



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1000.1C
N00
15 Jan 14

NAVCRUITDIST RICHMOND INSTRUCTION 1000.1C

From: Commanding Officer, Navy Recruiting District Richmond

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 1040.11 (Series)

Encl: (1) Mentor-Protégé Agreement Template

1. Purpose. To establish a Command Mentorship Program to ensure the assignment of a personal mentor for every Sailor assigned to Navy Recruiting District (NRD) Richmond.
2. Cancellation. NRDRICHINST 1000.1B
3. Discussion. Sustainment of re-enlistment rates and reduction of attrition requires personal and professional development of our Sailors. It is critical, being detached from the fleet, that we provide an excellent relationship with our Sailors through individual mentoring. This is the essential element for achieving the successful development of ALL Sailors at NRD Richmond.
4. Action.
 - a. The Command Master Chief (CMDCM) shall:
 - (1) Supervise the Command Mentorship Program. He will designate two Command Mentorship Program Coordinators who, in turn, will ensure the program's Division Coordinators, headquarters, and Military Entry Processing Station (MEPS) Fort Lee are fully engaged in the personal and professional growth of ALL NRD Richmond Sailors. The Command Mentorship Program Coordinator and Division Coordinators will be assigned in NAVCRUITDIST Richmond Notice 1301.
 - (2) The Command Mentorship Program Coordinators, or Division Coordinators, shall participate in the first three-month Recruiter Development Board (RDB), evaluate the performance of each assigned mentor, and provide recommendations for improving or replacing the

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assigned mentor. The protégé's input and/or desired request for a particular mentor will be supported to the maximum extent.

b. The Chief Administrator shall utilize the Prospective Gains Tickler to track the assignment of the initial mentor, who, by default, will be the reporting Sailor's sponsor. NOTE: At the three-month RDB, this assignment will be reviewed and reassignment will be made if deemed necessary or desired by the protégé.

c. The Chief Recruiter shall:

(1) Participate in the first three-month RDB, evaluate the performance of each newly assigned mentor, and provide recommendations for improving or replacing the assigned mentor.

(2) For all inbound Recruiters, propose to the Commanding Officer the initial individual to be assigned as a sponsor/initial mentor until the three-month RDB.

d. Department Head. At the three-month period of being onboard, the Department Head for the Sailor in a support billet shall review, with the Command Mentorship Program Coordinator and protégé, the performance of the assigned mentor and provide recommendations for improving or replacing the assigned mentor.

e. The Division Coordinator shall:

(1) Assist in identifying goals and career objectives for designated command mentors.

(2) Assist in identifying resources to meet career development goals, or personal growth, for designated command mentors (i.e. courses or programs available to improve knowledge and/or skill).

(3) Utilize enclosure (1) to assist in establishing a realistic timeline for meeting ultimate personal and professional goals.

(4) Check with division mentors on a quarterly basis to ensure that their Sailors are on track with both long- and short-term goals and progress is being made.

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(5) Provide a copy of the minutes to the CMDCM as to what was discussed during the monthly mentor program meeting.

(6) Attend Career Development Boards (CDB) or RDBs when scheduled in their division to monitor Sailor progression toward their goals.

(7) Provide assistance and direction for using Navy One Source for family and individual concerns.

(8) Provide assistance for using Navy Knowledge Online in aiding their assigned Sailor while preparing for advancement.

(9) For assigned mentors for Officers, provide assistance in milestone achievements/awareness, preparation for career goals, preparation for selection boards, and guidance for achieving short- and long-term goals (personal and professional).

f. The Mentor shall:

(1) Identify goals and career objectives in writing.

(2) Identify resources to meet career development goals (i.e. courses or programs available to improve knowledge and/or skills).

(3) Establish a realistic timeline for meeting ultimate goals. Ensure that both long- and short-term goals are identified and attainable through measurable progress.

(4) Establish a timeline/checklist with their Sailor to monitor progress (i.e. weekly, monthly, quarterly). Monthly is recommended.

(5) Attend CDBs and RDBs with their Sailors. This will help support the member's plan (schedule permitting).

(6) Attend Non-Judicial Punishment proceedings as a witness to their Sailor staying on track with their goals (schedule permitting).

(7) Assist assigned Sailor in adapting to the command. This should include introduction to the Chain of Command and all key

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command personnel (Special Assistants, Training Officer, Command Career Counselor, etc).

(8) Assist assigned Sailor in the ordering of courses and completion of required training and course work for advancement.

(9) Encourage the use of in-service educational benefits (professional courses, service schools, GED/high school program, off-duty education, etc).

(10) Stress the importance of maintaining good performance evaluations and/or reports of fitness and provide guidance regarding how performance may be improved.

(11) Most importantly, be responsive to individual desires and concerns. Be proactive! Make all efforts within his/her power to assist the member. Refer member to the appropriate person in the Chain of Command, as necessary, when a situation arises that is beyond the expertise and/or comfort level of the mentor.

g. Criteria for a Mentor:

(1) Understand the importance of being a personal mentor and demonstrate the ability to communicate the purpose of his or her role to the individual assigned.

(2) Be a good role model. An effective mentor should have a positive attitude and should be working toward personal and professional development.

(3) Be knowledgeable of rating advancement qualifications and requirements.

(4) Be knowledgeable of all recruiting instructions and policies.

(5) Be knowledgeable of upward mobility opportunities within their respective rating. This can include, but is not limited to, college degree programs, skill certifications, professional internships, and commissioning programs. This may be attained through Navy Knowledge Online.

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(6) Because a successful mentor relies heavily on his or her past experiences and current knowledge, a mentor should be a successful senior person who has achieved those career milestones desired by the protégé.

(7) Up to the paygrade of E7 for enlisted and O3 for Officer, be at least one paygrade higher than the protégé.

5. The CMDCM is responsible for ensuring the success of this program and maintaining this instruction.



A. W. DIMMOCK

Distribution List:
NRDRICHINST 5216.1 (Series)
List I, II (Case A and B), III

NRD Richmond's Mentorship Contract

Mentor: _____
Date: _____

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 protégé:

Protégé expectations of the mentor:

Concerns:

Professional Short Term Goals:

Professional Long Term Goals:

Personal Long Term Goals and Desired Completion Date:

What I hope to gain from my Mentor:

Please select your choice for a mentor and provide a 1st, 2nd, & 3rd choice in case your 1st choice isn't available:

1st Choice: _____
2nd Choice: _____
3rd Choice : _____

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