

# VETERANS IN PIPING (VIP) HVAC/R PROGRAM SCREENING SHEET CHECKLIST

Hampton Roads - Norfolk: VIP HVAC/R program's screening sheet is utilized to ensure applicants meet the minimum standards required for selection into the VIP program. Seats are limited to 10 qualified applicants only. Applicants failing to meet the necessary requirements are not eligible for selection.

Classes are 118 days. Authorization via Commander signature on this application is required. Commands agree not to assign Service member any duty or responsibilities conflicting with VIP classroom or on-the-job training evolutions.

Yes/No:

## MANDATORY REQUIREMENTS

- Applicant possesses a current driver's license and has adequate transportation to ensure attendance. A 3-year driving record must be provided at interview. Disqualifying Factors: DUI & more than one speeding ticket
- Applicant completed, or will complete, all Transition Assistance Program requirements prior to start of training
- Applicant will be within 180 days from separation (EAOS/EAS) when in-class training commences, and have sufficient time left in service to complete program prior to separation. Approval to participate past enlistment may be authorized by training provider.
- Applicant has normal color vision.
- Applicant must be recommended for advancement or promotion and retention on most recent evaluation or fitness report.
- Applicant is in good physical condition, able to lift 50 lbs., enduring long days standing, kneeling, bending, and working in a hazardous construction type environment. Please note, if medical separation is pending, eligibility criteria may be different. Contact your local Education and Employment Initiative (E21) Coordinator to learn about additional support services available. <http://warriorcare.dodlive.mil/carecoordination/e2i/>
- Applicant's command will assign 118 days of non-funded TAD orders directing Service member to report to the designated location for classes and on-the-job training and/or additional paperwork as required by the Service branch.
- Upon successful completion of program, Service member will coordinate with parent command to receive appropriate Service Record entry to document successful course completion and complete the checkout process.
- Applicant meets all requirements IAW DoD 1322.29 and individual Service branch instructions.  
\*\*Navy must comply with additional eligibility criteria outlined in NAVADMIN 160/22 and 064/23.

Yes/No:

## RECOMMENDED SKILLS (NOT REQUIRED)

- Possesses strong basic mathematical skills.
- Familiar with basic hand and power tools and the safe operation of each.
- Has HVAC experience.
- Is mechanically inclined.
- Has construction experience.

Please return completed applications to James Kinney, VIP Instructor at [JKinney@uanet.org](mailto:JKinney@uanet.org)

# VETERANS IN PIPING (VIP) HVAC/R PROGRAM APPLICATION

The United Association, Veterans in Piping (VIP), HVAC/R program offers military personnel with no previous HVAC experience, an opportunity to learn and earn certifications in this industry. In coordination with Navy Region Mid-Atlantic, this fully funded (free to Service members) HVAC/R training program is supported by the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry (UA). This opportunity is restricted to 10 Service members who will be carefully screened and selected to attend an 118-day formal course(s) in HVAC/R instruction. A combination of traditional classroom and on-the-job training is required. All UA Apprentices will receive a strong general education background with core competencies in mathematics, mechanical drawing, reading and interpreting drawings and specifications, calculations, fabrication, and installation of systems according to state building codes, all under the direct supervision of a mechanical engineer. Successful completion of this program leads to direct entry into an apprenticeship program with UA affiliated employers and up to one year of credits earned toward the apprenticeship. The United Association offers great wages, cutting-edge training and benefits including medical, dental and retirement/pension programs for those joining our ranks. Service members successfully completing and certifying in this training program will be offered an apprenticeship in the piping industry. Successful completion of an apprenticeship program leads to employment with unlimited earning potential, excellent wages, and benefits. NOTICE: The United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry (UA) is a non-federal agency not part of the DoD or any of its components. UA does not have any government status. Neither the United States Navy nor Navy Region Mid-Atlantic formally endorses UA or its Affiliates.

## ACTIVE DUTY APPLICANT INFORMATION

**Rank:**                      **Last Name:**                      **First Name:**                      **M.I.:**

**Command:**                      **Rate/MOS:**                      **Separation Date (EAOS/EAS):**                      **Target Class Date:**

**Home Phone:**                      **Work Phone:**                      **Email:**

### Command Approval

Ultimate approval rests with CO/OIC (O-4 or above) with NJP authority

-This authority may NOT be delegated

- Commanders may rescind approval and recall Sailors

**Name (Print):**                      **Signature:**                      **Date:**

Please provide a Command  
POC (Name/Phone/Email)  
for notification purposes:

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# VETERANS IN PIPING (VIP) HVAC/R PROGRAM APPLICATION

**All applicants must read and initial the following statements indicating they fully understand the restrictions and policies governing the screening process for the Veteran in Piping (VIP) HVAC/R program. Applicants failing to meet the requirements will not be considered for acceptance.**

- a. I understand my participation in the United Association, Veterans in Piping (VIP) HVAC/R SkillBridge program does not carry additional obligatory military service.
- b. I understand enrollment represents a commitment to attend all required classes and on-the-job training sessions. The classroom will be my appointed place of duty and failure to attend classes may result in a charge of unauthorized absence. Unexcused absences will be reported directly to my command. Official documentation may be required.
- c. I will provide my own transportation to class in NAVSTA Norfolk Building LP20, as well as provide my own pens, pencils, and writing paper required for this course.
- d. I understand normal color vision and eyeglasses are allowed; contacts are not permitted during welding operations.
- e. I acknowledge I am in good physical condition and able to lift 50 lbs., and can endure many hours of prolonged standing, kneeling, bending, or working in a hazardous construction type environment.
- f. No foul/obscene language will be spoken in the classroom or educational facility. The use of tobacco products (including chewing tobacco) is not permitted in the classroom. Smoking is restricted to designated areas. Harassment of teachers, student, or staff will not be tolerated. I understand my service branch's dress code. Military bearing and courtesies will be maintained at all times.
- g. Safety regulations mandate black, steel-toed leather boots for participation in the VIP Program. If accepted into the program, I agree to purchase the appropriate safety work boots prior to the start of class
- h. I will not be excused for separation/retirement appointments during class hours unless pre-authorized by the instructor. All personal business must be completed after hours.
- i. I acknowledge that my command is permitted to terminate my participation in this program by my CO/OIC (O-4 or above) with NJP authority by their discretion, and that the VIP Instructor may also dis-enroll me from training due to performance and/or attendance issues. Command notification will occur and I must immediately report back to work.
- j. I am fully aware of the screening process and have met the screening requirements mandated for consideration and acceptance into this program. I understand submission of my information is voluntary to allow the VIP Program to determine my eligibility and consider me for enrollment in the program.
- k. I understand any questions or problems regarding program requirements, attendance, or program instructors should be directed to Regional Work and Family Life Coordinator, Douglas Morfeld: 757-275-6915 [douglas.j.morfeld.civ@us.navy.mil](mailto:douglas.j.morfeld.civ@us.navy.mil)
- l. I understand that this application, once approved, must be emailed to VIP Instructor, James Kinney at [JKinney@uanet.org](mailto:JKinney@uanet.org)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Service Member's Signature)

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