

Command Letterhead

1560

N00/

Date

From: Commanding Officer, (Insert your Command)

To: Director, United Services Military Apprenticeship Program (USMAP)

Subj: USMAP OUT OF RATE ENROLLMENT REQUEST ICO (YOUR RATE/RANK AND FULL NAME)

Encl: (1) Work Processes Schedule (WPS) for the (Insert Trade Name)

(2) Apprentice Registration Application

1. Request (Insert Rate/Rank and Full Name) be enrolled in the (Name of trade requested) Trade not formally aligned with his/her rating or NEC (if applicable). (Insert Rate/Rank and Full Name) is currently working full-time in the (insert name of assignment/role at your command). I confirm that the primary duties performed by (Insert Rate/Rank and Full Name) in this assignment align with the Skill Areas of the trade in enclosure (1).

2. Enclosure (2) is provided to complete the enrollment.

Signature

Note: This letter requires command level approval