



United Services Military Apprenticeship Program (USMAP) Command Brief



A MAP TO SUCCESS



United Services Military Apprenticeship Program (USMAP)

What's New?

- A brand new look and feel to the website once logged in.
- We have added the capability to complete an Apprenticeship by Competency. Member may choose to enroll in an Apprenticeship as a Time based or Competency based method.
- Competency based enrollments are targeted for experienced service members while Time based enrollments are targeted for members new to an occupation.
- All Apprenticeship Work Processes Schedules (WPS) are written to Civilian Occupational Standards.
- Military specific Apprenticeships were removed from the program.
- Duplicate Apprenticeships were removed from the program.
- Apprenticeships were renamed to better align with civilian occupations.
- Eliminated the requirements to submit Semi-Annual reports.
- Suspension Status has been renamed to Inactive Status.



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What's New?

- Monthly Logs will serve as progress reports for Time based Apprenticeships.
- A submitted Final report is required after all Skill Area hours are complete.
- Submission of Competencies for approval will serve as progress reports for Competency based Apprenticeships.
- The total hours required for some Apprenticeships were reduced.
- Saturday is now the beginning of the Weekly Log.
- Once a member completes an Apprenticeship, they will be able to print and save 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.
- Discontinued assigning member ID number. From here on out, we will use member's DoD ID.



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What?

- USMAP is a formal military training program that provides Active Duty and Reserve Army, Marine Corps, Coast Guard, and Navy Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while serving their country.
- A registered apprenticeship is a formalized, structured training program which combines on-the-job training (OJT) and related technical instruction. Completion of the program can help qualify members for employment in a recognized civilian occupation upon fulfillment of military service.
- Upon completion, participants receive a nationally recognized “Certificate of Completion” from the U.S. Department of Labor (DOL). DOL website: <https://www.apprenticeship.gov/>



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Why?

- A DOL Certificate of Completion of Apprenticeship not only enhances the service member military job skills, it demonstrates the Service Member's motivation for more challenging military assignments, it builds self-esteem and the service member becomes more marketable for future employment.
- It requires no off duty hours. The Service Member logs the hours while doing the job at their Military command.
- When transitioning to the civilian workforce, the DOL Certificate of Completion gives the Service Member a competitive advantage in obtaining civilian jobs. Civilian employers recognize the value of apprenticeships and on-the-job experience which often translates into increased pay.



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Who?

- SIMPLE QUALIFICATIONS

- ✓ 1. Be Active duty enlisted service member. Active duty includes all service members covered by these standards 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.
- ✓ Have a minimum of 12 months remaining on enlistment contract.
- ✓ Must be designated in a Rating/MOS applicable to an authorized Apprenticeship.
- ✓ Be assigned and working full time in requested Apprenticeship (not a collateral or extra duty) billet.
- ✓ Be working under supervision in the occupation.
- ✓ Agree to abide by the National Standards and USMAP reporting requirements.



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Two different Apprenticeship Methods

New

Time Based: Time based enrollments are targeted for members new to an occupation.

Competency based: 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.



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How the Program Works

How?

Timed 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 “Final Report” (all Skill Area remaining hours completed) to someone who has “By Direction” authority.
5. Final Report approved; Apprenticeship status changes to complete.
6. Member can now retrieve completion documents (Certificate and Journeyman Card) from their USMAP account.
7. Member is automatically cancelled if no Monthly Reports are submitted and approved for an 18-month period.



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How the Program Works

How?

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 with no maximum time limit to complete.**
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 their USMAP account.
8. Member is automatically cancelled if no competencies are submitted and approved for an 18-month period.



What do you receive when you complete a DOL trade?

Members who successfully complete the program can print or save a Department of Labor Certificate of Completion of Apprenticeship and a Journeyman Card.





CONTACT INFORMATION

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