UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM

PROGRAM GUIDE

Version 3.3

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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.

Roles and Responsibilities of Stakeholders

1. USMAP Office. The USMAP Office administers the program. The office provides administrative, programmatic, and policy oversight over the program as directed by Department of Labor (DOL) and the Department of Defense (DoD). The staff members provide 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 the Department of Labor. 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, 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 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 staff 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.

A separate USMAP Coordinator Guide is available from the USMAP Office via our resource page on the website https://usmap.osd.mil/resources.htm or upon request from any unit via email (usmap@navy.mil **usmap@livehelpnow.net**).

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 not be a student currently in a military course or school.

9. Must fully read, 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 to the USMAP Office to confirm eligibility. The orders should clearly state the start and end date of activation AND the primary duty/role of the member while on orders. If the primary duty/role is not stated in the orders, then documentation from the command stating the primary duty/role of the member while on active duty should be provided to the USMAP Office. The stated Duty/Role must align with the trade enrollment requested. Service members must notify the USMAP Office if orders are cancelled early to assess continued eligibility for enrollment. Reservists will be allowed to enroll in **TIME based trades** only and are *ineligible* for COMPETENCY based trades at this time.

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

Reasonable trade limits apply as follows:

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

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

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 6,000 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.

5. Apprentice submits a Final Report (all Skill Area required hours and Instructional hours are completed) to a Final Approver. The final approver shall be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) 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**.

6. Final report 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.

Competency based: Competency based enrollments are for more experienced Apprentices E-5 and above. These apprentices 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 only time requirement is that you must be enrolled in the trade for a minimum of one year.**

1. You can submit competencies for approval as soon as your enrollment is approved However, you must be enrolled for a minimum of 12 months (before completion can be accomplished) and must complete all Competencies under each Job Function.

2. Apprentice submits "Competencies" as mastered for approval until all competencies are achieved for each "Job Function."

3. Approved "Competencies" will reflect in record as approved.

4. Apprentice submits a "Final Report" (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 shall be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) civilian (GS9 or above).

Competency based continued:

Note: The Final Report cannot be submitted for approval until a minimum of 12 months enrollment in the apprenticeship is completed.

5. Final report (report documenting completion of Apprenticeship requirements) approved; Apprenticeship status changes to complete.

6. Apprentice can now retrieve completion documents (Certificate and Journeyworker Card) via USMAP website.

7. 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.**

- ➢ **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.**

- ➢ Enroll in a trade when the apprentice has less than 1 year on your enlistment contract.

- ➢ For Competency Based method: Cannot be in a "Frocked" Status for rank eligibility (Navy 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.

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.

When an apprentice's record is flagged for excess logging of hours, the USMAP Analyst will send the apprentice along with his or her supervisor a warning email title "Notification of USMAP Apprenticeship Audit."

On the next page is an example of the email:

Audits Continues

Apprentice's Name

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

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

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

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

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

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

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.

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.

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 6000 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 432 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.

Part II   Enrollment Process

USMAP self-service screen after CAC authentication
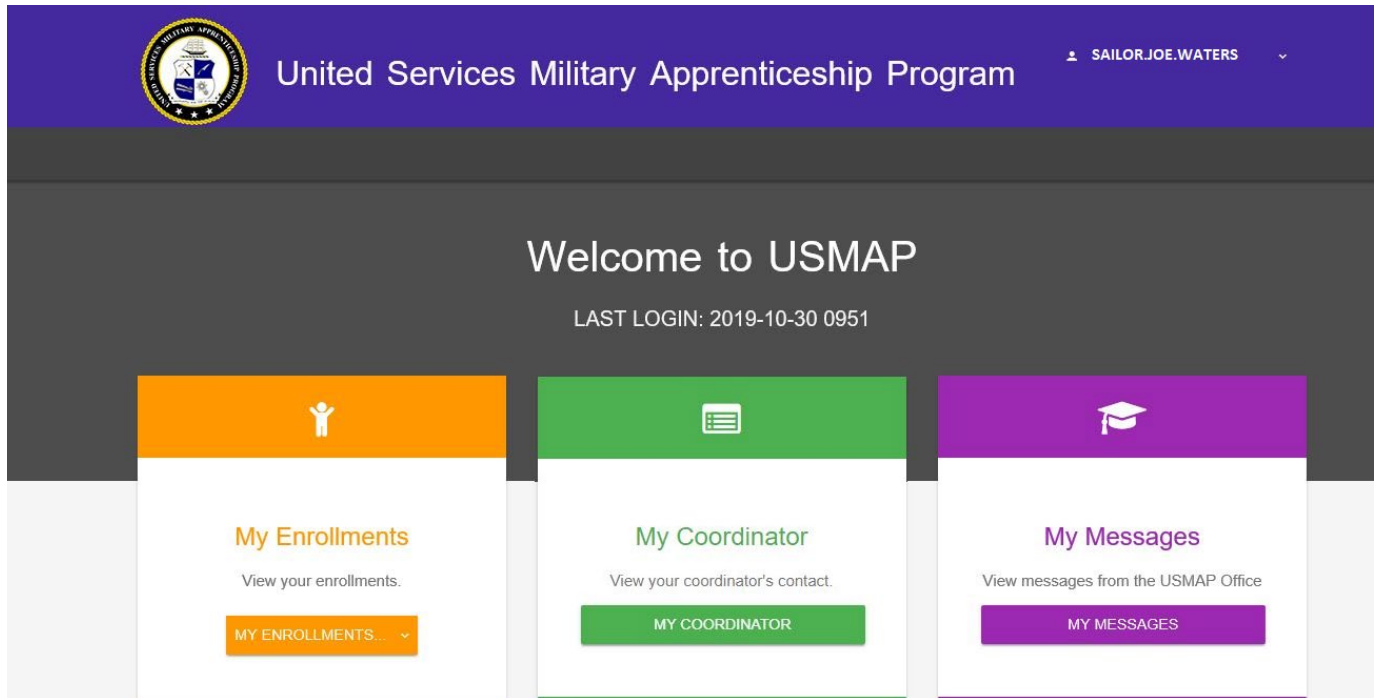
There are three tiles. First tile deals with the enrollments, second tile is your Coordinator information, and the third tile is messages from the USMAP Office.

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.**

How to Enroll

Time Based Process

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

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 <u>usmap@livehelpnow.net</u> 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

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.	Time Competency 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.	Time Competency 1 year minimum
0149D	Electric-Motor Repairer	Repair, maintain, or install electric motors, wiring, or switches.	Time Competency 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.	Time Competency 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.	Time Competency 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)	Time Competency 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.	Time Competency 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.

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 individuals. 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)   Troy.scott@navy.mil

Personal Email:

REGISTER   CANCEL

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 6,000 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/MOS 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 the completed the Formal Classroom Instruction hours for the Trade which ranges from 144 to 432. **The Formal Classroom Instructional Hours CANNOT be waived. The Formal training hours must be completed to earn the final certification and complete the trade.** If 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" link 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 Trades: Any hours that were submitted by a monthly report and approved will remain in your record.

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 Trades 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.

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

My Enrollments

View your enrollments.

MY ENROLLMENTS...

Active Enrollment

All Enrollments

Weekly Logs
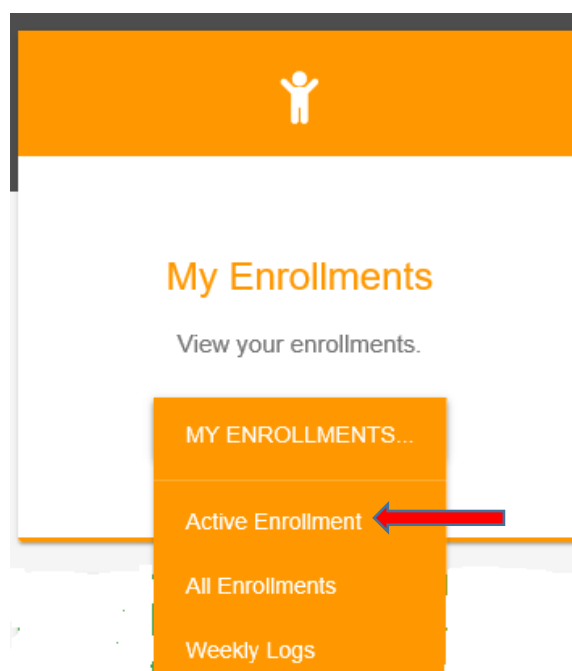
When you select "Active Enrollment," the summary of hours appears. Example is below.

Summary Report

The credit column is when you are awarded Pre-Registration Credit Hours

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.
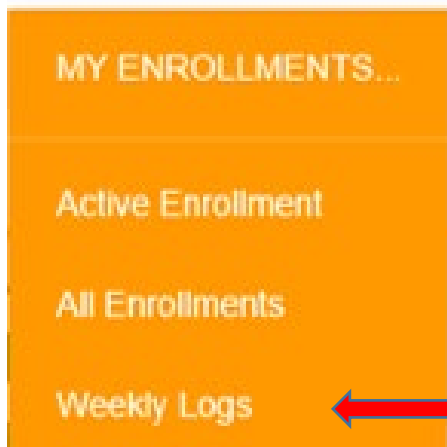
> MY ENROLLMENTS...
>
> Active Enrollment
>
> All Enrollments
>
> Weekly Logs ← Member selects Weekly Logs

This is the screen you will see:

Select a Week

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)   ddMMMyyyy ←

→ **SAVE CHANGES**   or   CANCEL

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

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

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

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. The apprentice must contact the USMAP Office to put the Trade in an Inactive Status until completion of the military course or school.

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

Effective 1 January 24, Overrides will no longer be valid. You will be able to log up to 10 hours. **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 spend having meals, at PT, standing watch, etc. and all other activities that don't align to a WPS Skill Area do not get logged**.

REMINDER: Do not log 10 hours in each Skill Area. You perform different tasks all day long. Match the hours to the skills you performed that day.

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

	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

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.*

Weekly Logs	CREATE A WEEKLY LOG				
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 "@".

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.

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 Command
    ATTN: USMAP
    640 Roberts Avenue Building 502
    Pensacola, FL 32511-5155

    Phone: 1-850-452-6699
    DSN: 459
    Fax: (850) 452-6060 (DSN 459)

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

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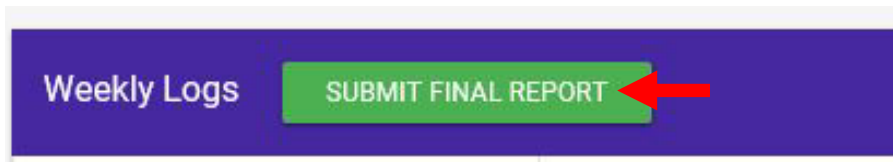
After you click "Submit Final Report," this screen will appear.

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

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.

Report Date	Reviewer
201902	SHIPMATE.JOHN.BOSS

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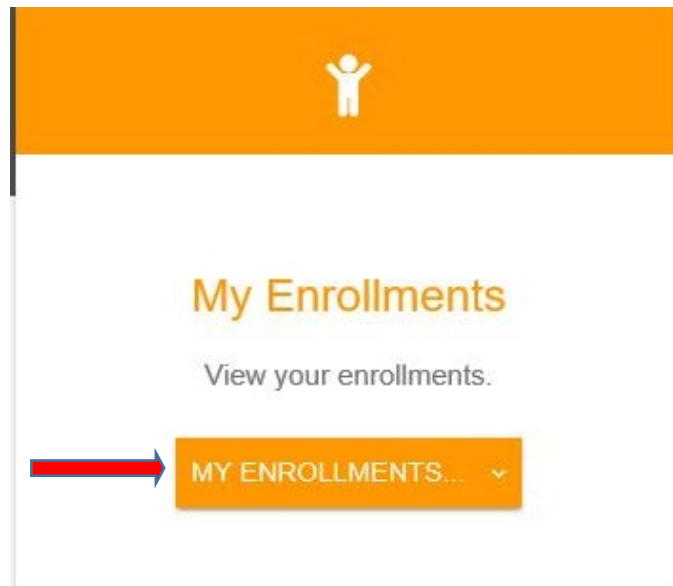
This will bring up all the enrollments in your record. Find the Trade you just completed and click "Completion Certificate." Example is below.

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 <u>E-5 and above</u>. (Note: For Navy only, E5's cannot be in a "Frocked" Status.). 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 shall be that this individual be a commissioned officer such as a Department Head, Company Commander or some other supervisor who presides over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or 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.

Status	Trade	Hours\Comp	Start Date	End Date
	Home → Enrollments			
	Enrollments			START NEW REGISTRATION
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.	Time Competency 1 year minimu
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.	Time Competency 1 year minimum
0149D	Electric-Motor Repairer	Repair, maintain, or install electric motors, wiring, or switches.	Time Competency 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.	Time Competency 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.	Time Competency 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)	Time Competency 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.	Time Competency 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.	Time Competency 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.
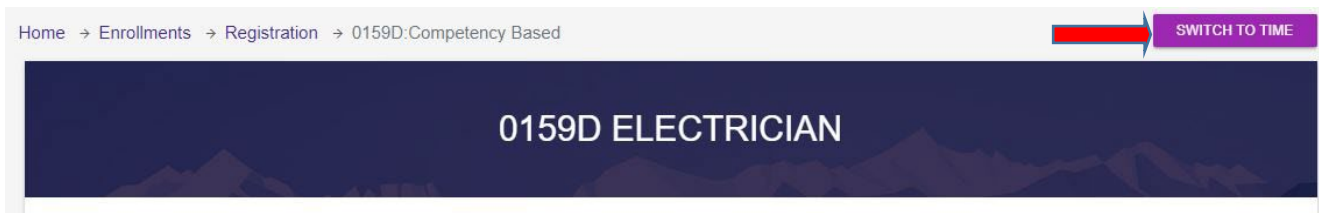
Again, you must be enrolled for a minimum of 12 Months (before completion can be accomplished) and you must complete all Job Functions.

.

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".

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.

Your immediate Supervisor at your command/unit should be designated as the Supervisor. The final approver shall be a commissioned officer in your immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) 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.

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

Competency Based Continued

Approval and Review

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

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 shall be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS).

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.

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

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

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

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.
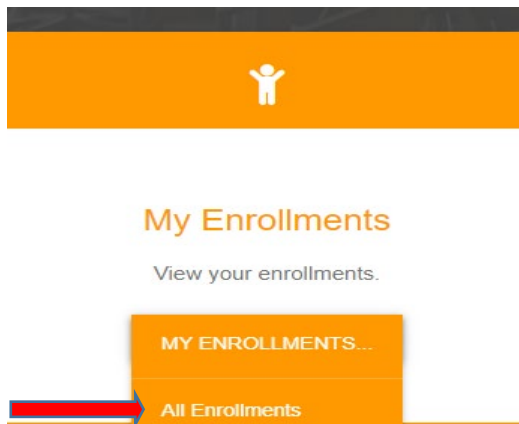
Certificate and Journeyworker Card

Log back into your record. Click "Enrollments."
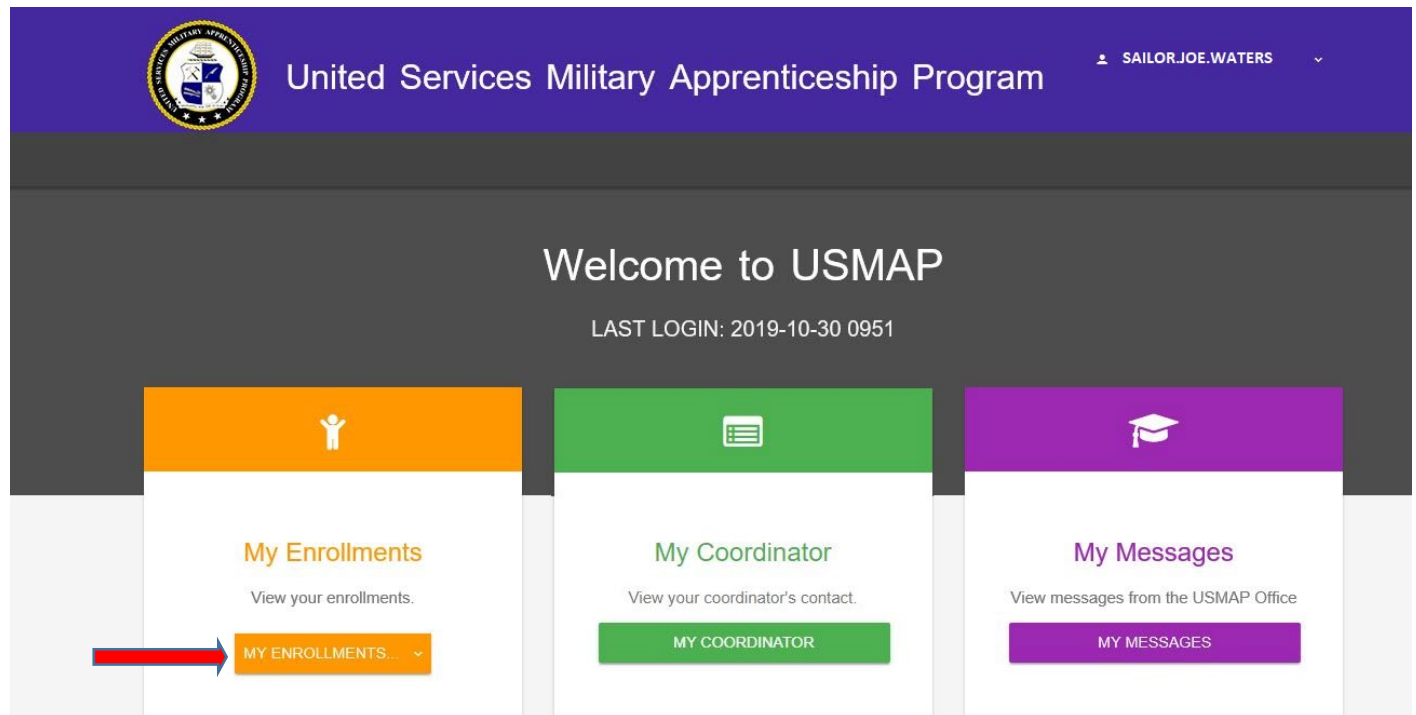
Competency Based Continued

Certificate and Journeyworker Card Continued

Use the drop down arrow and click "All Enrollments"

My Enrollments

View your enrollments.
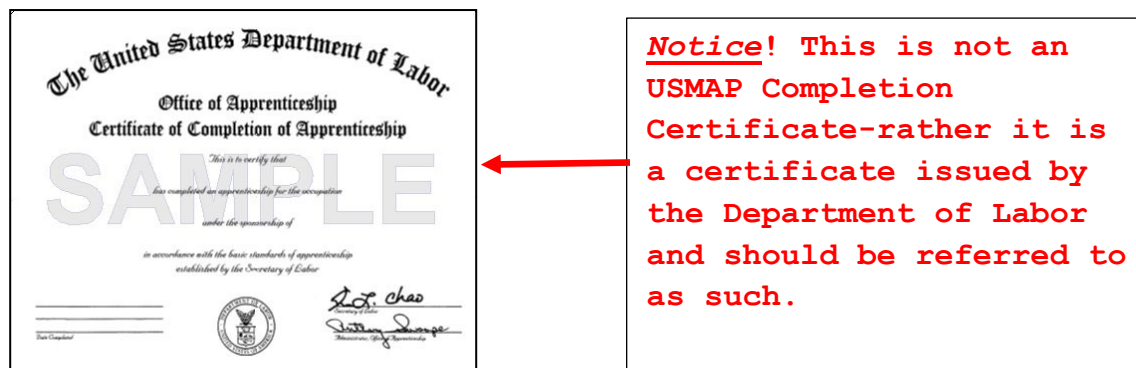
MY ENROLLMENTS...

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

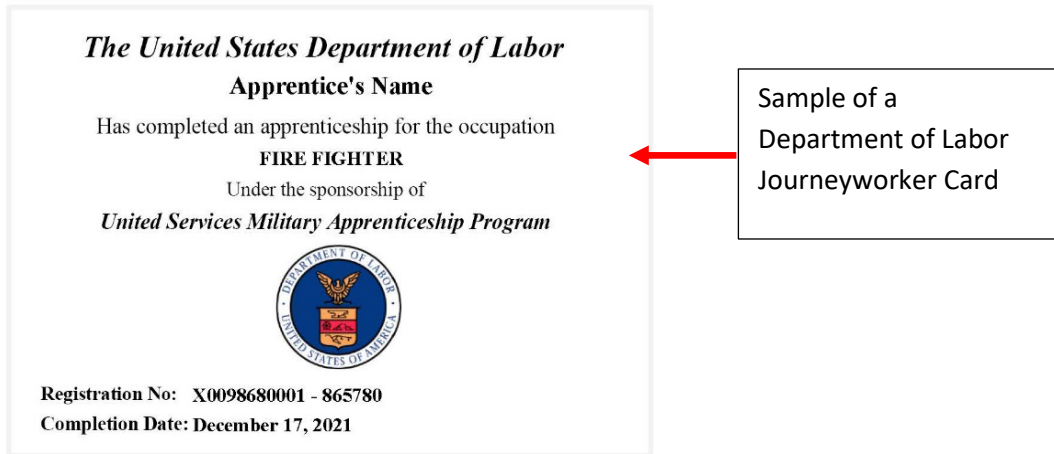| Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	DRAFTER, CIVIL	COMP	31Mar2022	31Mar2022	REINSTATE
Cancelled	AUTOMOBILE MECHANIC	4000	22Dec2021	22Dec2021	REINSTATE
Cancelled	RADIO OPERATOR-MAINTAINER	4000	08Dec2021	30Dec2021	REINSTATE
Completed	DRAFTER, ARCHITECTURAL	COMP	02Feb2021	21Apr2022	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.

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Competency Based Continued

Certificate and Journeyworker Card Continued

The United States Department of Labor
Apprentice's Name
Has completed an apprenticeship for the occupation
FIRE FIGHTER
Under the sponsorship of
United Services Military Apprenticeship Program

Registration No: X0098680001 - 865780
Completion Date: December 17, 2021

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.

Supervisor Duties and Responsibilities

You have been designated as a Supervisor of a United Services Military Apprenticeship Program (USMAP) Apprentice's Monthly/Competencies. 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 . 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 page 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 usmap@navy.mil or **usmap@livehelpnow.net** .

Apprentices have the option of enrolling in the Competency based Trade (E-5 or above) 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 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.**

Who should be designated as a Supervisor?

A supervisor is the person who assigns, monitors the work, and provides quality control oversight. 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.

Time Based Automated Email

When a member 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.

See examples below:

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 member'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.

Supervisor Duties and Responsibilities Continued

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

Home → Monthly Review

Please review the Monthly Report (Feb 1, 2021) for: Stieg, Nathan B

APPROVE   DISAPPROVE

FEB 6, 2021

COMPUTER OPERATOR

Skill	Hours
A. COMPUTER OPERATION	11
B. COMMUNICATION	11
C. ANALYZING DATA OR INFORMATION	11
D. USE INTERNET AND INTRANET OR NETWORKING	11
E. PERIPHERAL EQUIPMENT	10
F. MEDIA ASSISTANCE	11
G. ERROR MONITORING	8
H. MAINTENANCE AND INSTRUCTIONS	11

Sailor. Joe W

You have two choices: Approve or Disapprove.

What should I look for to approve or to disapprove?

The hours logged are not to be reflective of the apprentice's workday. The hours logged shall be the actual hours performing 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 do not align to a WPS Skill Area do not get logged. Before you approve the report you must verify the apprentice did not log hours during a Holiday or Safety Stand down. IF he/she did, then you would disapprove the report.

Supervisor Duties and Responsibilities Continued

Competency based apprenticeships:

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. Works like a Personnel Qualification Standards (PQS).

Competency Based Automated Email

When a member submits his/her Competencies to you, you will receive an automated email with an active link. See example below and next page

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.

Naval Education and Training Command
 ATTN: USMAP
 640 Roberts Avenue Building 502
Pensacola, FL 32511-5155
Phone: 1-877-838-1659
Commercial: 1-757-492-4684
Fax: (850) 452-6060 (DSN 459)

How 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.

Supervisor Duties and Responsibilities Continued

To approve a Competency Continued

Example of Competencies drop down box choices:

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.

Supervisor Duties and Responsibilities Continued

If You do not receive the automated 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

The final approver must be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) 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 should 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 page 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 directly at USMAP@navy.mil or **usmap@livehelpnow.net** .

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 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

Who should be designated as the Final Approver?

The final approver shall be a commissioned officer in the apprentice's immediate chain of command. Depending on the service, this can be the Division Officer, Department Head, Company Commander or other commissioned officer presiding over the apprentice. For units without commissioned officers (i.e. Coast Guard) can use the senior enlisted at the unit or supervising Government Service (GS) civilian (GS9 or above).

Again, **<u>the Final Approver should NOT be the command USMAP Coordinator at the unit</u>**

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.

Time Based Automated Emails

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

See example below:

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 member'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 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 –

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 Command
 ATTN: USMAP
 640 Roberts Avenue Building 502
Pensacola, FL 32511-5155
Phone: 1-877-838-1659
Commercial: 1-757-492-4684
Fax: (850) 452-6060 (DSN 459)

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

What should you look for to approve or reject a Final Report:

Verify that all the Monthly Reports were approved by someone authorized to do so. The Monthly Report Approver should have been the Apprentice's immediate supervisor.

Final Approver Duties and Responsibilities Continued

Competency Based Automated Email

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

See example below:

You have been designated as the Final approver for member'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.

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640 Roberts Avenue Building 502
Pensacola, FL 32511-5155

Email: USMAP@navy.mil
Phone: 1-877-838-1659
Commercial: 1-757-492-4684
Fax: (850) 452-6060 (DSN 459)

Final Approver Duties and Responsibilities Continued

For Competency based apprenticeships Continued

Example of a Competency Final Report

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.

If you have problems with the link in the email or if you have any questions, email the USMAP Office at either usmap@livehelpnow.net or usmap@navy.mil.

As a final reminder, the ability of this opportunity for service members to continue to participate in DOL Apprenticeships via USMAP is by ensuring the integrity of the 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.

FORGE YOUR

FUTURE