

C SCHOOLS

What is C School? Class C Schools are Govt-sponsored training and are requested via the **Short Term Resident Training Request (STTR)**. These schools are usually one week or less and are paid for out of “training” funds. You donate your time and the Coast Guard pays for the expenses. CG Auxiliarists have an opportunity to gain additional knowledge, skills, and qualifications by participating in training programs. Participation enhances your competence and enables increased professionalism in the performance of most Auxiliary services.

What C Schools can I attend? Auxiliarists are eligible to attend any C School provided they meet the course prerequisites found at: http://cschool.auxservices.org/c_school_list.htm . It is important to note that current policy is that a member may attend only one C School every 3 years and that a member may not attend a C School if they have previously attended that course. **Some ‘return on investment’ is expected. Approving authorities should ensure that attendees will be performing in a particular staff position or function for a period of time after completing a C-School associated with that staff position.**

How do I know what C Schools are available?

- Member consults C School Schedule
<http://cschool.auxservices.org/>

How do I apply for a C School?

- Member reads instructions & fills out an STTR form
<http://forms.cgaux.org/archive/a7059f.pdf>
- FC submits approved form to DCO for action
- If approved, DCO forwards to DIRAUX
- DIRAUX registers the member in Direct Access
- Member receives E-mail notice of DA registration
- If accepted into a C School, member will receive 'Original' orders and reimbursement forms, etc. with which to make his/her travel and hotel reservations
- Always make copies of your Original orders prior to mailing to DIRAUX for reimbursement.

Auxiliary C-School Portal

Auxiliary C-School Portal

<http://cschool.auxservices.org/>

USCG Auxiliary C-School Portal

This website has been designed as a one-stop portal for all USCG Auxiliary members looking for information about Auxiliary C-School programs. The USCG Auxiliary and Commandant (CG-5421) are dedicated in their support of Auxiliary training and want every student have all the necessary information they need.

FY2009 C-School Schedule

Student Support Sites

AUX-04 Distance Education Technology Training (Basic)

AUX-06 ATON & Chart Updating - Private Aids

AUX-10 Info Systems (AUXDATA/AUXINFO) Staff Training

AUX-12 Public Affairs Training

AUX-18 Aviation Spatial Disorientation Training /CRM/Op Risk Mgt

This list of C-Schools will grow as more Student Support websites come online!

- Reporting your C-School Attendance -

Normally, the lead C-School instructor or a designee completes the form which reports your C-School course attendance. From time to time, this reporting does not get entered into AUXDATA for a number of reasons. If this is the case, you can send a photocopy of your course completion certificate to your DSO-IS for entry into AUXDATA.

Short Term Resident Training Request (STTR) Form

STTRs should reach DEA-C School no later than 60 days before the class start date.

Block 3 SSN Leave Blank.

Block 4 Last, First, (M)

Block 17 Do not complete 2nd & 3rd choices. If you are not enrolled, resubmit.

Block 22: Member must now add his/her E-mail address, telephone, and home address both physical and PO Box.

Block 23 D: Flotilla Commander forwards only approved STTRs to the DCO.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5223 (Rev. 6-84) ANSC 7059		SHORT-TERM RESIDENT TRAINING REQUEST (Information on this form and Privacy Act Protected, 5USC 522(a0) (When filling in Items 1, thru 22, NOTE (M) MANDATORY OF (Q) OPTIONAL			1. DATE (M) 26 January 2007		
3. SOC. SECURITY NO. (M) 000-00-0000		4. NAME (Last, Initials) (M) POPEYE, TEDDY B.		5. RANK/RATE (M) CIV/AUX		2. REQUEST STATUS (Circle one) <input checked="" type="checkbox"/> a. (M) INITIAL <input type="checkbox"/> c. (M) CORRECTED <input type="checkbox"/> b. RESUBMISSION (M) <input type="checkbox"/> d. CANCELLATION	
7. COURSE TITLE/NUMBER (M) Information Systems AUX-10		8. FLOTILLA (M) 12-3 Columbia, SC		9. MEMBER NUMBER (M) 0000000		11.FSO-MT TELEPHONE NUMBER (M) AREA CODE NUMBER EXT 000 0000000 	
12. TRAINING SOURCE/LOCATION (M) Miami, Florida		10. POINT OF CONTACT (FSO-MT name) (M) Olive Oyl		25. PRIORITY (Code) (M) Not Applicable		16. COURSE DURATION (m) WEEKS DAYS	
17. COURSE CONVENING PREFERENCE (M) A. FIRST CHOICE (M) B. SECOND CHOICE (M) C. THIRD CHOICE (M)							
YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH
2008	March						
18. STAFF OFFICER POSITIONS HELD (M) SO-IS		19. MEETS COURSE PREREQUISITES (M) (e.g. Prior courses/rate) (Check applicable box) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		20. LENGTH OF AUXILIARY SVC (YRS) (M) 5		22. SUPPORTING REMARKS AND COURSE DESCRIPTION (Attach course literature; for commercial sources), (O) E-mail address; Home address/physical & PO Box; Telephone number	
23. FIRST ENDORSEMENT FORWARDED <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED							
A. FLOTILLA 12-3 Columbia, SC		B. DATE 1 Feb. 2008		C. REMARKS		D. TITLE Flotilla Commander Name & E-mail address	
A. DIST/UNIT/DIRAUX		B. DATE		C. REMARKS		E. SIGNATURE	
A. DIST/UNIT/DIRAUX		B. DATE		C. REMARKS		E. SIGNATURE	
Not Applicable							
Not Applicable							

What about travel to the C School? Your orders will contain specific information about travel to the class. **NO PERSONAL AIRCRAFT AUTHORIZED!** If commercial air is authorized, you **MUST** use the government contracted travel agency SATO. Be sure to fax all sheets of your scanned orders to SATO as they have your required home address + other pertinent info on them.

POV

For folks who are authorized commercial transportation but choose to drive instead, (this also applies to anyone renting a car on their own - NO rental car reimbursement authorized) they can claim POV mileage IF:

1) They have a POV authorization from either TQC or their DIRAUX ... AND ...

2) A GTR (Government Travel Request) spreadsheet is done so all concerned parties (DIRAUX, PSC, etc.) are cognizant of how much they will get reimbursed - up to the cost of a GTR for mileage only.

3) I can authorize POV travel as long as you are aware that the lesser amount, whether airfare or mileage for POV, will be reimbursed.

Both 1 & 2 above must be met in order for them to be in compliance with JFTRs/FTRs for POV mileage claims. If either part is not in place, they are not entitled to POV mileage.

SATO (Scheduled Airline Ticket Office)

SATO is to accept a traveler's orders with the training location (city and state) spelled out as well as the traveler's home address written on the orders (you know, that usual last line on the last page), then signed and dated by DIRAUX.

Where do I stay? Specific berthing arrangements vary from class to class. Information will be provided in the comments section of your orders. Also, a POC is generally assigned with contact information provided.

Where do I go for training? Training locations vary from class to class. Specific information will be provided in the comments section of your orders and there may also be a web page for some courses.

How do I file a travel claim? Use a Travel Voucher (DD Form 1351-2). When you complete the form, return it to DIRAUX along with required receipts.

How do I find out the status of my travel claim?

Go to: https://www.fincen.uscg.mil/tvs_aux/ Please be patient and allow 4 – 6 weeks before calling.

How do I get credit for completing the course? Once you have fulfilled all the course requirements (some courses have post-attendance requirements), the lead instructor will complete their part of the C School portal within 30 days of course completion date. You will receive a course completion certificate from the lead instructor and it is your responsibility to forward a copy of that certificate via the chain of leadership to DIRAUX for filing in your personnel file.

What else should I know? Every C School quota is a valued and trusted investment. Auxiliary quotas are funded by the CG averaging about \$1500+ each. A cancellation or no-show goes unused and creates a future funding loss for the Auxiliary. Cancellations and no-shows represent a potential loss of \$125,000 annually. The CG has informed the Auxiliary that they will deduct wasted/no-show quotas from future allocation funding levels. **'High Lapse Rates'** in FY09 will result in a substantial monetary decrease for FY10. This occurs when members do not show for a class in which they were enrolled. Members identified as such will receive a C School block penalty of up to 3 years. Should a member not be able to attend a class for which he/she has been enrolled, they must notify DIRAUX direct within 4 weeks of the class commencement date. This allows time for TQC to enroll someone on the waiting list and avoid monetary penalties.

U.S. COAST GUARD AUXILIARY C SCHOOL UNIFORM

UNIFORM OF THE DAY: (Unless otherwise specified in your orders) TROPICAL BLUE

- ✓ **SHIRT:** light blue, short sleeve, with epaulets. Men should wear V-neck undershirt with open collar shirts so it does not show. No neck jewelry should be visible.
- ✓ **TROUSERS:** CG Service Dress Blue (not work pants)
- ✓ **SKIRT:** CG Service Dress Blue. The hem shall be no shorter than the crease in the back of the knee and no longer than 2' below the crease. Women may also wear uniform trousers.
- ✓ **TIE:** None
- ✓ **BELT:** Black Web Belt with silver buckle and tip. Only the silver tip (no web material) should show under the buckle. The button line on the shirt, the buckle and the trouser zipper should all line up and form a straight line (called a gig line).
- ✓ **HAT:** Garrison Cap. Your cover should be put on as you exit a building. Always keep your cover on when outdoors. Wear it correctly and centered on your head. No hair should be showing under the cap on the forehead. Remove your cover immediately upon entering a building. When indoors, the Garrison Cap should be tucked into the waist belt, with the cap device exposed.
- ✓ **SOCKS:** Black, undecorated, when wearing trousers.

U.S. COAST GUARD AUXILIARY C SCHOOL UNIFORM

- ✓ **STOCKINGS:** Flesh colored, seamless when skirt is worn.
- ✓ **SHOES:** Dress black oxfords, undecorated, when trousers are worn. When wearing a skirt, plain, unadorned black dress pumps are required. Heels should be from 1" to 2 5/8" high.
- ✓ **SWEATER:** Wooly-Pully or Cardigan is optional. The Cardigan must be buttoned and both sweaters require shoulder boards. Name tags are not worn on sweaters.
- ✓ **INSIGNIA:** Shoulder Boards
- ✓ **RIBBONS & BREAST DEVICES:** Yes
- ✓ **NAME TAG:** Yes
- ✓ **ACCESSORIES:** Black handbag (optional), umbrella
- ✓ **OUTER GARMENT:** Windbreaker (jacket should be zipped up ¾ of the way when worn.) No hands in pockets.
- ✓ **JEWELRY:** Limit one ring per hand. Women's wedding ring and engagement ring are considered as one. Women's earrings should be silver, gold or pearl, ¼" round ball style. Men should not wear earrings. Neck jewelry should not be visible. A wristwatch and small bracelets are acceptable.
- ✓ **HAIR:** Hair should be clean, groomed and should not extend below the collar. Hair should not show on the forehead under the tip of the Garrison Cap. Men must be clean shaven; beard or mustache must be neatly trimmed.

UNIFORMS & PROTOCOL

1) Proper wearing of the Aux uniform. Some members do not understand the wearing of the uniform cover (or when), shirt tails being tucked in, hair restrictions. There were some rather creative variations of all of these recently. We might need to show members what is expected of them in these areas.

2) Proper saluting and cognizance of salutes. It is important for Aux members to recognize all salutes given to them and return them properly. This is especially important on our training bases. Recognizing a salute would be a good start and some situational awareness.

3) Cohabitation on base. CG bases do not allow unmarried persons to lodge together on base - period. This request should not even be made when checking in on any of our bases no matter what the situation is at home. Deciding to move into the same room on base when unmarried is rather blatant disrespect for the CG as a whole. Married persons should always ask their DIRAUX for guidance if they are attending a class on base together and wish to lodge together.

4) Following the JFTRs (Joint Federal Travel Regulations) and FTRs (Federal Travel Regulations). Everyone - no matter who they are, which Aux department they are in, what they do in the Auxiliary - must abide by the JFTRs/FTRs - no exceptions. Also, anyone renting a car then stating they used POV on a travel claim so they are reimbursed partially for the rental car is submitting a falsified claim. Also, pro-rating a rental car's costs as local travel each day to partially or fully recover the cost is submitting a falsified claim. This is all unethical and violates the JFTRs/FTRs. We should ask if it really is worth the extra few dollars to submit a falsified claim and risk losing honor, Aux membership, integrity, and whatever punishment applies under JFTRs/FTRs.

When you receive your orders please read through them thoroughly. In all probability, all of your questions can be answered within the 2 or 3 pages of orders. Any questions that you may still have can be answered by contacting the listed POC(s). Do not make any hotel/air travel arrangements until you are in receipt of your orders.

SUMMARY: Take advantage of available C Schools to increase your knowledge and skills. Plan for them well in advance and submit your requests early. Completion of C Schools will benefit you, the Coast Guard and the Coast Guard Auxiliary.