

STANDARD AUXILIARY C-SCHOOL

TRAINING GUIDELINES AND POLICIES

INTRODUCTION:

Quotas for all resident and road show training in the Coast Guard are handled by the Training Quota Management Center (TQC) staff; that is a staff that is smaller than the crew of a 110' CG patrol boat handling 30,000 quotas for 600 courses at 150 separate training sites annually. With that type of workload, it is imperative that TQC closely adheres to regulations and the chain of command. As Auxiliarists and Director's staff who are directly involved in the C-School process for the Auxiliary, we must understand that we are working within a Coast Guard system, must work with appropriate chains of leadership and command, and ensure that everyone involved is acting as a good steward of our limited training resources. To that end, the following step-by-step processes shall be followed in order to minimize problems and provide beneficial Auxiliary training experiences.

1. TRAINING – C-SCHOOL EXPLANATION:

Auxiliary C-Schools are Coast Guard-funded formal training events. They are short-term in nature (i.e. – usually two to five days long) and deal with specific subject matter (e.g. – distance education technology, information systems, spatial disorientation). They normally require students to travel to a Coast Guard training center, although some C-Schools can be exported so that instructors travel to regional locations to deliver the training.

The Auxiliary C-School web site (<http://cschool.auxservices.org>) is the best and most efficient source for learning about C-School courses, per diem rates, and travel claim reimbursement. All students should review the site links prior to registration for a C-School.

C-Schools are designed to provide specific program training in a structured, classroom environment. There are 16 specific C-School courses, all of which are on the C-School web site. Class convenings are updated throughout the year as needed. It's very important to attend the C-School class once selected for it. Funding for all future courses is directly linked to how many students complete each class each year. The ratio of vacant quotas compared to the number of quotas originally authorized for the Auxiliary program, when expressed as a percentage, is referred to as the C-school's lapse rate. High lapse rates, particularly those that result from failure of students to show up for the class or cancellation less than four weeks in advance of the class, jeopardize the next fiscal year's funding for that course.

A. Requesting A C-School:

Auxiliarists submit a Short-Term Training Request form (STTR, CG-5223, an easy-to-use self-editing electronic version of which is available on the Auxiliary web site, <http://nws.cgaux.org/index.html>, and the C-School portal site, <http://cschool.auxservices.org/>) for a desired course to their Director via the elected officer chain in their region. The form should arrive at the Director eight weeks prior to the class convening.

The Chief Director (CG-5421) requests orders from TQC based upon student registration. Each Director verifies students for class attendance. Once a student submits an STTR to the Director, and the Director has confirmed the student's eligibility for the class, the Director will register them in the Coast Guard's Direct Access information system. The Director shall determine

which STTRs will be approved for the issuance of C-School orders. STTRs shall be processed through the Director's office and into Direct Access on a first-come first-served basis, provided C-School eligibility requirements are met. The class lead instructor may work directly with DIRAUX offices to ensure that the right students are attending the right C-Schools at the right times. This includes reconciling any C-School eligibility prerequisites and student scheduling considerations. If an STTR has already been approved by DIRAUX and entered in Direct Access, and there is reason to remove that member from the class roster, then DIRAUX will notify CG-5421 who will remove the student. If orders have already been issued, then TQC will remove them from the class roster and cancel their orders. For all courses, DIRAUX offices or lead instructors must notify CG-5421 prior to orders being issued for all students requiring local mileage (local orders) for all classes. TQC will not issue orders for any course until local student information is sent to them. This should occur at the 6-week mark prior to class commencement. Students are permitted to attend one C-School every 3 years. The only exceptions to this, which can be explained by the DIRAUX, are two Auxiliary IT classes and two Auxiliary aviation classes, for qualified personnel.

SPECIAL NOTE: All students attending any C School MUST comply with all course criteria, including all pre-class and post-class assignments. Failure to do so will result in severe penalties!

B. Orders And Amendments:

Direct Access is a personnel management computer system that contains Auxiliarist information for enrollment in C-Schools. Six (6) weeks prior to a class commencement, CG-5421 will close the class and request orders for all instructors and students registered. CG-5421 will then e-mail TQC to request orders. TQC will cut the orders and make them available to the DIRAUX office associated with the Auxiliarist's Department Code. The Department Code is a field input that is

optional when the DIRAUX enrolls the Auxiliarist in Direct Access. If there is no Department Code, or if it is incorrect in Direct Access, the DIRAUX will not be able to see the student's orders in the airport terminal. To obtain the orders, the DIRAUX must make a written request to CG-5421 who may then intervene to e-mail the student's orders to the requesting DIRAUX. Prospective students should inquire to their DIRAUX about their prospective training orders four (4) weeks prior to a class commencement if they have not yet been received. If a student does not know how to contact their DIRAUX, the Flotilla Commander can provide assistance.

Orders are directions from the Government that tell a student the training location, which C-School to attend, approved transportation methods, lodging arrangements, etc. Orders further specify the approved uniform or other attire, class start and end times, contact information for questions, and any other special or pertinent information. Students must follow orders exactly as they appear; all deviations from the orders must be approved in advance or the student will not be reimbursed for those deviations. For each approved deviation, TQC or the DIRAUX will produce an amendment to the orders. This could range in form from an e-mail to reissuing the orders for the entire class. One of the most commonly requested amendments is for rental car reimbursement. Unless specifically authorized by TQC, rental car costs will not be reimbursed. TQC will issue the orders via CG-5421 then the DIRAUX. TQC must enforce the Joint Federal Travel Regulations, including the "return home by midnight" rule. That means if a class ends in the afternoon, the students and instructors are expected to travel home after class as long as they can be home by midnight (i.e. – the last day of class is also the return travel day). Normal travel dates for a resident course will be the date before the class begins and the last day of class, if the student can arrive home by midnight. If that is not possible, proof that an airline, ferry or train schedule precludes them from being home by midnight (and why) should be sent via e-mail to the lead instructor or local DIRAUX office. The DIRAUX shall also determine whether or not a

student lives close enough to the school site to be able to attend under terms of local travel. If so, then DIRAUX shall advise CG-5421 and the student of such determination.

C-School funds are US Govt funds and **MUST** be used in accordance with government rules and regulations. Per the **JFTR, par. U3500-B** , and **FTR, par. C2400-B** students are not authorized airfare or lodging, only local mileage, if their proximity to the C-school site is:

- 1) Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers; or
- 2) Within a local commuting area of the duty station, the boundaries of which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or
- 3) Within separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

When it is determined to be advantageous to the Government, designated Service officials may authorize/approve reimbursement for transportation expenses incurred by members/employees conducting official business in the local area of their PDS and TDY stations. See JFTR, Chapter 3, Part F and FTR, Chapter 2, Part H.

Sometimes amendments to the orders are necessary for a change or correction. An e-mail amendment is the same as an amendment to the original orders. Frequently, original orders cannot be amended unless all orders for a class are amended. When only some students need an amendment, then an e-mail amendment will be done by TQC or DIRAUX. The student's DIRAUX completes amendments to orders for leave taken (i.e. personal time) before or after a C-School and for Privately Owned Vehicle (POV) usage. Amendment arrangements should be made prior to orders being issued. If a student wishes to use POV in lieu of authorized air travel, both the amendment specifying this and a form called a Government Travel Request (GTR) must

be filled out. The student will see on the GTR how much their POV mileage reimbursement will be. In-transit lodging and per diem outside the usual travel day are never authorized in this situation, per the JFTR and FTR. The student should contact their local DIRAUX to request an amendment. The DIRAUX will seek endorsement of other requests from CG-5421. CG-5421 will endorse the request (or reject it) and send the endorsed request to TQC who will either process it or reject it. These endorsements or rejections usually take one (1) to two (2) days.

The lead instructor for any C-school shall serve as spokesperson for all instructors associated with the school. Only the lead instructor shall communicate and coordinate C-school issues and concerns with CG-5421. The lead instructor's point of contact is the CG-5421 Training Program Manager; at no time should a lead instructor contact TQC. Students having problems with their orders should first contact their DIRAUX and then the lead instructor as outlined above. Only in a clearly emergent circumstance should a student contact CG-5421 directly. It is imperative that we all follow the CG chain of command and CG Auxiliary chain of leadership in this process. CG-5421, DIRAUX offices, and the lead instructors are a team working to provide good training experiences for Auxiliarists. TQC is also a member of that team. Within that team, there is a chain of command that makes the system work for the benefit of all Auxiliarists.

C. Penalties:

1. Criteria:

Penalties are instituted when a student asks for a C-School, receives orders to it, and then fails to attend or complete the class for any reason other than one that is emergent medical, death, family or work related or

After appearing for a class, fails to remain for any reason other than those stated above.

Students can also be dismissed from a class for reasons such as:

Being disruptive;

Failure to perform class assignments;

Failure to wear the proper uniform; or

Failure to comply with CG regulations, policies, or procedures.

2. Type:

Penalties stemming from C-School matters normally entail revocation of C-School orders and ineligibility to attend future C-Schools. Penalties are determined through consultation between the DIRAUX, CG-5421 Training Manager, and DC-T with the following factors taken into consideration: has this student previously cancelled from other Auxiliary C-Schools; could the student have told the DIRAUX earlier; is the reason for successful completion valid; is the student in good standing in the Auxiliary? Notwithstanding the above, nothing precludes the DIRAUX from taking additional administrative disciplinary action pursuant to Chapter 3 of the Auxiliary Manual depending upon the severity of a student's actions regarding the C-School.

3. Duration:

Revocation of Auxiliary C-School orders and associated privileges may be imposed for one (1), two (2), or three (3) years. The duration shall be determined based upon the timeliness of the notice to the DIRAUX or lead instructor and the aforementioned factors of consideration.

4. Notification to the Student:

The DIRAUX shall notify the student in writing (e-mail is acceptable, copy to the DCO, DCDR and FC) of any penalty assessment, as well as their right to appeal, within 30 calendar days. Any additional administrative disciplinary action shall be processed in accordance with Chapter 3 of the Auxiliary Manual.

5. Appeals:

A student may appeal a C-School penalty in writing (e-mail is acceptable) to CG-54211. Any appeal must be filed within 30 days of the penalty's date of issuance. The standard of review

shall be limited to whether the provisions of this section had been followed. CG-54211's decision shall be final (e-mail is acceptable).

D. Transportation:

Students attending a C-School will utilize the Government Travel Request (GTR) account of the Coast Guard. Once a student has orders, they need to call SATO, the Government travel agency. The student must book their travel arrangements (airline reservations, train reservations, etc.) with SATO by calling the 800 number on their orders (800-753-7286); sometimes a local SATO number may be given to a student. In order to ticket the reservation made, SATO needs the student's orders faxed to them (866-914-7386). Then they issue a ticket for the reservation. The information on the orders tells SATO which Government account to bill.

E. Lodging:

Usually a block of rooms will be reserved for a class, whether in a hotel or in Basic Officer Quarters (BOQ). For all Pacific Area classes, the Coast Guard mandates that a local BOQ be utilized to reduce lodging costs, as commercial lodging costs are significantly higher in the Pacific Area. For non-BOQ orders, the orders usually state the cut-off date for when a student must pull their room from the block and put the room in their name. If the orders don't state this information, the lead instructor will e-mail this data to the students. Usually the lead instructor reserves a block of rooms for their class. The instructor will inform the students if this is the situation and what procedures to follow. If a student fails to pull their room by the cut-off date the hotel has specified, they run the risk of not getting a room at the Government rate or any room in the hotel reserved for the class. Each location in the country has rates specified for lodging costs and meals. Students can find these rates at the C-School web site under the "Per Diem Rates" link: <http://perdiem.hqda.pentagon.mil/perdiem/rateinfo.html>. Per diem rates are the Department of Defense (DoD) allowances for lodging and meals in a particular venue. The Coast

Guard uses the same rates. If a student misses the hotel cut-off date for pulling their room from the reserved block of rooms, the Coast Guard will still reimburse the student for the cost of lodging up to the Government lodging rate for the locale. Any additional cost of lodging above the DoD rate is at the student's expense. Students will need to pay for their lodging and meal costs then seek reimbursement from the Government. Receipts are required for all lodging costs no matter the amount, rental cars when authorized, and all other costs \$75.00 and up. It is best to keep receipts for transportation costs to help remember the costs when filing a travel claim.

F. Filing a Travel Claim:

Once a student completes a class, they must complete a travel claim (DOD Form 1351-2) to receive reimbursement for authorized expenses. The student should fill out the form, attach their receipts to it, and then mail it or hand-deliver it to the DIRAUX office. This form is available on the Auxiliary web site: <http://forms.cgaux.org/forms.html>. The DIRAUX will review the form, and sign it before sending it to the reimbursement unit of the Coast Guard – the Personnel Service Center (PSC) in Topeka, KS for reimbursement processing. PSC cannot reimburse a student without this signature from the DIRAUX. Failure to obtain DIRAUX signature will result in a much delayed reimbursement process as the claim will have to be sent back and forth between DIRAUX and PSC. PSC will also review the form and inform the Finance Center (FINCEN) in Chesapeake, VA how much to deposit as reimbursement for the student into their financial account on file. Students should monitor their financial account for the reimbursement. A Travel Voucher Statement (TVS) that summarizes the reimbursement elements can be found at https://www.fincen.uscg.mil/TVS_AUX/. All travel claims and all supporting documentation must be retained for 6 years and 3 months.

The entire process of preparing for a C-School and obtaining reimbursement afterwards may seem daunting, but the student's DIRAUX office is always the best source of information for questions and procedures.

2. C-SCHOOLS:

A. The Annual C-School Budget:

C-Schools are given a budget every year. The Government's fiscal year runs from October 1st to September 30th. Every October 1st starts a new budget for the fiscal year. The budget is initially determined in February for the next fiscal year. When the new fiscal year starts, the Coast Guard receives its new yearly budget. The Auxiliary is granted a specified amount for C-School courses. Once that money is used, no more is available until the next fiscal year. Attending a C-School is a privilege and all students must adhere to the "one C-School per every 3 years" policy. This provides an equitable opportunity for all Auxiliarists to receive training they may need to fulfill Coast Guard missions. C-School money does not get carried forward from one fiscal year to the next. The new fiscal year's C-School budget is dependent upon the previous year's use of money. If students do not show up for their appointed C-School class, the money for the next year's C-Schools will be reduced, based upon the previous year's non-use of the money and student attendance rate. IT IS THEREFORE CRITICAL THAT ALL STUDENTS ATTEND THE C-SCHOOL THEY ARE REGISTERED FOR UNLESS THEY INFORM THEIR DIRAUX AT LEAST FOUR (4) WEEKS PRIOR TO THE COMMENCEMENT OF THE CLASS!

B. Class Closings:

Student selections for classes close six (6) weeks prior to commencement of the class. This helps the student to prepare in advance so their schedules can accommodate their attending the class. It also gives students ample time to make travel arrangements and pull their hotel rooms from the block reserved. Additionally, lead instructors have adequate time to contact students and make necessary arrangements for the class and TQC has adequate time to cut orders. DIRAUXs also have adequate time to inform CG-5421 of any special considerations for a student.

C. Class Sizes:

Class sizes vary, depending upon the nature and location of the class. Once the maximum number of students has been registered in Direct Access or the class is six (6) weeks from starting, student selections for the class are closed. When a registered student becomes unavailable for a class, CG-5421 will substitute a wait-listed student if feasible, and orders will be cut less than six (6) weeks prior to class commencement.

D. Class Times:

Travel orders state the beginning and end dates and times for each C-School. If this information is missing, the lead instructor will contact the students, usually via e-mail, to relay this information. If there is a change to any of these, the lead instructor will inform the students if orders have already been issued. If TQC has not yet issued orders, the original orders will state the correct information.

E. Class Materials:

The lead instructor for a class will inform students if they need to bring materials to the class. The orders sometimes also state specific materials to be brought by each student for the class specified. AFC-56 funds may be used for some class materials. However, the lead instructor

must contact CG-5421 at least four (4) months in advance of the class commencement and make the proper arrangements for the materials. At no time can reimbursement be made for materials already purchased.

F. Requesting a Class Set-up – Lead Instructors and Auxiliary Training

Course POC:

Before TQC can enter a class into Direct Access, lead instructors must provide some information to the CG-5421 Training Program Manager. The information needed is:

Course Name

Course Start Date

Course End Date

Maximum number of students the location can accommodate

Training Location

Address of Training Location.

Once this information is given to CG-5421 and TQC has officially entered it into Direct Access, DIRAUXs can register students into the classes. CG-5421 will close the class and students who registered first (before the class maximum was reached or before the class closed, whichever comes first), will have their status changed to enrolled and will receive orders to the class. Once a class is full or closed, any students registered after that will have “Trg Req Cx’d” or “Session Wait” next to their name in Direct Access. This means they could not make it into the class and should apply for another class at a future date. Students with “Session Wait” next to their names will be offered the class in the order in which they were registered in Direct Access if an opening occurs due to a cancellation.

For classes held at Electronic Support Units' (ESUs) training rooms, the lead instructor contacts the ESU and makes all arrangements for their class. For classes held at Training Center Yorktown, CG-5421 can contact the school coordinator and reserve the training rooms. CG-5421 may make lodging arrangements at this location if necessary. CG-5421 also coordinates lodging for Aviation Spatial Disorientation Course (AUX-18), which is held at Naval Air Station Pensacola. Generally, the lead instructor makes lodging arrangements for hotel lodging with the assistance of the local DIRAUX.

3. ATTENDING A C-SCHOOL AND A CONFERENCE JOINTLY:

If a student attends a C-School and a conference back-to-back, he or she will need two sets of orders – one for the C-School and one for the conference. The C-School orders cover the round trip transportation costs, lodging for the duration of the C-School, and per diem for the travel days and duration of the C-School. C-School orders will not cover lodging, meal costs, or other costs for the conference dates. A second set of orders must cover this portion of the travel from a different account and issuing authority of the Coast Guard or the Auxiliary Association. In order to separate the lodging costs and any associated taxes for each set of orders, a student should ask the hotel to close the lodging bill the day the C-School ends and start a new bill for the first day of the conference.

CG-5421 expects students to return home by midnight the day a C-School ends, unless they can prove they are unable to make it home by midnight and explain why. Students must give this information to their DIRAUX before the student receives orders to either the C-School or the conference. The student may receive an amendment to their orders if the DIRAUX, CG-5421, and TQC approve the request for amendment.

Sometimes multiple sets of orders are issued when a member is a student under AFC 56 orders but is staying past the C-School date for a conference, etc. When this is the case, the member may receive up to three (3) sets of orders – AFC 56 for the C-School, district orders under AFC 30 for the conference, and possibly Auxiliary Association orders also for the conference.

Sometimes districts and the Auxiliary Association share costs for conferences. TQC issues travel orders for C-Schools only – never for a conference. These are all separate orders from different accounts within the Coast Guard and/or the Auxiliary Association. The orders cannot be combined on one travel claim. The Personnel Service Center (who receives the travel claim form and receipts for AFC 56 and 30 orders) cannot “split” the costs and determine which costs are associated with each set of orders. It is the member’s responsibility to file a different travel claim for each set of orders and with the proper reimbursing authority for each claim. Students have the responsibility to ensure they have the proper orders for each aspect of their travel. If there are questions about the orders, the student should contact their DIRAUX. The DIRAUX is always the best source of information for questions about orders as well as C-School information.

4. NEW COURSES DEVELOPED FOR THE AUXILIARY

When an instructor develops a new course or significantly changes an existing course (more than just minor updates), they must follow some procedures in order to have approval to teach that material. CG-13 has an established format for the course curriculum. This is to ensure all Coast Guard training is standard in format, easily understandable, conforms to Coast Guard policy, and is widely useful. When an author submits a course to DC-T, DC-T will review it then submit it to CG-5421 for approval. CG-5421 will also submit it to CG-13 for review. CG-13 mandates that the course be in the specified format:



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CG-13 will review the course material and format and inform CG-5421 what changes are necessary (if any) in order to meet CG-13's criteria. CG-5421 will contact DC-T who will contact the course author and discuss any necessary changes. CG-13 will review courses for format and content. The review can take several months, depending on the volume of course material. CG-13 will not review any course unless the instructor submits it in the specified format with all specified documents – course curriculum, course material, any handouts or diagrams desired to be used in the course, etc. All new or re-designed courses must first be submitted to DC-T, who will review the course then submit it to CG-5421. It is imperative this Auxiliary chain of leadership be properly followed so as prevent a delay in the approval procedure.

5. CONCLUSION:

Attending a C-School is not only a privilege but an enjoyable experience. DC-T, CG-5421, TQC, and CG-13 all work in concert to achieve CG goals of training Auxiliarists to perform the many missions in which they volunteer. By adhering to the policies and guidelines mentioned above, this can and should be a smooth process. Always ask your DIRAUX if you need assistance in understanding any part of the process.