16790 / AUX-PL-003(A)
BSX Policy Letter 19-03
Jul 03, 2019

From: S. L. JOHNSON, CAPT /s/
         COMDT (CG-BSX)

To: All DIRAUX (dpa)
         All Auxiliary (ALAUX)

Subj: AUXILIARY TEAM COORDINATION TRAINING (TCT) FACILITATORS

Ref: (a) Risk Management, COMDTINST 3500.3A
         (b) Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 8.B.11
         (c) ALCOAST COMDT Notice (ACN) 068/19
         (d) CG-BSX Policy Letter 19-01 Risk Management Training Requirements for the
              Auxiliary

1. PURPOSE. This policy letter defines Auxiliary TCT Facilitator training requirements in accordance with references (a) through (c).

2. ACTION. All Auxiliarists, District Directors of Auxiliary (DIRAUX), and Order Issuing Authorities (OIA) must comply with the provisions in this Policy Letter. Internet release is authorized

3. DIRECTIVES AFFECTED. These changes will be incorporated into the next revisions of references (a) and (b) as applicable.

4. BACKGROUND. Reference (a) identified personnel who are authorized to deliver TCT Refresher training. Auxiliary TCT Facilitators (TCTAUX) were inadvertently omitted from the list of personnel authorized to deliver TCT Refresher training. Reference (c) authorizes Auxiliary TCT Facilitators to deliver TCT Refresher training. Auxiliarists also remain eligible to attain CG TCT Facilitator (TCTFAC) certification in accordance with references (a) through (c).

5. DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define training requirements for Auxiliary personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES. Major changes to selection and certification process for Auxiliary TCT Facilitators are summarized below:

   a) Authorizes certified Auxiliary TCT Facilitators to deliver TCT Refresher

   b) Details the selection and certification process to become an Auxiliary TCT Facilitator

   c) Establishes the currency maintenance requirements for Auxiliary TCT Facilitators

7. <u>TRAINING AND SELECTION PROCESS</u>. Auxiliarists who are nominated and meet the following criteria listed below may be certified as Auxiliary TCT Facilitators. Auxiliarists who already hold a TCTAUX certification and have completed the requirements in reference (c), section 5 will remain certified and may continue to teach the TCT Refresher.

   a) An Auxiliarist must be nominated by his/her Flotilla Commander (FC) or Division Commander (DCDR) and approved through the Auxiliary chain of leadership to the cognizant District Captain (DCAPT) or District Directorate Chief (DDC). Information copies of nominations will be sent to the District Commodore (DCO) via the District Chief of Staff (DCS).

   b) Nominations approved by the DCAPT or DDC will be sent to the DIRAUX for certification in AUXDATA. The DIRAUX is the sole authority for certification of Auxiliary TCT Facilitators.

   c) Nominees will be selected based on proven performance, the ability to facilitate group discussions/foster open communications, and excellent grooming/uniform standards.

   d) Nominees must also meet the following training requirements:

      (1) Complete the Introduction to Risk Management course (100202)

      (2) Complete the TCT Refresher as a student

      (3) Certify as an Instructor (IT)

      (4) Possess at least 3 years of relevant Auxiliary and/or professional experience. Examples of relevant experience are: Surface Operations, Aviation, and Marine Safety qualifications, licensed mariners, professional experience in emergency services, safety/risk management, professional education, or military service. Forward any questions regarding relevant experience to the DIRAUX for consideration.

   e) Auxiliarists who are selected and certify as Auxiliary TCT Facilitators will be certified in AUXDATA with the (TCTAUX) competency.

   f) Auxiliary TCT Facilitators must maintain currency by teaching at least four TCT Refresher classes every two years either individually or with another certified Auxiliary or CG TCT Facilitator.

   g) Auxiliary TCT Facilitators must submit TCT Refresher class rosters to their Information Services (IS) officers for entry into AUXDATA in accordance with reference (d).

8. <u>TCT REFRESHER TRAINING MATERIALS</u>. All TCT Refresher training materials are located on the Auxiliary On-Line Classroom at: http://classroom2.cgaux.org/moodle/. Materials are located in the TCT Refresher Resources under the Training (Including Leadership Development) courses. Only certified facilitators will have access to the training materials.

9. <u>QUESTIONS</u>. Questions concerning this policy letter should be submitted through the chain of command or Auxiliary Chain of Leadership and Management to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-1) at CGAUX@uscg.mil. This policy letter and other policy documents are posted on the CG Auxiliary website at: http://wow.uscgaux.info/content.php?unit=T-DEPT&category=risk-mgt

10. <u>REQUEST FOR CHANGES</u>. Units and individuals may recommend changes in writing via the chain of command to: Commandant (CG-BSX-1), ATTN: Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1), U. S. Coast Guard Stop 7501, 2703 Martin Luther King Jr. Ave SE, WASHINGTON DC 20593-7501.

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