

Department of the Army
Pamphlet 621-100

EDUCATION

**THE US ARMY
SIGNAL SCHOOL
APPRENTICESHIP
PROGRAM FOR
THE TRADE OF
TELEGRAPHIC-
TELETYPEWRITER
OPERATION**

Headquarters
Department of the Army
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SUMMARY of CHANGE

DA PAM 621-100

THE US ARMY SIGNAL SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF TELEGRAPHIC-
TELETYPEWRITER OPERATION

This change 1-

- o Adds MOS 72 G to the Telegraphic-Typewriter Operator Program.
- o Changes page 1, paragraph 5, add c. MOS 72G, Automatic Data Tele-
Communications Center Operator

EDUCATION

THE US ARMY SIGNAL SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF TELEGRAPHIC- TELETYPEWRITER OPERATION

By Order of the Secretary of the Army:

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General, United States Army
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The Adjutant General

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1982 and was authenticated by Robert M. Joyce, Brigadier General, United States Army Adjutant General, and E. C. Meyer, General, United States Army Chief of Staff. This electronic edition publishes the basic 1981 edition and incorporates Change 1.

Summary. Not applicable.

Applicability. This pamphlet applies to all elements of the Active Army. This pamphlet does not apply to Army National Guard and Army Reserve.

Proponent and exception authority. The proponent agency of this pamphlet is The Adjutant General's Office.

Interim changes. Interim changes are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are

invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, US Army Signal Center and Fort Gordon, ATTN: ATZHPA-E, Fort Gordon, GA 30905.

Distribution. To be distributed in accordance with DA Form 12-9A requirements for DA Pamphlets, Education:

Active Army:—B

ARNG:—None

USAR:—None

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*This pamphlet supersedes DA Pam 621-100, 1 May 1979.

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1. Purpose.

The purpose of this pamphlet is to announce the US Army Signal School Apprenticeship Program for the Trade of Telegraphic–Teletypewriter Operator (DOT Code 203.582–050).

2. Applicability.

This pamphlet applies to all elements of the active Army. This pamphlet does not apply to Army National Guard and Army Reserve.

3. General.

Policies and procedures for participation in the program are contained in AR 621–5. This pamphlet is designed to be used in conjunction with that regulation.

4. Apprenticeship Program Number and Occupational skill Code.

a. The following apprenticeship program number and occupational skill code are used to identify the US Army Signal School Apprenticeship Program for the Trade of Telegraphic–Teletypewriter Operator.

(1) Apprenticeship Program Number: 99904.

(2) Occupational Skill Code: 14.

b. The apprenticeship program number and occupational skill code must be entered on DA Form 4409–R (Apprenticeship Application) to identify the program for which the soldier is making application.

5. Eligibility for Participation in the Program.

Soldiers holding as primary or secondary one of the MOSs indicated below and serving in that MOS may participate in the program.

a. MOS 72E. Telecommunications Center Specialist.

b. MOS 05C. Radio Teletype Operator.

c. MOS 72G, Automatic Data Tele–Communications Center Operator

6. The Telegraphic–Teletypewriter Operator Apprenticeship Program.

This is a 6,000–hour program which leads to certification as journeyworker in the trade of Telegraphic–Teletypewriter Operator. Participation in the program is voluntary, and no membership in labor unions or professional associations is required. The work process schedule and schedule of related instruction for the trade are attached (app A and B). The purposes of the work process schedule and the schedule of related instruction are as indicated below:

a. The work process schedule reflects categories of work experience required by soldier–apprentices to qualify as journeyworker and hours of work experience required in each category.

b. The schedule of related instruction identifies courses, which may be taken by soldier–apprentices to satisfy the 432 hours of related instruction required for completion of the program.

7. Enrollment in the Program.

Soldiers may enroll in the program by contacting their installation education services officers (ESOs) who will explain requirements of the program and assist in the preparation of the apprenticeship application form (DA Form 4409–R).

8. Apprentice Log Forms.

Apprenticeship log forms and instructions on use of forms will be issued to soldiers by installation ESOs at the time of registration in the program. Log instruction sheets will be maintained by soldiers in a three ring binder. Soldier–apprentices will be required to annotate their work experience on log sheets on a daily basis. The standard for the amount of work experience logged will be 132 hours per month. Hours logged above this standard amount must be justified in the remarks section of the daily work experience record and attested to by the signature and rank of the shop craft supervisor or an individual holding a comparable position. Log entries must be verified by the soldier–apprentice’s immediate supervisor on a weekly basis.

9. Credit for Previous Experience.

a. Newly enrolled soldier–apprentices who have partially completed an approved Federal or State registered civilian apprenticeship in the trade of Telegraphic–Teletypewriter Operator or a related trade will, upon presentation of documentation, be awarded credit for all experience related to categories of work contained in the work process schedule at appendix A.

b. Up to 3,000 hours of credit for previous military work experience may be awarded upon presentation of authenticated documentation of satisfactory performance. Such experience must be directly related to the occupation in which the apprenticeship is being performed. Statements from previous supervisors or other such documentation which

certify category of work, number of hours by category, and quality of performance will be submitted by soldier-apprentices to their installation ESOs for consideration. ESOs will forward these documents to the Commander, US Army Signal Center and Fort Gordon, ATTN: ATZHPA-E, Fort Gordon, GA 30905 for final determination.

10. Related Instruction Credit for Previous Military and Civilian Education.

Credit for previous military and civilian education may be awarded to satisfy related instruction requirements by presenting certificates of course completion or other such documentation from official military records or other sources. The installation ESO will determine the amount of credit to be awarded. The ESO will consult sponsor Service schools, as required, to determine the appropriate amount of credit for each course not listed in appendix B of this pamphlet.

11. Completion of the Program.

Upon successful completion of the program, a Certificate of Completion of Apprenticeship will be awarded by the US Department of Labor. While the award of a Certificate of Completion of Apprenticeship will not guarantee a job, it will certify that journeyworker status has been attained, and should enable completers of the program to be more competitive with civilians in the trade.

12. Partial Completers.

Soldiers leaving the service prior to completion of the program will receive documented credit for that portion of the program which they did complete. This documentation may be presented for satisfaction of requirements of civilian apprenticeship programs in the trade of Telegraphic-Teletypewriter Operator or a related trade. (See app C)

Appendix A REFERENCES

Section I Required Publications

This section contains no entries.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B
WORK PROCESS SCHEDULE FOR THE TRADE OF TELEGRAPHIC-TELETYPEWRITER OPERATOR (DOT CODE 203.582-050)

B-1. Work Process Schedule for the Trade of Telegraphic-Teletypewriter Operator

Paragraph not used.

Table B-1
Work Process Schedule for the Trade of Telegraphic-Teletypewriter Operator

<i>Work Processes</i>	<i>Hours</i>
A. Orientation Assist an experienced operator. Observe diverse operation of a message center. Develop shop cleaning techniques. Apply Safety practices. Develop skills in use and application of systems terminology.	500
B. Operation and Utilization Operating various teletypewriters to receive and transmit traffic. Operate digital subscriber terminal equipment. Operate telegraph terminal to receive and transmit traffic. Select and assign telecommunication equipment for online operation Apply telecommunication procedures for opening, operating in and closing circuits within the network.	3,500
C. Administration and Processing Process incoming and outgoing messages utilizing magnetic tape, paper tape and punch cards. Corrects transmission and reception discrepancies Establish message reference files Performs message reproduction distribution and routing functions Maintain and utilize log books and proper forms Performs related clerical and administrative functions.	1,500
D. Preventive Maintenance Applies proper organizational preventive and functional maintenance on a daily, weekly, monthly or quarterly basis as required.	500
TOTAL	6,000

B-2. Title not used.

Paragraph not used.

Appendix C
SCHEDULE OF RELATED INSTRUCTION FOR THE TRADE OF
TELEGRAPHIC-TELETYPEWRITER OPERATOR (DOT CODE 203.582-050)

C-1. Schedule of Related Instruction for the Trade of Telegraphic-Teletypewriter Operator

A total of 432 hours of related instruction is required to complete this program. Completion of any one or a combination of the below listed courses which equals 432 hours of related instruction or more may be taken to satisfy this requirement. Credit for courses not listed below may be awarded upon presentation of authenticated documentation of satisfactory completion. A synopsis of the course must be submitted with documentation. Documentation and synopsis for courses not listed below will be forwarded by ESOs to the US Army Signal School, ATTN: ATZHPA-E Fort Gordon, GA, 30905, for final determination.

Table C-1
Schedule of Related Instruction for the Trade of Telegraphic-Teletypewriter Operator

Course Number	Course Title	School	Resident	Non-resident	Credit Hours
A. 580-72E10	Telecommunication Center Specialist	USASC	X		400
B. 201-05C10	Radio Teletypewriter Operator	USASC	X		372
C. 5-16	Telecommunication Center Specialist Course(72E10)	USASC		X	160
D. 5-2	Radio Teletypewriter Operator Course (05C10)	USASC		X	81
E. 7-1	Basic Electricity	USASC		X	56
F. 7-1	Basic Electronics	USASC		X	47
G. SSO-018	Communication Power Equipment	USASC		X	5
H. SS9-018	Communication Power Equipment (SOJT)	USASC		X	6
I. SSO-057	Electronic Communication System	USASC		X	7
J. SSO-069	Communication Center Operations	USASC		X	19
K. SSO-301	Electrical Fundamentals-DC	USASC		X	12
L. SSO-302	Magnetism and Electromagnetism	USASC		X	10
M. SSO-303	Electrical Fundamentals-AC	USASC		X	9
N. SSO-304	Electrical Networks	USASC		X	11
O. SSO-308	Introduction to Electricity	USASC		X	6
P. SSO-330	Introduction to Telephone and Telegraph Transmis- sion	USASC		X	
Q. SSO-335	Telegraph System Characteristics	USASC		X	8
R. SSO-400	Fundamentals of Teletypewriter	USASC		X	10
S. SSO-401	Tactical Teletypewriter Equipment	USASC		X	12
T. SSO-402	Semipermanent and Fixed Station Teletypewriter Equipment	USASC		X	12
U. SSO-403	Teletypewriter Set AN/FGC-58	USASC		X	22
V. SSO-404	Teletypewriter Set AN/FGC-80	USASC		X	10
W. SS9-404	Organizational and DS Maintenance of Teletype- writer AN/FGC-80 (SOJT)	USASC		X	12
X. SSO-451	Manual Teletypewriter Procedures and Operations	USASC		X	8
Y. SSO-650	Safety and Preventive Maintenance	USASC		X	3
Z. None	Common Basic Electronic Training (COBET)(Before 1 May 1978)	ATS Ft. Jackson	X		120
AA. None	(COBET) Now Basic Electronic Training	USASC	X		320

C-2. Title not used.

Paragraph not used.

Appendix D
EXAMPLE OF A PARTIAL COMPLETION LETTER

D-1. Example of a Partial Completion Letter

Paragraph not used.

(Enter Office Symbol)

(Enter Date)

TO WHOM IT MAY CONCERN:

This is to certify that _____ was enrolled in the Army
(Name)

Apprenticeship Program for _____
(Name of Occupational Skill Area)

_____ During this period _____ to _____. During that period
(Registration Number) (Date) (Date)

he successfully completed the following hours:

<i>Work Process</i>	<i>Hours</i>
A	_____
B	_____
_____	_____
_____	_____

Army Apprentice Programs are registered with the US Department of Labor and the fact that this individual did participate can be verified with the Bureau of Apprenticeship and Training, Patrick Henry Building, Washington, DC 20213, or by contacting Headquarters, TRADOC, ATTN: ATPL-AGE, Fort Monroe, VA, 23651.

Sincerely,

ESO's SIGNATURE BLOCK

Figure D. Example of a Partial Completion Letter

D-2. Title not used.

Paragraph not used.

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