

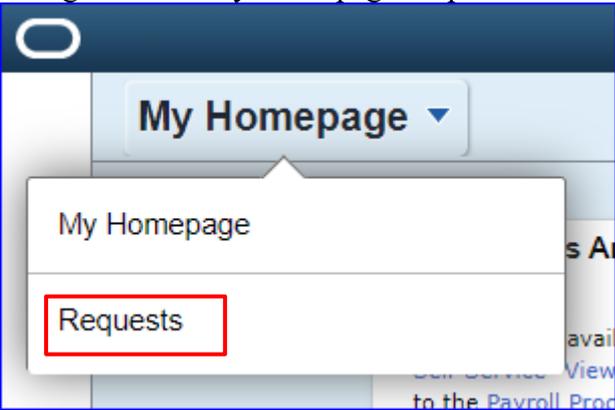
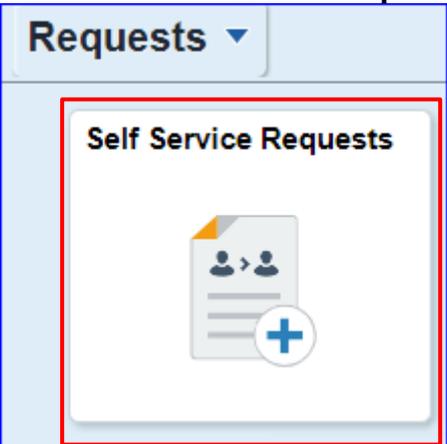
Submitting an “A” School Request

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

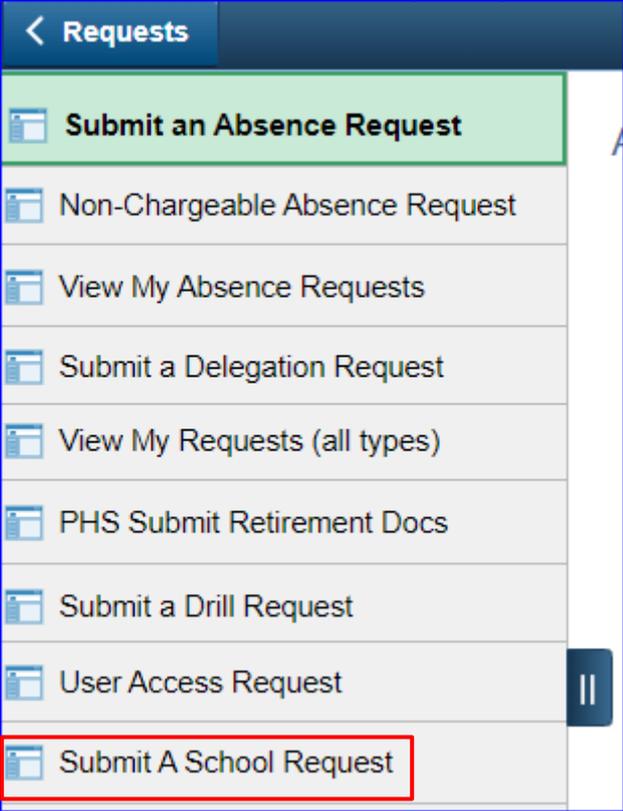
Procedures See below.

Step	Action
1	<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 box labeled 'My Homepage' with a downward arrow. A white dropdown menu is open, showing '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 light blue header with a 'Requests' dropdown menu. Below it is a white tile with a blue border, titled 'Self Service Requests'. The tile contains an icon of a document with two people and a blue plus sign in a circle.</p>

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Submitting an “A” School Request, Continued

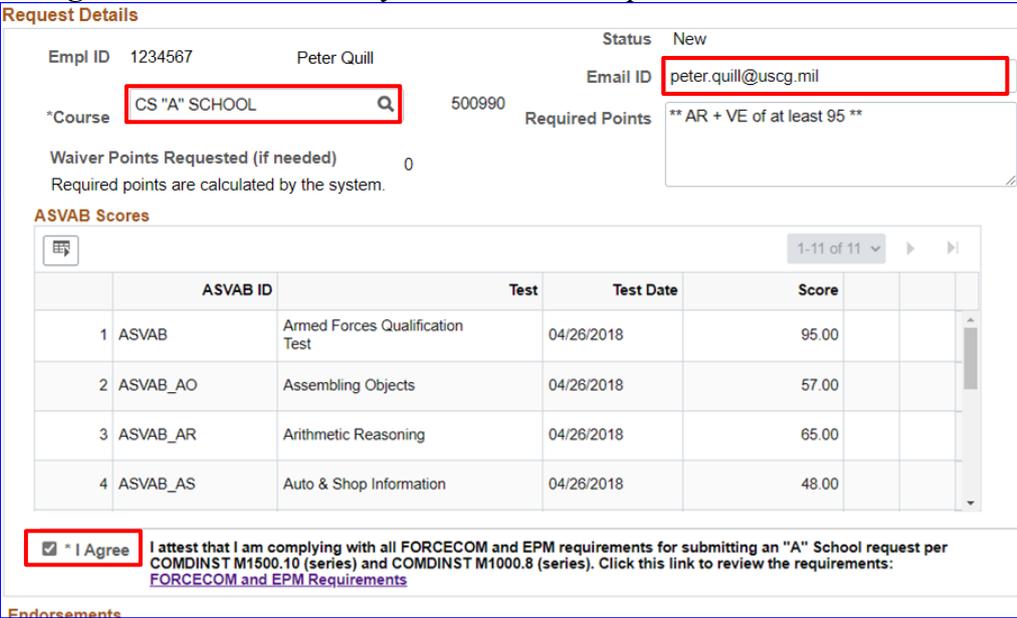
Procedures,
continued

Step	Action
3	<p data-bbox="352 495 927 524">Click the Submit A School Request option.</p>  <p data-bbox="352 524 975 1335">The screenshot shows a list of request options. The top item, 'Submit an Absence Request', is highlighted in green. The bottom item, 'Submit A School Request', is highlighted with a red rectangular box. The list includes: Submit an Absence Request, Non-Chargeable Absence Request, View My Absence Requests, Submit a Delegation Request, View My Requests (all types), PHS Submit Retirement Docs, Submit a Drill Request, User Access Request, and Submit A School Request.</p>

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Submitting an “A” School Request, Continued

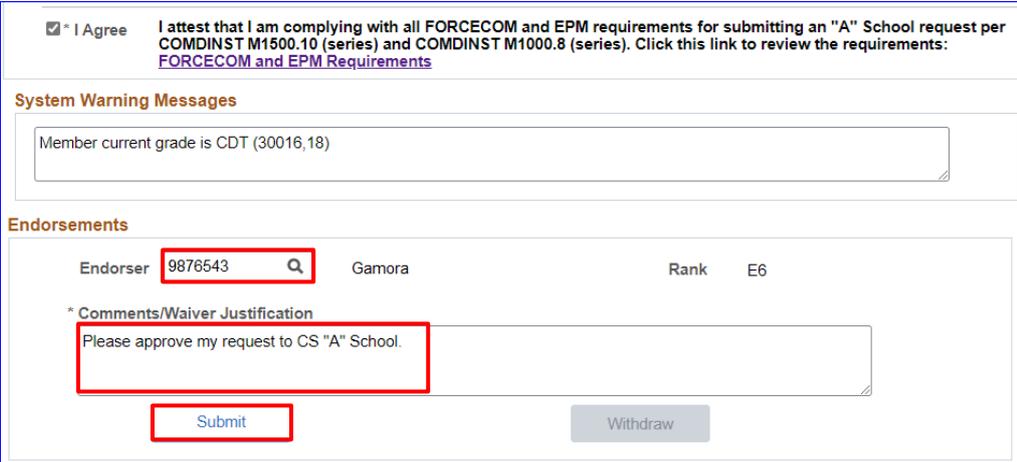
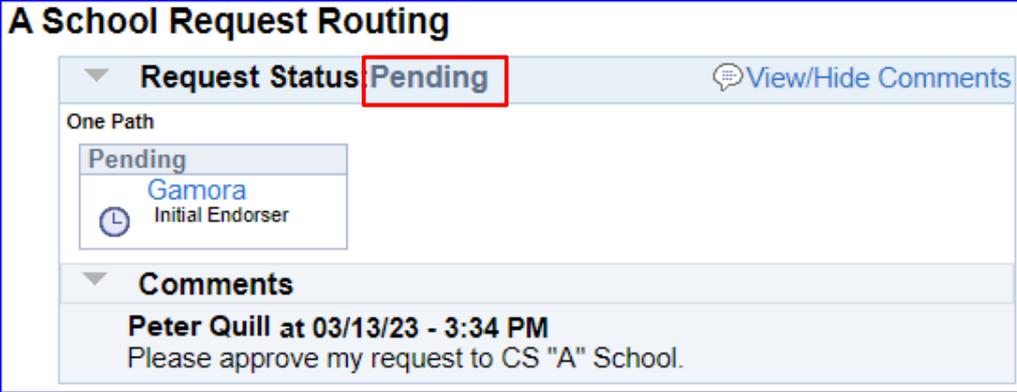
Procedures,
continued

Step	Action																				
4	<p>The “A” School Request page will display. Enter the required information (The request will not be submitted, if not completed, and you will receive error messages.):</p> <ul style="list-style-type: none"> • Course – Select the appropriate course from the lookup icon • Email ID – Enter your Coast Guard or personal email address. • I Agree – Check the box if you attest to the required statement.  <p>Request Details</p> <p>Empl ID 1234567 Peter Quill Status New 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.</p> <p>ASVAB Scores</p> <table border="1"> <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><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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Submitting an “A” School Request, Continued

Procedures,
continued

Step	Action
5	<ul style="list-style-type: none"> • 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. • Comments/Waiver Justification – Applicable information is required. <p>Click Submit.</p> 
6	<p>The Request Status will display Pending and be routed to your Command for approval.</p> 
7	<p>This Status at the top of the page should also display Pending.</p> 