

WEEK OF	DATE FROM:					DATE TO:					SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER										
DAY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	TOTAL HOURS	
SAT																					
SUN																					
MON																					
TUE																					
WED																					
THU																					
FRI																					
TOTAL HOURS																					

WEEK OF	DATE FROM:					DATE TO:					SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER										
DAY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	TOTAL HOURS	
SAT																					
SUN																					
MON																					
TUE																					
WED																					
THU																					
FRI																					
TOTAL HOURS																					

TOTAL HOURS: Combine weekly total hours from front and back side to the appropriate skill area below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			

COMMENTS:

NOTE: Before verifying hours worked, you should be acquainted with apprentice's Work Process Schedule. Hours spent on military duties, in school, as a supervisor, at meals, etc., DO NOT COUNT as work experience. **Eight hours is considered a normal workday. If longer hours are logged, supervisor or Leading Petty Officer that signed the weekly logs must note the circumstances under the "Comments" section above.**

Hours must be logged in full or half-hour increments only (i.e., 1 or 1.5).

SIGNATURE OF DIVISION OFFICER/DEPARTMENT HEAD:	RANK:	DATE:
--	-------	-------

E-mail address: