



Missouri National Guard Apprenticeship Program (For Army National Guard)

HOW TO PARTICIPATE: A Guide for Soldiers & Leaders



How to Apply.

Find the Registered Apprenticeship Partners Information Data System (RAPIDS) Code that fits your MOS
Go to United Services Military Apprentice Program at <https://usmap.osd.mil/find-a-trade.htm>



USMAP
United Services Military Apprenticeship Program

My Record + Enroll or Reinst

About Apprenticeships

Requirements

Review Eligible Trades

Resources

FAQ

Army Trades

Match your MOS with the appropriate RAPIDS Code listed on the previous slide.

NEW USMAP Program Guide and Coordinator Guide are posted on the Resources tab. ALL participants are required to review these. Please note there are new requirements for Supervisors, Final Approvers and Coordinators, and more.

Explore eligible trades related to your MOS by using the *Select a MOS* drop-down menu or learn more about a specific trade by using the *Select a Trade* drop-down. Selecting a MOS will automatically filter the *Select a Trade* list to display related trades only. Click the [time-based](#) or [competency-based](#) links to view more information about each trade and requirements. Clear selections at any time to start a new search.

Select a MOS

12K - Plumber

Select a Trade

Pipe Fitter - 0414D

Clear Selections

Trade	Description	Time-Based Work Process	Hours	Competency-Based Work Process	Demonstration in Trade
Pipe Fitter	Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems.	0414D	6000	0414D-CB	Minimum completion time is 12 months



How to Apply.

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United Services Military Apprenticeship Program

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About Apprenticeships Requirements Review Eligible Trades Resources FAQ

Review the Trade Description

Click and review the Time-Based Work Process outline & Competency-Based Work Process outline.

Army Trades

NEW USMAP Program Guide and Coordinator Guide are posted on the Resources tab. ALL participants are required to review these. Please note there are new requirements for Supervisors, Final Approvers and Coordinators, and more.

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Select a MOS: 12K - Plumber

Select a Trade: Pipe Fitter - 0414D

Clear Selections

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If you wish to participate, request for approval to enroll from your Chain of Command.

NEW USMAP Program Guide and Coordinator Guide are posted on the Resources tab. ALL participants are required to review these. Please

Print or save Time-Based Work Process outline and Competency-Based Work Process outline.

Explore eligible trades related to your MOS by using the *Select a MOS* drop-down menu or learn more. Selecting a MOS will automatically filter the *Select a Trade* list to display related trades only. Click the information about each trade and requirements. Clear selections at any time to start a new search.

Select a MOS

12K - Plumber

Select a Trade

Pipe Fitter - 0414D

Clear Selections

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How to Apply.

Required application forms are located at:
<https://www.moguard.ngb.mil/Programs/Apprenticeship/>

Program Registration and Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

APPRENTICESHIP REGISTRATION - SECTION II OMS No. 1205-0223 Expires: 06/30/2018

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 24)

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 hiring of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30 and Executive Order 11246. This agreement may be terminated by either of the parties, other cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.

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 _____
 Answer Both A and B (Voluntary) (Definitions on reverse) _____
 5. Veteran Status (Mark one)
 Non-Veterans

(No, Street _____
 2. Date of Birth _____

7a. Employed _____
 7b. Career or _____
 Job C
 8. Signature _____

PART B: SPONSOR

1. Sponsor Name _____

9a. Related _____
 (Number of _____
 10. Wages _____
 10a. Pre-App _____
 Check Box
 10d. Term _____
 Hrs. M
 10e. Wages P _____
 (Mark one) %
 11. Signature _____

12. Signature _____

PART C: TO

1. Registrant _____

4. Apprentice _____

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MISSOURI NATIONAL GUARD
 JOINT FORCE HEADQUARTERS
 IKE SKELTON TRAINING SITE
 2302 MILITIA DRIVE
 JEFFERSON CITY, MISSOURI 65101-1203

OFFICE SYMBOL _____ DATE _____

MEMORANDUM FOR RECORD

SUBJECT: Approval for SOLDIER'S NAME, SSN, to participate in the MONG Apprenticeship Program

1. Soldier requests to participate in the Missouri National Guard Apprenticeship Program for MOS (add MOS code & title). Soldier's matching Trade Title, RAPIDS Code and Trade Description is (add Trade Title, RAPIDS Code and Trade Description cut and pasted from United Services Military Apprenticeship Program at <https://usmap.osd.mil/armyMOS.htm>).

2. To participate in the MONG Apprenticeship Program, Soldier understands the following conditions:

- Must hold a Military Occupational Specialty (MOS) Code compatible with the selected trade title and description found on found on USMAP at <https://usmap.osd.mil/armyMOS.htm>.
- Must be a member of Missouri National Guard.
- Must be 18 years of age or older.
- Must have a High School diploma or GED equivalency upon completion.
- Must be physically capable of performing essential functions of the apprenticeship program without posing a safety hazard to themselves or others.
- Must be satisfactorily performing their military duties and in good standing with their Chain of Command.
- Must have a minimum of 12 months service obligation remaining.
- Must complete a probationary period which may not exceed 25% of the length of the program or 1 year, whichever is shorter.
- Must participate in the program no less than one year to complete unless previous experience is applied.

Complete U.S Department of Labor Form 671 and MONG Memorandum For Record (MFR). List the address you wish to receive your certificate (home of record or unit) on USDOL Form 671.

Submit completed Forms to your Chain of Command for Commander's signature.

After Commander signs, submit copies to Missouri National Guard State Resources Office at:

MONGApprenticeship@mong.dps.mo.gov

You should receive an email within 10 business days that you are enrolled in the program via the Registered Apprenticeship Partners Information Data System (RAPIDS).

Your application is complete-Begin your Apprenticeship!

Be sure to keep accurate records of your hours towards completion with supervisor approval.

If the Commander has reason not to sign, Soldier should get counseled with a DA Form 4856 explaining why the Soldier is not being considered for the program and how the Soldier can reapply in the future.



How to Document Training and On-the-Job Learning Hours.

Build a binder (digital or physical) with necessary documents

Include initial application documents: U.S Department of Labor Form 671 & Memorandum for Record.

Program Registration and Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

APPRENTICESHIP REGISTRATION - SECTION II OMS No. 1205-0223 Expires: 09/30/2016

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 24)

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)

2. Date of Birth (Mo., Day, Yr.) 3. Sex (Mark one)
 Male Female

4. a. Ethnic Group (Mark one)
 Hispanic or Latino
 Not Hispanic or Latino

b. Race (Mark one or more)
 American Indian or Alaska native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

5. Veteran Status (Mark one)
 Non-Veteran
 Veteran

6. Education Level (Mark one)
 8th grade or less
 9th to 12th grade
 GED
 High School Graduate or Greater
 Post Secondary or Technical Training

7a. Employment Status (Mark one) New Employee Existing Employee

7b. Career Connection (Mark one) (Instructions on reverse) None Pre-Apprenticeship Technical Training School Military Veterans
 Job Corps YouthBuild HUD/STEP UP Career Center Referral School-to-Registered Apprenticeship

8. Signature of Apprentice Date 9. Signature of Parent/Guardian (if minor) Date

PART B: SPONSOR - EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c. REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.
Sponsor Name and Address (No. Street, City, County, State, Zip Code)

2a. Occupation (The work processes listed in the standards are part of this agreement). 2b. Occupation Code:
2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one)
 Yes No

3. Occupation Training Approach (Mark one)
3a. Time-Based
3b. Competency-Based
3c. Hybrid

4. Term (Hrs., Mos., Yrs.) 5. Probationary Period (Hrs., Mos., Yrs.)

6. Credit for Previous Experience (Hrs., Mos., Yrs.) 7. Term Remaining (Hrs., Mos., Yrs.) 8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year) 9b. Apprentice Wages for Related Instruction Will Be Paid Will Not Be Paid 9c. Related Training Instruction Source

10. Wages: (Instructions on reverse)
10a. Pre-Apprenticeship Hourly Wage \$ 10b. Apprentice's Entry Hourly Wage \$ 10c. Journeyworker's Hourly Wage \$

Check Box
10d. Term
 Hrs. Mos. or Yrs.

10e. Wage Rate (Mark one) % or \$

11. Signature of Sponsor's Representative(s) Date Signed 13. Name and Address of Sponsor Designee to Receive Complaints (if applicable)

12. Signature of Sponsor's Representative(s) Date Signed

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address 2. Signature (Registration Agency) 3. Date Registered

4. Apprentice Identification Number (Definition on reverse):

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MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITA DRIVE
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OFFICE SYMBOL DATE

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How to Document Training and On-the-Job Learning Hours.

Build a binder (digital or physical) with necessary documents

Time-Based Work Process outline
 Use this document as a list of requirements for your apprenticeship. It provides:

- Trade description
- Performance standards
- Job Function
- Competencies
- Total hours required
- Hours requirements per Job Function

	-- Measure and mark pipes for cutting or threading.	
B	INSTALLATION AND ASSEMBLY	3500
	-- Cut, thread, pipe threaders	
	-- Assemble or specifications,	
	-- Attach pipes clamps, tools, (
	-- Cut or bore f installation, us	
	-- Install autom	
	-- Remove and	
	-- Inspect work	
	-- Install fixture consumption.	
	-- Install pipe s heating and co	
	-- Install or test	
	-- Fill pipes wit installation.	
C	MAINTENANC	
	-- Modify, clear using hand or p	
	-- Inspect, exar testing, observ	
	-- Operate mot facility floors.	
	-- Inspect work	
	-- Immerse pip	
	-- Clean and re	

PIPE FITTER		
RAPIDS: 0414D	O*NET/SOC: 47-2152.00	REVISION DATE: 03/2021
TRADE DESCRIPTION: Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems.		
TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.		
TRADE ELIGIBILITY REQUIREMENTS:		
Service Member assigned, trained and working full time in this trade occupation;		
Have a minimum of 12 months remaining on active duty when beginning this trade apprenticeship;		
Agree to abide by the National Standards of Apprenticeship.		
Related Instruction:		
Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 432 or more hours.		
Additional Requirement:		
None.		
		Total Hours: 6000
Skill	Description	Hours
A	PRE-PLANNING INSTALLATION	1000
	-- Lay out full scale drawings of pipe systems, supports, or related equipment, according to blueprints.	
	-- Plan pipe system layout, installation, or repair, according to specifications.	
	-- Inspect work sites for obstructions or holes that could cause structural weakness.	
	-- Select pipe sizes, types, and related materials, such as supports, hangers, or hydraulic cylinders, according to specifications.	



How to Document Training and On-the-Job Learning Hours.

Build a binder (digital or physical) with necessary documents

PIPE FITTER		
RAPIDS: 0414D	O*NET/SOC: 47-2152.00	REVISION DATE: 03/2021

TRADE DESCRIPTION: Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam,

JOB FUNCTION 1: PRE-PLANNING INSTALLATION			
Competencies:	Achieved Competency	Date Achieved	Approved By
1 - Plan pipe system layout, installation, or repair, according to specifications.			
2 - Lay out full scale drawings of pipe systems, supports, or related equipment, according to blueprints.			
3 - Measure and mark pipes for cutting or threading.			
4 - Select pipe sizes, types, and related materials, such as supports, hangers, or hydraulic			
5 - In			

JOB FUNCTION 2: INSPECTION AND MAINTENANCE			
Competencies:	Achieved Competency	Date Achieved	Approved By
1 - Inspect, examine, or test installed systems or pipe lines, using pressure gauge, hydrostatic testing, observation, or other methods.			
2 - Modify, clean, or maintain pipe systems, units, fittings, or related machines or equipment, using hand or power tools.			
3 - Clean and renew steam traps.			
4 - Operate motorized pumps to remove water from flooded manholes, basements, or facility floors.			
5 - Inspect work sites to identify potential environmental or safety hazards.			
6 - Immerse pipe in chemical solution to remove dirt, oil, and scale.			
7 - Cu			
8 - in			
9 - in			
10 - f			
11 - A			
12 - cl			

FINAL APPROVER:	ALL COMPETENCIES COMPLETED:
SIGNATURE:	DATE:

Competency-Based Work Process outline

- Lists Job Functions and Competencies requirements
- As competencies are completed, your supervisor completes these blocks:
 - Supervisor Signature
 - Date Achieved
 - Supervisor Signature when Apprenticeship completed

Any Supervisor in your chain can approve competencies to your outline at the discretion of the Commander.

Once all functions are completed, you are ready to submit to the Commander!



How to Document Training and On-the-Job Learning Hours.

Below is a list of training requirements for the Apprenticeship Program. Add this list to your binder.

Required Training	Minimum Hours
Apprenticeship Orientation As a key part of USDOL apprenticeship participation and apprentice orientation, all apprentices, RTI instructors and OJL mentors will complete Anti-Harassment Training, in accordance with CFR 29, Part 30. Guidance and training resources can be found online at: https://www.apprenticeship.gov/eo/sponsors/prevent-harassment	02
United States Army Basic Combat Training (BCT) or Air Force Basic Military Training (BMT)	360
Advanced Individual Training (MOARNG) or Air Force Technical Training (MOANG)	400
Technical Training Related to Apprentice's Assigned MOS/AFSC	20
Non-Technical Training (e.g., Leadership, Team-Building, Professional Development)	20
Miscellaneous Workplace and Personnel Safety-Related Training/Briefings	10
<i>Total Minimum Related Technical Instruction (RTI) Hours:</i>	812

Required Training can be documented by:

1. Providing a copy of the training certificate or DA 1059 to the Commander.
2. Documenting training on the MONG Apprentice Training Tracker.

Required training cannot be applied towards On-the-Job Learning hours.



How to Receive Credit for Previous Experience

Up to 50% of the required On-the-Job Learning hours (OJL) and 100% of the training requirements can be credited to your apprenticeship from previous experience. You can document the training and experience on the initial MFR signed by your Commander. MFR should include:

1. An introductory paragraph briefly explaining your request to apply previous experience towards the apprenticeship program. Include your MOS and the title of the apprenticeship occupation you are applying for with the corresponding RAPIDS code.
2. Next, document your dates of service. Explain what service was active duty and M-Day. Also briefly describe deployments and their dates of service.
3. Explain in detail how your experience matches the requirements on the Time-Based Work Process outline from drills, annual trainings, and deployments. Be descriptive with experience to include start and end dates and hours completed.
4. Next describe how your military training meets the training requirements on slide 10. Be descriptive with dates and locations of trainings.
5. In conclusion, state the number of OJL hours completed and training requirements .
6. Add this information to your initial MFR.
7. Keep the original MFR for your records as it lends credibility to your certificate.



How to Receive Credit for Civilian Employment Experience



The under Standards for the intent a rules and d of Particip read and provisions training pe follow the rotation of approved S Agreement employer a by the Spot (Manual sign Click or tap (Print Name Signed: Date: Employer P Name of Co Address: City/State/ Phone Num Email: cc: Registr

Missouri National Guard
USDOL Registered Apprenticeship Program Standards

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

Adopted by the:



Missouri National Guard
2302 Militia Drive
Jefferson City, MO 65101

In Collaboration With:

Name of Participating Employer-Partner

Developed in Cooperation with:
U.S. DEPARTMENT OF LABOR
Office of Apprenticeship

In addition to using military experience for On-the-Job Learning, you can ask permission from your civilian employer to register as an Employer-Partner to the MONG Apprenticeship Program.

To use OJL hours from your civilian employer, the experience must match the work descriptions listed on the Time-Based Work Process outline.

After getting permission from your civilian supervisor, approach your civilian employer with the provided documents. Once your employer signs the provided agreement, submit it to the MONG State Resources Office at:

MONGApprenticeship@mong.dps.mo.gov

MONG State Resources Office will enter the application in RAPIDS. Once the agreement is approved by U.S. DOL, you may submit experience from your civilian workplace toward the Apprenticeship Credential.

Ask your civilian supervisor to follow the same steps as your military supervisor in completing the documents listed on slides 9-12. No additional MFR or US DOL Form 671 is required.



How to Receive the Apprenticeship Credential

When you have completed the requirements:

- Review all documented hours with your supervisor, ensuring requirements are completed in accordance with Time-Based Work Process outline, Competency-Based Work outline and training requirements.
- When completed, supervisor signs the Competency- Based Work Process outline.
- Submit signed Competency-Based Work Process outline and MFR to the Commander for review and signature verifying program completion.
- Submit copy of MFR with Commander's signature to the MONG State Resources Office at:
MONGApprenticeship@mong.dps.mo.gov
- Keep remaining documents for your records
- MONG State Resources Office will verify your completion, input your information into RAPIDS, and send you a confirmation email.



How to Receive the Apprenticeship Credential

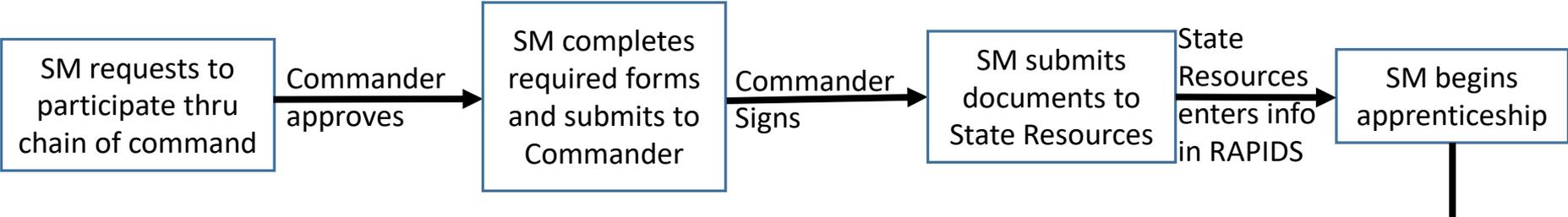
The Department of Labor will send your Apprentice certificate to your home of record or unit.

Have your unit enter the certificate in your iperms record.

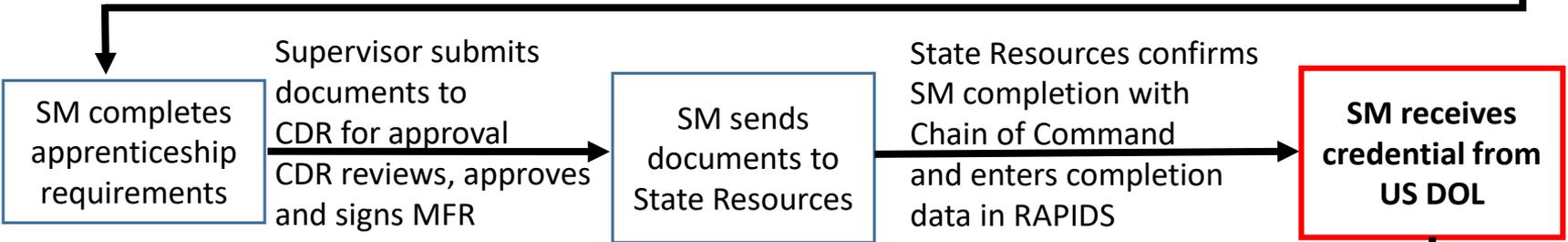




MONG Apprenticeship Program Process Map



Supervisor coaches, mentors and trains SM in trade tracking progress on provided documents



Legend



Definitions:
 RAPIDS-Registered Apprenticeship Partners Information Data System
 MFR – Memorandum for Record
 SM – Participating Service Member
 US DOL – US Department of Labor

