United Services Military Apprenticeship Program (USMAP)

A MAP TO SUCCESS
What?

• USMAP is a formal military training program that provides Active Duty Army, Marine Corps, Coast Guard, and Navy Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while serving their country.

• A registered apprenticeship is a formalized, structured training program which combines on-the-job training (OJT) and related technical instruction. Completion of the program can help qualify members for employment in a recognized civilian occupation upon fulfillment of military service.

• Upon completion, participants receive a nationally recognized “Certificate of Completion” from the U.S. Department of the Labor (DOL). DOL website: http://www.dol.gov/featured/apprenticeship
Why?

• A DOL Certificate of Completion of Apprenticeship not only enhances your military job skills, it demonstrates your motivation for more challenging military assignments, you build self-esteem and you become more marketable for future employment.

• It requires no off duty hours. You log the hours while doing the job at your command.

• When transitioning to the civilian workforce, the DOL Certificate of Completion gives you a competitive advantage in obtaining civilian jobs. Civilian employers do recognize the value of apprenticeships and on-the-job experience which often translates into increased pay.
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• SIMPLE QUALIFICATIONS
  ✓ be Active Duty Army, Marine Corps, Coast Guard, Navy and Full Time Support
  ✓ Be designated in a MOS/Rating (Army/Marines)(Navy/Coast Guard)
  ✓ Have at least one year left on Enlistment contract to complete the program
  ✓ 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

• 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.
How?

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This apprenticeship program has two components.

• **The First part is formal classroom instruction hours.** 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 (Army/Marines) schools normally count regardless of length of school. These hours range from 144 to 576. This requirement cannot be waived.

• **The Second part is On the Job training (OJT).** Training at the place of work while doing the actual job. 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 requirement, total work hours of between 2,000 to 8,000 hours, must be completed and documented.
• 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.

QUICK TIPS
• Enroll as soon as you complete Rating “A” School/MOS School.
• You may be eligible for pre-registration credit (1000 hours for each FULL year after A School/C School/MOS School, not to exceed 50% of the total required hours)
• Print your Work Processes Schedule and use it to keep track of your hours.
• Log your hours DAILY. It only takes 5 minutes.
• For more details on understanding logging hours and a Work Process Schedule, go to https://usmap.netc.navy.mil, Click (Resources and Links) and last click “Program Guide.”
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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 WPS are at ZERO.
• Hours are logged in full or half hour increments (example: 0.5, 1.0, 1.5, 2.0, etc).

• **Weekly Logs**   Run from Sunday through Saturday regardless of your work week schedule (print and retain for your records).

• **Monthly Logs**  Must be submitted to your First Level Supervisor for approval (print and retain for your records).

• **Semiannual Report** Once you have 6 months of logs submitted and approved submit your Semi-Annual/ Progress Report to your Commanding Officer or other Person authorized to sign “By Direction” for your Command (print and retain for your records).

• **NOTE:** You must have different signatures on the monthly and Semi-Annual/Progress Report.
• 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 the program are issued a Department of Labor Certificate of Completion Apprenticeship and a Journeyman Card.
CONTACT INFORMATION

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