

Command Letterhead

1560
Ser
Date

From: Commanding Officer, (**Your Command**)

To: Director, United Services Military Apprenticeship Program (USMAP),
ATTN: Coordinator Administrator
640 Roberts Avenue, Bldg 502 Rm 104, Pensacola FL 32511-5126

Subj: DESIGNATION AS COMMAND (PRIMARY/ASSISTANT) UNITED SERVICES
MILITARY APPRENTICESHIP PROGRAM (USMAP) COORDINATOR

Ref: (a) OPNAVINST 1560.10D (Enclosure (1) III-1 (f) 1)
(b) National Standards of Apprenticeship for USMAP

1. Per reference (a), (**rate/rank, Full Name**) is assigned as the (Primary or Assistant) USMAP Coordinator for (**COMMAND**).

2. (**rate/rank, Full Name**) has read and become familiar with references (a) and (b).

3. The following information is provided:

a) (**command uic**)(if you have more than one - all UICs has to be on the letter) (For Marines - RUC MCC; For Coast Guard: OPFAC)

b) (**coordinator's email address**)

c) (**coordinator's PRD(ddmmmyyyy)**)(For Marines - DCTB)

d) (**coordinator's phone number (comm/DSN)**)

e) (**command address**)

4. The point of contact is [**CANNOT BE THE SAME PERSON ABOVE**]
(**rate/rank, name**), Comm: (**phone**) or email: (**email address**)

(signature)
(Commanding Officer)
Or
(By Direction)