

APPRENTICESHIP PROGRAM FOR MOS OF RADIO 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 advanced 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 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 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 and 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 RADIO MECHANIC APPRENTICESHIP PROGRAM

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

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

Marines holding a primary or secondary 2841, 2851, 2864, or 2866 MOS and who are serving in the MOS may participate in the program.

This is a 6000 hour program which leads to a certification of journeyman in the trade of Radio 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 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 Radio Mechanic.

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

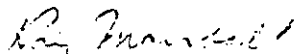
Developed by Headquarters, United States Marine Corps, Washington, D. C., with the assistance of the Bureau of Apprenticeship and Training, Employment and Training Administration, United States Department of Labor, Washington, D. C.

AUTHORITY

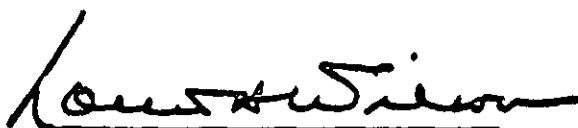
National Apprenticeship Standards for the United States Marine Corps are established by authority of:



W. GRAHAM CLAYTOR JR.
Secretary of the Navy

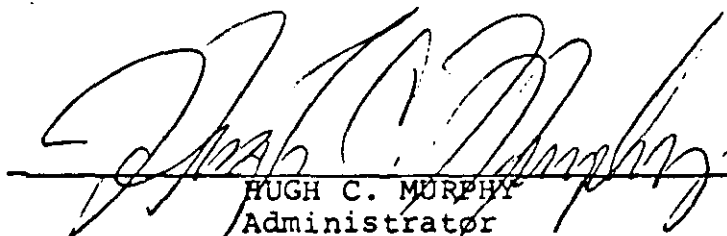


RAY MARSHALL
Secretary, United States
Department of Labor



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-71040

Date July 7, 1977

DEFINITIONS

1. EMPLOYER-----The United States Marine Corps.
2. PROGRAM SUPERVISOR-----Commanding General
Communication-Electronic School
Marine Corps Air Ground Combat Center
29 Palms, California 92278
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
Radio Mechanic
(DOT. 823.261-018)

1. Participant Designation. Marines working in the military occupational speciality (MOS) 2841, 2851, 2861, 2864, or 2866 are authorized to participate in the program.

2. Job Description. As a result of formal training received in conjunction with MOS qualification, participants are knowledgeable in: proper use, care, and storage of handtools and specialized trade tools; performing checks on radio equipment using measurement instruments and test devices; the use of technical manuals and catalogs; the operation of AM, FM, and SSB radio teletypewriter receivers and transmitters; the use of power supplies; the use of basic circuit analysis; isolation of defective parts or components; the use of schematic wiring diagrams and troubleshooting checklists or charts; the removal of equipment from cabinets, cases, or steel boxes; the replacement of defective parts or major components; the repair or replacement of hocks, cords, or cables as required; performing soldering and unsoldering on major components; disassembling receivers and transmitters for repair of major components; performing final test and alignment of radio system components; the installation of radio receivers, radio transmitters, power supplies, public address sets, cable and antennas; testing and alignment for equipment installed for operational readiness; preventive maintenance on communication equipment; maintaining equipment maintenance records; and employing safety practices.

Work Experience Functions

RADIO MECHANIC

(D.O.T. 823.261-018)

	Hours
A. Proper use of Tools, Test Instruments and Schematics	300
Develop skills in the use, care, and storage of hand-tools and specialized trade tools.	
Perform checks on radio equipment using measuring instruments and test devices.	
Utilize technical manuals and catalogs.	
B. Operation of Communication Equipment	300
AM, FM, SSB Radio Teletypewriter receivers and transmitters.	
Power supplies.	
C. Inspection and Troubleshooting of Communication Equipment	1800
Use basic circuit analysis and theory of operation on AM, FM, SSB and radio teletypewriter receivers and transmitters.	
Localize problem to assembly, sub-assembly and/or component.	
Isolate defective part or component visually and/or with test equipment.	
Utilize schematic wiring diagram and troubleshooting checklists or charts.	
Remove equipment from cabinet, cases or steel boxes as required to complete troubleshooting procedure of major component.	
D. Repair of Communication Equipment	1200
Replace defective part or major component.	
Repair or replace hocks, cords or cables as required.	

Clean and visually check AM, FM, SSB and Radio Teletypewriter receivers and transmitters after repair.

Perform soldering and unsoldering on major components.

Disassemble receivers and transmitters for repair of major components.

Reassemble receivers and transmitters after completed repairs.

Perform final test and alignment of radio system components.

E. Installation of Communication Equipment 900

Radio receivers.

Radio Transmitters.

Power supplies.

Public address sets.

Cables and antennas.

Test and align installed equipment for operational readiness as a part of the system.

F. Preventive Maintenance on Communication Equipment 900

Apply clean up and preventive maintenance procedures on AM, FM, SSB and teletypewriter equipment.

Maintain equipment maintenance records.

G. Miscellaneous and Safety 600

Employ safety practices related to each operation being performed.

Apply first aid as required on the job.

TOTAL 6000

Schedule of Related Instruction

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>SCHOOL</u>	<u>HOURS CREDIT</u>
DD 2800/ 5900	Fundamentals of Digital Logic	MCCES	80
DF 2800/ 5900	Basic Electronics School	MCCES	376
DT 28XX/ 59XX	Technician Theory Course	MCCES	608.5
TF 2800	Radio Fundamentals Course	MCCES	240
TQ 2811	Telephone Switchboard Rep Crs	MCCES	431.5
TP 2818	Teletype Repair Course	MCCES	570
TY 2827	Mobile Data Communication Terminal Technician Course	MCCES	560
TJ 2829	Mobile Communication Central Technician Course	MCCES	279
TG 2841	Ground Radio Repair Course	MCCES	771
TA 2851	Aviation Radio Repair Course	MCCES	476
TT 2861	Radio Technician Course	MCCES	719
TT 2866	Aviation Radio Technician Course	MCCES	457
RG 5931	Ground Radar Repair Course	MCCES	772
RG 5932	FADAC Radar Repair Course	MCCES	847
RG 5933	Artillery Electronics Repair Course	MCCES	819
RE 5934	Weapons Location Equipment Repair Course	MCCES	1059

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>SCHOOL</u>	<u>HOURS CREDIT</u>
RQ 5935	Counter Mortar Radar Repair Course	MCCES/Ft. Sill	660
RH 5936	Ground Radar Technican Course	MCCES	1621
RB 5942	Aviation Radar Repairperson Course	MCCES	1316
RC 5943	Aviation Fire Control Repair Course	MCCES	835
RA 5945	Aviation Radar Repair Course (C)	MCCES	1097
RT 5947	Aviation Fire Control Technician Course	MCCES	760
RD 5948	Aviation Radar Technician Course	MCCES	1631
RJ 5962	Tactical Air Command Central Repair Course	MCCES	1194
RJ 5963	Tactical Air Operations Central Repairperson Course	MCCES	1225
RQ 5964	Tactical Data Communications Central Repairperson Course	MCCES	1578
RM 5974	Tactical Air Command Central Technician Course	MCCES	1511
RS 5977	Tactical General Purpose Computer Technician Course	MCCES	1528
RP 5978	Tactical Data Communications Computer Technician Course	MCCES	1480

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.

- 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 8 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO			8. HOME OF RECORD (State)
9. APPRENTICEABLE TRADE FOR REGISTRATION (Give complete title)		10. DCT 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 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 _____

TO BE 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
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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 Nam 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 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.
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.

APPRENTICE WORK EXPERIENCE HOURLY RECORD (1500)

NA/VC 11015 (3-77)

SN: 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																												
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																												

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																													
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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
-------------------	------

PERSONAL HISTORY

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE INT.</u>
<u>RANK</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>DATE OF BIRTH DAY/MONTH/YEAR</u>
<u>PLACE OF BIRTH</u>		
<u>PERMANENT HOME OF RECORD</u>		

SIGNATURE OF APPRENTICE

DATE

CIVILIAN EDUCATION

HIGH SCHOOL OR GED/	NAME, ADDRESS, ZIP CODE/	GRAD. DATE
COLLEGE OR GED/	NAME, ADDRESS, ZIP CODE/	GRAD. DATE
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														
R														
S														
T														
U														
V														

- A. USE OF TOOLS
- B. USE OF TEST INSTRUMENTS
- C. USE OF SCHEMATICS
- D. USE OF MEASUREMENT INSTRUMENTS
- E. USE OF TECHNICAL MANUALS
- F. POWER SUPPLIES
- G. TROUBLESHOOTING
- H. BASIC CIRCUIT ANALYSIS
- I. LOCALIZE PROBLEMS
- J. REPLACE DEFECTIVE PARTS
- K. REPLACE COMPONENTS
- L. REPAIR HOOKS, CORDS OR CABLES
- M. TELETYPEWRITERS
- N. SOLDERING/UNSOLDERING
- O. RECEIVERS
- P. TRANSMITTERS
- Q. PUBLIC ADDRESS SETS
- R. PREVENTIVE MAINTENANCE
- S. MAINTENANCE RECORDS
- T. SAFETY

CERTIFICATION OFFICIAL

TITLE

APPRENTICE PROGRESS/STATUS REPORT (1500)
 NAVMC 11014 (3-77)
 SN: 0000-00-006-6840 U/I:SH

- 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.

1. NAME OF APPRENTICE (<i>Last, first, middle</i>)		2. SSN		3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
4. 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
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 (<i>State</i>)	
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: 399-03-6433.
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) IS 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.

