

**NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE
CHARTER
For
Wildland Firefighter Apprenticeship Program**

(Revised October 24, 2014)

I. Purpose and Authorities:

The purpose of this charter is to establish protocols and operating procedures for the National Interagency Joint Apprenticeship Committee (NIJAC) that oversees the Wildland Firefighter Apprenticeship Program. NIJAC will operate in accordance with the National Apprenticeship Standards registered with the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services.

The NIJAC operates under the authority of the participating Locals and National Councils of the National Federation of Federal Employees, Federal District 1, IAMAW (NFFE), and the USDA Forest Service (USDA-FS), and the following agencies of the U.S. Department of the Interior: Bureau of Land Management (DOI-BLM), and National Park Service (DOI-NPS), Fish and Wildlife Service (DOI-FWS), hereafter referred to as the Parties.

The NIJAC is responsible for deciding issues of program design and administration which are national and interagency in scope, including the policies governing the operation of the interagency academies. Decisions of the NIJAC, not found to be in conflict with controlling Federal Law, regulation, or applicable collective bargaining agreements, shall be binding on the Parties.

II. Membership:

The membership of the NIJAC may be up to 12 (twelve) members and shall consist of an equal number of members, 6 (Six) each, appointed from participating agency management and NFFE. Representation shall be as follows:

- Forest Service, three from management and three from labor;
- Bureau of Land Management, one from management and one from labor;
- National Park Service, one from management and one from labor.
- Fish and Wildlife Service, one from management and one from labor.

Appointment of NIJAC members and alternates shall be formally documented by the respective Parties at the national level and such written notification of appointment provided to the other Parties.

In the event that a particular agency has no currently registered apprentices, they may be placed in an “inactive” status and not required to provide a management or labor representative to the committee during that period of inactivity.

One alternate member shall be identified by each party to serve in the absence of their primary member(s). Alternate members will be empowered with full membership authority during any time period they are called upon to act as regular members.

III. Sub-Committees and Advisors:

The NIJAC may establish sub-committees, task forces, work groups, or other individuals as necessary to advise and assist the NIJAC. Unless agreed by NIJAC, any sub-committee established shall consist of representation of Management and Labor and may include persons other than NIJAC members. Minutes of the proceedings of sub-committees shall be routed to NIJAC members and alternates. The following shall be standing advisors to the NIJAC:

- A representative of the Department of Labor
- Agency National Coordinators (ANC)
- Agency Human Resource Representative
- Director, National Training Centers
- Apprenticeship Program Manager

IV. Agency Joint Apprenticeship Committees (AJAC's):

Each participating agency may establish and maintain an agency specific Joint Apprenticeship Committee. AJAC's are agency specific committees, with equal representation from management and labor, to address issues related to the implementation of the Apprenticeship program. AJAC input will be funneled through the respective agency representative(s) to the NIJAC, and NIJAC decisions will be communicated to the AJAC's.

V. Officers and their Duties:

A Chairperson and Secretary shall be elected from the NIJAC membership. The terms of office for the two elected Officers shall be 2 (two) years, vacancies shall be filled by election as they occur.

The Chairperson is responsible for presiding at meetings, setting the time, place, and agenda for meetings, arranging for facilitation services, and final approval of the minutes of NIJAC proceedings. In the event that a member, or their alternate, misses two consecutive meetings the Chair shall notify the appropriate Agency official or NFFE official and request a replacement.

The Secretary is responsible for the keeping and maintenance of the official records of the proceedings of the NIJAC including this charter, arranging for a recording secretary for all NIJAC proceedings, conducting official correspondence as directed, and timely routing of the approved minutes of NIJAC proceedings to all regular and alternate members and standing advisors. In the absence of the Chairperson the Secretary shall preside over meetings of the NIJAC.

VI. Decision Making Process:

Decisions of the NIJAC will be by consensus. Interest based problem solving processes will be used upon request of any member. If consensus is not achieved, then there will be a vote by the members

present. In the event of an impasse, third party mediation will be used. The decisions of the NIJAC shall be recorded and published in the approved minutes of the proceedings of the Committee.

VII. Meetings:

Regular in person meetings will be conducted at least semi-annually. Urgent meetings may be requested by any NIJAC member, in consultation with the Chairperson, with a minimum of 7 (seven) working days of pre-notification to the members, and may be conducted using teleconferencing.

More than 50% of the active members shall be present to constitute a quorum for the conducting of the business of the NIJAC.

Agenda items will be submitted to the Chairperson by NIJAC members or Standing Advisors in the NIJAC approved format (see Attachment A). Written agendas will be provided by email or Facsimile to NIJAC, alternates, and standing advisors at least seven days prior to the regular and non-urgent meetings. Agenda items will be prioritized prior to the start of each meeting and additional items may be added by consensus of NIJAC.

A facilitator and note-taker will be provided for in person meetings. Alternate NIJAC members may be utilized to perform note-taking functions to the extent feasible. Minutes of NIJAC proceedings will be approved by the NIJAC prior to the conclusion of each in person meeting. The minutes will be distributed via email to NIJAC, alternates, and the Standing Advisors within ten working days of the recorded proceedings.

VIII. Agreement:

The participating agencies shall be responsible for all costs associated with the function of the NIJAC.

This Charter is intended to be a living document. Proposed changes or modifications will be brought to the NIJAC as an agenda item and may not be implemented without the consensus of the full active membership.

This Charter becomes effective upon the signature of active NIJAC members.

 date 10/24/14
For USFS Management

 date 10/24/14
For NFFE-FSC

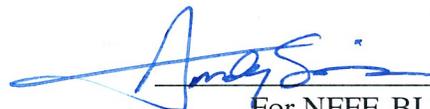
 date 10/24/14
For USFS Management

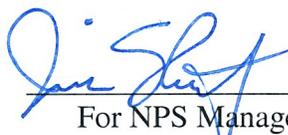
 date 10-24-14
For NFFE-FSC

 date 10/24/14
For USFS Management

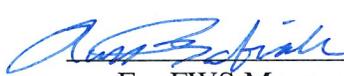
 date 10-24-14
For NFFE-FSC

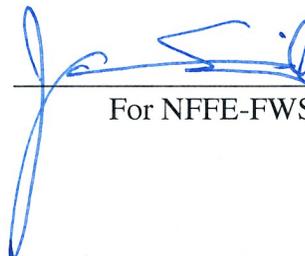
 date 10/24/14
For BLM Management

 date 10-24-14
For NFFE-BLM

 date 10/24/14
For NPS Management

 date 10/24/14
For NFFE-NPS

 date 10/27/14
For FWS Management

 date 10/24/14
For NFFE-FWS