Approving A School Requests

Overview

Introduction	submitted by a member in Direct Access (DA).
Known Issue	*BM RAP (if applicable) drop-down.
	* 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.
	pland Documente If Applicable
	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.
	Please enter the following required fields: Normal Color Vision Normal Hearing EER Agreement Dis-enrolled from A School Secret Clearance US Citizen Valid Drivers License Lautenberg Amendment Compliance BM RAP values Comments
	Please enter the following required fields: Normal Color Vision Normal Hearing EER Agreement Dis-enrolled from A School Secret Clearance US Citizen Valid Drivers License Lautenberg Amendment Compliance BM RAP values Comments
Contents	

Торіс	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	Navigate to Member Self Service via the drop-down or by page arrows.							
	/≝ DIRECT ACCESS ☆ : ∅							
	Member Self Service Vertex V							
	Direct Across Across Across Across Alerts							
	Direct Access Announcements Absence request • view Abirts rayslip 2 Alarta							
2	Click on the Requests (All Types) - View tile.							
	Requests (All Types) - View							
3	Click the Requests I am Approver For radio button, select A school Request							
	Approval from the Transaction Name drop-down and click Populate Grid .							
	View My Action Requests							
	Gamora							
	 My Submitted Requests' allows member to bring up only their Action Requests. Requests Lam 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.							
	 Fransaction Name net allows user to solect a particular transaction (i.e., pasence recease, paregator), etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Reputete Crid button transaction back to an unbet was extended for the production transaction Status of 'Pending'. 							
	and what was entered in the Submission From/Submission To Dates.							
	O My Submitted Requests Image: Comparison of the second seco							
	Transaction Name: A School Request Approval 🗸							
	Transaction Status: Pending							
	Submission From Date:							
	Submission To Date: Populate Grid Refresh							

Procedures,

continued

ep					Ac	tion					
ļ	Cli	ick the	Approv	e/Deny link	for the a	ppropria	ate mer	nber's r	equest.		
	EF.	Q		•		•• •		M	 I-1 of 1 ∨ 	▶ ► IN	
	Trans	saction Name	Status Membe	r Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/De	
	A Sch	nool Request	Pending Peter Q	uill Quill	1234567	038622	Peter Quill	Gamora	2024/02/21	Approve/Der	
5	Ve	rify th	e membe	r completed	all the re	equired	fields a	nd scro	ll down	the page	
	to	the sec	tion belo	w the I A ar	oo statem	ent	110100			ine pag	
	"A"	School Re	equest	w the ragio	ee statem	ent.					
		Select this a	uide for step-by-	step instructions							
	_	A School Re	quest Instruction	<u>s</u>							
	Re	quest Detai	ls					D			
		Empl ID	1234567	Peter Quill			Email ID	peter.guill@use	ca.mil		
		Course	CS "A" SCHOOL		500000	Regu	uired Points	** AR + VE of a	it least 95 **		
	Waiver Points Requested (if needed) 0										
	Required points are calculated by the system.										
		ASVAB Scores									
		F						1-1	1 of 11 🗸 🕨	►I	
			ASV	AB ID	1	Test T	est Date	Sc	ore		
		1	ASVAB	Armed Forces Q Test	ualification	03/27/2018	3	93	8.00	^	
		2	ASVAB_AO	Assembling Obje	ects	03/27/2018	3	59	0.00		
		3	ASVAB_AR	Arithmetic Reaso	oning	03/27/2018	3	65	5.00		
		4	ASVAB_AS	Auto & Shop Info	ormation	06/13/2019	Ð	46	6.00	•	
		🛛 * I Agre	e l attest that COMDINST	l am complying with al M1500.10 (series) and	I FORCECOM and COMDINST M100	d EPM requirem 0.8 (series). Cli	nents for subr ck this link to	mitting an "A" s review the req	School request p uirements:	ber	

Procedures,

continued

Step	Action							
6	This section will display in 2 steps. Complete and select the appropriate options for the fields highlighted below, if applicable:							
	Waiver Granted By CO/OIC Waiver Points							
	* Does Member have normal color vision? Yes V Date of Exam							
	* Does Member have normal hearing? Yes Ves Date of Exam 02/14/2024							
	Member is eligible and recommended for advancement to attend Class "A" School. * I Agree:							
	* 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							

Procedures,

continued

Step	Action								
7	• 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.								
	Click Submit .								
	NOTE: If denied, provide a reason for the denial and the member must								
	resubmit an entirely new request to begin the process again.								
	* 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								
	▼ Upload Documents, If Applicable								
	Description View Attachment								
	1 View Attachment								
	Add Attachment								
	System Warning Messages								
	Member current grade is E5 (30016,18)								
	Endorsements								
	Endorser 2345678 Q Drax Rank E7								
	I am the Command Endorser: Drax Deny Reason * Comments/Waiver Justification								
	This member is a qualified candidate.								
	Submit Deny								

Procedures,

Step	Action								
8	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.								
	A School Request Routing								
	Request Status:Pending Sview/Hide Comments								
	One Path Approved Pending Not Routed Gamora DRAX Multiple Approver Initial Endorser Dreat A School EPM Approver								
	Comments								
	GAMORA at 02/21/24 - 9:51 AM This member is a qualified candidate.								
	Peter Quill at 02/21/24 - 8:47 AM Please approve this request for CS A-School.								

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	Navigate to Member Self Service via the drop-down or by page arrows.							
	DIRECT ACCESS			☆: ∅				
	Member Self Service -		< 2 of 2 >	Notifications C :				
	Direct Access Announcement	ts Absence Request - View	AD/RSV Payslip	Actions Alerts				
				2 Alexte				
2	Click on the Reque	ests (All Types) - Vi	ew tile.					
	Requests (Al	Types) - View	1					
	requests (All	i iypes/ - tien						
	_	~						
		- 4						
		-						
		(\checkmark)						
		\smile						
3	Click the Requests	I am Approver Fo	r radio button, sele	ct A school Request				
	Approval from the	Transaction Name	drop-down and clic	ck Populate Grid .				
	View My Action Reque	ests						
	Drax							
	My Submitted Requests' allov Z. 'Requests I am Approver For'	allows approver to bring up only their a	Action Requests. hose Action Requests submitted	to them.				
	 All Requests' allows the approx 4. Transaction Name field allows 	over to pull up their Action Reque user to select a particular transa	sts and those submitted to them ction (i.e., Absence Request, De	legation, etc.)				
	 Refresh button clears the grid Populate Grid button populate 	and defaults it back to 'My Subm s the grid based on what was sel	itted Requests' and Transaction ected for the radio button, Trans	Status of 'Pending'. action Name, Transaction Status,				
	and what was entered in the Sub	omission From/Submission To Dat	les.					
	⊖ My Submitted Requests	Requests I a	am Approver For	⊖ All Requests				
	Transaction Name:	A School Request Approval	~					
	Transaction Status:	Pending	~					
	Submission From Date:							
	Submission To Date:		Populate Grid	Refresh				

Unit Command Approval, Continued

Procedures,

Step	Action									
4	Click the Approve/Deny link for the appropriate member's request.									
	■ Q	•••		v			•		 < 1-1 of 1 ✓ 	▶ ▶ View All
	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's I	Deptid Submit	ted By Approver	Submission Da	te Approve/Deny
	A School Request	Pending	Peter Quill	Quill	1234567	038622	Peter Q	uill Drax	2024/02/21	Approve/Deny
5	Verify th	ne me	mber	completed	l all the r	equir	ed field	is and sci	coll down	n the page
	to the sec	ction	below	the I Agr	ee staten	nent.				
	Request Deta	ails					Status	New		
	Empl ID	123456	67	Peter Quill			Email ID	peter quill@u	isca mil	
	*0	CS "A'	SCHOOL	. (2 50099	0	- LB - C		at loast QE **	
	Course					Requ	lired Points		at least 95	
	Waiver F Required	Points Re d points a	equested (re calculat	(if needed) ed by the system	0					11
	ASVAB Sc	ores		,,						
	E								1-11 of 11	• • •
			ASVAB	ID		Test	Test [Date	Score	
	1	ASVAB		Armed Forces	Qualification	04	4/26/2018		95.00	-
				Test						
	2	ASVAB_A	40	Assembling Ob	ojects	04	4/26/2018		57.00	
	3	ASVAB_A	AR	Arithmetic Rea	soning	04	4/26/2018		65.00	
	4	ASVAB A	AS	Auto & Shop In	formation	04	4/26/2018		48.00	
		_								-
	🗹 * I Agr	ee latte	est that I an	n complying with		and EPM r	requirements	for submitting a	an "A" School re	equest per
		FOR	CECOM an	d EPM Requireme	ents	000.0 (Sei	nesj. click ti	IS IIIK to review	the requirement	
	Endorsement	e								
	X7 'C (1	C		1	1 / 1	11	. 1.0	• • •		
0	Verify th	ie Sup	pervis	or has con	npleted a	II req	uired f	ields.		
		V	Vaiver Gran	ted By CO/OIC		Waiv	er Points			
	* Does Member	have norr	mal color vi	sion? Yes	~	Date	of Exam	02/14/2024		
	* Does Me	ember hav	e normal h	earing? Yes	~	Date	of Exam	02/14/2024		
Member is eligible and recommended for advancement to attend Class "A" School. * I Agree: * Has Member been dis-enrolled from an 'A' School within the last 12 months? No										
		* Sec	cret Clearar	nce N/A	✓ * Is Me	mber a U	S Citizen?	Yes 🗸		
	AMT, AET, AS	T ONLY: E	Date flight p	hysical initiate wit	h medical persor	nel.			 ה	
	name will be	removed f	from the "A	school list.	or the hight phys	cai, other	wise your			
	AST ONLY: C form is availa this request	ommand s ible on the	aigned Phy AST RFM	sical Assessment f C's Sharepoint pag	orm must be upl e. Attachments o	oaded. Th an be uplo	e PFA oaded to			
			* ME & G	* ME M RATINGS ONLY	RATING ONLY - - Lautenberg An If Yes. u	Valid Drive rendment pload sig	ers License Compliance Ined DD2760	N/A N/A		

Continued on next page

Unit Command Approval, Continued

Procedures,

Step	Action								
7	• 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.								
	* 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 crewment.								
	 Upload Documents, If Applicable 								
	Description	View Attachment							
	1	View Attachment							
	Add Attachment System Warning Messages								
	Member current grade is E5 (30016,18)								
8	 Endorser – Leave blank. I am the Command Endorser – Check the command Endorser – Chec	ie box.							
	• Comments/Waiver Justification – Enter	a required statement							
		a required statement.							
	Click Submit								
	NOTE: If denied, select a reason from the I	Denv Reason drop-down and the							
	member must resubmit an entirely new requ	est to begin the process again.							
	Endorsements								
	Endorser Q	Rank							
	I am the Command Endorser:								
	* Comments/Waiver Justification	Deny Reason							
	Please accept this member as a qualified candidate.	Aptitude Change in Rate Request							
		Conduct / Discipline							
	Submit Deny	Language Proficiency							
		Performance Service Need							

Continued on next page

Unit Command Approval, Continued

Procedures,

