

# UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM



## PROGRAM GUIDE

### A MAP TO SUCCESS

# Introduction

# Congratulations!

By enrolling into the  
United Services Military Apprenticeship Program,  
you have demonstrated a desire to improve  
yourself.

This is a step by step guide to help you  
successfully complete your apprenticeship.

# USMAP WEBSITE and PROGRAM CHANGES

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## Changes to USMAP:

- A brand new look and feel to the website once logged in.
- We have added the capability to complete an Apprenticeship by Competency.
- Competency based enrollments are targeted for experienced service members while Time based enrollments are targeted for members new to an occupation.
- Member may choose to enroll in an Apprenticeship as a Time based or Competency based method.
- All Apprenticeship Work Processes Schedules (WPS) written to Civilian Occupational Standards.
- Military specific Apprenticeships were removed from the program.
- Duplicate Apprenticeships were removed from the program.
- Some Apprenticeships were renamed to better align with civilian occupations.
- Eliminated the requirements to submit semi-annual reports.
- Suspension is renamed to Inactivation of a trade.
- Monthly Logs will serve as progress reports for Time based Apprenticeships.
- A final report will be required to be submitted after all hours in all skill areas are completed.
- Submission of Competencies for approval will serve as progress reports for Competency based Apprenticeships.
- There are no longer 8,000 hours time based trades.
- Saturday is now the beginning of the week.
- Once a member completes an Apprenticeship, they will be able to print their own Department of Labor Completion certificate and Journeyman Card, and reprint as needed in the future.
- Recording of weekly logs edited by day vice skill area.
- Many enrollments will not need USMAP review and will be automatic upon submission.
- Discontinue assigning member ID number. From here on out, we will use member's DoDID.

# Requirements

## **USMAP Apprenticeship enrollment requirements:**

1. Be Active duty enlisted service member. Active duty includes all service members covered by these standards either who are on permanent active duty or who are members of the Reserve, Guard or Air National Guard performing in the capacity of their Uniformed Service duties.
2. Have a minimum of 12 months remaining on enlistment contract.
3. Must be designated in a Rating/MOS applicable to an authorized apprenticeship trade.
3. Be assigned and working full time in requested Trade (not a collateral or extra duty) billet.
4. Be working under supervision in occupation,
5. Agree to abide by the National Standards and USMAP reporting requirements.

## **Two different Apprenticeship Methods**

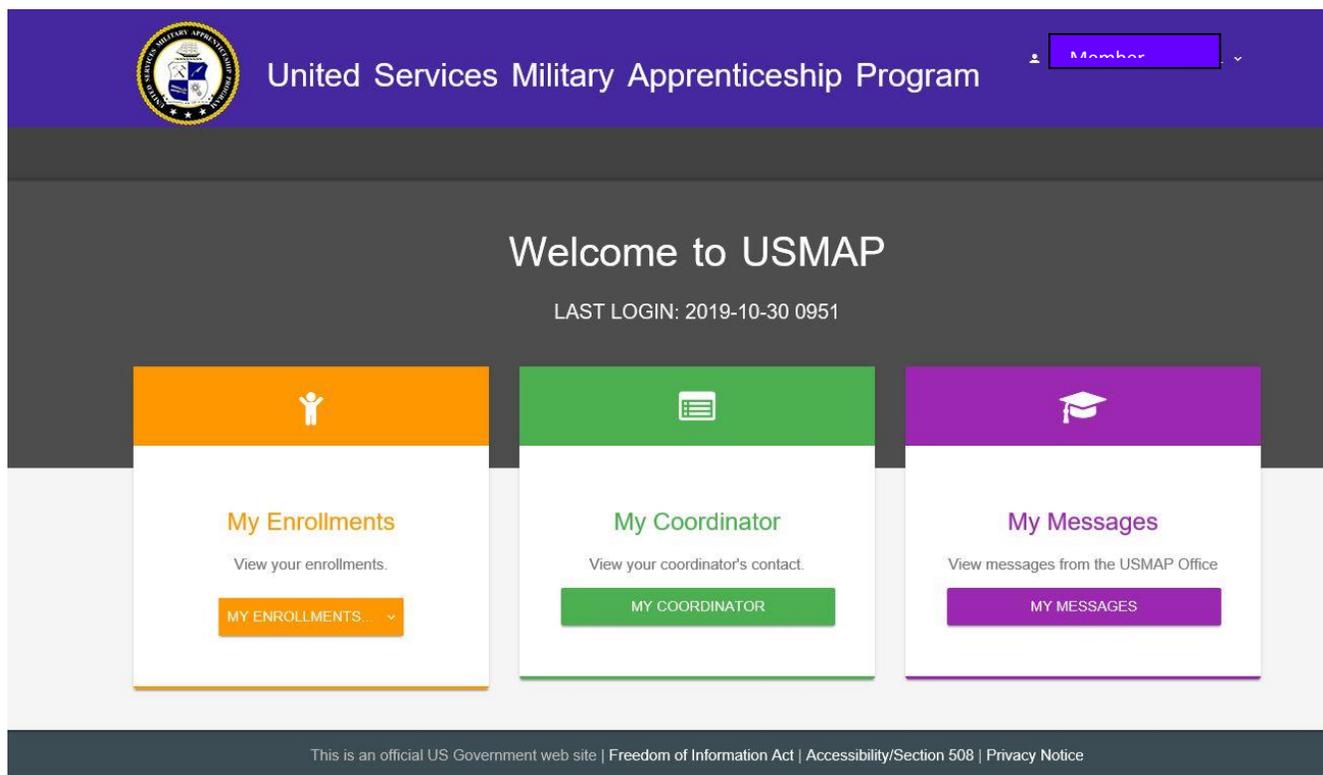
### **Time Based:**

1. Member enrolls with Apprenticeship contract for total required hours with no maximum time limit to complete.
2. Member submits “monthly” logs to supervisor for approval.
3. Approved “monthly” logs process and “lock”, subtracting approved hours from required total from each Skill Area.
4. Member submits monthly logs until all Skill Area hours are completed.
5. Member submits “Final Report” (all Skill Area remaining hours completed) to someone who has “By Direction” authority.
6. Final report approved; Apprenticeship status changes to complete.
7. Member can now retrieve completion documents (Certificate and Journeyman Card) via self-service website.
8. Member is automatically canceled if no Monthly Reports are submitted and approved for an 18-month period.

## Competency based:

1. Member enrolls with Apprenticeship contract: Must be enrolled for a minimum of 12 months (before completion can be accomplished) and must complete all Job Functions.
2. Member submits “Competencies” to supervisor for approval of mastery.
3. Approved “Competencies” are documented as approved.
4. Member submits “Competencies” as mastered for approval until all competencies are achieved for each “Job Function.”
5. Member submits “Final Report” (all “competencies” in all Job Functions have been achieved or waived, and Instructional hours are completed). **Note: The Final Report cannot be submitted for approval until a minimum of 12 months in the program.**
6. Final report (report documenting completion of Apprenticeship requirements) approved; Apprenticeship status changes to complete.
7. Member can now retrieve completion documents (Certificate and Journeyman Card) via self-service website.
8. Member is automatically cancelled if no competencies are submitted and approved for an 18-month period.

## USMAP self-service screen after CAC authentication



The screenshot shows the USMAP self-service interface. At the top, there is a purple header with the USMAP logo on the left, the text "United Services Military Apprenticeship Program" in the center, and a "Member" dropdown menu on the right. Below the header, the main content area has a dark grey background with the text "Welcome to USMAP" and "LAST LOGIN: 2019-10-30 0951". There are three main tiles: "My Enrollments" (orange header), "My Coordinator" (green header), and "My Messages" (purple header). Each tile contains a description and a button to view the respective information. At the bottom, there is a dark grey footer with the text "This is an official US Government web site | Freedom of Information Act | Accessibility/Section 508 | Privacy Notice".

**There are three tiles. First tile deals with the enrollments, second tile is your Coordinator information, and the third tile is messages from the USMAP Office.**

## What you are NOT allowed to do in the program:

- You are not allowed to enroll in two trades – you can ONLY enroll into one trade at a time.
- You are not allowed to back date hours - The Department of Labor does not allow backdating, you can only log hours from your enrollment date forward.
- You are not allowed to enroll in a trade when you have less than 1 year on your enlistment contract.
- You are not allowed to transfer hours from one trade to another. Each trade has its own Work Processes Schedule (WPS).

### Trades

For Navy and Coast Guard, Trades are aligned to Rates. For Marines and Army, Trades are aligned to their MOS.

Trades are identified by a RAPIDS Code which is 4 numbers and a letter at the end. The letters stand for different version of the Work Processes Schedule. Ensure you select the right trade.

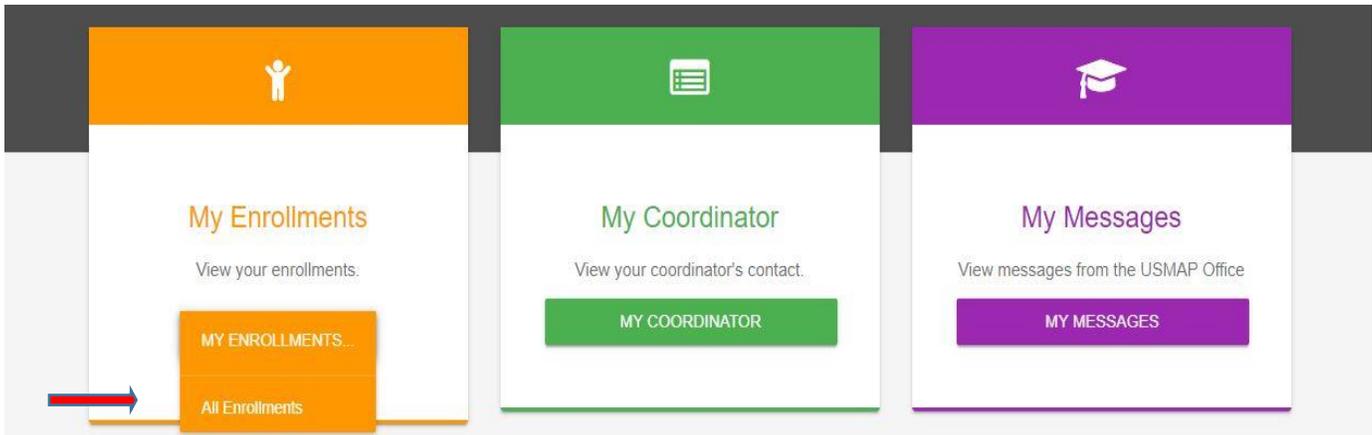
Requirements for the on-the-job hours are trade related and will differ from trade to trade. Trade hours **CANNOT** be transferred from one trade to another. The hours vary anywhere from 2000 to 6000 total OJT hours.

Every trade requires related formal instruction training necessary to provide apprentices with knowledge in technical subjects related to the trade. The instruction may be classroom, technical schools, or other approved means. "A" schools and MOS (Marines and Army) schools count regardless of length of school. This requirement cannot be waived. The Classroom Instructional hours ranges from 144 to 432 depending on the Trade.

### Selecting a Trade:

You are only authorized to choose a trade that is related to your Rate/ MOS and your current **primary** duty. This is because you are required to perform a set number of hours of OJT to complete the requirements for your trade. For USN Rates, some Trades have NEC requirements.

## How to Enroll



To enroll into a trade, Click on “All Enrollments”

Home → Enrollments

### Enrollments

[START NEW REGISTRATION](#)

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

This page shows all the trades you have enrolled in.

**To have your trade re-instated, you must send an email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net) requesting to be re-instated.**

To enroll into a new trade, click “**START NEW REGISTRATION.**” This page shows available trades you are eligible to enroll in. You will only see the trades that are associated with your Rate (Navy/Coast Guard)/MOS (Army/Marines).

Next page is a **SAMPLE.**

## Available Trades for Member Name YOUNG

### These are the trades available for an USN Electronics Technician (ET)

0159D	ELECTRICIAN	TRADE DESCRIPTION: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
0169D	ELECTRONICS TECHNICIAN	TRADE DESCRIPTION: Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
0465D	RADIO MECHANIC	TRADE DESCRIPTION: Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
1038D	INTERNET WORKING TECHNICIAN	TRADE DESCRIPTION: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists) TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>

## USMAP Time Based Process

Below is a **SAMPLE**.

## Available Trades for Member Name YOUNG

When you decide what trade, click “Time”.

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Below is a **SAMPLE** WPS. The WPS will be broken down into two parts, so you can better understand it.

This shows you the Work Processes Schedule. Each trade is broken into *Work Processes* or *Skill Areas*. These *Skill Areas* form an outline of the tasks to be completed and the work hours required in each *Skill Area*. The outline of tasks is called a *Work Processes Schedule* (WPS). The WPS also provides more information about the trade. It is simply a breakdown of the work experience to be completed. Another way to look at a WPS is a blueprint to complete the trade.

First part – Trade information and description of the trade. 1038D is the RAPIDS code that identifies the trade. This also shows the title of the trade, hours that are required, instructional hours and Type of apprenticeship.

At the top right, the button “Switch to Competency” button is used to switch your trade to either timed or competency. Once you switch, you can’t switch back. It can only be used one time.

Home → Enrollments → Registration → 1038D:Time Based  **SWITCH TO COMPETENCY**

## 1038D INTERNETWORKING TECHNICIAN

Trade	Title	Hours Required	Instructional Hours	Type
1038D	INTERNETWORKING TECHNICIAN	4000	288	Time

**Description**  
 TRADE DESCRIPTION: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. \*\* (Alternate Title: Computer Network Support Specialists) TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Second part of the WPS is a breakdown of the work experience and hours to be completed. Again, look at this as your blue print to complete the trade.

Skill Areas form an outline of the tasks to be completed and the work hours required in each Skill Area. Skill Areas can range from A to Z, A to C, etc. To complete the trade, all Skill Area work hours must be at zero. The total hours can be at zero, however if each Skill Area isn’t at zero, the trade is not complete.

The next page is a **SAMPLE** of Skill Area on the WPS.

	Title	Description	Hours
	A INSTALLATION	– Install and configure networking equipment. – Install new hardware or software systems or components, ensuring integration with existing network systems. – Install or repair network cables, including fiber optic cables. – Install network software, including security or firewall software.	800
	B CONFIGURATION	– Configure wide area network (WAN) or local area network (LAN) routers or related equipment. – Configure and define parameters for installation or testing of local area network (LAN), wide area network (WAN), hubs, routers, switches, controllers, multiplexers, or related network equipment. – Configure security settings or access permissions for groups or individual users. – Create or update technical documentation for network installations or changes to existing installations. – Create or revise user instructions, procedures, or manuals. – Research hardware or software products to meet technical networking or security needs. – Monitor industry websites or publications for information about patches, releases, viruses, or potential problem identification.	1200
	C MAINTENANCE AND REPAIR	– Identify the causes of networking problems, using diagnostic testing software and equipment. – Back up network data. – Troubleshoot network or connectivity problems for users or user groups. – Analyze network data to determine network usage, disk space availability, or server function. – Perform routine maintenance or standard repairs to networking components or equipment. – Test computer software or hardware, using standard diagnostic testing equipment and procedures. – Test repaired items to ensure proper operation. – Maintain logs of network activity. – Run monthly network reports.	1200
	D HELPDESK SUPPORT	– Documents helpdesk requests and resolutions. – Document network support activities. – Provide telephone support related to networking or connectivity issues. – Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes. – Analyze and report computer network security breaches or attempted breaches. – Train users in procedures related to network applications software or related systems.	800

At the bottom of the page, this is where you enter your email. Then click on the “register” button.

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Work(Primary) Email:(Required) Troy.scott@navy.mil

Personal Email: |

 REGISTER CANCEL

For Navy and Coast Guard, when you click “Register” the enrollment goes into a pending file. The USMAP Staff still has to enroll you into a trade.

For Marines and Army, when you click “Register” the enrollment is automatic.

Note: It automatically inputs the formal instructional hours in your record. It does not automatically give you pre-registration credit hours. You have to contact the USMAP Office to validate eligibility for Pre-Registration Credit Hours.

## Enrollment Process

### First Component of the Program

Once you apply on line, you may be auto enrolled if all requirements can be verified otherwise an USMAP staff member reviews your enrollment to ensure you qualify for the trade. This includes reviewing your Joint Service Transcripts (JST) to see what schools you have completed.

The first requirement is the completion of a formal classroom instruction that relates to the trade. After you receive your "Approved Enrollment Email," confirm that your Formal Classroom Instruction hours are documented. A statement will list the number of hours you have completed. If you see that statement with the required hours, you have completed part one of the program. **Again, there is nothing that you need to do with these hours; they have been entered into your record by a USMAP staff member as part of the enrollment process.**

**(Navy and Coast Guard Only) If you see the statement, "Trade instruction hours you have completed: 0," this means your Formal Classroom Instructional Hours requirement is not completed. You may have enlisted under the Professional Apprenticeship Career Track (PACT) Program in Aviation, Engineering or Surface, struck for a rating and did not attend an “A” school or any kind of rate training. Or, you may have had to convert to another rate and have not attended the new rate "A" school or any other military training relating to your new rate.**

**The Formal Classroom Instructional Hours CANNOT be waived. Employers may not hire you without this training.**

If you did not attend military training, you may use formal related civilian training, such as vocational schools, college classes, trade schools, Personnel Qualification Standard (PQS) and correspondence courses to fulfill the formal classroom instruction hours.

You have the duration of the trade enrollment to complete the formal classroom instruction hours.

## **The Second Component is On the Job training (OJT).**

OJT encompasses the skills and work experiences learned while doing the actual job. The amount of OJT hours required to complete your apprenticeship is trade related and will differ from trade to trade. The OJT total work hours are between 2,000 to 6,000 hours. These hours must be completed and documented.

### **Pre-Registration Credit Hours**

**Pre-registration credit hours are not awarded for trades requiring 2,200 or less OJT hours.**

Pre-registration Credit hours are applied at initial enrollment per trade.

**To be eligible for pre-registration credit, there must be a 1 year from:**

- Date of completion of the Rating (A School)/MOS training which qualified you for the trade to the date of enrollment.

OR

- Date of completion of the instruction/NEC that qualified you for the trade to the date of enrollment.

**1000 hours for each FULL year, not to exceed 50% of the total required hours.**

**Additional credit will NOT be awarded for advancement or attending additional trade schools after enrollment.**

**For Select Reserve Personnel – eligibility for Pre-Registration Credit Hours will be evaluated on a case-by-case basis by the USMAP Office Staff.**

### **Misconceptions:**

- Pre-registration credit hours are based on pay grade. NO
- How long the individual has been working on the job. NO
- My co-worker and/or buddy received pre-registration credit so I'm entitled also. NO

## **REJECTIONS**

Below are reasons why you would be rejected from enrolling into a trade:

Does not have required instruction for the trade.

Not assigned NEC/MOS required for the trade.

Work assignment does not support requested trade.

Currently enrolled in formal training. Re-apply after completion.

Other (see additional comments).

Demonstrated non-compliance with the program.

### **End of Active Obligated Service (EAOS)**

If you receive a rejection message that states "EAOS date reflects less than one year remaining on active duty"; all you do is send an email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net) and state your intentions. For example: I plan on re-enlisting for (number of years). **DO NOT TRY TO RE-ENROLL.**

# Inactivation and Cancellations

## Inactivation Status

Inactivation of the Trade can be implemented by the Apprentice if you are unable to work in the apprenticeship trade due to the following reasons:

Orders to light duty  
Nature of Current Assignment – transfer to sea/shore duty.  
Medical reasons – i.e. pregnancy, surgery, etc  
Hospitalization  
Pending completion of required instruction

Though this trade is placed in an inactive status, you can enroll into different trade.

## Cancellations

Four ways Trades can be cancelled:

1. Failure to submit and obtain approval of a monthly report for a period of 18 months.
2. At the request of the service member.
3. Commanding Officer can cancel a member if he/she is unsatisfactory Rating in professional competence.
4. Upon discharge or release to inactive duty.

## Re-Instatements

Any hours that were submitted by a monthly report and approved will remain in your record.

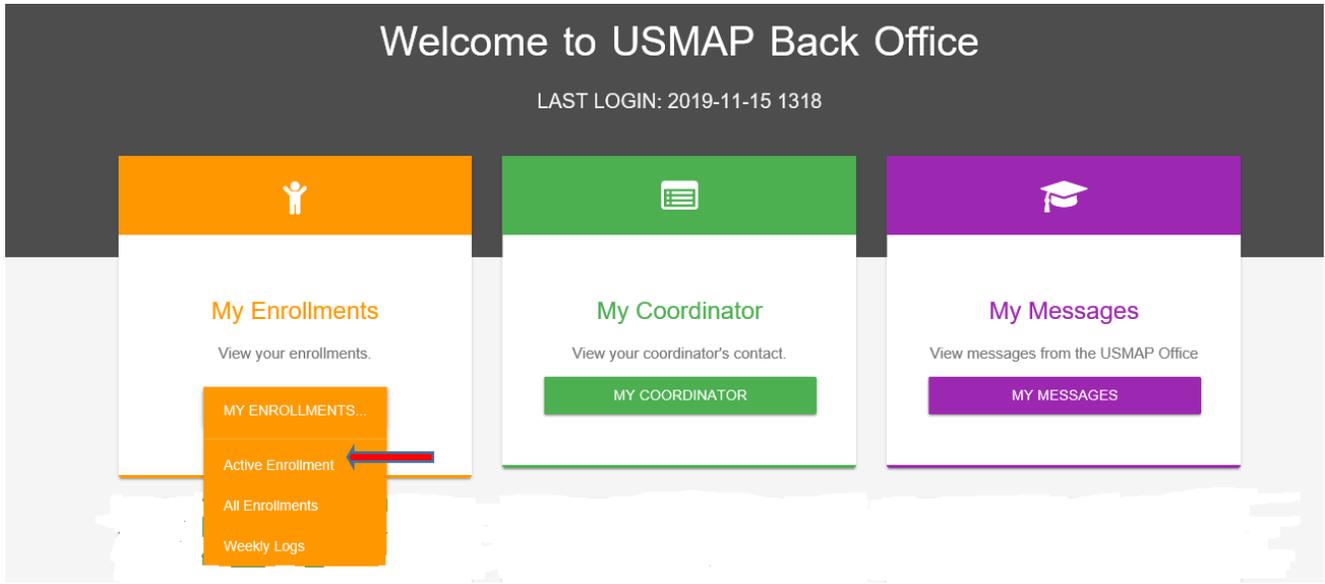
If you have previously received Pre-registration credit hours, those credit hours also will remain.

Pre-Registration credit is given **AT THE TIME OF THE ORIGINAL ENROLLMENT ONLY** if you were eligible.

## How to Reinstate a Trade

To have a Trade reinstated, you must send an email to ([usmap@livehelpnow.net](mailto:usmap@livehelpnow.net)).

# USMAP Self-Service Active Member Screen



When you select “Active Enrollment,” the summary of hours appears.

This column appears when you

### Summary Report

Skill Area	Subject	Credits	Hours Earned	Hours Required	Hours Remaining
A	Computer operation	0	0	600	600
B	Communication	0	0	400	400
C	Analyzing data or information	0	0	350	350
D	Use internet and intranet or networking	0	0	250	250
E	Peripheral equipment	0	0	100	100
F	Media assistance	0	0	100	100
G	Error monitoring	0	0	100	100
H	Maintenance and instructions	0	0	100	100
Total		0	0	2000	2000

Eligible for Pre-Registration Credit Hours, you will see a credit column titled “Credit” to distribute these hours.

# How to divide pre-registration credit hours

Home → Enrollment Summary

MANAGER, FOOD SERVICE Summary						
Skill Area	Subject	Credits	DISTRIBUTE CREDIT	Hours Earned	Hours Required	Hours Remaining
A	Administration	0		0	1000	1000
B	Budget	0		0	1000	1000
C	Food service	0		0	500	500
D	Logistics support	0		0	1000	1000
E	Operations	0		0	2500	2500
Total		3000		0	6000	6000

It is **YOUR RESPONSIBILITY** to distribute pre-registration credit hours awarded to you. Even if you received the maximum 50%, you still have to distribute the hours.

Above is the “Enrollment Summary” sample. In this **example**, the 3,000 (50%) hours of pre-registration credit hours was awarded.

If you receive less than maximum hours (50%), the best way to distribute the hours is to take a look at your WPS. Read each “Skill Area” and then determine the total of hours to be distributed.

To distribute the credit hours, click on “Distribute Credit.”

When you click on “Distribute Credit”, below is what you will see.

## Distribute Credit

A. ADMINISTRATION (Required)	0.0	Max Credit for A	500.0
B. BUDGET (Required)	0.0	Max Credit for B	500.0
C. FOOD SERVICE (Required)	0.0	Max Credit for C	250.0
D. LOGISTICS SUPPORT (Required)	0.0	Max Credit for D	500.0
E. OPERATIONS (Required)	0.0	Max Credit for E	1250.0
Total Credit	0	Given credit	3000.0

SAVE CHANGES or [Cancel and return](#)

The Pre-Registration Credit Hours for a "Skill"

### Distribute Credit

	500		500.0
A. ADMINISTRATION (Required)	<input type="text"/>	Max Credit for A	<input type="text"/>
B. BUDGET (Required)	<input type="text"/>	Max Credit for B	<input type="text"/>
C. FOOD SERVICE (Required)	<input type="text"/>	Max Credit for C	<input type="text"/>
D. LOGISTICS SUPPORT (Required)	<input type="text"/>	Max Credit for D	<input type="text"/>
E. OPERATIONS (Required)	<input type="text"/>	Max Credit for E	<input type="text"/>
Total Credit	<input type="text"/>	Given credit	<input type="text"/>

➔
SAVE CHANGES or [Cancel and return](#)

When you are done inputting your hours, click "Save Changes." Below is what you will see.

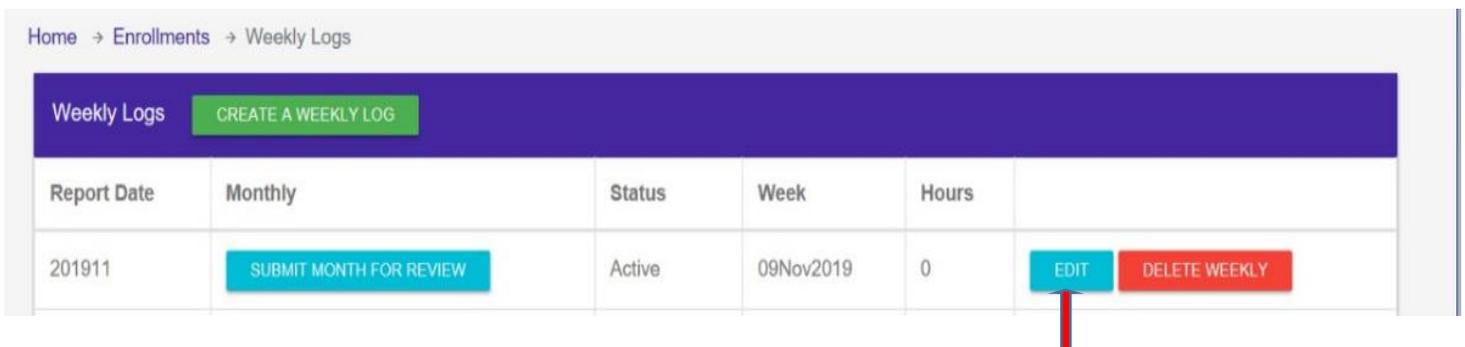
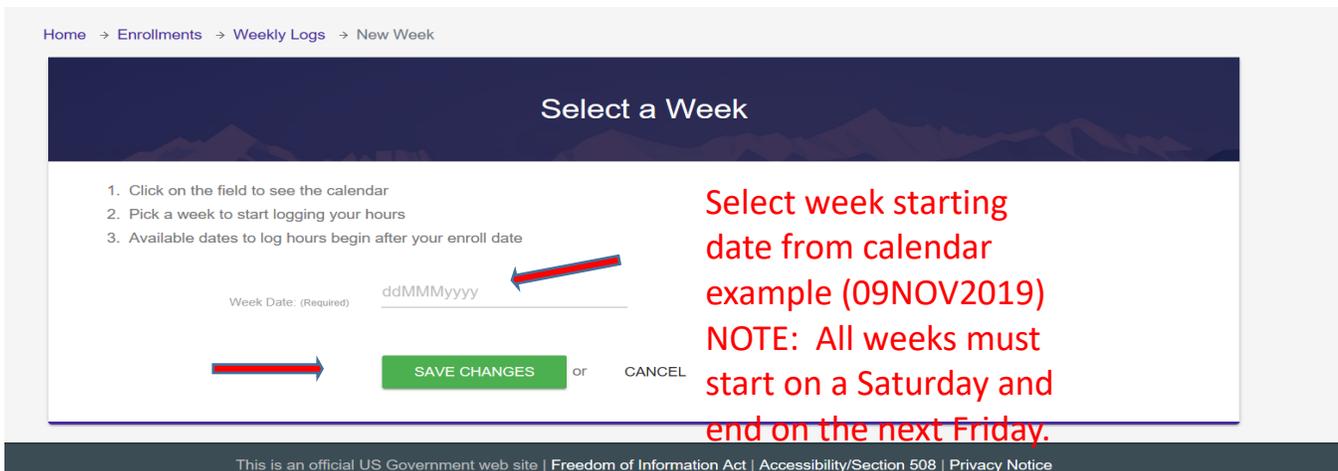
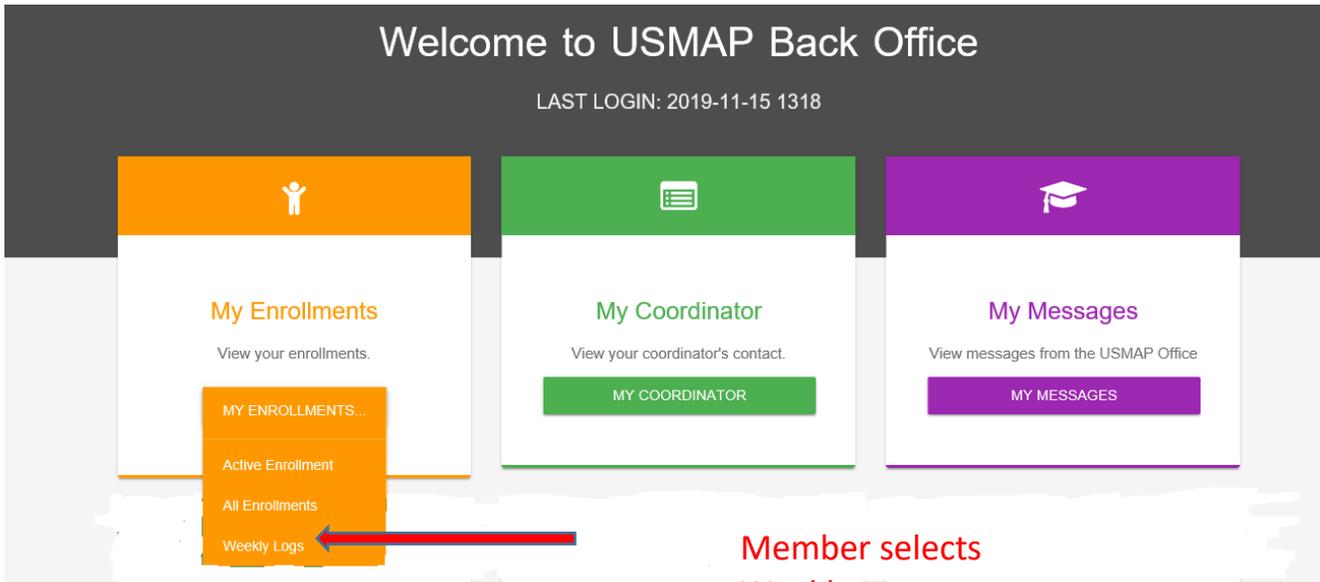
**NOTE: Once distributed, these hours cannot be changed.**

Home → Enrollment Summary

MANAGER, FOOD SERVICE Summary					
Skill Area	Subject	Credits	Hours Earned	Hours Required	Hours Remaining
A	Administration	500	0	1000	500
B	Budget	500	0	1000	500
C	Food service	250	0	500	250
D	Logistics support	500	0	1000	500
E	Operations	1250	0	2500	1250
Total		3000	0	6000	3000

# Weekly Log Process

## Select "Weekly Logs"



# Weekly Log Process Continue

Home → Enrollments → Weekly Logs → Weekly Hours

Hours for 09Feb2019								
Skill Area	Subject	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
A	Administration	0	0	0	0	0	0	0
B	Budget	0	0	0	0	0	0	0
C	Food service	0	0	0	0	0	0	0
D	Logistics support	0	0	0	0	0	0	0
E	Operations	0	0	0	0	0	0	0
		<input type="button" value="EDIT"/>						
		0	0	0	0	0	0	0

**NOTE:** Each Skill Area starts With A B, C, etc. Enter hours worked each day in the skill areas that corresponds to your WPS

**Edit button will not be active until the actual day of/or has passed. You cannot log hours to future dates.**

## Rules of Reporting Hours

You record the hours you work according to your trade's WPS. Each skill area is broken down by a letter of the alphabet. Record the daily hours you work using the skill area A, B, C. See example above.

All weeks entered will start on Saturday and end on a Friday date.

USMAP is a windshield program; not a rear view. You can only log hours from the enrollment day forward. The U.S. Department of Labor does not allow backdating, you can only log hours from the date of enrollment.

Trades are automatically cancelled after 18 months without an electronic monthly report approved by your monthly approver. Apprentices are encouraged to follow up with their approvers.

## Tracking Your Hours

You are required to document the OJT hours worked for your trade. Enter hours worked for each skill area from the WPS for the week. Hours must be logged in full- or half-hour increments (example: 0.5, 1.0, 1.5, 2.0, etc).

To help keep track of your hours, print a [Work Experience Hourly Record Form](#) (located on website under the "Resources and Links" tab). As you work the skill areas, you can use it to document your daily hours as they happen. At the end of the work day, all you have to do is transfer the hours from the document to the online Weekly log.

Time you cannot log: Military duties, training not outlined in your WPS. For example: eating, working parties, sleeping, standing watch, Command PT, medical appointments, etc.

## Logging Over 8 Hours

If you work over 8 hours in a day, the system will let you log hours up to 12 hours.

If your situation requires greater than 12 hours a day, your Supervisor (E7 and above) must submit an email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net) for override with justification and their contact information. Once received and approved, you will be able to log over 12 and up to 18 hours per day.

## Logging Your Hours

### Example:

On Monday, you worked 2 hours performing tasks in Skill Area "A" (example: Preparing reenlistments, entering data on an excel spreadsheet). So, you enter (hours in full or half-hour increments only). You would place 2.0 in block "A" corresponding to Monday.

**REMINDER: Do not log 8 hours in each Skill Area. You perform different tasks all day long. Divide the hours up over the skills that you performed.**

Home → Enrollments → Weekly Logs → Weekly Hours

Hours for 09Feb2019

Skill Area	Subject	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
A	Administration	0	0	0	0	0	0	0
B	Budget	0	0	0	0	0	0	0
C	Food service	0	0	0	0	0	0	0
D	Logistics support	0	0	0	0	0	0	0
E	Operations	0	0	0	0	0	0	0
		<input type="button" value="EDIT"/>						
Total		0	0	0	0	0	0	0

### Saturday is the beginning of the week.

Only log hours worked in skill areas of your trade work processes schedule.

To add hours click "Edit." On the next page will show you what you should see.

## Edit 2019-02-09

A. ADMINISTRATION	0.0
B. BUDGET	0.0
C. FOOD SERVICE	0.0
D. LOGISTICS SUPPORT	0.0
E. OPERATIONS	0.0
Total	0.0

SAVE CHANGES

or [Cancel and return to Weekly Hours](#)

To add hours just click of the “0.0”, a dark blue line will appear.

## Edit 2019-02-09

A. ADMINISTRATION	0.0
-------------------	-----

After you see the blue line, you can enter the hours.

## Edit 2019-02-09

A. ADMINISTRATION	2
B. BUDGET	1
C. FOOD SERVICE	2
D. LOGISTICS SUPPORT	2
E. OPERATIONS	1
Total	0.0

SAVE CHANGES

or [Cancel and return to Weekly Hours](#)

After you have enter the hours, click “Save Changes.”

When you save the changes, this will take you back to the Weekly Logs page.

Home → Enrollments → Weekly Logs → Weekly Hours

Hours for 09Feb2019

Skill Area	Subject	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
A	Administration	0	0	2	0	0	0	0
B	Budget	0	0	1	0	0	0	0
C	Food service	0	0	2	0	0	0	0
D	Logistics support	0	0	2	0	0	0	0
E	Operations	0	0	1	0	0	0	0
		<a href="#">EDIT</a>						
Total		0	0	8	0	0	0	0

**REMINDER:**

**Do not log 8 hours in each Skill Area. You perform different tasks all day long. Divide the hours up over the skills that you performed**

Again, if your situation requires greater than 12 hours a day, your Supervisor (E7 and above) must submit an request email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net) for override with justification and their contact information. Once received and approved, you will be able to log over 12 and up to 18 hours per day.

Once you have accumulated four or five weeks of weekly logs, you need to submit a monthly report. Don't wait until you have accumulated six months worth of monthly logs to submit to your approver.

# Monthly

At the end of each month, you need to submit a monthly report to your Supervisor. This person is your first level supervision. **Note: Do not submit until all hours for the month have been entered and saved.**

Home → Enrollments → Weekly Logs

Weekly Logs [CREATE A WEEKLY LOG](#)

Report Date	Monthly	Status	Week	Hours	
201902	<a href="#">SUBMIT MONTH FOR REVIEW</a>	Active	23Feb2019	50	<a href="#">EDIT</a> <a href="#">DELETE WEEKLY</a>
			16Feb2019	49	<a href="#">EDIT</a> <a href="#">DELETE WEEKLY</a>
			09Feb2019	43	<a href="#">EDIT</a> <a href="#">DELETE WEEKLY</a>
			02Feb2019	50	<a href="#">EDIT</a> <a href="#">DELETE WEEKLY</a>

## Click on “Submit Month for Review”

This is where you enter your Supervisor’s email. Ensure you type it correctly. Then click “Save Email Changes.”

Home → Weekly Logs → Review

Supervisor Email  
rocky.arrants@navy.mil

[SAVE EMAIL CHANGES](#)

[SUBMIT MONTHLY REPORT FOR REVIEW](#)

MANAGER, FOOD SERVICE

Skill	Hours
A. ADMINISTRATION	40
B. BUDGET	37
C. FOOD SERVICE	40
D. LOGISTICS SUPPORT	36
E. OPERATIONS	39

**If you receive ORA Invalid Address Error**, this error code is given when there is an invalid email address entered in your “Personal Profile”. Review the email addresses you entered for “Member Work Email”, “Monthly Approver Email”, and “Final Approver Email”. Especially look for a typo, or a misplaced “.” or “@”.

Home → Weekly Logs → Review

Supervisor Email  
rocky.arrants@navy.mil

SAVE EMAIL CHANGES

SUBMIT MONTHLY REPORT FOR REVIEW

MANAGER, FOOD SERVICE

Skill	Hours
A. ADMINISTRATION	40
B. BUDGET	37
C. FOOD SERVICE	40
D. LOGISTICS SUPPORT	36
E. OPERATIONS	39

Once you save the email changes, then click “Submit Monthly Report For Review.” This will send the report to the email you provided.

When you return to the weekly log page, this is what the screen will look like.

Home → Enrollments → Weekly Logs

Weekly Logs CREATE A WEEKLY LOG

Report Date	Monthly	Status	Week	Hours	
201902	SUBMIT MONTH FOR REVIEW	Submitted	23Feb2019	50	🔒
			16Feb2019	49	🔒
			09Feb2019	43	🔒
			02Feb2019	50	🔒

The status has now changed to “Submitted” and you will notice that those weeks are now locked.

There are two ways to unlock your weeks. First way is if your supervisor rejects your monthly report and the second way is to send an email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net). If Rejected, the status will change to “Rejected.”

Once your monthly report approved, you will receive an email like the one below.

Member's name, your monthly report has been approved.

Naval Education and Training Command  
ATTN: USMAP  
640 Roberts Avenue Building 502  
Pensacola, FL 32511-5155

Phone: 1-877-838-1659

Commercial: 1-757-492-4684

Fax: (850) 452-6060 (DSN 459)

When you go the weekly log screen, it will look like this:

Home → Enrollments → Weekly Logs

Report Date	Monthly	Status	Week	Hours	
201902		Approved ←	23Feb2019	50	🔒
			16Feb2019	49	🔒
			09Feb2019	43	🔒
			02Feb2019	50	🔒

## Final Report

Once all Skill Areas are “zeroed” out, you must submit your final report.

Report Date	Monthly	Status	Week	Hours	
201911		Approved	23Nov2019	98	🔒
			16Nov2019	98	🔒
			09Nov2019	98	🔒
			02Nov2019	98	🔒
201910		Approved	26Oct2019	84	🔒
			19Oct2019	84	🔒

Enter your Approver's email. The approver must be someone who has "By direction" authority and cannot be the same person who approved your monthly reports.

After you done entering your approver's email, click "Save Email Changes."

Then click "Submit Final Report for Review." This will send an email link to your approver.

Division Email Enter your Approver's email

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SAVE EMAIL CHANGES

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SUBMIT FINAL REPORT FOR REVIEW

Report Date	Reviewer
201902	ARRANTS.BARNEY.MELFORD
201903	YOUNG.TRONIE.LANELL
201904	YOUNG.TRONIE.LANELL
201905	YOUNG.TRONIE.LANELL
201906	YOUNG.TRONIE.LANELL
201907	YOUNG.TRONIE.LANELL

Once the approver has approved your final report, log back into your record and you will be able to print your own Department of Labor Completion certificate and Journeyman Card, and reprint as needed in the future.

## Enrollments

START NEW REGISTRATION

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	INTERNETWORKING TECHNICIAN	4000	02Mar2019	15Nov2019	
Cancelled	POSTAL SERVICE CLERK	COMP	02Mar2019	03Dec2019	
Completed	MANAGER, FOOD SERVICE	6000	02Feb2019	05Dec2019	<div style="text-align: right; margin-top: 5px;"> <span style="background-color: #00bcd4; color: white; padding: 2px 5px; border-radius: 3px;">COMPLETION CERTIFICATE</span> </div> <div style="text-align: right; margin-top: 2px;"> <span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">JOURNEYMAN CARD</span> </div>

## USMAP Competency Based Process

Competency based enrollments are targeted for experienced service members. These service members are expected to be able to demonstrate mastery of the competencies of their trade.

The trade you select for your apprenticeship must be related to your military occupation. For example, if you prepare food you would select the Cook trade. You are not eligible to select the Lithographer trade because it is not relevant to the work you normally do.

There are no hours to log.

### Requirements

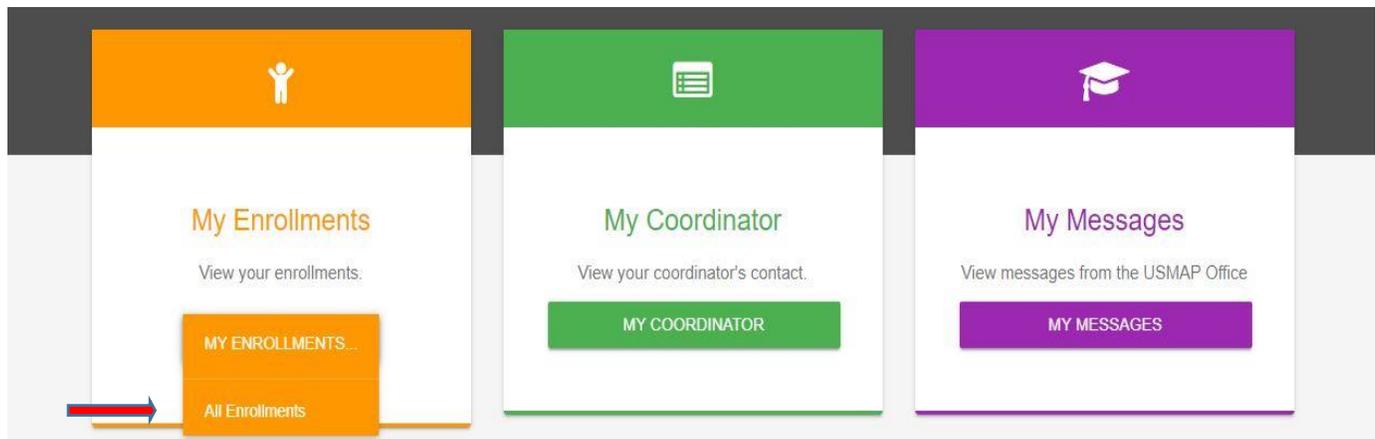
**Must be enrolled for a minimum of 12 Months (before completion can be accomplished) and must complete all Job Functions.**

You must be assigned as a full-time billet.

You may only enroll in an apprenticeship that aligns with the occupation you are performing.

You still have to have the Formal Classroom Instructional hours if the trade is NEC driven, you must have the NEC for that trade.

### How to Enroll



To enroll into a trade, Click on “All Enrollments”

Home → Enrollments

### Enrollments

[START NEW REGISTRATION](#)

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

This page shows all the trades you have enrolled in.

To have your trade re-instated, you must send an email to [usmap@livehelpnow.net](mailto:usmap@livehelpnow.net) requesting to be re-instated.

To enroll into a new trade, click “**start new registration.**” This page shows available trades you are eligible to enroll in. You will only see the trades that are associated with your Rate (Navy/Coast Guard)/MOS (Army/Marines).

Home → Enrollments

## Enrollments

[START NEW REGISTRATION](#)

Status	Trade	Hours\Comp	Start Date	End Date	
Cancelled	COUNSELOR (PROFESSIONAL & KINDRED)	4000	15Oct2019	29Oct2019	
Cancelled	GRAPHIC DESIGNER	3000	20Jan2019	07Nov2019	

Home → Enrollments → Registration for Trade

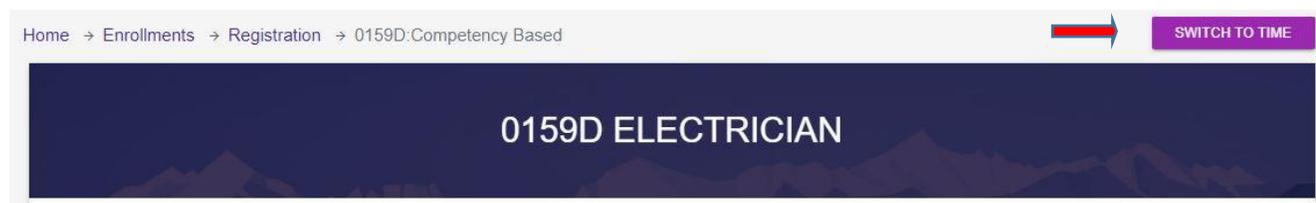
## Available Trades for Member Name YOUNG

### These are the trades available for an USN Electronics Technician (ET)

0159D	ELECTRICIAN	TRADE DESCRIPTION: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
0169D	ELECTRONICS TECHNICIAN	TRADE DESCRIPTION: Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
0465D	RADIO MECHANIC	TRADE DESCRIPTION: Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>
1038D	INTERNET WORKING TECHNICIAN	TRADE DESCRIPTION: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists) TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time Competency</a>

When you decide what trade, click “Competency”.

0159D	ELECTRICIAN	TRADE DESCRIPTION: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time</a> <a href="#">Competency</a> 
0169D	ELECTRONICS TECHNICIAN	TRADE DESCRIPTION: Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time</a> <a href="#">Competency</a>
0465D	RADIO MECHANIC	TRADE DESCRIPTION: Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles. TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time</a> <a href="#">Competency</a>
1038D	INTERNET WORKING TECHNICIAN	TRADE DESCRIPTION: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. ** (Alternate Title: Computer Network Support Specialists) TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.	<a href="#">Time</a> <a href="#">Competency</a>



At the top right, the button “Switch to Time” button is used to switch your trade to either timed or competency. Once you switch, you can’t switch back. It can only be used one time.

You must be enrolled for a minimum of 12 Months (before completion can be accomplished) and you must complete all Job Functions.

This shows you the Job Functions. These functions are competencies that you must demonstrate mastery of the established trade. If you need to obtain a copy of the job functions, you can select print screen. Below is an example of Job functions.

#### 1 - PRELIMINARY WORK

- 1 - Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.
- 2 - Provide preliminary sketches or cost estimates for materials or services.
- 3 - Construct or fabricate parts, using hand tools, according to specifications.
- 4 - Advise management on whether continued operation of equipment could be hazardous.
- 5 - Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.

#### 2 - RESIDENTIAL AND COMMERCIAL FINISH WORK

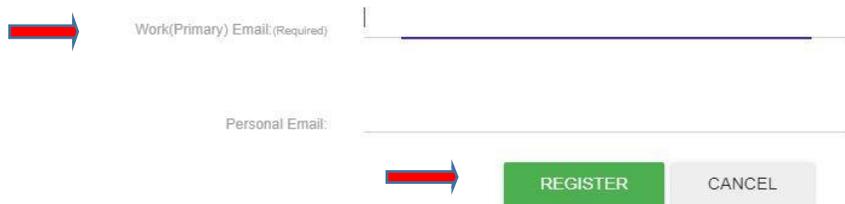
- 1 - Connect wires to circuit breakers, transformers, or other components.
- 2 - Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.
- 3 - Place conduit, pipes, or tubing, inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- 4 - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.
- 5 - Install ground leads and connect power cables to equipment, such as motors.
- 6 - Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- 7 - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.

#### 3 - TROUBLESHOOTING

- 1 - Provide assistance during emergencies by operating floodlights or generators, placing flares, or driving needed vehicles.
- 1 - Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
- 2 - Diagnose malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.

#### 4 - WORK SITE MANAGEMENT

- 1 - Plan layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- 2 - Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
- 3 - Maintain current electrician's license or identification card to meet governmental regulations.
- 4 - Direct or train workers to install, maintain, or repair electrical wiring, equipment, or fixtures.
- 5 - Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
- 6 - Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.



Work(Primary) Email:(Required)

Personal Email:



At the bottom of the page, you will enter your email. Then click on the “register” button.

For Navy and Coast Guard, when you click “Register” the enrollment goes into a pending file. The USMAP Staff still has to enroll you into a trade.

For Marines and Army, when you click “Register” the enrollment is automatic. Note: It automatically inputs the formal instructional hours in your record. It does not automatically give you pre-registration credit hours. You have to contact the USMAP Office to validate eligibility for Pre-Registration Credit Hours.

This is where you enter your Supervisor's and Final Approver's email. Ensure you type it correctly. Then click "Save" at the bottom of the page.

Home → Enrollments → Competency

## 0159D ELECTRICIAN

Start Date: 09Dec2019		Supervisor Email <input type="text"/>	Final Approver Email <input type="text"/>
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Final Approver must be someone with "By Direction" authority.

When you feel you have mastered the individual job function, you should submit it to your approver.

1 - PRELIMINARY WORK		
1 - Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.	Submitted 	09Dec2019 12:06
2 - Provide preliminary sketches or cost estimates for materials or services.	Working	09Dec2019 12:06
3 - Construct or fabricate parts, using hand tools, according to specifications.	Working	09Dec2019 12:06
4 - Advise management on whether continued operation of equipment could be hazardous.	Working	09Dec2019 12:06
5 - Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.	Working	09Dec2019 12:06

At the bottom of the page, click "Save." Once you click "Save", an email is sent to your approval

## Approval and Review Required.

2 - RESIDENTIAL AND COMMERCIAL FINISH WORK		
1 - Connect wires to circuit breakers, transformers, or other components.	Review Required	10Dec2019 10:04 Arrants, Barney M
2 - Use a variety of tools, equipment, and materials, including hand and power tools, to install, adjust, align, trim, and finish.	Working	08Dec2019 12:06
3 - Place conduit, pipes, and tubing in areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.	Working	09Dec2019 12:06
4 - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.	Approved	10Dec2019 10:04 Arrants, Barney M
5 - Install ground leads and connect power cables to equipment, such as motors.	Working	09Dec2019 12:06
6 - Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.	Working	09Dec2019 12:06
7 - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.	Approved	10Dec2019 10:04 Arrants, Barney M

This is an example where the approver

Member submits “Competencies” as mastered for approval until all competencies are achieved for each “Job Function.”

Once your approver approves or selects “Review Required,” you will receive the following email:

usmap\_donotreply@navy.mil <usmap\_donotreply@navy.mil>  
To: Member’s name

Subject: USMAP Competency approved

Member Name, your Competency report has been modified.

Please review competency statuses, the following changes have occurred.

Approved - Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.

Review Required - Connect wires to circuit breakers, transformers, or other components.

Approved - Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.

Approved - Fasten small metal or plastic boxes to walls to house electrical switches or outlets.

Approved - Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.

Member submits “Final Report” (all “competencies in all Job Functions have been approved or waived, and Instructional hours are completed). **Note: The Final Report cannot be submitted for approval until a minimum of 12 months in the program.**

When the Final report (report documenting completion of Apprenticeship requirements) is approved; the Apprenticeship status changes to complete. Then the member can retrieve completion documents (Certificate and Journeyman Card) via self-service website.

The member is automatically cancelled if no competencies are submitted and approved for an 18-month period.

# FORGE YOUR



# FUTURE