Supervisor of Civilians (SUPCIV) Tier II Facilitated Online Training (FOT) Business Rules

Course Code: 502799

These business rules provide programmatic requirements regarding student selection and application procedures for the SUPCIV Tier II FOT course.

A. Target Audience

1. The target audience for SUPCIV are new supervisors of Coast Guard civilian personnel who are within their first year of employment. Deviation from the target audience outlined below must be approved by the Office of Leadership (DPR-5).

B. Student Selection Process

1. *Priority:* Newly appointed supervisors of civilians within their first year of employment. Pipeline training for newly appointed military supervisors of civilians. Additionally, students who have taken SUPCIV Tier I (CG OWL Course # 502197) should also get priority.
   Secondary: Supervisors outside of their first year that have yet to take course. Additionally, military members may attend in advance of reporting in to a position where they will be supervising civilians.
2. Unit Training Officers should confirm that the enrollee is a supervisor of civilians.
3. Each Fiscal Year SUPCIV Tier II will normally have around 420 total Quotas. ETQC will select attendance for each convening in the order of Electronic Training Request (ETR) submission.
4. ETQC will enroll students and generate orders 45 days prior to the start of the residency portion of the course. If you submit an ETR within 45 days of the convening, please contact the Course Manager, Ms. Alyssa Lombardi Blase to confirm attendance.
5. ETQC will only enroll a maximum number of 30 students per convening.
6. For each convening, ETQC is asked to limit numbers of students from a specific Unit or Command to provide better opportunities for candid conversation and a more open learning environment.

C. Online Sessions

1. This course is entirely online and therefore does not require cost quotas.
2. Currently, all scheduled convenings are from 0800-1630 Eastern Time. Two convenings, March 10-14 and July 28-August 1, 2025, are being offered from 1200-2030 Eastern Time.

D. Application Process

1. Review the SUPCIV convening dates on ETQC's SharePoint page or the Office of Leadership (DPR-5)'s webpage.
2. Identify an appropriate course to attend and up to two alternate sessions.
3. Follow your local operating procedures to submit an ETR, ensuring any alternate sessions have been included in the "Comments" section of the ETR request. List all operational constraints and special circumstances in your comments.

E. Important Application Guidelines

1. Submit your ETR as soon as possible for the entire FY. Seats are filled following the above hierarchy, these guidelines, and submission dates.

These business rules remain in effect until otherwise cancelled or revised by COMDT (DPR-5) in writing.