



AUX 06 C-School Information

Executive Inn & Suites

Embarcadero Cove, Oakland, CA

12-14 August, 2022

Executive Inn & Suites, Embarcadero Cove, Oakland, CA is the second AUX 06 C School offering this year. 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.

ATON C-School Program

You will receive over twenty-five hours of instruction over the weekend. All three of the NS programs will be presented.

All the required material for the program will be available for download and review from the following site: <http://wow.uscgaux.info/content.php?unit=AUX06&category=forms-manuals>

You are not required to download the forms and study guides for this class. There will be minimal paper handouts at the C-School. It is recommended that you print out the training guides for reference if you do not plan to bring a laptop. The latest versions of the material will be available on this website one week before class begins. You will need to familiarize yourself with this data before arriving at the school:

- ATON – Federal Short-Range Aid to Navigation Program
- PATON – Private Aids to Navigation
- BAP – Bridge Administration Program
- CU – Chart Updating Program

COAST GUARD OR CIVILIAN COVID 19 PROTOCOLS MAY BE IN PLACE, UPDATES WILL BE PROVIDED TO STUDENTS PRIOR TO START OF CLASS

Starting 01 February 2022, you will need proof of COVID vaccination. We will follow all of the rules for safety from the County, City, State, CDC and WHO for all indoor gatherings.

APPLICATION

Please apply using 7059 (CG-5223) - Short Term Resident Training Request <http://forms.cgaux.org/forms1.php> routed through the proper Chain of Leadership. Additional information may be found at <http://wow.uscgaux.info/content.php?unit=AUX00>

FACILITY

- Lodging and class will be held at:
Executive Inn & Suites, Embarcadero Cove
1755 Embarcadero, Oakland, CA 94606
510-536-6633
<https://www.executiveinnoakland.com/>
- We will have access to U.S. Coast Guard Pacific Area
Coast Guard Island,
Alameda, CA 94501
<https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Alameda/>

The station is within .5 miles from the hotel and can provide meals and recreation facilities.

HOTEL REGISTRATION

- HOTEL: Executive Inn & Suites, Embarcadero Cove
- REGISTRATION LINK:
[https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.executiveinnoakland.com%2Ffus-coast-guard-auxiliary-c-06.html&data=04%7C01%7C%7Cd9bb9c7db2d042f1b15c08d9e73968a0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637795056035931281%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDA6L2F1bXNlcnQ6Y2F0eU91LWVudD%3D%7C3000&sd=AKXBC1m4Cg46iPOshsZJ%2F1BxsjS5AO6DVC8k%2FZQprNw%3D&reserved=0GROUP NAME: CG AUXILIARY -06](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.executiveinnoakland.com%2Ffus-coast-guard-auxiliary-c-06.html&data=04%7C01%7C%7Cd9bb9c7db2d042f1b15c08d9e73968a0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637795056035931281%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDA6L2F1bXNlcnQ6Y2F0eU91LWVudD%3D%7C3000&sd=AKXBC1m4Cg46iPOshsZJ%2F1BxsjS5AO6DVC8k%2FZQprNw%3D&reserved=0GROUP%20NAME%3A%20CG%20AUXILIARY%20-06)
- CHECK-IN: THURSDAY, AUGUST 11, 2022
- CHECK OUT: SUNDAY, AUGUST 14, 2022
- REGISTRATION CUTOFF: JULY 11, 2022
- NUMBER OF ROOMS: 20
- RATE: \$189 - tax exempt, each guest needs to bring a tax-exempt form to present at check-in
FREE PARKING COMPLIMENTARY CONTINENTAL BREAKFAST COMPLIMENTARY WIFI
- CANCEL PRIOR TO 72 HOURS PRIOR TO ARRIVAL TO AVOID A ONE NIGHT FEE LINK WILL BE SENT FOR GUESTS TO PAY ON THEIR OWN.

MEETING ROOM

- BAYSIDE

UNIFORM:

- **Tropical Blue with Garrison Cap** for Instructors and Students. Individual Flotilla Ball Caps are not authorized. The **Blue Blazer** outfit is also approved for this class. Please review the proper personal grooming and uniform requirements, found in Chapter 10 of the Auxiliary Manual at <https://www.uscg.mil/Portals/0/OurOrganization/auxiliary/publications/AUXMAN.pdf?ver=2017-07-02-093004-213>

- Remember that you represent the Coast Guard wherever you go.
- No uniforms are required for travel days. Sunday is a travel day, so proper civilian attire will be permitted for class.
- Wear insignia for the highest Auxiliary office you have held (including Past Officer device if appropriate), current office, or member insignia.
- 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.
- If you must use your cell phone, stop and stand off to one side of the path.

TRAVEL:

- **The AUX 06 C-School starts on time at 0800 on Friday 12 August**, so you should plan your travel to arrive at **Executive Inn & Suites**, Embarcadero Cove, 1755 Embarcadero, Oakland, CA 94606 on **Thursday 11 August**. **The C-School will be completed at 1230 on Sunday 14 August**. You must attend all sessions so schedule your travel accordingly.
- POV travel and other alternate means of travel to and from TDY location are authorized not to exceed cost of a GTR and must be approved by your DIRAUX office prior to travel.
- Travel regulations may be found at the National Auxiliary C School website at <http://wow.uscgaux.info/content.php?unit=aux00>. The authorized Government per diem rate, 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 prefer to “upgrade” their accommodations, they should discuss such desire with the order issuing authority (DIRAUX) with the understanding that any cost in excess of the authorized lodging rate will not be reimbursed by the CG.
- Airline reservations should be made through a government contracted travel agency. ADTRAV Travel Management 1-(855)-576-4781 is the recommended travel agency. Copy of your orders will need to be faxed to ADTRAV Travel Management 1-(888) 225-2884 or <https://www.adtrav.com/> in order to complete and ticket the reservations.

Arrival Point:

- Amendments for Home of Record and departure locations must be approved by DIRAUX. Failure to utilize ADTRAV Travel Management for commercial travel arrangements could result in not being reimbursed for your commercial travel costs. ***Your DIRAUX can provide information on the local ADTRAV Travel Management travel office for your region if necessary.***
- Any request for extensions before or after normal travel days need to be forwarded to your DIRAUX office and approved and amended by them.
- DIRAUX authorization of Remain Over Night (RONs) are limited to delay in travel due to weather, missed connections due to late arrival of a flight, and to accommodate travel IAW JFTR U3006 (Explained in Travel Time Section below).

- RONS are not authorized for personal convenience. If you need to RON due to flight non-availability and travel the following day, inform your DIRAUX office immediately. Use of Central Billed Account (CBA) for purchase of air travel is authorized. Usage of CBA is limited to the guidelines outlined in ALCOAST 717/09.
- It is strongly recommended no departure flights be made Before 1400 hours on the last day of class.

HELPFUL TRAVEL WEBSITES

GSA Per Diem Rates <http://www.gsa.gov/portal/content/104877>

GSA POV Rates <http://www.gsa.gov/portal/content/100715>

GROUND TRANSPORTATION:

Oakland International Airport (OAK) – 7 Miles
1 Airport Drive, Oakland, CA 94621, (510) 577-5812

The hotel shuttle is not available at this time
You will be reimbursed for cost of taking a taxi to and from the hotel (keep your receipts)

Enterprise Rent-A-Car – 0.25 Miles (request authorization from your DIRAUX for rental)
25 Embarcadero Cove, Oakland, CA, (510) 532-0444

Expectations

As a graduate of the ATON C-School, you are expected to become a leader in the NS program in your District. You are encouraged to hold higher NS staff positions in the future. Upon completion of this course, you will have been exposed to the latest information on each of the four NS programs. It is important to the overall success of the National NS Program that you pass this information on to the members in your District and that you take the lead in the implementation of the new program forms and features. You are the future of the Aid to Navigation Program.

If you have any questions or concerns, you may contact the [AUX-06 C-School Coordinator](#).

ADDITIONAL INFORMATION WILL BE PASSED ON TO STUDENTS PRIOR TO CLASS