

United Services Military Apprenticeship Program

USMAP BASICS

By: OS1 Doberenz



What is USMAP?

USMAP is a voluntary program for active-duty and certain reservist Sailors.

It allows you to earn a Department of Labor (DoL) apprenticeship certificate while working your Navy job.

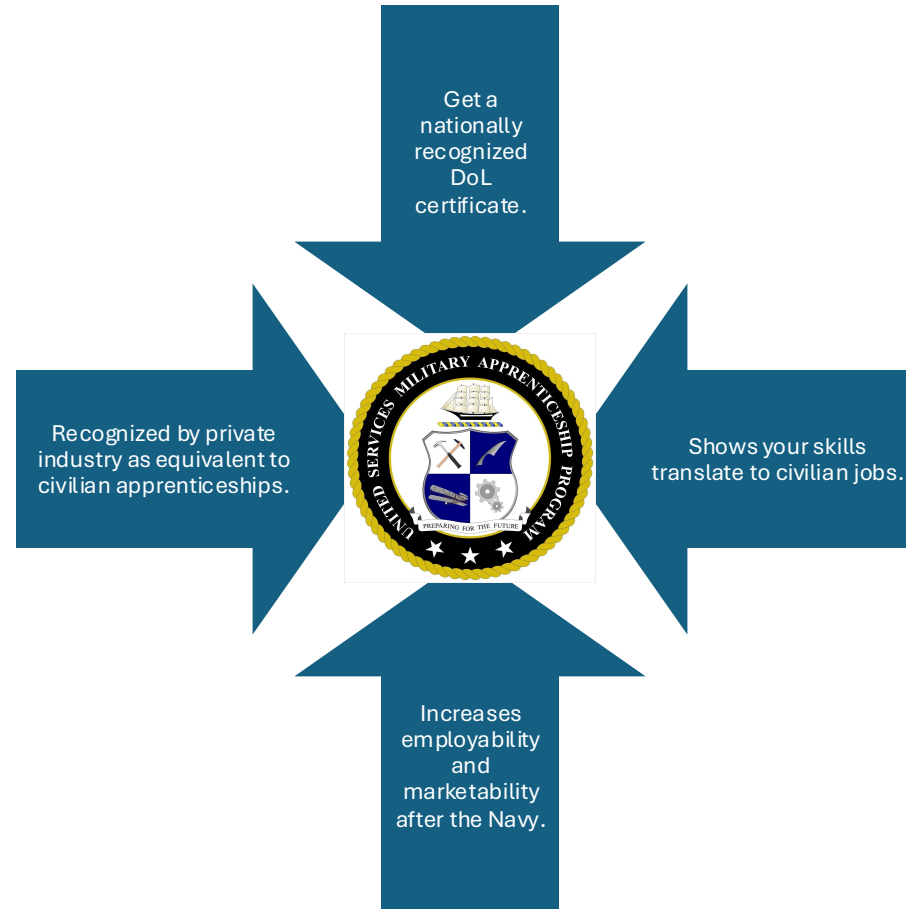
Recognized nationwide and valuable for post-Navy employment.



Who Can Apply?

- Active-duty enlisted Sailors (and certain Reservists on extended orders).
 - You must have at least 1 year remaining on your contract at time of application.
 - Must be assigned and working in the trade you apply for (not just a collateral duty).
 - Must have completed formal required classroom instruction for the trade.
 - Must have a working CAC (Common Access Card).
 - Officers are not eligible; USMAP is for enlisted only.
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USMAP Basics: Why Participate?





How to Apply

Step-by-Step:

- Visit the USMAP Website.
- Log in with your CAC.
- Review and select an apprenticeship that matches your rate/job.
- Confirm you meet all eligibility requirements.
- Begin the online application – enter all required information.
- Submit for supervisor and final approver endorsement (must be in your chain of command).

Time-Based or Competency-Based?

- Most Sailors use Time-Based: log your hours each week/month.
- Competency-Based: for experienced Sailors who demonstrate proficiency in job functions (not available to drilling reservists).

Applying Outside Your Current Rate

- You may apply for an apprenticeship outside your current rate only if you are assigned full-time in that role (not a temp/collateral duty).
- Your official billet and actual duties must match the requested trade.
- Must have completed the required formal classroom training for that trade.
- If not assigned full-time, you cannot apply for a trade outside your rate.

Applying for USMAP Outside Your Current Rate

- Step-by-Step:
 - Confirm you are officially assigned full-time to the job/trade you want (not a temporary/collateral duty).
 - Complete required classroom training for the new trade.
 - Get written command endorsement verifying your assignment to this role.
 - Visit the USMAP website and log in with your CAC.
 - Select the trade that matches your assigned job.
 - Begin the application and upload/submit proof of assignment if needed.
 - Enter your current supervisor and final approver (must be in your new chain of command).
 - Submit for approval and start logging hours once enrolled.

Getting Your USMAP Approved

Supervisor:

- Must be in your direct chain of command.
- Reviews and approves your monthly (or competency) reports.

Final Approver:

- Must be a commissioned officer in your immediate chain of command.
- Cannot be the same person as your supervisor.

USMAP Coordinator:

- Provides info and guidance but cannot approve your apprenticeship.

What You CANNOT Do



- Do NOT:
 - Enroll in more than one trade at a time.
 - Backdate hours or log hours before enrollment date.
 - Log hours for time not spent doing actual trade duties (PT, chow, standing unrelated watches, working parties, etc.).
 - Log hours while in school or at non-related training.
 - Have the same person approve both monthly and final reports.
 - Apply with less than 1 year left on your contract.
- No Fraudulent Logging:
 - Logging fake hours or duties is fraud (UCMJ Article 107, federal law 18 U.S.C. § 371).
 - All entries are auditable and will be investigated.
 - Fraud can result in cancellation, loss of certificate, UCMJ action, or being banned from USMAP.



Audits, Red Flags, and Consequences

USMAP routinely audits entries.

- Red flags:
 - Logging all hours in one skill area.
 - Logging hours 7 days a week, or never taking days off.
 - Logging hours while on TAD/school.
 - Submitting reports with duties not matching your trade.
- If caught:
 - Records will be flagged and monitored.
 - Trades may be canceled, commands notified.
 - UCMJ or legal action may occur.

Resources & Support

- USMAP Website:
<https://usmap.osd.mil/>
 - Official site for program details, enrollment, logging hours, and access to all resources.
- USMAP Program Guide:
 - Step-by-step instructions and detailed rules for enrolling, logging, and completing your apprenticeship.
- USMAP Coordinators Guide:
 - Explains roles, responsibilities, and admin procedures for USMAP Coordinators.
- National Standards of Apprenticeship for USMAP:
 - Official Department of Labor standards for eligibility, agreements, and participant rights.
- DODI 1322.33:
 - Department of Defense instruction governing credentialing and apprenticeship programs.
- USMAP Office Email:
 - usmap@navy.mil

All these resources are also available in the OPS Dept USMAP Coordinator folder.



Summary: USMAP Success Tips

- Read all official guides before enrolling.
- Only log actual, eligible hours.
- Communicate with your supervisor and chain of command.
- Ask your USMAP Coordinator for help if you have questions.
- Be honest, accurate, and proactive in your apprenticeship.



Questions?

