



HOW TO FILL OUT YOUR 304s

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THE TOP OF THE 304

CALIFORNIA FIRE FIGHTER JOINT APPRENTICESHIP COMMITTEE
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CDF 304 MONTHLY TRAINING REPORT FORM

| | | | |
|---|--------------------------|---|---------------------|
| REPORT FOR: 5/1/06 to 5/31/06 | Name: Joe Fire | Name Change: <input type="checkbox"/> | SSN: 4444 |
| UNIT: Battalion-2 BTU Forest Ranch | | JOB CLASS: Fire Apparatus Engineer | |
| JAC APPT. DATE: 5/1/05 | | YEAR IN APPRENTICESHIP: 2ND | |

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- 1. Month, Day, AND Year (only 1 month per 304)**
- 2. Your Name**
- 3. Your Social Security # (Last 4)**

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4. Unit and Assignment

5. Your Class Title (i.e. FAE, FAE(P), FF II, FF II (P))

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6. Your JAC Appointment Date

7. Your year in the program

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Regular Classes

| DATE OF TRAINING | CDF TRAINING CODE | JAC CODE | JAC HOURS | | COURSE NAME OR SUBJECT AND OTHER REMARKS | INSTRUCTOR |
|------------------|-------------------|----------|-----------|---------|---|------------|
| | | | REGULAR | COLLEGE | | |
| 5/1/06 | | DAEF | 2.00 | | JAC FAE 1ST Yr. Post 2/01 Vehicle Extrication | Capt Tool |

All boxes are filled in properly on this 304.

HOW TO FILL OUT YOUR 304s

INCORRECT

| DATE OF TRAINING | CDF TRAINING CODE | JAC CODE | JAC HOURS | | COURSE NAME OR SUBJECT AND OTHER REMARKS | INSTRUCTOR |
|------------------|-------------------|----------|-----------|---------|---|------------|
| | | | REGULAR | COLLEGE | | |
| 5/1/06 | | DAEF | 14.00 | | JAC FAE 1ST Yr. Post 2/01 Vehicle Extrication | Capt Tool |

Never indicate on the 304 that you participated in training for more than 12 hours in a day. Any such extended training must be indicated on the form for two or more separate days. Any hours greater than 12 must have justification letter attached.

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Coding For Substitutions

| DATE OF TRAINING | CDF TRAINING CODE | JAC CODE | JAC HOURS | | COURSE NAME OR SUBJECT AND OTHER REMARKS | INSTRUCTOR |
|------------------|-------------------|-------------|-----------|---------|--|------------|
| | | | REGULAR | COLLEGE | | |
| 5/1/06 | | BBAA | 8.00 | | SFM-Fire Control 3 Substitution for Fire Prev 1A | CARR |

Coding for Substitutions: Enter the codes for the class you are substituting **for, **not** the class you actually took. You can note the actual class in the notes**

HOW TO FILL OUT YOUR 304s

Coding College Sponsored Courses

| DATE OF TRAINING | CDF TRAINING CODE | JAC CODE | JAC HOURS | | COURSE NAME OR SUBJECT AND OTHER REMARKS | INSTRUCTOR |
|------------------|-------------------|----------|-----------|---------|--|------------|
| | | | REGULAR | COLLEGE | | |

5/1/06

BBGA

8.00

Fire Investigation 1A

CARR

When the training is taken at or sponsored by a college, the 3rd letter of the JAC Code must be changed to the letter “G”. Hours will be recorded as college hours. Train Tracker will automatically do so when you mark the college box

Example- the code for Haz Mat is “OBAE”, taken at a college the code will be “OBGE”.

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Signatures on the 304s

REPORT VERIFICATION:

John Doe **Bob Bigboss**

EMPLOYEE SIGNATURE

IMMEDIATE SUPERVISOR SIGNATURE

UNIT INSTRUCTOR OF RECORD

The employee, the Supervisor or Battalion Coordinator must sign the form before sending to the Training Bureau. By signing you are verifying the training took place.

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KEY POINTS TO FOLLOW WHILE FILLING OUT YOUR 304s

- Fill in all appropriate blanks.
- Must have both date, month, and year.
- Only one month per 304.
- Total number of hours of training on the bottom of **each** 304.
- Do not use the “Non JAC Hour” box.

HOW TO FILL OUT YOUR 304s

KEY POINTS TO FOLLOW WHILE FILLING OUT YOUR 304s

- Never use “VAR” for class code letters.
- Never indicate more than 12 hours of training for one day.
- Employee and Supervisor must sign before sending the 304 to Training.

HOW TO FILL OUT YOUR 304s

KEY POINTS TO FOLLOW WHILE FILLING OUT YOUR 304s

- You must be on duty the day of training. Your time sheet must show you on duty.
- Always keep copies of your 304s.
- College training- if the training is being sponsored by, or taken at a college, the 3rd letter in the JAC code must be a “G”.

HOW TO FILL OUT YOUR 304s

KEY POINTS TO FOLLOW WHILE FILLING OUT YOUR 304s

- Coding for substitutions- enter the code for the class you are substituting for, **not the class you actually took.**
- **Do not** staple 304s together, paper clip if necessary.

HOW TO FILL OUT YOUR 304s

KEY POINTS TO FOLLOW WHILE FILLING OUT YOUR 304s

- 304s must be turned in monthly.
- Make sure you are using the correct coding syllabus (2001 vs 2006)
- You can log hours on upcoming year of apprenticeship. Example- do not log 20 hours of hose evolutions on your first year when you need it in your 2nd and 3rd year.
- Only send in one copy to Training.

HOW TO FILL OUT YOUR 304s

By properly filling out your 304s in a clear, complete, and legible manner, it will cut down on the problems you may face when trying to reconcile your records when you want to complete your JAC program.

Your cooperation is greatly appreciated!!!