



United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

AUXILIARY MID LEVEL OFFICER COURSE 05A

HOST POC CHECKLIST

Use of this checklist by the District POC is mandatory. The Lead Instructor and the District POC shall jointly review the completed checklist prior to the class convening and address any applicable outstanding items. Timely and frequent communication between the District POC and the Lead Instructor are essential to ensure a successful and productive training event.

Training Location _____ Class Convening Dates: _____

Lead Instructor information will be provided by the BC-TLA once course dates and location are established.

Ensure that the DSO-MT is aware of the training being scheduled to avoid training conflicts !!!

The following items are required to be completed by the District POC prior to the class convening date or as otherwise specified:

☐ Training location information provided to the AMLOC Branch Chief

- | | |
|--|---|
| • District and Local POC Name | • Alternate POC Office Telephone Number |
| • Local POC Location / Office (if one training facility) | • Alternate POC Cellular Telephone Number |
| • District and Local POC Office Telephone Number | • Unit OOD/CDO/Security Telephone Number |
| • District and Local POC Cellular Telephone Number | • Main Classroom Location (full address with building #, city, state, zip code) |
| • Alternate POC Name | |
| • Alternate POC Location / Office | |

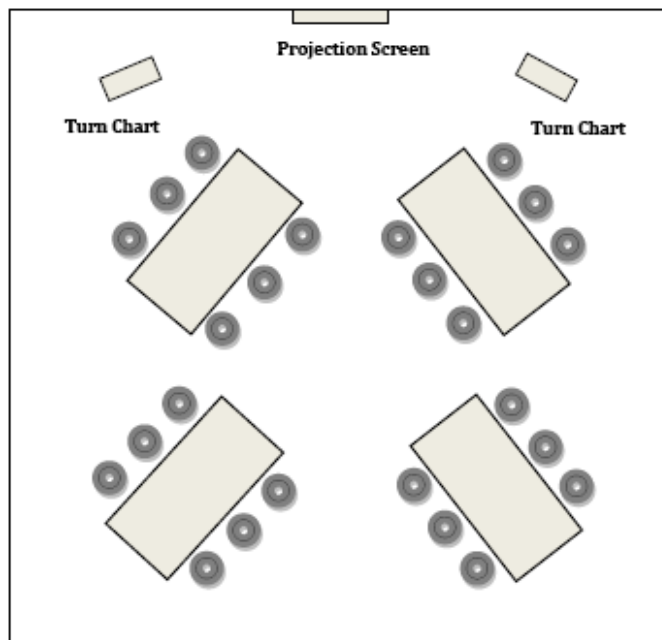
- ☐ Solicitation of prospective students from District Flotillas via normal member communication NLT **eight (8) weeks** prior the class convening date (see page 5 for sample email)
- ☐ Prospective students identified / Initial class roster completed - **Between 15 to 25 students**. Note: minimum class size is 15, build the roster 25 to 30 students some will drop out.
- ☐ Provide roster with EMPLIDs and email addresses to the DIRAUX so that no-cost (non-reimbursable) orders to be issued for all students, as required by FORCECOM.
- ☐ Initial class roster provided to Lead Instructor NLT **14 days** prior to class convening date
- ☐ Prospective students notified via Chain of Leadership NLT **14 days** prior to the class convening of their selection to attend AMLOC (see page 6 for sample message)

- ☐ District POC arranges to meet with Lead Instructor one day prior to class convening of AMLOC to inspect classroom and review completed checklist
- ☐ Main Classroom reserved
 - Main Classroom will be utilized the entire class
- ☐ Main Classroom tables and seating arrangement
 - Main Classroom shall be equipped with four (4) large tables capable of comfortably seating 7 or 8 students per table and 7 or 8 chairs per table, plus an 2 additional tables and three chairs for instructor use. A diagram of the Main Classroom layout is included on page 3 of this checklist.

- ☐ Two (2) Easels (for turn chart paper)
- ☐ Four (4) Pads Turn Chart Paper; 27” X 34”; not adhesive backed
- ☐ PowerPoint Projector
- ☐ DVD Player (*optional – check with Lead Instructor*)
- ☐ Suitable Speakers that can be interfaced with computer and VHS / DVD player
- ☐ Extension Cords for all required electrical equipment
- ☐ Laptop Computer in case of Instructor Laptop Failure

- ☐ Coffee Mess (*optional*) (District POC or Training Location POC check policies regarding coffee messes apply)
- ☐ Lead Instructor notified by District POC upon receipt of course materials
- ☐ Class roster finalized and provided to Lead Instructor NLT **one (1) week** prior to class convening
- ☐ District POC will assist the Lead Instructor in printing the Certificates of Completion or Letters of Attendance, as appropriate, so the instructors may sign and handout in class. The Lead Instructor will provide the template for both.
- ☐ All students notified via email of their selection to attend AMLOC **one (1) week** prior to class convening. Email should include pertinent information (location, class convening time, uniform, etc.) contained in initial notification message. The Lead Instructor may also provide pre-class reading information and assignments.

Main Classroom Layout



Standard Schedule:

AMLOC Course will be offered in three Date/Time configurations –

A) 0800-1700 Friday, Saturday and Sunday

B) 0800-1700 Thursday, Friday, Saturday

C) Custom depending upon the needs of the division / district. Contact the BA-TLMA for this option.

Session students may expect to finish Saturday by 1700 and Sunday by 1700. The classroom should be opened by 0700 each day for instructor set-up.

The standard scheduled can be modified to meet local requirements. The required student contact hours must still be met if times in the standard schedule are modified.

Attendance Criteria:

Elected leaders at division level of the organization should take this course and will be given top priority. However, Auxiliary personnel currently active in any leadership position are eligible for this course if they have completed AUXLAMs A&B and have Certificate. See AMLOC APPLICATION STTR instructions.

Solicitation of Prospective Students:

The District POC should solicit prospective students from district flotillas via normal member communication (District Web-site, etc.) NLT **eight (8) weeks** prior the class convening dates (see page 5 for sample solicitation). Please copy the Lead Instructor.

Notification of Students Selected to Attend AMLOC:

Prospective students notified via chain of leadership NLT **14 days** prior to the class convening of their selection to attend AMLOC (see page 6 for sample message). Please copy the Lead Instructor.

Information provided to the student should include, at a minimum, the following:

- Inclusive dates of training
- Training location (include building & room number / directions as applicable)
- Reporting time
- Uniform of the Day (Civilian clothes are no longer authorized per Auxiliary National “C” School policy)
- Mandatory homework requirements
- Pre-class reading assignments and pre-class work

- Expectation that member will be in attendance for the duration of the course

Class Roster Format:

The class roster should be in an electronic format; either email text, an Excel spreadsheet, or a word table. The roster should contain the following required information in this format:

1. Student EMPLID
2. Student name as it is to appear on the completion certificate and /or letter of completion
3. Student's District, Division, and Flotilla
4. Verified (by district POC) student email address
5. If certificates and / or letters are not to be given at end of class. Name and address of individual to receive all the completion certificates and/or letters of completion for distribution. (*If there is a need to mail certificates or letters.*)
6. Student mailing address
7. Student day, evening, and/or cell phone number

Additional Points of Contact in Addition to Lead Instructor:

BC-TLM	Sandy DeLaughter - sandy.amloc@gmail.com - Curriculum- Pre-work/ Post work
BA-TLM	Mark Hannibal - mhannibal95@gmail.com – Logistics- Course setup-
BA-TLMA	Beverly Hannibal- bhannibal44@gmail.com – Travel Orders/ AMLOC Website

Sample AMLOC Solicitation

From: **{District POC name}**

To: **{chain of leadership}**

Subject: Auxiliary Mid-Level Officers Course Roadshow (AMLOC)

1. **{host name}** will be hosting an Auxiliary Mid-Level Officers Course Roadshow (AMLOC) class on **{date}**. AMLOC is a unique 2.5-day course which develops leadership and management skills for Auxiliary leaders through experience-based curriculum. Lesson topics include communication, ethical decision making, motivation, strategic leadership, volunteer leadership and problem solving. This course addresses 8 of the 28 Coast Guard leadership competencies:

- A. Self-awareness and learning
- B. Effective communications
- C. Influencing others
- D. Mentoring
- E. Team building
- F. Decision making and problem solving
- G. Conflict management
- H. Human resource management

2. Target audience: Division elected leaders and those seeking to be division elected leaders with AUXLAMS certificate and appointed leaders at DSO level with AUXLAMS certificate and will be given top priority.

3. Members interested in attending must meet all of the following criteria:

- a. The member must be present for the entire course. Students who cannot commit to the entire course should not submit training requests. A student who does not complete the entire course will not graduate.
- b. Homework and reading assignments will be given and must be completed before attending the class.
- c. Members should not have completed AMLOC training within the past 3 years.

4. Class will convene **{day & date}** promptly at **{time}**. The training will be held at **{training location and training location specifics}**. Graduation will be approximately 1600, **{date}**.

5. Uniform will be Tropical Blue as per the Auxiliary National "C" School Policy.

6. Submission deadline is **{date}**, or until seats are filled. Class size is limited to 30 students.

7. POC: **{District POC name}**, **{(###) ###-####}** or e-mail at **{ffff.m.llll@kgk.xzt}**.

Sample AMLOC Student Notification

From: Sandy DeLaughter

To: Attendees of AMLOC NOVI, MI

Subject: Auxiliary Mid-Level Officers Course (AMLOC)

Reference: . my EMAIL of 29FEB16 Invitation to attend AMLOC, NOVI, MI

1. Per reference (a), the following members have been selected to attend the Auxiliary Mid-Level Officers Course 05A hosted by District 9 CR from 01-03APR

a.	ID#	NAME	EMAIL ADDRESS
	1223853	RAYMONE B KRAL	kralraymone2@hotmail.com
	1223158	ROBERT W RECZEK	rjreczek@sbcglobal.net
	1178757	JAY R KATZMAN	mediamanjay@comcast.net
	1221739	DAVID E HANSEN	immanuel@freeway.net
	1240826	CAROL A MEADOR	moontan13@gmail.com
	1240827	JOE N MEADOR JR	sosiego@mac.com
	1223697	DAVID B FORT	dbfort@gmail.com
	1227156	Jason C. Wankerl	jasonwaux@gmail.com
	1245840	H William "Bill" Smith	bill.smith@cgauxnet.us

LOCAL NON COST ORDERS

1165958	THOMAS R CHALIFOUX	tranquilitybase@comcast.net
1166097	DAVID J HANSON	dhanson@att.net

Instructors –

1169491	I-Tracy DeLaughter BC-TLM	tracyd99@flash.net
1227552	I-Sandy DeLaughter	sandy.amloc@gmail.com
1163226	Walt Whitacre	hrsar@att.net

2a. Training will be held at :

Detroit Sheraton Novi Hotel 21111 Haggerty Rd, Novi, MI 48375

ROOM RATE; \$96.00 per night , double queen or single king.

INFORMATION <http://www.districtnine.org/schedule.php>

Transportation will be provided by D9W

Class will begin at 0800 and end at 1700

Uniform will be **TROPICAL BLUE ALL DAYS**

b. Detroit Sheraton Novi Hotel 21111 Haggerty Rd, Novi, MI 48375

ROOM RATE; \$96.00 per night , double queen or single king.

INFORMATION <http://www.districtnine.org/schedule.php>

3. Must be committed to this training and must attend the entire course to graduate.

4. POC: **KEN RENNER, (313)292-5567** or e-mail at **kenren2468@ameritech.net**.