

So you want to attend the AUX-12 'C' School? Here's what you must do...

First: You should be a Public Affairs or Publications Officer at the District, Division, or Flotilla level. Elected Officers are also encouraged to attend.

Second: You must complete (fill-out) an Auxiliary Short Term Training Request (STTR). Your unit may have this form or better yet, since your good with a computer, just download a copy of the ANSC-7059. Check the latest C-School list on the C-School Portal website and choose the class location/date you prefer.

Third: Give the completed STTR to your Flotilla Commander (FC). Your FC should sign it and forward it onto your District DIRAUX. Your DIRAUX will collect all STTR's, review them and enter them into the Training Database (Direct Access).

The Chief Director's staff (G-OCX) will review the requests, enroll members, request orders be issued from the Training Quota Management Center. Hopefully, your name will be on the list. Apply early (at least 90 days in advance of the class date you prefer). Your DIRAUX will keep you informed.

Fourth: After your STTR is on its way... Go back to the AUX-012 Website and complete the Student Questionnaire. When you do receive your Travel Orders from DIRAUX, then go to and complete the Student Transportation form.

Fifth: Before the Class: Take the on-line course Introduction to Auxiliary Public Affairs (AUX-20). You can enroll at:
<http://64.207.134.26/usr/moodle2/login/index.php>

...Good Luck! Hope to see you in class.

AUX-12 Student Questionnaire

Name:
E-Mail Address:
Address:
City:
State:
Zip
Phone:
Employee ID/Member Number
District
Division
Flotilla
504-460-4173
Limitations on mobility (visits to ships, aircraft, etc.)?
Flotilla: 03
Position: SO-PA

Course Selected:

Traveling on Coast Guard Orders to a Auxiliary AUX-12 Course

Traveling on government orders is a new experience for many Auxiliarists. The basic process is detailed below. If you have any questions during the class, feel free to ask your AUX-12 Staff.

1. When you receive your orders look them over very carefully. Errors can only be correct or amended by your DIRAUX, so let the DIRAUX staff know if something needs to be corrected.
2. Now you have your orders in hand, make your flight with SATO at 1-800-753-7286. SATO will need the Travel Order Number (TONO) from your orders and will charge your airline tickets to those orders. See note at http://cschool.auxservices.org/aux04/student_travel_sato.htm, and follow SATO's guidance. They can handle your flight and other transportation needs.
3. For your hotel reservations, follow the instructions on your orders, but normally, you will be charging your hotel charges to your own credit card.
4. On the day of your travel:
 - a. Don't leave home without your Airline ticket(s) and/or boarding pass. If you're using an e-ticket, make sure you have all the information required to obtain that e-ticket/e-boarding pass. Also, make sure you carry a photo ID (Drivers License), your Auxiliary ID Card, Official Orders (including three copies), a working credit card and of course everything else needed on your trip.
 - b. It's wise to keep a log of your mileage, arrival/departure times, and the cost of any items purchased during your trip. Make note of mileage (odometer readings) from your home to the airport and make sure you note any other transportation costs (taxi or bus). Always ask for receipts from toll takers, bus or taxi drivers. It's a good idea to keep a draft copy of a travel claim to make notes on.
 - c. Remember to obtain receipts on all official purchases (lodging, transportation, and if authorized, items such as photocopy services and official phone calls. Again, check your orders to see if these items are authorized for reimbursement.
5. Your food purchases are part of the per-diem reimbursement you'll be getting after you submit your travel claim, so all food purchases are out-of-pocket at this point.
6. During your C-School class, the staff will give you a quick brief on submitting your travel claim. But if you have questions while under U.S. Government orders, please feel free to ask at anytime.

7. Upon hotel check out, review your bill (make sure the clerk applied your tax exemption--note that some states do not allow US Government tax exemptions) and ask the clerk to explain any item you don't understand.
8. On your way home, again, remember to obtain receipts for all transportation costs incurred.
9. The day after you arrive home, go over your notes, gather all your receipts and complete your travel claim. Normally, the travel claim is required to be submitted within three business days after your return--check with your DIRAUX staff. The faster you submit your claim, the faster you'll see your reimbursement and the faster you can pay your credit card bill.
10. Normally, your travel claim is submitted directly to your district DIRAUX, but check with your FC or FSO-PS, just in case. If you don't have Electronic Funds Transfer (EFT) setup with the USCG, go to <http://www.fincen.uscg.mil/> and set it up online...find the links on the right side of the page. The Coast Guard will only reimburse you via EFT.
11. Always make an extra photocopy of all travel claim paperwork before mailing the package to your DIRAUX, that includes your travel claim, you orders and receipts; paperwork has been lost in the past, not often, but it has happened.
12. If you follow the above, you should have a successful trip and receive your reimbursement quickly, but best of all you've made new friends, possibly renewed old friendships, and learned more in four days, than you thought you ever could. The work doesn't stop here; you still have some post-class assignments to complete.