**New Steps Involved in Going to a C-Schools Course in District 13 Rev 4**

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Here are the new steps involved in going to a C-Schools course in District 13:

1. You have to be vaccinated at present and fill out the Auxiliary Covi-19 High-Risk Assessment Form and send it to "[orders@d13cgaux.net](mailto:orders@d13cgaux.net)" There might be some announced exceptions.
2. You need to check the course dates on the latest C-School Calendar and specific course requirements in Training Directorate C-School pages. Your FSO-MT can help you with this if you don’t understand. If he/she needs help, they can call me.
3. You need to fill out the Form 7059 STTR with help from the FSO-MT and have it signed by the FC who then sends it to me.
4. If you have not used the new 2022 travel request system since Mar 9, 2022, you need to fill out the “Financial Systems Modernization Solution Supplier Request Form” using the “Financial Systems Modernization Procedure Rev5” guide and follow the directions where to send it while you wait.
5. I review the 7059 for accuracy and signatures and sign it or send it to the appropriate DSO to sign. He/she then returns it to me to review. I will then call you on the phone for your DOB and SSN which the YN1 now must have. Do NOT put that information on your 7059!
6. I send the 7059 to YN1 Poching with the applicable "CCs."
7. When notified by the YN1 (or me) that the 7059 has been entered into Direct Access start making your travel arrangements through SATO. There are two types of USCG Auxiliary travelers. See this USCG link for more information: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#CG%20Auxiliary%20Travelers>
8. The link to SATO: <https://www.cwtsatotravel.com/traveler_info/contactInfo.html?cid=5977>
9. Once you have successfully completed your reservations with SATO, they will send an email with Your Itinerary to the YN1 and to you. The YN1 will go into ETS and create a travel authorization.
10. Once the YN1 approves it, she will notiry you and you need to send a copy of the approval to SATO. Then SATO will issue your tickets.
11. You make your flights or drive to the C-School location.
12. Once you finish the meeting or course and return, you complete Travel Claim Form (DD-1351-2) to receive reimbursement for authorized expenses. You should do it within about 60 days. You send the form to DIRAUX to get the authorized signature. Then it goes to the USCG personnel Service Center. Eventually you get reimbursed.