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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 Apprenticeship Program provides you with the opportunity to meet some requirements for advancement in 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 on 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 apprenticeable 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 REFRIGERATION/AIR CONDITIONING REPAIRER/SERVICER APPRENTICESHIP

The purpose of this pamphlet is to announce the United States Marine Corps Apprenticeship Program for the trade of Refrigeration/Air Conditioning Repairer/Servicer.

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

Marines holding a primary or secondary 1161 MOS and who are serving in that MOS may participate in the program.

This is an 8000 hour program which leads to a certification of journeyman in the trade of Refrigeration/Air Conditioning Repairer/Servicer 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 on pages 8 through 12. 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 Refrigeration/Air Conditioning Repairer/Servicer.

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 beyond their initial enlistment are considered career Marines, and 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 multi-week 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

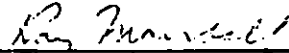
Developed by Headquarters, United States Marine Corps, Washington, D. C., with the assistance of the Bureau of Apprenticeship and Training, Employment and Training Administration, United States Department of Labor, Washington, D. C.

AUTHORITY

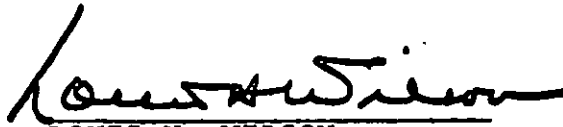
National Apprenticeship Standards for the United States
Marine Corps are established by authority of:



W. GRAHAM CLAYTOR JR.
Secretary of the Navy

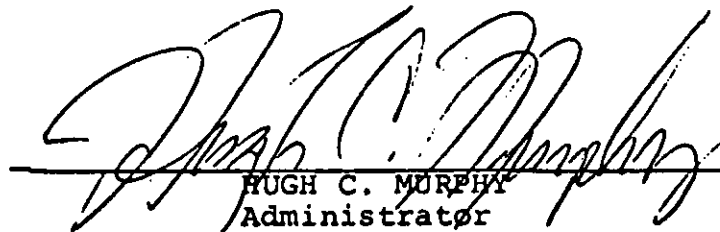


RAY MARSHALL
Secretary, United States
Department of Labor



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-41040

Date July 7, 1977

DEFINITIONS

1. EMPLOYER-----The United States Marine Corps.
2. PROGRAM SUPERVISOR-----Commanding Officer,
Marine Corps Engineer School,
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 appren-
tices and sets forth all the con-
ditions associated therewith, in-
cluding training on the job, relat-
ed technical instruction, and ad-
ministrative responsibilities.
4. WORK EXPERIENCE LOG-----A book issued to each registered
apprentice identifying the occu-
pation, work process training
schedule, hours allocated to each
training task increment in the
work process schedule, and sup-
ervisory certification require-
ments.
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
REFRIGERATION/AIR CONDITIONING REPAIRER/SERVICER
(DOT 637261-026)

1. Participant Designation. Active duty personnel working in the Marine Corps military occupational specialty (MOS) 1161 (Refrigeration/Air Conditioning Repairer-Servicer) are authorized to participate in the program.

2. Job Description. As a result of formal training received in conjunction with MOS qualifications, program participants are able to: care and use tools and test and measurement devices; know refrigeration components, types, sizes of piping, tubing and fittings; complete equipment records and reports; be familiar with safety procedures; cut and thread pipes; flare, bend, and shape tubing; solder, braze and install fittings and components; care for and use of oxyacetylene and prestolite torches; install electrical connections, supply lines and cables; use slings, lines, blocks and falls, chain hoists rollers, dollies and skids; install evaporators and other cooling coils; purge, dehydrate, and charge systems; repair, align and adjust fans and blower sections; disassemble, clean, repair and test run compressors; use grinders, drill presses, lathes, and drill sharpening machines.

3. Related Instruction. A total of 576 hours of formal school and related instruction is required to complete the instructional portion of this program. To satisfy this requirement, a participant must complete the Marine Corps Basic Combat Engineer course plus any of the courses listed in enclosure (1), Schedule of Related Training, to achieve a minimum of 576 hours of related instruction. Credit for courses not listed in enclosure (1) may be awarded upon presentation of authenticated documentation of satisfactory completion. A synopsis of the courses must be submitted with the documentation.

4. Work Experience Functions. Successful completion of 576 hours of related instruction and 8,000 hours of Work Experience Functions (on-the-job training), outlined in enclosure (1), will culminate in the award of a Certificate of Completion of Apprenticeship by the U.S. Department of Labor for the trade of Refrigeration/Air Conditioning Repairer-Servicer.

WORK EXPERIENCE FUNCTION

	Hours
A. General trade orientation	300
Care and use of tools, test and measurement devices	
Introduction to refrigeration components, types and sizes of piping, tubing, fittings.	
Use of equipment records and reports.	
Safety procedures.	
B. Fabrication of System Components	500
Cut, and thread piping.	
Flare, bend and shape tubing.	
Solder, braze, install fittings and components.	
Care and use of oxyacetylene and prestolite torches.	
Use of silver and soft soldering.	
C. System Installation and Connection	1500
Install electrical connections, supply lines and cables.	
Install water service line, air supply ducts.	
Install pressure reduction, expansion, evaporator, and stop valves	
Install suction and discharge lines, gauges, dehydrators, filters, strainers and controls.	
D. Equipment Installation	1000
Use of slings, lines, blocks and falls, chain hoists rollers, dollies and skids.	
Install condensers.	
Prepare compressor and motor bases; install and align compressors and motors	
Install evaporators and other cooling coils.	
E. System Maintenance	1000
Troubleshoot field systems.	
Test pressure and flow	
Check liquid levels.	
Check repair leaks (freon, liquid).	
Purge, dehydrate, charge systems.	
Repair, align, adjust fans and blower sections	
Align pulleys, bearing blocks, belt tension.	

	Hours
F. Equipment Repair	3000
Disassemble and clean, repair/renew, shop tests and test run compressor.	
Repair, pressure test. dehydrate evaporators.	
Remove, replace, disassemble, test clean, calibrate renew defective parts on controls of all types: pneumatic, electrical electro-pneumatic, thermostatic humidity, pressure and vacuum.	
G. Machine Shop Skills	200
Use of grinders, drill presses, lathes, tool and drill sharpening machines.	
H. Specializations	<u>500</u>
TOTAL	8000

SCHEDULE OF RELATED INSTRUCTION

1 of 576 hours of related instruction is required to complete program. Completion of any one or combination of the below courses which equals 576 hours of related instruction or may be taken to satisfy this requirement. Credit for courses listed below may be awarded upon presentation of authenticated documentation of satisfactory completion. A synopsis of the course to be submitted with documentation. Documentation and synopsis for courses not listed below will be forwarded to the organizational training officer.

Course Title	School	Residence	Non-Residence	Credit Hours
Basic Refrigeration Air/Conditioning Mech	MCES	X		240
Journeyman Refrigeration Air Conditioning Mech	MCES	X		394
0 Refrigeration Equipment Repairman	USAES For Belvoir VA		X	387
Refrigeration and Air Conditioning I (Fundamentals)	ACCP, USATSC Newport News, VA		X	10
Refrigeration and Air Conditioning II (Commercial Refrigeration)	Same as above		X	10
Refrigeration and Air Conditioning III (Air Conditioning)	Same as above		X	18
Refrigeration and Air Conditioning IV (Cooling Equipment)	Same as above		X	14

Course Number	Course Title	School	Residence	Non Residence	Credit Hours
EN 522	Electricity I (Fundamentals)	ACCP, USATSC Newport News VA		X	14
EN 113	Construction Print Reading	Same as above		X	10
EN 120	Basic Mathematics	Same as above		X	12
EN 564	Heating and Ventilating I	Same as above		X	15
EN 565	Heating and Ventilating II	Same as above		X	13
EN 566	Heating and Ventilating III	Same as above		X	8
EN 567	Heating and Ventilating IV	Same as above		X	12
9159-3	Utilitiesman 3&2	NAVEDTRA Ellyson, FL		X	144
91596-3A	Utilitiesman 1&C	Same as above		X	108
CDC 54550	Refrigeration & Air Conditioning Specialist	USAF Extension Course Institute, Gunter AFS AL		X	123
CDC 54570	Refrigeration & Air Conditioning Technician	Same as above		X	36
11.14	Refrigeration Mechanic	Marine Corps Institute Marine Barracks Box 1775 Washington, DC		X	25
11.15	Air Conditioning Mechanic	Same as above		X	15

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. Forward one copy to CMC (Code OTTE), one copy placed in Marine's Service Record Book (SRB), and the third copy is to be retained by the Education Officer.

(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) Complete the Personal History Form, (enclosure 3) and forward to CMC (Code OTTE) with enclosure (1).

(4) Complete Military Education, (enclosure 4), and forward a certified copy to CMC (Code OTTE) with enclosure (1).

(5) Complete Civilian Education, (enclosure 5), with certification from the Marine's Service Record Book and forward to CMC (Code OTTE) with enclosure (1).

(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 only half the hours required for the specific program in which they are enrolled. This is provided their previous enlistment was served in as MOS applicable to the relevant apprenticeship program for which they are applying.

(1) A certified photocopy of enclosure (6) of the work log will be forwarded with the registration application to CMC (Code OTTE).

(2) The Commanding Officer or his designated representative will assign credit hours for previous work experience in accordance with MCO 1550.22 and mark accordingly block 16 of enclosure (1).

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 record 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 your unit 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 to 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 record the days away from regular assigned duty.

b. Separation from Active Duty. Status report will be submitted to CMC (Code OTTE) 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 Experience Hourly Record.

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) 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 (Code OTTE) to furnish data available in your records to bring the log up to date.

PRENTICE REGISTRATION APPLICATION (1500)

VMC 11013 (3-77)
0000-00-000-6000 U/1: 3H

- 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

NAME (Last, first, middle)		2. SSN	3. DATE OF BIRTH (Day, Month, Year)	4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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
NAME AND LOCATION OF HIGH SCHOOL FROM WHICH GRADUATED			OR, STATE AND DATE OF GED EQUIVALENCY	
Did you serve on active duty on or after 5 August 1964 and before 8 May 1975?			8. HOME OF RECORD (State)	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
APPRENTICEABLE TRADE FOR REGISTRATION (Give complete title)		10. DOT CODE FOR APPRENTICEABLE TRADE	11. APPRENTICE PROGRAM	

I agree to report to the education officer within 5 to 8 months after date of this application and twice a year thereafter. I understand that my registration is entry and that registration does not guarantee work or duty assignments appropriate to my apprenticeship. I have read and understand the Privacy Act content.

Signature of applicant _____ 12. Date _____

TO BE FILLED IN BY APPLICANT'S COMMANDING OFFICER OR EDUCATION OFFICER

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

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

COMMENTS (if any)

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

INSTRUCTIONS FOR APPRENTICE REGISTRATION APPLICATION

10.

Self-explanatory.

Enter Social Security Number. Example: 399-03-6433

Enter date of birth: Day, Month, Year.

Self-explanatory.

Self-explanatory

Self-explanatory.

A check "X" in the YES block signifies that the registrant is regarded as a Viet Nam veteran by the Department of Labor.

Enter name of state which the registrant calls home.

Enter long title of apprenticeable trade. Example: Camera Repairer. Entries are limited to those apprenticeships authorized by the Commandant of the Marine Corps.

Enter 9-digit DOT code which matches the apprenticeable trade entered in Item 9. The Work Processes Schedule indicates this code.

No entry required.

Self-explanatory.

Self-explanatory.

Enter name and address of command forwarding application.

Enter total term of the apprenticeship (required hours for completion). Example: 6000. The Work Processes Schedule indicates the total term of the apprenticeship.

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 MOSs, 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.

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.

Enter any comments regarding previous work experience, future assignment or next duty, or further explanation of any above item. Entry not mandatory.

Signature of commanding officer, education officer, or his authorized representative.

Title of registrar who signed Item 19.

Enter date that Item 19 was signed. This will be the effective beginning date of the apprenticeship.

APPRENTICE WORK EXPERIENCE HOURLY RECORD (1500)

JAVMC 11015 (3-77)

IN: 0000-00-006-6840 U/1: SH

APPRENTICE 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 IN WORK PROCESSES SCHEDULE																								TOTAL HOURS			
	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		
SUN																												
MON																												
TUES																												
WED																												
HURS																												
FRI																												
SAT																												
TOTAL HOURS																												

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																								TOTAL HOURS			
	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		
SUN																												
MON																												
TUES																												
WED																												
HURS																												
FRI																												
SAT																												
TOTAL HOURS																												

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																								TOTAL HOURS			
	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		
SUN																												
MON																												
TUES																												
WED																												
HURS																												
FRI																												
SAT																												
TOTAL HOURS																												

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																										
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS		
	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			
SUN																													
MON																													
TUES																													
WED																													
THURS																													
FRI																													
SAT																													
TOTAL HOURS																													

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																										
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS		
	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			
SUN																													
MON																													
TUES																													
WED																													
THURS																													
FRI																													
SAT																													
TOTAL HOURS																													

SIGNATURE & TITLE	DATE
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- 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 S, 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.

NAME OF APPRENTICE (Last, first, middle)		2. SSN	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
RACE/ETHNIC GROUP				
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
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)
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
 FROM (Activity submitting report)

ACTION REQUESTED

(check one)

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

Please lift the suspension of registration for the apprentice named above effective: _____ (Date)

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

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.

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

INSTRUCTIONS FOR APPRENTICE PROGRESS/STATUS REPORT

-explanatory.

or Social Security Number. Example: 399-03-6433.

-explanatory.

-explanatory. Must agree with Item 5 of apprentice registration.

ry must agree with Item 7 of apprentice registration.

or name of state which the apprentice calls home.

or long title of apprenticeable trade. Example: Camera Repairer.

**MS 8, 9, 10, and 11 NOT REQUIRED IF SUSPENSION (Item 13) OR CANCELLATION (Item 15) IS
ED.**

or total term of apprenticeship as indicated on Work Processes Schedule. Must agree with Item 15 of "Apprentice
Application."

or number of verified hours of work experience completed prior to registration. Must agree with Item 16 of
Registration Application."

or cumulative number of hours of work experience completed as a registered apprentice. Attach reproduced copy
(or xerox) of every "Work Experience Hourly Record" which shows hours completed since last report.

Item 9 and Item 10 and subtract total from Item 8. Enter result in Item 11.

re and address of activity from which report is submitted.

ck if this is a request for suspension. Suspension retains the apprentice in a temporary inactive status for no more
ar. Request for suspension requires signature of apprentice in Item 17. A request for a suspension may be mailed
Commandant of the Marine Corps by apprentice. No suspension will be carried longer than one year.

ck here if reason for suspension no longer applies. A request for lifting suspension requires signature of apprentice
and signature of Commanding Officer or Education Officer in Item 19.

ck here if this is a request for cancellation. Cancellation removes the apprentice from the apprenticeship pro-
quest for cancellation requires signature of Commanding Officer or Education Officer in Item 19.

ck if apprentice has completed all required work experience, both grand total of hours and total hours in each
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
completed before registration (Item 9), if any, will be distributed equally among the skill area of the trade. A

block requires signatures in Item 17 and Item 19.

ature of apprentice required for Items 8, 9, 10, 11, 13, 14, 15f and 16.

in which signature of apprentice is affixed in Item 17.

ature of commanding officer or education officer submitting report required for Items 8, 9, 10, 11, 13, 14, 15a

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

SAMPLE
under sponsorship of

in accordance with the standards recommended by the

Federal Committee on Apprenticeship

**PAID
COMPLETED**



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