

Midgrade Officer and Civilian Transition Course 2 (MOCTC-2) Business Rules

Course Code: 100140

These business rules provides programmatic requirements regarding student selection, resident and exportable sessions and application procedures for MOCTC-2.

A. Target Audience

1. The target audience for MOCTC-2 is O-4s and GS-13s (or other civilian schedule equivalent). However, high performing GS-12s and GS-14s that have recently assumed supervisory roles are encouraged to apply. Reserve O-4s may be considered, pending funding approval from their DXR.
2. Primary: O-4s and GS-13s (or other civilian schedule equivalent)
Secondary: Supervisory GS-12s, GS-14s, and O-4 (selects)
Tertiary: Non-supervisory GS-12s, GS-14s and O-4 (selects)

B. Student Selection

1. To ensure equity between military and civilian opportunities to attend MOCTC-2, 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-2 convening, 02 reserve quotas are authorized. See the examples provided below:
2. If a MOCTC-2 class size is 50 students and the ETQC has received a total of 125 ETRs (50 O-4s / 75 GS-13) they should select 20 O-4s and 30 GS-13's as the student population. These numbers are the result of calculating the percentage of total workforce component specific ETRs (O-4) by the total number of applications ($50 / 125 = 40\%$). 40% of the class size of 50 equals 20 students. Therefore, 18 O-4s, 02 reserve O-4s and 30 GS-13s would be the student makeup for this MOCTC 2 convening.

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

1. At this time there are no exportable (road show) sessions.

D. Resident Sessions

1. Resident sessions are held at USCG Headquarters in Washington, DC.

E. Application Process

1. Review the MOCTC-2 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 01 alternate session.

3. Follow your local operating procedures to submit an ETR, ensuring at least 01 alternate session has 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-2 stakeholders ensure an equitable opportunity for selection for both the military and civilian workforce.