ALCOAST COMMANDANT NOTICE   CANCEL DATE 02 JUL 2020

R 030910 JUL 19
FM COMDT COGARD WASHINGTON DC//CG-7//
TO ALCOAST
UNCLAS //N03500//
ACN 068/19
SUBJ: CLARIFICATION OF RISK MANAGEMENT/TEAM COORDINATION TRAINING (TCT) FACILITATOR
REQUIREMENTS FOR AUXILIARISTS
A. Risk Management (RM), COMDTINST 3500.3 (series)
B. Auxiliary Manual, COMDTINST M16790.1 (series)
1. This ACN announces updates to REF (A), Para. 14.d.2.b, which adds to the list of personnel
authorized to deliver annual TCT Refresher training. The policy will read: "The training
must be delivered by certified Coast Guard TCT facilitators or certified Auxiliary TCT
facilitators. Auxiliary flotillas shall request certified Auxiliary TCT facilitators through
their chain of leadership and management."
2. Furthermore, REF (A), Para. 14.d.2.c, now includes District Operations Training
Officers (OTO) on the list of personnel who can request to deliver annual
Refresher training. Requests must be submitted in writing to:
HQS-DG-LST-CG-RM-SUPPORT@uscg.mil.
3. Next, REF (A), Para. 14.d.3.a, now authorizes members and Auxiliarists to attain Coast
Guard TCT Facilitator certification. This section will read: "To attain Coast Guard
TCT Facilitator certification, members and Auxiliarists must complete the Team Coordination
Training (TCT) Facilitator course (500688). Auxiliarists who certify as Coast Guard TCT
Facilitators will be certified in AUXDATA with the CG TCT Facilitator (TCTFAC) competency.
Auxiliarists may also certify as Auxiliary TCT Facilitators. To attain Auxiliary TCT
Facilitator (TCTAUX) certification, members must be certified in accordance with current
COMDT (CG-BSX) policy. Auxiliary TCT Facilitators will be certified in AUXDATA with
the (TCTAUX) competency."
4. Finally, REF (A), Para. 14.d.3.b, will read: "District TCT Administrators
maintain the TCT Facilitators roster and certifications. OTOs maintain all TCT Facilitator
certifications for Auxiliarists in AUXDATA."
5. CG TCT Facilitators (TCTFAC) and Auxiliary TCT Facilitators (TCTAUX) who
are certified in AUXDATA and who maintained their certifications may deliver the
TCT Refresher provided they meet the following requirements:
   a. Maintain certification recommendation by the District Director of Auxiliary (DIRAUX);
   b. Complete the Introduction to Risk Management Course (100202);
   c. Familiarize themselves with the TCT Refresher training materials (see note 1, below); and
   d. Attend a TCT Refresher session as a student and/or co-facilitator (see note 2, below).
Note 1: TCT Refresher training materials are located on the Auxiliary On-Line Classroom site
(http://classroom2.cgaux.org/moodle/). The TCT Refresher materials are located in TCT Refresher
Resources under the Training ("Including Leadership Development") Courses. However, only
certified facilitators will have access to the TCT Refresher training materials.
Note 2: Auxiliarists who cannot complete the task in 5.D above because of their location or
lack of local facilitator, may communicate via phone or webinar with an authorized CG TCT

Facilitator (TCTFAC) to ensure they understand how to deliver the TCT Refresher instruction.

6. Auxiliarists who possess the TCTFAC or TCTAUX competencies in AUXDATA and who no longer wish to teach TCT will have their TCT competencies put into Required Yearly Not Met (REYR) status.

7. Units are reminded that CG Auxiliarists are a force multiplier and undertake missions which benefit all levels of the Coast Guard. In the performance of their duties, Auxiliarists are exposed to many of the same risks and hazards as our active, reserve and civilian workforce. Units with direct operational oversight of Auxiliary missions must include their Auxiliarists in unit risk management training sessions and discussions. Auxiliarists have diverse operational and professional experience and expertise which can contribute greatly to risk management training.

8. These changes will be incorporated into the next revision of REFs (A) and (B), which will be released within one year.

9. POC: BMCM Dennis OConnell, COMDT (CG-BSX) at 202-372-1265 or Dennis.A.OConnell@uscg.mil.

10. Released by RDML Michael P. Ryan, Assistant Commandant for Capability.

11. Internet release is authorized.