From: Commanding Officer, (Your Command)  
To: Director, United Services Military Apprenticeship Program (USMAP),  
ATTN: Coordinator Administrator  
640 Roberts Avenue, Bldg 502 Rm 104 E1, Pensacola FL 32511-5126  

Subj: DESIGNATION AS COMMAND (PRIMARY/ASSISTANT) UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP) COORDINATOR  

Ref:  
(a) OPNAVINST 1560.10D (Enclosure (1) III-1 (f) 1)  
(b) National Standards of Apprenticeship for USMAP  

1. Per reference (a), (rate/rank, name) is assigned as the (Primary or Assistant) USMAP Coordinator for (COMMAND) and (has or has not) BY DIRECTION AUTHORITY to sign as the reviewing official for USMAP Semi-annual reports.  

2. (rate/rank, name) has read and become familiar with references (a) and (b).  

3. The following information is provided:  
   
   a. (command uic)(if you have more than one - all UICs has to be on the letter) (For Marines - RUC MCC; For Coast Guard: OPFAC)  
   b. (coordinator’s email address)  
   c. (coordinator’s PRD(ddmmmyyyy)(For Marines - DCTB)  
   d. (coordinator’s phone number (comm/DSN))  
   e. (command address)  

4. The point of contact is (rate/rank, name), Comm: (phone) or email: (email address)  

   (signature)  
   (Commanding Officer)  
   Or  
   (By Direction)  

Once completed send this letter to USMAP: any method below  
Fax: 850-452-6060  
E-mail: usmap@livehelpnow.net  
Mail: Address on To: line above