



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5350.8  
N00E

**- 3 JUL 2013**

NAVSUPPACT NAPLES INSTRUCTION 5350.8

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: COMMAND MENTORSHIP PROGRAM AT U.S. NAVAL SUPPORT  
ACTIVITY, NAPLES, ITALY

Encl: (1) Mentorship Agreement  
(2) Mentorship Program  
(3) NAVSUPPACT Naples Form 5350-4 (New 7-13)  
(4) NAVSUPPACT Naples Form 5350-5 (New 7-13)

1. Purpose. To establish requirements and guidelines for the administration, evaluation and implementation of the Naval Mentorship Program at U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy.

2. Goal. To provide necessary guidance to all military personnel by linking an experienced Sailor (Mentor) with a less experienced Sailor (Protégé), in order to foster professional and personal growth and develop future Navy Leaders. While the philosophy of mentorship is defined in this instruction, it must also become routine in the day-to-day interaction of Sailors.

3. Objectives. The objective of the Naval Mentorship Program is to promote a framework within which a Sailor is afforded the tools and the opportunities to succeed personally and professionally, to include development in areas of leadership, education qualifications, promotions, and retention in the Naval Service.

4. Background. The growth and development of Sailors is imperative to mission accomplishment. The Naval Mentorship Program is not intended to replace the chain of command, rather, is intended to supplement an individual's career development. Mentoring is a process where the mentor and protégé work together to develop the protégé's abilities and better prepare both individuals to meet the changing roles of supervisors in the workplace. It is emphasized that mentorship remains in harmonious existence with commitment to mission

- 3 JUL 2013

accomplishment and dedication to the growth and development of the men and women entrusted to their leadership. The Naval Mentorship Program will ensure every Sailor is provided the opportunity to receive the tools for success throughout their Naval Career. It must be stressed that the Chain of Command and supervisors are primarily responsible for the professional development of their subordinates. A mentor is an additional avenue for individuals to seek advice and support to enhance their development. This initiative will propel NAVSUPPACT Naples, Italy to even greater heights by enhancing a command climate that builds a winning team.

5. Policy. All military personnel, E-6 and below, attached to NAVSUPPACT Naples, Italy, will be assigned a mentor within three months of attending NAVSUPPACT Indoctrination. E-7 to E-9 pay grades are recommended to have a mentor. Military personnel will take a proactive role in the mentoring process. Training will be provided from the Mentoring Program Manager (MPM) to all Department Leading Chief Petty Officers (DLCPO) to ensure that their Sailors are being adequately trained.

6. Definitions

a. Mentor. "A trusted counselor or guide". Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally.

b. Protégé. Can be defined by a range of terms such as mentee, candidate, apprentice, aspirant, trainee and inductee. Through all of its definitions, a protégé is someone who commits himself/herself to a mentor and mentoring culture. They will take on new responsibilities and challenges, seeks feedback and accepts responsibility for his/her own growth and development.

7. Responsibilities

a. Commanding Officer (CO). Overall responsible to ensure the Naval Mentorship Program is active within the command.

(1) Ensures a positive command environment where mentoring is fully supported by the chain of command.

**- 3 JUL 2013**

(2) Designates, in writing, the Mentor Program Manager (MPM) and Mentor Program Assistant Manager (MPAM).

b. Command Master Chief (CMC). Responsible for encouraging a positive climate where mentoring is fully supported.

(1) Coordinates the command wide mentor initiative.

(2) Performs as a mediator, if there is a possible Mentorship Contract Termination.

(3) Informs the CO of any program discrepancies or termination of mentoring contracts.

(4) Approves course curriculum for continued mentor/protégé training.

(5) Serves as Chairman of Mentoring Program Oversight Committee.

c. MPM. Responsible for the management and administration of the mentorship program. The MPM shall be designated in writing by the CO.

(1) Maintains a database reflecting all assigned protégé/mentor assignments.

(2) Conducts an overview of the Naval Mentorship Program at Command Indoctrination.

(3) Develops a Mentor Program Training Curriculum.

(4) Assists Departmental Leading Petty Officers in the selection of protégé/mentor assignments.

(5) Establishes basic guidelines for the Command Mentorship Program.

d. MPAM. Responsible to the MPM. In the absence of the MPM, the MPAM will assume all responsibilities of the MPM. The MPAM will be designated in writing by the CO.

- 3 JUL 2013

e. Mentor Program Oversight Committee. Responsible for assessing the effectiveness of the Command's Mentor Program and implementing specific avenues of improvement. The committee will consist of the CMC, MPM, MPAM, DLCPO and selected Petty Officers. They will meet the first week of every month to discuss results of individual progress reports, (enclosure (2)), overall effectiveness of the Mentorship Program, and implement specific recommendations for program improvements.

f. Department Heads (DH). Responsible to the CO for compliance with the Mentorship Program within their departments.

g. Departmental Mentorship Program Leader. The heartbeat of the Mentoring Program. As the front-line leaders, they are charged with mission accomplishment and the growth and development of the Sailors entrusted in their leadership.

(1) Ensures all Sailors are assigned a mentor within three months after attending NAVSUPPACT Indoctrination.

(2) Assists newly assigned Sailors in obtaining a mentor.

(3) Assists supervisors in maintaining an effective mentor/protégé process within their departments and establishing mentor/protégé development.

(4) Monitors the program to ensure mentor and protégés are actively participating.

(5) Provides newly assigned Sailors an Individual Development Plan (IDP) (enclosure (3)). Completes with the assistance of a mentor to ensure goals are set to meet work center and professional development.

(6) Provides and discusses mentor assignments and program progress updates with the DH/LCPO and the MPM as appropriate for the monthly Mentor Program Oversight Committee meeting.

(7) Ensures all division personnel complete required training and maintains records of completed training for all associated personnel.

**- 3 JUL 2013**

h. Mentors. Responsible for overseeing the professional development of assigned protégés. This program is designed to provide Sailors with guidance provided by highly motivated and accomplished shipmates (mentors). A Mentor should be chosen based on having a successful Naval Service. They should be screened as being a compatible leadership figure and ability to serve as a role model. They will exercise sound leadership and guidance by assisting the protégé in setting attaining goals for a successful Naval Service. The formal portion of the program will last for a minimum of one year. After which, based upon the progress of the protégé, the mentor/protégé meetings can lessen.

(1) Meets with the protégé every three months to discuss program effectiveness and professional/personal development.

(2) Ensures MCDP for protégé is reviewed and updated at each bi-monthly counseling.

NOTE: The protégé/mentor relationship shall not be placed in a situation where the chain of command and good order and discipline are compromised. The relationship is of a professional development nature and the mentor should never act on behalf of the protégé in any capacity.

i. Protégés. Responsible to their mentors and the Chain of Command to make positive effort and contribution to their specific protégé/mentor agreements:

(1) Exhibits a positive attitude toward the Command and the Navy.

(2) Completes the Mentor/Protégé Screening Worksheet.

(3) Meets with Mentor every three months to discuss program effectiveness and progress of protégé development.

(4) Actively works toward the goals set forth in their IDP and provides it to their Mentor during bi-monthly counseling.

- 3 JUL 2013

8. Mentor Qualification Standards

a. Highly motivated, consistent superior performance, and displays a positive attitude towards the Navy.

b. Adheres to Navy Core Values of Honor, Courage, and Commitment.

c. No Non-Judicial Punishment (NJP) within the last 12 months. Personnel receiving NJP receive an immediate revocation of command designation as a Mentor.

d. E-5 or above.

e. Completes Navy Knowledge Online Mentor Course.

f. No Physical Fitness Assessment failure in the last two years.

g. Continues to develop his/her own personal and professional growth.

h. Actively participates in program development and training of prospective mentors.

i. Dedicated to protégé's personal and professional development.



C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

<https://www.cnmc.navy.mil/Naples/About/Departments/Administrati on/AdministrativeServices/Instruction/index.htm>

- 3 JUL 2013

MENTORSHIP AGREEMENT  
(Between Mentor and Protégé)

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

Mentor: \_\_\_\_\_ Protégé: \_\_\_\_\_

We (mentor and protégé) agree to enter into a mentorship relationship for a period of one year. By entering into this agreement, the mentor recognizes his/her role as a professional role model and expects to share advice, experience, and guidance consistent with the Navy core values. The protégé understands that the relationship is designed to meet his/her needs, but that primary responsibility for career planning and personal development remains the responsibility of the protégé.

In order to facilitate cooperation and avoid potential obstacles to this relationship, we (the above-named mentor and protégé) agree to the following terms:

Frequency of mentor-protégé contact:

\_\_\_\_\_

Preferred method(s) of communication:

\_\_\_\_\_

Mentor expectations of the protégé:

\_\_\_\_\_

Protégé expectations of the mentor:

\_\_\_\_\_

Concerns:

\_\_\_\_\_

Other:

\_\_\_\_\_

We acknowledge that we have discussed this relationship and understand it to be an important developmental opportunity for both participants. We agree to respect the other's personal requests and to maintain confidentiality before, during, and after the mentoring period. We recognize that our participation in this career and professional development program is voluntary. We further understand that either participant may end the relationship, without question, at any time during the agreement period.

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Protégé Signature

\_\_\_\_\_  
Date

**MENTORSHIP PROGRAM**

**INDIVIDUAL PROGRESS REPORT**

1. Protégé's statement on:

a. How he or she feels they are progressing toward stated professional training goals?

b. How he or she feels they are progressing towards personal goals?

c. How beneficial he or she finds participation in the Naval Mentorship Program and why?

2. Mentor's statement on:

a. How he or she feels the protégé is progressing in professional training?

b. How he or she feels the protégé is progressing in personal goals.

c. What the Mentor is learning from the process?

d. Problems encountered and how they were overcome? Lessons learned.

e. How mentorship provides job satisfaction, if at all?

3. Statement from the protégé's immediate supervisor evaluating his or her professional progression:

- 3 JUL 2013

NAVSUPPACT NAPLES FORM 5350-4 (NEW 7-13)

RATE/NAME		INDIVIDUAL CAREER DEVELOPMENT PLAN E1-E3						EAOS				
CAREER DEVELOPMENT PLAN		Command: _____						PRD				
CAREER DEVELOPMENT PLAN		REPORTING	6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	ADSD	36 MTH	DATE RPTD	AS REQ'D	TRX/S EP
<b>ADVANCEMENT/QUALIFICATIONS</b>		E2/	E3/	E4/	E5/	E6/	E7/					
Window of Adv E2-E4		E2/	E3/	E4/	E5/	E6/	E7/					
Date of Advancement		Target date of completion:										
Requirements for Adv to P03 Completed		BMR	MILREQS	Target date of completion:								
Requirement/shipboard PQS		DC	3M	Watches								
Warfare Qualifications		Start Date	Target Date	Completion date								
<b>EDUCATIONAL OPPORTUNITIES</b>												
Current Education Status (RTM)		Credits completed:										
Current Education Status (PACE/Off-duty)		Target date of completion:										
High School Diploma/GED		USMAP ENROLLED: YES NO										
Degree Programs												
Other Courses Completed:												
<b>FINANCIAL PLANNING</b>												
Individual/Family Budgeting												
Checkbook/Investments/TSP												
<b>PHYSICAL FITNESS REQUIREMENTS</b>												
Physical Fitness Goals/Personal Health Assessment		Personal Goals Set:										
<b>CAREER INTENTIONS</b>												
Reenlistment Intentions/PTS												
Special Program Interest												
Career Path/Team Detailing		15 Month - 13 Month - 9 Month - 6 Month -										
<b>TRANSITION</b>												
Reverse Sponsorship Program		Orders received:	Member notified:	Date SAA submitted:								
Welcome Aboard Program		Package Rec'd:	Sponsor Assigned:	Sponsor's Name: Remarks:								
Individual Transition Plan and DD 2648		18Mth	6Mth	Scheduled TAP dtd:								
Separating												
Physical Screening												
Family Relocation Assistance												

- 3 JUL 2013

**NAVSUPPACT NAPLES FORM 5350-4 (NEW 7-13)**

Member's Short Term Goals: \_\_\_\_\_

Member's Long Term Goals: \_\_\_\_\_

BOARD COMMENTS:

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DATE:

BOARD MEMBERS:

- 3 JUL 2013

NAVSUPPACT NAPLES FORM 5350-5 (NEW 7-13)

RATE/NAME		INDIVIDUAL CAREER DEVELOPMENT PLAN E4-E6						ADSD	EAOS		
CAREER DEVELOPMENT PLAN		REPORTING		6 MTH	AS REQ'D	12 MTH	AS REQ'D	24 MTH	AS REQ'D	36 MTH	TRX/SEP
Command: _____		E5/		E6/	E7/	E4/		E5/	PRD		
<p><b>ADVANCEMENT/QUALIFICATIONS</b></p> <p>Window of Advancement _____</p> <p>Date of Advancement _____</p> <p>Recommendations for Advancement _____</p> <p><b>Examination Participation (E4/E5 Personnel)</b></p> <p># of times exam taken _____ # of times passed/failed exam _____ / _____</p> <p><b>Selection Board (S/B) Results</b></p> <p>(E6 Personnel) _____</p> <p>Requirement/shipboard PQS _____</p> <p>Warfare Qualifications includes MTS _____</p> <p>Leadership Continuum _____</p> <p><b>EDUCATIONAL OPPORTUNITIES</b></p> <p>Current Education Status (RTM) _____</p> <p>Current Education Status (PACE/Off Duty) _____</p> <p>High School Diploma/GED _____</p> <p>Degree Programs _____</p> <p>Other Courses Completed: _____</p> <p><b>FINANCIAL PLANNING</b></p> <p>Individual/Family Budgeting _____</p> <p>Checkbook/Investments/TSP _____</p> <p><b>PHYSICAL FITNESS REQUIREMENTS</b></p> <p>Physical Fitness Goals/Personal Health Assessment _____</p> <p><b>CAREER INTENTIONS</b></p> <p>Reenlistment Intentions _____</p> <p>Special Program Interest _____</p> <p>Career Path/Team Detailing _____</p> <p>Detailing Window Projected _____</p> <p>Family Relocation Assistance _____</p> <p><b>TRANSITION</b></p> <p>Reverse Sponsorship Program _____</p> <p>Welcome Aboard Program _____</p> <p>Individual Transition Plan and DD 2648 _____</p> <p>Fleet Reserve (E5/E6 personnel) _____</p> <p>Physical Screening _____</p> <p>Family Relocation Assistance _____</p>											
Personal Goal To Obtain:		Target date of completion:		USMAP ENROLLED:		YES		NO			
Credits completed:		Target date of completion:		Target date of completion:		Target date of completion:		Target date of completion:			
Completed:		Target Date		Watches		Completion Date		Target date of completion:			
Personal Goals Set:		9 Month -		6 Month -		6 Month -		6 Month -			
Orders received:		Member notified:		Date SAA submitted:		Sponsor's Name:		Remarks:			
Package Rec'd:		Sponsor Assigned:		Scheduled TAP dtd:		Desire Ceremony:		Completed:			
18Mth		6Mth		Scheduled TAP dtd:		Desire Ceremony:		Completed:			
HYT Dtd:		Scheduled:		Completed:		Completed:		Completed:			
Scheduled:		Completed:		Completed:		Completed:		Completed:			

- 3 JUL 2013

**NAVSUPPACT NAPLES FORM 5350-5 (NEW 7-13)**

Member's Short Term Goals: \_\_\_\_\_

Member's Long Term Goals: \_\_\_\_\_

BOARD COMMENTS:

DATE:

BOARD MEMBERS: