



EPM-2 "A" School Assignments

OUR WEBPAGE - <http://www.uscg.mil/psc/epm/AO/NonRate.asp> (PAGE UPDATED - 14JAN2011)



"A" SCHOOL LIST http://www.uscg.mil/psc/epm/docs/A-SchoolList.pdf	"A" SCHOOL RATE REQUIREMENTS http://www.uscg.mil/psc/epm/docs/A-School-Req.pdf
AIRMAN PROGRAM http://www.uscg.mil/epm/AO/AirmanProgram.asp	YNA DISTANCE LEARNING LIST http://www.uscg.mil/psc/epm/docs/YNA_DISTANCE_COURSE_LIST.pdf

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	EPM-2's Non-Rate / "A" School
FSC Lee Bollhorst:	BM, FS, HS, IS, ME, MK, YN, & YNA-DL	Assignments Supervisor:
SNYN Joseph Riollano:	DC, EM, ET, GM, IT, MST, PA, OS, & SK	YNCS Rhonda Killmon
YN2 Christopher Foster:	(RPM-2) All Reserve "A" School Requests/Assignments	

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 "Communication with "A" School AO's" on the [Rate Requirements](#) (page 3) 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 "A" School Rate Requirements page - link located above)
- 6a. ASVAB Waiver Granted by CO/OIC and/or FC-51:** **6b. Waiver Endorsed by:** (Name, Rank/Rate of CO/OIC)
(Only the CO/OIC - Can grant up to 5 points on a combined ASVAB Score. If applicable, include the FC-51 approval CGMS in the remarks section of this request. Refer to the [Rate Requirements](#) page regarding FC-51 single score/additional point waivers).
- 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 mbr has been medically screened on (date) and has normal color perception"
- 9. Statement Regarding Normal Hearing:** (if applicable)
(Normal hearing ratings: AST, IS and OS) **This statement must accompany each application:** "This command certifies that mbr has been medically screened on (date) and has normal 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 mbr 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](#).