

On-Line Reporting Process

From the USMAP home page Click on my records link:

Weekly:

1. Click Create a New Weekly Log Entry.
2. Enter the week ending date for that week's work in date block provided.

Week Ending Date (weeks end on Saturday; YYYY-MM-DD)

Note: Do not enter signature dates at this time. These dates will be entered after printed copies are signed.

3. Enter hours worked for each skill for the week.

Note: There are only 24 hours in a day, do not log 8 hours in each skill area. You perform different tasks all day long even if deployed. Sleeping, eating, standing watch, stand-downs or anything done not on the work processes schedule cannot be logged as apprenticeship hours.

After entering hours click on save.

4. This will take you back to the Weekly Logs page.
5. Click Print .
6. Have your Supervisor or Leading petty Officer (LPO) sign and date this week's paper report.
7. Log back into your account, following above steps to navigate back to your [Create a New Weekly Log Entry] page. Enter Supervisor Signature Date (YYYY-MM-DD) in weekly block provided.
8. Save your weekly printed reports in a folder or binder for your records and future employers.

Monthly:

Once you have accumulated a month's worth of weekly reports, access your Weekly Logs page.

1. Click Print Monthly.

This will give you your Print Monthly Summary of Weekly Log Entries report page.

2. Click Print this Page.
3. Have your Division Officer sign this paper report. This cannot be the same person who signed your weekly reports.
4. Log back into your USMAP account and go to your weekly logs page.

Enter the date your Division Officer signed your paper monthly report in each weekly block click the save button.

5. Save the signed paper monthly report along with your weekly reports.

Semiannually:

You will see this screen as a notice page.

Please be aware of the following important information concerning your Apprenticeship:

- You are now eligible to electronically submit a Semiannual Report. After pressing the *Continue* button below, please navigate to the *Semiannual Reports* page and submit a Semiannual Report.

1. On top of screen you will now click the Semiannual Rpts link
2. You will see this

Report Date (YYYY-MM-DD)	Total Hours	Status	Select an Operation
2006-10-07	944.0	APPROVED	[Print]
2007-04-07	1,016.0	PENDING APPROVAL	[Print]

3. This shows you have one previous report that has already been Approved and entered into your records.
4. Click pending approval Print link
5. Print this report.
6. Have your Official Performing Review sign your form.

This has to be someone with "By direction" authority and cannot be the same Supervisor, LPO or Division Officer that signed your weekly and monthly reports. This will be the 3rd separate signature a requirement enforced by the Department of Labor, Washington DC.

7. Make a copy of this signed report and file with your other reports.
8. FAX, mail, or email this report to the USMAP office for processing.

Once received, accepted and processed you can then continue to log hours. All reports are processed the same day as they are received.

Note: Once you submit the Semiannual report online, it will be in your pending file until we verify the report and final required signatures on the physical copy that you provide. Do not send any other reports. We only need weekly or monthly reports if we request them. If your report is in a pending status USMAP has not received a copy of your signed Semiannual report.

FINAL REPORT:

A final completion report may be submitted before the next Semi-Annual due date. You may submit your Semi-Annual report early if all skill areas have been zeroed. Log out, and log back in, to update your records. Print your final report. Obtain required signature and submit to our office. Please ensure the address on file is correct.