

1.5 Primary Mentor Appointment Policy

1.5a Overview. Joining the Coast Guard Auxiliary and becoming a functional member is a difficult and complex process and something that a new person should not have to do alone. Obviously members have a reason for joining and we must guide the member in achieving their goals. Initially the new member needs to complete basic qualification training and become familiar with Auxiliary functions. This should be accomplished within the first three months of membership. The new member will thus be assigned a Primary Mentor to assist with that process. At the end of that time the member needs to decide what function(s) they want to perform and mentoring will thus shift to the Qualification mentor or staff officer responsible for that activity.

1.5b ALL new members **will** be assigned a Primary Mentor. The Primary Mentor is responsible for guiding the new members through the overall basic qualification process, to advise and encourage the members, and to refer the members to resources which enable them to realize their personal goals.

1.5c. Primary Mentor Qualification Requirements

- Appropriate knowledge, skills and experience
- Integrity to meet standards
- Instructor perspective
- Ability to fairly apply standards and evaluate performance

1.5d Primary Mentor Responsibilities

- Guides trainee through the overall basic qualification process
- Develops a work plan for completing basic requirements
- Refers trainee to resources for study
- Monitors progress and provides encouragement

1.5e. Appointment Process

- The Flotilla Commander (FC) is responsible for appointing Primary Mentors. The Flotilla Staff Officer – Human Resources (FSO-HR) will determine the new member's main area of interest for initial qualification and will inform the FC of that interest and when the application documents have been submitted to DIRAUX.
- The FC will recruit a Primary Mentor for new member and send appointment and assignment letters as soon as a member number is assigned. If possible, the Primary Mentor will be assigned from the functional area the member is interested in.
 - Primary Mentor for trainees pursuing Boat Crew qualification will be a qualified BCQ Mentor
 - Primary Mentor for trainees pursuing qualifications other than Boat Crew (VE, RBSV, Instructor, etc.) will typically be the FSO for that certification

- Assignment notice will be sent to new members (trainees) informing them of their Primary Mentor
- Appointment notice sent to the Primary Mentors confirming their assignment

1.5f. The Primary Mentor will send trainees the New Member Guide and arrange a meeting within one week of Mentor appointment.

Attachments: 1. Sample Primary Mentor Appointment Letter
2. Sample new member letter