

CG Auxiliary C Schools

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Introduction

Coast Guard Auxiliaries have an opportunity to gain additional knowledge, skills, and qualifications by participating in training programs. Participation in training enhances the Auxiliary's competence and enables increased professionalism in the performance of most Auxiliary services. This article amplifies some of the information and processes concerning Class C Schools. The Coast Guard budgeted approximately \$700,000.00 for Auxiliary C Schools in Fiscal Year 2005.

What is a C School? Class C Schools are Short Term Resident Training. 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 travel costs.

What C Schools can I attend? Auxiliaries are eligible to attend any C School provided they meet the course prerequisites and their training request is approved by the Program Manager for that C School. The Chief Director, Office of Auxiliary (G-OCX) is the Program Manager for the C Schools that are specifically designated for Auxiliaries. It is important to note that current policy is that a member may only attend one C School per year and that a member may not attend a C School if they have previously attended that course as demand for C Schools is high. Waiver of policy requirements should be noted on training requests.

How do I know what C Schools are available? The schedule of C Schools is published online at <http://www.uscg.mil/hq/tqc/1540TableofContents.htm> Select "Auxiliary" from the pull down menu with "Links for Class C Schools CLCVN's" in the box.

How do I apply for a C School? You fill out a Short-Term Resident Training Request (STTR). You then route the STTR "up the chain" to the Director of Auxiliary (DIRAUX) for your District. The specific routing for the STTR depends on your District/Division. The form is available online at <http://www.uscgaux.org/~forms/archive/a7059f.pdf> STTRs should reach the DIRAUX no later than 60 days before the class start date.

If I sign up to go to a C School, why is it important for me to attend? Every C School quota is a valued and trusted investment. The Auxiliary has been running at a 26% wasted quota rate for the last three years. These Auxiliary quotas are funded by the Coast Guard at \$1500 each. Each quota wasted by a late cancellation or no show, goes unused and creates a future funding exposure for the Auxiliary. The Coast Guard has advised the Auxiliary training leadership that they will deduct wasted/no show quotas from future allocation funding levels. That represents a potential loss of over \$125,000 annually. We all need to be aware of this problem and be good stewards of these funds. All C School registrations come with an individual responsibility to make sure each quota is used.

How do I get my orders/notification that I am approved to attend the course?

The goal is to issue orders 30 days before the start of a specific class. Orders are e-mailed directly to the member by Direct Access. You must have an accurate e-mail address in AUXDATA for this to happen. The DIRAUX can print out your orders on the "Airport Terminal" and mail them to you if you do not have a valid email address.

What about travel to the C School? The orders will contain specific information about travel to the class. You should use the government contracted travel agency for your district. Your DIRAUX can provide this information to you. You will need your Travel Order Number (TONO) from your orders to make government travel arrangements.

Where do I stay? Specific berthing arrangements vary from class to class. Information will be provided in the comments section of your orders.

Where do I go for the training? Training locations vary from class to class. Specific information will be provided in the comments section of your orders. Most of the time, training will be held at a Coast Guard Training Center such as the Coast Guard Academy, New London, CT, Training Center Yorktown, VA, and Training Center Petaluma, CA.

How do I file a travel claim? You fill out a form Travel Claim Voucher (Form DD-1351-2) which can be found at <http://www.uscgaux.org/~forms/archive/dd1351-2f.pdf> Print out the completed form, sign it, attach copies of

receipts for lodging (required), receipts for items over \$75.00, attach your orders, and forward via the chain of leadership to your DIRAUX.

How do I find out the status of my travel claim? You may find out the status of your travel claim by going to the web site: <http://www.uscg.mil/hq/psc/tvl.htm#tps> or calling (toll free) Personnel Support Command at 1-866-PSC-USCG (1-866-772-8724).

How do I find out what I was paid for? A Travel Voucher Summary (TVS) details what travel expenses you were paid. You may access the TVS at on the CG Intranet https://cgweb.fincen.uscg.mil/tvs_aux/

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 for the course will forward a class roster to G-OCX within 30 days of the course completion date. You will also get a course completion certificate from the lead instructor. It is your responsibility to forward a copy of that course completion certificate via the chain of leadership to your DIRAUX for filing in your personnel file at the DIRAUX.

What else should I know?

Participation in Auxiliary C Schools is a benefit provided to you to assist you in performance of your Auxiliary duties. However, C School quotas are valuable and cost on average \$1,500 per quota. If you request a C School and then cancel at the last minute or do not show up for the class, then that money is wasted as there are only a limited number of classes scheduled. C Schools are intended to give you knowledge and skills to help you perform your job in the Auxiliary. As such, some "Return-On-Investment" is expected. In other words, you would be expected to perform in a particular staff position or function for a period of time after you completed a C School associated with that staff position.

Where can I get more information? Eventually all C Schools will have student support pages that can be accessed through a central "Learning Portal" at <http://cschool.auxservices.org/> Student support web pages will be set up for most C Schools. The link for those classes with support pages will be provided in the comments section of the orders. Student support pages for those C Schools without them will be created soon.

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 and the Coast Guard.