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| OFFICE OF APPRENTICESHIPBULLETIN | **NO.**2025-95 |
| **DATE**May 20, 2025 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

 OFFICE OF APPRENTICESHIP STAFF

 STATE APPRENTICESHIP AGENCIES

**FROM:** MEGAN BAIRD /s/

 Acting Administrator, Office of Apprenticeship

**SUBJECT:** New National Occupational Framework (NOF) Apprenticeable Occupation:

Systems Administrator

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new National Occupational Framework (NOF) to an apprenticeable occupation: Systems Administrator.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Systems Administrator will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**

Summary – The occupation Systems Administrator was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Joseph P. Taylor, Program Analyst, and approved by the OA Acting Administrator on May 20, 2025.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions, and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the competency-based training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards. Within certain limits, the sponsors of NOF apprenticeship programs are permitted to customize the job functions or competencies contained in a NOF for the Systems Administrator occupation.

However, OA encourages the use of all core competencies to be included in the approved WPS.

Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New NOF Apprenticeable Occupation.** The occupation Systems Administrator was submitted for an apprenticeability determination.

Systems Administrator
O\*NET-SOC CODE: 15-1244.00.00

RAPIDS Code: 3022

Type of Training: Hybrid, Time-Based, Competency-Based

Term Length: Time-based 2,000 hours, Hybrid 2,000-3,000 hours; Competency-Based 1 year

Systems Administrator performs the following duties:

* Monitors network services to identify issues with the network system or the computer and server systems to diagnose or troubleshoot network connectivity issues, computer and server breakdowns, and assess the need for maintenance.
* Diagnoses or troubleshoots software issues, evaluating the need for updates to software based on the client’s business requirements.
* Performs routine maintenance on networks and computer and server systems related to network connectivity issues and computer and server breakdowns.
* Deploys new hardware and network installations as needed, according to needs assessment, performance testing, and other metrics evaluating performance and resource use.
* Deploys routine organization-wide software and patch updates using package management tools.
1. **Inquiries.** If you have any questions, please contact Joseph P. Taylor, Program Analyst, Division of Standards and Quality at (202) 693-3960 or Taylor.Joseph.P@dol.gov .
2. **Attachments.**

