



United States Coast Guard Auxiliary



Overview of Auxiliary Mentorship Programs

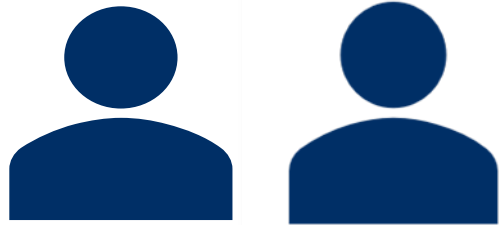
Objectives

- Be able to explain what mentorship is and why it is important to the individual and the Auxiliary
- Appreciate how the program is organized on and uses key components of the USCG Mentoring Program including software
- Understand what makes for a good mentor, responsible mentee and strong relationship
- Know how to enroll and what are the next steps



What is Mentorship?

One Member Helping Another...



Experienced person (mentor) shares knowledge, experience and insights with less experienced (mentee)



Characterized by confidentiality, trust, caring, support and growth



Adapt to developing strengths and changing needs of mentee



Why is Mentoring Important?



Benefits Mentees

- Advice
- Confidence
- Support
- Opportunities

Benefits Mentors

- Renews enthusiasm
- Leadership skills
- Organizational understanding

Benefits Auxiliary

- Communication
- Collaboration
- Mission effectiveness
- Member retention



Tenets of USCG Mentoring Program

Everyone is ultimately responsible for their own professional development



“All Coast Guard active duty, reservists, civilian employees, and auxiliarists are highly encouraged to use the mentoring program as a method for increasing job satisfaction, professional development and career advancement”

U.S. Department of
Homeland Security
United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: CG-133
Phone: (202) 267-2461

COMDTINST 5350.24C
MARCH 14, 2006

COMMANDANT INSTRUCTION 5350.24C

Subj: COAST GUARD MENTORING PROGRAM

Ref: (a) The Coast Guard Individual Development Plan, COMDTINST 5357.1A

1. **PURPOSE.** This Instruction describes the Coast Guard's Mentoring Program.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistic commands, commanding officers of headquarters units, sectors and integrated support commands, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure the contents of this Instruction are given the widest distribution and use of the Coast Guard's Mentoring Program is strongly encouraged. Internet release authorized.
3. **DIRECTIVES AFFECTED.** Coast Guard Mentoring Program, COMDTINST 5350.24B, is cancelled.
4. **BACKGROUND.**
 - a. Mentoring is a traditional method for orienting and training those new to the Coast Guard, as well as a valuable means for supporting the development - even accelerating the professional growth - of experienced employees, middle managers and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership. Mentoring is one of the Coast Guard's 28 leadership competencies, and is found within the Leading Others category of the Leadership Framework.
 - b. All work force members (including active duty, reservists, civilian employees, and Auxiliarists), regardless of responsibility level, can benefit from mentoring any time during a career. Just as we need to be mentored in order to be continually learning, we also learn through teaching

COMDTINST 5350.24C




Types of Mentoring

- Situational
 - Short-term help for specific situation(s)
 - eg, VE
- Informal
 - Casual relationship where one person asks for advice
- Formal
 - Structured relationship with matching of roles, a start and end, goal setting, checkpoints, and means for no-fault termination
 - eg, CG Mentoring Program applied to Auxiliary mentorship



Auxiliary Mentorship Programs

- New Member
 - _ Flotilla Procedures Guide
- Boat Crew
 - _ Mentor Guide, USC Coast Guard Auxiliary Boat Crew Program
- CG Mentoring Program 
 - _ Focus here
 - _ Applies primarily to Mid level: FC, SO and above, or for specialized skills
 - _ Where there may not be experienced member match in Flotilla or Division



Objectives of Auxiliary Mentoring Programs

- Career guidance & exploration
- Skill development
- Appropriate behavior
- Networking & relationship-building



Mentoring Software Facilitates a Good Match

CGAUX Mentoring Program Webpage

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC.

COAST GUARD

Wednesday, March 01, 2023

CG Mentoring Program
Aux Joining the CG Mentoring Program!

EXCITING NEWS!

The Training Directorate is pleased to announce that all members of the U.S. Coast Guard Auxiliary will be eligible to participate in the Coast Guard Mentoring Program! This program will be managed by the Mentoring & Coaching Division of the Training Directorate and more information (including how to apply) will be available soon so be sure to check back for updates frequently!

PROGRAM 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 will 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."

USCG Mentoring Site and Software



1:1 Mentoring Program

Development to the next level? Join the One to One mentoring program, sets and gain insights from senior leaders.

[Find out more](#) [Join now](#)



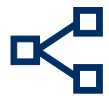
Tips for a Good Mentor-Mentee Match



Good fit regarding talents, expertise, diversity factors, contacts



Compatible interests and temperaments



Mutual commitment



Both enthusiastic



Characteristics of a Good Mentor

- Self-aware
- Interest in developing others
- Committed
- Knowledgeable
- Professional
- Patient
- Strong communication skills
- Able to give and receive feedback

- Empathetic
- Positive
- Respectful
- Genuine
- Persistent
- Open
- Honest
- Connected to resources



Characteristics of a Responsible Mentee

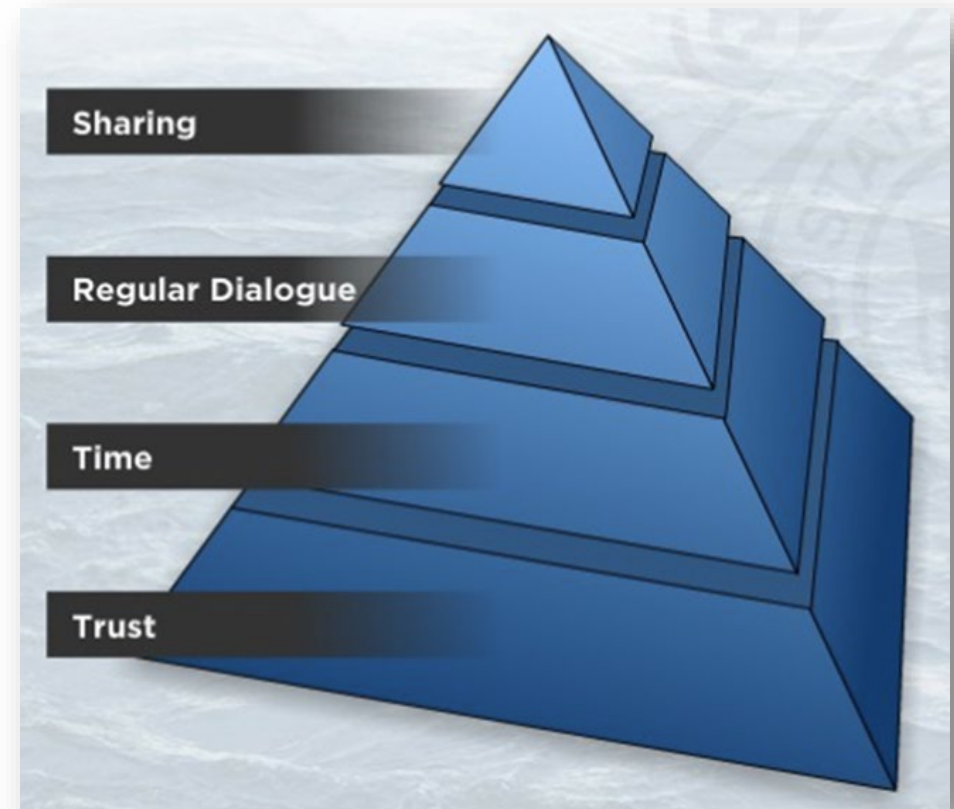
- Trustworthy
 - Self-aware
 - Flexible
 - Professional
 - Patient
 - Stable
 - Sense of humor
- Positive
 - Respectful
 - Genuine
 - Persistent
 - Open to new ideas
 - Attentive
 - Appreciative (thanks mentor)



Key Elements of the Mentor-Mentee Relationship

- Trust is foundational
- Meet regularly over 6-12 months
- Sharing builds confidence

Not counseling, creating a “mini me”, or “free labor” for projects



How Mentors Help Mentees Develop



- Commitment
- Supportive, trusting environment
- Listening
- Advising on goals
- Helps draft development plan
- Sharing “lessons learned”
- Giving constructive feedback
- Expanding mentee’s network



Phases of the Mentor-Mentee Relationship



Additional Mentoring Program Resources

CG Mentor-AUX SOP

AUX-MENT-SOP-001(A)
25 JAN 2023

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.

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

Background
On June 30, 2020, the Vice Commandant signed a memorandum to establish the Coast Guard Mentoring Program. The Office of Leadership (CG-123) 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.

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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

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Encl (1)

Communications Plan

Version 1.0 26FEB2023

DRAFT

**Mentoring and Coaching Division (TC)
Communications Plan**

The goals of the communication plan are to support the development and rollout of the USCG Auxiliary Mentoring Program as described within AUX-MENT-SOP-001A, 25JAN2023. This plan is designed to facilitate the development of the Auxiliary Mentoring Program, which has the goal to prepare our members as vital contributors to the USCG mission to improve personnel readiness and workforce resilience. The Mentoring and Coaching Division's operational plan involves three principal stakeholders: team members, training leadership and facilitating clients.

TC Staff: COMO Dale Fajardo, Division Chief – Mentoring & Coaching (DVC-TC)
Arne Gelb, Branch Chief – Mentoring Program Development (BC-TCA)
Nancy Marion, Branch Chief – Mentoring Program Logistics (BC-TCB)
Greg Hendricks, Branch Chief – Mentoring Program Communications (BC-TCC)

T-DIR Staff: Rob Kumpf, Director of Training (DIR-T)
Faron Petreys, Deputy Director of Training (DIR-Td)

Clients: TBD... District Commodores (DCO), et al.

Team members are to collectively develop a functional Auxiliary Mentoring Program beginning with a beta test in Spring 2023 followed by a nationwide rollout and will hold monthly planning meetings on the 1st Tuesday of every month.



T-DIR Staff will provide feedback and approval of deliverables and will receive monthly updates from the DVC-TC during the T-DIR monthly Zoom meeting on the 1st Wednesday of every month.

Clients are to provide feedback, guidance, and support of the beta-test and nationwide rollout of the Auxiliary Mentoring and Coaching plan to the deckplate, receiving periodic updates as needed.


#	Communication	Stakeholder	Medium	Date	Frequency
1	TC Staff Meetings	TC Staff	Zoom Meetings	1 st Tuesday	Monthly
2	TC Updates to T-DIR Staff	DIR-T & DIR-Td	Zoom Meetings	1 st Wednesday	Monthly
3	TC Updates	DCOs	Group Email	TBD	As Needed
4	TC Updates	All-Hands	ALAUX	TBD	Quarterly
5	Mentoring Beta Test	Targeted DCOs	Phone Call	15MAR	One-Time
6	30 – 60 Min. Course	Team Members	Zoom Meetings	06 MAR	One-Time
7	30 – 60 Min. Course	Dir & D-Dir T	Zoom Meetings	08MAR	One-Time
8	In Depth Course	DCO's	N-Train	End of March	One-Time
9	Best Practice for Mentoring	Team Members	Zoom Meetings	02MAY	One-Time
10	Best Practice for Mentoring	Dir & D-Dir T	Zoom Meetings	03MAY	One-Time
11	Update Beta Test & BP's	All-Hands	ALAUX	14JUN	One-Time
12	National Program Rollout	All-Hands	ALAUX	TBD	One-Time
13	Article on Mentoring	All-Hands	Proceedings	TBD	One-Time

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Mentorship Guide (Under revision)

AUXILIARY MENTORSHIP GUIDE



June 2019



Next Steps...



United States Coast Guard Auxiliary



Auxiliary Mentorship Program Enrollment Nuts and Bolts



United States Coast Guard Auxiliary



Auxiliary Mentorship Program Tips for Mentors



United States Coast Guard Auxiliary



Auxiliary Mentorship Program Tips for Mentees

