

Gaylord Forest Management Unit

2014 Final Forest Certification Internal Audit Report

Internal Audit Dates: July 29-31, 2014

Initial Post Audit Draft Internal Audit:

July 31st, 2014

Lead Auditor: Jim Ferris

Internal Auditors: Scott Jones, Kerry

Fitzpatrick, Kristen Matson, Erin Victory

(Observer/Trainee)

Opportunities for Improvement: 2

Minor Non-Conformances: 6

Major Non-Conformances: 0

Follow-Up Required:

Opportunities for Improvement: 0

Minor Non-Conformances: 5

Major Non-Conformances: 0

Final Internal Audit Report: September 16th, 2014.

Opening Comments:

The internal audit of the Gaylord forest management unit was held July 29-31, 2014. The scope of the audit was state forest land within the Gaylord forest management unit. The audit criteria were the June 23, 2014 version of the work instructions (WIs) and all supporting DNR policy, procedures, rules, management guides, guidance documents, plans and handbooks that were relevant to the management of state forest land including management review decisions. The June 23, 2014 version of the work instructions was not made available to the forest management unit until the end of June, so the audit team agreed to evaluate any potential non-conformances against the prior version of the work instructions. We agreed that if the observed activity was not in conformance with the June 23, 2014 AND the June 19, 2012 versions of work instructions, the activity warranted a non-conformance designation.

A candidate set of sites and topics was sent to the forest management unit manager prior to arrival of the audit team. On Tuesday, July 29, the lead auditor worked with the forest management unit manager to finalize the route and stops. Based on the geographical scope of the forest management unit, it was determined to add a half day field trip on Tuesday. This included three stops in Waters and three stops in the Jordan River Valley. For Wednesday, we selected two audit routes: 1) west of the forest management unit office towards Chandler Hills, and 2) northeast toward Indian River. On Wednesday morning, we conducted a brief opening meeting with the audit participants at the Gaylord field office. The northeast team met additional audit participants at the Haakwood Campground and these participants were also briefed on the audit purpose and process. The northeast team visited 10 sites that included: a rail trail resource damage report site and off-road vehicle activity, active northern hardwoods and aspen/oak timber sales where the loggers were interviewed at the former, timber trespass and offsite (dry) aspen sites for regeneration assessment. The west team visited nine sites including: timber operations and recreation trail interaction, a dispersed camping and road improvement resource damage report sites, a site converting

from red pine to aspen, two open sales for aspen and northern hardwoods and two closed sales for ash/beechn salvage and northern hardwoods selection.

Thursday morning we reviewed the audit findings, conducting follow-up interviews and further reviewed documents as needed. A closing meeting was held on Thursday at 12 pm. The audit team gathered evidence to determine work instruction conformance through interviews, document review and field observations.

We greatly appreciated the cooperation, involvement and openness of the Gaylord unit staff. We were particularly impressed with how the various divisions cooperated during implementation of activities associated with managing Michigan's forests, wildlife and recreation.

Commendable Actions

- Throughout this audit process, it is evident that all Divisions work very well together.
- Additionally, in talking with the staff and with loggers on active sales, it was evident that staff work well with contractors.
- Staff was very responsive to keeping state land clean. There were several examples where staff stopped to pick up tires and trash on the field trips.
- Staff was also very responsive to questionable land use. An occurrence of illegal off-road vehicle use, no helmet and a woman dumping sawdust during one of the field trips were handled immediately and with professionalism.
- Staff is on top of trespass and permitting issues and working with surveyors to get these issues addressed.
- It is evident that there is effort given to matching appropriate management objectives to the right sites based on KOTAR, soil types and suitable species.
- There is a proactive approach to ash/beechn salvage and the loss of these species as a forest component. The awareness of future management issues in these stands and associated discussions is indicative of a thoughtful approach.
- Parks and Recreation Division staff recently attended work instruction training and are diligently working towards becoming familiar with how to implement them.
- Overall, staff have a strong knowledge base about the work instructions, regional forest management plans, management areas and featured species and do a good job of incorporating these into the compartment review process and prescribed treatments. This is especially impressive with newer staff.

Definitions:

Major Non-conformances: One or more of the Michigan Department of Natural Resource (MDNR) Sustainable Forest Certification Work Instruction requirements has not been addressed or has not been implemented to the extent that a systematic failure of the MDNR to meet a Sustainable Forest Certification (Sustainable Forestry Initiative or Forest Stewardship Council) principle, objective, performance measure or indicator occurs. (Adapted from the Sustainable Forestry Initiative Standard 2010-2014 Edition definitions.)

Minor Non-conformances: An isolated lapse in MDNR Sustainable Forest Certification Work Instruction

implementation which does not indicate a systematic failure to consistently meet a Sustainable Forest Certification (Sustainable Forestry Initiative or Forest Stewardship Council) principle, objective, performance measure or indicator. (Adapted from the Sustainable Forestry Initiative Standard 2010-2014 Edition definitions.)

Opportunities for improvement: Opportunities for improvement are findings that do not indicate a current deficiency, but serve to alert the forest management unit or department staff to areas that could be strengthened or which could merit future attention.

The DNR's internal audit review process (Work Instruction 1.2) requires a record, evaluation and report of non-conformances with forest certification standards and related work instruction at all levels of the department. As part of that process, we documented the unit's conformity with policy, procedures, management review decisions and work instructions. Our audit resulted in no major non-conformance, six minor non-conformance and two opportunities for improvement. Opportunities for improvement include:

Opportunities for Improvement (OFI):

- OFI 52-1, WI 3.1 "Forest Resources Division, Wildlife Division, Parks and Recreation Division and Fisheries Division will review and approve all intrusive activity performed or permitted by any DNR division on state forest lands at appropriate level(s) and these approvals will be documented."
 - Some Parks and Recreation Division staff were not aware of the geographic decision support system or its mapping capabilities. Resource damage report locations were tracked in the Trespass Database in tabular format, but map information is not available in that database. Access to and use of the geographic decision support system or Mapviewer would provide GPS coordinates and a map to make resource damage report inspections and follow-ups more efficient. Review of intrusive activities as well as other functions would be improved if they had access to the mapping system.
 - The geographic decision support system and Mapviewer are important tools for forest management and staff should be aware of these tools and trained in their use. Training should be added to staff training plans where appropriate.
- OFI 52-2, WI 3.1 "Forest Operations shall strive to maintain or minimize the loss of forest and soil productivity, avoid excessive soil disturbance and modify soil management techniques if soil degradation occurs."
 - The auditors saw two landings with excessive slash and debris loading on closed sales. Staff from both Forest Resources Division and Wildlife Division agreed that this condition was acceptable. However Work Instruction 3.1 states "Forest operations shall strive to maintain or minimize the loss of forest and soil productivity..." Presumably these landing sites were forested before the timber harvest. The heavy slash loads delay or possibly eliminate tree regeneration. This presents an opportunity for improvement to reduce the slash loads on some landings.
 - The unit staff should strive to minimize loss of forest area to landings with excessive slash and debris.



Michigan Department of Natural Resources - Forest Resources Division

2014 INTERNAL AUDIT NON CONFORMANCE REPORT

Unit Name Gaylord Forest Management Unit		Site location Unit-wide		Non Conformance Report Number: 52-2014-01	
Lead Auditor Jim Ferris		Team Member(s) Scott Jones, Kerry Fitzpatrick, Kristen Matson Observer/Trainee: Erin Victory			
Date (mm/dd/yyyy) July 31, 2014		Work Instruction or Standard and Clause Number 1.1 II(a) Use of Forest Certification Work Instructions			
<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor		Other Documents (if applicable)		Responsible Manager(s) (Person identified by the internal audit team who implements the corrective action): Joyce Angel, Forest Resources Division, Gaylord Forest Management Unit Manager	
Requirement of Audited Standard/ Work Instruction: "DNR staff are instructed to follow these work instructions in the daily work." "All DNR land management staff are to be knowledgeable of the State Forest Management Plan and guidance contained therein and to ensure guidance is reflected in operations." [In order to do so, staff must be knowledgeable of work instructions] "Unit managers are to ensure work instructions are fully implemented."					
Observed Nonconformity: In several instances, staff was unfamiliar with some of the work instructions. Examples include unfamiliarity with the Sustainable Forestry Initiative inconsistent practices reporting process (Work Instruction 6.3), and those related to oil spill kits (Work Instruction 3.1).					
Root Cause Analysis: There was no formal training of new staff - three foresters and two fire officers.					
Prepared by and date: Joyce Angel September 15 th , 2014.					
Corrective Action: Staff have been directed to the web-site and informed that they need to be familiar with the work instructions. They have been informed of the importance of the work instructions in their daily activities and staff should take advantage of any formal training opportunities. Selected work instructions will be reviewed at staff meetings. Audit reports will also be discussed at staff meetings.					
Prepared by and date:					
Proposed Completion Date: September 15 th , 2014 and ongoing at staff meetings. Responsible Manager: Joyce Angel Responsible Manager Signature: Electronic Date: September 15 th 2014.					
Joyce Angel Electronic September 15, 2014 _____ Forest Resources Division Signature Date Unit Manager		Steve Milford Electronic September 15 th , 2014 _____ Forest Resources Division Signature Date District Supervisor			
CORRECTIVE ACTION PLAN ACCEPTED Forest Certification Specialist: Scott Jones Date: September 15 th , 2014					
Actual Completion Date: Ongoing Responsible Manager: Joyce Angel Date: September 15 th , 2014					
Verified by: Steve Milford Electronic September 15 th , 2014 _____ Responsible Manager Supervisor Signature Date			Closed by: Scott Jones <i>Scott Jones</i> September 15 th , 2014 _____ Forest Resources Division Signature Date Certification Specialist		

Follow Up Comments:



Michigan Department of Natural Resources - Forest Resources Division

2014 INTERNAL AUDIT NON-CONFORMANCE REPORT

Unit Name: Gaylord Forest Management Unit		Site location: Unit-wide	Non-Conformance Report Number: 52-2014-02
Lead Auditor: Jim Ferris	Team Members: Scott Jones, Kristen Matson, Kerry Fitzpatrick Observer/Trainee: Erin Victory		
Date: July 31, 2014	Work Instruction or Standard and Clause Number: 5.1.3 - Coordinated Natural Resource Management Research		
<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor	Other Documents (if applicable):	Responsible Manager(s) (Person identified by the internal audit team who implements the corrective action): Ron Murray, Forest Resources Division, Forest Health, Inventory and Monitoring Unit Manager	
Requirement of Audited Standard/Work Instruction: "The FRD Forest Health, Inventory and Monitoring Unit Manager will facilitate the review and timely update of the Research Summary by March 1 st of each year and will make the summary available to all DNR staff by posting on the DNR intranet."			
Observed Nonconformity: The 2013 version of the Research Summary is posted on the internet, but is incomplete. It does not contain a summary of wildlife research activity.			
Root Cause Analysis: Following meetings about the report, the Division representatives respectively submitted their portions of the report as requested, with the exception of Wildlife Division. The response time for input was very short due to a late meeting date being called by the Forest Resources Division representative. All divisions present at the meeting were in agreement that they would make the deadline. In spite of repeated requests via e-mail and in person, the Wildlife Division component was not received until well after the deadline for posting the report. Since the report preparer has no real authority to demand the input, the report was posted without that section.			
Prepared by and date: Ron Murray September 15 th , 2014			
Corrective Action: In the future, the meeting to start the reporting process will be called earlier so that more time is available for representatives to prepare the input from their division. If report input is not received by the deadline in the future, the preparer will remind the division representatives. If input is still not received, the request will be made through the appropriate administrative channels.			
Prepared by and date: Ron Murray September 15 th , 2014			
Proposed Completion Date: October 15, 2014.			
Responsible Manager: Ron Murray			
Responsible Manager Signature: Electronic		Date: September 15 th , 2014	
Joyce Angel	Electronic	September 15 th , 2014	Steve Milford
Forest Resources Division Unit Manager	Signature	Date	Forest Resources Division District Supervisor
CORRECTIVE ACTION PLAN ACCEPTED			
Forest Certification Specialist: Scott Jones			
Date: September 15 th , 2014.			

Actual Completion Date: October 22 nd , 2014					
Responsible Manager: Ron Murray					
Date: September 15 th , 2014					
Verified by:			Closed by:		
Paul Kollmeyer	Electronic	October 23 rd , 2014	Scott Jones	<i>Scott Jones</i>	October 24, 2014
Responsible Manager Supervisor	Signature	Date	Forest Resources Division Forest Certification Specialist	Signature	Date
Follow Up Comments:					
This non-conformance will be kept open until the Wildlife Division research summary has been received and posted to the internet site.					
This has been completed.					

Actual Completion Date: Ongoing Road Closure - Responsible Manager: Joyce Angel Date:					
Verified by: Steve Milford			Closed by: Scott Jones		
Responsible Manager Supervisor	Signature	Date	Forest Resources Division Certification Specialist	Signature	Date
Follow Up Comments: This non-conformance will be kept open until the road is effectively closed.					

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CORRECTIVE ACTION PLAN ACCEPTED					
Forest Certification Specialist: Scott Jones					
Date: September 15, 2014					
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Actual Completion Date: Ongoing Road closed: October 28 th 2014					
Responsible Manager: Joyce Angel					
Date: October 28 th , 2014					
Verified by:			Closed by:		
Steve Milford	Electronic	November 12 th , 2014	Scott Jones	<i>Scott Jones</i>	November 12 th , 2014
Responsible Manager Supervisor	Signature	Date	Forest Resources Division Certification Specialist	Signature	Date
Follow Up Comments:					
This non-conformance will remain open until the road closure on the Eelpout Sale is confirmed.					
This road was re-closed using stumps.					



Michigan Department of Natural Resources - Forest Resources Division

2014 INTERNAL AUDIT NON CONFORMANCE REPORT

Unit Name Gaylord Forest Management Unit		Site location Comp 51 T31N/R6W/20 NW1/4	Non Conformance Report Number: .52-2014-05
Lead Auditor Jim Ferris	Team Member(s) Scott Jones, Kerry Fitzpatrick, Kristen Matson Observer/Trainee: Erin Victory		
Date (mm/dd/yyyy) July 31, 2014	Work Instruction or Standard and Clause Number 7.2 Legal Compliance and Administration of Contracts		
<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor	Other Documents (if applicable)	Responsible Manager(s) (Person identified by the internal audit team who implements the corrective action): Joyce Angel, Forest Resources Division, Gaylord Forest Management Unit Manager	
Requirement of Audited Standard/ Work Instruction: "Forest ownership boundaries are to be clearly established before any timber harvesting, or other management activity is conducted adjacent to neighboring owners."			
Observed Nonconformity: The compartment map and geographic decision support system do not demonstrate state ownership on this parcel, though state ownership is documented in LOTS.			
Root Cause Analysis: This particular parcel fell through the cracks and it is uncertain as to how this happened.			
Prepared by and date: Joyce Angel September 15 th , 2014			
Corrective Action: Any real estate transaction automatically goes to the Resource Assessment Section and is put into the geographic decision support environment. It should be double checked in the field to verify correct completion. Unit staff will ensure that this particular parcel will be identified to the Resource Assessment Section and that it is added to the geographic decision support environment and the compartment maps.			
Prepared by and date: Joyce Angel September 15 th , 2014			

Proposed Completion Date: December 31 st , 2014	
Responsible Manager: Joyce Angel	
Responsible Manager Signature: _____	Date: September 15 th , 2014
Joyce Angel Electronic September 15 th , 2014 _____ Forest Resources Division Signature Date Unit Manager	Steve Milford Electronic September 15 th , 2014 _____ Forest Resources Division Signature District Supervisor
CORRECTIVE ACTION PLAN ACCEPTED	
Forest Certification Specialist: Scott Jones	
Date: September 15 th , 2014	
Actual Completion Date:	
Responsible Manager: Joyce Angel	
Date:	
Verified by: Steve Milford Electronic November 12 th , 2014 _____ Responsible Manager Supervisor Signature Date	Closed by: Scott Jones <i>Scott Jones</i> November 12 th , 2014 _____ Forest Resources Division Signature Date Certification Specialist
Follow Up Comments: This non-conformance will be kept open until it can be confirmed that the parcel has been added to the geographic decision support environment and the compartment maps. This parcel has been accounted for as the new Michigan Forest Inventory (MiFI) system was rolled out.	



Michigan Department of Natural Resources - Forest Resources Division
2014 INTERNAL AUDIT
NON CONFORMANCE REPORT

Unit Name Gaylord Forest Management Unit	Site location Unit-wide	Non Conformance Report Number: 52-2014-06
Lead Auditor Jim Ferris	Team Member(s) Scott Jones, Kerry Fitzpatrick, Kristen Matson Observer/Trainee: Erin Victory	
Date (mm/dd/yyyy) July 31, 2014	Work Instruction or Standard and Clause Number 8.1.1 Job Training Needs Will be Determined, 8.1.2 Training Implementation	
<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor	Other Documents (if applicable)	Responsible Manager(s) (Person identified by the internal audit team who implements the corrective action): 1) Fran Ryan, Forest Resources Division Training Officer; 2) Joyce Angel, Forest Resources Division, Gaylord Forest Management Unit Manager; and Kelly Kinser and Patrick Rogers, Parks and Recreation Division Supervisors.

Requirement of Audited Standard/ Work Instruction:

- 1) "Division Training Officer will maintain training records to ensure training is up to date within 30 days of course completion.
- 2) "Supervisors will determine job training needs...as part of the annual performance appraisal process." "Training Officer maintains a table of core training needs by program area."
- 3) "Employees shall inform Training Officer of completion of all required training and of any additional training completed."

Observed Nonconformity:

- 1) A February 25, 2014 Forest Resources Division-sponsored training (with a division sign-in sheet) was not on a forester's training record.
- 2) Forester was not familiar with his position's core training needs (R4252) and had not discussed these with his supervisor during performance reviews.
- 3) Two Parks and Recreation Division supervisors were not familiar with the position's core training needs or the concept of an employee's annual training plan.
- 4) Wildlife Division and Forest Resourced Division training officers reported that staff regularly failed to notify officer of training events which were completed outside the DNR training system. A forester's personal DNR training record is substantially longer than that obtained from training officer.

Root Cause Analysis:

- A training database memo to "DNR-FRD-all" went out on July 20, 2012 (attached) explaining the training program; how to report training; the existence and usage of the R4252 form (attached). The employee referred to in the noncompliance was hired after July 20, 2012 and never received the memo or he did not read the memo or retain its information. This memo is also posted on the Forest Resources Division training page and available to all employees.
- Supervisor does not have documentation that the R4252 was reviewed with employee, but believes that training was discussed because employee has five years in service. The assumption is that employee received the memo from the training officer on 7-20-12 and is also responsible for tracking their training as noted in the memo, fifth paragraph.
- Forest Resources Division and Parks and Recreation Division have different training requirements and processes for identifying and tracking training needs although they are believed to be similar in nature. Parks and Recreation Division uses performance evaluations for identifying performance factors, but not training needs other than the usual annual requirements. Parks and Recreation Division doesn't have a form similar to the Forest Resources Division's training checklist, each Parks and Recreation Division facility uses its own method of tracking employees training. This facility compiles all training documentation in a binder per training or employee. There does not seem to be a "core training list" for Parks and Recreation Division.

Prepared by and date: Fran Ryan, Forest Resources Division	Date: September 5, 2014
Joyce Angel, Forest Resources Division	Date: September 24, 2014
Kelly Kinser and Patrick Rogers, Parks and Recreation Division	Date: September 3, 2014

Corrective Action:

- The updated memo about the training program and its upcoming changes will go out to "FRD-all" prior to January 1, 2015. The training database memo and R4252 form are in the process of being revised in accordance with our strategic plan. After this is accomplished this documents can also be sent out.
- The 30-day period to update the database was set by the Training Advisory Team (TAT) and if continues to be a problem the team will need to rewrite work instructions 8.1 accordingly.
- Not being able to meet the 30-day period was a result of the workload for the Forest Resources Division employee who enters the training information, who has other duties that come first. If it was a fire class, the fire training would not be on the Forest Resources Division training database. It would be listed on the National IQS database which is available through the local fire specialist.
- Supervisor has reviewed the memo and form and will make sure it is discussed with employees during their performance reviews. Individual plans will have to be revised when the changes are published in January 2015.
- Training needs and the possible need for a "core training list" will be discussed with district supervisor, Forest Resources Division counterparts and other relevant staff. Those needs that may be identified can be incorporated into each employee's annual performance evaluations. If a different method of tracking employee training is needed, we will develop one.
- Parks and Recreation Division currently requires the following annual trainings per employee:
 - Intro to Forest Certification
 - FEMA's ICS training 100, 200 and 700
 - First Aid/CPR
 - Chipper/Stumper/Chainsaw training
 - Survival Tactics Recertification (Commissioned staff only)
 - Safety training (blood borne pathogens, Right to know, confined spaces, lock-out/tag-out, PPE, employee/public safety, park emergency plan training)
 - 800 MHz Radio training
 - Cash handling/CAMIS training/Credit Card training
 - Equipment training (vehicle, tractor, mowers, blower, gator/mule, hand tools and other equipment associated with each facility and employee work responsibilities)

Prepared by and date: Fran Ryan, Forest Resources Division	Date: September 5, 2014
Joyce Angel, Forest Resources Division	Date: September 24, 2014
Kelly Kinser and Patrick Rogers, Parks and Recreation Division	Date: September 3, 2014

Proposed Completion Date: January 15th, 2015
 January 15th, 2015.
 Performance Evaluations are due again in the spring. Should be completed by March 1, 2015

Responsible Managers: Fran Ryan, Forest Resources Division	Date: September 5, 2014
Joyce Angel, Forest Resources Division	Date: September 24, 2014
Kelly Kinser and Patrick Rogers, Parks and Recreation Division	Date: September 3, 2014
Responsible Managers Signature: Fran Ryan, Forest Resources Division	Date: September 5, 2014
Joyce Angel, Forest Resources Division	Date: September 24, 2014
Kelly Kinser and Patrick Rogers, Parks and Recreation Division	Date: September 3, 2014

Joyce Angel Forest Resources Division Unit Manager	Electronic	September 30, 2014		Steve Milford Forest Resources Division District Supervisor	Electronic	September 30, 2014
Signature	Date			Signature	Date	

CORRECTIVE ACTION PLAN ACCEPTED

Forest Certification Specialist: Scott Jones

Date: September 30, 2014

Actual Completion Date:

Responsible Manager: Fran Ryan, Forest Resources Division	Date:
Joyce Angel, Forest Resources Division	Date:
Kelly Kinser and Patrick Rogers, Parks and Recreation Division	Date:

Verified by:
 Lou Ann Fedewa
 Steve Milford
 Rich Hill

Closed by:
 Scott Jones

 Responsible Manager Supervisor Signature Date

 Forest Resources Division Signature Date
 Certification Specialist

Follow Up Comments:

This non-conformance will be kept open until these training issues have been addressed in January and March of 2015. We will also review the need for Parks and Recreation Division to modify how they track training records.

Supplementary Information for Non-Conformance 52-2014-06



MICHIGAN DEPARTMENT OF NATURAL RESOURCES

INTEROFFICE COMMUNICATION

July 20, 2012

TO: DNR – FRD – ALL
FROM: Fran Ryan, Safety and Training Officer
SUBJECT: Training Database

The Department of Natural Resources (DNR) Forest Resources Division (FRD) will provide training to empower employees to perform their jobs to the level required by DNR policies, procedures, and work instructions. As a Division employee, you will need to assist in the effort to keep the training database current and the records up-to-date.

The FRD Management Team reviews the Training Officer's draft FRD Annual Training Plan and decides what training will be approved. All training sessions should be identified on this plan. During the year, the FRD Management Team may approve additional training as appropriate.

What is training? Training can include any training session, refresher meeting, class, workshop, or professional meeting/conference where you learn new or review existing information/tasks. If it is important to your work, you should have it listed on your training plan.

It is critical that all training events are properly tracked and recorded for each employee in FRD. There are several reasons to keep your training records updated and current:

1. Recordkeeping is required by the DNR Forest Certification Program, under Act No 125, Public Acts of 2004 (Sustainable Forestry Act). Employees must follow the structured process outlined in the Act under Work Instruction 8.1.
2. The FRD is also mandated to report Division Fire training accomplishments to the National Incident Qualifications Systems (IQS) database.
3. The DNR Training Advisory Team (TAT) publishes an annual training report on the Intranet and the information from the database is used to create this report.

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4. A personalized report can be generated from the database. Your training records will provide you with a complete history of your individual training accomplishments.

It is your responsibility to develop your personal training plan on an annual basis and review it with your supervisor during your annual performance appraisal. This will provide an opportunity for you and your supervisor to discuss your individual development plan and training needs. You can use the "Individual Training Needs Assessment Worksheet" (form R4252) to help with your plan.

The FRD records will be maintained by Janine Misener in the Lansing office and shall be available upon request to a Supervisor for employees they supervise, and to individuals for their personal records.

IQS records are kept on a separate National database and may be requested from your area Fire Specialist.

If you attend a training sponsored by another Division or organization, it is your responsibility to let FRD's Training Officer Fran Ryan know so she can update your records in the training database. If you register for a training event and cancel for some reason, it is important to inform Fran so the training will not be recorded in the database.

Likewise, if you give/sponsor a training course it is your responsibility to get a roster of attendees to Fran. This roster should include the name, location and division of the attendees; when and where it took place. She will forward the rosters to the DNR training Liaisons if other department employees attend. (ryanf@michigan.gov).

Thank you for your cooperation and assistance in this matter.



Michigan Department of Natural Resources
Forest Resources Division

INDIVIDUAL TRAINING NEEDS ASSESSMENT WORKSHEET

UNIT	SUPERVISOR				
DATE	EMPLOYEE				
LEVEL	POSITION				
Please fill in the columns on the right with the Fiscal Year that employee will most likely be taking these courses or use the third column to designate that the employee has already taken the course or the equivalent.			Current FY Training	Future FY Training	Course Complete d
ALL EMPLOYEES					
1.	FOREST CERTIFICATION OVERVIEW				
2.	IT – DCDS				
3.	IT – OUTLOOK				
4.	SAFETY IN THE WORKPLACE				
5.	NON-DISCRIMINATION IN THE WORKPLACE				
6.	HARASSMENT IN THE WORKPLACE				
7.	EMPLOYEE ORIENTATION <small>(AT LEAST ONCE FOR NEW EMPLOYEES OR RETURNING EMPLOYEES WHO HAVE NEVER ATTENDED A SESSION)</small>				
8.	PERFORMANCE APPRAISAL PROCESS				
9.	DRUG AND ALCOHOL TEST EMPLOYEE VIDEO				
10.	COMPUTER TRAINING AS NEEDED (PLEASE LIST)				
11.	COMPUTER TRAINING AS NEEDED (PLEASE LIST)				
12.	COMPUTER TRAINING AS NEEDED (PLEASE LIST)				
13.	GLOBAL HARMONIZED SYSTEM (GHS) MIOSHA				
14.	INVASIVE PLANT TRAINING				
15.	INVASIVE PLANT BMPS				
16.	AQUATIC INVASIVE BMPS				
FOREST FIRE OFFICERS 7/8/E9					
1.	FFT1: BASIC FIREFIGHTER				
	<i>S130; Basic Firefighter</i>				
	<i>S190; Introduction to Wildland Fire Behavior</i>				
	<i>I200; Basic Incident Command System</i>				
2.	RETENTION AND BIOMASS HARVEST GUIDELINES				
3.	BEST MANAGEMENT PRACTICES TRAINING				
4.	INSECT AND DISEASE TRAINING				
5.	SAFETY TRAINING				
6.	SAFE DRIVING				
7.	CRUISING TRAINING				
8.	TIMBER MARKING TRAINING AND CRUISE TASK BOOK PR 4039				
9.	INVENTORY/ MIFI TRAINING				

10.	RARE SPECIES GUIDELINES TRAINING			
11.	COMPUTER TRAINING AS NEEDED (PLEASE LIST)			
12.	LIGHTS AND SIRENS			
13.	EQUIPMENT OPERATION			
14.	FFT2 FFT1:ADVANCED FIREFIGHTER/SQUAD BOSS			
	<i>S211; Portable Pumps and Water Use</i>			
	<i>S212; Wildfire Power Saws</i>			
15.	ENGB: ENGINE BOSS			
	<i>S230; Single Resource Boss</i>			
	<i>S290; Intermediate Wildland Fire Behavior</i>			
	<i>S270; Basic Air Operations</i>			
16.	CDL TRAINING			
Please fill in the columns on the right with the Fiscal Year that employee will most likely be taking these courses or use the third column to designate that the employee has already taken the course or the equivalent.		Current FY Training	Future FY Training	Course Complete d
FOREST FIRE OFFICERS 7/8/E9 Cont'd				
18.	CPR/FIRST AID TRAINING			
19.	TRPB: TRACTOR PLOW BOSS			
	<i>S233; Tractor Plow Boss</i>			
	<i>S234; Ignition Operations</i>			
	<i>S232; Dozer Boss</i>			
20.	ICT4: INCIDENT COMMANDER TYPE 4			
	<i>S215; Fire Operations in the Urban Interface</i>			
	<i>S200; Initial Attack Incident Commander</i>			
	<i>FI210; Wildfire Cause Investigation</i>			
21.	TFLD: TASK FORCE LEADER			
	<i>S330; Task Force/Strike Team Leader</i>			
	<i>S390; Intro to Wildland Fire Behavior Calculations</i>			
22.	HAZARD TREE REMOVAL			
23.	800 MHZ. RADIO TRAINING			
24.	FOREST CERTIFICATION – WORK INSTRUCTION			
ALL FOREST FIRE OFFICER 10 AND LAND MANAGEMENT STAFF INVOLVED WITH FIRE SUPPRESSION				
1.	DIVS: DIVISION SUPERVISOR			
	<i>S339 Division Group Supervisor</i>			
2.	RXB2: PRESCRIBED FIRE BURN BOSS TYPE 2			
3.	RX300; Prescribed Fire Burn Boss			
4.	RX310; Introduction to Fire Effects			
6.	FOREST CERTIFICATION – WORK INSTRUCTION			
ALL FOREST FIRE OFFICER SUPERVISOR 11 AND LAND MANAGEMENT STAFF INVOLVED WITH FIRE SUPPRESSION				
1.	ICT3: INCIDENT COMMANDER TYPE 3			
	<i>S300; Incident Commander Extended Attack</i>			
	<i>I400; Advanced Incident Command System</i>			
	RX410 Smoke Management			

2.	FOREST CERTIFICATION – WORK INSTRUCTION			
FOREST TECHNICIAN 8/9/10/11				
1.	FFT1: BASIC FIREFIGHTER <i>May be required on certain positions</i>			
	<i>S130; Basic Firefighter</i>			
	<i>S190; Introduction to Wildland Fire Behavior</i>			
	<i>I200; Basic Incident Command System</i>			
2.	RETENTION AND BIOMASS HARVEST GUIDELINES			
3.	BEST MANAGEMENT PRACTICES TRAINING			
4.	INSECT AND DISEASE TRAINING			
5.	SAFETY TRAINING			
6.	SAFE DRIVING			
7.	CRUISING TRAINING – T SALE TRAINING PR 4039			
8.	TIMBER MARKING TRAINING – T SALE TRAINING PR 4039			
9.	EQUIPMENT OPERATION			

Please fill in the columns on the right with the Fiscal Year that employee will most likely be taking these courses or use the third column to designate that the employee has already taken the course or the equivalent.		Current FY Training	Future FY Training	Course Comple d
FOREST TECHNICIAN 8/9/10/11 Cont'd				
10.	INVENTORY/ MIFI TRAINING			
11.	RARE SPECIES GUIDELINES TRAINING			
12.	CPR / FIRST AID			
13.	800 MHZ			
14.	CDL			
15.	HAZARD TREE LAYOUT			
16.	FOREST CERTIFICATION – WORK INSTRUCTIONS			
FORESTERS 9/10/P11/12				
1.	FFT1: BASIC FIREFIGHTER (OPTIONAL)			
	<i>S130; Basic Firefighter</i>			
	<i>S190; Introduction to Wildland Fire Behavior</i>			
	<i>I200; Basic Incident Command System</i>			
2.	RETENTION AND BIOMASS HARVEST GUIDELINES			
3.	BEST MANAGEMENT PRACTICES TRAINING			
4.	SAFETY TRAINING			
5.	SAFE DRIVING			
6.	CRUISING TRAINING PR 4039			
7.	TIMBER MARKING TRAINING PR 4039			
8.	SILVICULTURAL TRAINING			
9.	INVENTORY/ MIFI TRAINING			
10.	RARE SPECIES GUIDELINES TRAINING			
11.	EASEMENTS / TRESPASS			
12.	CPR / FIRST AID			
13.	800 MHZ			
14.	<i>CDL May be required on certain positions</i>			
15.	OIL AND GAS REVIEW			
16.	FOREST CERTIFICATION – WORK INSTRUCTION			
17.	TIMBER SALE ADMINISTRATION			
18.	HAZARD TREE			
FORESTER 12 (FIRE SPECIALIST)				
1.	POLICY AND PROCEDURE			
2.	MEETING FACILITATION TRAINING			
3.	COMMUNICATIONS – WRITING AND SPEAKING			
4.	RARE SPECIES GUIDELINES TRAINING			
5.	FOREST HEALTH			
6.	IDENTIFICATION OF SOCIAL IMPACTS			
7.	FOREST CERTIFICATION – WORK INSTRUCTIONS			

