

FOREWORD

The National Guard Bureau recognizes the need for structured training programs to maintain the high level of skill and competence demanded in 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: (if applicable)

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 Plans 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.

PARTIAL EXEMPTION FROM THE PROVISIONS OF TITLE 29 CFR PART 30 FOR REGISTRATION OF APPRENTICESHIP PROGRAMS WITH FEDERAL, STATE AND LOCAL GOVERNMENTS: (if applicable)

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.

The Coverage of public employee apprenticeship programs in Federal, State and local government under the present regulations should be limited, by means of the exemption route (§30.19), to requiring State and local government apprenticeship sponsors to observe the provisions of 29 CFR §30.3(a) establishing the basic duty of nondiscrimination and equal treatment, §30.3(b), inclusion of the equal opportunity pledge in the sponsor's standards, and §30.8(a) and (e) for recordkeeping. On the other hand, State and local government sponsors should not be required to adopt an affirmative action program (including goals and timetables) under §30.4 or a selection procedure under §30.5 (per Bulletin 81-21, dated July 24, 1981 and Bulletin 72-38, dated December 28, 1971).

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

The National Guard Bureau hereby officially adopts these National Guidelines for Apprenticeship Standards on this 8th Day of October 2010.

_____/s/_____
Diana A. Craun
COL, FI
Division Chief, ARNG
National Army Guard Bureau
Education, Incentives and Employment Division

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



NATIONAL GUIDELINES FOR
NATIONAL GUARD
APPRENTICESHIP STANDARDS 2010

ENDORSEMENT DOCUMENT

The National Guidelines for Apprenticeship Standards are a copyright of and approved by the National Guard Bureau. They are approved in accordance with the regulations of the U.S. Department of Labor (DOL) and certified by the U.S. Department of Labor's Office of Apprenticeship (OA).

Diana A. Craun
COL, FI
Division Chief, ARNG
National Guard Bureau
Education, Incentives and Employment Division

Date

John V. Ladd
Administrator
U.S. Department of Labor
Employment and Training Administration
Office of Apprenticeship

Date

Certification Date: December 10, 2010

Certification No. C-2011-02

(SAMPLE)

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(NAME OF SPONSOR)

FOR THE OCCUPATION(S) OF

(INSERT OCCUPATION(S))

O*NET-SOC CODE: _____

RAPIDS CODE: _____

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.

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INTRODUCTION

Apprenticeship is a training program where Soldiers can earn wages while they learn a skilled profession in a specific field. Military skills that are registered apprenticeship occupations include mechanics, medical technicians, therapists, truck drivers, construction engineers, website developers, law enforcement/MP, culinary arts/cooks to name a few. Apprenticeship combines classroom studies with on-the-job learning supervised by a trade professional or supervisor. Like a college education, Apprenticeship training takes one to five years to complete 2,000 to 8,000 hours of instruction and documented work hours to become fully qualified in the occupation or trade. Unlike college, the Soldier earns money while he or she is training.

The Army National Guard (ARNG) is partnering with the Department of Labor (DOL) and coordinating with the Department of Veterans Affairs Benefits Administration and Education Services (VA) to bring an awareness and opportunity for National Guard (NG) Service members to earn national certification and be eligible to receive GI Bill benefits while working in their civilian jobs and while participating in the Guard Apprenticeship Program Initiative (GAPI). This collaboration is essential to the sustainability of the National Guard and the vitality of the best-trained and dependable professionals our nation has to offer.

Although there are 107 apprenticeable trades out of 212 Military Occupational Specialties (MOS's), civilian employers and educators have a difficult time turning these MOS's into employment opportunities. Validation of experiences and training need be documented in a way that provides civilian educators and employers with a benchmark to compare against a Service member civilian counterpart. The GAPI is a vehicle to facilitate the accreditation of military training with the requirements set by the DOL and the VA Office to enhance and educate military personnel, in order to develop a more mission capable force and to address Service member employment needs. The GAPI will allow Active Guard Reserve (AGR) and some M-Day (civilian) Soldiers to get the most value out of their military training, and apply it academically and apply it to the workforce.

Recognizing the need for skilled professionals in the work place, the National Guard, hereby establishes these National Apprenticeship Standards to be used by its 50 States, three territories and the District of Columbia and sponsoring employers as a local apprenticeship program. The National Guard represents more than 360,000 Service members (Army National Guard) across the United States, territories and the District of Columbia. The National Guard issues these National Standards for the benefit of the apprentice, the employer and the public. These National Apprenticeship Standards serve as a model and guide for local apprenticeship and training committees and participating employers in their development of standards for apprenticeship for local approval and registration. These standards have been approved and certified by the U.S. Department of Labor's, Employment and Training Administration, Office of Apprenticeship (OA).

These National Guidelines for Apprenticeship Standards serve as a guide for National Guard Apprenticeship Programs in all 50 States, three territories and the District of Columbia. These National Guidelines for Apprenticeship Standards are recognized as a part of the U.S. Department of Labor's National Apprenticeship Program. These standards were developed by the National Guard in collaboration with the U.S. Department of Labor's, Office of Apprenticeship (OA). Title 29, Code of Federal Regulations, 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 OA or by an OA recognized State Apprenticeship Agency (SAA). Title 29, Code of Federal Regulations, part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

Local apprenticeship program standards must be developed and registered by a local apprenticeship committee or sponsor that undertakes to carry out an apprenticeship training program. The local registered standards of apprenticeship will be the official program, including all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices. Such standards must meet all the requirements of Title 29, Code of Federal Regulations parts 29 and 30 and any additional requirements that are in compliance with the Federal regulations of recognized SAA.

These National Guidelines for Apprenticeship Standards are designed to meet the requirements of the U.S. Department of Labor for apprenticeship standards and for employment of apprentices on both private work and Federal Davis-Bacon Act projects. State prevailing wage laws may not be interpreted consistently with all federal laws. These National Guidelines for Apprenticeship Standards do not constitute legal advice, and any standards adopted by local program sponsors should be reviewed by competent legal counsel.

The establishment of local apprenticeship programs based on these standards will provide the sponsoring organization with a skilled and versatile workforce in the work place by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related theoretical instruction.

FOREWORD

These **(NAME OF SPONSOR)** _____ Apprenticeship Standards have as their objective, the training of **(OCCUPATIONS OR INDUSTRY)** _____ skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

(Some of these definitions may not apply to all registered apprenticeship programs – Employers may add or delete definitions depending on their need.)

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: 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 be either joint or non joint as follows:

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).

A non-joint committee which may also be known as a unilateral or group non- joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential. *(if applicable)*

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 that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(if applicable)*

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.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(if applicable)*

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. *(if applicable)*

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix - Selection Procedures*. *(if applicable)*

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 8-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): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the one (1)-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

RATIO: The number of apprentice(s) permitted to work under the supervision of a certain number of journeyperson(s).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which 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.

STATE APPRENTICESHIP AGENCY (SAA): A reference to either a State Apprenticeship Agency that is recognized by the U.S. Department of Labor for purposes of acting as a Registration Agency of Apprenticeship Programs.

SPONSORED APPLICANT: One, who is gainfully employed by a Subscribing Employer, who applies as an applicant into the approved apprenticeship program and having already met the minimum qualifications for apprenticeship application as enumerated above in these standards, thereby qualifying for immediate registration into the apprenticeship program.

SPONSORING EMPLOYER: An individual, chapter or affiliate organization that administers an in-house apprenticeship program registered by a 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): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. *(if applicable)*

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

Program Sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If an ATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent 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 journeymen in one of the trades 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.

Administrative Procedures:

- A. The ATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every **(ENTER FREQUENCY)** _____ month(s).
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the ATC.

Responsibilities of the Apprenticeship and Training Committee:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are underwritten Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish minimum standards of education and experience required of

apprentices, review apprenticeship activities in accordance with these standards, and when appropriate, establish such additional provisions governing the program's procedures as may be necessary.

- E. Meet at least every **(ENTER FREQUENCY)** _____ month(s) 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.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of each apprentice's, application, education, experience, and progress in learning the occupation (OJL) and related classroom instruction.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify that apprentices have successfully completed their apprenticeship program.
- M. 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.
- N. To monitor participation rates of minorities and women in the apprenticeship program in accordance with the Affirmative Action Plan, and to annually review the Affirmative Action Plan's success and update the plan when necessary in accordance with Title 29, CFR parts 30.4 and 30.8.
- 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 which 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.

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

National Guard Bureau Policy

On or after the date these standards of apprenticeship are duly certified, it shall be the policy of each subscribing employer and the Apprenticeship Committee that all apprentices employed in education covered herein shall be governed by the terms of these standards.

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 Sponsor 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 Program Sponsor enrolls five or more apprentices, the Program Sponsor will adopt an Affirmative Action Plan and Selection Procedures in accordance with Title 29, CFR part 30 or similar requirements expressed in a State Plan for Equal Employment Opportunity in Apprenticeship adopted pursuant to Title 29, CFR part 30 and approved by the U.S. Department of Labor. See Appendix C.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

- A. Age:

Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) 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 a veteran 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.

Applicants will pass a physical agility test, fitness test, or screen for the current illegal use of drugs (**if applicable**) on acceptance into the program and prior to being employed.

D. Aptitude Test

Service members who has been awarded a Military Occupation Specialty (MOS) in the occupational skill, has already met the necessary aptitude and class requirements. However, if the employer or sponsor deems it necessary to administer an Aptitude Test, the Service member or applicant must pass each section of any relevant employer test.

E. Other

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.

Submit a completed and signed official application and the required attachments by the application deadline to the Apprenticeship Committee at the location indicated on the application materials.

SECTION V - SELECTION OF APPRENTICES - Title 29 CFR 30.5

Application Process

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 Apprenticeship Committee or Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program

as required under Title 29, CFR part 30. The Program Sponsor shall publish a notice about apprenticeship opportunities, the application requirements, and its equal opportunity policy, in accordance with its Affirmative Action Plan and Title 29, CFR part 30.4(c), at least 30 days in advance of the earliest date for application at each interval for accepting applications. In the event that the Program Sponsor customarily receives applications throughout the year, notice shall be given not less than semi-annually.

Enrollment Systems

The Program Sponsor shall use the following selection procedures for enrolling individuals as apprentices from a pool of qualified applicants:

[Note: The Program Sponsor should indicate in the Apprenticeship Standards a description of the mechanism to be used to select apprentices from qualified applicants. As explained in greater detail in Appendix D, the Program Sponsor may use one of several selection procedures for enrolling individuals as apprentices from a pool of qualified applicants.]

- A. Including a ranking system as described in Title 29, CFR part 30.5(b)(1); a random selection system as described in Title 29, CFR part 30.5(b)(2); or an alternative program, such as an
- B. Open enrollment system, approved by OA in accordance with Title 29, CFR part 30.5(b)(4). In addition, selection procedures should provide for admission, as appropriate, of qualified sponsored applicants (see Definitions),
- C. Qualified transfers from other registered apprenticeship programs, and/or qualified U.S. Military Veterans or Job Corps graduates who may be preferred over other apprentice candidates in the pool. The Program Sponsor may also have a school-to-apprenticeship program.
- D. Qualified applicants shall be retained on the list subject to selection for a minimum period of two years. Applicants may be removed from the list at an earlier date by their request or following their failure to respond to an apprentice job opportunity given by "Certified Mail," return receipt requested. Exceptions for discarding eligibility lists or qualified applicants are contained in Title 29, CFR part 30.6.
- E. Before being enrolled as an apprentice, qualified applicants may be subject to a physical examination and/or drug test as a condition of acceptance into the apprenticeship program. The cost of such examination and/or drug test shall be the responsibility of the Apprenticeship Committee or the Subscribing Employer.

Apprenticeship Registration

Upon the confirmation of an employment opportunity for the apprentice and their subsequent acceptance, the apprentice shall sign an Apprenticeship Agreement, which shall be signed by the Apprenticeship Committee or its designee. Copies of the Apprenticeship Agreement will be given to the National Guard, the apprentice, the employer, the Apprenticeship Committee, the Registration Agency, and where applicable, the local office of the Department of Veterans Affairs. Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (**Appendix D**).

*[Note: **State Apprenticeship Agencies** may require the use of their own Apprenticeship Agreement forms. In such instances, the Apprenticeship Agreement forms may be obtained from the State Apprenticeship Agency or the OA.]*

School-to-Apprenticeship [OPTION]

The Program Sponsor may partner with post-secondary school(s), [insert names], to introduce professional craft opportunities to students, to develop an apprenticeship and/or apprenticeship preparation program, and to provide support services.

[Note: The National Guard encourages Apprenticeship Program Sponsors to establish relationships with post-secondary schools.]

SECTION VI - APPRENTICESHIP AGREEMENT - Title 29 CFR 29.3(d) and (e) and 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 the Program Sponsor 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 Program 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 Program Sponsor's written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised within forty-five (45) days 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)

A numeric ratio of apprentices to journeyworkers 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. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

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

The term of the occupation will be in **(Insert Years)** with an (OJL) attainment of a certain amount of **(Insert Hours)** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

SECTION IX - PROBATIONARY PERIOD - Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the Program 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 both the OJL and related instruction, and 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. In such cases, the Sponsor 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.

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 Part 29.5(b)(5)

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 Program Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their 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 that will be applied to the applicable journeyworker rate are shown 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 which may be applicable.

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

The Program 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 Program Sponsor must submit the request at the time of application and furnish such documents as, certified school records, employers' affidavits of training, verification letters from the employer or previous employer, or payroll records or similar records (DD-214, transcripts, course certificates etc.) to support any claim of prior work and school experience to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the

amount of credit to be 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 be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of such credit will be uniformly applied to all apprentices.

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

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyman. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

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

During each segment of training apprentices are 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 occupation for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Program Sponsor will secure the instructional aides and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational school or other schools 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 the Registration Agency.

Apprentices (***Sponsor inserts "will" or "will not"***) be paid for attending such related instruction classes, unless required by law or voluntarily by Subscribing Employer.

If applicable, the Program Sponsor or Apprenticeship Committee will inform each apprentice of the availability of college credit through the appropriate educational institution.

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 due cause, the Program Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The Program Sponsor will monitor and document the apprentice's progress in related instruction classes.

The Program Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the Sponsor may require the instructors to attend the institutions that will provide the training.

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)

The Sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Program Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

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 will be responsible for maintaining a record of his/her work experience/training on-the-job 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 their completed related instruction records from the local school authorities to the Program 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 Program Sponsor. This record will be included in each apprentice's record file maintained by the Program Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Program 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 progress is found to be unsatisfactory, the Program 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 Program 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 Program 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 Program 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 Registration Agency.

SECTION XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Program Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

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 that the Program Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(if applicable)*

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 Program Sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The **(Insert Name of Local Sponsor)** 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 and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Program 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 - 29 CFR 29.5(b) (22) and 30(11)

The Program Sponsor or its Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the Program Sponsor, and 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 Program 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 fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (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: **(Program Sponsors should insert applicable information here)**.

Title 29 CFR 30.11

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 Program Sponsor (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 one hundred eighty (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 thirty (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.

If the Program Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Program Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency, or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE **(EXAMPLE ONLY)**

Apprentices, having read the Standards formulated by the Program Sponsor and signed an Apprenticeship Agreement with the Program Sponsor, agree to all the terms and conditions contained therein and agree to abide by the Program Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Program Sponsor may deem necessary to become a journeyworker.

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 Program 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 on-the-job 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 fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

SECTION XXVI - TECHNICAL ASSISTANCE

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

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

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The **(Insert Sponsor Name)** hereby adopts these Standards of Apprenticeship on this _____ Day of **(Insert Month/Year)**.

Signature of Sponsor/Representative

Printed Name

APPENDIX A

Work Process Schedule & Related Instruction Outlines

Appendix A-1

OCCUPATION SCHEDULE FOR: O*NET-SOC CODE: ___ RAPIDS CODE: ___

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be _____ with an OJL attainment of _____ supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

One (1) apprentice may be employed in each shop department, and/or jobsite employing a qualified journeyperson.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyperson wage rate.

2 Year Term Example:

1 st	6 months + hours = _____	2 nd	6 months + hours = _____
3 rd	6 months + hours = _____	4 th	6 months + hours = _____

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The Sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

Military Occupation Specialty (MOS) Skill Set Standards List

ADJUTANT GENERAL- 42 SERIES:

42A HUMAN RESOURCES SPECIALIST

O-net Code: 43-4161.00, RAPIDS Code: 1077CB

27D PARALEGAL SPECIALIST

O-net Code: 23-2011.00, RAPIDS Code: 1003

ENGINEER- 21 SERIES:

21E HEAVY CONSTRUCTION EQUIPMENT OPERATOR

O-net Code: 47-2073.02, RAPIDS Code: 0365TB

21F CRANE OPERATOR

O-net Code: 53-7021.00, RAPIDS Code: 0014

21K PLUMBER

O-net Code: 47-2152.02, RAPIDS Code: 0432

21 M FIREFIGHTER

O-net Code: 33-2011.01, RAPIDS Code: 0195

21R INTERIOR ELECTRICIAN

O-net Code: 47-2111.00, RAPIDS Code: 0159

21V CONCRETE AND ASPHALT EQUIPMENT OPERATOR

O-net Code: 47-2071.00, RAPIDS Code: 0872

21W CARPENTRY AND MASONRY SPECIALIST

21W Carpentry

O-net Code: 47-2031.01, RAPIDS Code: 0653HY

21W Masonry

O-net Code: 47-2021.00, RAPIDS Code: 0051HY

SIGNAL- 25 SERIES:

25B INFORMATION TECHNOLOGY SPECIALIST

O-net Code: 15-1071.00, RAPIDS Code: 1132CB

25C RADIO OPERATOR/MAINTAINER

O-net Code: 27-4013.00, RAPIDS Code: 0952

25L CABLE SYSTEMS INSTALLER/MAINTAINER

O-net Code: 49-9051.00, RAPIDS Code: 0056

FINANCE- 73 SERIES:

73C FINANCE SPECIALIST

O-net Code: 43-3051.00, RAPIDS Code: 1083CB

73D ACCOUNTING SPECIALIST

O-net Code: 43-3031.00, RAPIDS Code: 1125HY

MILITARY POLICE- 31 SERIES:

31B MILITARY POLICE

O-net Code: 33-3051.01, RAPIDS Code: 0437

MAINTENANCE- 44 SERIES:

44E MACHINIST

O-net Code: 51-4041.00, RAPIDS Code: 0296CB

52D POWER-GENERATION EQUIPMENT REPAIRER

O-net Code: 49-3031.00, RAPIDS Code: 0124

O-net Code: 49-3031.00, RAPIDS Code: 0153

63S HEAVY-WHEEL VEHICLE MECHANIC

O-net Code: 49-3031.00, RAPIDS Code: 0022

63B LIGHT-WHEEL VEHICLE MECHANIC

O-net Code: 49-3023.01, RAPIDS Code: 0023

O-net Code: 49-3023.02, RAPIDS Code: 1034CB

MEDICAL- 68 SERIES:

68A MEDICAL EQUIPMENT REPAIRER

O-net Code: 49-9062.00, RAPIDS Code: 0168

68D OPERATING ROOM SPECIALIST

O-net Code: 29-2055.00, RAPIDS Code: 1051CB

68E DENTAL SPECIALIST

O-net Code: 31-9091.00, RAPIDS Code: 0101

68G PATIENT ADMINISTRATION SPECIALIST

O-net Code: 29-2071.00, RAPIDS Code: 1114

68H OPTICAL LABORATORY SPECIALIST

O-net Code: 51-9083.00, RAPIDS Code: 0032

68K MEDICAL LABORATORY SPECIALIST

O-net Code: 29-2012.00, RAPIDS Code: 0323

68M NUTRITION CARE SPECIALIST

O-net Code: 35-2012.00, RAPIDS Code: 0090

68P RADIOLOGY SPECIALIST

O-net Code: 29-2034.01, RAPIDS Code: 1081CB

68Q PHARMACY SPECIALIST

O-net Code: 29-2052.00, RAPIDS Code: 0844CB

68S PREVENTIVE MEDICINE SPECIALIST

O-net Code: 29-9011.00, RAPIDS Code: 0707

68T ANIMAL CARE SPECIALIST

O-net Code: 31-9096.00, RAPIDS Code: 1112CB

68W HEALTH CARE SPECIALIST

O-net Code: 29-2041.00, RAPIDS Code: 0730

O-net Code: 29-2041.00, RAPIDS Code: 0543

TRANSPORTATION- 88 Series:

88M MOTOR TRANSPORT OPERATOR (TRUCK DRIVER)

O-net Code: 53-3032.00, RAPIDS Code: 0980HY

88N TRANSPORTATION MANAGEMENT COORDINATOR

O-net Code: 43-5011.00, RAPIDS Code: 0655

O-net Code: 43-5032.00, RAPIDS Code: 0681

QUARTERMASTER – 92 Series:

92A AUTOMATED LOGISTICAL SPECIALIST

O-net Code: 43-5061.00, RAPIDS Code: 0856

92G FOOD SERVICE SPECIALIST

O-net Code: 35-2021.00, RAPIDS Code: 0090

92W WATER TREATMENT SPECIALIST

O-net Code: 51-8031.00, RAPIDS Code: 0507

92Z SENIOR NONCOMMISSIONED LOGISTICIAN

O-net Code: 17-2112.00, RAPIDS Code: 0636

92Y UNIT SUPPLY SPECIALIST

O-net Code: 43-5061.00, RAPIDS Code: 0856

A4 Adjutant General's Corps

75B/H: (Now 42A) Personnel Administration Specialist - Major Duties: The **Personnel Administration** specialist performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit soldiers on personnel matters. Duties for MOS 75B at each level of skill are:

Skill Level 1 MOSC 75B1O. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, military personnel (MILPER) data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration. Prepares Standard Installation Division Personnel System (SIDPERS) input and control data, generates SIDPERS input that applies to unit level, reads interprets, and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Prepares personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and nonmilitary correspondence in draft and final copy. Prepares and maintains functional files per MARKS.

Skill Level 2 MOSC 75B2O. Performs duties shown at preceding skill level and provides technical guidance to subordinate soldiers in accomplishment of these duties.

****MOS 75B and 75H combined into the MOS 42A in fiscal year 2005.**

71D: (Now 27D) Legal Specialist - Major Duties: Legal Specialists administer and supervise the provision of legal services to unit commanders and staff and assist judge advocates/attorneys in providing professional legal services in diverse legal disciplines, including: organizational legal services (military justice, legal assistance, claims, administrative law, international law, operational law, and contract law); defense legal services; and judicial legal services. Duties for MOS 71D at each level of skill are:

Skill Level 1 MOSC 71D10. Provides preliminary legal and administrative support to unit commanders and staff and coordinates legal actions with supervising legal office. Prepares and processes legal documents in support of courts-martial, non-judicial punishment, and other military justice matters; line of duty determinations, separation board proceedings, and other administrative law matters; legal assistance services; claims processing and investigations.

Skill Level 2 MOSC 71D20. Supervises the operation of a section in a command or installation legal office. Provides technical guidance to subordinates. Maintains law / administrative library and section files and records. Monitors and reviews actions to ensure accuracy and timely dispatch or disposition.

Skill Level 3 MOSC 71D30. Supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning tasking and training of Legal Specialist and Noncommissioned Officers. Conducts extensive legal research. Adjudicates personal property claims.

Skill Level 4 MOSC 71D40. Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation Legal Specialists/NCOs. Develops and implements installation training of Legal Specialists/NCOs.

Skill Level 5 MOSC 71D50. Supervises the operation of a major command legal office. Provides technical and professional guidance to and coordinates the requisition and assignment of all command-wide Legal Specialists/Non Commissioned Officers (NCOs). Advises the Senior Judge Advocate on all matters affecting Legal Specialists/NCOs. Inspects command legal support activities and recommends actions to correct deficiencies and improve legal support operations.

Physical demands rating and qualifications for initial award of MOS. The legal specialist must possess the following qualifications:

(1) **Physical Demands Rating**: light

(2) **Physical Profile**: 222121

(3) **Minimum score** of 110 in aptitude area CL.

(4) The ability to type at a minimum speed of 30 Words per Minute (WPM).

(5) Must be a high school graduate.

(6) Formal training (completion of MOS 71D course conducted under the auspices of the U.S. Army Adjutant General School, Legal Specialist Course) mandatory. Reserve Component (RC) personnel must complete 121-71D-RC, Phase I by completing the Legal Specialist (RC) Basic Correspondence Course and the Resident Course, Phase II, Fort Jackson, SC (phases I and II available only to SSG and below).

(7) No court-martial conviction or disciplinary action under UCMJ. (Article 5 waivable by HQDA (TAPC-EPM-A) with OT-JAG approval).

(8) No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (TAPC-EPM-A), with OT JAG approval).

(9) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (TAPC-EPM-A) with OT JAG approval).

(10) No pattern of undesirable behavior as evidenced by civilian or military record.

Alphanumeric changes

Personnel CMF: Changing from 75 to 42 in fiscal year 2005. 75B and 75H will be merging into a single MOS (42A: Human Resources Specialist) in the same time period.

Administration CMF: Administrative Specialist, currently 71L, will be deleted by fiscal year 2008. Legal deleted.

Band CMF: 02A (Band Member) and 02S (Special Band Member) will move to the Personnel CMF in fiscal year 2005.

*****MOS 71D has changed to the alphanumeric designator of 27D in fiscal year 2002.***

A5 Corps of Engineers

21E: Heavy Construction Equipment Operator - Major Duties: The **Heavy Construction Equipment Operator** operates crawler and wheeled tractors with dozer attachments, scoop loader, motorized grader, and towed or self-propelled scraper. Duties for MOS 21E at each level of skill are:

Skill Level 1 MOSC 21E10. Interprets information on grade stakes. Clears, grubs, strips, excavates, backfills, ditches, stockpiles and pushes scraper with tractor crawler. Cuts and spreads fill material with scraper. Excavates, stockpiles, backfills, and loads with loader. Scarifies, spreads, levels and constructs V ditch with grader. Transports heavy construction equipment with tractor trailer. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21E20. Constructs berm, excavates side hills and finishes side slopes with crawler tractor. Grades to final grade, finishes slopes and mixes soil stabilization materials with grader. Constructs berm with scraper. Performs surface and drainage maintenance.

****MOS 21E had the alphanumeric designator of 62E prior to fiscal year 2004.**

21F: Crane Operator - Major Duties: The **Crane Operator** operates crawler and truck mounted cranes and crane shovels. Duties for MOS 21F at each level of skill are:

Skill Level 1 MOSC 21F10. Installs and removes crane booms, extensions and hook blocks. Positions crane outriggers assemblies and maneuvers in response to hand signals. Installs rigs and removes crane attachments. Performs clamshell, dragline, wrecking ball, pile driving, and hook block operations. Determines safe lifting capacities. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21F20. Operates cranes with related attachments. Directs operational maintenance on assigned equipment.

****MOS 21F had the alphanumeric designator of 62F prior to fiscal year 2004.**

21K: Plumber - Major Duties: The **Plumber** installs and repairs pipe systems and fixtures, and petroleum pipeline systems. Duties for MOS 21K at each level of skill are:

Skill Level 1 MOSC 21K10. Assists in installation and repair of pipe systems, plumbing fixtures, and equipment. Reads and interprets drawings, plans, and specifications. Connects pipe sections using appropriate valves, couplings, reducers and other fittings by threading, bolting, soldering, and other established joining procedures. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21K2O. Reads and interprets drawings, plans, and specifications to determine layout and identify types and quantities of materials required. Installs and repairs pipe systems, plumbing fixtures and equipment. Conducts inspection of plumbing facilities and ensures employment of proper safety procedures.

****MOS 21K had the alphanumeric designator of 51K prior to fiscal year 2004.**

21M: Firefighter - Major Duties: The **Firefighter** supervises or performs firefighting, rescue, salvage and fire protection operations. Duties for MOS 21M at each level of skill are:

Skill Level 1 MOSC 21M1O. Performs rescue and firefighting operations during structural fires, aircraft crash incidents, vehicle emergencies, and natural cover fires. Performs emergency response duties during hazardous materials incidents. Operates and maintains firefighting equipment and vehicles during emergency and non-emergency operations.

Skill Level 2 MOSC 21M2O. Directs rescue and firefighting operations during structural fires, aircraft crash incidents, vehicle emergencies, and natural cover fires. Directs emergency response crews during hazardous materials incidents. Maintains records and reports on fire department operations.

Skill Level 3 MOSC 21M3O. Supervises rescue and firefighting operations during structural fires, aircraft crash incidents, vehicle emergencies and natural cover fires. Supervises emergency response crews during hazardous materials incidents. Conducts fire prevention operations including inspections and pre-fire planning.

Skill level 4 MOSC 21M4O. Exercises command and control during rescue and firefighting operations during structural fires, aircraft crash incidents, vehicle emergencies, and natural cover fires. Exercises command and control of emergency response during hazardous materials incidents. Conducts fire prevention operations to include determining building classification and installation level inspections. Develops plans for hazardous materials emergencies. Conducts initial fire-ground investigations.

****MOS 21M had the alphanumeric designator of 51M prior to fiscal year 2004.**

21R: Interior Electrician- Major Duties: The **Interior Electrician** supervises or performs installation and maintenance of interior electrical systems and equipment. Duties for MOS 21R at each level of skill are:

Skill Level 1 MOSC 21R1O. Installs and maintains interior electrical systems up to 600 volts. Reads and interprets drawings, plans, and specifications. Installs service panels, switches and electrical boxes. Installs metallic and nonmetallic sheathed cable, conduit and special electrical equipment. Installs service drop. Uses test equipment to test operational condition of circuits. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21R20. Supervises installation and maintenance of interior electrical systems. Plans electrical system layout using drawings, plans, specifications, and wiring diagrams. Coordinates construction planning and advises on electrical construction. Uses test equipment to isolate malfunctions and repairs defects in systems and components. Inspects interior electrical systems/components for proper installation in accordance with National Electrical Code and local ordinances.

****MOS 21R had the alphanumeric designator of 51R prior to fiscal year 2004.**

21S: Topographic Surveyor - Major Duties: The Topographic Surveyor

supervises or conducts surveys to provide control data for map making and/or artillery support and supervises or performs topographic or geodetic computations. Duties for MOS 21S at each level of skill are:

Skill Level 1 MOSC 21S10. Records topographic survey data, operates survey instruments, and performs topographic computations. Constructs and erects survey towers/stands. Transports, sets up, operates, and maintains equipment according to written, oral or visual instructions from supervisors. Prepares abstracts of field data for final computations. Assists in the emplacement/recovery of control stations and prepares station descriptions cards. Computes abstracted survey data for final tabulation of survey project.

Skill Level 2 MOSC 21S20. Transports, sets up, operates and maintains equipment according to written, oral or visual instructions from supervisors. Makes field checks to ensure field measurements meet project specifications/classifications. Performs observations, compares, and standardizes/calibrates survey equipment. Computes and adjusts first, second and third order horizontal/vertical control surveys. Computes elevations of tidal benchmarks and baselines. Performs preliminary/field computation to verify field observations for control surveys and computes preliminary values of horizontal and vertical control points. Determines and writes equations used in least square adjustments. Transforms, in the same system, coordinates and azimuths from one zone to adjacent zones. Operates and writes programs for programmable electronic calculators. Directs and controls personnel when acting as a survey party chief.

Skill Level 3 MOSC 21S30. Supervises and directs survey instrument repairer and topographic surveyor activities. Recommends method of computation, adjustment and need for additional data. Computes geographic positions, elevations, astronomic and Laplace azimuths and latitude and longitude from astronomical observations. Evaluates and verifies results of all computations. Directs the transportation of, set up, operation and maintenance of equipment according to written, oral or visual instructions. Performs survey reconnaissance to include picture point selection, main and secondary survey station placement and evaluates field data and the results obtained. Analyzes traverse, triangulation, leveling, satellite, and trilateration data to isolate computational or field blunders.

Skill Level 4 MOSC 21S40. Supervises reconnaissance studies and reconnoiters survey sites to determine special requirements of obstacles encountered. Plans and arranges for food service, housing, sanitation, transportation, and other facilities for topographic survey activities in remote areas. Plans and organizes work activities. Coordinates surveying and computing activities. Supervises field survey activities in support of task and mission requirements.

Determines composition and operational procedures of topographic survey parties. Collects available charts, maps, control lists, aerial photographs, and other topographic data.

Physical demands rating and qualifications for initial award of MOS. The topographic surveyor must possess the following qualifications:

(1) **Physical Demands Rating:** moderately heavy

(2) **Physical Profile:** 211212

(3) Normal color vision

(4) **Minimum score** of 95 in aptitude area ST.

(5) Mandatory formal training (conducted under the auspices of the Commander, U.S. Army Engineer School) or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 21S had the alphanumeric designator of 82D prior to fiscal year 2004.**

21V: Concrete and Asphalt Equipment Operator - Major Duties: The **Concrete and Asphalt Equipment Operator** supervises or operates all equipment used in concrete and asphalt production and paving. Duties for MOS 21V at each level of skill are:

Skill Level 1 MOSC 21V10. Produces concrete with concrete mobile mixer. Assists in the erection and operation of asphalt producing plant. Operates asphalt distributor, aggregate spreader and asphalt kettle. Assists in operation of asphalt paving and surfacing equipment. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21V20. Erects and operates asphalt plant for the production of hot mix asphalt. Sets up and operates asphalt lay down equipment to meet desired asphalt specifications.

Skill level 3 MOSC 21V30. Directs employment of concrete mobile mixer. Plans and directs layout and erection of asphalt plant. Supervises production of hot mix asphalt. Directs asphalt lay down and rolling operations. Directs combat engineering missions.

****MOS 21V had the alphanumeric designator of 62H prior to fiscal year 2004.**

21W: Carpentry and Masonry Specialist - Major Duties: The **Carpentry and Masonry Specialist** performs general heavy carpentry, structural steel, and masonry duties, to include fabrication, erection, maintenance, and repair of rigging devices, trusses, and other structural assemblies. Duties for MOS 21W at each level of skill are:

Skill Level 1 MOSC 21W10. Employs basic carpentry and masonry skills. Assists in building layout, framing, sheathing, fabrication and roofing structures. Assists in erection of rough timber

structures. Reads and interprets drawings, plans and specifications. Repairs and renovates all types of structures and erects prefabricated buildings. Constructs concrete form work for slabs, walls, and columns. Assists in performance of combat engineer missions, Reserve Components (RC) assists in sawmill set up and operation.

Skill Level 2 MOSC 21W20. Interprets construction drawings and blueprints. Prepares building layout. Constructs wooden or concrete foundation and erects building framework. Installs flooring, walls, partitions, siding, roofing, doors, windows, stairs, and interior finishing. Erects prefabricated and pre-engineered metal structures. Applies proper concrete curing methods. Directs operational maintenance on assigned equipment. Reserve Components perform millwright, head saw operator, and edger functions during sawmill operations.

****MOS 21W had the alphanumeric designator of 51B prior to fiscal year 2004.**

21J: General Construction Equipment Operator - Major Duties: The **General Construction Equipment Operator** operates air compressors and special purpose construction machines engaged in compaction, ditching, pumping and auguring. Duties for MOS 21J at each level of skill are:

Skill Level 1 MOSC 21J10. Operates air compressors and related pneumatic tools. Operates SEE and attachments, performing digging, backfilling and loading operations. Operates self-propelled compaction rollers during construction operations. Operates water distributor during compaction and dust control operations. Operates earth auger, rotary sweeper and tiller. Assists in performance of combat engineer missions.

Skill Level 2 MOSC 21J20. Operates all general construction equipment. Directs operational maintenance on assigned equipment.

****MOS 21J had the alphanumeric designator of 62J prior to fiscal year 2004.**

62B: Construction Equipment Repairer - Major Duties: The **Construction Equipment Repairer** supervises and performs unit, direct support and general support (DS/GS) maintenance on construction equipment which includes that used for earthmoving, grading, and compaction; lifting and loading; quarrying and rock crushing; asphalt and concrete mixing, and surfacing; water pumping; air compression and pneumatic tools; and powered bridging. Duties for MOS 62B at each skill level are:

Skill Level 1 MOSC 62B10. Maintains (unit/DS/GS) and replaces brake actuators, batteries, starter motors, alternators, mechanical fuel pumps, hydraulic cylinders/pumps/control valves, drive shafts, universal joints, service brake shoes, disc-brake pads, water pumps, turbochargers, cylinder heads, high-pressure fuel injection pumps, wheel bearings/seals, steering unit torque link, and road wheels. Adjusts engine speed governor/valves, carburetors, boom-hoist brakes/ clutches, dry-disc clutches, steering brakes, track tension/assemblies, fuel injector racks, and steering unit brake levers. Charges suspension accumulators, transmission shift accumulators, and main hydraulic accumulators.

Skill Level 2 MOSC 62B2O. Performs duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Trouble-shoots, repairs and overhauls engines, final drives, power trains, hydraulic systems, and fuel system components. Performs welding and cutting to accomplish repairs.

Skill Level 3 MOSC 62B3O. Performs duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Supervises and inspects maintenance of construction, powered bridging, and associated equipment. Performs troubleshooting of engines, power trains, fuel and electrical systems, hydraulic systems, earth-moving components, and pneumatic equipment.

Skill Level 4 MOSC 62B4O. Performs duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Physical demands rating and qualifications for initial award of MOS. The construction equipment repairer must possess the following qualifications:

(1) **Physical Demands Rating:** heavy

(2) **Physical Profile:** 222222

(3) Normal color vision

(4) **Minimum score** of 90 in aptitude area MM.

(5) An equipment qualification record for equipment operated.

(6) Formal training (completion of MOS 62B course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed in AR 601-210.

*****MOS 62B was not included in the news release concerning MOS restructuring, but it is very likely that it will change its alphanumeric code in fiscal year 2004.***

A6

Signal

25B: Information Systems Operator - Analyst - Major Duties: The **Information Systems Operator-Analyst** supervises, installs, operates and performs unit level maintenance on multifunctional/multi-user information processing systems, peripheral equipment, and associated devices in mobile and fixed facilities; performs analyst functions; constructs, edits, and tests computer system programs; conducts data system studies and prepares documentation and specifications for proposals; operates and performs Preventive Maintenance Checks and Services (PMCS) on assigned vehicles and power generators. Duties for MOS 25B at each level of skill are:

Skill Level 1 MOSC 25B1O. Installs, operates, and performs unit maintenance on multi-functional/multi-user information processing systems and peripheral equipment and auxiliary devices. Performs input/ output data control and bulk data storage operations. Transfers data between information processing equipment and systems. Troubleshoots automation equipment and systems to the degree required for isolation of malfunctions to specific hardware or software. Restores equipment to operation by replacement of line replaceable unit (LRU). Installs, operates, performs strapping, re-strapping, PMCS and unit level maintenance on COMSEC devices. Assists in the design, preparation, editing, and testing of computer programs. Drafts associated technical documentation for program reference and maintenance purposes. Modifies existing application packages using application and operating system software and appropriate computer language commands and files.

Skill Level 2 MOSC 25B2O. Configures information processing equipment into required operating configurations. Performs senior operator and systems administrator duties and unit level maintenance functions on assigned computer systems. Compiles production report data and quality control information. Assists less experienced soldiers in the installation, operation, and maintenance of information processing equipment. Writes, analyzes, edits, tests, and modifies computer programs. Drafts program operation manuals and technical program requirements documents. Troubleshoots software using established debugging procedures.

Skill Level 3 MOSC 25B3O. Supervises the deployment, installation, operation, and unit level maintenance of multi-functional/multi-user information processing systems. Determines requirements, assigns duties, and coordinates activities of personnel engaged in information system analysis and maintenance. Develops and administers on-site training programs. Compiles output reports in support of ADPE operations. Performs system studies using established techniques to develop new or revised system applications and programs. Writes final design programs, operational manuals, procedures, and requirements documents. Analyzes telecommunications information management needs. Ensures that spare parts, supplies, and operating essentials are requisitioned and maintained. Supervises and performs maintenance management and administrative duties related to facility operations, maintenance, security, and personnel.

Skill Level 4 MOSC 25B4O. Plans, supervises, coordinates, and provides technical assistance for the installation, operation, systems analyst functions, unit level maintenance, and management of multi-functional/ multi-user information processing systems in mobile and fixed facilities. Participates in development of the continuity of operations plan (COOP), information

systems plans (ISP), information management plan (IMP), and information management master plan (IMMP). Conducts quality assurance of ADPE operations. Controls production operations in support of command or agency priorities. Develops and enforces policy and procedures for facility management. Develops, directs, and supervises training programs to ensure soldier proficiency and career development. Organizes work schedules and ensures compliance with directives and policies on operations security (OPSEC), signal security (SIGSEC), communications security (COMSEC), and physical security. Writes unit or facility standing operating procedures (SOP). Arranges higher level or contractor support maintenance for assigned equipment. Prepares or supervises the preparation of technical studies, evaluations, reports, correspondence, and records pertaining to information system operations. Directs high level programming projects. Briefs staff and operations personnel on matters pertaining to information systems.

Physical demands rating and qualifications for initial award of MOS. The information systems operator-analyst must possess the following qualifications:

- (1) **Physical Demands Rating:** very heavy
- (2) **Physical Profile:** 212221
- (3) Normal color vision.
- (4) **Minimum score** of 100 in aptitude area ST.
- (5) A security clearance of SECRET.
- (6) A U.S. citizen.
- (7) Be qualified for the Personnel Security and Surety Program (PSSP) per AR 380-19.
- (8) Must have passed a course in High School algebra, or attained a score of 45 or higher on GED test 5, High School level.
- (9) Formal training (completion of MOS 25B Course conducted under the auspices of the U.S. Army Signal School) mandatory or waiver may be granted by Commandant, U.S. Army Signal School, ATTN: ATZH-POE, Ft Gordon, GA 30905-5300, or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 25B was known as 74B before fiscal year 2005.**

25C: Radio Operator - Maintainer - Major Duties: Radio Operator-Maintainers supervise, install, operate, and perform preventive maintenance checks and services (PMCS) and unit level maintenance on assigned amplitude modulation (AM) radios, Enhanced Position Locating and Reporting System (EPLRS) net control stations, radio teletypewriter assemblages, and Army Special Operations communications systems, to include COMSEC devices and associated equipment. Operates manual or automated communications systems. Operates and performs PMCS on assigned vehicles and power generators. Duties for MOS 25C at each level of skill are:

Skill Level 1 MOSC 25C10. Installs, operates, and performs PMCS and unit level maintenance on single channel radio, radio teletypewriter, Army Special Operations communications equipment, and EPLRS net control stations, and associated equipment. Installs, operates, performs strapping, re-strapping, PMCS and unit level maintenance on COMSEC devices. Prepares and transmits messages in format. Receives, records, and processes messages to addressees or distribution sections. Operates and performs PMCS on assigned vehicles. Installs, operates, and performs PMCS on assigned power generators.

Skill Level 2 MOSC 25C20. Supervises, and performs as a team member, in the operation of single channel AM radio, radio teletypewriter, Army Special Operations communications equipment, or EPLRS net control station assemblages. Supervises and performs authorized maintenance on assigned equipment. Directs the installation of radios and antennas. Controls and uses Signal Operating Instructions (SOI). Implements COMSEC, OPSEC, and physical security policies and procedures. Recognizes electronic countermeasures (ECM) and implements electronic counter-countermeasures (ECCM).

Skill Level 3 MOSC 25C30. Supervises the installation, operation and maintenance of high frequency (HF) radios. Prepares work schedules and allocates equipment for net operations or special missions. Advises superiors on capabilities and limitations of HF radio equipment. Writes or interprets operations orders and prepares standing operating procedures (SOP) for HF operations. Ensures compliance with security regulations governing HF radio, COMSEC, and automated data processing (ADP) equipment used with HF equipment. Coordinates logistical support for subordinate teams. Establishes training programs for subordinate personnel.

Physical demands rating and qualifications for initial award of MOS. The radio operator-maintainer must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 111221

(3) **Minimum score** of 100 in aptitude area SC and EL

(4) A security clearance of SECRET.

(5) Ability to clearly enunciate English.

(6) A U.S. citizen.

(7) The ability to type 25 WPM.

(8) Formal training (completion of MOS 25C Course conducted under the auspices of the USA Signal School) mandatory or waiver may be granted by Commandant, U.S. Army Signal School, ATTN: ATZH-POE, Ft Gordon, GA 30905-5300; or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 25C was known as 31C before fiscal year 2005**

25L: Cable Systems Installer/Maintainer - Major Duties: The **Cable Systems Installer–Maintainer** installs, operates, and performs unit level maintenance on cable and wire communications systems, communication security (COMSEC) devices, and associated equipment. Operates and performs Preventive Maintenance Checks and Services (PMCS) on assigned vehicles and power generators. Duties for MOS 25L at each level of skill are:

Skill Level 1 MOSC 25L1O. Installs, operates, and performs unit level maintenance on cable and wire systems, to include Digital Group Multiplexers (DGM), Remote Multiplexing Combiners (RMC), repeaters, restorers, voltage protection devices, telephones, test stations, intermediate distribution frames, and related equipment. Configures DGM and RMC for operations. Installs, operates, performs strapping, re-strapping, PMCS and unit level maintenance on COM-SEC devices. Performs tests on cable communications systems to ensure circuit and system quality. Tests circuits/groups to detect and locate line faults. Operates manual and motorized cable construction equipment. Climbs poles, as necessary, and assists in the construction of tactical cable and wire lines. Clears and maintains rights of way. Recognizes electronic countermeasures and applies appropriate electronic counter-countermeasures as necessary. Operates and performs PMCS on telephone line and other vehicles. Installs, operates, and performs PMCS on power generators.

Skill Level 2 MOSC 25L2O. Coordinates and supervises team member activities in the construction, installation, and recovery of cable and wire communications systems and auxiliary equipment. Coordinates remote trunking operations with switching central personnel. Interprets and updates line route maps and overlays. Coordinates team logistic requirements. Checks and performs PMCS and unit level maintenance on wire and cable systems and associated communications equipment. Ensures PMCS and maintenance functions are performed in accordance with published schedules.

Skill Level 3 MOSC 25L3O. Supervises and coordinates all phases of construction, recovery, and maintenance of cable and wire distribution systems and associated multiplexing, reeling, and testing equipment, including telephones. Estimates time, supplies, personnel, and equipment required to construct cable and wire communications systems. Assigns work crews and coordinates activities of personnel to meet workload demands. Inspects pole line construction and cable and wire lines and equipment to ensure approved construction and risk assessment standards are met. Supervises and checks maintenance performed by subordinate personnel. Prepares line route maps and overlays. Interprets circuit diagrams and operations order extracts. Prepares and conducts MOS and unit training programs. Advises the commander on cable and wire system operations. Supervises section and team deployment of individual and crew-served weapons for site defense. Employs and enforces principles of COMSEC, SIG-SEC, OPSEC, and physical security.

Physical demands rating and qualifications for initial award of MOS. The cable systems installer–maintainer must possess the following qualifications:

- (1) **Physical Demands Rating:** heavy
- (2) **Physical Profile:** 111221
- (3) Normal color vision.
- (4) **Minimum score** of 90 in aptitude area SC and EL.

(5) Be able to work at heights up to 40 feet for extended periods.

(6) A security clearance of SECRET.

(7) A U.S. citizen.

(8) Formal training (completion of MOS 25L Course conducted under the auspices of the USA Signal School) mandatory or waiver may be granted by Commandant, U.S. Army Signal School, ATTN: ATZH-POE, Ft Gordon, GA 30905-5300; or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 25L was known as 31L before fiscal year 2005**

25S: Satellite Communication Systems Operator - Maintainer - Major

Duties: The **Satellite Communication Systems Operator-Maintainer** supervises, installs, operates, and maintains strategic and tactical multi-channel satellite communications ground terminals, systems, networks, communication security (COMSEC) devices, and associated equipment. Operates and performs preventive maintenance checks and services (PMCS) on assigned communications equipment, vehicles, and power generators. Major duties for MOS 25S at each level of skill are:

Skill Level 1 MOSC 25S1O. Installs, configures, operates, aligns, conducts performance tests, and performs unit and direct support maintenance on satellite communications equipment and associated devices. Conducts stressed and unstressed network operations. Performs quality control tests on circuits, trunk groups, systems, and ancillary equipment. Installs, operates, performs strapping, re-strapping, PMCS and unit level maintenance on COMSEC devices. Prepares system and equipment related forms and reports. Installs tactical satellite antenna equipment. Operates and performs PMCS on assigned communications equipment and vehicles. Installs, operates, and performs PMCS on power generators.

Skill Level 2 MOSC 25S2O. Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems. Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures. Performs complex and multifaceted tasks associated with stressed and unstressed network operations. Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment. Ensures backup equipment, spares, and repair parts are available to sustain system operations. Compiles system and network statistics for reports.

Skill Level 3 MOSC 25S3O. Plans, supervises, and integrates the installation, operation, and maintenance of strategic and tactical satellite communications assemblages and systems. Establishes workload, work schedules, and maintenance priorities. Performs and supervises quality control inspections. Requests logistic support. Trains subordinate personnel in the operation and maintenance of satellite and associated equipment. Consolidates system and network statistics and reports, and submits them to network control/management headquarters. Executes telecommunications service orders (TSO). Performs coordination with Army, Joint, and commercial activities to accomplish satellite and distributed communications at all levels of command.

Skill Level 4 MOSC 25S4O. Supervises, plans, and directs the installation, operation, and maintenance of satellite communication systems and networks, including strategic, tactical and commercial interfaces and gateways. Provides technical advice to commanders and assistance to subordinates. Develops and ensures compliance with policy and procedures for all types of satellite operational environments. Determines capabilities and limitations of assigned equipment. Writes telecommunications service requests (TSR) for Army, Joint, Defense, or commercial activities requirements. Disseminates TSO to subordinate shifts, assemblages, or stations. Conducts technical evaluations of equipment and facilities. Establishes and maintains liaison with supported and supporting activities or units. Organizes, instructs, and counsels subordinate personnel. Manages security programs for satellite operations.

Physical demands rating and qualifications for initial award of MOS. The satellite communication systems operator-maintainer must possess the following qualifications:

- (1) **Physical Demands Rating:** moderately heavy
- (2) **Physical Profile:** 212221
- (3) Normal color vision.
- (4) **Minimum score** of 120 in aptitude area EL.
- (5) A security clearance of SECRET.
- (6) Credit for successful completion of one year of high school algebra and science.
- (7) High school graduate or equivalent.
- (8) A U.S. citizen.
- (9) Formal training (completion of MOS 25S Course conducted under the auspices of the USA Signal School) mandatory or waiver may be granted by Commandant, U.S. Army Signal School, ATTN: ATZH-POE, Ft Gordon

A7

Finance Corps

All Finance MOSs have combined into the single MOS of 44C. We are unsure of the demands, profile, duties, and other requirements for this newly combined MOS so we have left the descriptions of the past MOSs in place.

73C: (44C) Finance Specialist - Major Duties: The **Finance Specialist** performs or supervises duties pertaining to disbursing, travel, military pay, foreign national pay, internal control and civilian pay. Duties for MOS 73C at each level of skill are:

Skill Level 1 MOSC 73C10. Performs disbursing, travel, military pay and internal control duties.

Skill Level 2 MOSC 73C20. Performs or supervises disbursing, travel, military pay, foreign national pay, internal control and civilian pay operations.

Skill Level 3 MOSC 73C30. Supervises disbursing, travel, military pay, foreign national pay, internal control and civilian pay operations.

Skill Level 4 MOSC 73C40. Supervises finance operations.

Physical demands rating and qualifications for initial award of MOS. The finance specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** light
- (2) **Physical Profile:** 323221
- (3) **Minimum score** of 95 in aptitude area CL.
- (4) No record of conviction of any crime involving moral turpitude.
- (5) No record of any information which might adversely reflect against the character, honesty, or integrity of the soldier.
- (6) Formal training (completion of MOS 73C course conducted under the auspices of the U.S. Army Finance School) is required.

****MOS 73C will change to the alphanumeric designator of 44C in fiscal year 2005.**

73D: (44C) Accounting Specialist - Major Duties: The **Accounting Specialist** performs or supervises duties pertaining to accounting, accounts payable, disbursing, budget and internal control. Duties for MOS 73D at each skill level are:

Skill Level 1 MOSC 73D10. Performs accounting, accounts payable, disbursing and budget duties.

Skill Level 2 MOSC 73D20. Performs or supervises accounting, accounts payable, disbursing, budget and internal control operations.

Skill Level 3 MOSC 73D30. Supervises accounting, accounts payable, disbursing, resource management and internal control operations.

Skill Level 4 MOSC 73D40. Supervises accounting, finance and resource management operations.

Physical demands rating and qualifications for initial award of MOS. The accounting specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** light
- (2) **Physical Profile:** 323321
- (3) **Minimum score** of 105 in aptitude area CL.
- (4) No record of conviction of any crime involving moral turpitude.
- (5) No record of any information which might adversely reflect against the character, honesty, or integrity of the soldier.
- (6) Formal training (completion of MOS 73D course conducted under the auspices of the U.S. Army Finance School) is required.

****MOS 73D will change to the alphanumeric designator of 44C in fiscal year 2005.**

73Z: Finance Senior Sergeant - Major Duties: The Finance Senior Sergeant supervises the functions and activities of finance, military pay, and accounting, and performs the duties of and supervises functions shown for finance specialist (73C40) and accounting specialist (73D40).

Physical demands rating and qualifications for initial award of MOS. The finance senior sergeant (73Z50) must possess the following qualifications:

- (1) **Physical Demands Rating:** N/A
- (2) **Physical Profile:** 333321
- (3) **Minimum score** in aptitude area: N/A
- (4) No record of conviction of any crime involving moral turpitude.
- (5) No record of any information which might adversely reflect against the character, honesty, or integrity of the soldier.

****MOS 73Z will change to the alphanumeric designator of 44C in fiscal year 2005**

A8 Military Police Corps

31B: Military Police - Major Duties: Military Police supervise or provide support to the battlefield by conducting battlefield circulation control, area security, prisoner of war operations, civilian internee operations, law and order operations on the battlefield and support to the peacetime Army community through security of critical Army resources, crime prevention programs and preservation of law and order. Duties for MOS 31B at each level of skill are:

Skill Level 1 MOSC 31B10. Performs as a team member in support of battlefield operations, installation law and order operations and security of Army resources and installations.

Skill Level 2 MOSC 31B20. Leads military police teams in support of battlefield operations and leads and supervises small sections in support of security and installation law and order operations.

Skill Level 3 MOSC 31B30. Leads military police squads and sections, operates police desks, plans crime prevention measures, operates evidence rooms and prepares operations plans and orders in military police detachments in support of both battlefield and installation law and order operations and security of resources and installations.

Skill Level 4 MOSC 31B40. Leads military police platoons, large detachments and sections. Supervises and performs duties as Provost Sergeant and MP Operations NCO, prepares circulation or traffic control plans and operations orders in support of both battlefield and installation law and order operations and security of resources and installations.

Skill Level 5 MOSC 31B50. Performs 1SG duties or provides staff supervision, prepares plans, procedures and operational orders as Provost Sergeant, Operations Sergeant, Intelligence NCO and Security NCO in support of battlefield and installation law and order operations and security of resources and installations.

Physical demands rating and qualifications for initial award of MOS. (Qualifications in subparagraphs (6), (7), (8), (9), (10), (11), (15) and (16) below are required for retention of MOS). Military police must possess the following qualifications:

- (1) **Physical Demands Rating:** moderately heavy
- (2) **Physical Profile:** 222221
- (3) Red/green color discrimination.
- (4) **Minimum score** of 95 in aptitude area ST.
- (5) A security clearance of CONFIDENTIAL.
- (6) Meets all requirements for Personnel Reliability Program (PRP) qualifications.
- (7) Must possess a valid state motor vehicle operator license.

(8) No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use.

(9) No record of more than 15 days lost under section 972-10-USC.

(10) No information in Provost Marshal Office, Intelligence Office, Military Personnel Record Jacket (MPRJ) or medical records which would prevent the granting of a security clearance under AR 604-5.

(11) No record of pre-trial intervention or conviction by military or civil court of the following:

(a) Any offense involving force or violence.

(b) Any offense listed under Para 4-22, AR 601-210 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement.

(c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, Para 4-21, (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement.

(d) Three or more minor traffic offenses as listed under AR 601-210, Para 4-20, (minor traffic) during the 12 months period prior to entry on active duty (does not include traffic violations considered misdemeanor or felony by virtue of fine amount per AR 601-210).

(e) No pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

(12) Minimum age of 18 at time of entrance on active duty.

(13) No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use.

(14) Must possess a valid state motor vehicle operator license.

(15) No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, UCMJ and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the PERSCOM Security Interviewer DoD policy on cannabis use).

(16) Formal training (completion of MOS 31B course conducted under the auspices of the U.S. Army Military Police School) mandatory.

(17) All applicants for MOS 31B must be interviewed by PERSCOM Security Interviewer. Waivers will only be granted by ODCSPER (DAPE-MPA-RP). Service members reclassifying for MOS 95B must be interviewed by local Provost NCO (SFC or above) or Provost Marshal (CPT or above). Written endorsement must accompany re-enlistment contract.

****MOS 31B had the alphanumeric designator of 95B prior to fiscal year 2004.**

Position Description: Correctional Officer
Code: 31A00

Explanation: A single skill position that requires principal skills associated with the Military Police Branch (31) and the Area of Concentration (AOC) of Military Police (31A).

31E: Corrections Specialist - Major Duties: The **Corrections Specialist** controls, supervises, and counsels military prisoners and manages confinement operations and correctional treatment programs. Duties for MOS 31E at each level of skill are:

Skill Level 1 MOSC 31E10. Assists with supervision and management of military prisoners, and provides external security to confinement/ corrections facility.

Skill Level 2 MOSC 31E20. Supervises, counsels and manages military prisoners in confinement/correction facilities.

Skill Level 3 MOSC 31E30. Supervises confinement facility operations, counseling, management, training and employment of military prisoners in confinement/corrections facility.

Skill Level 4 MOSC 31E40. Supervises confinement facility operations and establishes procedures for counseling, management, training and employment of military prisoners in confinement/correction facility.

Skill Level 5 MOSC 31E50. Supervises and establishes procedures for all type activities within confinement/correction facility.

Physical demands rating and qualifications for initial award of MOS. The corrections specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** moderately heavy
- (2) **Physical Profile:** 222221
- (3) Red/green color discrimination.
- (4) **Minimum score** of 100 in aptitude area ST.
- (5) No court-martial convictions. No record of any disciplinary action under UCMJ which indicates behavior inconsistent with the high standards of corrections specialist.
- (6) No record of more than 15 days lost under section 972-10-USC, appendix 3, MCM 1068.
- (7) No record of civilian convictions other than minor traffic offenses.
- (8) No information in Provost Marshal Office, Intelligence Office, Military Personnel Record Jacket (MPRJ) or medical records which would prevent the granting of a security clearance under AR 604-5.
- (9) No record of pre-trial intervention or conviction by military or civil court of the following:
 - (a) Any offense involving force or violence.

(b) Any offense listed under Para 4-22, AR 601-210 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement.

(c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, Para 4-21, (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement.

(10) Must possess a valid state motor vehicle operator.

(11) Minimum age of 18 at time of entrance on active duty.

(12) No medically diagnosed history of alcoholism, psychotic disorders, antisocial behavior, objection to bearing and use of arms when necessary of any behavioral characteristic which may be considered prejudicial to the reliable performance of corrections specialist duties.

(13) No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, Uniform Code of Military Justice (UCMJ) and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the PERSCOM Security Interviewed per DoD Policy on cannabis use).

(14) Formal training (completion of MOS 95C course conducted under the auspices of the Commandant, U.S. Army Military Police School) mandatory.

****MOS 31E had the alphanumeric designator of 95C prior to fiscal year 2004.**

A9 Ordnance Corps MOS List

44B: Metal Worker - Major Duties: The **Metal Worker** supervises, inspects, installs, modifies, and performs maintenance on metal body components, radiators, fuel tanks, hulls, and accessories of Army watercraft and amphibians. Duties for MOS 44B at each skill level are:

Skill Level 1 MOSC 44B1O. Welds ferrous and nonferrous metals using oxyacetylene, electric arc, and inert gas welding equipment and repairs, repaints, and installs metal body components, radiators, fuel tanks, modifies other related items, and repairs hulls and accessories of Army watercraft.

Skill Level 2 MOSC 44B2O. Performs duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Performs direct support and general support (DS/GS) maintenance metal worker tasks.

Physical demands rating and qualifications for initial award of MOS. The metal worker must possess the following qualifications:

- (1) **Physical Demands Rating:** very heavy
- (2) **Physical Profile:** 222222
- (3) Normal color vision.
- (4) A knowledge of joint design, welding criterion, and controlling expansion and contraction.
- (5) Near and distance visual acuity of at least 20/30 in each eye regardless of whether or not corrective lenses are worn.
- (6) No more than one error on Titmus Stereo Circles at 16 inches or no errors on eight positions of Verhoeff Stereoptor at 16 inches.
- (7) **Minimum score** of 90 in aptitude area GM.
- (8) Formal training (completion of MOS 44B course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed in AR 601-210.

44E: Machinist -Major Duties: The **Machinist** supervises and performs the fabrication, repair, and modifications of metallic and nonmetallic parts and supervises metalworking shop activities. Duties for MOS 44E at each level of skill are:

Skill Level 1 MOSC 44E1O. Fabricates, repairs, and modifies metallic and nonmetallic parts, utilizing such machines as engine lathes, utility grinders, power cutoff saws, armature under cutters, arbor and hydraulic presses, drill presses, and their associated attachments, accessories, and tools.

Skill Level 2 MOSC 44E2O. Perform duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Skill Level 3 MOSC 44E3O. Perform duties in preceding skill levels, perform metal workers (MOS 44B) duties, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Inspects completed work.

Skill Level 4 MOSC 44E4O. Perform duties in preceding skill levels, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Performs as support maintenance machine shop supervisor or metalworker supervisor.

Physical demands rating and qualifications for initial award of MOS. The machinist must possess the following qualifications:

(1) **Physical Demands Rating:** heavy

(2) **Physical Profile:** 222222

(3) Normal color vision.

(4) **Minimum score** of 100 in aptitude area GM.

(5) Near and distance visual acuity of at least 20/30 in each eye regardless of whether or not corrective lenses are worn.

(6) No more than one error on Titmus Stereo Circles at 16 inches or no errors on 8 positions of Verhoeff Stereoptor at 16 inches.

(7) Formal training (completion of MOS 44E course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed in AR 601-210.

The major duties, physical demands, physical profile, and skill levels were obtained from Army Pamphlet 611-21.

63B: Light-Wheel Vehicle Mechanic - Major Duties: The **Light-Wheel Vehicle Mechanic** supervises and performs unit maintenance and recovery operations on gasoline and diesel fueled light-wheel vehicles (prime movers designated as 5 ton or less and their associated trailers), and associated items; supervises unit maintenance and recovery operations on track and heavy-wheel vehicles, and on material handling equipment (MHE). Duties for MOS 63B at each skill level are:

Skill Level 1 MOSC 63B1O. Maintains power assisted brake systems, wheel vehicle suspension systems, wheel vehicle wheel/hub assemblies, wheel vehicle mechanical (manual) steering systems, wheel vehicle hydraulic (power) steering systems, and wheel vehicle crane/hoist/winch assemblies.

Skill Level 2 MOSC 63B2O. Perform duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Skill Level 3 MOSC 63B3O. Perform duties in preceding skill levels, perform light-wheel vehicle mechanic (MOS 63B) duties, perform heavy-wheel vehicle mechanic (MOS 63S) duties, perform track vehicle mechanic (MOS 63Y) duties, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties. Supervises unit maintenance on wheel and track vehicles, material handling equipment, power generation equipment and upkeep of hand and power tools. Perform battlefield damage assessment and repair (BDAR). Supervises recovery operations.

Skill Level 4 MOSC 63B4O. Perform duties in preceding skill levels, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Physical demands rating and qualifications for initial award of MOS. The light-wheel vehicle mechanic must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222222

(3) Normal color vision.

(4) **Minimum score** of 90 in aptitude area MM.

(5) Current equipment qualification record for all types of equipment maintained.

(6) Formal training (completion of MOS 63B course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed in AR 601-210.

63S: Heavy-Wheel Vehicle Mechanic - Major Duties: The **Heavy-Wheel Vehicle Mechanic** performs unit maintenance on heavy-wheel vehicles (prime movers designated as more than 5 tons and their associated trailers) and material handling equipment (MHE). Duties for MOS 63S at each skill level are:

Skill Level 1 MOSC 63S1O. Maintains compression ignition engines, compression ignition engine fuel systems, compression ignition air induction systems, wheel vehicle exhaust systems, vehicle liquid cooling systems, vehicle starting systems, vehicle charging systems, wheel chassis electrical systems, standard transmission assemblies, automotive transmission assemblies, air-controlled semi-automatic transmission assemblies, transfer assemblies, propeller shaft assemblies, axle assemblies, drum brake systems, hydraulic brake systems, air/hydraulic brake systems, air (wedge, s-cam) brake systems, mechanical brake systems, wheel vehicle suspension systems, wheel vehicle wheel/hub assemblies, wheel vehicle hydraulic (power) steering systems, fifth wheel assemblies, wheel vehicle crane/hoist/winch assemblies, and material handling equipment (MHE) hydraulic systems.

Skill Level 2 MOSC 63S2O. Perform duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Physical demands rating and qualifications for initial award of MOS. The heavy-wheel vehicle mechanic must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222222

(3) Normal color vision.

(4) **Minimum score** of 105 in aptitude area MM.

(5) Current equipment qualification record for all types of equipment maintained.

(6) Formal training (completion of MOS 63S course conducted under the auspices of the U.S. Army Ordnance Center and School) mandatory.

The major duties, physical demands, physical profile, and skill levels were obtained from Army Pamphlet 611-21.

63W: Wheel Vehicle Repairer - Major Duties: The **Wheel Vehicle Repairer** performs direct support and general support (DS/GS) maintenance on wheel vehicles, material handling equipment (MHE) (less propulsion motor on electrical MHE), trailers, and associated items. Duties for MOS 63W at each level of skill are:

Skill Level 1 MOS 63W1O. Repairs diesel power plants/packs, wheel vehicle clutch assemblies, compression ignition engine fuel systems, compression ignition air induction systems, vehicle liquid cooling systems, wheel vehicle chassis electrical systems, standard transmission assemblies, automatic transmission assemblies, air controlled semiautomatic transmission assemblies, transfer assemblies, axle assemblies air (wedge, s-cam) brake systems, wheel vehicle hub assemblies, wheel vehicle mechanical (manual) steering systems, wheel vehicle hydraulic (power) steering systems, and articulated steering systems. Repairs wheel vehicle using battlefield damage assessment and repair (BDAR).

Skill Level 2 MOS 63W2O. Performs duties in preceding skill level, supervises lower grade soldiers and provides technical guidance to the soldiers in the accomplishment of their duties.

Physical demands rating and qualifications for initial award of MOS. The wheel vehicle repairer must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222232

(3) Normal color vision.

(4) **Minimum score** of 90 in aptitude area MM.

(5) Current equipment qualification record for all types of equipment maintained.

(6) Formal training (completion of MOS 63W course conducted under the auspices of the U.S. Army Ordnance Center and School) mandatory.

A10 Medical Service Corps MOS List

91A: Medical Equipment Repairer - Major Duties: The **Medical Equipment Repairer** performs maintenance services and repairs of all medical equipment. This equipment employs mechanical, hydraulic, pneumatic, compressed gas and steam, electrical/electronic, solid state, digital, microprocessor, optical and radiological principles. Other major duties for MOS 91A are at the following skill levels.

Skill Level 1 MOSC 91A10. Performs preventive maintenance checks and services (i.e., test, operates, lubricates, adjusts, tightens, and cleans) all medical equipment. Troubleshoots to isolate malfunctioning or defective components and/or boards on medically related equipment. Computes power and space requirements for installation medical equipment and installs units to manufacturer's specifications. Prepares and submits medical equipment reports.

Skill Level 2 MOSC 91A20. Performs duties at preceding level. Contributes to the development of medical maintenance Standing Operating Procedures. Supervises and advises subordinate personnel.

Skill Level 3 MOSC 91A30. Supervises the performance of preventive maintenance checks and services (i.e., test, operates, lubricates, adjusts, tightens, and cleans) of medical equipment. Troubleshoots to isolate and repair malfunctioning or defective components and/or boards on medically related equipment. Participates in planning power and space requirements for the installation of medical equipment and supervises the installation to manufacturer's specifications. Prepares and submits medical equipment reports. Contributes to the development of medical maintenance Standing Operating Procedures. Performs quality control functions at all levels of medical maintenance. Supervises and advises subordinate personnel.

Skill Level 4 MOSC 91A40. Supervises medical maintenance operations in medical facilities and medical logistic battalions. Performs installation and acceptance inspections of medical equipment at depot level maintenance activities.

Skill Level 5 MOSC 91A50. Supervises medical maintenance operations in Major Commands, Medical Activities, Medical Centers, and Medical Logistic Battalions.

Physical demands rating and qualifications for initial award of MOS. The medical equipment repairer must possess the following qualifications:

- (1) **Physical Demands Rating:** moderately heavy
- (2) **Physical Profile:** 222221
- (3) Normal color vision.
- (4) **Minimum score** of 110 in aptitude area EL.
- (5) Formal training (completion of MOS 91A course conducted under auspices of Academy of Health Sciences) mandatory.
- (6) Credit for one year high school Algebra or score of 45 or higher on GED Test 5 (high school level).

****MOS 91A will change to the alphanumeric designator of 68A in fiscal year 2007.**

91D: Operating Room Specialist - Major Duties: The **Operating Room Specialist** assists the nursing staff in preparing the patient and the operating room (OR) environment for surgery and for providing assistance to the medical staff during surgical procedures. They also operate the centralized material service (CMS) and are responsible for preparing and maintaining sterile medical supplies and special equipment for medical treatment facilities. The operating room specialist also assists in the management of operating room suites. Duties for MOS 91D at each level of skill are:

Skill Level 1 MOSC 91D10. Assists in preparing patients and operating room environments for surgery and provides assistance to the medical staff during surgical procedures. Performs various preoperative and postoperative procedures as directed. Maintains the cleanliness of the operating room and sets up sterile fields for surgical procedures. Receives, cleans, decontaminates, sterilizes, stores and issues various medical supplies and equipment used during surgical procedures.

Skill Level 2 MOSC 91D20. Performs duties shown in the preceding skill level and provides technical guidance to subordinates. Performs operating room scrubs and provides scrub and circulator services as required. Sets up, positions, and operates specialized operating room equipment. Supervises and advises subordinate personnel.

Skill Level 3 MOSC 91D30. Performs duties shown in the preceding skill level and provides technical guidance to subordinates. Implements and monitors the automatic war and clinic delivery system. Monitors quality of sterilization techniques to ensure adherence to established standards. Supervises the maintenance programs in the operating room and the central material service. Establishes stock levels for requisitioning supplies and equipment and supervises their storage and issue. Prepares and maintains various reports and files. Supervises and advises subordinate personnel.

Skill Level 4 MOSC 91D40. Performs duties shown in the preceding skill level and provides technical guidance to subordinates. Coordinates activities of the OR and CMS with other elements of the medical treatment facility. Develops, monitors, and evaluates training. Establishes policies for and monitors exposure levels of sterilization chemicals and anesthetic gases with the OR. Participates in the preparation of the OP and CMS budget. Supervises and advises subordinate personnel.

Physical demands rating and qualifications for initial award of MOS. The operating room specialist must possess the following qualifications:

(1) **Physical Demands Rating:** medium

(2) **Physical Profile:** 222221

(3) Normal color perception and normal color vision with or without corrective lenses.

(4) No aversion to the sight of blood and freedom from chronic or recurrent skin infections or allergies when handling antiseptics, disinfectants, or cleaning agents.

(5) Minimum score of 95 in aptitude area ST.

(6) Formal training (completion of MOS 91B course and MOS 91D course conducted under the auspices of the AMEDDC&S) mandatory or meet the Army civilian acquired skill criteria listed in AR 601-210.

****MOS 91D will change to the alphanumeric designator of 68D in fiscal year 2007.**

91E: Dental Specialist - Major Duties: The **Dental Specialist** assists the dental officer in prevention, examination, and treatment of diseases of teeth and oral region, or assists with the management of dental treatment facilities. Duties for MOS 91E at each level of skill are:

Skill Level 1 MOSC 91E10. Patient care. Receives and seats patients. Prepares dental operatory, selects and arranges instruments, measures and records temperature, blood pressure and pulse, and assists dentist during patient exams. Assists with administration of anesthesia and in placement and removal of sutures. Prepares restorative and impression materials. Performs Cardiopulmonary resuscitation and operates resuscitative equipment. Disposes of contaminated waste. Dental radiography. Loads and unloads radiographic film cassettes, protects self and patient from excessive ionizing radiation exposure, exposes bitewing periapical, occlusal film, and panoramic radiographic darkroom procedures. Administration, supply, and maintenance. Schedules appointments, retrieves, files, and maintains dental records. Receives, stores, packs, unpacks and safeguards dental supplies and equipment. Performs preventive maintenance on dental equipment. Sets up, maintains, disassembles and packs dental field equipment shelters.

Skill Level 2 MOSC 91E20. Assists dental officer in prevention, examination, and treatment of diseases of teeth and oral region. Assists and advises subordinate personnel on supply economy procedures. Supervises the packing, unpacking, loading, setting up and storage of dental unit field equipment and shelters. Assists in presentation of training programs. Prepares the site for field dental treatment facilities. Assists with technical and administrative management of dental treatment facilities under the supervision of a dental NCO.

Skill Level 3 MOSC 91E30. Supervises activities of dental teams, sections, or clinics in small fixed or mobile dental facilities. Provides technical guidance. Ensures comfort, safety, and cleanliness of dental facilities. Determines personnel requirements, establishes work priorities, organizes work schedules and assigns duties. Instructs subordinates in work techniques and procedures. Evaluates personnel performance, counsels personnel and prepares evaluation reports. Supervises movements and establishment of field dental units. Prepares unit NBC plans and supervises procedures. Prepares administrative, technical, patient and manpower reports. Establishes and monitors stock level for supplies and equipment. Requisitions and maintains dental supplies and equipment.

Skill Level 4 MOSC 91E40. Supervises activities of dental sections, clinics, medium sized fixed or mobile dental facilities. Prepares periodic and special reports concerning personnel, patients, dental care and treatment operations. Supervises and plans training in general military and MOS specific subjects. Coordinates the administrative activities and prepares and dental treatment facility SOP. Revises topography of selected operational site and advises on the location of field treatment and sanitation facilities. Plans, develops and supervises loading plans for dental field organizations. Performs staff, budget and advisory duties.

Skill Level 5 MOSC 91E50. Serves as principal NCO of staff section, large dental clinic, dental laboratory, or dental organization. Supervises general administrative functions and coordinates personnel assignments. Evaluates training programs and requirements. Assists Commander in the administrative and technical supervision of subordinate dental facilities. Assists in the planning, development and management of the command budget programs. Coordinates and supervises unit preventive maintenance and supply programs. Assists in the development of operational plans. Provides technical assistance in planning and staffing of facilities.

Physical demands rating and qualifications for initial award of MOS. The dental specialist must possess the following qualifications:

(1) **Physical Demands Rating:** moderately heavy

(2) **Physical Profile:** 222221

(3) Normal color vision.

(4) **Minimum score** of 95 in aptitude area ST.

(5) Formal training (completion of MOS 91E course, or the RC AOCP nonresident—two week resident course, conducted under the auspices of the AHS) mandatory or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 91E will change to the alphanumeric designator of 68E in fiscal year 2007.**

91G: Patient Administration Specialist - Major Duties: The **Patient Administration Specialist** supervises or performs administrative duties in patient administration division of hospital or other medical activity. Duties for MOS 91G at each level of skill are:

Skill Level 1 MOSC 91G10. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safe- guards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

Skill Level 2 MOSC 91G20. Performs as stated above. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aero medical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependents education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries.

Physical demands rating and qualifications for initial award of MOS. The patient administration specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** medium
- (2) **Physical Profile:** 323221
- (3) **Minimum score** of 95 in aptitude area CL.
- (4) Be able to type at a minimum speed of 20 WPM.
- (5) Formal training (completion of MOS 91G courses, or the RC ACCP nonresident--2 weeks resident course, conducted under the auspices of the AHS) mandatory or meet the civilian acquired skills criteria listed in AR 601-210.

*****MOS 91G will change to the alphanumeric designator of 68G in fiscal year 2007.***

91H: Optical Laboratory Specialist - Major Duties: The **Optical Laboratory Specialist** assembles spectacles utilizing pre-surfaced single-vision lenses; surfaces multi-vision lens and assembles multi-vision spectacles; repairs and fabricates spectacles and supervises optical laboratory personnel. Duties for MOS 91H at each level of skill are:

Skill Level 1 MOSC 91H10. Surfaces lens blanks, fabricates, repairs, and assembles prescription spectacles. Maintains tools and equipment.

Skill Level 2 MOSC 91H20. Performs duties shown in the preceding skill level and provides technical guidance to subordinates. Performs prescription-related administration.

Skill Level 3 MOSC 91H30. Provides technical guidance, inspects completed spectacles, and insures quality control standards. Develops stock levels, requisitions, stores, and maintains optical supplies and equipment. Prepares and conducts training programs and instructs on preventive maintenance and safety procedures.

Skill Level 4 MOSC 91H40. Determines personnel requirements, establishes priorities and organizes work schedules. Plans layout of work areas. Prepares and conducts training programs. Inspects to ensure a safe, clean and orderly working environment. Supervises quality control procedures. Drafts and prepares budget estimates and monitors records of cost data and expenditures. Performs staff, budget and advisory duties. Prepares other technical, administrative, and personnel reports. Coordinates activities of optical laboratory with medical treatment facilities.

Physical demands rating and qualifications for initial award of MOS. The optical laboratory specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** medium
- (2) **Physical Profile:** 323222

(3) **Minimum score** of 100 in aptitude area GM.

(4) Successful completion of high school Algebra.

(5) Formal training (completion of MOS 91H course under the auspices of AMEDD Center & School) mandatory or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 91H will change to the alphanumeric designator of 68H in fiscal year 2007**

91P: Radiology Specialist - Major Duties: The **Radiology Specialist** operates fixed and portable radiology equipment or supervises radiology activities. MOS 91P personnel require good eye-hand coordination and manual dexterity, no aversion to the sight of blood and are able to stand for long periods of time. Duties for MOS 91P at each level of skill are:

Skill Level 1 MOSC 91P1O. Operates fixed and portable Radiology equipment; Reads and interprets radiographic requests and physician's orders. Transports and escorts patients within the radiology area. Prepares, assembles and adjusts instruments, materials and equipment. Performs radiographic examinations of the upper and lower extremities, vertebral column, trunk and skull. Performs soft tissue radiographic examinations and bone surveys. Assist in performing body section radiography, foreign body localization, prenatal, pediatric, urogenital, and radiographic examinations of respiratory, vascular and nervous systems. Cleans intensifying screens. Develops radiographic film using automatic and manual processing. Applies radiation, electrical and mechanical protective measures. Maintains daily ledger and performs routine patient administration. Maintains patient locator file, radiographic files, and report files. Inspects and performs operator maintenance on radiology equipment. Packs, unpacks, loads and unloads radiology equipment, assembles and disassembles radiology equipment and shelters.

Skill Level 2 MOSC 91P2O. Operates fixed and portable Radiology equipment. Performs duties shown in preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Disseminates radiographic reports. Assembles radiographs for reading. Performs body section, prenatal, and pediatric radiographic procedures. Performs follow-up radiographic examinations of the digestive, urogenital, respiratory, vascular, and nervous systems. Assists with special radiographic and fluoroscopic procedures. Requisitions and maintains necessary levels of radiographic/medical supplies. Evaluates radiographic personnel performance. Counsels radiographic personnel and prepares evaluation reports. Supervises packing, loading, unpacking, assembly and disassembling of radiology equipment and shelters.

Skill Level 3 MOSC 91P3O. Performs complex or specialized radiographic procedures to include duties shown in preceding level of skill or activities medium-size Radiology activity. Inspects radiology activities for compliance with radiation safety procedures and to ensure orderly and clean environment for patient, and initiates corrective action. Organizes work schedules. Assigns duties and instructs personnel in technical procedures. Supervises operator maintenance on equipment. Prepares and updates unit and section SOP. Prepares and conducts radiology training programs. Assists in quality assurance program. Coordinates radiographic examinations of patients.

Skill Level 4 MOSC 91P40. Supervises large Radiology Activity. Performs duties shown in preceding level of skill. Establishes work priorities and distributors workload. Reviews, consolidates, and prepares technical, personnel, and administrative reports. Coordinates and site preparation for installation of radiographic equipment. Assist in personnel matters, supply economy procedures, and fiscal matters. Prepares manpower survey reports. Prepares the operating budget for Department of Radiology. Reviews operations to ensure compliance with JCAHO standards.

Skill Level 5 MOSC 91P50. Supervises Radiology activity in MEDCEN, large MEDDAC or General Hospital. Performs duties shown in preceding level of skill. Instructs in the procedures for developing and conducting training of military and civilian radiographic technicians. Monitors the use, requirement, maintenance, and management of resources.

Physical demands rating and qualifications for initial award of MOS. The radiology specialist must possess the following qualifications:

(1) **Physical Demands Rating:** moderately heavy

(2) **Physical Profile:** 222221

(3) **Minimum score** of 110 in aptitude area ST.

(4) One year of Algebra (9th grade or above).

(5) Normal color perception and normal vision with or without corrective lens.

(6) Females must not be pregnant.

(7) For training (completion of MOS 91B course and MOS 91P course conducted under the auspices of the AHS) mandatory or meet the Army civilian acquired skill criteria listed in AR 601-210.

****MOS 91P will change to the alphanumeric designator of 68P in fiscal year 2007.**

91Q: Pharmacy Specialist - Major Duties: The **Pharmacy Specialist** prepares, controls, and issues pharmaceutical products under the supervision of a pharmacist or physician, or supervises pharmacy activities. MOS 91Q personnel require finger dexterity in both hands. Duties for MOS 91Q at each level are:

Skill Level 1 MOSC 91Q10. Prepares, controls, and issues pharmaceutical products. Prescription handling and dispensing: Under close supervision, manually or using a computerized system: receives, interprets, compounds, manufactures, fills, labels, issues and files prescription, bulk drug, sterile product and/or unit dose orders. Evaluates orders to verify dosage, dosage regimen and quantity to be dispensed. Checks for completeness and correctness and for common interactions, in-compatibilities and availability. Refers questionable orders or questions on basic formulation to supervisor for clarification. Reduces or enlarges formulas, as required. Calculates and annotates proper dosage. Evaluates completed orders to ensure integrity of final product. Provides information regarding availability, strength and composition of medications to physicians or pharmacists. Verifies patient eligibility for receipt of

medication. Provides instructions to patients regarding medication consumption and side effects. Performs quality control checks on medications. Issues medications to patients, wards, clinics and other using agencies. Supply, administration and maintenance: Assigns and records prescription numbers. Delivers unit dose, sterile products, bulk drug and controlled drug orders. Prepares prescription labels and affixes auxiliary labels. Maintains signature cards and prescription files. Prepares and maintains files of controlled substances stock cards, records and work units. Maintains master formula record, batch sheet and patient medication record. Maintains pharmacy reference files and publication library. Prepares and files pharmaceutical reports. Prepares requisitions for and receives packs, unpacks, stores, safeguards and accounts for inventories. Controls and issues pharmaceuticals and pharmacy supplies. Inspects, calibrates, operates and performs preventive maintenance on common pharmaceutical manufacturing and packaging equipment. Cleans and disinfects pharmacy equipment and work areas. Packs, unpacks, loads and unloads equipment and assists in setting up unit equipment.

Skill Level 2 MOSC 91Q2O. Prepares duties shown in preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of these duties. Prepares, controls and issues pharmaceutical products to include chemotherapeutics. Evaluates sterile products and orders to include calculations, identification of drug interactions and drug compatibilities. Maintain pharmacy system database.

Skill Level 3 MOSC 91Q3O. Performs duties shown in preceding level of skill. Assists with or supervises pharmacy operations. Prescription handling and dispensing: Refers questionable drug orders or questions on basic formulation to appropriate professional for clarification. Prepares master formula cards and drug control ledgers. Reviews and updates compounding formula reference file. Supervises requisitioning of standard and nonstandard supplies. Establishes and maintains stock levels. Researches and interprets pharmaceutical supply catalogs. Disposes of unserviceable and outdated pharmaceuticals. Organizes work schedules, assigns duties and instructs subordinates in work techniques, procedures, and evaluates pharmacy operations. Establishes work priorities and distributes work load. Inspects pharmacy area to ensure orderly, clean and safe environment. Supervises operational maintenance program of pharmacy equipment. Prepares and conducts training programs. Evaluates personnel performance, counsels personnel and prepares evaluation reports. Prepares and updates pharmacy Standard Operating Procedure (SOP).

Skill Level 4 MOSC 91Q4O. Supervises pharmacy operations. Performs duties shown in preceding level of skill. Ensures compliance with quality control methods and procedures. Assists in compiling information for Pharmacy and Therapeutics Committee Meetings. Assists in revision and update of hospital formulary or drug list. Reviews work schedules. Establishes reviews, evaluates and makes necessary revisions to training programs. Ensures compliance with Army and Federal rules, laws and regulations relative to pharmacy operations. Directs and supervises supply inventories. Reviews established stock levels to ensure compliance with command guidance. Reviews requisitions for standard and nonstandard items and emergency medications. Reviews, consolidates and prepares technical, personnel and administrative reports. Assists pharmacist in personnel matters. Prepares manpower survey reports. Coordinates pharmacy and personnel matters pertaining to pharmacy with other elements of medical treatment facility. Reviews operations to ensure compliance with Joint Commission Accreditation Hospital Organizations (JCAHO) standards.

Skill Level 5 MOSC 91Q5O. Supervises pharmacy activities within the Army Medical Department (AMEDD). Performs duties shown in preceding level of skill. Assists in establishment and operation of formal training programs for specialized areas. Ensures compliance with quality control standards for doctrinal material in formal training programs. Compiles information for Pharmacy and Therapeutic Committee Meeting.

Physical demands rating and qualifications for initial award of MOS. The pharmacy specialist must possess the following qualifications:

(1) **Physical Demands Rating**: moderately heavy

(2) **Physical Profile**: 222221

(3) Normal color vision.

(4) **Minimum score** of 95 in aptitude area ST.

(5) Formal training (completion of the MOS 91B course and MOS 91Q course conducted under the auspices of the AHS) mandatory or meet the civilian acquired skills criteria listed in AR 601-210.

****MOS 91Q will change to the alphanumeric designator of 68Q in fiscal year 2007.**

91S: Preventive Medicine Specialist - Major Duties: The **Preventive Medicine Specialist** conducts or assists with preventive medicine inspections, surveys, control operations, and preventive medicine laboratory procedures, supervises preventive medicine facilities, or serves on preventive medicine staff. Duties for MOS 91S at each level of skill are:

Skill Level 1 MOSC 91S1O. Conducts preventive medicine inspections, surveys and control operations and assists with preventive medicine laboratory procedures.

Skill Level 2 MOSC 91S2O. Conducts preventive medicine inspections, surveys, and control operations and assists with preventive medicine laboratory procedures. Supervises subordinate personnel in the performance of their duties.

Skill Level 3 MOSC 91S3O. Supervises small preventive medicine services or units. Organizes water, food sanitation, hospital environment, entomological, epidemiological, and environmental stress surveillance programs. Analyzes and evaluates collected data. Supervises technical and administrative functions of preventive medicine activities.

Skill Level 4 MOSC 91S4O. Supervises medium size preventive medicine services or medical teams/detachments. Assists with development of unit defense plans and operational orders. Reviews and makes appropriate recommendations on doctrine and training literature. Maintains intelligence information and records. Establishes quality control procedures for inspection programs and laboratory analysis. Develops community health education programs. Evaluates existing preventive medicine programs and modifies as necessary to meet the needs of the population served.

Skill Level 5 MOSC 91S5O. Supervises large preventive medicine services or units, or serves on preventive medicine staff. Staff activities include writing, developing, and coordinating command-wide regulations and policies relating to preventive medicine services. Participates in command review and approval of subordinate unit activities. Assists in planning and placement of field medical units. Evaluates training programs and provides recommendations for improvement. Participates in studies and reviews. Maintains records of strength, location and employment of preventive medicine assets.

Physical demands rating and qualifications for initial award of MOS. The preventive medicine specialist must possess the following qualifications:

(1) **Physical Demands Rating:** medium

(2) **Physical Profile:** 222221

(3) Normal color vision.

(4) **Minimum score** of 105 in aptitude area ST.

(5) Credit for completion of one year each of high school level chemistry and algebra or equivalent. Proficiency exam recognized by an Army Education Center fulfill this requirement.

(6) Formal training (completion of MOS 91S course, or the RC AOCP nonresident—2 week resident course, conducted under the auspices of the AHS) mandatory.

****MOS 91S will change to the alphanumeric designator of 68S in fiscal year 2007.**

91T: Animal Care Specialist - Major Duties: The **Animal Care Specialist** supervises or provides the care, management, treatment, and sanitary conditions for animals, with a primary responsibility of prevention and control of diseases transmitted from animal to man and comprehensive care for government owned animals. Duties for MOS 91T at each level of skill are:

Skill Level 1 MOSC 91T1O. Provides routine daily care for animals in veterinary treatment or research and development facilities. Obtains medical history from owners and/or handlers and measures and records animal vital signs. Performs physical examinations to detect obvious abnormalities and report's findings to veterinarian. Positions and restrains animals for examination and treatment. Calculates doses and administers oral and topical medications as directed by the veterinarian. Maintains sanitary conditions for all components of the veterinary treatment facilities to include operating room and equipment. Assists veterinarian in surgical procedures and performs euthanasia when instructed by veterinarian. Cleans, debrides, and sutures superficial wounds. Collects, preserves, and prepares blood, urine, feces, skin scrapings, and post mortem specimens for shipment and evaluation. Performs routine diagnostic laboratory tests such as fecal smears, urinalysis, blood counts, and chemistries. Records laboratory test results. Takes and develops radiographs of designated animal body parts. Initiates and maintains animal health records, immunization records, animal registration files, animal bite case reports, and other administrative office files.

Skill Level 2 MOSC 91T2O. Performs duties shown at preceding skill level. Provides technical guidance, management, and training to junior personnel. Performs advanced emergency medical procedures on animals such as triage, tracheotomy, burn and poison management, venous cut down, and insertion of stomach tubes. Operates mechanical respirators, heart monitors, and gas sterilizer apparatus. Supervises supply management and patient administration procedures. Prepares budgets, trains handlers in emergency care of animals, and assists on research protocol teams.

Skill Level 3 MOSC 91T3O. Performs duties of and supervises the functions of preceding skill levels. Develops and establishes standard operating procedures for operations of veterinary treatment facilities. Assists in scheduling, conducting, and evaluating training of veterinary service enlisted personnel. Reviews, consolidates, and prepares technical reports. Performs as a liaison for the veterinary officer to interact with installation medical authorities, installation commanders, and civilian agencies.

Skill Level 4 (4) MOSC 91T4O. Schedules, monitors, and evaluates the unit training program and maintains unit/individual training records. Assists the commander in preparing, monitoring, and evaluating the unit operations plan. Compiles and evaluates management and personnel data. Reviews operations of veterinary service to ensure compliance with laws and regulations regarding humane care and treatment of animals. Monitors laboratory animal procurement procedures and serves on laboratory animal protocol boards. Provides technical assistance in planning, staffing, and modifying existing animal facilities.

Physical demands rating and qualifications for initial award of MOS. The animal care specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** moderately heavy
- (2) **Physical Profile:** 222221
- (3) Normal color vision.
- (4) **Minimum score** of 95 in aptitude area ST.
- (5) Successful completion and credit for high school course in one of the biological sciences.
- (6) High school diploma/GED.
- (7) Formal training (completion of MOS 91T course conducted under the auspices of the AHS) mandatory or meet the civilian acquired skills criteria listed in AR 601-210, chapter 7.

****MOS 91T will change to the alphanumeric designator of 68T in fiscal year 2007.**

91W: Health Care Specialist - Major Duties: The **Health Care Specialist** provides emergency medical treatment, limited primary care, force health protection and evacuation in a variety of operational and clinical settings from point of injury or illness through the continuum of military health care. Duties for MOS 91W at each level of skill are:

Skill Level 1 MOSC 91W10. Administers emergency medical treatment to battlefield casualties, assists with outpatient care and treatment or assists with inpatient care and treatment under the supervision of a physician, nurse, physician's assistant or a Health Care NCO.

Skill Level 2 MOSC 91W20. Administers emergency and routine medical treatment to battle and non-battle casualties, assists with outpatient care and treatment and supervises field and clinical medical facilities under the supervision of a physician, nurse or physician's assistant.

Skill Level 3 MOSC 91W30. Supervises activities of field, clinical and mobile treatment facilities.

Physical demands rating and qualifications for initial award of MOS. The health care specialist must possess the following qualifications:

(1) **Physical Demands Rating**: moderately heavy

(2) **Physical Profile**: 222221

(3) **Minimum score** of 95 in aptitude area ST.

(5) Formal training (completion of MOSC 91W10, Medical Specialist Course under the auspices of the AHS or completion of the exportable MOSC 91W10 course conducted by a RC unit approved by the AHS) mandatory or meet the criteria in the civilian acquired skills listed in AR 601-210.

****MOS 91W will change to the alphanumeric designator of 68W in fiscal year 2007.**

A11 Transportation Corps MOS List

88M: Motor Transport Operation (Truck Driver) - Major Duties: The **Motor Transport Operator** supervises or operates wheel vehicles to transport personnel and cargo. Duties for MOS 88M at each level of skill are:

Skill Level 1 MOSC 88M1O. Operates all wheel vehicles and equipment over varied terrain and roadways for support of combat operations. Manages en-trucking and de-trucking of personnel being transported. Oversees and checks proper loading and unloading of cargo on vehicles and trailers. Secures cargo against inclement weather, pilferage, and damage. Operates vehicle component material handling equipment (MHE), as required. Employs land navigation techniques. Must be knowledgeable with the operation of radios and weapons when they are mounted on the vehicle. Performs vehicle self-recovery and field expedients to include towing vehicles. Corrects or reports all vehicle deficiencies; supports mechanics where necessary. Prepares vehicle for movement/shipment by air, rail, or vessel.

Skill Level 2 MOSC 88M2O. Supervises and provides technical guidance to subordinates in accomplishing their duties. Organizes and participates in convoys. Dispatches vehicles; verifies vehicle logbooks. Receives and fills requests from authorized persons for motor transport. Compiles time, mileage and load data. Operates the Heavy Expanded Mobility Tactical Transport (HEMTT), Heavy Equipment Transporter (HET), and Palletized Loading System (PLS) vehicles to include performing self-recovery operations.

Skill Level 3 MOSC 88M3O. Supervises drivers performing preventive maintenance checks and services (PMCS) on vehicles. Operates in the truck terminal as a squad leader. Trains new drivers and manages the driver sustainment training program. Plans, organizes, and operates a motor vehicle convoy. Performs convoy route reconnaissance. Commands a convoy march unit or serial. Supervises transporting of all types of cargo. Posts and controls guards used to prevent pilferage and vandalism of cargo and equipment. Takes charge of vehicle recovery. Supervises personnel preparing vehicles for deployment.

Skill Level 4 MOSC 88M4O. Provides professional support and technical guidance to all Army soldiers requiring motor transport. Plans, manages, and monitors unit motor transport operations as the truck master. Establishes and organizes the unit motor park. Prepares and implements the truck company security and defense plan. Prepares map overlays. Receives and distributes highway motor transport missions. Assembles and prepares highway reconnaissance data for motor convoy transport. Supervises and directs unit dispatching of vehicles. Coordinates engineer requirements to support a truck battalion.

Physical demands rating and qualifications for initial award of MOS. The motor transport operator must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222222

(3) Color discrimination of red/green.

- (4) **Minimum score** of 90 in aptitude area OF.
 - (5) A valid U.S. Government motor vehicle operator's permit for class of vehicle to which assigned.
 - (6) A valid state motor vehicle operator's permit (not due to expire prior to completion of AIT).
 - (7) MOS qualification may be attained by meeting the civilian acquired skills criteria listed in AR 601-210.
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88P: Railway Equipment Repairer - Major Duties: The **Railroad Equipment Repairer** supervises or performs unit and direct support/general support (DS/GS) maintenance on diesel-electric locomotives and railway cars. Duties for MOS 88P at each level of skill are:

Skill Level 1 MOSC 88P1O. Uses technical blueprints and sketches. Inspects locomotives for malfunctions. Repairs cooling systems, fuel systems, exhausts, airbrake components, lube oil systems, electrical systems, and diesel engine components on locomotives. Inspects, tests and services locomotive batteries. Inspects frame and running gear for breaks, cracks, or worn surfaces; welds, rivets, caulks, paints, and stencils as necessary. Inspects and repairs couplers. Examines and repairs truck and wheel assemblies, safety appliances, car under frames and cross bearers, and interiors of cars. Prepares written reports of any airbrake defects.

Skill Level 2 MOSC 88P2O. Supervises and provides technical guidance to subordinates performing their duties. Inspects railway cars prior and subsequent to maintenance. Performs initial terminal airbrake tests for outbound trains. Repairs draft gears. Supervises a team salvaging cars or rehabilitating captured enemy rolling stock. Enforces safety practices.

Skill Level 3 MOSC 88P3O. Calculates supplies, parts, and equipment necessary to restore locomotives and cars to efficient operating condition. Supervises personnel in methods and techniques of repair to mechanical components of locomotives. Sets work accomplishment priorities and enforce shop safety practices. Performs initial and final inspection of locomotives and cars scheduled for maintenance. Resolves technical problems encountered in locomotive and railway car maintenance.

Skill Level 4 MOSC 88P4O. Performs final inspections of locomotives and rolling stock. Determines shop priorities based on guidance from train movements section and resource availability. Posts and maintains equipment status reports.

Physical demands rating and qualifications for initial award of MOS. The railway equipment repairer must possess the following qualifications:

- (1) **Physical Demands Rating:** very heavy
- (2) **Physical Profile:** 222232
- (3) Normal color vision.
- (4) **Minimum score** of 100 in aptitude area MM.

(5) Formal training (completion of MOS 88P course conducted under the auspices of the Transportation School) mandatory or meet the civilian acquired skills criteria in AR 601-210.

88T: Railway Section Repairer - Major Duties: The **Railway Section Repairer** performs and supervises maintenance of railway tracks, roadbeds, switches, fences, and other railway facilities. Duties for MOS 88T at each skill level are:

Skill Level 1 MOSC 88T10. Operates and maintains track motor cars. Performs repair and maintenance of track, associated rail facilities, and adjoining structures. Repairs roadbeds, signals, and switches. Gages tracks, properly spaces ties, and checks degree of elevation or curvature of tracks undergoing repairs. Makes repairs to fences, crossing gates, and sign posts.

Skill Level 2 MOSC 88T20. Leader of a track maintenance repair crew. Provides technical expertise to subordinates performing their duties. Consults timetables and trains dispatchers to determine train movements and employs standard signals to warn operating crews of dangers. Determines need for construction machinery and arranges for its movement to the repair site; outlines repair work and coordinates with other type repair units. Supervises clearance of obstructions and combustible materials from track and surrounding areas. Supervises the installation and repair of power supply third rails.

Skill Level 3 MOSC 88T30. Assigns and schedules work for track repair maintenance crews. Estimates time and materials required to accomplish maintenance-of-way. Measures physical characteristics of right-of-way to determine clearances and recommends operating speed in a designated area. Prepares, reviews, and consolidates reports for maintenance of railway facility activities.

Skill Level 4 MOSC 88T40. Oversees all section gangs within a rail division. Prioritizes and coordinates maintenance-of-way activities within a rail division. Coordinates material and equipment requirements.

Physical demands rating and qualifications for initial award of MOS. The railway section repairer must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222232

(3) **Minimum score** of 90 in aptitude area MM.

(4) Formal training (completion of MOS 88T course conducted under the auspices of the Transportation School) mandatory or meet the civilian acquired skills criteria in AR 601-210.

88U: Railway Operations Crewmember - Major Duties: The **Railway Operations Crewmember** supervises and/or operates diesel-electric locomotives and related equipment; serves as crewmember or brakeman in makeup and movement of railway cars/trains; and dispatches trains or operates railway stations, railway signals and switches, and controls train movements. Duties for MOS 88U at each level are:

Skill Level 1 MOSC 88U1O. Interprets train orders. Executed instructions received from signal towers, switches, other trains and trainmen. Signals with fuses, torpedoes, hands, flags, lamps, and engine whistles. Performs car coupling and uncoupling operations. Inspects cars at route stops; adjusts lashing and bracing to assure safe hauling of cargo. Advises dispatcher of arrival and departure times for all passing trains; compiles records of locations of all rolling stock. Performs lubrication orders on railway cars and makes minor running repairs. Seals cars and records seal numbers.

Skill Level 2 MOSC 88U2O. Supervises and provides technical guidance to subordinates performing their duties. Operates the locomotive's controls and safety appliances. Observes interprets, and executes instructions received from signal towers, switches, other trains, and trainmen. Coordinates train movements; complies with operating timetable, rule book, and other specific instructions. Receives requisitions for empty cars and authorizes movement to locations for loading. Compiles performance and delay reports for each trip and turns in locomotive inspection report showing equipment defects which require correction.

Skill Level 3 MOSC 88U3O. Supervises handling, classification and switching of cars and trains in railway yards; maintains record of daily movement of cars. Rebores, receives, writes and transmits train orders; keeps crews informed of changes in road condition and schedules. Reviews operation and inspection reports. Investigates train schedule delays and recommends corrective action. Assigns locomotive operators and crewmen.

Skill Level 4 MOSC 88U4O. Establishes liaison with using agencies and representatives of civilian and military railroads. Supervises receipt and transmission of telephonic and telegraphed messages relating to train movements. Reviews time sheets to keep abreast of each scheduled train passing through territory. Investigates accidents and unusual operating incidents and recommends corrective action. Assists in providing staff supervision of subordinate unit railway operating activities.

Physical demands rating and qualifications for initial award of MOS. The railway operations crewmember must possess the following qualifications:

(1) **Physical Demands Rating:** moderately heavy

(2) **Physical Profile:** 222232

(3) Normal color vision.

(4) **Minimum score** of 95 in aptitude area MM.

(5) Formal training (completion of MOS 88U course conducted under the auspices of the Transportation School) mandatory or meet the civilian acquired skills criteria listed in AR 601-210.

88K: Watercraft Operator - Major Duties: The **Watercraft Operator** performs mariner duties and supervises other personnel on Army watercraft and amphibians. Duties for MOS 88K at each level of skill are:

Skill Level 1 MOSC 88K1O. Docks and undocks the vessels. Drops and weighs the vessel anchor. Stands lookout and helm watches. Identifies and interprets single-letter international code signal flags. Sends and receives messages with radios, beacons, and signal flags.

Operates and maintains lifeboats and vessel firefighting equipment. Knowledgeable in all aspects of marlinespike seamanship. Secures all type of cargo using shipboard machinery such as capstans, winches, hoists, and davits. Paints metal, wood, and fiberglass surfaces. Cleans compartments and decks.

Skill Level 2 MOSC 88K2O. Provides supervision and technical guidance for subordinates. Maintains vessel charts, publications, and orders. Keeps the vessel log book. Navigates a boat or other watercraft. Beaches and retracts landing craft. Tows vessels and barges in harbors and inter-coastal waterways.

Skill Level 3 MOSC 88K3O. Instructs subordinates in watercraft and amphibian operational practices, procedures, and techniques. Supervises the embarking and disembarking of troops from the vessel. Establishes and enforces safety procedures. Schedules shipboard watches. Prepares vessel load plans. Schedules and oversees deck maintenance. Supervises maintenance of life saving and firefighting equipment.

Skill Level 4 MOSC 88K4O. Applies Inland and International navigation rules while operating vessels. Conducts crew drills and supervises training on the vessel. Disseminates information on weather and navigational aid changes. Maintains the vessel station bill and crew list. Operates the Mark 27 gyrocompass. Processes operations and intelligence information. Receives, stores, distributes, and turns in vessel supplies, equipment, and food. Administers the vessel mess functions to include all money exchanges, headcount records, daily cook worksheets, and food utilization reports. Coordinates the operation of collective lighter control points (LCPs). *Physical demands rating and qualifications for initial award of MOS.* The watercraft operator must possess the following qualifications:

(1) **Physical Demands Rating**: very heavy

(2) **Physical Profile**: 222221

(3) Uncorrected vision acuity of not more than 20/200 in each eye, that corrects with spectacle lenses to 20/20 in one eye and 20/40 in other eye.

(4) Normal color vision based on no more than four errors in reading the pseudoiso-chromatic plate test.

(5) **Minimum score** of 100 in aptitude area MM.

(6) MOSC qualifications per AR 56-9, at each level of skill.

(7) MOS qualification may be attained by meeting the civilian acquired skills criteria listed in AR 601-210.

A12 Quartermaster Corps MOS List

92A: Automated Logistical Specialist - Major Duties: The **Automated Logistical Specialist** supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution, and issue and maintains equipment records and parts. Duties for MOS 92A at each level of skill are:

Skill Level 1 MOSC 92A10. Establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-ins and dues-outs accounting. Corrects error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, pelletizes, and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crates, stencils, weighs, and bands equipment and supplies. Constructs bins, shelving, and other storage aids. Processes requests and turn-in documents at direct support level through warehousing section. Processes inventories, surveys, and warehousing documents. Performs prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operates materiel handling equipment (MHE). Performs accounting and sales functions in self-service supply.

Skill Level 2 MOSC 92A20. Performs duties shown at preceding level of skill and provides technical guidance to lower graded personnel. Ensures that inventories and location surveys are performed in accordance with established procedures. Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions. Ensures application of special procedures for handling, storing, packaging and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockade list. Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stock-age objectives are met. Prepares data input and utilizes ADP output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies. Assists unit intermediate maintenance personnel in planning maintenance program. Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.

Skill Level 3 MOSC 92A30. Assigns duties, instructs, and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established policies, work standards, and procedural directives.

Supervises preparation of materiel control and accounting input for data processing and reviews output documents. Inspects and evaluates inventory management activities. Directs supply personnel in establishment and maintenance of supply and inventory control management functions. Analyzes statistical data to determine effectiveness of technical edit. Reconciles problems in automated supply accounting system. Computes, establishes, and directs modification to authorized stock levels. Plans and organizes receipt, issue, salvage and maintenance of records for all classes of supply except CI III (Buick), CI V and CI VIII. Ensures compliance with current regulations and directives pertaining to financial inventory, accounting, and stock funding. Determines current and projected repair requirements. Directs lateral redistribution of stock. Performs supervisory duties shown in preceding levels of skill. Prepares and up-dates warehouse planigraphies. Conducts inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage, and disposal procedures. Conducts warehousing surveillance and inspections. Prepares reports on personnel and equipment availability, storage space, relocation of materiel, and warehouse denials. Serves as warehouse foreman, chief accountant, store managers, or commissary officer. Interviews, hires and dismisses employees in accordance with COP and commissary regulations. Establishes issue schedules and procedures.

Skill Level 4 MOSC 92A4O. Performs supervisory duties shown in preceding level os skills. Conducts inspections and provides technical assistance to storage activities. Assists in development and preparation of operations information including plans, maps, sketches, overlays, and other data related to supply organization employment. Performs liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity. Analyzes operations statistical data and reports to ascertain functional trends, conformance to standards and directives, and efficiency of operations. Reviews material receipt and off-line document processing procedure. Responsible for the requisition, accountability, wholesomeness, and the safe storage of subsistence items for division size elements and larger. Plans and writes LOIs for subsistence support for major field exercises. Works with and advises installation food service and installation menu board. Interprets and uses command and CONUS annual food plans. Ensures compliance with directives related to subsistence supply storage and distribution operations, including world-wide operations. Manages the operation of a troop issue subsistence activity.

Skill Level 5 MOSC 92A5O. Serves as principal NCO of supply and services operations. Supervises operation of organizations performing supply and related service operations such as decontamination, transportation, property disposal, and commissary operations. Supervises open and covered storage, receiving, classification, issue materiels handling, supply locator systems, facility safety, and supply security operations. Supervises management of materiel support functions in stock control and accounting, procurement, inventory control, and item financial management. Supervises development and preparation of operations information, plans, maps, sketches, overlays, and related data to employment supply and service organizations. Analyzes reports on supply and service support operations.

Physical demands rating and qualifications for initial award of MOS. The automated logistical specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** very heavy
- (2) **Physical Profile:** 222222
- (3) Normal color vision.

(4) **Minimum score** of 95 in aptitude area CL.

(5) Mandatory formal training.

92G: Food Service Specialist - Major Duties: The **Food Service Specialist** supervises or prepares, cooks and serves food in field or garrison food service operations. Duties for MOS 92G at each skill level are:

Skill Level 1 MOSC 92G1O. Performs preliminary food preparation procedures. Prepares and/or cooks menu items listed on the production schedule. Bakes, fries, braises, boils, simmers, steams and sauté's as prescribed by Army recipes. Sets up serving lines, garnishes food items, and applies food protection and sanitation measures in field and garrison environments. Receives and stores subsistence items. Performs general housekeeping duties. Operates, maintains, and cleans field kitchen equipment. Erects, strikes, and stores all types of field kitchens. Performs preventive maintenance on garrison and field kitchen equipment.

Skill Level 2 MOSC 92G2O. Performs duties shown in previous skill level and provides technical guidance to lower grade personnel in garrison and field kitchen operations. Ensures that proper procedures, temperatures, and time periods are adhered to during food preparation. Directs safety, security, and fire prevention procedures. Performs limited supervisory and inspection functions including shift supervision.

Skill Level 3 MOSC 92G3O. Performs duties shown in previous skill level when required and prepares more complex menu items. Supervises shift, unit, or consolidated food service operations in field or garrison environments. Establishes operating and work procedures, inspects dining, food preparation/storage areas, and dining facility personnel. Determines subsistence requirements. Requests, receives, and accounts for subsistence items. Applies food service accounting procedures. Prepares production schedule and makes necessary menu adjustments. Establishes, administers, and maintains OJT and apprenticeship training programs. Prepares technical, personnel, and administrative reports concerning food service operations. Implements emergency, disaster, and combat feeding plans. Coordinates logistical support.

Skill Level 4 MOSC 92G4O. Performs duties shown in previous skill level when required and assigns personnel to duty positions. Coordinates with food service officer, food advisor, and first cooks. Coordinates with TISA, facility engineers, and veterinary activity. Plans and implements menus to ensure nutritionally balanced meals. Ensures accuracy of accounting and equipment records. Develops and initiates Standing Operating Procedures (SOP) and safety, energy, security, and fire prevention programs. Evaluates contract food service operations. Ensures contractor compliance in food service contract operations.

Skill Level 5 MOSC 92G5O. Develops, coordinates, implements, advises, and evaluates food service programs. Monitors requests for food items and equipment. Develops and analyzes troop menus and coordinates menu substitutions. Evaluates operation of garrison and field kitchens, field bakeries, food service training facilities, and maintenance of equipment. Surveys individual preferences, food preparation, and food conservation. Prepares reports, studies, and briefings on food service operations. Provides assistance to food service officers and NCOs.

Physical demands rating and qualifications for initial award of MOS. The food service specialist must possess the following qualifications:

- (1) **Physical Demands Rating:** heavy
- (2) **Physical Profile:** 222332
- (3) Normal color vision.
- (4) **Minimum score** of 90 in aptitude area OF.
- (5) Must possess a valid motor vehicle operator license or meet the criteria for motor vehicle driver and equipment operator selection, training, testing and licensing contained in AR 600-55, paragraph 1-5.
- (6) For duty on personal staff of general officer, individuals must:
 - (a) Volunteer in writing for such duty.
 - (b) Meet the qualifications above and the requirements of AR 614-200, section XI, Para 8-78 inclusive.
- (7) MOS qualification may be attained by meeting the civilian acquired skills criteria listed in AR 601-210.

92S: Fabric Repair Specialist - Major Duties: The **Fabric Repair Specialist** supervises repair of, or repairs, textile and canvas items, webbed equipment, and clothing. Duties for MOS 92S at each skill level are:

Skill Level 1 MOSC 92S10. Inspects, tallies, marks, tags, and segregates textile, canvas, and webbed items. Sews, patches, darns, and bastes worn or damaged fabrics. Alters sizes, and repairs uniforms, attache's unit patches, name tapes, and chevrons and replaces fasteners and zippers. Fabricates and repairs canvas covers, tarpaulins, and other items. Operates and maintains sewing, darning, and button machines.

Skill Level 2 MOSC 92S20. Performs duties of the preceding level of skill and provides technical guidance to lower grade personnel. Inspects, classifies, and determines repair ability of textile, canvas, and webbed items received for repair.

Skill Level 3 MOSC 92S30. Supervises and coordinates operations and preventive maintenance activities in mobile and fixed textile and canvas repair shops. Coordinates maintenance requirements with supporting units. Establishes quality control standards. Estimates supply requirements and requests, stores, safeguards, and issues repaired items. Prepares equipment schedules and operational, personnel, and administrative reports. Maintains records of cost data and expenditures.

Skill Level 4 MOSC 92S40. Performs the duties of the preceding skill level and provides technical guidance to lower grade personnel.

Physical demands rating and qualifications for initial award of MOS. The fabric repair specialist must possess the following qualifications:

(1) **Physical Demands Rating:** very heavy

(2) **Physical Profile:** 222323

(3) **Minimum score** of 85 in aptitude area GM.

(4) MOS qualification may be attained by meeting the civilian acquired skills criteria listed in AR 601-210.

MOS 92S had the alphanumeric designator of 43M prior to fiscal year 2003.

APPENDIX B

Apprenticeship Agreement

APPRENTICE ELECTRONIC REGISTRATION (AER) SPONSOR MANUAL

The U.S. Department of Labor ETA 671 Form is provided. SAA States will have different forms. The ETA 671 Form is provided in a separate document if you are viewing these standards electronically.



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

1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.) 3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <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	6. Education Level (Mark one) <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
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____			
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date	

PART B: SPONSOR:

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

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"/>										

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

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
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

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

Example - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
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

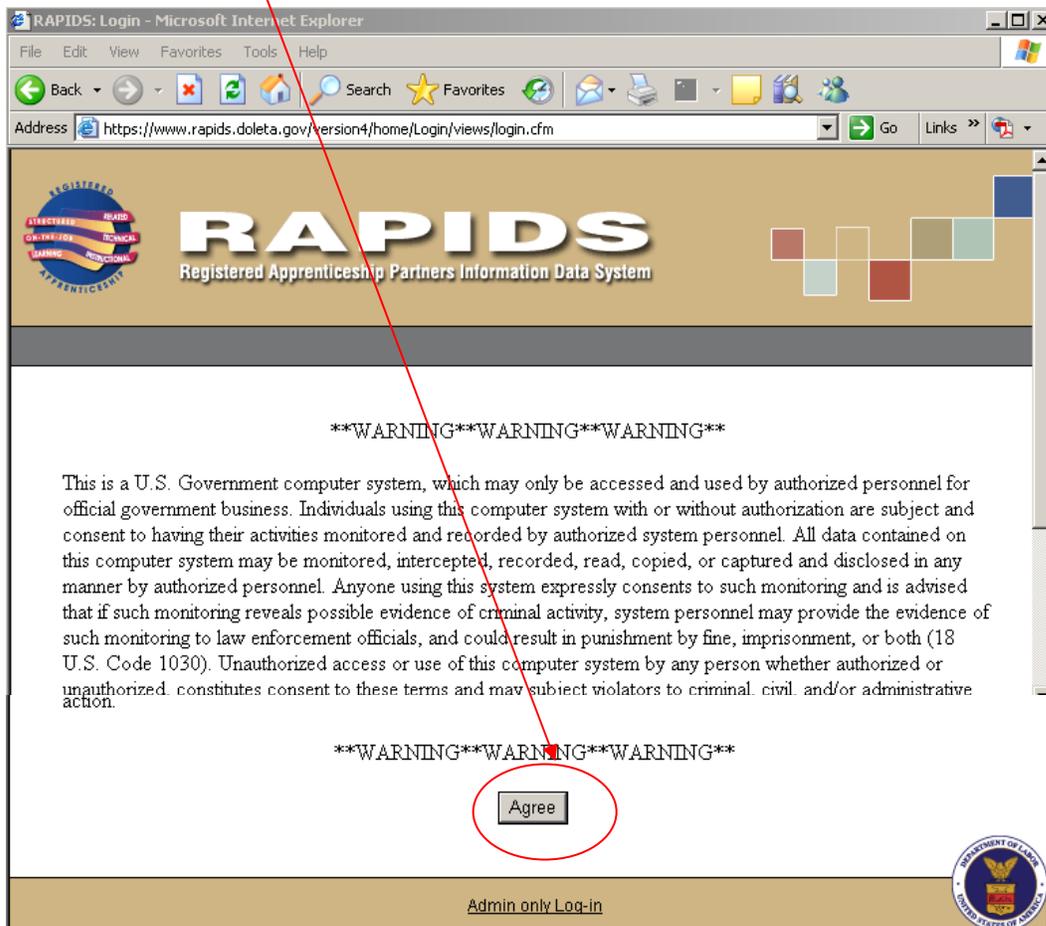
- 1.1 Accessing the RAPIDS System..... page 3**
- 1.2 Log-in..... page 4**
- 1.3 Register Apprentice..... page 6**
- 1.4 Complete Apprentice..... page 8**
- 1.5 Cancel Apprentice..... page 12**

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 words 'REGISTERED', 'APPRENTICESHIP', 'STRUCTURE', 'RELATE', 'CHALLENGE', 'TECHNICAL', 'LEARNING', and 'PROFESSIONAL'. To the right of the logo is the text 'RAPIDS' in large, bold, white letters, with 'Registered Apprenticeship Partners Information Data System' underneath. Further right is a decorative graphic of colored squares. Below this header is a dark grey bar. The main content area has the word 'Login' on the left. In the center is a photograph of two men working on a large mechanical component in a workshop. To the right of the photo is the text 'Welcome to RAPIDS'. Below this are two input fields: 'User ID:' and 'Password:'. Both fields are circled in red. Below the password field is a link that says 'Retrieve Forgotten Password'. At the bottom right of the form is a 'Login' button, also circled in red. At the bottom of the page, there is a footer with the text 'Admin only Log-in' on the left and the official seal of the Department of Labor, United States of America on the right.

Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with status pending:	0

Confirmation New	
Apprentices	
Apprentices Pending Action	
Apprentice's	

Quick Links

- [Register an apprentice](#)

What's New

Result: The Home pa

- (a)
- (b)
- (c)



(d)

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

1 Program & Occupation	2 Name & Address	3 Ethnicity, Race, Education	4 RTI Information	5 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

Update

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 RTI: 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

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](#) | [Q*Net](#) | [Logout](#)

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.

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

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 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.

Search: Apprentices For: Advanced Search

Complete Apprentices

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Rows 1 to 10 of 10

Select one or more Apprentices to:

Select All <input type="checkbox"/>	No.	Id ▲▼	Name ▲▼	Indenture Date ▲▼	Occupation ▲▼	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

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	*\$ <input type="text" value="0.00"/>	* <input type="text"/> (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>	* <input type="text"/> (Ex. MM/DD/YYYY)

* denotes required fields

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

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. 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.

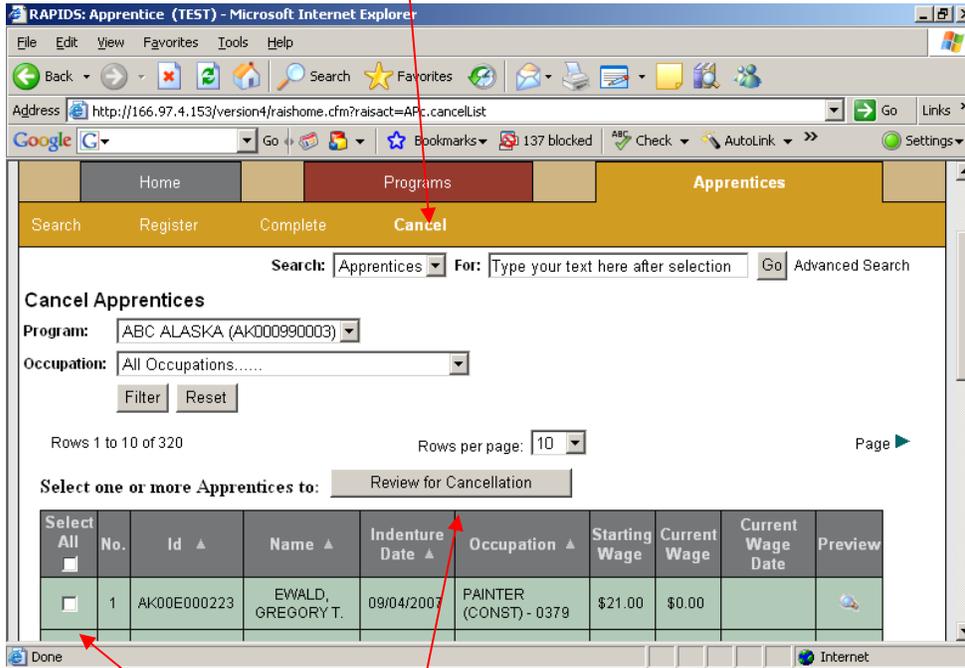
Result: The system will display the completed record(s) on the list

The screenshot shows a web browser window titled "Version 4: Apprentice - Microsoft Internet Explorer". The address bar displays the URL: <http://166.97.4.153/version4/apprentices/raishome.cfm?raisact=aapp.filterList>. The page content includes a navigation menu with options: Search, Register, Transfer, Complete, Cancel, Approve. Below the menu 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". The search results are displayed under the heading "Apprentices". The "Show:" section has radio buttons for "My Programs" and "All Programs", with "All Programs" selected. The "State:" dropdown is set to "MI". The "Program:" dropdown is set to "2K TOG (MI010050018)". The "Occupation:" dropdown is set to "All Occupations.....". There are "Filter" and "Reset" buttons. Below the filters, there is a section "List Apprentices that are" with checkboxes for "Active", "Pending", and "Inactive". The "Inactive" checkbox is checked. Below this, it says "Rows 1 to 1 of 1" and "Rows per page: 10". A table displays the search results:

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.



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 Apprentices form

Home Programs Apprentices

Register Complete **Cancel**

Search: Apprentices For: Type your text here after selection Go Advanced Search

Cancel Apprentices

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	*\$ 0.00

Cancellation Information

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

canceled in Probation Period? * Yes No

Appeal Rights Explained? * Yes No

Requested by? * Sponsor Apprentice

Reason for Cancellation: * Choose one...

* denotes required fields

Submit Cancellation Quit

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.

APPENDIX C

Affirmative Action Plan

ADOPTED BY

(INSERT NAME OF SPONSOR)

**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: _____

REGISTRATION AGENCY

DATE APPROVED: _____

C.1: Program

SECTION I - INTRODUCTION

The Program Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Apprenticeship Committee seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The Program Sponsor [or its Apprenticeship Committee] hereby adopts the following nondiscriminatory pledge and AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Program Sponsor [or its Apprenticeship Committee] shall become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Program Sponsor or its Apprenticeship Committee 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. The sponsor 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, the Program Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Program Sponsor's labor market area. Once the labor force is determined, the Program Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency, using the Affirmative Action Plan Workforce Analysis Worksheet and Goals and Timetables attached.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Program Sponsor's AAP includes the following selected 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 selected, the Program Sponsor shall set forth the specific steps they intend to take under each identified effort.** The Apprenticeship Committee 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 apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval of application 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)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Program Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is: _____.

- B. _____ Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. _____ Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. _____ Internal communication of the Program Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Program Sponsor's 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.

E. _____ Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Program Sponsor may be required to work with other Program Sponsors and appropriate community organizations. The Program Sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

F. _____ Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Program Sponsor shall 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. _____ Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

I. _____ Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeypersons as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

(Identify Action):

[FOR EACH SELECTED ACTION IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE PROGRAM SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP]

(add additional pages as necessary)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Program Sponsor 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 the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. The Program Sponsor will work diligently to identify the cause and effect that results from its affirmative action measures. The Sponsor 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 Sponsor 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, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *(Insert Name of Program Sponsor)* hereby officially adopts this Affirmative Action Plan on this _____ Day of (Insert Month/Year).

SIGNATURE OF (SPONSOR PROVIDES TITLE)

PRINTED NAME

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

** 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

D-1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D-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
_____	_____
Typed Name	Typed Name
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

APPENDIX D

Qualifications and Selection Procedures

This Appendix includes sample documents for distribution to apprentice applicants. Before using any document, refer to Title 29, CFR part 30.5(b)(1) and seek legal counsel for any application and selection procedures to assure compliance with Federal, State and local law.

(SAMPLE)

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

(INSERT NAME OF SPONSOR)

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

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

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.

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age:

Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) 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 a veteran 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.

Applicants will pass a physical agility test, fitness test, or screen for the current illegal use of drugs (**if applicable**) on acceptance into the program and prior to being employed.

D. Aptitude Test

Service members who has been awarded a Military Occupation Specialty (MOS) in the occupational skill, has already met the necessary aptitude and class requirements. However, if the employer or sponsor deems it necessary to administer an Aptitude Test, the Service member or applicant must pass each section of any relevant employer test.

E. Other

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.

Submit a completed and signed official application and the required attachments by the application deadline to the Apprenticeship Committee at the location indicated on the application materials.

SECTION II. - NATIONAL GUARD BUREAU SELECTION PROCEDURES (SAMPLE)

[Program sponsor, address, telephone, website, email]

Refer to Title 29, CFR part 30.5(b)(1) and seek legal counsel for any application procedure to assure compliance with Federal, State and local law.

1. Apprenticeship Committee of Program Sponsor will screen and select the apprentices.
2. Applications of responding candidates will be recorded and filed by the [Program Sponsor name, address]. Application records will be kept on file for not less than five (5) years, but applicants accepted as potential apprentices shall indicate continued interest in the program as required by the Program Sponsor to remain an active candidate.
 - A. Application forms may be obtained from the [Program Sponsor/Address] on (day) between the hours of _____ and _____. Applications will be accepted throughout the year and qualified applicants are processed to the eligible pool every thirty (30) days, starting with applicants from January 1st. Opportunities for entrance to the pool will be announced at least twice yearly at six (6)-month intervals. All persons requesting an application will have one made available upon signing the applicant log.

A period of at least one (1)-month shall be allowed for new apprenticeship applicants to apply, and for apprenticeship applicants to reapply. Qualified applicants shall be retained on the list of eligible candidates subject to selection for a period of two (2) years unless otherwise requested by applicant.

Applicants are placed in the eligible pool if they complete the application form and provide accompanying documents, complete a satisfactory personal interview based on objective and relative rating criteria, score a passing score on an aptitude test for the craft, and pass a physical.

Those placed in the pool of candidates for becoming an apprentice are selected to become apprentices by the following system(s): [*Refer to Section V. of these Standards.*]

- 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 the Program Sponsor.
- 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 (if applicable).

SECTION III. - NATIONAL GUARD BUREAU DESCRIPTION FOR APPLICATION PROCESS (SAMPLE)

[Program sponsor, address, telephone, website, email]

HOW TO APPLY TO BECOME AN APPRENTICE

Applicants must apply in person at the office of the Apprenticeship Program Sponsor, located at: [address] on [days/dates] between [hours accepting applications].

Applicants must submit a completed and signed official application and the required attachments by the application deadline to the Apprenticeship Committee at the location indicated on the application materials.

- A. The applicant will be required to meet with the Apprenticeship Committee for an interview. And will be notified by mail [and telephone] when and where the interview will be held.

Following a satisfactory interview, qualified applicants may be required to take an aptitude test for the craft(s) administered by the [name of agency/location] on the date and time appointed. The Program Sponsor will make the appointment.

Applicants must 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. As a result a physical will be required of qualified applicants before being placed in the pool of eligible apprentice candidates.

- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
- E. Selected applicants must respond to the notice of selection within **(INSERT HOURS)** hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- F. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- G. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

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 Program 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:

1. 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 Program 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.)**
2. 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 Program 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.)**
3. 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 Construction industry, may be given direct entry into the apprenticeship program. The Program Sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Program Sponsor 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.)**
4. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the Program 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. Entry into the program through this method 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.)**

5. 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 Program 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 Program 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 Program 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 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.
- D. 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.
- E. The Program Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The Program 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, 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.

Each Program Sponsor 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. Each Program 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 directions which 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 U.S. Department of Labor or other authorized representative.

NATIONAL GUARD BUREAU RANKING SYSTEM FORM (SAMPLE)

[Program sponsor, address, telephone, website, email]

Notice to applicants: Applicants who meet the minimum qualifications of the application process shall be ranked objectively, and the highest ranking applicants shall be given priority in referral for interviews with employers. 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 Apprenticeship Committee 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 Regulation, part 30. The ranking criteria are provided in this form.

Notice to interviewers: The contents of this form are **CONFIDENTIAL** except to the extent it may be reviewed by the Program Sponsor Apprenticeship Committee, representatives of Registration Agency.

Last name: _____

First name: _____

Trade: Training and Development Manager

Score: _____

Rank: [if applicable] _____

Employer of Sponsored Apprenticeship: [if applicable] _____

	Max Pts.	Pts score
1. Previous Experience in the trade* 20 pts for each verified year of experience in this specific trade. Yrs in trade:	120	_____
2. Currently Employed in the trade* Must have letter from current employer	100	_____
3. Recommendations 20 pts for each recommendation turned in. Recommendation received:	60	_____
4. High School graduate or equivalent 100 pts if applicant submitted copy of H.S. diploma or GED	100	_____
5. Vocational Technical College or Community Technical College graduate 100 pts. Name of Vocational Technical College or Community Technical College graduate:	100	_____ _____
6. Post-High School education or training 25 pts for each year of post-high school training (non-trade-related) 100 pts for each year of post-high school training (trade-related)	200	_____ _____ _____
7. Attitude and interest toward the trade and understanding of apprenticeship responsibilities 30 pts for answering all questions on pg. 2 of questionnaire (-5 for each question not answered) Multiply 5 times overall points given at interview	80	_____ _____ _____
8. Math 50 pts for completing practice math (-10 for each blank answer) 10 pts for each correct answer on math test (max 150)	200	_____ _____ _____

Total points earned MAXIMUM SCORE _____ POINTS _____

*"the trade" shall mean the trade of application

There will be no discrimination in apprenticeship or employment during apprenticeship after selections have been made, including but not limited to job assignment, promotion, layoff, or termination, rates of pay or other forms of compensation or condition of work. All apprentices shall be subject to the same job performance requirements.

NATIONAL GUARD BUREAU EXPLANATION OF OPEN ENROLLMENT SYSTEM (SAMPLE)

[Program sponsor, address, telephone, website, email]

1. Once the applicant has completed the applicant process and is notified that they are in the pool of eligible candidates for apprenticeship, the applicant's complete file is placed along with the other qualified applicants' files in the Equal Employment Opportunity Apprenticeship Pool (EEOAP), and that file will now be available for review by potential employers for the next two (2) years.
2. If after reviewing the files in the EEOAP a potential employer decides to interview a qualified applicant, the potential employer is given:
 - a. a copy of the applicant's file
 - b. a copy of the Employer's Acceptance Agreement
 - c. a list of steps to follow for the potential employer whether the employer decides to hire or not
 - d. a follow-up sheet to be returned to inform the Apprenticeship Committee whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons
3. The potential employer contacts, sets up, and conduct the interview according to the employer's company policy.
4. After the applicant has been interviewed, the potential employer returns the interview follow-up sheet (and the Employer's Acceptance Agreement if the applicant has been hired) to the Program Sponsor's office. It is reviewed by the Apprenticeship Committee. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review. If the potential employer has decided to hire the applicant, the applicant's file is pulled from the EEOAP, the Apprenticeship Agreement is completed, the apprentice is notified when related classroom training begins, and the complete file is removed from the pool.
5. Complete records shall be maintained in accordance with Title 29, parts CFR 29.5(b)(22) and 30.8.

NATIONAL GUARD BUREAU APPRENTICE APPLICATION (SAMPLE)

[Program sponsor, address, telephone, website, email]

NAME: _____

ADDRESS: _____

TELEPHONE: _____

RACE/ETHNIC/SEX GROUP: (Optional)

American Indian _____ Black _____ Oriental _____ Male _____
Spanish Surnamed American _____ White _____ Female _____

TRADE INTERESTED IN:

CURRENTLY EMPLOYED: YES _____ NO _____

WORK HISTORY — BEGIN WITH PRESENT JOB AND WORK BACKWARD (INCLUDING MILITARY SERVICE)

1) Name and Address of Company _____

Job _____

Employment Dates _____

Reason for Leaving _____

2) Name and Address of Company _____

Job _____

Employment Dates _____

Reason for Leaving _____

3) Name and Address of Company _____

Job _____

Employment Dates _____

Reason for Leaving _____

4) Name and Address of Company _____

Job _____

Employment Dates _____

Reason for Leaving _____

HIGH SCHOOL

Name and Location of School _____

Number of Years Completed _____

Graduation or GED date _____

Trade Related Courses _____

Attach a copy of your high school diploma or GED. Include a copy of high school transcripts.
TRADE SCHOOLS, VO-TECH, COLLEGE, TRADE ASSOCIATION, OR UNION

Name and Location of School(s) _____

Number of Years Completed _____

Trade Related Courses _____

Attach a copy of transcripts from any post-secondary schools.
OTHER INQUIRIES

How did you learn about our apprenticeship program?

Have you ever been enrolled in an apprenticeship program before? Yes___ No___

If yes, complete the following:

Trade: _____ Sponsoring Agency or Local _____

Address _____

Length of time enrolled _____ Did you complete the program? _____

If you did not complete the program, reason for leaving _____

List any skills or trade knowledge you have. What do you know how to do in this trade?

Military training: Did you take any construction-related courses in the military? _____

If yes, what courses? _____

Job Corps: Did you take any construction-related courses in Job Corps? _____

If yes, what courses? _____

REFERENCES:

Authorization and Understanding

Completeness and Accuracy of Information:

I affirm that all of the information now or hereafter given by me in support of my application for apprenticeship is true and complete. I understand that any false or misleading information in support of my application may disqualify me from becoming an apprentice or subject me to be

discharged at any time during the period of my apprenticeship. If I have any questions about this applicant or the selection process, I may direct them to [name, title, telephone, and address] prior to submitting the application.

Authorization of Release of Information and Release from Liability:

I authorize you to verify any of the information given during the application process with appropriate individuals, companies, institutions, or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of disclosure. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding, and may be relied upon.

I acknowledge that I have read, understood, and accept the above statement in its entirety, and have had opportunity to ask questions regarding any aspect of this application, and that I accept the above terms.

Signature _____
Date _____

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The **(INSERT NAME OF SPONSOR)** hereby officially adopts these Selection Procedures on this _____ Day of **(INSERT YEAR)**.

SIGNATURE OF (SPONSOR)

PRINTED NAME

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

APPENDIX E

Employer Participation

E. 1-SAMPLE EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the [PROGRAM SPONSOR]. [Employer Name] agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyman and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the [Program Sponsor/Address] no later than the first day of class for the apprenticeship to become effective.

Signed: _____ Date: _____

Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Disposition:

Original – [Program Sponsor]

Copies – Employer and Registration Agency

E. 3-INTERVIEW FOLLOW-UP SHEET

Please complete and return to [Program Sponsor/Address] office within 10 days of the interview date.

Applicant's Name: _____

Date of Interview: _____

Interviewer: _____

Trade: _____

- ____ I intend to hire and register the above named applicant
- ____ I intend to hire, but not register the above named applicant
- ____ I do not intend to hire the above named applicant because the applicant:
 - ____ has insufficient work experience
 - ____ has insufficient educational background
 - ____ found other employment
 - ____ did not show up for interview
 - ____ did not want to work for our company
 - ____ other, please explain:

Signature of company representative: _____ Date: _____

Company: _____

APPENDIX F

Registration Agency Contact Information

F.1 STATE OFFICES

**U. S. Department of Labor
Office of Apprenticeship**

**For Latest Listing of Offices and Telephone numbers, go to
<http://www.doleta.gov/regions/regoffices/>**

Region 1 Office in Boston serves:

- Connecticut
- Maine
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Rhode Island
- Vermont
- Puerto Rico
- Virgin Islands.

Region 2 Office in Philadelphia serves:

- Delaware
- Washington DC
- Maryland
- Pennsylvania
- Virginia
- West Virginia

Region 3 Office in Atlanta serves:

- Alabama
- Florida
- Georgia
- Kentucky
- Mississippi
- North Carolina
- South Carolina
- Tennessee

Region 4 Office in Dallas serves:

- Arkansas
- Louisiana
- New Mexico
- Oklahoma
- Colorado
- Montana
- North Dakota
- South Dakota
- Utah
- Wyoming
- Texas

Region 5 Office in Chicago serves:

- Illinois
- Indiana
- Michigan
- Minnesota
- Ohio
- Iowa
- Kansas
- Missouri
- Nebraska
- Wisconsin

Region 6 Office in San Francisco serves:

- Arizona
- California
- Hawaii
- Nevada
- Alaska
- Idaho
- Oregon
- Washington
- Guam