



COMDTINST 7302.2
FEB 19 1999

COMMANDANT INSTRUCTION 7302.2

Subj: CLASS 'C' SCHOOL FUNDING PROCESS

Ref: (a) Training and Education Manual, COMDTINST M1500.10B

(b) FY Class Convening Schedule for Coast Guard Class 'A' and 'C' Resident and Exportable Training Courses, COMDTNOTE 1540

1. **PURPOSE.** This Instruction establishes the Coast Guard's policy and procedures for the Advanced Class 'C' School (AFC-56 Training Funds) Funding Process.
2. **ACTION.** Area and district commanders, commanders, maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff divisions at Headquarters shall ensure compliance with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** Advanced or specialized Class 'C' courses provide service wide, equipment or program related training for officer, enlisted, civilian, reserve and auxiliary personnel. Requirements for job technical training related to specialty and rating are funded through program directed, Class 'C' courses. These courses, identified and validated by Program Managers, are directly related to mission accomplishment and linked to achievement of Class 'C' program objectives. Training courses may be classified as either resident or exportable. Resident training is conducted at various Coast Guard Training Centers, Department of Defense (DoD) training centers, other non-DoD government training sites, or at commercial/private sector locations. Exportable training is delivered at the local unit by training teams, instructors from a resident training facility, using approved course materials or technology assisted methods.
5. **RELATED DIRECTIVES.**
 - a. Reference (a) contains procedures for submitting Short - Term Resident Training Request (CG - 5223) form.

- b. Reference (b) contains the FY class-convening schedule of Coast Guard Class resident and exportable training courses.
- 6. DEFINITIONS. Enclosure (1) lists relevant definitions.
- 7. RESPONSIBILITIES.
 - a. PROGRAM MANAGERS.
 - (1) Determine total number of validated quotas needed to meet annual program requirements.
 - (2) Serve as or designate a member of a cross-programmatic peer review group to recommend priorities for all Class 'C' quota requests.
 - (3) Function as quota manager to ensure quotas are distributed based on needs and program driven priorities.
 - (4) Follow the AFC-56 Training Funds Processes and Process Flow Chart (enclosures (2-6)).
 - (5) Implement FY Master Training Plan as approved by G-WT.
 - (6) Track and reallocate quotas used and funds expended using the Training Management System (TMS) and the Large Unit Financial System (LUFS) reports provided by G-WTT.
 - (7) Reconcile quotas in COMDTNOTE 1540 versus quotas constrained by actual budget.
 - (8) Review DoD annual quota submission promulgated by Training Quota Management Center (TQC). Forecast DoD training needs out through five FY's.
 - b. COMMANDANT (G-WTT).
 - (1) Manage the Class 'C' funding process and establish AFC-56 training funds policy.
 - (2) Allocate AFC-56 training funds, using a centralized financial management process and the peer group prioritization process. Serve as chair of the Class 'C' Quota/Funds Prioritization Panel.
 - (3) Serve as chair of the Class 'C' Quota/Funds Prioritization Panel.
 - (4) Provide quota utilization and cost reports to Program Managers.

- (5) Input the final FY Master Training Plan as well as changes to the Master Training Plan into TMS.
 - (6) Publish Coast Guard class convening schedules (COMDTNOTE 1540 series) based on quota/convening needs from Program Managers.
 - (7) Approves all Coast Guard Class Convening Schedule changes (additions/cancellations/reschedules)
- c. COMMANDANT (G-WR).
- (1) Monitor execution of AFC-56 Training Funds.
 - (2) Provides Cost Reports to Program Managers.
- d. CLASS 'C' QUOTA/FUNDS PRIORITIZATION PANEL.
- (1) Membership consists of Program and Training Managers.
 - (2) Evaluate and review the FY Master Training Plan, determine if Class `C' courses meet definitions, confirm analyses categories and recommend funding priorities.
 - (3) Recommend funding cut offs after re-examining courses and give funding information to Program and Training Managers.
- e. TRAINING QUOTA MANAGEMENT CENTER (TQC).
- (1) Act as order issuing authority for HQ program funded Class `C' training, including mandatory pre-arrival training (pipeline) and formal school requirements as outlined by HQ Program Managers training plans.
 - (2) Use/maintain Training Management System (TMS) database with respect to all Class `C' courses including: convening dates, quota availability, and entitlement verification.
 - (3) Act as liaison between HQ programs and DoD quota management centers to obtain quotas in DoD sponsored courses.
 - (4) Assist G-WTT with publication of annual COMDTNOTE 1540. Post and maintain on Internet.
 - (5) Transmit message changes to the COMDTNOTE 1540 as needed. Screen and prioritize Short Term Resident Training Requests (CG-5233) submitted by field units. Process training slates provided by HQ Program Managers. Transmit message orders to units/personnel receiving training
 - (6) Screen and prioritize Short Term Resident Training Requests (CG-5233) submitted by field units. Process training slates provided by HQ Program Managers. Transmit message orders to units/personnel receiving training.

COMDTINST 7302.2

FEB 19 1999

- (7) Provide G-WTT and HQ Program Managers with quota information in support of their programs, including when number of quotas requested exceeds the number of quotas remaining on their training plan, and whether the estimated cost per quota is correct.

- Encl:
- (1) Definition of Terms
 - (2) AFC-56 Training Funds Processes and Process Flow Chart
 - (3) Program Manager's Quota Worksheet
 - (4) Scorecard: AFC-56 Class `C' Course Quotas
 - (5) AFC-56 Class `C' Courses Quota Categories
 - (6) AFC-56 Training Spend Plan Spreadsheet

DEFINITION OF TERMS

ATU - Administrative Target Unit- Coast Guard units that receive administrative operating targets(funds) from HQ Appropriations Managers.

CLASS `C' QUOTA/FUNDS PRIORITIZATION PANEL - Panel of HQ program managers and MLC training managers who meet as needed to determine how the AFC-56 funds and course quotas for the upcoming fiscal year will be allocated. Membership consists of representatives from: G-WTL, G-WTT, G-WK, G-M, G-O, G-S, C-CQ, G-CPM, G-L, and G-H.

CLASS `C' TRAINING - Short-term training (less than 20 weeks) designed to provide advanced/specialized knowledge and skills to perform a task, or group of tasks, required by a specific billet.

DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM (DAFIS) - A DOT-wide accounting information system.

EXISTING COURSE - A Class `C' course that is currently part of a program's training plan, has been on the program's plan in the past, or has a record in TMS.

EXPORTABLE TRAINING - Instruction which may be conducted at a local unit by training teams or instructors from a resident training facility, using resident course materials.

FIELD UNITS - A unit in the field (e.g., stations/bases/ groups).

FRONT END ANALYSIS (FEA) - A systematic analysis of a performance problem that is done prior to the selection and development of any performance-improvement interventions (e.g., advanced training).

HQ FIELD UNITS - Field units that report directly to HQ vice Areas/MLCs/Districts (e.g., Academy, FinCen, TQC).

LARGE UNIT FINANCIAL SYSTEM (LUFS) - A large unit financial system that passes information into DAFIS.

NEW COURSE - A Class `C' course that has never been on a program's training plan.

PROFESSIONAL DEVELOPMENT - Short-term training (less than one week) designed to provide knowledge and skills that will enable the attendee to better perform job related tasks.

PROGRAM MANAGER - The Program Manager is responsible for all aspects of Class `C' training within a program including: performance review to determine if training deficient gaps exist; working with G-WTT to schedule (FEAs); reviewing curricula every 3 years, reviewing program training needs annually and requesting quotas in accordance with this instruction; selecting students and submitting slates to TQC; granting waivers; etc. In most cases, the Program Manager is TQC's primary Point of Contact (POC) within the Program.

Enclosure (1) to COMDTINST 7302.2

QUOTA - A seat/place in a class.

TRAINING MANAGEMENT SYSTEM (TMS) Database - A system that tracks training and training dollars in the Coast Guard. It also tracks what training courses individuals have taken or need to attend. The primary tool used by TQC to schedule personnel for training, issue travel order numbers, generate record traffic and a record of estimated financial obligations. TMS is linked with PMIS data, financial (LUFS) data and the Personnel Decision System (PDS). TMS is used to track servicewide Class `C' training and post graduate training. TMS is capable of listing individual training records or generating reports of all individuals assigned to a particular Afloat unit.

TRAINING SLATE - A form provided by Training Quota Management Center (TQC) and completed by the HQ program sponsoring the Class `C' training. It contains information regarding course logistics, course costs, course attendees, and special information needed by the attendees. Once completed, it is sent to TQC for processing and issuing of travel orders.

TRAINING SPEND PLAN SPREADSHEET - A spreadsheet used by G-WTT-3 and HQ program managers to categorize each of their Class `C' training quotas. The spreadsheet provides information regarding course number, course title, types of quotas, category of quota, cost per quota, training center used, funding source for quota, and personnel/department/agency using the quota. Individual sponsors of Class `C' training submit the spreadsheet to G-WTT for consolidation into a Coast Guard wide plan

AFC-56 TRAINING FUNDS REQUEST PROCESSES AND PROCESS FLOWCHART

A. NEW COURSE.

- (1) Program Manager determines that there may be a need for a new training course to help bridge a performance gap.
- (2) Program Manager consults with G-WTT, Training Manager to schedule a Front End Analysis (FEA).
- (3) If the FEA results indicate that a new course is not needed, then the Program Manager works with Training Manager to develop an alternate solution.
- (4) If the FEA results indicate that a new course is needed, then the Program Manager works with G-WTT to identify deficient skills and knowledge.
- (5) Program Manager presents to Class 'C' Quota/Funds Prioritization Panel for funding approval
- (6) Proceed to paragraph B. for Existing Course procedures.

B. EXISTING COURSE.

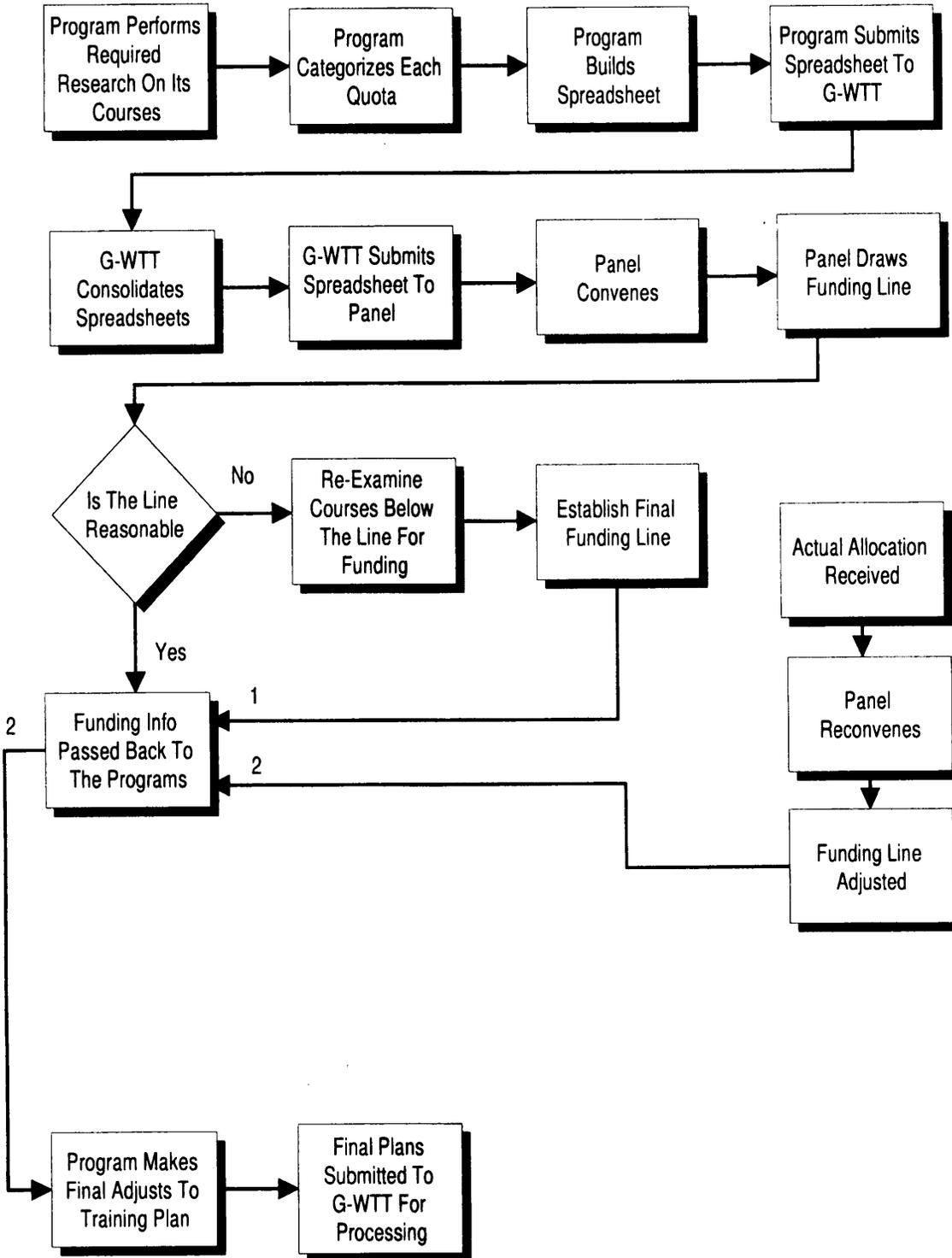
- (1) The Program Manager must determine how many people need to be trained in a particular skill/topic at any point in time. Once that number is determined, the Program Manager decides how many people must be trained annually to maintain that level. This is done by taking the total number who need to be trained at any point in time and dividing it by the appropriate rotation factor:

TOUR LENGTH (yrs)	ROTATION FACTOR
4	3.5
3	2.5
2	2.0
1	1.0

- (2) Once the annual quota requirements have been set, the Program Manager must categorize each quota requested for a course using the AFC-56 Class 'C' Courses Quota Categorization Nine Step process. All of the quotas may be placed in the same category or they may be distributed among many categories

Enclosure (2) to COMDTINST 7302.2

- (3) The Program Manager must be able to justify the placement of each quota. Either the citation or the data requiring the training must be provided for category 1.
- (4) G-WTT provides each Program Manager a copy of the AFC-56 Training Spend Plan. Each Program Manager inputs the appropriate information. Once completed, the Program Manager sends it electronically to G-WTT for compilation.
- (5) G-WTT compiles all the Program Managers spreadsheets into one master AFC-56 Training Spend Plan spreadsheet and convenes the Class 'C' Quota/Funds Prioritization Panel. Each panel member is given a copy of the master spreadsheet for review. G-WTT informs the panel of the expected funding level for the upcoming fiscal year as well as any other needed information.
- (6) Based on the expected funding level, the panel will recommend fund cut offs. Quotas are added/deleted as necessary until the panel manages the funding line.
- (7) When G-WTT receives the actual allocation, the panel reconvenes to finalize the master AFC-56 Training Spend Plan for the fiscal year. Once the funding is set, the information is passed back to the programs via the Program Manager so they can adjust individual training plans.
- (8) G-WTT then puts this information into the Training Management System (TMS) data base.
- (9) Program managers send training slates to Training Quota Management Center (TQC) for processing. Some quotas are managed by TQC, for example pipeline training and do not require any Slates from Program Managers.
- (10) TQC issues message orders to personnel scheduled for training.



SCORECARD: AFC-56 Class 'C' Course Quotas

Program Director: G- _____ FY: _____

Program Manager: G- _____ PM's POC: _____ x7- _____

Course Name: _____

Course ID: _____

Reference: _____
(cite law, E.O., NTSB recommendation, COMDTINST, etc./attach as appropriate)

Course Description: (include prerequisites) _____

=====

CATEGORY:

- 1. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 2. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 3. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 4. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 5. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 6. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 7. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 8. Number of quotas? _____ Cost per quota? _____ Total Cost? _____
- 9. Number of quotas? _____ Cost per quota? _____ Total Cost? _____

Total No. Quotas? _____ Total Cost? _____

AFC-56 CLASS `C' COURSES QUOTA CATEGORIES

Instructions: (1) For each class `C' course, break down your total number of quotas by type (e.g. cutter class, air frame, rank/rate, billet, level of effort, etc.), using the Program Manager's (PM) Quota Worksheet; (2) Note the first criterion, listed below, that applies to a particular "type" of quota(s). (3) Annotate the corresponding line of the scorecard with the applicable number of quotas.

[**SPECIAL NOTE:** While compliance with COMDTINSTs is expected, the cost to the organization can only be measured if we prioritize this training. Consequently, this training should be distributed throughout the various category levels listed below.]

1. Quota is specifically required by federal, state, or local law or is readily identifiable as required by law (e.g. mandated by Executive Order, Congress or Code of Federal Regulations (CFRs)). "Mandated" Initiatives will be reviewed four years after initial date to determine whether the requirements still exists.
2. Quota established in direct response to NTSB recommendation.
3. Quota would normally fit Category 4, but has been elevated to the next higher level because of special Flag level concerns.
4. Quota is *job/billet critical*: An individual's or unit's primary mission cannot be accomplished without this course (e.g. cutter can't sail, paychecks won't be EFT'd, barges won't be inspected, etc.).
5. Quota is *job/billet essential*: Can't sustain operations as necessary for normal workload. Includes critical collateral duty training.
6. Quota required by external regulation with voluntary compliance.
7. Quota is *job/billet important*: Necessary for backup support, cross-training. Includes non-critical collateral duty training.
8. Quota is for professional development.
9. Quota is for personal development

AFC-56 Training Spend Plan Spreadsheet

	J	K	L	M	N	O	P	Q	R	S	T
	QUOTAS PAID BY PROGRAM MANAGER w/ AFC-56	NO COST QUOTAS FOR PROGRAM MANAGER	QUOTAS REQ'D & PAID BY DoD	QUOTAS REQ'D & PAID BY WLM/WLB AQUISITION	QUOTAS REQ'D & PAID BY RESERVES	QUOTAS REQ'D & PAID FOR INT'L STUDENTS	QUOTAS PAID FROM OTHER AFCs	NOTE (AFC #) FROM PREVIOUS COLUMN	TOTAL # QUOTAS CONSTRAINED BUDGET	ADD'L # QUOTAS UNCONSTR'D BUDGET	ADD'L COST OF QUOTAS UNCONSTR'D BUDGET
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33	0	0	0	0	0	0	0		0	0	\$0

AFC-56 Training Spend Plan Spreadsheet

	U	V	W	Y	AA	AC	AE	AG	AI	AK	AM	AO	AQ	AS	AU	AW	AY	BA	BC	
	Categorization Scheme for AFC-56 Class "C" Courses for FY																			
1																				
2	CSE ID	COURSE TITLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TOTAL	
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33			0																	0

AFC-56 Training Spend Plan Spreadsheet

	BD	BE	BF	BH	BJ	BL	BN	BP	BR	BT	BV	BX	BZ	CB	CD	CF	CH	CJ	CL		
	AFC-56 Class "C" Course Shortfall for FY																				
1																					
2	CSE ID	COURSE TITLE	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16			TOTAL	
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					
33			0																	0	