UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

COORDINATOR GUIDE
The content of this guide is based solely on information gathered from the governing instructions of the United Services Military Apprentice Program. The instructions are: OPNAVINST1560.10D and the National Standards of Apprenticeship.

The information is intended only as guidance to assist you with this program.
INTRODUCTION

The USMAP Office has changed location. We have re-located to Corry Station. We are now in the same office as Navy and Marine Cool.

New changes to USMAP’s website and processes.

The reporting process has changed. Instead of printing out weekly and monthly logs that had to be signed by two supervisors and retained by the member, the member now will submit monthly logs documenting their on-the-job (OJT) hours to their supervisors "electronically." The supervisors will receive an email link to approve the reports. The same process is used for the semi-annual report that is approved by a commanding officer or someone authorized to sign by direction.

New Contact

USMAP@navy.mil is still being used. Our other email has changed to usmap@livehelpnow.net. This is an Email-Ticket Management System which turns your emails into tickets so that the USMAP Office can track and resolve.

Help Request

VOLED Assistance Center Help Request (usmap@livehelpnow.net)

Choose "USMAP" for the category. Place USMAP and your USMAP Member ID in the subject line. Always include your FULL name, and Rate/Rank in the comments section.

Mail

Director, United Services Military Apprenticeship Program (USMAP),
ATTN: Coordinator Administrator
640 Roberts Road, Bldg. 502 Rm 104
Pensacola FL 32511-5126

Phone: 850-452-6699
Fax: 850-452-6060
What is the Mission of USMAP?

The mission of United Services Military Apprenticeship Program (USMAP) is to enable active duty military members to achieve a Department of Labor (DOL) Certificate of Completion of Apprenticeship. This valuable certificate is obtained through a structured program whereby enrolled members document training achieved and skills used to perform their military jobs. Completion of the program can help qualify members for employment in a recognized civilian trade upon fulfillment of military service. Currently, the USMAP is only funded for Regular and Full Time Support Active Duty Army, Navy, Marine Corps, and Coast Guard service members.

What is an Apprenticeship?

A Registered Apprenticeship is a formalized, structured training program. It combines on-the-job training (OJT) and related technical instruction in which you receive practical and technical training. Industry determines the essential skills, because apprenticeship is industry-driven career training. Each apprenticeship requires from 2,000 to 8,000 work hours to complete. The apprenticeship is broken down into skill areas with a set number of hours for each skill area. An apprenticeship also has structured formal training. Each year of apprenticeship (2,000 hours), requires 144 hours of apprenticeship-related training.

This apprenticeship program has two components – Formal Classroom Instruction and On-the-Job Training.

1st Component

- **Formal Classroom Instruction**

An apprenticeship has a structured formal training requirement. Each year of apprenticeship (2,000 hours), requires 144 hours of apprenticeship-related training. Classroom training provides members with the required background knowledge of the trade. Completion of "A" school or Navy Enlisted Classification (NEC) training (for Navy and Coast Guard) will usually meet this requirement. For Marines and Army, military occupational specialty (MOS) training usually meets this requirement. When military schools or training have not been completed, you can use formal related civilian training such as vocational schools, college classes, trade schools, and correspondence courses. Contact the USMAP Office before beginning any training program to make sure the training is acceptable.

The member will only see these hours on his/her “Approval email”. **There is nothing that the member needs to do with these hours; this is part of the enrollment process.** The first component is complete.

2nd Component

- **On the Job Training**

On-the-job training (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. To complete your OJT requirement, total work hours of between 2,000 to 8,000 hours must be completed and documented.
Why Enroll?

This program enhances the member’s job skills and shows motivation for more challenging military assignments.

Having a Department of Labor (DOL) Certificate of Completion of Apprenticeship is a definite advantage in getting better civilian jobs since employers know the value of apprenticeships.

Apprenticeships expand the member’s career options and build on his/her military experience.

The Benefits of Joining an Apprenticeship Program

The program is free and requires NO off duty hours!!!!!!

Receive recognition for skills learned

Obtain documented proof of work experience earned

Demonstrates your motivation for more challenging military assignments

Build self-esteem

Gain work experience

Good for a lifetime

Become more marketable for future employment

College Credit

Does your DOL Certificate of Completion of Apprenticeship earn College Credit towards a Degree? It could. Have the member take the DOL Certificate of Completion, the trade’s Work Process Schedule and all weekly, monthly, semi-annual reports to his/her College Counselor and ask them. It doesn’t hurt to ask the college.

Do most employers accept the DOL Apprenticeship Certificate of Completion?

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 Navy, Coast Guard, Marine Corps, and Army personnel are 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.

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

The coordinator 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/Army) report directly to their CO; for all matters related to United Services Military Apprenticeship Program.

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

RESPONSIBILITIES

1. Indoctrinate all newly reporting command personnel on the USMAP process.

2. Promote the program by providing your Command the USMAP brief that is sent to you. Ensure each service member of your command is provided information about the program.

3. Act as a mentor, an advocate, and a professional source of information of the program for the command personnel enrolled in the program.

4. Has the authority to review and electronically sign Semi-Annual reports/Progress Status reports. (If your command states on your designation letter that you have sign “by direction” authority for USMAP matters). However, this does not mean that you and only you HAVE to sign every semi-annual report.

5. Track Command members. 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.

It is recommended that the UIC 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.

Also, when your periodic evaluation is due, you will have the data to write for your evaluation. However, the USMAP Office cannot remove members from the system and provide any statistical data on your service members.

6. Distribute literature you receive from the USMAP Office to members interested in the program.

7. Hold training on how the program works. (ex: logging hours, submitting reports, etc.)
8. Report to the chain of command status of command members.

9. It is not required for you to keep copies of your member’s logs. This is the member’s responsibility to keep up with his/her logs and reports.

10. **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 SHOULD already be designated in writing and a copy of the letter on file with the USMAP Office.**

11. **If you turn over Coordinator duties to someone else, you must inform the USMAP Office!**

   - WHAT COORDINATORS ARE NOT ALLOWED TO DO -

   1. Cannot enroll a member into the program.
   2. Cannot at any time, cancel the trade of a service member. Only the Commanding Officer, the member, or USMAP Registrar can do that.
   3. Cannot at any time, suspend the registration of a service member. Only the Commanding Officer, the member, or USMAP Registrar can do that.
   4. If a member falls behind or quits the program, you can’t use this program for DISCIPLINARY ACTIONS against the member. Remember, this is a voluntary program.

The USMAP Office is available Monday through Friday to answer more in-depth questions from you or members via (preferred method) email (usmap@livehelpnow.net) or call us at 850-452-6699. If you are sending an email about your personnel, include the member’s full name and USMAP ID number so the USMAP Registrar can better assist you.

Things to Know Before Enrollment

Advanced Paygrade/Undesignated Rate to Designated Rate (Navy and Coast Guard)

The Rate/Rank/MOS displayed by USMAP database comes directly from the respective Military Personnel systems. The USMAP Office cannot change your Military account information. Once the promotion/advancement date and/or Rate is reflected there, our system will show the update also. So in this case, the member must fill out a paper application.

The **paper application** (Apprentice Registration Application) which is also located on the website (https://usmap.netc.navy.mil), click “Resources and Links.” Then click “Apprentice Registration Application Form.” Have the member fill out the paper application, ensuring the member fills it out correctly. Once that is done, the member must email us (usmap@livehelpnow.net) the application along with a designation letter showing his/her designated Rate or frocking letter if advanced. The USMAP Registrar will manually enroll the member.

For Marines: Secondary MOS will never show up in the USMAP database. The system will always show the primary MOS. Marines’ working in their second MOS has to fill out a paper application. A good example is MOS 8156 (Secondary) and whose detachments provide security at American Embassies, must submit a paper application because MOS cannot be changed in the system.
Again, the first component is formal classroom instruction hours. The first requirement for the program is the completion of a formal, structured training program. Classroom training provides members with the required background knowledge of the trade. Completion of "A" school or Navy Enlisted Classification (NEC) training (for Navy and Coast Guard) will meet this requirement. The Classroom Instructional hours range from 144 to 576 depending on the trade.

Once the member receives his/her "Approved Enrollment Email," look for "Trade instruction hours you have completed" - This is the only place he/she will see these hours. There is nothing he/she needs to do with these hours; these hours will be entered into his/her record by an USMAP Registrar as part of the enrollment process.

(Navy and Coast Guard Only) If the member sees the statement, "Trade instruction hours you have completed: 0," this means the member’s formal classroom instruction requirement is not completed. The member 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, he/she may have had to convert to another rate and have not attended the new rate "A" school or any other military training relating to his/her new rate. However, the informal classroom instruction CANNOT be waived. Employers may not hire you without this training.

If the member did not attend military training, 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. The member has the duration of the trade occupation to complete the formal classroom instruction hours.

For the Formal Classroom Instruction Hours that are required are shown below:

<table>
<thead>
<tr>
<th>TOTAL TRADE HOURS</th>
<th>SCHOOL WEEKS</th>
<th>REQUIRED CLASSROOM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000</td>
<td>14</td>
<td>576</td>
</tr>
<tr>
<td>6000</td>
<td>11</td>
<td>432</td>
</tr>
<tr>
<td>4000</td>
<td>7</td>
<td>288</td>
</tr>
<tr>
<td>2000</td>
<td>4</td>
<td>144</td>
</tr>
</tbody>
</table>
USMAP Overview

Who can apply?

- Active duty/Full Time Support (FTS) service members in the Navy, Active Duty Marine Corps, Active Duty Army, and Active Duty Coast Guard only
- Designated in a Rating/MOS (Marines and Army) applicable to the trade.
- **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 formal training (example: “A” or “C” School) required for the trade, and (not a collateral duty).
- As of March 2017, Active duty includes all service members covered by these standards who are either on permanent active duty or who are members of the Selected Reserve recalled to active duty for at least 12 months. (mobilizations, ADSW, ADT Special)

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

- **Back dating hours** - The Department of Labor does not allow backdating, the member 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.**

Enrolling Out of Rate

The trades listed are formulated and owned by the respective Rating/ MOS center. They are the ones who review the Rating/MOS formal training and billet assignments and then formulate the trades for their rate/MOS. You must contact your respective Rating Center for information on trades not aligned with your Rating/MOS. The USMAP Office administers the program for the 4 services: Navy, Marine Corps, Coast Guard, and Army.

The member may be assigned to a general duty billet and not working in a trade aligned with his/her Rate/MOS. The member must then wait until he/she are assigned back into a billet that he/she can complete a trade aligned with his/her Rate/MOS.

Trades

For Navy and Coast Guard, trades are associated with Rates. For Marines and Army, trades are associated with their 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.

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.
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 typically qualify. The formal instruction hours cannot 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.

**Enrollment**

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

There are two ways to enroll in USMAP: Complete an online registration or submit a paper application.

**Enrolling online:** Go to USMAP website ([https://usmap.netc.navy.mil](https://usmap.netc.navy.mil)) then click on “Enroll or Reinstate” link

Or

**Submit paper application** (Apprentice Registration Application) which is also located on the website ([https://usmap.netc.navy.mil](https://usmap.netc.navy.mil)) then click on “Resources and Links”. Under Forms, click on “Apprentice Registration Application Form”:

Individuals must agree to terms of apprenticeship upon enrollment.

Qualified applicants can ONLY be enrolled in ONE trade at a time. When the applicant completes 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.

**Pre-registration Credit Hours**

**Misconceptions:**

- Pre-registration credit hours are based on pay grade. NO
- How long the individual has been working on the job. NO
- My co-worker and/or buddy received pre-registration credit so I’m entitled also. NO

**Pre-registration credit hours are not awarded for trades requiring 2200 or less OJT hours.**

Pre-registration Credit hours are applied at initial enrollment per trade.

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

- Date of completion of the Rating (A School)/MOS training which qualified you for the trade to the date of enrollment.

  OR

- Date of completion of the instruction/NEC that qualified you for the trade to the date of enrollment.
1000 hours for each FULL year, not to exceed 50% of the total required hours.

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

Once Enrolled

The member should download the trade’s Work Processes Schedule from https://usmap.netc.navy.mil. Click on the TRADES link on top of the Welcome Page. Also the website is also attached with the approval enrollment email from the USMAP Office.

Work Processes Schedule

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. Think of it as a Blueprint to complete the program. It is a good idea to have the member print the WPS out and use it as a reference and to keep track of hours worked in each Skill Area.

Member’s Responsibilities

Print off the WPS. 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)

Ensure the member submits the correct e-mail address for your monthly approver and semi-annual approver.

The member should keep all original log sheets (weekly, monthly) for your records in case of an audit or for a future employer that may request to see your logs in addition to your DOL Certificate. Look at these logs as future money.

Suspensions and Cancellations

Suspended Status

Suspensions will be granted by the USMAP Registrar if the member is unable to work in the apprenticeship trade for a period of up to 1 year due to operational requirements (deployment), medical, orders to light duty, or transferring to another command. It is a temporary hold status of a trade, upon member’s request, for a maximum of 1 year. This freezes the member’s record and will not allow the member to enroll into another trade or log any hours.

Before requesting a suspension, if the member has hours not processed, the member needs to enter those hours on an Apprentice Progress/Status Report, also darken in the suspension block, then send the report along with the weekly logs to usmap@livehelpnow.net to be processed. Once those hours are processed, then you may request for a suspension.

The member must notify the USMAP Office to reactivate your account. After a year, the suspension turns into a cancellation and any hours not on a report will be deleted.
Cancellations

Five ways trade can be cancelled:

1. Failure to submit a semi-annual report for a period of 18 months (3 missed reporting periods).
2. At the request of the service member.
3. Commanding Officer can cancel a member if he/she is unsatisfactory Rating in professional competence.
4. Failure to re-activate your USMAP record after being in a suspended status for a year.
5. Upon discharge or release to inactive duty.

NOTE: The Commanding Officer, the member, or an USMAP Registrar are the only ones who can cancel your trade.

RE-INSTATMENTS

Any hours that were submitted by a Semiannual or Progress Status Report and approved will remain in the member’s record.

If the member previously received Pre-registration credit hours, those credit hours also will remain.

Pre-Registration credit is given AT THE TIME OF THE ORIGINAL ENROLLMENT ONLY if the member were eligible.

The member will be given a new log start date and can log hours worked from that date forward.

How to Reinstate a Trade

To have a trade reinstated, the member must go to https://usmap.netc.navy.mil homepage (the member does not log into his/her record) at the top right of the page in blue Font, click on the Enroll or Reinstate tab. Fill out enrollment form and submit. This will also give the member the opportunity to update his/her information that may have changed.

REJECTIONS

Below are some reasons why the member would be rejected from enrolling into a trade:

End of Active Obligated Service (EAOS)

If the member receives a rejection email that states “EAOS date reflects less than one year remaining on active duty”: All the member has to do is send us an email and state his/her intentions. For example: I plan on re-enlisting for (number of years). DO NOT TRY AND RE-ENROLL

Navy Enlisted Classification (NEC) and/or Personnel Qualification Standard (PQS)

If the member receives a rejection email that states: “Rejected due to not assigned NEC/MOS required for the trade.” Reply to the rejection email, with an attached copy of his/her page 4 showing the completed PQS and NECs. AGAIN, DO NOT TRY AND RE-ENROLL
Methods of Reporting

Online * Preferred if internet connectivity is good during entire 6 month reporting period

Paper * If deployed OR underway any time during the 6 month reporting period (if the member has bad internet connectivity)

*Please do not MIX reporting methods (Online/Paper) within the 6 month reporting period.

Instead of printing out weekly and monthly logs that had to be signed by two supervisors and retained by the service member, members will now submit monthly logs documenting their on-the-job (OJT) hours to their supervisors "electronically." The supervisors will receive an email link to approve the reports. The same process is used for the semi-annual report that is approved by a commanding officer or someone authorized to sign by direction.

Rules of Reporting Hours

The member records the hours he/she worked according to his/her trade WPS.

Each skill area is broken down by a letter of the alphabet.

Record the daily hours the member work using the skill area A, B, C, etc.

Trades are automatically cancelled after 18 months without an electronic Semi Annual report or Progress Status report being submitted to the USMAP Office to be processed. The member must follow the reporting procedures and submit the required Semi-Annual or Progress Status Report that the member agreed to upon initial enrollment.

Members (not you) MUST retain ALL ORGINIAL LOGS AND REPORTS for review by future employers. (They should look at these logs as future money)

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 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 his/her hours, he/she can print a Work Experience Hourly Record Form (located under the “Resources and Links” 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.

Hours the member cannot log: Military duties, training not outlined in the WPS. For example: Eating, sleeping, standing watch, Command PT, working parties, medical appointments, PSD appointments, etc.

Logging Over 8 hours

If you work over 8 hours in a day, the system will let you log hours up to 12 hours.

the member’s situation requires greater than 12 hours a day, his/her supervisor (E7 and above) must provide the justification and their contact information in the request. The request
If can be sent to usmap@livehelpnow.net or faxed to 850-452-6060. Once received and approved, the member will be able to log over 12 and up to 18 hours a day for that reporting period only (6 months). Extended hours are subject to AUDIT by Department of Labor.

The Program Guide will take you through the program from start to finish.

Don’t hesitate to send us any questions you have on the program or your duties as a Coordinator.

**Future information**

To enroll into another trade, members need to go to [https://usmap.netc.navy.mil](https://usmap.netc.navy.mil) homepage (He/She does not log into his/her record) at the top right of the page in blue Font, click on “Enroll or Reinstat[e](https://usmap.netc.navy.mil). Tell the member to fill out the enrollment form and submit. Once the USMAP Office receives the enrollment form, a Registrar will review the request and notify the member via email if the enrollment application has been accepted or rejected.

After the member finishes his/her military career and transitions back into civilian life, be aware that most hiring managers in corporate America will not understand military lingo. When the member fills out his/her resume, they should NEVER put USMAP Apprenticeship Certificate of Completion. It is a [DEPARTMENT OF LABOR Certificate of Completion of Apprenticeship](https://usmap.netc.navy.mil). He/She also needs to put the trade and the total of OJT hours. Employers may want to see his/her certificate and logbook to verify that he/she has completed an apprenticeship. Proving the member has completed an apprenticeship can mean that he/she can qualify for better jobs and significantly more pay. That is why it is very important for he/she to keep all original logs and reports.

**Lost or Damaged Certificates**

If your DOL certificate gets damaged or misplaced, all the member has to do is send an email usmap@livehelpnow.net and request a duplicate certificate. Ensure that the member includes full name, his/her USMAP Id number, the name of the trade, Rate/Rank and a good mailing address.

**USMAP Training**

If you are interested in hosting USMAP Training, email the Training Advisor at usmap@livehelpnow.net.

The USMAP Training Advisor can provide USMAP training at your Command/Base at no cost for two or three days.

Requirements needed to provide training is:

1. Training location
2. A laptop or internet connectivity and a way to display the training to the audience.

The USMAP Training usually runs one hour and 20 minutes which includes a discussion of what the program is about and its 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.

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

Once the member completes both components, formal classroom instruction hours and required OJT hours, and has received an approval email for his/her semiannual report, the USMAP office will mail the official Department of Labor Certificate of Completion of Apprenticeship and a Journeyman Card to the member’s address on file in the USMAP system. Mailing address should **ALWAYS** be kept up to date.

Some members may receive a command memo if qualified by state regulations for North Carolina and Virginia Certificates.

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**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
FORGE YOUR FUTURE