

# JOINT FOREMEN'S LABOR RELATIONS COMMITTEE

PACIFIC MARITIME ASSOCIATION  
SOUTHERN CALIFORNIA

ONE WORLD TRADE CENTER  
SUITE 1700  
LONG BEACH, CA 90831

LOS ANGELES AND LONG BEACH HARBORS  
P.O. BOX 21618  
LONG BEACH, CA 90801

ILWU LOCAL 94  
180 E. OCEAN BLVD, STE #1020  
LONG BEACH, CA 90802

March 26, 2025

## **NOTICE OF SELECTING FOREMEN IN THE PORTS OF LOS ANGELES/LONG BEACH**

The process to select probationary foremen in the Ports of Los Angeles/Long Beach will begin on April 1, 2025.

The packets contain:

- (1) Foremen Application Flyer
- (2) List of Critical Job Duties and Functions
- (3) Foremen Application and Selection Process Informational Guide
- (4) Written Test Prep Guide
- (5) A copy of the Online Application Form.

To be considered for potential selection as probationary foreman, applicants must submit an online application at [selfservice.pmanet.org](http://selfservice.pmanet.org) using the directions outlined in the Foremen Application Flyer no later than April 30, 2025, as noted in the attached Informational Guide.

Very truly yours,

JOINT FOREMEN'S LABOR RELATIONS COMMITTEE

Go to [selfservice.pmanet.org](http://selfservice.pmanet.org) or scan QR Code to access Dockworker Self-Service Portal from any of these devices:

- Computer
- Tablet
- iPad
- Smartphone



# SIGN-UP OPPORTUNITIES

## Foreman Application

If you need login help, please call 1-888-762-1234

### Dockworker Self-Service Portal

Enroll at any time!  
Click on **Dockworker Enrollment**

**Login**

Welcome to the Dockworker Self-Service Portal.

Email \*

Password \*

[Sign in](#)

[Forgot your password?](#)

[Dockworker Enrollment Click here to get started!](#)

[Casual Applicant Enrollment Click here to get started!](#)

[Having trouble? Check out our Frequently Asked Questions.](#)

Log in to self-service using email and password

Forgot password? CLICK here.

# ENROLL LOG IN APPLY

**PMA Pacific Maritime Association**

Payroll ▾ Reports/Docs ▾ Leave Request ▾ Setup ▾ **Sign-up Opportunities ▾**

Longshore to Clerk Transfer

**Foreman Application**

Go to Sign-up Opportunities  
➤ **Foreman Application**

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Please type your responses directly into this Electronic Application Form and click the SUBMIT button at the bottom of this page once completed. Applications not filled out completely, or not submitted by the stated deadline, shall not be considered. After clicking SUBMIT, you will receive an email with the completed application. You will also be able to download your completed application by going to the "Reports/Docs" menu.

This is an equal employment opportunity process. The JFLRC welcomes applicants without regard to any protected characteristic including without limitation race, sex, sexual orientation, age, national origin, religion, or disability.

Please review [Job Duties and Functions List](#) and [Written Test Preparation Guide](#) for foreman selection.

**Personal Details**

Application Deadline: Local 123456

Your Assigned Local: Doe, Don

Current UAW Registration Number: 555 Market Street, San Francisco CA94105

Address on file with PMA: (555) 555-5555

Contact Phone Number \*

Contact Phone Number \*

Alternate Phone Number \*

Alternate Phone Number \*

Email: user@email.com

Date on which you first became a fully (Class A) registered longshore worker: March 24, 2025

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#	Question	Answer
1	Are you currently registered as a Class A worker in Local 13 or Local 637 (if no, you are not eligible to apply for this foreman registration)?	<input type="radio"/> Yes <input type="radio"/> No
2	Did you have the required 10 years of Class A registration as a longshore worker or marine clerk in the Ports of Los Angeles/Long Beach, Port Huemene, and/or San Diego as of [ ]? (if no, you are not eligible to apply for this foreman registration.)	<input type="radio"/> Yes <input type="radio"/> No
3.a	Are you a registered mechanic in the port where you are applying? (If no, please skip Question #3.b. and proceed directly to Question #4.)	<input type="radio"/> Yes <input type="radio"/> No
3.b	If you are a registered mechanic in the port where you are applying, do you have either 12 years of steady mechanic employment OR 15 years of service? (If no, you are not eligible to apply for this foreman registration.)	<input type="radio"/> Yes <input type="radio"/> No
4	Do you understand that you will not be eligible to apply for foreman registration for three years if you are offered and refuse registration as a foreman in this process? (If no, you are nonetheless bound by this rule.)	<input type="radio"/> Yes <input type="radio"/> No
5.a	Have you completed crane training? (If no, please skip Question #5.b. and proceed directly to Question #6.)	<input type="radio"/> Yes <input type="radio"/> No
5.b	If you have completed crane training, have you fulfilled the obligation to check-in on the appropriate crane board for a period of one year and 1300 hours? (If no, you are not eligible to apply for this foreman registration.)	<input type="radio"/> Yes <input type="radio"/> No
6	Are you willing and able to work (with or without reasonable accommodation of disability) in all foreman positions to which you may be assigned (such as, but not limited to ship boss, hatch boss, lash boss, deck boss, yard boss, rail boss)? (If no, list all of the foreman positions in which you would be unwilling or unable to work, with or without reasonable accommodation of disability.)	<input type="radio"/> Yes <input type="radio"/> No

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#	Question	Answer
7	Are you willing and able to work (with or without reasonable accommodation of disability) in all areas or locations that foremen can be assigned (such as, but not limited to container ships, break bulk ships, bulk ships, dock rail yards) for a minimum of one (1) year, on the day shift or as directed by the JFLRC? If no, list all of the foreman areas or locations where you would be unwilling or unable to work, with or without reasonable accommodation of disability.	<input type="radio"/> Yes <input type="radio"/> No
8	Do you understand that if you are offered registration as a probationary foreman you will be required to work out of the Joint Foremen's Dispatch Hall (not as a steady), for one (1) year, on the day shift or as directed by the JFLRC? If no, you are nonetheless bound by this rule. Explain below.	<input type="radio"/> Yes <input type="radio"/> No
9	Have you ever been found guilty or liable for discrimination or harassment in the workplace by any tribunal (including but not limited to a Joint Port Labor Relations Committee (JPLRC), an Area or Coast or Special Arbitrator, or a civil jury or bench trial, or other civil legal proceedings)? If yes, provide date(s) and details.	<input type="radio"/> Yes <input type="radio"/> No
10	Within the past five years, have you been found guilty of violating the collective bargaining agreement governing your employment as a longshore worker or marine clerk (PCLCD or PCCDD) and received a time-off penalty as a result? If yes, please provide explanation with dates, type of violation(s), and penalty(ies) amount.	<input type="radio"/> Yes <input type="radio"/> No
11	Do you understand that the JFLRC is looking to promote applicants who have been putting in regular and full-time work effort (as available work allow), and that an unsatisfactory work record may disqualify you from consideration for promotion to probationary foreman, and, as appropriate, may lead to degradation of your foreman status at any time? If no, explain below.	<input type="radio"/> Yes <input type="radio"/> No
12	If offered probationary foreman registration, will you (1) act as the direct supervisory representative of the company/ companies by whom you are employed; (2) maintain the responsibility and authority to supervise, place or discharge workers and to direct the work and activities of longshore workers on the job in a safe and efficient manner; (3) perform the customary duties of a foreman in accordance with the then-current PCWB&FA and the directions of the company/companies by whom you are employed, with due respect to the interest and requirements of the job and the company/companies by whom you are employed; (4) set an exemplary standard for the longshore workers you supervise; and (5) ensure a workplace free from prohibited discrimination and harassment in accordance with Section 1.1 of the then-current Pacific Coast Walking Bosses & Foremen's Agreement (PCWB&FA)? If no, explain below.	<input type="radio"/> Yes <input type="radio"/> No

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#	Question	Answer
13	If offered probationary foreman registration, are you willing to testify to supervise all UAW workers assigned to work under your supervision? If no, explain below.	<input type="radio"/> Yes <input type="radio"/> No
14	Do you have a record with this Application (list of critical job functions and duties performed) by foreman. Are you able to perform all of the functions shown on the list (with or without reasonable accommodation of disability)? If no, please list those job functions you would not be able to perform, with or without reasonable accommodation of disability.	<input type="radio"/> Yes <input type="radio"/> No
15	If you are offered probationary foreman registration, you will be required to complete all required training and/or testing, which may include a drug and alcohol screening, training or testing in safety, first aid, application of mechanical principles, rigging basic math and knowledge of Union rules and the collective bargaining agreements, or otherwise, and to keep all appointments and attend all classes as scheduled. Do you understand and agree that your failure to do so will eliminate you from probationary foreman registration? If no, explain below.	<input type="radio"/> Yes <input type="radio"/> No
16	An applicant may be disqualified or degraded if the JFLRC finds that he or she is not able to effectively represent the employer's interests while at work or to perform the duties of a foreman for any reason, including outside employment that conflicts with and/or disrupts his or her availability and/or job as foreman. Do you understand and agree to comply with this requirement? If no, explain below.	<input type="radio"/> Yes <input type="radio"/> No
17	Do you authorize PMA to provide a copy of your work records to the JFLRC, and those the JFLRC may designate to participate in the foreman selection process? If no, your Application is incomplete and will not be considered.	<input type="radio"/> Yes <input type="radio"/> No
18	<b>Registration Eligibility List:</b> By signing this Application you agree and understand what is outlined above including that applicants who pass the interview will be placed into an eligibility list for Registration Eligibility List. As the JFLRC determines registration is needed, the JFLRC will derive how many and which applicants on the Registration Eligibility List will be offered probationary registration (subject to satisfactory completion of the remaining requirements). The JFLRC need not offer probationary registration to all individuals on the Registration Eligibility List, and may end or modify the selection process at any time.	<input type="radio"/> Yes <input type="radio"/> No

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**e-Sign**

Please make certain that all the information you provide is totally accurate. If any contact information provided on this Application changes, you must provide the changes in writing to the PMA office in your port.

All information you provide is subject to verification. Any mis-statements or omissions can result in your immediate disqualification as an applicant for the foreman position or immediate disqualification if you are already selected for the foreman position, regardless of the time that has elapsed before discovery.

I hereby certify that I have read and understand the Foreman Application and Selection Process Informational Guide, the list of Critical Job Duties and Functions, and the Written Test Preparation Guide. I certify that all the information I have provided in this Application is true and accurate. I understand that the JFLRC may, at its discretion, at any time without notice, change or revoke the procedures for foreman selection.

Once you SUBMIT this form, you will receive an email with the completed application. You will also be able to download your completed application by going to the "Reports/Docs" menu.

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Your Foreman application has been received. You can download your completed application by going to "Reports/Docs" page.

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Go to Reports/Docs ➤ **Documents**, to download and print your Foreman Application.

**AFTER CLICKING SUBMIT, YOU WILL RECEIVE AN EMAIL WITH THE COMPLETED APPLICATION.**

Year	Created Date	Document
2021	05/20/2021	Foreman Application (20-May-2021 13:55:30)
2019	02/05/2020	Vacation Notice
2019	01/31/2020	W2

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## **Southern California Foreman Selection Process 2025**

### **Critical Job Duties and Functions List**

**A qualified candidate for the Foreman position should be able to perform all the duties listed below (with, or without, reasonable accommodation of disability).**

#### **Problem-Solving Duties**

- Solve problems as they appear; anticipate problems and take action before they occur, involving supervision, if necessary.
- Develop creative solutions to overcome problems with breakdowns of equipment.
- Prioritize work sequence in order of importance, need, or procedure.
- Determine alternative approaches to proper moving and transportation for items of unusual shape or weight.
- Determine necessary equipment for lifting/mounting break bulk material by calculating weights.
- Calculate weight distribution and distance from balance on crane.
- Use weight measurements for the safe movement of cargo or material.
- Determine center of gravity for the proper movement and storage of cargo.
- Determine lift heights required to clear obstacles during movement of cargo when appropriate.

#### **Communicating Effectively with Workers, Upper Management, and Others re Work Activities**

- Communicate faulty/broken equipment issues with mechanics, superintendent, and make certain unsafe equipment is removed from service.
- Adjust management style to workers' personality differences to effectively address issues.
- Use praise to motivate workers.
- Communicate with Dispatch Hall by telephone to determine available workers when necessary.
- Contact office/superintendent when discrepancies/problems exist in the paperwork.
- Direct and communicate with crane operator to load and unload vessel using radio, hand signal, or other means.
- Coordinate with chief officer of the ship and superintendent in regards to job-related activities such as lashing, reefers, and/or ballast.
- Verbally communicate with other foremen, face-to-face or otherwise (e.g., via radio), as needed.
- Communicate in person and/or via radio with superintendent concerning staffing for next day.

- Communicate with next shift to pass along information (for things such as problems/issues) using written notes or verbal communication.
- Communicate with other bosses to plan for workday.
- Contact mechanics for repairs, when necessary.
- Communicate and coordinate with other foremen on special issues related to hazardous material.
- Communicate with clerks/others regarding the storing of cargo on docks.
- Communicate with lift operators to determine/adjust size of lift loads.
- Communicate with hatch boss and/or ship boss to maintain coordination in handling cargo.
- Inform ship boss of location of cone racks on ships.
- Communicate with management about cargo that is over regular length, height, and/or width.
- Communicate potential conflicts about retrieval and placement of containers.
- Communicate with others (e.g., gearmen, security, supervisors, mechanics) when unusual circumstances or difficulties occur.
- Ensure proper communication equipment is available to workers, as necessary.
- Coordinate with other bosses for the use of back-up transportation equipment in the event of breakdowns/malfunctions.
- Determine authority figure representing ownership of cargo and communicate with same when appropriate.

### **Organization, Assignment, Coordination, and Supervision of Others**

- Assign hatch foremen to work locations.
- Meet workers, assign workers to locations/jobs.
- Assign jobs to match workers' abilities (i.e., strengths and weaknesses), when possible.
- Organize workers into groups or teams.
- Assign work groups to specific work areas; move work groups when appropriate.
- Assign workers to specific vehicles; create reports on assignment of workers to provide to appropriate parties.
- Schedule breaks to address workers' needs and to ensure work proceeds in a timely fashion.
- Relieve hatch bosses for breaks.
- Discharge workers when appropriate (e.g., intoxication, insubordination, failing to work as directed), coordinating with superintendent as appropriate.
- Discipline workers when necessary (e.g., verbally warn), coordinating with superintendent as appropriate.
- Select workers for "elevation" to temporary foreman positions.
- Ensure workers are prompt at beginning/end of shifts and breaks.
- Decide on come-backs when appropriate or necessary; communicate this information with the superintendent.

- Ensure adequate transportation is available to workers at end of shift to leave work areas.
- Determine need for additional workers; communicate with superintendent to request additional workers when necessary.
- Coordinate with workers for the correct placement of cone bins.
- Coordinate job to ensure that crane bumps do not occur.
- Distribute radios, assign frequencies.
- Collect and/or turn in radios at end of shift.
- Anticipate problems in workflow to proactively ensure that work pace and damage prevention is maintained; change work assignments as needed to maintain work pace and maintain safety; change cargo flow as necessary.
- Coordinate proper setups of equipment throughout ship/day depending on work requirements.
- Coordinate scheduling with ship boss to set bays up for lash-back.
- Coordinate all other work activity in conjunction with crane activity; change work activity to address crane activity.
- Supervise/direct the lifting of odd-sized break-bulk cargo with flexible equipment.
- Supervise the use of hoisting equipment under unusual conditions (e.g., wet, excessive heat).

### **Safety and Safety-Related Duties**

- Collect/review daily paperwork to identify the required distribution of workers.
- Conduct safety talks that include topics such as safe work behaviors, safe practices, advisements on the use of safety equipment, etc.
- Conduct safety check of workplace at beginning of shift.
- Continuously observe ALL workers for safety, damage, and/or productivity issues.
- Visually check workers' safety equipment.
- Observe workers for alcohol/chemical influence at beginning of and throughout shift.
- Supervise safe securing of equipment for the following shift.
- Supervise placement of cones to ensure it is completed safely.
- Observe placement and location of workers and others (such as vendors) at all times to maintain safety.
- Monitor traffic in work areas to ensure safe and efficient movement of traffic.
- Address issues directly with workers that may be safety related.
- Visually check all cones to make certain they are correctly locked or unlocked as required.
- Report leaks/spills of hazardous materials.
- Supervise specialized safety regulations specific for rail.
- Lead by example through the wearing of proper personal protective equipment and ensure workers comply with PPE, as required.

### **Administrative Duties**

- Maintain written log of activities that take place during the shift.
- Review paperwork for hazardous cargo or situations; identify hazard, take appropriate steps, initiate safety plan when necessary.
- Visually check workers' qualifications and/or certifications.
- Collect work tickets of workers at beginning of shift.
- Complete worker payroll forms.

### **Loading, Unloading, Lashing, and Movement of Cargo Duties**

- Visually re-check all locks/hatch covers to ensure properly unlocked/locked.
- Navigate safely onboard ship avoiding hazards (e.g. holes in deck, loose materials on deck).
- Oversee swingman to ensure container is properly unlocked from chassis.
- Make sure each work area is clear of workers at the end of shift, including ship, crane, others.
- Drive into yard to retrieve drivers when necessary.
- Assess cargo that is over regular length, height, and width; make decisions about moving or accepting such cargo; supervise moving of such cargo when it occurs.
- Ensure that access to and about rail tracks is clear.
- Identify previous damage to cargo and notify superintendent.
- Determine the containers to be removed.
- Maintain awareness of deck loads, observe and provide feedback constantly on work activities (concerning how load is to be loaded/unloaded, make changes concerning loading/unloading).
- Oversee correct methods used for unloading/loading cargo.
- Oversee covering of cargo or other materials because of foul weather or at the request of mate/captain to protect material.
- Inspect work area at beginning of shift; have workers move materials/equipment if necessary.
- Identify when it is necessary to change equipment.
- Check to ensure correct types of containers are being used/moved.
- Supervise unlocking of containers by going to top of containers.
- Supervise securing the crane(s) at end of shift.
- Oversee placement of cargo in specialized situations.
- Match ship and dock equipment to cargo.
- Oversee proper stowing of transportation/moving equipment for fueling.
- Oversee operation of conveyor belt.
- Plan unlash sequence.

- Supervise securing of lashing equipment; proper stowage of turnbuckles and bars to ensure safety (tie-down).
- Determine necessary lashing material for break-bulk material.
- Supervise sorting of cargo/ materials from previous jobs.
- Ensure accessibility of rail cars; supervise movement of rail cars when necessary.
- Coordinate exposure of rail tracks to ensure so that tracks are clear for car movement.
- Supervise operation of crane.
- Supervise rigging/lashing and transfer of materials from rail to transport vehicles.
- Monitor radio to assist in locating material or cargo.
- Supervise loading and movement of slabs using heavy lifts.
- Coordinate and determine proper match between material and mode of transportation on heavy lifts.
- Supervise movement of extra heavy pieces within strict tolerances.
- Supervise use of special equipment brought to yard or on ship to move extra-heavy materials.
- Supervise switch-out of rail cars.
- Determine pick-up points of cargo.

### **Training**

Update and/or maintain knowledge and skills related to productivity and safety, as appropriate.

### **Use of Tools and Equipment Duties**

- Supervise use of hand and light power tools.
- Demonstrate tasks to workers such as: A) putting cones on, B) removing cones, C) watching your step, D) use of ladders, E) stepping on pipe/coils, F) use crowbar, G) cutter, H) how to drive lift, I) hookup coils, J) hookup various cargo, K) hand signals.
- Demonstrate/instruct workers on activities, such as: A) proper placement of cones, B) how to hook-up rigging of legs on crane, C) how to signal, D) how to properly park container.
- Demonstrate/instruct workers on correct lashing/unlashing techniques such as: A) turnbuckles, B) rods, C) locking poles, D) how to read plans, E) safe working procedures.
- Demonstrate/instruct workers in rail area activities such as: A) locking/unlocking containers, B) locking/unlocking rail switches.
- Supervise distribution of necessary tools.

**Los Angeles/Long Beach**  
**2025 Foreman Application and Selection Process Informational Guide**

The Joint Foremen's Labor Relations Committee (JFLRC) will be accepting applications for foremen registration. Online Application Forms will be made available at [selfservice.pmanet.org](http://selfservice.pmanet.org) using the directions outlined in the Foreman Application Flyer commencing on Tuesday, April 1, 2025. If you wish to apply, you must complete the Online Application Form and submit it online at the pmanet.org website by Wednesday, April 30, 2025. **All applications must be submitted electronically at the website provided.**

Workers are eligible to apply to become a foreman in the Ports of Los Angeles/Long Beach only if they:

- (1) are **currently** registered as Class A workers in Local 13 or 63,
- (2) have **10** years Class A registration in Locals 13, 63, 46 and/or 29 as of April 30, 2025, and
- (3) have the minimum Qualifying Hours (described in Exhibit A).

In addition to meeting the above requirements, registered mechanics are eligible to apply only after 12 years of steady mechanic employment or after 15 years of service (pursuant to the November 23, 2002 Letter of Understanding Mechanic Employment Requirement).

This is an equal employment opportunity process, prepared with the assistance of an outside expert consultant with many years of experience with the Southern California longshore industry and its hiring of foremen. The JFLRC welcomes applicants without regard to any protected characteristic, including without limitation race, sex, sexual orientation, age, national origin, religion, or disability.

If you are eligible and may apply, please review the following documents:

- (1) This Guide, which describes the steps in the application and selection process.
- (2) The list of Critical Job Duties and Functions of the foreman position.
- (3) The Written Test Preparation Guide that identifies job knowledge areas that may be tested on the written test. The guide includes sample questions.
- (4) The Online Application Form.



The following describes the steps in this foreman selection process:

**Step 1: Application Review.** The JFLRC will review all timely received applications and determine which applicants are eligible to proceed. Applications will be rejected, for example: (1) if they were not submitted timely and completely filled out (including electronic signature); (2) if the applicant is not currently Class A registered in Local 13 or 63; (3) if the applicant lacks the required minimum years as a Class A registrant in the Ports of Los Angeles/Long Beach, Port Hueneme and/or San Diego; (4) if applicable, the applicant has not satisfied the mechanic service requirements; or (5) if the applicant had been offered but declined registration as foreman or failed the probationary registration requirements during the 36 months preceding the application submission deadline. Those applicants who pass the application review move on to Step 2.

**Step 2: Qualifying Hours Review.** Applicants who move beyond the Application Review step will have their PMA-maintained payroll records evaluated to determine if they have at least 19,600 Qualifying Hours over the 10 years preceding April 30, 2025, for an average of 1,960 Qualifying Hours per year. The hours that count as Qualifying Hours for this foreman registration, and the process by which this review occurs, are described in Exhibit A, attached. If an applicant has completed crane training but not fulfilled their crane training obligation by April 30, 2025, they shall be ineligible for promotion. Applicants determined to have the minimum required Qualifying Hours will move on to Step 3.

**Step 3: Written Test.** The written test measures an applicant's knowledge of the Pacific Coast Longshore Contract Document (PCLCD) and Pacific Coast Marine Safety Code (PCMSC). The test has been developed by the Committee's expert consultant in conjunction with Subject Matter Experts. The test will be administered and scored by the expert consultant. A Written Test Preparation Guide identifying specific sections of the PCLCD and PCMSC that may be tested, with some sample questions, is attached. The test also measures job-related basic math/mechanical abilities, which may include counting containers, quickly and accurately calculating heights, weights, amounts, distances, center points, balance points on oddly weighted objects, or the direction an object will likely go when lifted from the ground, and more. Foremen must be prepared to make such calculations on the job (sometimes in isolated areas) without the aid of a calculator or other mechanical devices. It is recommended that applicants practice their basic math skills without the use of a calculator. The JFLRC will determine how many and which applicants who take the written test will continue to the interview phase of the process.

**Step 4: Interview.** A qualified foreman must be able to communicate effectively, make effective and practical judgments, and properly make decisions. He or she must be truthful in words and actions, aware of safety-related issues, respectful of him/herself and others, must maintain flexibility and a willingness to learn new techniques, be conscientious and dependable, remain levelheaded during times of stress, and be assertive and take initiative when it is proper to do so. Practicing

these skills while working as a longshore worker or clerk is an excellent way to help prepare to become an effective foreman, and for the interview. The interview includes situational questions that allow applicants to indicate how they would act in hypothetical situations, and experience questions that allow applicants to indicate when and how they have performed in the past. The interview process and questions have been developed by the Committee's expert consultant in conjunction with Subject Matter Experts. The expert consultant will administer and score the interviews.

**Step 5: Registration Eligibility List.** Those who pass the interview will be placed onto an eligibility list (Registration Eligibility List). As the JFLRC determines registration is needed, the JFLRC will decide how many and which applicants on the Registration Eligibility List will be offered probationary registration (subject to satisfactory completion of the remaining requirements). The JFLRC need not offer probationary registration to all individuals on the Registration Eligibility List, and may end or modify the selection process at any time.

**Step 6: Probationary Status; Mandatory Training and Screening.** An offer of probationary foreman registration will be conditioned upon passing a drug and alcohol screening, and the Work/Disciplinary Record Review described below. Those applicants accepted for probationary foreman status will be required to attend training classes. Appointments will be made by the JFLRC at set times and specifically selected facilities. No other facilities may be utilized. Failure to submit to training and testing as scheduled will result in an applicant's failure to maintain probationary status.

**Other: Ongoing Work/Disciplinary Record Review.** The JFLRC may, at its discretion, disqualify or defer applicants with unsatisfactory work records or disciplinary records inconsistent with what the JFLRC, in its expertise, recognizes as required to work effectively and safely as a registered foreman (for example, complaints/discipline under the collective bargaining agreement, which the JFLRC may choose to review at any time). Disqualification may occur at any time, including after applicants have completed any or all the steps of the process or been placed on or selected from an eligibility list.

The JFLRC may, at its discretion, at any time without notice, change or revoke the procedures for foreman selection.

The JFLRC will notify applicants who are disqualified from the foreman selection process via regular U.S Mail to the address the applicant has on file with PMA. To challenge disqualification, an applicant must submit a written appeal, as outlined below, within ten (10) calendar days of the date of the notification letter. Exception: For appeals based on lacking the required minimum Qualifying Hours, applicants have twenty-one (21) calendar days to appeal that determination. (See Exh. A). If the appeal deadline falls on a weekend or federal holiday, then the deadline shall be extended to the next regular business day.

Appeals must include the applicant's full name, original signature, registration number, address, daytime and evening telephone numbers (with area code), and a description of the pertinent facts and the basis on which the disqualification is challenged. An original and a copy of **an appeal must be hand-delivered to the JFLRC c/o the ILWU-PMA Training Center's Main Office located at: 627 North Fries Ave., Wilmington, CA 90744, between the hours of 9:00 a.m. and 12:00 p.m., or 1:00 p.m. and 4:00 p.m.** The original appeal and the copy will be date-stamped, and the copy will be returned to the appealing applicant. The JFLRC will review and render its decision on each appeal. The JFLRC will notify the person who appealed of its decision.

## Exhibit A

### “Qualifying Hours” for 2025 Los Angeles/Long Beach Foreman Selection Process

Applicants must have a minimum of 1,960 Qualifying Hours per year, on average (so, a total of 19,600 Qualifying Hours) over the ten (10) years preceding April 30, 2025. The hours that count as Qualifying Hours for the purpose of this foreman registration, and the review process, are described below.

“Qualifying Hours” are only hours for which pay is received under the PCLCD, PCCCD, and/or the PCWB&FA, with the following exceptions/clarifications: Excluded from Qualifying Hours are (1) vacation hours, (2) holiday hours, (3) Pay Guarantee Plan hours accrued *outside* of the first two quarters of 2020, (4) any other hours paid at Guarantee Occupation Codes for time not worked, (5) mechanic hours worked, and (6) most clerk hours worked -- only clerk hours worked in Chief Supervisor and Supercargo Occupation Codes count toward Qualifying Hours. Also included in Qualifying Hours are “Union Service” hours worked, as described and subject to the documentation required below.

The Committee will undertake an initial review of each applicant's hours for which pay is received in the 10 years preceding April 30, 2025, subject to the exclusions noted above. If, based on this initial review, an applicant satisfies the minimum Qualifying Hours requirement, s/he will be invited to advance to the Written Test component of the selection process.

If, based on this initial review, an applicant does not satisfy the minimum Qualifying Hours requirement, the Committee will advise the applicant of that fact and alert the applicant that s/he may request consideration as to Qualifying Hours in one or more of the Special Circumstances set out below:

“Qualifying Hours Special Circumstances”:

- a. An applicant who is advised by the Committee that s/he does not have sufficient Qualifying Hours as specified above, but believes s/he has a basis for a partial exception due to **illness, injury, or absence from work protected by law**, may request that the Joint Foremen's Labor Relations Committee waive/except portions of the hours requirement, if and only if s/he does the following. When advised by the Committee that s/he lacks the required minimum Qualifying Hours, the applicant must provide the facts and supporting documentation to support partial waiver/exception of the minimum Qualifying Hours requirement to the Committee, in writing, within 21 calendar days. If the 21st day falls on a weekend or federal holiday, the deadline shall be extended to the next regular business day. The request should include an explanation of how and when the applicant was prevented from working, efforts made to meet the minimum hours requirement (if applicable), and documentation supporting the absence.

The Committee will review the applicant's appeal and supporting documentation and determine whether the minimum hours requirement will be waived or excepted, based on all relevant circumstances. If the Committee agrees that Qualifying Hours should be

allowed (for purposes of this foreman registration process only) for periods when an applicant did not receive pay for hours worked, hours will be allowed proportional to the hours worked by the applicant in the four (4) payroll quarters preceding the period when the applicant was not paid for hours worked.

b. An applicant who is advised by the Committee that s/he does not have sufficient Qualifying Hours as specified above, but believes s/he may have sufficient hours if **Union Service** hours are counted, must within 21 calendar days provide the Committee with documentation of periods of Union Service with hours worked (note: only those already in PMA's system will be considered), entity worked for, and job title. If the 21st day falls on a weekend or federal holiday, the deadline shall be extended to the next regular business day.

Only the following is considered "Union Service" for promotion to foreman:

- A. Union Service for the following Union(s) only: (i) International Longshore & Warehouse Union (ILWU International); (ii) ILWU Locals (Longshore Division only - longshore, clerk, foremen/walking bosses) anywhere on US West Coast.
- B. Union Service in the following Job Categories (Mainland only, not Hawaii): (i) ILWU International: President; Vice President; Secretary-Treasurer; Joint Coast Labor Relations Committee representatives; Benefit Specialist; (ii) ILWU Locals: Presidents; Vice Presidents; Secretary-Treasurers; Labor Relations Committee representatives; Business Agents; (iii) Dispatchers (longshore registrants and casuals, clerks, foremen/walking bosses) ("ILWU Dispatchers").

For applicants seeking Qualifying Hours for Union Service, the Committee will review the applicant's appeal and supporting documentation along with the evidence of hours already in PMA's system, and determine whether, with the Union Service hours, the applicant meets the minimum Qualifying Hours required.

## **Southern California Foreman Selection Process 2025 Written Test Preparation Guide**

Applicants are expected to be familiar with the content of and concepts embodied in the following rules and provisions. They are not, however, expected to memorize, verbatim, those rules or provisions, or to know the particular rule numbers, section numbers or subsection numbers cited below. Sample questions are provided at the end of this Guide.

**Pacific Coast Marine Safety Code (PCMSC).** Foremen are responsible for knowing and understanding all of the safety code rules appropriate for the areas and conditions where they may be assigned to work. In particular, foremen should know and be familiar with the following rules found in the Pacific Coast Marine Safety Code:

101	339	710	1418
102	340	804	1419
107	343	818	1421
209	344	901	1422
210	352	902	1429
220	354	907	1430
234	361	913	1441
236	362	914	1443
237	363	916	1502
238	365	920	1504
247	401	1009	1505
248	402	1011	1506
253	403	1047	1508
257	404	1049	1509
258	406	1050	1512
259	409	1051	1513
264	410	1052	1514
274	411	1053	1515
275	414	1060	1516
278	420	1136	1517
280	602	1153	1519
281	605	1154	1520
282	611	1156	1525
283	612	1163	1605
284	617	1170	1607
286	622	1172	1609
304	629	1173	1619
312	633	1174	1622
313	635	1175	1626
315	636	1208	1627
316	644	1216	1629
317	645	1222	1630
322	651	1230	1631
326	658	1233	1632
327	661	1238	1633
331	662	1239	Section 17
336	663	1243	
337	701	1411	

**Pacific Coast Longshore Contract Document (PCLCD).** Foremen are responsible for knowing and understanding the sections of the contract appropriate for the areas/locations where they may be assigned to work. In particular, applicants should know and be familiar with the following sections of the contract, as they may be updated from time to time:

1.21 through 1.28	3.132	10.21
1.41	3.133	10.22
1.42	3.135	10.23
2.21	3.1351	10.24
2.22	3.1352	10.25
2.23	3.137	10.26
2.231	3.141	10.32
2.24	3.142	10.33
2.25	3.143	11.31
2.26	3.144	11.41
2.32	3.145	11.42
2.43	3.21	11.421
2.431	3.22	11.431
2.432	3.221	11.432
2.442	3.2211	11.445
2.443	3.2212	11.446
2.4431	3.2213	11.453
2.4432	3.222	11.4531
2.4433	3.223	11.454
2.444	3.2231	11.455
2.4441	3.2232	11.456
2.445	3.2233	Section 13 (All incl.
2.446	3.231	Section 13.2
2.447	3.232	policies/procedures)
2.448	3.233	Section 14 (All)
2.449 through 2.7	3.31	16.12
3.131	10.2	Section 17 (All)

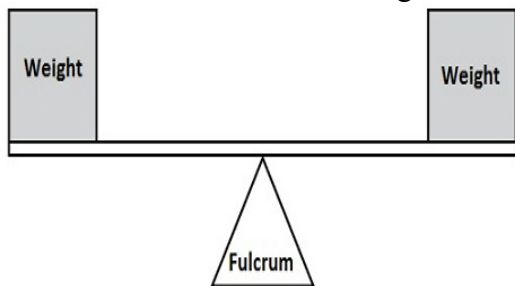
**Job-Related Math/Mechanical Abilities.** For the job to be safely performed, foremen are often required to quickly and accurately perform mathematical calculations using very basic addition, subtraction, multiplication, and division to determine amounts, weights, and distances. For this reason, applicants for the foreman position will be required to demonstrate proficiency in basic job-related math/mechanical abilities. All computations must be made by hand, and no calculators or other devices will be allowed during the test. Scrap paper will be provided during the test.

**Both the PCMSC and the PCLCD are accessible on the PMA website at [www.pmanet.org](http://www.pmanet.org).**

## Foreman Process Written Test: Sample Questions

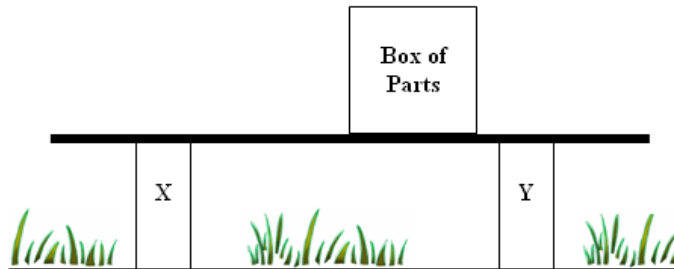
The following are *sample* questions of the type that may be asked to test applicants' knowledge of the PCLCD, PCMSC, basic mechanical principles, and basic math skills.

1. Longshore workers are using a floating crane and need additional time beyond the end of the regular shift to finish a heavy lifting operation. Can an extension be granted to the gang and/or workers involved, and if so, how long?
  - A. No. No extension may be granted under this situation.
  - B. Yes. An extension of up to two (2) hours shall be allowed.
  - C. Yes. An extension of up to four (4) hours shall be allowed.
  - D. Yes. An extension of up to six (6) hours shall be allowed.
2. The employer determines that no work can be performed during three (3) hours in the middle of a work shift because of a severe thunderstorm. The longshore workers who cannot work for these three (3) hours in the middle of their shift shall be paid how much for the three (3) hours of dead time?
  - A. Nothing.
  - B. Two (2) hours' pay.
  - C. Three (3) hours' pay.
  - D. Four (4) hours' pay.
3. Rail facilities are required to have a positive method to warn employees of train movement. The method of warning shall include:
  - A. only an audio signal.
  - B. only a visual signal.
  - C. both an audio and visual signal.
  - D. The rules do not specify the type of signal required.
4. Which of the following are allowed on the job?
  - A. AM/FM radios
  - B. Cellular phones
  - C. Lap-top computers
  - D. None of the above are allowed on the job
5. The fulcrum in the figure below is the object on which the beam rests. Assume the weights on the beam are equal. What would happen to the two weighted boxes if the fulcrum were moved to the right?

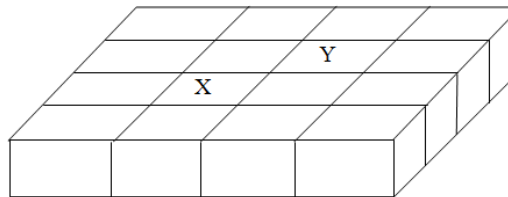




- A. The left side of the beam would move higher.
  - B. The right side of the beam would move higher.
  - C. The beam would remain level.
  - D. The beam's weight would increase.
6. Two posts are holding up a box of metal parts on the board in the diagram below. Which post holds the greater part of the load?



- A. Post X
  - B. Post Y
  - C. Both posts X and Y hold equal load.
  - D. This cannot be determined using only the information provided.
7. The containers in the diagram to the right are placed next to each other. How many containers would be left in the group if containers “X” and “Y” were removed?



- A. 6
  - B. 7
  - C. 8
  - D. 9
8. You are in charge of a crane with a 25-ton lift capacity. You need to lift ten (10) beams that weigh three (3) tons apiece. What is the maximum number of beams you safely can lift at one time?

**2025 Los Angeles/Long Beach Foreman Selection Process**  
**ILWU Local 94 Foreman Application Form**

Please type your responses directly into this Electronic Application Form and click the SUBMIT button at the bottom of this page once completed. Applications not filled out completely, or not submitted by the stated deadline, shall not be considered. After clicking SUBMIT, you will receive an email with the completed application. You will also be able to download your completed application by going to the "Reports/Docs" menu.

This is an equal employment opportunity process. The JFLRC welcomes applicants without regard to any protected characteristic, including without limitation race, sex, sexual orientation, age, national origin, religion, or disability.

Current ILWU Registration Number: 99999

Name in Full:	LName	Fname	
	Last	First	Middle

Address:	0000 Any St, Wilmington, CA, 90744			
	Number & Street	City	State	Zip

Telephone Number: (555) 555-5555

Email: foremen@pmanet.test.com

- 1 Are you **currently** registered as a Class A worker in Local 13 or Local 63?
- Yes
- No (If no, you are not eligible to apply for this foreman registration.)
- 2 Did you have the required **10** years of Class A registration as a longshore worker or marine clerk in the Ports of Los Angeles/Long Beach, Port Hueneme, and/or San Diego **as of April 30, 2025** ?
- Yes
- No (If no, you are not eligible to apply for this foreman registration.)
- 3.a Are you a registered mechanic in the port where you are applying?
- Yes
- No (If no, please skip Question #3.b. and proceed directly to Question #4.)
- 3.b If you are a registered mechanic in the port where you are applying, do you have either 12 years of steady mechanic employment OR 15 years of service?
- Yes
- No (If no, you are not eligible to apply for this foreman registration.)
- 4 Do you understand you will not be eligible to apply for foreman registration for **three** years if you are offered and refuse registration as a foreman in this process?
- Yes
- No (If no, you are nonetheless bound by this rule.)
- 5.a Have you completed crane training?
- Yes
- No (If no, please skip Question #5.b. and proceed directly to Question #6.)
- 5.b If you have completed crane training, have you fulfilled the obligation to check-in on the appropriate crane board for a period of one year and 1300 hours?
- Yes
- No (If no, you are not eligible to apply for this foreman registration.)
- 6 Are you willing and able to work (with or without reasonable accommodation of disability) in all foremen positions to which you may be assigned (such as, but not limited to: ship boss, hatch boss, lash boss, dock boss, yard boss, rail boss)?
- Yes
- No (If no, list all of the foremen positions in which you would be unwilling or unable to work, with or without reasonable accommodation of disability.)

- 7 Are you willing and able to work (with or without reasonable accommodation of disability) in all areas or locations that foremen can be assigned (such as, but not limited to: container ships, break bulk ships, bulk ships, dock, rail yards) for a minimum of one (1) year, on the day shift or as directed by the JFLRC?
- Yes
- No (If no, list all of the foremen areas or locations where you would be unwilling or unable to work, with or without reasonable accommodation of disability.)
- 8 Do you understand that if you are offered registration as a probationary foreman you will be required to work out of the Joint Foremen's Dispatch Hall (not as a steady), for one (1) year, on the day shift or as directed by the JFLRC?
- Yes
- No (If no, you are nonetheless bound by this rule. Explain below.)
- 9 Have you ever been found guilty or liable for discrimination or harassment in the workplace by any tribunal (including but not limited to a Joint Port Labor Relations Committee (JPLRC), an Area or Coast or Special Arbitrator, or a civil jury or bench trial, or other civil legal proceeding)?
- Yes (If yes, provide date(s) and details.)
- No
- 10 Within the past five years, have you been found guilty of violating the collective bargaining agreement governing your employment as a longshore worker or marine clerk (PCLCD or PCCCD) and received a time-off penalty as a result?
- Yes (If yes, please provide explanation with dates, type of violation(s), and penalty(ies) amount.)
- No
- 11 Do you understand that the JFLRC is looking to promote applicants who have been putting in regular and full-time work effort (as available work allows), and that an unsatisfactory work record may disqualify you from consideration for promotion to probationary foreman, and, as appropriate, may lead to deregistration of your foreman status at any time?
- Yes
- No (If no, explain below.)

- 12 If offered probationary foreman registration, will you (1) act as the direct supervisory representative of the company/ companies by whom you are employed; (2) maintain the responsibility and authority to supervise, place or discharge workers and to direct the work and activities of longshore workers on the job in a safe and efficient manner, (3) perform the customary duties of a foreman in accordance with the then-current PCWB&FA and the directions of the company/companies by whom you are employed, with due respect to the interest and requirements of the job and the company/companies by whom you are employed, (4) set an exemplary standard for the longshore workers you supervise, and (5) ensure a workplace free from prohibited discrimination and harassment in accordance with Section 1.1 of the then-current Pacific Coast Walking Bosses & Foremen's Agreement (PCWB&FA) ?
- Yes
- No (If no, explain below.)
- 13 If offered probationary foreman registration, are you willing to fairly supervise all ILWU workers assigned to work under your supervision?
- Yes
- No (If no, explain below.)
- 14 You have received with this Application a list of the critical job functions and duties performed by foremen. Are you able to perform all of the functions shown on the list (with or without reasonable accommodation of disability)?
- Yes
- No (If no, please list those job functions you would not be able to perform, with or without reasonable accommodation of disability.)
- 15 If you are offered probationary foreman registration, you will be required to complete all required training and/or testing, which may include a drug and alcohol screening, training or testing in safety, first aid, application of mechanical principles, rigging, basic math and knowledge of Union rules and the collective bargaining agreements, or otherwise, and to keep all appointments and attend all classes as scheduled. Do you understand and agree that your failure to do so will eliminate you from probationary foreman registration?
- Yes
- No (If no, explain below.)

- 16 An applicant may be disqualified or deregistered if the JFLRC finds that he or she is not able to effectively represent the employer's interests while at work or to perform the duties of a foreman for any reason, including outside employment that conflicts with and/or disrupts his or her availability and/or job as foreman. Do you understand and agree to comply with this requirement?
- Yes
- No (If no, explain below.)
- 17 Do you authorize PMA to provide a copy of your work records to the JFLRC and those the JFLRC may designate to participate in the foreman selection process?
- Yes
- No (If no, your Application is incomplete and will not be considered.)
- 18 **Registration Eligibility List:** By signing this Application, you agree and understand what is outlined above including that applicants who pass the interview will be placed onto an eligibility list (Registration Eligibility List). As the JFLRC determines registration is needed, the JFLRC will decide how many and which applicants on the Registration Eligibility List will be offered probationary registration (subject to satisfactory completion of the remaining requirements). The JFLRC need not offer probationary registration to all individuals on the Registration Eligibility List, and may end or modify the selection process at any time.
- Yes
- No

Please make certain that all the information you provide is totally accurate. If any contact information provided on this Application changes, you must provide the changes in writing to the PMA office in your port.

All information you provide is subject to verification. Any mis-statements or omissions can result in your immediate disqualification as an applicant for the foreman position or immediate disqualification if you are already selected for the foreman position, regardless of the time that has elapsed before discovery.

I hereby certify that I have read and understand the Foreman Application and Selection Process Informational Guide, the list of Critical Job Duties and Functions, and the Written Test Preparation Guide. I certify that all the information I have provided in this Application is true and accurate. I understand that the JFLRC may, at its discretion, at any time without notice, change or revoke the procedures for foremen selection.

LName, Ffname

03/25/2025

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Signature

Date