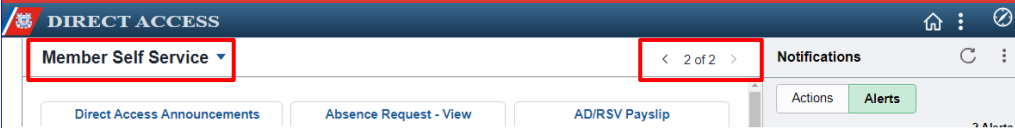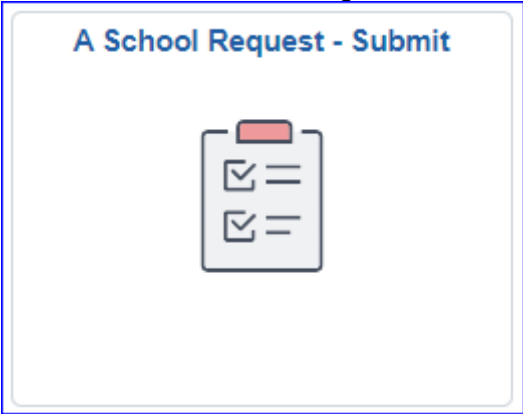# Submitting an "A" School Request

**Introduction**      This guide provides the procedures for entering an Active Duty "A" School request in Direct Access (DA).

**Information**      • The RFMCs will view the entire request that the Command submitted. If approved, the request will go directly to EPM in DA. If denied, the request will be pushed backed to the last Command Endorser.
      • For more information, visit: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/SitePages/Non-Rates.aspx
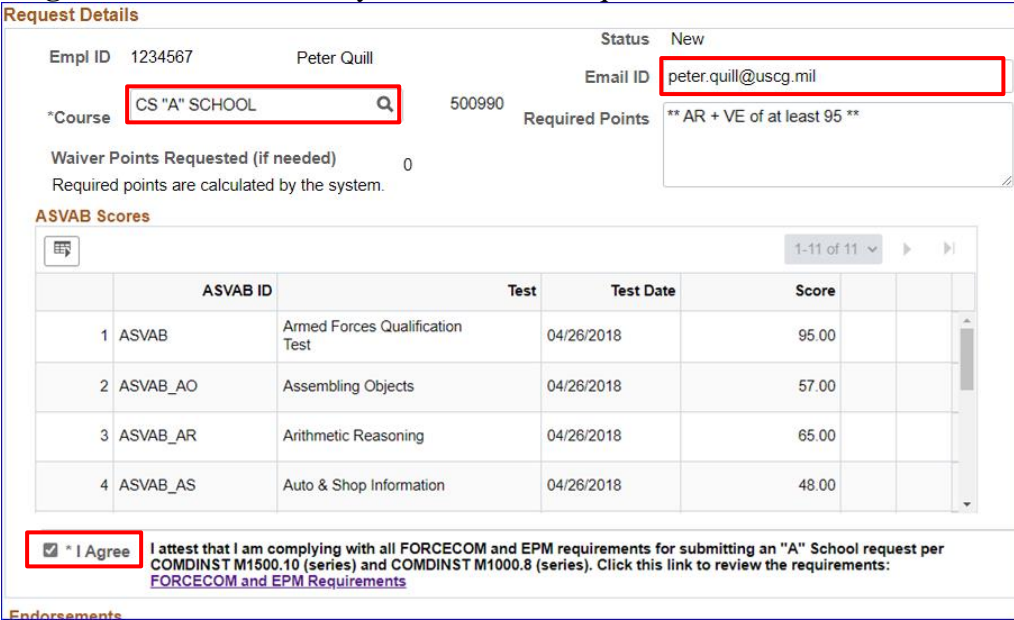
**Procedures**      See below.

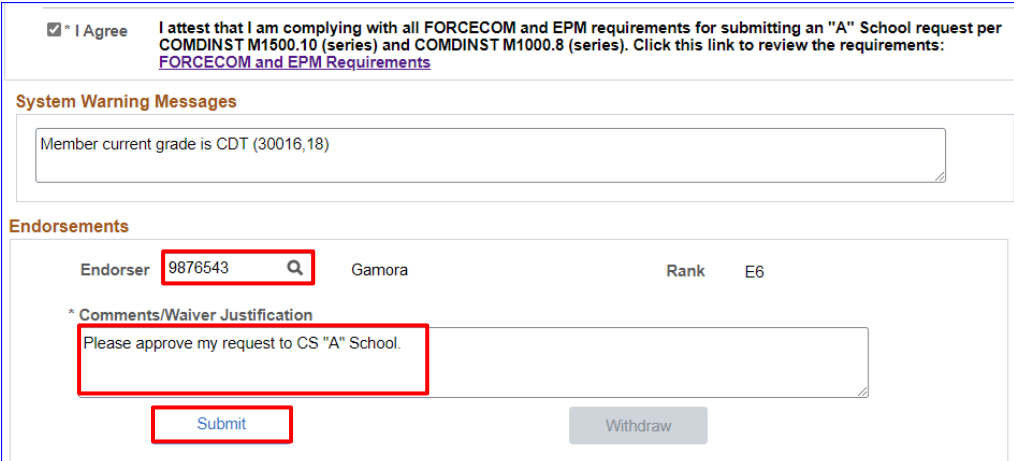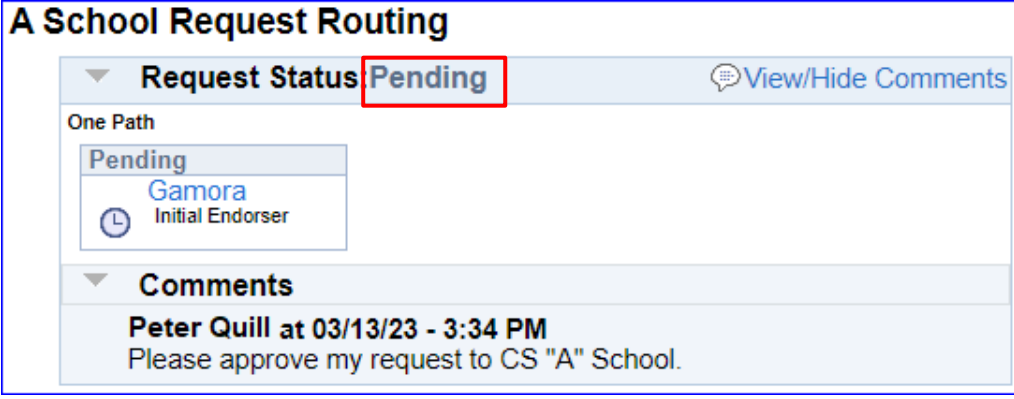| Step | Action |
|------|--------|
| 1 | Navigate to **Member Self Service** via the drop-down or by page **arrows**.  |
| 2 | Click on the **A School Request - Submit** tile.  |

# Submitting an "A" School Request, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 3 | The "A" School Request page will display.<br>Enter the **required** information (The request will not be submitted, if not completed, and you will receive error messages.):<br>**Course** – Select the appropriate course from the lookup icon<br>**Email ID** – Enter your Coast Guard or personal email address.<br>**I Agree –** Check the box if you attest to the required statement.<br> |

# Submitting an "A" School Request, Continued

**Procedures**,
continued

| Step | Action |
|------|--------|
| 4 | • **Endorser** – Enter the Empl ID of your department head or whoever your Command designates as the next person in the chain of command for A-school requests. Hit the **Tab** key and the name and rank will populate.<br>• **Comments/Waiver Justification** – Applicable information is required.<br><br>Click **Submit**.<br><br>☑ * 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**<br><br>**System Warning Messages**<br>Member current grade is CDT (30016,18)<br><br>**Endorsements**<br>Endorser 9876543 🔍  Gamora     Rank  E6<br>* Comments/Waiver Justification<br>Please approve my request to CS "A" School.<br><br>Submit          Withdraw |
| 5 | The **Request Status** will display Pending and be routed to your Command for approval.<br><br>**A School Request Routing**<br>▼ **Request Status** Pending       💬 View/Hide Comments<br>One Path<br>Pending<br>Gamora<br>🕐 Initial Endorser<br><br>▼ **Comments**<br>Peter Quill at 03/13/23 - 3:34 PM<br>Please approve my request to CS "A" School. |
| 6 | This **Status** at the top of the page should also display Pending.<br><br>Status  Pending<br><br>Email ID  peter.quill@uscg.mil<br><br>Required Points  ** AR + VE of at least 95 ** |