



# **USCG Auxiliary Mentoring Program**

## **Human Resources Department**

## **Mentor Plan Familiarization Process**





# Ownership of the Plan

**The ADSO-HR Mentoring/Retention is responsible for managing and communicating the plan under the direction of the DSO-HR and with the assistance of the SO-HRs.**





# **Senior Leadership Support**

**In order for a Mentoring Plan to be successful it must have the buy-in, commitment and support of senior leadership, i.e. the District Commodore, District Captains and Division/Vice-Division Commanders. The DSO-HR should take the lead with this important task.**





# **Communication of the Plan**

**Each district will pass the information down the Chain of Leadership regarding the “Mentor Recruitment and Training Plan” and the availability of the plan for presentation to each flotilla.**





# Introduction

**The member must be selected by flotilla leadership (FC, VFC, FSO-HR and FSO-MT) to attend a presentation of the “Mentor Recruitment and Training Plan.”**

**At the request of the Flotilla Commander, a presentation of the “Mentor Recruitment and Training Plan” is made to each interested flotilla in the District.**

**An instructor presents the information to the flotilla which lays out the plan for a mentoring program discussing the positive reasons for adoption of a mentoring plan and the benefits it provides.**





# **Program Presentation (PPT)**

**The presentation includes the information and description of the mentor program and training details of the mentors and mentees.**

**The presentation also provides best practices from other flotillas involved in the mentor program.**

**The instructor presents the requirements and standards of a USCG Auxiliary Mentor.**





# Q&A

**After the power point presentation, a discussion takes place with the flotilla members answering questions regarding the program.**





# **Flotilla Discussion**

**Each Flotilla will then discuss the program and its interest in adopting and presenting the program to new and continuing members.**

**The Flotilla Commander will communicate to the DCDR their decision regarding the program.**







# **Flotilla Program Startup**

**When a flotilla chooses to start the program, the designated flotilla member (or FSO-MT) will coordinate and schedule training.**

**Training Modules (Attachment D)**





# **Administrative Requirements**

**The FSO-HR (or FC designee) will manage and maintain the mentor program records process and completion documents. (Attachments A, B, C and E)**

**When the training modules are complete the FSO-HR (or FC designee) sends the Mentor Sign Off Sheet to the ADSO-HR.**





# **Awards and Recognition**

**Level 1 - A Certificate of Completion is requested from the District to present to the new mentor.**

**Level 2 - Complete Level 1, plus certified as an instructor, complete either the Administrative Procedures Course or the Flotilla Leadership Course and have one year's experience as a Certified Mentor and receive the new Mentor Specialist's Ribbon.**





# **New Prospective Member**

**As new prospective members submit an application for membership, the FC assigns a mentor using the recommended criteria.**





# **Mentor Contacts the Mentee**

**Introduces themselves, explains the mentoring process and schedules the first face to face meeting.**





# **The First Meeting**

**At the first meeting the Mentor and Mentee should take time to get to know one another and understand each other's expectations.**

**The next step is to explain to the Mentee the Auxiliary's mission and opportunities for the Mentee to learn and become involved.**





# **Set Goals and Time Tables**

**Now that the Mentee understands the mission and training opportunities it is time to determine which qualifications the Mentee wishes to pursue first; i.e. Boat Crew, Program Visitor, Vessel Examiner, Instructor etc.**

**Once this has been determined the Mentor should advise the FSO-MT to arrange for a qualified member to work with the Mentee on this specific qualification.**





# **Complete Prescribed Training Modules**

**On a schedule agreeable to both the mentor and mentee meeting times should be scheduled to complete the 18 required training modules.**







# **Submission of the “Mentee Sign Off Sheet”**

Once the mentee has completed all required training modules, the mentor completes the “Mentee Sign off Sheet” and advises the FC that the training is complete.

The FC sends the Sign off Sheet to the ADSO-HR Mentoring/Retention who forwards it to district and request that Certificate of Completion be forwarded to the FC for presentation to the mentee at the next flotilla meeting.





# Additional Information

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**The following information is posted on the District 7 Website**  
**<http://www.uscg-district-7.org>**  
**(Scroll down to the “HR Corner” – D7 Mentoring Program)**

**Mentor Plan Familiarization Process Power Point**  
**The D7 Plan Presentation**  
**Instructor’s Guide**  
**Mentor/Mentee Sign Off Sheet**  
**75 Year History of the USCG Auxiliary Power Point**  
**Announcement of New Members Form**  
**18 Training Modules**

