



USMAP

United Services Military Services Apprenticeship Program

Serve Your Country & Secure Your Future!



**EARN A DEPARTMENT OF LABOR
APPRENTICESHIP CERTIFICATE**

To find out more information, contact your Command Coordinator or go to <https://usmap.osd.mil>

Start your path towards an apprenticeship

1

Review Eligible Trades

Enter your current military occupation to see what apprenticeship trades are related to your primary duties.



Find a Trade



2

Review Requirements

Review the program requirements to ensure you are eligible for your selected trade.

Review Requirements

3

Enroll in USMAP

Enroll, and then complete trade or instruction hours and submit signed progress/status reports.



Enroll Online



4

Work & Record Hours

Once all apprenticeship hours are complete and your final report is approved and processed, your Department of Labor Certificate of Completion and Journeyworker card will be available online.

How to Record Hours



United Services Military Apprenticeship Program (USMAP) Command Brief



A MAP TO SUCCESS



United Services Military Apprenticeship Program (USMAP)

What's New?

- New Website address: <https://usmap.osd.mil>
- We have updated both the Program Guide and Coordinator Guide.
- Added Members of the Reserve, Guard or Air National Guard must be currently on Active-Duty Orders for a minimal of 12 months to participate in USMAP.
- Preregistration Credit Hours – will not exceed 50% of the total required hours of the trade and not below 2,000 hours remaining.



United Services Military Apprenticeship Program (USMAP)

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/>
- Apprenticeship.gov is the one-stop source to connect career seekers, employers, and education partners with apprenticeship resources. Discover apprenticeships across industries, how programs are started by employers, and how to become an apprentice.



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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 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 or complete job competencies 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 do recognize the value of apprenticeships and on-the-job experience which often translates into increased pay.



APPRENTICESHIP.GOV



United Services Military Apprenticeship Program (USMAP)

- SIMPLE QUALIFICATIONS

Who?

- ✓ 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 who are on orders for more than 12 months performing in the capacity of their Uniformed Service duties.
- ✓ Have a minimum of 12 months remaining on enlistment contract.
- ✓ Be assigned and working full time in requested Trade (not a collateral or extra duty) billet.
- ✓ Be working under supervision in occupation.
- ✓ Agree to abide by the National Standards and USMAP reporting requirements.



United Services Military Apprenticeship Program (USMAP)

Two different Apprenticeship Methods

Methods

Time Based: Time based enrollments are targeted for members new to an occupation. The member log hours and submit monthly reports.

Competency based: Competency based enrollments are targeted for experienced service members. The minimum paygrade to qualify for this method is E-5. These service members are expected to be able to demonstrate mastery of the competencies of their trade. The member does not log hours or submit monthly reports. Instead of logging a defined number of hours in specific Skill Areas, they submit Job Functions for approval.



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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 his/her supervisor (*not the Command Coordinator*) 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 a commissioned officer in his/her Chain of Command.*
5. Final Report approved; Apprenticeship status changes to complete.
6. Member can now retrieve completion documents (Certificate and Journeyman Card) from their record.
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 his/her supervisor (*not the Command Coordinator*) 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) *to a commissioned officer in his/her Chain of Command. 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.



United Services Military Apprenticeship Program (USMAP)

Good
to
know

- The USMAP is a voluntary individual program. **By participating as an Apprentice, Supervisor or Final Approver certifying a trade in USMAP, you are attesting that you have read the National Apprenticeship Standard and this Program Guide in their entirety.**
- Your Supervisor should be your first line supervisor and preferably one paygrade senior at a minimum.
- The trade Final Approver can not be the same as your supervisor and must be a commissioned officer in your chain of command.
- The Coordinator shall not act in the role of Supervisor or as Final Approver for the command/unit approving all command/unit apprenticeship reports. They remain the USMAP Subject Matter Expert. *Coordinators may be the Supervisor for their own assigned subordinates separate from their Coordinator role.*
- Ensure you only log hours you actually worked each day, and supervisor **MUST** verify hours are correct prior to approval. **Any enrollments noted for apprentice logging 12 hours a day 7 days a week consecutively for multiple weeks will be flagged for review and audit.**



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 Apprenticeship and a Journeyman Card.





CONTACT INFORMATION

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