AUXILIARY MENTORING PROGRAM
Standard Operating Procedures

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1. Purpose

This Standard Operating Procedure (SOP) promulgates standard procedures and requirements for the Auxiliary Mentoring Program to include overall goals, objectives, and expectations for Auxiliary participation in the Program.

2. Scope

All Coast Guard Auxiliarists who participate in the Auxiliary Mentoring Program must comply with the provisions of this SOP.

3. Background

On June 30, 2020, the Vice Commandant signed a memorandum to establish the Coast Guard Mentoring Program. The Office of Leadership (CG-128) has been working closely with the Personnel Readiness Task Force (PRTF), the Office of Diversity and Inclusion (CG-127), and other internal partners to develop this program to provide expanded leadership development opportunities for the workforce (*i.e.*, military members and civilians). During conversations in CY2022 with the CG-128 and Auxiliary National Training Directorate (T-DIR) staff, collaborative efforts are underway to allow Auxiliary members to obtain access to the Coast Guard Mentoring Program in CY2023.

As the Coast Guard continues to invest in the Coast Guard Mentoring Program to improve personnel readiness and workforce resilience, it is expected that the Auxiliary's participation with enhance the Program by promoting open communication, collaboration, and interaction across all demographics and specialties. Such interactions impart a sense of belonging for all members in the Coast Guard family and members who are invested in the missions and success of the organization. In addition, mentoring aligns with the Commandant's strategic priorities to be a "more adaptive and connected Coast Guard that generates sustained readiness, resilience, and capability" as the Auxiliary is "a significant force multiplier that provides the Coast Guard with vital flexibility to bridge gaps and perform missions in the dynamic global maritime environment." Likewise, this initiative is in concordance with the Commandant's 2022 Auxiliary policy statement to "charge all Commanders, Commanding Officers, and Officers in Charge to continually strive to include the Auxiliary in mission execution and support so that we can maximize sustained excellence across all mission areas."

4. Definitions

A. Formal Mentoring. A relationship which has an agreed to beginning and end, a method for no fault termination, a formal matching of the mentor and mentee, and agreed to goals, objectives and/or checkpoints.

B. Informal Mentoring. This partnership usually occurs when one person (the mentee) seeks another for career advice or to be their career guide. It can also occur when a mentor reaches out to someone they know could benefit from their experience. These relationships tend to grow over a long period of time and are effective and rewarding.

C. Mentee. A participant who is advised, coached, or trained by a mentor for personal or professional development. The role requires and assumes a willingness to actively work with and to learn from the experience and wisdom of the mentor.

D. Mentor. An experienced participant who provides advice, guidance, and direction.

E. Mentoring Process. A developmental process in which a more experienced participant commits to working and learning together with a less experienced participant for the purpose of professional development. The mentoring process includes a series of phases in which the mentor's leadership

of the process is adapted to the developing strengths and changing needs of the mentee. The result of an effective mentoring process is a self-confident and competent professional who is also prepared to mentor others.

F. Mentoring Relationship. The developmental relationship of a mentor and mentee that is characterized by confidentiality, trust, caring, and mutual support and challenge for growth. The mentoring relationship creates the necessary context of safety and confidence for the mentor and mentee to take the risks of trying new work strategies and of learning in front of each other. This context is necessary for accelerated professional growth.

G. Mentoring Program Software (MPS). The Coast Guard licensed software that participants use to find mentors and/or mentees, create mentoring relationships and execute the mentoring process.

H. Situational Mentoring. Situational mentoring is the right help at the right time provided by someone when a mentee needs guidance and advice. It is usually short-term addressing an immediate situation but can transition to a more long-term connection.

5. Roles and Responsibilities

As directed by the NACO, the Auxiliary National Training Directorate (T-DIR) namely the Director of Training (DIR-T) and through the Division Chief, Mentoring and Coaching (DVC-TC) shall hold oversight and procedural guidance concerning the use, management, and procedures for the Auxiliary Mentoring Program.

A. Specifically, the DVC-TC and assigned Mentoring Program Division staff (*i.e.,* Branch Chiefs and Branch Assistants) are to:

1) Provide program oversight and continuously improve the Program to support Auxiliary organizational strategic goals.

2) Review, revise, promote, and update the Program when necessary.

3) Assign system roles and privileges for account management and perform technical duties necessary to ensure secure operation in coordination with the Office of Leadership (CG-128).

4) Create cgauxnet.us email accounts for eligible Auxiliary program participants in coordination with the Auxiliary User Support and Services Directorate (U-DIR) and accordance with the Auxiliary Standard Operating Procedure for CGAUXNET Accounts.

5) Track and regularly report activity, which includes the health of the Program, using group and individual metrics, so that the Auxiliary leadership can make data-based decisions and improvements.

6) Conduct training, increase awareness, and create resources such as mentor and mentee guides, assessments on characteristics and skills for mentors, assessments on characteristics and learning needs for mentees, a mentoring process overview, an activity timeline, and frequently asked questions.

B. Auxiliary leaders are responsible for ensuring members are aware of the Mentoring Program and understand responsible use of the MPS.

C. All program participants will:

1) Sign and abide by the Acceptable Use Policy within the MPS.

2) Create a profile and answer questions related to their professional career track and goals, individual development desires, leadership competencies, and individual growth needs.

      3) Affirm they understand that they are accessing a U.S. Government computer /information system.

  D. Mentees are encouraged to use Individual and Executive Development Plans (IDP/EDP), as promulgated in the Individual and Executive Development Plan Framework, COMDTINST 5357.1 (series) to communicate their goals to their mentors.

6. Applicability and eligibility

  A. Participation in the program is always voluntary. Each participant may choose:

      1) Information they feel comfortable sharing and

      2) To participate in activities to further their professional and personal goals.

  B. Access to the MPS is restricted to authorized users. Unauthorized access, use, or modification of the system or of the data contained herein, or in transit to/from this system, may constitute a violation of Title 18, United States Code, Section 1030 and other federal or state criminal and civil laws.

      1) All Coast Guard Active Duty, Reserve, Civilian employees, and Auxiliarists with a @uscg.mil email address may participate in the Coast Guard Mentoring Program.

      2) In addition, Auxiliarists may be granted access to enroll and participate in the program via the @cgauxnet.us email domain in accordance with the Auxiliary Standard Operating Procedure for CGAUXNET Accounts.

      3) To apply for access to MPS individual members should contact the DVC-TC.

  C. Participant user accounts can be deactivated in MPS. An assigned member of the Mentoring Program Division staff will request a report of account logins from CG-128 and will notify users who have not logged into their MPS account within the previous 180 days that their accounts will be suspended due to inactivity. Users may reply to the notification and request their suspended account be re-activated; the account will be reactivated if the member still meets the MPS account eligibility criteria.

7. Program Requirements and Opportunities

  A. Leadership officers, units, and supervisors will ensure that they hold members accountable if they are found abusing the program. During new member onboarding, assigned sponsors will inform and train new members about the program and include this Instruction within their welcome aboard package.

  B. Any Auxiliarist found misusing the MPS for its intended use will be removed from the program by The Office of Leadership (CG-128) or the Auxiliary National Training Directorate (T-DIR), and Auxiliary leadership may also consider administrative disciplinary action under the Auxiliary Manual, COMDTINST M16790.1 (series).

  C. The Coast Guard Auxiliary participation guidelines can be found on the Training Directorate web site under the CG Mentoring Program tab.