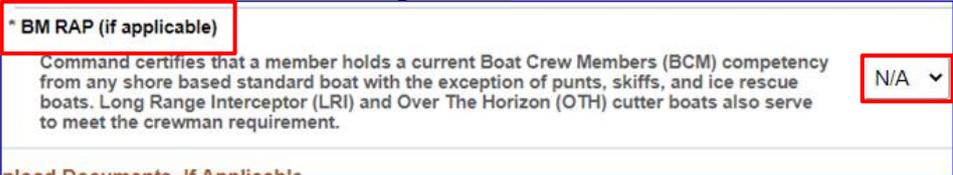


Approving A School Requests

Overview

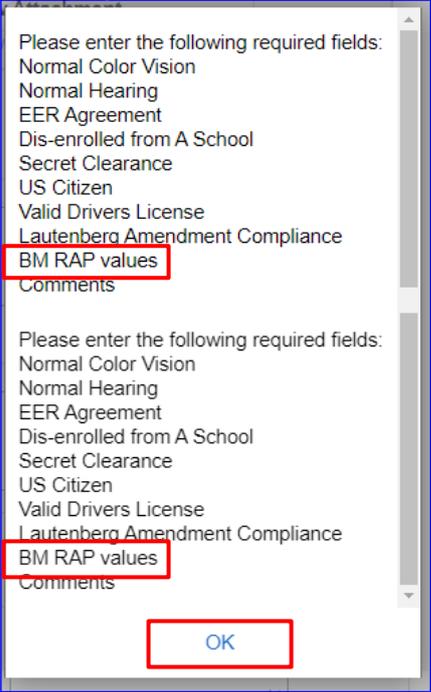
Introduction This guide provides the procedures for approving an A School request submitted by a member in Direct Access (DA).

Known Issue ***BM RAP (if applicable) drop-down.**



The screenshot shows a form field with the label "* BM RAP (if applicable)". The field contains the text: "Command certifies that a member holds a current Boat Crew Members (BCM) competency from any shore based standard boat with the exception of punts, skiffs, and ice rescue boats. Long Range Interceptor (LRI) and Over The Horizon (OTH) cutter boats also serve to meet the crewman requirement." To the right of the text is a dropdown menu with "N/A" selected.

A selection MUST BE MADE from this drop-down. Ignore the (if applicable) wording. It is a required field for submitting for approval. If any of the fields are skipped, this warning message displays, and it doesn't specify which field was skipped. Click **OK** and verify all fields are completed.



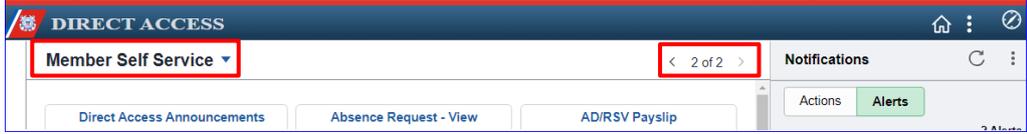
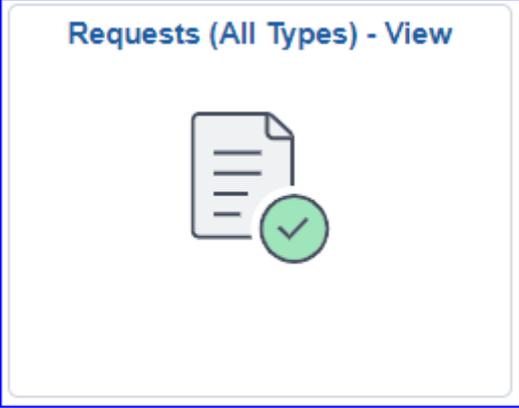
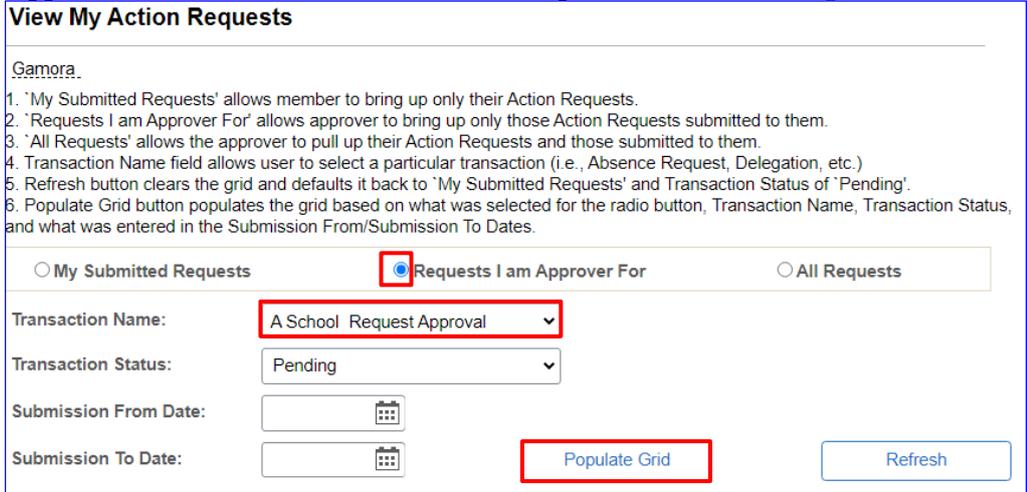
Contents

Topic	See Page
Supervisor's Approval	2
Unit Command Approval	7

Supervisor's Approval

Introduction This section provides the procedures for approving a member's A School request.

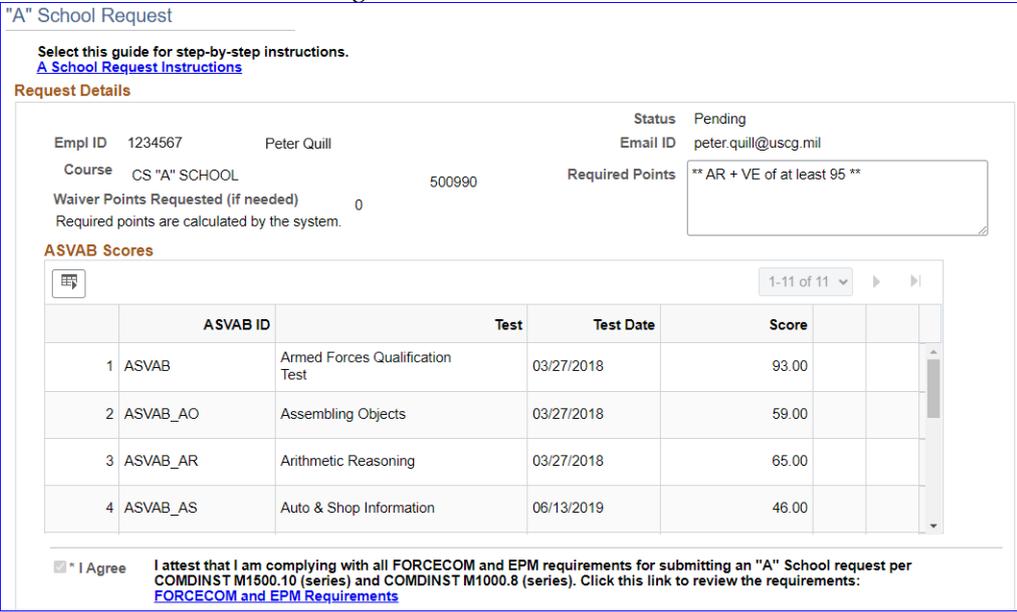
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<p>Click the Requests I am Approver For radio button, select A school Request Approval from the Transaction Name drop-down and click Populate Grid.</p>  <p>View My Action Requests</p> <p>Gamora.</p> <ol style="list-style-type: none"> 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.

Continued on next page

Supervisor's Approval, Continued

Procedures,
continued

Step	Action																																													
4	<p>Click the Approve/Deny link for the appropriate member's request.</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>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>A School Request</td> <td>Pending</td> <td>Peter Quill</td> <td>Quill</td> <td>1234567</td> <td>038622</td> <td>Peter Quill</td> <td>Gamora</td> <td>2024/02/21</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	A School Request	Pending	Peter Quill	Quill	1234567	038622	Peter Quill	Gamora	2024/02/21	Approve/Deny																									
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5	<p>Verify the member completed all the required fields and scroll down the page to the section below the <i>I Agree</i> statement.</p>  <p>"A" School Request</p> <p>Select this guide for step-by-step instructions. A School Request Instructions</p> <p>Request Details</p> <table border="1"> <tr> <td>Empl ID</td> <td>1234567</td> <td>Peter Quill</td> <td>Status</td> <td>Pending</td> </tr> <tr> <td>Email ID</td> <td colspan="2"></td> <td>Email ID</td> <td>peter.quill@uscg.mil</td> </tr> <tr> <td>Course</td> <td>CS "A" SCHOOL</td> <td>500990</td> <td>Required Points</td> <td>** AR + VE of at least 95 **</td> </tr> <tr> <td>Waiver Points Requested (if needed)</td> <td colspan="4">0 Required points are calculated by the system.</td> </tr> </table> <p>ASVAB Scores</p> <table border="1"> <thead> <tr> <th></th> <th>ASVAB ID</th> <th>Test</th> <th>Test Date</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ASVAB</td> <td>Armed Forces Qualification Test</td> <td>03/27/2018</td> <td>93.00</td> </tr> <tr> <td>2</td> <td>ASVAB_AO</td> <td>Assembling Objects</td> <td>03/27/2018</td> <td>59.00</td> </tr> <tr> <td>3</td> <td>ASVAB_AR</td> <td>Arithmetic Reasoning</td> <td>03/27/2018</td> <td>65.00</td> </tr> <tr> <td>4</td> <td>ASVAB_AS</td> <td>Auto & Shop Information</td> <td>06/13/2019</td> <td>46.00</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> I Agree I attest that I am complying with all FORCECOM and EPM requirements for submitting an "A" School request per COMDINST M1500.10 (series) and COMDINST M1000.8 (series). Click this link to review the requirements: FORCECOM and EPM Requirements</p>	Empl ID	1234567	Peter Quill	Status	Pending	Email ID			Email ID	peter.quill@uscg.mil	Course	CS "A" SCHOOL	500990	Required Points	** AR + VE of at least 95 **	Waiver Points Requested (if needed)	0 Required points are calculated by the system.					ASVAB ID	Test	Test Date	Score	1	ASVAB	Armed Forces Qualification Test	03/27/2018	93.00	2	ASVAB_AO	Assembling Objects	03/27/2018	59.00	3	ASVAB_AR	Arithmetic Reasoning	03/27/2018	65.00	4	ASVAB_AS	Auto & Shop Information	06/13/2019	46.00
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Supervisor's Approval, Continued

Procedures,
continued

Step	Action																														
6	<p>This section will display in 2 steps. Complete and select the appropriate options for the fields highlighted below, if applicable:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Waiver Granted By</th> <th style="width: 20%;">CO/OIC</th> <th style="width: 40%;">Waiver Points</th> </tr> </thead> <tbody> <tr> <td>* Does Member have normal color vision?</td> <td>Yes ▾</td> <td>Date of Exam 02/14/2024 </td> </tr> <tr> <td>* Does Member have normal hearing?</td> <td>Yes ▾</td> <td>Date of Exam 02/14/2024 </td> </tr> <tr> <td colspan="2">Member is eligible and recommended for advancement to attend Class "A" School.</td> <td>* I Agree: <input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2">* Has Member been dis-enrolled from an 'A' School within the last 12 months?</td> <td>No ▾</td> </tr> <tr> <td>* Secret Clearance</td> <td>N/A ▾</td> <td>* Is Member a US Citizen? Yes ▾</td> </tr> <tr> <td colspan="2"> AMT, AET, AST ONLY: Date flight physical initiate with medical personnel. You will have 1 year to complete both Parts 1 and 2 of the flight physical, otherwise your name will be removed from the "A" school list. </td> <td></td> </tr> <tr> <td colspan="3"> AST ONLY: Command signed Physical Assessment form must be uploaded. The PFA form is available on the AST RFMC's Sharepoint page. Attachments can be uploaded to this request </td> </tr> <tr> <td colspan="2">* ME RATING ONLY - Valid Drivers License</td> <td>N/A</td> </tr> <tr> <td colspan="2">* ME & GM RATINGS ONLY - Lautenberg Amendment Compliance If Yes, upload signed DD2760</td> <td>N/A</td> </tr> </tbody> </table>	Waiver Granted By	CO/OIC	Waiver Points	* Does Member have normal color vision?	Yes ▾	Date of Exam 02/14/2024	* Does Member have normal hearing?	Yes ▾	Date of Exam 02/14/2024	Member is eligible and recommended for advancement to attend Class "A" School.		* I Agree: <input checked="" type="checkbox"/>	* Has Member been dis-enrolled from an 'A' School within the last 12 months?		No ▾	* Secret Clearance	N/A ▾	* Is Member a US Citizen? Yes ▾	AMT, AET, AST ONLY: Date flight physical initiate with medical personnel. You will have 1 year to complete both Parts 1 and 2 of the flight physical, otherwise your name will be removed from the "A" school list.			AST ONLY: Command signed Physical Assessment form must be uploaded. The PFA form is available on the AST RFMC's Sharepoint page. Attachments can be uploaded to this request			* ME RATING ONLY - Valid Drivers License		N/A	* ME & GM RATINGS ONLY - Lautenberg Amendment Compliance If Yes, upload signed DD2760		N/A
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Supervisor's Approval, Continued

Procedures,
continued

Step	Action						
7	<ul style="list-style-type: none"> • BM RAP (if applicable) – Select an appropriate answer from the drop-down. REQUIRED FIELD • Add Attachment – Click to upload any necessary documents. • System Warning Messages – Displays information that may or may not impact the request. • Endorser – Enter your Unit Command Approvers Empl ID. • I am the Command Endorser – Leave blank. • Comments/Waiver Justification – Enter a required statement. <p>Click Submit.</p> <p>NOTE: If denied, provide a reason for the denial and the member must resubmit an entirely new request to begin the process again.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>* BM RAP (if applicable) Command certifies that a member holds a current Boat Crew Members (BCM) competency from any shore based standard boat with the exception of punts, skiffs, and ice rescue boats. Long Range Interceptor (LRI) and Over The Horizon (OTH) cutter boats also serve to meet the crewman requirement. N/A ▾</p> <p>▼ Upload Documents, If Applicable</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">View Attachment</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="text-align: center;">View Attachment</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p style="text-align: center;">Add Attachment</p> <p>System Warning Messages</p> <div style="border: 1px solid red; padding: 5px; min-height: 30px;"> Member current grade is E5 (30016,18) </div> <p>Endorsements</p> <p>Endorser 2345678 <input type="text"/> Drax Rank E7</p> <p>I am the Command Endorser: <input style="border: 1px solid red;" type="checkbox"/></p> <p>Deny Reason ▾</p> <p>* Comments/Waiver Justification</p> <div style="border: 1px solid red; padding: 5px; min-height: 30px;"> This member is a qualified candidate. </div> <p style="text-align: center;"> Submit Deny </p> </div>	Description	View Attachment		1	View Attachment	-
Description	View Attachment						
1	View Attachment	-					

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Supervisor's Approval, Continued

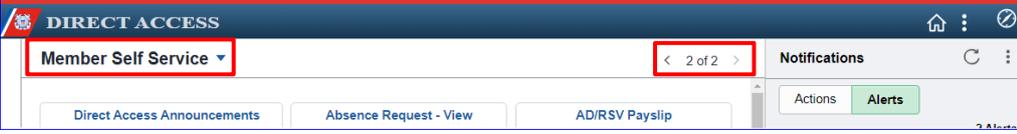
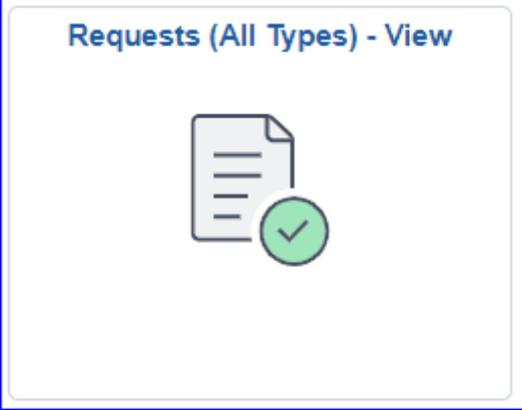
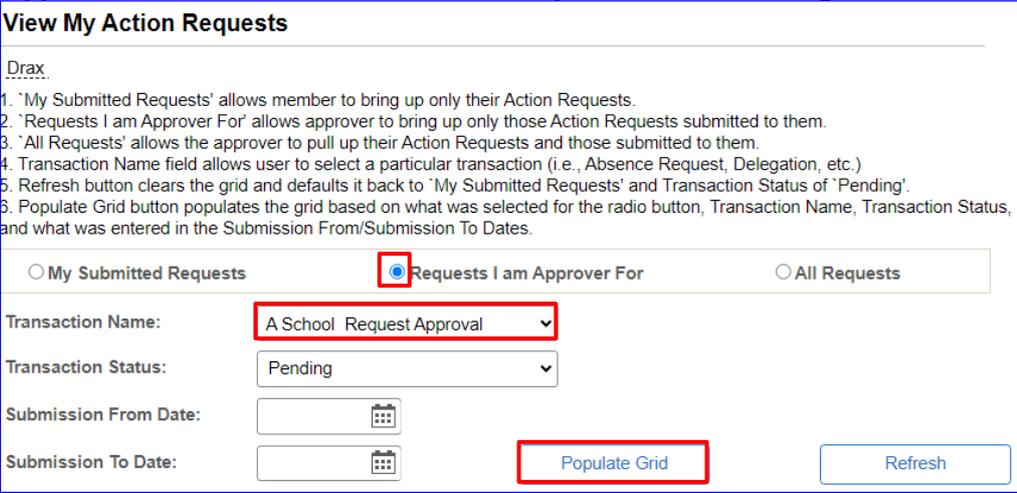
Procedures,
continued

Step	Action
8	<p>The Supervisor's status will update to Approved and the Request Routing status will display Pending and be routed to the CO tree for approval.</p> <div data-bbox="352 562 1369 999" style="border: 1px solid blue; padding: 5px;"> <p>A School Request Routing</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Path</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid green; padding: 5px; background-color: #e8f5e9;"> <p>Approved</p> <p>Gamora Initial Endorser 02/21/24 - 9:51 AM</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Pending</p> <p>DRAX Inserted Approver</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Not Routed</p> <p>Multiple Approvers A School EPM Approver</p> </div> </div> <p>Comments</p> <p>GAMORA at 02/21/24 - 9:51 AM This member is a qualified candidate.</p> <hr/> <p>Peter Quill at 02/21/24 - 8:47 AM Please approve this request for CS A-School.</p> </div>

Unit Command Approval

Introduction This section provides the procedures for the selected Unit Command Approver (CO/OIC/XO/XPO) to approve and forward the request to EPM or RFMC.

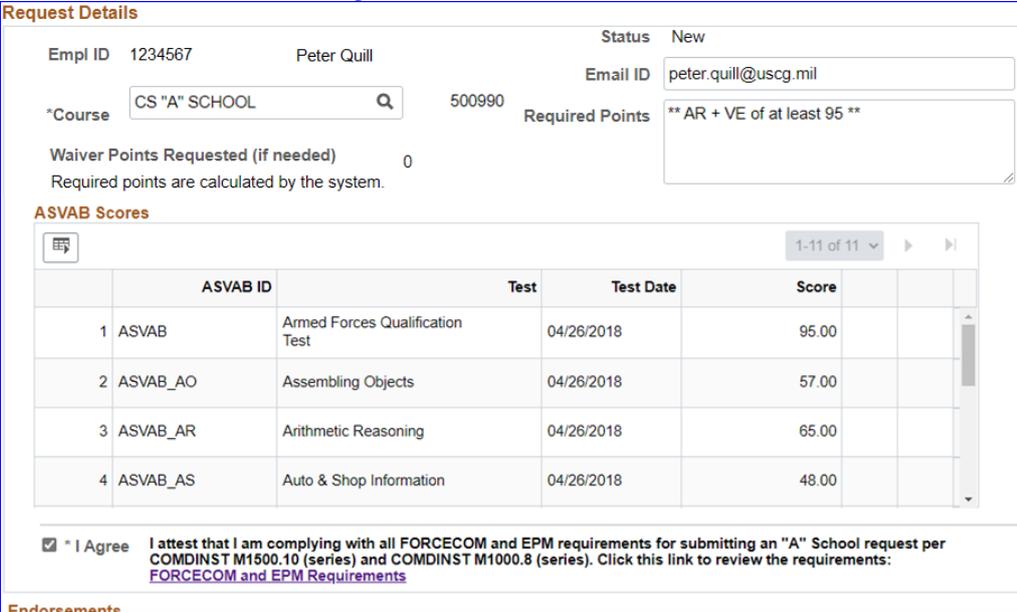
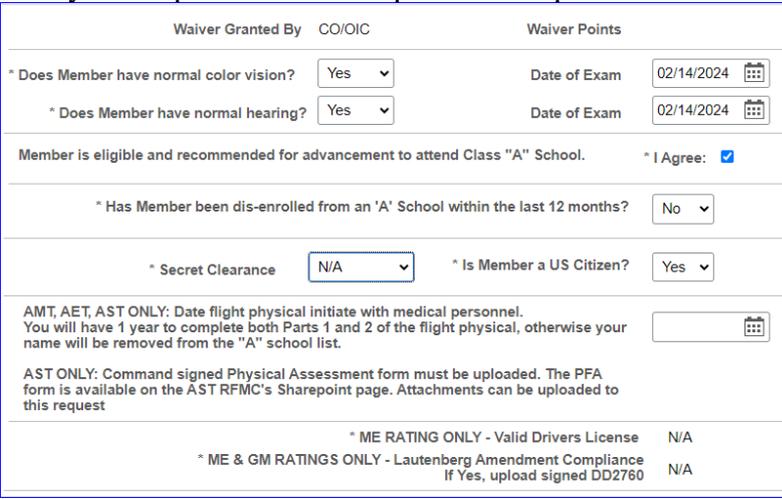
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<p>Click the Requests I am Approver For radio button, select A school Request Approval from the Transaction Name drop-down and click Populate Grid.</p>  <p>View My Action Requests</p> <p>Drax</p> <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. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: A School Request Approval</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> Populate Grid Refresh </p>

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Unit Command Approval, Continued

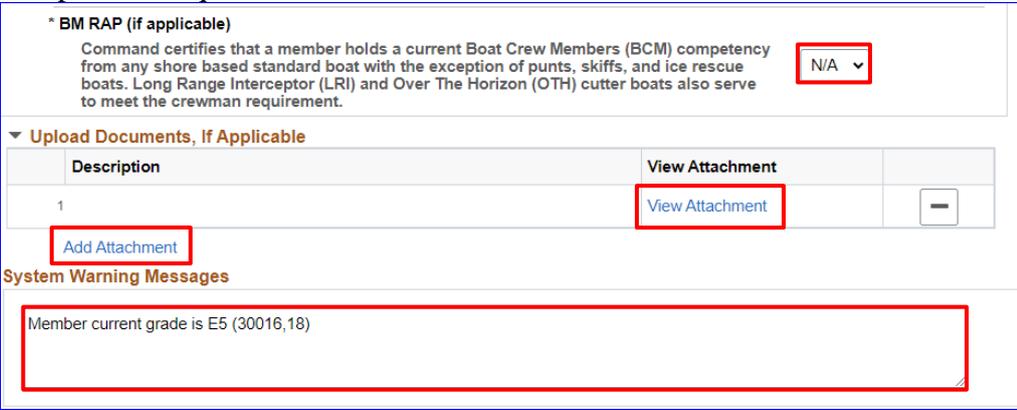
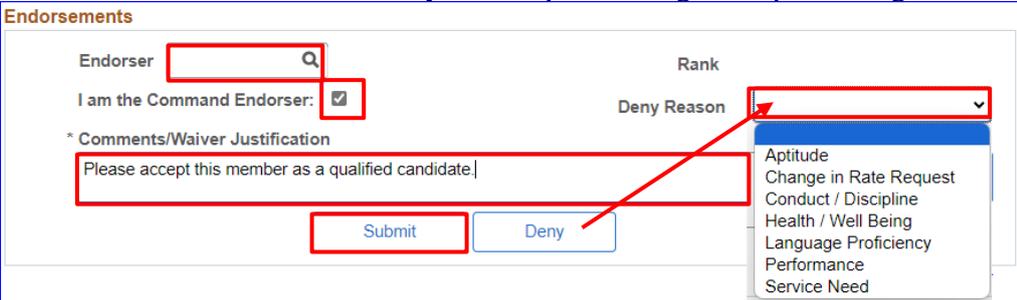
Procedures,
continued

Step	Action
4	<p>Click the Approve/Deny link for the appropriate member's request.</p> 
5	<p>Verify the member completed all the required fields and scroll down the page to the section below the <i>I Agree</i> statement.</p> 
6	<p>Verify the Supervisor has completed all required fields.</p> 

Continued on next page

Unit Command Approval, Continued

Procedures,
continued

Step	Action
7	<ul style="list-style-type: none"> • BM RAP (if applicable) – Verify the supervisor selected the correct option. REQUIRED FIELD • Upload Documents, If Applicable – To view a document, click View Attachment. To add a document to the request, click Add Attachment. • System Warning Messages – Displays information that may or may not impact the request. 
8	<ul style="list-style-type: none"> • Endorser – Leave blank. • I am the Command Endorser – Check the box. • Comments/Waiver Justification – Enter a required statement. <p>Click Submit.</p> <p>NOTE: If denied, select a reason from the Deny Reason drop-down and the member must resubmit an entirely new request to begin the process again.</p> 

Continued on next page

Unit Command Approval, Continued

Procedures,
continued

Step	Action
9	<p>The Request status still displays Pending, but the Unit Command Approver status displays Approved and will be routed to the EPM tree for approval.</p> <div data-bbox="352 562 1369 958" style="border: 1px solid blue; padding: 5px;"> <p>A School Request Routing</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Path</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid green; padding: 5px; background-color: #e8f5e9;"> <p>Approved</p> <p>GAMORA Initial Endorser 02/21/24 - 9:51 AM</p> </div> → <div style="border: 1px solid red; padding: 5px; background-color: #e8f5e9;"> <p>Approved</p> <p>DRAX Inserted Approver 02/21/24 - 9:51 AM</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Pending</p> <p>GROOT Inserted Approver</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>Not Routed</p> <p>Multiple Approvers A School EPM Approver</p> </div> </div> <p>Comments</p> <p>DRAX at 02/21/24 - 3:55 PM Please accept this member as a qualified candidate.</p> <p>GAMORA at 02/21/24 - 9:51 AM This member is a qualified candidate for CS "A" School.</p> <p>Peter Quill at 02/21/24 - 8:47 AM Please approve my request to CS "A" School.</p> </div>