

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)



COORDINATOR GUIDE

Revision 3.2

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USMAP Coordinator Guide

Introduction

This document provides a basic overview and guidance to USMAP Coordinators on processes and procedures that are required for the successful execution of their commands/units United Services Military Apprenticeship Program (USMAP). You should always refer to the USMAP Program Guide as your primary resource.

Although an USMAP Coordinator is not required for members to engage in USMAP, we encourage commands/units to establish one in order to ensure that all service members enrolled in USMAP receive all the necessary information and support.

New Changes

Effective 2 May 24, the USMAP Office is enforcing the Department of Labor policy that an Apprentice must be enrolled in a Apprenticeship/Trade for at least one full year for ALL Apprenticeship types. This includes both Time and Competency based trades.

Apprentices now have the option of enrolling in the Competency based Trades or in the traditional Time-based Trades. Drilling Reservists are ineligible for the Competency based method. The E5 or above requirement has been removed from Competency- Based trades.

Reinstatements

(Time Based) If you have hours approved by a monthly report, your year requirement does not start over. However, if you haven't logged any hours, your year requirement will start over.

(Competency Based) If you have approved competencies, your year requirement does not start over. However, if your competencies are still in a "submitted" or in a "working" status, your year will start over.

As of 1 January 2024, overrides will no longer be authorized for anyone.

Apprentices are authorized to log up to 10 hours a day to closely align with the DoD workday.

To avoid potential auditing issues, Supervisor (E7 and above) can send an email to usmap@navy.mil, if the situation warrants logging 10 hours a day, due to deployment or exercise. The email must include the apprentice's DoD ID Number.

By providing this information, the USMAP Analyst can properly document the exception in the apprentice's record, ensuring accurate tracking of their hours and avoiding any potential auditing issues.

Two New Trades available. These are replacing the Counselor Trade (0569N):

➤ **Career Development Technician (1057D) is specially for:**

Navy: Rated NCs, full-time Command Career Counselor (CCC) holding the 806R NEC, 807R NEC or assigned as a Detailer at BUPERS. Detailers must contact the USMAP Office to be manually enrolled into this trade.

Army: MOS 42A, 79S, 79T, 79V or assigned as Branch/Career Manager

Marines: MOS 8421 or Career Monitor (Detailer)

USCG: Assigned to a Career Development Advisor (CDA) or CSC/CMC billet

Two New Trades available. These are replacing the Counselor Trade (0569N): Continued

➤ **Sourcing Recruiter** (3040D) is specifically for:

Navy: All Ratings but must be assigned to Recruiting Duty and hold one of the following NECs: 801R, 802R, 803R or 805R.

Army: All MOSs but must be assigned to Recruiting Duty. Also 79R and 79T.

Marines: All MOSs but must be assigned to Recruiting Duty. Also 8411, 8412, 8421, 8422.

USCG: All Ratings but must be assigned to Recruiting Duty.

Purpose of National Apprenticeship Standards

The purpose of establishing National Apprenticeship Standards for the United Services Military Apprenticeship Program (USMAP), is to provide general policy and guidance to Commanding Officers responsible for training, and development of a registered apprenticeship with the U.S. Department of Labor, (DOL), Office of Apprenticeship (OA).

Objective

The ultimate objective of the National Apprenticeship Standards for the USMAP, **besides establishing the official standards of USMAP/DOL program**, is to provide registered certification of the training of the individual military service member and to achieve recognition for the military service member equal to his/her civilian counterpart.

Registration of the National Apprenticeship Standards for the USMAP with the DOL/OA for the military occupational specialties is mutually beneficial to the military services, to the individual service member, and private industry. Acceptance of registered military apprentices and skilled craft workers by private industry will enhance employment opportunities for military veterans, motivate military personnel to advance within their occupational specialties while on active duty, and provide a source of skilled personnel to meet national skilled work force requirements.

Roles and Responsibilities of Stakeholders

1. The primary goal of the USMAP Coordinator is to act as the Subject Matter Expert (SME) for USMAP and be the “Go to person” for members of the command/unit on all questions, processes and procedures regarding USMAP. The USMAP Coordinator may act as an advocate for the command/unit and contact USMAP staff directly with questions and/or for clarification about the program and processes. An apprentice is not prohibited from contacting the USMAP Office directly.

Coordinators can now run a Command Information Report (formally known as UICs report). It is designed to allow a command/unit to see how many apprentices are enrolled in the program and what apprenticeships they are currently active in. **The report is not meant to track an apprentice’s hours.**

Note: **USMAP is a voluntary individual program and the role of the USMAP Coordinator is not to intended track the progression of an apprentice, task service members to participate, or supervise apprentices. They may not act in the role of Supervisor or as Final Approver for the command/unit in general approving all command/unit apprenticeship reports. Coordinators may be the Supervisor for their own subordinates but separate from their Coordinator role.**

2. USMAP Office. The USMAP Office administers the program. The office provides administrative, programmatic, and policy oversight over the program as directed by Department of Labor (DOL) and the Department of Defense (DoD). The Program Analysts provide advice and guidance in all USMAP matters and support the USMAP Coordinators.

Roles and Responsibilities of Stakeholders Continues

3. Apprentice. An individual who is on active duty in the U.S. military, meets his or her Service's qualification requirements and has entered into a written apprenticeship agreement for learning the skills of a recognized occupation under the provisions of the Department of Labor. Ensure you have familiarized yourself with the contents of this manual and the National Apprenticeship Standards
4. Supervisor. The Supervisor MUST be in the apprentice's chain of command and MUST supervise the apprentice's working hours (Time Base Method) or job functions (Competency Base Method). The Supervisor must review monthly reports (if enrolled in Time Base method) or Job Functions (if enrolled in Competency Base method) submitted by the apprentice. The Supervisor MUST familiarized himself or herself with the contents of this manual and the National Apprenticeship Standards.
5. Final Approver. The final approver MUST be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS-9 or above). Ensure you have familiarized yourself with the contents of the Program Guide and the National Apprenticeship Standards. Also, the Apprentice's Final Report Approver cannot have approved any of the apprentice's Monthly Reports or individual Competencies.

REMEMBER, the USMAP Coordinator cannot be the Final Approver for the entire command.

Requirements

- a. Must be E5 or above
- b. Familiarize themselves with the U.S. Department of Labor National Standards of Apprenticeship that all Apprentices are required to acknowledge reading prior to enrolling into the program; United Services Military Apprenticeship Program (DODI 1322.IR paragraph 5.3), and the USMAP Program Guide.

My Coordinator Tile

When you first log in to USMAP, you will be taken to our familiar home page. The My Coordinator" tile reflects your current command/units assigned coordinator. This tile is populated by a database that the USMAP Office maintains when provided a copy of the coordinator's designation letter. Not all commands or units have a designated USMAP Coordinator. That being the case, tile will be blank.

USMAP Program Items

Documents are available from the USMAP Office via our resource page on the website <https://usmap.osd.mil/resources.htm> or upon request from any unit via email (usmap@navy.mil usmap@livehelpnow.net).

The documents are:

- 1) USMAP Program Guide
- 2) Coordinator Guide
- 3) Training Brief
- 4) Command Program Brief
- 5) Trifold

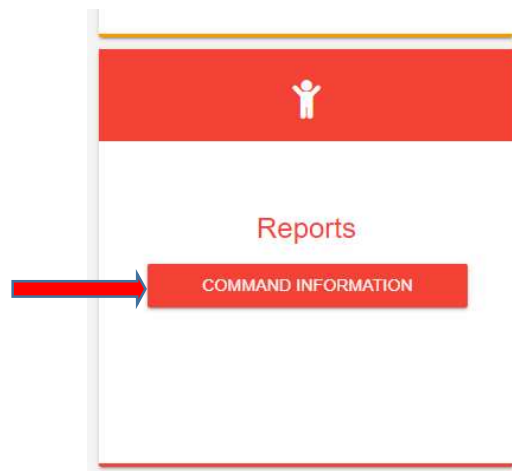
The Department of Defense/Department of Labor Standards of Apprenticeship is also found there.

Coordinator Responsibilities

- a. Have full knowledge of how USMAP works. Should have either been enrolled or have completed a trade.
- b. Willing to **mentor** the following personnel:
 - (1) Apprentice.
 - (2) Supervisor.
 - (3) Final Approver
- c. Have the ability to indoctrinate all newly reporting command personnel on the USMAP process.
- d. Be prepare to promote the program by providing your command the USMAP brief. Ensure each service member of your command is provided information about the program.
- e. Have the capability to act as a mentor, an advocate, and a professional source of information of the program for the command personnel enrolled in the program and to the Supervisor, and the Final Approver.
- f. **Training is the key to a successful program and is necessary in providing adequate and accurate USMAP information to service members.**

Command Information Report (formally known as an UIC report)

You can now run your own Command Information Report (formally known as UICs report). It is designed to allow a command/unit to see how many service members have enrolled in the program and what apprenticeships they are currently active in. **The report is not meant to track apprentice's hours. The Program Analyst is unable to edit, remove or provide statistical information on service members.**



Click on “Command Information” tile.

Below is an example of what you will see:

Command Information Report (formally known as an UIC report) Continued

Home → Command Information Report

Command Information Report

UIC 1	UIC 2	UIC 3	UIC 4	UIC 5	Trade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	Enrollment Start	Enrollment End	Completion Start	Completion End
Both <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can run different reports:

- UIC or UICs Report (up to 5 UICs at a time)
- Trade Report
- Both Time and Competency
- Just Time Based
- Just Competency Based
- Enrollment Start Date
- Enrollment End Date
- Completion Start
- Completion End Date

As of now, the guide will only cover the UIC report.

You can run an UIC report or UICs reports (up to 5 UICs at a time).

Add your UIC in UIC 1 block. Then click “Search.” This will bring up the personnel in your command currently enrolled in USMAP.

Example is on below:

Home → Command Information Report

Command Information Report

UIC 1	UIC 2	UIC 3	UIC 4	UIC 5	Trade
<input type="text" value="00018"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	Enrollment Start	Enrollment End	Completion Start	Completion End
Both <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

See Example on the next page:

Command Information Report (formally known as an UIC report) Continued

Command Information Report

UIC 1: 3766A, UIC 2, UIC 3, UIC 4, UIC 5, Trade

Type: Both, Enrollment Start: DDMMYYYY, Enrollment End: DDMMYYYY, Completion End: DDMMYYYY

SEARCH **EXPORT** **RESET**

List of personnel enrolled in the Program.

UIC	MCC	Name	Status	Trade	Email	Rate Rank	Enrollment Date	Completed Date
3766A		Melvin, Zachary A	Active	PHOTOGRAPHER, STILL (PROFESSIONAL & KINDRED)	zachary.a.melvin2.mil@us.navy.mil	MC2	14Jun2019	

You notice in the Type Block the word “Both” is listed. This will show you personnel enrolled in Time Based method and the Competency Based method.

Type
Both

SEARCH

You can change Both to Time if you want to run just personnel enrolled in the Time Based method or you can change Both to Competency if you want to run just personnel enrolled in the Competency Based method.

When your command list comes up, you can “Export” the list to an excel spreadsheet.

SEARCH **EXPORT** **RESET**

When you click “Export,” this will pop in the right corner of the page. Click “Open.”

Downloads

What do you want to do with CommandInforma...

Open **Save as**

Sees example on the next page.

Command Information Report (formally known as an UIC report) Continued

Once you open the spreadsheet, below is an example of a Command Information Report in excel.

The top of the Spreadsheet has the following information: You can delete what you don't need.

Command Information Report

Created by (whoever runs the report) on Thu Jun 15 09:36:39 CDT 2023
Enrollment Start Date
Enrollment End Date
Completed Start Date
Completed End Date
Trade
Type B
UICS: 12345

The UIC Report categories as Follows:

- a. UIC
- b. MCC (Marines/Army Only)
- c. Last Name of Apprentice
- d. First Name of Apprentice
- e. Middle Name of Apprentice
- f. Status
- g. Trade
- h. Email of Apprentice
- i. Rate/Rank
- j. Enrollment Date
- k. Completion Date
- l. Supervisor Email
- m. Final Approver Email
- n. Type

Again, this report is designed to allow a command/unit to see how many service members have enrolled in the program and what apprenticeships they are currently active in. **The report is not intended to track the progression of an apprentice.**

WHAT COORDINATORS CAN NOT DO IN USMAP

1. Cannot enroll a service member into the program or request a service member to be enrolled.
2. Cannot request any changes be made to an apprentice's record including but not limited to: Cancel, Reinstate, or Inactivate a trade.
3. Cannot use this program to take DISCIPLINARY ACTIONS against an apprentice who falls behind or exits the program. This is a voluntary program.
4. **Prohibit ANY Apprentice from contacting the USMAP Office.**
5. **USMAP is a voluntary individual program and the role of the USMAP Coordinator is NOT to track progression, task service members to participate, or supervise apprentices in any way.**

6. USMAP Coordinators may not act in the role of Supervisor or as Final Approver at the command. (Coordinators may be the Supervisor for their own subordinates but separate from their Coordinator role.)

Coordinators are solely to be the SME providing “over the shoulder support for the member or command, advocate for the apprentice or command with USMAP and help promote and advertise the opportunities provided by USMAP.

Audits

The USMAP Staff routinely reviews their database of all current and completed apprenticeship trades. Any enrollments noted for apprentice logging 10 hours a day 7 days a week consecutively for multiple weeks and have not had a day off since reporting to his or her command, will be flagged for review and audit. All Apprentices, Supervisors, and Final Approvers must ensure all logs are accurate and reflect actual work completed by the apprentice. Flagged enrollments will be investigated and individuals completing or approving fraudulent entries could result in individuals being held accountable, enrollments cancelled and further participation in USMAP denied.

The USMAP Analyst will send the Apprentice along with his/her supervisor a warning email title “Notification of USMAP Apprenticeship Audit.” Below is an example of the email with excessive logging:

Apprentice’s Name

The USMAP Office routinely reviews our database of all current and completed apprenticeship trades. Your time-based Name of trade, which was completed date, has been flagged for excessive logging practices that are inconsistent with DoD work hour norms, reflecting 8 hours a day/7 days a week for multiple consecutive months without explanation.

Any enrollments noted for the Apprentice logging 8 hours a day/7 days a week consecutively for multiple weeks without explanation will be flagged for review and audit. All Apprentices, Supervisors, and Final Approvers must ensure all logs are accurate and reflect actual work completed by the Apprentice. Flagged enrollments will be monitored and individuals completing and those approving fraudulent entries may be held accountable IAW UCMJ and U.S.C., have enrollments cancelled, and further participation in USMAP be denied.

You are reminded that you agreed to abide by the US National Standards of Apprenticeship and the USMAP Program Guide, which clearly outlines the roles and responsibilities of the Apprentice, Supervisor, and the Final Approver and you can only log hours related to each skill area that you actually performed specifically: “Time you cannot log: Military duties, training not outlined in your WPS. For example: eating, working parties, sleeping, standing non-job related watch, Command PT, medical appointments, etc.” (pg. 15 of the USMAP Program Guide).

Your supervisor and your final approver for the affected trade have been included in this email. Apprentices, supervisors and final approvers are all recommended to review the Program Guide available on the USMAP website under the resources tab. <https://usmap.osd.mil>

ALL SUPERVISORS are reminded that by approving these logs you are attesting and validating that these hours were actually worked in the areas of the trade as reported by the apprentice and assume responsibility of such as their supervisor by approving any log.

As a reminder, this is a voluntary program. By participating or certifying a trade in USMAP, you are attesting that you have read the National Apprenticeship Standard and this Program Guide in their entirety. This program is a joint effort between the Department of Defense (DoD) and Department of Labor (DoL) resulting in a serialized DoL certificate recognized nationally. Defrauding a Federal Agency in uniform is in direct violation of 923.18 U.S.C. § 371 and Article 107 of the Uniform Code of Military Justice (UCMJ). Fraudulent reporting/ certifications will result in trade cancellation and commands will be contacted for investigation assignment. It is imperative that all service members involved in this program read, understand, and follow program guidelines as written.

Audits Continued

Remember this program is for Military service members. We need you help in help us train and mentor the service member in logging hours correctly. There is no need to fraud the system. The apprentice should be reporting the hours he or she actually worked.

Example of a Fraudulent Record

This Apprentice (AOAN) attached to a ship doing Computer Operator Trade 8 hours a day. Logging 8 hours Saturday through Friday, 8 hours a day (no lunch break, no pt, etc) all in one skill area and the Supervisor above approved it. This should have been rejected.

Daily Logs for Week of 13Jan2024								
SUBMIT FINAL REPORT								
BACK TO MONTHLY								
Skill Area	Subject	Sat 13Jan2024	Sun 14Jan2024	Mon 15Jan2024	Tue 16Jan2024	Wed 17Jan2024	Thu 18Jan2024	Fri 19Jan2024
A	Computer operation	8	8	8	8	8	8	8
B	Communication	0	0	0	0	0	0	0
C	Analyzing data or information	0	0	0	0	0	0	0

RED FLAGS

Red Flags to look for while reviewing the apprentice's Record:

- **#1: The Apprentice is logging all 8 or 10 hours in one Skill Area.**
- **#2: The Apprentice is logging hours 7 days a week even if he or she is not working on those days.**
- **#3: The Apprentice hasn't had a day off since he or she has been at your command.**
- **#4: The Apprentice was at formal military training, and they continued to log hours.**
- **#5: The Apprentice is enrolled in a trade that is currently not aligned with their current and permanent duty assignment. Example: Apprentice has PCS'd from**

- **Instructor duty and didn't finish the Instructor trade. The Apprentice continues to log hours in the Instructor trade although they are not in an instructor billet at a training command any longer and they completed the trade at the new duty station. The new supervisor shouldn't have approved any reports associated with that trade.**

Again, the hours logged are not to be reflective of your workday. Instead, the hours logged shall be the actual hours doing the specific tasks that align to the Trade's Work Processes Schedule (WPS). Time spent having meals, at PT, smoke pit, standing watch, etc. and all other activities that don't align to a WPS Skill Area do not get logged.

Consequences

1. 1st Time

- If the Program Analyst catches the completed trade in time, he or she will cancel the trade on the spot before it goes into the apprentice's JST.
- The apprentice will be given an option to wipe all the logs for that trade and be given a new enrollment date so they will be able to log their hour from the new enrollment date forward. The apprentice logs the hours he/she actually worked in the trade.

2. Repeat Offenders

A Second warning will be sent. You will have three business days from the warning date to submit a reason for the continued offense. The USMAP leadership will determine the course of action which may include suspension of current trade, cancelling the current trade, suspension from participating in the program, or permanent ban from the program.

3. If the command has multiple Apprentices fraudulently logging hours, then the Director can pull the entire UIC from participating in USMAP.

CAC required

A valid DoD CAC is required to access your online logs in USMAP. An Apprentice will not be able to log hours or complete competencies until the apprentice gets any CAC issue resolved.

(Time Base only) Paper logs may be used to record hours until an apprentice has access to transfer data online. USMAP staff cannot enter paper logs on behalf of an apprentice.

USMAP Overview

What is USMAP? The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active duty and Full Time Support (FTS) Army, Navy, Marine Corps, and Coast Guard Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty. The U.S. Department of Labor (DoL) provides the nationally recognized "Certificate of Completion" upon program completion.

A registered apprenticeship is a formalized structured training program. It combines on-the-job training and related technical instruction in which you receive practical and technical training. Industry determines the essential skills because apprenticeship is industry-driven career training.

Simple Qualifications

- Active duty and Training and Administration of Reserves (FTS or TAR) Navy, Active Guard Reserve (AGR) Army, Active Reserve (AR) Marine Corps, or Coast Guard
- A Minimum of 1 year left on current enlistment
- Assigned to and performing duties in a designated rating/military occupational specialty
- Must have completed the required formal classroom instruction (training) for the trade
- Selected trade must be your current primary job at your current assigned command,
- **NOT a collateral duty or temporary duty assignment.**
- Reservists are eligible to participate in USMAP only if on Active Duty Orders (ADT, MOB, ADSW, etc.) for at least one full year. A copy of the Active Duty Orders must be submitted to the USMAP Office for review prior to enrollment being approved.

Drilling Reservist participation in USMAP

ONLY Drilling Reservists currently on Active Duty Orders or soon to be for a minimal of 12 months may participate in USMAP. The member must submit a copy of their orders to the USMAP Office to confirm eligibility. The orders should clearly state the start and end date of activation AND the primary duty/role of the member while on orders. If the primary duty/role is not stated in the orders, then documentation from the command stating the primary duty/role of the member while on active duty should be provided to the USMAP Office. The stated Duty/Role must align with the trade enrollment requested. Service members must notify the USMAP Office if orders are cancelled early to assess continued eligibility for enrollment. Reservists will be allowed to enroll in **TIME based trades** only and are **ineligible** for **COMPETENCY based trades** at this time.

Drilling Reservists will only be allowed to enroll in a trade that can *reasonably* be completed during the Active Duty Orders.

Reasonable trade limits apply as follows:

- 12 month orders = 3000 hour or less trades
- 18 month orders = 4000 hour or less trades
- 24 month or greater orders = 6000 hour or less trades.

Any deviations or exceptions must be routed up to the Director, USMAP for consideration.

Things to know - What the Apprentice is NOT allowed to do:

- **Apprentices are not allowed to enroll in two trades – you can ONLY enroll into one trade at a time.**
- **Apprentices are not allowed to back date hours. The Department of Labor does not allow backdating, you can only log hours from your enrollment date forward. (Time Base Method)**
- **Apprentices cannot enroll or log hours while attending a military course or school.**
- **Log hours while studying for their college exam or attending college courses.**
- **Apprentices are not allowed to enroll in a trade when you have less than 1 year on your enlistment contract.** The USMAP Analyst will need command confirmation of the Apprentice recent reenlistment or INTENT to reenlist from your command representative (Command Career Counselor, Career Planner, etc.) responsible for re-enlistments/extensions. This should be an email from your command representative to USMAP@navy.mil, stating that they have spoken with the Apprentice and can confirm that he/she have recently reenlisted and list his/her new EAOS that may not yet be in the data systems.

Things to know - What the Apprentice is NOT allowed to do: Continued

- Apprentices are not allowed to transfer hours from one trade to another. Each trade has its own Work Processes Schedule (WPS). (Time Based Method)
- Logging in all your hours in ONE skill area per day.
- Apprentices are not allowed to submit their Monthly AND their Final Report to the same person. This MUST be two levels of approval. Final reports must be approved by a commissioned officer in the apprentice's Chain of Command. (i.e Division Officer or Department Head). For Coast Guard without a commissioned officer in the unit, submit to the senior enlisted in the unit.
- For the Time-Based method, after the Apprentice hours have been accepted, he or she will not be able to change any of them. The Apprentice must pay close attention to where he or she logs their hours and ensure that they do not put too many hours in the Skills areas.

Officers requesting enrollment into USMAP

Commissioned Officers and Warrant Officers are not eligible to participate in USMAP. Commissioned and Warrant Officers are considered Managers and Supervisors of Apprentice Workers, not an Apprentice themselves. As documented on the USMAP website and per Department of Defense, USMAP is an Enlisted program. Officers can serve in the role of supervisor or final approver only.

Trades

For Navy and Coast Guard, Trades are aligned to Ratings. For Marines and Army, Trades are aligned to their primary MOS.

Trades are identified by a RAPIDS Code which is 4 numbers and a letter at the end. The letters stand for different version of the Work Processes Schedule. Ensure you select the right trade.

For Time based Trades: Requirements for the on-the-job hours are trade related and will differ from trade to trade. Trade hours **CANNOT** be transferred from one trade to another. The hours vary anywhere from 2000 to 6200 total On-the-Job-Training (OJT) hours.

For Competency based Trade: Apprentice submits "Competencies" as mastered for approval until all competencies are achieved listed under each "Job Function."

Every trade requires related formal instruction training necessary to provide apprentices with knowledge in technical subjects related to the trade. The instruction may be classroom, technical schools, or other approved means. "A" schools and MOS (Marines and Army) schools count regardless of length of school. This requirement cannot be waived. The Classroom Instructional hours ranges from 144 to 453 depending on the Trade. Note: These hours will not be reflected in the Apprentice's USMAP record.

Selecting a Trade:

Apprentices are only authorized to choose a trade that is related to his or her Rate/MOS and his or her current **primary** duty (what you do for your service). This is because you are required to perform a set number of hours of OJT to complete the requirements for your trade. For USN Rates, some Trades have NEC requirements. For Competency Based Trades, the apprentice is required to perform specific job functions.

Instructors

Instructor Trade: To enroll in this trade, you must currently be filling an Instructor Billet in a Training Command (School House)/Training Center/Learning Center of Excellence.”

Detailed Requirements

For Navy: Must hold one of the following NECs: 805A, 8MTS, 8RDC or 812A.

For Coast Guard: Must complete Instructor Development Course (IDC)

For Marines: Must complete Instructor Development Course (IDC).

For Army: Must complete the Army Basic Instructor Course (ABIC)

Instructor vs Trainer. What separates an Instructor from a Trainer?

Instructors- Teach courses as assigned, adhering to approved curriculum, instructor guides, and course outlines, and in a manner designed to assist the student to achieve the specific objectives of the course.

Trainers - Are subject matter experts (SME) with specialized knowledge in a specific area. Often, their competencies are developed through years of on-the-job experience and education in their field.

Work Processes Schedule

Each Apprenticeship is broken into *Work Processes* or Skill Areas. These Skill Areas form an outline of the tasks to be completed and the work hours required in each Skill Area. The outline of tasks is called a Work Processes Schedule (WPS). The WPS also provides more information about the Apprenticeship. It is simply a breakdown of the work experience to be completed. Another way to look at a WPS is a blueprint to complete the Apprenticeship.

Inactivation and Cancellations (for both Time Based and Competency Based)

Inactivation Status

INACTIVATION is a temporary hold status of a trade, upon an apprentice’s request. Inactivation status has no time limit but is granted to an apprentice that intends to return to complete the trade at a later date but is unable to work in this trade due to such reasons as but not limited to:

- Nature of Current Assignment – transfer to sea/shore duty.
- Medical reasons – i.e. pregnancy, surgery, etc.
- Orders to light duty
- Hospitalization
- Pending completion of required instruction

Time Base Trades: Prior to requesting inactivation of a trade, apprentices should ensure that all hourly reports that he/she have submitted are approved by his/her supervisor. The reason for a trade inactivation will be noted in the comments of the trade enrollment. Though this trade is placed in an inactive status, the apprentice can enroll into a different trade that may be more applicable to his/her situation. The apprentice may reinstate an inactive trade at a time that his/her situation, duty station and primary job allows him/her to resume the trade AND if the apprentice is not currently Active in any other trade.

Competency based trades that are cancelled or inactive and are subsequently reinstated will require the apprentice to restart the minimum 12 -month enrollment period requirement. Any completed competency tasks may be subject to re-approval by unit supervisors and is at the discretion of the apprentice’s command.

Cancellations

Cancellation of a trade can be done manually by the apprentice or by contacting the USMAP office. Cancellation can also occur when determined by the USMAP Office that the apprentice is no longer eligible for participation in that trade. A cancellation status for a trade is granted to an apprentice that has no intention of returning to complete the trade. Following the cancellation of a previous trade, an apprentice may enroll in another qualifying trade.

A cancelled trade may be reinstated upon request, but circumstances and eligibility must be reviewed by a USMAP Analyst on a case-by-case basis. The USMAP Analyst may request further information from the apprentice to determine eligibility to reinstate a canceled trade.

Reinstatements

(Time Based) If you have hours approved by a monthly report, your year requirement does not start over. However, if you haven't logged any hours, then your year requirement will start over.

If you have previously received Pre-registration credit hours, those credit hours also will remain.

Preregistration credit is given **AT THE TIME OF THE ORIGINAL ENROLLMENT ONLY** if you were eligible.

(Competency Based) If you have approved competencies, your year requirement does not start over. However, if your competencies are still in a "submitted" or in a "working" status, your year will start over.

How to Reinstate a Trade

As mentioned earlier: To have a Trade reinstated, the apprentice must send an email to usmap@navy.mil or (usmap@livehelpnow.net).

Rejections (For both Time Based and Competency Based)

Below are reasons why the apprentice would be rejected from enrolling into a trade:

- Does not have the required instruction for the trade.
- Not assigned the NEC/MOS required for the trade.
- Work assignment or primaries do not support the requested trade.
- Currently enrolled in formal training (military training or course). Re-apply after completion.
- Other (see additional comments). This could be that the apprentice doesn't meet the requirement of the Trade. Additional comments will be provided by USMAP with specifics.
 - For Example: If the apprentice (E-3) requests to enroll in a trade that you must be an E-4 or above.

Continued Eligibility to Participate in USMAP Trades

Trade eligibility for USMAP is determined by two major factors: the MOS/NEC/Rating and the current duty assignment. It is common that a PCS transfer could render the Apprentice no longer eligible to continue participation in the Trade. A common example is when an Apprentice, who was enrolled in the Electrician Trade for example, is PCS transferred to Recruiting Duty. Obviously while assigned to Recruiting Duty the Apprentice will no longer be working hours that would align to Skill Areas on the Electrician Work Processes Schedule (WPS). In this example, when the Apprentice is no longer working in the Trade, they must contact the USMAP Office at usmap@navy.mil and request that the current Trade be placed in an "Inactive" status. This will allow the Apprentice to enroll in another eligible Trade. In the above case, the Apprentice would be eligible to enroll in the Counselor or Computer Operator Trade while assigned to Recruiting Duty. A very similar example would be when an Apprentice PCS transfers to Instructor Duty. They should have the current Trade placed in an "Inactive" status and request to enroll in the Instructor or Computer Operator Trade while completing that tour. Trades placed in an "Inactive" status will retain all approved hours, and can be Reactivated when the Apprentice returns to an assignment that aligns to the Skill Areas of the WPS.

Two different Apprenticeship Methods

Time Based: The Time based Apprenticeship is the traditional model. It requires you to log 2,000 to 6,200 hours to complete the trade by capturing your day to day work for those of any enlisted paygrade. The apprenticeship is broken down into skill areas, known as a Work Processes Schedule (WPS), with a set number of hours for each skill area. This apprenticeship program has two components – Formal Classroom Instruction and On-the-Job Training.

1. Apprentice enrolls with Apprenticeship contract for total required hours with no maximum time limit to complete.
2. Apprentice logs hours in weekly logs and then submits those logs in monthly reports to the Supervisor for review and approval. ***It is imperative that the apprentice and supervisor ensure those hours are dispersed across all skill areas as completed and they are not “over logging” hours all in one Skill Area. Although apprentice may accumulate the required total hours for a trade, the minimum hours for each Skill Area must be completed.***
3. Approved monthly reports are processed and locked, with those approved hours subtracted from required total needed for each Skill Area.
4. Apprentice submits a Final Report (all Skill Area required hours completed) to a Final Approver which is a commissioned officer in the apprentice’s chain of command. The USMAP Office recommends that this individual be an officer such as a Department Head, Company Commander or some other supervisor who presides over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or senior Government Service (GS-9 or above). Also, the Apprentice's Final Report Approver cannot have approved any of the apprentice's Monthly Reports or individual Competencies. **The USMAP Coordinator cannot be the Final Approver for the entire command.**
5. **The apprentice must be enrolled for a minimum of 12 Months before submitting their final report for final approval.**
6. Final report approved; Apprenticeship status changes to complete.
7. Apprentice can now retrieve completion documents (Certificate and Journeyman Card) via USMAP website.
8. Enrollments are automatically canceled after 18 months of an apprentice not logging into USMAP.

Preregistration Credit Hours

Preregistration credit hours are not awarded for trades requiring 2,000 or less OJT hours.

Pre-registration Credit hours are applied at initial enrollment per trade.

To be eligible for pre-registration credit, there must be a full 12 months from:

- Date of completion of the Rating (A School)/MOS training which qualified the apprentice for the trade to the date of enrollment.
- OR
- Date of completion of the instruction/NEC that qualified the apprentice for the trade to the date of enrollment.

1000 hours will be awarded for each FULL year of service post instructional hours completion, not to exceed 50% of the total required hours **but not** reducing the required OJT hours below 2,000 hours.

Preregistration Credit Hours Continued

NOTE: Each year of apprenticeship (2,000 hours) requires 144 hours of apprenticeship-related training. Trades that are a total of 3,000 OJT hours are not eligible for the full preregistration credit hours.

Additional credit will NOT be awarded for advancement or attending additional trade schools after enrollment.

Misconceptions of Preregistration Credit Hours:

- Pre-registration credit hours are based on pay grade. **NO**
- How long the individual has been working on the job. **NO**
- My co-worker and/or buddy received pre-registration credits, so I'm entitled also. **NO**

Refer to the Program Guide, pages 16-17 on how to distribute preregistration credit hours.

Enrolling Out of Rate/MOS Enrollment

Out of Rate enrollment is only allowed when ALL of the following requirements are met:

- The Apprentice **has obtained the required Formal Classroom Instruction** hours for that trade. The Apprentice can't enroll in the trade until you have the completed the Formal Classroom Instruction hours for the Trade which ranges from 144 to 432. **The Formal Classroom Instructional Hours CANNOT be waived. The Formal training hours must be completed to earn the final certification and complete the trade.** If the apprentice did not attend military training, he/she may use formal related civilian training, such as vocational schools, college classes, trade schools, or Military/Civilian Personnel Qualification Standard (PQS) and correspondence courses to fulfill the formal classroom instruction hours.
- The Apprentice must provide a Command Statement letter signed by the Commanding Officer. The letter must state that the apprentice is performing the duties in a permanent and full time assignment. A sample letter is available on the USMAP homepage, under the "Resources" link titled "Out of Rate Request Template."
- Once the apprentice has sent the Command letter along with a paper enrollment application (Apprentice Registration Application that can be downloaded from the "Resources" tab on the USMAP homepage), an USMAP Analyst will review for eligibility to manually enroll the apprentice in the trade and may request further documentation prior to approval.

Two Components of the Program

The first requirement is the completion of a formal classroom instruction that relates to the trade. The "Approved Enrollment Email," will show Trade instruction hours completed, this will confirm that the Formal Classroom Instruction hours are documented. If the hours are "0" you will need to complete formal instruction hours in order to complete your Apprenticeship. **Again, there is nothing that the apprentice needs to do with these hours; they have been entered into your record by an USMAP Analyst as part of the enrollment process.**

Haven't attended a Military School

(Navy and Coast Guard Only) If you see the statement, "Trade instruction hours you have completed: 0," this means your Formal Classroom Instructional Hours requirement is not completed. **You may have enlisted under the Professional Apprenticeship Career Track (PACT) Program in Aviation, Engineering or Surface, struck for a rating, and did not attend an "A" school or any kind of rate training. Or, you may have had to convert to another rate and have not attended the new rate "A" school or any other military training relating to your new rate.**

Two Components of the Program Continued

The Formal Classroom Instructional Hours CANNOT be waived. The Formal training hours must be completed to earn the final certification and complete the trade.

If you did not attend military training, you may use formal related civilian training, such as vocational schools, college classes, trade schools, or Military/Civilian Personnel Qualification Standard (PQS) and correspondence courses to fulfill the formal classroom instruction hours. You have the duration of the trade enrollment to complete the formal classroom instruction hours. Contact the USMAP Office if you believe you have acquired these hours related to the trade.

The Second Component is On the Job training (OJT).

OJT encompasses the skills and work experiences learned while doing the actual job. The amount of OJT hours required to complete your apprenticeship is trade related and will differ from trade to trade. The OJT total work hours are between 2,000 to 6,000 hours. These hours must be completed and documented.

Reporting Hours

All weeks entered will start on Saturday and end on a Friday date.

The hours logged are not to be reflective of your workday hours. The hours logged shall be the actual hours doing the specific tasks that align to the Trade's Work Processes Schedule (WPS). Time spent having meals, at PT, standing watch, etc. and all other activities that don't align to a WPS Skill Area should not be logged.

USMAP is a windshield program, not a rear view. The apprentice can only log hours from the enrollment day forward. The U.S. Department of Labor does not allow backdating, the apprentice can only log hours from the date of enrollment.

“For individuals who already took advantage of our program in the past, you are no longer required to produce a “weekly log” as of November 2019. Once the apprentice has amassed an entire month of logs, he or she **must** submit his or her monthly report to his or her immediate supervisor. Ensure the apprentice **DOES NOT** wait until he or she have several months of logs before he or she submits them to his or her immediate supervisor.”

Apprentices can't log hours while attending a military course or school. The Apprentice must contact the USMAP Office to put the Trade in an Inactive Status until completion of the military course or school.

Remember, this is a voluntary program. By the apprentice volunteering to participate in a USMAP trade, the apprentice is certifying that he/she has read the National Apprenticeship Standard and the Program Guide in their entirety. This program is a joint effort between the Department of Defense (DoD) and Department of Labor (DoL) resulting in a serialized DoL certificate recognized nationally. Defrauding a Federal Agency in uniform is in direct violation of 923.18 U.S.C. § 371 and Article 107 of the *Uniform Code of Military Justice (UCMJ)*. Fraudulent reporting/certifications will result in trade cancellation and commands will be contacted for investigation assignment. It is imperative that all apprentices, supervisors, Final approvers, and Coordinators involved in this program read, understand, and follow program guidelines as written.

Shift work

If you work in shifts, for example: If you work a 3-2-2-3 schedule. You work Monday-Tuesday, Off: Wednesday-Thursday, Work: Friday-Sunday. The following week will be the opposite. Off: Monday-Tuesday Works: Wednesday-Thursday, Off: Friday-Sunday. Every week rotates out. You only should be logging hours that you work.

Logging hours

As of 1 January 2024, overrides will no longer be authorized for anyone.

Apprentices are authorized to log up to 10 hours a day to closely align with the DoD workday.

To avoid potential auditing issues, Supervisor (E7 and above) can send an email to usmap@navy.mil, if the situation warrants logging 10 hours a day, due to deployment or exercise. The email must include the apprentice's DoD ID Number.

By providing this information, the USMAP Analyst can properly document the exception in the apprentice's record, ensuring accurate tracking of their hours and avoiding any potential auditing issues.

However, if you don't work 10 hours don't log 10 hours.

REMINDER: Remind Apprentices to not to log 10 hours in each Skill Area. Match the hours to the skills he and she performed that day. DO NOT LOG IN ONE SKILL AREA ALL DAY LONG. Apprentices perform different tasks all day long.

Competency based:

Competency based enrollments are for more experienced service members. These service members are expected to be able to demonstrate mastery of the competencies of their trade. Instead of Skill Areas and hours (Time Based method), you have Trade-specific Job Functions that contain Competencies. When you have "mastered" the competencies, you then submit them to your supervisor for approval. You do not log hours or submit Monthly Status Reports, just the Competency. When all Competencies are approved, you will have to submit a Final Report to a commissioned officer in the apprentice's chain of command. The USMAP Office recommends that this individual be a commissioned officer such as a Division Officer, a Warrant Officer, Department Head, Company Commander or some other supervisor who presides over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or senior Government Service (GS) civilian (GS9 or above). **The only time requirement is that you must be enrolled in the trade for a minimum of one year before being eligible to submit the final report.**

1. You can submit competencies for approval as soon as your enrollment is approved. However, you must be enrolled for a minimum of 12 months (before completion can be accomplished) and must complete all Competencies under each Job Function.
2. Apprentice submits "Competencies" as mastered for approval until all competencies are achieved for each "Job Function."
3. Approved "Competencies" will reflect in record as approved.
4. Apprentice submits a "Final Report" to a commissioned officer in the apprentice's chain of command. The USMAP Office recommends that this individual be an officer such as a Division Officer, a Warrant Officer, Department Head, Company Commander or some other supervisor who presides over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or senior Government Service (GS) civilian (GS9 or above) (all "competencies" in all Job Functions have been approved, and Instructional hours are completed).

Requirements

Must be enrolled for a minimum of 12 Months (before completion can be accomplished) and must complete all Competencies under each Job Function.

Requirements Continued

You must be assigned as in a full-time billet.

You may only enroll in an apprenticeship that aligns with the occupation you are performing.

You still must have the Formal Classroom Instructional hours. If the trade is NEC driven or MOS specific, you must have the NEC or MOS for that trade.

For Navy only, E5's cannot be in a "Frocked" Status

Drilling Reservists are not eligible for Competency based trades

Enrollment Process

Enrollment process is just like time base. Instead of choose "Time", the apprentice would choose "Competency"

See example on the below:

RAPIDS	TITLE	DESCRIPTON	TYPE
0077D	Central Office Repairer	Install, set-up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or head-ends. Service or repair telephone, cable television, internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings.	<u>Time</u> <u>Competency</u> ← 1 year minimum

Job Functions

Each Job Function contains Competencies that the apprentice must demonstrate mastery of in the established trade. If the apprentice need to obtain a copy of the job functions and competencies, have him or her go to the USMAP website (<https://usmap.osd.mil>), Click on "Review Eligible Trades," select his or her Branch of Service, Select a rating/MOS and this will automatically filter the *Select a Trade* list to display related trades only. Have them find the trade he or she enrolled in and Click on the Competency Based Work Process Schedule. The apprentice can save it to his or her computer or print it from the website. For a more detail description, refer to the Program Guide.

All job functions will start out as "Working." Once the apprentice has mastered the competency, he or she will change "Working" to "Submitted" by clicking on drop down arrow. The apprentice can submit multiple competencies for approval at the same time.

When the apprentice clicks the green "Submit." Button at the bottom of the page, this will automatically send an email to his or her supervisor ONLY. **The email doesn't go to the final approver.**

Approval Process

For the Competency Based Method: This is a two-step process. The first step is to get all competencies approved by the supervisor. The second step is after you have completed the one year requirement, and all competencies have been approved then you will submit your final report to your final approver which MUST be a commissioned officer in your chain of command.

Again, The Final approver is a commissioned officer in the apprentice's chain of command. The USMAP Office recommends that this individual be an officer such as a Department Head, Company Commander or

Approval Process Continued

some other supervisor who presides over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or senior Government Service (GS-9 or above). Also, the Apprentice's Final Report Approver cannot have approved any of the apprentice's Monthly Reports or individual Competencies. **The USMAP Coordinator cannot be the Final Approver for the entire command.**

If the Approver does not receive the email

The apprentice should ALWAYS check with his or her supervisor to ensure the supervisor received an email from the USMAP automated system. It is in the best interest of the apprentice not to wait; this is how the apprentice's reports will be approved. "Sometimes, the USMAP automated emails end up in the Junk Email folder due to server firewalls, ensure the supervisor checks his or her junk email folder first. "If" your approver did not receive an email please adhere to the following steps:

Step 1) The apprentice must contact the USMAP office by emailing USMAP@navy.mil and request that a Program Analyst verify that an email was sent out to the approver. Sometimes your command server blocks the automated email, so a Program Analyst at the USMAP Office will have to reject the apprentice's reports.

Step 2) The apprentice will then resubmit his or her report(s) to the approver and again check with the supervisor to verify whether he or she received the email with the link to approve his or her report. If the approver did not receive an automated email continue to Step 3.

Step 3) Have the approver review the apprentice's Monthly/Competencies or Final Report from the apprentice's computer and if the approver approves the hours you logged, or approves the competencies have him or her email USMAP@navy.mil and request a Program Analyst at USMAP to manually approve the submitted report and competencies on his or her behalf. To expedite the request, include the apprentice's DoD Id#, Full Name, Rate/Rank, as well as the specific report(s) and competencies to be approved should be included in that email.

Completion

For Time based method: **Both** components, formal classroom instruction hours and required OJT hours are met and the apprentice has received an approval email for his/her final report, the apprentice **can print or save completion documents (Certificate and Journeyworker Card) by logging into their record and selecting "All Enrollments."**

For Competency method: Both components, formal classroom instruction hours and all competencies are met and have been approved. The apprentice submits "Final Report."

Note: The apprentice's final report cannot be submitted for approval until he/she has been enrolled in the trade for a minimum of 12 months.

When the Final report (report documenting completion of Apprenticeship requirements) is approved; the apprenticeship status changes to complete. The apprentice **can print or saved completion documents (Certificate and Journeyworker Card) by logging into his or her record and selecting "All Enrollments."**

Example of DOL Certificate of Completion of Apprenticeship and Journeyworker card is on the next page.

Completion Continued

Example of DOL Certificate of Completion of Apprenticeship and Journeyworker card:



Notice! This is not a USMAP Completion Certificate-rather it is a certificate issued by the Department of Labor and should be referred to as such.



Sample of a
Department of Labor
Journeyworker Card

Future information

After the apprentice finishes his/her military career and transitions back into civilian life, he/she should be aware that most hiring managers in corporate America will not understand military lingo. When the apprentice fills out his/her resume, they should **NEVER** put USMAP Apprenticeship Certificate of Completion. It is a **DEPARTMENT OF LABOR Certificate of Completion of Apprenticeship**.

Note It is recommended that the apprentice print or save the trades Work Processes Schedule and keep it along with your Department of Labor Completion Certificate. It might be useful once you transition to civilian life.

USMAP Office

The USMAP Office is located in Pensacola FL. and we are on Central time. The USMAP Program Analysts are available Monday through Friday to answer more in-depth questions from you or members via email (preferred method) (usmap@livehelpnow.net) (usmap@navy.mil) or call us at 850-452-6699.

Thank you for



Supporting and Promoting USMAP