

WILDLAND FIREFIGHTER APPRENTICESHIP PROGRAM
Training Development Plan and Conditions of Employment
(2016 Apprenticeship Standards Effective February 12, 2016)

BETWEEN

Agency (FS,BLM,NPS,FWS):

AND

Name of Apprentice:

This document is the basis for developing mutual understanding and respective responsibilities between the Agency and the Employee/Apprentice. This is a working document to aid the employee and supervisor in the planning of training and work experience opportunities to ensure completion of all aspects of the Apprenticeship Program within a four year period. The parent document will be the National Standards document in effect at time of registration.

A. Qualifications for Apprentices

- 1) Be at least 18 years of age. Applicants shall be required to provide proof of age.
- 2) A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
- 3) Applicants must submit a DD-214, "Certificate of Release or Discharge from Active Duty", to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- 4) Ability to read, write, speak, and understand the English language.
- 5) Applicants will be physically capable of performing the essential functions of the Apprenticeship Program, with or without reasonable accommodation, and without posing a direct threat to the safety and health of the individuals and others.
- 6) On acceptance into the program and prior to being employed; applicant must meet the minimum medical and physical fitness standards established by the Employing Agency.
- 7) Applicants shall be required to provide proof of having a valid State Driver's License, and must maintain a valid Driver's License as may be required by the duties of their position.
- 8) Meet Office of Personnel Management (OPM) qualification requirements for the position at or above the GS-03 level (6 months of general experience).

B. Description of Work

- 1) You will perform a variety of technical assignments associated with wildland fire and fuels management and be exposed to various techniques and applications in multiple work locations. Work schedule will vary according to the course schedule, local conditions, and work opportunities.
- 2) You will be required to successfully complete one or two month-long residential academies, a prescribed program of Required Supplemental Technical Training and 3,000 hours of on-the-job training.
- 3) You will be noncompetitively promoted to a GS-5 Senior Firefighter position upon successful completion of all program requirements and meeting OPM qualification standards.

C. Related Instruction Requirements

The formal training/course requirements are identified in the Operations Guide and the subject areas of instruction are outlined in the Apprenticeship Standards. The Foundational and Core Academy training is delivered in separate month-long residential academies.

Prerequisite Courses for Foundational Academy	Date Planned (mm/yy)	Date Completed (mm/dd/yy)	Supervisor Initials
Agency Specific New Employee Orientation <i>**Agency Certificate Required**</i>			
ICS-100			
S-130, Firefighter Training			
S-190, Introduction to Wildland Fire Behavior			
500 hours of Work Category 2			
Prerequisite Courses for Core Academy	Date Planned (mm/yy)	Date Completed (mm/dd/yy)	Supervisor Initials
Completion of the Foundational Academy			
OR			
If hired at the GS-5 level			
Agency Specific New Employee Orientation <i>**Agency Certificate Required**</i>			
S-290 Intermediate Fire			
1500 OJL hours of Work Category 2 <i>(This includes Credit for Previous Experience)</i>			
Additional Required Training	Date Planned (mm/yy)	Date Completed (mm/dd/yy)	Supervisor Initials
Required Related Training			
S-211, Portable Pumps and Water Use <i>(or current equivalent)</i>			
S-212, Wildfire Power Saws <i>(or current equivalent)</i>			
ICS-200			
S-260 Interagency Incident Business Management <i>(or current equivalent)</i>			
Electives – 120 Hours Minimum			
<i>**Select electives list found in the Operations Plan</i>			

**Credit may be given for the Additional Required Training if such training was completed within the five previous calendar years from effective date into the program. Effective date is identified on the Department of Labor Agreement. Credit may be granted for courses completed more than five years prior to entering the program if currency can be documented.

Employee must submit documentation of previously completed training to their Unit Manager for forwarding to the Regional/State Coordinator

D. Academic Standards Appendix B

Apprentices will be required to pass all Academy course material as follows:

- NWCG courses with tests: 70%+ on test (per NWCG)
- NWCG courses without tests: Lead Instructor determines pass/fail
- WFAP courses with tests: 70%+ on test (per NWCG)
- WFAP courses without tests: Lead Instructor determines pass/fail

Students are required to attend a minimum 85% of the total hours per academy. The Operations Specialist has discretion when determining a student's overall attendance.

If an apprentice fails an exam they will be offered one retake. Failure of more than one exam per academy will result in the apprentice being removed from the Apprenticeship Program. Although removed from the academy and Apprenticeship Program, the individual may apply again and be selected for future Academies.

Students found cheating will be removed from the Academy.

Academy Testing

- All tests will be closed book written tests, except manipulative skills tests.
- If an employee/apprentice fails to meet academic standards during the Foundation or d Core Academy, the following will be the procedure:
 - The employee/apprentice will be sent home and removed from the Apprenticeship Program.
 - The employing Office (sending unit) will be notified immediately of the removal.
 - The National Coordinator will notify the Department of Labor and remove the employee/apprentice from the program.

E. Hybrid Work Process Requirements (On-The-Job Training/Experience)

Previous Wildland Fire Experience:

Use the Calculating Previous Work Credit form to calculate credit/term hours to be used with the Department of Labor Agreement in Part B, blocks 6 & 7.

Use the following guidelines for calculating previous credit and completing the table:

- Utilize the employee's application and other supporting documentation for calculating credit.
- Creditable experience must fall into one of the five work process categories;
- Each month of applicable experience is equivalent to a maximum of 172 hours;
- Credit for previous experience may be allowed for applicable experience at a ratio of 1 to 1 hour.
- The maximum amount of credit hours that can be received is 50% of each category for a maximum of 1,500 hours.
- Hybrid Work Process Category 2 (Preparedness, Fire Suppression, and Fuels Management)

requires a minimum of 240 hours each in 2 of the 4 modules (handcrew, engine, aviation, and dozer) 1 of which must be either crews or engines during fire suppression activities.

F. Employee/Apprentice Requirements for Continuing in the Program

Supervisor and employee must review and employee must initial each box.

I Understand and Agree:	Employee/ Trainee Initials
I must be working toward the completion of required work process and supplemental and related training unless a "break in program" is agreed upon by the Unit Manager, Apprenticeship Coordinator and Line Officer.	
My work experience during the term of apprenticeship must be related to the completion of apprenticeship requirements and career goals.	
I must maintain the academic standards throughout the program.	
I must maintain the minimum physical fitness standards for the occupation of Wildland Firefighter at the arduous level.	
I shall be required to provide proof of having a valid State Driver's License, and must maintain a valid Driver's License as may be required by the Employee Agency.	
If I fail to meet the academic standards or complete the program, Academy terminations procedures will be initiated. My employment may also be terminated for conduct or performance reasons.	
I will be expected to accomplish a variety of work experience and training (engines, handcrews, helitack, or dozer) which may require my being temporarily placed at different duty locations within the region.	
I understand I am expected to complete all program requirements within four years of my effective date. However, there may be special circumstances when an extension may be granted (injury, illness, military activation) by the Agency Joint Agency Committee.	
I understand my noncompetitive promotion to a GS-5 Senior Firefighter position is contingent upon: <ul style="list-style-type: none"> • Successfully completing and satisfactory performance in all program requirements; • Meeting the Office of Personnel Management qualifications standards. 	

G. Work Assignment Schedule

Schedule of Work Assignments	Dates
Program effective date (Part B. Block 8 on DOL Agreement) (mm/dd/yy)	
Anticipated seasonal work annually from (mm/dd/yy)	___/___/___ through ___/___/___
Proposed formal academy attendance (mm/yy)	Foundational Academy: Core Academy:

Anticipated work experience assignments	Date	Days	Work Experience
	Ex. 00/00/0000	21	Hotshot Crew
Proposed completion date (mm/yy)			

H. Requirements for Program Completion

Requirements	Date Completed (mm/dd/yy)
Completion of 3,000 hours of work processes (<i>on-the-job training</i>).	
Completion of all Academy Curriculum & fulfillment of academic standards.	
Completion of all Additional Required Training.	
Request for completion certificate from unit on which the career-related work was performed.	
Certified as a fully qualified FFT1 and fully meet the qualification standards for the position to which the employee is to be promoted.	
Certification by the Apprenticeship Program Manager and Department of Labor that all program components have been completed and documented.	
Work Process Competencies Checklist	

This document will be terminated upon Program completion, accepting other career conditional federal employment or leaving federal service.

	Signature	Date (mm/dd/yy)
Employee/Apprentice		
First Line Supervisor		
Unit Manager (for Apprentices)		