U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTINST 1510.1

COMMANDANT INSTRUCTION 1510.1

Subj: UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

1. PURPOSE. To provide policy and guidance to units for promoting and administering USMAP to eligible Coast Guard members. USMAP is a federally approved apprenticeship program under the guidelines of the U. S. Department of Labor. The program develops highly trained military service personnel who will continue to use their technical skills and knowledge while on active duty.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarter units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.

3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. On 7 April, 2000, the Coast Guard and Navy signed a Memorandum of Agreement that effectively consolidated the Coast Guard with the USMAP. The USMAP is a federally registered apprenticeship program under the guidelines of the U. S. Department of Labor, Apprenticeship Training, Employer and Labor Services (DOL/ATELS) and develops highly trained military service personnel who will continue to use their technical skills and knowledge while on active duty. The goal of the program is to develop highly skilled journeyman through military training and experience that will lead to certification in a designated trade, occupation or craft. USMAP documents the member's military training and experience while on active duty and has been shown to be an effective retention tool. After separation, members who have completed an apprenticeship program will more readily qualify for employment in sought-after civilian trades, such as electronics or welding. The benefits of joining the program include recognition of skills learned in the service, documentation of work experience and related technical instruction, i.e., "A" and/or "C" School(s), and improved chances of finding full-time employment when entering the civilian sector. Completion of the program leads to certification in a designated trade, occupation, or craft and often means starting jobs with higher pay in the civilian workforce. Individuals who successfully complete the USMAP are issued a Certificate of Completion of Apprenticeship from the U. S. Department of Labor and are considered among the most highly skilled craftsmen in industry. To qualify for the program, enlisted

DISTRIBUTION By USMAP

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
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NON-STANDARD DISTRIBUTION:

service members must be on active duty, have a high school diploma or GED equivalent, be designated in a job specialty (or rating) with approved apprenticeship skills and meet the requirements for the journeyman rating.

5. POLICY. Each unit is responsible for administering USMAP locally to secure registration of apprentices in the various apprenticeship trades. Listed below are the procedures and key roles.

   a. Commandant (G-WTT) will provide policy.

   b. Headquarters Rating Force Master Chiefs will notify USMAP of changes to the Work Processes Schedule and provide technical expertise in the establishment of new trade areas.

   c. Career Development Advisors and Educational Services Officers will provide USMAP information and application enrollment forms.

   d. Training Centers will select an education specialist to be trained as USMAP Registrars. This responsibility can be delegated to "A" School chiefs for the registration of graduating students desiring to enroll in USMAP.

   e. Chief Petty Officer Academy will include USMAP in its curriculum.

   f. Training Center Cape May will introduce USMAP to recruits.

6. PROCEDURES:

   a. Commanding Officer/Officer in Charge will

      (1) Ensure the proper and effective use and check-off of Work Experience Hourly Records of personnel registered in the USMAP.

      (2) Report all individual apprentice actions (registrations, cancellations, completions, and suspensions) to USMAP Administrator, 250 Dallas Street, Pensacola, FL 32508-5220. This responsibility can be delegated to Educational Services Officers, or senior enlisted person (E-7 or above).

   b. USMAP will:

      (1) Provide a "Work Processes Schedule" and a "Schedule of Related Instruction" for each designated occupational specialty.

      (2) Print and distribute applicable forms and Work Experience Hourly Records used by apprentices registered in USMAP.

      (3) Indoctrinate all applicable military/civilian education and training personnel, Career Development Advisors, program coordinators and Registrars regarding the procedures,

controls, and actions required to provide effective field management of the USMAP for active-duty enlisted members.

(4) Maintain appropriate records as required to monitor the registered apprenticeship program of each active-duty enlisted member.

(5) Identify the ratings/occupational specialties to be registered with ATELS.

(6) Consult with the ATELS and CG Rating Master Chiefs pertaining to the acceptability of an occupational specialty for apprenticeship recognition and registration.

(7) Provide Commandant (G-WT) a quarterly report of all Coast Guard apprentice activity (i.e., completions, cancellations, extensions, reinstatements and suspensions).

c. U. S. Department of Labor/ATELS will issue all Certificates of Completion of Apprenticeship for apprentices enrolled under the terms of the National Apprenticeship Standards.

7. PROCESS: All parties identified in this instruction are encouraged to communicate directly with USMAP in the interest of achieving and improving the program's goals and objectives. For further information you can visit http://www.cnet.navy.mil/nnaps on the Internet, or call USMAP at (850) 452-4940, extension: 307/312/315. E-mail can be sent to NETPDTC.USMAP@cnet.navy.mil or message to CNET PENSACOLA FL//USMAP ETE 531// to receive electronically your "USMAP Start-Up Kit". The kit contains all the necessary information and instructions for ordering application forms to get USMAP started at your unit.

R. D. SIROIS
Director of Reserve and Training