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OPNAVINST 1560.10C  
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26 Apr 07

OPNAV INSTRUCTION 1560.10C

From: Chief of Naval Operations

Subj: ADMINISTRATION OF THE UNITED SERVICES MILITARY  
APPRENTICESHIP PROGRAM (USMAP)

Encl: (1) Procedures Governing the USMAP

1. Purpose. To issue guidance and procedures for the administration and management of the USMAP.
2. Cancellation. OPNAVINST 1560.10B.
3. Background. The USMAP enables participating personnel in the U.S. Coast Guard, U.S. Marine Corps and U.S. Navy to earn certification as Journey Workers per standards of the U.S. Department of Labor (DOL) in specific occupational fields. Certification can be earned through documented work experience and related instruction. USMAP supports the professional development of military personnel, reinforces the occupational skills of those active duty personnel registered in the program, and encourages the reenlistment of registered personnel in order to complete the apprenticeship. NOTE: The term "apprentice" as used in civilian programs and the USMAP is not the same as the term apprentice associated with the Navy pay grade E-2.
4. Discussion
  - a. The USMAP is managed by the Center for Personal and Professional Development (CPPD), reporting via Commander, Naval Personnel Development Command (NPDC) and Commander, Naval Education and Training Command (NETC), in cooperation with the DOL, Washington, DC, Office of Apprenticeship Training, Employer and Labor Services, Bureau of Apprenticeship and Training (OATELS/BAT).
  - b. This program motivates members to further develop their skills and knowledge in their rate/occupational specialty and allows active duty military personnel to receive appropriate civilian certification for skills and training attained while on active duty

c. Registration in the USMAP is open to active duty personnel only. Registration in the program will be automatically canceled when a person is discharged, separated, released to inactive duty, or retired.

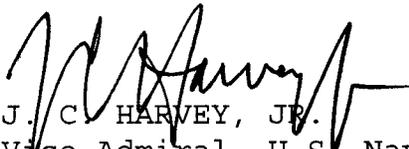
d. The USMAP shall adhere to the same standards as those imposed upon similar programs in the civilian sector. To earn the confidence, respect, and acceptance of civilian employers, it must be of equal quality, duration, and difficulty.

e. Enclosure (1) sets forth the procedures and guidance for administration of the USMAP.

5. Responsibility. CPPD shall administer the USMAP and has designated the Director, CPPD Volunteer Education (VOLED) Support Site, Saufley Field as the agent for all matters relating to the USMAP. Specific areas of responsibility are delineated in enclosure (1).

6. Reports. The reports required by this instruction are exempt from reports control by SECNAV Manual 5214.1.

7. Forms. The forms required by this instruction are listed in enclosure (1), Part III, paragraph 7.

  
J. C. HARVEY, JR.  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

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PROCEDURES GOVERNING THE  
UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM

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PART I  
GENERAL INFORMATION

1. Introduction:

a. National Apprenticeship Standards for the USMAP were established by authority of the Secretary of the Navy, Secretary of Labor, and the Chief of Staff, U.S. Coast Guard on 11 April 2000. The standards provide general policy and guidance to commanding officers responsible for training and development of registered apprenticeships with the DOL, OATELS/BAT.

b. The objectives of USMAP are to develop highly-skilled journey workers who will continue to use their technical skills and knowledge within the military service and who will incidentally qualify for employment in a recognized civilian trade after the expiration of their enlistment or upon retirement. Adherence to the standards of an apprenticeship program may also reinforce professionalism and enhance individual promotion opportunities. The program will promote wide recognition of the value of military training and experience. NOTE: Training beyond Navy requirements shall not be approved merely to meet apprenticeship requirements. Any additional hours of related instruction 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.

c. USMAP will approve the trades to be introduced as apprenticeable occupations within the active duty service. The identification of a trade for an apprenticeship will depend upon the following:

- (1) the conditions and trends of the national labor scene,
- (2) the assurance selected and registered active duty apprentices will receive work experience and related instruction similar to those received in the civilian sector,
- (3) the availability of facilities and supervisory personnel for on-the-job training and related instruction, and

(4) the assurance administration procedures and controls will be exercised in a manner which will earn the confidence and respect of the civilian trade sector.

2. Terminology. The USMAP for active duty personnel uses the terminology of the DOL, OATELS/BAT as listed below:

a. Apprentice. An individual who is on active duty in the U.S. military, meets his or her service's qualification requirements, and has entered into a written apprenticeship agreement for learning the skills of a recognized occupation under the provisions of the DOL, OATELS/BAT.

b. Apprentice Progress/Status Report. A semi-annual report form used to record the total number of work experience hours earned in individual skill areas. The form is also used to request apprentice actions such as cancellations, suspensions, and completions of the program.

c. Certificate of Completion of Apprenticeship. A document issued by the DOL, OATELS/BAT attesting to the fact an individual has completed the apprenticeship.

d. Journey Worker. A person who has satisfactorily completed an apprenticeship and has been awarded a certificate attesting to this completion. Military personnel completing an authorized apprenticeship under the USMAP will be awarded a Certificate of Completion of Apprenticeship by the DOL, OATELS/BAT.

e. Previous Work Experience. Verified on-the-job work experience in skill areas as required by the applicable apprenticeship trade which was completed prior to registration.

f. Registrar. An authorized individual who counsels and registers eligible personnel as apprentices.

g. Registration. The action by which a registrar enrolls a qualified individual as an apprentice with the DOL, OATELS/BAT.

h. Related Instruction. The formal classroom training which provides the potential apprentice with the required background knowledge of the trade. Successful completion of an applicable military service school(s) and/or other related school(s) is

required for registration (see Part II, paragraph 1, for details). Related instruction is not waiverable or interchangeable with work experience.

i. Work Experience. Verified on-the-job work in the skill areas required by an apprenticeship trade. Work experience is not to be confused with related instruction (paragraph h above).

j. Work Experience Hourly Record. A form contained within the Work Experience Logbook, used for the entry and verification of completed hours of on-the-job skills.

k. Work Experience Logbook. A booklet issued to the apprentice at the time of registration and held thereafter as a personal possession. The Work Experience Logbook identifies the apprenticeship trade and work experience hours earned.

l. Work Processes Schedule. An outline of the skill areas within an apprenticeship trade and the hours of work experience required to complete each skill area. It is often referred to as a "work experience plan." It is simply a breakdown of the work experience to be completed during the term of the apprenticeship.

m. Workday. An eight hour day is considered a normal workday. Hours logged by the apprentice in excess of eight hours daily shall require an explanation/justification entry by the supervisor or division officer in the "Comments" section on the Work Experience Hourly Record.

PART II  
REGISTRATION/CANCELLATION/SUSPENSION

1. Registration Requirements:

a. Qualifications for registration include:

(1) be on active duty (and have sufficient time remaining on active duty to complete trade requirements),

(2) be designated in a rating/occupational specialty applicable to an authorized apprenticeship trade,

(3) be assigned duty in an authorized apprenticeship trade billet, and

(4) possess a high school diploma or state General Education Development (GED) equivalency certificate. Visit the USMAP web site at <https://usmap.cnet.navy.mil> or contact the USMAP office for a current list of trades.

b. The Registrar is authorized to accept certain substitutes for the military school requirement if the applicant can provide official validation of satisfactory completion of the required hours of related instruction. This instruction must be completed at an equivalent DOD, civilian, or other nationally recognized organization providing occupation-related classroom instruction. The DOL, OATELS/BAT recommends 144 hours of classroom-related instruction for each 2,000 hours of an apprenticeship. To ensure the credibility of the USMAP and its participants, participating military personnel will be required to meet the DOL recommendation. Therefore, a 4,000-hour apprenticeship requires 288 hours of documented related instruction, a 6,000-hour apprenticeship requires 432 hours of instruction, and an 8,000-hour apprenticeship requires 576 hours of instruction.

c. An individual can be registered in only one trade at a time. An existing apprenticeship must be completed or canceled before an apprenticeship in another field can begin.

2. Registration Procedures:

a. Individuals may register on-line or submit CNET 1560/1 Apprentice Registration Application available from the local Navy

College Office, Life-long Learning Center, Educational Services Office, or Command Career Counselor, to the local Registrar or the USMAP Administrator (CPPD VOLED Support Site N23). Authorized Registrars are located at U.S. Marine Lifelong Learning Centers and Navy Commands.

b. The apprentice may be credited with 1,000 hours for each full year of applicable military work experience prior to registration. Credit for previous work experience cannot exceed more than 50 percent of the term of the apprenticeship (e.g., no more than 3,000 hours of previous work experience can be credited to a 6,000-hour apprenticeship). Fractions of years of previous work experience will not be credited. Certain trades require an apprentice to complete specific trade-related courses before time begins for calculating pre-registration credit. These trades and courses are listed on the USMAP web site.

c. Applicants unable to register on-line or with their local registrar may request CNET 1560/1 from the USMAP Administrator (CPPD VOLED Support Site N23). Forward CNET 1560/1, along with documentation of related classroom instruction (i.e., service record Page 4, NAVMC 8A, or Sailor/Marine American Council on Education (ACE) Registry Transcript (SMART)) and a record of the applicant's advancement dates to the USMAP Administrator (CPPD VOLED Support Site N23). All documentation must contain full name and social security number.

d. Upon completion of all items on CNET 1560/1 the Registrar will complete the lower section of the form and provide the appropriate Work Processes Schedule and Work Experience Logbook to the applicant via internet or hard copy. The following documents will be included with the Work Experience Logbook:

(1) One copy of the completed CNET 1560/1 Apprentice Registration Application signed by the Registrar.

(2) Work Processes Schedule for applicable trade.

(3) CNET 1560/2 Apprentice Progress/Status Report Form.

e. The registering official will forward the original of the completed CNET 1560/1 to the USMAP Administrator (CPPD VOLED Support Site N23).

3. Cancellation of Registration:

a. Registration will be canceled for any of the following reasons:

- (1) At the request of the apprentice.
- (2) Unsatisfactory rating in professional competence.
- (3) Upon discharge or release to inactive duty.
- (4) Termination of work experience for more than one year.
- (5) Failure to submit a semi-annual CNET 1560/2 Apprentice Progress/Status Report form or no evidence of work experience in the apprenticeship trade for a period of more than one year.

b. Cancellation of registration is accomplished by submitting an email request or by submission of an appropriately checked CNET 1560/2 signed by the apprentice.

c. Cancellation of registration is equivalent to removal from the apprenticeship program; however, an individual can re-enter the apprenticeship program by reapplying for registration. If the reapplication is approved, only the number of hours of pre-registration work experience credit originally awarded will be granted. Work experience previously recorded by the USMAP Administrator will be retained. The USMAP Administrator (CPPD VOLED Support Site N23) will process the application and forward the appropriate Work Experience Logbook to the applicant.

4. Suspension of Registration:

a. Suspension of registration is temporary inactivation of an apprenticeship, upon request, for a maximum of one year. The apprentice is not required to submit an on-line semi-annual report or an CNET 1560/2 until six months after suspension is lifted.

b. Suspension is accomplished through an email request or the submission of an appropriately marked CNET 1560/2 to the USMAP Administrator (CPPD VOLED Support Site N23), signed by the apprentice.

c. Suspension will be granted by the USMAP Administrator (CPPD VOLED Support Site N23) if the apprentice is unable to work in the apprenticeship trade for a period of up to one year due to operational requirements, hospitalization, orders to light duty, or assignment to duties not related to the trade in which registered.

d. A suspension will be terminated if the apprentice resumes work in the apprenticeship trade within one year after the date of suspension.

e. Suspension does not require re-registration. The USMAP Administrator (CPPD VOLED Support Site N23) will examine cases of repetitious suspensions and will determine whether cancellation is justified.

f. An apprentice is urged to earn and record work experience hours, however small, during a suspension.

g. The USMAP Administrator (CPPD VOLED Support Site N23) will cancel suspended apprenticeships in effect beyond one year unless a semi-annual report has been submitted.

PART III  
PROGRAM REQUIREMENTS

1. Responsibilities

a. CNO (N1). Issue policy and provide resource sponsorship for USMAP.

b. NETC. Execute policy and provide executive oversight of the program.

c. NPDC. Provide program standardization and complete actions related to planning, acquisition, and execution guidance of USMAP. Recommend policy changes to CNO via the chain of command.

d. Commanding Officer, CPPD:

(1) Identify and approve the trades to be introduced as apprenticeship trades.

(2) Evaluate the overall effectiveness of the program.

(3) Arrange for the printing, stocking, and distribution of the forms prescribed for the program.

(4) Assign responsibility for issuing Work Processes Schedules for designated apprenticeship trades.

(5) Ensure acceptable levels of proficiency are met for apprenticeship trades.

(6) Screen and forward apprenticeship registrations, cancellations, and requests for certificates of completion to the DOL, OATELS/BAT, as required.

(7) Provide technical information and assistance to the Registrars regarding procedures and controls.

(8) Provide assistance to commanding officers and officers-in-charge of registered apprentices regarding the USMAP procedures and requirements.

(9) Identify the need for and approve appointments of USMAP Registrars.

(10) Maintain files on all apprentices for tracking progress, suspensions, cancellations, and completions.

(11) Act as Registrar for mail-in applications.

(12) Issue the Work Experience Logbook with a copy of the appropriate Work Processes Schedule and completed application to registrants at the time of their registration.

(13) Maintain data of Apprentice Progress Status Reports and verification of completed related technical instruction.

e. Commanding Officers of Military Installations. Appoint in writing (copy to the USMAP Administrator (CPPD VOLED Support Site N23)) a Command Registrar for the USMAP who will be responsible for following this instruction as it pertains to mail-in submissions only. See Part III, paragraph 1.h.(1)(b) for mail-in procedures. Registrar responsibilities include:

(1) Register eligible personnel as apprentices. Ensure registrants are counseled as to the conditions and requirements of their apprenticeship.

(2) Issue the Work Experience Logbook, appropriate Work Processes Schedule, CNET 1560/2, and a copy of the completed application to registrants at the time of their registration.

(3) Retain one copy of the completed CNET 1560/1 and forward the original to the USMAP Administrator (CPPD VOLED Support Site N23).

f. Commanding Officers of Registered Apprentices:

(1) Appoint in writing (copy to the USMAP Administrator (CPPD VOLED Support Site N23)) a USMAP Coordinator who will be responsible for implementing the USMAP at their command. Recommend the Command Career Counselor perform this function. Commanding officers are encouraged to grant their USMAP Coordinator "By direction" authority for USMAP matters.

(2) Ensure the semi-annual progress reviews of the apprentice's progress are conducted, as required. The commanding officer or designated representative (with "By direction" authority) shall perform the review and sign the on-line semi-annual summary or the Progress Status Report form (CNET 1560/2) documenting approval of the complete report.

(3) Give apprentices opportunities to work in each of the skill areas in their Work Processes Schedule.

(4) Cancel the registration of an apprentice for any reason cited in Part II, paragraph 3a. Ensure the apprentice is counseled and signs the cancellation request.

(5) Suspend the registration of an apprentice for any reason cited in Part II, paragraph 4c. Ensure the apprentice is counseled and signs the suspension request.

(6) Ensure the entries in on-line logs or the CNET 1560/3 Work Experience Hourly Records are verified weekly by the work center supervisor and monthly by the division officer or department head.

(7) Provide appropriate recognition for those apprentices receiving Certificates of Completion of Apprenticeship.

(8) Assist apprentices and prospective apprentices who desire to participate in this program.

g. Navy College Offices, Marine Lifelong Learning Centers, Educational Services Offices, and Command Career Counselor Offices. Provide required forms and applicable web sites to apprentices on an individual basis, as requested. See Part III, paragraph 7, of this instruction for ordering information.

h. Individual Apprentices:

(1) Follow the procedures outlined in Part II when applying for registration in the program. Provide all required documentation. There are two procedures for reporting hours, on-line or mail-in. The applicant must choose one procedure at time of registration. The apprentice must use the same procedure within each semi-annual reporting period. Subsequent reports can be submitted on-line or mail-in. Ensure reports are submitted in

a timely manner. Reports are due every six months from date of enrollment. DO NOT begin logging work experience hours until the registration process is complete and on-line confirmation email or logbook has been received.

(a) On-Line Procedures

(1) Enter hours of work experience on-line. Log hours only in full or half-hour increments. Have all entries verified by the work center supervisor weekly and the division officer/department head monthly.

(2) Electronically submit the semi-annual report. Print semi-annual summary for review by the commanding officer (or designated representative)

(3) Schedule a semi-annual interview with the commanding officer (or designated representative) to review work experience on-line records and progress toward completion of the program.

(4) Submit the semi-annual summary via fax, e-mail or mail to the USMAP Administrator (CPPD VOLED Det N23).

(b) Mail-In Procedures

(1) Enter hours of work experience on the CNET 1560/3 of the Work Experience Logbook. Log hours only in full or half-hour increments. Have all entries verified by the work center supervisor weekly and the division officer/department head monthly.

(2) Complete an CNET 1560/2 semi-annually for review by the commanding officer (or designated representative).

(3) Schedule a semi-annual interview with the commanding officer (or designated representative) to review work experience hourly records and progress toward completion of the program.

(4) Submit the original of the semi-annual CNET 1560/2, with a copy of all work experience hourly records which have been verified since the last progress interview, to the USMAP Administrator (CPPD VOLED Det N23).

(5) Request a Certificate of Completion of Apprenticeship when all hours of work experience required by the apprenticeship have been completed. Mark the appropriate block on the final CNET 1560/2 and forward the form, signed by the commanding officer or designated representative, to the USMAP Administrator (CPPD VOLED Det N23). Include a copy of all work experience hourly records verified since the last progress interview.

(2) Request suspension of registration if an operational requirement, hospitalization, orders to light duty, or assignment to duties not related to the trade in which registered will prevent working in the skill areas for one year or less. Suspension is described in Part II, paragraph 4.

(3) Request cancellation of registration if rated in lower 50 percent of professional competence, discharge or release to inactive duty, termination of work experience for one year or more, death, personal request of apprentice. Cancellation is described in Part II, paragraph 3.

## 2. Waivers

a. Apprentices who anticipate release from active duty through no fault of their own prior to completion of the required work experience hours may request a waiver of a limited number of work experience hours. The work experience hours waived cannot exceed the required hours of related instruction required for registration.

b. To request a waiver, a letter from the apprentice must be submitted to the USMAP Administrator (CPPD VOLED Support Site N23) stating reasons hours cannot be completed. The letter must be accompanied by an endorsement from the apprentice's commanding officer (or designated representative). After evaluation by the USMAP Administrator (CPPD VOLED Support Site N23), the apprentice will be notified as to the disposition of the request.

3. Transfer of Training Obligation. Any apprentice is authorized to continue his or her apprenticeship obligation upon transfer to a new military installation, providing the installation offers appropriate work experience. If the apprentice cannot fulfill his or her apprenticeship obligation at the new installation, a request for cancellation or suspension of

his or her apprenticeship must be forwarded to the USMAP Administrator (CPPD VOLED Support Site N23) explaining the termination of work experience. Reinstatement into the apprenticeship trade may be requested upon military transfer back into that occupation. Work experience recorded by the USMAP Administrator will be retained.

4. Apprenticeship Trades. Trades are frequently updated. Visit the USMAP Web site at <https://usmap.cnet.navy.mil> or contact the USMAP office for a current list of trades.

5. Mailing Address. Apprentice Registration Applications, Apprentice Progress/Status Reports, correspondence and requests for information relating to the USMAP are to be addressed to:

DIRECTOR  
CPPD VOLED SUPPORT SITE  
USMAP (N23)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5251

Telephone: DSN: 922-1001, ext. 2096/2222/2097  
Commercial: (850) 452-1001, ext. 2096/2222/2097  
E-mail: NETPDTC.USMAP@navy.mil  
Web page: <https://usmap.cnet.navy.mil>

6. Recurring Reports. The Apprentice Progress/Status Report is the only report required on a recurring basis. The member will submit this report semi-annually, using CNET 1560/2 or print and submit the on-line semi-annual summary, to CPPD VOLED Support Site (USMAP N23), 6490 Saufley Field Road, Pensacola, FL 32509-5251. This report is exempt from reports control by SECNAV Manual 5214.1.

7. Forms

a. The forms listed below are available at no cost and may be ordered from the Defense Activity for Non-Traditional Education Support (DANTES), 6490 Saufley Field Road, Pensacola, FL 32509-5243.

(1) CNET 1560/1 Apprentice Registration Application  
DANTES Stock No. 0400

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(2) CNET 1560/2 Apprentice Progress/Status Report DANTE  
Stock No. 0401

(3) CNET 1560/3 Work Experience Hourly Records

b. Only Registrars and the USMAP Administrator (CPPD VOLE  
Support Site N23) are authorized to issue Work Experience  
Logbooks to registered apprentices.