

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM



A MAP TO SUCCESS ONLINE PROCEDURE GUIDE

Things to Know Before You Enroll

You MUST check out the trades that are available for your Rate and Paygrade or MOS (Marines) by going to the USMAP website <https://usmap.netc.navy.mil>. Click on “Trades.” Ensure that you have all requirements for that trade.

Before you enroll, use the enrollment checklist on the next page 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 Department of Labor (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.

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 this requirement.

For undesignated personnel ONLY (Navy and Coast Guard) (Airman, Fireman, and Seaman) who have struck for a Rating and havenot attended “A” school or any kind of rating school, formal classroom instruction cannot be waived. Employers will not hire you without this. In most cases, 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.

The Second part is On the Job training (OJT).

Training at the place of work while doing the actual *job*.

Before Enrollment

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

Before you enroll, use the enrollment checklist below to ensure you qualify for the program.

Enrollment Check-off Sheet

- Active Duty Navy, Marine, Coast Guard.
- Designated in a Rating or MOS (Marines).
- Have sufficient time to complete the program while on active duty (Minimum of 1 full year on current enlistment at the time of enrollment).
- Selected Trade is aligned with your Rating, or MOS.
- Have completed the required training of the Trade.
- The selected Trade is my Primary job at my Command.
- Have read and agree to the Standards and had the opportunity to download or print them.
- Have read and understand the requirements of the Work Processes Schedule (WPS) for the Trade that I am requesting enrollment.
- Have read and understand the Reporting requirements of the program.

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

Qualified applicants may **ONLY** register in **ONE** trade at a time. When you complete one trade you may register for another qualifying trade aligned with your rating/MOS.

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.

Introduction

Congratulations! By enrolling into United Service Military Apprenticeship Program, you have demonstrated a desire to improve yourself.

This is a step by step guide to help you complete your trade successfully.

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 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.

Selecting a Trade:

Service members must choose a trade that is listed in their rating/rank/MOS (USMC) listing, and is their primary duty. (Example: You cannot enroll in a cook trade if your rating is electrician).

From the website: Go to USMAP website, (<https://usmap.netc.navy.mil>) click on "**Trades**"

For Navy – Click "[Navy Rates](#)"

Each rating has trades associated with their rate and rank. **All Navy ratings except, AC, CTI, MU, ND**

Find your Rate/Rank, click on it.

Below is a **SAMPLE !!!!**

I am ABF2 Joe Sailor. I would click "[ABF2](#)"; this is what you will see

Navy Trades for ABF2

Trade Name (click on a Trade Name to see the Work Processes Schedule)	Additional Requirement
0192N - FIRE FIGHTER, CRASH, FIRE & RESCUE (AIR TRANS)	
0195N - FIRE FIGHTER (ANY INDUSTRY)	
0610N - FUEL-SYSTEM-MAINTENANCE WORKER (ANY INDUSTRY)	ABE/ABH must have a fuels course
0950M - PUMPER-GAUGER (CHEMICAL, PETROL, REFIN, PIPE LINES)	ABE/ABH must have a fuels course.
0950N - BULK FUEL SPECIALIST (PUMPER-GAUGER)	ABE/ABH must have a fuels course

This is an official U.S. Navy web site.

These are the trades that are available to an ABF2.

As you see, three of the trades have additional requirements. Ensure you have the additional requirement prior to enrolling in that trade.

For Coast Guard – Click "[Coast Guard Rates](#)".

Same as the Navy rates above. Each rating has trades associated with their rate and rank.

For Marines – Click "[Marines MOS](#)". This is what you will see if you click on "[Marines MOS](#)".

Each MOS has trades associated with their rate and rank.

Marines MOS

0
0111 0121 0151 0161 0171 0193 0211 0231 0241 0261 0291 0411 0431 0481 0491 0511 0612 0613 0614 0618 0619 0621 0622 0626 0627 0629 0651 0652 0656 0658 0659 0681 0689 0699 0811 0844 0847
1
1120 1141 1142 1161 1169 1171 1181 1302 1310 1316 1334 1341 1342 1345 1349 1361 1371 1390 1391
2
2111 2112 2131 2141 2146 2147 2148 2149 2161 2171 2181 2311 2336 2611 2621 2631 2649 2651 2821 2822 2823 2826 2831 2832 2833 2834 2841 2844 2846 2847 2848 2862 2871 2874 2881 2884 2887 2891
3
3043 3044 3051 3052 3112 3372 3381 3432 3451 3521 3522 3525 3529 3531 3533
4
4067 4068 4133 4341 4421 4611 4612 4616 4641 4671 4821
5
5811 5812 5819 5821 5831 5939 5948 5951 5952 5953 5954 5974 5979
6
6023 6033 6042 6043 6046 6048 6049 6061 6062 6071 6072 6073 6074 6092 6112 6113 6114 6116 6122 6123 6124 6132 6152 6153 6154 6156 6172 6173 6174 6176 6212 6213 6214 6216 6217 6218 6222 6223 6226 6227 6242 6243 6246 6252 6253 6256 6257 6258 6276 6282 6283 6286 6287 6288 6311 6312 6313 6314 6316 6317 6322 6323 6324 6326 6331 6332 6333 6336 6337 6338 6386 6391 6411 6412 6413 6414 6422 6423 6432 6433 6434 6461 6462 6463 6464 6466 6467 6469 6472 6473 6482 6483 6484 6492 6499 6531 6541 6591 6672 6694 6821 6842 6852
7
7011 7041 7051
8
8156 8411 8412 8421 8641 8811 8999
A

The "A" stands for ALL MOS

Find your MOS, click on it. If you cannot find your MOS, email the [USMAP](mailto:USMAP@livehelpnow.net) Office at navycollege@livehelpnow.net

Below is a **SAMPLE !!!!**

I am Sgt Joe Marine. My MOS is 5812. I would click "[5812](#)"; this is what you will see.

Marines Trades for 5812

Trade Name <small>(click on a Trade Name to see the Work Processes Schedule)</small>	Additional Requirement
2023N - WORKING DOG HANDLER	MUST BE APPROPRIATELY ASSIGNED PERFORMING SECURITY AND LAW ENFORCEMENT WORK WITH A MILITARY WORKING DOG.

This is an official U.S. Navy web site.

Some trades have additional requirements. Ensure you have done the additional requirement prior to enrolling in that trade.

Enrollment

Enrolling online: Go to **USMAP** website (<https://usmap.netc.navy.mil>); at the top of the page click "[Enroll/Reinstate](#)" link

Or

Submit paper application (Apprentice Registration Application (CNET 1560/1)) which is also located on the website, click "[Resources and Links](#)". Then click "[Apprentice Registration Application Form.](#)"

Pre-registration Credit

Credit for experience:

Is applied to members' account **ONE** time upon enrollment of each 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/MOS training which qualified you for the trade to the date of enrollment.

or

- the 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 related schools after enrollment.

NOTE: Pre-registration credit will NOT be awarded for trades of 2200 hours or less.

Once Enrolled

Once you receive your "Approved Enrollment Email", ensure you take a look at the formal classroom instruction to see if you have completed part one of the program. It will say this:

Trade instruction hours you have completed: 144 to 576

If you see that statement with the required hours, you have completed part 1 of the program. You don't have to do anything with those hours, a USMAP Registrar put those hours in your record. It is part of the enrollment process. If you see that statement and it says this: **Trade instruction hours you have completed: 0**

You were probably undesignated Seaman, Fireman, or Airman who has struck for a Rating and has not attended "A" school or any kind of rating school, or you had to cross rate to another rate and has not attended the new rate "A" school or any other school relating to your new rate. The Informal classroom instruction **CANNOT** be waived. Employers will not hire you without this training.

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.

Each trade has a Work Processes Schedule (WPS)

- If you are logging your hours online, download your trade schedule from

<https://usmap.netc.navy.mil>. Click on the **TRADES** link on top of the Welcome Page.

Also the WPS website link is provided with the approval enrollment email from 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, including the source occupations. Source occupations are the military occupations (Ratings/MOS) that can select that trade. It is simply a breakdown of the work experience to be completed. **You NEED to print out your WPS!**

Below is a **SAMPLE** WPS.

Work Processes Schedule

COUNSELOR (PROFESSIONAL & KINDRED)		Name of Trade
AIMS Code	RAP1DC 0569N	O*NET/SOC: 21-1012.00 REVISION DATE: 12/2014
<p>Advises and assists in organizing and implementing a career information program. Ensures individuals and other family members are presented information concerning career opportunities, services, incentives, and benefits. Performs recruiting and recruiting management duties. Demonstrate knowledge and skills in recruiting and recruiting management duties. Perform recruiting and recruiting management duties. Qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.</p>		
Applicable Ratings/MOS		
USMC MOS 4821, 8411, 8412, 8999, ALL		
USCG YN		
USN ALL, NC		
Related Instruction		
<p>Naval personnel on recruiting duty must hold NEC 2612 or 9585 (ENRO/ NORU) Naval personnel must be assigned as (CCC) full time billet and must hold NEC 9588 USMC must hold qualifying MOS (4821, 8411, 8412 OR 8999 and be currently assigned in the MOS full time billet. SEA's and CMC's must have completed Senior Enlisted Academy and currently assigned as the SEA or CMC full time billet. RESERVE CAREER INFORMATION course does not qualify for this trade</p>		
Additional Requirement		
USCG - Must be a Yeoman or appropriately assigned to a CDA or CMC position. Both must have completed the USCG Chief Petty Officer Academy.		
Total hours required to complete trade		Total Hours: 4000
Skill	Each trade is broken down into Skilled Area	Hours
A	GENERAL ADMINISTRATION	1750
<p>Maintain directives, files, publications, and records. Operate office equipment. Establish and maintain tickler system. Write correspondence and messages. Screen and route correspondence. Prepare contracts and agreements. Prepare pre-enlistment and reenlistment waiver kits. Review service records. Administer, score, and record results of required tests. Conduct surveys. Screen personnel for reenlistment, advancement, and program eligibility. Make recommendations for pre-enlistment waivers. Plan and organize the administrative procedures of an office.</p>		Hours required per skill area
B	TECHNICAL ADMINISTRATION	500
<p>Use directives. Utilize recruiting activity analysis system. Provide staff with civilian</p>		

Suspensions and Cancellations

Suspended Status

Suspension of a trade is a temporary hold status of a trade, upon member's request, for a maximum of 1 year. This freezes the member's record, the member can't enroll into another trade.

Suspension will be granted by the USMAP Registrar if the apprentice 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.

Member must notify the USMAP Office to reactivate his/her account. After a year, the suspension turns into a cancellation.

Cancellations

Four ways your trade can be cancelled:

- (1) At the request of the service member or use the self cancellation
- (2) Unsatisfactory rating in professional competence.
- (3) Upon discharge or release to inactive duty.
- (4) Failure to submit a semi-annual report for a period of 18 months or 3 missed reporting period.

NOTE: The Commanding Officer, the member, and USMAP personnel are the ONLY ones who can cancel a trade.

RE-INSTATEMENTS

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

If you had previously received Pre-registration credits, those credits also will remain.

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

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

Log in using your CAC card

Click "**My Record**" link at top of welcome page

My Records

Trade Selection

You have multiple trades on file with USMAP. Make sure that the trade in which you are currently working is selected in the following list: 0569N - Counselor (Professional & Kindred) [REINSTATED]

Personal Profile

Member ID	: 000093862
Trade	: 0569N - Counselor (Professional & Kindred)
Enrollment Date (YYYY-MM-DD)	: 2014-01-12
Status	: REINSTATED
Rate/Rank	:

[Cancel Trade](#)

Self Cancellation

Members now have the ability to self- cancel out of a trade. See below.

Cancel Trade

Member ID : 000093862
 AIMS Symbol : 0569N - Counselor (Professional & Kindred)
 Enrollment Date (YYYY-MM-DD) : 2014-01-12
 Cancel Reason :

Enrolled in error
 Not performing trade skills in current assignment.

Trade : [0569N - Counselor \(Professional & Kindred\)](#)
 Enrollment Date (YYYY-MM-DD) : 2014-03-15
 Status : CANCELLED

This is what you see after you click on "Save"

Rate/Rank
 Last Name
 First Name
 Middle Name
 Birth Date (YYYY-MM-DD)

Auto fills from your enrollment

This is what you see if no coordinator has been assigned to your command

Command Coordinator Information

Name	Rate/Rank	Email
Contact your Command Career Counselor.		

To update your contact information

Contact Information [Edit]

Name
 Address
 E-mail Address
 Phone
 DSN

Auto fills from your enrollment

All of your contact information such as email and registration address MUST BE CURRENT AT ALL TIMES!

Summary of hours to include pre-registration credit hours if eligible and awarded.

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit * [Distribute Credit]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Submitted in all Semiannual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Remaining	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Hours Remaining %	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Hours Submitted in Weekly Logs*	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

* You have been awarded 1,000 hours of pre-registration credit.

How to divide pre-registration credit hours when less than 50% is awarded.

When you receive less than 50% of Pre-registration credit hours, it is **YOUR RESPONSIBILITY** to distribute those hours awarded to you.

Below is the “Logbook Summary” sample from page 8. In this **example**, 1,000 hours of pre-registration credit hours was awarded.

The best way to distribute the hours is to take a look at your WPS. Read each “Skill Area” and then determine the total of hours to be distributed.

It is up to **YOU** to distribute the hours awarded across the “Skill Areas”. Once you figure out where you want to distribute the credit hours, click on [Distribute Credit](#)

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit Distribute Credit	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Submitted in all Semiannual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Remaining	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Hours Remaining %	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Hours Submitted in Weekly Logs*	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

No hours were distributed

You have been awarded 1,000 hours of pre-registration credit.

When you click on [Distribute Credit](#), this is what you will see. Below is a **SAMPLE**.

Distribute Pre-registration Credit

Skill Area	Description	Pre-registration Credit (Hours) ^{††}	Maximum Pre-registration Credit Allowed (Hours) [†]
A	General Administration	<input type="text"/>	875
B	Technical Administration	<input type="text"/>	250
C	Logistic and Financial Support	<input type="text"/>	125
D	Mechanical Maintenance	<input type="text"/>	25
E	Safety	<input type="text"/>	25
F	Marketing And Advertising Support	<input type="text"/>	100
G	Public Affairs Support	<input type="text"/>	100
H	Personnel Support	<input type="text"/>	500

The Pre-registration Credit Hours for a “Skill Area” may not exceed 50% of the hours required for that “Skill Area”.

The highlighted area is the maximum pre-registration credit allowed for this trade.

Remember: In this example, the Pre-registration Credit Hours Distribution must total 1,000 hours.

Enter the hours as shown in the highlighted area below: Below is a **SAMPLE**.

Distribute Pre-registration Credit

Skill Area	Description	Pre-registration Credit (Hours) [†]	Maximum Pre-registration Credit Allowed (Hours) [‡]
A	General Administration	500	875
B	Technical Administration	25	250
C	Logistic and Financial Support	125	125
D	Mechanical Maintenance	25	25
E	Safety	25	25
F	Marketing And Advertising Support	100	100
G	Public Affairs Support	100	100
H	Personnel Support	100	500

* This field is required.

† Your Pre-registration Credit Distribution must total 1,000 hours.

‡ The Pre-registration Credit for a Skill Area may not exceed 50% of the hours required for that Skill Area.

After you finish entering your hours, click "**Save**".

Once you hit the "**Save**" button, it takes you back to "**My Record**". Take a look at your

"Logbook Summary" at the bottom of the page. Below is a **SAMPLE**.

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit * [Distribute Credit]	500.0	25.0	125.0	25.0	25.0	100.0	100.0	100.0	1,000.0
Hours Submitted in all Semiannual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Remaining	1,250.0	475.0	125.0	25.0	25.0	100.0	100.0	900.0	3,000.0
Hours Remaining %	71.4	95.0	50.0	50.0	50.0	50.0	50.0	90.0	75.0
Hours Submitted in Weekly Logs*	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Hours distributed

Hours remaining after 1000 Pre-registration credit hours are applied.

If you receive 50% pre-registration hours, the system will distribute the hours automatically. Below is a **SAMPLE**.

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit	875.0	250.0	125.0	25.0	25.0	100.0	100.0	500.0	2,000.0
Hours Submitted in all Semiannual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Remaining	875.0	250.0	125.0	25.0	25.0	100.0	100.0	500.0	2,000.0
Hours Remaining %	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0	50.0
Hours Submitted in Weekly Logs*	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

System distributed 50% pre-registration credit hours

Hours remaining after 50% pre-registration credit hours are applied

The Hours submitted in Weekly Logs are not considered when calculating your Hours Remaining. These hours will be considered when you submit your next Semiannual Report

Rules of Reporting Hours

Record the hours you work according to your trade WPS description. Each Skill Area is broken down by a letter of the alphabet. Record the daily hours you work using the Skill Areas A, B, C across the week.

See example on the next page.

Work Processes Schedule

COUNSELOR (PROFESSIONAL & KINDRED)

RAPIDS: 0569N O*NET/SOC: 21-1012.00 REVISION DATE: 12/2014

Advises and assists in organizing and implementing a career information program. Ensures individuals and other family members are presented information concerning career opportunities, services, incentives, rights and benefits. Performs recruiting and recruiting management duties. Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS
 USMC MOS 4821, 8411, 8412, 8999, ALL
 USCG YN
 USN ALL, NC

Related Instruction
 Naval personnel on recruiting duty must hold NEC 2612 or 9585 (ENRO/ NORU) Naval personnel must be assigned as (CCC) full time billet and must hold NEC 9588 USMC must hold qualifying MOS 0143, 4812, 4821, 8411, 8412 OR 8999 and be currently assigned in the MOS full time billet. SEA's and CMCs must have completed Senior Enlisted Academy and currently assigned as the SEA or CMC full time billet. RESERVE CAREER INFORMATION course does not qualify for this trade

Additional Requirement
 USCG - Must be a Yeoman or appropriately assigned to a CDA or CMC position. Both must have completed the USCG Chief Petty Officer Academy.

Total Hours: **4000**

Skill	Description	Hours
A	GENERAL ADMINISTRATION Maintain directives, files, publications, and records. Operate office equipment. Establish and maintain tickler system. Write correspondence and messages.	1750

NOTE: Each Skill Area starts With A B, C, etc. Enter hours worked each day in the skill areas that corresponds to your WPS

Logs and Reports

- Weekly Logs Print, **Supervisor or Leading Petty Officer (LPO)/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, **Commanding Officer or Personnel authorized to sign "By Direction"** must sign this report. This is the ONLY report submitted to the USMAP Office for entry into your USMAP account. Keep the **original report. Make a copy of report to** submit to the USMAP Office and
- Place the original semiannual report with your weekly and monthly records for review by future employers.

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.

Methods of Reporting

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

Paper - *Preferred if deployed OR underway anytime during the 6 month reporting period.

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

On-Line Reporting

Weekly

Access website at <https://usmap.netc.navy.mil>; Log in using your CAC card

Click "[My Record](#)" link at top of welcome page

Click "[Weekly Logs](#)" link at top of page

Click "[Create a New Weekly Log Entry.](#)"

The screen should look like this:

Create Weekly Log

Your Name and Member ID

0569N - Counselor (Professional & Kindred)
Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12
[Reporting Procedures](#)

Instructions

- Only log hours worked in skill areas of your trade work processes schedule.
- Hours spent on military duties, in school, as a supervisor, at meals, etc., do NOT count as work experience.
- Eight (8) hours per day is considered a normal activity. If longer hours are logged per day, your supervisor must note the circumstances in the comments when he/she signs the paper copy of this form.
- Hours must be logged in full or half hour increments (e.g., 0.5, 1.0, 1.5, 2.0).
- Signature dates should only be entered AFTER you have obtained each signature on the paper copy of this form.

Log Entry

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)*† : 
Weekly Supervisor Signature Date (YYYY-MM-DD) : 
Monthly Division Signature Date (YYYY-MM-DD) : 

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration								
B	Technical Administration								0.0 [Edit]
C	Logistic and Financial Support								0.0 [Edit]
D	Mechanical Maintenance								0.0 [Edit]
E	Safety								0.0 [Edit]
F	Marketing And Advertising Support								0.0 [Edit]
G	Public Affairs Support								0.0 [Edit]
H	Personnel Support								0.0 [Edit]
	Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

NOTE: Let's you know when your Semiannual report is due.

Type in the date or click on the calendar to enter the date .
Weeks Log end on Saturday.

Enter the week ending date for that week's work in date block provided.

Week Ending Date (all weeks end on Saturday; YYYY-MM-DD).

Note: Do not enter signature dates at this time. These dates will be entered after your printed copies are signed by your supervisors.

TRACKING YOUR HOURS

You are responsible for logging the hours you spend performing your 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).

To help keep track of your hours, print a [Work Experience Hourly Record Form](#) (located under the “Resources and Links” tab). As you work the skill areas, you can use the form to document your daily hours as they happen. At the end of the work day, all you have to do is transfer the hours from the form to the online Weekly log.

Time you cannot log: Military duties, training not outlined in your WPS. For example: Serving as a supervisor, eating, sleeping, standing watch, Command PT, medical appointments, etc.

If you work over 8 hours in a day, your immediate supervisor must make a comment in your weekly logs when signing. USMAP will not allow any hours over 12 to be entered into your account without an override for that Semiannual Reporting period.

If your situation requires greater than 12 hours a day, your Supervisor must provide a request email or letter to USMAP 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.

LOGGING YOUR HOURS

On Monday, you worked 2 hours performing tasks in Skill Area “A” (example: Preparing reenlistments, entering data on a excel spreadsheet). So, you enter (hours in full or half-hour increments only). You would place 2.0 in block “A” corresponding to Monday.

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration		2.0						Next ↓

This will take you to the next Skill Area

From the skills listed on your Work Processes Schedule, continue entering hours in the areas that you performed tasks in during the day.

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration		2.0						Next ↓
B	Technical Administration		1.0						0.0 [Edit]
C	Logistic and Financial Support		1.0						0.0 [Edit]
D	Mechanical Maintenance		0.5						0.0 [Edit]
E	Peripheral Equipment		0.5						0.0 [Edit]
F	Media Assistance		0.5						0.0 [Edit]
G	Error Monitoring		0.5						0.0 [Edit]
H	Maintenance And Instructions		1.0						0.0 [Edit]
	Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

REMINDER: Do not log 8 hours in each Skill Area. You perform different tasks all day long. Divide the hours up over the skills that you performed

After entering hours click "[Save](#)". This will take you back to the Weekly Logs page.

The screen should look like this:

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0			[Edit] [Delete] [Print] [Print Monthly]

Click "[Print](#)". The screen should look like this:

Print Weekly Log Entry

[\[Print this Page\]](#)

For Official Use Only

United Services Military Apprenticeship Program (USMAP)
Work Experience Hourly Record for the Week Ending Saturday, 2014-01-25

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)

Skill Area	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	0.0	2.0	2.0	2.0	2.0	2.0	0.0	10.0
B	0.0	1.0	1.0	1.0	1.0	1.0	0.0	5.0
C	0.0	0.5	0.5	0.5	0.5	0.5	0.0	2.5
D	0.0	0.5	0.5	0.5	0.5	0.5	0.0	2.5
E	0.0	0.5	0.5	0.5	0.5	0.5	0.0	2.5
F	0.0	1.0	1.0	1.0	1.0	1.0	0.0	5.0
G	0.0	0.5	0.5	0.5	0.5	0.5	0.0	2.5
H	0.0	1.0	1.0	1.0	1.0	1.0	0.0	5.0
Total	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0

Print this page. Submit to your first level Supervisor for signature(every week). If you worked over 8 hours in one day - a comment must be entered by your Supervisor in block below signature. **Do not send this form to the USMAP office.** File signed weekly report in your records for audit purposes by the Department of Labor and future employer review

Supervisor's Signature	Date	
Supervisor's comments:		

Notice at the end of the work week, there is only 35 total hours. You cannot log your lunch hour.

Again, Time you cannot log: Military duties, training not outlined in your WPS. For example: Serving as a supervisor , eating, sleeping, standing watch, Physical Training, working parties, medical appointment, etc.

Once Printed: Remember, if more than eight hours are logged in a single workday or you worked more than 40 hours that week, your supervisor must write a reason under the “Supervisor’s comments” section.

If your situation requires greater than 12 hours a day, your Division Officer must provide a request email or letter to USMAP 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 an audit by Department of Labor.

Have your Supervisor or Leading Petty Officer (LPO) sign and date the week’s paper report.

Once the weekly logged is signed, log back into your account, following the above steps to navigate back to your [\[Create a New Weekly Log Entry\]](#) page.

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD) *	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation	
2014-01-25	35.0			[Edit]	[Delete] [Print] [Print Monthly]

* Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Enter Supervisor Signature Date (YYYY-MM-DD) in weekly block provided.

To do this: Click [“Edit”](#)

The screen should look like this:

Edit Weekly Log

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12
[Reporting Procedures](#)

Instructions

- Only log hours worked in skill areas of your trade work processes schedule.
- Hours spent on military duties, in school, as a supervisor, at meals, etc., do NOT count as work experience.
- Eight (8) hours per day is considered a normal activity. If longer hours are logged per day, your supervisor must note the circumstances in the comments when he/she signs the paper copy of this form.
- Hours must be logged in full or half hour increments (e.g., 0.5, 1.0, 1.5, 2.0).
- Signature dates should only be entered AFTER you have obtained each signature on the paper copy of this form.

Log Entry

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)[†]: **2014-01-25**

Weekly Supervisor Signature Date (YYYY-MM-DD) :  ←

Monthly Division Signature Date (YYYY-MM-DD) : 

Type in the date or click on the calendar to enter the date your supervisor signed the report.

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration	<input type="text"/>	2.0	2.0	2.0	2.0	2.0	<input type="text"/>	Next ↓
B	Technical Administration		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
C	Logistic and Financial Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
D	Mechanical Maintenance		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
E	Safety		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
F	Marketing And Advertising Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
G	Public Affairs Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
H	Personnel Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
	Total	0.0	7.0	7.0	7.0	7.0	7.0	0.0	

→

* This field is required.
 † Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Enter the date your supervisor signed your weekly log. Then hit the **“Save”** button.

Once you hit the **“Save”** button.

The screen should look like this:

Weekly Logs

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12
[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27		[Edit] [Delete] [Print] [Print Monthly]

* Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Repeat this steps until you have logged four weeks.

Save your weekly printed reports in a folder or binder for your records and future employers.

Monthly

Once you have accumulated a four weeks of weekly reports, access your "[Weekly Logs](#)" page.

Notice the highlighted SAMPLE below. There is ONE week that is in a different month. You have to **print a monthly report for that one week**. If you miss this step, that week will not count towards your total hours required.

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD) *	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27		[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02		[Edit] [Delete] [Print] [Print Monthly]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print] [Print Monthly]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print] [Print Monthly]

* Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Click "[Print Monthly](#)"

This will give you your Print Monthly Summary of Weekly Log Entries report page.

The screen should look like this

Click "[Print this Page](#)".

Print Monthly Summary of Weekly Log Entries

[\[Print this Page\]](#)

For Official Use Only

United Services Military Apprenticeship Program (USMAP)
Work Experience Hourly Record Summary for Weeks Ending in the Month 2014-01

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)

Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2014-01-25	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0
Total	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0

Print this page when you have logged all hours for the weeks ending in the month of 2014-01. Attach this form to the Work Experience Hourly Records for the weeks listed above and submit it to your division officer for signature. Keep it as a permanent record. Your division officer must sign this each month. **DO NOT send this form to the USMAP Office unless a copy is requested.**

Division Officer's Signature		Rank		Date	
------------------------------	--	------	--	------	--

Note to division officer: Before signing this form, verify that the Work Experience Hourly Record forms for the weeks listed above are signed and attached to this form.
 form generated 2015-02-05 12:40:00.0 Central Time

For Official Use Only

Have your Second Level Supervisor/Division Officer /Chief/Gunnery Sergeant sign the paper report. This cannot be the same person who signed your weekly reports. If you work for a civilian, he/she can sign the paper report.

Log back into your USMAP account and click on "[Weekly Logs](#)". The screen should look like this:

Weekly Logs

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27		[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02		[Edit] [Delete] [Print]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print]

* Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Once signed, enter Second Level Supervisor/Division Officer/Chief/Gunnery Sergeant Signature Date (YYYY-MM-DD) in monthly block provided.

To do this: Click “[Edit]”.

Weekly Logs

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27		[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02		[Edit] [Delete] [Print]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print]

* Your Weekly Log Start Date is 2014-01-18. You may only create and edit Weekly Logs for weeks ending on or after this date.

Edit Weekly Log

Your Name and Member ID
 0569N - Counselor (Professional & Kindred)
 Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12
[Reporting Procedures](#)

Instructions

- Only log hours worked in skill areas of your trade work processes schedule.
- Hours spent on military duties, in school, as a supervisor, at meals, etc., do NOT count as work experience.
- Eight (8) hours per day is considered a normal activity. If longer hours are logged per day, your supervisor must note the circumstances in the comments when he/she signs the paper copy of this form.
- Hours must be logged in full or half hour increments (e.g., 0.5, 1.0, 1.5, 2.0).
- Signature dates should only be entered AFTER you have obtained each signature on the paper copy of this form.

Log Entry

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)**† : 2014-01-25

Weekly Supervisor Signature Date (YYYY-MM-DD) : 2014-01-27

Monthly Division Signature Date (YYYY-MM-DD) :

Type in date or click on calendar to enter the date your Division signed the report

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration	<input type="text"/>	2.0	2.0	2.0	2.0	2.0	<input type="text"/>	<input type="text"/> Next
B	Technical Administration		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
C	Logistic and Financial Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
D	Mechanical Maintenance		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
E	Safety		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
F	Marketing And Advertising Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
G	Public Affairs Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
H	Personnel Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
	Total	0.0	7.0	7.0	7.0	7.0	7.0	0.0	

Then click “Save”

Once you save, it will go back to the previous page.

Save the signed paper monthly report along with your weekly reports.

Once you have accumulated a four weeks of weekly reports, access your "[Weekly Logs](#)" page.

The screen should look like this:

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry Reporting Procedures\]](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27	2014-02-03	[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02		[Edit] [Delete] [Print]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print]

Click "[\[Print Monthly\]](#)".

This will give you your Print Monthly Summary of Weekly Log Entries report page.

The screen should look like this:

Click "[Print this Page](#)".

Print Monthly Summary of Weekly Log Entries

[\[Print this Page\]](#)

For Official Use Only								
United Services Military Apprenticeship Program (USMAP)								
Work Experience Hourly Record Summary for Weeks Ending in the Month								2014-02
Your Name and Member ID								
0569N - Counselor (Professional & Kindred)								
Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2014-02-01	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0
2014-02-08	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0
2014-02-15	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0
2014-02-22	0.0	7.0	7.0	7.0	7.0	7.0	0.0	35.0
Total	0.0	28.0	28.0	28.0	28.0	28.0	0.0	140.0
Print this page when you have logged all hours for the weeks ending in the month of 2014-02. Attach this form to the Work Experience Hourly Records for the weeks listed above and submit it to your division officer for signature. Keep it as a permanent record. Your division officer must sign this each month. DO NOT send this form to the USMAP Office unless a copy is requested.								
Division Officer's Signature				Rank			Date	
Note to division officer: Before signing this form, verify that the Work Experience Hourly Record forms for the weeks listed above are signed and attached to this form.								
form generated 2015-02-05 12:31:22.0 Central Time								
For Official Use Only								

Have your Second Level Supervisor/Division Officer /Chief/Gunnery Sergeant sign the paper report. This cannot be the same person who signed your weekly reports. If you work for a civilian, he/she can sign the paper report.

Log back into your USMAP account and click on "[Weekly Logs](#)".

The screen should look like this:

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)
[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27	2014-02-03	[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02		[Edit] [Delete] [Print] [Print Monthly]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print] [Print Monthly]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print] [Print Monthly]

Once signed, enter Second Level Supervisor/Division Officer/Chief /Gunnery Sergeant Signature Date (YYYY-MM-DD) in monthly block provided.

To do this: Click "[Edit](#)"

NOTE: Ensure you click on the first date. Once you save, the Monthly Division Signature date will auto fill the following weeks in the same month. You will only see one date in the Monthly Division Signature block.

Date must be ONE date not a four different dates.

The screen should look like this:

Edit Weekly Log

Your Name and Member ID
0569N - Counselor (Professional & Kindred)
Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12
[Reporting Procedures](#)

Instructions

- Only log hours worked in skill areas of your trade work processes schedule.
- Hours spent on military duties, in school, as a supervisor, at meals, etc., do NOT count as work experience.
- Eight (8) hours per day is considered a normal activity. If longer hours are logged per day, your supervisor must note the circumstances in the comments when he/she signs the paper copy of this form.
- Hours must be logged in full or half hour increments (e.g., 0.5, 1.0, 1.5, 2.0).
- Signature dates should only be entered AFTER you have obtained each signature on the paper copy of this form.

Log Entry

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)**† : 2014-02-01

Weekly Supervisor Signature Date (YYYY-MM-DD) : 2015-02-02 

Monthly Division Signature Date (YYYY-MM-DD) : 

Type in date or click on calendar
to enter the date your Division
signed the report

Skill	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
A	General Administration	<input type="text"/>	2.0	2.0	2.0	2.0	2.0	<input type="text"/>	Next ↓
B	Technical Administration		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
C	Logistic and Financial Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
D	Mechanical Maintenance		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
E	Safety		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
F	Marketing And Advertising Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
G	Public Affairs Support		0.5	0.5	0.5	0.5	0.5		2.5 [Edit]
H	Personnel Support		1.0	1.0	1.0	1.0	1.0		5.0 [Edit]
	Total	0.0	7.0	7.0	7.0	7.0	7.0	0.0	



Enter the date your Second Level Supervisor/Division Officer/Chief /Gunnery Sergeant signed the paper monthly report. Click **["Save"](#)**.

Once you **["Save"](#)** "it will go back to the previous page.

The screen should look like this:

Weekly Logs

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

[\[Create a New Weekly Log Entry\]](#)

[Reporting Procedures](#)

- Enter hours
- Print paper copy
- Obtain required signature (first level Supervisor)
- Enter signature date online
- Click on save button

The DEPARTMENT OF LABOR requires that you retain original signed copies for future employers and audit purposes.

Week Ending (YYYY-MM-DD)*	Total Hours	Weekly Supervisor Signature (YYYY-MM-DD)	Monthly Division Signature (YYYY-MM-DD)	Select an Operation
2014-01-25	35.0	2014-01-27	2014-02-03	[Edit] [Delete] [Print] [Print Monthly]
2014-02-01	35.0	2015-02-02	2014-02-26	[Edit] [Delete] [Print]
2014-02-08	35.0	2014-02-11		[Edit] [Delete] [Print] [Print Monthly]
2014-02-15	35.0	2014-02-17		[Edit] [Delete] [Print]
2014-02-22	35.0	2014-02-24		[Edit] [Delete] [Print]

Once you save, the Monthly Division Signature date will auto fill the following weeks in the same month. You will only see ONE DATE in the Monthly Division Signature block.

Ensure you click on the first date of the month for the block to auto fill.

Save the signed paper monthly report along with your weekly reports.

Semiannually

Once you acquire six months of logs, you will see this screen as a “**NOTICE PAGE**” when you click on “[My Record](#)” page.

Notice

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

Please be aware of the following important information concerning your Apprenticeship:

- You are now eligible to electronically submit a Semiannual Report. After pressing the *Continue* button below, please navigate to the *Semiannual Reports* page and submit a Semiannual Report.

Continue >>

When you hit continue, on top of the screen you will now click "[Semiannual Rpts](#)" link.

The screen should look like this:

Semiannual Reports

This is the only report that needs to be printed and sent to the USMAP office via email, mail or FAX. DO NOT SEND ANY WEEKLY OR MONTHLY REPORTS (unless requested)

Your Name and Member ID

0569N - Counselor (Professional & Kindred)
Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

Our calculations indicate that your next Semiannual Report Date is 2014-07-12.

[\[Submit 2014-01-18 to 2014-07-12 Semiannual Report\]](#)

[Reporting Procedures](#)

Report Date (YYYY-MM-DD)	Total Hours	Status	Select an Operation
<i>No Semiannual Reports exist.</i>			

FINAL-Semiannual report may be submitted ahead of next scheduled reporting date once all your skill hours remaining show a zero balance.

Prior to submitting your final report, make sure your address is correct, to ensure you receive your completion certificate! Allow 3-4 weeks for delivery.

Before you click [\[Submit FROM DATE to END DATE Semiannual Report\]](#), ensure all signature date blocks are entered and you have your weekly and monthly reports.

Click [\[Submit FROM DATE to END DATE Semiannual Report\]](#).

The screen should look like this:

Submit Semiannual Report

Your Name and Member ID

0569N - Counselor (Professional & Kindred)

Next Semiannual Report is due (YYYY-MM-DD): 2014-07-12

This Semiannual Report will include the following Weekly Logs:

Week Ending (YYYY-MM-DD)	Total Hours	Supervisor Signature (YYYY-MM-DD)	Division Signature (YYYY-MM-DD)
2014-01-25	35.0	2014-01-27	2014-02-03
2014-02-01	35.0	2015-02-02	2014-02-26
2014-02-08	35.0	2014-02-11	2014-02-26
2014-02-15	35.0	2014-02-17	2014-02-26
2014-02-22	35.0	2014-02-24	2014-02-26
2014-03-01	40.0	2014-03-03	2014-03-31
2014-03-08	40.0	2014-03-10	2014-03-31
2014-03-15	40.0	2014-03-17	2014-03-31
2014-03-22	40.0	2014-03-24	2014-03-31
2014-03-29	40.0	2014-03-31	2014-03-31
2014-04-05	40.0	2014-04-07	2014-04-30
2014-04-12	40.0	2014-04-14	2014-04-30
2014-04-19	40.0	2014-04-21	2014-04-30
2014-04-26	40.0	2014-04-28	2014-04-30
2014-05-03	40.0	2014-05-06	2014-06-03
2014-05-10	40.0	2014-05-12	2014-06-03
2014-05-17	40.0	2014-05-19	2014-06-03
2014-05-24	40.0	2014-05-26	2014-06-03
2014-05-31	40.0	2014-06-02	2014-06-03
2014-06-07	40.0	2014-06-09	2014-06-30
2014-06-14	40.0	2014-06-16	2014-06-30
2014-06-21	40.0	2014-06-23	2014-06-30
2014-06-28	40.0	2014-06-30	2014-06-30
2014-07-05	32.0	2014-07-08	2014-07-31
2014-07-12	40.0	2014-07-14	2014-07-31

Are you sure you want to electronically submit a Semiannual Report for the period 2014-01-18 to 2014-07-12?
Once you submit this report, the Weekly Logs listed above will no longer be editable and you will no longer be able to create Weekly Logs for weeks ending on or before 2014-07-12.



Once you are ensure your report is ready to be submitted, Click "[YES](#)" at the bottom of the page.

REMINDER: Once you submit your report, the Weekly Logs listed above will no longer be editable and you will no longer be able to create Weekly Logs for weeks ending on or before *the date of your semiannual report.*

If you forget to print out your weekly logs and/or monthly or you need to edit any of the weekly logs, send an email, requesting your semiannual report be rejected, to the USMAP Office at navycollege@livehelpnow.net. The USMAP Office Registrar can **Reject** your Semi-Annual and this will allow you to print/edit your weekly or monthly logs. However that being said, you will be required to 're-submit' your Semi-Annual Report when you are done printing/editing or USMAP Registrar will not be able to process your hours when you send a copy of your signed Semi-Annual Report to USMAP.

This is what you see.

[Print this report](#)

Print Semiannual Report

Your Semiannual Report has been electronically submitted. Make sure to print the form on this page, obtain the necessary signatures, and mail it to the USMAP Program Office. **This Semiannual Report cannot be approved until the USMAP Program Office receives this signed form via e-mail, FAX, or mail.**



[Print this Page](#)

For Official Use Only									
United Services Military Apprenticeship Program (USMAP)									
Semiannual Report for the Period Ending 2014-11-22									
Your Name and Member ID									
0817N - Computer Operator									
Skill	A	B	C	D	E	F	G	H	Total
Hours Required	600.0	400.0	350.0	250.0	100.0	100.0	100.0	100.0	2,000.0
Pre-registration Credit	300.0	200.0	175.0	125.0	50.0	50.0	50.0	50.0	1,000.0
Hours Submitted in all Previous Semiannual Reports	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hours Earned in this Reporting Period	263.0	184.0	155.0	132.0	50.0	50.0	50.0	50.0	938.0
Hours Remaining	37.0	16.0	16.0	0.0	0.0	0.0	0.0	0.0	69.0
Print this form. Sign form as the apprentice. Have your Reviewing Officer sign(must have sign by direction authority) and cannot be the same person who signed your weekly or monthly reports. Forward completed form to the USMAP office(choose 1 method below):									
Scan and e-mail: USMAP@navy.mil (Preferred) Fax: (850) 473-6069 (DSN 753) Mail: COMMANDING OFFICER USMAP 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32509-5204									
Signature of Apprentice					E-mail Address				
Signature and Title of Official Performing Review	I have sign by direction authority				Date				
Reviewer's Printed or Typed Name					E-mail Address				
Note to official performing review: Before signing this form, verify that the apprentice has obtained his/her division officer's signature on the Work Experience Hourly Record Summary forms for the weeks listed below.									
[1] week 2014-05-31 (35.0 hrs), [2] week 2014-06-07 (35.0 hrs), [3] week 2014-06-14 (35.0 hrs), [4] week 2014-06-21 (35.0 hrs), [5] week 2014-06-28 (35.0 hrs), [6] week 2014-07-05 (35.0 hrs), [7] week 2014-07-12 (35.0 hrs), [8] week 2014-07-19 (35.0 hrs), [9] week 2014-07-26 (35.0 hrs), [10] week 2014-08-02 (35.0 hrs), [11] week 2014-08-09 (35.0 hrs), [12] week 2014-08-15 (35.0 hrs), [13] week 2014-08-23 (35.0 hrs), [14] week 2014-08-30 (35.0 hrs), [15] week 2014-09-05 (28.0 hrs), [16] week 2014-09-13 (35.0 hrs), [17] week 2014-09-20 (35.0 hrs), [18] week 2014-09-27 (35.0 hrs), [19] week 2014-10-04 (35.0 hrs), [20] week 2014-10-11 (40.0 hrs), [21] week 2014-10-18 (40.0 hrs), [22] week 2014-10-25 (40.0 hrs), [23] week 2014-11-01 (40.0 hrs), [24] week 2014-11-08 (40.0 hrs), [25] week 2014-11-15 (40.0 hrs), [26] week 2014-11-22 (40.0 hrs) .									
form generated 2015-01-22 10:42:23.0 Central Time									

Once your semiannual report is printed, use the check list on the next page.

Semiannual Report Check-off Sheet

- Sign next to the Signature of Apprentice.
- Print your email address in the block.
- Have your Official Performing Review sign your report.

This has to be someone with “By direction” authority and cannot be the same Supervisor, LPO or Division Officer/Chief/Gunnery Sergeant that signed your weekly and monthly reports. This will be the 3rd separate signature, a requirement enforced by the Department of Labor, Washington DC.

- Ensure the Official Performing Reviewer prints or types his/her name in the block.
- Make a copy of the signed report
- FAX, mail, scan and email, and/or take a photo using your smart phone or tablet then email your Semiannual Report to the USMAP Office for processing.
- File the original report with your weekly/monthly logs.

Your report will be processed within 24 hours of receipt.

Once received, accepted and processed by the USMAP office, you can then continue to log hours. All reports are usually processed the same day as they are received.

Note: Once you submit the Semiannual Report online, it will show as ***pending*** until a USMAP Registrar verify and process the Semiannual Report. You must send the report to the USMAP Office. Do not send any other logs/reports. The USMAP Office needs weekly or monthly reports **ONLY** if requested. If your report stays in a *pending* status, USMAP has not received a copy of your signed Semiannual report.

How to send a Semiannual Report

- Scan and email to: navycollege@livehelpnow.net

Mail to: Commanding Officer Naval Education and Training Professional Development Center

ATTN: (USMAP Office)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5251

- Fax to: 850-473-6069
- Take a photo of *entire report* with a smartphone or tablet and email to: navycollege@livehelpnow.net

Now when you log back into your USMAP record, click on "[My Record](#)", look at your Logbook Summary at the bottom of the page.

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit	875.0	250.0	125.0	25.0	25.0	100.0	100.0	500.0	2,000.0
Hours Submitted in all Semiannual Reports	276.0	138.0	125.0	25.0	25.0	100.0	100.0	178.0	967.0
2014-07-12 †	276.0	138.0	125.0	25.0	25.0	100.0	100.0	178.0	967.0
PENDING APPROVAL									
Hours Remaining	599.0	112.0	0.0	0.0	0.0	0.0	0.0	322.0	1,033.0
Hours Remaining %	34.2	22.4	0.0	0.0	0.0	0.0	0.0	32.2	25.8
Hours Submitted in Weekly Logs *	40.0	20.0	0.0	0.0	0.0	0.0	0.0	20.0	80.0

* The Hours Submitted in Weekly Logs are not considered when calculating your Hours Remaining. These hours will be considered when you submit your next Semiannual Report.

† The USMAP Program Office is waiting on your signed Semiannual Report to complete this report.

Note: Once you submit the Semiannual Report online, it will show as **pending** until a USMAP Registrar verifies and processes the Semiannual Report. Do not send any other logs/reports. The USMAP Office needs weekly or monthly reports **ONLY** if requested. **If your report stays in a pending status, USMAP has not received a copy of your signed Semiannual report.**

After your Semiannual is processed, you will receive an email from the USMAP Office.

Unless your email is wrong, you should receive an email stating:

Your Name

Your semi-annual report has been accepted and processed.

If you remain on the current track your next semi-annual report will be due on **(this will give you your next due date for your semiannual report)**.

Once your current trade shows zero hours remaining in the balance, the system will allow you to submit an early report but only if all skill areas have been zeroed.

Signed
United Services Military Apprenticeship Program Manager

Now when you log back into your USMAP record, click on "[My Record](#)", look at your Logbook Summary at the bottom of the page.

Logbook Summary

Skill →	A	B	C	D	E	F	G	H	Total
Hours Required	1,750.0	500.0	250.0	50.0	50.0	200.0	200.0	1,000.0	4,000.0
Pre-registration Credit	875.0	250.0	125.0	25.0	25.0	100.0	100.0	500.0	2,000.0
Hours Submitted in all Semiannual Reports	276.0	138.0	125.0	25.0	25.0	100.0	100.0	178.0	967.0
2014-07-12	276.0	138.0	125.0	25.0	25.0	100.0	100.0	178.0	967.0
Hours Remaining	599.0	112.0	0.0	0.0	0.0	0.0	0.0	322.0	1,033.0
Hours Remaining %	34.2	22.4	0.0	0.0	0.0	0.0	0.0	32.2	25.8
Hours Submitted in Weekly Logs*	40.0	20.0	0.0	0.0	0.0	0.0	0.0	20.0	80.0

Total of Hours completed during this six month period.

After your Semi Annual Report is processed.

Keep going until you reach Zero hours in all Skill Areas.

FINAL REPORT:

A final completion report may be submitted prior to the next Semi-Annual due date. You may submit your Semiannual Report early if all Skill Areas have been zeroed.

Log out, and log back in, to update your records. When you log back into your record, you will see this screen as a notice page when you click on "[My Record](#)" page.

Notice

Your Name and Member ID

0569N - Counselor (Professional & Kindred)
Next Semiannual Report is due (YYYY-MM-DD): 2015-01-10

Please be aware of the following important information concerning your Apprenticeship:

- You are now eligible to electronically submit a Semiannual Report. After pressing the *Continue* button below, please navigate to the *Semiannual Reports* page and submit a Semiannual Report.

Continue >>

Ensure all of your hours are at "zero" balance and each Skill Area must be zero as well. If the system is not allowing you to submit your final report, then you need to:

- Ensure all signature date blocks are entered.
- Retotal all of your hours to ensure all hours are complete in each Skill Area.
- Ensure you have NOT entered dates that are in the future.

After you click "[Continue](#)" On top of screen, you will now click "[Semiannual Rpts](#)" link

Before you click [\[Submit FROM DATE to END DATE Semiannual Report\]](#), ensure all signature date blocks are entered, you have your weekly and monthly reports, and Retotal all of your hours to ensure all hours are complete in each Skill Area.

If everything look good, click [\[Submit FROM DATE to END DATE Semiannual Report\]](#).

Follow the checklist (page 25). Submit to the USMAP Office to be processed.

Ensure your address on file is correct. It normally takes 3-4 weeks to receive your completion certificate.

To enroll into another trade, you 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 USMAP receives the enroll form they will review your request and notify you via email if your enrollment application has been accepted or rejected.