

# TLFAC Business Rules

## Course Code: 500203



### Target Audience

Members of Team Coast Guard have wide-ranging roles from command cadre to individuals that influence groups or teams. The ideal classroom composition will be an even mix of ranks and rates from as many different local units as practical. Seat allocations for each convening will be based on the following assignment hierarchy:

Primary
- Active Duty E-6 to E-9, W-2 to W-4, O-2 to O-5, GS-12 to GS-14, and NAF equivalent (no-cost orders)
Secondary
- Reserve E-6 to E-9, W-2 to W-4, O-2 to O-5, Senior Auxiliary members, and High Performers from other paygrades with supervisor approval (no-cost orders)
- All individuals listed in the primary audience requiring travel orders
Tertiary
- Other Government Agencies (Federal/State)
- All individuals listed in the secondary audience requiring travel orders

### General Information

TLFAC is designed as an exportable course enabling delivery anywhere in the country and strives to visit each district at least once per year. The course will typically be held at larger hubs of Coast Guard operations to maximize the number of members and units able to attend. Host units will be rotated within each district from year to year.

**Exportable Sessions:** TLFAC is designed for 16 convenings each year the majority of which will be exported to a various locations. Exportable Sessions are intended for personnel who are **within 50 miles** of a Host Unit.

**Resident Sessions:** Resident convenings, if held, are at the LDC in New London, CT. These sessions are primarily intended for personnel who are at remote units that do not have the opportunity to attend exportable sessions. Additionally, these sessions can be utilized for members who could not attend their local session due to operational, medical, and work-life constraints. However, the expectation is that all personnel will make every attempt to attend an exportable session if they are within 50 miles of a host unit.

**Required Class Sizes:** Normal convenings will consist of 21 students. A minimum of 14 students is required, and maximum of 28 students may be authorized if space and instructor availability permit. If less than 14 students are enrolled within seven days of the scheduled

convening, classes will normally be cancelled. Host units shall make every effort to establish contact with local units within their 50 mile radius to ensure maximum participation.

### **Application Process**

Review TLFAC convening dates on the CG-128 website or the ETQC and TLFAC Portal page. Follow your local operating procedures to submit an ETR. ETRs may be submitted in Direct Access at any time. List all operational constraints and special circumstances in your comments. If you are located within 50 miles of an exportable session(s), you will first request attendance at your local convening(s). If you are located outside the 50 mile radius from an exportable session(s) you should request to attend a resident convening. Reservists must route their request through their command to (DXR/AREA/DOL) via the CGR-TMS process.

### **Slating Process**

**Timeline:** Class rosters will be slated by ETQC 4-6 weeks prior to the course convening date. The host unit POC may submit a prioritized roster through the TLFAC School Chief to ETQC to indicate slating preference of local area commands 8-12 weeks prior to course convening. The ideal classroom composition will be an even mix of ranks and rates from as many different local units as practical. ETQC will strive to ensure an even mix of ranks, rates, and specialties from as many different local units as practical.

**Prioritization:** Seat allocations for each convening will be based on the assignment hierarchy listed above. All local, no-cost students are prioritized ahead of students requiring travel orders. Students requiring travel orders are prioritized into three groups. Low-cost orders are within the same district or adjoining districts, moderate-cost orders requiring travel across the country, and high-cost orders for OCONUS travel.

**Wait List:** This course is in high demand and there are not enough seats to accommodate all interested members. All applicants not selected for the initial roster will be automatically placed on the waiting list.

**Withdrawals:** If a student needs to withdraw from a class, an official cancellation email must be submitted from the member's command via (SMB) to ETQC and the LDC, copy CG-128. The TLFAC course chief can provide a cancellation message template if needed. Substitution requests from commands will typically not be considered. Backfills will be selected from the ETQC waiting list following the prioritization criteria listed above.