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# AUXILIARY PROGRAM

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**CLASS**  
"C"

# SCHOOL TRAINING

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**JANUARY 1999**

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# WHAT IS CLASS "C" SCHOOL TRAINING?

### 1. What is Class "C" School Training?

Class "C" is a military term used by all services to denote advanced residential training opportunities.

### 2. What Class "C" courses are available to Auxiliarists?

There are 8 dedicated courses with multiple convenings for Auxiliarists.

### 3. Where are these courses?

AUX only courses are held either at Training Center Petaluma, RTC Yorktown, Oklahoma State University or various off-site locations or in conjunction with NTRAIN/NACON.

### 4. Are there other non-Auxiliary Class "C" courses?

Generally, yes, however because of the varying available duration in length and some subject matter, not all courses are practical for an Auxiliarist to attend.

### 5. What courses do Auxiliarists generally attend?

Courses at RTC Yorktown or Petaluma that are of short duration, generally 5 days or less. These include: Leadership, TCT Facilitator, TQM Facilitator, Basic Instructor.

### 6. What references are available and who references?

COMDTINST 16794.1 "Auxiliary National "C" Schools Program" deals solely with procedures for Auxiliarists to follow.

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COMDNOTE 1540 "Class "C" School Convening schedule" lists all "C" school class convening dates at CG Training Facilities.  
<http://www.uscg.mil/hq/tqc/index.htm>

### 7. What form is used?

CG-5223. Also available online.

### 8. Who approves the form?

Flotilla Commander and Director of Auxiliary.  
See COMDTINST 16794.1 for additional information.

### 9. How will the Auxiliarist be made aware of orders?

Orders to all Class "C" schools are sent via message traffic to an individual Auxiliarist's DIRAUX. The Director is responsible notifying the Auxiliary point of contact and the member. The Training Quota Center will have a roster for each course on-line to check.

### References:

- COMDTINST 16790.1E, Auxiliary Manual (Chapter8)
- COMDINST 16794.1 dated 29 JAN 97
- COMTNOTE 1540 issued annually also at <http://www.uscg.mil/hq/tqc/index.htm>

### Forms:

- CG-5223/ANSC 7059 available from ANSC, DIRAUX, ONLINE AUX WEB SITE or in COMDTNST 16794.1

### Appendices:

- Catalogue of Auxiliary (only) Class C schools
- Available dates of Auxiliary Class C Schools
- Catalogue of other C schools/available dates

### **CLASS "C" TRAINING PROGRAM**

<b>New Auxiliary Director Training</b>	<b>USCG AUX-01</b>
<b>Elected Volunteer Office Holder Training</b>	<b>USCG AUX-02</b>
<b>Career Counselor Training</b>	<b>USCG AUX-03</b>
<b>Distance Learning Technology Training</b>	<b>USCG AUX-04</b>
<b>Master Instructor Training</b> (No training quotas for FY99)	<b>USCG AUX-05</b>
<b>ATON And Chart Updating</b>	<b>USCG AUX-06</b>
<b>Elected Vol Vice &amp; Rear Commodore Training</b>	<b>USCG AUX-07</b>
<b>Distance Learning Technology ADV Training</b>	<b>USCG AUX-08</b>

## Auxiliary Program

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### NEW DIRECTOR TRAINING G-OCX

#### USCG AUX-01

**PURPOSE:** The program is designed to provide: guidance to new headquarters division officers, Directors of Auxiliary and Assistant Directors of Auxiliary to make their transition to volunteer resources coordinator easier. The primary topics will include administrative procedures and techniques stressing volunteer teamwork and practical exercises involving administrative inspections; property accounting; customer needs; listening skills; donations, gifts and grants; Auxiliary Corporations; Federal Statutes; medical claims and disability payments; assignment to duty issues; member recognition; use of INTERNET and WEBSITES for publishing information, physical capabilities; counseling skills for dealing with inappropriate behavior; physical capabilities; protocol; and safety gear.

**LOCATION:** RTC YORKTOWN

**DURATION:** 4 DAYS

**PREREQUISITES:** Members are to have orders to duty as Director of Auxiliary (DIRAUX), Assistant Director of Auxiliary, Auxiliary Operations Training Officer (OTO), Auxiliary Staff or specific Auxiliary liaison responsibility.

**SPECIAL INFO:** Students must be on-the-job for a minimum of 3-6 months prior to training. All waivers, including staff of Directors of Auxiliary, must be approved by COMDT (G-OCX). Only one class convening scheduled October each year.

**ALTERNATIVE TRNG:** NONE.

**FAX TRNG REQUESTS ENDORSED BY DIRAUX TO:**  
USCG TQC. FAX: (757) 366-6575  
ATTN: Ms. Rebecca Daniels,  
Auxiliary Team Coordinator

## Auxiliary Program

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### **ELECTED VOLUNTEER OFFICE HOLDER TRAINING G-OCX**

#### **USCG AUX-02**

**PURPOSE:** This course is designed to prepare Auxiliarists for their role as a newly elected Auxiliary volunteer office holder. The major subject areas are: Coast Guard and Auxiliary business plans, Coast Guard core values, and 21 leadership competencies, diversity management, recruiting, performance measurement criteria, leadership development, project planning skills, use of volunteers in the public sector workforce, administrative inspections, authority and jurisdiction, award and recognition procedures for volunteers.

**LOCATION:** VARIOUS LOCATIONS

**DURATION:** 5 DAYS

**AUX PREREQUISITES:** Members are to be newly elected Auxiliary flotilla commanders with less than 10 years of volunteer service. Members must have reviewed: the Auxiliary Flotilla Procedures Manual, Recruiting and Retention Guide, Auxiliary Manual, and have been a Vice Flotilla Commander for one year. Pre-reading assignments will be posted on Office of Auxiliary website minimum of sixty days prior to class convening. Two class convenings scheduled in 1999. One or more convenings in the future per year. This course maybe broadcast over the internet with on-line registration in FY99.

**ALTERNATIVE TRNG:** District Flotilla Commander Academy or similar program.

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## Auxiliary Program

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### **CAREER COUNSELOR TRAINING G-OCX**

#### **USCG AUX-03**

**PURPOSE:** This course is designed to prepare Coast Guard Auxiliary personnel for their role as career counselors and recruiting assistance program managers as flotilla and division staff officers. The principal goals are to augment the Coast Guard Academy admissions office, Coast Guard Personnel Command, and Coast Guard Recruiting Command.

**LOCATION:** RESTRACEN YORKTOWN VA

**DURATION:** 4 DAYS

**AUX PREREQUISITES:** Attendees must be Flotilla Staff Officers - Career Counselors (FSO-CC), Staff Officer - Career Counselor (SO-CC), Division Officer - Career Counselor (DSO-CC). Candidates are strongly encouraged to have e-mail with attachment capability.

**ALTERNATIVE TRNG:** NONE

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Auxiliary Team Coordinator

## Auxiliary Program

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### **DISTANCE LEARNING TECHNOLOGY EDUCATION TRAINING G-OCX**

#### **USCG AUX-04**

**PURPOSE:** Provide basic level training in distance learning technology education. Students will learn about the application of technology for education and member training purposes. This course is designed to provide multimedia presentation skills for attendees. Attendees will learn about satellite transmission and uses of the WEB/INTERNET for member training. Each attendee will qualify to use PC-conferencing equipment, develop PowerPoint presentation skills, design an INTERNET HOMEPAGE, and understand the unique skills required to conduct on-line mentoring using the World Wide Web, satellite, broadcast, or cable TV. Graduates of this course will be able to create Microsoft PowerPoint presentations, design Homepages, and conduct PC-Video NetMeetings. In addition, strategies for adapting cost effective technology solutions to everyday training, mentoring needs, as well as delivery system requirements will be explored through group discussion and lab assignments.

**LOCATION:** Oklahoma State University, Stillwater, OK

**DURATION:** 4 DAYS

**PREREQUISITES:** Attendees must be flotilla members, reservists, active duty, or civilian employees actively involved in distance education technologies and who desire to develop basic knowledge and skills in distance learning technologies for education or member training purposes. In particular, course developers for internet use or those involved in public education, member training, or related areas with an interest in developing electronic on-line interactive courses or testing over the

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Internet are encouraged to attend. Applicants **MUST** have an internet e-mail account capable of receiving attachments to benefit most from this training, therefore, the e-mail address must be included in block #22 of the Short-Term Resident Training Request prior to approval. COMDT (G-OCX) must approve all waivers for active duty, reservists or civilians. No civilian contractors are eligible to attend.

**SPECIAL AUXILIARY INFO:** Auxiliary students must be computer literate and have access to a computer with modem capable of linkage to the INTERNET. In addition, Auxiliarists must bring a recent flotilla newsletter, some member training materials, and any available pictures or artwork regarding their Flotilla suitable for use in developing a flotilla **HOME PAGE**. Multiple class convenings are scheduled per year from October to May. Individuals who have already designed a **WEBSITE** need **NOT** apply, as this course is too basic for their needs. Ideal candidates are flotilla staff officer (FSO-EC) assigned as webmasters who need to be trained.

**ALTERNATIVE TRNG:** NONE

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Auxiliary Team Coordinator

## **Auxiliary Program**

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### **MASTER INSTRUCTOR TRAINING G-OCX**

**USCG AUX-05**

**PURPOSE:** NO QUOTAS FOR FY99

**LOCATION:**

**DURATION:**

**PREREQUISITES:**

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USCG TQC. FAX: (757) 366-6575

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Auxiliary Team Coordinator

## Auxiliary Program

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### ATON AND CHART UPDATING TRAINING G-OCX

#### USCG AUX-06

**PURPOSE:** Provide training in the operation of Federal Aids servicing by Auxiliarists, private aids to navigation program, and NOM chart updating program.

**LOCATION:** COGARD RESTRACEN  
YORKTOWN VA

**DURATION:** 4 DAYS

**AUX PREREQUISITES:** Attendees must be a Flotilla Staff Officer - ATON/CU, Staff Officer - ATON/CU, or Division Staff Officer - ATON/CU.

**SPECIAL INFO:** Auxiliary members who have previously attended any Coast Guard Auxiliary "C" Schools in the past three years or not currently augmenting a District ATON Team are ineligible. COMDT (G-OCX) must approve all waivers. Only one class convening scheduled per year.

**ALTERNATIVE TRNG:** NONE.

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## Auxiliary Program

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### ELECTED VOL VICE AND REAR COMMODORE LEVEL TRAINING G-OCX

#### USCG AUX-07

**PURPOSE:** Provide training to elected Auxiliary Rear Commodores and Vice Commodores in: Coast Guard Business Plan, Auxiliary Business Plan, financial policies, diversity management, volunteer recruiting leadership skills for management of volunteers, facilitation and team building skills for board management, communications skills via INTERNET and NetMeetings, online distance education technology issues, and management of District Board and Staff functions.

**LOCATION:** VARIOUS LOCATIONS

**DURATION:** 3 DAYS

**AUX PREREQUISITES:** Attendees must be current Rear Commodore or Vice Commodore office holder.

**SPECIAL INFO:** Auxiliary members who have previously attended as a Rear, Vice, Past-District Commodore or not currently an office holder are ineligible. All waivers must be approved by Commandant (G-OCX). Only one class convening scheduled per year.

**ALTERNATIVE TRNG:** NONE.

**FAX TRNG REQUESTS ENDORSED BY DIRAUX TO:**  
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## Auxiliary Program

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### **DISTANCE LEARNING TECHNOLOGY ADVANCED TRAINING G-OCX**

#### **USCG AUX-08**

**PURPOSE:** Provide advanced level training in WEB based publishing and mentoring on-line. In addition students will learn how to apply appropriate media/tools/applications for Coast Guard and Coast Guard Auxiliary training/education/leadership development purposes. Students will learn critical skills for mentoring students over-the-INTERNET and how to apply their knowledge to reducing demand for paper based and resident training. Attendees will learn how to effectively lead discussion groups over the WEB/INTERNET, and acquire project planning skills to implement WEB based training courses in the Coast Guard and Coast Guard Auxiliary.

**LOCATION:** Oklahoma State University, Stillwater, OK

**DURATION:** 4 DAYS

**PREREQUISITES:** Attendees must have completed USCG AUX-04 Distance Learning Technology Training or receive a waiver from COMDT (G-OCX-1) to attend.

**SPECIAL AUXILIARY INFO:** Auxiliary students must bring one or more of the following: a recent Auxiliary education course and exam, a sample chapter of a member training course to be presented at an Auxiliary District or National Conference or Workshop; or an active duty recent correspondence course from the Coast Guard Institute suitable to use. One class convening is currently scheduled per year. Individuals who have already designed computer based training courses are ineligible from attending.

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**ACDU, RESERVE, CIVILIAN INFO:** Active duty, Reservists, or Civilian students must bring a sample lesson plan, draft course, or other suitable education product to work on during the course. COMDT (G-OCX) must approve all waivers and will determine in consultation with OSU what is appropriate pre-requisite material to bring to the course.

**ALTERNATIVE TRNG:** NONE.

**FAX TRNG REQUESTS ENDORSED BY DIRAUX TO:**  
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Auxiliary Team Coordinator

## Auxiliary Program

TITLE/LOCATION	DURATION/QUOTAS PER	1 QTR	2 QTR	3 QTR	4 QTR	SEND TRNG REQ TO
AUX-01 New Director Training RESTRACEN YORKTOWN	4 DAYS/32	-	-	-	-	TGC
AUX-02[Prereqs] Elected Volunteer Office Holder Training TRACEN PETALUMA CA	5 DAYS/26	<b>CHECK TGC WEBSITE FOR LATEST INFORMATION. ON DATES.</b>				TGC
AUX-03[Prereqs] Career Counselor Training RESTRACEN YORKTOWN	4 DAYS/32	-	-	-	-	TGC
AUX-04[Prereqs] Distance Learning Training Oklahoma State University	4 DAYS/31	-	-	-	-	TGC
AUX-06[Prereqs] ATON and Chart Updating RESTRACEN YORKTOWN VA	4 DAYS/25	-	-	-	-	TGC
AUX-07[Prereqs] Elected Volunteer Vice Commodore Training TRACEN PETALUMA CA	3 DAYS/25	-	-	-	-	TGC
AUX-08 DISTANCE LEARNING TECHNOLOGY ADVANCED Oklahoma State University	4 DAYS/30	-	-	-	-	TGC

**OTHER "C" SCHOOLS OF INTEREST**

<b>RODLAM</b>	<b>G-P-OLAM</b>
<b>TQM FACILITATOR</b>	<b>TQM-002</b>
<b>TCT FACILITATOR</b>	<b>G-KSE-055</b>
<b>TCT GROUP OPERATIONS</b>	<b>G-KSE-053</b>
<b>MARITIME SAR PLANNING</b>	<b>CG-060</b>
<b>INSTRUCTOR TRAINING COURSE</b>	<b>G-P-INSTRUCTOR</b>

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### **G-P-OLAM - RODLAM**

**PURPOSE:** Course will consist of self awareness, motivation theories, situation leadership, communications, performance appraisal, teamwork/groups, performance problem solving, diversity, and action planning.

**LOCATION:** VARIOUS

**DURATION:** 5 DAYS

**PREREQUISITES:** Attendees must hold a current elected position, either Vice Flotilla Commander, Flotilla Commander, Vice Division Captain or Division Captain.

**DIRAUX** send CG-5223 request to TQC.

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**TQM-002 - TQM FACILITATOR**

**GO TO TQC WEBSITE FOR INFORMATION**

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### **G-KSE-055 - TCT FACILITATOR**

**PURPOSE:** This course trains select graduates of the Team Coordination Training-Group Operations Course and select Auxiliarists in the principles of facilitating and instructing the Group Ops Course and providing training to Auxiliary members who are Qualification Examiners, boat Crew and Coxn qualified. Graduates of this course will be able to provide training on a exportable basis to flotillas, and active duty units within their geographic areas.

**LOCATION:** VARIOUS

**DURATION:** 4 DAYS

**PREREQUISITES:** Applicant must be approved by Coast Guard District TCT Coordinator (osr).

**DIRAUX** send CG-5223 request to District Training Officer.

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### **G-KSE-053 - TCT GROUP OPERATIONS**

**PURPOSE:** Provide training in seven critical skills for effective coordination of operation teams. These skills are: leadership, mission analysis (briefing & risk management), situation awareness (error recognition) decision making under stress, adaptability (managing stress/attitudes) communications and assertiveness. Curriculum includes classroom lectures, group discussion exercises and case studies.

**LOCATION:** VARIOUS

**DURATION:** 3 DAYS

**PREREQUISITES:** Attendees must be Augmenting a Group Office.

**DIRAUX** send CG-5223 request to TQC.

### **CG-060 - MARITIME SAR PLANNING**

**PURPOSE:** The Maritime Sar Planning Course (MARSA) provides training in oceanic and coastal search planning techniques and in the performance of duty as SAR mission coordinator. The instruction parallels supporting components of the SAR system as organized by the National Search and Rescue Manual (COMDTINST M16120.5). The course is designed for officer and enlisted personnel who are assigned to duty as controller or assistant controller at Rescue Coordination Centers (RCCs) or at Group Operations Centers. The SAR system, Plotting and navigation, Datum determination and Search Patterns are some of the topics covers in this course. It also prepares the student for On-Scene Commander duties, the legal Aspects of SAR and Public Information for SAR cases. Classroom lectures and table top exercises are utilized during the course of instruction.

**LOCATION:** RESTRACEN Yorktown

**DURATION:** 19 DAYS

**PREREQUISITES:** Attendees must be augmenting a Group Operations Center or District RCC and have the Active Duty Supervisor approve the CG-5223.

**DIRAUX** send CG-5223 request to TQC.

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### **G-P-INSTRUCTOR - INSTRUCTOR TRAINING COURSE**

**PURPOSE:** Provide personnel assigned to instructor duty the skills to conduct performance based training. Students gain experience in the use of Adult learning theories, effective communication and platform skills.

**LOCATION:** VARIOUS

**DURATION:** 5 DAYS

**PREREQUISITES:** Auxiliarist attendees must have completed 4 hours as student aide with no prior background in education and/or training.

**SPECIAL INFO:** Auxiliary members will be eligible for IT qualification upon graduation.

**DIRAUX** send CG-5223 request to TQC.

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TITLE/LOCATION	DURATION/QUOTAS PER CLCVN	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	Send CG-5223 to DIRAUX via:
G-P-OLAM Leadership & Mgmt Roadshow TRACEN PETALUMA	5 DAYS/24					FD or DCP & DSO-MT
TQM-002 TQM Facilitator Roadshow TBD	5 DAYS/20					DSO-MT
G-KSE-005 TCT Facilitator TRACEN PETALUMA	5 DAYS/20					DSO-MT DSO-OPS
G-KSE-053 TCT Group OPS TRACEN PETALUMA	3 DAYS/15					DSO-MT & DSO-OPS
CG-060 Maritime SAR Planning RESTRACEN YORKTOWN	19 DAYS/25					Open Supervisor & DSO-MT
G-P-INSTRUCTOR Instructor Basic RESTRACEN YORKTOWN	5 DAYS/18					DSO-MT

**CHECK TQC  
WEBSITE  
FOR LATEST  
INFORMATION  
ON DATES**

# How To APPLY

How to apply for Auxiliarist submitting Short Term Resident Training Request (CG-5223).

Ref: COMDTINST 16794.1 dtd 29 Jan 1997

- Block 1.** Enter data request prepared
- Block 2.** Check appropriate request status box
- Block 3.** Utilize Social Security Numbers, Privacy Act statement applies.
- Block 4.** Complete as indicated request must specify a specific person not office held.
- Block 5.** Auxiliarists indicate CIV/AUX
- Block 6.** Not applicable
- Block 7.** Provide course title number: *example* AUX-O1 Career Counselor School
- Block 8.** Enter unit title as listed AUXMIS: *example* Flotilla Oklahoma City, OK
- Block 9.** Enter Auxiliary member number - 054-21-1-001
- Block 10.** Enter name of staff office position of individual to contact for follow up. Typical this is the FSO-MT.
- Block 11.** Insert telephone number with area code for FSO-MT listed in Block 10.
- Block 12.** Enter command location where training is desired
- Block 13.** Not applicable
- Block 14.** Not applicable
- Block 15.** Use priority codes 1,2,or 3 as defined below.
  - 1. Essential to mission accomplishment or program objectives. (example: All CC officers are priority 1 for AUX-O1 training)
  - 2. Directly relates to mission accomplishment or program objectives and should result in improved performance (example: Mbrs who assist in AIM candidate selection, but are not appointed officers.)
  - 3. Indirectly relates to mission accomplishment.

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- Block 16.** List duration of course.
- Block 17.** Complete choice as indicated. List any amplifying remarks regarding preference in Block 22.
- Block 18.** Auxiliarist list all current staff officer positions held
- Block 19.** Complete as indicated
- Block 20.** Length of Auxiliary service (# of years)
- Block 21.** Not applicable
- Block 22.** This block should be used to provide any pertinent information affecting the training request, for example, if early notification (greater than 4 to 6 weeks before convening) is essential, provide reason. Auxiliarist must provide mailing address for orders, additional telephone numbers for notification. Email address is optional, but strongly encouraged. Indicate any physical disabilities that may require special equipment or special dietary considerations. Due to command policy there are no co-habitation berthing facilities. Indicate gender (male/female) for berthing purposes at training centers.
- Block 23.** For command endorsement block Flotilla Commander, should sign and forward applicable forms to the Director of Auxiliary by mail or fax. The FSO-MT will ensure information is complete on the application form (Initial/Date in Block 23) and complete request for Auxiliary "C" schools from the District/Region and forward to the local Diraux.
- Block 24/25.** Not applicable.

# Auxiliary Program

DEPARTMENT OF TRANSPORTATION 1. EAST GUARD (500 Rev. 6-86)		SHORT-TERM RESIDENT TRAINING REQUEST <i>(Information on this form are Provided As Protected JUSC 322a)</i>		5. DATE	
3. SERVICE NUMBER		4. NAME (Last, middle)		6. RANK/RATE	
7. COURSE TITLE/NUMBER		8. UNIT		9. OFFAC NUMBER	
12. TRAINING SOURCE/LOCATION		14. BILLING ADDRESS (When applicable)		16. FREQUENCY (Code)	
13. TUITION AND FEES (When applicable)		15. POINT OF CONTACT (Name)		17. COURSE DURATION	
11. COURSE CONVENING PREFERENCE		19. MEETS COURSE PREREQUISITES <i>(If Yes, Prior course name)</i> <i>(Check applicable box)</i>		20. EXPIRATION OF EXPIREMENT DATE	
A. FIRST CHOICE		B. SECOND CHOICE		C. THIRD CHOICE	
YEAR	MONTH	DAY	YEAR	MONTH	DAY
18. QUALIFICATION CODES OF APPLICANT		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
21. TRAINING NEEDS ANALYSIS					
A. NO. PERSONNEL UNIT REQUIRED TRAINED BY COURSE		B. NO. PERSONNEL WITH TRAINING OIB		D. NO. PERSONNEL ORDERED OUT WITH TRAINING	
C. NO. PERSONNEL ORDERED IN WITH TRAINING					
22. SUPPORTING REMARKS AND COURSE DESCRIPTION (attach course description, for commercial courses)					
23. FIRST ENDORSEMENT FORWARDED		UNIT/ACTIVITY		DATE	
A. <input type="checkbox"/> APPROVED B. <input type="checkbox"/> DISAPPROVED (Remarks required)		C. REMARKS			
		D. TITLE		E. SIGNATURE	
24. SECOND ENDORSEMENT FORWARDED		DISTING UNIT		DATE	
A. <input type="checkbox"/> APPROVED B. <input type="checkbox"/> DISAPPROVED (Remarks required)		C. REMARKS			
		D. TITLE		E. SIGNATURE	
25. QUOTA STATUS (If Not applicable, omit entire section)					
A. QUOTA REQUIRED		B. QUOTA REQUESTED		C. QUOTA GRANTED	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
REASON NOT GRANTED					

**Note:** Form available as Pdf file downloadable from "Office of Auxiliary Website" ([www.uscg.mil/hq/g-o/CGAUX/default.htm](http://www.uscg.mil/hq/g-o/CGAUX/default.htm))

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