

## **Coast Guard Expectations of Students Attending C Schools**

Coast Guard C Schools are intended to properly train Auxiliarists to perform the CG Auxiliary duty for which they have volunteered. Since each set of orders to a C School is a substantial Coast Guard expense (i.e. tax-payer dollars), each student is expected to adhere to the rules for every C School they attend. Regardless of an Auxiliarist's status or office, these expectations apply to everyone.

These are the Chief Director's expectations for every Auxiliarist who attends any C School. Failure to properly abide by them may result in a wide range of consequences including lost credit for the school, non-reimbursement of travel expense claims, expulsion, and in the most severe of cases, disenrollment from the Auxiliary. These expectations are:

1. Follow the instructions on your orders. Any deviation from the orders must be communicated in advance to the order issuing authority (usually the Auxiliarist's DIRAUX).
2. Students are expected to attend each day of a C School, and be on time each day. They are also expected to stay until the very end of class each day.
3. C Schools require pre-class assignments, in-class assignments, and/or post-class assignments. Students are expected to complete all assignments issued by the instructor(s), in the timeframe given by the instructor(s).
4. Students are expected to demonstrate the Coast Guard's core values of Honor, Respect, and Devotion to Duty at every step of the C School process. This includes adhering to proper CG courtesies and protocols, proper wearing of the uniform, saluting, non-cohabitation of unmarried couples on any base, and respecting military base rules (whether a CG base, a DOD base, or any other type of military installation). Students who display fraudulent, belligerent, argumentative, or aggressive behavior will not be tolerated. If rental cars are assigned for a class, the authorized drivers are expected to transport their fellow students, as appropriate. Additionally, authorized drivers are responsible for ensuring the timely and proper return of any rental cars in accordance with the rental company's agreement..
5. The authorized Government per diem rate (normal rate or reduced – as stated on the orders) for meals and lodging are fixed and non-negotiable. Incurring more expensive lodging or meals are the personal responsibility

- of the student. If students do not understand reduced rates for lodging or meals stated on their orders, then they should seek clarification from their DIRAUX as soon as they receive their orders. If students prefer to “upgrade” their accommodations, they should discuss such desire with the order issuing authority with the understanding that any cost in excess of the authorized lodging rate will **not** be reimbursed by the CG.
6. Extra travel days must be requested of the order issuing authority well in advance of any C School. The order issuing authority will contact the CG Auxiliary Division (CG-5421). When 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). Extra travel days will not be authorized for shopping, sight-seeing, personal visits, etc.
  7. Lodging will not be authorized for any student who lives 50 miles or less from the school. If there are extenuating circumstances, those circumstances should be communicated to the order issuing authority and a waiver requested from CG-5421. Anyone who desires to drive their POV to a class must obtain authorization from the order issuing authority in writing (e-mail is fine). They must also submit a Government Travel Request (GTR) form. This form clearly indicates how much someone will be reimbursed if they choose to drive their own vehicle. All tolls are reimbursable, but lodging and additional per diem are specifically prohibited for reimbursement per the Joint Federal Travel Regulations (JFTR).