



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, XXX-XX-last4, 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:

- a. 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>.
- b. Must be a member of Missouri National Guard.
- c. Must be 18 years of age or older.
- d. Must have a High School diploma or GED equivalency upon completion.
- e. Must be physically capable of performing essential functions of the apprenticeship program without posing a safety hazard to themselves or others.
- f. Must be satisfactorily performing their military duties and in good standing with their Chain of Command.
- g. Must have a minimum of 12 months service obligation remaining.
- h. Must complete a probationary period which may not exceed 25% of the length of the program or 1 year, whichever is shorter.
- i. Must participate in the program no less than one year to complete unless previous experience is applied.

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j. Apprentice applicants seeking credit for experience gained prior to the start of this program or from an outside source must furnish transcripts, records, affidavits, training certificates, memorandums for record or other documents that may be appropriate to the Commander for verification. The Commander will evaluate the documents provided and determine if they meet program standards.

3. To complete the MONG Apprenticeship Program, Soldier must meet the following requirements:

a. Complete On-the-Job Learning & training requirements per category (select 2000, 4000, 6000 hours) as listed on the Time-Based Work Process outline for Trade Title: (add Trade Title) on USMAP.

b. Must attach a copy of the applicable Time-Based Work Process outline and Competency-Based Work Process outline to this counseling for initial review (found on USMAP at <https://usmap.osd.mil/armyMOS.htm>).

c. Must keep a record of applicable hours of On-the-Job Learning (OJL) on a MONG Apprentice Training Tracker approved by the Soldier's supervisor.

d. Must remain in good standing with the Chain of Command.

e. Documents required to the Commander to verify completion are: copies of HS diploma, Basic Training Certificate, Advanced Individual Training Certificate, Time-Based Work Process outline, Competency-Based Work Process outline completed and signed by the Soldier's supervisor, and this memorandum.

f. Once signed by the Commander, Soldier will retain all original documents and submit copies as required.

4. I understand and agree with the conditions and requirements. (Soldier Signature).

5. Soldier's previous experience and training: (describe here).

6. Commander's Comments: I endorse the above mentioned Soldier to participate in the MONG Apprenticeship Program. This Soldier's Chain of Command will support the Soldier with this program through positive coaching, mentoring, and training.

(Commander Signature)
Commander Name
CPT, IN, MOARNG
Commanding

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7. Commander's Verification of Completion:

a. I verify this Soldier has completed Basic Training and AIT with MOS (MOS Code and title), and holds a HS diploma or GED as required.

b. I have reviewed the Competency-Based Work Process outline and associated documents.

c. I verify this Soldier has completed all requirements necessary to include the required training and (2000,4000 or 6000) hours of On-the-Job Learning for Trade Title: (Trade Title) as described in the Time-Based Work Process outline.

d. I request this Soldier be awarded the Department of Labor Apprenticeship Certificate.

8. POC for this memorandum is:

(Commander Signature)
Commander Name
CPT, IN, MOARNG
Commanding