



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION PENSACOLA  
150 HASE ROAD SUITE-A  
PENSACOLA, FL 32508-1051

NASPCOLAINST 1500.8A  
N04C  
12 May 2015

NAVAL AIR STATION PENSACOLA INSTRUCTION 1500.8A

From: Commanding Officer, Naval Air Station Pensacola

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 1040.11D  
(b) OPNAVINST 1740.3C

Encl: (1) Mentorship Letter of Agreement  
(2) Short-Term Goals Form  
(3) Long-Term Goals Form  
(4) Goal Completion Letter

1. Purpose. To implement and promulgate policy as well as provide guidance for the administration of the Mentorship Program onboard Naval Air Station (NAS) Pensacola.

2. Cancellation. NASPNCLAINST 1500.8

3. Mission. References (a) and (b) give guidelines on the Navy's policy for Mentor Programs and are provided for further guidance. This instruction delineates how NAS Pensacola will manage the Mentor Program. This program will allow Mentors the opportunity to motivate, develop, and lead Sailors in the proper direction for professional and personal growth. The mentoring process requires that the Mentor and Protégé work together and provide each other with sufficient feedback to ensure that the goals are reached, and foster the career development and professional growth of the Protégé. This program provides general guidelines for Mentors and Protégés, while allowing Mentors the flexibility to adapt their mentoring to individual needs.

4. Program Goal. To provide necessary guidance to all NAS Pensacola personnel by linking an experienced Sailor (Mentor) with a less experienced Sailor (Protégé) to foster career development, professional growth, personal life skills, and develop future Navy leaders.

5. Discussion. Mentoring is a process where the Protégé and the Mentor work together to discover and develop the Protégés'

abilities and better prepare both individuals to meet the changing roles of supervisors in the workplace. By working with his/her Mentor, the Protégé learns what it takes to become a Mentor while the Mentor improves their knowledge of programs and personnel issues.

6. Eligibility. All enlisted personnel attached to NAS Pensacola will be assigned a Mentor. The Protégé's immediate supervisor will be assigned as the interim Mentor for the first 30 days onboard. After this 30 day period, the Protégé will be given a list of approved Mentors by the Mentorship Program Coordinator. Protégé's will be given ten working days to select a Mentor. The Mentor will not serve in the Protégés' Direct Chain of Command. Requests should be submitted via Special Request chit; if an agreement is not reached within the allotted time frame a Mentor will be assigned by the Program Coordinator (PC) or Departmental Leading Chief Petty Officer (DLCP) for enlisted personnel; and Department Head (DH) or Executive Officer (XO) for officers.

7. Policy. The Mentorship Program is established to ensure:

a. All personnel attached to NAS Pensacola will participate in the Mentorship Program.

b. Enlisted and Officers receive training and understand the benefits of the Mentorship Program.

c. All personnel take a proactive role within this process.

8. Responsibilities

a. Commanding Officer shall:

(1) Have overall responsibility to establish and facilitate the Command Mentorship Program (CMP).

(2) Ensure all personnel attached to NAS Pensacola are assigned a command mentor.

b. Executive Officer shall: Function as the CMP Coordinator for all officers.

c. Command Master Chief (CMC) shall:

(1) Be responsible for the administration of the Mentorship Program for all enlisted Sailors.

(2) Appoint a CMP Coordinator Assistant (E-7 or above).

d. Program Coordinator (PC). A designated Chief Petty Officer or above will serve as NAS Pensacola's Mentor Program Coordinator. The Command Master Chief will have oversight over the program. The PC will:

(1) Maintain a master database of all command personnel and their Mentors.

(2) Coordinate monthly meetings with DLCPO's to discuss training objectives and process improvement techniques.

(3) Assess the effectiveness of the program by conducting weekly random progress interviews with Protégés and have the Protégé complete the Mentorship Program Feedback Form.

(4) Conduct initial training on the CMP to all newly reporting personnel during Command Indoctrination.

(5) Perform reviews of Division Mentorship Notebooks and provide additional training as needed or requested by the Division.

(6) Purge the master database at a minimum of once a month to keep 100 percent accountability of Mentor/Protégé assignment.

e. Department Leading Chief Petty Officer (DLCPO) shall:

(1) Ensure all personnel with the department are assigned a Mentor.

(2) Ensure each prospective gain is assigned an interim Mentor for the first 30 days onboard. After the 30 day period, verify a Mentor was assigned by the PC, DLCPO, DH, or XO.

(3) Attend all required mentorship training and disseminate information throughout their perspective department.

f. Divisional Chief Petty Officers shall:

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(1) Work closely with their DLCPO to ensure everyone within the division has a Mentor as prescribed above.

(2) Ensure their respective rosters are kept up-to-date when there are prospective gains and losses.

(3) Inform the DLCPO and PC immediately to assign another Mentor if any of their personnel, as Protégé's, report they are not being assisted as outlined in this directive by their current Mentor.

9. Procedures. The following guidelines are provided for Mentors/Protégés.

a. Mentors must meet the following criteria:

(1) Be an E-5 or above with three months or more time onboard.

(2) Have no trait mark lower than 3.0 on their last two periodic evaluations/fitness reports.

(3) Have no Non-Judicial Punishment (NJP) or alcohol related incidents within the last 12 months.

(4) If not within body fat composition or having failed the most recent Physical Fitness Assessment, individual must seek CMC for approval prior to being assigned as a Mentor.

(5) Will not be assigned more than five Protégé's within the command.

(6) Provide the DLCPO and Protégé with point of contact information (i.e. email address, work, home, and cell phone numbers).

(7) Possess a strong commitment to the success of the individual and mentor program.

b. Guidelines for Mentors:

(1) First Classes will chose a Chief Petty Officer or above to serve as their Mentor.

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(2) Meet weekly with Protégés for the first month. After the first month, the Mentor must meet at least once every two weeks, but may meet more frequently according to Protégé's individual needs.

(3) Advise the chain of command and/or use the referral process as needed (i.e. DAPA, Chaplain, and Financial Specialist).

(4) Promote the effective use of the chain of command and request feedback from the Protégé.

(5) Understand they may be terminated or disqualified due to misconduct or loss of confidence by either the chain of command or by negative feedback from the Protégé.

(6) Keep the Mentor/Protégé relationship professional at all times.

c. Guidelines for Protégés:

(1) Be assigned a Mentor for the first 30 working days of check-in. The Protégé will then be given a list of approved Mentors by the Mentorship Program Coordinator. Protégé's will be given ten working days to select a Mentor.

(2) Complete and provide enclosure (1) and (4) to Mentor Program Coordinator.

(3) Present their Mentor with enclosures (2) and (3) to indicate both long and short term goals.

(4) Be open-minded, honest, and willing to work with the Mentor in setting and achieving goals and correcting deficiencies.

(5) Keep the Mentor/Protégé relationship professional at all times.

d. Mentors will be present for any Disciplinary Review Board (DRB) and NJP. The Mentor will represent their Protégé during the disposition of each case.

10. Conclusion. In regards to references (a) and (b), all Sailors assigned to NAS Pensacola will have a Mentor. It is the

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duty of all parties involved to help ensure this is a successful program. This program will not be an excuse to circumvent the protégé's chain of command.

11. Review. The Mentorship Coordinator shall review this instruction on an annual basis and route to the CMC for approval.

A handwritten signature in black ink, appearing to read 'K. W. Hoskins', with a stylized, cursive script.

K. W. HOSKINS

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**Mentorship Letter of Agreement**

To Be Completed Within 10 Days Of Selection Of Mentor.

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Mentor's Rate/Name/DEPT (i.e. BMC (SW/AW) Johnathan Jones, Deck)

Congratulations on your decision to be in an active role of the Command Mentorship Program. Your choice brings with it great responsibility. You have proven to be role model for junior personnel to emulate.

Below are some of the responsibilities you have incurred and should fulfill as a Mentor as well as the responsibilities of your primary duties.

**Your Responsibilities To Your Protégé**

1. Uphold and maintain a strict level of professionalism that will allow your Protégé to excel.
2. Create an openness that will allow your Protégé to discuss all matters that affects their well-being.
3. Be an active listener and ask informative questions that require more than a "yes or no" reply.
4. Ensure the Protégé has short-term and long-term goals and completion dates.
5. Check in with the Protégé weekly for the first month and then twice a month thereafter.
6. Keep information confidential unless it is undermines military protocol. The Protégé needs to be informed of this before making incriminating statements.
7. In the case of DRB/XOI/CO's Mast, accompany Protégé and finalize a plan for recovery.

I fully understand and comply with the above responsibilities.

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Rate/Name of Mentor

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Mentor's Signature**Your Responsibilities To Your Mentor**

1. Provide Mentor with goals and completion dates.
2. Inform Mentor of any crisis that inhibits your performance.
3. Discuss military and applicable personal information with the Mentor to seek a solution.
4. In the case of DRB/XOI/CO's Mast, inform Mentor of date, time, and location.

I fully understand and comply with the above responsibilities.

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Rate/Name of Protégé

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Protégé's Signature

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**Short-Term Goals Form**  
Short-term Goals (next 1-4 months)

Name: \_\_\_\_\_ Mentor: \_\_\_\_\_

Goal 1: \_\_\_\_\_

Goal 2: \_\_\_\_\_

Goal 3: \_\_\_\_\_

Goal 4: \_\_\_\_\_

Goal 5: \_\_\_\_\_

1. My goals involve developing the following knowledge and skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Activities and learning I will pursue to achieve my goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Target dates/Milestone dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How will I measure my progress? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I will meet with my Supervisor/Mentor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Long-Term Goals Form**

Long-term Goals (next 6-12 months)

Name: \_\_\_\_\_ Mentor: \_\_\_\_\_

Goal 1: \_\_\_\_\_

Goal 2: \_\_\_\_\_

1. My goals have personal and organizational relevance because:

\_\_\_\_\_  
\_\_\_\_\_

2. My goals involve developing the following competencies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Activities and Learning I will pursue to achieve my goals:

\_\_\_\_\_  
\_\_\_\_\_

4. Target dates/Milestone dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. How will I measure my progress? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. I will meet with my Supervisor/Mentor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Goal Completion Letter

Date: \_\_\_\_\_

The following policy will ensure that both the Mentor and Protégé are in unity for the completion of goals. All goals will be completed within deadlines set between Protégé and Mentor.

Mentor's name: \_\_\_\_\_

Protégé's name: \_\_\_\_\_

Short-term Goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Completion: \_\_\_\_\_

Long-term Goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Completion: \_\_\_\_\_