



**CALIFORNIA FIREFIGHTER**  
JOINT APPRENTICESHIP COMMITTEE

# Training Reporting Instructions Handbook

**2020**

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# CALIFORNIA FIREFIGHTER JOINT APPRENTICESHIP COMMITTEE

## Introduction

The California Firefighter Joint Apprenticeship Committee (Cal-JAC) is responsible for the administration of the Standards for the Cal-JAC Program. The Cal-JAC is sponsored by the California Office of the State Fire Marshal (OSFM) and California Professional Firefighters (CPF), AFL-CIO. The Committee is comprised of fourteen members: seven labor representatives and seven management representatives. [Click here](#) for a roster of the Cal-JAC team.

This handbook is an addendum to the California Firefighter Joint Apprenticeship Committee Rules and Regulations. As such, the material in this handbook is part of the Rules and Regulations.

This handbook provides information and instructions on completing and filing training reports using the Cal-JAC Training Reporting System. All training conducted under the auspices of the Cal-JAC is funded through the public educational system in the State of California. All hours of training that are reported for funding purposes must be documented. After submitting training records for funding, documentation must also be locally maintained by the fire department. This handbook provides instructions and examples on completing the required forms, as well as information on when and how to submit training reports.

## Goals

The goals of the Cal-JAC have remained the same since its inception:

1. Improve the quality of training for professional firefighters in the fire service throughout California;
2. Promote professional standards for the fire service; and
3. Recruit qualified candidates.

Each participating department, with the support of its union or association, subscribes to the Cal-JAC's programs through a Subscription Agreement.

Different types of training are conducted through the Cal-JAC; the most predominant is apprenticeship training. The apprenticeship program provides in-depth training for those newly hired or promoted within a subscribing department. Other types of training are made available for all personnel as resources allow.

## When You Need to Contact Us

The Cal-JAC staff works with management and labor through the SubJAC to assist in the development and implementation of training plans and the documentation of related and supplemental instruction.

### Staff:

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## Reporting Training Hours

In the State of California, apprenticeship is its own line item in the state budget. Apprenticeship hours are funded to programs based on training hours reported to the state in a timely manner. In order for the Cal-JAC to accomplish this, participating departments are required to report apprentice hours on a monthly basis. Funds for apprentice training paid by the state to the Cal-JAC are returned to participating departments, and those funds can be used to augment the departments training program.

## Filing Training Reports

There are three elements to apprenticeship training: Academy, related and supplemental instruction and work processes. Academy training is the initial intensive training received by each apprentice in their current occupation. Related and supplemental instruction is the ongoing classroom, drill ground and online instruction received during the term of apprenticeship. Work processes are the time spent on the job with apprentices performing the tasks they have been trained on.

Both academy training and related and supplemental instruction are reportable to the Cal-JAC and eligible for funding. Work processes are not eligible for reporting or funding. Training hours for academy and related and supplemental instruction must be reported to the Cal-JAC monthly. Hours reports should be submitted in the appropriate format from your departments Learning Management System (LMS) and emailed to [jacdata@cpf.org](mailto:jacdata@cpf.org). These reports are used to track apprentices' hourly progress to journey level and to satisfy the attendance requirements of the educational institutions. If you have questions about the emailing training hours reports, please contact the Cal-JAC at [caljac@cpf.org](mailto:caljac@cpf.org). Below is a sample of the information included in the hours submission report. The Agency ID can be either the departments FDID or MAC code.

Apprentice ID	Agency ID	Training Date	Training Code	Training Hours
36561	12345	10/1/2020	CFA	1.00
36561	12345	10/2/2020	LTC	2.00
36561	12345	10/3/2020	DBD	1.00
36561	12345	10/4/2020	DAD	2.00
36561	12345	10/5/2020	LCD	1.00

When hours are exported the file should be pipe delimited as shown on page 4.

36561|12345|10/1/2020|CFA|1.00  
36561|12345|10/2/2020|LTC|2.00  
36561|12345|10/3/2020|DBD|1.00  
36561|12345|10/4/2020|DAD|2.00  
36561|12345|10/5/2020|LCD|1.00

The Training Coordinator is responsible for submitting the monthly training reports to the CAL-JAC office in Sacramento. **Monthly export reports should be sent no later than the 10<sup>th</sup> calendar day of the month following the reporting month.** For example, reports for training completed in January should be submitted to the CAL-JAC office no later than February 10<sup>th</sup>. Reports should be sent in one group. However, do not hold the majority of your reports for stragglers. They can be submitted separately, later in the month.

The fiscal year runs from July 1 to June 30. **The final filing date for the training done in the fiscal year is 10 days after the end of the fiscal year.** Reports submitted after that date cannot be assured of funding, but apprentices will be given credit for the training completed.

If you have questions about reporting training hours, please contact the CAL-JAC office at (916) 648-1717 or [caljac@cpf.org](mailto:caljac@cpf.org).

## Training Code Definitions

Every training code has three letters. The first letter represents the primary subject code. The second letter represents the specific area of study. And the third letter represents the type of training. In the following pages you will find descriptions for all three segments of the coding system.

The following descriptions are for your information only. All major LMS currently used by California fire departments have the full complement of Cal-JAC training codes set up in their system. If you will be using a system that does not yet have Cal-JAC codes, but would like to set them up, please contact us at [caljac@cpf.org](mailto:caljac@cpf.org).

# PRIMARY SUBJECT CODES

<b>SUBJECT AREAS</b>	<b>PAGE</b>
A Academy.....	6
B Prevention.....	7
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## **PRIMARY SUBJECT CODE    A    ACADEMY**

Any training conducted as a part of an apprentice academy as established in the CAL-JAC Rules and Regulations and approved by the local SubJAC.

**Note: No specific area of study code is required when reporting apprentice academy training.**



## PRIMARY SUBJECT CODE B PREVENTION

Specific areas of study will be listed here:

- A. **Codes, Ordinances & Laws:** Including interpretation and application of department, local, county, state, and federal codes, ordinances, laws, policies, and recognized fire protection and safety standards.
- B. **Inspection Practices (Fire and Life Safety):** Including permits, licenses, notices, citations, and identification of common and special hazards, inspections, and pre-planning of structures, aircraft, and marine vessels.
- C. **Public Education, Relations, and Information Activities:** Including need for establishing good public relations, making public appearances, conducting school programs, industrial, business programs, and demos, preparation of news releases, and addressing complaints from the public.
- D. **Plan Checking:** Including new construction, water supply, fire detection, and alarm systems, built-in fire protection systems, and identification of structural features, and hazards.
- E. **Records and Reports:** Including filling out and maintaining files, CFIRS, inspection logs, and related reports.

## PRIMARY SUBJECT CODE    C    EMERGENCY MEDICAL

Specific areas of study will be listed here:

- A. First Aid, Initial Training
- B. First Aid, Continuing Education
- C. CPR, Initial Training
- D. CPR, Continuing Education
- E. First Responder, Initial Training
- F. First Responder, Continuing Education
- G. EMT-I, Initial Training
- H. EMT-I, Continuing Education
- I. *(Intentionally left blank)*
- J. *(Intentionally left blank)*
- K. Advanced EMT, Initial Training
- L. Advanced EMT, Continuing Education
- M. PARAMEDIC, Initial Training\*
- N. PARAMEDIC, Continuing Education
- O. PARAMEDIC, In-service Training
- P. Automatic Defibrillator Equipment, Procedures and Operations

## PRIMARY SUBJECT CODE D RESCUE PRACTICES

Specific areas of study will be listed here:

- A. **Extrication Procedures, Methods, and Techniques:** Including identification, use, operation, and maintenance of cutting, fusing, sawing, spreading, prying, pulling, and striking tools as they relate to extrication.
- B. **Search and Rescue Procedures, Methods, and Techniques:** Including use of ropes, life lines, life line signals, rappelling, lifts, carries, drags, shoring, cribbing, trenching, and tunneling, litter basket use, hoisting, and elevator, mine, cave, and water/ice rescues.
- C. **Evacuation Procedures, Methods, and Techniques:** Including all types of situations, interior of a building, aircraft or marine vessel, and exterior including a geographic area.
- D. **Human Behavior Related to Rescuers/Victims:** Including critical incident stress and psychotic personalities.
- E. **Use of Non-Fire Rescue Resources**
- F. **Use of Emergency Operations Plans (local, state, and federal)**
- G. **Firefighter Rescue:** Including RIC, RIT, Firefighter Down, etc.

## **PRIMARY SUBJECT CODE    E    FIRE AND ARSON INVESTIGATION**

Specific areas of study will be listed here:

- A.    Origin and Cause Determination
- B.    Evidence Collection, Identification and Preservation
- C.    Estimating Fire Loss Data
- D.    Incendiary Devices, Bombs and Ordinances
- E.    Interview Techniques
- F.    PC832 – Arrest, Search, and Seizures: Including related Police Officer training coursework
- G.    Motives and Methods of Fire Setters
- H.    Fire/Crime Scene Photography
- I.    Arson and Incendiary Laws and Court Procedures: Including expert witness training.
- J.    Working with Law Enforcement and Allied Fire Service Agencies
- K.    Investigation Reports and Records: Including filling out CFIRS and associated local, state and/or federal crime reports.
- L.    Handling Juvenile Fire Setters: Including interviewing, detaining, and counseling procedures.

## PRIMARY SUBJECT CODE F PREVENTATIVE MAINTENANCE

Specific areas of study will be listed here:

- A. **Preventative Maintenance – Light Vehicles:** Including all light vehicles not in other maintenance categories, servicing, minor repairs, parts replacement, adjusting, lubricating, inspecting, and testing.
- B. **Preventative Maintenance – Power and Hand Tools:** Including inspecting, adjusting, sharpening, lubricating, minor repairs, and testing.
- C. **Preventative Maintenance – Fire Engines & Water Tenders:** Including all engines and water tenders not in other categories, servicing, minor repairs, parts replacement, adjusting, lubricating, inspecting, and testing.
- D. **Preventative Maintenance – Fire Suppression Tools:** Including hose nozzles and couplings, ladders, appliances, extinguishers, hydrants, breathing apparatus, and ropes.
- E. **Preventative Maintenance – Aerial Apparatus:** Including aerials and snorkels servicing, minor repairs, parts replacement, adjusting, lubrication, inspection, and testing.
- F. **Preventative Maintenance – Heavy Equipment:** Including dozers, motor graders, loaders and dump truck servicing, minor repairs, parts replacement, adjusting, lubrication, inspection, and testing.
- G. **Preventative Maintenance – Marine Equipment:** Including shipboard firefighting equipment, systems, and pumps.
- H. **Preventative Maintenance – Buildings, Grounds, and related Equipment:** Including pavement, fencing, landscape, sprinkler systems, plumbing, electrical, roofing, and painting.
- I. **Preventative Maintenance – Communication Systems:** Including inspection and testing.
- J. **Preventative Maintenance – Record Keeping**

## PRIMARY SUBJECT CODE    G    VEHICLE REPAIR

Specific areas of study will be listed here:

- A.    Engine Theory
- B.    Electrical Theory and Systems
- C.    Power Train Theory and Systems
- D.    Fire Pump Theory
- E.    Suspension and Steering Theory and Systems
- F.    Brake Systems
- G.    Gasoline Engines
- H.    Diesel Engines
- I.    Electric Motors
- J.    Engine Electrical Components and Systems
- K.    Apparatus Electrical
- L.    Fire Pumps
- M.    Values and Nozzles
- N.    Gauges and Meters
- O.    Cooling Systems
- P.    Hydraulic Systems
- Q.    Transmissions
- R.    Drive Lines
- S.    Differentials
- T.    Body and Fender Components
- U.    Tires
- V.    Fabrication

## PRIMARY SUBJECT CODE H VEHICLE OPERATION AND PUMP USE

Specific areas of study will be listed here:

- A. **Vehicle Code (Laws, Rules and Regulations):** Including federal, state and local laws, regulations, ordinances and rules governing travel, use, and operation of department vehicles.
- B. **Driver Training:** Including driver safety, traffic laws, defensive driving techniques, use of warning devices, interpreting gauges and meters, trouble shooting, and apparatus spotting.
- C. **Emergency Vehicle Operation:** Including laws relating to emergency operation of fire department vehicles, defensive driving techniques under emergency conditions, and driving/operating under emergency conditions.
- D. **Pump Theory and Operation:** Including routine maintenance, pump principles, various types of fire service pumps, Annual Pump Service Test, and identification of unsafe pumping conditions.
- E. **Hydraulics:** Including factors affecting fire ground water supply, hydraulic calculations, and augmenting built-in fire suppression systems.
- F. **Winches:** Including identification, use, capabilities, operation, safety, maintenance, and repairs.
- G. **Radio (On Board Communications Equipment):** Including basic dispatching procedures, use and coordination of multiple radio channels for command and tactical operations, use of on-board data terminals/computers, hand held equipment, and cellular telephones.
- H. **Aerial Ladder/Elevating Platform Operations:** Including routine maintenance, identifying unsafe conditions, Master Stream operation and range, apparatus hydraulic, mechanical and electrical systems, safety procedures, and system overrides.
- I. **Specialized Equipment:** Including operation of fireboats, Oshkosh trucks, light trucks, and foam equipment trucks.
- J. **Heavy Equipment:** Including loading and off-loading, winching, air brakes, etc...

## PRIMARY SUBJECT CODE I PORTABLE & FIXED ACCESSORY EQUIPMENT\*

Specific areas of study will be listed here:

- A. **Ground Ladder Construction and Maintenance:** Including identification of types, terminology, construction, testing, and inspection.
- B. **Hose, Nozzles, Fittings, and Related Appliances:** Including identification and classification of hose and threads, inspection, and testing.
- C. **Master Stream Appliance and Devices:** Including identification, use, operation, and elevated master streams.
- D. **Fire Hydrants:** Including types, location, use, inspection, and testing.
- E. **Portable Fire Extinguishers:** Including identification, classification, use operation, and inspection.
- F. **Breathing Apparatus:** Including identification, use, operation, and inspection.
- G. **Ropes, Knots, and hitches:** Including identification, classification, inspection, tying of knots, tying of equipment, securing ropes, and testing.
- H. **Rope Procedures and Technical Applications:** Including rigging, rappelling and safety.
- I. **Ventilation Tools:** Including identification, use and operation of cutting, breaking, air moving tools, and equipment related to ventilation.
- J. **Forcible Entry Tools:** Including identification, use, operation, procedures, methods and techniques of cutting, boring, fusing, sawing, battering, pulling, carrying, digging, prying, striking tools, and equipment related to forcible entry.
- K. **Miscellaneous Tools and Equipment:** Including identification, use and operation of any hand or power tool not covered in other sections, hoisting, pulling, lighting, generating, detection, and wildland tools/equipment.

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\*Note: Accessory equipment includes all types of equipment utilized by fire personnel which is supplemental to the performance of that job, task, or occupational function.



## PRIMARY SUBJECT CODE J

### ADMINISTRATION, MANAGEMENT OR SUPERVISION

Specific areas of study will be listed here:

- A. **Personnel:** Including local, state and federal labor laws, recruitment, supervision and personnel management, leadership, evaluation and counseling, psychology, labor organization and relations, EEOC regulations, OSHA regulations, NIOSH, and NFPA Standards.
- B. **Dispatch:** Including public fire alarm systems, radio and telephone equipment operations, procedures, techniques and SOP's, basic dispatching procedures, computer aided dispatching, mutual aid coordination, resource ordering, emergency resource directory, tape recording systems, street cards, and maps used in dispatching.
- C. **Fire Service Organizations:** Including local, state, and federal organizations.
- D. **Planning:** Including short, medium and long range plans, evaluating and analyzing trends and changes in population, construction, technology and fire protection equipment, and developing.
- E. **Coordinating:** Including organizing, initiating and delegating work, and authority.
- F. **Communications Skills (Verbal, Written, etc.):** Including public speaking, active listening skills, and report writing techniques.
- G. **Public Relations:** Including developing public information presentations, displays, and visual aids, developing lectures and communicating effectively with the news media.
- H. **General Education (Training not covered in other Primary Subject Areas.):** Including mathematics, physics, chemistry, sociology, psychology, etc.
- I. **Supervision:** Including effective supervision techniques, conflict management, time management, team building, affirmative action practices, progressive discipline procedures, time reporting, and performance evaluations.
- J. **Management:** Including time, resource, and personnel management techniques, developing reports, specifications, requisitions and budgets, systems of planning, organizing, directing, delegating, initiating, and following up of work, developing policies, procedures and management controls, and testing and evaluation techniques related to personnel recruitment.

- K. **Orientation:** Including response area familiarization, building walkthroughs, rural/wildland familiarization, outside agency familiarization, and ride-along on field units for non-emergency and emergency familiarization.
- L. **Policies and Procedures:** Including General Orders, Standard Operating Procedures, Department Handbooks, MOU's, personnel regulations, retirement and workers compensation, time, training, injury and accident reports, personnel evaluation forms, and conservation crew rules, regulations, and use.
- M. **Laws and Regulations:** Including local, state, and federal laws and regulations.
- N. **Physical Fitness:** Including personal fitness awareness, standards, evaluation, and counseling (does not include workout time, volleyball, etc.).
- O. **Safety:** Including safety training, back injury prevention, etc.
- P. Behavioral Health: Signs and symptoms of stress, common stress reactions, behaviors associated with unmanaged stress, managing, and coping with stress in a healthy manner, etc.
- Q. Peer Support: Training for members of a departments Peer Support Team

## PRIMARY SUBJECT CODE K INSTRUCTOR TRAINING\*

Specific areas of study will be listed here:

- A. **Methods of Instruction:** Including concepts of learning, course development, and lesson development.
- B. **Instructional Techniques:** Including planning, organizing, and managing instructional activities.
- C. **Materials Development:** Including teaching aids, supplementary instruction sheets, and assignment sheets.
- D. **Evaluation Techniques:** Including establishing and using standards, principles of testing and measurement, constructing tests, analyzing test and course results, and maintaining training records.

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\* Note: Instructor training is defined as those learning activities directly associated with learning to teach. This does not include actual teaching except as a part of a specific assignment in a formal course.

## PRIMARY SUBJECT CODE L EMERGENCY OPERATIONS

Specific areas of study will be listed here:

- A. **Fundamentals of Fire Behavior:** Including classes of fires, theory and fundamentals of combustion, heat transfer and factors affecting fire behavior, and development.
- B. **Extinguishing Agents:** Including water, foams, powders, gases, application, and use.
- C. **Ground Ladder Evolutions:** Including carrying, raising, lowering, climbing, locking-in, footing, use above ground, and use as improvised equipment.
- D. **Hose Evolutions:** Including rolling, carrying, connecting, extending, operating, bundling, loading, utilizing lays, and connecting to standpipes, sprinkler systems, and hydrants.
- E. **Wildland Hose Evolutions:** Including progressive hose evolutions, mobile pumping procedures, hose lay techniques, rolling, bundling, carrying, and loading.
- F. **Fire Fighting Tactics and Strategy – Structural**
- G. **Fire Fighting Tactics and Strategy – High Rise**
- H. **Fire Fighting Tactics and Strategy – Wildland**
- I. **Shipboard Fire Fighting Evolutions:** Including use of portable and fixed pumps, stationary and portable firefighting appliances, and equipment.
- J. **Fire Fighting Tactics and Strategy – Transportation Accidents:** Including planes, boats, and trains.
- K. **Salvage and Overhaul**
- L. **Fire Fighting Tactics and Strategy – Major Disasters:** Including natural, civil disturbance, and war.
- M. **Fire Fighting Tactics and Strategy – EMS/Multi-Casualty Incidents**
- N. **Air Operations:** Including use of air operations to support structural, high rise, wildland, EMS, and natural disasters.
- O. **Mutual Aid:** Including use of local, state, and federal mutual aid systems and plans.

- P. **Disaster Plans:** Including use of local, state, and federal plans.
- Q. **Post Incident Analysis**
- R. **Live Fire Training Exercises**
- S. **Simulated Emergency Incidents:** Including structural, high rise and wildland fires, transportation accidents, major disaster, and EMS related incidents.
- T. **Safety, Survival & Rehabilitation**
- U. **Firefighting Tactics and Strategy – Heavy Equipment:** Including dozers, motor graders, loaders, direct and indirect attack, night operations, hazardous reduction, etc...

## PRIMARY SUBJECT CODE M OFFICE AND CLERICAL SKILLS

Specific areas of study will be listed here:

- A. **Clerical/Office Related Functions:** Including answering phones, filing, preparation of correspondence, and other clerical functions.
- B. **Computer Literacy:** Including database management, word processing, forms processing, training documentation, report writing, and any other necessary functions.
- C. **Files:** Including paper, electronic files, and records management.
- D. **Budgeting/Purchasing:** Including use of accounting systems, purchase orders and releases, central supply operations, and inventory control techniques.
- E. **Materials Management:** Including ordering supplies, request for repair services, and requests for safety equipment, etc.

# PRIMARY SUBJECT CODE N

## CONSTRUCTION TECHNOLOGY AND FIRE PROTECTION SYSTEMS

Specific areas of study will be listed here:

- A. **Building Construction:** Including terminology, fire control characteristics and effects of fire control operations on structural materials.
- B. **Heating, Ventilation, and Air Conditioning Systems:** Including terminology, fire department use, and effects of fire spread.
- C. **Built-in Fire Protection Systems:** Including sprinkler system components, inspection, testing, operation and restoration to service, and standpipe components, inspection, testing, operation, and restoration to service.
- D. **Building Utilities:** Including terminology, components, systems, hazards, inspection, testing, operation, and restoration to service.
- E. **Elevators:** Including terminology, components, systems, hazards, inspection, testing, operation, and restoration to service.
- F. **Building Demolition:** Including grounding of an elevated structure, slabs and foundation removal, and building dismantling.
- G. **Road Construction Tools and Equipment**
- H. **Road Construction Techniques and Procedures**

## PRIMARY SUBJECT CODE O HAZARDOUS MATERIALS

Specific areas of study will be listed here:

- A. **Hazardous Materials Identification:** Including use of data, survey equipment, and on-scene identification techniques.
- B. **Hazardous Materials Incident Handling Techniques and Procedures:** Including risk assessment, emergency response equipment, control and containment techniques, evacuation procedures, decontamination, and recovery techniques, etc.
- C. **Radiological Incidents:** Including identification, monitoring, and removal techniques.
- D. **Pesticide Use and Safety:** Including application, mixing, and storage techniques **(for department use only)**.
- E. **Clandestine Drug Lab:** Including identifications, precautions, procedures, and law enforcement liaison.
- F. **Chlorine Safety and Response Program**
- G. **Hazardous Materials Inspection Practices:** Including permits, licenses, notices, and citations, identification of common and special hazards, pre-planning, and making inspections.
- H. **Tactics and Strategy for Hazardous Materials Incidents:** Including transportation (maritime, aircraft, railroad, truck, and common carrier) and pipeline emergencies.
- I. **Planning and Conducting Hazardous Materials Disaster Drills**
- J. **Environmental Protection**
- K. **Terrorism Response**



## **PRIMARY SUBJECT CODE P AIRCRAFT/AIRFIELD OPERATIONS**

Specific areas of study will be listed here:

- A. **Aircraft Familiarization:** Including fixed wing, lighter than air and rotary aircraft, ejection systems, pins, down locks, ordnance, composite fibers, LOX location, battery locations, entry points, and danger areas.
- B. **Aircraft Systems:** Including hydraulics, electronics, de-icing, fuel, oxygen, and weapons.
- C. **Airfield Familiarization:** Including runways, taxiways, ramps, parking areas, and location of all structures on or about the airfield.
- D. **Fire Fighting Strategy and Tactics and SOP's**
- E. **Crash Rescue Operations and SOP's:** Including evacuation procedures, aircraft access, ejection seat/canopy safety and pinning, and extrication procedures.
- F. **Emergency Landing SOP's:** Including on-ground procedures and in-air procedures for firefighting crews, hot brakes, tail pipe fires, EPU fires, internal engine fires, systems blow down, electric fires, and thermal runaways.
- G. **Live Fire Training – Aircraft/Airfield:** Including day and night drills.
- H. **Special Hazards – Aircraft/Airfield:** Including nuclear ordnance, hydrazine, LOX, and exotic metals.
- I. **Airfield Communications:** Including radio procedures and hand signals.
- J. **CFR Vehicles:** Including P-2R, P-4A, P-17, P-19, P-23, TAU, etc.
- K. **Arresting Gear Procedures**
- L. **Ejection Seats**
- M. **Required Reading:** Including NATOPS.
- N. **Preventative Maintenance – Aircraft:** Including fixed wing and rotary wing, lubrication, inspection, and test procedures.

## PRIMARY SUBJECT CODE R ICS and NWCG COURSES

Specific areas of study will be listed here:

- A. Introduction to ICS/I-100
- B. Basic ICS/I-200
- C. Intermediate ICS/I-300
- D. Advanced ICS/I-400
- E. Multi-Agency Coordination/I-401
- F. ICS for Executives/I-402
- G. Documentation Unit Leader/(R)I-342
- H. Situation Unit Leader/(R)I-346
- I. Demobilization Unit/(R)I-347
- J. Resources Unit Leader/(R)I-348
- K. Facilities Unit Leader/(R)I-354
- L. Ground Support Unit Leader/(R)I-355
- M. Supply Unit Leader/(R)I-356
- N. Food Unit Leader/(R)I-357
- O. Communications Unit Leader/(R)I-358
- P. Medical Unit Leader/(R)I-359
- Q. Cost Unit Leader/(R)I-362
- R. Compensation/Claim Unit Leader/(R)I-363
- S. Time Unit Leader/(R)I-365
- T. Procurement Unit Leader/(R)I-368
- U. Air Tanker Coordinator/(R)I-376
- V. Incident Commander/(R)I-400
- W. Safety Officer/(R)I-401
- X. Liaison Officer/(R)I-402
- Y. Information Officer/(R)I-403
- Z. Command and General Staff/(R)I-420

## **PRIMARY SUBJECT CODE    S    ICS and NWCG COURSES**

Specific areas of study will be listed here:

- A.    Planning Section Chief/(R)I-440
- B.    Logistics Section Chief/(R)I-450
- C.    Finance Section Chief/(R)I-460
- D.    Air Operations Branch Director/(R)I-470
- E.    Basic Fire Suppression Orientation/S-110
- F.    Firefighter Training/S-130
- G.    Advanced Firefighter Training/S-131
- H.    Introduction to Wildland Fire Behavior/S-190
- I.    Initial Attack Incident Commander/S-200
- J.    Supervisory Concepts & Techniques/S-201
- K.    Basic Information Officer/S-203
- L.    Fire Operations in the Urban Interface/S-205
- M.    Portable Pumps and Water Use/S-211
- N.    Wildfire Power Saws/S-212
- O.    Driving for the Fire Service/S-216
- P.    Interagency Helicopter Training Guide/S-217
- Q.    Crew Boss (Single Resource)/S-230
- R.    Engine Boss (Single Resource)/S-231
- S.    Dozer Boss (Single Resource)/S-232
- T.    Tractor/Plow Boss (Single Resource)/S-233
- U.    Firing Methods and Procedures/S-234
- V.    Field Observer/S-244
- W.    Display Processor/S-245
- X.    Status/Check-In Recorder/S-248
- Y.    Fire Business Management Principles/S-260
- Z.    Basic Air Operations/S-270

## PRIMARY SUBJECT CODE T ICS and NWCG COURSES

Specific areas of study will be listed here:

- A. Intermediate Wildland Fire Behavior/S-290
- B. Incident Commander Extended Attack/S-300
- C. Leadership and Organizational Development/S-301
- D. Task Force/Strike Team Leader/S-330
- E. Fire Suppression Tactic/S-336
- F. Division Group Supervisor/S-339
- G. Helibase Manager/S-371
- H. Air Tactical Group Supervisor/S-378
- I. Introduction to Wildland Fire Behavior/S-390
- J. Operation Section Chief/S-430
- K. Training Specialist/S-445
- L. Advanced Wildland Fire Behavior/S-490
- M. Prescribed Fire for Burn Bosses/RX90
- N. Introduction to Fire Effects/RX340
- O. Smoke Management Technique/RX450
- P. Entry Level Dispatcher/D-105
- Q. Dispatch Recorder/D-110
- R. Support Dispatcher/D-310
- S. Introduction to Wildland Fire Prevention/P-101
- T. Inspecting Fire Prone Property/P-110
- U. Wildfire Origin and Cause Determination/P-151
- V. Wildland Fire Prevention Planning/P-301
- W. NIMS-800
- X. ICS Equipment Manager

## REPORTING CODES FOR “TYPE OF TRAINING”

The following codes are to be used to explain what type of training was presented in the given subject area.

- A. Didactic Tested
- B. Didactic Untested
- C. Manipulative Tested
- D. Manipulative Untested
- E. Directed Study Tested
- F. Directed Study Untested
- G. Community College Hours

**Didactic** means any instruction which can be associated with technical knowledge where no manipulative skills are required to be performed in the evaluation step of the instruction. Most classroom training involving lectures and discussion falls into this category.

**Manipulative Training** means any instructional activity in which a manual job or task is performed during the evaluation step of instruction.

**Directed Study** means any instructional activity in which the learning activities take place outside of the classroom or drill ground environments. This category includes evaluated reading assignments and self-paced instruction.

**Community College Hours** means any training done by or through an Educational Institution not associated with the California Firefighter Joint Apprenticeship Program. **These hours are not reimbursable through the CAL-JAC.**