

Auxiliary C-School Quota Management Guidelines

9 March 2006

Introduction:

Quotas for all resident and road show training in the Coast Guard are handled by the Training Quotas Center (TQC) staff; that is a staff that is smaller than the crew of a 110' CG patrol boat handling 35,000 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 DIRAUX 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 also follow the chain of command, and ensure that everyone involved is acting as a good steward of our limited training resources. To that end, you will find, outlined below, the step-by-step process we must all follow in order to minimize problems and provide positive training experiences for our members.

C School Procedures:

1. Courses are announced to the membership.
2. Members submit the 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 DIRAUX via the elected officer chain in their district. The form should arrive at the DIRAUX eight (8) weeks prior to the course convening.
3. DIRAUX offices are responsible for screening prospective students for each course prior to registering the students in Direct Access. Special circumstance requests must be addressed at this time. The DIRAUX will register prospective students in Direct Access no later than 6 weeks prior to the course dates.
4. If the prospective student has any special needs or requests (physical accessibility, special diets, unusual travel arrangements, etc), a separate sheet describing these needs must be attached to the STTR form (CG-5223). Students should research special circumstances prior to the issuance of orders to reduce the need for amendments to orders at a later date. 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 G-3PCX and the student of such determination.

5. The DIRAUX will make the ultimate determination as to which STTRs will be approved for the issuance of C-school orders. STTRs shall be processed through the DIRAUX 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 G-3PCX who will remove the student. If orders have already been issued, then TQC will remove them from the class roster and cancel their orders.
6. TQC will issue the orders via 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). See #4 above.
7. TQC is considered the order issuing authority. Once the orders have been issued (prior to the class) any requests for information or changes to those orders must be resolved through the member’s DIRAUX and forwarded to G-3PCX. If the DIRAUX can’t resolve the problem, the next step is for the student to contact the lead instructor.
8. Once the class is in session, if any changes need to be made to the orders, the student should notify the lead instructor who will contact G-3PCX training officer (Lisa McDaniel). Ms. McDaniel will work with TQC to implement any necessary changes to the orders. If Ms McDaniel is unavailable and the issue can’t wait, the lead instructor should contact LTJG Mike O’Brien (G-3PCX training program alternate).
9. 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 G-3PCX. The lead instructor’s point of contact is Ms McDaniel; 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 G-3PCX directly. It is imperative that we all follow the CG chain of command in this process.

10. C-School Funds:

- a. 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 **JTR, par. C2400-B** students are not authorized airfare or lodging, only local mileage, if their proximity to the C-school site is:
 - i. within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers; or
 - ii. 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
 - iii. 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 JTR, Chapter 2, Part H.

- b. Students shall submit their travel claims to their respective DIRAUX offices. DIRAUX offices are responsible for reviewing students' travel claims prior to submission to PSC. If a student's orders need to be amended, an e-mail should be sent to the student's DIRAUX office for review, endorsement, and forwarding to G-3PCX. G-3PCX shall review, endorse, and forward to TQC for approval. TQC will appropriately amend the orders. As indicated in paragraph 4 above, for all courses, DIRAUX offices must notify G-3PCX prior to orders being issued for all students requiring local mileage for all classes from now on. TQC will not issue orders for any course until local student info is sent to them. This should occur at the 6-week mark prior to class commencement.

Conclusion:

G-3PCX, 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. If you desire to discuss how to make this system work better for the Coast Guard and the Auxiliary, please do not hesitate to send your ideas to Ms. Lisa McDaniel (202) 372-1266.

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