You're a potential student and you want to take LAMS

Are you an E-5?

- No → Understand that E-5's WILL have priority seating over your request.
- Yes → Review convening dates on the ETQC PORTAL Course Catalog. (**Classes fill up months in advance**)

For additional information and guidelines, review the LAMS business rules located on the LAMS Portal page.

Identify an appropriate session to attend and at least 2 alternate sessions.

Are you located at, or within **50 miles**, of an Exportable Host Unit?

- No → You should request attendance at a resident convening
- Yes → You will first request attendance at your local convening(s).

Do you have Operational, medical, or work-life conflict with all local sessions?

- Yes → You should request attendance at a resident convening
- No → Identify the following to write in the ETR Comments section:

1. At least 2 alternate sessions
2. All operational, medical, work-life constraints preventing local session attendance
3. To help identify E-4's above the cut of as primary target audience, list:
   A. SWE (May/Nov)
   B. Cut number
   C. Member's placement on the list
4. List if all other E-6 advancement requirements have been met
5. List "will accept soonest available LAMS session." This enables roster managers to transfer requests to the next session when the requested session is full.

Submit an ETR for a **resident** session in accordance with your local ETR submission procedures following ETQC & **LAMS comment guidance**.

If you request an exportable session and are outside the local area, it violates the business rules. Your ETR will be denied and moved to an appropriate session.

Submit an ETR for the **exportable** session(s) in your area in accordance with your local ETR submission procedures following ETQC & **LAMS comment guidance**.

Useful Links: https://cg.portal.uscg.mil/communities/leadership-development/LAMS/SitePages/Home.aspx www.dcms.uscg.mil/leadership http://www.cga.edu/subsites/ldccourses.aspx?id=2743 https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx