

APPRENTICESHIP PROGRAM FOR MOS OF



AUTOMOTIVE MECHANIC

WORK EXPERIENCE LOG

APPRENTICE NAME

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

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INTRODUCTION

APPRENTICESHIP

Apprenticeship is training for jobs in technical trades that require special skills and knowledge. It involves technical schooling and planned on-the-job training under supervision. For young workers desiring to gain a skilled occupation, the apprenticeship program provides a step by step program of instruction and on-the-job training. This program will lead to advance standing in the technical skill or trade you have chosen.

The USMC Apprentice Program provides you with the opportunity to meet some requirements for advancement of your chosen skill area while on active duty. As you progress in your training in the Marine Corps and master the skills required of your trade, you will have the mastered skills recorded in your log. Your apprenticeship program allows you to make your work experience in the Marine Corps count twice. First, to fulfill your active duty obligation, in a productive manner. Second, to provide you with a usable skill if you should decide to return to civilian life. By having documented proof of Marine Corps schooling and work experience, you should qualify for a better job at higher pay.

Most apprenticeship terms range from 1 to 4 years, depending upon the trade involved. To master a particular trade requires: (1) Learning all or most of the skills of the trade; (2) Perfecting each specific skill; (3) Bringing each skill up to the speed and accuracy required of the job; and (4) Learning to use specific skills in combination with other skills.

MARINE CORPS APPRENTICESHIP PROGRAM

The purpose of establishing the Marine Corps Apprenticeship Program is to provide Marine Corps commanders an opportunity to implement programs of apprenticeship for military personnel in occupations closely related and applicable to private industry needs and requirements. Marine Corps school training and experience in the field will, if properly documented, satisfy private industry requirements for the training of apprentices in nationally recognized apprenticeshipable occupations.

The ultimate objective of the United States Marine Corps Apprenticeship Program is to provide registered certification of an individual Marine's skilled craft occupational training. The program has been designed to achieve recognition for Marines equal to their civilian counterparts.

Registration of the National Apprenticeship Standards for the United States Marine Corps with the Bureau of Apprenticeship and Training, U.S. Department of Labor, is beneficial to the Marine Corps, to individual Marines, and to private industry, management and labor. Acceptance of U.S. Marine Corps apprentices as skilled craft-workers by private industry, management and labor will enhance Marines' employment opportunities as veterans, shorten the term of private industry apprenticeship through the award of appropriate credit for previous military training experience, and provide a source of registered skilled personnel to meet national manpower requirements.

THE AUTOMOTIVE SERVICE MECHANIC APPRENTICESHIP PROGRAM

The purpose of this pamphlet is to announce the United States Marine Corps Apprenticeship Program for the trade of Automotive Service Mechanic.

Policies and procedures for participation in the program are contained in MCO 1550.22.

Marines holding a primary or secondary MOS indicated below and who are serving in that MOS may participate in the program.

- MOS 3521 Organizational Automotive Mechanic
- MOS 3522 Field Automotive Mechanic
- MOS 3529 Maintenance Chief
- MOS 3524 Fuel and Electrical Systems Repairperson

This is an 8000 hours program which leads to a certification of journeyman in the trade of Automotive Mechanic by the U.S. Department of Labor. Participation in the program is voluntary, and no membership in labor unions or professional associations is required. The work process schedule and schedule of related instruction are outlined in Appendixes A and B. The purpose of the work process schedule and the schedule of related instruction is as indicated below:

The work process schedule reflects categories of work experience required by Marine apprentices to qualify as Journeyman Automotive Mechanics.

The schedule of related instruction identifies courses which are available to Marine apprentices to satisfy the 144 hours of annual related instruction required for completion of the program.

Marines eligible for the program may enroll by contacting the Unit or Base Education Officer who will assist in the preparation of the application.

Apprentice logs and instructions on their use will be provided by the Education Officer at the time of registration. Marine apprentices will be required to maintain their log sheets on a daily basis. Log entries must be verified by the Marine apprentice's immediate supervisor on a weekly basis.

Marines who have partially completed an approved Federal or State registered civilian apprenticeship will be awarded credit within the constraints of the individual apprenticeship training program standards. Each training hour successfully completed in the occupation involved will be awarded credit upon presentation of authenticated documentation. Marines serving an enlistment beyond their initial enlistment, and therefore considered career Marines, may make application for the apprenticeship program in order to be certified as having completed an apprentice program. Career Marine apprentices must complete the same requirements as the first-term apprentice except that they will be given credit for one-half the hours required for the specific apprenticeship program in which they are enrolled provided their previous enlistment was served in an MOS applicable to the relevant apprenticeship program for which applying.

Organized related instruction for all United States Marine Corps apprentices will be defined by the individual apprenticeship program standards. Such related instruction will be provided on an hour-per-year basis, or the total hours may be achieved through the successful completion of a multiweek training course for the apprenticeable occupation involved at any United States Marine Corps training school, or other Service School (Army, Navy, etc.) providing such training.

Upon successful completion of apprenticeship training and experience requirements as prescribed by individual apprenticeship program standards, the apprentice will submit a request via the chain of command, accompanied by a letter from the appropriate commander or education officer, to the Office of National Industry Promotion, Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213, for issuance of a Certificate of Completion of Apprenticeship (Enclosure 10). The Bureau of Apprenticeship and Training will issue all Certificates of Completion of Apprenticeship to the individual through Headquarters, U.S. Marine Corps (Code OTTE) to the appropriate commander.

NATIONAL APPRENTICESHIP STANDARDS
FOR
THE UNITED STATES MARINE CORPS

Developed by Headquarters, United States
Marine Corps, Washington, D.C., with the
assistance of the Bureau of Apprenticeship
and Training, Employment and Training
Administration, United States Department
of Labor, Washington, D. C.

AUTHORITY

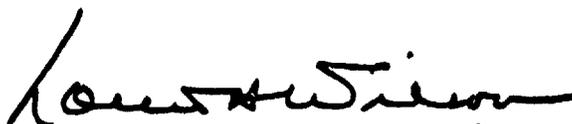
National Apprenticeship Standards for the United States
Marine Corps are established by authority of:



W. GRAHAM CLAYTOR JR.
Secretary of the Navy

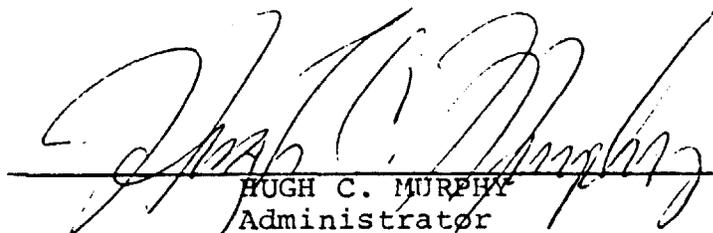


RAY MARSHALL
Secretary, United States
Department of Labor



LOUIS H. WILSON
Commandant of the
Marine Corps

Registered as incorporating the basic standards
recommended by the Bureau of Apprenticeship and
Training, Employment and Training Administration,
United States Department of Labor.



HUGH C. MURPHY
Administrator
Bureau of Apprenticeship and Training
Employment and Training Administration

Registration Number N-91040

Date July 7, 1977

DEFINITIONS

1. EMPLOYER-----The United States Marine Corps
2. PROGRAM SPONSOR-----Commanding Officer
Motor Transport School Company
Marine Corps Service Support
Schools Marine Corps Base Camp
Lejeune, North Carolina 28542
3. NATIONAL APPRENTICESHIP. STANDARDS - The entire document which
embodies the procedures for the
selection and training of Marine
Corps apprentices and sets forth
all the conditions associated
therewith, including training on
the job, related technical
instruction, and administrative
responsibilities.
4. WORK EXPERIENCE LOG-----A book issued to each registered
apprentice identifying the
occupation, work process training
schedule, hours allocated to each
training task increment in the
work process schedule, and super-
visory certification
requirements.
5. APPRENTICE-----Any individual who is on active
duty in the U.S. Marine Corps,
meets entry age requirements,
performs assignments that include
training in an apprenticeable
occupation and who is registered
with the Bureau of Apprenticeship
and Training, U. S. Department
of Labor, Washington, D.C.
6. REGISTRATION AGENCY-----The Bureau of Apprenticeship and
Training, U.S. Department of
Labor, Washington, D.C.
7. WORK PROCESS SCHEDULE-----An outline of work procedures
which specifies the required
supervised work experience,
training on the job, and the
approximate time to be spent in
each major process.

8. SCHEDULE OF RELATED INSTRUCTION --- Organized, related and supplemental instruction necessary to provide apprentices with knowledge in technical subjects related to the trade. The instruction may include supervised correspondence or self-study courses, as approved by law or by policy of the registration agency. A minimum of 144 hours each year of apprenticeship training is required. It may also include resident instruction at a DOD or civilian school. Normally, a minimum of 144 hours annually is required. However resident, formal schooling can satisfy total requirements for related instruction if over 360 hours are attained.

WORK PROCESS SCHEDULE FOR THE TRADE
OF AUTOMOTIVE MECHANIC

Job Description. As a result of formal training received in conjunction with MOS qualification, participants are knowledgeable of the principles and theories applicable to the various systems that comprise the automotive vehicle, and the construction, principles of operation and functional interrelationship of components of those systems. They are also qualified to use the common/special tools, precision measuring instruments and portable testing equipment associated with the field of automotive repair. Duties include the performance of first, second, third, and fourth echelon maintenance on the engines, power transmissions, and brake, steering, suspension, fuel, and electrical systems employed in military tactical motor vehicles including 1/4 ton to 10 ton trucks and truck-tractors, and 1/4 ton to 60 ton trailers. Occasionally billet responsibilities may require the performance of similar functions on standard commercial vehicles. Specific duties involve the performance of: all inspections, services, and adjustments associated with routine and scheduled maintenance of automotive equipment; complete tune-up of fuel electrical systems; isolating the cause of malfunctions in the various automotive systems using appropriate diagnostic equipment and following approved troubleshooting procedures; and effecting the adjustments/repairs/replacements required to correct deficient conditions. Component repair and overhaul actions are performed on gasoline and diesel engines, automatic and standard transmissions, differentials, transfers and similar assemblies/components that reflect standard configuration and are manufactured by General Motors, Chrysler, Cummins, Continental, American-Bosch Arma, Delco-Remy, Prestolite, Borg-Warner, and other well known corporations.

WORK EXPERIENCE FUNCTIONS

<u>Function/Task</u>	<u>Function Hours</u>
A. Vehicle: clean lubricate	345
B. Front End and Steering: inspect adjust aline repair replace	475
C. Rear Axle and Suspension inspect adjust repair replace overhaul	680
D. Brakes Hydraulic: inspect service adjust bleed repair replace overhaul	405
E. Engine: service inspect test troubleshoot repair replace parts overhaul tune	365
F. Cooling System: inspect test service repair replace	320
G. Fuel System (Gasoline): inspect test adjust repair replace overhaul	635

<u>Function/Task</u>	<u>Function Hours</u>
H. Fuel System (Diesel): inspect test adjust calibrate repair replace	755
I. Blower/Turbocharger inspect test repair replace overhaul	400
J. Electrical Systems test troubleshoot repair replace	540
K. Ignition System: inspect adjust time troubleshoot repair replace	390
L. Clutch: inspect adjust repair replace	350
M. Transmission: service test adjust troubleshoot repair replace	515
N. Hydraulic Units service test adjust repair replace	295

<u>Function/Task</u>	<u>Function Hours</u>
0. Test Equipment: test maintain operate	220
P. Special Tools and Machines: maintain operate	155
Q. Miscellaneous: supervise shop operations safety	155
	8000
	TOTAL:

NOTE: Accomplishment of specific hours for tasks under each function have not been prescribed on a mandatory basis. Supervisors of apprenticed Marines will endeavor to ensure all tasks are performed in equal proportions in accordance with locally prevailing capabilities.

SCHEDULE OF RELATED INSTRUCTION

<u>Course Number</u>	<u>Course Title</u>	<u>School</u>	<u>Res.</u>	<u>Non Res.</u>	<u>Hours Credit</u>
NA	Basic Automotive Mechanic	MCSSS	X		336
NA	Advanced Automotive Mechanic	MCSSS	X		503
NA	Fuel and Electrical Systems Repair	USAOC&S	X		317
35.8	Automotive Engine Maintenance and Repair	MCI		X	18
35.9	Automotive Power Trains	MCI		X	37
ORD 607	Engine Principles	USAOC&S		X	15
ORD 730	Wheeled Vehicle Maintenance	USAOC&S		X	26
ORD 63B202	Wheeled Vehicle Engines	USAOC&S		X	26
ORD 406	Wheeled Vehicle Engine Maintenance	USAOC&S		X	12
ORD 403	Principles of Fuels and Fuel Systems	USAOC&S		X	16
ORD 727	Electrical Systems and Components	USAOC&S		X	12
ORD 010	Electrical Systems Component Repair	USAOC&S		X	23
ORD 404	Wheeled Vehicle Ignition Systems	USAOC&S		X	28
ORD 405	Wheeled Vehicle Power Train Principles	USAOC&S		X	12
ORD 63B205	Wheeled Vehicle Clutches and Transmissions	USAOC&S		X	22
ORD 63B206	Wheeled Vehicle Drive Lines and Axles	USAOC&S		X	28
ORD 081	Wheeled Vehicle Steering and Suspension	USAOC&S		X	12
ORD 410	Wheeled Vehicle Brake System	USAOC&S		X	15
ORD 417	Hydramatic Transmission	USAOC&S		X	13

<u>Course Number</u>	<u>Course Title</u>	<u>School</u>	<u>Res.</u>	<u>Non Res.</u>	<u>Hours Credit</u>
ORD 531	Mechanical Maintenance of Wheeled and Tracked Vehicles	USAOC&S		X	17
ORD 728	Mechanical Devices and Components	USAOC&S		X	18
ORD 726	Military Vehicles and Engines	USAOC&S		X	15
ORD 098	Fundamentals of Electricity	USAOC&S		X	24
ORD 426	Allied Trades	USAOC&S		X	15

a. A total of 336 hours of formal school and 24 hours of related instruction is required to complete this program.

b. Credit for related instruction from other sources (civilian schools, vocational courses, civilian correspondence courses, etc.) will be evaluated and awarded on a case-by-case basis.

INSTRUCTIONS FOR COMPLETING WORK EXPERIENCE LOG

This pamphlet is issued to each registered apprentice and identifies the occupation, work process training schedules, hours allocated to each training task increment in the work process schedule and supervisory certification requirement.

1. Marine applicant will:

a. Complete the apprentice registration application (enclosure 1) in triplicate.

(1) Submit the application to the commanding officer or his authorized representative.

(2) Obtain work experience log, which includes the Work Experience Functions. Obtain one year's supply (12 copies) of the Apprentice Work Experience Hourly Record (enclosure 2) from the commanding officer or education officer.

(3) Have one passport size picture made and complete the (Personal History), enclosure (3).

(4) Complete (Military Education), enclosure (4), and maintain up to date with certification.

(5) Complete (Civilian Education), enclosure (5), with certification from the Marine's Service Record Book.

(6) Maintain (Military Assignment), enclosure (6).

(7) Civilian Occupation, enclosure (7), if applicable, submit statement to program sponsor on employer letterhead, giving length of employment, position held and manner of performance.

b. Career oriented apprentice Marines must complete the same requirements as the first-term apprentice except that they will be given credit for one-half the hours required for the specific program in which they are enrolled. This is provided their previous enlistment was served in an MOS applicable to the relevant apprenticeship program for which they are applying.

(1) A photocopy of Military Assignment, enclosure (6) of the work log with certification will be forwarded to MOS sponsor.

COMMANDING OFFICER
MOTOR TRANSPORT SCHOOL COMPANY
MARINE CORPS SERVICE SUPPORT SCHOOLS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

(2) The program sponsor will then assign credit hours in accordance with MCO 1550.22 and return to the applicant's commanding officer.

2. Procedures for recording hourly work experience

a. Daily Record: Daily entries will be made by the apprentice.

b. Weekly certification by supervisor: Weekly certification will be completed by the shop chief for whom the Marine works.

c. Consolidation/Certification on Month/Yearly recapitulation: The signature line of the work experience hourly report will be signed by the commanding officer or his representative. This report will reflect the entries for the monthly work experience, enclosure (8) of work experience log.

3. Semiannual progress interview

a. Report to Education Officer within 5 to 8 months after date of this application and twice a year thereafter. Enclosure (9) will be completed and forwarded to CMC (Code OTTE).

b. The purpose of the interview is to determine the status of the apprentice and certify a photocopy of the last hourly record of work experience.

c. The Commanding Officer or Education Officer/ authorized representative will sign the Apprentice Progress! Status Report (enclosure (9)).

4. Interruption of Assignment

a. Rifle Range leave. Record on the experience hourly report the days away from regular assigned duty.

b. Separation from Active Duty. Status report will be submitted to CMC identifying the Marine as being discharged. Upon request, CMC will forward the records to Bureau of Apprenticeship and Training in the Marine's

home state of record

C. Sickness and hospitalization. Recorded by day on the Apprentice Work Hourly Report.

d. Voluntary Disenrollment. An apprentice must request suspension or cancellation. Suspension retains the apprentice in a temporary status for no more than one year. A request for suspension may be mailed directly to CMC (Code OTTE) via the chain of command by the apprentice. Cancellation removes the apprentice from the apprenticeship program. A request for cancellation requires the signature of the apprentice's Commanding Officer or Education Officer.

5. Documentation Required to Validate Related Instruction. Certification of completion or transcript of grades will be used to award credit hours toward completion of the apprenticeship program

6. Loss of Work Experience Log

a. Request a reissue of a blank log from the Education Officer of your command.

b. Request CMC to furnish data available in your records to bring the log up to date.

- NOTICE -
 Before filling in this form, read the Privacy Act Statement, below, and instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to CMC (Code OTTE).
4. Apprentice retains one copy in Work Experience Log.

PRIVACY ACT NOTIFICATION

Under the authority of Title 5, U.S. Code, Section 301, the information regarding your former and present active military service, educational background and present personal data is requested in order to review and evaluate your qualifications for the Department of Labor apprenticeship program for active-duty Marine Corps personnel. Your Social Security Number is used for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code OTTE) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor, and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with administration of this program. You are not required to provide this information, however, failure to do so may result in your not being registered for an apprenticeable trade.

APPLICANT INFORMATION

1. NAME (Last, first, middle)	2. SSN	3. DATE OF BIRTH (Day, Month, Year)	4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. RACE/ETHNIC GROUP <input type="checkbox"/> CAUCASIAN/WHITE <input type="checkbox"/> NEGRO/BLACK <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> SPANISH AMERICAN <input type="checkbox"/> ORIENTAL <input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NOT ELSEWHERE CLASSIFIED			
6. NAME AND LOCATION OF HIGH SCHOOL FROM WHICH GRADUATED		OR, STATE AND DATE OF GED EQUIVALENCY	
7. Did you serve on active duty on or after 5 August 1964 and before 9 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO		8. HOME OF RECORD (State)	
9. APPRENTICEABLE TRADE FOR REGISTRATION (Give complete title)		10. DET CODE FOR APPRENTICEABLE TRADE	11. APPRENTICE PROGRAM

I agree to report to the education officer within 30 to 60 days after date of this application and twice a year thereafter. I understand that my registration is voluntary and that registration does not guarantee work or duty assignments appropriate to my apprenticeship. I have read and understand the Privacy Act Statement.

12. Signature of Applicant _____ 13. Date _____

TYPE FILLED IN BY APPLICANT'S COMMANDING OFFICER OR EDUCATION OFFICER

TO: Commandant of the Marine Corps (Code OTTE), Headquarters U.S. Marine Corps, Washington, D.C. 20380

14. FROM _____

15. Total hours required for term of apprenticeship _____ hours

16. Hours credit given for previous work experience (-) _____ hours

17. Total hours remaining for term of apprenticeship _____ hours

18. COMMENTS (if any)

19. SIGNATURE OF REGISTRAR The applicant has been counseled as to the conditions and requirements of the apprenticeship. Signature _____	20. TITLE	21. DATE
--	-----------	----------

INSTRUCTIONS FOR APPRENTICE REGISTRATION APPLICATION

Item No.

1. Self-explanatory.
2. Enter Social Security Number. Example: 399-03-6433
3. Enter date of birth: Day, Month, Year.
4. Self-explanatory.
5. Self-explanatory
6. Self-explanatory.
7. A check "X" in the YES block signifies that the registrant is regarded as a Viet Name veteran by the Department of Labor.
8. Enter name of state which the registrant calls home.
9. Enter long title of apprenticeable trade. Example: Camera Repairer. Entries are limited to those apprenticeships authorized by the Commandant of the Marine Corps.
10. Enter 9-digit DOT code which matches the apprenticeable trade entered in Item 9. The Work Processes Schedule indicates this code.
11. No entry required.
12. Self-explanatory.
13. Self-explanatory.
14. Enter name and address of command forwarding application.
15. Enter total term of the apprenticeship (required hours for completion). Example: 6000. The Work Processes Schedule indicates the total term of the apprenticeship.
16. Enter hours of creditable work experience completed prior to registration, if any. A registrant may be credited with 1000 hours of previous work experience for each full year that his/her service record validates assignment to an MOS applicable to the apprenticeable trade. Applicable MOSSs, if any, are listed at the bottom of the Work Processes Schedule for each authorized apprenticeable trade. However, credit for previous work experience completed prior to registration cannot exceed more than 50% of the term of the apprenticeship. Therefore, no more than 3000 hours of previous work experience can be credited to a 6000-hour apprenticeship. Portions or fractions of years of work experience will not be credited.
17. Enter the difference between Item 15 and Item 16. This difference is the number of work experience hours which must be completed by the apprentice.
18. Enter any comments regarding previous work experience, future assignment or next duty, or further explanation of any above item. Entry not mandatory.
19. Signature of commanding officer, education officer, or his authorized representative.
20. Title of registrar who signed Item 19.
21. Enter date that Item 19 was signed. This will be the effective beginning date of the apprenticeship.

(AUTOMOTIVE MECHANIC MOS 3521/3522)

APPRENTICE WORK EXPERIENCE HOURLY REPORT (NAVMC 11015)

NAME (Last, First, Middle)

1. Print legibly.
2. Enter completed hours daily or weekly.
3. Have supervisor verify hours at the end of each week.
4. Keep this record in your Work Experience Log.

Week of	Date From	Date To	Signature & Title of Supervisor																
Day	LETTERS IDENTIFIED BELOW																	Total Hours	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Sun																			
Mon																			
Tues																			
Wed																			
Thur																			
Fri																			
Sat																			
Total Hours																			

Week of	Date From	Date To	Signature & Title of Supervisor																
Day	LETTERS IDENTIFIED BELOW																	Total Hours	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Sun																			
Mon																			
Tues																			
Wed																			
Thur																			
Fri																			
Sat																			
Total hours																			

- | | |
|-----------------------------|-------------------------------|
| A. Vehicle | J. Electrical Systems |
| B. Front End and Steering | K. Ignition System |
| C. Rear Axle and Suspension | L. Clutch |
| O. Brakes Hydraulic | M. Transmission |
| E. Engine | N. Hydraulic Units |
| F. Cooling System | O. Test Equipment |
| G. Fuel System (Gasoline) | P. Special Tools and Machines |
| H. Fuel System (Diesel) | Q. Miscellaneous |
| I. Blower/Turbocharger | |

Enclosure (2)

SIGNATURE & TITLE

DATE

PERSONAL HISTORY

LAST NAME	FIRST NAME	MI
RANK	SOCIAL SECURITY NUMBER	DATE OF BIRTH DAY, MONTH, YEAR
PLACE OF BIRTH - ADDRESS		
HOME OF RECORD - ADDRESS		

ATTACH PASSPORT SIZE
PHOTO IN THE SPACE

SIGNATURE OF APPRENTICE	DATE
-------------------------	------

Enclosure (3)

CIVILIAN EDUCATION

HIGH SCHOOL OR GED	NAME, ADDRESS, ZIP CODE	DATE GRADUATED
COLLEGE OR GED	NAME, ADDRESS, ZIP CODE	DATE GRADUATED
VOCATIONAL SCHOOLS		
LIST ALL SEPARATE COURSES TAKEN		
LIST ALL OTHER SPECIALIZED TRAINING NOT COVERED ABOVE		

WORK EXPERIENCE FOR _____
(YEAR)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total For Yr	Int
A														
B														
C														
D														
E														
F														
G														
H														
I														
J														
K														
L														
M														
N														
O														
P														
Q														
INT														

- | | |
|---|--|
| <ul style="list-style-type: none"> A. Vehicle B. Front End and Steering C. Rear Axle and Suspension O. Brakes Hydraulic E. Engine F. Cooling System G. Fuel System (Gasoline) H. Fuel System (Diesel) I. Blower/Turbocharger | <ul style="list-style-type: none"> J. Electrical Systems K. Ignition Systems L. Clutch M. Transmission N. Hydraulic Units O. Test Equipment P. Special Tools and Machines Q. Miscellaneous |
|---|--|

CERTIFICATION OFFICIAL

TITLE

Enclosure (8)

- NOTICE -
 Before filling in this form, read the Privacy Act Statement, below, and Instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to CMC (Code OTTE) with attached photo of last Hourly Record of Work Experience.
4. Apprentice retains one copy in Work Experience Log.

PRIVACY ACT NOTIFICATION

Under the authority of Title 5, U.S. Code, Section 301, the information regarding your former and present military service, educational background and present personal data is requested for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code OTTE) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with the administration of the apprenticeship program. You are not required to provide this information; however, failure to do so may result in cancellation of your registration in an apprenticeable trade.

To be filled in by Apprentice or official in accordance with instructions on reverse side.

1. NAME OF APPRENTICE (Last, first, middle)		2. SSN	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
4. RACE/ETHNIC GROUP <input type="checkbox"/> CAUCASIAN/ <input type="checkbox"/> WHITE <input type="checkbox"/> NEGRO/ <input type="checkbox"/> BLACK <input type="checkbox"/> AMERICAN <input type="checkbox"/> INDIAN <input type="checkbox"/> SPANISH <input type="checkbox"/> AMERICAN <input type="checkbox"/> ORIENTAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> NOT AVAILABLE <input type="checkbox"/> NOT ELSEWHERE <input type="checkbox"/> CLASSIFIED				
5. Did you serve on active duty on or after 5 August 1964 and before 8 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO			6. HOME OF RECORD (State)	
7. Apprenticeable Trade in Which Registered	8. Total Hours for Term	9. Hrs. Preregistration Experience	10. Hrs. Completed Since Registration	11. Hours Remaining

TO: Commandant of the Marine Corps (Code OTTE), Headquarters U.S. Marine Corps, Washington, D.C. 20380

12. FROM (Activity submitting report)

ACTION REQUESTED

(check one)

13. Please suspend registration for the apprentice named above for the reason(s) checked below:
- | | |
|--|--|
| a. <input type="checkbox"/> Orders to light duty | c. <input type="checkbox"/> Hospitalization |
| b. <input type="checkbox"/> Nature of current assignment prohibits work in apprenticeable trade for one year or less | d. <input type="checkbox"/> Operational commitments prevent reporting for progress interview |
14. Please lift the suspension of registration for the apprentice named above effective: _____ (Date)
15. Please cancel the registration of the apprentice named above for the reason(s) checked below:
- | | |
|---|--|
| a. <input type="checkbox"/> Commanding officer's prerogative | d. <input type="checkbox"/> Death |
| b. <input type="checkbox"/> Discharge or release to inactive duty | e. <input type="checkbox"/> Failure to report for twice-a-year apprentice progress interview |
| c. <input type="checkbox"/> Termination of work experience for one year or more | f. <input type="checkbox"/> Personal request of apprentice |
16. The apprentice named above has completed all required hours of work experience in all areas of the apprentice trade. A "Certificate of Apprenticeship Completion" is requested.

17. SIGNATURE OF APPRENTICE	18. DATE
19. SIGNATURE AND TITLE OF OFFICIAL	20. DATE

INSTRUCTIONS FOR APPRENTICE PROGRESS/STATUS REPORT

Item No.

1. Self-explanatory.
2. Enter Social Security Number. Example: 399-03-8433.
3. Self-explanatory.
4. Self-explanatory. Must agree with Item 5 of apprentice registration.
5. Entry must agree with Item 7 of apprentice registration.
6. Enter name of state which the apprentice calls home.
7. Enter long title of apprenticeable trade. Example: Camera Repairer.

ITEMS 8,9, 10, and 11 NOT REQUIRED IF SUSPENSION (Item 13) OR CANCELLATION (Item 15)15 REQUESTED.

8. Enter total term of apprenticeship as indicated on Work Processes Schedule. Must agree with Item 15 of "Apprentice Registration application."
9. Enter number of verified hours of work experience completed prior to registration. Must agree with Item 16 of "Apprentice Registration Application."
10. Enter cumulative number of hours of work experience completed as a registered apprentice. Attach reproduced copy (photostat or xerox) of every "Work Experience Hourly Record" which shows hours completed since last report
11. Add Item 9 and Item 10 and subtract total from Item 8. Enter result in Item 11.
12. Name and address of activity from which report is submitted.
13. Check if this is a request for suspension. Suspension retains the apprentice in a temporary inactive status for no more than one year. Request for suspension requires signature of apprentice in Item 17. A request for a suspension may be mailed directly to Commandant of the Marine Corps by apprentice. No suspension will be carried longer than one year.
14. Check here if reason for suspension no longer applies. A request for lifting suspension requires signature of apprentice in Item 17 and signature of Commanding Officer or Education Officer in Item 19.
15. Check here if this is a request for cancellation. Cancellation removes the apprentice from the apprenticeship program. A request for cancellation requires signature of Commanding Officer or Education Officer in Item 19.
16. Check if apprentice has completed all required work experience, both grand total of hours and total hours in each skill area. A check in this block must be supported by final entries in Items 8, 9, 10 and 11, plus a produced copy of the "Work Experience Hourly Record" completed since the last apprentice progress interview or report. Hours of verified work experience completed before registration (Item 9), if any, will be distributed equally among the skill area of the trade. A check in this block requires signatures in Item 17 and Item 19.
17. Signature of apprentice required for Items 8, 9, 10, 11, 13, 14, 15f and 16.
18. Date in which signature of apprentice is affixed in Item 17.
19. Signature of commanding officer or education officer submitting report required for Items 8, 9, 10, 11, 13, 14, 15a and 15f.
20. Date on which signature in Item 19 is affixed.

Certificate of Completion of Apprenticeship

United States Department of Labor
Bureau of Apprenticeship and Training

This is to certify that

has completed an apprenticeship in the trade of

SAMPOLE
under supervision of

*in accordance with the standards recommended by the
Federal Committee on Apprenticeship*

DATE COMPLETED



John T. Dunlop
SECRETARY OF LABOR
William H. Kellogg
ASSISTANT SECRETARY FOR MANPOWER
Hugh C. Murphy
BUREAU ADMINISTRATOR