

From: Command Master Chief, COMOMAG

To: _____

Subj: MENTORSHIP ASSIGNMENT GUIDE SHEET

Ref: (a) COMOMAGINST 1400

Mentor Information:

Name: _____ Rating: _____ Dept: _____

1. You have been selected to Mentor the following Sailor:

Name: _____ Rating: _____ Dept: _____

2. The following information should serve as a guide to aide you in ensuring your Protege receives all the assistance he/she needs to make educated decisions when applied to all facets of career development:

- a. Check in date: _____
- b. Initial Career Development Board: _____ (within 90 days of check-in)
- c. Reporting Interview with CCC: _____ (within 30 days of check-in)
- d. 6-Month Career Development Board: _____ (six months from check-in)
- e. 12-Month Career Development Board: _____ (12 months from check-in)

3. If your Protege is seeking additional in-rate schooling, you must ensure they meet the minimum school requirements:

- a. Rating: _____ ASVAB scores verified: _____ (CCC can assist)
 - b. Complete school request: _____ (CCC can assist)
 - c. Complete rating exam request: _____ (ESO can assist)
- Encl (2)

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4. These instructions are only a guide. It should not take the place of common sense and is by no means the only requirement. Each Sailor has different needs and your challenge is to play a pro-active role in discovering the needs of your mentoree before they surface.