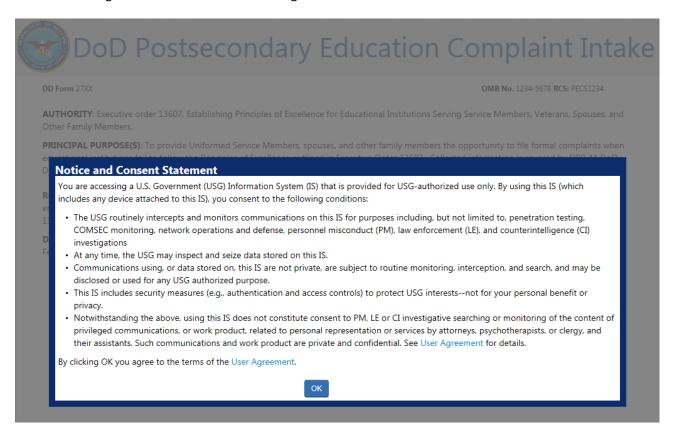
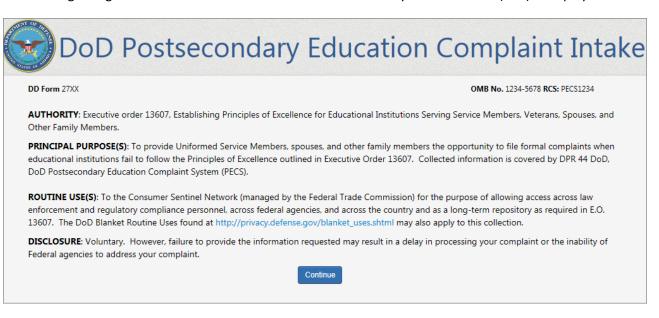
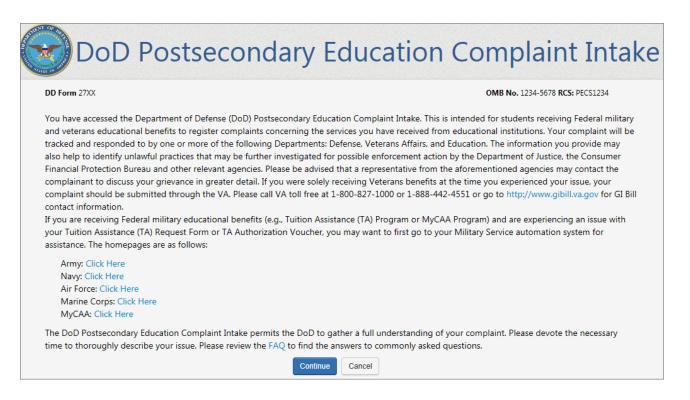
1. Prior to accessing the online Complaint Intake the user will be presented with the Notice and Consent Statement and must agree to the terms of the User Agreement .



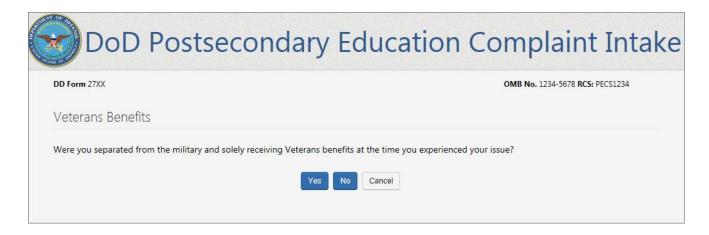
2. After agreeing to the Notice and Consent Statement the Privacy Act Statement (PAS) is displayed.



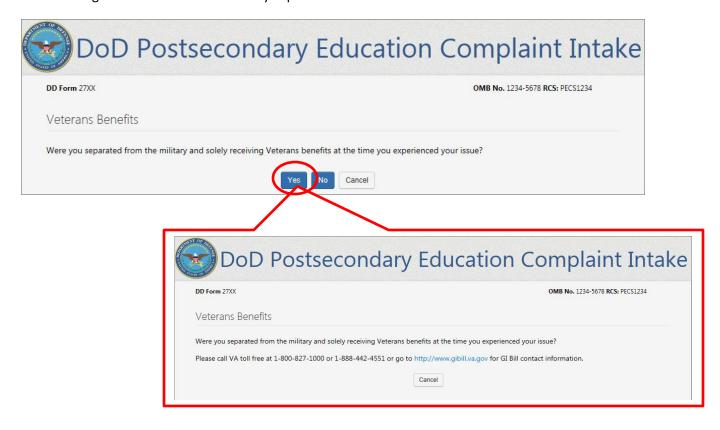
3. After clicking the Continue button on the PAS page the online Complaint Intake landing page is displayed.



4. Following the PAS page, the Complaint Intake will ask if the student was separated from the military and solely receiving VA benefits at the time they experienced their issue.



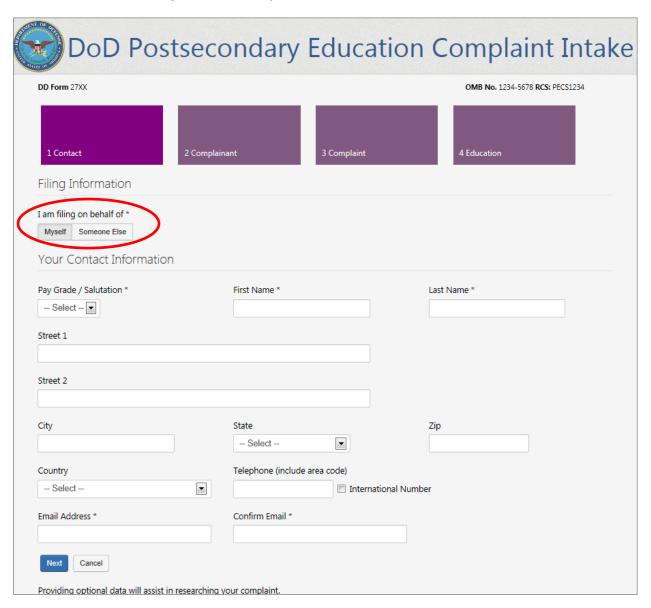
5. Complainant will be directed to Veterans Affairs if they indicate they were separated from the military and solely receiving VA benefits at the time they experienced their issue.



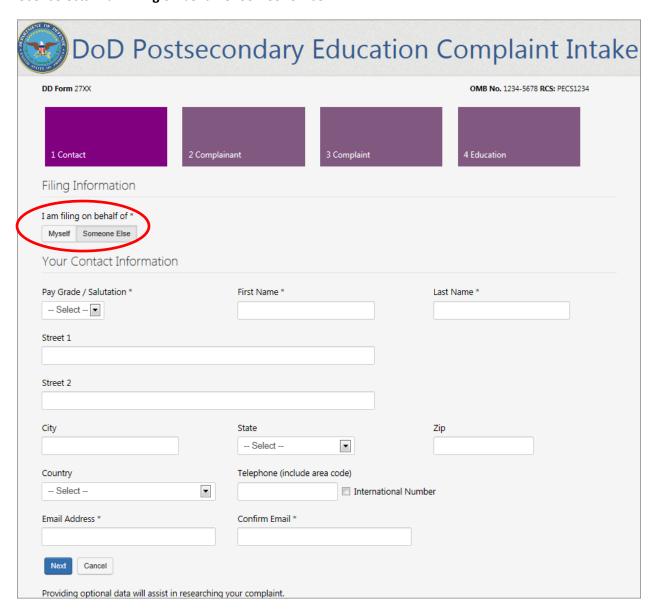
PAGE ONE OF THE ONLINE COMPLAINT INTAKE

6. Complainant will access page one of the online Complaint Intake upon answering "No" to the Veterans Benefits question.

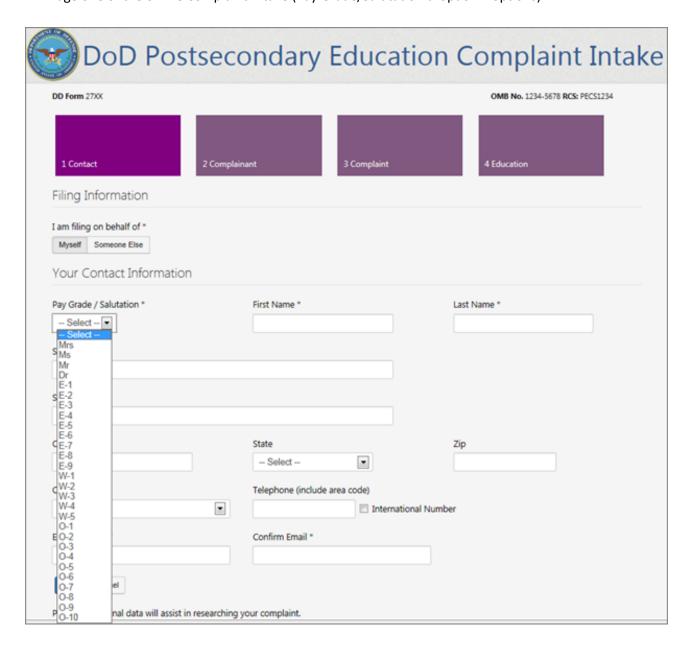
User selects "I am filing on behalf of myself"



User selects "I am filing on behalf of Someone Else"



7. Page one of the online Complaint Intake (Pay Grade/Salutation dropdown options):

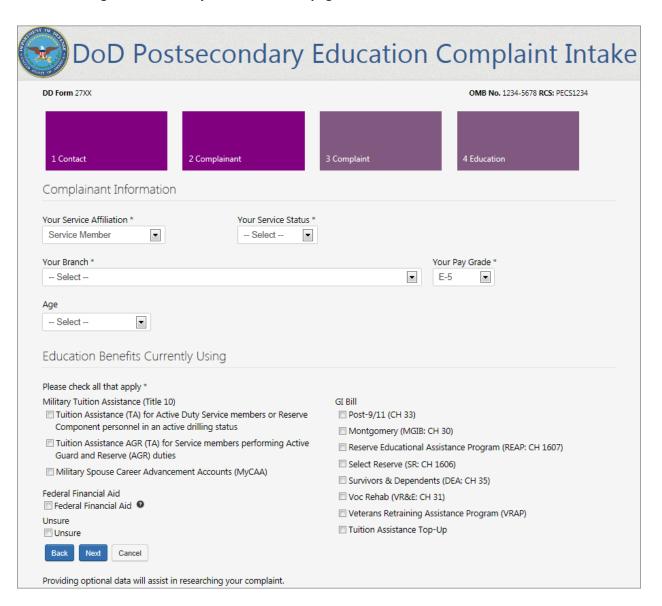


PAGE TWO OF THE ONLINE COMPLAINT INTAKE

The Complainant Information field labels are dynamic and update when a user files a complaint on behalf of someone else. Labels update from "Your", when a user is filing on behalf of themself, to "Complainant's" when filing on behalf of someone else.

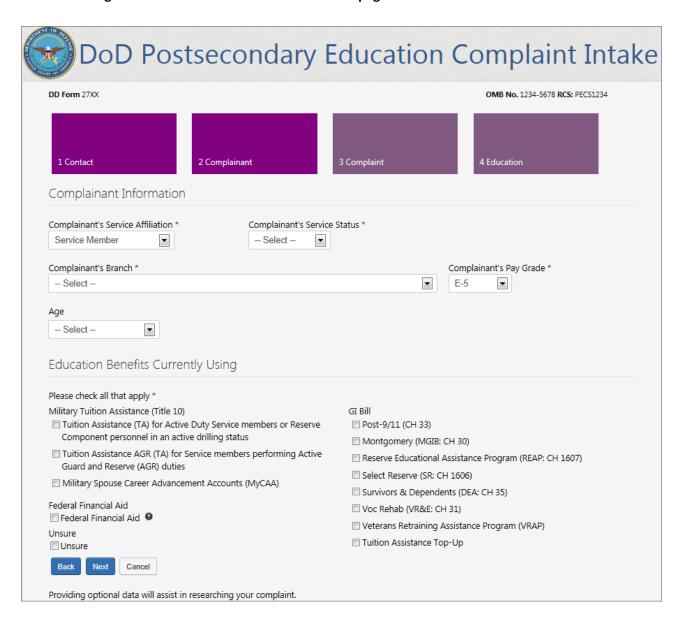
8. Page two of the online Complaint Intake ("Service Member" is selected as the Service Affiliation)

"I am filing on behalf of myself" selected on page one.



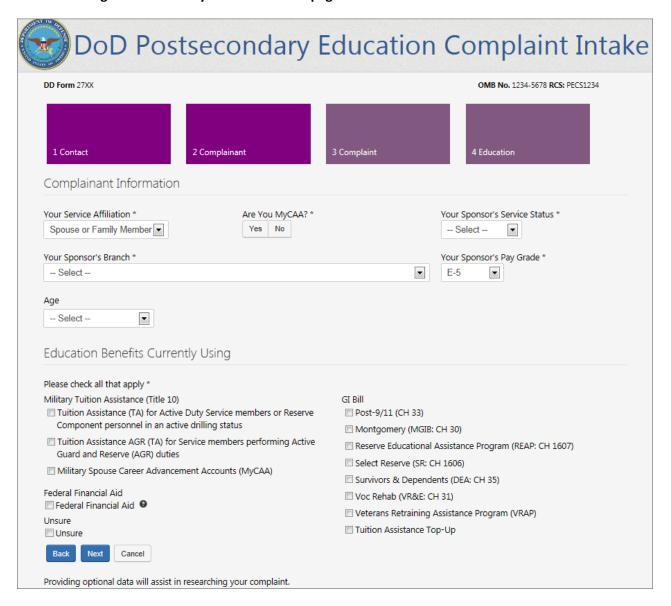
8a. Page two of the online Complaint Intake ("Service Member" is selected as the Service Affiliation)

"I am filing on behalf of someone else" selected on page one.



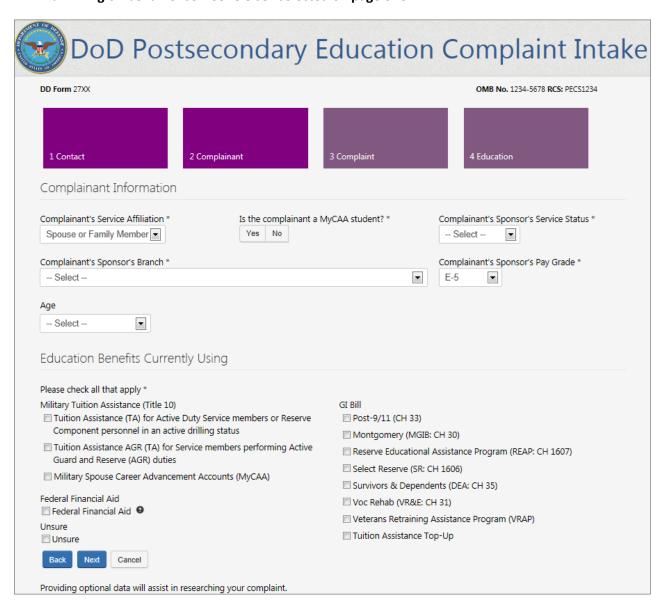
8b. Page two of the online Complaint Intake ("Spouse or Family Member" selected as the Service Affiliation).

"I am filing on behalf of myself" selected on page one



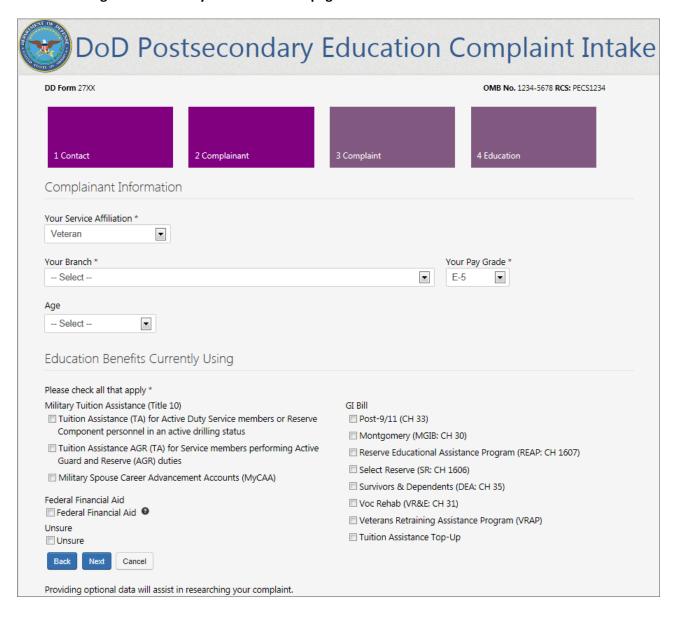
8c. Page two of the online Complaint Intake ("Spouse or Family Member" selected as the Service Affiliation).

"I am filing on behalf of someone else" selected on page one



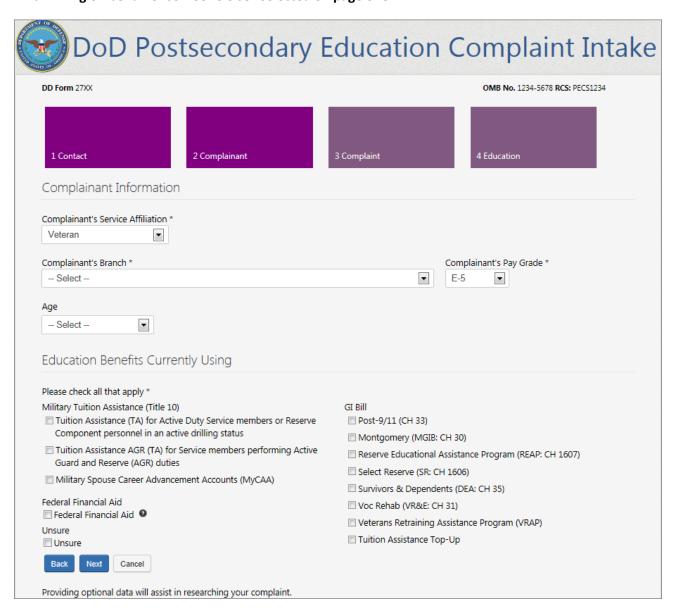
8d. Page two of the online Complaint Intake ("Veteran" selected as the Service Affiliation).

"I am filing on behalf of myself" selected on page one

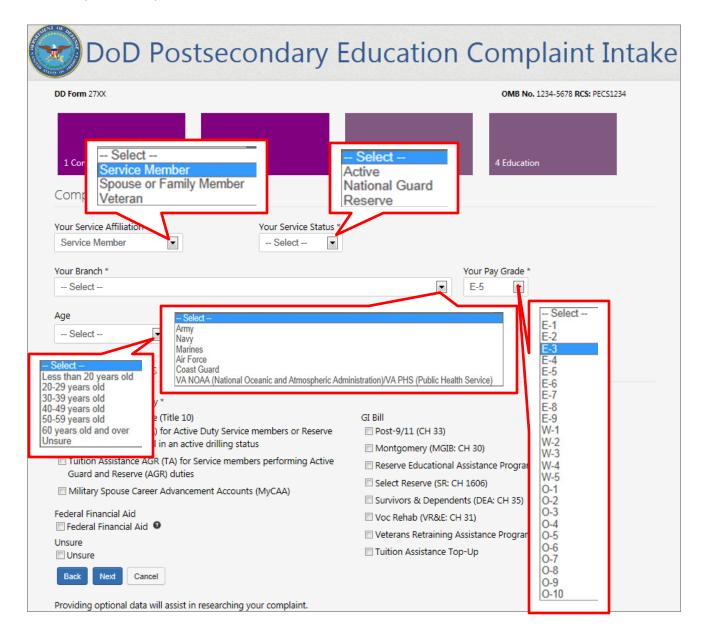


8e. Page two of the online Complaint Intake ("Veteran" selected as the Service Affiliation).

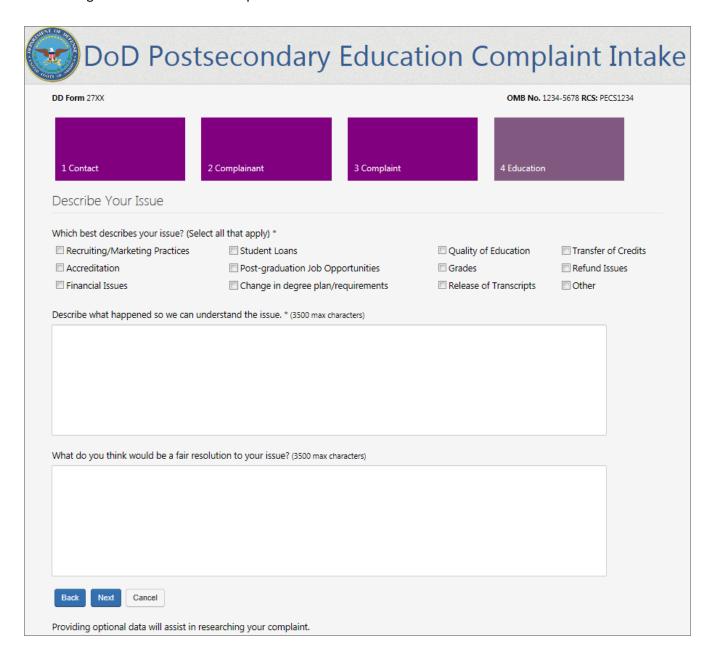
"I am filing on behalf of someone else" selected on page one



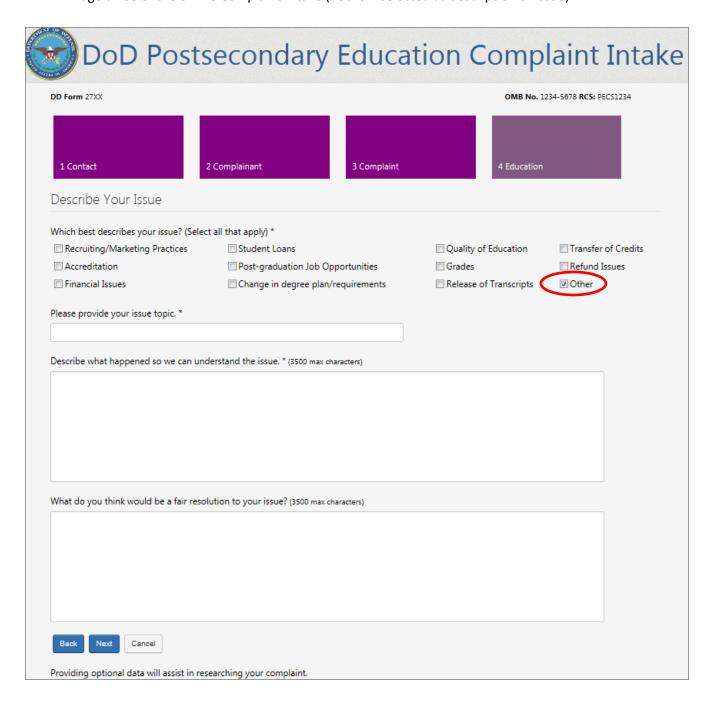
9. Page two of the online Complaint Intake dropdown options: (Branch, Service Affiliation, Service Status, Age and Pay Grade dropdown lists).



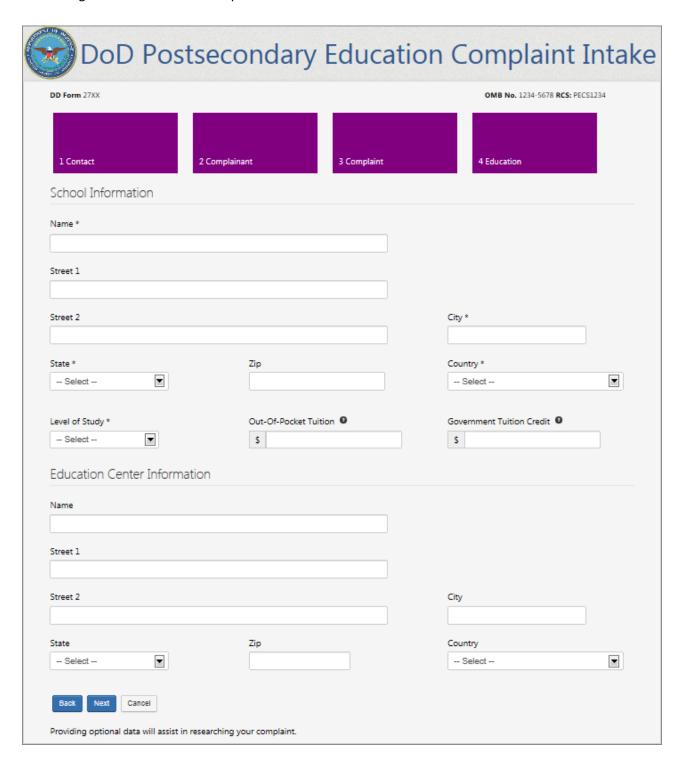
10. Page three of the online Complaint Intake:



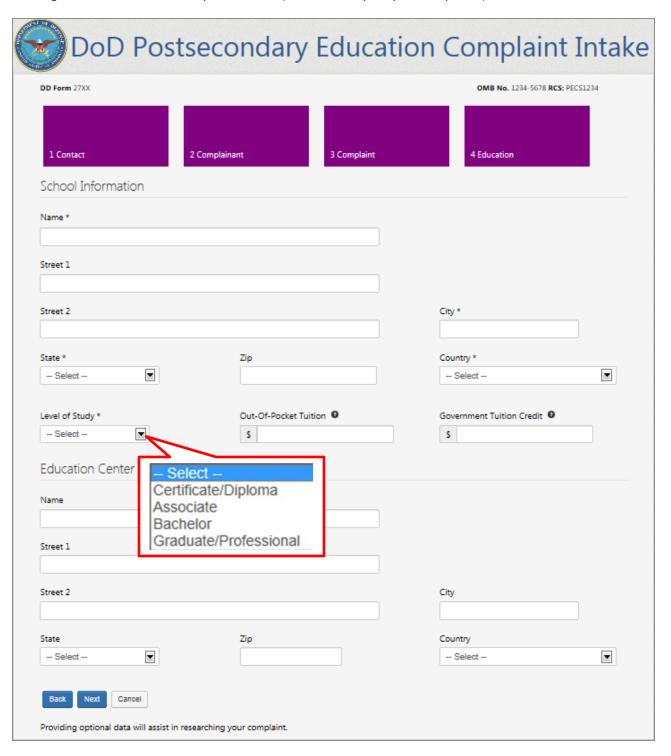
11. Page three of the online Complaint Intake ("Other" selected as description of issue)



12. Page four of the online Complaint Intake.



13. Page four of the online Complaint Intake (Level of Study dropdown options).



14. User is presented with a summary page that details all information entered into the online Complaint Intake.



- 15. Upon submitting the online Complaint Intake a confirmation page will display to the user.
 - User will have the option to print the confirmation page and will be sent the details via email.



DD Form 27XX OMB No. 1234-5678 RCS: PECS1234

Your complaint case ID is USAF1221

Your complaint has been successfully submitted and an email sent to the address provided. You will receive periodic emails as your complaint case status progresses. Please check your email account frequently for status updates to your complaint case.



Step 1 - Contact Information

Pay Grade / Salutation Filed on Behalf of

E-5 Jeremy Winters Myself

Address 100 Main St Arlington VA 22222

USA

Telephone 123-456-7890 j@j.com

Step 2 - Complainant Information

Service Affiliation Service Status MyCAA Student

Service Member Active No Pay Grade Branch Age

Air Force E-5 30 to 39 years old **Education Benefits Used**

Tuition Assistance

Step 3 - Complaint Information

Issues listed

Transfer Of Credits

Describe what happened so we can understand the issue

My school is not adhering to the policies of a SOC school and accepting my previously earned college credit.

What do you think would be a fair resolution to your issue?

45 s.h. of my previously earned college credit should be accepted and applied toward my degree.

Step 4 - Education Information

American Military University 100 University Drive College Town WV 12345

USA

Out-Of-Pocket Tuition Government Tuition Credit Level of Study

Bachelor \$1,000.00 \$4,500.00

Education Center Not Provided Not Provided

Exit Complaint Form