

NOTICE OF REQUIRED READING

DEAR APPRENTICE:

The following National Standards of Apprenticeship for the United Services Military Apprenticeship Program (USMAP) were established to provide general policy and guidance for training and development of registered apprenticeships with the U.S. Department of Labor, Apprenticeship Training, Employer and Labor Services.

As a newly registered apprentice with the USMAP you are required to read these Standards before beginning your apprenticeship program. Questions or comments should be addressed to COMMANDING OFFICER, USMAP, 6490 SAUFLEY FIELD ROAD, PENSACOLA FL 32509-5251.

**USMAP
ADMINISTRATOR**

**NATIONAL
STANDARDS OF APPRENTICESHIP**

FOR THE

**UNITED SERVICES MILITARY
APPRENTICESHIP PROGRAM
(USMAP)**

**DEVELOPED IN COOPERATION WITH THE
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR**

The United States Department of Labor



Bureau of Apprenticeship and Training
Certificate of Registration

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

*Registered as part of the National Apprenticeship Program
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

Date April 11, 2000

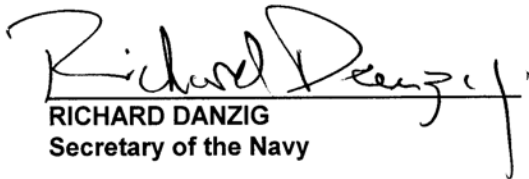
Registration No. N 93063

Charles M. Allen

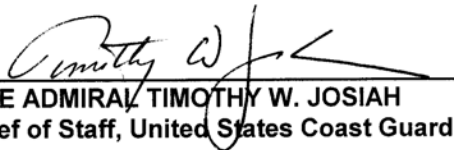
Secretary of Labor

Anthony Surace
Director, Bureau of Apprenticeship and Training


THE NATIONAL APPRENTICESHIP STANDARDS FOR THE UNITED SERVICES
MILITARY APPRENTICESHIP PROGRAM (USMAP) ARE ESTABLISHED BY
AUTHORITY OF:


RICHARD DANZIG
Secretary of the Navy


ALEXIS M. HERMAN
Secretary of Labor


VICE ADMIRAL TIMOTHY W. JOSIAH
Chief of Staff, United States Coast Guard

REGISTERED AS INCORPORATING THE BASIC STANDARDS
RECOMMENDED BY THE UNITED STATES DEPARTMENT OF LABOR
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
BUREAU OF APPRENTICESHIP AND TRAINING


ANTHONY SWOOPE, Administrator
Apprenticeship Training, Employer and Labor Services

NAVY REGISTRATION NO.: N-91030
ORIGINAL REGISTRATION DATE: MARCH 24, 1976

MARINE REGISTRATION NO.: N-910140
ORIGINAL REGISTRATION DATE: JULY 7, 1977

CONSOLIDATION REGISTRATION DATE: APRIL 11, 2000
USMAP REGISTRATION NO.: N-93063

FOREWORD

The purpose of establishing National Apprenticeship Standards for the United Services Military Apprenticeship Program (USMAP), is to provide general policy and guidance to Commanding Officers responsible for training, and development of registered apprenticeship with the U.S. Department of Labor , (DOL), Apprenticeship, Training, Employer and Labor Services, (ATELS).

The ultimate objective of the National Apprenticeship Standards for the USMAP is to provide registered certification of the training of the individual military service member and to achieve recognition for the military service member equal to his/her civilian counterpart.

Registration of the National Apprenticeship Standards for the USMAP with the ATELS for the military occupational specialties is mutually beneficial to the military services, to the individual service member, and private industry. Acceptance of registered military apprentices and skilled craft workers by private industry will enhance employment opportunities for military veterans, motivate military personnel to advance within their occupational specialties while on active duty, and provide a source of skilled personnel to meet national skilled work force requirements.

POLICY

The Naval Education and Training Command (NETC) is responsible for the administration of National Apprenticeship Standards within the military services and for securing, through prescribed channels, the national registration of the USMAP with the ATELS.

PROCEDURES

Procedures for securing registration of apprentices for the various registered apprenticeable military occupational specialties are as follows:

A. Appropriate Commanding Officer will:

1. Ensure the proper and effective use and check-off of Work Experience Hourly Records of personnel registered in the USMAP.
2. Report all individual apprentice actions (registrations, cancellations, completions, and suspensions) to the U.S. Department of Labor, Division of Standards and National Industry Promotion (DSNIP) via NETC, USMAP Administrator, 6490 Saufley Field Road, Pensacola, FL 32509-5251. In reporting individual apprentice actions, Commanding Officers may request the services and expertise of military Educational Services.

B. USMAP will:

1. Provide a "Work Processes Schedule" and a "Schedule of Related Instruction" for each designated occupational specialty.
2. Print and distribute applicable forms and Work Experience Hourly Records used by apprentices registered with the ATELS.
3. Indoctrinate all applicable military/civilian education personnel, Command Career Counselors, Program Coordinators and Registrars regarding the procedures, controls and actions required to provide effective field management of the USMAP for members of the active-duty military services.
4. Maintain appropriate records as required to monitor the registered apprenticeship program of the active-duty military service members.

5. Identify the ratings/occupational specialties to be registered with ATELS.
 6. Consult with the ATELS pertaining to the acceptability of an occupational specialty for apprenticeship recognition and registration.
 7. Provide ATELS with a quarterly report of all apprentice activity (i.e., completions, cancellations, extensions, reinstatements, and suspensions).
- C. U. S. Department of Labor, ATELS, Division of National Industry Promotion, (DSNIP) will:
1. Advise and assist the Military Services in all matters related to the development, registration, and implementation of the National Apprenticeship Standards for the USMAP.
 2. Review all new apprentices enrolled under the terms of the National Apprenticeship Standards for the USMAP.
 3. Review appropriate records for each apprentice enrolled under the terms of the National Apprenticeship Standards for the USMAP.
 4. Issue all Certificates of Completion of Apprenticeship for apprentices enrolled under the terms of the National Apprenticeship Standards.
 5. Review quarterly reports from USMAP on all apprentice activity (i.e., completions, cancellations, extensions, reinstatements and suspensions).

DEFINITIONS

EMPLOYER: USMAP (Military Services)

SPONSOR: USMAP (Military Services)

MILITARY SERVICES: Shall mean those United States military service branches joined in partnership with the USMAP by Memorandum of Agreement with the Naval Education and Training Command.

STANDARDS or STANDARDS OF APPRENTICESHIP: Shall mean this entire document, including the attached "Work Processes Schedule", and other attachments hereto.

NATIONAL ADVISORY JOINT APPRENTICESHIP COMMITTEE: Composed of national industry and management and labor representatives organized to advise and assist the USMAP managers/administrators in the administration of the National Apprenticeship Standards where appropriate.

LOCAL ADVISORY JOINT APPRENTICESHIP COMMITTEE: Composed of representatives of management and labor from local industry, organized to advise and assist the USMAP, Commanding Officers, Educational Specialists and advisors, and Program Registrars in the administration of the National Apprenticeship Standards where appropriate.

APPRENTICE: Shall mean an individual who is on active duty in the United States military service, meets all qualification requirements required by the applicable service, and has entered into a written Apprenticeship Agreement provided for learning and acquiring the skills of a recognized occupation under the provisions of these Standards.

APPRENTICESHIP AGREEMENT: This term, which is synonymous with "Indenture" as sometimes used, shall mean the written document between the apprentice and the Sponsor setting forth the responsibilities and obligations of both with respect to the apprentice's employment and training under these Standards. Such Apprenticeship Agreement will be registered with the Registration Agency.

REGISTRATION AGENCY: Shall mean the U.S. Department of Labor, Apprenticeship Training, Employer and Labor Services, Bureau of Apprenticeship and Training.

COMPLETION CERTIFICATE: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices successfully completing the apprentice training requirements outlined in these Apprenticeship Standards.

GENDER CLAUSE: Any reference to either the male or female gender in these Standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journey worker within these Standards shall be considered a performance level and not a gender term.

EDUCATIONAL SPECIALIST: A military or civilian professional who provides advice and assistance to Commanding Officers in the operation and administration of the apprenticeship program.

WORK EXPERIENCE LOGBOOK: A book issued to each member of the USMAP after he/she has been registered as an apprentice with the U. S. Department of Labor, identifying the occupation, work processes training schedule, hours allocated to each training task increment in the work processes, and supervisory certification requirements. Each Logbook shall contain a statement identifying the terms and conditions of these Standards. Every apprentice shall read these Standards before beginning his/her program.

WORK PROCESSES SCHEDULES: An outline of work processes in which the apprentice will receive supervised work experience and training on the job and the allocation of the approximate time to be spent in each major process of the occupation. The Work Process Schedules will be provided to the apprentice at time of registration.

SCHEDULE OF RELATED TECHNICAL INSTRUCTION: Organized related and supplemental instruction necessary to provide apprentices with knowledge in technical subjects related to the occupation. This may include the successful completion of military service schools (e.g., Marine, Navy, Coast Guard, etc.) or other schools providing such training is approved by the Registration Agency.

I. NATIONAL ADVISORY JOINT APPRENTICESHIP COMMITTEE (NAJAC)

Whenever possible and practicable, a NAJAC may be established by the USMAP managers/administrators and be composed of national industry management and labor representatives in equal number. The size of the NAJAC and the private industry management and labor organizations invited to participate as members of the NAJAC shall be determined by the USMAP managers/administrators. The NAJAC will, upon request, provide expert advice and assistance in the proper administration of the National Apprenticeship Standards of the USMAP where appropriate.

The duties and functions of the NAJAC will be determined by the Committee members within the limits of the authority vested in the Committee by their respective organizations, the applicable military service(s), management, and labor. A representative of the ATELS, DSNIP, shall serve as advisor to the NAJAC with voice, but no vote, on all matters coming before the NAJAC.

II. LOCAL ADVISORY JOINT APPRENTICESHIP COMMITTEE (LAJAC)

Whenever possible and practicable, a Local Advisory Joint Apprenticeship Committee(s) may be established by the appropriate Commanding Officer and be composed of local area industry management and labor representatives in equal number. The size of the LAJAC and the private industry management and labor organizations invited to participate as members of the LAJAC shall be determined by the appropriate Commanding Officer or the USMAP. The duties and functions of the LAJAC will be determined by their respective organizations. A local Bureau of Apprenticeship (BAT) Representative shall serve as advisor to the LAJAC with voice, but no vote, on all matters before the LAJAC.

III. QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

To be eligible for selection into the USMAP, military service members must have the following minimum qualifications:

Age: Shall be at least 17 years of age.

Active Duty: Must be on active duty in the United States military service.

Education: Must meet the minimum education qualifications for the occupation involved.

Physical: Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or co-workers. Related Instruction: Must successfully complete the appropriate military service school(s) for the occupation involved.

IV. EEO PLEDGE

The National Apprenticeship Standards for the USMAP will be implemented in a non-discriminatory manner per the applicable Service Instruction/Regulation/Directive (e.g., the Secretary of the Navy Instruction 5350.10A entitled "Equal Opportunity within the Department of the Navy and Marine Corps.")

V. APPRENTICESHIP AGREEMENT

Each Apprentice shall be covered by a written Apprenticeship Agreement, signed by the appropriate Commanding Officer. The original agreement is retained by the apprentice after processing. A copy of the agreement will be retained by the USMAP. The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement.

VI. RATIO OF APPRENTICES TO JOURNEY WORKERS

Where applicable, the USMAP and applicable military service(s), may establish apprentice ratios for each registered apprenticeable occupation based upon the recommendations of the U.S. DOL, BAT, Employment and Training Administration.

VII. TERM OF APPRENTICESHIP

The term of apprenticeship shall be the time defined on the "Work Processes Schedules" for the applicable occupation supplemented by the required hours of related technical instruction.

VIII. PERFORMANCE OF APPRENTICES

The evaluation of the performance of each apprentice will be in accordance with the applicable service directives/regulations with emphasis upon "Professional Performance."

IX. CONDITIONS OF APPRENTICESHIP

During the term of apprenticeship, if an apprentice fails to apply himself/herself, or seems unable or unwilling to adapt to the conditions of the occupation, or is otherwise found to be unsuited to the occupation, he/she shall be dropped from the program before completing all requirements. The Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the apprentice's Commanding Officer for reasonable cause with due notice to the apprentice and a reasonable opportunity for corrective action. The appropriate Commanding Officer will notify the USMAP Administrator of all cancellations and suspensions.

X. HOURS OF WORK

The hours of work and other conditions shall be determined by the Commanding Officer concerned.

XI. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid in accordance with the Department of Defense Pay and Entitlements Manual.

XII. CREDIT FOR PREVIOUS EXPERIENCE

Military personnel having partially completed an approved Federal or State registered civilian apprenticeship will be awarded credit within the constraints of the apprenticeship program standards. Credit will be awarded for each training hour successfully completed in the occupation involved upon presentation of the required documentation.

Credit for previous documented experience will be awarded at the rate of 1,000 hours for each full year of applicable military work experience prior to registration, not to exceed 50% of the required hours of the apprenticeship.

XIII. WORK EXPERIENCE

During the apprenticeship the apprentice shall receive such experience and related technical instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker found in that occupation. The on-the-job training shall be carried on under the direction and guidance of a qualified journey worker in the occupation.

Current military training programs in apprenticeable occupations will not be altered for the purpose of providing training not essential to the accomplishment of military objectives and requirements. Any additional training required to meet the standards of private industry will be identified, and the individual military person will be enjoined to secure such necessary instruction or training in order to fulfill the prerequisites for the awarding of a Certificate of Completion of Apprenticeship.

XIV. RELATED INSTRUCTION

Apprentices will be required to complete organized related technical instruction in theory and technical subjects related to the trade as part of their Apprenticeship Agreement. A minimum of 144 hours of related technical training is recommended for each year of apprenticeship. Such related instruction will be achieved through the successful completion of a training course(s) for the applicable occupation at an appropriate military school(s). If, for any reason, classroom instruction is not practical, the related training may be conducted by means of civilian technical instruction, correspondence courses, distance learning or home study.

Failure on the part of the apprentice to fulfill his/her obligation as to the related training studies and/or attendance, or failure to maintain passing grades therein, shall constitute adequate cause for cancellation of his/her Apprenticeship Agreement.

XV. SAFETY AND HEALTH TRAINING

All military apprentices will receive instruction in accident prevention and safe working habits throughout the term of apprenticeship in accordance with appropriate service directives/regulations.

XVI. SUPERVISION OF APPRENTICES

The appropriate Commanding Officer shall designate a qualified person to provide the USMAP apprentices adequate supervision on the job. This person shall be known as a journey worker of apprentices. It shall be the journey worker's responsibility to assign the apprentice work in accordance with the predetermined schedule of work processes. The appropriate Commanding Officer will ensure the apprentice is working under the supervision of a skilled journey worker.

XVII. RECORDS AND EXAMINATIONS

Each apprentice shall be responsible for maintaining a record of his/her work experience, on-the-job training, related technical instruction received, and have this record verified by the appropriate Commanding Officer at the end of each 6 month period for inclusion on each apprentice's record file. A copy of all Work Experience Hourly Records and completed Related Technical Instruction are to be maintained by the USMAP Administrator.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a qualified journey worker, the Commanding Officer will terminate the Apprenticeship Agreement and notify the USMAP Administrator, who in turn will notify the Registration Agency of such termination.

XVIII. MAINTENANCE OF RECORDS

The USMAP Administrator shall maintain all records relating to the apprentices' apprenticeship training while registered in the program, and any other information relevant to the operation of the program for a period of five (5) years. The records shall permit identification of minority and female participants. The records will be made available on request to the U.S. Department of Labor, ATELS, or other authorized representative.

XIX. CERTIFICATE OF COMPLETION

Upon successful completion of the requirements of the apprenticeship as established under the USMAP, the apprentice is responsible for submitting a request, accompanied by an Apprentice Progress/Status Report containing copies of the "Work Experience Hourly Records" verified by their Commanding Officer, to NETC, USMAP Administrator, who will request a Certificate of Completion of Apprenticeship be issued by the U. S. Department of Labor, ATELS.

XX. NOTICE TO REGISTRATION AGENCY

The USMAP will be responsible for notifying the Registration Agency promptly of all new apprentices to be registered, credit granted, suspensions, reinstatements, extensions, cancellations, and completions.

XXI. CONSULTANTS

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Sponsor, from representatives of the U.S. Department of Labor, ATELS. Consultants shall serve upon request and in an advisory capacity only.

XXII. REGISTRATION OF STANDARDS

These Standards of Apprenticeship will, upon adoption by the USMAP, be promptly registered with, and copies thereof filed with, the Registration Agency.

The USMAP reserves the right to discontinue at any time the Apprenticeship Program as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the Program.

XXIII. AMENDMENTS OR MODIFICATIONS

These Apprenticeship Standards may be amended at any time by the USMAP provided that such amendment shall be submitted to the Registration Agency for registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice.

XXIV. COMPLAINT PROCEDURE

Any dispute concerning the Apprenticeship Agreement is subject to resolution through the USMAP's grievance procedure.

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with their Commanding Officer and/or the U.S. Department of Labor, ATELS. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

XXV. TRANSFER OF TRAINING OBLIGATION

Any apprentice is authorized to continue his or her apprenticeship training obligation upon transfer to a new military installation, providing that the installation offers the same training. If the apprentice cannot fulfill his or her training obligation at the new installation, a request for cancellation or suspension of his or her apprenticeship must be forwarded to the USMAP Administrator, explaining the termination of work experience. Reinstatement into the apprenticeship trade may be requested upon military transfer back into that occupation.