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| AUX_M_4_sig_w06inFlotilla Commander (nnn-nn-nn) | 1000 Name StreetYour City, State ZipPhone: nnn-nnn-nnnnEmail: email@email.com16790DD MMM YYYY |
| **MEMORANDUM** |
| From: | (Name of Flotilla Commander) |  |  |
| To: | (Name of Mentor) |
| Subj: | MENTORING APPOINTMENT  |

1. You have volunteered to serve as the Primary Mentor to \_\_\_\_\_\_\_\_\_\_ and are hereby so appointed. You have been selected as a Primary Mentor on the basis of your knowledge, skills, experience, integrity, and instructor perspective.
2. Your responsibilities as a Primary Mentor are broad in scope and critically important to \_\_\_\_\_\_\_’s successful acclimation to the Coast Guard Auxiliary. Failure to make a successful transition is the single most important factor in early resignations of new Auxiliarists.
3. All new members require an acclimation process to become fully integrated to the Auxiliary. Your responsibility as a Primary Mentor is to guide \_\_\_\_\_\_\_ through that process, to advise and encourage him/her, and to refer him/her to resources which enable him/her to realize his/her personal goals. You are expected to make every effort to ensure that \_\_\_\_\_\_\_\_\_\_\_\_ is aware of all Flotilla meetings and events, of any relevant training, and of the other opportunities within the Auxiliary.
4. \_\_\_\_\_\_\_ has expressed interest in the \_\_\_\_\_\_\_\_\_ program and will benefit from your knowledge and experience with that program. The attached New Member Guide may be a helpful to \_\_\_\_\_\_\_\_\_\_but even with the Guide new members can still be overwhelmed. As his/her Primary Mentor you will play a critical role in guiding \_\_\_\_\_\_\_\_\_\_through the qualification process.
5. Your first objective should be to send \_\_\_\_\_\_\_\_\_ the New Member Guide and schedule a meeting to ensure that he/she knows how to obtain all of the required manuals and policy documents and understands the Chain of Leadership and flotilla staff functions.
6. Ultimately, your effectiveness as a Primary Mentor will largely be measured by \_\_\_\_\_\_\_\_\_level of satisfaction with the Auxiliary and his success with qualification. Thank you for volunteering.

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Copy: VFC (nnn-nn-nn)

FSO-HR (nnn-nn-nn)

FSO-MT (nnn-nn-nn)

Enclosure: (1) New Member Guide