

ENF Apprentice Operating Guidelines 2015

Wildland
Firefighter



Apprenticeship Program

Recommended By: Cam E Scott
Unit Apprenticeship Manager

Date: 6/17/15

Concurred: Dan Allica
Union President

Date: 6/17/15

Approved By: J. Z. K.
Forest Fire Chief

Date: 6/17/15

ENF Apprenticeship Standard Operating Guidelines



The ENF Standard Operating Guidelines provide procedures and processes in how the Eldorado National Forest implements the “Revised National Apprenticeship Standards”, dated September 24, 2010, and the “Operations Plan”, dated March 28, 2013. The ENF Apprenticeship Standards Operating Guidelines are tiered off of these documents. Managers, supervisors, and Apprentices are responsible for knowing and understanding the contents of these documents, understanding their roles and responsibilities to help ensure consistent management and support to Apprentices throughout their program.

ROLES AND RESPONSIBILITIES

Forest Fire Management Officer (FFMO)

- Ensures accountability of Unit Apprenticeship Manager and Division Chiefs.
- Performs random interviews of supervisors and apprentices to determine apprentice progress.
- Determines New Employee Orientation needs and ensures completion.
- Determines number of apprentice positions and ability of the forest to support them.

Division Chiefs

- Provides management direction for assigned apprentices.
- Performs random interviews of supervisors and apprentices to determine apprentice progress.
- The Chiefs and Unit Apprenticeship Manager will meet in late October/early November to determine the next seasons’ module placements. Apprentices will be notified of their next module assignment prior to the end of the season.
- Ensures apprentices receive quality training and experience on the appropriate module commensurate with their experience.
- Coordinate district representation for Advanced Academy graduations.
- Notifies Deputy Forest Fire Chief and Unit Apprenticeship Manager if Apprentice is deficient in performance of FFT1 tasks or is unable to complete task book in a timely manner.
- Consider and review extension requests.

Unit Apprenticeship Manager

- Coordinates New Apprentice Orientation Program.
- Maintains Official Apprentice Records.
- Prepares initial training packages and Previous Work Credit for newly hired apprentices.
- Coordinates Basic and Advanced Academy attendance.
- Coordinates annual placements of apprentices with Battalion and Division Chiefs.
- Conducts apprentice administration training for Module Leaders/Captains as needed.
- Prepares and submits program completion packages to the National Program Manager.
- Participates as Advisor to ENF Fire Management Leadership, Union, and Module Leaders Group as needed.

ENF Apprenticeship Standard Operating Guidelines



- Conducts workforce analysis.
- Coordinate and facilitate extension requests.

Battalion Chief

- Responsible for ensuring apprentices' personnel promotions are processed in a timely manner.
- Ensure Module Leader/Captain representation at New Apprentice Orientation.
- Coordinates annual apprentice module assignment and reporting date with Division Chief.
- BC will be responsible for the apprentices placed on their districts when the placements are finalized at the end of the season.
- Ensure Module Leaders/Captains properly and timely document performance.
- Ensure that each Apprentice has been counseled regarding their choices for permanent module placement and complete the Apprentice Pre-Placement Counsel Form, Appendix A.
- Coordinate with Apprentice to draft an extension letter, if necessary. Consult with Unit Apprentice Manager as needed.

Module Leader/Captain

- Ensure that Apprentices know and understand the chain of command.
- Set-up new apprentices with the following accounts: Microsoft Outlook, e-Authentication, Dashboard, Travel Credit card, VPN/Remote access, Paycheck, and Uniform allowance. See Exhibit B, "On-Boarding Checklist for New Employees".
- Provides daily direction to the apprentice.
- Prepare their assigned apprentices for Basic and Advanced academy attendance. Must issue appropriate web gear, supplies, and equipment necessary to participate fully in academy activities. Information can be found in the Academy letter on the WFAP website.
- Ensure Apprentice has appropriate uniform components for the Academy.
- Ensures Apprentice's WCT is current prior to attending the Academy. WCT must not expire while apprentice is in the academy.
- Complete an annual/seasonal progress report and share with the next season's Module Leader. This document will help ensure consistent progress and/or performance areas needing special attention, training, or guidance. See Exhibit C, "Apprentice Progress Report" form.
- Before arrival of an Apprentice to a module:
 - The Module Leader/Captain will contact the apprentice before arrival and discuss any concerns and to provide a contact for questions.
 - The sending Module Leaders/Captains and receiving Module Leaders/Captains will negotiate issues concerning the apprentice that affect the work hours on the current module. This includes training, administration, or licensing requirements.

ENF Apprenticeship Standard Operating Guidelines



- Upon arrival of an apprentice to a module:
 - The Module Leader/Captain will review the Apprentice Training Plans, Work Process Hours Categories, and overall status with the apprentice.
 - Schedule training as needed. Coordinate with Unit Apprentice Manager for availability.
 - Discuss Performance Elements with each apprentice within two weeks of their arrival.
- Reviews and signs Daily & Monthly Work Process Hour Reports and forwards to Unit Apprentice Manager by the 10th of each month.
- Notifies BC and DC of FFT1 progress. This is especially critical if there are performance issues with successfully completing PTB tasks.
- Reports lost time injuries or fatalities to the Unit Apprentice Manager.
- Thoroughly document poor performance and report to BC in a timely manner.
- Ensure that proper licensing procedures are followed for apprentices doing commercial drive time. See below:
 - Ensure that apprentice is properly prepared to take Class B Permit test.
 - Ensure that apprentice has all the proper authorizations documented on the OF-346, “U.S. Government Motor Vehicle Operators Identification Card” for operating a Type 3 Engine.
 - Ensure apprentice is entered into the Random Drug Testing Pool.
 - Ensure apprentice receives Defensive Driving training every three years.
 - Coordinate with District Admin for payment to DMV for Class B permit.
 - Notify Unit Manager of any changes to the apprentices’ licensing status immediately.
 - New Apprentices already in possession of a CDL upon hire or have received commercial driver training or drive time will provide documentation to the Unit Manager for review.

Journeyman (Any permanent member of the module who is a qualified FFT1 or higher)

- Ensures the health and safety of assigned apprentices.
- Mentors each apprentice assigned to them.
- Provides input to supervisor regarding apprentice progress and performance standards.
- Provides tutoring as necessary.
- Provides daily technical supervision and on-the-job training while accomplishing work process hours at a ratio of no more than 1 journeyman to 5 apprentices.

Apprentice

- Maintain academic and physical fitness standards.
- Be prepared to pass all required courses per academic standards.
- Adhere to all agency policies and guidelines.
- Sign and abide by training agreements.
- Provide formal documentation to the Unit Apprentice Manager of any disability that may require reasonable accommodation at least 60 days prior to the beginning of the Academy.

ENF Apprenticeship Standard Operating Guidelines



- Obtain and maintain a current State Drivers License, with appropriate agency required endorsements, throughout the duration of the program.
- Know and understand the chain of command.
- Receives and seeks direction through current Module Leader/Captain.
- Submit copies of all relevant training certificates and documentation to Unit Apprentice Manager in a timely manner.
- Notify supervisor of any traffic violations which may impact apprentices' licensing status immediately.
- Complete Monthly Work Process Hour Reports and forward to Module Leader/ Captain for review and signature by the 10th of each month.
- Maintain a comprehensive binder on their Apprenticeship Program progress. Items may include, but not limited to:
 - * Daily & Monthly Work Process Hour Reports
 - * Records of work experience
 - * Calendar of activities
 - * Dates of module assignments
 - * IQCS qualifications
 - * Position Taskbooks
 - * Training certificates
- The binder will be kept current and available for review.
- When discrepancies or issues arise, seeks answers to uncertainties regarding apprenticeship program and career development through the proper chain of command.
- May not attend Academy if they have been injured and are on "light duty". Apprentice must provide proof of release from their Physician prior to academy start.
- Provide input as to which module you would like to be permanently assigned to. It will be your responsibility to contact the Battalion Chiefs and Module Leaders and set up appointments to initiate those conversations.
- If seeking an extension due to reasonable circumstances (military service, injuries, etc.) initiate an extension request letter. Be sure to include purpose of the extension, what Program requirements needs to be accomplished (WPH hours, training, or PTB completion), and what timeframe do you anticipate to accomplish your Program requirements.

PROCESSES AND PROCEDURES

New Apprentice Orientation

ENF Apprenticeship Standard Operating Guidelines



New Apprentice Orientation will normally be conducted in early spring. Attendance and successful completion of Orientation is a requirement for Basic Academy.

Work Process Hours

Hours worked can only be used in one category. (Example, if you work 8 hours with a hand crew doing fuels work you can not report 8 hours of engine time and 8 hours of fuels management time)

Dispatch Hours must be done in the ECC. Apprentices will work with their module leader and the ECC captains to schedule their dispatch time. Apprentices should open an [EDRC \(Expanded Dispatch Recorder\) task book](#) prior to beginning their dispatch time with the goal of completing this task book.

Travel Pertaining to Attendance at the Basic and Advanced Academies

The Basic and Advanced academies are 4 week commitments. Apprentices shall be compensated for their travel to the academy from the district office of their home district and a return trip when the academy has been completed. Apprentices are not required to remain at the academy during weekends; however, they will not be compensated (mileage or pay status) for more than one trip to the academy and one return trip.

Advanced Academy Graduation

1. Fire management leaders will demonstrate support of their Apprentices by ensuring that Module Leader/Captain or BC/Superintendent from each District is in attendance at the Advance Academy Graduation.
2. Attendees will wear formal uniform.
3. Unit Apprentice Manager will provide a keepsake award for each apprentice who successfully completes the Advanced Academy.
4. District/Forest Representatives will be prepared to answer Apprentice questions concerning work and training outlooks.

Transfer Requests

If an apprentice needs/wants to transfer to another forest or district, the responsibility for initiating the process rests with the apprentice. The Apprentice is responsible for providing performance evaluations for consideration as well as meeting with affected Module Leaders. In the event an Apprentice cannot be placed in a desired vacancy, Apprentice placement will be made in order to meet local staffing needs.

1. *Transfer requests approval/denials to other forests are at the discretion of the Forest Supervisors.*
2. Apprentice is responsible for contacting the desired Forest/District Division Chief to find an open position for which they qualify.
3. Apprentice should contact their immediate supervisor to help facilitate the process.

ENF Apprenticeship Standard Operating Guidelines



4. Upon receiving notification that a position is available at the desired Forest/District the apprentice will prepare a letter addressed to the District Ranger which includes the following (See Exhibit D, Sample Transfer Request Letter):
 - Date
 - The request for transfer,
 - Reasons for the transfer (be specific),
 - The Forest & District the apprentice wants to transfer to,
 - Verify that a vacant position is available on that District and to whom the apprentice spoke to,
 - Attach all performance ratings, evaluations, awards, documents to support your request, and,
 - Attach latest Monthly Work Process Hour Report.
5. Electronic format is acceptable.
6. Apprentice will forward the letter to their supervisor for review/concurrence and notify the Unit Apprentice Manager of the request.
7. The letter will be reviewed and approved through the chain of command to the District Ranger.
8. District Ranger will forward it to the Forest Supervisor for final approval.
9. Upon approval by the Forest Supervisor, the request will be forwarded to the receiving Forest Supervisor for review and approval. The apprentice will be notified of the decision via the chain of command in a timely manner. The decision will be documented for the apprentice. A copy of the approval or denial will be forwarded to the Forest Apprentice Manager.
10. If the sending and receiving Forest Supervisor have approved the request the receiving unit will coordinate with sending unit to determine the effective date and initiate the SF-52 for reassignment.



APPENDIX A

Apprentice Pre-Placement Counsel Form

This form should be initiated as soon as the Apprentice completes Advanced Academy.

Name of Apprentice: _____

Date: _____

Current location: _____

List of Vacant GS-5 Senior FF Positions can be provided.

Apprentice: Indicate below your placement choices by priority.

Priority	District	Module Preference	Duty Location
First			
Second			
Third			
Fourth			

Signature _____ Date _____

Note:

- * Apprentice completions and placements will be processed in the order they are received.
- * Although consideration will be given to apprentice's module preference, apprentice placement will be at the discretion of the FQRC.

Recommendation for placement into:

District **Function** **Duty Station**

Receiving FMO _____ **Date** _____

Apprentice Manager _____ **Date** _____

FMO or Designee _____ **Date** _____

ENF Apprenticeship Standard Operating Guidelines



Deputy Forest Fire Management Officer: Identify Forest or District needs when considering the placement process. The DFFMO will provide information on the status of current Senior Firefighter vacancies through the national vacancy database.

Circle the appropriate Step below to identify where the placement determination was made. Prioritization of placement:

- Step 1: Vacant Position - Agency Justifiable Need, Employee Preference
(Convert to meet both Agency and employee)
If Step 1 completed, do not go to Step 2. If not completed, go to Step 2.
- Step 2: Vacant Position – Agency Justifiable Need, Not Employee Preference
(Convert to meet Agency Need) If Step 2 completed, do not go to Step 3. If not completed, go to Step 3.
- Step 3: If no opportunities for placement above, The DFFMO and Forest Apprentice Manager will solicit conversion to a position on another Forest in Region 5. If no opportunity exists within the Region, they will attempt to find a placement elsewhere in the Forest Service (Service-wide). **(Convert if opportunity found)**
- Step 4: **If no position can be located within conversion window (120 days after certification that apprentice has met the requirements), then apprentice will be separated from the agency.**



EXHIBIT B

On-Boarding Checklist for New Employees

Responsibility of the Home Unit Supervisor at time of hire

<input type="checkbox"/>	Request User AD profile/ID (2 weeks for server group to create)
<input type="checkbox"/>	Set-up Microsoft Outlook Account (need to complete Security Awareness Training in AgLearn first)
<input type="checkbox"/>	Request e-Auth Account
<input type="checkbox"/>	Request Dashboard
<input type="checkbox"/>	Request Travel Credit Card
<input type="checkbox"/>	Request ETS2 Access (Travel)
<input type="checkbox"/>	Request VPN/Remote Access (so apprentice can access Outlook from all host units)
<input type="checkbox"/>	Set-up Paycheck 8
<input type="checkbox"/>	Set-up Uniform Allowance

Responsibility of Apprentice at time of hire

<input type="checkbox"/>	Set-up e-Authorization Account
<input type="checkbox"/>	Set-up Dashboard Account
<input type="checkbox"/>	Set-up "Employee Personal Page" (EPP)
<input type="checkbox"/>	Set-up Microsoft Outlook Account
<input type="checkbox"/>	Set-Up ETS2 Account (default Management Codes, etc.)
<input type="checkbox"/>	Set-up VPN/Remote
<input type="checkbox"/>	Submit times in Paycheck 8 through Dashboard
<input type="checkbox"/>	Check Uniform Allowance amount

ENF Apprenticeship Standard Operating Guidelines



APPENDIX C Apprentice Progress Report

Apprentice Progress Report		INSTRUCTIONS: The immediate supervisor will prepare this form for the Apprentice at the end of the review period. Copies of the form will be forwarded to the current Unit Apprenticeship Coordinator.				
1. Apprentice Name and Completion Date (M\Y)		2. Module Designation and District District		3. Dates of Review Period to		
4. Apprentice Home District District		5. Reviewer Name and Title				
6. Enter X under the appropriate column indicating the individual's level of performance for each duty listed. Completed(X)		PERFORMANCE LEVEL				
		Did not review or Did not complete	Unacceptable- See remarks below	Need to improve-See remarks below	Fully Successful	Exceeds Successful
S-211 Portable Pumps						
S-212 Chain Saw use						
S-271 Helicopter Crewmember						
Firefighter 1 Taskbook						
Safety and Situational Awareness						
Maps and Compass (GPS)						
Risk Management Process						
Hazardous Materials Operational						
Elective-						
Administrative- Work Process Hours						
Administrative- Duty Time and Attendance						
Administrative- Duty Travel						
Administrative- Duty Training Folder						
Written Communication						
7. REMARKS (Required for a rating of "Unsuccessful" or "Needs to Improve")						
9. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)					9. DATE	
10. RATED BY (Signature)					11. DATE	

ENF Apprenticeship Standard Operating Guidelines



EXHIBIT D

Sample Transfer Request Letter

Date: *(Today's Date)*

To: *(District Ranger)*

From: *(Apprentice Name)*

I would like to request a transfer to the _____ Ranger District, of the _____ National Forest. My reason(s) for requesting the transfer are detailed below:

(Be specific but keep information brief, clear, and concise.)

I spoke with _____, Division Chief on the _____ National Forest and there is a position available on their Forest. I have forwarded a copy of my Performance Evaluations and Work Process Hour Reports to the Division Chief. You may contact _____, Division Chief at 123.456.7890. I have attached all of my Performance Evaluations and Monthly Work Process Hour Reports for your review. If you need any other additional information please contact me at 123.555.1111.

Thank you for your consideration regarding this matter.

Sincerely,

(Apprentice Signature)

Reviewed By: _____ Date: _____
Forest Fire Management Officer

Recommended By: _____ Date: _____
Division Chief

Approved By: _____ Date: _____
Forest Supervisor

CC: Forest Apprentice Manager, District Ranger