



16798

17 March 2005

MEMORANDUM

A handwritten signature in black ink, appearing to be "J.M. Felker".

From: J.M. FELKER
DIRAUX, 1SR

Reply to: oax-s
Attn of: CWO2 M. E. Ferreira
212-668-7990

To: Distribution

Subj: FIRST DISTRICT SOUTHERN REGION TCT COORDINATOR

1. Concerns have been brought to my attention over the last year about the lack of communication and coordination between Divisions and Flotillas regarding TCT training. In the past, we have had many instances where two half-full classes were held several miles apart and within the same month. The Commodore and I have created a new position – TCT Coordinator – to schedule TCT training for all Divisions and Flotillas in the First Southern to avoid any situations like this in the future. The TCT Coordinator will be the sole point of contact for class scheduling and will field questions regarding training that may already be scheduled in a certain area. This will make it easier for Divisions/Flotillas who only have a few members in need of training and will help alleviate the burden of Divisions/Flotillas from having to make several attempts to find a facilitator.
2. Auxiliarist Sharon Fox from Flotilla 2-2 has been assigned as the D1 First Southern Coordinator.
3. When a Division/Flotilla would like to schedule a TCT class, the Division/Flotilla will contact Auxiliarist Fox directly with the location, date, time and class size. Auxiliarist Fox will then locate a TCT Facilitator and arrange for orders with First District Headquarters. She will then inform the Division/Flotilla when a facilitator has been assigned. At least 30 days notice needs to be provided when requesting a facilitator.
4. Our ultimate goal is to have all members of First Southern be better informed on where and when TCT training is being held and thereby have the fullest possible classes, ensuring District wide coverage. If a Division/Flotilla already has TCT scheduled and facilitator arranged for, contact Auxiliarist Fox and give her the information. Auxiliarist Fox's can be contacted at 732-870-3384 or sfoxy@monmouth.com.