

November 6, 1984

<p>U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION</p> <p>Bureau of Apprenticeship and Training Washington, D.C. 20213</p> <p>Symbols: NPCTG:PHV</p>	<p><u>Distribution:</u></p> <p>A-543 (RD&SD)</p>	<p><u>SUBJECT:</u> <u>CODE:400.1</u></p> <p>National Apprenticeship Standards United States Department of The Air Force- All Commands (Civilian)</p> <hr/> <p><u>ACTION:</u> Due date:</p>
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PURPOSE: To inform the BAT field staff of the registration of National Standards of Apprenticeship for the training of apprentices (civilian) in all commands of the United States Department of the Air Force.

BACKGROUND: On November 1, 1984, National Standards of Apprenticeship were registered by Bureau Director, Thomas J. Hague, for the training of civilian personnel in all commands of the U.S. Air Force. These National Apprenticeship Standards were developed jointly by National ATR Larry E. Ward and the Deputy Chief of Staff, U.S. Air Force, Office of Civilian Personnel Operations, Randolph Air Force Base, San Antonio, Texas, to insure uniformity of apprentice training throughout the Department of the Air Force.

ACTION: All U.S. Air Force Base Civilian Personnel Officers should be contacted by the BAT/ATR field staff to promote the acceptance, registration and implementation of these National Standards of Apprenticeship for the training of civilian apprentices in the family of apprenticeable occupations under their jurisdiction.

All U.S. Air Force Command Facility programs are to be forwarded through regional channels to the National Office for review and registration. The National Office will prepare the Certificate of Registration for each facility and forward the Certificate to the originating Regional Director for presentation and local account servicing. All Air Force Facility programs and apprentices will be assigned to a local BAT/ATR Account Work Load.

Any questions concerning the division of responsibility between the Bureau National Office and Regional Director should be directed to Paul H. Vandiver, Chief, NPCTG.

Attachment

**NATIONAL APPRENTICESHIP AND TRAINING STANDARDS
FOR THE
DEPARTMENT OF THE AIR FORCE**

for all apprenticeable occupations listed in the STANDARDS

**Developed in cooperation with the
Bureau of Apprenticeship and Training, Employment
and Training Administration, US Department of Labor**

THE UNIVERSITY OF CHICAGO PRESS

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ATTACHMENTS:

Forms:

Apprenticeship Agreement (AF Form 6)

Apprenticeship Standards (AF Form 2)

Apprentice Actions (AF Form 530)

Course Outline (AFLC Form 97)

Monthly Record of Apprentice Training (AFLC Form 843)

Six-Month Record of Apprentice Training (AFLC Form 844)

Training Chart (AF Form 1320a)

Approval Page

1. Purpose. These standards, developed by the Air Force Office of Civilian Personnel Operations (OCPO), in cooperation with the Bureau of Apprenticeship and Training, US Department of Labor, outline the policies and standards which govern apprentice training within the Air Force. Under the provisions of the standards specified, each Air Force installation may implement existing apprentice training programs to meet the installation's staffing and development needs without petitioning for further approval by the parties to these standards. The standards also provide for adapting existing apprentice programs to meet changing installation needs without delay or interruption of apprentice training, provided that the provisions and conditions of these standards are met.

2. Program Objectives. The apprentice training program is designed to develop quality craft workers and pride of work which are necessary in developing journey workers. The apprentice is expected to be dedicated to acquiring industry, skills, knowledge, and initiative. The apprentice training program will be administered without discrimination in terms of race, sex, color, religion, national origin, age, handicap, or factors unrelated to the training of apprentices.

3. Program Definition. The apprentice training program is a formal training program designed:

a. To develop highly skilled Air Force-oriented journey workers thoroughly qualified in Air Force operations.

b. To provide a potential source of key employees and supervisors. The program is conducted according to standards established by the Secretary of Labor.

4. Program Specification:

a. The ratio of apprentices will not be more than one apprentice to each three journey workers.

b. The employer will instruct the apprentice in safe and healthful work practices and ensure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

c. Personnel performing training of apprentices will be OJT instructors, journey workers, or supervisors fully competent in the trade being taught.

d. The registering agency is the Bureau of Apprenticeship and Training, US Department of Labor.

e. Registration/Deregistration/Modification/Cancellation:

(1) The registration of these National Standards of Apprenticeship by the Bureau of Apprenticeship and Training certifies that the standards conform to the labor standards which the US Department of Labor believes

are necessary to safeguard the welfare of apprentices. The Labor Department's general labor standards for apprenticeship programs are set forth in Title 29 of the Code of Federal Regulations, Part 29.

(2) This program may be deregistered upon the voluntary action of the sponsor, by the sponsor's request for cancellation of the registration. The program may also be deregistered, for reasonable cause, by the Bureau of Apprenticeship and Training, US Department of Labor, when the Bureau institutes formal deregistration proceedings in accordance with the provisions of Title 29 of the Code of Federal Regulations, Part 29.

(3) Upon deregistration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of the deregistration or cancellation, and the effect of such action. This notification will conform to the requirements of 29 CFR 29.7.

f. Standards may be modified by prompt submission of the modification to the registering agency. No modification will affect agreements already in effect.

g. The registering agency will be promptly notified of program cancellation and the reasons for such cancellations.

h. Adjusting Differences:

(1) If the Apprentice Shop Supervisor feels that an apprentice is not fulfilling the terms of the apprenticeship agreement to the best of the apprentice's ability, the supervisor should first discuss the matter with the apprentice and inform the Chief of the Training Office of the matter. If no improvement is shown, the matter shall be placed before the Installation Apprenticeship Committee.

(2) Any apprentice who feels that the terms of the apprenticeship agreement are not being fulfilled should first discuss the matter with the supervisor. If the matter is not resolved, it should be placed before the Committee.

(3) Any action taken by the Committee shall be final and binding in settling the differences, unless an appeal is made.

5. Responsibilities in the Apprentice Training Program:

a. Office of Civilian Personnel Operations (OCPO):

(1) Establishes or modifies procedures regulating administration of the apprentice training program.

(2) Reviews/approves changes in apprentice training programs recommended by the installations and concurred by the Chief of Training at the servicing major command.

b. Each Central Civilian Personnel Office (CCPO) Chief of Civilian Training:

(1) Exercises primary responsibility for the apprentice training program.

(2) Plans and administers the program in cooperation with the Apprenticeship Committee.

(3) Evaluates effectiveness of the program annually in cooperation with the Apprenticeship Committee.

(4) Participates in selecting apprentices.

(5) Develops/approves policy, regulations, and operating procedures.

(6) Ensures appropriate training records are developed and maintained.

(7) Certifies to the servicing major command directorate of civilian personnel those apprentices who have satisfactorily completed the program.

c. The Apprenticeship Committee:

(1) Acts on apprentice training, assignments, reassignments, and terminations.

(2) Determines matters relating to training and use of apprentices.

d. Major Command Headquarters:

(1) Monitors the command apprentice training program.

(2) Maintains the standards necessary to ensure quality apprentice training.

(3) Serves as focal point on existing approved apprentice programs for command use.

(4) Evaluates means to ensure staffing support for apprenticeable occupations.

(5) Conducts on-site reviews of apprentice training programs at apprentice training installations. These reviews are to evaluate local programs and give staff assistance as appropriate.

(6) Maintains data and statistics on status of program and number of command participants.

6. Establishing the Program. In establishing an apprentice training program, an activity determines that:

a. Scope and level of work are sufficient to provide apprentices with all-round work experience and training in the occupation for which they are being trained.

b. Equipment is adequate to give apprentices the necessary work experience.

c. Facilities are adequate for on-the-job training and instruction in the related information required.

7. Responsibility for Apprenticeship. Subject to Air Force regulations, the content of the apprentice program is prescribed by the major command director of civilian personnel, who will establish the apprenticeable occupations to be taught and the related instruction for each occupation.

8. Obtaining Approval of Programs. To establish a new command apprentice program, an activity submits to the major command director of civilian personnel:

a. A copy of its regulation covering the objectives, responsibilities, and procedures for conducting the program.

b. A listing of the OPM occupational family, series, and title of the apprentice occupation.

c. Title and code from Dictionary of Occupational Titles (DOT).

d. A program training plan, as described below, for each apprentice occupation.

e. A copy of the apprentice wage rate scale.

9. Program Training Plan. A well-organized program of on-the-job training, work experience, and related classroom instruction is necessary to accomplish the established objectives of apprentice training. Accordingly, the program training plan for each apprenticeable occupation must include a schedule of required on-the-job training, work experience, and related classroom instruction for each 6-month (1,000 hours) step of the training program as described in a and b below. All program training plans will be reviewed periodically to ensure that they are current and consistent with the training objectives. Also, an adequate system of testing job skills and proficiency in related classroom subjects must be established to determine satisfactory completion of each step in the training program. The successful completion of a 6-month (1,000 hours) step is recognized by an increase in pay based on the established wage-rate schedule. No occupation will have a training term less than 2,000 hours.

a. On-The-Job Training and Work Experience. The work experience is planned so that the apprentice can readily become competent in the skills required for the occupation for which being trained. The plan must outline the areas and elements of required work experience for a complete training program. In a trade training plan, the areas are those major divisions of the trade that provide all-round training through work experience. The elements are those subdivisions of the respective areas that designate the particular operations in which work experience is provided. Each work experience plan must show:

(1) A schedule of work experience by areas and elements for each 6-month (1,000 hours) step of the training program.

(2) Hours scheduled for each area and element of the 6-month (1,000 hours) step of the training program.

b. Related Instruction. The content of the related instruction must provide the apprentice with the information needed to understand and accomplish work assignments satisfactorily. The amount and nature of the related instruction for each step must be adequate to bring the apprentice up to the level of knowledge, achievement, and proficiency proper for a fully trained worker in the occupation. The related instruction must be based upon a thorough analysis of the position described in the Handbook of Blue Collar Occupational Families and Series issued by the Office of Personnel Management. While the required amount of classroom information varies with the different training programs, the amount of related information scheduled for any 6-month (1,000 hours) step must not be less than 72 hours. The related instruction plan must show a schedule of subject matter planned for each 6-month (1,000 hours) step of the training program.

(1) Apprentices will attend organized, related, and supplemental instruction in technical subjects related to the trade.

(2) Time spent in related instruction classes will be 144 hours a year, as a minimum, during the term of apprenticeship.

(3) All prescribed instruction will be given while the apprentice is in a duty status.

c. Periodic evaluations of the apprentice will be made jointly by the employee development specialist and line supervisors to determine the progress of each apprentice. In order to ensure effective evaluation, the following minimum requirements are established:

(1) The performance and progress of each apprentice in shop training and related instruction will be evaluated as a minimum at the end of each 6-month period of the apprenticeship.

(2) Apprentices will be given final examinations in their classroom instruction on completion of each course and will be graded for each subject reviewed. A grade of 70% will be considered a passing grade. The test results may be used in determining progress within a step.

(3) Work performance will be evaluated as the apprentice completes work assignments or at the end of the month, whichever is sooner. Should the work performance be rated unsatisfactory by the instructor or supervisor, the apprentice will be called before the appropriate officials for interview in order to determine the necessary action to be taken.

d. No apprentice will be approved for advancement to the next step until the supervisor, instructor, and the responsible employee development specialist have determined the apprentice's completion of all requirements of the program. Apprentices failing at any time to make satisfactory progress in shop instruction or related instruction will be evaluated by the apprenticeship committee. Corrective action may involve retraining or removal from the program.

10. Personnel Policies Applying to Apprentices:

a. Overall Policies. Air Force policies and procedures pertaining to qualifications, appointments, reduction in force, leave and hours of work are the same for apprentices as for other civilian employees. Probationary period is in accordance with Federal Personnel Manual Chapter 315. Apprentices will be subject to the same conditions regarding overtime work as other employees in the trade. When an apprentice is required to work overtime, the apprentice may, at the discretion of the local installation, apply credit for the overtime hours worked to make up for absence in excess of 104 hours for a 6-month period. When credit for overtime is granted on the term of apprenticeship, the credit allowed will be applied to work experience specified under the outline of training and considered straight time; that is, time actually worked.

b. Selection of Apprentices. Participants are selected from eligibles who have passed appropriate OPM tests, without regard to race, religion, color, national origin, age, or physical handicap. Selection is based on objective standards that permit review after full and fair opportunity for application. The program must also be administered on a nondiscriminatory basis. Individuals who are certified for appointment will be placed, commensurate with apprentice vacancies, in the trade for which they have the greatest aptitude in order that the installation may derive the greatest utilization from their services.

(1) OPM will determine qualifications and testing requirements.

(2) Under ordinary circumstances, reassignment of an apprentice from one trade to another, after the apprentice has advanced beyond the first 6-month period, will not be effected unless it is clearly indicated that such a move is in the interests of the Air Force.

c. Wage Rate. Apprentice wage rate schedules are established under FPM Supplement 532-1, subchapter S-11.

d. Credit for Previous Experience. If an apprentice has had previous work experience in a trade, previous training at technical school, or similar experience or training while a member of the Armed Forces, this experience or training is evaluated and credit may be allowed on the term of the apprenticeship. In no instance, however, must credit allowed exceed half the term of apprenticeship.

e. Apprentice Graduates. Upon certification of the apprentice as a graduate apprentice, the apprentice becomes immediately eligible for reclassification to a position for which trained. If a vacancy does not exist for which the apprentice is qualified, the apprentice will be retained as a graduate apprentice at the hourly rate of pay based on the last 6-month period of the term of apprenticeship for a period not to exceed 120 days. If a vacancy does not exist at the expiration of the 120 days, the apprentice may be assigned to another position for which qualified until a journey worker-level vacancy occurs in the skill for which trained.

f. Interruption of Training for Military Service. When the interruption of apprenticeship is due to the apprentice's entering military service, the apprentice may, following release, reenter the program upon reemployment at the installation. The apprentice may be given advanced credit for those periods of the prescribed training which have substantially been completed while in the military service.

g. Annual and Sick Leave Policy. An apprentice on leave will be required to make up all the self-study, the classroom assignments, and supervised OJT that were administered during absence. However, it will not be necessary to make up work experience if the time lost for annual and sick leave or any other approved absence does not exceed 104 hours of an apprenticeship 6-month period. Whenever an apprentice is absent more than 104 hours in an apprenticeship 6-month period, the case will be reviewed by the Apprenticeship Committee to determine whether the absence has affected the satisfactory progress of the apprentice and whether the apprentice will be required to make up the work experience. Excessive loss of time, excluding unavoidable illness, will be sufficient cause for terminating an apprenticeship.

11. Records and Reports. All records will be retained at least 5 years.

a. AF Form 2, Apprenticeship Standards, and AF Form 6, Apprenticeship Agreement, are prepared and maintained at the training activity for each apprentice entered in an apprentice training program. The AF Forms 6 are signed by the employer and the apprentice and submitted to the registration agency.

b. Certificate of Completion of Apprenticeship. Each apprentice who satisfactorily completes the apprentice training program is given AF Form 76, Certificate of Completion of Apprenticeship. A supply of these forms, numbered and signed by the Director of Civilian Personnel, HQ USAF, is sent to the major command director of civilian personnel. Thirty days before the scheduled completion date, the training activity sends to the major command a listing of apprentices to graduate, trade, and date of completion. This listing will be signed by the chairman of the Apprenticeship Committee and the installation commander (or designee). On the basis of this certification, the major command headquarters will issue AF Form 76 and an "Air Force Journeyman Identification Card" within 20 workdays following receipt of the certified statement of completion. The supply of AF Form 76 may be obtained by the major command from HQ USAF/MPK, Washington, D.C. 20330-5060.

c. Semiannual Apprentice Report. A computer product indicating apprentices in the Air Force as of 30 Jun and 31 Dec will be sent by the OCPD to the Department of Labor no later than 30 days after the "as of" date.

d. AF Form 1320A, Training Chart, will be prepared and maintained in a current status for each 6-month training period included in the program. Jobs or operations to be mastered, broken into measurable training units, will be listed.

e. AFLC Form 843, Monthly Record of Apprentice Training. This form is designed for recording all necessary information pertaining to all types of

training accomplished by the apprentice during a 1-month period. It provides the basis for posting the required information to AFLC Form 844.

f. AFLC Form 844, Six-Month Record of Apprentice Training. This form is for recording the information from the accomplished AFLC Forms 843 and includes all required data covering an apprentice 6-month period of training. This complete record is authorization for the advancement of the apprentice.

<u>OCCUPATION TITLE</u>	<u>DOT CODE</u>	<u>TERM (hrs.)</u>	<u>LOCATION OF PROGRAM</u>
Aircraft Electrician (Electrician, Airplane)	825.281-018	6240	Kelly AFB TX
Aircraft Engine Repairer (Airframe & Power Plant Mechanic)	621.281-014	4160	Kelly AFB TX
Aircraft Instrument Mechanic (Instrument Technician)	710.281-030	5200	Kelly AFB TX
Electronics Mechanic	828.281-010	6240	Kelly AFB TX
Machine Tool Operator (Machine Set-Up Operator)	600.380-018	4160	Kelly AFB TX
Patternmaker (Patternmaker, Plaster)	777.381-030	8000	Kelly AFB TX
Pneudraulic Systems Mechanic (Pneumatic Tester and Mechanic)	621.381-022	5200	Kelly AFB TX
Sheet Metal Mechanic (Sheet-Metal Worker)	804.281-010	5200	Kelly AFB TX
Electronics Mechanic	828.281-010	6000	McClellan AFB CA
Machinist	600.280-022	8000	McClellan AFB CA
Aircraft Mechanic (Airframe & Power Plant Mechanic)	621.281-014	6000	Robins AFB GA
Electronics Mechanic	828.281-010	6000	Robins AFB GA
Instrument Worker (Instrument Mechanic)	710.281-026	4000	Robins AFB GA
Sheet Metal Mechanic (Sheet-Metal Worker)	804.281-010	6000	Robins AFB GA
Carpenter	860.381-026	8000	WPAFB OH
Electrician	824.261-014	8000	WPAFB OH
Plumber & Pipe Fitter (Construction)	862.381-034	8000	WPAFB OH
Sheet Metal Mechanic (Sheet Metal Worker Apprentice)	804.281-014	8000	WPAFB OH

APPRENTICESHIP AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 19____, between the DEPARTMENT OF THE AIR FORCE, hereinafter referred to as the EMPLOYER, and _____, born _____, hereinafter referred to as APPRENTICE, and (if a minor) _____, hereinafter referred to as his (PARENT OR GUARDIAN).

WITNESSETH, That the EMPLOYER, the APPRENTICE, and his PARENT (or GUARDIAN) are desirous of entering into an agreement of apprenticeship in conformity with the standards of the Department of the Air Force, which standards are hereby made a part of this agreement as if expressly written herein; and, therefore, in consideration of the premises and of the mutual covenants herein contained, they do hereby mutually covenant and agree as follows:

That the EMPLOYER agrees to employ the APPRENTICE for the purpose of enabling said APPRENTICE to learn the occupation of _____ upon the terms and conditions contained in the apprenticeship standards attached to this agreement and made a part thereof.

That the EMPLOYER agrees to the nondiscriminatory selection and training of the apprentice in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations.

That the employment, separation, transfer, and/or leave of the apprentice shall be the same as for other employees and shall be in accordance with applicable Civil Service regulations and the Department of the Air Force civilian personnel regulations.

That the APPRENTICE agrees to perform diligently and faithfully the work of said occupation during the period of apprenticeship, complying with the training program contained in said standards.

That the PARENT (or GUARDIAN) covenants with the EMPLOYER that the APPRENTICE shall duly perform all obligations undertaken herein.

That the apprenticeship term begins on the _____ day of _____, 19____, and terminates upon the completion by the APPRENTICE of _____ hours of employment in said occupation as stipulated in the said standards.

In witness whereof, the parties hereunto affix their signatures-

NAME OF APPRENTICE	APPRENTICE TRAINING ADMINISTRATOR
ADDRESS	APPROVED BY:
NAME OF PARENT OR GUARDIAN	COMMANDER (or Designated Representative)

APPRENTICESHIP STANDARDS		DATE	
1. PROGRAM DATA			
A. TITLE OF OCCUPATION		B. LENGTH OF COURSE	
C. CREDIT ALLOWANCE FOR PREVIOUS TRAINING AND EXPERIENCE		D. PERIOD TO WHICH ASSIGNED	
		FROM	TO
2. WAGES			
A. NAME OF APPRENTICE			
<p>Hourly wages will be paid to apprentice, above in accordance with the following schedule established for this occupation at this locality by Headquarters, United States Air Force, which schedule is subject to change based on wage surveys:</p>			
MONTHS, INCLUSIVE	WAGE RATE PER HOUR	MONTHS, INCLUSIVE	WAGE RATE PER HOUR
1 - 6		25 - 30	
7 - 12		31 - 36	
13 - 18		37 - 42	
19 - 24		43 - 48	
B. Regular hourly wages will be paid for time spent in related training.			
3. WORKING HOURS			
A. HIS WORKING HOURS WILL BE		FROM	TO
		M.	M.
<p>B. These hours are in conformity with those normally worked by journeymen of this occupation.</p> <p>C. In the event this apprentice is required to work overtime, he will be given credit for that time on his term of apprenticeship. Credit allowed will be on the basis of straight time, i.e. time actually worked.</p> <p>D. Providing a change in working hours becomes necessary to meet local conditions, such variations will be mutually agreed upon by the apprentice training administrator and the apprentice's immediate supervisor.</p>			
4. SCHEDULE OF WORK EXPERIENCE AND RELATED TRAINING INFORMATION.			
<p>A. The schedule of work experience and related training information for this program is provided in the program training plan approved by Headquarters United States Air Force.</p> <p>B. The apprentice will be related in his work activities as closely as possible in accordance with the approved schedule commensurate with the best interests of the apprentice and of the work to be accomplished.</p> <p>C. Variations will be mutually agreed upon by the apprentice training administrator and the apprentice's immediate supervisor prior to making any change.</p>			
5. INSTRUCTIONAL MATERIALS USED IN CONJUNCTION WITH THE RELATED TRAINING INFORMATION WILL BE ISSUED FREE TO THE APPRENTICE BY THE ACTIVITY.			

6. PROMOTION

- A. The apprentice will be promoted from one period to another only upon his satisfactory completion of each period.
- B. Satisfactory completion will be determined by both written and performance tests, by satisfactory school attendance and progress, and by satisfactory progress on-the-job.

7. CERTIFICATION AS A GRADUATE APPRENTICE

- A. Upon satisfactory completion of his term of apprenticeship, the apprentice will be certified as a graduate apprentice.
- B. The apprentice will be furnished AF Form 76 "Certificate of Completion of Apprenticeship."

8. RECLASSIFICATION

- A. Upon certification of the apprentice as a "Graduate Apprentice" he becomes immediately eligible for reclassification to a position for which he has qualified himself.
- B. If a vacancy does not exist for which he is qualified, he will be retained as a "Graduate Apprentice" at the hourly rate of pay for a period not to exceed 120 days.¹
- C. If a vacancy does not exist at the expiration of the 120 days the apprentice may be assigned to another position for which he is qualified until a journeyman level vacancy occurs in the skill for which trained; made available for transfer to another activity desiring his services; or, separated by reduction-in-force procedures.

9. EMPLOYEE RIGHTS

The attached agreement shall in no way modify or abridge the rights and privileges granted the employee under the Civil Service rules and regulations and amendments thereto.

10. EMPLOYER RIGHTS

The attached agreement shall not obligate the commander beyond his normal legal responsibility for employees.

REMARKS

¹This rate is usually the pay rate for the last 6 month period of his term of apprenticeship. (This rate is subject to change based on wage survey)

TRAINER NAME		DATE	
INDIVIDUAL RATING		RATING	
(Place a check mark (✓) to indicate the degree of individual rating attained opposite each item on which trainee has been rated.)		EXCELLENT 92 - 100	GOOD 83 - 92
		AVERAGE 75 - 85	POOR 70 - 75
		UNSAT Below 70	
1	PREVENTIVE MAINTENANCE: Maintaining equipment, tools, & instruments in good working condition by proper care, handling and use.		
2	APPLICATION: Industriousness, adherence to assigned duties, putting knowledge gained in training program to practical use.		
3	COOPERATION: Ability to work for and with others, readiness to give new ideas and methods a fair trial, desire to observe and conform with policies of management.		
4	HABITS AFFECTING JOB: Bearing, honesty, courtesy, cleanliness, attendance.		
5	LOYALTY: Attitude toward job, supervisor, organization.		
6	TACTFULNESS: Ability to deal with others without offending, success in winning confidence and respect through personality, control of emotions, poise.		
7	ADAPTABILITY: Ability to grasp ideas, carry out a variety of work, ability to learn new jobs by applying knowledge gained in other jobs.		
8	INITIATIVE: Assumes responsibility, asks questions about work, makes effort to improve performance.		
<p>Grades given on the two essential elements below will not be used in computing the rating for related elements. These ratings will be used as the "Quality of work" and "Quantity of work" grades on the reverse side.</p>			
QUALITY OF WORK: Neatness & orderliness of work, producing work which meets prescribed standards.			
QUANTITY OF WORK: Amount of work produced in a given time, the dispatch with which a task of known difficulty is performed.			
Remarks:			

INSTRUCTIONS FOR COMPLETING SIX-MONTH RECORD OF APPRENTICE TRAINING

MAJOR INSTRUCTION UNIT	Enter the Unit as listed in the Apprentice Training Guide.
HOURS REQUIRED	Enter the Required Hours as established in the Apprentice Training Guide.
MONTH, HOURS, AND GRADE	Enter under the appropriate month, the total hours on-the-job, work experience and classroom training completed, and the average of the shop grades received in each Major Instruction Unit.
TOTAL HOURS COMPLETED	This is obtained by adding the monthly hours of training completed in each Major Instructional Unit. This figure should equal the "HOURS REQUIRED".
AVERAGE UNIT GRADE	This is obtained by adding the monthly shop grades and dividing this total by the number of months a grade was received in each Major Instruction Unit.
MONTHLY CLASSROOM AND TEST GRADES	Enter the grade attained for tests taken during the month.
TOTAL HOURS COMPLETED FOR PERIOD	Enter the figure obtained from adding the "TOTAL HOURS COMPLETED" column.
AVERAGE UNIT GRADE FOR PERIOD	Add the "AVERAGE UNIT GRADE" column and divide this total by the total number of Major Instruction Units in which training was received for the six-month period.
AVERAGE CLASSROOM TEST GRADE	Add the monthly grades and divide this total by the total number of months for the period.
FINAL TEST GRADE	This is the grade the apprentice attains on the Final Comprehensive Test which covers all training received for the six-month period.
COMPOSITE GRADE	This is the combined average of the "CLASSROOM TEST GRADES", "AVERAGE UNIT GRADES", and the "FINAL TEST GRADE".
REMARKS:	

APPRENTICE ACTIONS		INSTALLATION			AS OF DATE		REPORT CONTROL SYMBOL	
NAME, SEX, SSAN, AND HOME STATE A	DATE OF BIRTH B	TITLE OF TARGET POSITIONS, SERIES AND JOURNEYMAN GRADE LEVEL C	ACTION		TRAINING STEP ENTERED F	STATUS		
			TYPE D	DATE E		VET G	NON-VET H	
MINORITY CODE DESIGNATION (See FPM 713-14)		REMARKS						
CODE	NO. OF APPRENTICES							
1								
2								
3								
4								
5								
6								
7								
1. CODES REQUIRED FOR COLUMN D		1. Entered Program 2. Separated for Military Service 3. Separated, other Reasons 4. Reinstated 5. Completed						

TRAINING CHART

1 ORGANIZATIONAL UNIT		2 TASKS, SKILLS, OR OPERATIONS	
3 SUPERVISOR OR INSTRUCTOR		4	
(Check applicable box)			
ON-THE-JOB	OFF-THE-JOB		
5 DATE INITIATED		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
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This chart is designed for use in training civilian and military personnel. It provides a simple method of organizing and recording information about the job and the worker for training purposes. Where properly prepared and used, the training chart will assist in:

- Determining individual and group training needs.
- Planning and scheduling training.
- Determining the extent to which there is a talent gap as needed to perform the mission.
- Determining the progress of training.
- Making work assignments.

PREPARATION

1. Complete identifying data in the upper left corner of the chart.
2. Line 1 may be used to indicate the functions of the organizational unit, civilian position title, or AFSC's (for military personnel only) in which training is to be given for example, watchtower, watchtowerman, watchtowerman.
3. Line 3 may be used to indicate a breakdown of the various segments or stations of work which make up the functions or the positions or AFSC's (for example, oblique, ceiling, horizontal, vertical, and stairs).
4. List on the diagonal lines (line 2), breakdown of segments of work indicated in line 3 into work units, tasks, skills, or operations which are performed; for example, providing AF Form 103F series. For training content, units of course may be listed.
5. Line 4 may be used either for:
 - a. Identify by number the operations or tasks as a cross-reference to operations breakdowns or major headings of course outlines; or
 - b. Indicate the number of hours required to accomplish the training listed under any operation, task, or unit of a course.
6. List in column 5 the names of personnel assigned to perform the work units, tasks, skills, or operations, or assigned to a course of instruction. Names may be listed alphabetically, or by grade or rank from the highest to the lowest.
7. Consider each individual listed in regard to each work unit, task, skill, or operation indicated in line 3. Check by line 8, indicate whether training is needed, using the following suggested symbols

or aids. Other symbols or numbers may be used, if desired.



Worker does not need to perform the work unit or know the skill as it is not required in present assignment.



Worker can perform the work and training is not needed. (Use this symbol when the worker performs with a minimum of supervision and meets all the work requirements as to quality, quantity, and manner of performance.)



Worker cannot perform the work, but training will not be scheduled until a later date as worker does not need to be trained immediately.



Worker should know the work and be scheduled for training, which is to be completed by date shown. Express date in month and day.

8. The following additional symbols may be used when it is desired to show degrees of partial performance ability by the worker:



Worker's performance indicates that he is approximately 75 percent trained.



Worker's performance indicates that he is approximately 50 percent trained.



Worker's performance indicates that he is approximately 25 percent trained.

9. Column 6 may be used for remarks or notes as desired by the supervisor or instructor. For example, beginning and ending dates of on-the-job training period may be shown.

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Thomas J. Hagan
Director, Bureau of
Apprenticeship and Training

Registration No. N-92056

Date November 1, 1984

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