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20 Aug 2013

MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive TRNG-13-02

Subj: AUXILIARY TEAM COORDINATION TRAINING (TCT) FACILITATOR PROGRAM

Ref: ALAUX 10/13, Auxiliary TCT Facilitators

1. **PURPOSE.** The purpose of this directive is to provide prerequisites and certification procedures for members desiring appointments as Auxiliary TCT Facilitators in District Eight Coastal Region (D8CR).
2. **DIRECTIVES AFFECTED.** None
3. **DISCUSSION.** Effective 1 September 2013 the Auxiliary will have its own Team Coordination Training (TCT) Facilitator program, complete with Auxiliary members appointed as facilitators. The purpose of this program is to enable and ensure members receive Auxiliary-centered TCT training suited for Auxiliary mission needs and requirements in a timely manner. This program may not be administered to the Active Duty personnel needing to meet their Active Duty TCT requirements. Likewise, the Active Duty TCT program shall not be facilitated to Auxiliary members needing to meet Auxiliary TCT requirements. Whereas the Active Duty TCT program is administered by CG-1134, the Auxiliary program is not. Therefore CG-1134 is not funding any aspect of the Auxiliary TCT program. Auxiliary TCT Facilitators will not be required to submit class rosters to CG-1134, via the District TCT Administrator. The District TCT Administrator does not have oversight of the Auxiliary TCT program. That responsibility falls to the Director, District Eight Coastal Region.
4. **PREREQUISITES.** In order for a member to be considered for appointment as an Auxiliary TCT Facilitator the member must meet the following criteria.
 - a. Certified instructor. The candidate shall not be in "REYR" for the Instructor qualification.
 - b. Coxswain qualified. However, a candidate may be in "REYR" for this requirement as long as the non-current coxswain candidate has logged a minimum of 250 coxswain hours in AUXDATA.
 - c. In lieu of (b.), may be Aircraft Commander or First Pilot certified. However, a candidate may be in "REYR" for either of these qualifications as long as the member has logged a minimum of 150 Pilot hours in AUXDATA.
 - d. May not be a currently or "REYR" designated Active Duty TCT Facilitator.
 - e. Must have excellent communication skills, a proven record of excellence in their operational fields and dedicated to setting members up for success.
 - f. May not have any documented disciplinary actions, formal or informal, including letters of caution, for a period of ten years prior to the date of appointment.

5. APPOINTMENT PROCESS. The following process shall be used to appoint Auxiliary TCT Facilitators. Communication through the Auxiliary chain of leadership up to and including the Operations Training Officer (OTO) may be made via e-mail.

- a. The Flotilla Commander shall ensure the candidate meets the prerequisites listed in paragraph four. When satisfied the member has met these prerequisites, the Flotilla Commander shall forward the member's name and EMPLID, along with an endorsement, to the Division Commander. For the purposes of this directive a candidate's package is defined as the member's information, proof of certification as an instructor, documentation of meeting the operational requirements and all recommendations made by the flotilla commander, Division Commander and the District Captain. Documentation may be an AUXDATA print out attached to an e-mail recommendation.
- b. Upon receipt of the candidates name and the Flotilla Commander's endorsement, the Division Commander shall forward the complete candidate's package to the applicable District Captain along with the Division Commander's recommendation.
- c. The District Captain will then review the candidate's package and forward the recommendation to the OTO. The District Captain shall copy the District Commodore on the recommendation provided to the OTO.
- d. The OTO will confirm that all requirements have been met by the candidate and the chain of leadership, prepare the candidate's Letter of Appointment and brief the Director in regard to the appointment. The OTO may be delegated the authority to appoint Auxiliary TCT Facilitators.

6. TERM LIMITS. As with all positions within the Auxiliary leadership positions, Auxiliary TCT Facilitators are not meant to be life time appointments. All members who are qualified, able and willing to assume the responsibilities of this vital position shall be given a chance to do so. The chain of leadership should view this position as an opportunity to develop not only depth but breadth in their membership's leadership opportunities. The following policies apply regarding term limits.

- a. Appointments shall be made for a total of three years. A candidate may be re-appointed for another term, but no member or member of the chain of leadership should assume re-appointment is automatic. Appointment of a new member, vice reappointment provides growth and development not only for other flotilla members, but for the program itself.
- b. Members who are not re-appointed as Auxiliary TCT Facilitators at the end of their term or are otherwise replaced will have their qualification placed in "REYR" status. Once placed in "REYR" status, should a member not be re-appointed as an Auxiliary TCT Facilitator, the member shall lose the qualification designation altogether.
- c. Though appointments are set for three years, the Director retains the right to end the appointment at anytime.

7. DISTRIBUTION. The Director shall appoint one Auxiliary TCT Facilitator for each flotilla. There will be no appointments for division or district spares. Flotillas without qualified candidates will need to share appointed facilitators until a member in the lacking flotilla meets the prerequisites listed in paragraph (4).

8. DIRECTOR'S RESPONSIBILITIES.

- a. Upon appointment of a member as an Auxiliary TCT Facilitator, the Director shall issue a Letter of Appointment on the Director's Office Letterhead.

- b. The Director's Office shall enter the qualification code "TCTAUX" into the member's AUXDATA record upon appointment.
- c. The Director's Office is not responsible for any travel reimbursement associated with this program.
- d. The Director's Office, along with the member's chain of leadership, is responsible for evaluating the performance of individual Auxiliary TCT Facilitator's performance.

9. **RESOURCES.** Auxiliary TCT Facilitators can find guidance governing this program, as well as class materials and resources on the National Auxiliary Response Directorate Chief's website. There, a facilitator will find the TCT slide presentation, TCT Facilitator Guide and TCT Participant Guide that are authorized for this program. Unless otherwise authorized by higher authority, materials and presentations used in the Active Duty TCT program may not be used to facilitate in the Auxiliary TCT program.



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