



# EPM-2 "A" School Assignments

OUR WEBPAGE - <http://www.uscg.mil/psc/epm/AO/NonRate.asp> (Page Updated - 12SEP2011)



<b>"A" SCHOOL LIST</b> <a href="http://www.uscg.mil/psc/epm/docs/A-SchoolList.pdf">http://www.uscg.mil/psc/epm/docs/A-SchoolList.pdf</a>	
<b>AIRMAN PROGRAM</b> <a href="http://www.uscg.mil/epm/AO/AirmanProgram.asp">http://www.uscg.mil/epm/AO/AirmanProgram.asp</a>	<b>RFMC RATING FORCE NOTES</b> <a href="https://cgportal.uscg.mil/lotus/myquickr/rating-force-master-chiefs/welcome">https://cgportal.uscg.mil/lotus/myquickr/rating-force-master-chiefs/welcome</a>

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## RATE REQUIREMENTS



 <p><b><u>AET – AVIONICS ELECTRICAL TECHNICIAN</u></b></p> <p><b>"A" School Location:</b> <a href="#">ATTC Elizabeth, NC</a> (20 week course)  <b>ASVAB:</b>  AFQT = 65  <b>OR</b>  MK + EI + GS = 172 w/ a minimum AR of 52  <b>Normal Color Vision:</b> Required  <b>Security Clearance:</b> Secret Required  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 32 Months (Upon Graduation)  <b>Other Prerequisites:</b> Flight Physical ** (See Below)</p>	 <p><b><u>AMT – AVIATION MAINTENANCE TECHNICIAN</u></b></p> <p><b>"A" School Location:</b> <a href="#">ATTC Elizabeth, NC</a> (20 week course)  <b>ASVAB:</b>  AFQT = 65  <b>OR</b>  AR + MC + AS+ EI = 220 w/ a minimum AR of 52  <b>Normal Color Vision:</b> Required  <b>Security Clearance:</b> Secret Required  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 32 Months (Upon Graduation)  <b>Other Prerequisites:</b> Flight Physical ** (See Below)</p>
 <p><b><u>AST – AVIATION SURVIVAL TECHNICIAN</u></b></p> <p><b>"A" School Location:</b> <a href="#">ATTC Elizabeth, NC</a> (18 week course)  <b>ASVAB:</b>  AFQT = 65  <b>OR</b>  VE + MC + AS = 162 w/ a minimum AR of 52  <b>Normal Color Vision:</b> Required  <b>Normal Hearing:</b> Required  <b>Security Clearance:</b> Secret Required  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 30 Months (Upon Graduation)  <b>Other Prerequisites:</b> <a href="#">Physical Fitness Screening</a> &amp; Flight Physical ** (See Below)</p>	 <p><b><u>BM – BOATSWAIN'S MATE</u></b></p> <p><b>"A" School Location:</b> <a href="#">TRACEN Yorktown, VA</a> (12 week course)  <b>ASVAB:</b> AR + VE = 100  <b>Normal Color Vision:</b> Required  <b>Security Clearance &amp; U.S. Citizenship:</b> N/A  <b>U.S. Citizenship:</b> N/A  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 24 Months (Upon Graduation)  <b>Other Prerequisites:</b> None</p>
 <p><b><u>DC – DAMAGE CONTROLMAN</u></b></p> <p><b>"A" School Location:</b> <a href="#">TRACEN Yorktown, VA</a> (15 week course)  <b>ASVAB:</b> VE + MC + AS = 155  <b>Normal Color Vision:</b> N/A  <b>Normal Hearing:</b> N/A  <b>Security Clearance &amp; U.S. Citizenship:</b> N/A  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 27 Months (Upon Graduation)  <b>Other Prerequisites:</b> None</p>	 <p><b><u>EM – ELECTRICIAN'S MATE</u></b></p> <p><b>"A" School Location:</b> <a href="#">TRACEN Yorktown, VA</a> (19 week course)  <b>ASVAB:</b> MK + EI + GS = 153 w/ a minimum AR of 52  <b>Normal Color Vision:</b> Required  <b>Normal Hearing:</b> N/A  <b>Security Clearance &amp; U.S. Citizenship:</b> N/A  <b>First Unit 4 Month Wait:</b> Required  <b>Obligated Service:</b> 31 Months (Upon Graduation)  <b>Other Prerequisites:</b> None</p>



### ET – ELECTRONICS TECHNICIAN

“A” School Location: [TRACEN Petaluma, CA](#) (29 week course)

ASVAB:

AFQT = 65

OR

MK + EI + GS = 172 w/ a minimum AR of 52

Normal Color Vision: Required

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: Required

First Unit 4 Month Wait: Waived as per ALCGENL 099/11

Obligated Service: 36 Months (Upon Graduation)

Other Prerequisites: None



### FS – FOOD SERVICE SPECIALIST

“A” School Location: [TRACEN Petaluma, CA](#) (12 week course)

ASVAB: VE + AR = 105

Normal Color Vision: N/A

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: N/A

First Unit 4 Month Wait: Waived as per ALCGENL 099/11

Obligated Service: 24 Months (Upon Graduation)

Other Prerequisites: None



### GM – GUNNER'S MATE

Training Location: [TRACEN Yorktown, VA](#) (13 week course)

ASVAB: AR + MK + EI + GS = 209

Normal Color Vision: Required

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: Required

First Unit 4 Month Wait: Waived as per ALCGENL 099/11

Obligated Service: 25 Months (Upon Graduation)

Other Prerequisites: None



### HS – HEALTH SERVICES TECHNICIAN

Training Location: [TRACEN Petaluma, CA](#) (19 week course)

ASVAB: VE + MK + GS + AR = 207 w/ a minimum AR of 50

Normal Color Vision: Required

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: N/A

First Unit 4 Month Wait: Required

Obligated Service: 31 Months (Upon Graduation)

Other Prerequisites: None



### IS – INTELLIGENCE SPECIALIST

Training Location: [TRACEN Yorktown, VA](#) (14 week course)

ASVAB: AR + VE = 109

Normal Color Vision: Required

Normal Hearing: Required

A Secret Clearance & U.S. Citizenship: Required for placement on the waiting list.

First Unit 4 Month Wait: Required

Obligated Service: 26 Months (Upon Graduation)

Other Prerequisites: Required, see below

1. Send an IS "A" School request to FS1 Chris Walker.
2. FS1 Walker will review the request and place the member on the list with a SEC Hold and send Command further instructions also found below.
3. At this point nothing else needs to be done until an "A" School Assignments representative (normally FS1 Walker) contacts the unit that the member may start processing their Single Scope Background Investigation (SSBI) for a Top Secret clearance. **Do not start the SSBI until directed, otherwise SECCEN will reject the request.**

4. Member may not attend IS "A" School until they have acquired their Top Secret clearance.

Instructions:

1. Please contact IS1 Jeffrey Thornton by phone (202-372-2752) or e-mail at CG-221 (CG Headquarters) to start the SCI interview process and indicate that it is for IS "A" School.
2. IS1 Thornton will send the member required documents to sign and return. Once IS1 Thornton has the signed documents, an interview will be scheduled (normally on Fridays).
3. Upon Completion of the interview, IS1 Thornton will send the member a copy of their interview.
4. Upon receipt of all required paperwork and signed interview, the member will be sent the SSO worksheet with instructions attached.
5. Forward the SSO Worksheet to FS1 Walker to remove the Screening Hold.



### IT – INFORMATION SYSTEMS TECHNICIAN

Training Location: [TRACEN Petaluma, CA](#) (29 week course)

ASVAB:

AFQT = 65

OR

MK + EI + GS = 172 w/ a minimum AR of 52

Normal Color Vision: Required

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: Required

First Unit 4 Month Wait: Required

Obligated Service: 36 Months (Upon Graduation)

Other Prerequisites: None



### ME – MARITIME ENFORCEMENT SPECIALIST

Training Location: [MLEA Academy Charleston, SC](#) (10 week course)

ASVAB: AR + VE = 100

Normal Color Vision: Required

Normal Hearing: N/A

Security Clearance & U.S. Citizenship: Required

First Unit 4 Month Wait: Required

Obligated Service: 24 Months (Upon Graduation)

Other Prerequisites: Valid Driver's License & [Lautenberg Amendment Compliance - DD Form 2760](#) (Click to Access)



### MK – MACHINERY TECHNICIAN

**Training Location:** [TRACEN Yorktown, VA](#) (13 week course)  
**ASVAB:** AR + MC + AS = 154 **OR** VE + AR = 105  
**Normal Color Vision:** Required  
**Normal Hearing:** N/A  
**Security Clearance & U.S. Citizenship:** N/A  
**First Unit 4 Month Wait:** Required  
**Obligated Service:** 25 Months (Upon Graduation)  
**Other Prerequisites:** None



### MST – MARINE SCIENCE TECHNICIAN

**Training Location:** [TRACEN Yorktown, VA](#) (11 week course)  
**ASVAB:** VE + AR = 114 w/ a minimum MK of 56  
**Normal Color Vision:** N/A  
**Normal Hearing:** N/A  
**Security Clearance & U.S. Citizenship:** N/A  
**First Unit 4 Month Wait:** Required  
**Obligated Service:** 24 Months (Upon Graduation)  
**Other Prerequisites:** None



### OS – OPERATIONS SPECIALIST

**Training Location:** [TRACEN Petaluma, CA](#) (17 week course)  
**ASVAB:** VE + AR = 105  
**Normal Color Vision:** Required  
**Normal Hearing:** Required  
**Security Clearance & U.S. Citizenship:** Required  
**First Unit 4 Month Wait:** Waived as per ALCGENL 099/11  
**Obligated Service:** 29 Months (Upon Graduation)  
**Other Prerequisites:** None



### PA – PUBLIC AFFAIRS SPECIALIST

**Training Location:** [DINFOS at Fort Meade, MD](#) (12 week course)  
**ASVAB:** VE + AR = 109 w/ a minimum VE of 54  
**Normal Color Vision:** N/A  
**Normal Hearing:** N/A  
**Security Clearance & U.S. Citizenship:** Required  
**First Unit 4 Month Wait:** Required  
**Obligated Service:** 24 Months (Upon Graduation)  
**Other Prerequisites:** PA Screening Process \*\* (See Below)



### SK – STOREKEEPER

**Training Location:** [TRACEN Petaluma, CA](#) (8 week course)  
**ASVAB:** VE + AR = 105 w/ a minimum VE of 51  
**Normal Color Vision:** N/A  
**Normal Hearing:** N/A  
**Security Clearance & U.S. Citizenship:** N/A  
**First Unit 4 Month Wait:** Required  
**Obligated Service:** 24 Months (Upon Graduation)  
**Other Prerequisites:** None



### YN – YEOMAN

**Training Location:** [TRACEN Petaluma, CA](#) (8 week course)  
**ASVAB:** VE + AR = 105  
**Normal Color Vision:** N/A  
**Normal Hearing:** N/A  
**Security Clearance & U.S. Citizenship:** N/A  
**First Unit 4 Month Wait:** Required  
**Obligated Service:** 24 Months (Upon Graduation)  
**Other Prerequisites:** None



### YNA – DISTANCE LEARNING PROGRAM (YNA-DL)

**Training Locations:** 29 of them (can be viewed by [clicking here](#)) (members have up to 24 weeks to complete the course)  
**ASVAB:** VE + AR = 105 **Normal Color Vision:** N/A **Normal Hearing:** N/A **Security Clearance & U.S. Citizenship:** N/A  
**First Unit 4 Month Wait:** Required **Obligated Service:** 24 Months (Upon Graduation)  
**Other Prerequisites:** Applicants must serve a minimum of four months at their first duty station prior to applying, be in pay grade E-3 or above, meet YN ASVAB requirements, must be fit for full duty, and available for worldwide assignment. When submitting a standard YN “A” school request, please state whether the member would also want to be placed on the YNA-DL waiting list as well. The member can be on both waiting lists at the same time.

\*\* Not required to be placed on the “A” school list, but required to begin aviation training.

**Vision/Hearing/Security Clearance:** Members can be placed on the “A” School List without a vision, hearing or security clearance verification (excluding IS). In this case, an appropriate hold will be placed on the member and these will have to be verified and met in order to receive orders to “A” school. Below are the abbreviations and their descriptions of the different holds that are used on the “A” School List.

**ADM** - Administrative Hold      **MED** - Medical Hold

**SEC** – Required security clearance for specific rating not attained

**INC** – Physical Exam completed but not submitted to PSC for final approval (check with clinic)

**NPY** – Member does not have a **CG PSC approved** aircrew candidate flight physical

**PND** – Indicates physical Pending final approval at PSC

**SCR** -Screening Hold (member has not completed the screening requirements for the rate)

**TCP** -Tour Completion Hold (member has a tour commitment that must be met before they can go to “A” School)

**Obligated service:** Will commence on the date of graduation from "A" School. Applicant's not having the necessary active duty obligated service requirement for "A" School remaining on their present contract, must reenlist or sign an Agreement to Extend Enlistment to cover the required period prior to departing their unit for school. Members disenrolled from Class "A" School at their own request, for lack of application, or for misconduct will be required to fulfill their full-obligated service requirement. Personnel disenrolled for academic, humanitarian, or for the good of the Coast Guard may, upon the approval of EPM-1 have their obligated service requirement rescinded or reduced to cover the period of schooling received.

**Citizenship:** Just a reminder that AET, AMT, AST, ET, GM, IS, IT, ME, OS and PA schools require all members to be U.S. Citizens. Make sure that you note this on all your applications for these schools. Also, you cannot have dual citizenship.

**NJP and Alcohol Incidents:** Members MUST have Satisfactory Conduct and be Recommended for Advancement on their most recent EER to be added to any "A" School list. If the member receives Non-Judicial Punishment (NJP), Courts-Martial or Civil Conviction after they are on the list their name will have to be removed from the "A" School list for a minimum of 6 months. After the 6 month period has ended, the member may reapply for Class "A" School. If a civil conviction occurs, the six month period starts from the date NJP was awarded, or the date of arrest. If the member receives an alcohol incident, unsatisfactory / not recommended for advancement, performance probation or any other temporary deficiency that did not lead to NJP, Courts-Martial or Civil Conviction, then the member will have to be placed on an "ADMIN" hold. This hold can only be removed once the member is recommended for advancement on their next set of semi-annual evaluations. Commands are reminded to contact one of the "A" School Assignment Officers as soon as a member has received NJP, Courts-Martial, Civil Conviction or any other disciplinary action.

**Communication with "A" School AO's:** As per the Personnel Manual, non-rated members (includes rated members on the "A" School List) are not permitted to contact the Assignment Officers (AO) to include Non-rate AO and "A" School AO. If the member has a question or concern they are advised to go through their chain of command. If their command cannot answer the question or concern, then the command may contact the AO directly. In most cases, questions and concerns can be addressed at the PO1/CPO level. IAW this policy, epm-2 does accept "A" School requests from non-rated members, including YN strikers. Members that are currently striking YN are allowed to draft the request, but the requests needs to be sent to epm-2 by a Petty Officer (including non-rates with a designator) with "By Direction" authority. Any unauthorized communication will be reported to the command cadre.

## ***"A" SCHOOL ORDERS***

**WEIGH YOUR MEMBERS BEFORE THEY DEPART FOR TRAINING! IAW ALCOAST 468/09, UNITS ARE REQUIRED TO VERIFY COMPLIANCE WITH WEIGHT / BODY FAT STANDARDS WITHIN 30 DAYS BEFORE A CLASS CONVENING DATE AND UPDATE DIRECT ACCESS WITH THE MEMBER'S PHYSICAL CHARACTERISTICS.**

IAW Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8G, Chapter 3.5, if a member shows up to "A" School overweight or over their body fat they may potentially be "fault" disenrolled which means they will not eligible to be placed on any "A" school list for a minimum of 1 year. Commands are urged to contact one of the "A" school Assignment Officers as soon as possible if their member is on the verge of or not within weight standards. Do not contact the "A" School.

### **AST ORDER NOTE - PHYSICAL FITNESS:**

(A) AST Candidates Must Be Physically Prepared To Successfully Complete The AST Physical Fitness Screen Test Within The First Week Of The Airman Program.

(B) Physical Fitness Screen Test: 50 Push-ups (2 Minutes, No Stopping), 60 Sit-ups (2 Minutes, No Stopping), 5 Pull-ups, 5 Chin-ups, 1.5 Mile Run (12 Minutes Or Less), 500 Yard Swim (Crawl Stroke Only, 12 Minutes Or Less, No Stopping), 4 X 25 Yard Underwater Swim (Maximum 60 Second Rest Between Each 25 Yard Length).

(C) It Is Recommended That Units Pre-Screen Members Upon Receipt Of These Orders. If Member Is Unable To Demonstrate A Successful Pre-Screening, Contact The Airman Assignment Officer Immediately. Members Orders Will Be Cancelled, Member Will Remain On The 'A' School List With A Physical Fitness Test (PFT) Hold Tagged To Their Name Until They Are Physically Ready To Attend The AST Airman Program.

(D) Members That Are Unable To Successfully Pass The Physical Fitness Screen Within The First Week Of The Airman Program Will Be Disenrolled From The Airman Program.

**“A” School Orders:** Orders are issued by “A” School Assignment Officers (AO’s) approximately fourteen weeks prior to class convening via direct access airport terminal. If the command does not have access to DA, the unit should contact their SPO for the member’s orders.

**Cancellations/Order Changes:** Commands are to notify the appropriate “A” School Assignment Officer (preferably via email) with “A” School order cancellations/changes, member status updates, and anything pertaining to the member’s “A” School orders. In the email correspondence, include the member’s name, EMPLID number, “A” School / CLCVN date, and the member’s current status / reason for cancelling orders. Ensure that the Command Cadre is carbon copied on the email. For cancellations, the sooner the command notifies epm-2, the better the chances of filling the seat with the next member on the “A” School List. Every attempt is made to fill all quotas up to one week prior to class convening. Please refer to the Performance, Training and Education Manual COMDTINST M1500.10C Ch. 7.F.16. “No Shows” for notifications required if the member fails to execute orders and the command does not notify epm-2 requesting a cancellation.

**Notice to Members OUTCONUS:** If a member elects to ship his/her vehicle based off of PCS TEMDUINS orders to “A” school for less than 20 weeks, they must be properly counseled and the following statement on their orders issued by PSC-epm-2. “Member serving OCONUS may ship their POV in accordance with JFTR U5440.D, to their Class “A” school; however they must be counseled on possible excess cost. You are authorized to ship one POV from (insert name of OCONUS unit) to your new PDS following completion of Class “A” training under 20 weeks at (insert training center) in accordance with JFTR U5440.D. Your POV shipment entitlement is from the port/VPC serving your OCONUS unit to the port/VPC serving the PDS that will later be identified upon completion of “A” school. Since the next PDS is not identified at this time, you may be subject to excess cost. Should you receive orders back to your previous PDS, another OCONUS PDS, or to an area where the receiving VPC is different from the VPC where the POV was originally shipped, you will be required to pay excess charges.” The following must be completed following the counseling of the member of this entitlement: 1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued. 2. Written agreement signed by the member to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later. 3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440.D.1.

## ***TYPES OF “A” SCHOOL ORDERS***

**TDY, PCS/Temduins, and PCS orders:** These are the only 3 ways that a member should be ordered to "A" school. Let us explain the differences because there appears to be some confusion out there.

**TDY (TAD):** This order is used if a member has dependents and needs to return to their permanent duty station after the completion of “A” School. There will be no entitlements for dependents traveling to “A” School with the member just like any other TDY orders. If the member has no reason to return to the permanent unit after “A” School, then the Command can request PCS/Temduins orders. PCS/Temduins orders can cost a married member money out of pocket so member needs to be counseled on entitlements for both types of orders. **TDY Orders are highly recommended for members with dependents.**

**PCS/Temduins:** This order is used for members with no dependents. It is also used for members with dependents but have no reason to return to their permanent duty station after completion of “A” School, there will be no entitlements for dependents traveling to “A” School with the member (as stated in TDY explanation).

**PCS:** This is used for personnel attending ET or IT “A” School. Due to these “A” Schools being longer than 20 weeks, PCS orders are authorized. All personnel will be issued PCS orders no matter if you have dependents or not. If you have dependents, you are authorized allowances to have dependents relocate with you to “A” School. This is the only set of orders where dependents are entitled to allowances to travel with the member to “A” School. Members without dependents are NOT authorized to ship HHG to Training Center; HHG shall be placed in Non-Temporary Storage (NTS). Members without dependents will be living in the barracks.

If you are still confused, please contact us so we can assist you. We'd rather you reach out to us than get a set of orders wrong.

## ***CO/OIC & FC-51 ASVAB WAIVERS***

**ASVAB Scores/Waivers:** If the applicant is highly recommended for Class “A” School Training but does not have the minimum qualifying ASVAB test scores, the Commanding Officer or Officer-in-Charge may waive up to five points of the total of two or more subsets to qualify the applicant. This authority may not be delegated to an Executive Officer or Executive Petty Officer acting as Commanding Officer or Officer-in Charge, respectively. A single qualifying test score and minimum scores, such as the General Science (GS) score, score cannot be waived by the Commanding Officer or Officer-in-Charge.

**FC-51 ASVAB Waivers:** Members requiring an ASVAB beyond CO's/OINC's five (5) point combined approving authority or waivers for a single minimum score must send an e-mail to Mary Norwood at [mary.l.norwood@uscg.mil](mailto:mary.l.norwood@uscg.mil) 202-475-5485. These procedures and policies were referenced (with more detail here) in the Performance, Training and Education Manual, COMDTINST M1500.10C.

Here is the requested ASVAB Waiver sample e-mail (sanitized). You may want to expound more on number four, when citing complementary comments about the member. Also, include the date if the member has previously retested on the AFCT to try and raise their scores. Remember, sometimes ASVAB waiver requests are disapproved. When that happens, the member is requested to study and then to retest on the AFCT to try and improve his/her scores. Along with study guides purchased to study for the SAT, AST and GRE Standardized tests another excellent study resource/guide is the Online Academic Skills Course (OASC) offered free of cost on the Coast Guard Institute website which is: <http://www.uscg.mil/hq/cgi/ve/OASC.asp> The OASC course is designed help increase reading comprehension, vocabulary, and math abilities.

**It is now recommended to send ASVAB waiver requests via e-mail to:** [mary.l.norwood@uscg.mil](mailto:mary.l.norwood@uscg.mil)

### FC-51 EXAMPLE CGMS:

SUBJ: ASVAB WAIVER REQUEST

REF A. PERFORMANCE, TRAINING AND EDUCATIONAL MANUAL COMDTINST M1500.1C

1. FN JOHN B. DOE, EMPLID 1234567

2. REQUEST WAIVER OF ONE POINT IN MK

AS PER REF A. MST = VE + AR = 114 W/ A MIN MK OF 56

MEMBER'S VE 55 + AR 54 = 109 W/ MK OF 55. OIC GRANTED 5 POINT WAIVER FOR VE/AR SCORE

3. MST CLASS "A" SCHOOL

4. MEMBER IS AN OUTSTANDING PERFORMER AND HIGHLY RECOMMENDED FOR ADVANCEMENT

5. POC: BM1 JOE C. COASTIE, (123) 567-1234.

## CLASS "A" SCHOOL REQUESTS

There are three ways (Email, Fax & CGMS) that "A" School requests can be sent to EPM-2. E-mail is the most preferred method. Requests should be sent to the appropriate "A" School Assignment Officer (AO) listed below.

ASTC Tom Emerick: **AET, AMT & AST**

FS1 Christopher Walker: **DC, ET, GM, IS, IT, MK, MST, OS, & SK**

YN3 Joseph Riollano: **BM, EM, FS, HS, ME, PA, YN, & YNA-DL**

YN2 Christopher Foster: **(RPM-2) All Reserve "A" School Assignments/Requests**

**Non-Rate / "A" School  
Assignments Supervisor  
YNCS Rhonda Killmon**

**All Non-Rated and Rated Members on the "A" School List are not permitted to contact the "A" School Assignment Officers (AO's) listed above. Refer to the note at the bottom of page 3 "[Communication with "A" School AO's](#)" for more information.**

Requests must come from the Command Cadre or someone that has "By Direction" authority. Fax or message requests are allowed as well but are not recommended. Our fax number is (202) 493-1269. If you are faxing or sending a request via message, please include the member's EMPLID and not the member's Social Security Number. Please include member's name and school requested in the subject line of the email. The text of the correspondence must include the following information:

***FORMAT UPDATED – 01JAN2010 (This correspondence can be copied and pasted into your email request)***

**1. Candidate's Name:**

**2. Rank/Rate:**

**3. EMPLID:** (When including documentation, please white out or do not include the member's Social Security Number)

**4. "A" School Requested:** (Member cannot be on two or more "A" School Lists at the same time, include in the remarks section that member desires to be removed from the current list)

**5. ASVAB Scores:** (Minimum scores are listed in the "[Rate Requirements](#)" section, located above)

**6. Waivers Granted by CO/OIC and/or FC-51:**

(Only the CO/OIC - Can grant up to 5 points on a combined ASVAB Score. Refer to page 4 regarding FC-51 single score/additional point waivers. If applicable, include a copy of FC-51 approval CGMS in this request)

**6b. Waiver Endorsed by:** (Name, Rank/Rate of CO/OIC)

**7. Date Member Reported to Unit:** (Date)

(The first unit 4 month wait requirement waived for critical rates, refer to the current [“A” School List](#) for the list of the current critical rates)

**8. Statement Regarding Normal Color Perception:** (if applicable)

(Normal color perception ratings: AET, AMT, AST, BM, EM, ET, GM, HS, IS, IT, ME, MK, & OS) **This statement must accompany each application:** “*This command certifies that member has been medically screened on (date) and has normal color perception*”. If we do not receive this statement, member will be added to the list, but will be placed in a medical (MED) hold status until the command can certify the candidate’s vision.

**9. Statement Regarding Normal Hearing:** (if applicable)

(Normal hearing ratings: AST, IS and OS) **This statement must accompany each application:** “*This command certifies that member has been medically screened on (date) and has normal hearing*”. If we do not receive this statement, member will be added to the list, but will be placed in a medical (MED) hold status until the command can certify the candidate’s hearing.

**10. Security clearance statement is required for each application to the security clearance ratings:** (AET, AMT, AST, ET, GM, IS, IT, ME, OS, PA) “This command certifies that member is a U.S. citizen and NACLIC security clearance granted on (date), or security package was mailed to SECCEN on (date).”

**11. SCI Pre-nomination interview results sheet:** (IS RATE ONLY) (Commands must attach a copy of the IS “A” School SSO Worksheet to this request (This sheet is provided by the Headquarters Special Security Officer (SSO) 202-372-2748).

**12. Status of Aircrew Candidate Flight Physical:** (AET, AMT, & AST RATES ONLY)

**13a. Valid Driver’s License:** (ME RATE ONLY)

**13b. Lautenberg Amendment Compliance:** (ME RATE ONLY)

**14a. Signature date of command endorsement:** (Date)

**14b. Endorsed By:** (Name, Rank/Rate & Title of Approving Official)

**15. Remarks:** (Endorsements, admin/medical/tour commitment holds, note to remove member from the current list, etc.)

Upon receipt, the “A” School AO will review the request and add member to the appropriate “A” School List. If the request is incomplete or we require amplifying information, we will reply to the unit identifying what information is needed. Note that since most requests are submitted via email (instead of actual forms), the command may be requested to provide a copy of the original documentation for verification of a request. For general FAQ’s, please refer to our web-page by [clicking here](#).

## USEFUL LINKS



### Performance, Training and Educational Manual

<http://www.uscg.mil/hr/cg132/docs/COMDTINSTM1500.10C.pdf>



### Current Rating Force Notes

<https://cgportal.uscg.mil/lotus/myquickr/rating-force-master-chiefs/welcome>



### CG PSC EPM-2 Non-Rate / “A” School Assignments

<http://www.uscg.mil/psc/epm/AO/NonRate.asp>



### ATTC Elizabeth, NC

AET, AMT & AST

Website: <http://www.uscg.mil/hq/cg1/attc/>



### TRACEN Petaluma “A” Schools

ET, FS, HS, IT, OS, SK & YN

Website: <http://www.uscg.mil/hq/cg1/TracenPetaluma/default.asp>



## TRACEN Yorktown “A” Schools

BM, DC, EM, GM, IS, MK & MST

Website: <http://www.uscg.mil/tcyorktown/default.asp>



## MLEA Academy Charleston, SC – ME “A” School

Website: <http://www.uscg.mil/mlea/mea/default.asp>



## Fort Meade, MD – PA “A” School

Website: [http://www.dinfos.osd.mil/Dinfosweb/Students/CoastGuard/uscg\\_welcome.asp](http://www.dinfos.osd.mil/Dinfosweb/Students/CoastGuard/uscg_welcome.asp)



## U. S. Coast Guard Recruiting

Website: <http://www.gocoastguard.com/>

# *YNA Distance Learning Resources*

## YNA Distance Course Units (Updated 15SEP2011)

1. CG ACADEMY
2. PSSU ALAMEDA
3. SECTOR ASTORIA
4. SECTOR BALTIMORE
5. PSSU BOSTON
6. CAMSLANT
7. AIR STATION CAPE COD
8. TRAINING CENTER CAPE MAY
9. SECTOR CHARLESTON
10. PSSU CLEVELAND
11. SECTOR CORPUS CHRISTI
12. ATTC ELIZABETH CITY
13. PSSU ELIZABETH CITY
14. CG HQ (HSC)
15. SECTOR HOUSTON-GALVESTON
16. SECTOR KEY WEST
17. PSSU KODIAK
18. SECTOR LONG ISLAND SOUND
19. SECTOR MOBILE
20. SECTOR NEW YORK
21. SECTOR NORTH CAROLINA
22. SECTOR NORTHERN NEW ENGLAND
23. USCG ATLANTIC AREA
24. TRACEN PETALUMA
25. PSSU PORTSMOUTH
26. SECTOR SAULT STE MARIE
27. SECTOR SAN DIEGO
28. SECTOR SE NEW ENGLAND
29. TRACEN YORKTOWN

## ALCOAST 196/08 Training Programs Leading to Yeoman Third Class (YN3)

<http://www.uscg.mil/ANNOUNCEMENTS/alcoast/ALCOAST196-08.txt>

## TRACEN Petaluma - More information on YNA Distance Learning Course

[http://www.uscg.mil/hq/cg1/TracenPetaluma/YN\\_School/distance\\_learning.asp](http://www.uscg.mil/hq/cg1/TracenPetaluma/YN_School/distance_learning.asp)

## YNA-DL Frequently Asked Questions

<http://www.uscg.mil/psc/epm/AO/YNEast.asp>