

## **DOCUMENTATION TO SUBJAC**

**4193**

(October 2003)

The Unit JAC Coordinator typically prepares the request for a review before SubJAC prior to the employee's reinstatement when possible, but no later than 30 days after reinstatement. The request must include at a minimum:

- 1) A record of JAC training already completed, if applicable.
- 2) A summary of the employment history while employed with CDF or other Agency.
- 3) A summary of the employee's employment history, training/education completed during absence from CDF employment, if applicable.
- 4) A recommendation from the Unit on placement in the JAC program, e.g. Academy training or supplemental training the Unit believes should/should not be repeated
- 5) Copies of certificates or proof of completion
- 6) To assist the Unit JAC Coordinator in preparing the training records review package, the Region JAC Coordinator can request a copy of the apprentices' training record from the CFFJAC if the apprentice had prior JAC status.

(see [HB Table of Contents](#))

(see [Forms](#) or [Forms Samples](#))