



# Operations Plan

Updated: March 28, 2013

Effective: Advanced Academy #59

Approved by the National Interagency Joint Apprenticeship Committee

**/s/ Mike Minton**  
Committee Chair

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## 1. INTRODUCTION

The Wildland Firefighter Apprenticeship Program serves as a nationally registered apprenticeship program, under the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services (DOL), to enhance and develop future wildland fire managers. The sponsoring agencies, USDA Forest Service (FS), US DOI Bureau of Land Management (BLM), US DOI National Park Service (NPS) and US DOI US Fish and Wildlife Service (USFWS) have signed an agreement with the DOL to develop and operate an apprenticeship program. This document provides the management guidance for the implementation of this program. The [National Apprenticeship Standards](#) serve as the basis for the Operations Plan. The pertinent sections of the National Apprenticeship Standards are referenced throughout this document and are shown in *ITALICS*.

## 2. DEFINITIONS

**AGENCY ADMINISTRATOR:** The manager of a unit (i.e. Forest Supervisor, Park Superintendent, Field Office Manager or Refuge Manager ) who is delegated authority to make employment decisions.

**AGENCY JOINT APPRENTICESHIP COMMITTEE (AJAC):** Agency specific committee, with equal representation from Management and Labor.

**AGENCY NATIONAL APPRENTICESHIP COORDINATOR:** The person designated by each sponsoring agency to fulfill the administrative requirements for their specific agency.

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

**CONVERSION:** The process by which apprentices are converted to career appointment journey- worker positions once they have met the program requirements.

**FIRST LINE SUPERVISOR:** An individual, designated by the program sponsor to supervise or have charge and direction of an apprentice.

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training). This individual has successfully completed the Position Task Book for Firefighter 1 (FFT1) and has been certified by the home unit as fully qualified.

**NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC):** The interagency committee comprised of representatives of the Sponsors, with equal representation from management and labor, which provides direction and oversight for the Wildland Firefighter Apprenticeship Program (WFAP).

**NATIONAL APPRENTICESHIP STANDARDS:** The parent document defining the basic elements of the WFAP as agreed to by the Sponsors and registered with the Registration Agency including all appendices thereto, and any future modifications or additions approved by the Registration Agency.

**OPERATIONS PLAN:** The document established and reviewed annually by NIJAC that provides program management guidance of the WFAP based on the National Apprenticeship Standards.

**OPERATIONS SPECIALIST:** The person fulfilling the daily administrative requirements associated with the delivery of the Basic and Advance Academies which are a component of the Related Instruction identified in the National Apprenticeship Standards and in accordance with the Operations Plan.

**PROGRAM MANAGER:** Responsible for overall management of the apprenticeship program as directed by NIJAC. Oversight and supervision is provided by the Director of National Fire Training Centers.

**REASONABLE ACCOMMODATION:** In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

**REGIONAL/STATE APPRENTICESHIP COORDINATOR:** Facilitates agency involvement in the program at a regional or statewide level. This individual serves as a liaison with their AJAC, their Agency, the National Wildland Firefighter Apprenticeship Coordinator and their Unit Apprenticeship Managers.

**REGIONAL DISABILITY PROGRAM MANAGER:** Is responsible for ensuring compliance, making determinations on whether a person has a disability and making recommendations, reviewing and maintaining medical documentation on request for reasonable accommodation.

**SPONSORS:** U.S. Department of Agriculture, Forest Service (USDA-FS), U.S. Department of the Interior, Bureau of Land Management (DOI-BLM), U.S. Department of the Interior, National Park Service (DOI-NPS) U.S. Department of the Interior, United States Fish and Wildlife Service (DOI- USFWS) AND the National Federation of Federal Employees - Forest Service Council (NFFE- FSC), Bureau of Land Management (NFFE-BLM), and National Park Service (NFFE- NPS).

**UNION(S):** Means the National Federation of Federal Employees and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

**UNIT APPRENTICESHIP MANAGER:** Ensures that administrative requirements for individual apprentices are met at the Home Unit level. Provides mentoring to apprentices and ensures that apprentices receive diverse work experience. Serves as liaison with other organizational levels.

**WORK PROCESSES:** Tasks, skills and behaviors acquired through on the job learning in which the apprentice must be proficient before a completion certificate is granted.

### **3. PROGRAM ADMINISTRATION**

The NIJAC acts on behalf of the Sponsors to provide governance and oversight of the Wildland Firefighter Apprenticeship Program, including development and review of the National Apprenticeship Standards and Operation Plan.

#### **A. Organizational Structure**

1. Refer to "Section 2. Definitions" for a definition of the various committees and positions involved with the WFAP.
  - a. NIJAC
  - b. Agency Joint Apprenticeship Committee
  - c. Agency National Coordinator
  - d. Program Manager
  - e. Regional/State Apprenticeship Manager
  - f. Academy Coordinator
  - g. Unit Apprenticeship Manager
  - h. First-line Supervisor
  - i. Journey worker
  - j. Apprentice
2. Organizational Charts
  - a. WFAP Chart - Refer to Appendix C
  - b. Academy Chart – Refer to Appendix D

#### **B. Contact Information - Refer to Appendix A**

#### **C. Annual Program Timelines and Responsibilities – Refer to Appendix B**

#### **D. Roles and Responsibilities: The roles and responsibilities of the different committees/positions are described in the following sections.**

#### 4. RECRUITMENT AND SELECTION OF APPRENTICES

It is important to understand that although clearly related, the process of WFAP Program recruitment and signing of the individual Apprenticeship Agreement with the employee is a separate administrative process from that of employment and hiring.

##### A. National Apprenticeship Standards References

1. EEO Pledge (**Section II**)
2. Qualifications for Apprentices (**Section III**)
3. Selection of Apprentices (**Section IV**)
4. Credit for Previous Work Experience (**Section VIII and Appendix A**)
5. Adjusting Differences/Complaint Procedure (**Section XXV**)

##### B. Hiring Authorities

The NIJAC does not prescribe a specific hiring authority be utilized for intake to the (WFAP). Refer to your agency's specific policy regarding use of various hiring authorities.

##### C. Qualifications

1. See current version of National Apprentice standards section III Qualification for Apprentices.

##### D. Recruitment

1. Recruitment resources are available for units to utilize in their recruitment efforts, including program brochures, electronic presentations and other media that are to be used in recruitment efforts.
2. Agency administrators are encouraged to use various recruitment methods to develop highly skilled, diverse applicant pools.

##### E. Advertisement, Application and Selection Process

1. Each participating Agency will utilize its own administrative hiring process.

##### F. Roles and Responsibilities for Recruitment and Selection of Apprentices

1. The Program Manager will:
  - a. Coordinate with the Agency National Coordinators.
  - b. Ensure that resources are available for units to utilize in their recruitment efforts. This may include program brochures, electronic presentations and other media that will aid in recruitment efforts.
2. The Agency National Coordinator will:
  - a. Work with the Program Manager to develop and coordinate recruitment and advertisement.
  - b. Coordinate Annual Apprenticeship Vacancy Announcement/Recruitment Bulletin within their agency and with the Agency National Coordinators of the other Sponsoring Agencies as appropriate.
  - c. Provide accurate information to be included in outreach and recruitment bulletins.
3. The Regional/State Apprenticeship Coordinator will:
  - a. Work with their Agency National Coordinator to develop and coordinate recruitment and advertisement for their Region/State units.
  - b. Work with their Region/State units to promote the WFAP and identify available vacancies.
  - c. Serve as the information conduit between their Region/State units and their Agency National Coordinator.
4. The Unit Apprenticeship Manager will:
  - a. Work to promote utilization of the WFAP on their unit.
  - b. Work with the Unit Level Agency Administrator to identify available vacancies and placement opportunities.
  - c. Maintain a working knowledge and understanding of employment processes and student employment authority as it applies to the apprentice program.

- d. Review applicant's documentation of previous experience in work processes and related instruction (courses) to determine if credit can be granted for previous experience; this should be done with the Unit's Human's Resource specialist, and must be in compliance with the National Standards.
5. The home unit Agency Administrator will be locally responsible for:
    - a. Identifying vacancies and placement opportunities.
    - b. Disseminate locally the Outreach/Recruitment letter.
    - c. Hiring of apprentices.
  6. The First Line Supervisor will:
    - a. Assist the home unit Agency Administrator and the Unit Apprenticeship Manager.

## 5. APPRENTICESHIP AGREEMENT

- A. Refer to National Apprenticeship Standards.
  1. Apprenticeship Agreement (**Section V**)
  2. Adjusting Differences/Complaint Procedure (**Section XXV**)
- B. Roles and Responsibilities
  1. The Program Manager will:
    - a. Ensure that the Apprenticeship Agreements are signed by the employer and the apprentice.
    - b. Ensure that the Apprenticeship Agreements are approved and registered with the Dept. of Labor **within 45 calendar days of agreement signed by employer and apprentice.**
    - c. Ensure that a copy of each Apprenticeship Agreement is furnished to the apprentice, the Program Manager, the Dept. of Labor, and the employer.
    - d. Promptly notify the Dept. of Labor of any notice of cancellations, suspensions and terminations of apprenticeship agreements *and causes therefore.*
    - e. Notify the Agency National Apprenticeship Coordinator of any request for termination of the apprenticeship agreement.
  2. The Agency National Apprenticeship Coordinator will:
    - a. Notify the Program Manager of any termination and include all appropriate information for such termination.
  3. The Regional/State Coordinator will:
    - a. Notify the National Apprentice Coordinator of any termination and include all appropriate information for such termination
  4. The Unit Apprenticeship Manager will:
    - a. Recommend to the home unit Agency Administrator that the Agreement be terminated should it be found that the Apprentice does not have the ability to continue the apprenticeship to become a qualified journey worker as identified in the Apprenticeship Standards.
    - b. Notify the sponsor Agency's Regional/State Apprenticeship Coordinator regarding status changes.

- c. Ensure that **prior to signing the Apprenticeship Agreement**, each selected applicant will be given an opportunity to read and review the Standards, the Operations Plan and the Apprenticeship Agreement.
  - d. As applicable, maintain thorough knowledge and understanding of apprentice agreements in general, and particularly for all of the apprentices on their unit.
5. The home unit Agency Administrator will:
- a. Ensure appropriate action is taken, based upon the appointing authority used to hire the apprentice, if an apprentice fails to meet the requirements of the apprenticeship agreement.
6. The First Line Supervisor will:
- a. Maintain thorough knowledge and understanding of apprenticeship agreements.
7. The Apprentice will:
- a. Submit documentation as needed to receive credit for previous work experience and previously completed coursework for related instruction.

## 6. PROBATIONARY PERIOD

There is no probationary/trial period for the WFAP itself. Any probationary/trial period is specific to the hiring authority used.

- A. Refer to National Apprenticeship Standards.
  - 1. Apprenticeship Agreement (**Section V**)
  - 2. Probationary Period (**Section IX**)
  - 3. Complaint Procedure (**Section XXV**)

## 7. TERM OF APPRENTICESHIP

The term of apprenticeship refers to the number of specific program work process hours and related instruction hours, not to actual hours in pay status. The term is 3000 hours to be completed in a timeframe of not-to-exceed 4 calendar years.

- A. Refer to National Apprenticeship Standards (**Section VII**).
  - 1. The agency's obligation is to provide the opportunity and assignments necessary for timely completion.
  - 2. The apprentice's obligation is to put forth reasonable effort, to complete all requirements within the term.
- B. Extensions
  - 1. If an apprentice feels that they have good cause they must petition their AJAC for a reasonable extension past the four calendar year term set forth in the National Apprenticeship Standards. The decision will be reported to the Agency National Coordinator and Program Manager.

## **8. WORK PROCESS HOURS (ON-THE JOB LEARNING)**

- A. Refer to National Apprenticeship Standards
  - 1. Work Process (**Section X and Appendix A**)
  - 2. Credit for Previous Work Experience (**Section VIII**)
- B. Roles and Responsibilities:
  - 1. Unit Apprenticeship Manager will:
    - a. Ensure that apprentices receive diverse work experience.
  - 2. Unit Level Agency Administrator
    - a. Provide a favorable environment to accomplish Work Process within the term of apprenticeship.
  - 3. The First Line Supervisor will:
    - a. Ensure varied and diverse work process experience.
    - b. Ensures that the apprentice performs work process hours under the guidance of a fully qualified Journey worker.
  - 4. The Journey worker will:
    - a. Provide daily technical supervision and on-the-job learning while accomplishing work process hours at a ratio of no more than 1 Journey worker to 5 apprentices.
  - 5. The Apprentice will:
    - a. The apprentice shall successfully complete a minimum 3000 hours OJL within the term of apprenticeship.

## **9. RELATED INSTRUCTION**

- A. Refer to National Apprenticeship Standards
  - 1. Related Instruction (Section XIII and Appendix A)
  - 2. Credit for Previous Work Experience (Section VII and Appendix A)
- B. Roles and Responsibilities
  - 1. The NIJAC will:
    - a. When possible, interact with the apprentices and academy staff to hear issues and concerns.
    - b. Develop training guidelines, evaluate curriculum, and measure effectiveness of the program.
  - 2. The Agency National Coordinator will:
    - a. Assist the Operations Specialist (Academy Coordinator) in selection of academy staff.
    - b. Identify agency specific uniform components and footwear and communicate that to Academy Coordinator.

3. The Program Manager will:
  - a. Serve as administrative Officer in charge of academy operations.
  - b. Select academy staff in cooperation with Agency National Coordinators.
  - c. Direct academy staff, instructors, and students.
  - d. Ensure curriculum is delivered within standards.
  - e. Serve as instructor of record for the affiliated college.
  - f. Determines if a student receives incomplete for missing 25% of a course or a course final exam.
  
4. The Unit Apprenticeship Manager will:
  - a. Interact with the First Line Supervisor to ensure that their apprentices are prepared for Basic and Advance Academies.
  
5. The home unit Agency Administrator will:
  - a. Ensure opportunities are provided for the additional required and elective course to be completed within the term of apprenticeship.
  
6. The Apprentices will:
  - a. Be expected to abide by agency Ethics and Conduct policy and will be furnished a copy of the facility use guidelines as a part of the Academy orientation.

## 10. ACADEMY MANAGEMENT

- A. The responsibility for management and operation of the academy program is currently delegated to the Director, National Training Centers by the sponsor agencies.
- B. Refer to Program Timeline Appendix B, Operations Plan.
- C. Refer to Academy Organizational Chart in Appendix D, Operations
- D. Basic and Advance Academies
  1. Academy Facilities/Meals
    - a. While at the Wildland Fire Training Center (WFTC) lodging is provided to Apprentices for the duration of their assigned academy. Meals are provided Monday through Friday. Apprentices staying on weekends are responsible for their own meals and will be reimbursed M&IE allowances at the Sacramento area rate via travel voucher.
    - b. Roles and Responsibilities:
      - i. Program Manager:
        1. Provide Apprentices a copy of the student letter as a part of the Academy orientation.
  2. Academy Standards:
 

The following standards apply to all Apprentices attending the Basic or Advanced Academies.

    - a. Academic Standards:
      - i. Apprentices will be required to pass all Academy course material at the NWCG standards Apprentices must pass courses with a Pass/Fail test with a Passing grade. Students found cheating will be removed from the Academy and the Apprenticeship Program.

- ii. If an Apprentice fails any exam they will be required to retake that exam once. Failure of more than one exam per academy will result in the Apprentice being removed from the Academy and Apprenticeship Program. Although removed from the Academy and Apprenticeship Program, the individual may apply again and be selected for future academies.
- iii. Unexcused absences will not be tolerated and will result in removal from the academy.
- iv. Students who are absent more than 25% of a course or for the course exam will receive a course incomplete and will be required to make up the coursework in the formal academy setting. The Operations Specialist (Academy Coordinator) will make the determination as to whether a student will receive a course incomplete.
- v. Depending on the hiring authority used, removal from the academy and program does not automatically equate to termination of employment.
- vi. Requests for waiver of academic standards must be forwarded through the AJAC to the NIJAC with agency recommendation.

b. Physical Standards:

- i. Apprentices attending either academy are expected to arrive in a physical condition that allows them to perform the duties of a firefighter. They are expected to be able to participate fully in all field training exercises and daily physical fitness training. Apprentices should use the physical fitness guidelines found in the “Fit to Work” publication as a minimum goal for physical fitness prior to arrival at the academies. Prior to their attendance, the home unit must provide to the Academy Coordinator documentation of the Apprentice's current successful completion of the Work Capacity Test at the arduous level.
- ii. Depending on the nature of their inability to participate in physical fitness training or field exercises, a student may be returned to the home unit. The Apprentice will be required to return and complete the Academy at a later date. If it is questionable that the student will be able to fully participate in field and physical fitness activities they will be encouraged to attend at a later date.
- iii. Roles and Responsibilities
  - 1. Unit Apprentice Manager
    - a. Ensure Apprentices are provided the “Fit to Work” document and adequate time for physical fitness training prior to attending an academy.
  - 2. Apprentice
    - a. Arrive in a physical condition that allows performance of firefighter duties.

c. Reasonable Accommodation Requests – <http://fsweb.wo.fs.fed.us/cr/pwd.index.html>

- i. Roles and Responsibilities:

**1. Regional Disability Program Manager / Mission Area Designee (Forest Service)**

- a. Receive the accommodation request from employees with disabilities or their representative when needed.
- b. Receive all medical documentation when a request for an accommodation is requested;
- c. Engage in the interactive process with employee, Home Unit Agency Administrator and Program Manager.

- d. Provide recommendations to the Home Unit Administrator and Program Manager when a reasonable accommodation is requested.
- e. Identify appropriate accommodations that should be provided.
- f. Provide written recommendation on all requests for accommodations.
- g. Maintain, review, and interpret all documentation, medical and non-medical, to make a recommendation and report findings to the appropriate recommendation to the employee and decision maker in writing.
- h. Consult with the Medical Professional, if necessary, when making a determination based on medical documentation.
- i. Maintain confidentiality of all information and medical records used in the accommodation process.
- j. Advise managers and staff regarding their rights and responsibilities under the authorities listed in section 1761.61.
- k. Maintain records for tracking and reporting reasonable accommodation requests and decisions.

**2. Home Unit Agency Administrator:**

- a. Assist apprentice with proper notification to the Regional Disability Program Manager.
- b. Work with apprentice and Regional Disability Program Manager as needed throughout the process.
- c. Approve or disapprove a request for reasonable accommodation in accordance with agency policy and in consultation with the Regional Disability Program Manager and other appropriate resources.
- d. Maintain confidentiality

**3. WFAP Program Manager:**

- a. Provide the Disability Program Manager with information regarding the academy's resources available to address reasonable accommodation requests.
- b. Ensure that approved reasonable accommodation requests are facilitated during an apprentice's academy attendance.
- c. Maintain confidentiality.

**4. Apprentice:**

- a. Provide written notification, in accordance with agency policy, to their home unit. This notification must include a description of the recommended mitigation for the disability.
- b. Provide the written notification to the Home Unit Agency Administrator through the appropriate chain of command at least 60 days prior to the Assigned Academy start date. If a decision on reasonable accommodation cannot be reached within the 60 day time period or if a reasonable accommodation cannot be implemented within this time period the apprentice may be rescheduled for a future academy. If a request is received from an Apprentice during that Apprentice's attendance of an Academy, the Program Manager in consultation with the Disability Program Manager may elect to reschedule the Apprentice for the next available Academy, if the accommodation requested cannot be implemented.

**3. Apprentice Uniform and Gear Requirements**

a. Roles and Responsibilities:

i. Agency National Coordinators:

- 1. Identify Agency specific uniform components and footwear for inclusion in Academy Student letter.

ii. Unit Apprentice Coordinator:

1. Ensure Apprentice is supplied the following items **prior to arrival at the academy:**

- Helmet, safety w/chinstrap, 1 ea.
- Goggles or safety glasses
- Gloves, leather, pair 1 ea.
- Initial Attack Pack Fire Shelter w/case
- Canteen, 1 qt., 4 ea.
- Headlamp, w/batteries, 1 ea.
- Kit, first aid, individual, 1 ea.
- Ear plugs, 1 set
- Shirt, Fire, 2 ea.
- Trousers, Fire, 2 ea.
- Rain Gear

iii. Apprentice:

1. Arrive at the academy with one pair laced boots, 8" height with Vibram soles.

## 11. SUPERVISION OF APPRENTICES

### A. Refer to National Apprenticeship Standards

1. EEO Pledge (**Section II**)
2. Ratio of Apprentices to Journey workers (**Section VI**)
3. Hours of Work (**Section X**)
  
4. Supervision of Apprentices (**Section XV**)
5. Safety and Health Training (**Section XIV**)

### B. Roles and Responsibilities:

1. The Program Manager will:
  - a. Report lost time injuries or fatalities to the Registration Agency.
  
2. The Agency National Coordinator will:
  - a. Report lost time injuries or fatalities to the Program manager.
  - b. Serve as a point of contact for Regional/State Apprenticeship Coordinators for apprentice issues and forwards requests to AJAC.
  
3. The Regional/State Apprenticeship Coordinator will:
  - a. Forward lost time injuries or fatalities to the Agency National Coordinator.
  
4. The Unit Apprenticeship Manager will:
  - a. Provide and/or identify mentors to apprentices, both those employed by their unit and those detailed to their unit.
  - b. Ensure that administrative requirements for individual apprentices are met, both those employed by their unit and those detailed to their unit.
  - c. Interact with home unit Agency Administrator to ensure that their apprentices are prepared for Basic and Advanced Academies and to fulfill the requirements of the WFAP (i.e.; agency determined uniform, PPE, agency new employee orientations, physical fitness level, and program prerequisites, etc.).
  - d. Reports lost time injury or fatality reports to their Regional/State Coordinator, or their designee.
  
5. The home unit Agency Administrator will:
  - a. Ensure all personnel actions are processed and required copies routed in a timely manner.

- b. Ensure each apprentice receives New Employee Orientation prior to participation in the basic academy. New Employee Orientation components will be defined by each agency as required.
  - c. Ensure apprentices have the skills/ability to be successful academically, and be mentally and physically fit.
  - d. Interact with Unit Apprenticeship Manager to ensure that their apprentices are prepared for Basic and Advanced Academies and to fulfill the requirements of the WFAP (i.e.; agency determined uniform, PPE, physical fitness level, and program prerequisites, travel & per diem arrangements, etc.).
6. The Home Unit will:
- a. Initiate all Position Task Books for Apprentices when appropriate.
7. First Line Supervisor will:
- a. Complete performance standards and evaluations for each apprentice.
  - b. Complete individual development plans and monitors progress.
  - c. Address conduct and performance issues in conjunction with Home Unit Human Resource specialist.
  - d. Serve as a mentor for assigned apprentices throughout the program process.
  - e. Notify Regional Disability Program Manager (FS Mission Area Designee) of the employees request for reasonable accommodation.
  - f. Reports lost time injuries or fatalities to the Unit Apprentice Manager.
8. The Journey worker will:
- a. Mentor each apprentice assigned to them.
  - b. Coordinate apprentice progress with first line supervisor or Unit Apprentice Manager.
  - c. Provide input to apprentice progress, performance standards, and progress reports.
  - d. Provide tutoring as necessary.
  - e. Ensure the health and safety of assigned apprentices

## 12. COMPLAINTS and Waiver Requests

A. Refer to National Apprenticeship Standards, Adjusting Differences/Complaint Procedures (**Section XXV**)

B. Roles and Responsibilities

1. The NIJAC will:
- a. Receive and rule on Apprentice waiver requests forwarded from AJAC.
  - b. Receive and either rule on or render opinion (as appropriate) on complaints arising from administration of the National Standards provisions, and/or the processes and procedures of the Academy Operations Plan.
2. The AJAC will:
- a. Receive and rule or renders opinion on apprentice waiver requests from apprentices, and/or units of their agency.
  - b. Forward waiver requests that have interagency implications with AJAC opinion and recommendation to NIJAC for final ruling.
3. Agency National Coordinator will:
- a. Be point of contact for apprentice issues and waiver requests (i.e. Service and Mobility Agreement, breaks in service, etc.)

### **13. PROGRAM DOCUMENTATION AND RECORD KEEPING**

#### **A. Refer to National Apprenticeship Standards.**

1. Records and Examination (Section XVI)
2. Maintenance of Records (Section XX)
3. Responsibilities of the Apprentice (Section XXVI)

#### **B. Roles and Responsibilities**

1. The Program Manager will:
  - a. Store Apprentice's records related to the WFAP in a central location for a period of five years after the apprentice's completion of or separation from the program.
  - b. Will provide the records to US. Department of Labor, if requested.
  - c. Receive from home unit Agency Administrator documentation of Apprentices current successful completion of the work capacity test at the arduous level.
2. The Agency National Coordinator will:
  - a. For National Park Service and US Fish and Wildlife Service Apprentices, maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form, corrective and final actions pertaining to the apprenticeship.
3. The Regional/State Coordinator will:
  - a. For US Forest Service and Bureau of Land Management Apprentices, maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form, corrective and final actions pertaining to the apprenticeship.
4. The Unit Apprentice Manager will:
  - a. Maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form corrective and final actions pertaining to the apprenticeship.
  - b. Annually submit work process hours reporting forms to the Regional/State Coordinator.
5. The Apprentice will:
  - a. Maintain their own personal record of their work experience (work processes) and related instruction.
  - b. Provide formal documentation to the Unit Apprenticeship Manager of any approved request for reasonable accommodation at least sixty days prior to the beginning of the Basic and Advance Academy.
  - b. Submit to the Unit Apprentice Manager documentation for previous experience with related instruction at time of application.

### **14. CERTIFICATION OF PROGRAM COMPLETION**

#### **A. Refer to National Apprenticeship Standards, Certificate of Completion (Section XXI)**

B. Roles and Responsibilities:

1. The Program Manager will:
  - a. Certify program completion (if apprentice meets criteria to be certified) and submit a request to the Registration Agency (Department of Labor) that a Certificate of Completion be awarded.
  - b. Receives formal certificate of completion from DOL and forwards to the Agency National Coordinator for delivery to the Apprentice.
2. The Agency National Coordinator will:
  - a. Receive a request and documentation for Certificate of Completion from Regional/State Coordinator and validate whether an apprentice meets the criteria to be certified.
3. Regional/State Coordinator will:
  - a. Receive Certificate of Completion request from home unit Agency Administrator and will determine if requirements for certification are met. Forwards completed packages to the Agency National Coordinator.
4. Home unit Agency Administrator
  - a. Send request for certificate of completion for apprentice to Regional/State Coordinator.
5. The Unit Apprentice Manager will:
  - a. Evaluate apprentice's records to determine if the requirements for certification have been met.
  - b. Recommend to the home unit Agency Administrator that Certificate of Completion be awarded to the Apprentice.
  - c. **Take the appropriate and timely steps, as required by their agency policy and the hiring authority used, to place the apprentice in the GS-5 Senior Firefighter position, when they receive the Certificate of Completion.**

## 15. BUDGETING/ACCOUNTING

- A. The sponsoring agencies will be responsible to pay the cost incurred by all Basic and Advanced Academy allocations encumbered by their agency.
- B. Roles and Responsibilities
  1. Program Manager will:
    - a. Develop yearly budget proposal and share proposal with NIJAC.
  2. Agency National Coordinator will:
    - a. Facilitate terms regarding annual agreements for interagency funds transfers.
    - b. Administers agency policy on funds transfers within their agency in the event units of the agency encumber but do not utilize academy allocations.

## 16. MOBILITY AGREEMENT

### Applicability

At time of program completion, and depending on the hiring authority used, the agency may choose to place an employee at a unit other than the one in which he/she was initially hired.

A copy of the nationally standardized mobility agreement for Forest Service use in the WFAP can be found in Appendix G. This agreement cannot be modified except by the national parties.

During their apprenticeship training period, apprentices are expected to perform work processes which may require that they be assigned to work at a variety of duty stations. Such assignments are not applicable to the mobility agreement. Agency specific policy and provisions of collective bargaining agreements governing travel assignments shall be applied.

## **17. APPENDIX SUMMARY**

- A. Directory
- B. Program Organization Chart
- C. Academy Organization Chart
- D. Student Letter

## Appendix A Directory

WFAP Program Management and Administration											
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	E-Mail
R5	Howorth	M. Douglas	USFS National Coordinator Academy Coordinator	3237 Peacekeeper Way	McClellan	CA	95652	916.640.1058	916.640.1190	530.945.1585	mhoworth@fs.fed.us
R5 ANF	McGuff	Tracy	Forest Training Officer Unit Manager	DBTC, USFS Angeles National Forest 12371 Little Tujunga Canyon Road	San Fernando	CA	91342	818.899.4516	818.899.8313	661.912.6889	tmcguff@fs.fed.us
R5 BDF	Sweetman	Eric	San Bernardino NF Unit Manager	Danny Rhynes Training Center 602 S Tippecanoe	San Bernardino	CA	92408	909.382.2894	909.382.4192	951.318.4364	esweetman@fs.fed.us
R5 CNF	Bilz	Felecia "Lisa"	Cleveland NF Lead Unit Manager	2249 Jamacha Road	El Cajon	CA	92019	619.557.5262	619.557.6935	619.778.1436	fbilz@fs.fed.us
R5 CNF	Laff	Nick	Cleveland National Forest Alt. Unit Manager	Cleveland National Forest ECC	Alpine	CA	92019	619.557.5262	619.557.6935	619.672.4715	nlaff@fs.fed.us
R5 ENF	Scott	Cara	Eldorado National Forest Training Officer	100 Forni Road	Placerville	CA	95667	530.621.5209	530.621.5297	530.409.6130	cescott@fs.fed.us
R5 ENF	Bell	Janette	Eldorado National Forest Alt. Unit Manager	100 Forni Road	Placerville	CA	95667	530.642.5175	530.621.5297		jbell@fs.fed.us
R5 INF	OKeefe	Dan	Inyo NF Unit Manager	798 North Main Street	Bishop	CA	93514	760.873.2574		760.937.3037	dokeefe02@fs.fed.us
R5 KNF	Lindstrand	Curtis	Klamath National Forest Training Specialist	1711 South Main St.	Yreka	CA	96097	530.841.4511	530.841.4596	530.598.8056	clindstrand@fs.fed.us
R5 KNF	Bourne	Tonja	Apprentice Training Admin	1711 South Main St.	Yreka	CA	96097	530.841.4443	530.841.4596	530.598.0828	tbbourne@fs.fed.us
R5 LNF	Malena	Walter	Lassen National Forest Asst Center Manager Unit Manager	2550 Riverside Drive	Susanville	CA	96130	530.257.5575	530.257.7149	530.310.3567	wmalena@fs.fed.us
R5 LPF	Woods	Sheryl	Los Padres National Forest Unit Manager	100 Community Loop, B10373 PO Box 6198	Vandenberg AFB	CA	93437	805.605.4995	805.734.9753	805.455.5917	sherylwoods@fs.fed.us
R5 MNF	Roach	Jesse	Mendocino NF Unit Manager	825 N Humboldt Street	Willows	CA	95963	530.934.1142	530.934.1197	530.966.3459	jroach@fs.fed.us
R5 MDF	Gruber	Von	Modoc NF Unit Manager	Doublehead Ranger District PO Box 369 49870 Hwy 139	Tulelake	CA	96134	530.233.8888	530.233.8889	530.640.0391	vigruber@fs.fed.us
R5 PNF	Mannle	Jennie	Plumas NF Unit Manager (Detailed)	159 Lawrence Street PO BOX 11500	Quincy	CA	95971	530.283.7845	530.283.7746	530.394.8094	jmannel@fs.fed.us
R5 PNF	Duncan	Pete	Plumas NF Unit Manager	159 Lawrence Street PO BOX 11500	Quincy	CA	95971	530.283.7831		530.394.8100	pduncan01@fs.fed.us



BLM	Gogna	Nate	BLM National Coordinator	3237 Peacekeeper Way	McClellan	CA	95634	916.640.1080	916.640.1190	916.205.5033	ngogna@blm.gov
NPS	Shultz	Jim	NPS National Coordinator NIJAC Chairperson	3833 S. Development Ave	Boise	ID	83705	208.387.5215	208.387.5250	208.991.4365	jim_shultz@nps.gov
FWS	Babiak	Russ	Asst. National Fire Management Training Spec. US Fish & Wildlife Service,	National Interagency Fire Center 3833 Development Ave	Bosie	ID	83705	208.387.5986	208.387.5668	208.631.6488	russ_babiak@fws.gov
<b>NIJAC Directory</b>											
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	Email
NIJAC	Shultz	Jim	National Management Rep., NPS Agency National Coordinator, Regional Coordinator	3833 S. Development Ave	Boise	ID	83705	208.387.5215	208.387.5250	208.608.4810	<a href="mailto:jim_shultz@nps.gov">jim_shultz@nps.gov</a>
NIJAC	Babiak	Russ	National Management Rep, USFWS USFWS Agency National Coordinator	3833 S. Development Ave	Boise	ID	83705	208.387.5986	208.387.5995	208.631.6488	<a href="mailto:russ_babiak@fws.gov">russ_babiak@fws.gov</a>
NIJAC/ AJAC	Osborn	Kim	National Management Rep, USFS R4 Regional/State Coordinator	324 25th St	Ogden	UT	84401	801.625.5717	801.625.5594	801.710.3664	<a href="mailto:kosborn@fs.fed.us">kosborn@fs.fed.us</a>
NIJAC	Minton	Mike	National Management Rep, USFS	1330 Bayshore Way	Eureka	CA	95501	707.441.3535	707.441.3591	707.498.4435	<a href="mailto:mminton@fs.fed.us">mminton@fs.fed.us</a>
NIJAC	Lewis	Lonnie	National Labor Rep, USFS	PO Box 928	Alturas	CA	96101	530.233.8712		n/a	<a href="mailto:llewis@fs.fed.us">llewis@fs.fed.us</a>
NIJAC	Duran	Joe	Alt. National Labor Rep								
NIJAC	Miller	Jonathan	Alt. Labor Rep	102 W. Lake St.	McCall	ID	83638	208.634.0466		208.634.9430	<a href="mailto:jonathanmiller@fs.fed.us">jonathanmiller@fs.fed.us</a>
NIJAC	Gogna	Nate	BLM Agency National Coordinator National Management Rep, BLM California Regional/State Coordinator	3237 Peacekeeper Way	McClellan	CA	95652	916.640.1080	916.640.1190	916.205.5033	<a href="mailto:nate_gogna@ca.blm.gov">nate_gogna@ca.blm.gov</a>
NIJAC	Downing	Elaine	President of NFFE 2152 California BLM					760.326.7003			<a href="mailto:edowning@blm.gov">edowning@blm.gov</a>
NIJAC	Suppiger	Andrew	National Labor Rep BLM	355 Hemsted Drive	Redding	CA	96002	530.224.2183	530.224.2172	530.276.3831	<a href="mailto:Andrew_Suppiger@ca.blm.gov">Andrew_Suppiger@ca.blm.gov</a>
NIJAC	Sage	Stephen	Department of Labor Apprenticeship & Training Rep.	U.S. Department of Labor 200 Constitution Avenue, NW Room N-4649	Washington	DC	20210	(202) 693-3221	(202) 693-3799		<a href="mailto:sage.stephen@dol.gov">sage.stephen@dol.gov</a>
NIJAC	Cushing	Carol	National Management Rep, USFS					541.496.3532	541.496.3534	541.733.1491	<a href="mailto:ccushing@fs.fed.us">ccushing@fs.fed.us</a>
NIJAC	Whetstler	Brian	National Labor Rep, USFS	PO Box 905	Joseph	OR	97846			541.263.0862	

NIJAC Advisor	Howorth	Doug	Program Manager USFS Agency National Coordinator R5 Regional/State Coordinator	3237 Peacekeeper Way	McClellan	CA	95652	916.640.1058	916.640.1190	530.945.1585	<a href="mailto:mhoworth@fs.fed.us">mhoworth@ fs.fed.us</a>
<b>AJAC Directory</b>											
<b>Unit</b>	<b>Last</b>	<b>First</b>	<b>Position</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Voice</b>	<b>Fax</b>	<b>Cell</b>	<b>Email</b>
AJAC Mgmt	LeMire	Rosie	R1 Regional/State Coordinator	NRTC 5765 W. Broadway	Missoula	MT	59808	406.329.4986	406.329.4922		<a href="mailto:rlemire@fs.fed.us">rlemire@fs.f ed.us</a>
AJAC Mgmt	Thomas	Brett	R6 Regional/State Coordinator Management Rep								

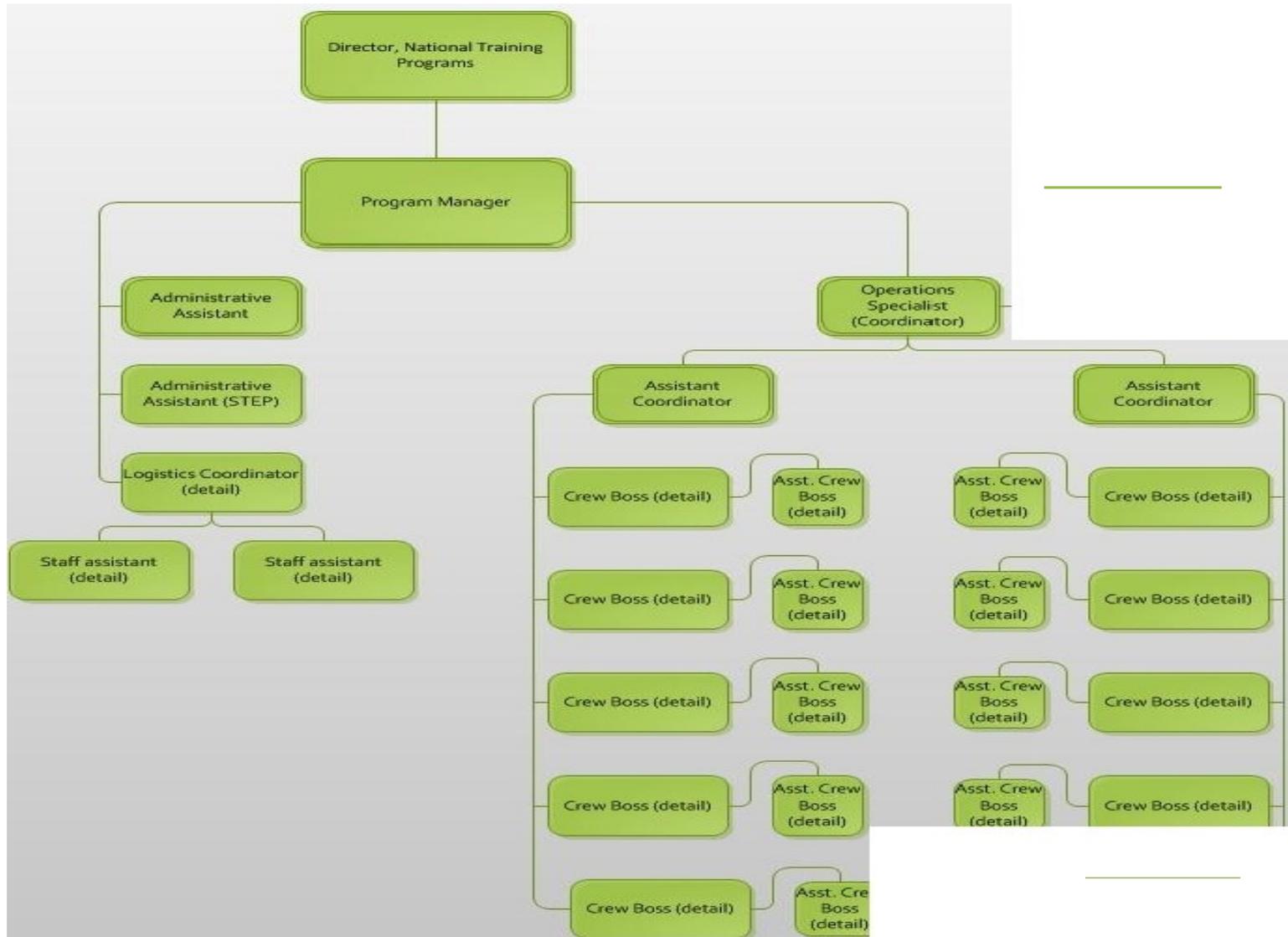
## Appendix B

### National Interagency Joint Apprenticeship Program Organization Chart



# Appendix C

## WFAP Academy Organization Chart



Wildland  
Firefighter



Apprenticeship Program

# Student Letter

Wildland Fire Training & Conference Center  
3237 Peacekeeper Way McClellan, CA 95652

By signing below, I certify that I have read, understand and agree to comply with all rules and regulations contained within this letter as it pertains to the Wildland Firefighter Apprenticeship Program and residing at the McClellan Business Park.

X

\_\_\_\_\_  
**Print Full Name**

X

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**DUTY**



**RESPECT**



**INTEGRITY**



# Wildland Firefighter Apprenticeship Program

## Student Letter

Dear Attendee,

Congratulations on your acceptance into the National Wildland Firefighter Apprenticeship Program (WFAP). The following information should help you get acquainted with the program, and the requirements for the Basic and Advanced Academies which are held at the Wildland Fire Training and Conference Center (WFTC) in Sacramento, California. We are extremely proud of the WFTC and desire to maintain its condition for as long as we are here. Forest Service leaders at all levels strongly support Fire Management's goal to provide a state-of-the-art facility, capable of meeting today's demand for high-quality and professional training. In order to fully realize this goal a few common sense policies and rules must be in place to consistently guide our use. Your compliance will help us maintain our high training standards and the quality of our facilities for many years to come.

### **Facility**

The WFTC is located in McClellan Business Park, North of Interstate 80 and off Watt Avenue at 3237 Peacekeeper Way, Sacramento, CA 95652. A Map and directions are available in the pre-work section of the program web site [www.wfap.net](http://www.wfap.net). Stores, restaurants, recreation and services are all within a short drive. A fitness center, gas station, restaurant and several other amenities are also located inside the business park.

### **Program Orientation for Apprentices**

If you have not been contacted already, the Regional Coordinator or Apprenticeship Unit Manager will contact you soon regarding the administrative requirements of the program. This individual will be your contact for the program. They will explain the requirements of the program to you including your Training, Mobility, and Department of Labor Agreements.

### **Air Travel**

Those traveling by air will fly into Sacramento International Airport (SMF). Flight itineraries must be forwarded to [wfap@fs.fed.us](mailto:wfap@fs.fed.us) a minimum of fourteen days prior to arrival. Be sure to include your name and cell phone number so we can contact you. Transportation to and from the airport will be provided by WFAP. You will be picked up in an agency vehicle by Logistics Staff who can be reached at #916-202-8346. You should call this number upon landing to let the driver know that you will be waiting at the curb in front of baggage claim.

**\*\*Check in between 1400-1600 on Sunday only. Those arriving by air on Saturday will have housing available for that evening as long as prior arrangements have been made with the WFAP.**

**\*\*Graduation from the Advanced Academy will take place on the final day of class. Plan on being committed until 1530 and plan your travel accordingly.**

### **Privately Owned Vehicles**

Per California State Law, all vehicles must be registered and insured. All students must possess a valid Driver's License from their state of residence. All vehicles must be parked in designated parking areas only. **Vehicles not parked in designated parking areas will be subject to towing and removal.** Adhere to the posted speed limit at all times. Vehicle use between the dorms and the training center should be kept to a minimum.

### **Prerequisite for Basic Academy Attendance** (pg. 25 National Apprenticeship Standards)

All students must have completed the following courses **prior** to arrival at Basic Academy:

- I-100 - Orientation to the Incident Command System
- S-130 - Basic Firefighter
- S-190 - Introduction to Fire Behavior

In addition to the courses listed above, employees must complete a minimum of 500 hours of work experience prior to attending the Basic Academy. This experience must have been in Work Process Category 2: Wildland Fire Preparedness, Suppression and Fuels Management. You will not be able to attend the Basic Academy until you have completed this work experience.

### **GI Benefits for Education**

You must be registered with the Dep't of Labor/Apprentice to qualify for GI Bill benefits. The VA will determine which Chapter you are eligible for based on type and length of service. Inform your Unit Apprentice Manager/Regional Coordinator of your interest in using education benefits, and download this PowerPoint: [http://www.wfap.net/forms/Veterans\\_Education\\_Benefits.ppt](http://www.wfap.net/forms/Veterans_Education_Benefits.ppt) More information can be found at: <http://www.wfap.net/vets.html>

### **Drug Testing**

Drug testing requirements vary by Agency. Your Regional Coordinator or Unit Manager will inform you of the drug testing requirements/policies set forth by your Agency.

### Uniforms and Field Gear

The Academy stresses a professional appearance. **Having a full uniform complement is required.** Your uniform must always be clean and pressed. There are irons available in each dorm and there are several dry cleaners in the area. **A dirty, wrinkled and/or incomplete uniform is unacceptable.** There will be frequent inspections to ensure that uniform requirements are heeded. Your Regional Coordinator or Unit Manager is aware of the uniform and field gear requirements. It is **your** responsibility to work with this individual to procure uniforms, nameplates, agency badges and field gear prior to arriving at the academy.

### **Required uniform components for all Apprentices:**

- 2 each - short sleeve uniform shirt
- 1 each - long sleeve shirt uniform shirt
- 2 pair - dark green field uniform trousers (not Nomex or mint green trousers)

- 2 each - name plate (1 ea. for shirt and jacket)
- 1 each - agency badge
- 1 each - uniform belt (black or brown leather, not cloth or web)
- 1 each - agency tie (clip or traditional)
- 1 pair - professional dress shoes (black or brown leather, no sports/skating or clog style)
- 1 each - Agency Jacket (3-season, rain fleece or Gore-tex)

### **Optional Uniform Components (BLM, USFS, Fish and Wildlife and Park Service)**

Agency ball cap, beanie or any hat with your Module or forest/district name on it are permitted outside of the training center. Non-agency ball caps and/or hats are not allowed.

It can be rainy and cold in the Sacramento area from January through May. Make sure to have the appropriate uniform components for all field exercises, come rain or shine.

Non-agency jackets are not allowed in the training center (e.g. fire module Carhartt, Forest safety award fleece etc). **Non-agency jackets are not a part of the agency uniform and may be worn up to the doors of the training center, but like all hats, must be removed when you enter the academy building.**

### **Required Field Gear**

- 1 each - helmet w/ chin strap
- 1 pair - goggles or safety glasses
- 1 pair - gloves
- 1 each - IA pack (Mystery Ranch, Eagle, FSS, Hotline, etc.)
- 1 each - fire shelter w/case
- 4-6 each - canteen, 1 qt.
- 1 each - headlamp w/ batteries
- 1 each - individual first aid kit
- 1 pair - ear plugs
- 1 each - 10" file w/ handle and guard
- 1 each - nomex fire shirt
- 1 each - nomex fire pants
- 1 set - rain gear
- 1 pair - leather boots, minimum 8" height w/ vibram soles

Field exercises will require nomex pants and shirt, leather boots and full field gear. You are expected to arrive "fire ready." Prepare yourself and your gear as you would for a fire assignment.

### **Miscellaneous items to bring**

In addition to the field gear and uniforms, please bring the following:

- Incident Response Pocket Guide
- Compass (smoke chaser type)

- GPS (if available)
- Pens, pencils, writing paper
- Personal toiletries including a towel
- Casual wear appropriate for evenings and weekends
- Good running shoes and clothing required for physical training and recreation
- All study/pre-work materials included in this letter

### **Training Curriculum and Hours**

Basic and Advanced Academy training consists of approximately 8 combined weeks of formal instruction, 8 hrs per day, Monday through Friday. Attendees will not be compensated for more than 8 hours per day while at the Academy unless specifically scheduled and approved by the Program Manager. Classes are scheduled to start daily at 0700 or 0730 and end at 1600 or 1630 with an hour lunch break.

#### **The formal curriculum consists of the following:**

##### **Basic Academy Courses:**

- Academy Orientation
- Human Performance
- S-131 Advanced Firefighter
- I-200 Basic ICS
- L-280 Followership to Leadership
- Fire Prevention (including FI-100)
- Wildland Fire Skills Simulation
- Land Navigation
- Weather Observations
- Communications and Radio Use
- After Action Reviews

- Fire shelter and Entrapment Avoidance
- Tactical Decision Making

##### **Advanced Academy Courses:**

- S-290 Intermediate Fire Behavior
- S-270 Basic Air Operations
- L-380 Fire Line Leadership
- Fuels Management
- S-234 Ignition Operations
- Staff Ride
- Career Development

## Academic Standards

All tests will be closed-book written tests except for the manipulative skill tests. Missing 25% or more hours of a course **or** missing the final exam will result in an “incomplete.” The apprentice will be required to make up the coursework in a formal academy setting.

All classes must be passed with a 70% or higher. You will be allowed to re-test only ONCE during the academy. Apprentices will be allowed to review their tests prior to the retake but will not be allowed to remove the tests from the classroom. Re-tests will be given outside of scheduled course hours so as not to interfere with ongoing courses. For courses with more than one approved exam, retakes will not be the same exam as originally given. Regardless of how high the score is on the retake, the minimum required passing score (70%) will be recorded. A test failure in a second course will result in the Apprentice being removed from the Academy and Apprenticeship Program. The removed individual may reapply and may be selected for future Academies.

### **Reasonable Accommodation Requests**

Individuals who may have learning disabilities are responsible for notifying and working with their home units to determine any reasonable accommodation requests **prior** to arriving at the Academy. The Academy needs to be notified at least **60 days** prior to the assigned Academy start date. (Please reference the Apprenticeship Program 2011 Operations Plan, Section V- Reasonable Accommodation Requests).

## Academy Regulations and Expectations

The Wildland Fire Training Center has a code of conduct. The Apprenticeship program also maintains standard protocol for acceptable behavior. You will be expected to adhere to both sets of policies.

- There will be no days off during weekdays while at the Academy. This policy is firm.
- The Academy has zero tolerance for cheating.
- Possession of illegal drugs, drug paraphernalia and/or consumption of illegal drugs will result in your immediate removal from the Academy and are grounds for termination.
- Medical Marijuana as per the U.S. Forest Service/ Bureau Of Land Management policy: U.S. Forest Service personnel are Federal employees, doing Federal duties, usually on Federal lands. Therefore Federal law applies to USFS personnel. Title 21 U.S. Code 812 classifies marijuana as a controlled substance. 21 U.S. Code 844 (a) makes possession of any controlled substance a misdemeanor crime, punishable by as much as one year in Jail, and a **minimum** fine of \$1,000.

The U.S. Supreme Court has confirmed that the California medical marijuana law does not protect a user/grower/possessor from Federal law. In *U.S. v. Oakland Cannabis Buyers Coop.*, (2001), the Supreme Court ruled: “ we hold that medical necessity is not a defense to manufacturing and distributing marijuana”, and “...nothing in our analysis, or the statute, suggests that a distinction should be drawn between the prohibition on

manufacturing and distributing and the other prohibitions of the (U.S. code)..."

There is also a Federal administrative law prohibiting marijuana use. In 1986 President Reagan signed Executive Order 12564 "Drug-Free Federal Workplace" that states, in Section 1: **Persons who use illegal drugs are not suitable for Federal employment.**

#### **Key considerations for employees:**

- **Marijuana growing, use, or possession, (regardless of whether the grower, user, or possessor has a State authorization) is in violation of Federal criminal law. It is illegal. The Department's Employee Responsibilities and Conduct regulation prohibits employees from engaging in criminal conduct.**
- **Employees are subject to corrective action, including removal from federal service for any marijuana-related activity, regardless whether the activity is permitted under State law.**
- Possession and/or consumption of alcohol is not permitted within government facilities. This includes parking lots, dormitories, training facilities, adjacent lawns or any space owned or leased by the government.
- There is zero tolerance for harassment or hostile work environment. This includes physical, verbal and/or threats of abuse, and sexual, racial or any form of harassment. Violations will result in appropriate corrective action and may be grounds for termination.
- Professionalism is expected at all times in your attire, attitude and demeanor – on and off of duty – for the duration of your assignment and while in travel status. Public inebriation, failing to be fit for duty, or disrespect towards instructors, staff, peers or public will not be tolerated and will result in appropriate corrective action.
- Theft, vandalism, extortion, gambling or other unlawful acts are prohibited. Property damage as a result of unprofessional behavior will be billed to the offender(s) and will result in appropriate corrective action.
- The use of any tobacco products (smoking, chewing or snuff tobacco) in government facilities or vehicles is prohibited. Dispose of tobacco in the proper outside receptacles.
- Weapons of any kind are strictly prohibited at the Academy and will result in immediate removal from the program.

#### **Weapons Are Defined as:**

- Any knife with a blade that is non-folding or retractable
- Any folding knife that has an overall length (blade & handle in open position) greater than 8.5", or a blade greater than 4 inches
- Any knife that has a blade spring released by a push button or switch
- Any gun, rifle or any device that shoots projectiles, no matter how it is propelled (CO compressed air, spring, gun powder etc.) This includes facsimiles of guns

- Any ammunitions, propellant, projectiles, explosives, etc. are prohibited
- Any device or projectile that releases via a taut string, band or cord (bows and arrows, sling shots, etc.)
- Any device associated with the martial arts (nunchucks)
- Any device designed to be a weapon (blackjacks, saps, brass knuckles, etc.)
- Any device that could be used to inflict pain or injury to a person or animal, or damage or destroy any real property. Includes such items as blasting caps, firecrackers, explosives, or tool handles
- Any other device deemed to be a weapon by a staff member

### **Training Facility and Classroom Use Policies**

- It is imperative to always be on time and to have your classroom materials with you. On time shall be defined as sitting in your seat and ready to learn -- not walking into the classroom when class starts. **Tardiness is unacceptable and will be grounds for corrective action.** The first offense shall result in a letter of corrective action and a personal phone call to the Division Chief explaining the reason for said letter. The second offense will result in removal from the Academy.
- Classrooms will be left neat, clean and orderly. All Chairs and tables shall be returned to their proper place.
- Hallway discussions and related noise from large groups can be distracting to others.  
Students are encouraged to take breaks outside. During inclement weather breaks can be taken in the cafeteria.
- Certain footwear, specifically “logger” type boots and some “lugged” soled shoes tend to leave black marks on flooring, walls, doors, etc. For this reason WFTC management requests users wear, casual, smooth-soled or otherwise lightly-treaded footwear. There will be times, as when students participate in field exercises and then must immediately return to the classroom, when wearing boots will be necessary. However, whenever possible we ask that casual non-lug soled shoes be worn.
- No radios, iPods, or pagers will be allowed in classrooms.
- Tobacco, ball caps and sunglasses are not allowed inside the training center.
- Food and drink is allowed in all classrooms with the exception of the computer rooms and the simulation room. All beverages shall have spill-proof caps. Should spills occur, or should a group fail to clean up their refuse such that additional janitorial services are required, the cost of such service will be charged to the individual(s) home unit(s).
- Please refrain from leaning against painted surfaces. Belts, pagers, cell phones, knife cases and the like leave marks that require touch-up painting.
- Report all facility maintenance needs or equipment malfunctions to your Academy supervisor immediately.
- Hallway walls are not to be used for training or conference displays. If posters or other

displays are required, arrange for poster display rooms adjacent to assigned rooms, or bring free-standing display mounts.

### **Phones**

***Despite the fact that cellphones can be a valuable tool in the field, they remain a major distraction in the classroom. For this reason a strict policy is in place and shall be enforced:***

- Cell phones shall be turned **OFF or in Silent** while in a learning environment. A learning environment is any in which an instructor or official presenter is speaking or delivering a lesson. this includes lessons delivered during all field activities. Vibrate is **NOT** the same as off or silent. With prior approval from an instructor, it is permissible to utilize cellphone cameras and/or other cell phone tools during field exercises or at times when deemed appropriate. The use of cellphones for this purpose is a privilege and will be taken away if abused.
- Texting is not allowed in the classroom, in the field or during any instructional session. During the Academy all texting between students and/or between students and teachers shall remain professional (i.e. no “sexting” and no inappropriate photos and/or videos shall be shared). **Inappropriate use of cell phones will be grounds for corrective action and/or removal from the Academy.**

### **Meals**

*All students will be required to stay at the dorms with meals provided Monday - Friday in lieu of per-diem. Attendees will be responsible for purchasing their own meals on Saturday and Sunday, and are therefore entitled to per-diem. Meals will be available only during established mealtimes at the Training Center Cafeteria. Please clean off tables and eating areas when finished. Do not waste food by accepting more food than you can eat. Food, dishes, utensils, etc., are not to be removed from the kitchen or dining facilities. No horseplay or loud behavior will be tolerated.*

Be sure to notify your Regional Coordinator or Unit Manager regarding special dietary requests e.g. vegetarian and vegan meals and/or any food allergies. We suggest you submit an email to [wfap@fs.fed.us](mailto:wfap@fs.fed.us) specifying dietary needs so we can be prepared for your arrival. Staff will make a sincere effort to accommodate needs, however expect food choices to be similar to those provided when on fire assignments. In the event that an individual's needs are so specific that the caterer cannot accommodate, there is the option to request per diem from one's home unit.

### Dormitory

#### **Facility Issued Items**

All students will be issued upon arrival:

- Twin sheets & Pillow Case
- Bed Spread
- Blanket

- Pillow
- Each room will have a television, converter box, lamp, phone, shower caddy, remote(s) and alarm clock

### **Dorm Standards and Restrictions**

- Dorm rooms must be kept clean and tidy. All beds will have bed covers and be made daily. Trash will be removed daily and bathrooms kept clean.
- All personal effects must be stored under beds or in closets in an organized manner.
- All rooms will be obstruction/ barrier free to allow access in case of emergency.
- All personal areas will be odor free and organized to allow for proper air circulation
- No unauthorized visitors allowed in dorms.
- Cohabitation is forbidden. Students will be out of the rooms of the opposite sex by 2130.
- Laundry facilities are provided in each dormitory building. Please clean lint trap after each use.
- All lights, water and personal property will be turned off/ disconnected when not in use.
- No pets allowed in the facilities.
- No personal furniture and/or fixtures allowed without approval.
- No candles, incense, kerosene or gas operated appliances, fuel containers, flammable paint or similar fire hazards allowed in the living areas.
- No loud music or TV at any time.
- Quiet time is from 2200 - 0600 hours.
- Do not hang objects from light fixtures or heating/cooling ducts.
- No pictures/posters may be hung on the walls.
- No personal heaters, hot plates, toaster ovens, electric frying pans, etc. are allowed in the dorms.
- Forest service policy prohibits the display and possession of pornographic or otherwise sexually suggestive material in agency owned or leased facilities including vehicles. No pornographic magazines, pictures, videos or DVDs are allowed in the WFTC dormitories or any other Agency facility. Open display of pin-ups, posters, or other depictions of nude or scantily or suggestively-clad persons on Forest Service owned or leased premises will be deemed a violation of Agency policy.
- Immediately report any repairs or service needs to your crew boss or directly to the Academy Coordinator.

**It is understood that facilities management and/or Academy Logistics will do spot checks on dormitory rooms and common areas for Health and Safety Issues. They are allowed access to all dormitories and commons regardless of whether or not the current occupant(s) are present.**

**Any damage to dorm room, furniture and/or linen will be billed to the individual assigned to said room/articles.**

## Physical Fitness expectations

During your time at the Academy we will introduce various fitness programs and philosophies. To prepare yourself, please refer to *Fitness and Work Capacity, 2nd Edition* and *Introduction to FireFit* (PDF downloads are available on the [wfap.net](http://wfap.net) website, or you can go to: [nifc.gov/FireFit](http://nifc.gov/FireFit)) Following the fitness philosophies of these two documents will greatly enhance your chances for success.

**You are expected to arrive physically prepared to perform the duties of a firefighter and to fully participate in all physical training and field exercises.** We will test everyone at the beginning and end of the academies to ascertain fitness levels. The physical fitness standard for the Academy is the Fitness Challenge established by the BLM National Fire Operations. It is important to show up healthy and uninjured so we can help you build a good fitness foundation. If you have an injury or ailment that would prevent you from participating in fitness activities or field exercises, inform your Supervisor ***before*** you show up to the Academy. **If you arrive unable to fully participate you will be required to return home and complete the Academy at a later date.**

Arriving physically fit and with good running shoes (not cross trainers or basketball shoes) will help prevent injuries. This will help prepare you for your physical training during the academy.

The Work Capacity Test (Pack Test) must be successfully completed in 45 minutes or less **prior** to arrival at the Academy in order to participate in the Apprenticeship Program. Your Regional Coordinator or Unit Manager will submit documentation signed by an authorized pack-test administrator proving you have passed at the required arduous level within the last 12 months.

## WFAP Physical Training Test Standards

### Adapted from the BLM National Fitness Challenge

The fitness challenge tests participants in four basic exercises - push-ups, pull-ups, sit-ups and a timed run of 1.5 mile. Test results are compiled into a final overall score.

Test administrators shall read a description of each exercise (see below) and demonstrate proper form prior to the test.

The individual test exercises are performed as follows: Pull-ups: Starting position is hanging from a bar, hands approximately shoulder width apart, arms fully extended with elbows locked. Hands can be palms away or palms facing the individual. Individual lifts the body until the chin is above the bar and returns to the starting position. This is one repetition. On each repetition the arms must be fully extended and the chin must clear the bar. No kipping or kicking is allowed. Count the number of pull-ups completed in three minutes or when the individual cannot maintain the starting position (lets go of the bar).

Push-ups: Starting position is back straight and parallel with the ground, arms straight with hands approximately shoulder width apart and elbows locked. Individual lowers the body until the arms form a ninety

degree angle and returns to the starting position with the arms fully locked. This is one repetition. The back must remain straight throughout the exercise. All resting must occur in the starting position. The buttocks are not allowed in the air in the starting position. The arms must be fully extended (elbows locked). Count the number of repetitions successfully completed in three minutes or when the starting position can no longer be maintained (arms collapsing, buttocks in the air).

Sit-ups: Starting position is hands behind the ears, back on the ground, legs bent at a forty-five degree angle. Feet can be held by a person or a fixed object. The individual raises the back until the elbows touch the legs, then returns to the starting position (shoulder blades touch the ground). This is one repetition. Exercise mats may be used for padding. Count the number of repetitions completed in three minutes.

The test exercises are performed under the following conditions:

- Exercises may be completed in any order (will be determined by Academy Coordinator)
- 1 ½ mile run: Conducted on flat, smooth surface.
- Each callisthenic event must be completed within three minutes.
- Maximum break between callisthenic events is seven minutes.
- A ten minute warm-up is allowed for the run.
- For more information and to see the scoring charts, go to:  
[http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness\\_challenge.html](http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html)

**The Male and Female Student acquiring the most points will be named “Most Physically Fit”**

## Addendums

**The following pre-work is required:**

L-280 (Basic Academy)

S-234 and L-380 (Advanced Academy)

Please check details on the [website](#) and bring pre work with you to your academy.

Additional information available on the website: ([www.wfap.net/apprentice](http://www.wfap.net/apprentice))

- Directions for completing on-line college application
- Review *Fitness and Work Capacity, 2nd Edition* and *Introduction to FireFit*
- Map & directions to McClellan Park and WFTC
- National Apprenticeship Standards

Any questions regarding information in this letter should be directed to your Regional Coordinator or Unit Manager. We look forward to working with you at your upcoming Academy.