



LAMS Business Rules

2023

Course Code: 340720

Target Audience

All Second Class Petty Officers (E-5s) are currently top priority for all quota allocations. All other first-line supervisors (E-4, E-6, O-1, O-2, GS 7-11, WL (all), Aux (FC, VFC, FSO) will be allowed to attend as seats are available and lists of top priority personnel have been exhausted. Seat allocations for each convening will be based on the following assignment hierarchy:

Primary	
-	Active Duty and Reserve E-5s
Secondary	
-	GS 7-11, O1 – O2, E6 >3 yrs since attending LAMS
-	E-4s above the advancement cutoff and Reserve E-4s with command recommendation
Tertiary	
-	E-4s in supervisory positions, CG NAF Employees, CG Auxiliary Members, Other Government Agencies (Federal/State)

General Information

Exportable Sessions: Exportable Sessions are the bulk of the classes facilitated and are for personnel who are within 50 miles of a Host Unit.

Exportable Plus Sessions: Sessions listed as Exportable Plus have a limited number of cost quotas allocated to allow members within the District to attend from beyond 50 miles.

Host Units for Exportable (Road-Show) Sessions: All FY23 training year funded sessions are scheduled for the following exportable locations. If interested in hosting a future convening, please fill out and submit the “Unit Host Request” form on the LAMS Portal page.

District One

Sector Southeastern New England, Sector Boston, Sector New York, Sector Northern New England

District Five

Sector Delaware Bay, AIRSTA Atlantic City, CG HQ, Coast Guard Yard, Base Portsmouth, Charleston, AIRSTA Elizabeth City

District Seven

Base San Juan, Sector Key West, Sector Miami, AIRSTA Clearwater, MFPU Kings Bay, Cape Canaveral, Pensacola

District Eight

ATC Mobile, Corpus Christi, Houston/Galveston, Sector New Orleans

District Nine

Sector St. Louis, Sector Lake Michigan

District Eleven

Sector San Diego, Base LA/LB, Base Alameda

District Thirteen

Base Seattle, Port Angeles, Columbia River

District Fourteen

Base Honolulu.

District Seventeen

Base Kodiak, District 17 Juneau



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Resident Sessions: Resident convening's are held at TRACEN Yorktown, TRACEN Petaluma, and the LDC in New London, CT. In FY 2023, there are 9 resident sessions throughout the training year. 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 by members who could not attend their local session due to operational, medical, and work-life constraints, or if their local session does not meet the SWE eligibility deadline. 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.

Required Class Sizes: Normal convening sizes will consist of a minimum of 12 students with a target maximum of 24. If enrollment is less than 12 students within seven days of the scheduled convening, classes will normally be cancelled. Host units shall make every effort to establish contact with local units in their 50 mile radius to ensure maximum participation.

Application Process

- Review LAMS convening dates on ETQC's CG Portal page and ETQC shared documents.
- Identify an appropriate session to attend and at least two alternate sessions using the following criteria:
 - 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) or have other constraints (listed above), you should request to attend a resident convening.
 - Follow your local operating procedures to submit an ETR, ensuring at least two alternate sessions have been included in the "Comments" section of the ETR request. List all operational constraints and special circumstances in your comments.
- Due to the lack of published cuts for Reserve Force members, Reserve E-4's shall obtain a command recommendation to be included on the ETR stating that the member has completed all requirements for advancement to E-5 and possesses the leadership qualities and experience necessary to attend the selected sessions.

Important Application Guidelines

- In the comments section, students **SHALL** list all available local sessions before requesting a resident session. Students **SHALL** note if there are operational, medical, and/or work-life constraints that would prevent them from attending a local session.
- To help identify E-4s above the E-5 cutoff as the primary target, list the SWE (May/Nov), cut number and member's placement on the list in the comments section of the ETR.
- List if all other E-6 advancement requirements have been met after listing the above comments.
- To maximize your opportunity for attendance, list "will accept soonest available LAMS session" at the end of your comments. This statement enables roster managers to carry your request over to the next session when a session is full.
- Prudent travel consideration regarding training requests has always been, and will continue to be, an important factor. Training requests that do not follow the published guidance will be moved to an appropriate session that optimizes student quota usage for the entire fleet.
- Visit the LAMS website, Portal Page, and CG 128's website for specific guidance, job aids, and additional information.