

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM



PROGRAM GUIDE

Version 3.4

14 Jun 24

A MAP TO SUCCESS

ATTENTION

All users, coordinators, supervisors and final approvers are to read the document in its entirety to ensure a thorough familiarity with the program.

Congratulations!

By enrolling into the United Services Military Apprenticeship Program (USMAP), you have demonstrated a desire to improve yourself.

Remember, this is a voluntary program. By participating or certifying an Apprenticeship 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 Apprenticeship cancellation and Commands will be contacted for investigation assignment. It is imperative that all servicemembers involved in this program read, understand, and follow program guidelines as written.

This is a step-by-step guide to help you successfully complete your apprenticeship.

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Part I

GENERAL INFORMATION

Introduction

This guide provides an overview and guidance on processes and procedures necessary for the successful execution of the United Services Military Apprenticeship Program (USMAP). This guide walks you through the program.

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

2. Apprentice. An individual who is on active duty in the U.S. military, meets his or her Services' qualification requirements and has entered into an apprenticeship agreement for learning the skills of a recognized occupation under the provisions of DOL. Ensure you have familiarized yourself with the contents of this manual and the National Apprenticeship Standards.

3. 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** familiarize himself or herself with the contents of this manual and the National Apprenticeship Standards.

4. 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, a Warrant Officer, a 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

Roles and Responsibilities of Stakeholders Continued

Service (GS) civilian (GS9 or above). **The Final Approver MUST familiarize himself or herself with the contents of this manual and the National Apprenticeship Standards.** Also, the Apprentice's Final Report Approver cannot have approved any of the apprentice's Monthly Reports or individual Job Function. **The USMAP Coordinator cannot be the Final Approver for the entire command.**

5. USMAP Coordinator. 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 Analysts directly with questions and/or for clarification about the program and processes. An apprentice is not prohibited from contacting the USMAP Office directly.

The USMAP Coordinator 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, what apprenticeship type and status. **The report is not meant to track an apprentice's hours.**

Note: The Coordinator shall 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 assigned subordinates but this is separate from their Coordinator role.

An USMAP Coordinator at a unit cannot require members to participate in USMAP but we encourage commands/units establish one to ensure all Servicemembers enrolled in USMAP at their command/unit are provided all the information and support to allow every opportunity for success.

Requirements

USMAP Apprenticeship enrollment requirements:

1. Must be Active-duty enlisted service member. Active duty includes all service members covered by these standards either who are on permanent active duty or who are members of the Selected Reserve, Guard or Air National Guard performing in the capacity of their Uniformed Service duties. **Members of the Reserve or Guard must be currently on Active-Duty Orders for a minimum of 12 months to participate in USMAP.**
2. Must have a minimum of 12 months remaining on enlistment contract.
3. Must be designated in a Rating/MOS applicable to an authorized apprenticeship trade.
4. Must have a working Common Access Card (CAC).
5. Must be assigned and working full time in requested Trade (not a collateral or extra duty) billet.
6. Must be working under supervision in occupation related to the trade selected.
7. Must have completed the required formal classroom instruction (training) hours for the trade.
8. Must fully read and agree and abide by the National Standards and USMAP reporting requirements.

Reservist participation in USMAP

ONLY Drilling Reservists currently on Active-Duty Orders for a minimum of 12 months may participate in USMAP. The member must submit a copy of their orders by emailing them to the USMAP Office (usmap@navy.mil) 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

Reservist participation in USMAP Continued

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 = 6200 hour or less trades.

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

Officer requesting enrollment into USMAP

Commissioned Officers and Warrant Officers are not eligible to participate in USMAP. Commissioned and Warrant Officers are regarded as Managers and Supervisors of Apprentice Workers, not an Apprentice themselves. USMAP is an Enlisted only program, as documented on our website and per Department of Defense restrictions.

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 ensures 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 and Instructional hours are completed) to a 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, Warrant Officer, Department Head, Company Commander or another 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) civilian (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.

Time Based Continued

7. Apprentice can now retrieve completion documents (Certificate and Journeyworker Card) via USMAP website.
8. Enrollments are automatically canceled after 18 months of an apprentice not logging into USMAP.

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), the apprentice has Trade-specific Job Functions that contain Competencies. When the Apprentice has "mastered" a Competency, they submit it to their supervisor for approval. Drillings Reservists are not eligible for this type of apprenticeship. **The apprentice must be enrolled for a minimum of 12 Months (before completion can be accomplished) and must complete all Competencies listed under each Job Functions.**

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. The apprentice must wait for the 12 Month requirement before submitting their final report for approval.
5. After a year, the Apprentice submits a "Final Report" (all "competencies" in all Job Functions have been approved, and Instructional hours are completed) to a commissioned officer in the apprentice's chain of command. 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, Warrant Officer, Department Head, Company Commander or another 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) civilian (GS9 or above).
6. Final report (report documenting completion of Apprenticeship requirements) approved; Apprenticeship status changes to complete.
7. Apprentice can now retrieve completion documents (Certificate and Journeyworker Card) via USMAP website.
8. Enrollments are automatically canceled after 18 months of an apprentice not logging into USMAP.

NOTE: During the enrollment process, as you review and enter your work email and personal email if desired, you will have the opportunity to switch from Time to Competency or from Competency to Time versions. Once your email is entered and you click the "Register" button your selection is set. Should you choose to cancel, you will be afforded one more option to switch but once cancelled, any further changes must be requested by contacting the USMAP staff via USMAP@navy.mil or usmap@livehelpnow.net.

What you CANNOT do in USMAP

- Enroll in two trades – you can ONLY enroll into one trade at a time.
- **Enroll or Log hours while attending a military course or school.**
- **Log hours while studying for their college exam or attending college courses.**
- **Logging in all your hours in ONE skill area per day.**
- Enroll in a trade when the apprentice has less than 1 year on your enlistment contract.

➤ **What you CANNOT do in USMAP** **Continued**

- **Back date hours - The Department of Labor does not allow backdating of the initial enrollment in any apprenticeship, time or competency. For Time based only, you only log hours from your enrollment date forward.**
- (Time Based Only) Transfer hours from one trade to another. Each trade has its own Work Processes Schedule (WPS) and enrollment period. Each regardless of type, is considered a standalone apprenticeship.
- **Have the same person approve your monthly reports and then your final report. The Supervisor and Final Approver for any apprenticeship must be two different people.**
- For Time Based method: Once your hours are approved, you cannot go back and edit any hours. Pay attention to where you place your hours, ensure you do not over log hours in the Skills areas.
- **Can't have an enlisted member be your final approver period. Must be a commissioned officer.**

Audits

The USMAP Staff routinely reviews our 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>

Audits Continued

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.

I have included the Program Guide and the National Standards to this email for your convenience. Please review them so you are aware of the Department of Labor and USMAP policies. Please contact the USMAP Office at USMAP@navy.mil if you have any questions.

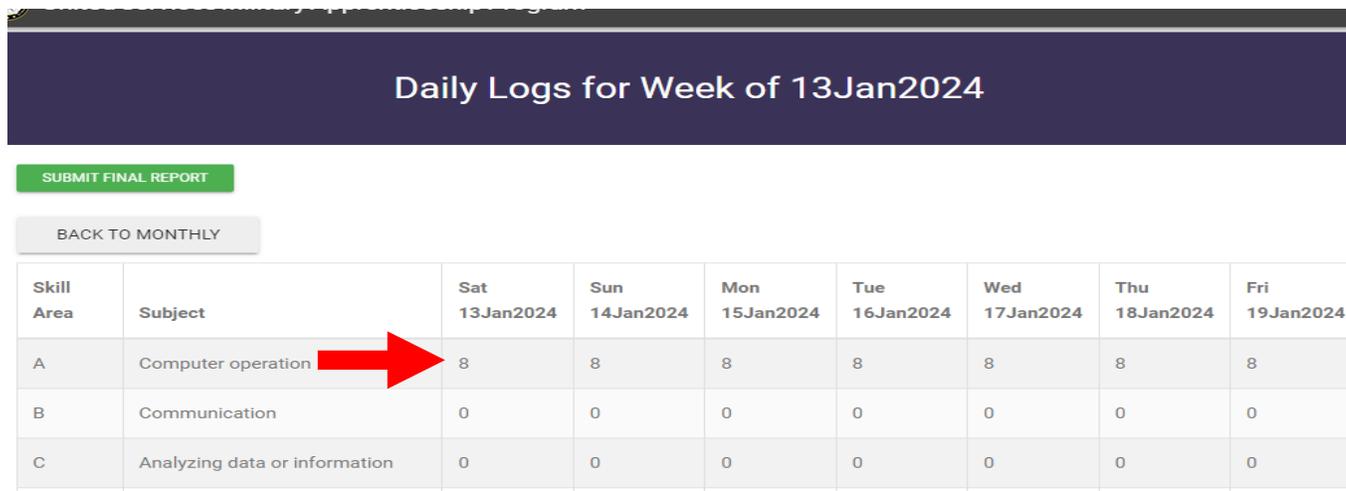
Flagged enrollments will be monitored and individuals completing and those approving fraudulent entries may be held accountable IAW UCMJ and U.S.C., have enrollments cancelled, and further participation in USMAP be denied.

Anyone whose records are flagged, are closely monitored throughout this program to ensure adherence to the rules and standards of USMAP.

This program is for YOU! There is no need to fraud the system. YOU should be reporting the hours you 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

Audits Continued

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. (For example: Submariners returning from det)

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 range 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. Must have the NEC in order to enroll into that trade. This requirement is for both Time Base and Competency Base. For Competency Based Trades, the apprentice is required to perform specific job functions.

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.

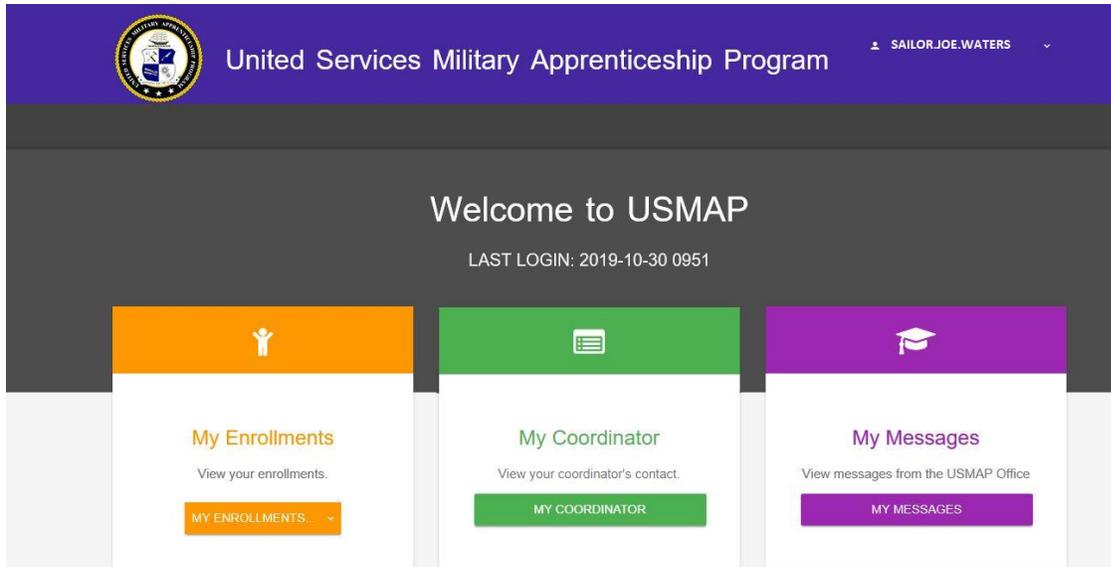
Trainers - Are subject matter experts (SME) with specialized knowledge in a specific area. Often, their competencies are developed through years of on-the-job experience and education in their field.

Time Based Process

Part II

Enrollment Process

USMAP self-service screen after CAC authentication



There are three tiles. First tile deals with the enrollments, second tile is your Coordinator information, and the third tile is messages from the USMAP Office.

Coordinator Tile

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 will have a designated USMAP Coordinator. In this case, tile will be blank. **NOTE - A service member does not need a unit coordinator to participate in USMAP.**

Time Based Process

How to Enroll



To enroll into a trade, Click on “All Enrollments”

Time Based Process Continued

Home → Enrollments

Enrollments

[START NEW REGISTRATION](#)

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

To enroll into a new trade, click “**START NEW REGISTRATION.**” This page shows available trades you are eligible to enroll in. You will only see the trades that are associated with your Rating (Navy/Coast Guard)/MOS (Army/Marines).

Note- If you are a prior apprentice, this page shows all the trades you have enrolled in and their status. **If you have a Cancelled apprenticeship, you can have it reinstated. You must send an email to usmap@livehelpnow.net or usmap@navy.mil requesting the specific trade to be re-instated.**

An example is on the next page of trades available for an **USN Electronics Technician (ET)**.

Time Based Process Continued

Home → Enrollments → Registration for Trade

Available Trades for APPRENTICE'S NAME

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
0817N	Computer Operator	Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.	<u>Time</u> <u>Competency</u> 1 year minimum
0149D	Electric-Motor Repairer	Repair, maintain, or install electric motors, wiring, or switches.	<u>Time</u> <u>Competency</u> 1 year minimum
0159D	Electrician	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	<u>Time</u> <u>Competency</u> 1 year minimum
0169D	Electronics Technician	Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff.	<u>Time</u> <u>Competency</u> 1 year minimum
1038D	Internetworking Technician	Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists)	<u>Time</u> <u>Competency</u> 1 year minimum
0465D	Radio Mechanic	Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles.	<u>Time</u> <u>Competency</u> 1 year minimum

Time Based Process Continued

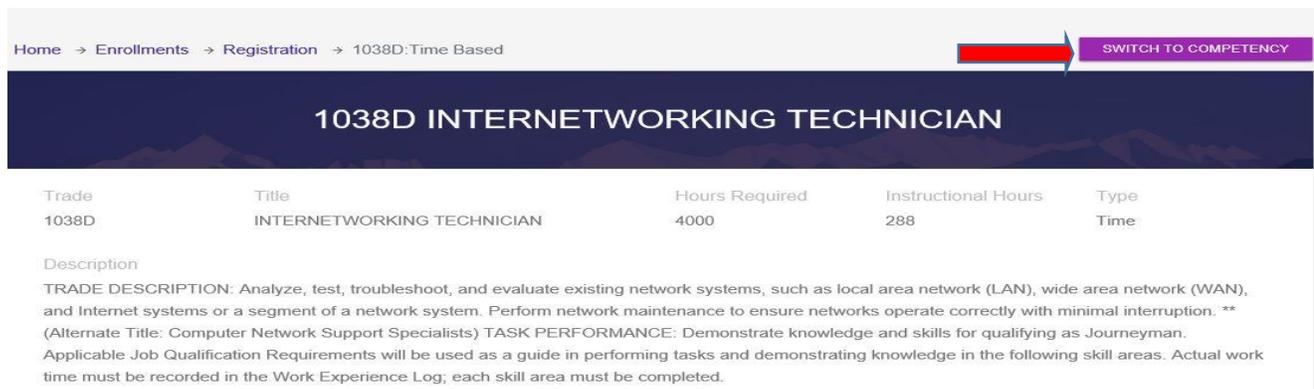
Below is a **SAMPLE**.

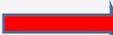
When you decide what trade and you want to log hours, click “Time”.

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.	Time ←  Competency 1 year minimum

Each trade 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 trade. 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 trade.

Below is a **SAMPLE** WPS. The WPS will be broken down into two parts, so you can better understand it.



Home → Enrollments → Registration → 1038D:Time Based  SWITCH TO COMPETENCY

1038D INTERNETWORKING TECHNICIAN

Trade	Title	Hours Required	Instructional Hours	Type
1038D	INTERNETWORKING TECHNICIAN	4000	288	Time

Description
 TRADE DESCRIPTION: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists) TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

At the top right of the page, the red arrow point to the button “Switch to Competency” button is used to switch a trade to either “Time” or “Competency.” Once you switch, you can review if this is a more suitable option, or you can switch back. Once you register, the Time or Competency version is set.

First part – Trade information and description of the trade. 1038D is the RAPIDS code that identifies the trade. This also shows the title of the trade, hours that are required, instructional hours and Type of apprenticeship.

The second part of the WPS is a breakdown of the work experience and hours to be completed. Again, look at this as your blueprint to complete the trade.

Skill Areas form an outline of the tasks to be completed and the work hours required in each Skill Area. Skill Areas are listed with the skill title, a brief description and the total hours required in for that specific Skill Area.

Time Based Process Continued

Below is a **SAMPLE** of Skill Area on the WPS.

	Title	Description	Hours
A	INSTALLATION	– Install and configure networking equipment. – Install new hardware or software systems or components, ensuring integration with existing network systems. – Install or repair network cables, including fiber optic cables. – Install network software, including security or firewall software.	800
		– Configure wide area network (WAN) or local area network (LAN) routers or related equipment. – Configure and define parameters for installation or testing of local area network (LAN) area network (WAN), hubs, routers, switches, controllers, multiplexers, or related network equipment. – Configure security settings or access permissions for groups or individual users. – Create or update technical documentation for network installations or changes to existing installations. – Create or revise user instructions, procedures, or manuals. – Research or software products to meet technical networking or security needs. – Monitor industry or publications for information about patches, releases, viruses, or potential problem identification.	1200
C	MAINTENANCE AND REPAIR	– Identify the causes of networking problems, using diagnostic testing software and equipment. – Back up network data. – Troubleshoot network or connectivity problems for users or user groups. – Analyze network data to determine network usage, disk space availability, or server function. – Perform routine maintenance or standard repairs to networking components or equipment. – Test computer software or hardware, using standard diagnostic testing equipment and procedures. – Test repaired items to ensure proper operation. – Maintain logs of network activity. – Run monthly network reports.	1200
D	HELPDESK SUPPORT	– Documents helpdesk requests and resolutions. – Document network support activities. – Provide telephone support related to networking or connectivity issues. – Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes. – Analyze and report computer network security breaches or attempted breaches. – Train users in procedures related to network applications software or related systems.	800

Each trade is broken down into Skill Areas.

Hours required per Skill Area

At the bottom of the page, this is where you enter your email. Then click on the “register” button.

Work(Primary) Email:(Required)

Personal Email:



Once you click “Register,” your enrollment application goes into the Pending file for the USMAP Office to process. If approved, you will receive an automated approval email. If rejected for any reason, you will receive an email and details why your enrollment was rejected. If you have any questions, contact the USMAP Staff at USMAP@navy.mil or usmap@livehelpnow.net.

First Component 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.**

Time Based Process Continued

First Component of the Program Continued

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.**

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 6,200 hours. These hours must be completed and documented.

Pre-Registration Credit Hours

Pre-registration credit hours are not awarded for trades requiring 2,000 OJT hours.

Pre-registration Credit hours are applied at initial enrollment per trade. Should the Trade be cancelled, and later Reinstated, the previously awarded Pre-registration Credit hours that were awarded at initial enrollment will be carried forward.

To be eligible for pre-registration credit, there must be at least 1 year from:

The date of completion of the Rating/MOS training which qualified you for the trade to the date of enrollment, or

The date of completion of the instruction/NEC/MOS that qualified you for the trade to the date of enrollment.

1000 hours will be awarded for each FULL year service post instruction completion, not to exceed 50% of the total required hours **but not** reducing the required OJT hours below 2,000 hours. The DOL policy requires an apprentice to log a minimum of 2,000 hours to complete a trade.

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

Misconceptions:

- Pre-registration credit hours are based on pay grade. **NO**
- Pre-registration credit hours are based on how long the individual has been working on the job. **NO**
- You should get credit because my co-worker and/or buddy received pre-registration credits. **NO**
-

Rejections (For both Time and Competency)

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

Does not have required instruction for the trade.

Not assigned NEC/MOS required for the trade.

Work assignment does not support requested trade.

Currently enrolled in formal training. Re-apply after completion.

Other (see additional comments). This could be that you don't meet the requirements of the Trade.

For example: If you try and enroll in a trade that is specific for E4 and above and you are only an E3.

Demonstrated non-compliance with the program per the Dept of Labor Standards of Apprenticeship and DoD.

Inactivation and Cancellations (For both Time and Competency)

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 Based Trades: Prior to requesting inactivation of a trade, apprentices should ensure that all logged hours have been submitted and approved by their 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, you can enroll into a different trade that may be more applicable to your situation. You may reinstate an inactivated trade at a time that your situation, duty station and primary job allow you to resume the apprenticeship AND if you are not currently Active in any other trade. You may contact the USMAP Office to discuss your best options at any time.

Competency based trades that are cancelled or inactivated 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 Apprentices' 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.

Trades are automatically cancelled after 18 months without log in activity. Email (usmap@navy.mil) a request to reinstate a cancelled Trade to the USMAP Office.

A cancelled trade may be reinstated upon request, but circumstances and eligibility must be reviewed by an 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.

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.

Out of Rate (Navy/Coast Guard)/MOS (Army/Marines) Apprenticeship Enrollment:

Out of Rate/MOS apprenticeship enrollment is **ONLY** allowed when **ALL** of the following requirements are met:

You have the required Formal Classroom Instruction hours for the requested apprenticeship. You can't enroll in the trade until you have completed the Formal Classroom Instruction hours for the Trade which ranges from 144 to 453. **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.**

Command Statement letter signed by the Commanding Officer (The letter must state that you are performing the duties in a permanent and full time assignment). A sample letter is available on the USMAP homepage, under the “Resources” tab titled “Out of Rate Request Template”

Once you have 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.

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.

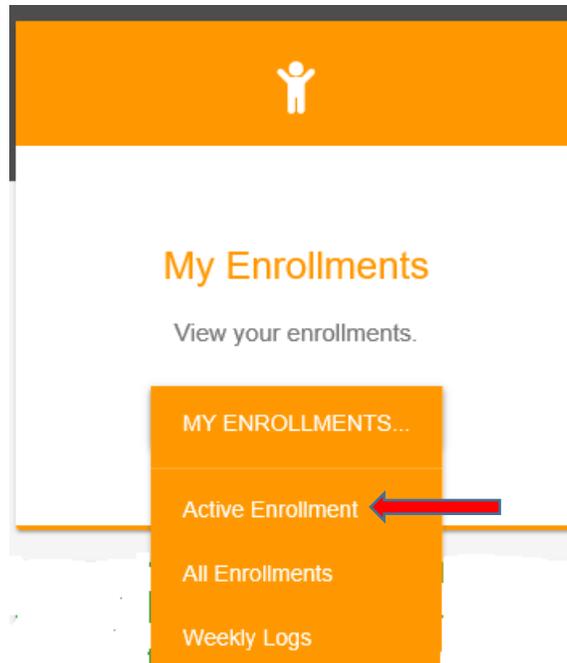
Preregistration credit is given **AT THE TIME OF THE ORIGINAL ENROLLMENT ONLY** if you were eligible.

(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 mention earlier: To have a Trade reinstated, you must send an email to (usmap@navy.mil) or (usmap@livehelpnow.net).

Active Enrollment Screen



When you select “Active Enrollment,” the summary of hours appears.
Example is below.

Summary Report

Skill Area	Subject	Credits	Hours Earned	Hours Required	Hours Remaining
A	Computer operation	0	0	600	600
B	Communication	0	0	400	400
C	Analyzing data or information	0	0	350	350
D	Use internet and intranet or networking	0	0	250	250
E	Peripheral equipment	0	0	100	100
F	Media assistance	0	0	100	100
G	Error monitoring	0	0	100	100
H	Maintenance and instructions	0	0	100	100
Total		0	0	2000	2000

If awarded, Preregistration Credit Hours, you will see a credit column titled “Credit” to distribute these hours.

Time Based Process Continued

How to divide Preregistration Credit Hours

If you receive 50% preregistration hours, the system will distribute the hours automatically.

In the example below, Apprentice enrolled into a 4,000 hour Trade. The Apprentice received 2,000 preregistration credit hours.

RADIO OPERATOR-MAINTAINER Summary						
Skill Area	Subject	Credits	Hours Earned	Hours Required	Hours distributed	Hours Remaining
A	Regulations	125	0	250		125
B	General administration	250	0	500		250
C	System set-up	250	0	500		250
D	Routine operations	1000	0	2000		1000
E	System test/evaluation	250	0			250
F	Repair	125	0			125
Total		2000	0	4000		2000

Hours remaining after 2000 Pre-registration credit hours was applied.

If you receive less than maximum hours (50%), the best way to distribute the hours is to take a look at your WPS. Read each “Skill Area” and then determine the total of hours to be distributed.

It is **YOUR RESPONSIBILITY** to distribute preregistration credit hours awarded to you. (Always check the enrollment approval email to check for preregistration credit hours)

To distribute the credit hours, click on “Distribute Credit.” In the below **example**, 1,000 hours of pre-registration credit hours was awarded.

Home → Enrollment Summary

RADIO OPERATOR-MAINTAINER Summary						
Skill Area	Subject	Credits	DISTRIBUTE CREDIT	Hours Earned	Hours Required	Hours Remaining
A	Regulations	0		0	250	250
B	General administration	0		0	500	500
C	System set-up	0		0	500	500
D	Routine operations	0		0	2000	2000
E	System test/evaluation	0		0	500	500
F	Repair	0		0	250	250
Total		1000		0	4000	4000

Time Based Process Continued

How to divide Preregistration Credit Hours Continued

Distribute Credit

A. REGULATIONS (Required)	0.0		Max Credit for A	125.0
B. GENERAL ADMINISTRATION (Required)	0.0		Max Credit for B	250.0
C. SYSTEM SET-UP (Required)	0.0		Max Credit for C	250.0
D. ROUTINE OPERATIONS (Required)	0.0		Max Credit for D	1000.0
E. SYSTEM TEST/EVALUATION (Required)	0.0		Max Credit for E	250.0
F. REPAIR (Required)	0.0		Max Credit for F	125.0
Total Credit	0		Given credit	1000.0

The Preregistration Credit Hours for a “Skill Area” may not exceed 50% of the hours required for that “Skill Area”. This shows you the maximum pre-registration credit allowed for this trade.

SAVE CHANGES
 or [Cancel and return](#)

After you have entered the hours, click “Save Changes.” Below is what you will see.

NOTE: These hours cannot be changed once saved.

Home → Enrollment Summary

RADIO OPERATOR-MAINTAINER Summary					
Skill Area	Subject	Credits	Hours Earned	Hours Required	Hours Remaining
A	Regulations	100	0	250	150
B	General administration	150	0	500	350
C	System set-up	150	0	500	350
D	Routine operations	475	0	2000	1525
E	System test/evaluation	100	0	500	400
F	Repair	25	0	250	225
Total		1000	0	4000	3000

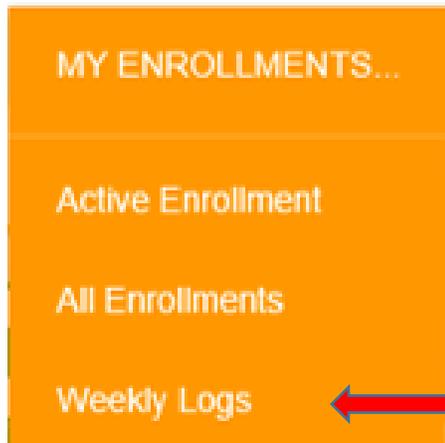
Time Based Process Continued

Weekly Log Process

Select “Weekly Logs”

My Enrollments

View your enrollments.



Member selects Weekly Logs

This is the screen you will see:



1. Click on the field to see the calendar
2. Pick a week to start logging your hours
3. Available dates to log hours begin after your enroll date

Select week starting date from calendar example (14Oct2023)
NOTE: All weeks must start on a Saturday and end on the next Friday.
(If the calendar doesn't work, type the date in the Block.)

Week Date: (Required)

or

Once the date is in the block, click “Save Changes.” This will create a weekly log. Example is on the next page.

Time Based Process Continued

Weekly Log Process Continued

Home → Enrollments → Weekly Logs

Report Date	Monthly	Status	Week	Hours	
202310	SUBMIT MONTH FOR REVIEW	Active	14Oct2023	0	EDIT DELETE WEEKLY

New weekly log created by selecting “Edit” to enter hours. (You can only start logging hours from the date of the enrollment.)

Home → Enrollments → Weekly Logs → Weekly Hours

Hours for 14Oct2023								
Skill Area	Subject	Sat 14Oct2023	Sun 15Oct2023	Mon 16Oct2023	Tue 17Oct2023	Wed 18Oct2023	Thu 19Oct2023	Fri 20Oct2023
A	Preliminary work	0	0	0	0	0	0	0
B	Residential and commercial finish work	0	0	0	0	0	0	0
C	Troubleshooting	0	0	0	0	0	0	0
D	Work site management	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0

NOTE: Each Skill Area starts With A B, C, etc. Enter hours worked each day in the skill areas that corresponds to your WPS

[EDIT WEEK](#)

Rules of Reporting Hours

You record the hours you work according to your trade’s WPS. Each skill area is broken down by a letter of the alphabet. Record the daily hours you work using the skill area A, B, C. See example above.

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

The hours logged are not to be reflective of your workday. 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.

Time Based Process Continued

Rules of Reporting Hours Continued.

“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 you have amassed an entire month of logs, you **must** submit your monthly report to your immediate supervisor. **DO NOT** wait until you have several months of logs before you submit them to your immediate supervisor.”

Some Weekly Logs will run into the following month. In that case, you wouldn't submit your monthly log until the close of business the following Friday.

Members: Pay attention when logging your hours. Hours cannot be transferred. Once hours are approved by a Monthly Report, they are locked into the Skill Areas that the hours were logged into. It is common to over-log” required hours of a Skill Area as the hours worked during the workday determine in which Skill Area they best align to.

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

You can't log hours while attending a military course or school or studying for a test. The apprentice must contact the USMAP Office to put the Trade in an Inactive Status until completion of the military course or school. You must be physically doing work that aligns to the WPS.

Reminder: 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.

Tracking Your Hours

You are required to document the OJT hours worked for your trade. Enter hours worked for each skill area from the WPS for the week. Hours must be logged in full- or half-hour increments (example: 0.5, 1.0, 1.5, 2.0, etc).

To help keep track of your hours, print a [Work Experience Hourly Record Form](#) (located on website under the “Resources” tab). As you work the skill areas, you can use it to document your daily hours as they happen. At the end of the workday, all you have to do is transfer the hours from the document to the online Weekly log.

Time you cannot log: Military duties, training not outlined in your WPS. For example: eating, working parties, sleeping, standing watch, Command PT, medical appointments, etc.

Remember, this is a voluntary program. By participating or certifying an Apprenticeship 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 Apprenticeship cancellation and Commands will be contacted for investigation assignment. It is imperative that all servicemembers 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.

Time Based Process Continued

Logging Your 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: Do not log 10 hours in each Skill Area. Match the hours to the skills you performed that day. DO NOT LOG IN ONE SKILL AREA ALL DAY LONG. You perform different tasks all day long.

Example:

On Monday, you worked 2 hours performing tasks in Skill Area "A" (example: Preparing reenlistments, entering data on an excel spreadsheet). So, you enter (hours in full or half-hour increments only). You would place 2.0 in block "A" corresponding to Monday.

The next page is an example of logging hours. Click on the "Edit Week" button. The hours logged are not to be reflective of your workday. The hours logged shall be the actual hours doing the specific tasks that align to the Trade's Work Processes Schedule (WPS). Saturday is the beginning of the week.

Below is the example of the screen when click "Edit Week."

Home → Enrollments → Weekly Logs → Weekly Hours

Hours for 14Oct2023								
Skill Area	Subject	Sat 14Oct2023	Sun 15Oct2023	Mon 16Oct2023	Tue 17Oct2023	Wed 18Oct2023	Thu 19Oct2023	Fri 20Oct2023
A	Preliminary work	0	0	0	0	0	0	0
B	Residential and commercial finish work	0	0	0	0	0	0	0
C	Troubleshooting	0	0	0	0	0	0	0
D	Work site management	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0

 [EDIT WEEK](#)

Time Based Process Continued

Edit 2023-10-14

This is the screen you will see when you click "Edit Week"

	Subject	Sat 14Oct	Sun 15Oct	Mon 16Oct	Tue 17Oct	Wed 18Oct	Thu 19Oct	Fri 20Oct	Credits	Hours Earned	Hours Required	Hours Remaining
A	Preliminary work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	500	500
B	Residential and commercial finish work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	500	0	2500	2000
C	Troubleshooting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250	0	1500	1250
D	Work site management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250	0	1500	1250
Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1000	0	6000	5000

SAVE CHANGES

or Cancel and return to Weekly Hours

To add hours, just click on the "0.0", a dark blue line will appear. See example below:

Edit 2023-10-14

	Subject	Sat 14Oct	Sun 15Oct	Mon 16Oct	Tue 17Oct	Wed 18Oct	Thu 19Oct	Fri 20Oct	Credits	Hours Earned	Hours Required	Hours Remaining
A	Preliminary work	0.0	0.0	0.0	0.0							500
B	Residential and commercial finish work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	500	0	2500	2000
C	Troubleshooting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250	0	1500	1250
D	Work site management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250	0	1500	1250
Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1000	0	6000	5000

After you see the blue line, you can enter the hours.

SAVE CHANGES

or Cancel and return to Weekly Hours

Time Based Process Continued

You enter the hours for the day column

Edit 2023-10-14

	Subject	Sat 14Oct	Sun 15Oct	Mon 16Oct	Tue 17Oct	Wed 18Oct	Thu 19Oct	Fri 20Oct	Credits	Hours Earned	Hours Required	Hours Remaining
A	Preliminary work	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0	0	500	500
B	Residential and commercial finish work	0.0	0.0	2.0	0.0	0.0	0.0	0.0	500	0	2500	2000
C	Troubleshooting	0.0	0.0	2.0	0.0	0.0	0.0	0.0	250	0	1500	1250
D	Work site management	0.0	0.0	2.0	0.0	0.0	0.0	0.0	250	0	1500	1250
Total		0.0	0.0	8.0	0.0	0.0	0.0	0.0	1000	0	6000	5000

SAVE CHANGES
 or [Cancel and return to Weekly Hours](#)

After you have entered the hours, click “Save Changes.”

When you save the changes, this will take you back to the start of the week. See example on the below.

[Home](#) → [Enrollments](#) → [Weekly Logs](#) → [Weekly Hours](#)

Hours for 14Oct2023

Skill Area	Subject	Sat 14Oct2023	Sun 15Oct2023	Mon 16Oct2023	Tue 17Oct2023	Wed 18Oct2023	Thu 19Oct2023	Fri 20Oct2023
A	Preliminary work	0	0	2	0	0	0	0
B	Residential and commercial finish work	0	0	2	0	0	0	0
C	Troubleshooting	0	0	2	0	0	0	0
D	Work site management	0	0	2	0	0	0	0
Total		0	0	8	0	0	0	0

EDIT WEEK

This is an official US Government web site | [Freedom of Information Act](#) | [Accessibility/Section 508](#) | [Legal & Administrative](#) | T01

Weekly Log Hours updated. DISMISS

Time Based Process Continued

Monthly

At the end of each month, you need to submit a monthly report to your Supervisor. **Note: Do not submit until all hours for the month have been entered and saved.** *Some months end mid-week but Apprentices should not submit the Monthly Report of all Weekly Logs until the actual end of the final week, even if that final week includes days from the next month. All Monthly Reports must include full weeks Saturday to Friday.*

Report Date	Monthly	Status	Week	Hours	
201902	SUBMIT MONTH FOR REVIEW	Active	23Feb2019	50	EDIT DELETE WEEKLY
			16Feb2019	49	EDIT DELETE WEEKLY
			09Feb2019	43	EDIT DELETE WEEKLY
			02Feb2019	50	EDIT DELETE WEEKLY

Click on “Submit Month for Review”

This is where you enter your Supervisor’s email. Ensure you type it correctly. Then click “Save Email Changes.”

Supervisor Email
joe.w.sailor @navy.mil

[SAVE EMAIL CHANGES](#)

[SUBMIT MONTHLY REPORT FOR REVIEW](#)

MANAGER, FOOD SERVICE

Skill	Hours
A. ADMINISTRATION	40
B. BUDGET	37
C. FOOD SERVICE	40
D. LOGISTICS SUPPORT	36
E. OPERATIONS	39

Time Based Process Continued

Monthly Continued

If you receive **Invalid Address Error**, this error code is given when there is an invalid email address entered in your “Personal Profile”. Review the email addresses you entered for “Member Work Email”, “Monthly Approver Email”, and “Final Approver Email”. Especially look for a typo, or a misplaced “.” or “@”.

home → Weekly Logs → Review

Supervisor Email

joe.w.sailor@navy.mil

SAVE EMAIL CHANGES

SUBMIT MONTHLY REPORT FOR REVIEW

Once you save the email changes, then click “Submit Month For Review.” Your supervisor will receive an email from the USMAP automated system with an active link. The active link is only good for 14 days. After 14 days, you will have to contact the USMAP Office to reject that report so you can resubmit it.

If you need to change your Supervisor’s email to another email, you have the capability to delete the old one and replace it with the new one.

Once submitted, this is what the screen will look like.

Report Date	Monthly	Status	Week	Hours	
201902	SUBMIT MONTH FOR REVIEW	Submitted	23Feb2019	50	🔒
			16Feb2019	49	🔒
			09Feb2019	43	🔒
			02Feb2019	50	🔒

The status has now changed to “Submitted” and you will notice that those weeks are now locked.

There are two ways to unlock your weeks. First way is if your supervisor rejects your monthly report, and the second way is to send an email to usmap@livehelpnow.net. If rejected, the status will change to “Rejected.” Once your monthly report approved, you will receive an email from the USMAP automated system: Example is on the next page.

Time Based Process Continued

Monthly Continued

Apprentice's name, your monthly report has been approved.

Naval Education and Training Professional Development Center
ATTN: USMAP
640 Roberts Avenue Building 502
Pensacola, FL 32511-5155

Phone: 1-850-452-6699
DSN: 459

When you go the weekly log screen, it will look like this:

Report Date	Monthly	Status	Week	Hours	
201902		Approved ←	23Feb2019	50	🔒
			16Feb2019	49	🔒
			09Feb2019	43	🔒
			02Feb2019	50	🔒

Keep logging until all Skill Areas are at zero. Once the Skill Areas are at zero, then you have to submit a final report to a commissioned officer.

If the Approver does not receive the email

ALWAYS check with your supervisor to ensure he or she received an email from the USMAP automated system. It is in your best interest not to wait this is how your 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 to do so:

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

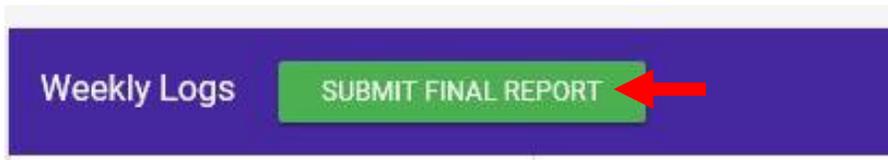
Step 2) You will then resubmit your report(s) to your approver and again check with your supervisor to verify whether he or she received the email with the link to approve your report. If they *did not* receive an automated email continue to Step 3.

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

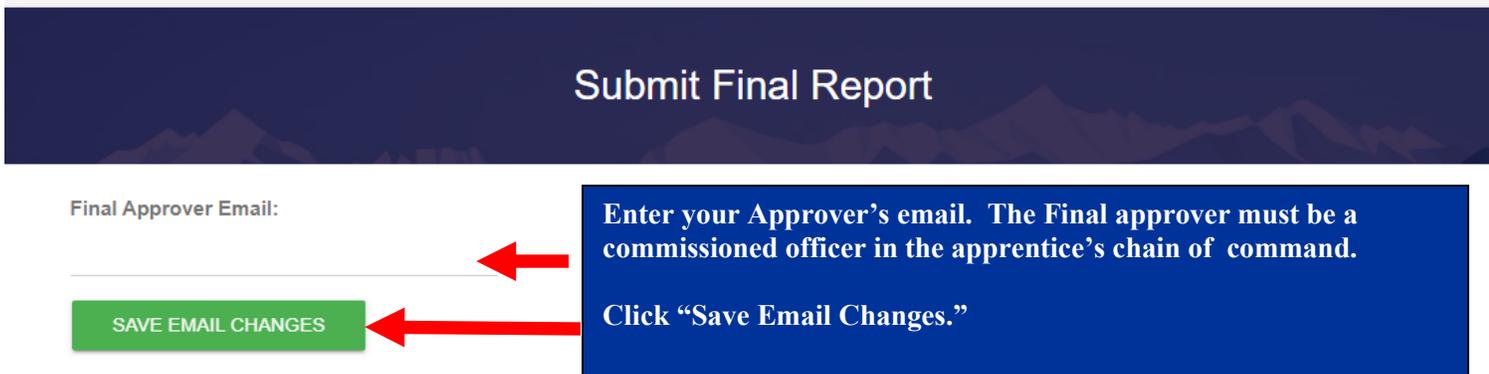
Time Based Process Continued

Final Report

Once all Skill Areas are “zeroed” out, you must submit your final report.



After you click “Submit Final Report,” this screen will appear.



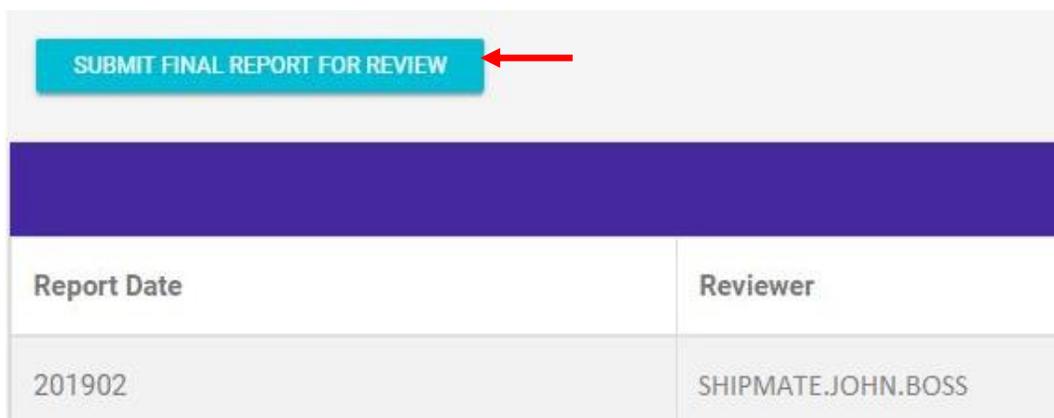
Enter your Approver’s email. The final approver must be a commissioned officer in the apprentice’s immediate chain of command. Depending on the service, this can be the Division Officer, Warrant Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) civilian.

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 you need to change your Final Approver’s email to another email, you have the capability to delete the old one and replace it with the new one.

If the final approver doesn’t receive the email, turn back to page 29 and follow the steps.

Once the final approver’s email saved, now click “Submit Final Report for Review.” This will send an email with a link to your final approver.



Time Based Process Continued

Certificate and Journeyworker Card

Once the approver has approved your final report, log back into your record and you will be able to print your own Department of Labor Completion certificate and Journeyworker Card, and reprint as needed in the future as long as you have a CAC to access your account.

Log back into your record. Click “Enrollments.”



This will bring up all the enrollments in your record. Find the Trade you just completed and click “Completion Certificate.” Example is below.

Enrollments					START NEW REGISTRATION
Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	INTERNETWORKING TECHNICIAN	4000	02Mar2019	15Nov2019	
Cancelled	POSTAL SERVICE CLERK	COMP	02Mar2019	03Dec2019	
Completed	MANAGER, FOOD SERVICE	6000	02Feb2019	05Dec2019	COMPLETION CERTIFICATE JOURNEYMAN CARD

Once you click “Completion Certificate” and the Department of Labor Completion Certificate will open on the computer. On the Next page Example of DoL Completion of Certificate and journeyworker card.

Time Based Process Continued

Certificate and Journeyworker Card Continued



Notice! This is not an 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



Note It is recommended that you 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 a civilian.

Competency Based Process

Competency based enrollments are for more experienced apprentices. **Drilling Reservists are not eligible for Competency based trades.**

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 must be that this individual be a commissioned officer such as a Department Head, Warrant Officer, Division Officer, 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 supervising 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.**

Requirements

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

You must be assigned as 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.

How to Enroll



To enroll into a trade, Click on "All Enrollments"

Competency Based Process Continued

This page shows all the trades you have enrolled in.

Home → Enrollments

Enrollments

[START NEW REGISTRATION](#)

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

To enroll into a new trade, click “**start new registration.**” This page shows available trades you are eligible to enroll in. You will only see the trades that are associated with your Rate (Navy/Coast Guard)/MOS (Army/Marines).

Home → Enrollments

Enrollments

[START NEW REGISTRATION](#) ←

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

Home → Enrollments → Registration for Trade

Available Trades for APPRENTICE'S NAME

On the next page, these are the Competency trades available for an USN Electronics Technician (ET)

Competency trades available for an USN Electronics Technician (ET)

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
0817N	Computer Operator	Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.	<u>Time</u> <u>Competency</u> 1 year minimum
0149D	Electric-Motor Repairer	Repair, maintain, or install electric motors, wiring, or switches.	<u>Time</u> <u>Competency</u> 1 year minimum
0159D	Electrician	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	<u>Time</u> <u>Competency</u> 1 year minimum
0169D	Electronics Technician	Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff.	<u>Time</u> <u>Competency</u> 1 year minimum
1038D	Internetworking Technician	Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists)	<u>Time</u> <u>Competency</u> 1 year minimum
0465D	Radio Mechanic	Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles.	<u>Time</u> <u>Competency</u> 1 year

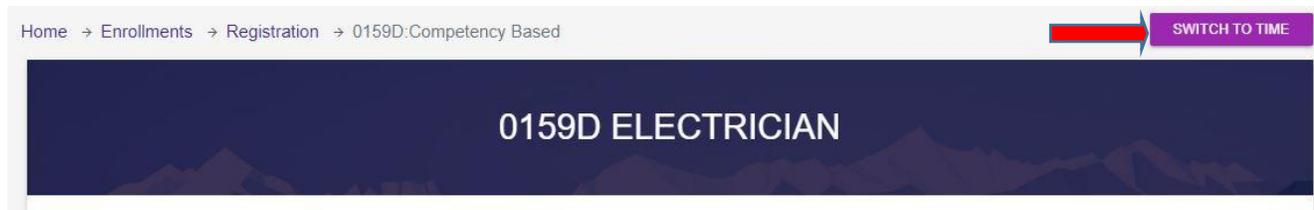
When you decide what trade, click “Competency

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



Competency Based Continued

At the top right of the page, the red arrow point to the button “Switch to Time” button is used to switch a trade to either “Time” or “Competency.” Once you switch, you can review if this is a more suitable option or you can switch back. Once you register, the Time or Competency version is set.



Again, you must be enrolled for a minimum of 12 Months (before completion can be accomplished) and you must complete all Job Functions.

- 1 - PRELIMINARY WORK**
 - 1 - Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.
 - 2 - Provide preliminary sketches or cost estimates for materials or services.
 - 3 - Construct or fabricate parts, using hand tools, according to specifications.
 - 4 - Advise management on whether continued operation of equipment could be hazardous.
 - 5 - Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.
- 2 - RESIDENTIAL AND COMMERCIAL FINISH WORK**
 - 1 - Connect wires to circuit breakers, transformers, or other components.
 - 2 - Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.
 - 3 - Place conduit, pipes, or tubing, inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
 - 4 - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.
 - 5 - Install ground leads and connect power cables to equipment, such as motors.
 - 6 - Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
 - 7 - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- 3 - TROUBLESHOOTING**
 - 1 - Provide assistance during emergencies by operating floodlights or generators, placing flares, or driving needed vehicles.
 - 1 - Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
 - 2 - Diagnose malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- 4 - WORK SITE MANAGEMENT**
 - 1 - Plan layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
 - 2 - Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
 - 3 - Maintain current electrician's license or identification card to meet governmental regulations.
 - 4 - Direct or train workers to install, maintain, or repair electrical wiring, equipment, or fixtures.
 - 5 - Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
 - 6 - Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.

Work(Primary) Email: (Required)

This should be your military email address

Personal Email:

At the bottom of the page, you will enter your email. Preferably your military email. Then click on the “register” button.

Competency Based Continued

Once you click “Register,” your enrollment application goes into the Pending file for the USMAP Office to process. Once approved, you will receive an automated approval email.

Once you receive your approval email, log back into your record. Select “Active Enrollment” from drop down menu under “My Enrollments”.

My Enrollments

View your enrollments.



When you click on “Active Enrollment” the next screen is where you enter your Supervisor’s and Final Approver’s email. Ensure you type it correctly. Then click “Save Emails”. This page also shows you the job functions you must perform for your supervisor in order for them to approve these job functions.

A screenshot of a web form for '0817N Computer Operator'. The form has a dark blue header with the job title. Below the header, there are three input fields: 'Start Date' (with '16Apr2021' entered), 'Supervisor Email', and 'Final Approver Email'. A red arrow points to the 'Supervisor Email' field. To the right of the input fields is a green 'SAVE EMAILS' button.

Your immediate Supervisor at your command/unit should be designated as the Supervisor. The final approver must be a commissioned officer in your immediate chain of command. Depending on the service, this can be the Division Officer, Warrant 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) civilian (GS9 or above).

When you feel you have mastered the individual competency, you should submit it to your supervisor’s email you provided. If you need to change your Supervisor’s email to another email you have the capability to delete the old one and replace it with the new one.

Competency Based Continued

Job Functions

Each Job Function contains Competencies that you must demonstrate mastery of the established trade. If you need to obtain a copy of the job functions and competencies, go to the USMAP website (<https://usmap.osd.mil>), Click on “Review Eligible Trades,” select your Branch of Service, Select a rating/MOS and this will automatically filter the *Select a Trade* list to display related trades only. Find the trade you enrolled in and Click on the Competency Based Work Process Schedule. You can save it to your computer or print it from the website.

Below is an example of Job functions with underlying competencies.

All job functions will start out as “Working.” Once you have mastered the competency, change “Working” to “Submitted” by clicking on drop down arrow. You can submit multiple competencies for approval at the same time.

Job Function	Competency	Status	Date/Time
3 - DEVELOP	1 - Determine training needs of students or workers.	Working	12Apr2023 07:30
	2 - Develop curricula and plan course content and methods of instruction.	Working Submitted	12Apr2023 07:30
	3 - Develop teaching aids such as instructional software, multimedia visual aids, or study materials.	Working	12Apr2023 07:30
	4 - Prepare outlines of instructional programs and training schedules and establish course goals.	Working	12Apr2023 07:30
	5 - Integrate academic and vocational curricula so that students can obtain a variety of skills.	Working	12Apr2023 07:30
	6 - Select and assemble books, materials, supplies, and equipment for training, courses, or projects.	Working	12Apr2023 07:30
	7 - Acquire, maintain, and repair laboratory equipment and tools.	Working	12Apr2023 07:30
4 - EVALUATE	1 - Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness.	Working	12Apr2023 07:30
	2 - Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.	Working	12Apr2023 07:30
5 - INSTRUCTOR/FACILITATOR DEVELOPMENT	1 - Participate in conferences, seminars, and training sessions to keep abreast of developments in the field and integrate relevant information into training programs.	Working	12Apr2023 07:30

 **SUBMIT** CANCEL

At the bottom of the page, click “Submit.” This will automatically send an email to your supervisor **ONLY**. **The email doesn’t go to the final approver.**

This is a three-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 the third step is you will submit your final report to your final approver, which **MUST** be a commissioned officer in your chain of command.

Competency Based Continued

Approval and Review

2 - RESIDENTIAL AND COMMERCIAL FINISH WORK		
1 - Connect	Review Required	10Dec2019 10:04
2 - Use a variety of instruments, test equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.	Working	Shipmate, John B 09Dec2019 12:06
3 - Place conduit, pipes, or tubing, inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.	Working	09Dec2019 12:06
4 - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.	Approved	10Dec2019 10:04 Shipmate, John B
5 - Install ground leads and connect power cables to equipment, such as motors.	Working	09Dec2019 12:06
6 - Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.	Working	
7 - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.	Approved	

This is an example where the supervisor did not feel the Competency was mastered.

This is an example where the approver approved Competency.

The apprentice submits “Competencies” for approval until all competencies are achieved for each “Job Function.” Once your supervisor approves or selects “Review Required,” you will receive the following email:

Fm: usmap_donotreply@navy.mil <usmap_donotreply@navy.mil>
To: Member’s name

This is an example where the approver approved Competency.

Subject: USMAP Competency approved
Member Name, your Competency report has been modified.

Please review competency statuses, the following changes have occurred.

Approved - Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.

Review Required - Connect wires to circuit breakers, transformers, or other components.

Approved - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.

Approved - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.

Approved - Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.

If the Approver does not receive the email

ALWAYS check with your supervisor to ensure he or she received an email from the USMAP automated system. It is in your best interest not to wait; this is how your competencies 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 to do so:

Note: Do not change your supervisor email to another person email until you contact the USMAP Office.

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

Competency Based Continued

Step 2) An USMAP Analyst has to reset your competencies back to “Working” so you can resubmit to your supervisor. Check with your supervisor to verify whether he or she received the email with the link to approve your competencies. If they *did not* receive an email, go to step 3.

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

Final Report

Both components, formal classroom instruction hours and all competencies are met and have been approved. The apprentice submits “Final Report.”

NOTE: The final Report button will not appear in your record until you have reached the 12 month requirement.

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, Warrant 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).

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**

Below is an example of Final Approver email block.

Start Date	Supervisor Email	Final Approver Email	
02Feb2021	diamond.r.carter.@us.navy.mil	caleb.f.justice@us.navy.mil	
		Completion request	
		NOTHING SELECTED	

Once you completed the 1-year requirement, enter the final approver’s email, click “Save Emails” Once saved, use the drop down to select “Submit Final Report.”

Example below is on the next page:

Competency Based Continued

Final Report Continued

0126D Drafter, Architectural

Start Date: 02Feb2021
Supervisor Email: diamond.r.carter@us.navy.mil
Final Approver Email: caleb.f.justice@us.navy.mil

SAVE EMAILS

Completion request

Submit Final Report ✓
Working

After you select "Submit Final Report," scroll down to the bottom of the page and click "Submit."

SUBMIT CANCEL

When you click on "Submit," this pop up will appear. An email has been sent to your final approver.

Competency changes have been recorded. Report submitted. DISMISS

Once the final approver approves your final report, you will receive an email. Example is below:

From: usmap_donotreply@navy.mil <usmap_donotreply@navy.mil>
Sent: Friday, December 17, 2021 10:19 AM
To: Apprentice email

Subject: USMAP Final Competency approved

Apprentices Rate and Full name, Enrollment ID: 123456

Your completion report for DRAFTER, ARCHITECTURAL (0126D) has been accepted and processed. Congratulations on the completion of your trade. Your Department of Labor Certificate of Apprenticeship is now available online.

This completion is posted to your JST transcripts under the ACADEMIC COURSE section as an electronic entry usually within 24 hours. This is used as proof of completion for PROMOTION/SELECTION board purposes.

Director
United Services Military Apprenticeship Program

Competency Based Continued

Final Report Continued

If the Approver does not receive the email

ALWAYS check with your supervisor to ensure he or she received an email from the USMAP automated system. It is in your best interest not to wait this is how your trade is completed. “If” your approver *did not* receive an email please adhere to the following steps to do so: Note: Sometimes our emails end up in the Junk Email folder due to server firewalls.

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

Step 2) Have your approver review your Final Report from your computer and if he or she approves the competencies, have him or her email USMAP@navy.mil and request an USMAP Analyst manually approve the submitted report on his or her behalf. To expedite the request, your DoD Id#, Full Name, Rate/Rank, as well as the specific report(s) to be approved should be included in that email.

Certificate and Journeyworker Card

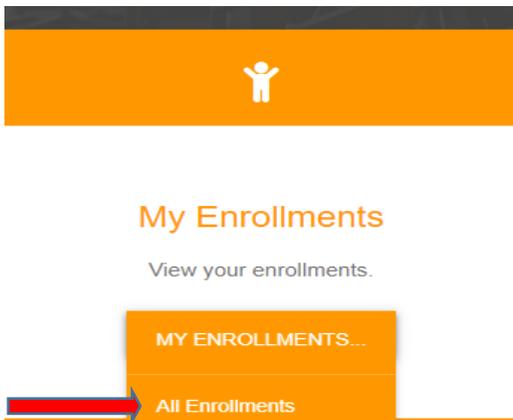
Log back into your record. Click “Enrollments.”

The screenshot displays the USMAP user interface. At the top, there is a purple header with the USMAP logo on the left, the text "United Services Military Apprenticeship Program" in the center, and the user name "SAILOR.JOE.WATERS" on the right. Below the header, the main content area has a dark grey background with the text "Welcome to USMAP" and "LAST LOGIN: 2019-10-30 0951". Three white cards are arranged horizontally: "My Enrollments" (orange header), "My Coordinator" (green header), and "My Messages" (purple header). Each card contains a description and a button. A red arrow points to the "MY ENROLLMENTS..." button on the "My Enrollments" card.

Competency Based Continued

Certificate and Journeyworker Card Continued

Use the drop down arrow and click “All Enrollments”



This will bring up all the enrollments in your record. Find the Trade you just completed and click “Completion Certificate.” See below.

Enrollments					START NEW REGISTRATION
Status	Trade	Hours/Comp	Start Date	End Date	
Cancelled	DRAFTER, CIVIL	COMP	31Mar2022	31Mar2022	REINSTATE
Cancelled	AUTOMOBILE MECHANIC	4000	22Dec2021	22Dec2021	REINSTATE
Cancelled	RADIO OPERATOR-MAINTAINER	4000	08Dec2021	30Dec2021	REINSTATE
Completed	DRAFTER, ARCHITECTURAL	COMP	02Feb2021	21Apr2022	COMPLETION CERTIFICATE JOURNEYMAN CARD

Once you click “Completion Certificate” and the Department of Labor Completion Certificate will open on the computer.

When the Final Report (report documenting completion of Apprenticeship requirements) is approved; the Apprenticeship status changes to complete. Then the apprentice can retrieve completion documents (Certificate and Journeyworker Card) via USMAP website and reprint as needed in the future with CAC access.



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

Competency Based Continued

Certificate and Journeyworker Card Continued



Sample of a
Department of Labor
Journeyworker Card

Note It is recommended that you 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 a civilian.

FORGE YOUR



FUTURE