

WORK PROGRAM ANALYSIS REPORT

6334

(May 2003)

Responsibility

Division Chief

The form FC-79 reflects work accomplishments and crew activities of each camp for each calendar month. It is critical that these reports are completed as accurately as possible and submitted in a timely manner. The information generated by these monthly reports, and the resulting annual report on Conservation Camp Activity, is utilized extensively for analysis, justification, and information. Statistics generated by this process assist CDF and CYA in planning Conservation Camp Program needs, in the review and response to proposed legislation, in response to other agency proposals affecting the Conservation Camp Program, and for public information, to mention a few of the uses.

It is critical that the report be presented in the format required, be accurately completed, and be legible, as reviewers and data entry personnel must be able to recognize the numbers and enter them into the data base. Errors in the process surface on an Error Report and must be dealt with on an individual basis.

At the end of the month, the completed, checked, and signed FC-79 is **FAXed to (916) 653-9708, Attn: Camps.** A hard copy of the report may be forwarded through channels if needed by unit, area, or region administration.

INSTRUCTIONS FOR COMPILING FORM FC-79

6334.1

(May 2003)

Responsibility

Division Chief

To provide uniformity in reporting information, the activities of conservation camps will be grouped on form FC-79 in the following categories. This form will not precisely account for every activity but rather will indicate the major activities of all wards assigned to emergency operations, project work, or related activities.

BLOCK "A," STATISTICAL DATA
(May 2003)

6334.2

Columns 1 through 5 are described as follows:

Column (1), Emergency

Record all emergency time in hours. At the end of the month, hours will be converted to person-days to be recorded in Block "C" Column (11). Example: 800 hours ÷ 8 = 100 person-days.

Column (2), Date

All Saturdays, Sundays, and holidays should be circled to make the calendar easier to read and to identify population changes.

Column (3), Total Population

Record the total number of wards in the camp that are occupying bed space. Record the total ward days on the last line of Column 3.

Column (4), Off Work

Record the number of wards available to work that are not available for work. Enter the total ward off-work days on the last line of Column 4.

Column (5), Work Force

The work force is the number of wards available to work that day. The figure in Column (5) should equal Column (3) minus Column (4). Enter the total inmate work force days on the last line of Column 5.

BLOCK "B," NON-EMERGENCY STATISTICAL DATA
(May 2003)

6334.3

Column (6)

CDF Headquarters occasionally asks for special information to be recalled from camp records. Column 6 is reserved for items needed to complete non-emergency special reports. This involves only non-emergency work items such as hours of chain saw use, mileage on specific projects, etc.

Column (6)

CDF units can also use this space if it will not interfere with any Sacramento request for data.

BLOCK "C," WORK ACTIVITY (May 2003)

6334.4

Column (7)

Is for local coding and identification of Block "C" at the camp level.

Column (8), Agency

This code identifies the agency for which the work was done, taken from the code key of form FC-79. For a listing of Agency Codes, see Exhibit 6334, [Code Key for Form FC-79](#).

Column (9), Objective

Principal Job Objective Code Descriptions, below, are provided to assist in resolving any problem areas of selecting the appropriate column principal job.

Column (10), Emergency

Whenever emergency hours are recorded in Column (1), enter "E" code in Column (10).

Note: Only objective codes I., J., K., and L., are used for emergency activity. Operations in these objective codes may, or may not be emergency in nature. If work accomplished is credited to an incident, an "E" must appear in Column (10). The sum of all individual emergency activities for a given agency should equal the total in Column (1).

Column (11), Person-Days

Record only person-days - 8 hours per day spent on a specific job. For "Emergency" recording, Column (1), a 24-hour period would actually be equal to 3 person-days. Thus, the Column (11) total may or may not be the same as Column (5).

PRINCIPAL JOB OBJECTIVE CODE DESCRIPTIONS

6334.5

(May 2003)

A. Camp Service

Any work which gives service to people who work or live in the camp; for example, all food services labor, all janitorial labor, all laundry labor, vehicle care and maintenance, all tool complement upkeep, all grounds maintenance, and facility or utility daily maintenance. These activities are recorded for both CDF and CYA supervised day-to-day operations. Construction and general overhaul are covered under "O - Facilities." Note: Special care must be taken to credit hours worked by in-camp assigned wards.

B. Camp Products

Any time chargeable to approved CDF "Camp Products" projects. Automotive, wood shop, and signs are grouped by general nature of work, e.g., repair, body, or paint would be automotive repair. Work done for other agencies should be coded to that agency's code.

C. Fire Defense Improvements

Any fire prevention work, e.g., fuelbreak or firebreak construction and maintenance, work on roads which are principally for fire access, work removing the hazard of wildfire in areas surrounding structures, campgrounds, and roadside, etc.

D. Vegetation Management Program

All work associated with approved Vegetation Management contracts.

E. Nursery

Any time spent collecting, extracting, or processing tree seed. Preparing seed beds, planting seed beds, rearing seedlings, lifting and packing plants, caring for seed beds at a facility where forest trees are grown. All approved state nursery services should be recorded here.

F. State Forests

Any work for state forests.

G. Forest and Range Improvement

Any work which would regulate the growth of vegetation or affect the product of the forest or range, including experimental projects and prescribed burning. Includes revegetation following fires, fencing off areas to exclude animals from experimental plots, etc. Any time spent working on approved Urban Forestry projects.

H. Wildlife Improvement

Any work improving the natural environment affecting the food, shelter, or water in the environment of wildlife, including all fish species. Also includes work in rearing facilities, pens, fences, dams, which is a cultural development as opposed natural environment.

I. Fire Control

All time charged to a fire control incident, including travel and move-up or standby time. These hours are indicated with an "E" in Column 10. Non-emergency rehabilitation efforts, not chargeable to the incident, should be recorded separately.

J. Flood Control

Flood fighting on levees, streams, etc. Any form of flood protection, rescue, salvage, etc. Any work to control stream flow or protect stream banks, including vegetation and erosion control on flood control facilities, debris removal, etc. Emergency operations, associated with an incident, should be separated from non-emergency operations and identified by placing an "E" in Column 10.

K. Search and Rescue

Time spent looking for lost or missing persons, aircraft, or vehicles.

L. Emergency, Other

Emergencies other than fire, floods, and search and rescue.

M. Public Recreation

Any work to enhance public use and appreciation of a site, including work on trails, bridges, drinking water facilities, etc.

Any work in recreational areas to remove hazards to the public (other than fire hazard).

N. Public Service

Any work which is a community or social service, e.g., projects to preserve historical sites or artifacts, assist the disabled, conserve energy, etc.

O. Facilities

Any work on facilities (fire stations, camps, lookouts, remote facilities, etc.). Includes minor construction, general overhaul, work on utility systems, buildings, grounds, communications (telephone/radio circuits, pole lines, etc.), water supply, etc. Does not include daily upkeep.

P. Training

Any organized group training or orientation of an ward to a new assignment. This time should show ward training in safety, fire control, other emergency operations, first-aid, injury and illness prevention, hazardous material safety, food service safety, etc.

Q. Administrative

Any time chargeable to CDF or CYA administration, operation, etc., or camp staff training. Administrative decisions affecting crew lay-in.

[\(see next section\)](#)

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

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