



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

01 MAY 2020
FM: CHDIRAUX
TO: ALAUX
ALAUX 011/20

Subj: WEBINAR DELIVERY OF THE TCT REFRESHER - COVID-19

Ref: (a) Risk Management COMDTINST 3500.3A
(b) BSX Policy Letter 19-01 - Risk Management Training Requirements for the Coast Guard Auxiliary

1. Due to established COVID-19 safety protocols, webinar delivery of the TCT Refresher course specified in references (a) and (b) is authorized. All updated training materials have been posted to the Auxiliary On-Line Classroom at <http://classroom2.cgaux.org/moodle/> in the TCT Refresher Resources folder. Updated training materials include new slide presentations that include other Auxiliary mishaps and a Webinar Facilitator Resource Guide. Additional notes have been added to the presentation slides to assist facilitators with webinar training discussions. Listed below are the specific guidelines to ensure that the TCT Refresher learning objectives are met.

A. Webinar Platform. Because there are a variety of webinar platforms used by the Auxiliary, Districts and units are authorized to use any webinar platform that will allow the facilitator to present the training presentations for viewing by the students and permit facilitator/student interaction in real-time.

B. Webinar Facilitator Selection. District Directors of Auxiliary (DIRAUX) or Operations Training Officers (OTO) may select an Auxiliary member to oversee the selection of Webinar Facilitators. Webinar facilitators must be approved by the DIRAUX, OTO, or a designee, must be current in all TCT facilitator certification requirements listed in reference (b), and must be proficient in webinar presentations.

C. Webinar Training Session Guidelines. In order to ensure course objectives are met, the following guidelines must be followed to ensure successful course completion:

(1) Based on webinar training feedback, class size should be limited to 4-12 students.

DIRAUX/OTO may authorize larger classes if necessary. Facilitators must ensure all attendees participate in the discussions.

(2) All attendees must be able to view the presentations and participate in discussions in real-time. Just calling in to a session is not sufficient to meet the training objectives.

(3) The course may be split into two sessions, the first covering the human factors of risk management and the second covering mission planning, risk management, and mishap analysis. If the course is split into two sessions, attendees must complete both sessions in their entirety to receive credit for the course.

(4) Webinar Facilitators must review the Facilitator Resource Guide and take all steps to prepare for the course and provide advance notification and meeting instructions to students prior to the class.

(5) More than one facilitator can be utilized to deliver the course. Using one facilitator to deliver content while another monitors discussions or comments is a good tactic. If using more than one facilitator, both must be present for the entire session in order to get credit for teaching the course.

(6) Facilitators should invite DIRAUX/OTOs and/or other facilitators to monitor training sessions in order to solicit feedback on the delivery of the course and apply lessons learned to improve course delivery.

2. When authorized and deemed safe to return to in-person training activities, the classroom delivery of the TCT Refresher will be the required method of instruction. The Chief Director of Auxiliary staff will work with the Office of Safety and Environmental Health to review the quality and continued benefit of the webinar training to determine viability for future use.

3. It's imperative that facilitators continue to ensure the principles of risk management are well understood and that attendees can apply those principles to reduce and/or mitigate risk. We must continue to develop our proficiency in risk management and instill in all members the idea of building a Culture of Safety.

4. CGAUX POC: Rick Saunders, Director of Response. CG-BSX POC: BMCM Dennis O'Connell

5. Internet release is authorized.