

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
SUN																				
MON																				
TUE																				
WED																				
THU																				
FRI																				
SAT																				
TOTAL HOURS																				

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TUE																				
WED																				
THU																				
FRI																				
SAT																				
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:
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E-mail address: