



# United Services Military Apprenticeship Program (USMAP)



A MAP TO SUCCESS



# What is USMAP?

Department of Labor Registered Apprenticeship



A registered apprenticeship is a formalized structured training program which combines on-the-job training (OJT) and related technical instruction. Participants receive Industry determined practical and technical work experience training to develop essential skills that translates into a civilian career. This is a **voluntary** individual professional development program.



UNITED STATES DEPARTMENT OF LABOR  
Employment and Training Administration



# What does this program do?

Allows our Active Duty Navy, Marine Corps, and Coast Guard members to obtain a Department of Labor Apprenticeship **Certificate of Completion** just like their civilian counterparts while serving their country.





# 5 Facts about Registered Apprenticeships

## Apprenticeship is good for business



Helps recruit and develop a highly skilled workforce



Improves productivity and the bottom line



Provides opportunities for tax credits and employee tuition benefits in some states



Reduces turnover costs & increases employee retention



Creates industry-driven and flexible training solutions to meet national and local needs

Straight from the DOL website: <http://www.doleta.gov/oa/>.



# DOL Registered Apprenticeships

Apprenticeships are a proven path to good, secure middle-class jobs. In fact, 87 percent of apprentices are employed after completing their programs, with an average starting wage above \$50,000. The return on investment for employers is also impressive - studies from around the globe suggest that for every dollar spent on apprenticeship, employers get an average of \$1.47 back in increased productivity, reduced waste and greater front-line innovation.

## **How much money can an apprentice earn?**

Apprentices earn competitive wages, a paycheck from the first day of employment and incremental raises as skill levels increase. The average wage for a fully-proficient worker who completes an apprenticeship is \$50,000 annually. Apprentices who complete their program earn approximately \$300,000 more during their career than non-apprenticeship workers.

Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



# Department of Labor Website



UNITED STATES  
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### Apprenticeship



Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



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### Find Opportunities

### Benefits for an Apprentice

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**A paycheck** from day one, guaranteed to increase over time as you learn new skills.



**Hands-on career training** in a wide selection of programs, such as health care, construction, information technology and geospatial careers.



**An education** and the potential to earn college credit, even an associate or bachelor's degree, in many cases paid for by your employer.

"Apprenticeship was my golden ticket to the middle class." — Anthony, electrical apprentice in San Francisco



**A career** once you complete your apprenticeship, you will be on your way to a successful long-term career with a competitive salary, and little or no educational debt.



**National industry certification** upon graduation from a career training program and can take that certification anywhere in the United States.



**Recognizable partners** including many of the nation's most recognizable companies, such as CVS/pharmacy and UPS, have Apprenticeship programs.

Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



# Department of Labor Website

This is at the bottom of the page along with success stories

## SEARCH APPRENTICESHIPS NEAR YOU

There are available apprenticeship opportunities waiting for you. Pick your state, zoom in on your city of choice, and view apprenticeship opportunities right in your community.

Showing **50,432 Apprenticeship/Trainee jobs**

Click on a state to see more details about where there is demand for Apprenticeship/Trainee jobs.

Powered by glassdoor

Hover over a state

The map displays the Southeastern United States, including parts of Virginia, North Carolina, South Carolina, and Georgia. It uses a color-coded system to represent the density of apprenticeship opportunities. A tooltip for Jacksonville, NC indicates 30 jobs. A legend in the bottom right corner shows a color scale from light green (Low) to dark green (High). The map also includes a search bar and a zoom control.

**Jacksonville, NC**  
30 Apprenticeship jobs

Apprenticeship Opportunities\*

- Low
- High

Leaflet | Map data © OpenStreetMap

\* Opportunity score is based on the number of jobs, unemployment, population, and title concentration.

Click on “30 Apprenticeship jobs”

Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



# Department of Labor Website

Jobs in Jacksonville, NC 19 Jobs

Recent Searches (2)

Create Job Alert

Posted Any Time  All Company Ratings

Apprentice/Trainee  Exact Location

 **Sales Management Trainee Jacksonville NC** 17d  
 3.6 ★ Enterprise Holdings  
 Jacksonville, NC

 **Sales Management Trainee Jacksonville NC** 17d  
 3.3 ★ Enterprise Rent-A-Car  
 Jacksonville, NC

 **Student & Trainee Truck Drivers! Entry-Level. Apply Now to Swift!** 7d  
 2.9 ★ Swift Transportation  
 Jacksonville, NC

 **Management Trainee (AB)** 30d+  
 2.4 ★ Automotive Dealership  
 Jacksonville, NC

 **Assistant Manager (Co-Manager Trainee)** 30d+  
 2.3 ★ Speedway LLC  
 Jacksonville, NC

 **Student & Trainee Truck Drivers! Entry-Level.** 7d  
 2.9 ★ Swift Refrigerated  
 Jacksonville, NC

 **Entry Level Finance Manager Trainee (AB)** 30d+  
 2.4 ★ Automotive Dealership  
 Jacksonville, NC



## Police Officer Trainee

2.7 ★ City of Jacksonville - Jacksonville, NC

Posted 14 days ago

Description

52 Reviews

Apply on Career Site

Save



Report this job

- Assists with enforcing laws; investigates crimes; controls traffic; collects evidence; issues warrants and summons; participates in continuing education; prepares reports. Much of the work is performed under emergency conditions and involves considerable personal hazard.

Any combination of education and experience equivalent to graduation from high school.

Possession of an appropriate driver's license valid in the State of North Carolina. Ability to acquire Basic Law Enforcement certificate issued by the State of North Carolina. Possession of or ability to acquire CPR, MDT-DCI, Radar and Intoxilizer certifications. Must meet and maintain minimum training and experience requirements for position as established by the department and the State of North Carolina.

SALARY RANGE: \$33,190 - \$53,105

HIRING RANGE: \$33,190 - \$43,147

EOE/M/F/D/V

### Company Info

Website	<a href="http://www.coj.net">www.coj.net</a>
Headquarters	Jacksonville, FL
Size	5001 to 10000 employees
Founded	1832
Type	Government
Industry	Government
Revenue	Unknown / Non-Applicable per year
Competitors	Unknown

In the City of Jacksonville, residents and visitors can enjoy the Florida wilderness. The city, which offers some 57,000 acres of parks, provides more land for recreation than any other city in the US. Its 19 city council members (five at-large members and 14 representing ... Read more

Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



# Department of Labor Website

- 
-  **Management Trainee Jacksonville NC (Enterprise)**  14d  
3.3 ★ Enterprise  
Jacksonville, NC
-  **Shift Supervisor Trainee**  19d  
2.7 ★ CVS Caremark  
Jacksonville, NC
-  **Hiring Student/Trainee Truck Drivers**  30d+  
2.9 ★ Swift Transportation  
Jacksonville, NC
-  **Trainee Truck Drivers**  30d+  
2.9 ★ Swift Transportation  
Jacksonville, NC
-  **Firefighter Trainee**  24d  
2.7 ★ City of Jacksonville  
Jacksonville, NC
-  **Full Time Student / Trainee Truck Driver**  30d+  
Swift is Hiring

## City of Jacksonville Salaries

Salaries in \$ (USD)	Average	Min	Max
<b>Na</b> 1 City of Jacksonville Salary	n/a	\$51k	\$56k
<b>Engineer</b> 1 City of Jacksonville Salary	n/a	\$70k	\$75k
<b>Laborer</b> 1 City of Jacksonville Salary	n/a	\$9	\$9

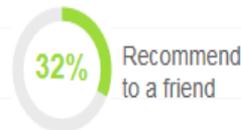
||||| Anonymized Range [?]

[More City of Jacksonville Salaries](#)

## City of Jacksonville Reviews

[See All >](#)

2.7  Rating Trends



Straight from the DOL website: <http://www.dol.gov/featured/apprenticeship>



# Why USMAP?

- No Cost
- No off-duty hours required
- Proof of National recognition
- Documented work experience
- Receive a Department of Labor Apprenticeship Certificate of Completion; which not only enhances your military job skills, it demonstrates to your chain of command your motivation for more challenging military assignments.





# Why USMAP? (Cont)

- Getting the same credit for military work experience and training as their civilian counterparts in the civilian industry.
- DOL Apprenticeship Certificate of Completion is good for a lifetime. Never has to be renewed.
- College Credit? **Could.** Take your DOL Certificate of Completion, the trade's Work Process Schedule and your semi-annual reports to your college counselor and ask them.

## **Do most employers accept the DOL Apprenticeship Certificate of Completion?**

Since employers have learned that apprenticeships are the most cost effective way to get trained employees, thousands of employers do accept the Certificate. This Certificate is one of the oldest, most basic, and most highly portable industry credentials in use today and you are recognized as a qualified journeyman nationwide.

For more information on the value of apprenticeships, visit U.S. Department of Labor's Registered Apprenticeship website at <http://www.dol.gov/featured/apprenticeship>.



# Requirements

- Must be active duty Coast Guard, Marine Corps, or Navy which include Full Time Support personnel. Selected Reserve personnel are NOT eligible for the program.
- **Must be designated in a Rating/MOS**
- **Must have sufficient time to complete the program while on active duty. (Minimum of 1 full year on current enlistment at the time of enrollment)**
- Must have completed the required formal classroom instruction (training) for the Trade
- The selected trade must be your primary job at your command NOT A COLLATERAL DUTY or Temporary Duty Assignment





# Things to Know Before You Enroll

- You **must** check out the trades that are available for your Rate and Paygrade or MOS by going to the USMAP website <https://usmap.netc.navy.mil>. Click on “**Trades**.” Ensure that you have all qualifications for that trade.
  
- Before you enroll, use the enrollment checklist from the step by step procedure guide (<https://usmap.netc.navy.mil> . Click on “Resources and Links” Click on Program Guide) to ensure you qualify for the program.
  
- Individuals must agree to terms of apprenticeship and read the Standards upon enrollment. These standards provide general policy and guidance to Commanding Officers responsible for training and development of registered Apprenticeship with the DOL .
  
- Members can **ONLY** be enrolled in **ONE** trade at a time. When you complete a trade, you may enroll in another qualifying trade aligned with your Rating/MOS providing you are working in that trade full time.



# Things to Know Before You Enroll

This apprenticeship program has two parts.

- **First part is formal classroom instruction hours.**

This training provides members with the required background knowledge of the trade. Completion of “A” school or NEC school (for Navy and Coast Guard) will meet this requirement. For Marines, MOS training usually meets that requirement.

For undesigned personnel ONLY (Navy and Coast Guard) (Airman, Fireman, and Seaman) who have struck for a Rating and have not attended “A” school or any kind of rating school, formal classroom instruction **cannot** be waived. Employers will not hire you without this. **You still can enroll into the program.**

When military schools are not available, you may use formal related civilian training, such as vocational schools, college classes, trade schools, Personnel Qualification Standard (PQS) and correspondence courses to fulfill the formal classroom instruction hours. You have the duration of the trade to complete the formal classroom instruction hours.



# Things to Know Before You Enroll

- **The Second part is On the Job training (OJT). Training at the place of work while doing the actual *job*. This is where you start logging hours toward the trade you enrolled in.**

## **Advanced Paygrade/Undesignated Rate to Designated Rate/MOS Change**

The Rate/Rank/MOS displayed by USMAP system comes directly from the respective Military Personnel systems. USMAP personnel cannot change your Military account information. Once the promotion/advancement date and/or Rate and/or MOS (Marines) is reflected there, our system will show the update also.

- So in this case, the applicant must fill out a paper application. **The paper application** (Apprentice Registration Application) which is also located on the website, click “**Resources and Links**”. Then click “**Apprentice Registration Application Form.**” Have the applicant fill out the paper application, ensuring the member fills it out correctly. Once that is done, the applicant must email us ([NavyCollege@livehelpnow.net](mailto:NavyCollege@livehelpnow.net)) the application along with a designation letter showing his/her designated Rate or frocking letter if advanced. The USMAP Registrar has to manually enroll the member.
- Same process for Marines with MOS 8156 (Secondary) and whose detachments provide security at American Embassies, must submit a paper application because MOS cannot be changed in the system.



# Trades

- For Navy and Coast Guard, trades are associated with Rates and paygrade. For Marines, trades are associated with their MOS.
- Trades are identified by an AIMS Code which is 4 numbers and a letter at the end. The letters stand for N: Navy; M: Marines; and C: Coast Guard
- 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 all the way to 8000 total work hours, depending on your Rating/MOS.
- Every trade requires related formal instruction training necessary to provide apprentices with knowledge in technical subjects related to the occupation. The instruction may be classroom, technical schools, or other approved means. “A” schools and MOS (Marines) schools count regardless of length of school. This requirement can not be waived.
- 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). It is simply a breakdown of the work experience to be completed.



# Member's Responsibilities

- Must enroll into a trade by Rate/MOS.
- Print off the Work Processes Schedule. Use it to keep track of your skill area hours.
- Log your hours daily until all skill areas are at ZERO (work experience hourly record located on the **USMAP** website <https://usmap.netc.navy.mil>; Click **Resources and Links**)
- Once a week, have your Supervisor/LPO/Staff Sergeant/Sergeant review and sign weekly logs
- Enter the Date the Supervisor signed the report in the Weekly Supervisor Signature block in your online record.
- At the end of the month, have your Division Officer/Chief, Second Level Supervisor, (Marines) Gunnery Sergeant review and sign monthly logs.
- Enter the date in the Division Officer signed the report in the Monthly Division Signature block in your online record.
- Every six months, submit online semiannual report, print it out, and have a Reviewing Officer review and sign your Semiannual Report . (Reviewer must have “By Direction” authority to sign the report)
- Send your Semiannual/Progress Status Report to the USMAP Office to be processed.



# Member's Responsibilities

- **YOU and ONLY YOU are ACCOUNTABLE to ensure your semiannual report is sent to the USMAP Office, not your Coordinator or your Career Counselor.**
- **To keep all of your log sheets (weekly, monthly, and semiannual) for your records in case of audit or for a future employer that may request to see your logs in addition to your DOL Certificate.**

# How the Program Works

- Once a service member enrolls, he/she keeps track of his/her skill area hours.
- Log hours daily until all skill areas from the Work Processes Schedule are at ZERO.
- Hours are logged in full or half hour increments (example: 0.5, 1.0, 1.5, 2.0, etc).
- **Weekly Logs** Print, *Supervisor or Leading Petty Officer (LPO)/Staff Sergeant/Sergeant* must sign your logs (retain original for your records).
- **Monthly Logs** Print, *Second Level Supervisor, Division Officer/Division Chief/Gunnery Sergeant* must sign your logs (retain original for your records).
- **Semiannual Report** Print, Sign, - *Commanding Officer or Personnel authorized to sign "By Direction"* must sign this report. **\*\*This is the ONLY report sent to the USMAP Office for entry into your USMAP account.\*\***
- **NOTE:** You must have **three different signatures**. For example, if your supervisor and your Division Officer/Gunnery Sergeant are the same person, you must have another person to sign your logs.
- Trades are automatically cancelled after 18 months without a semi-annual/Progress Status Report being submitted and processed.



# What do you receive when you complete a DOL trade?

Members who successfully complete USMAP are issued a Department of Labor Apprenticeship Certificate of Completion and a Journeyman Card.





# CONTACT INFORMATION

Web site: <https://usmap.netc.navy.mil>

E-mail: [NavyCollege@livehelpnow.net](mailto:NavyCollege@livehelpnow.net)

Phone: 1-877-838-1659 Option 4

FAX: 850-473-6069

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