DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1000.1B
11
22 Apr 15

NAVCRUITDISTNY INSTRUCTION 1000.1B

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (a) NAVPERSCOMINST 5300.1
(b) COMNAVCRUITCOMINST 1000.3D

Encl: (1) Mentorship Card
(2) Mentor Progress Worksheet

1. Purpose. To provide the guidelines and requirements for the assignment of mentors to all Navy Recruiting District (NRD) New York military personnel and the corresponding management of those assignments by designated personnel.

2. Cancellation. NAVCRUITDISTNYINST 1000.1A CH-1

3. Background

a. Mentoring is an age-old tool used to facilitate the growth and development of young individuals separated from immediate family members, facing challenging or difficult times and seeking professional guidance and progression. Mentoring is also a very useful tool in the development of business and trade professionals in today's demanding work environment. All Navy personnel assigned to NRD New York will have a mentor assigned (or designated) to assist in their professional and personal growth.

b. NRD New York believes in assisting and inspiring the personal, professional and educational growth and development of all Sailors through a structured exchange of ideas, dialogue and goal-setting between the protégé and mentor. The success of this program is dependent upon the proactive support of all hands.

4. Action. All personnel will either personally select, or be assigned, a mentor within 45 days of reporting aboard. The 45-day window will allow newly reported personnel sufficient time to meet and select a mentor from their division or other suitable member of a local command. During the 45-day period, newly reporting personnel are encouraged to refer to their immediate chain of command and/or their "reporting aboard"

sponsor for career or personnel guidance and assistance. If a newly reporting member is unable to select a mentor at the end of the 45-day period, the Leading Petty Officer or the Leading Chief Petty Officer will automatically be assigned as the mentor until protégé is assigned a mentor. All members currently assigned to the command will have a mentor selected and designated within 30 days of the release of this instruction.

5. Responsibilities

a. The Command Master Chief (CMC) will:

(1) Have overall responsibility for coordinating the Mentorship Program, providing direction and credibility to the program.

(2) Set the tone for the program. Utilize the program as a leadership tool.

(3) Ensures the coordinator tailors the program to fit the command's needs.

b. The Command Mentorship Coordinator will:

(1) Manage and evaluate the Mentorship program.

(2) Be the primary assistant to the CMC for the success of the program.

(3) Help to facilitate pairing of Protégés and Mentors.

(4) Maintain a Command Mentorship Coordinator's Binder to track and monitor contracts and goals.

(5) Train Divisional Mentorship Coordinators.

(6) Conduct random semi-annual progress interviews with protégés and mentors to evaluate the support to the Sailor.

c. Division Mentorship Coordinators will:

(1) Manage the Division's Mentorship program.

(2) Help to facilitate pairing of Protégés and Mentors.

(3) Act as the point of contact for administration of contracts and mentor qualifications within the division.

(4) Coordinate with the DLCPO/DIVO to promote and encourage mentorship activity. Train, advice and evaluate Mentors.

(5) Conduct semi-annual progress interviews with protégés and mentors to evaluate the support to the Sailor.

(6) Notify any termination and/or changes in mentoring contracts. Maintain a Division Mentorship Coordinator's Binder to track and monitor contracts and goals.

d. Mentors (E-6 and above) will:

(1) Act as an information source on missions and goals of the organization. Assist the Protégé in planning a career path.

(2) Tutor specific skills, effective behavior and functionality.

(3) Provide feedback on observed performance. Conduct semi-annual progress reports with protégés to evaluate the support to the Sailor.

(4) Coach activities which add to experience and skill development. Meet with the Protégé at regular intervals for feedback and planning.

(5) Meet with the Protégé as needed for feedback and planning. Serve as a confidant in times of personal crisis and problems.

(6) Agree to a "no fault" conclusion of the mentoring relationship when/if this becomes the appropriate action.

(7) Maintain the integrity of the relationship between the Protégé and the chain of command. Report any termination and/or changes in mentoring contracts.

e. Protégés will:

(2) Work to succeed at one or more levels above present position. Seek challenging assignments and new responsibilities.

(3) Keep their chain of command fully informed as appropriate. Report any termination and/or changes in mentoring contracts.

f. Supervisors will:

(1) Support Protégés in their efforts.

(2) Understand the Mentor-Protégé relationship.

D. W. BYRD

NAVCRUITDISTNYINST 1000.1B

APR 22 2015

NRD New York Mentorship Card

PROTÉGÉ RATE / NAME _____ PHONE# _____

DIVISION _____

MENTOR RATE / NAME _____ PHONE# _____

THE MENTOR-PROTEGE SHOULD:

- Identify goals and career objectives in writing.
- Identify resources to meet career development goals
- Establish a realistic time line for meeting ultimate goals.
- Be sure that both long and short term goals are identified and attainable for measurable progress.
- Establish a time line/checklist with their protégé to monitor progress monthly.

SHORT TERM GOALS:

1. _____
2. _____
3. _____

LONG TERM GOALS:

1. _____
2. _____
3. _____

CAREER OBJECTIVES:

1. _____
2. _____
3. _____

"ENCLOSURE (1)"

NAVCRUITDISTNYINST 1000.1B

APR 22 2015

MENTOR'S PROGRESS WORKSHEET

Date:

MEMORANDUM: For Mentor

To: Mentorship Program Coordinator/Division Mentorship Coordinators

Subj: 6 MONTHS PROGRESS REPORT ICO _____

Ref: NAVCRUITDISTNYINST 1000.1B

1. Concerns/suggestions: Qualification Milestones Status of your mentee **(Protégé)**:

2. Concerns/suggestions to Advancement Milestones Status of your mentee **(Protégé)**

3. Personal Issues/Concern with Mentees **(Protégé)**:

4. What action was taken to your mentee's Issues/Concern?

MENTOR's NAME: _____

MENTOR'S SIGNATURE _____

"ENCLOSURE (2)"