



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
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IN REPLY REFER TO :

COMNAVREGSWINST 1000.1

NOOHMR

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COMNAVREGSW INSTRUCTION 1000.1

Subj: MENTOR PROGRAM

Ref: (a) COMPACFLT 040240Z Mar 03
(b) CNO Guidance for 2003

1. Purpose. Provide guidelines for developing and managing a mentor program for Navy personnel.

2. Background. References (a) and (b) expressed Navy's commitment to the professional and personal development of our Sailors. Every Sailor, regardless of rank or experience, can benefit from mentoring. Sailors in supervisory or leadership positions are responsible for the implementation of the mentor program.

3. Definition. Mentor is synonymous with trusted advisor, friend, teacher, counselor, or guide. Mentoring, therefore, is a relationship in which a person with greater experience and wisdom (mentor) guides and directs a person (protégé) in order that they can develop professionally and personally.

4. Discussion.

a. The Navy as an organization has benefited from the unstructured mentoring relationships that have been on-going since our service's beginning. Mentoring is a characteristic of good leadership. A Sailor that acquires proper professional and personal growth is likely to be more productive. This type of Sailor is seen as an attribute to the Navy and is more inclined to stay Navy.

b. The relationship between mentor and protégé is primarily one of communication. The former communicating the benefit of their experience to the latter, and, the latter communicating their needs to the former. To be successful, the relationship must be one of trust and respect.

c. The mentor should have an understanding of the protégé's projected professional progression and empathize with the

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challenges unique to the platform or geographic duty assignment that may challenge the protégé.

d. A mentor must maintain a moral responsibility while engaged with the protégé. Mentors must possess maturity and knowledge to adequately address the concerns and issues of the protégé. To ensure a successful pairing, the selection process must be based on input from both the mentor and the protégé. To ensure the success of the mentor program the following guidelines apply:

(1) All mentors will be sufficiently trained in areas of their responsibilities. Each protégé will have different levels of mentorship requirements. The level of training required will be assessed and monitored by the responsible Leading Chief Petty Officer (LCPO) based on the experience level of the protégé.

(2) Mentors for newly reporting personnel will be assigned with the intent of addressing command indoctrination and orientation. This assignment will be reviewed after a reasonable period of time (usually 2 to 3 months). If the pairing is seen as nonproductive, a new mentor will be selected.

(3) Mentors may have more than one protégé at a time. A mentor must, however, be able to dedicate the appropriate amount of time to each protégé. LCPOs must take an active role in monitoring the number of protégés assigned to a mentor.

(4) Whenever possible, the protégé should be involved in the selection process of their mentor.

(5) All Officers and Sailors shall have a mentor.

5. Action.

a. Commanding Officers are charged with fostering a command environment for mentorship dedicated to the professional and personal development of all personnel.

b. Executive Officers are responsible for managing the mentorship program for all Officers.

c. Command Master Chiefs are responsible for managing the mentorship program for all enlisted personnel.

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d. LCPOs are responsible to their Command Master Chief for the effectiveness of the mentor program in their department. They will:

(1) Ensure all Sailors in their department are assigned a mentor and continuously monitor the effectiveness of the assignments.

(2) Assign a mentor to newly reporting Sailors giving consideration to the protégé's rank/rate, time in grade, and work center.

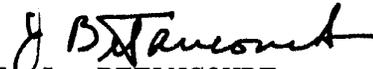
(3) Allow no more than three junior (E4 and below) Sailors to be assigned to one mentor.

(4) Maintain records of mentoring efforts and provide reports to the Command Master Chief upon request.

e. Mentors shall ensure they are prepared and capable of dealing with the demands of their protégés. If they find themselves unable to deal with a protégé's issues or concerns, they should seek immediate assistance from their mentor or their chain of command.

f. Protégés are responsible for ensuring that they are being adequately mentored. Should a protégé decide they are not receiving sufficient mentoring, they should communicate their concerns to their mentor or LCPO.

6. Responsibility. The success of this program is dependant upon chain of command engagement, particularly that of the LCPOs who are the backbone of the mentor program.


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