

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.**

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.

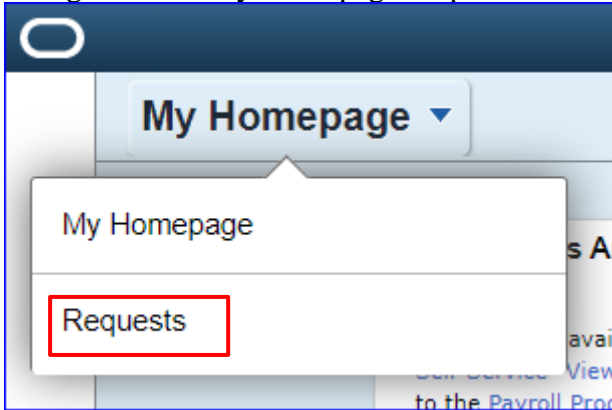
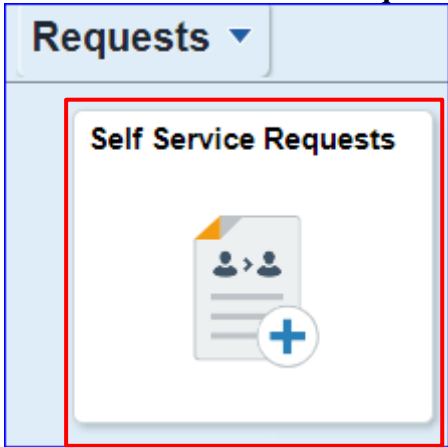
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Supervisor's Approval

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

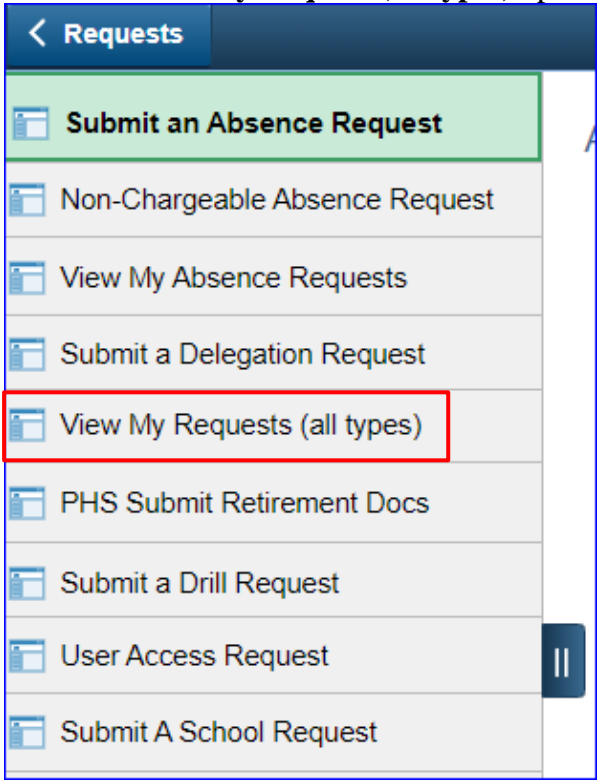
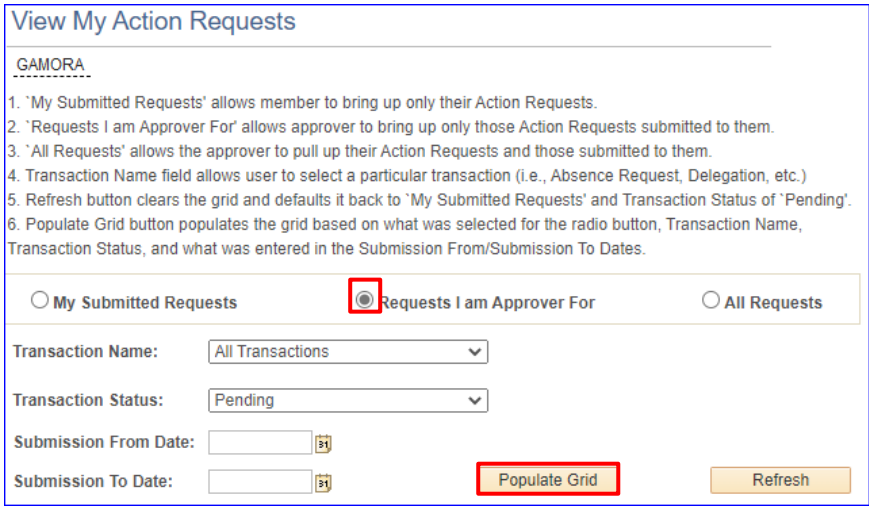
Procedures See below.

Step	Action
1	<p>Navigate to the My Homepage drop-down and click Requests.</p>  <p>The screenshot shows a user interface with a dark blue header. Below it is a light blue bar with the text 'My Homepage' and a downward arrow. A white drop-down menu is open, showing two options: 'My Homepage' and 'Requests'. The 'Requests' option is highlighted with a red rectangular box.</p>
2	<p>Click on the Self Service Requests tile.</p>  <p>The screenshot shows a 'Requests' drop-down menu. Below it is a large white tile with the title 'Self Service Requests' and a blue plus icon. The tile is highlighted with a red rectangular box.</p>

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Supervisor's Approval, Continued

Procedures,
continued

Step	Action
3	<p>Click the View My Request (all types) option.</p>  <p>The screenshot shows a mobile application interface with a dark blue header bar containing a back arrow and the word 'Requests'. Below the header is a list of request options, each with a blue folder icon. The options are: 'Submit an Absence Request' (highlighted with a green box), 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)' (highlighted with a red rectangle), 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'. A blue double-line menu icon is visible on the right side of the list.</p>
4	<p>Click the Requests I am Approver For radio button and click Populate Grid.</p>  <p>The screenshot shows a web form titled 'View My Action Requests'. Below the title is a text input field containing 'GAMORA'. A list of instructions follows: <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. Below the instructions are three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (highlighted with a red rectangle), and 'All Requests'. Underneath are two dropdown menus: 'Transaction Name:' with 'All Transactions' selected, and 'Transaction Status:' with 'Pending' selected. At the bottom are two date input fields: 'Submission From Date:' and 'Submission To Date:'. To the right of these fields are two buttons: 'Populate Grid' (highlighted with a red rectangle) and 'Refresh'.</p>

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Supervisor's Approval, Continued

Procedures,
continued

Step	Action																																			
5	<p>Click the Approve/Deny link for the appropriate member's request.</p> <div><div>Personalize Find View All 1 of 1 First Last</div><table><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>Drill Date</th><th>Approve/Deny</th></tr><tr><td>A School Request</td><td>Pending</td><td>Peter Quill</td><td>Quill</td><td>1234567</td><td>004311</td><td>Peter Quill</td><td>GAMORA</td><td>2023/03/13</td><td></td><td>Approve/Deny</td></tr></table></div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	A School Request	Pending	Peter Quill	Quill	1234567	004311	Peter Quill	GAMORA	2023/03/13		Approve/Deny													
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6	<p>Verify the member completed all of the required fields and scroll down the page to the section below the <i>I Agree</i> statement.</p> <div><div><div><div>Request Details</div><div><div>Empl ID1234567</div><div>Peter Quill</div><div>StatusNew</div><div>Email IDpeter.quill@uscg.mil</div><div>*CourseCS "A" SCHOOL500990</div><div>Required Points** AR + VE of at least 95 **</div><div>Waiver Points Requested (if needed)0</div><div>Required points are calculated by the system.</div></div></div><div><div>ASVAB Scores</div><div><div>1-11 of 11</div><table><tr><th></th><th>ASVAB ID</th><th>Test</th><th>Test Date</th><th>Score</th><th></th><th></th></tr><tr><td>1</td><td>ASVAB</td><td>Armed Forces Qualification Test</td><td>04/26/2018</td><td>95.00</td><td></td><td></td></tr><tr><td>2</td><td>ASVAB_AO</td><td>Assembling Objects</td><td>04/26/2018</td><td>57.00</td><td></td><td></td></tr><tr><td>3</td><td>ASVAB_AR</td><td>Arithmetic Reasoning</td><td>04/26/2018</td><td>65.00</td><td></td><td></td></tr><tr><td>4</td><td>ASVAB_AS</td><td>Auto & Shop Information</td><td>04/26/2018</td><td>48.00</td><td></td><td></td></tr></table></div></div><div><div><input checked="" type="checkbox"/> * I Agree</div><div>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</div></div><div>Endorsements</div></div></div>		ASVAB ID	Test	Test Date	Score			1	ASVAB	Armed Forces Qualification Test	04/26/2018	95.00			2	ASVAB_AO	Assembling Objects	04/26/2018	57.00			3	ASVAB_AR	Arithmetic Reasoning	04/26/2018	65.00			4	ASVAB_AS	Auto & Shop Information	04/26/2018	48.00		
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Supervisor's Approval, Continued

Procedures, continued

Step	Action																																	
7	<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"> <thead> <tr> <th>Waiver Granted By</th><th>CO/OIC</th><th>Waiver Points</th></tr> </thead> <tbody> <tr> <td>* Does Member have normal color vision?</td><td>Yes ▾</td><td>Date of Exam 03/10/2023 </td></tr> <tr> <td>* Does Member have normal hearing?</td><td>Yes ▾</td><td>Date of Exam 03/10/2023 </td></tr> <tr> <td colspan="2">EER Statement acknowledgement (for the supervisor): Per COMDINST M1500.10 (series), I attest that the member is recommended for advancement on their most recent Enlisted Employee Review.</td><td>Last EER Submitted 02/28/2019</td></tr> <tr> <td colspan="2"></td><td>* I Agree: <input checked="" type="checkbox"/></td></tr> <tr> <td>* Has Member been dis-enrolled from an 'A' School within the last 12 months?</td><td>No ▾</td><td></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 03/10/2023	* Does Member have normal hearing?	Yes ▾	Date of Exam 03/10/2023	EER Statement acknowledgement (for the supervisor): Per COMDINST M1500.10 (series), I attest that the member is recommended for advancement on their most recent Enlisted Employee Review.		Last EER Submitted 02/28/2019			* 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

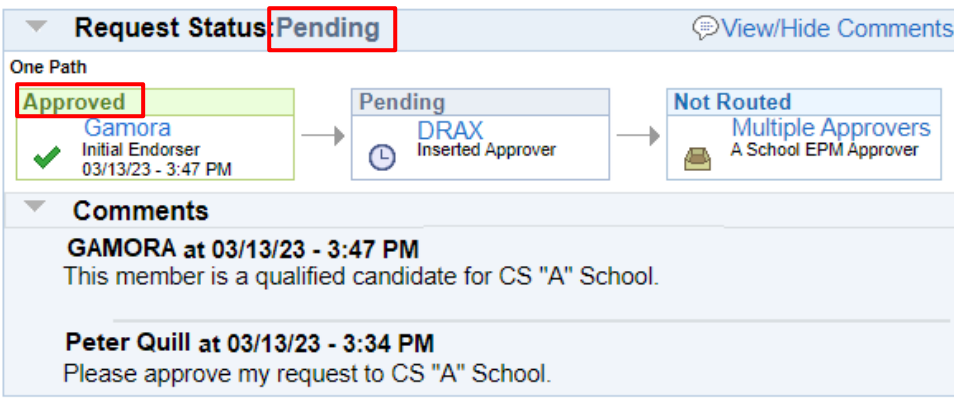
Procedures,
continued

Step	Action						
8	<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> <p>* BM RAP (if applicable)</p> <p>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.</p> <p>N/A ▾</p> <p>▼ Upload Documents, If Applicable</p> <table border="1"> <thead> <tr> <th>Description</th><th>View Attachment</th><th></th></tr> </thead> <tbody> <tr> <td>1</td><td>View Attachment</td><td>—</td></tr> </tbody> </table> <p>Add Attachment</p> <p>System Warning Messages</p> <p>Member current grade is CDT (30016,18)</p> <p>Endorsements</p> <p>Endorser 2345678 <input type="text"/> DRAX Rank E7</p> <p>I am the Command Endorser: <input type="checkbox"/> Deny Reason <input type="text"/></p> <p>* Comments/Waiver Justification</p> <p>This member is a qualified candidate for CS "A" School.</p> <p>Submit Deny</p> </div>	Description	View Attachment		1	View Attachment	—
Description	View Attachment						
1	View Attachment	—					

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Supervisor's Approval, Continued

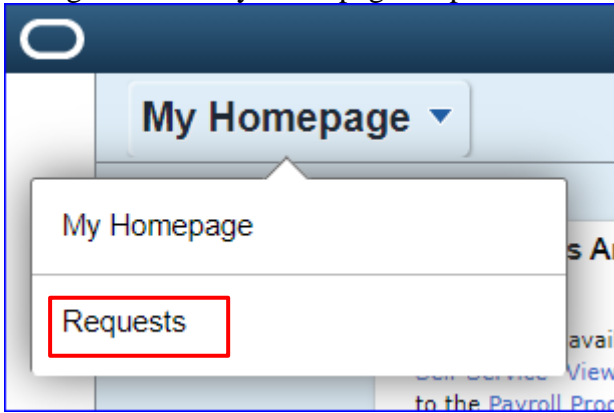
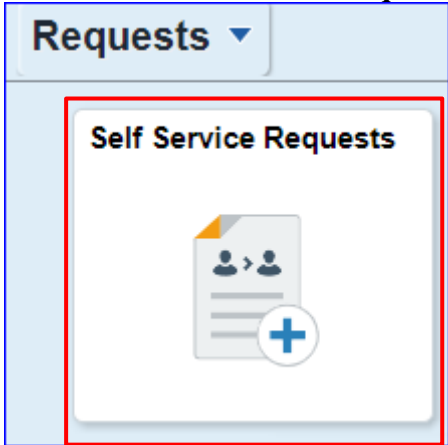
Procedures,
continued

Step	Action
9	<p>The Supervisor's status will update to Approved and the Request Routing status will display Pending.</p> <p>A School Request Routing</p>  <p>The screenshot displays the 'A School Request Routing' interface. At the top, the 'Request Status' is 'Pending', highlighted with a red box. Below this, a 'One Path' flowchart shows three stages: 'Approved' (highlighted with a red box), 'Pending', and 'Not Routed'. The 'Approved' stage is associated with 'Gamora', 'Initial Endorser', and a timestamp of '03/13/23 - 3:47 PM'. The 'Pending' stage is associated with 'DRAX', 'Inserted Approver', and a clock icon. The 'Not Routed' stage is associated with 'Multiple Approvers' and 'A School EPM Approver'. Below the flowchart, a 'Comments' section shows two entries: 'GAMORA at 03/13/23 - 3:47 PM' with the comment 'This member is a qualified candidate for CS "A" School.' and 'Peter Quill at 03/13/23 - 3:34 PM' with the comment 'Please approve my request to CS "A" School.'</p>

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.

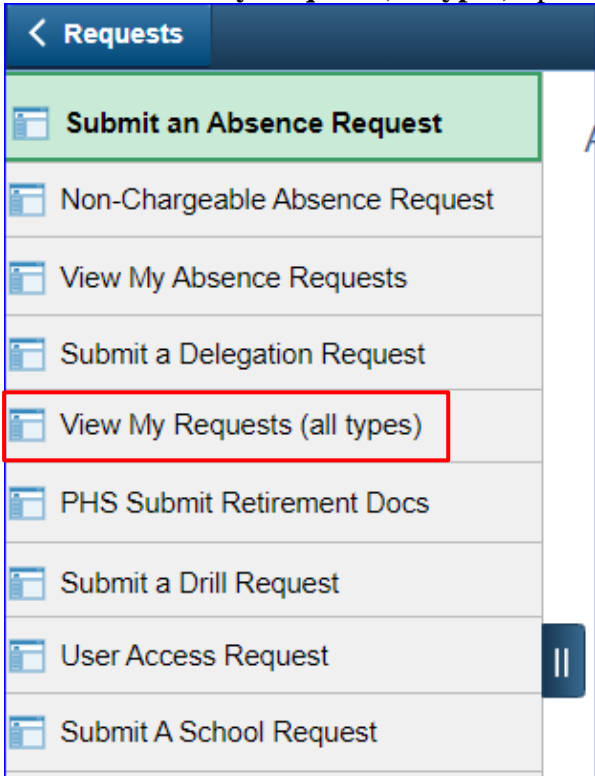
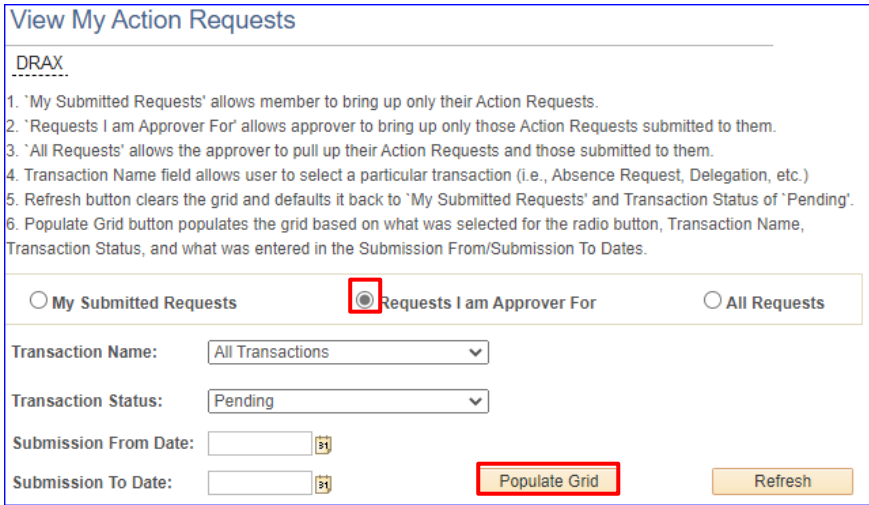
Procedures See below.

Step	Action
1	<p>Navigate to the My Homepage drop-down and click Requests.</p>  A screenshot of a web application interface. At the top, there is a dark blue header with a white circular icon. Below it, a light blue bar contains the text 'My Homepage' followed by a downward-pointing triangle. A white dropdown menu is open, showing two options: 'My Homepage' and 'Requests'. The 'Requests' option is highlighted with a red rectangular border. To the right of the dropdown, there is a partially visible list of links including 's A', 'avail', 'Self Service View', and 'to the Payroll Prod'.
2	<p>Click on the Self Service Requests tile.</p>  A screenshot of a web application interface. At the top, there is a light blue bar with the text 'Requests' followed by a downward-pointing triangle. Below this bar, there is a white tile with the title 'Self Service Requests'. The tile contains an icon of a document with two people and a blue plus sign in a circle. The entire tile is highlighted with a red rectangular border.

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Unit Command Approval, Continued

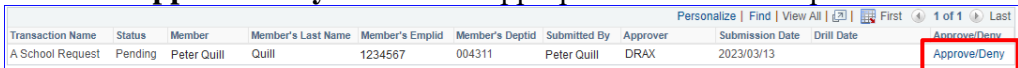
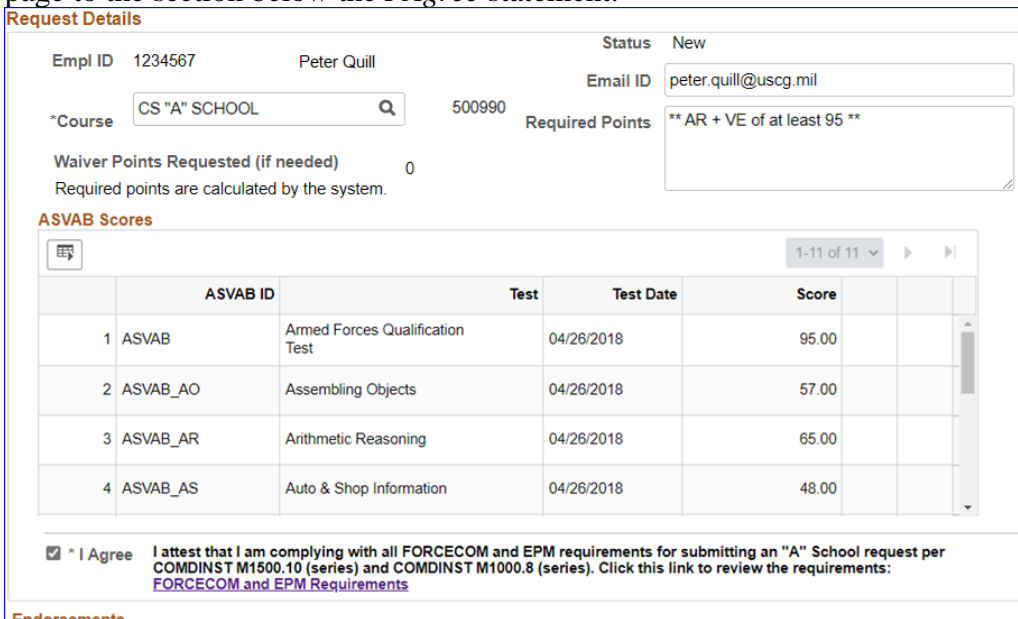
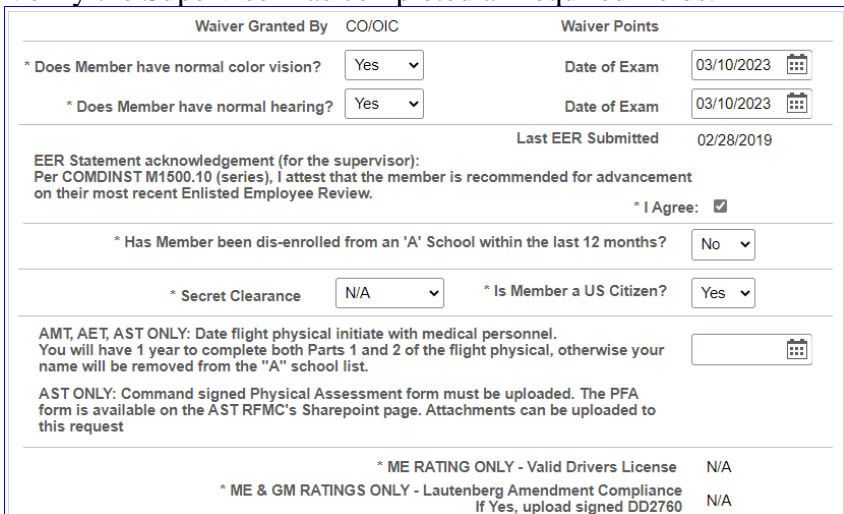
Procedures,
continued

Step	Action
3	<p>Click the View My Request (all types) option.</p>  <p>The screenshot shows a 'Requests' menu with several options. The option 'View My Requests (all types)' is highlighted with a red rectangular box. Other options include 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'.</p>
4	<p>Click the Requests I am Approver For radio button and click Populate Grid.</p>  <p>The screenshot shows the 'View My Action Requests' form. It includes a section for 'DRAX' with instructions. Below the instructions are three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected and highlighted with a red box), and 'All Requests'. There are also dropdown menus for 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'Pending'). At the bottom, there are input fields for 'Submission From Date' and 'Submission To Date', and two buttons: 'Populate Grid' (highlighted with a red box) and 'Refresh'.</p>

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Unit Command Approval, Continued

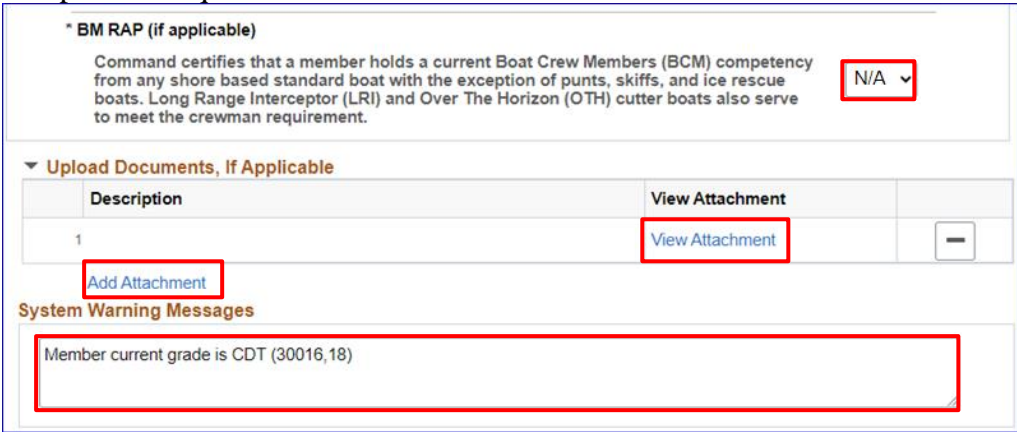
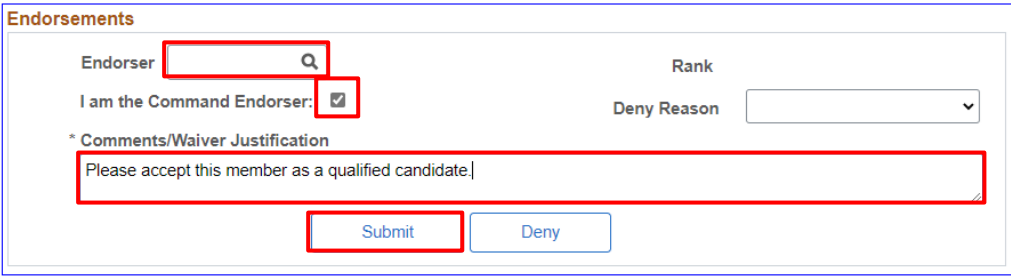
Procedures, continued

Step	Action																				
5	<p>Click the Approve/Deny link for the appropriate member's request.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, and Drill Date. The 'Approve/Deny' link is highlighted in a red box in the top right corner of the table.</p>																				
6	<p>Verify the member completed all of the required fields and scroll down the page to the section below the <i>I Agree</i> statement.</p> <p>Request Details</p>  <p>The screenshot shows the 'Request Details' section with fields for Empl ID (1234567), Member (Peter Quill), Status (New), Email ID (peter.quill@uscg.mil), *Course (CS "A" SCHOOL), and Required Points (500990). It also shows a table of ASVAB Scores with columns: ASVAB ID, Test, Test Date, and Score. The table lists four tests: ASVAB, ASVAB_AO, ASVAB_AR, and ASVAB_AS. Below the table is an 'I Agree' statement and a link to 'FORCECOM and EPM Requirements'.</p> <p>ASVAB Scores</p> <table> <tr> <th>ASVAB ID</th><th>Test</th><th>Test Date</th><th>Score</th></tr> <tr> <td>1 ASVAB</td><td>Armed Forces Qualification Test</td><td>04/26/2018</td><td>95.00</td></tr> <tr> <td>2 ASVAB_AO</td><td>Assembling Objects</td><td>04/26/2018</td><td>57.00</td></tr> <tr> <td>3 ASVAB_AR</td><td>Arithmetic Reasoning</td><td>04/26/2018</td><td>65.00</td></tr> <tr> <td>4 ASVAB_AS</td><td>Auto & Shop Information</td><td>04/26/2018</td><td>48.00</td></tr> </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> <p>Endorsements</p>	ASVAB ID	Test	Test Date	Score	1 ASVAB	Armed Forces Qualification Test	04/26/2018	95.00	2 ASVAB_AO	Assembling Objects	04/26/2018	57.00	3 ASVAB_AR	Arithmetic Reasoning	04/26/2018	65.00	4 ASVAB_AS	Auto & Shop Information	04/26/2018	48.00
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4 ASVAB_AS	Auto & Shop Information	04/26/2018	48.00																		
7	<p>Verify the Supervisor has completed all required fields.</p>  <p>The screenshot shows the 'Endorsements' section with fields for Waiver Granted By (CO/OIC), Waiver Points, * Does Member have normal color vision? (Yes), Date of Exam (03/10/2023), * Does Member have normal hearing? (Yes), Date of Exam (03/10/2023), Last EER Submitted (02/28/2019), EER Statement acknowledgement (for the supervisor): Per COMDINST M1500.10 (series), I attest that the member is recommended for advancement on their most recent Enlisted Employee Review. * 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 (N/A). If Yes, upload signed DD2760.</p>																				

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Unit Command Approval, Continued

Procedures,
continued

Step	Action
8	<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. 
9	<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, provide a reason for the denial and the member must resubmit an entirely new request to begin the process again.</p> 

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Unit Command Approval, Continued

Procedures,
continued

Step	Action
11	<p>The Request status still displays Pending but the Unit Command Approver status displays Approved.</p> <div data-bbox="352 562 1358 954"> <p>A School Request Routing</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Path</p> <pre> graph LR A[Approved Gamora Initial Endorser 03/13/23 - 3:47 PM] --> B[Approved DRAX Inserted Approver 03/13/23 - 3:55 PM] B --> C[Pending GROOT Inserted Approver] C --> D[Not Routed Multiple Approvers A School EPM Approver] </pre> <p>Comments</p> <p>DRAX at 03/13/23 - 3:55 PM Please accept this member as a qualified candidate.</p> <p>GAMORA at 03/13/23 - 3:47 PM This member is a qualified candidate for CS "A" School.</p> <p>Peter Quill at 03/13/23 - 3:34 PM Please approve my request to CS "A" School.</p> </div>