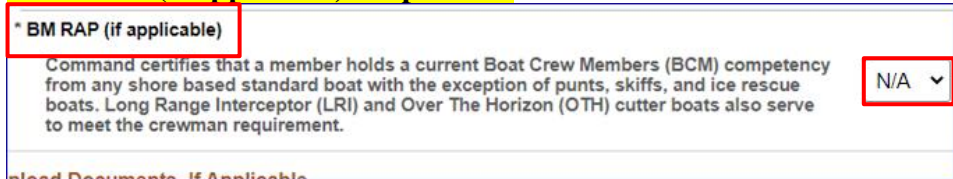


Approving A School Requests

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.**



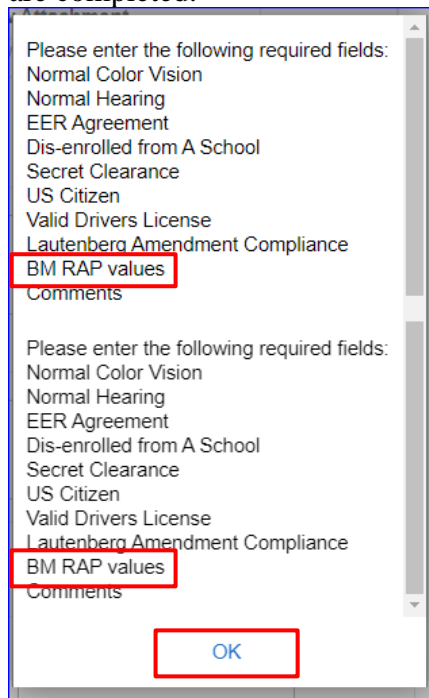
* BM RAP (if applicable)

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 ▾

Upload Documents, 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

OK

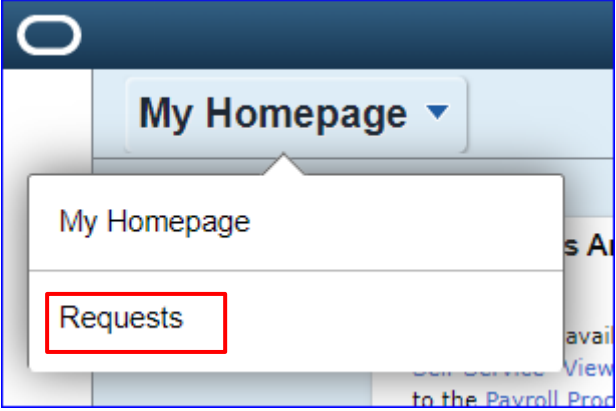
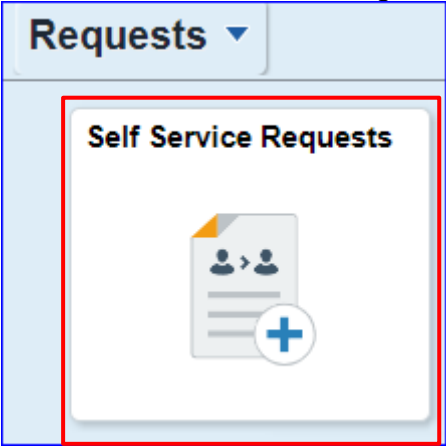
Contents

Topic	See Page
Supervisor's Approval	2
Unit Command Approval	8

Supervisor's Approval

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

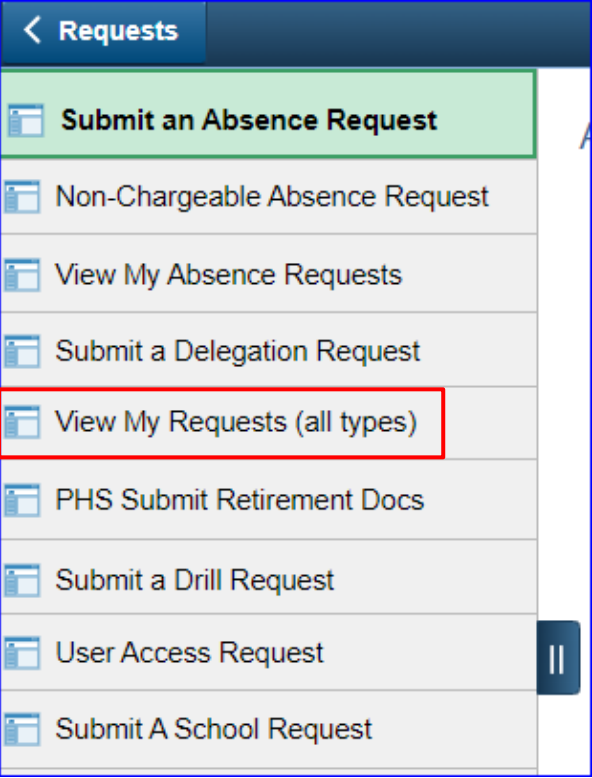
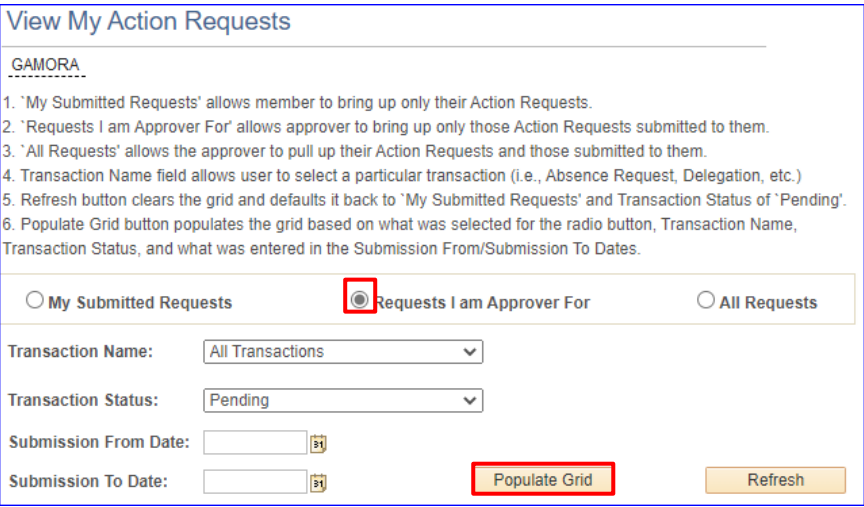
Procedures See below.

Step	Action
1	<p>Navigate to the My Homepage drop-down and click Requests.</p>  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 'My Homepage' at the top and 'Requests' below it, which is enclosed in a red rectangular box. The background shows parts of other interface elements, including the text 's A', 'avail', '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 it, a white tile is highlighted with a red rectangular border. The tile is titled 'Self Service Requests' and features an icon of a document with two people silhouettes and a blue plus sign in a circle at the bottom right.

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Supervisor's Approval, Continued


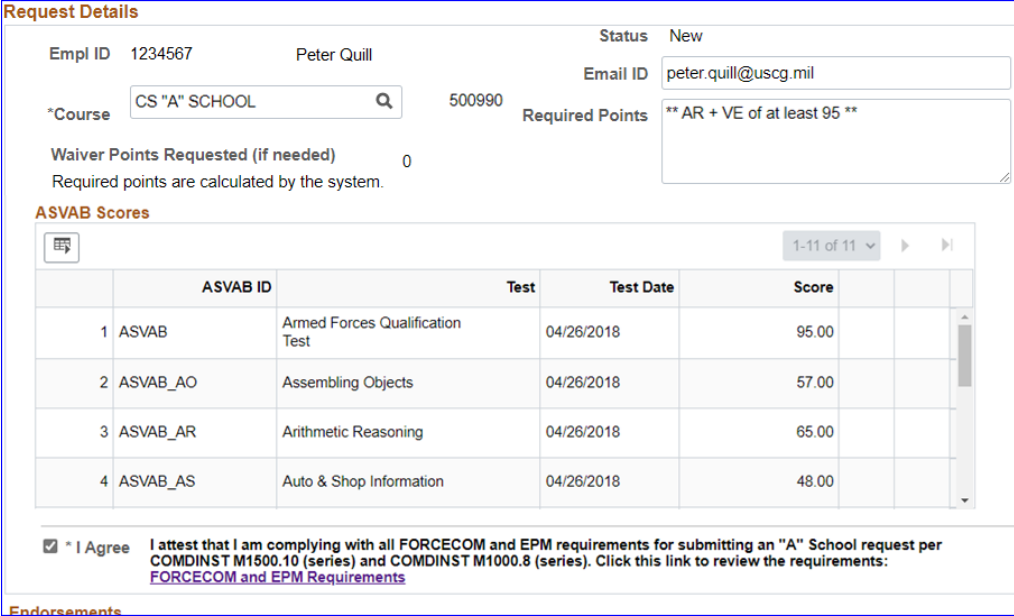
Procedures,
continued

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 containing a back arrow and the word 'Requests'. Below the header is a list of request options, each with a folder icon. 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'. A blue 'More' 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'. At the top, it says 'GAMORA'. Below this is a list of instructions: <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' (which is selected and highlighted with a red box), and 'All Requests'. Underneath are two dropdown menus: 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'Pending'). At the bottom, there are two date input fields for 'Submission From Date' and 'Submission To Date', each with a calendar icon. To the right of these fields are two buttons: 'Populate Grid' (highlighted with a red box) and 'Refresh'. </p>

Continued on next page

Supervisor's 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, Drill Date, and Approve/Deny. The 'Approve/Deny' link for the first row is highlighted with a red box.</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>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). Below this is the 'ASVAB Scores' section with a table of scores.</p> <table border="1" data-bbox="384 972 1331 1211"> <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>04/26/2018</td> <td>95.00</td> </tr> <tr> <td>2</td> <td>ASVAB_AO</td> <td>Assembling Objects</td> <td>04/26/2018</td> <td>57.00</td> </tr> <tr> <td>3</td> <td>ASVAB_AR</td> <td>Arithmetic Reasoning</td> <td>04/26/2018</td> <td>65.00</td> </tr> <tr> <td>4</td> <td>ASVAB_AS</td> <td>Auto & Shop Information</td> <td>04/26/2018</td> <td>48.00</td> </tr> </tbody> </table> <p>Below the table is an 'I Agree' checkbox and a statement: '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>		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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Waiver Granted By</th> <th style="width: 50%;">CO/OIC</th> <th style="width: 50%;">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" style="text-align: right;">Last EER Submitted</td> <td>05/31/2023</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>* 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" style="text-align: right;">* ME RATING ONLY - Valid Drivers License</td> <td>N/A</td> </tr> <tr> <td colspan="2" style="text-align: right;">* 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	Last EER Submitted		05/31/2023	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						
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 style="border: 1px solid black; padding: 10px;"> <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. 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>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: 20px;">Member current grade is CDT (30016,18)</div> <p>Endorsements</p> <p>Endorser 2345678 <input type="text" value="DRAX"/> Rank E7</p> <p>I am the Command Endorser: <input type="checkbox"/></p> <p>Deny Reason ▾</p> <p>* Comments/Waiver Justification</p> <div style="border: 1px solid red; padding: 5px; min-height: 20px;">This member is a qualified candidate for CS "A" School.</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

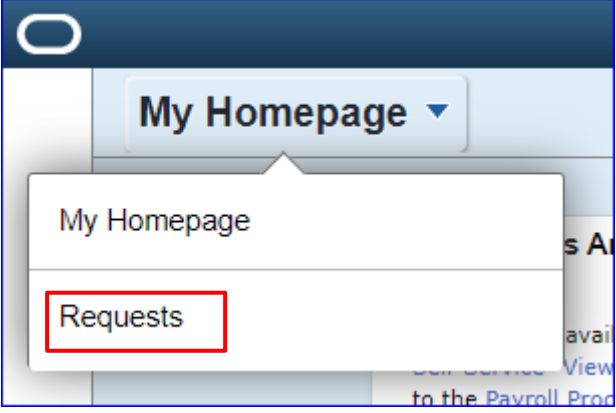
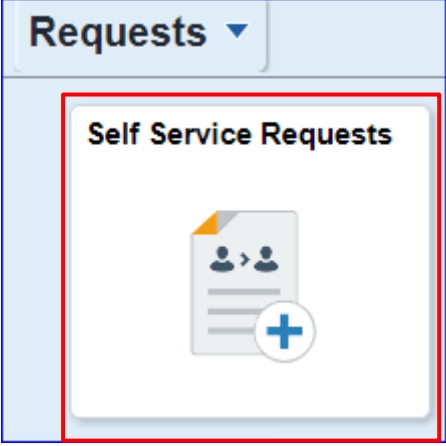
Procedures,
continued

Step	Action
9	<p>The Supervisor's status will update to Approved and the Request Routing status will display Pending.</p> <div data-bbox="352 562 1369 1010" style="border: 1px solid blue; padding: 5px;"> <p>A School Request Routing</p> <div style="border: 1px solid #ccc; padding: 5px;"> <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 #ccc; padding: 5px; background-color: #e6ffe6;"> <p>Approved</p> <p>Gamora Initial Endorser 03/13/23 - 3:47 PM</p> </div> <div style="font-size: 20px;">→</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6e6ff;"> <p>Pending</p> <p>DRAX Inserted Approver</p> </div> <div style="font-size: 20px;">→</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6e6ff;"> <p>Not Routed</p> <p>Multiple Approvers A School EPM Approver</p> </div> </div> <p>Comments</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> </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.

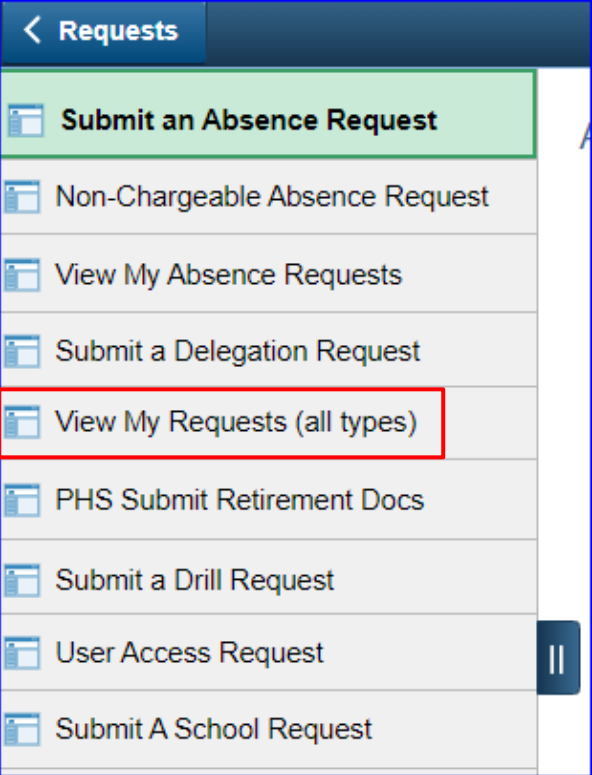
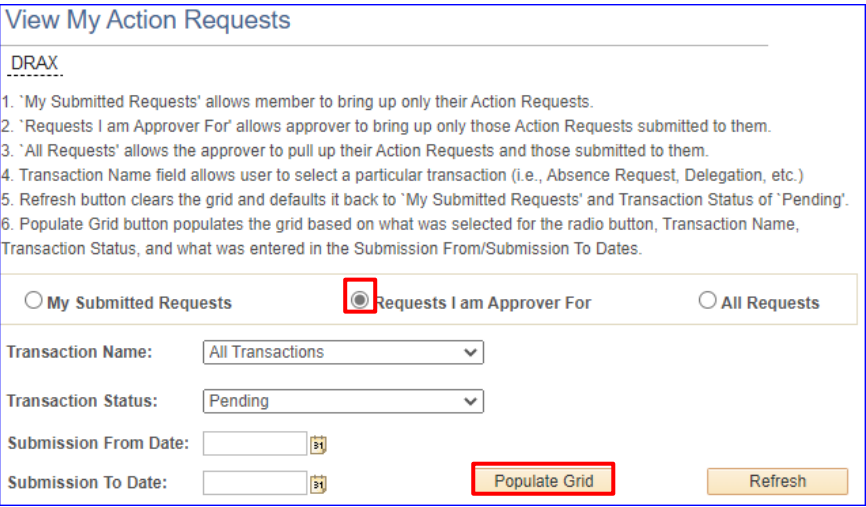
Procedures See below.

Step	Action
1	<p>Navigate to 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 "My Homepage" at the top and "Requests" below it, which is enclosed in a red rectangular box. Other text is partially visible in the background, 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, a light blue bar contains the text "Requests" followed by a downward-pointing triangle. Below this, a white tile is visible, titled "Self Service Requests" in bold. The tile contains an icon of a document with two people silhouettes and a blue plus sign in a circle. The entire tile is enclosed in a red rectangular box.

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Unit Command Approval, Continued

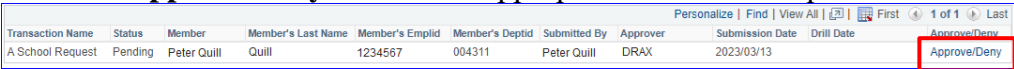
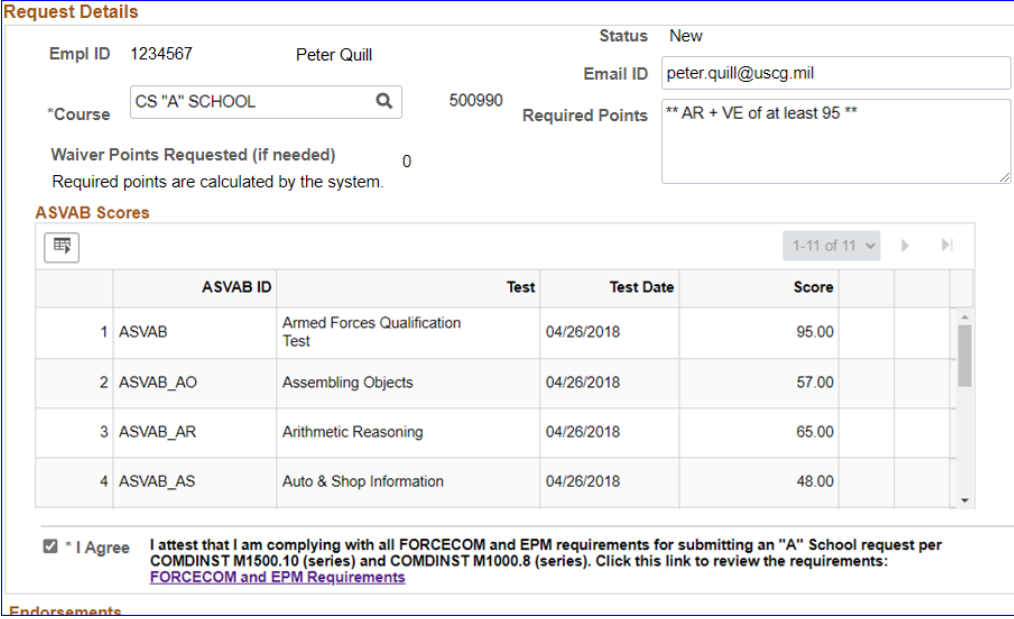
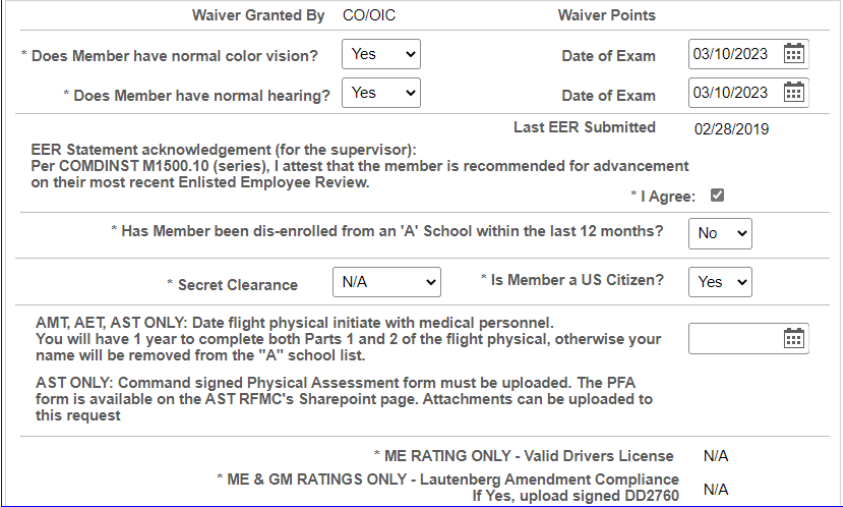
Procedures,
continued

Step	Action
3	<p>Click the View My Request (all types) option.</p>  <p>The screenshot shows a mobile application interface with a dark blue header containing a back arrow and the word 'Requests'. Below the header is a list of request options, each with a folder icon. 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'. A blue double-line button 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'. At the top, there is a section labeled 'DRAX' with a list of six numbered 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'. Underneath the radio buttons are two dropdown menus: 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'Pending'). At the bottom, there are two date input fields for 'Submission From Date' and 'Submission To Date', each with a 'BY' button. To the right of these fields are two buttons: 'Populate Grid' (highlighted with a red box) and 'Refresh'.</p>

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Unit Command Approval, Continued

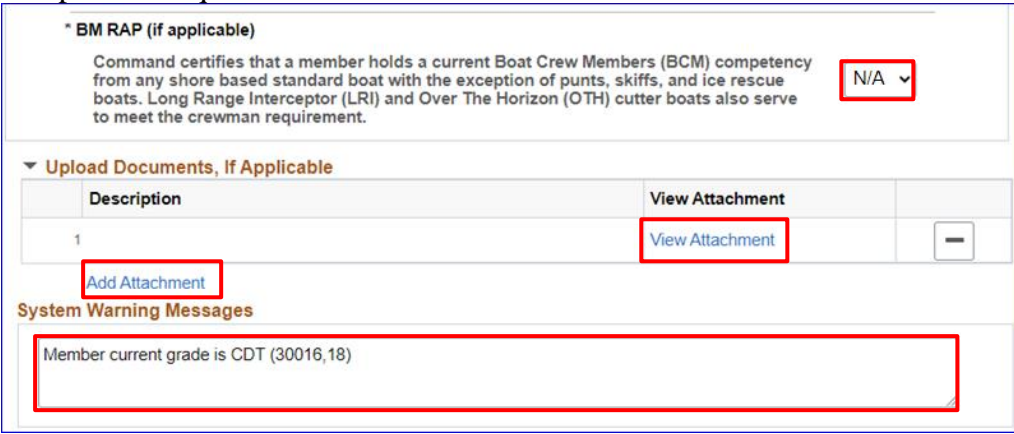
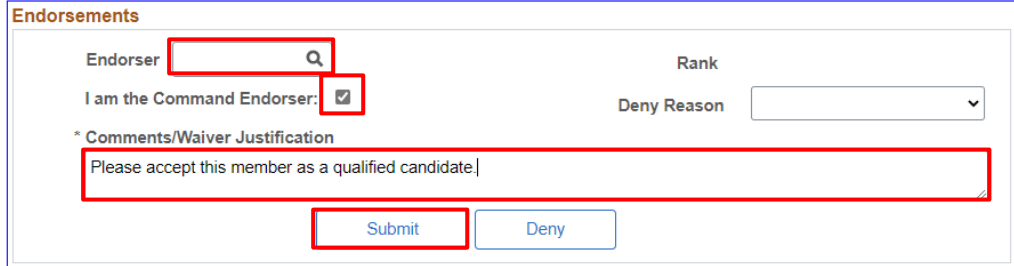
Procedures,
continued

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, Drill Date, and Approve/Deny. The 'Approve/Deny' link for the first row is highlighted with a red box.</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>The screenshot shows the 'Request Details' section of a form. It includes fields for Empl ID (1234567), Member Name (Peter Quill), Status (New), Email ID (peter.quill@uscg.mil), Course (CS "A" SCHOOL), and Required Points (500990). Below this is a table of ASVAB Scores:</p> <table border="1" data-bbox="384 925 1329 1205"> <thead> <tr> <th>ASVAB ID</th> <th>Test</th> <th>Test Date</th> <th>Score</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Below the table is an 'I Agree' statement: "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>	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 'Waiver Granted By' form. It includes fields for Waiver Granted By (CO/OIC), Waiver Points, and several dropdown menus for 'Does Member have normal color vision?', 'Does Member have normal hearing?', 'Has Member been dis-enrolled from an 'A' School within the last 12 months?', 'Secret Clearance', and 'Is Member a US Citizen?'. It also includes a date field for 'Date of Exam' (03/10/2023) and a section for '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.' with an 'I Agree' checkbox checked.</p>																				

Continued on next page

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> 

Continued on next page

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 1353 949" 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: #e6ffe6;"> <p style="margin: 0;">Approved</p> <p style="margin: 0; font-size: small;">Gamora Initial Endorser 03/13/23 - 3:47 PM</p> </div> → <div style="border: 1px solid red; padding: 5px; background-color: #e6ffe6;"> <p style="margin: 0;">Approved</p> <p style="margin: 0; font-size: small;">DRAX Inserted Approver 03/13/23 - 3:55 PM</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e6f2ff;"> <p style="margin: 0;">Pending</p> <p style="margin: 0; font-size: small;">GROOT Inserted Approver</p> </div> → <div style="border: 1px solid gray; padding: 5px; background-color: #e6f2ff;"> <p style="margin: 0;">Not Routed</p> <p style="margin: 0; font-size: small;">Multiple Approvers A School EPM Approver</p> </div> </div> <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>