

CAL FIRE

San Benito-Monterey Unit
2221 Garden Rd., Monterey CA 93940
(831)333-2600
(831)333-2660 FAX



Apprentice Name:

Subject: Incorrect 304

Date:

Your 304 is being sent back to you because you did not follow the proper guidelines for completing the form. Please review the items marked below. Make the noted corrections to your 304. Resubmit your corrected 304 to the Training Division.

Per Handbook 4100 section 4173.1 apprentices are required to document all JAC training on the Form 304, Monthly Training Report. The form will be completed in a legible manner and submitted on a monthly basis. **Apprentices who do not meet the timeframes for completion of their apprenticeship agreement may be subject to progressive discipline.**

The deadline for turning in 304's in BEU is no later than the 7th of each month.

- Name on form illegible.
- Entered more than one month on a single training form.
- Incorrect or omitted JAC appointment date.
- Missing Social Security Number.
- Incorrect job class.
- Battalion and or work location incorrect.
- Entered multiple days of training in one box. Hours for courses lasting multiple days must be individually entered on individual days.
- Multiple training subjects performed on the same day, entered on the same line.
- Sequential days of training that extend beyond normal shift submitted without justification. Example: training entered on the 1st, 2nd, 3rd, 4th, 5th, 6th, etc on the same month.
- Incident numbers listed in the "course name" column. Related and supplemental training must be performed on duty and in addition to the apprentice's regular on-the-job performance. Incidents are not considered related and supplemental training.

- An unreasonable number of hours of training on a single day submitted without justification. Example: 12 hours of ladder drills performed on one day is questionable.
- Incorrect or omitted JAC Code.
- Submit hours for completion of entire course. No partial hours.
- JAC apprentice is listed as an Instructor.
- Cannot list "Self" as instructor in instructor column.
- Instructor listed is not qualified to teach _____
- Less than 12 hours of training per month is submitted, without justification.
- Employee signature missing.
- Supervisor signature missing.
- Did not send an original copy with "wet signatures".
- Did not send a copy with the original.
- Copy does not have signatures.
- Did not attach certificates of completion for formal courses.
- Missing 304 for the month of _____.
- Please correct & resubmit your CDF-304.

Ensure that your hours and codes submitted match the apprenticeship year and job classification. It is ok to submit hours out of apprenticeship year sequence. Be sure that you do not have excessive hours in a particular subject / year especially when you have another year in the same subject short of hours.

It is the apprentice's responsibility to submit correct 304's in a legible manner on a monthly basis. Errors may result in the delay of apprentices completing their JAC requirements, prolonging their apprenticeship, and prevent them from reaching journey-level status.

Please refer to the 4100 Manual for questions regarding JAC. If you still have questions or concerns please contact me.

Thanks for your cooperation,



Reno DiTullio Jr
 Battalion Chief – Training
 San Benito-Monterey Unit