

SUBMITTING PROPOSALS FOR CDF FIRE PROTECTION TRAINING HANDBOOK 4300

INSTRUCTIONS

To maintain the Fire Protection Training Handbook as an accurate and meaningful training tool, department personnel must take an active role in the revision process. When submitting a proposal for revision to the handbook, please follow the instructions below and complete the attached form. Use a separate form for each proposal.

1. Indicate the Ranger Unit submitting proposal.
2. Check the box indicating the type of document you are commenting on.
3. For each document on which you are commenting indicate:
 - a. The topic or title of the document
 - b. The specific handbook section number
 - c. The paragraph and/or page number and;
 - d. The handbook volume number the document is in
4. Check the box indicating whether or not this comment recommends new text, revised text, or to delete text.
5. In the space identified as "Proposal or Proposed Figure" include the wording you propose as new/revised text or indicate the text that you wish deleted. Attach figures and documents.

Note: Ranger Unit personnel are to submit a complete lesson plan when proposing major changes and/or new material for the handbook. Incomplete documents will be returned to the ranger Unit Training Officer.
6. In the space titled "Statement of Problem and Substantiation for Proposal" state the problem which will be resolved by your recommendation and give the specific reason for your comment including copies of tests, research papers, fire experience, etc.
7. Check the box indicating whether or not this comment is original material and if it is not, indicate the reference or source.
8. Sign the proposal form on the employee signature line.
9. Submit completed form and supplementary material to Ranger Unit Training Officer for review and approval.
10. be sure that all supplementary material (photographs, diagrams, reports, etc.) is included.
11. Ranger Unit Training Officer sign form and mail all documents to the Academy:

Attention: Technical Advisory work Group (TAWG) – Fire Protection Training Handbook 4300

**FORM FOR SUMITTING PROPOSALS
CDF FIRE PROTECTION TRAINING HANDBOOK 4300**

Name: _____ Date: _____

Address: _____ Tel. No. _____

1. Ranger Unit: _____

2. Type of Document (Check One):	Existing	Proposed
Technical Lesson Plan	Y	Y
Written Quiz/Test	Y	Y
Manipulative Lesson Plan	Y	Y
Manipulative Performance Test	Y	Y
Information Sheet	Y	Y

3. Topic/Title: _____ Paragraph and Page No. _____

Section No.: _____ Volume No.: _____

4. Proposal Recommends (Check One):	New Text	Y
	Revised Text	Y
	Delete Text	Y

5. Proposal or Proposed Figure:

6. Statement of Problem and Substantiation for Proposal:

7. This proposal is original material.

This proposal is not original material; the source or reference is as follows:

8. Submit form and all support documentation to the Ranger Unit Training Officer.

Employee Signature

Ranger Unit Training Officer Signature (Required)