

**NATIONAL**  
**GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

developed by

**Lockheed Martin Corporation**  
**6801 Rockledge Drive**  
**Bethesda, Maryland 20817**

for the occupation of

**Information Technology Specialist**

**O\*NET-SOC CODE: 15-1071.00**

**RAPIDS CODE: 1132CB**



**DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**APPROVED AND CERTIFIED BY THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**BY: \_\_\_\_\_**  
**JOHN V. LADD, ADMINISTRATOR**  
**OFFICE OF APPRENTICESHIP**

**CERTIFICATION DATE: \_\_\_\_\_**

**CERTIFICATION NUMBER: \_\_\_\_\_**

## **FOREWORD**

Lockheed Martin recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the aerospace industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each Sponsor that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the Sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed by the Sponsor, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsor with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

### **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that are approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures, must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plan and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR  
APPRENTICESHIP STANDARDS**

Lockheed Martin hereby officially adopts these National Guidelines for Apprenticeship Standards on this 8<sup>th</sup> day of July, 2009.

\_\_\_\_\_

Shan Cooper

Lockheed Martin Information Systems & Global Services  
Human Resources Vice President

Shan Cooper\_\_\_\_\_

Printed Name

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

**(SAMPLE)**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**Lockheed Martin Corporation**

**6801 Rockledge Drive  
Bethesda, Maryland 20817**

Note: These National Guidelines were developed by the Lockheed Martin Corporation (LMC) Information Systems & Global Services (IS&GS) business area for use by any participating LMC business areas or business units.

**FOR THE OCCUPATION OF**

**Information Technology Specialist**

**O\*NET-SOC CODE: 15-1071.00**

**RAPIDS CODE: 1132CB**

**APPROVED BY**

**(REGISTRATION AGENCY)**

*These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29, CFR parts 29 and 30 when tailored to a sponsor’s apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up-to-date.*

## TABLE OF CONTENTS

DESCRIPTION	PAGE
FOREWORD.....	iii
DEFINITIONS .....	vi
SECTION I PROGRAM ADMINISTRATION.....	1
SECTION II EQUAL OPPORTUNITY PLEDGE .....	2
SECTION III AFFIRMATIVE ACTION PLAN .....	3
SECTION IV QUALIFICATIONS FOR APPRENTICESHIP.....	3
SECTION V SELECTION OF APPRENTICES .....	5
SECTION VI APPRENTICESHIP AGREEMENT .....	5
SECTION VII RATIO OF APPRENTICES TO JOURNEYWORKERS.....	5
SECTION VIII TERM OF APPRENTICESHIP .....	5
SECTION IX PROBATIONARY PERIOD .....	6
SECTION X HOURS OF WORK .....	7
SECTION XI APPRENTICE WAGE PROGRESSION.....	7
SECTION XII CREDIT FOR PREVIOUS EXPERIENCE.....	8
SECTION XIII WORK EXPERIENCE .....	9
SECTION XIV RELATED INSTRUCTION .....	9
SECTION XV SAFETY AND HEALTH TRAINING .....	9
SECTION XVI SUPERVISION OF APPRENTICES .....	10
SECTION XVII RECORDS AND EXAMINATIONS .....	10
SECTION XVIII MAINTENANCE OF RECORDS .....	11
SECTION XIX CERTIFICATE OF COMPLETION OF APPRENTICESHIP.....	11
SECTION XX NOTICE TO REGISTRATION AGENCY.....	12
SECTION XXI CANCELLATION AND DEREGISTRATION .....	12
SECTION XXII AMENDMENTS OR MODIFICATIONS.....	12
SECTION XXIII ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE.....	12
SECTION XXIV TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION.....	14
SECTION XXV RESPONSIBILITIES OF THE APPRENTICE.....	14
SECTION XXVI TECHNICAL ASSISTANCE.....	15
SECTION XXVII OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS: .....	16

Appendix A - Sample Work Process Schedule and Related Instruction Outline

Appendix B - AER Sponsor Manual and Sample Apprenticeship Agreement

Appendix C - Template Affirmative Action Plan

Appendix D - Qualifications and Selection Procedures

## FOREWORD

### OUR BUSINESS NEED

Lockheed Martin Corporation is the world's leading systems integrator. The company is headquartered in Bethesda, Maryland, and employs about 156,000 people worldwide engaged in the research, design, development and the manufacture and integration of advanced technology systems, products, and services. Lockheed Martin's growth is driven by an ability to perform and measure the success of our performance in relation to the needs of our customers. Our ability to sustain business growth is driven by our agility and the strength of our competencies in strategic areas, specifically in the area of Information Technology.

### OUR APPROACH

We have forecasted that our talent needs will not be met solely by collegiate talent. These ***National Guidelines for Apprenticeship Standards*** are the foundation on which Lockheed Martin will establish an apprenticeship training program that provides an avenue to develop key talent for its businesses. Lockheed Martin will sponsor both high school and veteran apprentices to fill the talent gap.

#### High School Apprentices Strategy:

A specific focus of these Standards will be the recruitment, training, and retention of high school students. These students will be exposed to careers in science, math, engineering, and technology with a specific emphasis on Information Technology (IT). The three-and-a-half-year program will engage high school sophomores and provide training and education regarding IT as well as personal and professional development. Upon completion of a high school education and successful completion of the training, participants will be offered full-time employment with the company.

By targeting training and development of students, Lockheed Martin readily displays its continued devotion to developing individuals who desire careers in science, technology, math, and engineering.

#### Veteran Apprenticeship Strategy:

A specific focus of these Standards will be the recruitment of honorably discharged veterans by including the Military Veterans Direct Entry Provisions as part of the registered Selection Procedures and, when feasible, the recruitment of veterans participating in a U.S. Department of Veterans Affairs Vocational Rehabilitation and Employment Service early-intervention, seamless-transition program designed to assist veterans who are transitioning into the workforce.

Honorably discharged veterans who have completed military technical training and/or participated in a registered apprenticeship program while in the military may be admitted directly into the Lockheed Martin Apprenticeship Program. Lockheed Martin will evaluate each apprentice's previous experience, education, and level of performance; grant the appropriate credit on the term of apprenticeship; and provide the appropriate apprentice salary.

## **OUR APPRENTICESHIP STRATEGY**

### ***The Foundation***

Both initiatives will set the foundation for potential growth within the Lockheed Martin Corporation. These IT Specialists I and II will focus on core disciplines recognized nationally by the Office of Personnel Management. These disciplines are listed below:

- Security
- Systems Analysis
- Application Software
- Operating Systems
- Network Services
- Data Management
- Internet
- Systems Administration
- Customer Support
- Policy and Planning

### **IT Specialist I**

The apprenticeship initiative will target high school students who have a demonstrated interest and aptitude for careers in technology. These individuals will take part in nearly 40 months of learning experiences and on-the-job learning (OJL) to be brought to a level of proficiency in the field of IT.

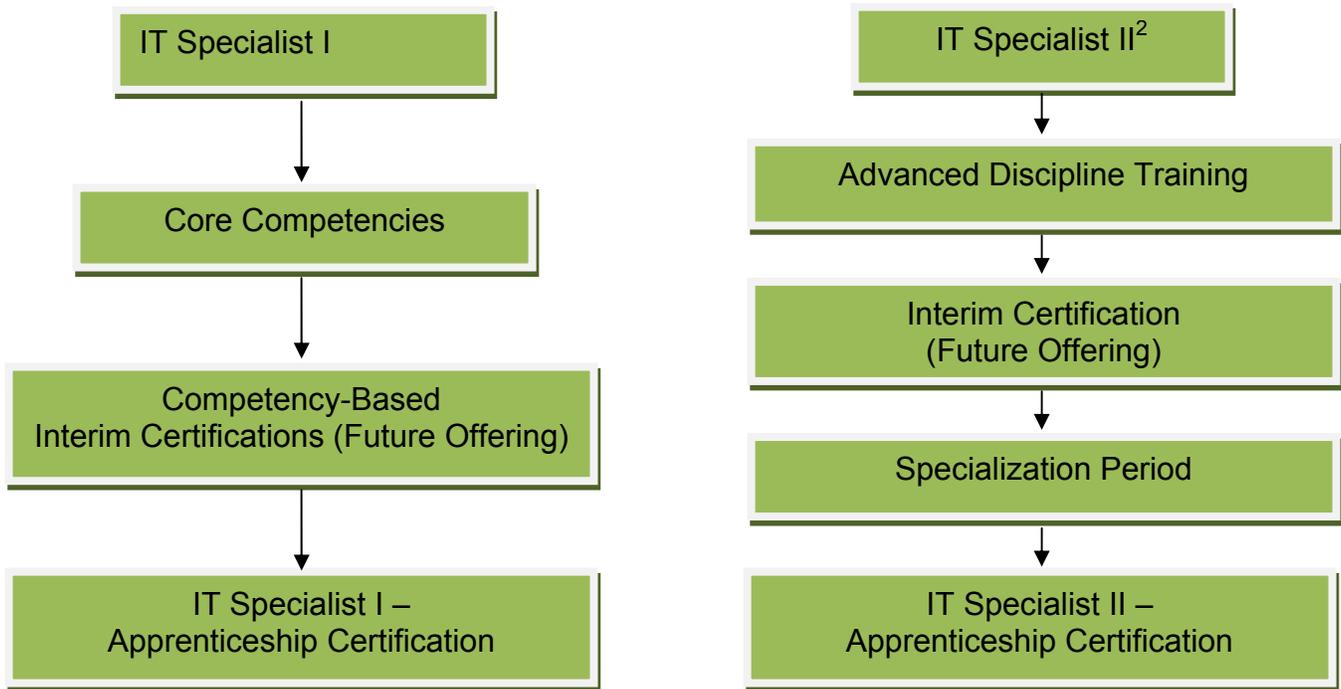
Participants in this program will learn core functions of IT and will receive interim credentials based on successful completion of each competency. Upon completing all disciplines, participants will receive a certificate as an IT Specialist I and be offered full-time employment within the company.

### **IT Specialist II**

Apprentices in this program will have a proven level of existing competence and aptitude for the field of IT, based on prior military education and/or experience. Upon entrance into the program, participants will be offered full-time employment and will embark in OJL and formal learning experiences throughout the course of the initiative.

These individuals will engage in nearly 24 months of advanced competency-based training. Once advanced training has been completed, individuals will select an area of specialization within the core competencies based on their own personal career interests with special consideration of business needs.

## Career Relationship of IT Specialist I and IT Specialist II



### Discipline Focus Areas

IT Specialist I <sup>1</sup>	IT Specialist II <sup>2</sup>	
<ul style="list-style-type: none"> <li>• Application Software</li> <li>• Network Services</li> <li>• Customer Service</li> <li>• Systems Analysis</li> <li>• Data Management</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Operations</li> <li>• Network Services</li> <li>• Systems Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and Planning</li> <li>• Applications Software</li> <li>• Internet</li> </ul>

\*Core Competencies are prerequisite for entrance into program.

<sup>1</sup> Focus Population High School Students  
<sup>2</sup> Focus Population Disabled Veterans

## **DEFINITIONS**

### **APPRENTICE**

Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

### **APPRENTICE ELECTRONIC REGISTRATION (AER)**

Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

### **APPRENTICESHIP AGREEMENT**

The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

### **APPRENTICESHIP COMMITTEE (COMMITTEE)**

Apprenticeship Committee (Committee) means those persons designated by the Sponsor to act as an agent for the Sponsor in the administration of the program. A committee may or may not be joint as follows:

1. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
2. A non-joint committee, also be known as a unilateral or group non-joint (may include workers) committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

### **CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

### **CERTIFICATE OF TRAINING**

A Certificate of Training may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices documented as successfully completing an approved defined career lattice component of the apprentice training requirements as outlined in the Work Process Schedule of these Standards of Apprenticeship.

## **COMPENTENCY/PERFORMANCE-BASED OCCUPATION**

Competency/performance-based apprenticeship occupations are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time-based work experience and on-the-job learning requirements. Therefore, work process schedules and related instruction outlines must specify approximate time of completion or attainment of each competency, which can be applied toward the 2,000-hour (1 year) minimum requirement (competencies demonstrated notwithstanding and assuming no credit for previous experience). In competency/performance-based occupations, apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion or attainment due to the open entry and exit design.

## **ELECTRONIC MEDIA**

Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

## **EMPLOYER**

Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

## **INTERIM CREDENTIAL**

Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement. Program sponsors shall identify and define all interim credentials and include that list in their Program Standards. Interim credentials can be issued only for recognized components of an apprenticeable occupation, identified by an appropriate job task analysis.

## **JOURNEYWORKER**

A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

## **O\*NET-SOC CODE**

The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The

O\*NET classification uses an eight-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

### **ON-THE-JOB LEARNING (OJL)**

OJL includes tasks that the apprentice must become proficient at before a completion certificate can be awarded. Learning must be a structured, supervised work experience.

### **PROGRAM SPONSOR**

The Program Sponsor's name is used for the Standards of Apprenticeship that will be registered and that person will have the full responsibility for administration and operation of the apprenticeship program.

### **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS)**

The federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

### **REGISTRATION AGENCY**

Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

### **RELATED INSTRUCTION**

An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

### **STANDARDS OF APPRENTICESHIP**

This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

### **SUPERVISOR OF APPRENTICE(S)**

This individual is designated by the program sponsor to supervise or have charge and direction of an apprentice.

### **TRANSFER**

A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

## **SECTION I – PROGRAM ADMINISTRATION - (Sample)**

### ***Governance***

Program Sponsors may establish an Apprenticeship Training Committee (ATC) to provide oversight of the IT Specialist Apprenticeship Program for Lockheed Martin. This committee will carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. The ATC will provide guidance and direction for all major changes or revisions to these Standards. The Program Sponsor will provide a list of the membership and the areas of expertise they represent and must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a sponsor may also elect to administer the program without the services of an ATC.

### **Structure of the Apprenticeship and Training Committee (ATC)**

- A. Members of the ATC will be selected by the groups they represent.
- B. Membership will be composed of representatives appointed by the Sponsor. A minimum of two members must be journeyworkers in one of the occupations covered under this program.
- C. Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, state apprenticeship agencies, and vocational schools may be requested to advise the ATC.

### **ATC Administrative Procedures**

- A. The ATC will elect a Chairperson who will determine the time and place of regular meetings, which will take place every six (6) months.
- B. The Chairperson will have the power to vote on all questions affecting apprenticeship
- C. The Chairperson should rotate among members of the ATC.

### **Program Administration**

Each business within Lockheed Martin that chooses to follow these Standards of Apprenticeship will have a Supervisor of Apprentices. This individual will be responsible for the general administration of the program including, but not limited to the following tasks:

- A. All local Standards of Apprenticeship will be registered with, and approved by the Vice President of Human Resources prior to being submitted to the appropriate Registration Agency for local implementation.
- B. Ensure adherence to the National Guideline Standards
- C. Create and execute strategy for recruitment and selection of apprentices as outlined in this program
- D. Ensure that apprentices are underwritten Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency

- E. Review, recommend, and execute apprenticeship activities in accordance with this program
- F. Establish the minimum standards of education and experience required of apprentices
- G. Meet at least every month to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling, and other training activities. Written minutes of the meeting will be kept.
- H. Determine the quality and quantity of experience on the job that apprentices should have and make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- L. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- M. Certify that apprentices have successfully completed their apprenticeship program.
- N. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- O. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies that can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned: apprentices, employers, and journeyworkers

**SECTION II – EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Lockheed Martin will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable).

**SECTION III – AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b)(21) and 30.4**

If the Sponsor employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

**SECTION IV – QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)**  
**(EXAMPLES)**

***IT Specialist I***

Applicants will meet the following minimum qualifications:

A. Age

Applicants for the apprenticeship must be 16 years of age or any older minimum age as required by local law, and if the student is under 18 years of age, a Parent or Guardian must sign the Apprenticeship Agreement, and the student must have or obtain a work permit, in order for the apprentice to be registered with the Lockheed Martin IT Apprenticeship Program.

B. Education

Applicants for apprenticeship must be full-time high school students in good standing, have a cumulative GPA of 2.50 on a 4.00 scale or higher, and have scored at least 70 percent in both reading and mathematics on the most current standardized academic measurement that is available. The applicant must complete a Lockheed Martin Apprenticeship Orientation Program at his/her school on school time, and a parent or guardian must also complete an evening Lockheed Martin Apprenticeship Orientation Program at his/her child's high school.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

All applicants are required to complete a drug test, and may be subject to a physical agility or fitness test, on acceptance into the program and prior to being employed.

D. Security

Students and their parents must agree to standard Lockheed Martin security screening processes necessary to maintain the integrity of the company as a federal contractor.

E. Attendance

Students cannot have excessive unexcused absences during the program.

F. Required Skills

Applicants must have excellent written and oral communications skills and experience working successfully in a teamwork oriented environment, as listed in Appendix A-1.

G. Convictions

In most cases a person convicted of a felony offense will not be eligible for the Apprenticeship Program or for employment.

## ***IT Specialist II***

Applicants will meet the following minimum qualifications:

A. Age

Applicants for the apprenticeship must be at least 18 years of age.

B. Education

A bachelor's or associate's degree from an accredited college in a related discipline is required or equivalent experience and combined education; e.g., military education and experience in a related occupation. Veterans who completed military technical training and/or participated in a registered apprenticeship program while in the military may be admitted directly into the Lockheed Martin Apprenticeship Program.

A high school diploma or GED equivalency is required. Applicant must provide official transcripts for high school and post-high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are Veterans and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

All applicants are required to complete a drug test, and may be subject to a physical agility or fitness test, on acceptance into the program and prior to being employed.

D. Security

Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Failure to timely secure and maintain a required U. S. Government clearance or access may result in reassignment or termination.

E. Attendance

Participants will follow all laws, guidelines and procedures of the business unit regarding time and attendance.

F. Required Skills

Applicants must have excellent written and oral communication skills and experience working successfully in a teamwork-oriented environment. The candidate needs to have developed proficiency in Microsoft Office applications (MS Word, Excel, PowerPoint) and possess the ability to rapidly learn multiple software applications and competencies listed in Appendix A-2.

G. Convictions

In most cases a person convicted of a felony offense will not be eligible for the Apprenticeship Program or for employment.

**SECTION V – SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

**SECTION VI – APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by Lockheed Martin and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer. An additional copy will be provided to the Veteran’s State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor’s written rules and policies, and the Apprenticeship Agreement.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII – RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be **one (1) apprentice to one (1) journeyworker**. This ratio should provide the number of **IT Specialists I/IT Specialists II** necessary for the future needs of the employer.

**SECTION VIII – TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

***IT Specialist I***

The term of apprenticeship for the ***IT Specialist I*** occupation shall be a period of approximately 3,800 hours of on-the-job learning supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A-2). Full credit will be given for the probationary period.

This is a competency-based apprenticeship program and is not constrained by time. The term of apprenticeship will generally include 3 years of OJL that will coincide with the apprentice’s 11<sup>th</sup> and 12<sup>th</sup> grades of high school, and a minimum of 15 months of

full-time employment after graduating from high school. The term of apprenticeship will provide sufficient OJL to enable the apprentice to attain the required competencies for the IT Specialist I occupation. Lockheed Martin will determine when the apprentice satisfactorily completes all competency requirements, including the hours of structured OJL and the hours of related instruction. Lockheed Martin will request a Certificate of Completion of Apprenticeship when the apprentice demonstrates a level of competency and proficiency equivalent to a journeyworker-level employee.

### ***IT Specialist II***

The term of apprenticeship for both the IT Specialist II occupation shall be a period of approximately 3,800 (2 years) hours of OJL supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outlines (Appendix A-2). Full credit will be given for the probationary period. This is competency-based apprenticeship program and is not constrained by time. The term of apprenticeship will generally include 2 years of OJL. The apprenticeship program will provide sufficient OJL to enable the apprentice to attain the required competencies for the IT Specialist II. Lockheed Martin will determine when an apprentice satisfactorily completes all competency requirements, including the hours of structured OJL and the hours of related instruction. Lockheed Martin will request a Certificate of Completion of Apprenticeship when the apprentice demonstrates a level of competency and proficiency equivalent to a journeyworker-level employee.

## **SECTION IX – PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)**

### ***IT Specialist I***

All applicants selected for apprenticeship will serve a probationary period of not less than the first 928 hours of on-the-job learning and related instruction.

During the probationary period, either the apprentice or the Sponsor may terminate the Apprenticeship Agreement without stated cause by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in the on-the-job learning and related instruction as well as any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

Following the probationary period, Lockheed Martin will apply the same performance, standards of conduct and disciplinary policies to apprentices as it would to other Lockheed Martin employees. If an individual apprenticeship agreement must be terminated as a result, Lockheed Martin will give notice to the Registration Agency.

### ***IT Specialist II***

The first 960 hours of OJL and related instruction of the apprenticeship term shall constitute a probationary period.

During the probationary period either the apprentice or the Sponsor may terminate the

Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in the on-the-job learning and related instruction as well as any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. Lockheed Martin will apply the same performance, standards of conduct, and disciplinary policies to apprentices as it would to other Lockheed Martin employees. If an individual apprenticeship agreement must be terminated, Lockheed Martin will provide written notice to the apprentice and to the Registration Agency of the final action taken.

#### **SECTION X – HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes or would be improper under applicant state laws regarding employment of persons under 18 years of age.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

#### **SECTION XI – APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)**

##### ***IT Specialist I***

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship, based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate. The percentages to be applied to the applicable journeyworker rate are on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

## ***IT Specialist II***

Apprentices will be paid a progressively increasing salary during their apprenticeship based on the apprentice's performance, their position on the Salary Range, Lockheed Martin's salary planning budget, the acquisition of skill and competence, both on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience, related instruction records and reports, and the apprentice's performance review.

During the two years of apprenticeship, the apprentice is considered for annual salary increases per the normal Lockheed Martin merit pay guidelines. Apprentice Salary Schedules are included in the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

The entry-level salary of an apprentice will be determined based on the apprentice's previous experience and education; therefore, the starting salary may vary from one apprentice to another.

### **SECTION XII – CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and other documentation, such as official transcripts for college or post-high school education and training to substantiate the claim. Veterans must submit a DD-214 to verify military training and/or experience. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning of the Salary Range. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job learning and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will generally be advanced to a salary that is compatible with the demonstrated level of performance. The Registration Agency will be advised of any credit granted and the salary to which the apprentice is advanced.

The granting of advanced standing will be applied fairly and reasonably to all apprentices.

**SECTION XIII – WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

Apprentices shall be provided training and work experience in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker and in accordance with the Sample **Work Process Schedule** and **Related Instruction Outline** as documented in the respective appendix for the occupation. The Apprentice will be trained in safety practices related to all performed operations. The OJL will be under the direction and guidance of the Supervisor of Apprentices.

**SECTION XIV – RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each segment of training, each apprentice is required to participate in coursework related to the job, as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the IT Specialist I/II for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aides and equipment it deems necessary to provide quality instruction. In cities, towns, or areas that do not have post-secondary technical education institutions that can furnish related instruction, the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and Registration Agency.

Apprentices will be paid for hours spent attending related instruction classes.

If applicable, the Sponsor should inform each apprentice of the availability of college credit through the local community college or state university system.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction or OJL without an explanation satisfactory to the Sponsor, the Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To every extent possible, related instruction will be reasonably correlated with the practical experience and OJL. The Sponsor will monitor and document the apprentice's progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be examined and monitored.

**SECTION XV – SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices, both on the job and in related instruction, that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

#### **SECTION XVI – SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

Lockheed Martin will be responsible for the training of the apprentice, both on the job and with coursework related to the job, as outlined in Appendix A.

Lockheed Martin shall designate a Supervisor of Apprentices to oversee the following tasks:

- A. Coordinate the activities of apprentices in their organization
- B. Chair the ***Apprentice Committee*** for their organization
- C. Provide support to mentors who oversee the apprentices' OJL
- D. Make regular reports to Lockheed Martin Human Resources of the status of the progress of the apprentice's training and work experience
- E. Serve as the point of contact for the organization's Apprenticeship Program
- F. Coordinating the education, training, and on-the-job learning activities of the apprentices
- G. Conducting periodic reviews and assessments of the apprentice's work and progress, all competency requirements, including the hours of structured OJL and the hours of related instruction
- H. Enforcing the rules of the ***IT Specialist Apprentice Program*** sponsored by Lockheed Martin Information Systems & Global Services
- I. Submitting periodic progress reports to Lockheed Martin ***Apprenticeship Program Manager***
- J. Making sure that other team members understand the apprentice's role and extend support and guidance, as needed
- K. Providing for a safe work environment

No apprentice will be allowed to work without direct journeyworker supervision.

#### **SECTION XVII – RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job learning and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of his/her completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job learning progress is found to be unsatisfactory, the Sponsor may determine whether the

apprentice will continue in a probationary status or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

#### **SECTION XVIII – MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)**

The Sponsor will maintain, for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application, and selection of apprentices and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Department of Labor Office of Apprenticeship.

#### **SECTION XIX – CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

In order to be eligible to be awarded a Certificate of Completion of Apprenticeship, ***an apprentice must successfully complete both*** the required ***related instruction*** and ***OJL*** while in the employ of and under the supervision of a registered apprenticeship program Sponsor.

Upon completion of the term of apprenticeship, Lockheed Martin shall advise the Apprenticeship and Training Committee ***in writing***, attesting to the satisfactory completion of the apprenticeship in accordance with the Standards including the date upon which it was completed, and request that a Certificate of Completion of Apprenticeship be issued by the Committee for award to the apprentice.

Whenever federal, state, or local license or certification is ***required*** to work or practice in an occupation, Lockheed Martin shall provide the Apprenticeship and Training Committee with ***written*** evidence that the apprentice has attained the required license or certification ***prior*** to the completion of apprenticeship.

#### **Certificate of Training**

A Certificate of Training may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices documented as successfully completing a defined career lattice component of the apprentice training requirements as outlined in the Sample Work Process Schedule of these Standards of Apprenticeship.

**SECTION XX – NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)**

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XXI – CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)**

These Standards will, upon adoption by the Sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

**Lockheed Martin Corporation** reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the Sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations or procedures.

Within 15 days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

**SECTION XXII – AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by the Sponsor, provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII – ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)**

Either the Lockheed Martin or the apprentice may consult with the representative of the Apprenticeship and Training Committee should differences of opinion arise in the interpretation of any provision of these Standards.

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue.

### **Title 29 CFR 29.7(k)**

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within 15 days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within 30 days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

Esteria Johnson  
Lockheed Martin Strategic Development Programs Manager  
230 E. Mall Blvd  
Building 100, M9100  
King of Prussia, Pennsylvania 19406

### **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Lockheed Martin (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The Sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION XXIV – TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION Title 29  
CFR 29.5(13)**

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor:
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The Sponsor may transfer an apprentice, with his/her consent, from one department/division to another to provide continuous employment and to assure the apprentice more complete OJL experience in all aspects of the occupation.

***Layoff of Apprentices***

When necessary to lay off apprentices, such layoff shall be in accordance with the Human Resources policy of Lockheed Martin Information Systems & Global Services.

***Inactive Program Status***

If a registered program Sponsor has no registered apprentice involved in an on-the-job learning or related instruction activity for a 1-year period, the Committee shall place the program in inactive status and notify the Sponsor of the inactive status.

- A. A Sponsor may reactivate an inactive program within a 1-year period after placement in inactive status by registering a new apprentice.
- B. After one year in inactive status, the program may be reactivated by the Council only after a review of the Standards, work processes, and related instruction to ensure they are current with industry practices.

**SECTION XXV – RESPONSIBILITIES OF THE APPRENTICE (EXAMPLES ONLY)**

Apprentices, having read these Standards formulated by the Lockheed Martin and signed an Apprenticeship Agreement with the Sponsor, agree to all the terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled **IT Specialist I/II**.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.

- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received OJL and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.

The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

### ***Retention Criteria***

- A. Apprentices must continue to successfully meet the Apprenticeship Program criteria, including satisfactory participation in instruction, the completion of all assignments, and the demonstration of a cooperative and positive attitude. Apprentices must be self-motivated, demonstrate good teamwork, and demonstrate satisfactory technical and professional learning by obtaining a minimum of 70 percent on all course assessments to remain in the IT Specialist I and IT Specialist II Apprenticeship Programs.
- B. Apprentices, as Lockheed Martin employees, are required to adhere to all company policies. Any breach of company policy is grounds for dismissal from the Apprenticeship Program.
- C. Dismissal by an Assignment Manager from an OJL assignment is grounds for dismissal from the Apprenticeship Program.
- D. Failure to improve while on a Lockheed Martin Performance Improvement Program is grounds for probation or dismissal from the Apprenticeship Program.

### **SECTION XXVI – TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, and private and/or public agencies to provide consultation and advice for the successful operation of their training program.

### ***Right to Visit***

Any Council member, the Director of Apprenticeship and Training, or designee shall have the right to visit any job site where apprentices are employed or apprentice related instruction classes are in session, in order to determine compliance with Apprenticeship Standards.



**LOCKHEED MARTIN CORPORATION**  
**Standards of Apprenticeship**

**Appendix A**  
**Work Process Schedule and Related Instruction**  
**Outline**

## APPENDIX A

The following section contains work process, training outline, and related instruction for the **IT Specialist I** and **IT Specialist II**. Criteria for each apprenticeship occupation are segregated into three distinct parts.

**Part I: Work Process** – This section delineates the general outline of basic, high-level requirements that each participant will need to satisfy including projects, coaching, job shadowing, and training.

**Part II: Outline of Related Instruction** – This section outlines specific formal training that each participant will be required to complete as a part of the apprenticeship activity.

**Part III: Performance Criteria and Competencies** – In support of this competency-based apprenticeship model, this section identifies key existing roles within Lockheed Martin, in which the apprentice will be able to perform as a product of this program. These roles are categorized by specific IT competency (as listed below) and explain what technical knowledge and professional behaviors will be evident as a product of achieving proficiency in these areas.

### Competency Areas

IT Specialist I <sup>3</sup>	IT Specialist II <sup>4</sup>
<ul style="list-style-type: none"><li>• Application Software</li><li>• Network Services</li><li>• Professional Development</li><li>• System Administration</li><li>• Information Technology</li><li>• Data Management</li></ul>	<ul style="list-style-type: none"><li>• Security</li><li>• Operations Systems</li><li>• Systems Administration</li><li>• Network</li><li>• Group Project</li><li>• Policy and Planning</li><li>• Internet</li></ul>

<sup>3</sup> Focus Population High School Students

<sup>4</sup> Focus Population Disabled Veterans

# Information Technology Specialist I

## APPENDIX A-1

### WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Year 1 (266 Hours = 266 Training) — Junior Year	
Work Process	Hours
<b>Orientation to the Lockheed Martin Work Environment.</b> The apprentice will be introduced to senior leadership personnel. He/she will become aware of mission and business objectives. He/she will also gain exposure to required processes as well as safety and security policies. Tips for succeeding in the workplace will be reviewed with him/her.	8
<b>Specific Business Area Knowledge.</b> The manager will provide the apprentice with a detailed overview of the organization's work process and how it relates to other organizations within the company.	8
<b>Meet with the Mentor and Learning and Development Coordinator (L&amp;D).</b> The apprentice will meet with assigned mentor and L&D Coordinator to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of his/her apprenticeship experience.	12
<b>Professional and Technical Training.</b> The apprentice will learn new skills that will equip him/her to handle employee relations and responsibilities competently. <b>Professional Development.</b> Communications, Customer Service, Diversity, and Ethics <b>Technical Development.</b> Operating Systems, Systems Admin, Network, and Security	110
<b>Project #1. Robotics.</b> This course teaches participants to create, program, and operate a programmable robot. The objective of the course is to develop technical, project management, teambuilding, and interpersonal skills that will increase apprentices' ability to transition into productive roles in their work rotations. At the end of the class, the robot must run well, move on command, and build by following directions.	40
<b>Project #2.</b> The apprentice will complete a project determined by each participating organization in conjunction with <b>Learning and Development</b> prior to the start of the program segment. This project should increase technical and communication skills as well as build confidence. Projects may include tasks related to any of the following examples: update or design a web page; review software documentation; perform network hardware inventory; perform document control and management; schedule events and publish required data; perform customer satisfaction review; review software processes and management tools; and use configuration management tools.	40
<b>Project Presentations.</b> The apprentice will present the project results in front of his/her work group and to all apprentices and mentors.	16
<b>Job Shadowing.</b> The apprentice will observe work processes and perform job shadowing within the assigned work group. He/she will observe different roles and responsibilities within the organization. The apprentice will communicate with employees as he/she performs required tasks. As the apprentice shadows select employees from each task area, he/she will seek to know what, how, and why and to care why. Apprentices will demonstrate typical skills including but not limited to telephone skills, work ethics, computer skills, teaming skills, meeting skills, and presentation skills. Apprentices will learn personal and professional development through constructive feedback from supervisors, mentors, and other leaders. Apprentices will discover the relevance and application of theories learned in school. Apprentices will observe, question, and explore new skills under close supervision.	24
<b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training, and project activities.	7
<b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss it with his/her manager.	1

(Year 2 = 728 hrs; On-The-Job Learning 182 Hours and Training 546 Hours)	
Work Process	Hours
<p><b>Professional and Technical Training.</b> The apprentice will learn new skills that will equip him/her to handle employee relations and responsibilities competently.</p> <p><b>Professional Development.</b> Communications, Customer Service, Diversity and Ethics</p> <p><b>Technical Development.</b> Operating Systems, Systems Admin, Network, and Security</p>	502
<p><b>Dedicated Work Assignments.</b> The apprentice will perform job specific supporting work assignments on a full-time basis. He/she will work 40 hours per week. He/she will continue to learn how to support an organization. The apprentice will learn how to contribute to his/her work group as a full-time employee and therefore a fully dedicated member of the team. The apprentice will learn and apply the skills (further expanding upon previous learning/applications) necessary and complete the tasks required of his/her particular job. The apprentice will also learn new skills to enhance the quality of his/her work and more effectively manage his/her time while interacting with the workforce daily. Representative tasks may include the following: classifying end user problems; documenting problem solutions; making and testing network cables; performing data analysis; writing simple programs; creating database triggers; testing programs; debugging programs; creating scripts to gather system statistics; creating scripts to transfer files; installing software upgrades; and verifying data conformance, accuracy, and completeness.</p>	182
<p><b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training, and project activities.</p>	18
<p><b>Meet with the Mentor and L&amp;D Coordinator.</b> The apprentice will meet with assigned mentor and L&amp;D Coordinator to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of his/her apprenticeship experience.</p>	24
<p><b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss it with his/her manager.</p>	2

Year 3 — (2720 hrs– On-The-Job Learning Activities [2432 Hours] and Training [288 Hours]) Full-Time Employment	
Work Process	Hours
<p><b>Professional and Technical Training.</b> The apprentice will learn new skills that will equip him/her to handle employee relations and responsibilities competently.</p> <p><b>Professional Development.</b> Communications, Customer Service, Diversity, and Ethics</p> <p><b>Technical Development.</b> Operating Systems, Systems Admin, Network, and Security</p>	246
<p><b>Dedicated Work Assignments.</b> The apprentice will perform job specific supporting work assignments on a full-time basis. He/she will work 40 hours per week. He/she will continue to learn how to support an organization. The apprentice will learn how to contribute to his/her work group as a full-time employee and therefore a fully dedicated member of the team. The apprentice will learn and apply the skills (further expanding upon previous learning/applications) necessary and complete the tasks required of his/her particular job. The apprentice will also learn new skills to enhance the quality of his/her work and more effectively manage his/her time while interacting with the workforce daily. Representative tasks may include the following: classifying end user problems; documenting problem solutions; making and testing network cables; performing data analysis; writing simple programs; creating database triggers; testing programs; debugging programs; creating scripts to gather system statistics; creating scripts to transfer files; installing software upgrades; and verifying data conformance, accuracy, and completeness.</p>	2432
<p><b>On-boarding Process.</b> This process encompasses the variety of tasks and requirements involved with acclimating and engaging a new employee to their position and organization. The level of support provided to apprentices after leaving the HR organization communicates the importance of three components in the on-boarding process: forms management, tasks management, and socialization.</p>	8
<p><b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training, and project activities.</p>	14
<p><b>Meet with the Mentor and L&amp;D Coordinator.</b> The apprentice will meet with assigned mentor and L&amp;D Coordinator to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of his/her apprenticeship experience.</p>	18
<p><b>Performance Evaluation.</b> The apprentice will have his/her performance formally reviewed and will discuss with his/her manager.</p>	2

## YEAR 1 OF TRAINING — IT APPRENTICESHIP TRAINING LEVELS 1 – 2

(Year 1 = 266 hrs; Training 266 Hours)		
LEVEL 1 COURSE OFFERINGS — SEPTEMBER TO DECEMBER		
Competency	Course Name	Training Hours
Professional Development	New Employee Orientation	8
Professional Development	Personal Professionalism in the Workplace	8
Professional Development	Interpersonal Communications: Effective Communication	8
Personal Development	Teamwork	8
Professional Development	Time Management: Overcoming Challenges	4
Operating System	Basic Concepts of Information Technology	24
Application Software	Microsoft Office Word	8
Application Software	Microsoft Office Excel and Pivot Tables	16
Application Software	Microsoft Office PowerPoint	8
Application Software	Desktop Applications, Microsoft® Office 2007 Outlook®, Global Knowledge, (LM Common)	4
Group Project	Robotics Design, Construction and Programming	55

(Year 1 = 266 hrs; Training 266 Hours)		
LEVEL 1 COURSE OFFERINGS — SEPTEMBER TO DECEMBER		
Competency	Course Name	Training Hours
Professional Development	How to Deal with Difficult People, SkillPath	8
Professional Development	Job Shadowing	26
Professional Development	Business Acumen	8
Professional Development	Project Management Fundamentals	4
Professional Development	Effective Presentations	16
Operating System	Computer and Networking Technology	24
Network	Networking Essentials	16
Application Software	AJAX Web Application Development – Multicast (SkillSoft)	12
Professional Development	Performance Management and PRS	1

## YEAR 2 OF TRAINING — IT APPRENTICESHIP TRAINING LEVELS 3 – 4

(Year 2 = 728 hrs; On-The-Job Learning 182 Hours and Training 546 Hours) LEVEL 3 COURSE OFFERINGS — JULY TO DECEMBER		
Competency	Course Name	Training Hours
Professional Development	Managing Workplace Stress with Success	7
Professional Development	Conflict Resolution	16
Operating Systems	CompTIA A+ 2003 OS Technologies (4 Parts) – SkillSoft	28
Systems Administration	Microsoft Windows 2000: Admin (3 Parts) – SkillSoft	17
Network Services	Network Security 1: Policy, Admin, and Firewalls	24
Security	Security Technology	8
Policy and Planning	Essentials of Info Security, Basic, Global Knowledge	40
Application Software	Java Programming	20
Application Software	Java Script Programming	20
Information Technology	Strategic Management Of Resources	20
Operating Systems	Unix 1 & 2	12
Application Software	Perl/CGI	16
Information Technology	Oracle 10 and 11 SQL, PL/SQL and SQL Plus	32
Information Technology	Oracle 10 and 11: Architecture and Administration	40

(Year 2 = 728 hrs; On-The-Job Learning 182 Hours and Training 546 Hours) LEVEL 4 COURSE OFFERINGS — JANUARY TO JUNE		
Competency	Course Name	Training Hours
Professional Development	Effective Business Writing	16
Professional Development	Advanced Business Writing	8
Professional Development	Finance for Everyone	4
Professional Development	Making Smart Choices	8
Professional Development	Four Skills of Successful Employees	8
Professional Development	Customer Relations Institute - Customer Intimacy	8
Operating Systems	MS Windows 2000 Installation, Config, and Admin (8 Parts)	56
Operating Systems	Microsoft Windows 2000 Troubleshooting,	40
Security	Security+ Certification, Basic, Vendor	40
Data Management	Database Technologies Part 1: Relational Database	8
Data Management	Database Technologies Part 2: Introduction to SQL	8
Application Software	C#, Introduction to .NET Programming in C#	40
Application Software	Grid Orientation	2

## YEAR 3 OF TRAINING — IT APPRENTICESHIP TRAINING LEVEL 5

(Year 3 = 2720 hrs; On-The-Job Learning 2432 Hours and Training 288 Hours) LEVEL 5 FULL-TIME COURSE OFFERINGS — JULY TO SEPTEMBER; OJL (15 months – September through the following December)		
Competency	Course Name	Training Hours
Operating Systems	Linux Fundamentals	40
Information Technology	Visual Basic	24
Network Services	Network, VPNs and Data Privacy	6
Network Services	CCNT Local Area Networks v6 (3 Parts) – SkillSoft	16
Application Software	DBMS Utilities and Tools (Oracle/Access)	16
Application Software	Clearcase Fundamentals, Basic, Rational	8
Application Software	ClearQuest	2
Application Software	C#, Intermediate .NET Programming Using C	40
Application Software	C#, Advanced, NET Programming Using C#	24
Internet	MS Office SharePoint Designer 2007	24
Internet	Microsoft SharePoint Portal Server (3 Parts) – SkillSoft	48
Information Technology	Introduction to Visual Basic	24
Professional Development	Change Management	8
Application Software	Doors Tool Training	8

# Lockheed Martin ITAP Standards of Apprenticeship

## APPENDIX A-2

### RELATED TRAINING

Registered IT Specialist apprentices must maintain full-time student status while completing high school requirements, as well as completing all high school courses and projects that are required for graduation by the Department of Education.

The IT Specialist apprentice training skill standards shown below represent competency requirements in Information Technology areas including Database Administration, Network Design and Administration, Programming /Software Engineering, Technical Support, Technical Writing, and Enterprise Systems Analysis and Integration. Special focus on jobs in Configuration Management, Enterprise Information Systems, Data Center Support, Software Development, and Resource Management is aligned.

The IT competencies are defined by career/skill area; performance level expectation for the non-exempt technical job; knowledge, skills, and abilities; and employability skill or competencies.

- The career/skill area represents the tasks associated with a non-exempt technical job suitable for an IT Specialist apprentice.
- The performance level expectation describes the broad job level requirement for a non-exempt technical position.
- The knowledge, skills, and abilities describe the specific job-related knowledge required to perform the job successfully.
- The employability skills describe the behavioral competencies that will be evident upon satisfactory completion of the training.

**IT Specialty: Application Software**

**Database Administration**

**Software Development, Resource Management, Configuration Management**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Database Administration</b></p> <ul style="list-style-type: none"> <li>Enters, reviews, and analyzes data within the database (database management).</li> <li>Ensures user data integrity, makes decisions affecting user access, documents and records attributes, and formulates database query and retrieval scripts.</li> <li>Reviews database design and integration of systems and provides backup recovery.</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>Performs a variety of activities that involve standard procedures.</li> <li>Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of database principles</li> <li>Knowledge of database applications, software, operations, and limitations</li> <li>Knowledge of data communications protocols</li> <li>Knowledge of data types and attributes</li> <li>Knowledge of data gathering requirements</li> <li>Knowledge of how to query and report system objects</li> <li>Knowledge of evolving industry standards</li> <li>Knowledge of system hardware, network and operating system</li> <li>Knowledge of database software</li> <li>Knowledge of storage options</li> <li>Knowledge of user interface requirements and standards</li> <li>Knowledge of system model</li> <li>Knowledge of web-based data environments</li> <li>Knowledge of change documentation procedures</li> <li>Knowledge of database audit procedures</li> <li>Knowledge of backup and recovery procedures</li> <li>Knowledge of security standards and strategies</li> <li>Knowledge of database tuning and optimization techniques</li> <li>Knowledge of database design and test procedures</li> <li>Knowledge of data warehouse and data mining technology</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work cooperatively with others and contribute ideas, suggestions, and assistance</li> <li>Ability to ask relevant questions</li> <li>Ability to accurately summarize and document information</li> <li>Ability to pay attention to detail</li> <li>Ability to present technical information clearly</li> <li>Ability to use word processing and database software</li> <li>Ability to create and organize business and technical reports</li> <li>Ability to use effective communication and presentation methods</li> <li>Ability to document technical procedures for users</li> <li>Ability to use integrated, multiple software applications</li> <li>Ability to formulate a plan of action</li> <li>Ability to follow procedures and processes</li> <li>Ability to organize and analyze</li> <li>Ability to analyze and synthesize information</li> <li>Ability to determine variables and constraints</li> <li>Ability to write technical documents for various audiences</li> <li>Ability to monitor and interpret trends</li> </ul>

**IT Specialty: Application Software**

**Database Administration**

**Software Development, Resource Management, Configuration Management**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation <small>Non-exempt Technical Job-level Expectation</small>	Technical Knowledge <small>Skills, Abilities, Tools</small>	Professional Skills <small>Competencies</small>
--------------	--------------------------------------------------------------------------------------------	----------------------------------------------------------------	----------------------------------------------------

**IT Specialty: Network Services**

**Network Design and Administration**

**Enterprise Information Systems Networking and Hardware**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation <small>Non-exempt Technical Job-level Expectation</small>	Technical Knowledge <small>Skills, Abilities, Tools</small>	Employability Skills <small>Competencies</small>
<p><b>Network Technician</b></p> <ul style="list-style-type: none"> <li>• Monitors, controls, and isolates problems in a data communications network.</li> <li>• Monitors all network activity.</li> <li>• Activates/deactivates network lines according to established schedules.</li> <li>• May perform first- and/or second-level problem determination; first level is help desk.</li> <li>• Interfaces with users and/or network vendors.</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>• Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of activities that involve standard procedures.</li> <li>• Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>• In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to acquire necessary approvals</li> <li>• Ability to assess sources of information for new technologies</li> <li>• Ability to use flow charting and diagramming tools</li> <li>• Knowledge of business systems</li> <li>• Knowledge of computer systems and computer technologies</li> <li>• Knowledge of design review procedures and processes</li> <li>• Knowledge of hardware and software standards and processes</li> <li>• Knowledge of installation processes and procedures</li> <li>• Knowledge of network architecture, topology, hardware and software</li> <li>• Knowledge of network optimization practices and methods</li> <li>• Knowledge of network planning, design, and configuration</li> <li>• Knowledge of networking and operating environments</li> <li>• Knowledge of networking standards and processes</li> <li>• Knowledge of research techniques and procedures</li> <li>• Knowledge of standard rollout and</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assess individual knowledge and analyze work assignments</li> <li>• Ability to collect and analyze information</li> <li>• Ability to communicate technical info to a variety of audiences</li> <li>• Ability to create detailed supporting documents</li> <li>• Ability to document work process flow in detailed supporting documents</li> <li>• Ability to follow proper procedures and processes</li> <li>• Ability to follow standard installation procedures and practices</li> <li>• Ability to gather synthesize and interpret information</li> <li>• Ability to give and accept constructive criticism</li> <li>• Ability to manage timelines</li> <li>• Ability to organize and present technical terms and concepts</li> <li>• Ability to organize and summarize information and requirements</li> <li>• Ability to organize information</li> <li>• Ability to present alternative solutions concisely and clear</li> </ul>

**IT Specialty: Application Software**

**Database Administration**

**Software Development, Resource Management, Configuration Management**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
		recovery procedures <ul style="list-style-type: none"> <li>• Knowledge of system configuration procedures</li> <li>• Knowledge of tracking and documentation procedures</li> <li>• Knowledge of workstation hardware configuration</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to recommend and present a plan of action</li> <li>• Ability to resolve technical issues</li> <li>• Ability to think non-sequentially and globally</li> <li>• Ability to troubleshoot and test system components</li> </ul>

**IT Specialty: Application Software**

**Programmer/Software Engineer**

**Software Development, Configuration Management, Data Center, Resource Management**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Programmer</b></p> <ul style="list-style-type: none"> <li>• Generates, revises, compiles, debugs and writes simple to moderately complex business, scientific, or software computer programs.</li> <li>• Develops flow charts and diagrams outlining process steps in operation; develops and revises program code; prepares documentation of program development, modifications and operating instructions; conducts program tests and makes modifications to code as needed; and may be required to analyze system capabilities to resolve input/output problems.</li> </ul> <p><b>Engineering Aide</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of tasks in support of technical and non-technical software development, data maintenance, and</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>• Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of activities that involve standard procedures.</li> <li>• Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>• In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to write detailed and accurate functional specifications following organizational standards</li> <li>• Knowledge of acceptance testing practices and processes</li> <li>• Knowledge of company operating procedures</li> <li>• Knowledge of cost and performance considerations for design scheme and model alternatives</li> <li>• Knowledge of data techniques and tools</li> <li>• Knowledge of development process</li> <li>• Knowledge of documentation process</li> <li>• Knowledge of human factors principles</li> <li>• Knowledge of interface design principles</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyze data</li> <li>• Ability to analyze possible causes of problems and recommend action plans for resolution</li> <li>• Ability to apply rules/principles to processes/procedures and use logic to draw conclusions</li> <li>• Ability to collect, interpret, synthesize and communicate information to stakeholders</li> <li>• Ability to communicate effectively using a variety of media and methods</li> <li>• Ability to document errors and code modifications in detailed supporting documents</li> <li>• Ability to document findings in detailed supporting documents</li> <li>• Ability to establish rapport with colleagues and customers and resolve conflicts</li> <li>• Ability to examine information/data relevance and</li> </ul>

<p>documentation activities for assigned program and/or organization.</p> <p><b>Technical Quality, Software</b></p> <ul style="list-style-type: none"> <li>Assists Software Quality Engineers in performing evaluation and analysis of software and documentation for completeness following approved standards.</li> <li>Performs audits of configuration management and software, including requirements, design and code phases.</li> </ul>		<ul style="list-style-type: none"> <li>Knowledge of model development options and methodologies</li> <li>Knowledge of normalization, relational theory and data modeling tools</li> <li>Knowledge of object-oriented design and principles</li> <li>Knowledge of operating systems, networking and problem domain</li> <li>Knowledge of peer code review process and procedures</li> <li>Knowledge of procedures for documenting and tracking problems and resolutions</li> </ul>	<p>accuracy</p> <ul style="list-style-type: none"> <li>Ability to examine task/technology relationships and integrate systems technologies</li> <li>Ability to follow processes/procedures</li> <li>Ability to integrate multiple items of data and contrast conflicting data</li> <li>Ability to interpret symbols, diagrams and schematics</li> <li>Ability to interpret, analyze and communicate technical information</li> </ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**IT Specialty: Application Software (cont)**

**Programmer/Software Engineer**

**Software Development, Configuration Management, Data Center, Resource Management**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

<p><b>Career/Skill</b></p>	<p><b>Performance-Level Expectation</b> Non-exempt Technical Job-level Expectation</p>	<p><b>Technical Knowledge</b> Skills, Abilities, Tools</p>	<p><b>Employability Skills</b> Competencies</p>
<p><b>Technical Quality, Software (cont)</b></p> <ul style="list-style-type: none"> <li>Witnesses' vendor acceptance tests and performs receiving inspection on vendor-supplied software materials.</li> <li>Designs and implements programs for ad hoc queries and assists in the establishment of software library controls.</li> </ul>		<ul style="list-style-type: none"> <li>Knowledge of programming standards, practices, and specifications</li> <li>Knowledge of prototype design methodologies and prototyping tools</li> <li>Knowledge of security and audit trail features</li> <li>Knowledge of security tools, processes, and procedures</li> <li>Knowledge of software development methodology and configuration management processes</li> <li>Knowledge of software testing practices and procedures</li> <li>Knowledge of specifications</li> <li>Knowledge of structured design principles of programming</li> <li>Knowledge of system and software integration</li> </ul>	<ul style="list-style-type: none"> <li>Ability to organize and document process and outcomes in detailed supporting documents</li> <li>Ability to plan resource needs and constraints</li> <li>Ability to prepare basic summaries and reports</li> <li>Ability to present complex, technical information/data</li> <li>Ability to propose technical solutions</li> <li>Ability to relate key strategies and actions to desired results</li> <li>Ability to understand system organization/hierarchy</li> <li>Ability to utilize networks</li> <li>Ability to work effectively in groups under a deadline</li> <li>Ability to write simple documents</li> </ul>

		<ul style="list-style-type: none"><li>• Knowledge of system configuration</li><li>• Knowledge of system error resolution process and practices</li><li>• Knowledge of testing tools</li><li>• Knowledge of version and revision control procedures</li></ul>	<ul style="list-style-type: none"><li>• Ability to write summaries and reports</li><li>• Knowledge of office productivity software and online resources</li></ul>
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------

**IT Specialty: Customer Support**

**Technical Support**

**Enterprise Information Systems, Data Center Support**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Technical Support /Help Desk</b></p> <ul style="list-style-type: none"> <li>Resolves technical problems and answers queries by telephone in support of internal and/or outside customer computer hardware, software, network, and telecommunications systems.</li> <li>Diagnoses, identifies, isolates and analyzes problems utilizing historical database records.</li> <li>May route calls to product line specialists.</li> <li>Maintains and updates records and tracking databases.</li> <li>Alerts management to recurring problems and patterns of problems.</li> </ul> <p><b>Engineering Aide</b></p> <ul style="list-style-type: none"> <li>Provides technical support to engineers on a variety of technical tasks.</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>Performs a variety of activities that involve standard procedures.</li> <li>Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to communicate appropriately to different audiences and levels</li> <li>Ability to compare and analyze sets of technical data</li> <li>Ability to identify key sources of information</li> <li>Ability to identify system components</li> <li>Ability to query existing knowledge repository</li> <li>Ability to record data in knowledge repositories using proper keywords</li> <li>Knowledge of applications and diagnostic programs</li> <li>Knowledge of available resources and customer needs</li> <li>Knowledge of basic networking components, equipment, protocols and troubleshooting practices</li> <li>Knowledge of customer quality issues</li> <li>Knowledge of documentation procedures</li> <li>Knowledge of escalation procedures and processes</li> <li>Knowledge of hardware, software</li> <li>Knowledge of how data is gathered, stored, and manipulated in a database</li> <li>Knowledge of how to query a database and interpret responses</li> </ul>	<ul style="list-style-type: none"> <li>Ability to accept responsibility for own actions and impact on others</li> <li>Ability to analyze and prioritize information</li> <li>Ability to apply creative thinking to new situations</li> <li>Ability to approach problems in a logical and systematic manner</li> <li>Ability to clarify communication</li> <li>Ability to compare and contrast information</li> <li>Ability to define and communicate workload limits</li> <li>Ability to detect underlying issues</li> <li>Ability to document lessons learned</li> <li>Ability to explain concepts and present technical information</li> <li>Ability to gather information</li> <li>Ability to interpret and summarize information</li> <li>Ability to identify and isolate problems and develop theory on possible cause</li> <li>Ability to interpret information, prepare basic summaries and reports and select method of communication</li> <li>Ability to plan resource needs and constraints</li> <li>Ability to prioritize tasks, prepare schedules and monitor task sequences</li> <li>Ability to qualify, and analyze information</li> </ul>

**IT Specialty: Customer Support (cont)**

**Technical Support**

**Enterprise Information Systems, Data Center Support**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
		<ul style="list-style-type: none"> <li>• Knowledge of operating environments, office suite applications, networks, hardware tools and online resources</li> <li>• Knowledge of organizational chart along with roles/responsibilities</li> <li>• Knowledge of organizational communication processes</li> <li>• Knowledge of practices internal and external</li> <li>• Knowledge of required technical information and ability to organize technical material for ease of learning</li> <li>• Knowledge of resolution tools and processes</li> <li>• Knowledge of service delivery methods and practices</li> <li>• Knowledge of sources of relevant technical data</li> <li>• Knowledge of system monitoring and diagnostic tools and procedures</li> <li>• Knowledge of technical communications processes</li> <li>• Knowledge of technologies and cultural variables of internal and external customers</li> <li>• Knowledge of test instruments</li> <li>• Knowledge of test methods</li> <li>• Knowledge of troubleshooting methods</li> <li>• Knowledge of company policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to read and follow written instructions</li> <li>• Ability to read and interpret technical diagrams and decision trees</li> <li>• Ability to select appropriate information</li> <li>• Ability to select/obtain data, information relevant to the task</li> <li>• Ability to set, adjust, and define realistic goals</li> <li>• Ability to summarize/paraphrase information</li> <li>• Ability to think creatively while analyzing problems</li> <li>• Ability to work in a team environment</li> <li>• Ability to use logic and draw conclusions and examine information for relevance and accuracy</li> <li>• Ability to identify problems and develop theory on possible cause</li> </ul>

**IT Specialty: Policy and Planning**

**Technical Writing**

**Configuration Management, Resource Management, Software Development, Enterprise Information Systems Quality Control**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Engineering Aide</b></p> <ul style="list-style-type: none"> <li>Gathers, maintains, formats, compiles, and manipulates technical data, such as laboratory or material test results and engineering design changes.</li> <li>Produces engineering documentation, reports, drawings (flow charts, block diagrams, and schematics).</li> <li>May conduct tests and record data to assist with engineering evaluation or analysis</li> </ul> <p><b>Software Documentation Analysts</b></p> <ul style="list-style-type: none"> <li>Performs a variety of tasks in support of technical and non-technical software development, data maintenance, and documentation activities for assigned program and/or organization.</li> <li>Performs support functions involving automated database access, maintenance and updating for proposals, projects, studies, technical briefings and program presentations.</li> <li>Designs minor operating commands to modify computer operation to accomplish requested data formatting or information retrieval</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>Performs a variety of activities that involve standard procedures.</li> <li>Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of workplace and industry vocabulary</li> <li>Knowledge of information gathering methods and quantity of information required</li> <li>Knowledge of industry standards</li> <li>Knowledge of hardware/software capabilities/constraints</li> <li>Knowledge of identification and recruitment of subject matter experts</li> <li>Knowledge of logical flow of information for document creation</li> <li>Knowledge of issues of coordination between various publication media</li> <li>Ability to synthesize information into clear research questions that are relevant to project goals</li> <li>Ability to integrate various information technologies</li> <li>Knowledge of company documentation guidelines</li> <li>Ability to select and apply technical info to meet user needs</li> <li>Knowledge of customer expectations</li> <li>Ability to effectively organize complex information</li> <li>Ability to translate technical terminology and concepts</li> <li>Ability to create basic visuals</li> <li>Knowledge of logical document organization procedures</li> </ul>	<ul style="list-style-type: none"> <li>Ability to gather, evaluate and categorize information</li> <li>Ability to interpret and clarify communication</li> <li>Ability to listen, interpret and respond to communication appropriately</li> <li>Ability to present results clearly and concisely</li> <li>Ability to probe for meaning</li> <li>Ability to summarize information</li> <li>Ability to understand constraints, generate alternatives, consider risks, evaluate options and formulate action plans</li> <li>Ability to use imagination to visualize events and activities</li> <li>Ability to use presentation and graphics software</li> <li>Ability to adapt information to customer requirements and style</li> <li>Ability to identify the theme, purpose and scope of the assignment</li> <li>Ability to estimate the required resources and schedule</li> <li>Ability to reconcile conflicting data</li> </ul>

**IT Specialty: Policy and Planning (cont)**

**Technical Writing**

**Configuration Management, Resource Management, Software Development, Enterprise Information Systems Quality Control**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Technical Quality Engineer</b></p> <ul style="list-style-type: none"> <li>• Performs a variety of activities to ensure accuracy and completeness of technical fabrication documentation and test processes.</li> <li>• Reviews and develops information for testing, fabrication, assembling and inspecting units, assemblies and systems based on review and knowledge of specifications, sketches, drawings, schematics and manufacturing process plans.</li> <li>• Tracks and controls non-conformance documents and test anomalies.</li> <li>• Reviews final build documentation for accuracy and ensures control of build records and issuance of serial numbers</li> </ul>			

**IT Specialty: Systems Analysis**

**Enterprise Systems Analysis and Integration**

**Configuration Management, Resource Management, Enterprise Information Systems Quality Control, ERB, and Network**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Programmer</b></p> <ul style="list-style-type: none"> <li>Generates, revises, compiles, debugs and writes simple to moderately complex business, scientific, or software computer programs.</li> <li>Develops flow charts and diagrams outlining process steps in operation; develops and revises program code; prepares documentation of program development, modifications and operating instructions; conducts program tests and makes modifications to code as needed; and may be required to analyze system capabilities to resolve input/output problems.</li> </ul> <p><b>Engineering Aide</b></p> <ul style="list-style-type: none"> <li>Performs a variety of tasks in support of technical and non-technical software development, data maintenance, and documentation activities for assigned program and/or organization.</li> </ul> <p><b>Technical Quality, Software</b></p> <ul style="list-style-type: none"> <li>Assists Software Quality Engineers in performing evaluation and analysis of software and documentation for completeness following approved standards.</li> <li>Performs audits of configuration management and software, including requirements, design and code phases.</li> </ul>	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>Performs routine, repetitive, and basic tasks where precedent, methods and processes are well established.</li> </ul> <p><b>Senior</b></p> <ul style="list-style-type: none"> <li>Performs a variety of activities that involve standard procedures.</li> <li>Gathers and manipulates common data, verifies adequacy and appropriateness, develops charts, diagrams, and standard reports.</li> <li>In technical or production positions, may also set up and operate standard electronic or mechanical equipment used to develop, produce and/or test products or process data.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of configuration management and change control processes</li> <li>Knowledge of systems requirements and modeling</li> <li>Knowledge of networking, systems and applications security</li> <li>Knowledge of data integrity issues</li> <li>Knowledge of diagramming methodologies and the ability to utilize modeling tools and techniques</li> <li>Knowledge of business process and data models</li> <li>Ability to identify, collect, and interpret metrics</li> <li>Knowledge of tools and technologies</li> <li>Knowledge of business process</li> <li>Knowledge of risk assessment and Return On Investment (ROI)</li> <li>Knowledge of distributed computing</li> <li>Knowledge of middleware and user applications</li> <li>Knowledge of change control and system management techniques</li> <li>Knowledge of business objective and customer requirements</li> <li>Knowledge of current communications protocols and programming languages</li> <li>Knowledge of company standards, applicable laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adapt principles/rules to new applications</li> <li>Ability to adhere to standards</li> <li>Ability to detect underlying issues and resolve technical conflicts</li> <li>Ability to document and communicate plan and procedures</li> <li>Ability to evaluate application of technology</li> <li>Ability to examine information for relevance and accuracy</li> <li>Ability to examine information for relevance and accuracy and adapt principles/rules to new applications</li> <li>Ability to follow procedures, pay attention to detail and follow up on assigned tasks</li> <li>Ability to integrate multiple items of data, contrast conflicting data and research additional information sources</li> <li>Ability to interpret and evaluate</li> <li>Ability to present complex ideas/information and pose critical questions</li> <li>Ability to respond to customer needs, relate to concerns and resolve conflicts to customer satisfaction</li> <li>Ability to summarize and translate mathematical data</li> <li>Ability to support implementation and monitor progress</li> </ul>

**IT Specialty: Systems Analysis (cont)**

**Enterprise Systems Analysis and Integration**

**Configuration Management, Resource Management, Enterprise Information Systems Quality Control, ERB, and Network**

Apprentice or OJL. Moderate understanding of general job aspects and superficial understanding of the technical phases of the job.

Career/Skill	Performance-Level Expectation Non-exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Employability Skills Competencies
<p><b>Technical Quality, Software (cont)</b></p> <ul style="list-style-type: none"> <li>• Witnesses vendor acceptance tests and performs receiving inspection on vendor supplied software materials.</li> <li>• Designs and implements programs for ad hoc queries and assists in the establishment of software library controls.</li> </ul>		<ul style="list-style-type: none"> <li>• Knowledge of cross-platform technologies, tools, and security considerations</li> <li>• Knowledge of data systems architecture</li> <li>• Knowledge of systems technology management and strategic planning</li> <li>• Knowledge of audit procedures and schedules</li> <li>• Knowledge of risk analysis, management and evaluation processes</li> <li>• Knowledge of system operation, infrastructure and performance</li> <li>• Knowledge of market and competitive forces</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand continuous improvement process and analyze goals/ constraints</li> <li>• Ability to utilize networks and organize information and reports</li> </ul>

## Information Technology Specialist II APPENDIX A-3

### WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Year One (1867 Hours = 1221 OJL and 779.5 Training)	
Work Process	Hours
<b>Orientation to Lockheed Martin.</b> Apprentices will receive an overview of Lockheed Martin and the Information Systems and Global Services (IS&GS) Business Area. Orientation will include an introduction of the products and services of the business, organizational structure, ethics, diversity, and the organization's financials.	4
<b>Orientation to Home Office.</b> The leader of the apprentice will provide a detailed overview of the department's work process and how it relates to IS&GS and Lockheed Martin. This will include process and procedural documents and an introduction to the systems that the apprentice will use.	10
<b>Meet with the Mentor and L&amp;D Coordinator.</b> The apprentice will meet biweekly (minimum) with assigned mentor and L&D Coordinator to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of his/her apprenticeship experience.	24
<b>Job Shadowing.</b> The apprentice will observe work processes and perform job shadowing within the assigned work group. He/she will observe different roles and responsibilities within the organization. The apprentices will communicate with employees as they perform required tasks. The apprentice will demonstrate typical skills including, but not limited to telephone skills, work ethics, computer skills, teaming skills, meeting skills, and presentation skills. The apprentice will learn personal and professional development through constructive feedback from supervisors, mentors, and other leaders. The apprentice will discover the relevance and application of theories learned in school. The apprentice will observe, question, and explore new skills under limited supervision.	120
<b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training, and project activities.	10
<b>Performance Evaluation.</b> The apprentice will have two performance reviews with his/her manager.	2

Year Two (1920 Hours = 1335 OJL and 666 Training)	
Work Process	Hours
<b>Job Shadowing – Specialization Period.</b> The apprentice will select an area of specialization relative to his/her skill and the business need (such as Security, Operating Systems, Systems Administration, etc). In this time, the apprentice will shadow and work with journeymen within the selected area to enhance current skills and create a depth of knowledge within the functional area.	240
<b>Meet with the Mentor and L&amp;D Coordinator.</b> The apprentice will meet biweekly (minimum) with assigned mentor and L&D Coordinator to engage in dialogue regarding his/her learning experiences, problems, needs, and concerns. The apprentice will be required to keep a journal to facilitate discussion and reflection of his/her apprenticeship experience.	24
<b>Informal/Formal Briefings.</b> The apprentice will conduct a briefing of the work process overview, lessons/techniques learned from training, and project activities.	10
<b>Performance Evaluation.</b> The apprentice will have two performance reviews with his/her manager.	2

Year 1 Training Courses: IT Specialist II Apprentice (Veterans)			
Timeline	Competency	Course Name	Training Hours
1 <sup>st</sup> Quarter	Operating Systems	CompTIA A+ 2003 OS Technologies (4 Parts) – SkillSoft	28
	Network Services	Linux Network Services	40
	Systems Administration	Microsoft Windows 2000: Administration (3 Parts) – SkillSoft	17
	Policy and Planning	Essentials of Information Security, Basic, Global Knowledge	40
	Application software	C#, Introduction to .NET Programming in C#	40
	Internet	Creating and Configuring a Web Server Using Microsoft IIS 4.0 - (4 Parts) – SkillSoft	14
	Professional Development	Avoiding Grammatical Errors in Business Writing-SkillSoft	5
	Professional Development	Overview to Effective Business Communication-SkillSoft	3
2 <sup>nd</sup> Quarter	Operating Systems	Microsoft Windows 2000 Installation, Configuration, and Administration (8 Parts) – SkillSoft	56
	Information Technology	Network Security-SkillSoft	3
	Systems Administration	Systems Management, Systems Administration, Management and Security	40
	Policy and Planning	Group Policy Intensive Training and Workshop	24
	Application Software	C#, Intermediate .NET Programming Using C#	40
	Internet	Implementing and Supporting Microsoft Internet Information Services 5.0	24
	Professional Development	Available Presentation Resources-SkillSoft	4
3 <sup>rd</sup> Quarter	Information Technology	Managing Windows Server 2003 Internet Services-SkillSoft	2
	Security	Network Security 1: Policy, Administration, and Firewalls	24
	Network Services	Network Security 1: Policy, Administration, and Firewalls	24
	Systems Administration	Linux, Red Hat Linux System Administration and RHCT	32
	Policy and Planning	Extreme Networks, Extreme Networks Management Solutions	24
	Application Software	C#, Advanced .NET Programming Using C#	24
	Internet	Updating Web Server Skills to Internet Information Server 6.0	16
	Professional Development	Developing Excellent Time Management Habits-SkillSoft	3.5
4 <sup>th</sup> Quarter	Operating Systems	Windows 2000 Troubleshooting, Microsoft	40
	Security	Global Knowledge Firewall Security	32
	Network Services	Network+ (5 Parts) - SkillSoft	35
	Systems Administration	Linux System Administration	24
	Policy and Planning	e-Business (8Parts) – SkillSoft	53
	Application Software	C#, Introduction To and Advanced Development with .NET Applications for Windows Using	40
	Internet	Microsoft ISA Server 2000 (2 Parts) – SkillSoft	24
	Professional Development	Political Savvy and Diversity	4

Year 2 Training Courses: IT Specialist II Apprentice (Veterans)			
Timeline	Competency	Course Name	Training Hours
1 <sup>st</sup> Quarter	Operating Systems	Windows XP: Fundamentals-SkillSoft	4
	Operating Systems	Windows XP: Advanced-SkillSoft	5
	Security	Information Assurance Conference	8
	Network Services	CCNT Basic Telecommunications v6.0 (2 Parts) - SkillSoft	9
	Systems Administration	Linux Administration (3 Parts) – SkillSoft	21
	Policy and Planning	Strategic Management of Resources	20
	Application Software	C++ Programming: Structured Programming-SkillSoft	4
	Application Software	C++ Programming: Classes and Data Abstraction-SkillSoft	4
	Internet	MS Office SharePoint Designer 2007	24
2 <sup>nd</sup> Quarter	Operating Systems	Linux Fundamentals	40
	Security	Assessing Network Vulnerabilities	32
	Network Services	CCNT Basic Data Communications v6.0 (3 Parts) – SkillSoft	19
	Systems Administration	Linux Red Hat Adv System Admin (5 Parts) – SkillSoft	17
	Policy and Planning	System Architecture and Process Development and Modeling	32
	Application Software	C++ Programming, Intermediate C++ Programming	40
	Internet	Microsoft SharePoint Portal Server (3 Parts) – SkillSoft	48
3 <sup>rd</sup> Quarter	Operating Systems	Administering UNIX Network Services-SkillSoft	3
	Information Technology	Securing UNIX Systems-SkillSoft	4
	Security	CompTIA Security+ (4 Parts) – SkillSoft	28
	Network Services	CCNT Local Area Networks v6 (3 Parts) – SkillSoft	16
	Information Technology	Solaris 9 Systems Administration-SkillSoft	8
	Policy and Planning	IS&T PM Boot Camp for New Project Managers	16
	Application Software	C++ Programming, Advanced C++ Programming	40
	Internet	Building XML-Based Web Applications (5 Parts) – SkillSoft	39
4 <sup>th</sup> Quarter	Operating Systems	Linux, Red Hat Linux Rapid Track Course	32
	Security	Information Systems Security for Classified Programs (ISSCP) Fast Track Course	32
	Network Services	Network, VPNs and Data Privacy	6
	Systems Administration	Microsoft SQL Server 7.0: System Administration (5 Parts) – SkillSoft	35
	Policy and Planning	Introduction to Knowledge Management Technologies	32
	Application Software	Java Programming Introduction	8
	Application Software	JavaScript: Language Basics-SkillSoft	5
	Internet	Microsoft Visual InterDev 6.0 (5 Parts) – SkillSoft	35

**Lockheed Martin Information Systems & Global Services**  
**Standards of Apprenticeship**  
**APPENDIX A-4**

**RELATED TRAINING**

Registered IT Specialist apprentices must maintain full-time employment and remain in good standing while completing the 2-year apprenticeship program.

The IT Specialist apprentice training skill standards shown below represent competency requirements in Information Technology areas including Operating Systems, Network Services, Security, and Systems Administration. Specialization period will be for 1 year, and the specific job will be in core competency focus areas: Security, Network Services, Operating Systems, and Systems Administration.

The IT competencies are defined by applicable career fields; Performance-Level Expectation for the exempt technical job; knowledge, skills, and abilities; and professional skill competencies.

- The career/skill area represents the tasks associated with a non-exempt technical job suitable for an IT Specialist apprentice.
- The Performance-Level Expectation describes the broad job level requirement for an exempt technical position.
- The knowledge, skills, and abilities describe the specific job related knowledge required to perform the job successfully.
- The professional skills describe the behavioral competencies that will be evident upon satisfactory completion of the training.

**Security:** Work that involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Data Security Admin Associate</b></p> <ul style="list-style-type: none"> <li>Develops and implements security systems for any manual or automated systems. Responsible for ensuring the protection of corporate data against unauthorized disclosure, accidental or intentional loss of data, or unauthorized modification.</li> <li>Information Assurance Engineer Associate</li> <li>Provides security engineering designs and implementation in all aspects of Information Assurance and Information Security (INFOSEC) Engineering. Assesses and mitigates system security threats/risks throughout the program life cycle; validates system security requirements definition and analysis; establishes system security designs; implements security designs in hardware, software, data, and procedures; verifies security requirements; performs system certification and accreditation planning and testing and liaison activities, and supports secure systems operations and maintenance.</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>IT security principles and methods</li> <li>Commercial systems security products</li> <li>Technical documentation methods</li> <li>Performance management methods</li> </ul>	<p><b>Knowledge to:</b></p> <ul style="list-style-type: none"> <li>Carry out activities leading to security certification or accreditation</li> <li>Conduct integrated analysis of multiple audit logs (e.g., firewall, Web server)</li> <li>Identify violations and recommend corrective actions</li> <li>Provide input in drafting information systems security documentation (e.g., systems security plans, risk assessments, disaster recovery plans, business continuity plans, and user security guides)</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>Collect and analyze information</li> <li>Assess individual knowledge and analyze work assignments</li> <li>Communicate technical information, both verbal and written, to a variety of audiences with the proper degree of importance</li> <li>Properly evaluate processes and procedures and properly follow and apply items to successful execute work</li> </ul>

**Operating Systems:** Work that involves the planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Computer Sys Analyst Asc</b></p> <ul style="list-style-type: none"> <li>• Designs, develops, programs, installs, implements, conducts research for, and maintains internal data processing computer systems and utilities, and/or for customers on a contract basis.</li> <li>• Analyzes internal or external customers' needs, and determines equipment and software requirements for solutions to problems by means of automated systems; develops customized solutions to customer/user problems.</li> <li>• Establishes system parameters and formats; ensures hardware/software compatibility; and coordinates and/or modifies user requirements in terms of existing and projected computer capacity and capabilities.</li> <li>• May make programming changes as required to adapt or enhance existing or new programs and/or utilities.</li> <li>• Maintains supplied software packages for internal users.</li> <li>• Analyzes new hardware to determine its need or application in the existing or proposed system; advises on new techniques and estimated costs associated with new or revised programs and utilities, taking into</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>• Software installation and configuration procedures</li> <li>• Life cycle management principles</li> <li>• optimization methods and analytical methods</li> <li>• Software installation and configuration procedures</li> <li>• Operational environments</li> <li>• Life cycle management concepts and analytical methods</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>• Assist in the installation of operating systems update packages</li> <li>• Run tests and correct problems</li> <li>• Recognize and refer serious problems to more experienced specialists or vendors</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Collect and analyze information</li> <li>• Assess individual knowledge and analyze work assignments</li> <li>• Organize and summarize information and requirements</li> <li>• Assess a need, create a plan, and execute appropriately.</li> <li>• Manage time and workload</li> </ul>

**Operating Systems:** Work that involves the planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p>consideration personnel, time, and hardware requirements, and makes trade-off analyses; develops general and detailed documentation describing system specifications and operating instructions; and revises existing systems and procedures to correct deficiencies and maintain more effective data handling, conversion, input/output requirements, and storage.</p> <p><b>Sys Integration Analyst Asc.</b></p> <ul style="list-style-type: none"> <li>• Plans, implements, tests, documents, and maintains enterprise-wide solutions to total system or subsystems using internally created and/or off-the-shelf products.</li> <li>• Analyzes and identifies all or part of a company's existing or new peripheral, network, and telecommunications systems requirements, taking into consideration the special technology needs.</li> <li>• Establishes functional and technical specifications and standards, solves hardware/software interface problems, defines input/output parameters, and ensures integration of the entire system or subsystem.</li> </ul>			

**Network Services:** Work that involves the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Computer Opns Spt Anlst Asc</b></p> <ul style="list-style-type: none"> <li>Provides support to an enterprise management system. Performs monitoring and management of mainframes, networks and workgroup servers.</li> </ul> <p><b>Network Engineer Asc</b></p> <ul style="list-style-type: none"> <li>Designs and plans network communications systems.</li> <li>Provides specifications and detailed schematics for network architecture.</li> <li>Provides specific detailed information for hardware and software selection, implementation techniques and tools for the most efficient solution to meet business needs, including present and future capacity requirements.</li> <li>Conducts testing of network design.</li> <li>Maintains technical expertise in all areas of network and computer hardware and software interconnection and interfacing, such as routers, multiplexers, firewalls, hubs, bridges, gateways, etc.</li> <li>Evaluates and reports on new communications technologies to enhance capabilities of the network.</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>Network standards</li> <li>Network management tools</li> <li>Network equipment capabilities</li> <li>Network principles and concepts</li> <li>Network equipment and tools</li> <li>Configuration management concepts</li> <li>Life cycle management concepts</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>Sufficient to troubleshoot and maintain the stability of communications lines and equipment</li> <li>Sufficient to install, configure, and troubleshoot LAN and WAN components such as routers, hubs, switches, and servers</li> <li>Assist in maintaining network services, such as Dynamic Host Configuration Protocol (DHCP), Domain Name Server (DNS), and directory services</li> <li>Install, test, and configure network workstations and peripherals</li> <li>Instruct customers in logging on and accessing network services.</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>Multitask</li> <li>Manage timelines</li> <li>Organize and present technical terms and concepts to technical and non-technical audiences</li> <li>Think non-sequentially and globally</li> <li>Present alternative solutions concisely and clearly</li> </ul>

**Systems Administration:** Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Systems Administrator Asc</b></p> <ul style="list-style-type: none"> <li>• Maintains smooth operation of multi-user computer systems, including coordination with network administrators.</li> <li>• Duties may include setting up administrator and service accounts, maintaining system documentation, tuning system performance, installing system-wide software, and allocate mass storage space.</li> <li>• Interacts with users and evaluates vendor products.</li> <li>• Makes recommendations to purchase hardware and software, coordinates installation and provides backup recovery.</li> <li>• Develops and monitors policies and standards for allocation related to the use of computing resources.</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>• Systems administration methods and procedures</li> <li>• Performance monitoring methods</li> <li>• Analytical methods</li> <li>• IT security principles</li> <li>• Analytical reasoning</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>• Install server upgrades</li> <li>• Schedule downtime to minimize user impact</li> <li>• Monitor server performance using performance monitoring tools</li> <li>• Recognize and refer problems to more experienced specialists</li> <li>• Schedule, monitor, and verify the integrity of system backups and restore files as needed</li> <li>• Correct security vulnerabilities in assigned systems in response to problems identified in vulnerability reports</li> <li>• Serve as a member of a team responsible for planning and managing large-scale server deployment</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Analyze data and understanding root cause</li> <li>• Apply rules/principles to process/procedures and use logic to draw conclusion</li> <li>• Collect, interpret, synthesize, and communicate information to stakeholders</li> <li>• Organize and document process and outcomes</li> <li>• Meet deadlines</li> </ul>

**Policy and Planning:** Work that involves a wide range of IT management activities that typically extend and apply to an entire organization or major components of an organization. This includes strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management, auditing, and information security management.

<b>Career/Skill</b>	<b>Performance-Level Expectation</b> Exempt Technical Job-level Expectation	<b>Technical Knowledge</b> Skills, Abilities, Tools	<b>Professional Skills</b> Competencies
	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>• IT concepts</li> <li>• Program management principles</li> <li>• Communication techniques</li> <li>• Analytical reasoning</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>• Provide input to drafting position papers on IT issues such as policy implications of new business strategies; e.g., e-Government, knowledge management, and paperwork elimination</li> <li>• Identify relevant information including industry standards and practices</li> <li>• Present alternatives</li> <li>• Make recommendations</li> <li>• Assist in implementing decisions</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate systems thinking</li> <li>• Understand system and organizational constraints and develop creative solutions</li> <li>• Present alternative solutions</li> </ul>

**Application Software:** Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Computer Apps Analyst Asc</b></p> <ul style="list-style-type: none"> <li>Responsible for full-phase analysis, design, development, testing and implementation of personal computer applications.</li> <li>Performs ad hoc reporting from host systems.</li> <li>Supports and maintains existing departmental personal computer applications.</li> <li>Provides training and presentations to internal personnel and management.</li> </ul> <p><b>Software Config Analyst Asc</b></p> <ul style="list-style-type: none"> <li>Develops and maintains software configuration management tools to support configuration identification, control, reporting, and delivery of both internally developed and externally purchased commercial off-the-shelf (COTS) software products.</li> <li>Performs configuration management and release engineering tasks to ensure new software product operating parameters are documented, comply with standard hardware configurations, and are logistically sustainable.</li> <li>Designs, develops, automates, and maintains productivity tools using programming, database or scripting languages to improve software modeling and development.</li> <li>Designs and implements build procedures that are used to support software product development and use.</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>Applications software principles and methods</li> <li>Programming languages</li> <li>Systems development processes</li> <li>Technical documentation procedures</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>Participate on a team designing, developing, testing, and implementing software for less complex programs, such as modifying input forms</li> <li>Document customer business rules</li> <li>Develop flow diagrams and/or pseudo-code</li> <li>Test and debug programs according to detailed requirements</li> <li>Submit completed applications software to the project leader</li> <li>Support the maintenance of existing applications software</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>Examine information/data relevance and accuracy</li> <li>Follow processes/procedures</li> <li>Integrate multiple data and contrast conflicting data</li> <li>Ability to interpret symbols, diagrams, and schematics</li> <li>Ability to organize information and communicate to various audiences</li> <li>Translate the meaning of key business strategy into actions</li> </ul>

**Application Software:** Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Software Config Analyst Asc (cont)</b></p> <ul style="list-style-type: none"> <li>• Develops software configuration standards and policies for company-wide use.</li> <li>• Trains software developers in the use of configuration management tools and the implementation of software quality standards.</li> <li>• Maintains the Software Configuration Management System including collection or distribution of code documentation, problem report and change request processing, software build documents, and delivery of software products to operational environments.</li> <li>• Implements long-term organizational objectives for software process improvement (e.g., SEI CMM), compliance with ISO 9000 standards, and software code reuse.</li> </ul> <p><b>Software Dev Analyst Asc</b></p> <ul style="list-style-type: none"> <li>• Researches, designs, develops, and/or modifies enterprise-wide systems and/or applications software.</li> <li>• Involved in planning of system and development deployment as well as responsible for meeting software compliance standards.</li> <li>• Evaluates interface between hardware and software, operational requirements, and characteristics of overall system.</li> <li>• Documents testing and maintenance of system corrections.</li> </ul>			

**Application Software:** Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
--------------	-------------------------------------------------------------------------	-------------------------------------------------	-------------------------------------

**Internet:** Work that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of Web sites. This specialty only includes positions that require the application of technical knowledge of Internet systems, services, and technologies.

Career/Skill	Performance-Level Expectation Exempt Technical Job-level Expectation	Technical Knowledge Skills, Abilities, Tools	Professional Skills Competencies
<p><b>Info Tech Valid Analyst Asc</b></p> <ul style="list-style-type: none"> <li>• Develops and administers company's participation and content of the Internet and is responsible for Web exposure and position.</li> <li>• Coordinates existing content updates with the various departments maintaining a presence on the Web.</li> <li>• Develops and implements all new content for the company site(s) from internal departments.</li> <li>• Implements marketing projects developed to exploit database marketing opportunities and provide new marketing and sales tools to cognizant departments.</li> <li>• Executes test updates for the Web site in applicable formats and coordinates graphical updates.</li> <li>• Implements new technology to maintain a competitive product and image on the Internet.</li> <li>• Communicates and educates sales personnel on solutions and tools available through the Internet and online networks.</li> </ul>	<p><b>Knowledge of, and skill in applying:</b></p> <ul style="list-style-type: none"> <li>• Internet operations</li> <li>• Graphics markup languages</li> <li>• Programming languages</li> <li>• Internet server maintenance techniques</li> <li>• Software validation tools</li> <li>• Performance monitoring methods</li> <li>• Analytical methods</li> <li>• Internet principles;</li> <li>• Optimization or tuning tools</li> <li>• Internet clients</li> <li>• Browser technology</li> <li>• Quality assurance principles</li> </ul>	<p><b>Knowledge of/to:</b></p> <ul style="list-style-type: none"> <li>• Diagnose and troubleshoot Web site operational problems such as broken links or file directory, server, or applications problems</li> <li>• Make corrections</li> <li>• Restore functionality</li> <li>• Fine-tune Web pages and other Internet services to ensure compatibility with different browsers</li> <li>• Test new browser versions for compatibility with existing services</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Analyze information and provide adequate response</li> <li>• Communicate concepts and ideas to less technical audience</li> <li>• Gather accurate requirements and execute according to expectation</li> <li>• Understand policies and procedures and operate under various constraints</li> </ul>

## Lockheed Martin Apprenticeship Training Program Apprentice Salary Schedule

### FOR THE OCCUPATION OF IT Specialist I

**O\*NET-SOC CODE:**

Timing		Rationale	Schedule/Job Code/Title/CP	DV/WMA
Year 1	Junior Year Fall	Established in Standards - (Minimum of range Engineering Aide N8042)	Casual PT, N9081, IT Apprentice - CP Z	(64%)
	Junior Year Spring	(NE1)	Casual PT, N9081, IT Apprentice - CP Z	(65%)
Year 2	Summer (Rising Sr.)		Casual PT, N9081, IT Apprentice - CP Z	(66%)
	Senior Year Fall		Casual PT, N9081, IT Apprentice - CP Z	(67%)
	Senior Year Spring		Casual PT, N9081, IT Apprentice - CP Z	(68%)
Year 3	HS Graduation	PRS - focal point (NE1)	Full Time, N8362 IT Apprentice Sr - CP Z	(85%) (plus focal pt)
	Complete Training / OJL Rotations		Full Time, N8361 IT Apprentice Sr - CP Z	Focal pt
End of Year 3	Off Program Assignment	Annualized rate (off program placement - NE2)	No Post Placement, job title- per Comp - CP F	Annually based on Eng Aide 80% compa ratio

Note: Rates are subjected to change due to the market, and types of positions.  
This data is for HR Use and Budget Purposes only.

---

**Lockheed Martin Apprenticeship Training Program  
Apprentice Salary Schedule  
FOR THE OCCUPATION OF  
IT Specialist II  
O\*NET-SOC CODE:**

The personnel policies of Lockheed Martin include a compensation plan that requires an annual performance review for each and every employee that determines any potential salary increase. All Lockheed Martin employees receive performance reviews in December, and all salary increases occur in February. Lockheed Martin calls these salary increases Focal Point Adjustments.

During the two years of apprenticeship, the apprentice is considered for a salary increase each February, unless the apprentice's start date occurred in January, in which case the apprentice would receive his/her first performance review and potential Focal Point Adjustment, 13 months after the start date. *The amount of increase is dependent on the apprentice's performance, position in the Salary Range, and Lockheed Martin's salary planning budget.*

	<b>Time Frame</b>	<b>Levels</b>	<b>Apprentice Salary Range</b>
1.	0 to 12 Months	2	75% Minimum to 125% Maximum of the Midpoint of the Salary Range
2.	13 to 24 Months	2	May be considered for a Focal Point Adjustment 75% Minimum to 125% Maximum of the Midpoint of the Salary Range
3.	After 24 Months	2	May be considered for a Focal Point Adjustment 75% Minimum to 125% Maximum of the Midpoint of the Salary Range

Note: Amount of increase is dependent on apprentice's performance, position in the Salary Range, and Lockheed Martin's salary planning budget.

The minimum salary for an IT Specialist II, as of April 2009, was 75% Minimum to 125% Maximum. The entry-level salary for each apprentice will be determined based on the apprentice's previous experience and education; therefore, the starting salary may vary from one apprentice to another. The IT Specialist II is a *salaried* position and apprentices are therefore *exempt* from overtime pay.

*For example, the minimum starting salary for an IT Specialist II is now 75% Minimum to 125% Maximum and if an apprentice's performance warranted a 3 percent merit increase after the first performance review, the apprentice's salary would be increased to 75% Minimum to 125% Maximum. If the apprentice's second performance review also justified a 3 percent Focal-Point Increase, the apprentice's salary would be increased to 75% Minimum to 125% Maximum.*

**LOCKHEED MARTIN CORPORATION**  
**Standards of Apprenticeship**

**Appendix B**  
**AER Sponsor Manual**  
**ETA-671 Apprenticeship Agreement**



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 01/31/2012

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 22)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

<p>1. Name (Last, First, Middle) and Address      *Social Security Number</p> <p style="text-align: center;">-</p> <p>(No., Street, City, State, Zip Code, Telephone Number)</p>	<p>Answer Both A and B (<b>Voluntary</b>) (Definitions on reverse)</p> <p>4. a. Ethnic Group (Mark one)</p> <p><input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more)</p> <p><input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one)</p> <p><input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one)</p> <p><input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training</p>
<p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one)</p> <p><input type="checkbox"/> Male      <input type="checkbox"/> Female</p>	
<p>7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)</p> <p><input type="checkbox"/> None      <input type="checkbox"/> Incumbent Worker      <input type="checkbox"/> Adult      <input type="checkbox"/> Youth</p> <p><input type="checkbox"/> Dislocated Worker      <input type="checkbox"/> Trade Adjustment Assistance      <input type="checkbox"/> Job Corps      <input type="checkbox"/> School-to-Registered Apprenticeship</p>		
<p>8. Signature of Apprentice      Date</p>	<p>9. Signature of Parent/Guardian (if minor)      Date</p>	

**PART B: SPONSOR:**

<p>10. Sponsor Program No.</p> <p>Sponsor Name and Address (No. Street, City, County, State, Zip Code)</p>	<p>11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).</p>		
	<p>11b. Occupation Code</p>	<p>12. Term (Hrs., Mos., Yrs.)</p>	<p>13. Probationary Period (Hrs., Mos., Yrs.)</p>
	<p>14. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>	<p>15. Term Remaining</p>	<p>16. Date Apprenticeship Begins</p>
<p>17a. Related Instruction (Number of Hours Per Year)</p>	<p>17b. Apprentice Wages for Related Instruction</p> <p><input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid</p>	<p>17c. Related Training Instruction Source</p>	

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_      Apprentice's Entry Hourly Wage 18b. \$ \_\_\_\_\_      Journeyworker's Hourly Wage 18c. \$ \_\_\_\_\_

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

<p>19. Signature of Sponsor's Representative(s)      Date Signed</p>	<p>21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)</p>
<p>20. Signature of Sponsor's Representative(s)      Date Signed</p>	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

<p>22. Registration Agency and Address</p>	<p>23. Signature (Registration Agency)</p>	<p>24. Date Registered</p>
--------------------------------------------	--------------------------------------------	----------------------------

25. Apprentice Identification Number (Definition on reverse):

**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

**Note:** 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

**Item 21.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

**Item 25. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C.. 20210. (Paperwork Reduction Project 1205-0223).



# SPONSOR QUICK START GUIDE

The purpose of this RAPIDS Sponsor’s Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

## Table of Contents

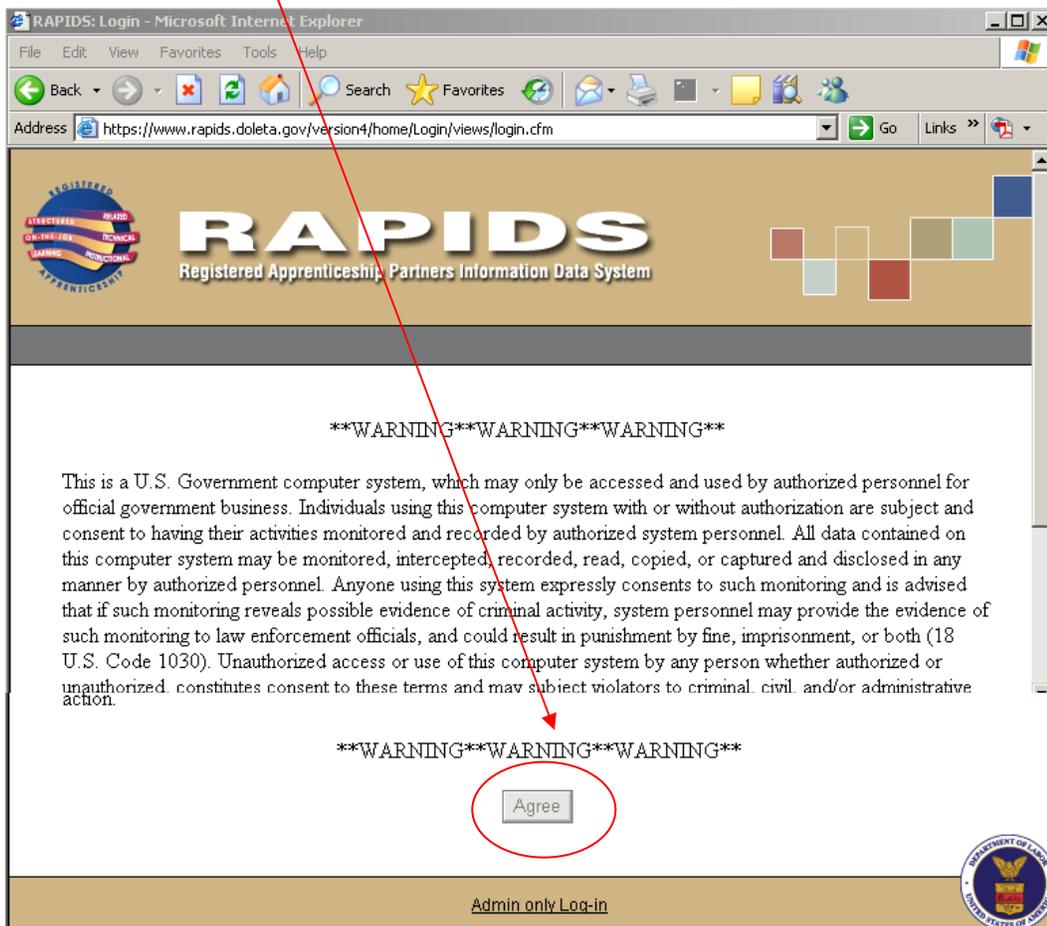
1.1 Accessing the RAPIDS System.....	page 3
1.2 Log-in.....	page 4
1.3 Register Apprentice.....	page 6
1.4 Complete Apprentice.....	page 8
1.5 Cancel Apprentice.....	page 12

## 1.1 Accessing RAPIDS Website

**Note:** Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:  
<https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears



## 1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.

The screenshot shows the RAPIDS login interface. At the top left is the logo for Registered Apprenticeship, which includes the text "REGISTERED APPRENTICESHIP", "SELECTED", "ON-THE-JOB", "LEARNING", "TECHNICAL", and "NON-TECHNICAL". To the right of the logo is the text "RAPIDS" in large white letters, with "Registered Apprenticeship Partners Information Data System" underneath. Further right is a decorative graphic of colored squares. Below this header is a "Login" section. On the left is a photograph of two men working on a large industrial machine. To the right of the photo is the text "Welcome to RAPIDS". Below this are two input fields: "User ID:" and "Password:", both circled in red. Below the password field is a link that says "Retrieve Forgotten Password". At the bottom right of the login section is a "Login" button, also circled in red. A red arrow points from the "Login" button back to the "Registered Apprenticeship" logo. At the bottom of the page, there is a footer with the text "Admin only Log-in" and the official seal of the Department of Labor, United States Secretary of Labor.

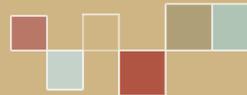
**Result:** The Home page will display, as shown below:



# RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP02656( [Logout](#)) [Help](#)



Home

Programs

Apprentices

General

My Profile

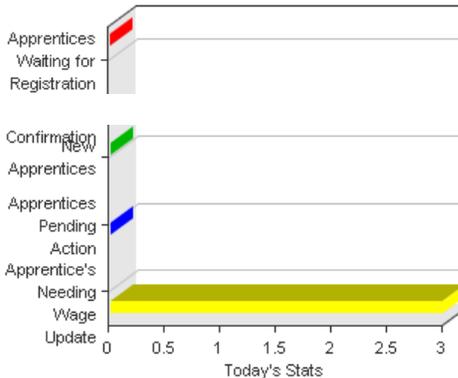
Search:  For:   [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

### Performance At A Glance

#### Today's Stats: Larry Starr

Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3



#### Totals (Fiscal Year to Date)

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
<a href="#">AK000710001</a>	1	0	10	0	0	1

#### Quick Links

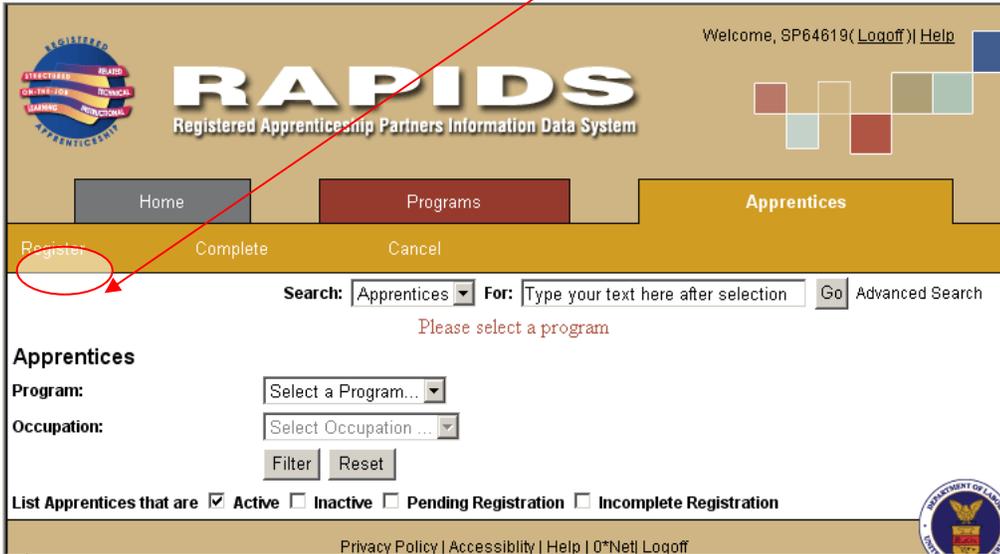
- [Register an apprentice](#)

#### What's New



### 1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

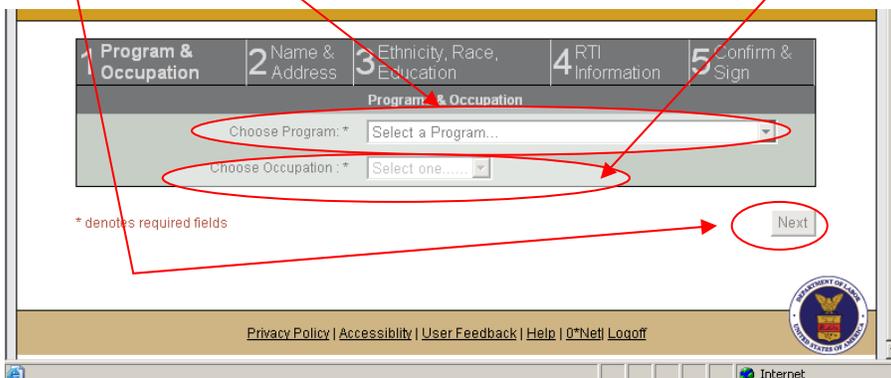


This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign
- To create a new apprentice record, follow the steps for each section below:
- Note: Entry is required in all fields with an asterisk (\*) beside the field name.

#### On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.



## Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

**Apprentice Registration**

Last Name: SDFGV, First Name: SDV ID: AK07N003570

<b>1</b> Program & Occupation	<b>2</b> Name & Address	<b>3</b> Ethnicity, Race, Education	<b>4</b> RTI Information	<b>5</b> Confirm & Sign
-------------------------------	-------------------------	-------------------------------------	--------------------------	-------------------------

**Program & Occupation**

A-1 CONSTRUCTION

**Sponsor:** 7483 CHEBOYGAN STREET  
ALANSON, MI 49706

**Sponsor Program No:** MI009990013

**Trade/Occupation:** CARPENTER

**Occupation Code:** 0067

**Term:** 8000 Hours

**Probationary Period:** 1000 Hours

**Name and Address of Sponsor Designee to Receive Complaints(if applicable)**

**Designee:** No Designee Information for this Project

**Name Information**

**Last Name:** SDFGV  
**First Name:** SDV  
**Middle Name:**  
**SSN:**  
**Apprentice ID:** AK07N003570

**Address Information**

**Address:** SDFGV  
**City:** SDFGV

**State:** AK  
**Zip Code:** 99999  
**Phone:**  
**E-mail:**  
**Date of Birth:** 01/01/1981  
**Gender:** Male

**Ethnicity, Race, Veteran Status, Education**

**Ethnic Group:** Hispanic

**Race:** Black

**Veteran Status:** Non-Veteran

**Education Level:** High School Graduate

**Career Linkage**

Military Update

---

**Related Training Information**

**Related Training Instruction Provider:** AMERICAN FIRE SPRINKLER ASSOC.  
**Total Length of Instruction:** 8000 Hours/ Year  
**Are Wages Paid During Instruction?** Wages not paid  
**Hours Instruction Provided:** During Non-Work Hours  
**Term Length:** 8000 Hours  
**Probationary Period:** 1000 Hours  
**Credit for Previous Experience:** 50 Hours  
**Credit for Previous RTE:** 50 Hours  
**Term Remaining:** 7950 Hours  
**Date Apprenticeship Begins:** 05/24/2007

---

**Wages**

**Prior Apprenticeship Wages:** 5.75 / Hour  
**Apprentice's Entry Wages:** 8.00 / Hour  
**Journeyworker's Wages:** 8.00 / Hour Update

---

**Current Status Information**

**Status:** Incomplete Registration  
**Status Last Updated:** 05/16/2007

---

**Electronic Signature**

Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.

JAMES DEMERCADO - MI010  
 Electronic Signature

---

*Click the button below to complete this registration.*

**Save & Complete Registration Request**

---

[Privacy Policy](#) | [Accessibility](#) | [User Feedback](#) | [Help](#) | [0\\*Net! Logoff](#)

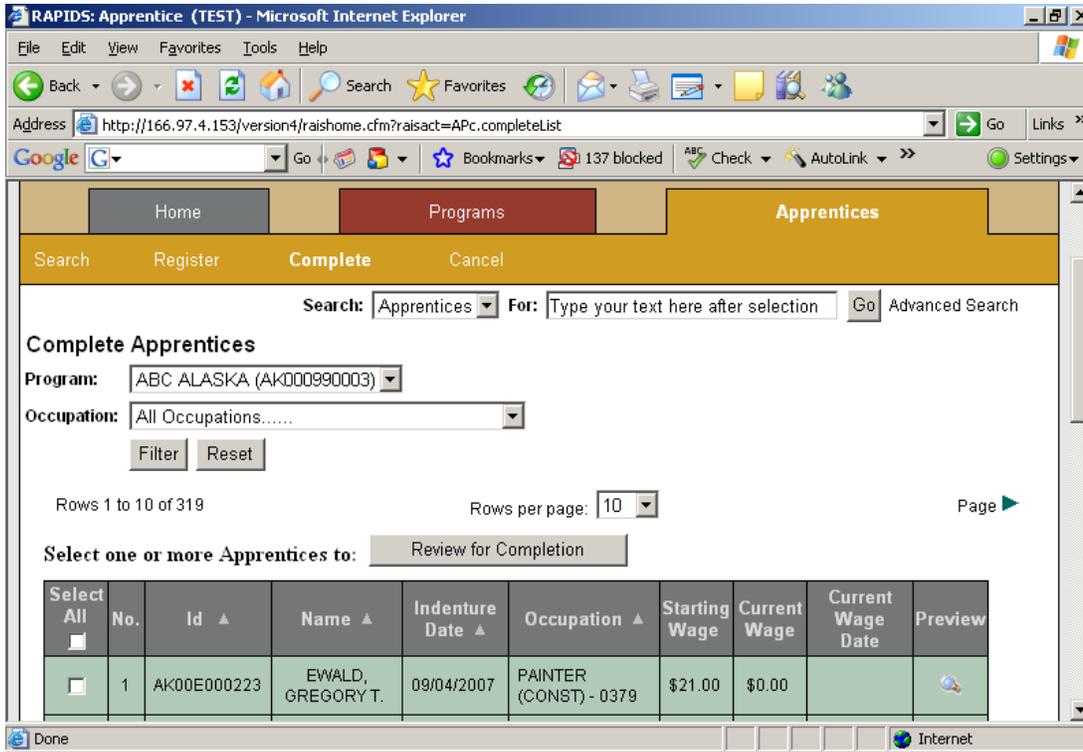
Done Internet

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

**Note:** After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

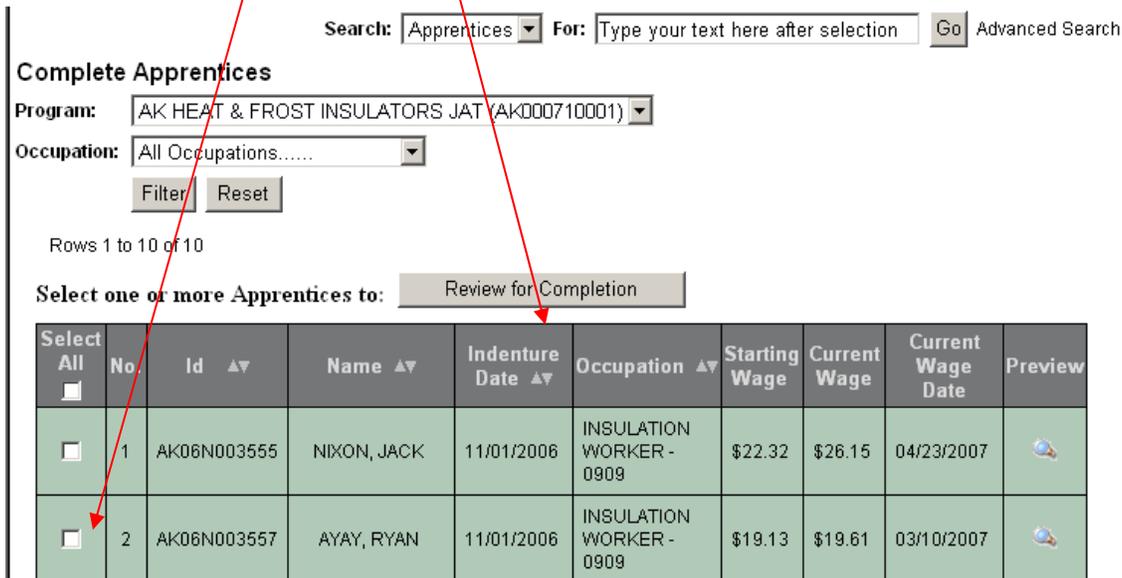
## 1.4 Complete Apprentice

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.



To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.



**Result:** System displays the Complete Apprentice form.

**Complete Apprentice**

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)

\* denotes required fields

Save & Submit Completion

Quit

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

1. Enter the Completion Wage for each apprentice.
2. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
3. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name fro the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

**Result:** The system will display the completed record(s) on the list

The screenshot shows a web browser window titled "Version 4: Apprentice - Microsoft Internet Explorer". The address bar shows the URL: <http://166.97.4.153/version4/apprentices/raishome.cfm?raisact=aapp.filterList>. The page has a navigation bar with tabs: Search, Register, Transfer, Complete, Cancel, Approve. Below the navigation bar is a search section with a dropdown menu set to "Apprentice", a "For:" field, and a "Go" button. There is also a link for "Advanced Search". Below the search section is a "By:" section with radio buttons for "Apprentice ID" (selected), "Last Name", and " ". The main content area is titled "Apprentices" and has a "Show:" section with radio buttons for "My Programs" and "All Programs" (selected). There are three filter dropdowns: "State:" with "MI" selected, "Program:" with "2K TOOL (MI010050018)" selected, and "Occupation:" with "All Occupations....." selected. Below these are "Filter" and "Reset" buttons. There is a section "List Apprentices that are" with checkboxes for "Active", "Pending", and "Inactive" (checked). Below this is a table with columns: No., Id, Name, Program Id, Occupation, Date Registered, Preview, and Status. The table contains one row with the following data:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

## 1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the **Apprentice** tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

The screenshot shows the 'RAPIDS: Apprentice (TEST)' web application in Microsoft Internet Explorer. The browser address bar shows the URL: `http://166.97.4.153/version4/raishome.cfm?raisact=AFC.cancelList`. The application has a navigation menu with 'Home', 'Programs', and 'Apprentices' tabs. Under the 'Apprentices' tab, there are sub-tabs: 'Search', 'Register', 'Complete', and 'Cancel'. The 'Cancel' sub-tab is active. Below the sub-tabs, there is a search bar with 'Apprentices' selected in the dropdown and a 'Go' button. There are also 'Advanced Search' and 'Filter' buttons. The main content area is titled 'Cancel Apprentices' and contains a 'Program' dropdown menu set to 'ABC ALASKA (AK000990003)' and an 'Occupation' dropdown menu set to 'All Occupations.....'. Below these are 'Filter' and 'Reset' buttons. A status bar indicates 'Rows 1 to 10 of 320' and 'Rows per page: 10'. A 'Page' button is also present. Below the status bar, there is a 'Select one or more Apprentices to:' label and a 'Review for Cancellation' button. The main table has the following columns: 'Select All', 'No.', 'Id', 'Name', 'Indenture Date', 'Occupation', 'Starting Wage', 'Current Wage', 'Current Wage Date', and 'Preview'. The first row of data is: 

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

**Result:** System displays the Cancel Apprentice form

Home
Programs
Apprentices

Register
Complete
Cancel

Search:  For:   [Advanced Search](#)

### Cancel Apprentice

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
 P.O. BOX 203212  
 ANCHORAGE, AK 99520  
  
**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>

**Cancellation Information**

**Cancellation Date:** \*   (Ex. MM/DD/YYYY)

**cancelled in Probation Period?** \*  Yes  No

**Appeal Rights Explained?** \*  Yes  No

**Requested by?** \*  Sponsor  Apprentice

**Reason for Cancellation:** \*

\* denotes required fields

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.

**LOCKHEED MARTIN CORPORATION**  
**Standards of Apprenticeship**  
**APPENDIX C**  
**(SAMPLE)**  
**AFFIRMATIVE ACTION PLAN**

ADOPTED BY

**Lockheed Martin Corporation**  
**6801 Rockledge Drive**  
**Bethesda, Maryland 20817**

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

Approved by: \_\_\_\_\_ (TITLE) \_\_\_\_\_ DATE \_\_\_\_\_  
(REGISTRATION AGENCY SIGNATURE)

## **SECTION I – INTRODUCTION**

Lockheed Martin enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. Lockheed Martin seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. Lockheed Martin hereby adopts the following nondiscriminatory pledge and the Plan.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by Lockheed Martin will become part of this written AAP, once approved by the Registration Agency.

## **SECTION II – EQUAL OPPORTUNITY PLEDGE**

Lockheed Martin commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. Lockheed Martin will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

## **SECTION III – UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, Lockheed Martin pledges to identify outreach efforts under Section IV that will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in Lockheed Martin’s labor market area. Once the labor force is determined, Lockheed Martin can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

## **SECTION IV – OUTREACH AND POSITIVE RECRUITMENT**

The Lockheed Martin’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. Once those efforts have been checked, the Lockheed Martin will set forth the specific steps they intend to take under each identified effort. The Lockheed Martin will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

- A          An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
  - Women’s Organizations/Centers
  - Local Schools
  - Employment Service Centers

- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)
- United States Department of Labor Office of Apprenticeship
- United States Department of Veterans Affairs Vocational Rehabilitation and Employment Service

- B.  Each announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, the period for accepting applications, and Lockheed Martin's equal opportunity policy. *The period for accepting applications will be established by Lockheed Martin for each announcement of specific apprenticeship openings.*
- C.  Participation in annual workshops in partnership with the United States Department of Veterans Affairs for the purpose of familiarizing Veterans Affairs' Employment Specialists and other appropriate personnel with the apprenticeship program and current opportunities.
- D.  Participation in annual workshops in partnership with the United States Department of Veterans Affairs Vocational Rehabilitation and Employment Service for the purpose of familiarizing veterans with the apprenticeship program and current opportunities.
- E.  Internal communication of the Lockheed Martin's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Lockheed Martin various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- F.  Encouraging the establishment and utilization of course offerings that prepare applicants for apprenticeship. The Lockheed Martin will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G.  Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H.  Expand the recruitment of veterans by including the Military Veterans Direct Entry Provisions as part of these Standards of Apprenticeship, and grant advanced standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I.  Disseminate the Lockheed Martin **DIVERSITY INCLUDES YOU** brochure to the Registration Agency, the United States Department of Veterans Affairs, and the United States Department of Veterans Affairs Vocational Rehabilitation and Employment Service to provide potential apprenticeship applicants with an understanding of the Lockheed Martin **DIVERSITY INCLUDES YOU** Model.
- J.  Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without

- K.  Lockheed Martin advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

### ***Outreach and Recruitment Strategy***

#### **IT Specialist I**

These Lockheed Martin Standards of Apprenticeship have as their primary objective the training of IT Specialists I skilled in all phases of the industry. Lockheed Martin recognizes that in order to accomplish this, there must be well-developed OJL combined with related instruction. Details found in the Work Process Schedule and Related Instruction Outline (Appendix A) are a testimonial to the intent to achieve this primary objective. The secondary objective is to develop an underutilized population so that individual potential may be realized and job satisfaction may result, thereby resulting in retention of apprentices and current staff, and demonstrating that underrepresented students can be successful in the IT industry. Our belief is that students of promise may lack the financial means and academic credentials required to enroll in full-time college programs, but with a structured mentoring program and exposure to a technical environment that provides successful work experiences, these same students will reach their full potential and at the same time build a lasting relationship with Lockheed Martin, with the opportunity to grow and develop in a large corporation.

Lockheed Martin recognizes that a percentage of high school students intend to enroll in full-time college programs, and they encourage these students to follow this education pathway, because Lockheed Martin does have a need for college graduates. This apprenticeship program is not intended for these students. Lockheed Martin encourages students who are on a college track to continue to pursue their educational goals.

Partnering with a local high school that is in close proximity to a Lockheed Martin facility not only simplifies transportation issues, but provides an opportunity for students who are potential apprenticeship applicants, teachers and the school's administration team, to become familiar with an IT work environment, and for parents or guardians to participate in a Lockheed Martin Apprenticeship Orientation Program. Our goal is to build a relationship with a local high school and that students of promise will be recommended by their teachers and the school's administration team to apply as apprenticeship applicants.

The Lockheed Martin IT Apprenticeship Program will determine which applications will be approved. All applicants for the IT Apprenticeship Program will be selected and retained in accordance with the following criteria:

Lockheed Martin provides equal opportunities to all employees and all applicants for employment without regard to race, religion, color, sex, age, United States military veteran's status, and/or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation.

This policy extends to, but is not limited to, recruitment and employment, promotion, demotion, transfers, layoff and termination, rates of pay and other forms of compensation, education and training, and other working conditions.

No provisions of this or any other Lockheed Martin policy may be construed as an employment agreement. Employment with Lockheed Martin can be terminated at any time with or without cause by either the employee concerned or by Lockheed Martin.

## **IT Specialist II**

These Lockheed Martin Standards of Apprenticeship have as their primary objective the training of IT Specialists II skilled in all phases of the occupation. Lockheed Martin recognizes that in order to accomplish this, there must be well-developed OJL combined with related instruction. Details found in the Work Process Schedule and Related Instruction Outlines (Appendix A) are a testimonial to the intent to achieve this primary objective.

The secondary objective is to develop a population of honorably discharged veterans, recognizing that by completing military technical training, veterans are proven technical learners. This opportunity is being provided so that the potential of individual veterans may be realized and job satisfaction may be achieved. The goal is that this alternative, innovative staffing solution will result in the retention of apprentices and current staff and demonstrate that veterans, and in particular veterans participating in a Department of Veterans Affairs Vocational Rehabilitation and Employment Service early intervention seamless transition program, can be successful IT Specialists. Lockheed Martin's belief is that veterans of promise may lack college credentials, but may have the appropriate military experience for employment in the IT Specialist II organization. With a structured apprenticeship program and exposure to a technical environment that provides successful work experience and mentoring, qualified veterans will reach their full potential. At the same time the veterans will build a lasting relationship with Lockheed Martin with the opportunity to grow and develop in a large corporation.

The Lockheed Martin IT Apprenticeship Program will determine which applications will be approved. All applicants for the IT Specialist II apprenticeship program will be selected and retained in accordance with the following criteria:

Lockheed Martin will provide equal employment opportunity to employees and applicants for employment without regard to race, ethnicity, religion, color, sex, national origin, age, United States military veteran's status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, or mental or physical disability, so long as the essential functions of the job can be performed with or without reasonable accommodation.

This policy extends to, but is not limited to, recruitment and employment, promotion, demotion, transfers, layoff and termination, rates of pay and other forms of compensation, education and training, and other working conditions.

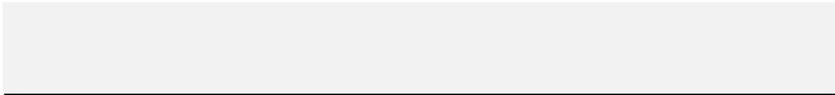
No provisions of this or any other Lockheed Martin policy may be construed as an employment agreement. Employment with the Lockheed Martin Corporation can be terminated at any time with or without cause by either the employee concerned or by Lockheed Martin.

## **SECTION V – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Lockheed Martin Corporation will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by Lockheed Martin for evaluating the positive as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. Lockheed Martin will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Lockheed Martin will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, the Lockheed Martin will make good-faith efforts to attain established percentage placement goals by casting a wide net, such as using targeted recruiting, advertising techniques, and community outreach efforts designed to increase minorities' and/or women's participation. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI – OFFICIAL ADOPTION**

The Lockheed Martin Corporation officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, (insert year).



\_\_\_\_\_  
SIGNATURE OF SPONSOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Shan Cooper

\_\_\_\_\_  
**Vice President of Human Resources**

\_\_\_\_\_  
TITLE

*Lockheed Martin(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS WORKSHEET**

**A. SPONSOR INFORMATION**

Program Number:		
Name of Sponsor:		
Address:		
City/State/Zip Code:		
Contact Person:		
Phone Number:		FAX Number:
E-Mail Address:		

**B. OCCUPATIONAL INFORMATION**

Occupational Title: *		
RAPIDS Code:		O*NET/SOC Code:
Type of selection method used:		
Labor Market Area description:		

**C. LABOR MARKET AREA DATA**

Total Labor Force in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Working Age Population in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Apprentices in Particular Craft in Labor Market Area **		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

\* [http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

\*\* Data available from Registration Agency.

\*\*\* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Craft" to propose the entries for "The General Availability of Minorities and Women."

D. SPONSOR'S WORKFORCE DATA

E-1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
E-2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *		
EEOC Occupational Employment Data: **		

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting \_\_\_\_\_ % minorities and \_\_\_\_\_ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis or race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: \_\_\_\_\_

H. REGISTRATION AGENCY APPROVAL:

**Sponsor**

**Registration Agency**



Sponsor's Signature

Registration Agency Signature

Shan Cooper

Typed Name

Typed Name

Vice President, Human Resources

Title

U.S. Department of Labor

Title

Date Signed

Date Signed

**LOCKHEED MARTIN CORPORATION**  
**Standards of Apprenticeship**

**APPENDIX D**

**QUALIFICATIONS AND SELECTION PROCEDURE**  
**ADOPTED BY**

**Lockheed Martin Corporation**

**6801 Rockledge Drive**  
**Bethesda, Maryland 20817**

**DEVELOPED IN COOPERATION WITH THE**  
**U. S. DEPARTMENT OF LABOR**  
**OFFICE OF APPRENTICESHIP**

Approved by: \_\_\_\_\_ (TITLE) \_\_\_\_\_ DATE \_\_\_\_\_  
(REGISTRATION AGENCY SIGNATURE)

**The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.**

## INFORMATION TECHNOLOGY SPECIALIST I

### SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Applicants for apprenticeship must be 16 years of age, and if a student is under 18 years of age, a Parent or Guardian must sign the Apprenticeship Agreement, and the student must have or obtain a work permit, in order for the apprentice to be registered with the United States Department of Labor, Office of Apprenticeship.

B. Education

Applicants for apprenticeship must be a full-time high school student in good standing, have a cumulative GPA of 2.50 on a 4.00 scale or higher, and have scored at least 70% in both reading and mathematics on the most current standardized academic measurement that is available. The applicant must complete a Lockheed Martin Apprenticeship Orientation Program at his/her school on school time, and a parent or guardian must also complete an evening Lockheed Martin Apprenticeship Orientation Program at his/her child's high school.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

All applicants are required to complete a drug test, and may be subject to a physical agility or fitness test, on acceptance into the program and prior to being employed.

D. Security

Students and their parents must agree to standard Lockheed Martin security screening processes necessary to maintain the integrity of the company as a federal contractor.

E. Attendance

Students cannot have excessive unexcused absences during the program.

F. Required Skills

Applicants must have excellent written and oral communications skills and experience working successfully in a teamwork oriented environment, as listed in Appendix A-1.

G. Convictions

In most cases a person convicted of a felony offense will not be eligible for the Apprenticeship Program or for employment.

## **SECTION II – APPLICATION PROCEDURES**

- A. Applicants will be accepted as specified. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by Lockheed Martin.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

## **SECTION III – SELECTION PROCEDURES**

The policies and procedures described herein are designed as a guide for the selection and retention of students as IT Specialists I/II Apprentices as part of the Lockheed Martin IT Apprenticeship Program. The Lockheed Martin IT Apprenticeship Program will determine which applications will be approved. All applicants for the IT Apprenticeship Program will be selected and retained according to the following criteria:

### ***Selection Criteria***

Grade point average of at least a 2.50 on a 4.00 scale.

Test scores of at least 70% in both reading and mathematics in the most current standardized academic measurements available.

Students must have or obtain working papers. Students must be 16 years of age before they participate in OJL assignments.

Students must be designated by the school administration team and faculty from pre-selected high schools and are to be recommended by their teachers and school program champion.

- Students must have superb attendance and excellent behavior, with no suspensions.
- Students must complete the Apprenticeship Application Forms and all required Lockheed Martin employment forms.
- Students and their parents must agree to standard Lockheed Martin security screening processes necessary to maintain the integrity of the company as a federal contractor.
- Students must be willing to withdraw from or limit certain extracurricular activities to ensure success in academic and program goals. The curtailment of competing activities including part-time work, sports, social activities, etc. may be required to successfully fulfill school and program commitments.
- Students who intend to enroll in full-time college programs upon high school graduation are not appropriate applicants for the program, and should be screened out. The program is a full-time employment opportunity that enables part-time college options.
- All apprenticeship applicants are required to complete a drug test, and may be subject to a physical agility or fitness test, on acceptance into the program and prior to being employed.
- All apprentices must be able to obtain the required Lockheed Martin security clearances in order to be eligible for placement in the IT Apprenticeship Program.
- A parent or guardian must participate in a Lockheed Martin IT Apprenticeship Orientation Program.
- All approved apprentice applicants must report to Lockheed Martin Human Resources within 10 working days of their approval by the selection committee to remain eligible.

### ***Retention Criteria***

- The student must remain enrolled in a program-participating high school. Any violation of school policies (including excessive absence) will be grounds for termination.
- Students must maintain a cumulative GPA of 2.5 or higher during high school to remain in the IT Apprenticeship Program.
- Over three days of unexcused absence from the program, during any semester after the apprentice is registered and until the program is completed, is grounds for release of the apprentice from the IT Apprenticeship Program.
- Apprentices must continue to successfully meet the IT Apprenticeship Program criteria, including satisfactory participation in instruction, the completion of all assignments, and the demonstration of a cooperative and positive attitude. Apprentices must be self-motivated and demonstrate good teamwork, and demonstrate satisfactory technical and professional learning by obtaining a minimum of 70% on all course assessments to remain in the IT Apprenticeship Program. Apprentices, as Lockheed Martin employees, are required to adhere to all company policies. Any breach of company policy is grounds for dismissal from the IT Apprenticeship Program.

## **SECTION IV. - DIRECT ENTRY**

Sponsors who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Sponsors will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the aerospace industry, may be given direct entry into the apprenticeship program. The Lockheed Martin shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Lockheed Martin will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal

consideration. Sponsors agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. **(Note: This is a method of direct entry into the apprenticeship program.)**

- D. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. **(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)**

#### **SECTION V – COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship, or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor, Office of Apprenticeship must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor, Office of Apprenticeship for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. Lockheed Martin will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

#### **SECTION VI – MAINTENANCE OF RECORDS**

The Sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job

assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, and hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the United States Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, that are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the United States Department of Labor Office of Apprenticeship or other authorized representative.

## **IT SPECIALIST II**

### **SECTION I – MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

A. Age

Applicants for apprenticeship must be 18 years of age.

B. Education

A bachelor's or associate's degree from an accredited college in a related discipline is required or equivalent experience and combined education; e.g., military education and experience in a related occupation. Veterans who completed military technical training and/or participated in a registered apprenticeship program while in the military may be admitted directly into the Lockheed Martin Apprenticeship Program.

A high school diploma or GED equivalency is required. Applicant must provide official transcripts for high school and post-high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are Veterans and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

All applicants are required to complete a drug test, and may be subject to a physical agility or fitness test, on acceptance into the program and prior to being employed.

D. Security

Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Failure to timely secure and maintain a required U.S. Government clearance or access may result in reassignment or termination.

E. Attendance

Participants will follow all laws, guidelines and procedures of the business unit regarding time and attendance.

F. Required Skills

Applicants must have excellent written and oral communication skills and experience working successfully in a teamwork-oriented environment. The candidate needs to have developed proficiency in Microsoft Office applications (MS Word, Excel, PowerPoint) and possess the ability to rapidly learn multiple software applications and competencies listed in Appendix A-2.

G. Convictions

In most cases a person convicted of a felony offense will not be eligible for the Apprenticeship Program or for employment.

**SECTION II – APPLICATION PROCEDURES**

- A. Applicants will be accepted as specified. All persons requesting an application will have one made available upon signing the applicant log.
- B. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Lockheed Martin.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Lockheed Martin.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

### **SECTION III – SELECTION PROCEDURES**

The policies and procedures described herein are designed as a guide for the selection and retention of Apprenticeship Applicants as part of the Lockheed Martin Subcontract Administrator Associate and Subcontract Administrator Apprenticeship Program. The Lockheed Martin Selection Committee will determine which applications will be approved.

The Information Technology Specialist II Program is a first for Lockheed Martin, and the development of this Qualification and Selection Procedure is the foundation from which Lockheed Martin will select apprenticeship applicants that meet the business needs of the corporation. A specific focus will be the recruitment of honorably discharged veterans by including the Military Veterans Direct Entry Provisions as part of this registered Qualification and Selection Procedure, and when feasible, the recruitment of veterans participating in a United States Department of Veterans Affairs Vocational Rehabilitation and Employment Service early intervention seamless transition program.

Veterans who completed military technical training and participated in a registered apprenticeship program while in the military may be admitted directly into the Lockheed Martin Apprenticeship Program. Lockheed Martin will evaluate each apprentice's previous experience, education, and level of performance, grant the appropriate credit on the term of apprenticeship, and provide the appropriate apprentice salary. Lockheed Martin recognizes that veterans who have been injured or wounded while in service and who are transitioning into civilian careers can bring a diverse set of skills to the organization. Lockheed Martin's belief is that veterans of promise may lack college credentials, but skilled veterans will be a valuable asset to the Lockheed Martin team.

### **SECTION V – COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship, or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally, or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by Lockheed Martin (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, Lockheed Martin involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by Lockheed Martin to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

- E. Lockheed Martin will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION VI – MAINTENANCE OF RECORDS**

Lockheed Martin will keep adequate records including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, and hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Lockheed Martin must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Lockheed Martin also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, that are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VII – OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Lockheed Martin Corporation hereby officially adopts these Selection Procedures on this \_\_\_\_\_ day of \_\_\_\_\_, (insert year).

\_\_\_\_\_

SIGNATURE OF SPONSOR

\_\_\_\_\_

DATE

**Lockheed Martin**

SPONSOR

**Vice President of Human Resources**

TITLE

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*