

COMOMAGINST 1400.1
N01A
24 Nov 03

COMOMAG INSTRUCTION 1400.1

Subj: MOMAG MENTORING PROGRAM

Ref: (a) NAVADMIN 099/03
(b) COMLANTFLT 251745Z MAR 03
(c) COMPACFLT 040240Z MAR 03
(d) CNETINST 1540.20

Encl: (1) Mentoring Handbook
(2) Mentorship Assignment Guide Sheet
(3) Mentorship Program Tracking Spreadsheet

1. Purpose. To provide policy and procedures for the administration of the Mentoring Program for Commander, Mobile Mine Assembly Group and subordinate commands.

2. Discussion. In compliance with references (a) through (c), all Navy commands are required to establish a formal mentoring program which pairs successful command members with all assigned and newly reporting personnel. The intent of this program is not to supersede or replace the sponsor program but rather to inspire members with the sense of responsibility necessary to complete the command mission. Conducted properly, this program will have a tremendously positive impact on the culture and mission readiness of executing command.

3. Responsibilities

a. Commander/Commanding Officers/Officer-in-Charge:

(1) Exercises overall responsibility for the establishment and facilitation of a Command Mentoring Program.

(2) Shall establish the scope and application of the program within their command.

(3) Shall ensure that all assigned and newly reported personnel within the command, officer and enlisted are assigned a command mentor.

COMOMAGINST 1400.1
24 Nov 03

(4) Periodically assess the program and its effectiveness.

b. Chief Staff Officer/Executive Officer:

(1) Command Mentoring Program Coordinator for all personnel.

(2) Direct Program Manager for officer personnel.

(3) Exercise oversight on all mentor assignments.

(4) Report mentor program status to Commander/Commanding Officer/Officer-in-Charge on an as needed basis.

c. Command Master Chief/Senior Enlisted:

(1) Command Mentoring Program Coordinator and Direct Program Manager for enlisted personnel.

(2) Personally monitor the progress of each requirement in this instruction and provide guidance when needed.

(3) Ensure each Sailor receives a Career Development Board within 3 months upon arrival to the command and his/her goals are discussed during the board.

(4) Monitor program effectiveness through Career Development Boards and make recommendations for improvement through the chain of command.

(5) Conduct Mentor meetings quarterly to train and track Mentor progress. Issue all Mentors a printed Mentoring Handbook, enclosure (1), and ensure the Mentor understands the contents of the handbook.

(6) Assign enlisted Mentors using the Mentor Assignment Guide Sheet, enclosure (2).

(7) Track Mentor assignments using the Mentoring Program Tracking Spreadsheet, enclosure (3).

(8) Report mentor program status on a quarterly basis to Chief Staff Officer/Executive Officer.

d. Department Heads:

- (1) Function as Departmental Manager for Mentor Program.
- (2) Ensure that each officer/Sailor within their department has an assigned mentor and is provided time to participate in program.
- (3) Report mentor program status to the Chief Staff Officer/Executive Officer on a quarterly basis.

e. Mentor:

(1) Assigned by the Chief Staff Officer/Executive Officer or Command Master Chief/Senior Enlisted, mentors will attend training as directed by the Mentoring Program Coordinator and meet the following requirements:

- (a) Must have positive recommendation of their Department LCPO and Department Head.
- (b) Warfare qualified.
- (c) No NJP in the last three years.
- (d) Must not be on remedial PT or have failed the PFT in the last 12 months, and must be within bodyfat standards at all times while assigned as a Mentor.
- (e) No personal mark on Eval/Fitrep below 3.0.

(2) Help the Sailor identify his/her goals and career objectives in writing within 30 days of reporting on board or being assigned as mentor. These goals should be in the following areas:

- (a) Personal qualifications (study habits, test taking, etc.).
- (b) Personal behavior.
- (c) Financial responsibility (i.e. reading LES, saving money, understanding credit cards, checking accounts).

COMOMAGINST 1400.1
24 Nov 03

(d) On-going general and leadership education.

(e) Any other personal goals having a bearing on the personal and professional development of the member.

(3) Identify resources to meet career development goals.

(4) Establish a realistic time-line for working towards and achieving goals.

(5) Establish a time-line/checklist with their Sailor to monitor progress (i.e. weekly, monthly, quarterly), monthly is recommended.

(6) Provide guidance, coaching, and assistance when required.

(7) Attend all Career Development Boards with their assigned Sailor.

5. Training.

a. The true value of a Mentor Program is the professional growth of the mentored individual. Assigned Mentor's shall make every effort to focus on training that provides the greatest opportunity for personal and professional development. Some of the training resources available include:

- (1) Command Master Chief
- (2) Fleet and Family Support Center
- (3) Command Financial Specialist
- (4) Navy and Marine Corps Relief Society
- (5) Navy Knowledge Online Web Site
- (6) Command Career Counselor
- (7) Educational Services Officer

COMOMAGINST 1400.1
24 Nov 03

6. Summary. Every participant must be willing to accept full responsibility for his or her role in the program. They must understand that the success of the program depends upon the participation of everyone involved. There is no limitation as to who can be mentored.

//s//
T. W. AUBERRY

Distribution: (COMOMAGINST 5216.1T)
List I, II (Case A)