

## PAPER Reporting Process

You will receive:

- A paper logbook
- Your trade work processes schedule
- Your first semiannual report form
- DOL Standards that must be read.  
(Hourly record forms are also available in EXCEL on the CD)

(NOTE: On your trade work processes schedule each skill area starts with A, B, C etc.

Enter hours you worked each day in the skill areas that correspond to your Work Processes Schedule)

### **Weekly:**

1. Record daily hours on your work experience hourly records (Form 1560/3) in your logbook. Note: Trades 0005C, 1044N, and 1045N have a different work experience record form. Make sure you make a copy of the blank forms prior to logging hours.
2. At the end of the week, have your Supervisor or LPO sign originals.

\*\*\*If you log over 8 hours a day, a comment from your Supervisor must be recorded in the comment section on your weekly reports.

### **Monthly:**

3. After recording all weekly logs for that month, have your Division Officer or Department Head verify and sign the back of the work experience hourly records. This must be a separate signature from LPO weekly logs.  
Retain for your permanent records.

### **Semiannually:**

4. Complete the Progress Status Report Form 1560/2 and have it signed by the Official performing review, who must have "By direction" authority. This must be a separate signature from your Division Officer or Department Head.
5. Mail copies of your work experience hourly records 1560/3 with the original signed Progress Status Report Form (1560/2) to the USMAP office.
6. Retain a copy for your records.

Once received the USMAP office will review and process and mail your next Progress Status Report Form along with 7 more hourly record recording sheets. Make sure your address is correct.

(IF) you would like to view your account on our website <https://usmap.cnet.navy.mil>

Click the password link at the top of the home page. Create your password using your Member ID. Click My Records. Reminder\*\*\* only\_log hours using ONE method NOT both (paper and online).