

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)



COORDINATOR GUIDE

INTRODUCTION

What is USMAP?

A 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.

USMAP is only funded for Active Duty Navy, Marine Corps, and Coast Guard service members. USMAP is a formal military training program that provides Active Duty Navy, Full Time Support Navy, Active Duty Marine Corps, and Active Duty Coast Guard members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty.

Selected Reserve personnel are not eligible for this program. Reservists do not stay on Active Duty long enough to complete the trade hours of the trade. 1 year is not enough time to complete the hours require.

USMAP is the liaison for individual military members to document military formal training and on-the-job work hours in order to achieve a nationally recognized "Certificate of Completion" for the established Trade. Civilian employers normally do not have an in depth understanding of the wealth of knowledge and training of an occupation learned through military efforts and funding.

The "Certificate of Completion" is documented proof of hours worked (command signatures obtained 3 levels of supervision) and the trade required formal training hours achieved. The credibility of the Department of Labor (DOL) certificate is used in conjunction with a resume, when seeking civilian employment.

5 Facts about Registered Apprenticeship

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.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 Certificate of Completion; which not only enhances your military job skills, it also demonstrates to your chain of command your motivation for more challenging military assignments
- When transitioning to the civilian workforce, employers may want to see your certificate and logbook to verify that you have completed an apprenticeship. Proving you have your apprenticeship can mean that you qualify for better jobs and significantly more pay.
- Getting the same credit for military work experience and training as their civilian counterparts in the civilian industry.
- Good for a lifetime. DOL Certificate 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>

USMAP Coordinator

The primary goal of the USMAP Coordinator is to ensure each Sailor, Coast Guard, and Marine is provided with a sufficient quantity and quality of information, in a timely manner, to allow them to understand and do the apprenticeship program correctly. The foundation of a successful program is the commitment of the chain of command ensuring the service member is provided the accurate information, guidance, and opportunity to succeed.

The coordinator will familiarize themselves with the United Services Military Apprenticeship Program (OPNAVINST 1560.10D) (Preferably be participating, or have participated in the program.)

Have your command draft a designation letter (USMAP Training Advisor or the Coordinator Administrator will send you via email) on command letterhead using the letter format the USMAP Office sends you. Letters can be scanned and emailed to navycollege@livehelpnow.net or can be faxed to the USMAP Office at (850) 473-6069.

The coordinator is responsible to the Commanding Officer (CO) and reports directly to the Command Master Chief/Chief of the Boat/Senior Enlisted Leader (CMC/COB/SEL) (Navy); (Coast Guard) reports directly to the Officer who handles all enlisted matters; and (Marines) report directly to their CO; for all matters related to United Services Military Apprenticeship Program.

As a coordinator, you are **NOT** responsible for enrolling a member or sending member's semi-annual reports to the USMAP Office; each member is required, as an apprentice, to accomplish these tasks as an individual. This is a **voluntary** individual professional development program.

Once the USMAP Office receives a copy of the designation letter, the coordinator will receive an USMAP Brief, USMAP poster, USMAP Tri-fold, UIC report, Coordinator Guide, Enrollment Checklist, Semiannual Checklist, Step by Step Online Procedures Instructions, Frequently Asked Questions, and Service Rating/MOS Guide. Explanation as follows:

UIC report – This report will show the trade status of participants at the command. It is recommended that the report be requested quarterly. The UIC report contains a list of the command personnel who are participating in the program. It lists each member's name, member's ID number, the status of the member, the name of the trade, member's email, Rate/Rank, date of enrollment, last Semiannual report processed, and the next semiannual report due date.

Coordinator Guide – Define the roles and responsibilities of a Coordinator

Frequently Asked Questions – Self explanatory

Brief – This is an overview of the program.

Step by Step on-line Reporting – This is a very detailed step by step instruction that helps the member and coordinator understand the process of online reporting. (Preferred method) This guide Takes the member from the enrollment process and walks them through every inch of the program until completion.

Navy Rates – This is a quick desk guide of each trades associated with Navy Rates

For Marines – quick desk guide of each trade associated with Marines MOS

For Coast Guard - a quick desk guide of each trades associated with Coast Guard Rates

Trifold – Used to promote the program

Poster – For you to hang in your office space – this helps promote the program.

Enrollments check off list – This is to help the member determine if he/she is qualified for the trade.

Semiannual check off list – This is found in the step by step procedures guide also. This helps members complete the steps leading up to submitting their semiannual report to the USMAP Office to be processed.

As the coordinator, you serve as a "go to" person with a basic understanding of the program.

Training is the key ingredient to a successful program and is necessary to assist in providing adequate and accurate USMAP information to our service members.

Indoctrinate all newly reporting Service Members on the USMAP process.

Promote the Program. Ensure each service member of your command is provided information about the program

If you are interested in hosting USMAP Training, let us know by emailing us at USMAP@navy.mil. The only requirement to provide training is internet connectivity and a way to display the website to the audience. You will have to guarantee attendance to justify the travel. The USMAP Training usually runs one hour and 20 minutes which includes a discussion of what the program is about and the benefits. The training covers the USMAP online process from beginning to end which includes how to enroll, understanding the trade work processes schedule (WPS), and logging hours. Training will also include trade reinstatement, program reports, pre-registration credit hours, and the role of the Command Coordinator.

USMAP Training Advisor will provide the training to your Command/Base at no cost. It is absolutely free.

This is a great opportunity to get the word out about the United Services Military Apprenticeship Program (USMAP).

The USMAP Office is available Monday through Friday to answer more in-depth questions from you or members via (preferred method) email (navycollege@livehelpnow.net) or call us at 1-877-838-1659 Option 4. If you are sending emails about your personnel, include the member's name and USMAP Id so the USMAP Registrar can assist you.

Responsibilities:

1. Act as a mentor, an advocate, and a professional source of information of the program for your personnel enrolled in the program.
2. Has the authority to review and sign Semi-Annual report, Progress Status report. **(If your command states on your designation letter that you have sign "by direction" authority for USMAP matters)**. However, it doesn't mean that you and only you have to sign every semi-annual report. We will cover this under Reports required.
3. Request a UIC report which will show the trade status of participants at the command. It is recommended that the report be requested quarterly. The UIC report contains a list of the command personnel who are participating in the program. It lists each member's name, member's ID number, the status of the member, the name of the trade, member's email, Rate/Rank, date of enrollment, last Semiannual report processed, and the next semiannual report due date.
4. Track Command participants. It is recommended to use the first UIC Report you receive and build a tracking spreadsheet. That way you can keep track of personnel coming and going. Also, when your periodic evaluation is due, you will have the data to write for your evaluation. The USMAP Office **CANNOT** provide statistical data on your service members.
5. Report to the chain of command status of command members.

6. Hold training on how the program works, for example: logging hours, submitting reports, etc.
7. Distribute literature that the USMAP Office provides for members interested in the program.
8. Promote the program by providing your Command the USMAP brief that is sent to you.

9. When nine months out from transferring from your command, start identifying a new Coordinator and do a proper turnover. By the time you leave, the new Coordinator will already be designated in writing and a copy of the letter sent to the USMAP Office.



What Coordinators are not allowed to do



1. At any time, cancel the registration of a service member. Only the Commanding Officer and the member can do that.
2. At any time, suspend the registration of a service member. Only the Commanding Officer and the member can do that.
3. Enroll a member into the Program.
4. It is not required of you to keep copies of your member's logs. This is the member's responsibility to keep up with his/her logs and reports.
5. If member's fall behind, you can't use this program for disciplinary actions against the member. Remember, this is a **voluntary program**.

Things to Know Before Enrollment

This apprenticeship program has two parts.

First part is formal classroom instruction.

- This training provides members with the required background knowledge of the trade. Completion of "A" school or NEC school for Navy and Coast Guard. For Marines, MOS training usually meets that requirement.
- For undesignated personnel (Navy and Coast Guard) that has not attended "A" school or any kind of rating school, formal classroom instruction **cannot** be waived. Employers will not hire them without the formal training.
- When military schools are not available, participants may use formal related civilian training, such as vocational schools, college classes, trade schools, and correspondence courses to fulfill the formal classroom instruction hours.

Required instruction is shown below:

TOTAL TRADE HOURS	SCHOOL WEEKS	REQUIRED CLASSROOM HOURS
8000	14	576
6000	11	432
4000	7	288
2000	4	144

Second part is On the Job training (OJT). This where the member starts logging hours.

Future participants **must** check out the trades that are available for their Rate and Paygrade or MOS by going to the USMAP website <https://usmap.netc.navy.mil>. Click on "**Trades**".

Individuals must agree to terms of apprenticeship and read the **Standards** upon enrollment.

Members can ONLY be enrolled in ONE trade at a time. When the applicant complete a trade, he/she may enroll in another qualifying trade aligned with his/her Rating/MOS provided the applicant is working in that trade full time.

Members must have enough time left on enlistment contract to complete the program. Need approximately 1 year from the enrollment date to the End of Active Obligated Service (EAOS) to be accepted in the program.

Advanced Paygrade/Undesignated Rate to DesignatedRate/MOS Change

The Rate/Rank/MOS displayed by USMAP comes directly from the respective Military Personnel systems. USMAP 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 future participants 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 future participant fill out the paper application, ensuring the member fills it out correctly. Once that is done, the future participant must email us (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.

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.

USMAP overview

Who can apply?

Active duty/Full Time Support (FTS) service members in the Navy, Active Duty Marine Corps and Active Duty Coast Guard only

Designated in a Rating/MOS (Marines) applicable to the trade

Have sufficient time to complete the program while on active duty. (Minimum of 1 full year on current enlistment at the time of enrollment)

Have completed the formal training (example: "A" or "C" School) required for the trade, and must be their primary job at the command (not a collateral duty).

NOTE: Selected Reservists are not eligible for this program regardless of what type of orders he/she is on. Reservists do not stay on Active Duty long enough to complete the trade hours of the trade. 1 year is not enough time to complete the hours require.



Things to know: What the service member is NOT allowed to do in the program:



- **Enroll Out of Rate** - Your apprenticeship trade must be related to your designated Rate and for Marines: their Military Occupational Specialty (MOS) because you must perform a set number of hours of on-the-job training to complete the requirements for your trade.
- **Back dating hours** - The Department of Labor does not allow backdating, you can only log hours from the time of the enrollment log start date forward.
- **Enroll in a trade when he/she has less than 1 year on his/her contract.** He/she will be rejected every time.
- **Transfer hours from one trade to another. Each trade has its own Work Processes Schedule.**

Enrollment

Before a service member enrolls, use the enrollment checklist in the step by step guide to ensure he/she qualifies for that trade.

Enrolling online: Go to USMAP website (<https://usmap.netc.navy.mil>) then click on "**Enroll/Reinstate**" link

Or

Submit paper application (Apprentice Registration Application) which is also located on the website (<https://usmap.netc.navy.mil>) then click on "**Resources and Links**".

Individuals must agree to terms of apprenticeship upon enrollment.

Qualified applicants can ONLY be enrolled in ONE trade at a time. When the applicant complete a trade, he/she may enroll in another qualifying trade aligned with his/her Rating/MOS provided the applicant is working in that trade full time.

When a member has completed a trade and wants to enroll into another trade, the member must go to <https://usmap.netc.navy.mil> homepage (**do not log into their record**) at the top of the page in blue Font, click on the **Enroll/Reinstate** tab. Fill out enrollment and submit. Once USMAP receives the enrollment registration, USMAP Office will review the member's enrollment request and notify him/her via email if they have been accepted or rejected.

Service members must have enough time left on their enlistment to complete the program. He/She needs approximately one year from enrollment request to EAOS to be accepted in the program.

Re-instatements

Trades are automatically cancelled after 18 months without a submission of a required Semi-Annual or Progress Status Report. The member must follow the reporting procedures and submit the required Semi-Annual or Progress Status Report that he/she agreed to upon initial enrollment.

Any hours that were submitted by a report and processed by the USMAP Office will remain.

If the member had previously received Pre-registration credits they also will remain.

(Pre-Registration credit for past work experience is given AT THE TIME OF ENROLLMENT ONLY if eligible.)

Member will be given a new log start date and can log only the hours worked from the current log start date forward.

To have a trade Re-instated:

To have a trade re-instated, member must go to <https://usmap.netc.navy.mil> homepage (do not log into your record) at the top of the page in blue Font, click on the **Enroll/Reinstate tab**. Fill out enrollment form and submit. Once the USMAP Office receives the enrollment, they will review your request and notify you if you have been accepted. This will also update your current information that may have changed.

Note: NO ONE can enroll another service member! This is a voluntary individual professional development program.

Pre-registration Credit

Misconceptions:

- Pre-registration credit hours are based on pay grade
- How long the individual has been working on the job.
- My co-worker and/or buddy received pre-registration credit so I'm entitled also.

Accurate Information about Pre-registration Credit Hours:

As of 15 January 2015, Pre-registration credit is no longer awarded for trades requiring 2200 or less OJT hours.

Pre-registration Credit hours are applied to members' account **ONE** time upon enrollment per trade; **it is never adjusted.**

To be eligible for pre-registration credit, there must be at least 1 year from:

- the date of completion of the Rating ("A" School)/MOS training which qualified the participant for the trade to the date of enrollment.
- OR
- the date of completion of the instruction/NEC School that qualified the participant for the trade to the date of enrollment.

1000 hours for each FULL year, not to exceed 50% of the total required hours.

NOTE: Additional credit will NOT be awarded for advancement or attending additional trade schools after enrollment.

Reports that are required

Weekly Logs - Member Prints - *Supervisor or Leading Petty Officer (LPO)/Staff Sergeant/Sergeant* must sign the logs (member must retain original for his/her records).

Monthly Logs - **at the end of the month** - member Prints - **Second Level Supervisor, Division Officer/Division Chief/Gunnery Sergeant** must sign the logs (member must retain original for their records).

Semiannual Report - **after six months is acquired** – member Prints, Signs *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. ** Anyone with "By Direction" authority not just you can sign this report..*

NOTE: Must have **three different signatures**. For example, if Member supervisor and Division Officer/Gunnery Sergeant are the same person, must have another person to sign members logs.

Trades are automatically cancelled after 18 months without a semi-annual or Progress Status report being submitted and processed. The member must follow the reporting procedures and submit the required Semi-Annual or Progress Status Report That he/she agreed to upon initial enrollment.

Members MUST (not you) retain ALL ORIGINAL LOGS AND REPORTS for review by future employers

Why Logs and Reports are kept

After you finish your military career and transition back into civilian life, be aware that most hiring managers in corporate America will not understand military lingo. When you go to fill out your resume, DO NOT put USMAP Completion of Certificate. It is a **DEPARTMENT OF LABOR Apprenticeship Certificate of Completion**. You need to put the trade and the total of OJT hours. Employers may want to see your certificate and logbook to verify that you have completed an apprenticeship. Proving you have your apprenticeship can mean that you qualify for better jobs and significantly more pay.

This is why it is very important to keep original logs and reports in case your future employer wants to see them. It's also a good idea to keep a Work Processes Schedule for that trade so the future employer can know exactly what skills you were required to accomplish.

Best method to maintain originals logs and records.

There are many methods for organizing your log and records. There's the low-tech approach, which utilizes file cabinets, 3 ring notebook and/or file folders, and then there's the high-tech approach, which utilizes online or digital storage. Whichever method works best for the service member, including a combination of both low and high tech. The USMAP Office cannot provide logs to members.

Tracking Hours

The member is responsible for logging the hours he/she spend performing his/her trade. Enter hours worked for each skill from the Work Processes Schedule 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 his/her hours, he/she can print a Work Experience Hourly Record Form (located under the "Forms and Documents" tab). As he/she work the skill areas, the member can use the form to document his/her daily hours as they happen. At the end of the work day, all the member has to do is transfer the hours from the form to the online Weekly log.

Time the member cannot log: Military duties, training not outlined in the Work Processes Schedule (WPS). For example: Eating, sleeping, standing watch, Command PT, medical appointments, PSD appointments, etc.

If the member works over 8 hours in a day, the member's immediate supervisor **must** make a comment in the member's weekly logs when signing. USMAP Office will not allow any hours over 12 to be entered into the member's record without an override for that 6 month Reporting period.

If the member's situation requires greater than 12 hours a day, the member's Supervisor must provide a request email or letter to the USMAP Office (navycollege@livehelpnow.net) for override with justification and their contact information. Once received and approved you will be able to log over 12 and up to 18 hours for **ONE** Semiannual Reporting period. A written request is required for **EACH** Semiannual Reporting period. Extended hours are subject to Audit by Department of Labor.

The Step by Step on-line Procedure guide will take you through the program from start to finish.

Don't hesitate to send us any questions you have on the program.

Completion

Once all trade hours are submitted and instruction for the trade is completed, the USMAP office will mail the official Department of Labor Completion Certificate to members' address on file in the USMAP system and a Journeyman Card. Some members may receive a command memo if qualified by state regulations for North Carolina and Virginia Certificates.



Notice! This is not a USMAP Completion Certificate-IT IS ISSUED FROM THE DEPARTMENT OF LABOR, WASHINGTON DC and should be referred to as such.



Sample of a Department of Labor Journeyman Card