## How to complete a Short Term Training Request (STTR) form for D5NR

This form is to be used to obtain permission to travel and attend a Coast Guard C School

Members must complete this form and obtain permission prior to making any travel arrangements.

## \* \* The following Covid Guidelines shall be followed to attend a Coast Guard C-School 10/18/21

- You must be fully vaccinated prior to submitting an STTR request. Unvaccinated members are not eligible to apply for admission to a C-School.
- Proof of vaccination must be carried on person while attending a C-School.
- ANSC 7101 Auxiliary High Risk Assessment Form must be on file in the Director's office.
   You may send a new 7101 form with the submission of the STTR request.
- Mask requirements will be determined by the instructor based on the transmission rate at that time and location. Please contact the instructor for guidance.

## Short Term Training Request (STTR) Form

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Boxes 1 - 19are to be filled out by the member. All information is required. These boxes are highlighted in yellow.

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Member then sends form to their Flotilla Commander for approval. Commander will fill out box 20 highlighted in blue.

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Flotilla Commander will then send form to the DSO-MT for approval Box 21.

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DSO-MT will approve or send back with corrections required. If approved DSO-MT will send to Diraux for final approval.

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Member will be notified by the Director's office when final approval is completed.

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