

Midgrade Officer and Civilian Transition Course 1 (MOCTC-1) Business Rules

Course Code: 100139

These business rules provides programmatic requirements regarding student selection, resident and exportable sessions and application procedures for MOCTC-1.

A. Target Audience

1. The target audience for MOCTC-1 is O-3s and GS-12s (or other civilian schedule equivalent). However, O-4s and GS-13s that have recently assumed supervisory roles are encouraged to apply. Reserve O-3s and O-4s are eligible to apply.
2. Primary: O-3s and GS-12s (or other civilian schedule equivalent)
Secondary: Supervisory O-4s, GS-13s, O-3 (selects) and GS-11s
Tertiary: Non-supervisory O-4s, GS-13s, O-3 (selects) and GS-11s

B. Student Selection

1. To ensure equity between military and civilian opportunities to attend MOCTC-1, ETQC should ensure a percentage of each workforce component is selected for attendance based off the total number of Electronic Training Requests (ETRs). In addition, for each MOCTC-1 convening, 02 reserve quotas are authorized. See the examples provided below:
2. If a MOCTC-1 class size is 30 students and ETQC has received a total of 80 ETRs (55 O-3s / 25 GS-12), they should select 21 O-3s and 9 GS-12s as the student population. These numbers are the result of calculating the percentage of total workforce component specific ETRs (O-3) by the total number of applications ($55 / 80 = 69\%$). 69% of the class size of 30 equals 21 students. Therefore, 19 active duty O-3s, 02 reserve O-3s and 9 GS-12s would be the student makeup for this MOCTC 1 convening.

C. Host Units for Exportable (Road-Show) Sessions

1. Exportable sessions are for personnel who are within 50 miles of a Host Unit and will only be filled with local, no cost orders.

D. Resident Sessions

1. Resident sessions are held at the LDC in New London, CT. These sessions are primarily intended for those 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 in the "Primary" assignment hierarchy listed above will make every attempt to register for and attend an exportable session if they are within 50 miles of a Host Unit.

E. Application Process

1. Review the MOCTC-1 convening dates on ETQC's CG Portal page or the Office of Leadership (CG-128)'s webpage.
2. Identify an appropriate course to attend and at least 02 alternate sessions using the following criteria:
 - a. If you are located within 50 miles of an exportable session(s), you will first request attendance at your local convening(s).
 - b. If you are located outside of 50 miles from an exportable sessions(s) or have operational, medical, or work-life constraints with your local convening(s), you should request attendance a resident convening.
3. Follow your local operating procedures to submit an ETR, ensuring at least 02 alternate sessions have been included in the "Comments" section of the ETR request. List all operational constraints and special circumstances in your comments.

F. Important Application Guidelines

1. Submit your ETR NOW for the entire FY. Seats are filled following the above hierarchy, guidelines and submission date.

These requirements remain in effect until otherwise cancelled or revised by COMDT (CG-128) in writing. It is imperative that all MOCTC-1 stakeholders ensure an equitable opportunity for selection for both the military and civilian workforce.