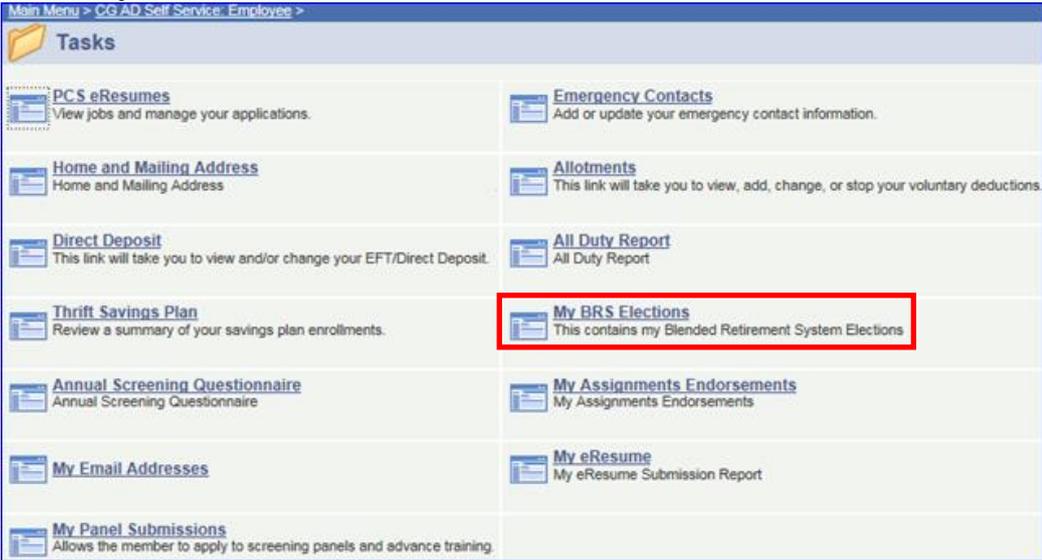


Checking the Status of a BRS Opt-in Request

Introduction This guide provides the procedures for a member to check the status of their BRS Opt-in Request in Direct Access. There are two ways to check the status. Both will be shown below.

Note: This only works if the member Opted-in using Self Service in Direct Access. If they submitted a paper form, they will need to call PPC/submit a ticket to check their status.

Procedures See below.

Step	Action
1	<p>The quickest way to check the status of your BRS Opt-in request is to look in the same place the transaction was entered. From the Tasks column of the Employee pagelet, select the 11 More... link.</p>  <p>The screenshot shows the 'Employee' pagelet with a 'Tasks' column. The '11 More...' link is highlighted with a red box. Other links in the 'Tasks' column include: Profile, PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, View, My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 6 More...</p>
2	<p>Select My BRS Elections.</p>  <p>The screenshot shows the 'Tasks' pagelet with a grid of tasks. The 'My BRS Elections' task is highlighted with a red box. Other tasks include: PCS eResumes, Emergency Contacts, Home and Mailing Address, Allotments, Direct Deposit, All Duty Report, Thrift Savings Plan, My BRS Elections, Annual Screening Questionnaire, My Assignments Endorsements, My Email Addresses, My eResume, and My Panel Submissions.</p>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

Procedures,
continued

Step	Action
3	<p>The My BRS Elections page will display. The Status will show one of the following:</p> <p>Pending (the request has been routed, but not approved/denied yet):</p> <div data-bbox="327 633 1369 1339" style="border: 1px solid blue; padding: 5px;"> <p>My BRS Elections</p> <p>David Beckham 1234567 Status: Pending</p> <p>You must answer all the questions below with YES in order for the enrollment to proceed. Once you have answered all the questions and select SUBMIT to enter the Blended Retirement System you will receive an email confirmation that your request is under review to ensure eligibility. Once the review of your request is complete, you will receive an email notification stating you are enrolled in the BRS or ineligible for the BRS.</p> <p>1. I have completed the Blended Retirement System opt-in training and /or have acquired the necessary financial knowledge to make an informed decision to opt-in to the Blended Retirement System.</p> <p>I acknowledge that I am making an informed decision as it relates to my BRS election. Yes <input type="checkbox"/></p> <hr/> <p>2. I understand that once I make the election to opt-in to the Blended Retirement System, this election cannot be changed and I will no longer be eligible for the legacy High Three Retirement System.</p> <p>I acknowledge that I cannot change my election once submitted. Yes <input type="checkbox"/></p> <hr/> <p>3. I understand that this decision to Opt-In to the Blended Retirement System is effective on the date that I submit this election.</p> <p>I acknowledge that my election will be effective as of the date below. Yes <input type="checkbox"/></p> <p>BRS Entry Date: <input type="text" value="10/17/2017"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> </p> </div>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

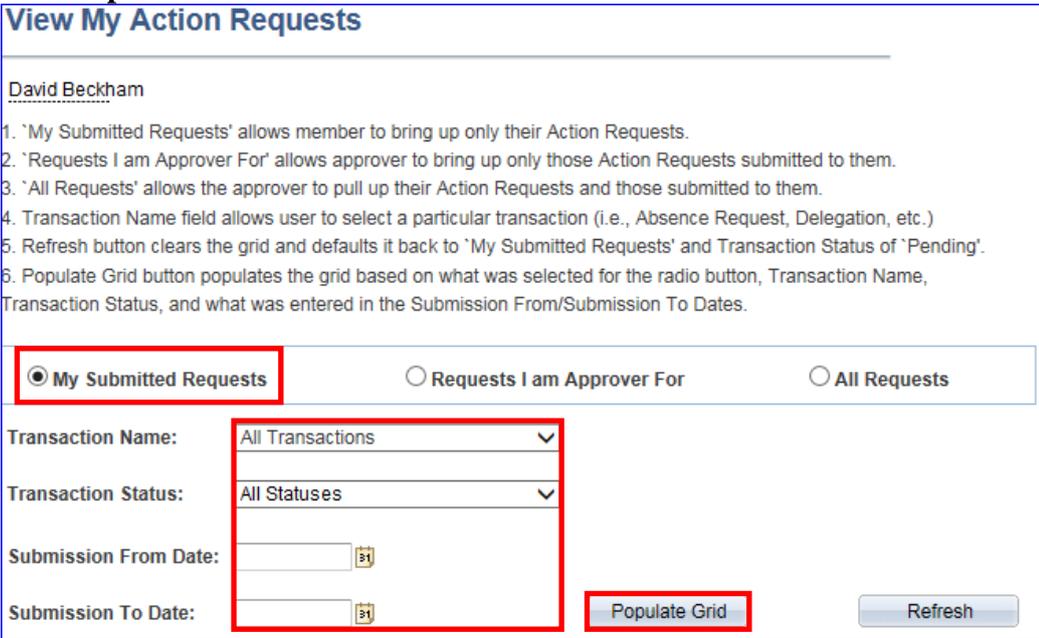
Procedures,
continued

Step	Action
<p>3 (cont.)</p>	<p>Approved (the request has been approved):</p> <div data-bbox="327 526 1305 1182"> <p>My BRS Elections</p> <p>David Beckham 1234567 Status: Approved</p> <p>You must answer all the questions below with YES in order for the enrollment to proceed. Once you have answered all the questions and select SUBMIT to enter the Blended Retirement System you will receive an email confirmation that your request is under review to ensure eligibility. Once the review of your request is complete, you will receive an email notification stating you are enrolled in the BRS or ineligible for the BRS.</p> <p>1. I have completed the Blended Retirement System opt-in training and /or have acquired the necessary financial knowledge to make an informed decision to opt-in to the Blended Retirement System.</p> <p>I acknowledge that I am making an informed decision as it relates to my BRS election. <input type="text" value="Yes"/></p> <hr/> <p>2. I understand that once I make the election to opt-in to the Blended Retirement System, this election cannot be changed and I will no longer be eligible for the legacy High Three Retirement System.</p> <p>I acknowledge that I cannot change my election once submitted. <input type="text" value="Yes"/></p> <hr/> <p>3. I understand that this decision to Opt-In to the Blended Retirement System is effective on the date that I submit this election.</p> <p>I acknowledge that my election will be effective as of the date below. <input type="text" value="Yes"/></p> <p>BRS Entry Date: <input type="text" value="10/17/2017"/></p> <p><input type="button" value="Save"/> <input type="button" value="Submit"/></p> </div> <p>Denied (the request has been denied):</p> <div data-bbox="327 1243 1305 1899"> <p>My BRS Elections</p> <p>David Beckham 1234567 Status: Denied</p> <p>You must answer all the questions below with YES in order for the enrollment to proceed. Once you have answered all the questions and select SUBMIT to enter the Blended Retirement System you will receive an email confirmation that your request is under review to ensure eligibility. Once the review of your request is complete, you will receive an email notification stating you are enrolled in the BRS or ineligible for the BRS.</p> <p>1. I have completed the Blended Retirement System opt-in training and /or have acquired the necessary financial knowledge to make an informed decision to opt-in to the Blended Retirement System.</p> <p>I acknowledge that I am making an informed decision as it relates to my BRS election. <input type="text" value="Yes"/></p> <hr/> <p>2. I understand that once I make the election to opt-in to the Blended Retirement System, this election cannot be changed and I will no longer be eligible for the legacy High Three Retirement System.</p> <p>I acknowledge that I cannot change my election once submitted. <input type="text" value="Yes"/></p> <hr/> <p>3. I understand that this decision to Opt-In to the Blended Retirement System is effective on the date that I submit this election.</p> <p>I acknowledge that my election will be effective as of the date below. <input type="text" value="Yes"/></p> <p>BRS Entry Date: <input type="text" value="10/17/2017"/></p> <p><input type="button" value="Save"/> <input type="button" value="Submit"/></p> </div>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

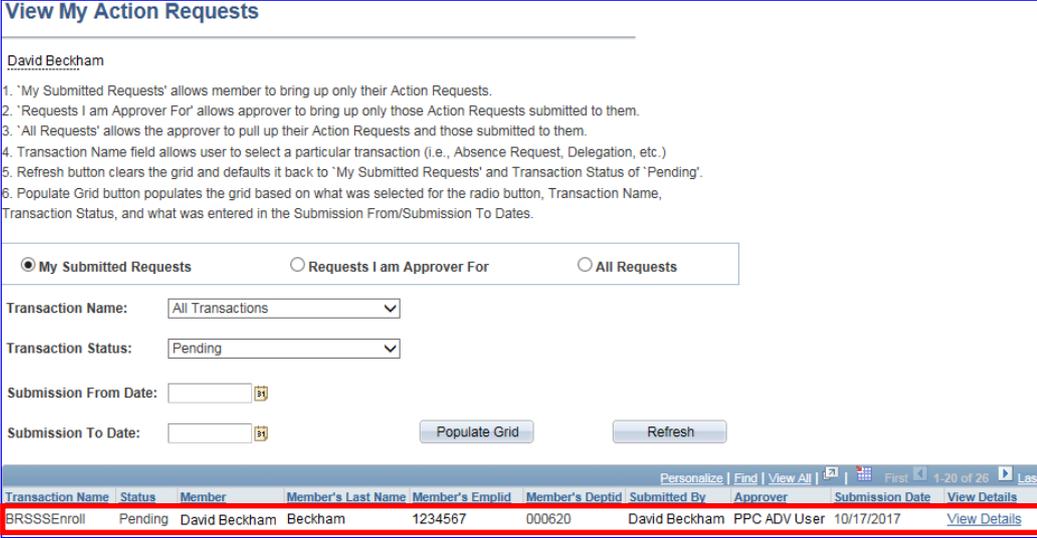
Procedures,
continued

Step	Action
<p>4</p>	<p>The other place where the status can be checked is from the Requests tab. Click View My Requests (all types).</p>  <p>The screenshot shows the United States Coast Guard Self Service Requests interface. At the top, there are navigation tabs: 'My Page', 'Self Service', and 'Requests' (which is highlighted with a red box). Below these are links for 'Content' and 'Layout'. The main section is titled 'Self Service Requests' and contains several links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)' (highlighted with a red box), 'Submit a Drill Request', and 'User Access Request'.</p>
<p>5</p>	<p>The View My Action Requests page will display. Leave the My Submitted Requests radio button selected, enter specific parameters (if applicable), then click Populate Grid.</p>  <p>The screenshot shows the 'View My Action Requests' page for user David Beckham. It includes a list of instructions: <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. Below the instructions are three radio buttons: 'My Submitted Requests' (selected and highlighted with a red box), 'Requests I am Approver For', and 'All Requests'. There are also dropdown menus for 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'All Statuses'). At the bottom, there are date fields for 'Submission From Date' and 'Submission To Date', a 'Populate Grid' button (highlighted with a red box), and a 'Refresh' button. </p>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

Procedures,
continued

Step	Action																				
6	<p>Locate the BRSSSEnroll Transaction Name and click the View Details link.</p>  <p>View My Action Requests</p> <p>David Beckham</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p><input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>BRSSSEnroll</td> <td>Pending</td> <td>David Beckham</td> <td>Beckham</td> <td>1234567</td> <td>000620</td> <td>David Beckham</td> <td>PPC ADV User</td> <td>10/17/2017</td> <td>View Details</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details	BRSSSEnroll	Pending	David Beckham	Beckham	1234567	000620	David Beckham	PPC ADV User	10/17/2017	View Details
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details												
BRSSSEnroll	Pending	David Beckham	Beckham	1234567	000620	David Beckham	PPC ADV User	10/17/2017	View Details												

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

Procedures,
continued

Step	Action
7	<p>The Action Request page will display. The Status will show one of the following:</p> <p>Pending (the request has been routed, but not approved/denied yet):</p> <div data-bbox="327 638 1197 1489" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>BRS Self Service Enrollment</p> <p>Beckham, David</p> <hr/> <p>Request Details</p> <p>BRS Enrollment Dt: 10/17/2017 </p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Certify Eligibility</p> <p>Request Status Pending</p> <p>First Approval</p> <p>Pending</p> <p> Multiple Approvers BRS Member Eligibility</p> <p>Approve for BRS</p> <p>Request Status Awaiting Further Approvals</p> <p>Final Approval</p> <p>Not Routed</p> <p> Multiple Approvers BRS Entry Approvers</p> </div>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

Procedures,
continued

Step	Action
7 (cont.)	<p data-bbox="327 495 922 528">Approved (the request has been approved):</p> <div data-bbox="327 528 1225 1391" style="border: 1px solid blue; padding: 5px;"><p data-bbox="327 528 566 562">Action Request</p><p data-bbox="368 577 710 611">BRS Self Service Enrollment</p><p data-bbox="368 622 528 656">Beckham, David</p><hr/><p data-bbox="368 674 528 707">Request Details</p><p data-bbox="368 707 678 741">BRS Enrollment Dt: 10/17/2017</p><hr/><p data-bbox="391 775 491 808">Comment: <input data-bbox="568 763 1225 846" type="text"/></p><p data-bbox="384 864 783 898"><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p><p data-bbox="327 909 544 943">Certify Eligibility</p><div data-bbox="391 954 1217 1137" style="border: 1px solid lightblue; padding: 5px;"><p data-bbox="406 954 794 987">Request Status Approved</p><p data-bbox="391 999 518 1032">First Approval</p><div data-bbox="406 1032 671 1137" style="border: 1px solid lightgreen; padding: 5px;"><p data-bbox="406 1032 518 1066">Approved</p><p data-bbox="422 1066 662 1137">✔ PPC ADV User BRS Member Eligibility 10/17/17 - 11:14 AM</p></div></div><p data-bbox="327 1149 550 1182">Approve for BRS</p><div data-bbox="391 1193 1217 1391" style="border: 1px solid lightblue; padding: 5px;"><p data-bbox="406 1193 794 1227">Request Status Approved</p><p data-bbox="391 1238 518 1272">Final Approval</p><div data-bbox="406 1272 662 1377" style="border: 1px solid lightgreen; padding: 5px;"><p data-bbox="406 1272 518 1305">Approved</p><p data-bbox="422 1305 646 1377">✔ PPC MAS Sup BRS Entry Approvers 10/17/17 - 11:18 AM</p></div></div></div>

Continued on next page

Checking the Status of a BRS Opt-in Request, Continued

Procedures,
continued

Step	Action
<p>7 (cont.)</p>	<p>Denied (the request has been denied):</p> <div data-bbox="327 526 1311 1473" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>BRS Self Service Enrollment</p> <p>Beckham, Victoria</p> <hr/> <p>Request Details</p> <p>BRS Enrollment Dt: 10/17/2017 </p> <p>Comment: Member is not eligible due to insufficient time in service.</p> <p> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <p>Certify Eligibility</p> <p>Request Status Denied</p> <p>First Approval</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p> PPC ADV User BRS Member Eligibility 10/17/17 - 1:15 PM</p> </div> <p>Approve for BRS</p> <p>Request Status Denied</p> <p>Final Approval</p> <div style="border: 1px solid pink; padding: 2px;"> <p>Terminated</p> <p> Multiple Approvers BRS Entry Approvers</p> </div> </div>