











## Submitting an Electronic Training Request (ETR), Continued

Procedures,  
continued

Step	Action																												
10	<p>A Submit Confirmation message will display. Click <b>Start a new Training Request</b> to enter an ETR for another member or click the <b>Home</b> button (located in the upper right corner) to return to the main page.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Confirmation</b></p> <p style="border: 1px solid red; padding: 2px;">Submitted - Your Enrollment Request for Employee Hoban Washburne (1234567) has been submitted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Course Session Details</th> </tr> </thead> <tbody> <tr> <td>Course:</td> <td>Weapon Systems Employment</td> </tr> <tr> <td>Session:</td> <td>0012</td> </tr> <tr> <td>Course Start Date:</td> <td>01/04/2021</td> </tr> <tr> <td>Start Time:</td> <td>8:00AM      End Time: 4:00PM</td> </tr> <tr> <td>Duration (Days):</td> <td>28.0</td> </tr> <tr> <td>Location:</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>Language:</td> <td></td> </tr> </tbody> </table> <p>By submitting this ETR, you are confirming that all prerequisites for this course have been met and authorizing the member to attend training for the requested date(s). Automatic deletion of this ETR will result if prerequisites are not met. Alternate sessions/dates must be listed in this block. If the ETR is being submitted for a SELRES member on long-term active duty orders (greater than 180 days), the comments must reflect the recall status, to receive AFC-56 funded travel.</p> <p>Only the following comments are to be listed: prerequisites have been met on (date), alternate sessions/dates, and any special circumstances. Do not list any other comments.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Casey Waltman</th> </tr> </thead> <tbody> <tr> <td>Employee ID:</td> <td>1234567</td> </tr> <tr> <td>Empl Rcd:</td> <td>0</td> </tr> <tr> <td>Rank:</td> <td>YN1</td> </tr> <tr> <td>Dept:</td> <td>BASE CLEV SPO (PS)</td> </tr> <tr> <td>Comment:</td> <td style="border: 1px solid black; padding: 5px;">Enter comments as appropriate (i.e. All prerequisites have been met; include any alternate dates and/or special circumstances, etc.).</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p style="border: 1px solid red; padding: 2px;"><a href="#">Start a new Training Request</a></p> </div>	Course Session Details		Course:	Weapon Systems Employment	Session:	0012	Course Start Date:	01/04/2021	Start Time:	8:00AM      End Time: 4:00PM	Duration (Days):	28.0	Location:	CG TRACEN YORKTOWN	Language:		Casey Waltman		Employee ID:	1234567	Empl Rcd:	0	Rank:	YN1	Dept:	BASE CLEV SPO (PS)	Comment:	Enter comments as appropriate (i.e. All prerequisites have been met; include any alternate dates and/or special circumstances, etc.).
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