



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1040.1A
CMC
8 Apr 13

NAVCRUITDIST PORTLAND INSTRUCTION 1040.1A

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 1040.11
(b) OPNAVINST 1500.77
(c) COMNAVCUITCOM 1000.3C

Encl: (1) Mentor - Mentee Agreement
(2) Career Development Plan
(3) Goal Planning Form

1. Purpose. To implement, promulgate policy and provide guidance for the effective administration of the Mentorship Program for Navy Recruiting District (NRD) Portland.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1040.1.

3. Discussion. Mentoring is an inherent responsibility of leadership, and is an invaluable tool for developing a mentee's skills, abilities, knowledge, and thinking. The goal of this instruction is to provide general guidance to prepare military and civilian personnel of NRD Portland to become the leaders of the future. These guidelines will be utilized to design a personal and professional development plan to help each individual reach their maximum potential.

4. Mission Statement. "Developing our future leaders through positive, proactive, and quality mentorship."

5. Program Goal. To provide NRD Portland personnel with proactive guidance from experienced leaders, helping them choose a successful career path, make responsible life decisions while minimizing risks of misconduct, substance abuse and other career problems.

6. Definitions. The following are common terms associated with the mentorship program:

a. Mentor. A mentor is a trusted counselor or guide who is involved in the development and support of a mentee's personal

and professional development and is not necessarily based on rank or paygrade.

b. Mentee. A mentee is the military or civilian member being mentored.

c. Formal mentoring. Formal mentoring usually takes place with established programs such as career development boards, periodic evaluations, and other established leadership/supervisory programs and involves the member's chain of command. Goals are established and tracked through these programs and are normally documented in a member's Division Officer Record (DOR). Command training and support is provided by the command throughout the entire program.

d. Informal mentoring. Informal mentoring occurs almost on a daily basis through interactions with a member's chain of command, mentors from previous duty stations/organizations and without the assistance or direction as specifically outlined in this instruction.

7. Responsibilities

a. The Commanding Officer (CO) has overall responsibility and provides the guidance for the mentorship program.

b. The Executive Officer (XO) will:

(1) Have overall responsibility in executing the CO's guidance.

(2) Oversee implementation for officers.

(3) Review annual trends and training reports to identify areas in need of training and guidance.

c. The Command Master Chief (CMC) will:

(1) Oversee implementation for all enlisted Sailors.

(2) Ensure Chief Petty Officer (CPO) training further strengthens the command's mentorship philosophy.

(3) Ensure Career Development Boards (CDB) are conducted in accordance with reference (a).

d. Mentorship Program Coordinator (MPC). The MPC is the primary assistant to the CO, XO, and CMC for the administration and success of the program. The MPC is the point of contact and assists the supervisor in pairing the mentor and the mentee.

(1) The Mentorship Program is intended to focus on the mentee's career and therefore requires a minimum amount of record keeping and paperwork. A single three ring binder containing essential information is all that is needed to organize and manage the program. It is suggested that the binder contains, but is not limited to, the following information:

- (a) A complete copy of this instruction and references.
- (b) List of mentor/mentee pairings.
- (c) File of signed contracts.
- (d) File of Individual Development Plan Checklist.

(2) The MPC shall normally be a CPO or higher. He/she will be responsible for working with supervisors to determine mentor/mentee pairings and follow up. The MPC is also responsible for providing status reports to the chain of command on the condition of the program, and any situation that should arise.

e. Supervisors. Supervisors are responsible for ensuring that each mentee under their cognizance is assigned a mentor in writing. It is their job to recommend mentors to the MPC for their mentees. They can accomplish this by determining the mentee's goals and recommending a mentor who will be able to make a positive impact on the mentee. The mentor will be an individual from outside the mentee's chain of command who has the experience and the time necessary to assist the mentee.

f. Mentors are responsible for:

(1) Signing an agreement with their mentee provided in enclosure (1) and ensuring complete understanding of their expectations.

(2) Familiarizing the mentee with command processes and procedures.

- (3) Listening & offering feedback.
- (4) Recommending developmental activities.
- (5) Suggesting and providing resources.
- (6) Communicating experiences and challenges.
- (7) Serving as a counselor and guide.
- (8) Providing lists of relevant books and resources.
- (9) Discussing training and educational opportunities.

(10) Exploring career goals and the paths a mentee can pursue outlined in reference (c) and utilizing the Learning and Development Roadmap (LaDR) available on Navy Knowledge Online to build a Career Development Plan provided in enclosure (2).

(11) To continually challenge their mentee(s) to strive for their goals.

g. Mentee. Mentees should define his or her vision/goal of where they project themselves in the near-term, mid-term and long-term. It is important that they define their career goals and are provided with information on the academic, technical, professional courses, assignments, and technical skills requirements to attain these goals.

(1) To increase the opportunities for success a mentee should:

(a) Have a receptive attitude to honest feedback, new ideas, suggestions, and perspectives from their mentor.

(b) Take responsibility for his/her career and goals.

(c) Periodically assess the progress of the relationship and let the mentor know when their priorities need to be changed.

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8. Actions. The responsibility for guiding and mentoring starts when a Sailor receives orders to the command. Sponsors will serve as the Sailor's interim mentor until an initial Career Development Board (CDB) is conducted. Mentor selection is extremely important for the mentee's career development and personal growth.

a. Officer mentors will be assigned at the earliest opportunity after reporting on board by the Executive Officer (XO).

b. Mentor assignment for enlisted Sailors should be assigned at the members initial CDB in accordance with reference (a). The mentor selected will be the same paygrade or higher, preferably the same or similar rate.

c. The first meeting should be face to face if possible. Due to geography phone or e-mail is acceptable. This first meeting should be a time of getting to know each other, building a rapport, sharing career histories, and setting guidelines.

d. The mentor should discuss their expectations. Mentees should have an understanding of the level of confidentiality they can expect from their mentor.

e. The following are suggested points for mentoring, but are not all inclusive.

(1) Junior Enlisted Personnel

- (a) Financial responsibility
- (b) Setting goals and achieving them
- (c) Team building
- (d) Career planning
- (e) Professional / Recruiting qualifications

(2) Mid-Grade Enlisted Personnel

- (a) Leadership

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- (b) Management
 - (c) Professional/Recruiting qualifications
 - (d) Educational advancement
- (3) Senior Enlisted Personnel
- (a) Leadership
 - (b) Team building
 - (c) Educational advancement
 - (d) Career planning
- (4) Junior Officers
- (a) Leadership
 - (b) Management
 - (c) Professional development
 - (d) Career planning

9. Review. The MPC will review this instruction annually and make recommendations for changes as required.



R. M. CANDILORO

Distribution:
NAVCRUITDISTPORTANDINST 5216.1U
Lists A, B, C, D and F

MENTOR-MENTEE AGREEMENT

Mentee:	Mentor:
Rate/Rank:	Rate/Rank:
Position:	Position:
Phone:	Phone:
Email:	Email:

Terms of Agreement

1. Confidentiality. The mentor and mentee should identify how information shared between them should be treated. For example, should all or just some of the information between them be treated as confidential? The mentor must explain what items cannot be confidential and why.

2. Expectations. The mentor and mentee should identify the general expectations of what the mentor will provide, such as:

a. Long-range personal, professional, and educational advice and guidance

b. Personal contacts and networking connections

c. Short-term specific goals

3. Meetings. The mentor and mentee should identify expectations regarding the frequency and place of meeting.

4. Other. The mentor and mentee should identify other expectations from their relationship.

Signatures

This document reflects the agreements that we enter into at this point in time. We understand that the terms of this agreement may be changed at any time and that we agree to document such.

We understand that either has the option of discontinuing the relationship for any reason providing the terminating party notifies the other and has approval of their immediate supervisor.

Mentee Signature

Date

Mentor Signature

Date

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CAREER DEVELOPMENT PLAN

Goal and Number:			
Brief Statement Describing Your Goal:		Date for Completion:	
Objectives: (Knowledge, skills, or ability needed to meet your goal)	Formal Training: (Course title, location, dates)	Alternative Training: (OJT, self-study, E-Learning, etc.)	
Mentee signature:	Date:	Mentor Signature:	Date:

Supervisor's Signature

Date

Enclosure (2)

GOAL PLANNING FORM

Goal and Number:			
Objective (What do I need to achieve? How will I know I have achieved my objective? By what date?)			
Action Steps (What will I do to achieve my objectives?)	Measure of Progress (How will I know I'm making progress toward achieving my objective?)	Review Dates (When will I review my progress toward the achievement of my objective?)	
Potential Obstacles or Problems (What might interfere with my taking action and achieving my objective, and how can I plan to deal with this?)		Sources of Help (Who or what will assist me in taking action and achieving my objective?)	
Mentee signature:	Date:	Mentor Signature:	Date:

Supervisor's Signature

Date