

On-Line Reporting Process

<https://usmap.cnet.navy.mil> (You will need your Member ID)

Print the work processes schedule for “your” trade by clicking trades link on top of the welcome page on the USMAP website.

*** Note each skill area starts with A, B, C, etc.

To begin reporting:

Click on my records link. Enter your Member ID and password.

**If you have not created your password, click on the password link and create your password following the rules on the webpage.

Now click on my records to continue.

Weekly:

1. Click the link in the body of this page called [Create a New Weekly Log Entry].
2. Enter the week ending date for that week’s work in date block provided.

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)^{††} :

Supervisor Signature Date (YYYY-MM-DD) : WEEKLY

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

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

3. Enter hours in skill areas. Example: Maintenance Mechanic Trade
 - A. Bench Work
 - B. Use Calibration Equipment
 - C. Read Blueprints

Skill Area	SUN	MON	TUE	WED	THU	FRI	SAT
A		2.00			10.00	2.50	
B				2.00		.50	
C				6.00		4.50	
Totals	0	2.00	0	8.00	10.00	7.50	0

Sunday-	You performed duties not related to your apprenticeship
Monday-	Performed 2 hours of bench work, stood watch the rest of the day
Tuesday-	Leave
Wednesday-	You worked 2 hours using calibration equipment and 6 hours reading blueprints
Thursday-	You worked 10 hours bench work (have your supervisor enter a comment in the comment section of your weekly report if logging over an 8 hour day)
Friday-	You worked 2.5 hours bench work, .5 hours calibrating, 4.5 hours reading blue prints not quite an 8 hour day.
Saturday-	Leave

Note there are only 24 hours in a day, do not log 8 hours in each skill area.
You perform different tasks all day long even if deployed.
Sleeping, eating, standing watch, stand-downs or anything done not on the work processes schedule cannot not be logged as apprenticeship hours.

4. Enter for your week's work.
5. This will take you back to the page of all reports you have in the system so far.
6. Click the [print] button at right side of reporting week.
7. Have your Supervisor or LPO sign and date this week's paper report.
8. Log back into your account, following above steps to navigate back to your [Create a New Weekly Log Entry] page. Enter Supervisor Signature Date (YYYY-MM-DD) in weekly block provided.
9. Save your weekly printed reports in a folder or binder for your records and future employers.

Monthly:

Once you have accumulated a month's worth of weekly reports, access your Weekly Logs page.

1. Click [Print Monthly] on far right of
This will give you your Print Monthly Summary of Weekly Log Entries report page.
2. Click the link on top left [Print this Page]
3. Have your Division Officer sign this paper report. This cannot be the same person who signed your weekly reports!
4. Log back into your USMAP account and go to your weekly logs page.
Enter the date your Division Officer signed your paper monthly report in each weekly block
click the save button.
5. Save the signed paper monthly report along with your weekly reports.

Semiannually:

Once you are eligible, submit your Semiannual Summary Report to the USMAP office (see report due date in My Records page). This one report is the only report we need from you Semiannually. Once you submit it online, it will be in our pending file until we verify the report and final required signatures. We will then enter it into your permanent records. Do not send any other reports. We only need weekly or monthly reports if we request them if there is a discrepancy. Access your online account My Records page.

You will see this screen as a notice page.

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*>
 1. On top of screen you will now click the Semiannual Rpts link
 2. You will see this;

Report Date (YYYY-MM-DD)	Total Hours	Status	Select an Operation
2006-10-07	944.0	APPROVED	[Print]
2007-04-07	1,016.0	PENDING APPROVAL	[Print]

3. This shows you have one previous report that has already been APPROVED and entered into your records.
4. Click pending approval [\[Print\]](#) link
5. Print this report.
6. Have your Official Performing Review sign your form.

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

7. Make a copy of this signed report and file in your notebook with your other reports.
8. FAX, mail, or email this report to the USMAP office for processing. Once accepted, view online.

Continue this process until your account shows zero hours remaining balance and forward your final semiannual summary report to our office. The system will allow submission of an early report if all skill areas have been zeroed. Log out, and log back in, to update your records. Print your final report. Obtain required signature and submit to our office. Once reviewed, (zero hours remaining and instruction complete) you will receive your completion certificate! Please ensure the address on file is correct!