

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 Field Tech A-547SD+RD+SAC+; Lab.Com	Subject: National Interagency Joint Apprenticeship Program for Wildland Fire <u>Code:</u> 400
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PURPOSE: To transmit registered National Apprenticeship Standards for the National Interagency Joint Apprenticeship Program.

BACKGROUND: The Office of Apprenticeship Training, Employer and Labor Services (OATELS) Administrator approved the registration of the National Interagency Joint Apprenticeship Program (NIJAP) for Wildland Fire on June 25, 2002. The NIJAP is an interagency training program, comprised of the United States Department of Agriculture (USDA) - Forest Service, the Department of Interior (DOI) – Bureau of Land Management, and the DOI-National Park Service.

The Wildland Firefighter Apprenticeship Program was originally established in 1990. In 1998, the USDA-Forest Service had two regionally registered wildland fire fighting apprenticeship programs operating independently. The DOI - National Park Service did not have a registered apprenticeship program and the DOI - Bureau of Land Management had one regional apprenticeship program. However, in 1999, projected skill shortages and a need for a national workforce for fire management were documented in a Government Accounting Office study on Federal Wildland Activities.

In 2000, a Presidential Executive Order was issued to the Secretaries of Agriculture and Interior, which initiated the development and funding of the National Fire Plan. The National Fire Plan addresses the shrinking firefighting workforce and the need to establish the most efficient level of organization readiness for fire suppression.

In 2002, discussions among three union affiliates of the National Federation of Federal Employees, USDA, DOI and OATELS led to the development of the first Federal tri-agency joint apprenticeship program. The NIJAP will provide a more skilled fire management workforce, develop future leaders for all Federal wildland fire and aviation management programs, and address critical training and safety issues. There are approximately 740 apprentices currently registered, with an additional 1500 apprentices to be trained during the next 3-4 years.

This bulletin is being provided to field staff for informational purposes only. The NIJAP is a nationally registered program, and will be serviced by DSNIP.

Attached is a copy of the standards. For further information, contact ATR Douglass McPherson.

NOTE: This bulletin is being sent via electronic-mail.

Attachment

NATIONAL
APPRENTICESHIP STANDARDS

developed jointly by

**United States Department of Agriculture,
Forest Service;
United States Department of the Interior,
Bureau of Land Management;
United States Department of the Interior,
National Park Service**

and the

**National Federation of Federal Employees,
Forest Service Council and Bureau of Land Management (NFFE-FSC/BLM)**

for the occupation of

**Wildland Fire Fighter Specialist
O* NET Code: 51-4121.02 RAIS Code: 0544**

DEVELOPED IN COOPERATION WITH THE

**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**APPROVED AND REGISTERED BY THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**REGISTRATION DATE: June 25, 2002
REGISTRATION NUMBER: N-93064**

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FOREWORD

The U.S. Department of Agriculture, Forest Service and Department of Interior, Bureau of Land Management, and National Park Service (Agencies) recognize the need for continuous training to maintain the high levels of skill and competence demanded in public service. The Agencies are committed to standardization and consistency in its delivery of training and developmental work experiences in its Fire and Aviation Management program.

Experience has demonstrated that a sound method of preparing for skilled craftsmanship is through a planned apprenticeship program. This can be done by providing employment and training under actual job conditions and at wages commensurate with the apprentice's skill. Utilizing this approach, the apprentice's knowledge and understanding of the trade is broadened through participation in approved courses and other supplemental training.

The Agencies recognize that they are responsible for this apprenticeship program. The Agencies and the National Federation of Federal Employees, Forest Service Council, Bureau of Land Management, National Park Service (NFFE-FSC/BLM/NPS), hereafter known as the Parties, share interest in assuring that interagency apprenticeship programs are administered in accordance with the Collective Bargaining Agreements and governing laws and regulations.

The Parties have formulated and adopted these interagency apprenticeship standards for the training of apprentice wildland firefighters. These standards are based upon accepted industry standards and apply only to those individuals registered in this apprenticeship program.

DEFINITIONS

ACADEMY COORDINATOR: The person designated by the sponsoring agencies and delegated the authority by the National Interagency Joint Apprenticeship Committee (NIJAC) to fulfill the daily administrative requirements associated with the delivery of related instruction identified in these Standards and in accordance with the Operations Plan.

AGENCY JOINT APPRENTICESHIP COMMITTEE (AJAC): Agency specific committee, with equal representation from Management and Labor, to address issues related to the implementation of the Apprenticeship Program.

AGENCY NATIONAL WILDLAND FIREFIGHTER APPRENTICESHIP COORDINATOR: The person designated by each sponsoring agency and delegated the authority by the National Interagency Joint Apprenticeship Committee (NIJAC) to fulfill the administrative requirements identified in these Standards, on behalf of the NIJAC.

APPRENTICE: A person meeting the qualifications described in Section IV of these Standards, who has entered into a written Apprenticeship Agreement providing for learning and acquiring the skills of a recognized Wildland Fire Fighter Specialist.

APPRENTICESHIP AGREEMENT: (or "indenture") The written document between the Apprentice and the Sponsor setting forth the responsibilities and obligations of both with respect to the Apprentice's employment and training. Such Apprenticeship Agreements will be registered with the Registration Agency.

CERTIFICATE OF COMPLETION: The Certificate issued by the Registration Agency to those registered apprentices successfully completing the training requirements outlined in these Apprenticeship Standards.

EMPLOYER: U.S. Department of Agriculture Forest Service (USDA-FS), U.S. Department of the Interior, Bureau of Land Management (DOI-BLM), or U. S. Department of the Interior, National Park Service (DOI-NPS).

HOME UNIT: The administrative unit employing the apprentice (i.e., forest, field office, etc).

INDENTURE DATE: The effective date of the appointment or personnel action enrolling the employee in the apprenticeship program.

JOURNEYPERSON: An individual who has documented skills and knowledge of the trade of Wildland Firefighter Specialist, obtained either through formal apprenticeship or through practical on the job experience and formal training. This individual is recognized by their Agency, as being fully qualified to perform the work of the occupation at or above the level of "Firefighter I – Squad Boss."

NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC): Interagency committee, with equal representation from Management and Labor, that provides direction and oversight for the Apprenticeship Program.

NATIONAL STANDARDS/STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

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.

REGISTRATION AGENCY: Shall mean the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services.

RELATED INSTRUCTION: Shall mean the Basic and Advanced Academies that apprentices are required to successfully complete.

SPONSORS: U.S. Department of Agriculture, Forest Service (USDA-FS) and the U.S. Department of the Interior, Bureau of Land Management (DOI-BLM), U.S. Department of the Interior, National Park Service (DOI-NPS).

SUPPLEMENTAL TECHNICAL TRAINING: Shall mean any additional technical instruction that apprentices are required to successfully complete at their home unit prior to completing the apprenticeship program.

TERM OF APPRENTICESHIP: The required number of hours of work performed within the experience categories established in the Occupational Schedule of Work Experience, and the required hours of related instruction/supplemental technical training under the National Standards. The term of apprenticeship shall not be less than two years nor more than four calendar years from the indenture date.

UNION: The National Federation of Federal Employees, Forest Service Council (NFFE-FSC), Bureau of Land Management (NFFE-BLM), and National Federation of Federal Employees, National Park Service, (NFFE-NPS).

UNIT APPRENTICESHIP MANAGER: Ensures that administrative requirements for individual apprentices are met. Provides mentoring to apprentices and liaison with other organizational levels. Ensures that apprentices receive diverse work experience.

SECTION I. - NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC):

The head of each sponsoring agency, or their designee, shall authorize the National Interagency Joint Apprenticeship Committee (NIJAC).

The NIJAC shall be responsible for:

- A. Establishing rules and requirements governing the policies, administration, supervision, and training of apprentices. These rules and requirements shall be in conformity with the applicable collective bargaining agreement as well as these Apprenticeship Standards. No provision of the Apprenticeship Standards shall be in conflict with the terms and conditions established by the applicable NFFE collective bargaining agreement. In the event of conflict, the collective bargaining agreement shall prevail. Apprentices who are not represented by NFFE or another union will be subject to the NIJAC program administration.
- B. Establishing and amending these National Standards of Apprenticeship.
- C. Approving the quality and quantity of on-the-job training and related instruction/supplemental technical training for apprentices.
- D. Ensuring that records for all apprentices are stored in one centralized location for each agency.
- E. Ensuring that the Registration Agency is notified of the registration, cancellation, suspension, reinstatement, or completion of Apprenticeship Agreements.
- F. Communicate with the Agency Joint Apprenticeship Committees on specific needs of each of the partner agencies.
- G. Oversee and provide direction to the National Apprenticeship Program Coordinator.
- H. Monitoring of Apprenticeship Program and oversight for compliance with National standards.
- I. The NIJAC membership will consist of equal representation of management and labor.

SECTION II. - AGENCY JOINT APPRENTICESHIP COMMITTEE (AJAC):

The head of each sponsoring agency, or their designee, shall authorize an Agency Joint Apprenticeship Committee (AJAC) for each agency with equal representation from management and labor.

The AJAC provides input to the NIJAC on agency specific apprenticeship issues and communicates implementation direction to field units on the Wildland Firefighter Apprenticeship Program.

SECTION III. - EEO PLEDGE – 29 CFR 29.5(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, gender, sexual orientation, marital or familial status, disability, lawful political affiliation, or other nonmerit factors. The sponsor will take affirmative action to provide equal opportunity and operate the apprenticeship program as required under Title 29 CFR Part 30.

Reasonable Accommodation:

An apprentice requesting accommodation of a disability is responsible for providing written notification to their home unit in accordance with applicable agency policy. Prior to attendance at an academy, the home unit Agency Administrator and Academy Coordinator are responsible for consulting with appropriate resources to identify, approve or disapprove reasonable accommodation for apprentices.

SECTION IV. - QUALIFICATIONS AND SELECTION OF APPRENTICES **- 29 CFR 29.5(b)(10)**

Applicants for apprenticeship shall meet the following minimum qualifications:

- A. Be at least 18 years of age (proof will be required).
- B. Have graduated from an accredited high school or received a general equivalency diploma (GED) (proof will be required).
- C. Meet the minimum physical fitness standards established by the sponsoring Agency for the occupation of Wildland Firefighter at the arduous level.
- D. Possess and maintain a valid State Drivers License during the term of apprenticeship.

Selection of apprentices will be accomplished in accordance with the applicable collective bargaining agreement, Office of Personnel Management (OPM) and sponsoring agency qualifications and selection requirements for this occupation.

SECTION V. - APPRENTICESHIP AGREEMENT - 29 CFR 29.5(b)(11)

Each Apprentice shall be covered by a written Apprenticeship Agreement, signed by the sponsoring Agency National Wildland Firefighter Apprenticeship Coordinator and the Apprentice (Sample Attached). Every apprentice shall be given a copy of these National Standards, and be responsible for reading these Standards before signing the Apprenticeship Agreement.

Copies of the Apprenticeship Agreement shall be given to the apprentice, the sponsoring agency (on behalf of the NIJAC), the sponsoring agency National Wildland Firefighter Apprenticeship Coordinator, and the Registration Agency.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the Apprentice (See attached Sample Apprenticeship Agreement).

The Apprenticeship Agreement may be terminated at any time at the request of the apprentice, subject to the terms and conditions of any applicable service agreement.

The Apprenticeship Agreement may be terminated at any time by the sponsoring agency if the apprentice fails to meet any conditions of the program (e.g., failure to meet academic standards; ethics and conduct violations; failure to complete or report required work process hours).

If a sponsoring agency home unit terminates the employee, they must immediately notify the National Agency Apprenticeship Coordinator. The notification will include all the information required by the Registration Agency for such termination.

SECTION VI. - RATIO OF APPRENTICES TO JOURNEYPERSONS - 29 CFR 29.5(b)(7)

The sponsoring agencies agree that only such number of apprentices will be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the occupation after completion. Nationally, there will not be more than one apprentice to one journeyman.

The job-site ratio for the occupation registered shall be in accordance with the National Wildfire Coordinating Group (NWCG) PMS 410-1 and shall not exceed five apprentices to one journeyman.

The sponsoring agencies shall provide annually, information for the previous calendar year relative to lost time injuries and deaths of any apprentices who were employed under the conditions of this ratio. This information will be due in the Office of Apprenticeship Training, Employer and Labor Services (OATELS) Administrator's Office on the thirty-first day of January of each new calendar year.

SECTION VII. - TERM OF APPRENTICESHIP - 29 CFR 29.5(b)(2)

The term of apprenticeship shall not be less than two, nor more than four calendar years from the apprentice's indenture date and will include a probationary period. This will include a minimum of 4,000 work process hours (on-the-job training) as well as hours in Related Instruction and Supplemental Technical Training. All creditable hours shall be performed within established specialized work experience categories (see Attachment A). Apprentices shall receive credit on the term of apprenticeship for actual work hours, including overtime hours.

SECTION VIII. - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR 29.5(b)(12)

An Applicant for apprenticeship may be allowed credit on the term of apprenticeship. This is a 4,000-hour program and the maximum credit given prior to entering will be 2,000 hours. Credit hours may be allowed for applicable experience at a ratio of 1 to 1, not to exceed 2,000 hours.

Each month of applicable experience is equivalent to 172 work hours. Creditable experience must meet work process categories found in Attachment A.

The Unit Apprenticeship Manager, in conjunction with Human Resource Management, will review documentation and make final determination for credit prior to the apprentice entering the Basic Academy.

SECTION IX. - PROBATIONARY PERIOD – 29 CFR 29.5(b)(8,19)

The apprentice's first 12 months of employment, as determined by the appropriate hiring authority, shall be a probationary period.

During this probationary period, the apprentice, NIJAC, or sponsoring agency home unit may terminate the Apprenticeship Agreement in writing. If a sponsoring agency home unit terminates an apprentice, they must immediately notify the National Apprenticeship Coordinator.

The Registration Agency will be notified promptly by the Agency National Wildland Firefighter Apprenticeship Coordinator on behalf of NIJAC, of the termination of any Apprenticeship Agreement. The notification will include all the information required by the Registration Agency for such termination. Apprentices are financially obligated consistent with terms and conditions of the Service Agreement, per 5 USC Section 4108.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the sponsoring agency home unit for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsoring agency home unit will provide written notice to the apprentice and to the Agency National Wildland Firefighter Apprenticeship Coordinator of the final action taken for submission to the Registration Agency.

SECTION X. - HOURS OF WORK

Apprentices will be supervised by a competent journeyperson during all work periods. The hours of work and other conditions shall be the same as those of other employees doing comparable work and consistent with the applicable collective bargaining agreement.

SECTION XI. - APPRENTICE WAGE SCHEDULE - 29 CFR 29.5(b)(5)

As Federal Government employees, all apprentice Wildland Firefighter Specialists will be paid according to the General Schedule for salaries as established by the U.S. Office of Personnel Management (OPM).

Apprentices may start at the GS-3 or GS-4 or GS-5 level depending on previous firefighter experience (per OPM guidelines). The intent is not to require an apprentice to reduce grade in order to enter the program. Apprentices will complete the program at the GS-5 level.

Progression for apprentices hired at the GS-3 level will be:

- 6 months - GS-3, step 1
- 12 months - GS-4, step 1
- 12 months - GS-4, step 2
- GS-5 (Journey level status)

Progression for apprentices hired at the GS-4 level will be:

- 12 months - GS-4, step 1
- 12 months - GS-4, step 2
- GS-5 (Journey level status)

Progression for apprentices hired at the GS-5 level will be:

- 12 months - GS-5, step 1
- 12 months - GS-5, step 2
- GS-5 (Journey level status)

The OPM Qualification Standards for General Schedule Positions and time in grade must be met before conversion to Journeyperson level. There is no relationship between hours worked and time-in-grade calculations.

SECTION XII. - WORK EXPERIENCE – 29 CFR 29.5(b)(3)

The apprentice shall receive work experience in all phases of the occupation necessary to develop the skill and proficiency of a journeyperson. On-the-Job training shall be conducted under the direction and guidance of a qualified journeyperson in the occupation. The work processes (On-the-Job Training) are attached as Attachment A.

Prior to attending the Basic Academy employees must complete 500 hours of work (base and/or overtime) in some combination of Work Process Categories three and four found in Attachment A.

SECTION XIII. - RELATED INSTRUCTION/SUPPLEMENTAL TECHNICAL TRAINING – 29 CFR 29.5(b)(4)

Satisfactory completion of the Basic and Advanced Academies is required. Outside the formal apprenticeship academies, apprentices will be required to successfully complete supplemental technical training related to the occupation (see Attachment B). An Apprentice is allowed credit for supplemental technical training if they can provide proof that they have successfully completed the training course(s) within the previous three years from date of indenture. Proof may be documents such as Certificates of Completion or printouts from Agency qualifications and training computer databases.

Prior to attendance of the Basic Academy students must successfully complete the following supplemental technical training:

1. I-100, Orientation to Incident Command System
2. I-200, Introduction to Incident Command System
3. S-190, Introduction to Wildland Fire Behavior
4. S-130, Basic Firefighter
5. Agency specific new employee orientation

SECTION XIV. - SAFETY AND HEALTH TRAINING – 29 CFR 29.5(b)(9)

The sponsoring agency shall instruct the apprentice in safe and healthful work practices. This instruction shall occur in facilities or environments that are in compliance with the Occupational Safety and Health Standards, 29 CFR, and applicable collective bargaining agreements.

SECTION XV. - SUPERVISION OF APPRENTICES – 29 CFR 29.5(b)(14)

The first line supervisor shall assign work in order to accomplish the work processes (On-the-Job Training). Work experience shall be accomplished in a variety of Fire and Aviation Management activities (hand crews, engines, helicopters, fuels, etc.). The Unit Apprenticeship Manager is required to maintain records and oversee the terms of the Apprenticeship.

SECTION XVI. - RECORDS AND EXAMINATIONS – 29 CFR 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of their work experience, on-the-job training, and the supplemental technical training received. These records must be verified by the supervisor at the end of each month and included in each apprentice's record file. A copy of all Monthly Work Process Reports is to be completed and forwarded to the Sponsoring Agency Wildland Firefighter Apprenticeship Coordinator on a quarterly basis.

Any time during the apprenticeship period the NIJAC, AJAC, or a designated representative may examine an apprentice's records to determine whether the apprentice is progressing satisfactorily and agency records are complete.

Should it be found that the apprentice does not have the ability to continue the apprenticeship to become a qualified journeyman, the Unit Apprenticeship Manager should recommend to the home unit that the agreement be terminated and the Sponsoring Agency Wildland Firefighter National Apprenticeship Coordinator will be notified (see Section VIII).

SECTION XVII. - CONTINUITY OF EMPLOYMENT

In the event it becomes necessary to reduce the size of the apprenticeship workforce applicable agency policies and/or collective bargaining agreements shall be followed.

SECTION XVIII. - TRANSFER OF TRAINING OBLIGATION – 29 CFR 29.5(b)(13)

In the event the home unit is unable to fulfill its obligation under the apprenticeship agreement, the apprentice may be reassigned / transferred to another unit participating in the apprenticeship program.

SECTION XIX. - MAINTENANCE OF RECORDS – 29 CFR 29.5(b)(22)

The Sponsoring Agency Wildland Firefighter National Apprenticeship Coordinator shall maintain all records relating to the employment and training of apprentices, and any other information relevant to the operation of the program for a period of five (5) years after completion of or separation from the program.

The records will be made available on request to the U. S. Department of Labor, OATELS.

SECTION XX. - CERTIFICATE OF COMPLETION – 29 CFR 29.5(b)(15)

Before a Certificate of Completion of Apprenticeship can be requested, the Sponsoring Agency Wildland Firefighter National Apprenticeship Coordinator must be provided documentation by the home unit that all work processes, related instruction and supplemental technical training requirements have been met.

Upon satisfactory completion of the apprenticeship requirements as established herein, the Sponsoring Agency Wildland Firefighter National Apprenticeship Coordinator will submit a request to the Registration Agency that a Certificate of Completion of Apprenticeship be awarded (See Attachment D).

SECTION XXI. - NOTICE TO REGISTRATION AGENCY – 29 CFR 29.5(b)(18)

The Registration Agency shall be notified promptly of all new apprenticeship agreements, suspensions, reinstatements, termination of apprenticeship agreements, and program completions.

SECTION XXII. - ADVISORS

Advice or assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the sponsor, from representatives of the U.S. Department of Labor, OATELS. Advisors may serve upon request and in an advisory capacity only.

SECTION XXIII. - REGISTRATION OF STANDARDS – 29 CFR 29.5(b)(17)

NIJAC adopted Standards of Apprenticeship will be promptly registered with the Registration Agency.

Participation by sponsoring agencies is voluntary. However, the Registration Agency shall be notified promptly of any decision by a sponsoring agency to withdraw from the Program.

This Apprenticeship Program may be deregistered by the Registration Agency for failure of the NIJAC to abide by the provisions herein.

SECTION XXIV. - AMENDMENTS OR MODIFICATIONS – 29 CFR 29.5(b)(17)

These Apprenticeship Standards may be amended at any time by the NIJAC. However, no amendment or modification shall alter any Apprenticeship Agreement in force at the time without the consent of the apprentice involved. It is further provided that such an amendment shall be submitted to the Registration Agency prior to taking effect. A copy of each amendment adopted will also be furnished to each affected apprentice.

SECTION XXV. – COMPLAINT PROCEDURES – 29 CFR 29.5(b)(21), 29 CFR 30.11

In the event of disagreement between the employer and apprentices arising out of the apprenticeship program, parties are encouraged to use their agency Alternative Dispute Resolution (ADR) processes. An ADR option that is encouraged is the use of the AJAC to assist in the resolution of disputes involving apprenticeship standards. If the complainant chooses this option, grievance-filing timelines will be held in abeyance pending the completion of the AJAC ADR process. Either party may also consult the U.S. Department of Labor, OATELS for an interpretation or opinion. Both parties may also avail themselves of the negotiated grievance procedures of the applicable collective bargaining agreement or their agency administrative grievance procedure as appropriate.

All apprentices will be furnished a copy of the applicable dispute resolution procedures by their home unit upon entry into the apprenticeship program. This information must include the complaint resolution timelines and limitations applicable for notification and formal responses.

The Registration Agency shall be furnished the title and address of the appropriate authority to receive, process and make disposition of complaints. The home unit must complete block twelve of the Apprenticeship Agreement Form to meet this requirement.

Sexual Harassment Complaints

Complaints of sexual harassment in the workplace may be filed and processed under the negotiated grievance procedures of the applicable collective bargaining agreement or their agency administrative grievance procedure as appropriate.

Discrimination Complaints

Any apprentice who believes that he or she has been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or familial status, with regard to apprenticeship may personally or through an authorized representative, file a complaint utilizing their sponsoring agency Equal Employment Opportunity (EEO) complaint process or the negotiated grievance procedures in the collective bargaining agreement, as applicable. Not all prohibited bases apply to all programs.

SECTION XXVI. - CONFORMANCE WITH FEDERAL LAWS

No section of these Standards of Apprenticeship shall be construed as permitting violation of applicable Federal law or regulation.

SECTION XXVII. - SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS

The National Interagency Joint Apprenticeship Committee hereby adopts these Standards of Apprenticeship on this 25th day of June, 2002.

Representing the National Interagency Joint Apprenticeship Committee:

Jerry T. Williams
Director, F&AM
U.S. Department of Agriculture -
Forest Service

Eric Plimmer
National Federation of Federal
Employees (NFFE-FSPC)

Sue Vap
National Fire Management Officer
U.S. Department of the Interior -
National Park Service

Richard N. Brown
President
National Federation of Federal
Employees (NFFE-IAMAW)

Larry Hamilton
Director, F&AM
U.S. Department of the Interior -
Bureau of Land Management

Michael Williams
National Federation of Federal
Employees (NFFE-BLM)

Registered as incorporating the basic standards recommended by the United States Department of Labor, Office of Apprenticeship Training, Employer and Labor Services

ANTHONY SWOOPE
Administrator

**ATTACHMENT A
WORK PROCESSES (ON-THE-JOB-TRAINING)
WILDLAND FIRE FIGHTER SPECIALIST
RAIS CODE 0544 O*NET Code: 51-4121.02**

Work experience gained in the following categories may include, but is not limited to, the examples given.

Work Process Subject Categories	Hours Creditable for Previous Experience	Total Hours Required
1. Wildland Fire Safety Identify and mitigate safety hazards in the work environment, review/write Job Hazard Analysis, conduct safety briefings during prescribed fire and Wildland fire activities.	40	80
2. Wildland Fire Preparedness (Examples: physical fitness conditioning, conduct fire ground proficiency drills, obtain weather forecasts and fire intelligence, maintain the following fire equipment: tools, vehicles, pumps; facility maintenance, etc.)	500	1000
3. Fire Suppression *Experience working a minimum of 240 hours each with hand crews, engines and helicopters. Creditable and total required experience can be gained during initial attack, extended attack, large incidents, fire rehabilitation projects or restoration assignments as part of a hand crew, engine, or helicopter module.	975	1950
4. Fuels Management A minimum of 200 hours must be on Wildland fire use projects. (Examples: serving in various functions during the planning, preparation, implementation and monitoring phases of Wildland fire use and/or mechanical or chemical vegetation treatments, etc.)	300	600
5. Fire Business Practices (Examples: timekeeping, record keeping, fire reports, medical forms, incident check-in and demobilization, etc.).	25	50
6. Dispatch Functions (Examples: initial attack, expanded, aircraft, intelligence, recorder, etc.)	60	120
7. Prevention/Education (Examples: fire investigation, school presentations, issuing permits, public contacts, etc.)	80	160
8. Review Local Plans (Examples: fire management, prevention, pre-attack, cooperators, land use, etc.)	20	40
TOTAL PROGRAM HOURS	2000	4000

On-the-job safety instruction is provided for each category.

If an apprentice is awarded credit for previous experience, no more than 50% for each category of the work process hours may be awarded.

Credit not to exceed 975 hours can be granted for previous experience on a hand crew, engine, or helicopter module or any combination thereof. If a person has completed more than 240 hours in one of the three sub-categories under fire suppression then full credit for that sub-category can be credited. For example, if a person has 300 hours of previous experience on an engine, then they should be credited all 300 hours toward the possible 975 hours for the category and have satisfied the 240 minimum requirements for work experience sub-category on engines.

ATTACHMENT B
RELATED INSTRUCTION/SUPPLEMENTAL TECHNICAL TRAINING
WILDLAND FIRE FIGHTER SPECIALIST
RAIS Code: 0544 O*NET Code: 51-4121.02

Apprentices must complete the Basic and Advanced Academies, the Supplemental Technical Training, and the Work Process Hours identified in these standards. Upon satisfactory completion of the program, the apprentice will be a fully qualified Firefighter I and will have received all formal classroom training for Single Resource Boss trainee level. It is the home unit's responsibility to initiate all Position Task Books when appropriate.

Basic Academy Curriculum	
Course	Hrs
Academy Orientation	2
Program Orientation & Documentation	2
Nutrition, Wellness & Physical Fitness	28
S-190 Introduction to Fire Behavior (Final exam only)	1
S-131 Advanced Firefighter	8
S-260 Incident Business Management	16
Basic Fire Prevention	20
First Responder Medical	40
Wildland Fire Skills	40
- Map Reading & Compass Use (12 hrs.)	
- Communications & Radio Use (4 hrs.)	
- Handtool Use (8 hrs.)	
- Fire Shelters and Entrapment Avoidance (8 hrs.)	
- Belt Weather Kits (2 hrs.)	
- Human Factors (6 hrs.)	
Basic Academy Total	157

Advanced Academy Curriculum	
Course	Hrs
Academy Orientation	2
Physical Fitness	12
S-234 Ignitions Operations	24
S-290 Intermediate Fire Behavior	32
S-270 Basic Air Operations	16
Fire Fatality Case Studies	8
Fuels Management and Wildland Fire Use	20
Fireline Leadership	40
Advanced Academy Total	154
Required Supplemental Technical Training (Provided outside of Academy by Home Unit)	
Course/Exercise	Hours
S-190 Introduction to Wildland Fire Behavior (Must be completed prior to attendance at the Basic Academy)	6
S-130 Basic Firefighter (Must be completed prior to attendance at the Basic Academy)	24
I-100 Orientation to ICS (Must be completed prior to attendance at the Basic Academy)	2
I-200 Introduction to ICS (Must be completed prior to attendance at the Basic Academy)	12
Agency Specific New Employee Orientation (Must be completed prior to attendance at the Basic Academy)	Agency specific
Local Orientation (Ensure Apprentice receives orientation to the home unit response area.)	12
S-217 Interagency Helicopter Training Guide	35
D-110 Dispatch Recorder	16
S-211 Portable Pumps & Water Use	16
S-212 Wildfire Power Saws – Level A	28
S-215 (S-205) Fire Operations in the Wildland/Urban Interface	32
*Supplemental Technical Training Electives	100 (from courses below)
TOTAL	283

***An apprentice is required to complete a minimum of 100 hours of elective courses. Approved elective courses are listed below.**

Supplemental Technical Training Elective Courses (Required to select minimum of 100 Hours in Elective Category)	
Course/Exercise	Hours
Driver Training	Maximum of 80
Hazardous Materials (Agency specific)	Maximum of 24
Horsemanship Skills	8
Wildland Fire Detection	8
P-151 Wildfire Origin and Cause Determination	29
S-245 Display Processor	8
S-248 Status/Check in Recorder	16
S-244 Field Observer	20
Aircraft Dispatcher	24
S-230 Single Resource Boss, Crew Boss	24
S-232 Dozer Boss Single Resource	16
S-233 Tractor/Plow Boss	12
S-231 Engine Boss	8
S-336 Fire Suppression Tactics	32
Engine Operator Training (BLM specific)	40
S-200 Initial Attack Incident Commander	16

ATTACHMENT C APPRENTICESHIP AGREEMENT FORM

**Apprenticeship Agreement
Office of Apprenticeship Training,
Employer and Labor Services**

U.S. Department of Labor
Employment and Training Administration



Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

OMB No. 1205-0223
Expires: 02/28/2002

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act, as amended. (Privacy Act of 1974) (P.L. 93-579).

The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

Part A: To be completed by sponsor

1. Sponsor (Name and address) Program No. _____

2a. Trade (The work processes listed in the standards are part of this agreement) _____

2b. DOT symbol _____ 3. Term (Hrs., Mos., Yrs.) _____ 4. Probationary period (Hrs., Mos., Yrs.) _____

5. Credit for previous experience (Hrs., Mos., Yrs.) _____ 6. Term remaining (Hrs., Mos., Yrs.) _____ 7. Date apprenticeship begins (Indenture date) _____

8. Related instruction a. Number of hours per year _____ b. Method Classroom Shop Correspondence c. Source Voc. Ed. Sponsor Other d. Apprentice wages for related instruction Will be paid Will not be paid

9. Apprenticeship wages: For completing instructions on this item, see reverse side.

	Period 1	2	3	4	5	6	7	8	9	10
a. Term (Hrs., Mos., Yrs.)										
b. Percent										

c. Journey person's Wage as of _____ is _____ per hour.

10a. Signature of committee (If applicable) _____ Date Signed _____

10b. Signature of committee (If applicable) _____ Date Signed _____

11. Signature of authorized representative (Employer/Sponsor) _____ Date Signed _____

12. Name and address of sponsor designee to receive complaints (If applicable) _____

Part B: To be completed by apprentice. Note to Sponsor: Part B should only be filled out by apprentice.

13. Name (Last, first, middle), and address (No., Street, City, County, State, Zip Code) _____ *Social Security number _____

14. Date of birth (Mo., Day, Yr.) _____ 15. Sex (X one) Male Female 16. Apprenticeship school linkage Yes No

17. a. Race (X one) Am. Indian or Alaska Native Asian or Pacific Islander Black White b. Ethnic Group (X one) Hispanic origin Not of Hispanic origin 18. Veteran Status (X one) Veteran Non Veteran 19. Highest education level (X one) 8th grade or less 9th to 12th grade GED High School Graduate

20. Signature of apprentice _____ Date _____ 21. Signature of parent/guardian (If minor) _____ Date _____

Part C: To be completed by registration agency

22. Registration agency and address _____ 23. Signature (Registration agency) _____ 24. Date registered _____

* The submission of your social security number is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. (For the Privacy Act, the Records Maintenance Authority and OMB Disclosure statements, see reverse side.)

ATTACHMENT D
CERTIFICATE OF COMPLETION

The United States Department of Labor
Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training
Certificate of Completion of Apprenticeship

SAMPLE

This is to certify that
JOHN DOE
has completed an apprenticeship for the occupation
WILDLAND FIREFIGHTER SPECIALIST
under the sponsorship of

NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC)
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor

National Apprenticeship Program Coordinator
National Interagency Joint Apprenticeship Committee

Date Completed



R. J. Chao
Secretary of Labor
Anthony Suvaga
Administrator, Apprenticeship Training, Employer and Labor Services

ATTACHMENT E

Academic Standards

Apprentices will be required to pass all Academy course material at the 80% level with the exception of the NWCG courses having a 70% passing score. All tests will be closed book written tests except manipulative skills tests. 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.

Introduction to Wildland Fire Behavior (S-190) is a prerequisite course for attendance at the Basic Academy. The final exam of S-190 must be passed at 80% or greater the first day of the Basic Academy. Apprentices who fail this exam will be removed from the academy and Apprenticeship Program. **There will be No Re-Test for S-190.**

If an Apprentice fails any subsequent 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 program, the individual may apply again and be selected for future academies.