

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM



SUPERVISOR & FINAL APPROVER GUIDE

Version 3.3

14 Jun 24

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.

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Part I

GENERAL INFORMATION

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.

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 more 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.

Introduction

The development of this guide represents a significant accomplishment in ensuring the integrity and accuracy of apprentice USMAP records. By providing a structured framework for reviewing monthly logs, this guide empowers supervisors and final approvers to effectively detect discrepancies and maintain high standards in the apprenticeship program.

Comprehensive Review of Apprentice Monthly Logs

The impact of this guide is multifaceted:

- 1. Quality Assurance.** This guide establishes a systematic approach to reviewing apprentice's logs, enabling a thorough examination of the documentation of activities, hours, and competencies acquired. This process enhances the overall quality of the apprenticeship program by identifying potential gaps or inconsistencies early on.
- 2. Consistency and Standardization:** By outlining clear guidelines and best practices, this guide promotes consistency in the review across all services. This standardization ensures that all apprentices are evaluated fairly and held to the same high standards, fostering a level playing field.
- 3. Apprentice Development.** Detecting discrepancies in monthly logs allows for timely interventions and corrective actions. Ultimately benefiting the apprentice's learning and growth.
- 4. Program Integrity.** Regular and thorough reviews of apprentice logs contribute to maintaining the integrity of the apprenticeship program. By identifying and addressing discrepancies (excessing logging), this guide helps uphold the program's integrity and credibility, ensuring that it continues to produce highly skilled and competent professionals.

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.

Supervisor Duties and Responsibilities

There is no special login for supervisors, verification is done via CAC. If you are not familiar with USMAP, you need to review the program requirements on our homepage <https://usmap.osd.mil/index.htm> . As a supervisor, you are required to review the U.S. Department of Labor National Standards of Apprenticeship that all Apprentices are required to acknowledge reading prior to enrolling in USMAP. They can be found in pdf format under the Resources tab of the USMAP website <https://usmap.osd.mil/resources.htm> . By certifying monthly logs or competencies for an apprentice you are certifying that the apprentice has acted in accordance with the above references. It is recommended that Supervisors who have not completed a USMAP apprenticeship themselves and are unfamiliar with the program review the U.S. Department of Labor National Standards and seek out support from the Unit Coordinator or email USMAP Office at usmap@navy.mil or usmap@livehelpnow.net .

Apprentices have the option of enrolling in the Competency based Trade or in the traditional Time based Trade. Drilling Reservists are ineligible for the Competency based method.

Time based versus Competency based

Time Based: The Time based is the traditional model. Each month, the apprentice logs hours in a Weekly Log and submits all Weekly Logs from that month in a Monthly Report to the Supervisor. The Weekly Log starts on a Saturday and runs through the next Friday. ***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.***

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. The apprentice does not log hours or submit monthly reports. Instead of logging a defined number of hours in specific Skill Areas, they submit Job Competencies for approval. **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.**

Who should be designated as a 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. There is no minimum paygrade requirement; however, we highly recommend the designated Supervisor be at least an E-5 or above and ideally at least one paygrade senior to the apprentice.

Supervisor Duties and Responsibilities Continued

When an apprentice submits his/her Monthly Report or Competencies to you, you will receive an automated email with an active link. **The link is only good for 14 days.**

Time Based Automated Emails

Below is an example of the email you will receive:

From: usmap_donotreply@navy.mil
Fri 11/1/2019 2:12 PM

To: (you as the approver)

You have been designated as a USMAP Monthly Report approver for [apprentice's Name]

By reviewing the Monthly Report, you are acknowledging that you are a direct supervisor of the apprentice with knowledge and experience to validate the actual hours and type of work the apprentice is reporting. You also acknowledge you are familiar with USMAP and have read the USMAP Program Guide and Department of Defense/Department of Labor Standards of Apprenticeship, understand your responsibilities and will abide by those standards.

You can find both on the USMAP website under the Resources tab located here
<https://usmap.osd.mil/resources.htm>

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.

You are requested to review and have the authorization to Approve/Decline the reported monthly hours for member's name.

(CAC login required.)

Copy and paste the following link into your browser -do not click on it

<https://usmap.netc.navy.mil/usmap/login?returnTo=APAC&pl=c6c0b94ea031b3a5fb7d8318ad36dc3d|TM>

NOTE: As a security measure, some mail servers will add '[CAUTION or No-click]' to the link. If so, please remove '[CAUTION or No-click]' before pasting the link in your browser.

Naval Education and Training Professional Development Center
ATTN: USMAP
640 Roberts Avenue Building 502
Pensacola, FL 32511-5155
Phone: 1-850-452-6629

Supervisor Duties and Responsibilities Continued

Remember YOU are the first line of defense for fraudulent reporting. By reviewing the Monthly Report, YOU are acknowledging that YOU are a direct supervisor of the apprentice with knowledge and experience to validate the actual hours and type of work the apprentice is reporting. YOU also acknowledge YOU are familiar with USMAP and have read the USMAP Program Guide and Department of Defense /Department of Labor Standards of Apprenticeship, understand your responsibilities and will abide by those standards.

When the link is copied and pasted into your browser, a Monthly Report will look like this:

Please review the Monthly Report (Jul 1, 2023) for: **Sailor. Joe W**

APPROVE **DISAPPROVE** ← You have two choices: Approve or Disapprove.

JUL 1, 2023 **JUL 8, 2023** **JUL 15, 2023** **JUL 22, 2023** **JUL 29, 2023** ← 4 tabs of weeks of logs.

COMPUTER OPERATOR

Skill	Hours
A. COMPUTER OPERATION	46
B. COMMUNICATION	23
C. ANALYZING DATA OR INFORMATION	25
D. USE INTERNET AND INTRANET OR NETWORKING	14
E. PERIPHERAL EQUIPMENT	14
F. MEDIA ASSISTANCE	17
G. ERROR MONITORING	23
H. MAINTENANCE AND INSTRUCTIONS	23

Before you “Approve” the monthly logs, you **MUST** review the hours column **FIRST!!!!**

Supervisor Duties and Responsibilities Continued

Below is the example that should catch your attention.

Report Date	Supervisor	Monthly	Status	Week	Hours
202401	Sailor, Joe W	REJECT	Approved	06Jan2024	70
202312	Sailor, Joe W	REJECT	Approved	09Dec2023	70
If the hours all read “70” this should be a Red Flag					
202311	Sailor, Joe W	REJECT	Approved	11Nov2023	70
202309	Sailor, Joe W	REJECT	Approved	16Sep2023	70
				09Sep2023	70
				02Sep2023	70
202308	Sailor, Joe W	REJECT	Approved	26Aug2023	70
				19Aug2023	70
				12Aug2023	70
				05Aug2023	70
202307	Sailor, Joe W	REJECT	Approved	29Jul2023	70
				22Jul2023	70
				15Jul2023	70

In the example above: These hours were approved by a supervisor. This supervisor didn't even check the apprentice's hours and just approved all the apprentice's monthly logs. Here's the Scenario: The Apprentice was on shore duty, logging 7 days a week 10 hours a day. This means that the Apprentice hadn't had a day off since checking in their command since 2021. Using this example: WHAT WOULD YOU HAVE DONE IF YOU WERE THE SUPERVISOR?

The right answer is...hopefully, you would have reject every last one of them.

Supervisor Duties and Responsibilities Continued

Once you have clicked to review each week, you will see this example: Ensure the hours are correct.

Please review the Monthly Report (Jul 1, 2023) for: **Sailor. Joe W**



Home → Monthly Review → Weekly Hours

Hours for the week of Jul 01 2023

Skill Area	Subject	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7
A	Computer operation	0	0	0	0	2	2	2
B	Communication	0	0	0	0	1	1	1
C	Analyzing data or information	0	0	0	0	0	1	1
D	Use internet and intranet or networking	0	0	0	0	2	2	2
E	Peripheral equipment	0	0	0	0	1	0	0
F	Media assistance	0	0	0	0	0	0	1
G	Error monitoring	0	0	0	0	1	1	1
H	Maintenance and instructions	0	0	0	0	1	1	1
Total		0	0	0	0	8	8	9

Supervisor Duties and Responsibilities Continued

PAY ATTENTION:

If you are truly looking at your Apprentice's log, this wouldn't be happening!
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 approve it. This should have been rejected.

Example of a Fraudulent Record

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

RED FLAGS

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

- **#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.**

Supervisor Duties and Responsibilities Continued

What to Do When You Discover a Discrepancy

- ✓ **Reject the Report!!!!** You are the first line of defense when it comes to frauds. If you don't feel comfortable approving the report, REJECT it. Finally, if you don't know, reach out to the USMAP Office via email, or phone.
- ✓ **Communicate!** Talk to the apprentice about why you rejected the report and how to fix the issue. Communication is key and is part of the USMAP participation process.
- ✓ **If in doubt, reach out to the USMAP Office.** We are here to help. USMAP@navy.mil or phone. There is a person in the office Monday thru Friday 0600 to 1430 US Central Time.

Supervisor Duties and Responsibilities Continued

For Competency based apprenticeships:

Competency based enrollments are for more experienced service members . These apprentices are expected to be able to demonstrate mastery of the competencies of their Trade. The apprentice does not log hours or submit monthly reports. Instead of logging a defined number of hours in specific Skill Areas, they submit Job Competencies for approval. Works like a Personnel Qualification Standards (PQS).

Competency Based Automated Email

When an apprentice submits his/her Competencies to you, you will receive an automated email with an active link. (Links are only good for 14 days)

See example email is below:

You have been designated as a USMAP Competency approver for [member's name]

By reviewing the Competency Report, you are acknowledging that you are a direct supervisor of the apprentice with knowledge and experience to validate the listed competency and work the apprentice is reporting. You also acknowledge you are familiar with USMAP and have read the USMAP Program Guide and Department of Defense/Department of Labor Standards of Apprenticeship, understand your responsibilities and will abide by those standards.

You can find both on the USMAP website under the Resources tab located here
<https://usmap.osd.mil/resources.htm>

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.

You have been requested to review and have the authorization to Approve/Decline the competencies for member's name. (CAC login required.)

Copy and paste the following link into your browser -

<https://usmap.netc.navy.mil/usmap/login?returnTo=APAC&pl=c6c0b94ea031b3a5fb7d8318ad36dc3d|TM>

NOTE: As a security measure, some mail servers will add '[CAUTION or No-click]' to the link. If so, please remove '[CAUTION or No-click]' before pasting the link in your browser.

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ATTN: USMAP
640 Roberts Avenue Building 502
Pensacola, FL 32511-5155
Phone: 1-850-452-6629

Supervisor Duties and Responsibilities Continued

To approve a Competency

To approve a Competency, the supervisor must use the drop-down menu and change all “Submitted” to “Approved” if the Apprentice has mastered that Job Function. If in the opinion of the supervisor, the Apprentice has not mastered that Job Function, he/she will use the same drop-down menu and change “Submitted” to “Review Required.” When all submitted Competencies have been changed to the desired selection, the Supervisor selects the green “Submit” button at the bottom. This generates an email to the Apprentice.

Example of Competencies drop down box choices are below:

0817N Computer Operator

Service Member: EN2 Joe W Sailor

Status: Active

Start Date: 14Apr2021

Completed Date:

Supervisor Email: john.shipmate@navy.mil

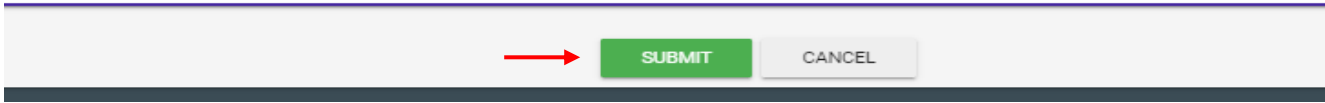
Final Approver Email: Phillip.Bossman @navy.mil

1 - COMPUTER OPERATION		
1 - Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.	Submitted	
2 - Enter commands at a computer terminal and set controls on computer and peripheral devices.	<div>Submitted Approved Review Required</div>	
3 - Train users in the proper operation of computers and use of associated peripheral devices.	Submitted	14Apr2021 11:34 Shipmate, John B
4 - Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.	Submitted	14Apr2021 11:34 Shipmate, John B
5 - Monitor and respond to operating and error messages.	Submitted	14Apr2021 11:34 Shipmate, John B
6 - Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information.	Submitted	14Apr2021 11:34 Shipmate, John B
2 - COMMUNICATION		
1 - Provide information to supervisors, co-workers, and subordinates by e-mail, in written form, telephone or in person.	Working	14Apr2021 11:38
2 - Communicate with supervisors, peers, or subordinates.	Working	14Apr2021 11:38
3 - Perform administrative and clerical procedures and systems such as e-mail, word processing, managing files and records, designing forms, and other office procedures and terminology.	Working	14Apr2021 11:38
3 - ANALYZING DATA OR INFORMATION		
1 - Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.	Working	14Apr2021 11:38
2 - Observe, receive, and otherwise obtain information from all relevant sources Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.	Working	14Apr2021 11:38
3 - Retrieve, separate and sort program output as needed, and send data to specified users.	Working	14Apr2021 11:38

Use the dropdown arrow : You can select Approved or if you feel the competency was not mastered, then you would send it back to the member with Review Required.

Supervisor Duties and Responsibilities Continued

When all submitted Competencies have been changed to the desired selection, the Supervisor selects the green “**Submit**” button at the bottom. This generates an email to the Apprentice.



NOTE: In the event the Approver does not receive the email

“If” you *did not* receive an automated email from USMAP 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 we verify that an email was sent out to you. Sometimes your command server blocks the automated email, so a Program Analyst at the USMAP Office will have to reset the apprentice’s competencies back to a “Working” status so he or she can resubmit them to you or if in a Time Base Trade, the USMAP Analyst has to reject the monthly reports so he or she can resubmit the report to you.

Step 2) After resubmission, if you still didn’t receive the email, you must review the monthly report (Time Based) or competencies (Competency Based) from the member’s computer. If you approve the hours the member logged or approve the competencies, email USMAP@navy.mil and request an USMAP Analyst manually approve the submitted report or competencies on your behalf. To expedite the request, member’s DoD Id#, Full Name, Rate/Rank, as well as the specific report(s) or competencies to be approved should be included in that email.

Final Approver Duties and Responsibilities

Who should be designated as the 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 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).

The Final Approver should be familiar with USMAP. Commands are encouraged to contact the USMAP Office directly for guidance or any questions regarding this role or USMAP in general.

The Final Approver should NOT be the command USMAP Coordinator at the unit

Additionally, to be eligible to be the Final Report Approver for an apprenticeship, the designated individual **cannot have** approved any of the Apprentice's Monthly Report or individual competencies as the Supervisor.

All apprentices completing an apprenticeship at your command/unit must be submitting their Final Report to you via email for your review. If you are not familiar with USMAP, you need to review the program guide and the requirements on our homepage <https://usmap.osd.mil/index.htm>. You need to review the U.S. Department of Labor National Standards of Apprenticeship that all Apprentices are required to acknowledge reading prior to enrolling in USMAP. They can be found in pdf format under the Resources tab of the USMAP website <https://usmap.osd.mil/resources.htm>.

By approving a USMAP trade you are certifying that this trade has been completed in compliance with the above references. It is recommended that Final Approvers who are unfamiliar with USMAP review the USMAP website and U.S. Department of Labor National Standards of Apprenticeship. Also, Final Approvers can contact an apprentice's Supervisor to assist in understanding the reports and answering any questions about the particular apprenticeship you are reviewing. Any issues or concerns you may disapprove and return the final report.

For any questions or concerns about the program, you are encouraged to contact the Unit Coordinator if assigned or contact USMAP Office directly at USMAP@navy.mil or usmap@livehelpnow.net.

Time based versus Competency based trades

Time Based: The Time based is the traditional model. Each month, the apprentice logs hours in a Weekly Log and submits all Weekly Logs from that month in a Monthly Report to the Supervisor. The Weekly Log starts on a Saturday and runs through the next Friday. Some months end mid-week but Apprentices should not submit the Monthly Report of all Weekly Logs until the actual end of the week, even if it includes days from the next month. All Monthly Reports must include full weeks.

Competency based: Competency based enrollments are for more experienced service members E-5 and above. These service members are expected to be able to demonstrate mastery of the competencies of their Trade. The apprentice does not log hours or submit monthly reports. Instead of logging a defined number of hours in specific Skill Areas, they submit Job Competencies for approval. **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.**

All monthly reports for a time-based apprenticeships or competency reviews for competency based apprenticeships are submitted via email to their designated supervisors for review and approval. Once all hours are met via approved monthly reports or all competencies under each job function are approved by their supervisors, an apprentice then submits a Final Approval requesting a final review and approval by the Final Approver to complete the apprenticeship.

Final Approver Duties and Responsibilities Continued

Time Based Automated Emails

When a member submits their Final Report to you, you will receive an automated email with an active link.

Below is an example of the email you will receive:

From: usmap_donotreply@navy.mil
Fri 11/1/2019 2:12 PM

To: (you as the Final Approver)

You have been designated as a USMAP Final Report reviewer for [apprentice's name].

By reviewing the Final Report, you are acknowledging that you are an officer in the chain of command of the apprentice and confirm the supervisors listed as having knowledge and experience to validate the hours and work that the apprentice is reporting. You also acknowledge that you have command authority to approve the apprenticeship and you are familiar with USMAP and have read the USMAP Program Guide and Department of Defense/Department of Labor Standards of Apprenticeship, understand your responsibilities and will abide by those standards.

You can find both on the USMAP website under the Resources tab located here:

<https://usmap.osd.mil/resources.htm>

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.

You have been requested to review and have the authorization to Approve/Decline the Apprenticeship for Apprentice's name. (CAC login required.)

Approval designates that the Apprentice has completed all requirements for this Apprenticeship and that it has been completed in accordance with all standards of USMAP.

To view the Final Report, copy and paste the following link into your browser –

Final Approver Duties and Responsibilities Continued

For Time based apprenticeships Continued

<https://usmap.netc.navy.mil/usmap/login?returnTo=APAC&pl=c6c0b94ea031b3a5fb7d8318ad36dc3d|TM>

NOTE: As a security measure, some mail servers will add '[CAUTION or No-click]' to the link. If so, please remove '[CAUTION or No-click]' before pasting the link in your browser.

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

When the link is copied and pasted into your browser, a Final Report will look like this: Example below:

Please review the Final Report for: **Moore, Kitty** APPROVE DISAPPROVE

ADMINISTRATIVE SERVICES MANAGER Weekly Logs

Report Date	Supervisor	Status	Week	Hours	
202312	Sailor, Joe W	Approved	30Dec2023	0	VIEW
			23Dec2023	28	VIEW
				45	VIEW
				45	VIEW
				40	VIEW
202311	Sailor, Joe W	Approved	25Nov2023	45	VIEW
			18Nov2023	45	VIEW
			11Nov2023	40	VIEW

Shows you the supervisor who approved the apprentice's hours and shows you the hours the apprentice logged.

Before you approve the apprentice's final report, you must review the apprentice's weekly logs to verify accurate logging of hours.

Taking the example above, **If the hours all read "70" in the hours column this should be a Red Flag to you.**

RED FLAGS

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

- **#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.**

What to Do When You Discover a Discrepancy

- ✓ **Reject the Report!!!!** You are the first line of defense when it comes to frauds. If you don't feel comfortable approving the report, REJECT it. Finally, if you don't know, reach out to the USMAP Office via email, or phone.
- ✓ **Communicate!** Talk to the apprentice about why you rejected the report and how to fix the issue. Communication is key and is part of the USMAP participation process.
- ✓ **If in doubt, reach out to the USMAP Office.** We are here to help.
USMAP@navy.mil or phone. There is a person in the office Monday thru Friday 0600 to 1430 US Central Time.

Final Approver Duties and Responsibilities Continued

Competency Based Automated Email

When an apprentice submits their Final Competency Report to you, you will receive an automated email with an active link.

Example email below:

You have been designated as the Final approver for [apprentice's name.]

By reviewing the Final Competency Report, you are acknowledging that you are an officer in the chain of command of the apprentice and confirm the supervisors listed as having knowledge and experience to validate the work that the apprentice is reporting. You also acknowledge that you have command authority to approve the apprenticeship and you are familiar with USMAP and have read the USMAP Program Guide and Department of Defense/Department of Labor Standards of Apprenticeship, understand your responsibilities and will abide by those standards.

You can find both on the USMAP website under the Resources tab located here:

<https://usmap.osd.mil/resources.htm>

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.

You have been requested to review and have the authorization to Approve/Decline the Apprenticeship for member's name. (CAC login required.)

Approval designates that Member has completed all requirements for this Apprenticeship and that it has been completed in accordance with all standards of USMAP.

To view the Final Report, copy and paste the following link into your browser -

<https://usmap.netc.navy.mil/usmap/login?returnTo=APAC&pl=c6c0b94ea031b3a5fb7d8318ad36dc3d|TM>

NOTE: As a security measure, some mail servers will add '[CAUTION or No-click]' to the link. If so, please remove '[CAUTION or No-click]' before pasting the link in your browser.

Naval Education and Training Professional Development Center

ATTN: USMAP

640 Roberts Avenue Building 502

Pensacola, FL 32511-5155

Email: USMAP@navy.mil

Final Approver Duties and Responsibilities Continued

For Competency based apprenticeships Continued

Example of a Competency Final Report

Home → Approver Enrollments → Competency

0817N Computer Operator

Service Member: EN2 Sailor, Joe W
Supervisor Email: phillip.bossman@navy.mil

Status: Active Start Date: 01Apr2020 Completed Date:
Final Approver Email: annapolis.m.divo@navy.mil

Final Status

Review
Approved

Click "Review" or "Approved" to save the action. (Located under the Final Status)

Click "Submit" to save the action.

1 - COMPUTER OPERATION

1 - Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.	Approved	14Apr2021 12:03 PHILLIP BOSSMAN
2 - Enter commands at a computer terminal and set controls on computer and peripheral devices.	Approved	14Apr2021 12:03 PHILLIP BOSSMAN
3 - Train users in the proper operation of computers and use of associated peripheral devices.	Approved	14Apr2021 12:03 PHILLIP BOSSMAN
4 - Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.	Approved	14Apr2021 12:03 PHILLIP BOSSMAN

What you should look for to approve or disapprove (by selecting "Review") a Final Report:

Verify that all Competencies under each Job Function were approved by someone authorized to do so. This should have been the Apprentice's immediate supervisor or someone else in their chain of command who can validate the Apprentice has "mastered" the Competency.

NOTE: In the event the Approver does not receive the email

"If" you did not receive an automated email from USMAP 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 we verify that an email was sent out to you. Sometimes your command server blocks the automated email, so a Program Analyst at the USMAP Office will have to reset the apprentice's competencies back to a "Working" status so he or she can resubmit them to you or if in a Time Base Trade, the USMAP Analyst has to reject the monthly reports so he or she can resubmit the report to you.

Step 2) After resubmission, if you still didn't receive the email, you must review the monthly report (Time Based) or competencies (Competency Based) from the member's computer. If you approve the hours the member logged or approve the competencies, email USMAP@navy.mil and request an USMAP Analyst manually approve the submitted report or competencies on your behalf. To expedite the request, member's DoD Id#, Full Name, Rate/Rank, as well as the specific report(s) or competencies to be approved should be included in that email.

Helping Us with Fraudulent Reporting

As a FINAL reminder, the ability of this opportunity for service members to continue to participate in DOL Register Apprenticeships via USMAP is by ensuring the integrity of this program by all participants including the apprentice, the supervisor and as a last check you, the Final Approver.

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.

Thank You



For Your Support