



# **Missouri National Guard Apprenticeship Program (For Air National Guard)**

## **HOW TO PARTICIPATE: A Guide for Airmen & Leaders**



# How to Apply.

Find the RAPIDS Code that fits your AFSC:

## MONG Registered Apprenticeship Program – Department of Labor Approved Occupations (ANG)

CAREER FIELD CATEGORY, AFSC, & SPECIALTY (OCCUPATION) TITLE				RAPIDS Code	Term Length (OJL Hours)	CAREER FIELD CATEGORY, AFSC, & SPECIALTY (OCCUPATION) TITLE				RAPIDS Code	Term Length (OJL Hours)	CAREER FIELD CATEGORY, AFSC, & SPECIALTY (OCCUPATION) TITLE				RAPIDS Code	Term Length (OJL Hours)	
AIRCREW OPERATIONS																		
1A1X1	Flight Engineer	0655	2500	2A9X2	Bomber/Special Integrated Instrument & Flt Control Sys				0996	6000	3E5X1	Engineering				0777	2000	
1A2X1	Aircraft Loadmaster	0655	2500		Bomber/Special Electronic Warfare & Radar Surveillance Integrated Avionics						3E6X1	Operations Management				1058	2000	
COMMAND CONTROL SYSTEMS OPS.																		
1C0X2	Aviation Resource Management	1064	2000	2A9X3	Avionics				0464	6000	3E7X1	Fire Protection				0192	2000	
1C1X1	Air Traffic Control	1101	2000	FUELS														
1C3X1	Command & Control Operations	1065	2500	2F0X1	Fuels				0980	2000	3E9X1	Emergency Management				2093	2500	
	Command & Control Battle Management Ops			LOGISTICS PLANS							FORCE SUPPORT							
1C5X1		2060	2000	2G0X1	Logistics Plans				0856	3000	3F0X1	Personnel				1078	2000	
1C7X1	Airfield Management	1063	2000	MAINTENANCE MANAGEMENT							3F1X1	Services				1075	2500	
1C8X3	Radar, Airfield & WX Sys (RAWS)	0605	6000	2R0X1	Maintenance Management Analysis				2099	2000	3F2X1	Education and Training				1079	2000	
INTELLIGENCE																		
1N0X1	All Source Intelligence	1066	2000	2R1X1	Maintenance Management Production				1058	2000	3F4X1	Equal Opportunity				1077	2000	
1N1X1	Geospatial Intelligence	1062	2000	MATERIAL MANAGEMENT							3F5X1	Administration				1072	2000	
1N2X1	Signals Intelligence Analyst	2099	2000	2S0X1	Materiel Management				0856	3000	PUBLIC AFFAIRS							
1N4X1	Cyber Intelligence	2050	2000	TRANSPORT AND VEHICLE MGMT.							3N0X6	Public Affairs				1076	2500	
1N8X1	Targeting Analyst	2099	2000	2T0X1	Traffic Management				0681	3000	SECURITY FORCES							
AIRCREW FLIGHT EQUIPMENT																		
1P0X1	Aircrew Flight Equipment	1069	2500	2T1X1	Ground Transportation				0856	3000	3P0X1	Security Forces				0437	3000	
				2T2X1	Air Transportation				0856	3000	MEDICAL							
SAFETY																		
1S0X1	Safety	0707	2000	VEHICLE MAINTENANCE							4A0X1	Health Services Management				1033	3000	
AEROSPACE MAINTENANCE																		
2A0X1	Avionics Test Station and Components	0464	6000	2T3X1	Mission Generation Vehicular Equipment Maintenance				1034	2000	4A1X1	Medical Materiel				1114	2000	
2A2X1	SOF/PR Integrated Comm/Nav/Mission Sys			2T3X7	Fleet Management and Analysis				1058	2000	4A2X1	Biomedical Equipment				0888	6000	
2A3X3	Tactical Aircraft Maintenance	0863	6000	MUNITIONS AND WEAPONS							4B0X1	Bioenvironmental Engineering				1080	2000	
2A5X1	Airlift/Special Mission Aircraft Maintenance	0863	6000	2W0X1	Munitions Systems				1071	2000	4D0X1	Diet Therapy				0090	3000	
2A5X4	Refuel/Bomber Aircraft Maintenance	0863	6000	2W1X1	Aircraft Armament Systems				0865	6000	4E0X1	Public Health				1080	2000	
2A6X1	Aerospace Propulsion	1067	2000	CYBERSPACE SUPPORT							4H0X1	Respiratory Care Practitioner				0323	3000	
2A6X2	Aerospace Ground Equipment	0153	4500	3D0X1	Knowledge Management				1032	2000	4N0X1	Aerospace Medical Service				0837	2000	
2A6X3	Aircrew Egress Systems	0605	6000	3D0X2	Cyber Systems Operations				2050	2000	4P0X1	Pharmacy				0844	2000	
2A6X4	Aircraft Fuel Systems	0610	3000	3D0X3	Cyber Surety				2050	2000	4T0X1	Medical Laboratory				0323	3000	
2A6X5	Aircraft Hydraulic Systems	0866	6000	3D0X4	Computer Systems Programming				0811	2000	DENTAL							
2A6X6	Aircraft Electrical and Environmental Sys	0160	6000	3D1X1	Client Systems				3022	2000	4Y0X1	Dental Assistant				0101	2000	
2A7X1	Aircraft Metals Technology	1068	2000	3D1X2	Cyber Transport Systems				2050	2000	PARALEGAL							
2A7X2	Nondestructive Inspection	1010	2000	3D1X3	RF Transmission Systems				2038	2000	5J0X1	Paralegal				1003	4500	
2A7X3	Aircraft Structural Maintenance	0874	6000	3D1X4	Spectrum Operations				2038	2000	CHAPLAIN ASSISTANT							
2A7X5	Low Observable Aircraft Structural Maintenance	0874	6000	CIVIL ENGINEERING							5R0X1	Religious Affairs				1082	2000	
				3E0X1	Electrical Systems				1041	6000	CONTRACTING							
				3E0X2	Electrical Power Production				0308	2000	6C0X1	Contracting				0948	6000	
2A8X1	Mobility Air Forces Integrated Comm/Nav/Mission Sys	0996	6000	3E1X1	Heating, Ventilation, AC, & Refrig.				0637	4500	FINANCIAL							
				3E2X1	Pavements and Construction Equip				0661	3000	6F0X1	Financial Management & Comptroller				1083	2000	
2A8X2	Mobility Air Forces Integrated Instrument & Flt Control Sys	0996	6000	3E3X1	Structural				0067	5500								
				3E4X1	Water and Fuel Sys Maintenance				0594	3000								
2A9X1	Bomber/Special Integrated Comm/Nav/Mission Sys	0996	6000	3E4X3	Pest Management				1000	3000								



# How to Apply.

The US Department of Labor (US DOL) occupation title is the same as your AFSC title . This will be the title on your certificate when you complete the program.



The United States Department of Labor

Office of Apprenticeship

Certificate of Completion of Apprenticeship

*This is to certify that*

**SrA JOHN DOE**

*has completed an apprenticeship for the occupation*

**SECURITY FORCES**

*under the sponsorship of*

**MISSOURI NATIONAL GUARD**

*in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

\_\_\_\_\_

**May 31, 2007**

*Date Completed*



*L. L. Chao*  
Secretary of Labor

*Anthony Swartz*  
Administrator, Office of Apprenticeship



# How to Apply.

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

If you wish to participate, request for approval to enroll from your Chain of Command.  
Complete US DOL Form 671 and a Memorandum for Record (MFR) with Commander's signature.  
List the address you wish to receive your certificate (home of record or unit) on US DOL Form 671



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

[MONGApprenticeship@mong.dps.mo.gov](mailto: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.

Program Registration and Apprenticeship Agreement Office of Apprenticeship		U.S. Department of Labor Employment and Training Administration	
 <b>MISSOURI NATIONAL GUARD</b> JOINT FORCE HEADQUARTERS KE SKELTON TRAINING SITE 2302 MILITARY DRIVE JEFFERSON CITY, MO 65101-1203			
DATE		DATE	
MEMORANDUM FOR RECORD		MEMORANDUM FOR RECORD	
SUBJECT: Missouri National Guard Apprenticeship Program Application		SUBJECT: Missouri National Guard Apprenticeship Program Application	
1. I, (Insert Rank and Name) request to participate in the Missouri National Guard Apprenticeship Program for (Insert AFSC and AFSC Description). The (Insert AFSC) matching Trade Title, RAPIDS Code and Trade Description is (Insert Trade Title, RAPIDS Code and Trade Description) and pasted from United Services Military Apprenticeship Program).		1. I, (Insert Rank and Name) request to participate in the Missouri National Guard Apprenticeship Program for (Insert AFSC and AFSC Description). The (Insert AFSC) matching Trade Title, RAPIDS Code and Trade Description is (Insert Trade Title, RAPIDS Code and Trade Description) and pasted from United Services Military Apprenticeship Program).	
2. To participate in the MONG Apprenticeship Program, I understand the following conditions: Must hold an Air Force Specialty Code (AFSC) compatible with the selected trade title and description found on MONG Apprenticeship Program How to Enroll instructions. • Must attach a copy of the applicable Time-Based Work Process outline and Competency-Based Work Process outline to this counseling for review found on USMAP a <a href="https://usmap.osd.mil/army/MOS.htm">https://usmap.osd.mil/army/MOS.htm</a> . • 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. • 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. • Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish transcripts, records, affidavits, training certificates, memorandums for record etc. that may be appropriate to substantiate the claim. The MONG will evaluate the request for previous learning and determination will be made during the apprentice's probationary period.		2. To participate in the MONG Apprenticeship Program, I understand the following conditions: Must hold an Air Force Specialty Code (AFSC) compatible with the selected trade title and description found on MONG Apprenticeship Program How to Enroll instructions. • Must attach a copy of the applicable Time-Based Work Process outline and Competency-Based Work Process outline to this counseling for review found on USMAP a <a href="https://usmap.osd.mil/army/MOS.htm">https://usmap.osd.mil/army/MOS.htm</a> . • 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. • 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. • Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish transcripts, records, affidavits, training certificates, memorandums for record etc. that may be appropriate to substantiate the claim. The MONG will evaluate the request for previous learning and determination will be made during the apprentice's probationary period.	
3. To complete in the MONG Apprenticeship Program, I must complete the following requirements: • Complete On-the-Job Learning requirements per category (2000, 4000, 6000 hours) as listed on the Time-Based Work Process for Trade Title (Trade Title) on USMAP. • Must attach a copy of the applicable Time-Based Work Process outline to this counseling for review found on USMAP.		3. To complete in the MONG Apprenticeship Program, I must complete the following requirements: • Complete On-the-Job Learning requirements per category (2000, 4000, 6000 hours) as listed on the Time-Based Work Process for Trade Title (Trade Title) on USMAP. • Must attach a copy of the applicable Time-Based Work Process outline to this counseling for review found on USMAP.	

APPRENTICESHIP REGISTRATION - SECTION II		OAS No. 1205-0223 Expires: 06/30/2018	
Warning: This agreement does not constitute a certification under Title 28, Chapter 15 of 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 Standard 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 28 CFR Part 10 and Executive Order 11246. This agreement may be terminated by either of the parties, at any time, with notification to the registration agency. In accordance with Title 28, CFR, Part 29, (b)(7)(A) SHOULD ONLY BE FILLED OUT BY APPLICANT	
Answer Both A and B (Voluntary) (Definitions on reverse) A. 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		5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th or 10th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training	
Employing Employer Apprenticeship to: <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans or Referral <input type="checkbox"/> School to Registered Apprenticeship Signature of Parent/Guardian (if minor) _____ Date _____		OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION 1. Occupation (The work processes listed in standards are part of this agreement) 2a. 1. Inform Credentials Only applicable to Part B, 3, b and 5.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. 1. Inform Credentials Only applicable to Part B, 3, b and 5.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Date Apprenticeship Begins 4. Term Remaining (hrs, Mos., Yrs.) 5. Probationary Period (hrs, Mos., Yrs.) 6. Date Apprenticeship Begins 7. Term Remaining (hrs, Mos., Yrs.) 8. Date Apprenticeship Begins 9. Related Training Instruction Source 10. Journeyworker's Hourly Wage \$ _____ 11. Hourly Wage \$ _____ 12. Name and Address of Sponsor Designated to Receive Complaints (If applicable) Signature (Registration Agency) _____ Date Registered _____ ETA 571 - Section II (November 2014)	



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

Track On-the-Job Learning hours & training in your CFETP

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 and your supervisor can track these hours in your CFETP.

Participants must achieve 50% of the requirements after the initial application is entered in RAPIDS and must be in the program a minimum of 6 months before the credential can be granted.

DEPARTMENT OF THE AIR FORCE  
Headquarters United States Air Force  
Washington DC 20330-1030

CFETP 31PX  
Parts I and II  
07 FEB 2020

AFSC 31PX  
SECURITY FORCES OFFICER



CAREER FIELD EDUCATION AND TRAINING PLAN

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.



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

Required Training	Minimum Hours
<b>Apprenticeship Orientation</b> 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: <a href="https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment">https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment</a>	02
<b>United States Army Basic Combat Training (BCT) or Air Force Basic Military Training (BMT)</b>	360
<b>Advanced Individual Training (MOARNG) or Air Force Technical Training (MOANG)</b>	400
<b>Technical Training Related to Apprentice's Assigned MOS/AFSC</b>	20
<b>Non-Technical Training (e.g., Leadership, Team-Building, Professional Development)</b>	20
<b>Miscellaneous Workplace and Personnel Safety-Related Training/Briefings</b>	10
<b><i>Total Minimum Related Technical Instruction (RTI) Hours:</i></b>	<b>812</b>

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



# How to Receive the Apprenticeship Credential

- Once you have completed the program, review On-the-Job hours and training with your supervisor, ensuring requirements are completed and documented on your CFETP.
- Submit a copy of your CFETP and initial MFR to the Commander for signature verifying program completion.
- Submit MFR only with Commander's signature to the MONG State Resources Office at:

[MONGApprenticeship@mong.dps.mo.gov](mailto:MONGApprenticeship@mong.dps.mo.gov)

- 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 digital records.

*The United States Department of Labor*

**Office of Apprenticeship**

**Certificate of Completion of Apprenticeship**

*This is to certify that*

**SrA JOHN DOE**

*has completed an apprenticeship for the occupation*

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