

## NOTICE OF REQUIRED READING

DEAR APPRENTICE:

The following National Standards of Apprenticeship for the United Services Military Apprenticeship Program (USMAP) were established to provide general policy and guidance for training and development of registered apprenticeships with the U.S. Department of Labor, Office of Apprenticeship.

As a newly registered apprentice with the USMAP you are required to read these Standards before beginning your apprenticeship program. Questions or comments should be addressed to:  
Director, United Services Military Apprenticeship Program (USMAP)  
Naval Education and Training Command, N542  
640 Roberts Ave BLDG 502  
PENSACOLA FL 32511-5155.

DIRECTOR  
USMAP

## **FOREWORD**

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 registered apprenticeship with the U.S. Department of Labor , (DOL), Office of Apprenticeship (OA).

The ultimate objective of the National Apprenticeship Standards for the USMAP 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.

**REVISED**  
**NATIONAL**  
**STANDARDS OF APPRENTICESHIP**  
**DEVELOPED BY**  
**UNITED SERVICES MILITARY APPRENTICESHIP**  
**PROGRAM (USMAP)**



Apprenticeship

**USMAP**

United Services Military Apprenticeship Program



**FOR ALL OCCUPATIONS LISTED IN THESE STANDARDS**

**APPROVED BY**  
**U.S. DEPARTMENT OF LABOR**  
**OFFICE OF APPRENTICESHIP**

A handwritten signature in blue ink, appearing to read "John V. Ladd", written over a horizontal line.

**JOHN V. LADD**  
**ADMINISTRATOR**  
**OFFICE OF APPRENTICESHIP ADMINISTRATOR**

**REGISTRATION DATE: January 24, 2019**

**RAPIDS REGISTRATION NUMBER: X0098680001**

**ESTABLISHED BY THE SECRETARY OF LABOR**

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# Apprenticeship

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# Apprenticeship

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## FOREWORD

USMAP includes the participating branches of service: U.S. Army, Navy, Air Force, Marines, Coast Guard, Reserve and Guard components. These USMAP apprenticeship standards have as their objective the training of for all occupations listed in these standards skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.



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## **SECTION I – PROGRAM ADMINISTRATION**

### **Structure of the Apprenticeship and Training Committee (ATC)**

The United Services Military Apprenticeship Program (USMAP) is centrally managed at the Naval Education and Training Command (NETC) with a dedicated program manager. The USMAP opts not to form an ATC.

### **Responsibilities of the Sponsor**

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Hear and resolve all complaints of violations of apprenticeship agreements.
- F. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- G. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- H. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- I. Notify the Registration Agency quarterly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
- J. Supervise all the provisions of the standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
- K. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- L. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).
- M. The sponsor will, subject to force management objectives and policies, endeavor to provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. Enrollment in an



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apprenticeship does not obligate the sponsor to retain the apprentice on active duty. If the sponsor is unable to fulfill its training and/or employment obligation due to an announced reduction in force, the sponsor will, per Section XX of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

Conditions of military service including, but not limited to change in permanent duty station or assignment outside of the occupational specialty of the enrolled apprenticeship make it necessary to temporarily suspend the period of apprenticeship, apprentices will be given the opportunity to resume their active apprenticeship.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(c)**

USMAP will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. USMAP will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 Code of Federal Regulations, part 30.

Additionally, the Military Departments will comply with Service-specific equal opportunity directives/regulations.

## **SECTION III - QUALIFICATIONS FOR APPRENTICESHIP - 29 CFR § 29.5(b)(10)**

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

USMAP participants must be at least 17 years of age.

B. Duty Status

USMAP participants must have a minimum of one year remaining on their Service obligation. USMAP participants includes all service members covered by these standards who are either on permanent active duty or who are members of the Reserve, Guard or Air National Guard performing in the capacity of their Uniformed Service duties.

C. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

D. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.



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## **SECTION IV - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)**

The apprentice will be covered by a written apprenticeship agreement. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency will be advised quarterly of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

## **SECTION V - SUPERVISION OF APPRENTICES AND RATIOS - 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)**

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

Commands sponsoring USMAP shall ensure a ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. Normally this ratio shall not exceed one (1) apprentice to one (1) fully proficient worker. Additionally, as a military apprenticeship, work center supervisors and/or journeyworkers will ensure compliance with agency specific safety instructions.

## **SECTION VI - TERM OF APPRENTICESHIP - 29 CFR § 29.5(b)(2)**

The term of the occupation will be time/competency based with an OJL attainment based on the specific Work Process Schedule of the enrolled apprenticeship, supplemented by the required hours of related instruction as stated on the Work Process Schedule.

The apprentice is required to have worked under the Program Sponsor as a registered apprentice, in the apprenticeable occupation for a minimum of 1,000 hours, *exclusive* of any prior experience granted.



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## **SECTION VII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)**

Every applicant selected for apprenticeship may serve a probationary period. During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice may be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Lacking submission of adverse information by the apprentice's chain of command, the probationary period will be deemed satisfactory upon the completion of probationary period and the apprentice will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

Termination of the apprenticeship agreement by either party does not impact the apprentice's contractual obligation to the military service.

## **SECTION VIII - HOURS OF WORK**

The hours of work shall be determined by the Commanding Officer concerned.

Due to the nature of military occupations, hours of work may routinely exceed 8 hours per day and/or 40 hours per week. Journeyworkers must provide justification in the apprentice's records prior to submission.

## **SECTION IX - APPRENTICE WAGE PROGRESSION - 29 CFR § 29.5(b)(5)**

USMAP apprentices are paid according to their military pay grade and years of service as published annually in the military pay chart, which represents a progressively increasing schedule of wages and allowances. Advancement in military pay grade is based on individual service regulations.

## **SECTION X - CREDIT FOR PREVIOUS EXPERIENCE - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)**

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

USMAP applicants may receive pre-registration credit for previous experience gained outside the supervision of the sponsor. Applicants desiring pre-registration credit based on pre-military service technical training or work experience must submit the request at the time of application



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and furnish such records, affidavits, and other evidence to substantiate the claim. The request for pre-service credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

Pre-registration credit from all sources shall not exceed 50 percent of the term of the apprenticeship.

The granting of advanced standing will be uniformly applied to all apprentices.

## **SECTION XI - WORK EXPERIENCE - 29 CFR § 29.5(b)(3)**

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

## **SECTION XII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4)**

It is recommended, that every apprentice participate in coursework related to the apprenticeship. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses, as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.

Apprentices will be paid for hours spent attending related instruction classes in accordance with Section IX.

The sponsor will inform each apprentice of the availability of college credit (if applicable).

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. Apprentice completion of related instructional classes will be documented in the apprentice's military personnel records according to service regulations. The sponsor will monitor and document the apprentice's progress in related instruction classes.

## **SECTION XIII - SAFETY AND HEALTH TRAINING - 29 CFR § 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction throughout the term of apprenticeship in accordance with appropriate service directives/regulations.



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## **SECTION XIV - MAINTENANCE OF RECORDS - 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8**

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments; and
- any other actions pertaining to the apprenticeship

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not). Military personnel records are accepted as documentation of gender and minority status of USMAP applicants. USMAP records must include, among other things, the basis for evaluation and for selection or rejection of each applicant.

All such records are the property of the sponsor and will be maintained in accordance with military personnel record regulations.

## **SECTION XV - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form, accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

### **Certificate of Training**

USMAP participants who are unable to fulfill the requirements of their apprenticeship during their term of enlistment may request a Certificate of Training issued by the U.S. Department of Labor's Office of Apprenticeship, Office of the Administrator (the Registration Agency), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards.

To qualify for a Certificate of Training, an apprentice must be actively participating (not suspended), have completed at least 50% of the required program hours (including pre-registration credit), have submitted at least one semi-annual progress report, must be within 120 days of their expiration of active duty service, and have insufficient service remaining to complete the apprenticeship. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.



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## **SECTION XVI - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)**

The Registration Agency must be notified quarterly of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefore.

## **SECTION XVII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)**

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency quarterly in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

## **SECTION XVIII - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)**

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XIX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11**

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the command, the sponsor, and the apprentice, unless otherwise noted below.



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If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

## **29 CFR § 29.7(k)**

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings, as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is the USMAP Program Office which can be reached by visiting: <http://www.livehelpnow.net/lhn/TicketsVisitor.aspx>, and selecting "USMAP – United Services Military Apprenticeship Prg" in the Category drop down.

## **29 CFR § 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall follow procedures for EEO complaints in accordance with appropriate service directives/regulations.

In accordance with Department of Defense regulations, all active duty and reserve members receive training on EEO complaint procedures. As such, the sponsor is not required to provide separate written notice of complaint procedures to applicants for apprenticeship or apprentices.

## **SECTION XX - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(b)(13)**

The transfer of an apprentice between apprenticeship programs must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.



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The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

## **SECTION XXI - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Upon transfer to a position outside of the apprentice's enrolled trade, contact sponsor to initiate suspension.

## **SECTION XXII - TECHNICAL ASSISTANCE**

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

## **SECTION XXIII - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS**

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.



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## **SECTION XIV - DEFINITIONS**

*Some of these definitions may not apply to all registered apprenticeship programs – employers may add or delete definitions depending on their needs.*

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

**APPRENTICESHIP COMMITTEE (COMMITTEE):** Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

**CERTIFICATE OF TRAINING:** A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

**COMPETENCY-BASED OCCUPATION:** An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER:** Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work,



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supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

**HYBRID OCCUPATION:** An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**INTERIM CREDENTIAL:** A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

**JOB CORPS CENTER:** Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship.

**JOURNEYWORKER:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROVISIONAL REGISTRATION:** The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.



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**REGISTRATION AGENCY:** The U.S. Department of Labor's Office of Apprenticeship or other recognized agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency representative identified the Division of Program Quality, Standards and Policy, 200 Constitution Avenue, NW, Washington, DC 20201; Telephone: (202)-693-3813.

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

**SPONSOR:** Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.



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## **SECTION XXV – OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

**The Office of the Under Secretary of Defense for Personnel and Readiness of the U.S. Department of Defense (DoD) hereby adopt these standards of apprenticeship on this 26 day of August 2019.**

*Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.*

A handwritten signature in black ink, appearing to read "Fred Drummond", is written over a horizontal line.

**Signature of Sponsor (*designee*)**

**Fred Drummond  
Deputy Assistant Secretary of Defense  
Force Education and Training**