



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

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NAVCUITDISTOHIOINST 1000.2

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NAVCUITDISTOHIO INSTRUCTION 1000.2

From: Commanding Officer, Navy Recruiting District Ohio

Subj: COMMAND MENTORING PROGRAM

Ref: (a) COMNAVCUITCOMINST 1000.3D

Encl: (1) NRD Ohio Mentorship Agreement

1. Purpose. To provide every Sailor with the tools needed to develop a road map for success. This is an opportunity for experienced personnel to assist in the personal and professional development of junior personnel. Navy Recruiting District (NRD) Ohio's mentoring program affords Sailors at all levels an opportunity to grow, keep current, and build teamwork by providing guidance as directed in reference (a).

2. Background. Mentoring and leadership are important to our Sailors, particularly since many of our Sailors are working out of rate, and due to the geographic dispersion of the command. The development and integration of the mentor program into our Navy culture will provide a vehicle for consistent personal and professional growth of our Sailors. This program is designed to improve leadership and technical skills through the sharing of ideas, knowledge and experience. The relationship between mentors and protégés has proven to be rewarding for all involved.

3. Policy. NRD Ohio's Mentoring Program is established to assist all assigned officers and enlisted personnel with their personal and professional development.

4. Goals. To instill a mentorship culture throughout the chain of command that provides education and training to all hands.

5. Responsibilities

a. Command Master Chief (CMC): Responsible for the overall coordination of the mentoring program. Responsibilities include:

- (1) Ensure all personnel have an assigned mentor.
 - (2) Assign collateral duty as the Command Mentoring Program Coordinator (CMPC), E-7 or above.
 - (3) Maintain close liaison and coordination with the CMPC.
 - (4) When required, provide assistance to the CMPC in matching and selecting mentors and protégés.
 - (5) Inform the Executive Officer of program discrepancies, terminations or changes in mentoring agreements and relationships.
- b. Department Heads/Division Officers/Division Leading Chief Petty Officers (DLCPOs): Responsible for encouraging a positive climate, where mentoring is fully supported. Responsibilities include:
- (1) Ensure personnel are assigned a mentor.
 - (2) Conduct progress reviews with assigned mentors on a quarterly basis.
- c. Command Mentoring Program Coordinator (CMPC): Responsible for the effective management and administration of the command's mentoring program providing constructive feedback and successes to the CMC. Responsibilities include:
- (1) Collaborate with DLCPOs to assign and train Divisional/Regional Mentor Program Coordinators.
 - (2) Complete a Command Mentoring Program orientation/presentation at each command indoctrination.
 - (3) Conduct a one-day mentoring training class each quarter or more frequently as required.
 - (4) Establish and maintain a database of assigned personnel with their assigned mentors.
 - (5) Notify the CMC of:
 - (a) Any discrepancies noted in the mentoring program.

(b) Any terminations and/or changes in mentoring agreements and relationships.

(6) Conduct random quarterly progress interviews with protégés.

(7) Meet monthly with the CMC to discuss results of random progress interviews.

(8) Due to the geographic disbursement of NRD Ohio, coordinate with the various DLCPO'S to conduct mentorship contacts.

d. Divisional/Regional Mentoring Program Coordinator (DMPC): Will be a highly motivated E-6 (E-5 on a case by case basis) that values the Navy and exemplifies the Navy Core Values. They cannot have/had an NJP, disciplinary issue, or PFA failure at NRD Ohio. Responsible for assisting the Command Mentoring Program Coordinator in the effective management and administration of their division's mentoring program.

(1) Create and/or maintain a DMPC binder containing an up-to-date signed Mentor-Protégé Contract for each member in their division/Region.

(2) Update the CMPC with any divisional mentoring contract changes or additions.

(3) Ensure all new check-ins in their division have an effective Mentor-Protégé Agreement and relationship within 60 days of check-in. (The sponsor will serve as their mentor for the first 60 days).

(4) Update CMPC when all Quarterly mentoring is complete.

e. Mentor (Senior Leader E6 or above required): Will act as trusted counselors, or guides, who assist the mentored Sailor in setting and achieving long-term and short-term goals. They will provide guidance, support and encouragement while assessing their Sailors developmental needs. If at all possible, it is recommended that a mentor and protégé not work in the same supervisory chain of command. Will ensure enclosures are effectively used, completed and filed in the appropriate DMPC binder.

(1) Mentors will revisit Mentor agreement with protégés

quarterly to update goals and ensure protégé is on the path to success. The Updated Mentor agreement will be filed in the DMPC binder.

f. Protégés: Protégés will actively participate in a mentoring relationship that is mutually agreed upon and well defined. Responsibilities include:

(1) Prepare a mentoring agreement that details frequency of meetings, (Protégés will meet in person with their mentor no less than once a quarter and complete phone mentoring sessions at least once a month) and covers responsibilities, professional development projects, readings, training, classes, etc. Protégés may choose their own mentor. However, member assignments shall be approved by the CMPC/CMC.

(2) Notify mentors of any difficulties encountered and provide constructive information on command support.

(3) Provide current Mentorship Career Development Plan to supervisors during mid-term counseling.

6. General

a. NRD Ohio's single greatest asset is its people. Each individual Sailor's personal readiness level has a direct impact on the overall readiness of the command. The mentoring program will help equip NRD Ohio with the tools necessary for success. A mentorship culture depends on a focused training and education program that reinforces program goals equally to the protégé and mentor.

b. Mentoring is intended to be a positive experience for mentor and protégé alike. Carried out in conjunction with good leadership practices, mentoring should produce very positive results.

c. Mentoring relationships between mentors and protégés will maintain confidentiality, be mutually respectful, and always be professional.



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Distribution:
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NRD OHIO MENTORSHIP AGREEMENT



Mentor: _____

Protégé: _____

We (mentor and protégé) agree to enter into a mentorship relationship for a period of one year. By entering into this agreement, the mentor recognizes his/her role as a professional role model and expects to share advice, experience, and guidance consistent with the Navy core values and the Warrior Ethos. The protégé understands that the relationship is designed to meet his/her needs, but that primary responsibility for career planning and personal development remains the responsibility of the protégé.

In order to facilitate cooperation and avoid potential obstacles to this relationship, we (the above-named mentor and protégé) agree to the following terms:

Frequency of mentor-protégé contact:

Preferred method(s) of communication:

Mentor expectations of the protégé:

Protégé expectations of the mentor:

Concerns:

Goals:

We acknowledge that we have discussed this relationship and understand it to be an important developmental opportunity for both participants. We agree to respect the other's personal requests and to maintain confidentiality before, during, and after the mentoring period.

We recognize that our participation in this career and professional development program is voluntary. We further understand that either participant may end the relationship without question at any time during the agreement period.

Mentor Signature

Date

Protégé Signature

Date