

BULLETIN 2000-01**Date: October 29, 1999**

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 All Field Tech A-547SD+RD+SAC; Lab. Com.	<u>Subject:</u> New National Program for U.S. Department of Agriculture Forest Service for Wildland Fire Fighter Specialist <u>Code:</u> 400.1
Symbols: DNIP/JMCD		<u>Action:</u> Immediate

PURPOSE: The purpose of this Bulletin is to inform Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff of the registration of new National Program Standards for U.S. Department of Agriculture Forest Service for Wildland Fire Fighter Specialist.

BACKGROUND: The Standards were submitted by the U.S. Department of Agriculture Forest Service who recognized the need for continuous training to maintain high levels in preparing Wildland Fire Fighter Specialist for public service. This program is being serviced by DNIP staff. All apprentices nationwide will be registered by DNIP.

Copies of the National Standards are being forwarded to all BAT offices.

Note: State Directors, please share this information with our SAC partners where appropriate.

Attachment

NATIONAL APPRENTICESHIP STANDARDS

DEVELOPED BY

U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE

NATIONAL JOINT APPRENTICESHIP COMMITTEE

for the occupation of

WILDLAND FIRE FIGHTER SPECIALIST

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR

Registered as part of the National Apprenticeship Program in accordance
with the basic Standards of Apprenticeship established by the
Secretary of Labor

BY:



ANTHONY SWOOPE, NATIONAL DIRECTOR
BUREAU OF APPRENTICESHIP AND TRAINING

DATE: AUGUST 16, 1999

REGISTRATION NO. N-93062

AIMS NO. ZA0010027

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FOREWORD

The U.S. Department of Agriculture, Forest Service, recognizes the need for continuous training to maintain the high levels of skill and competence demanded in public service. Experience has demonstrated that a practical and sound method of preparing for skilled craftsmanship is through planned apprenticeship providing for employment and training under actual job conditions by skilled workers and at wages commensurate with the apprentice's skill. In addition, the apprentice's knowledge and understanding of the trade is broadened through participation in approved courses of related and supplemental training.

Further, recognizing that the responsibility for training rests with the U.S. Department of Agriculture, Forest Service, have formulated and adopted these apprenticeship standards for the training of apprentices. These standards apply only to those individuals registered in an apprenticeship program.

The National Joint Apprenticeship Committee (NJAC) delegates the authority to manage all aspects of the Wildland Firefighter Apprenticeship Program to the Pacific Southwest Region Joint Apprenticeship Committee. The Pacific Southwest Region Joint Apprenticeship Committee shall encourage and solicit advice and counsel from all participating regions and agencies. The Pacific Southwest Region Joint Apprenticeship Committee shall manage the program in the best interest of all participating regions and agencies.

DEFINITIONS

APPRENTICE: Shall mean a person meeting the qualifications described in Section II of these Standards who has entered into a written Apprenticeship Agreement providing for learning and acquiring the skills of a recognized occupation under the provisions of these Standards.

APPRENTICESHIP AGREEMENT: This term, which is synonymous with "Indenture" as sometimes used, shall mean 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 under these Standards. Such Apprenticeship Agreement will be registered with the Registration Agency.

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

EMPLOYER: U.S. Department of Agriculture Forest Service

GENDER CLAUSE: Any reference to either the male or female gender in these Standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journeyman (men) within these Standards shall be considered a performance level and not a gender term.

HOMEUNIT: Official duty station

JOURNEYWORKER: An individual who has sufficient skills and knowledge of the trade of Wildland Firefighter Specialist, obtained either through formal apprenticeship or through practical on the job experience, and is recognized by the U.S. Department of Agriculture, Forest Service, as being fully qualified to perform the work of the occupation.

NATIONAL STANDARDS: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the registration agency.

PACIFIC SOUTHEAST REGION JOINT APPRENTICESHIP COMMITTEE: Delegated the authority by the NJAC to manage all aspects of the National Wildland Firefighter Apprenticeship Program.

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

SPONSOR: U.S. Department of Agriculture Forest Service/ National Joint Apprenticeship Committee.

STANDARDS or STANDARDS OF APPRENTICESHIP: Shall mean this entire document, including the attached "Occupation Schedule(s)" and other attachments hereto.

UNION: Forest Service Council, National Federation of Federal Employees (FSC-NFFE)

U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE NATIONAL JOINT APPRENTICESHIP COMMITTEE (NJAC): Consists of equal representation as appointed by the U.S. Department of Agriculture Forest Service and Forest Service Council, National Federation of Federal Employees (FSC-NFFE). This National Joint Apprenticeship and Committee will be referred to as "**NJAC**" throughout this document.

I. U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE NATIONAL JOINT APPRENTICESHIP COMMITTEE:

The NJAC 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 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 collective bargaining agreement. In the event of conflict, the collective bargaining agreement shall prevail.
- B. Establishing and amending/revising these National Standards of Apprenticeship.
- C. Approving the quality and quantity of on-the-job training and related technical instruction for apprentices.
- D. Maintaining the records for all apprentices in one centralized location.
- E. Notifying the Registration Agency and other appropriate parties of the cancellation, suspension, reinstatement, or completion of Apprenticeship Agreements.
- F. Regional Committees

II. PACIFIC SOUTHWEST REGION JOINT APPRENTICESHIP COMMITTEE

The Pacific Southwest Region Joint Apprenticeship Committee shall be delegated the following responsibilities by the NJAC:

- A. All apprenticeship agreements will be reviewed and forwarded to NJAC for signature.
- B. All requests for completion of apprenticeship will be forwarded to NJAC for signature.
- C. The NJAC will be notified of all apprentice cancellations, suspension, and reinstatements.
- D. Evaluate both the on the job training and related instruction in coordination with the home units and notify the NJAC of each apprentice program.

III. EEO PLEDGE

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national, origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under Title 29 CFR Part 30.

IV. QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

Applicants accepted and indentured as apprentices shall meet the following minimum qualifications:

Age: Shall be at least 18 years of age. Proof of age will be required.

Education: Must have graduated from an accredited high school or received general equivalency diploma (GED). Proof will be required.

Selection into the apprenticeship program will be done in accordance with the negotiated collective bargaining agreement, as well as any other OPM and Forest Service qualifications and selection requirements for this occupation.

V. APPRENTICESHIP AGREEMENT

Each Apprentice shall be covered by a written Apprenticeship Agreement, signed by the NJAC and the Apprentice (Sample Attached). Such Agreement shall contain a statement making the terms and conditions of these Standards a part of the Agreement, as if expressly written therein. For this reason, every apprentice shall read these Standards before signing the Apprenticeship Agreement.

At least four copies of the agreement shall be made - one for the apprentice, the U.S. Department of Agriculture Forest Service (on behalf of the NJAC), the Pacific Southwest Region Joint Apprenticeship Committee, the Registration Agency, and the Department of Veterans Affairs, if applicable.

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.)

VI. RATIO OF APPRENTICES TO JOURNEYMEN

The job-site ratio for the occupation registered shall be one apprentice to one journey worker employed.

VII. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the applicable "Occupational Schedule" attached to (See attachment A), and made a part of these Standards; plus the required hours per year of related instruction. In the event the apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked.

The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase.

VIII. PROBATIONARY PERIOD

The first 12 months (minimum of 2000 hours) of employment for the apprentice, (per the guidelines of the U.S. Office of Personnel Management) after signing the Apprenticeship Agreement, shall be a probationary period. During this probationary period, either party (NJAC or Forest Service Home unit) may

terminate the Apprenticeship Agreement without stated cause by notifying the other party in writing. If a home unit terminates the agreement they must notify the NJAC.

After completion of the probationary period, the agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the (NJAC or Home unit) for reasonable cause with due notice to the apprentice and a reasonable opportunity for corrective action.

IX. HOURS OF WORK

Apprentices will be employed under the supervision of a competent journeyman at all times, and the hours of work and other conditions shall be the same as those of other classifications of employees doing comparable work and consistent with the applicable collective bargaining agreement.

X. APPRENTICE WAGE SCHEDULE

As Federal Government employees, all apprentice Wildland Firefighter Specialists will be paid according to the General Schedule for salaries as established by U. S. Office of Personnel Management. Apprentices may start at the GS-3 or GS-4 level depending on previous firefighting experience. The following progressive wage schedule is to be in accordance with the Office of Personnel Management's Pay Rates of the General Schedule.

1st year - GS-3
2nd year - GS-4
GS-5 (journey level status)

XI. CREDIT FOR PREVIOUS EXPERIENCE

An applicant for apprenticeship may be allowed credit on the term of apprenticeship for that portion of his/her experience which is equivalent to any that would be received under these Apprenticeship Standards. Credit for previous experience with commensurate wages will be granted based on agency personnel regulations for this occupation. The granting of advanced standing must be uniformly applied to all apprentices. Those granted advanced standing must be paid the wage rate for the period to which the credit advances them.

XII. WORK EXPERIENCE

During the apprenticeship the apprentice shall receive such experience and related technical instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled craft worker. The on-the-job training shall be carried on under the direction and guidance of a qualified journeyman in the occupation.

The Schedule of Work Experience for the occupation covered in these Standards is attached.

XIII. RELATED INSTRUCTION

Apprentices will be required to take organized related technical instruction in theory and technical subjects related to the occupation as part of their Apprenticeship Agreement (See attachment B). A recommended minimum of 144 hours of related technical training is required for each year of apprenticeship.

Failure on the part of the apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement in accordance with the negotiated collective bargaining agreement and OPM and/or Agency requirements.

XIV. SAFETY AND HEALTH TRAINING

The Sponsor shall instruct the apprentice in safe and healthful work practices and shall ensure that the Apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards.

XV. SUPERVISION OF APPRENTICES

It shall be the Supervisor's responsibility to assign the apprentice's work rotating among the various work processes to assure diversity of training, see that required records are kept, and the terms of the Apprenticeship Agreement are carried out.

XVI. RECORDS AND EXAMINATIONS

Each apprentice shall be responsible for maintaining a record of their work experience and training on the job and the related technical instruction received and have this record verified by the supervisor at the end of each month for inclusion on each apprentice's record file. A copy of all Monthly Work Records and completed Related Technical Instruction are to be forwarded to the Pacific Southwest Region of the Forest Service (on behalf of the NJAC).

Before each period of advancement, or at any other time when conditions may warrant, the NJAC or an authorized representative may examine the apprentices to determine whether they have made satisfactory progress.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a qualified journeyman, the Supervisor should recommend to the Home unit that the agreement be terminated and NJAC notified.

XVII. CONTINUITY OF EMPLOYMENT

In the event where it becomes necessary to lay off apprentices, the Federal Civil Service rules regarding reductions-in-force shall be followed, as well as the Collective Bargaining Agreement.

XVIII. TRANSFER OF TRAINING OBLIGATION

In the event the Home Unit is unable to fulfill its obligation under the apprenticeship agreement, the apprentice may be transferred to another unit operating the same program.

XIX. MAINTENANCE OF RECORDS

The Pacific Southwest Region of the Forest Service (on behalf of the NJAC) 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.

The records will be made available on request to the Bureau of Apprenticeship and Training, U. S. Department of Labor, or other authorized representative.

XX. CERTIFICATE OF COMPLETION

Upon satisfactory completion of the requirements of the apprenticeship as established herein, the NJAC will submit a Certification of Completion of Apprenticeship to the Registration Agency and recommend that a Certificate of Completion of Apprenticeship be awarded to the apprentice (See attachment D).

XXI. NOTICE TO REGISTRATION AGENCY

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, cancellations, and completions.

XXII. CONSULTANTS

Advice and 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, Bureau of Apprenticeship and Training. Consultants shall serve upon request and in an advisory capacity only.

XXIII. REGISTRATION OF STANDARDS

These Standards of Apprenticeship will, upon adoption by the NJAC, be promptly registered with, and copies thereof filed with, the Registration Agency.

The NJAC reserves the right to discontinue at any time the Apprenticeship Program as set forth herein, including any modifications or amendments thereto.

The Registration Agency shall be notified promptly of any decision to cancel the Program.

Deregistration of the Apprenticeship Program may be effected by the Registration Agency for failure of the NJAC to abide by the provisions herein.

XXIV. AMENDMENTS OR MODIFICATIONS

These Apprenticeship Standards may be amended at any time by the NJAC, provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time of such change without the consent of the apprentice involved, and provided further that such amendment shall be submitted to the Registration Agency for registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice employed by the U. S. Department of Labor.

XXV. COMPLAINT PROCEDURE

Any dispute concerning the Apprenticeship Agreement is subject to resolution through the applicable Grievance and Arbitration Articles of the Collective Bargaining Agreement.

Or

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

XXVI. CONFORMANCE WITH STATE AND FEDERAL LAWS

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

XXVII. APPROVAL AND ADOPTION

The foregoing Standards of Apprenticeship are hereby officially adopted
this 16th day of August, 1999

Representing US Department of Agriculture, Forest Service:

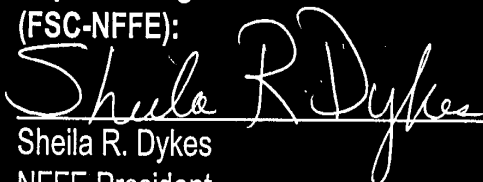


Janice McDougale

Deputy Chief, State and Private Forestry

US Department of Agriculture, Forest Service

Representing Forest Service Council, National Federation of Federal Employees
(FSC-NFFE):



Sheila R. Dykes

NFFE President

Daniel Boone National Forest

Representing US Department of Labor:



Anthony Swoope

National Director

Bureau of Apprenticeship and Training

ATTACHMENT A

OCCUPATIONAL SCHEDULE

OF

ON THE JOB TRAINING

ATTACHMENT A
ON-THE-JOB-TRAINING OUTLINE
WILDLAND FIRE FIGHTER SPECIALIST

O*NET/SOC CODE: 33-2011.02 RAIS CODE: 0544

<u>DESCRIPTION</u>	<u>APPROXIMATE HOURS</u>
1. Combats wildland fires using hand tools and hand operated power tools.....	850
2. Operates portable water/handling equipment	200
3. Maintains fire apparatus and equipment	400
4. Maintains stations and grounds	300
5. Maintains physical fitness	300
6. Constructs and maintains roads and lines	300
7. Services Helitack support equipment.....	200
8. Uses pumps and hoses.....	300
9. Supports helicopter operations and other major equipment operations.....	400
10. Performs fuel management operations	700
11. Completes records and reports.....	50
Total Hours	4000

Safety instruction is provided on-the-job for each module.

If an apprentice is awarded credit for previous experience no more than 50% for each segment of the work process will be awarded.

ATTACHMENT B

RELATED TECHNICAL INSTRUCTION

ATTACHMENT B

**RELATED INSTRUCTION
WILDLAND FIRE FIGHTER SPECIALIST
O*NET/SOC CODE: 33-2011.02 RAIS CODE: 0544**

In order to reach the skilled level modules will be given credit upon proof of completion. Related instruction course may be waived upon proof of completion and verification by the NJAC. In order to be eligible for conversion, apprentices must complete both the Basic and Advanced Academies; the 213 hours of Supplemental and Related Training as well as the on-the job- training hours identified on the Department of Labor Apprenticeship Agreement. The intent is that upon conversion you will be a fully qualified Squad boss and a Crew Boss Trainee.

1999 Operations Plan	
Operations Plan Operations Plan Operations Plan Operations Plan	
Curriculum Curriculum Curriculum Curriculum Basic Curriculum Curriculum	HRS
HRSHRSHRSHRSHR Academy Orientation	2
Agency Orientation	2
Physical Fitness & Wellness	4
I-200 Intro to ICS	16
S-190 Introduction to Fire Behavior	2
S-131 Advanced Firefighter	8
S-260 Fire Business Management	16
S-270 Basic Air Ops	16
Media Awareness	4
Defensive Driving	4
First Responder Medical	First Responder Medical First Responder Medical First Responder Medical First Responder Medical First Responder Medical _____ _____ _____ _____

	172
<i>1999 Curriculum Cont. Supplemental & Related Training</i>	
Local Orientation	12
Fire Equipment Familiarization, Maintenance & Use	16
Specialized Company/Crew Operations & Drills	28
S-211 Pumps & Water Handling Equipment	24
S-212 Power Saws B Level A	21
S-216 Driving for the Fire Service	16
S-230 Crew Boss	32
Driver Training	40
HAZMAT Operational	24
Total	213

ATTACHMENT C

APPRENTICESHIP AGREEMENT FORM

ATTACHMENT D

Apprenticeship Agreement
Bureau of Apprenticeship and Training

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: 11/30/99

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: The apprentice schedule of pay shall be listed for each advancement period.

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

c. Journeyman'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 Vietnam era veteran (8/15/64 to 5/7/75) Other veteran C# _____ 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.

CERTIFICATE OF COMPLETION

The United States Department of Labor



Bureau of Apprenticeship and Training Certificate of Completion of Apprenticeship

This is to certify that

has completed an apprenticeship for the occupation

under the sponsorship of

*in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

Date Completed

Walter W. Stearns

Secretary of Labor

Anthony Saverio
Director, Bureau of Apprenticeship and Training