



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5350.8B  
N00E

**25 SEP 2019**

NAVSUPPACT NAPLES INSTRUCTION 5350.8B

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

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (1) CNO WASHINGTON DC 162058Z Apr 18 (NAVADMIN 095/18)  
(2) Navy Leader Development Framework V3.0 of May 19

Encl: (1) Mentor-Protégé Agreement  
(2) Protégé Page 13

1. Purpose. To issue guidance to enhance operational readiness through Senior Leader involvement in the professional and personal development of all U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy, Sailors.
2. Cancellation. NAVSUPPACTNAPLESINST 5350.8A
3. Objective. To provide proactive guidance from a more experienced leader (mentor) to a less experienced Sailor (protégé) in order to foster professional and personal growth, and to form productive mentor-protégé relationships coming from loyalty by mentor to protégé and from protégé to mentor beyond that of a teaching or coaching relationship. This program is designed to promote mentorship framework for Sailors by giving them the tools and opportunities needed to succeed personally and professionally.
4. Policy. All military assigned to NAVSUPPACT Naples, Italy, will select a mentor within three months of attending Command Indoctrination. Until then their sponsor shall be their mentor. Training will be provided from the Mentorship Program Manager (MPM) to all Departmental Mentorship Coordinators (DMC).
5. Responsibilities
  - a. Commanding Officer. Overall responsible to ensure the Naval Mentorship Program is active within the command. Ensures a positive command environment where mentoring is fully supported by the chain of command.
  - b. Command Master Chief. Responsible for encouraging a positive climate where mentorship is fully supported.
    - (1) Serves as Chairman of the Mentorship Program.
    - (2) Approves course curriculum for continued mentor/protégé training.

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- c. MPM. Responsible for the management and administration of the mentorship program.
  - (1) Maintain a database reflecting all assigned protégé/mentor assignments.
  - (2) Ensure that an overview of the Navy Mentorship Program is discussed during Command Indoctrination.
  - (3) Develop a Mentorship Program training curriculum.
  - (4) Assist DMCs in protégé/mentor assignments.
  - (5) Establish basic guidelines for the Command Mentorship Program.
- d. Mentorship Program Assistant Manager (MPAM). Responsible to the MPM assisting with all mentorship duties and assumes all duties of the MPM in his/her absence.
- e. DMC. Responsible for the success of the Mentorship Program within their specific department.
  - (1) Ensure all Sailors have been paired with a mentor within three months of attending Command Indoctrination.
  - (2) Assist supervisors in maintaining an effective mentor/protégé process within their departments and establishing mentor/protégé development.
  - (3) Maintain and update the Mentorship Tracker and ensure that it is ready for review by the MPM and/or MPAM.
- f. Mentors. Responsible for oversight of the professional development of their protégés. Mentors should be based on their success and ability to serve as a role model. They will exercise sound leadership and guidance by assisting their protégé in setting and attaining their goals.
  - (1) Actively meets with the protégé in order to review and update information from the Mentor-Protégé Development form, and provide counseling on continued professional/personal development.
  - (2) Must be highly motivated, display a positive attitude towards the Navy, and adhere to the Navy Core Values of Honor, Courage, and Commitment.
- g. Protégés. Responsible to their mentor and the chain of command to actively engage with their mentor and make strides in achieving their goals as outlined in their Mentor-Protégé Development form. Completes the Mentor-Protégé agreement and meets with their mentor in order to discuss progress towards reaching their goals.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

  
T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I and II

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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**U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
MENTOR-PROTÉGÉ AGREEMENT**

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

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

Protégé: \_\_\_\_\_

We, mentor and protégé, agree to enter into a mentorship relationship for a period of (circle one) 3 months/ 6 months/ 9 months/ 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, mentor and protégé, agree to the following terms:

Frequency of Mentor-Protégé contact: \_\_\_\_\_

\_\_\_\_\_

Mentor expectations of the protégé: \_\_\_\_\_

\_\_\_\_\_

Protégé expectations of the mentor: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Mentor PRD: \_\_\_\_\_

Protégé PRD: \_\_\_\_\_

Division of protégé: \_\_\_\_\_

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 mentorship period. We recognize that our participation in the 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:** \_\_\_\_\_

**Protégé signature:** \_\_\_\_\_



**Short term goals:**

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**How are you going to accomplish the goals stated above?**

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**Long term goals:**

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**How are you going to accomplish the goals stated above?**

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<b>ADMINISTRATIVE REMARKS</b> <b>NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE</b> <b>SUPPORTING DIRECTIVE MILPERSMAN 1070-320</b>			
SHIP OR STATION: U. S. Naval Support Activity, Naples, Italy			
SUBJECT:  Command Mentorship Program	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> TEMPORARY	AUTHORITY (IF PERMANENT): NAVSUPPACTNAPLESINST 5350.8A	
<p>_____ Having been trained on the NAVSUPPACT NAPLES INSTRUCTION 5350.8A, I certify that:</p> <p style="margin-left: 40px;">_____ I understand as of today, I have three months to find a Mentor.</p> <p style="margin-left: 40px;">_____ I understand my responsibilities as a Protege/Mentor and will uphold all policies in this instruction.</p> <p style="text-align: right; margin-right: 100px;">Protege signature: _____</p> <p style="margin-top: 20px;">Witness signature: _____</p> <p style="margin-top: 20px;">Witness print: _____</p>			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE:	SIGNATURE OF VERIFYING OFFICIAL:	
	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		
NAME (LAST, FIRST, MIDDLE):	SOCIAL SECURITY NUMBER:	BRANCH AND CLASS:	
	XXX-XX-XXXX	USN	

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