

ATON C-School FAQ (Frequently Asked Questions)
Very Important! Please read this entire document carefully

TRACEN Yorktown is one of the two primary advanced training centers for the Coast Guard. All Coast Guard personnel on the base are held to high standards and are compelled to follow the rules; as such, so is the Auxiliary. BEFORE you attend the C-School PLEASE know the rules listed below. If there is any deviation from the rules on the base, Coast Guard personnel will correct you on the spot. Please abide by and follow the base rules without negotiation so the Auxiliary can continue to be welcome to use the facilities.

- Wear insignia for the highest Auxiliary office you have held (including Past Officer device if appropriate), current office, or member insignia.
- Your quarters will be in either **Cain Hall** or **Lafayette Hall**. This may be specified on your orders.
- The class is held in **Hamilton Hall Room 309**.
- Dining is in CG Dining Facility. Hours are:
 - Monday- Friday 0630-0730/1100-1230/1630-1800
 - Saturday-Sunday and Holidays 0700-0900/1100-1230/1630-1800
- Main Exchange – Hours are:
 - Monday-Friday 1000-1730
 - Saturday-Sunday 1000-1600
- Berthing – There are two people to a room. When you arrive you can choose your roommate or someone will be assigned. (See statement below on co-habiting.) Every room has a small refrigerator, two work desks and two clothing lockers. Bring a lock for your clothing locker.
- Co-habiting 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 back home. Deciding to move into the same room on base when unmarried is a 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.

- All Coast Guard uniforms that have an open collar (e.g. the Tropical Blue uniform worn at the C-School) require a V-neck tee shirt. Crew neck tee shirts that leave the tee shirt visible are not acceptable. If you show up wearing one, you will be asked to take it off and replace it with a V-neck tee shirt. See Chapter 10, Auxiliary Manual.
- Hair –
 - Men – if your hair touches your collar, please get a haircut prior to arriving at the C-School. If you show up with your hair touching your collar, you will be asked to leave class and go to the base barber shop to get it trimmed. Save yourself from this embarrassment by taking care of this issue prior to arrival.
 - Women – long hair is fine, but it must be put up to keep it so that it is not below the bottom of the collar when in uniform.
- Proper saluting procedures can be found in Chapter 12 of the Auxiliary Manual. If you are unsure of how to salute, please ask a member of your flotilla for assistance.
- POV mileage claims – 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:
 - They have a POV authorization from either TQC or their DIRAUX

AND –

 - A Government Travel Request (GTR) spreadsheet is done so all concerned parties (DIRAUX, PSC, etc.) are cognizant of how much students will be reimbursed – up to the cost of a GTR for mileage only.
 - Both above conditions MUST be met in order for students to be in compliance with Joint Travel Regulations (JTR) for POV mileage claims. If either part is not in place, students are NOT entitled to POV mileage.
- Following JTRs – Everyone – no matter who they are, which Auxiliary department they are in, or what they do in the Auxiliary – MUST abide by the JTRs. No exceptions. Also, anyone renting a car and 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 JTRs. We should ask if it really is worth the extra few dollars to submit a falsified claim and risk losing honor, Auxiliary membership, integrity and whatever punishment applies under JTRs.

- For those who travel on Travel Order Number (TONO) – Numerous commercial airlines are assessing a fee for checked baggage. Some airlines may exempt government travelers from paying the fee, however, they may require the traveler to present a government ID and/or copy of official travel orders at the time bags are checked in. Regulations classify any baggage that is not transported free by the carrier as part of the transportation ticket cost as excess baggage. Therefore, travel orders must specifically authorize excess baggage in order to be authorized reimbursement for a checked baggage fee. Checked baggage fees cannot be charged to the Coast Guard centrally billed account (CBA), aka charged to the order, TONO or GTA. Travelers who have their airline ticket charged to a Coast Guard CBA must be prepared to pay any assessed baggage fee at the time the bags are checked in with the airline.

- CG-13 has issued guidance on the use of AFT-56 funds which our program must follow.

- Extra Travel Days
 - If an earlier flight is available and would preclude a traveler from needing an extra day on either end, utilizing the earlier flight is mandatory unless the traveler wishes to personally incur an extra day's expenses (this applies to OCONUS travel as well as CONUS.)

 - Rental Vehicles
 - The rental vehicle situation on orders is a suggestion; however, additional rental vehicles will likely be denied. CG policy has always been that the minimum group per vehicle is 3 people. Since we have to assign the drivers and suggested PAX, we try to do so by regions. Sometimes there are onsies and twosies from a region so they are lumped into a group to attempt a total of 3 or more. If a student must cancel orders and they are an assigned driver, their substitute will be given the rental authorization.

 - Those who are assigned drivers should be reminded to rent appropriately-sized vehicles for all PAX + luggage which frequently means an SUV, van or full-sized vehicle. Also as a reminder, students are not authorized to have the vehicle for their own use. Unfortunately, situations have arisen recently when assigned drivers tried to preclude fellow students from riding in "their" rental cars. If such a situation arises in the future, authorization for the rental car will be rescinded immediately. Instructors are asked to watch out for this and contact DIRAUX so they can handle it ASAP. Generally, the assigned driver is obligated to chauffeur all PAX either assigned or agreed upon in the grouping unless another student drives the vehicle for some reason. (Anyone who is assigned as a

driver but does not wish to be designated as such can opt out by contacting DIRAUX or the class POC.)

- Renting a vehicle without written authorization from TQC will result in the traveler personally incurring all expenses associated with the unauthorized rental. Rental vehicles are a privilege and those driving the vehicle are responsible for it (whether assigned driver or not.) Due to recent events, I cannot emphasize strongly enough that if any driver behaves irresponsibly they will be personally liable for their actions, i.e. losing keys, leaving the keys in a public area unattended, causing a vehicle to need towing, causing extra keys to be made, all expenses incurred with getting a rental vehicle back to the rental company.

- If you are aware of a reason someone should not be assigned a rental vehicle when registering them in DA for a class, please let DIRAUX know ASAP. There may be mitigating circumstances (medications, physical limitations) which we will not know about.

- **POV & GTRs**

- Anyone may choose to drive their POV to a class. However, the authorization must come from the DIRAUX office in writing (e-mail is fine) and the GTR form for driving must be completed. This form clearly indicates how much someone will be reimbursed if they choose to drive. All tolls are reimbursable but lodging and additional per diem are specifically prohibited for reimbursement per the JTR. For example, recently we were told someone planned to drive from coast to coast for a class event thought there were authorized Round Trip for air. They can choose to make that drive...but need to be informed that they would not be reimbursed any lodging or more than the 1 day partial per diem for travel on both ends. Also, depending on the vehicle's gas mileage, the mileage reimbursement may, or may not, be a full reimbursement, which the GTR form will show.

- Please keep in mind DIRAUX cannot authorize anything for a student's travel/class that causes the Govt to incur additional expense – only TQC can make the authorization. If any situation will cause the traveler to incur more expenses, then they should contact their DIRAUX with their extenuating circumstances, who should in turn e-mail Chief DIRAUX the request. Chief DIRAUX will either endorse it or not (and why if not) then e-mail it on to TQC if endorsed. TQC has final approval or denial.

- **The 50-mile No-Lodging Rule**

- The general rule-of-thumb is that lodging will not be authorized for anyone attending a class if they live 50 miles or less from the class. If, for example, someone must travel on a ferry daily to get home from the class and it's more

than an hour's trip, then that is an extenuating circumstance and generally lodging will be authorized, if requested.

- If a class gets out late (after 2100 hrs) and driving back home would be considered dangerous for the student, then DIRAUX would endorse a request for overnight accommodations to TQC if requested. Unacceptable (but tried!) requests for a waiver to this rule include someone with easy interstate driving who lives less than 50 miles from the course, with the course recessing early afternoon. (AUX rank does not rate a waiver to this rule.) Additionally, if a student who resides less than 50 miles from the course chooses to drink alcohol with their classmates so that driving becomes dangerous, they will not be reimbursed for lodging. Requests such as these should not be sent to us – only extenuating circumstances that a DIRAUX office endorses. Please remember that all travel claims, all amendments, all uses of AFC-56 funds can be audited at any time by those authorized to do so – including GAO, DHSIG, CG-13. CG-13 also has the right to withdraw any, or all, of our AFC-56 funds at any time if they deem it necessary. We don't want things to get out of control and for this to be a consideration. Believe it or not, all of the above situations have happened or were requests that came into this office. Several situations caused days of effort and time expended by me as well as the involved DIRAUX, instructors and several CG commands.

- One last thing

- Despite who may think otherwise, only CG military and civil servants are authorized to obligate Govt funds or approve use of them. The responsibility and accountability are within the CG.

PRIVATELY OWNED CONVEYANCE (POC)

Mileage Rates

<i>Effective Date</i>	<i>Car</i>	<i>Motorcycle</i>	<i>Airplane</i>
17 Apr 2012	\$0.555	\$0.525	\$1.31