

**ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110**

Required forms A35.302, A135.300 (as applicable)

Policy

1. Employee training is an integral part of AFC operations. It promotes safety and competency in work performance.
2. The training program for each position consists of a course curriculum and on-the-job skills development. Successful completion of training and development of skills are required to retain employment and to advance with the AFC.
3. Newly hired or promoted employees are on probation for twelve months.
4. To retain employment, probationary employees must successfully complete the course curriculum and demonstrate identified skills during probation.
5. Entry-level minimum qualifications are set-out on State Class Specifications for each job. These specifications are listed on all AFC Job Vacancy Notices. Supervisors may obtain a copy of any Class Specification by contacting the AFC Human Resources Office or by going to:
http://www.accessarkansas.org/dfa/personnel_mgmt/opm_classcodes.html.
6. By submitting to the AFC Human Resources Administrator a completed Form A35.302, Unit Managers certify that employees meet all entry-level requirements for the position.
7. Supervisors of probationary employees shall review employees' training and skills development progress and will schedule training opportunities.
8. All training must be approved through supervisory channels by submitting Form A135.300. Training approval is subject to fund availability.
9. All positions must complete Basic Orientation Training Course, FR-101.
10. All positions with AASIS (Arkansas Administrative Statewide Information System) duties must complete training for each assigned AASIS role.
11. Contact the AFC Human Resources Administrator for AASIS Role(s) Security clearance and enrollment in required AASIS courses.
12. Several positions have requirements to take specific Department of Finance and Administration Office of Personnel Management (OPM) courses. Consult OPM quarterly calendar e-mailed to all AFC offices or go to:

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http://www.arkansas.gov/dfa/personnel_mgmt/opm_iatp_training.html for enrollment dates. Submit form A135.300 before enrollment dates to AFC Human Resources.

13. All positions with supervisory responsibilities must complete the following OPM courses:
 - a. Discipline Grievance and Handling
 - b. Interpersonal Communications
 - c. Hiring Talent
 - d. HRkansas for Supervisors
14. All Forester positions requiring a Forestry degree must meet Arkansas Registered Forester certification within one year of employment.
15. Contact the AFC Human Resources Office for other AFC Training.
16. The Human Resources Office will list all AFC and related training on the AFC website. See the Resources, Training link at <http://www.forestry.arkansas.gov>
17. Optional training to gain NWCG (National Wildfire Coordinating Group) certification must be approved by the AFC Unit Manager on A135.300 and submitted through supervisory channels. See Procedure section. If approved, the AFC Human Resources Office will coordinate with employee and notify supervisor.
18. The AFC Academic Training System (AFCats) can produce reports showing 1) Required Courses by position – which include required courses and any optional courses. 2) Courses Taken by Employee – lists courses employee taken; 3) Missing Course Report – showing courses an employee must take to fulfill training requirements outlined in this policy; and 4) Course Roster report that lists students in a particular training course by date.
19. AFC positions not listed elsewhere in this policy have no training requirements other than listed on AFCats Required Courses (contact HR), and in paragraphs 9, 10, 11, 12, 13, 14, and/or 15.

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Training Requirements

20. Ranger I's must meet the following entry-level criteria:
- a. high school diploma or GED;
 - b. 18 years of age;
 - c. upon receiving a contingent offer of employment, pass a physical fitness exam that indicates ability to perform essential job functions, with or without a reasonable accommodation;
 - d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter; and
 - e. possess, or obtain within ninety days of employment, a commercial driver's license with a rating for the most complicated equipment in the county or district of employment.
21. To retain employment, Ranger I's must successfully complete the following during probation:
- Classroom Courses:
- a. Fire Plow Operation, Maintenance, and Safety, FR-105
 - b. Incident Command System, ICS-100
 - c. Introduction to Wildland Fire Behavior, S-190
 - d. Wildfire Suppression, S-130
 - e. Rider Safety Training, ATV
 - f. First Aid and CPR (Every two years)
 - g. Wildland Fire Chain Saws, S212
 - h. The New Generation Fire Shelter, NGFS (Every two years)
 - i. Seedling Handling & Planting Inspection, FR-220
 - j. Wildland Fire Cause Determination for First Responders, FI-110
- Online Courses:
- k. National Management Incident System (NIMS), IS-700.a
 - l. Utility Task Vehicle, UTV (complete within 90 days after completion of standard ATV course)
22. Optional training for Ranger I's:
- a. to qualify as a NWCG FFT-2 Firefighter requires successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds.
 - b. Ranger II courses with Supervisor approval
23. To promote to a Ranger II, the Ranger I must meet the following entry-level criteria:
- a. successfully performed four years as a Ranger I;
 - b. completion of all Ranger I required training;
 - c. possess a commercial driver's license with a rating for the most complicated equipment in the county or district of employment;
 - d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter.

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24. To retain employment, Ranger II's successfully complete the following during probation:

Classroom Courses:

- a. Insect and Disease Recognition, FR-202
- b. Basic Forest Management, FR-205
- c. Tree Identification, FR-213
- d. Intermediate Wildland Fire Behavior, S-290

Online Courses:

- e. ICS for Single Resources and Initial Action Incident, IS-200.b
- f. Geographic Information System, GIS

25. PSSF Forest Technicians must meet the following entry-level criteria:

- a. high school diploma or GED;
- b. 18 years of age;
- c. upon receiving a contingent offer of employment, pass a physical fitness exam that indicates ability to perform essential job functions, with or without a reasonable accommodation;
- d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter; and
- e. possess, or obtain within ninety days of employment, a commercial driver's license with a rating for the most complicated equipment at PSSF.

26. To retain employment, PSSF Technicians must successfully complete during probation Forest Ranger I and Forest Ranger II training:

Classroom Courses:

- a. Fire Plow Operation, Maintenance, and Safety, FR-105
- b. Incident Command System, ICS-100
- c. Introduction to Wildland Fire Behavior, S-190
- d. Wildfire Suppression, S-130
- e. Rider Safety Training, ATV
- f. First Aid and CPR (Every two years)
- g. Insect and Disease Recognition, FR-202
- h. Basic Forest Management, FR-205
- i. Tree Identification, FR-213
- j. Wildland Fire Cause Determination for First Responders, FI-110
- k. Chainsaw Operations, S-212
- l. Intermediate Wildland Fire Behavior, S-290
- m. The New Generation Fire Shelter, NGFS (Every two years)

Online Courses:

- n. National Management Incident System (NIMS), IS-700.a
- o. ICS for Single Resources and Initial Action Incident, IS-200.b
- p. Geographic Information System, GIS
- q. Utility Task Vehicle, UTV (complete within 90 days after completion of standard ATV course)

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27. Optional training for Ranger II's and PSSF Forest Technicians to qualify for NWCG certifications are:

- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
- b. Advanced Firefighter, S-131
- c. Initial Attack Incident Commander, S-200
- d. Fire Operations in Urban Interface, S-215
- e. Dozer Boss, S-232
- f. Single Resource Boss, S-230
- g. Ignition Operations, S-219
- h. Basic Air Operations, S-270
- i. Task Books and Certification Completion:
 - Incident Commander, IC-4
 - Heavy Equipment Boss, HEQB
 - Firing Boss, FIRB
 - FFT-1 & IC-5

28. County Rangers must meet the following entry-level criteria:

- a. high school diploma or GED;
- b. have three years of experience as a forest ranger, law enforcement officer, or a forestry related field;
- c. one year of experience in a leadership capacity;
- d. successfully completed all Ranger I and II training;
- e. be accepted as a candidate for law enforcement certification; and
- f. possess a commercial driver's license with a rating for the most complicated equipment in the county or district of employment.
- g. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter.

29. To retain employment, County Rangers must successfully complete the following during probation:

Classroom Courses:

- a. Wildfire Origin & Cause Determination, FI-210
- b. Intermediate ICS, ICS-300
- c. Urban Forestry, FR-312
- d. Best Management Practices, FO-125
- e. Forest Management Plan Development, FO-126
- f. Law Enforcement Auxiliary Certification, LEC
- g. Law Enforcement Annual Refresher Course, LE (annually)
- h. Initial Attack Incident Commander, S-200
- i. Fire Operations in Urban Interface, S-215
- j. Prescribed Fire Course, RX-300AR
- k. Supervisory courses, see paragraph 13

Online Courses:

- l. Resource Management, IS-703a
- m. National Response Plan (NRP), IS-800

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30. Optional training for County Rangers qualify for NWCG certifications are:
- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
 - b. Ranger II optional NWCG certification plus:
 - c. Heavy Equipment Boss, S-236
 - d. Senior Incident Commander, S-300
 - e. Strike Team/Task Force Leader, S-330
 - f. Tactical Decision Making, S-336
 - g. Fire Calculations, S-390
 - h. Followership to Leadership, L-280
 - i. Introduction to Fire Effects, RX-310
 - j. Task Book Completion and Certification:
 - Incident Commander, IC-3
 - Strike Team Equipment, STEQ
 - Prescribed Fire Burn Boss 2, RXB2
31. PSSF State Forest Foreman must meet the following entry-level criteria:
- a. high school diploma or GED;
 - b. have three years of experience as a forest ranger, law enforcement officer, or a forestry related field;
 - c. one year of experience in a leadership capacity;
 - d. successfully completed all Ranger I and II training;
 - e. satisfactorily performed as a Ranger II or a Forest Technician;
 - f. possess a commercial driver's license with a rating for the most complicated equipment at PSSF;
 - g. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter.
32. To retain employment, PSSF State Forest Foreman must successfully complete the following during probation:
- Classroom Courses:
- a. Fire Cause Determination for First Responders, FI-110
 - b. Intermediate ICS, ICS-300
 - c. Best Management Practices, FO-125
 - d. Forest Management Plan Development, FO-126
 - e. Initial Attack Incident Commander, S-200
 - f. Fire Operations in Urban Interface, S-215
 - g. The New Generation Fire Shelter, NGFS (Every two years)
 - h. Supervisory courses, see paragraph 13
- Online Courses:
- i. National Incident Management System (NIMS), IS-700.a
 - j. Resource Management, IS-703a
 - k. National Response Plan, NRP), IS-800

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33. Optional training for PSSF State Forest Foreman to qualify for NWCG certifications are:

- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
- b. Ranger II optional NWCG certification plus:
- c. Strike Team/Task Force Leader, S-330
- d. Fire Calculations, S-390
- e. Senior Incident Commander, S-300
- f. Introduction to Fire Effects, RX-310
- g. Task Book Completion and Certification:
 - Incident Commander, IC-3
 - Strike Team Equipment, STEQ
 - Prescribed Fire Burn Boss 2, RXB2

34. County Foresters must meet the following entry-level criteria:

- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university;
- b. one year of experience in forest management or a related field; and
- c. possess, or obtain within ninety days of employment, a commercial driver's license with a rating for the most complicated equipment in the county or district of employment;
- d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter;
- e. Registered Forester Certification. (Annually)

35. To retain employment, Foresters must successfully complete the following during probation:

Classroom Courses:

- a. Seedling Handling & Planting Inspection, FR-220
- b. Urban Forestry, FR-312
- c. Best Management Practices, FO-125
- d. Forest Management Plan Development, FO-126
- e. Fire Cause Determination for First Responders, FI-110
- f. Incident Command System, ICS-100
- g. Introduction to Wildland Fire Behavior, S-190
- h. Wildfire Suppression, S-130
- i. Intermediate ICS, ICS-300
- j. Initial Attack Incident Commander, S-200
- k. Chainsaw Operations, S-212
- l. Fire Operations in Urban Interface, S-215
- m. Intermediate Wildland Fire Behavior, S-290
- n. Fire Calculations, S-390
- o. Prescribed Fire Course, RX-300AR
- p. Rider Safety Training, ATV
- q. First Aid and CPR (Every two years)
- r. The New Generation Fire Shelter, NGFS (Every two years)
- s. Supervisory courses. See paragraph 13.

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Online Courses:

- t. ICS for Single Resources and Initial Action Incident, IS-200.b
- u. National Incident Management System (NIMS), IS-700.a
- v. Public Information Systems, IS-702a
- w. Resource Management, IS-703a
- x. National Response Plan (NRP), IS-800
- y. Utility Task Vehicle, UTV (complete within 90 days after completion of standard ATV course)
- x. Geographic Information System, GIS

36. For optional training for Foresters to qualify for NWCG certifications please refer to optional training listed for Ranger I, II, and County Ranger.

37. Staff Foresters must meet the following entry-level criteria:

- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university;
- b. at least three years of experience in forestry or forestry related field;
- c. Registered Forester Certification. (Annually)

38. To retain employment, Staff Foresters must successfully complete the following during probation:

Classroom Courses:

- a. Urban Forestry, FR-312
- b. Best Management Practices, FO-125
- c. Forest Management Plan Development, FO-126
- d. Incident Command System, ICS-100
- e. Introduction to Wildland Fire Behavior, S-190
- f. Wildfire Suppression, S-130
- g. Intermediate ICS, ICS-300
- h. Advanced ICS, ICS-400
- i. Initial Attack Incident Commander, S-200
- j. Chainsaw Operations, S-212
- k. Fire Operations in Urban Interface, S-215
- l. Intermediate Wildland Fire Behavior, S-290
- m. Fire Calculations, S-390
- n. Rider Safety Training, ATV
- o. First Aid and CPR (Every two years)
- p. Supervisory courses. See paragraph 13.

Online Courses:

- q. ICS for Single Resources and Initial Action Incident, IS-200.b
- r. National Incident Management System (NIMS), IS-700.a
- s. National Fire Plan (NRP), IS-800
- t. Geographic Information System, GIS
- u. Utility Task Vehicle, UTV (complete within 90 days after completion of standard ATV course)

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39. District Foresters must meet the following entry-level criteria:
- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university; and
 - b. at least four years of experience in forest management or related field;
 - c. one year in a leadership capacity;
 - d. Registered Forester Certification. (Annually)
40. To retain employment, District Foresters must successfully complete the following during probation:
- Classroom Courses:
- a. Introduction to Incident Command System, ICS-100
 - b. Intermediate Incident Command System, ICS-300
 - c. Advanced Incident Command System, ICS-400
 - d. First Aid and CPR (Every two years)
 - e. Supervisory Courses. See paragraph 13.
- Online Courses:
- f. ICS for Single Resources and Initial Action Incident, IS-200.b
 - g. National Incident Management System (NIMS), IS-700.a
 - h. Public Information Systems, IS-702a
 - i. Resource Management, IS-703a
 - j. National Response Plan (NRP), IS-800
 - k. AASIS Overview and Basic Navigation I (AOBN I)
 - l. AASIS Time Approval
41. Forest Dispatchers must meet the following entry-level criteria:
- a. high school diploma or GED; and
 - b. one year experience in radio operations.
42. To retain employment, Forest Dispatchers must successfully complete the following during probation:
- Classroom Courses:
- a. National Fire Danger Rating System, D-101
 - b. Latitude and Longitude, D-102
 - c. Wildfire Suppression, S-130
 - d. Incident Command System, ICS-100
 - e. Introduction to Wildland Fire Behavior, S-190
 - f. Intermediate Wildland Fire Behavior, S-290
- Online Courses:
- g. National Incident Management System (NIMS), IS-700.a
 - h. Geographic Information System, GIS.
43. Optional training for Forest Dispatchers include:
- a. ICS for Single Resources and Initial Action Incident, IS-200.b
 - b. Fire Calculations, S-390
44. Aircraft Pilots must meet the following entry-level criteria:
- a. FAA commercial pilot license; and

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- b. 500 hours flight time.
45. To retain employment, Aircraft Pilots must successfully complete the following probation:
- Classroom Courses:
- a. Wildfire Suppression, S-130
 - b. Incident Command System, ICS-100
 - c. Introduction to Wildland Fire Behavior, S-190
 - d. Intermediate Wildland Fire Behavior, S-290
- Online Courses:
- e. ICS for Single Resources and Initial Action Incident, IS-200.b
 - f. National Incident Management System (NIMS), IS-700.a
 - g. Geographic Information System, GIS
46. Aviation Manager must meet the following entry-level criteria:
- a. FAA commercial pilot multi-engine license; and
 - b. three years of experience in aircraft operations.
47. To retain employment, Aviation Manager must successfully complete the following during probation:
- Classroom Courses:
- a. Wildfire Suppression, S-130
 - b. Incident Command System, ICS-100
 - c. Introduction to Wildland Fire Behavior, S-190
 - d. Intermediate Wildland Fire Behavior, S-290
 - e. Supervisory courses. See paragraph 13.
- Online Courses:
- f. ICS for Single Resources and Initial Action Incident, IS-200.b
 - g. National Incident Management System (NIMS), IS-700.a
 - h. Geographic Information System, GIS
48. Training Instructors must meet the following entry-level criteria:
- a. A bachelor's degree with coursework in educational psychology, and
 - b. two years training experience, OR
 - c. high school diploma or GED, and
 - d. six years training experience.
49. To retain employment, Training Instructors must successfully complete the following during probation:
- Classroom Courses:
- a. OPM Interpersonal Communications
 - b. First Aid and CPR (Every two years)
 - c. Incident Command System, ICS-100
 - d. Wildfire Suppression, S130
 - e. Introduction to Wildland Fire Behavior, S190
- Online Courses:
- f. ICS for Single Resources and Initial Action Incident, IS-200.b

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g. National Incident Management System (NIMS), IS-700.a

50. The Urban Forestry Coordinator must meet the following entry-level criteria:
- a. a Bachelor's degree in forestry or horticulture;
 - b. at least three years of experience in urban forestry;
 - c. Arborist Certification. (Annually)
51. To retain employment, the Urban Forestry Coordinator must successfully complete the following during probation:
- a. Supervisory courses, see paragraph 13
 - b. First Aid and CPR (Every two years)
52. The Urban Forestry Partnership Coordinator must meet the following entry-level criteria:
- a. B.S. Degree in Forestry or related field; or
 - b. two year-degree in forestry or related field with two years of experience in urban forestry;
 - c. Arborist Certification. (Annually)
53. To retain employment, the Urban Forestry Partnership Coordinator must successfully complete the following during probation:
- a. OPM Interpersonal Communications
 - b. First Aid and CPR (Every two years)
54. Local Office Administrative Specialists must meet the following entry-level criteria:
- a. High school diploma or GED,
 - b. one year of secretarial training; and
 - c. three years secretarial experience.
55. To retain employment, Local Office Administrative Specialists must successfully complete the following during probation:
- Classroom Courses:
- a. OPM Interpersonal Communications
- Online Courses:
- b. AASIS Overview and Basic Navigation I (AOBN I)
 - c. AASIS Time Recording
56. Purchasing Agents (RFP) must meet the following entry-level criteria:
- a. High school diploma or GED, and
 - b. Class A Commercial driver's license.
57. To retain employment, Purchasing Agent (RFP) must successfully complete the following during probation:
- a. OPM Hiring Talent
 - b. OPM Interpersonal Communications

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58. The Assistant Personnel Manager must meet the following entry-level criteria:
- a. a Bachelor's degree in personnel management or related field, or
 - b. high school diploma or GED,
 - c. four years' experience in general office work, and
 - d. two years of experience in personnel/payroll.
59. To retain employment, Assistant Personnel Manager must successfully complete the following course curriculum during probation:
- a. OPM Interpersonal Communications
 - b. OPM Hiring Talent.
60. A Travel and Conference Fund is administered by the AFC Human Resources Administrator and will be used for 1) job retention training, 2) required conferences, 3) optional training, and, 4) optional conferences. Optional training and conferences must relate to AFC jobs and attendees must be able to demonstrate information learned at such conferences will benefit the AFC. No job enhancement training or conferences will be approved.
61. The State Forester may waive course curriculum requirements if an employee successfully completed generally equivalent formal training courses.
62. Employees rehired to an AFC position within two years after leaving must:
- a. Complete required courses not previously taken; and
 - b. Complete required courses substantively revised since previously taken.
63. The AFC Human Resources Office shall maintain official employee training records.

Procedure

64. A35.302, Probationary Appointment and Certification of Qualifications
- a. The Unit Manager will complete the A35.302. Refer to section of this policy for training requirements of position. Contact the AFC Human Resources Office to verify starting date and salary.
 - b. Submit to Human Resources Office. The State Forester will discipline Unit Managers who submit A35.302's for unqualified persons.
65. A135.300, Travel/Training Request Form
- a. The A135.300 form is used to request any training, including OPM courses.
 - b. Complete A135.300 form, obtain supervisory approval, and submit to AFC Human Resources Administrator 14-30 days before scheduled beginning training date.
 - c. The Human Resources Office shall:
 - route A135.300 to State Forester's office for approval/disapproval,
 - return copy of A135.300 approval/disapproval to requesting AFC Unit,
 - submit original A135.300 to Fiscal Office for audit retention,
 - process OPM enrollment and, upon receipt of confirmation, forward

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confirmation to the appropriate AFC Unit, and

- arrange lodging for OPM training, if requested on A135.300 and will notify AFC Unit of location of lodging. Lodging for OPM training is billed direct to the AFC. Employees are responsible for meals only.

d. The employee shall:

- complete TR-1 for meal and lodging reimbursement with itemized receipts.
- complete and attach TR-1B if lodging direct billed to AFC.
- attach copy of approved A135.300 to TR-1 and TR-1B.

66. This AFC Training Policy supersedes all earlier versions of AFC § 110 policy and interpretive memoranda, which are hereby repealed.