



# HUMAN RESOURCES OFFICE

“PROVIDING HR SERVICES THAT ENABLE THE FLEET”

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## Fact Sheet

### Civilian Mentoring Program

The Regional Human Resources Office has developed a Civilian Mentoring Program to aid in the professional and personal development of our USCS and MLC workforce.

#### **Vision and Mission:**

Achievement of CNFJ's vision and execution of our mission depends on developing a highly trained, flexible and responsive workforce. As CNFJ focuses on transforming into a mission focused competency and performance based organization, mentoring and coaching are essential components for employee professional, leadership and managerial development.

#### **Human Capital Development:**

Mentoring is one of the most powerful forms of human capital development and a major component of the Department of the Navy's Civilian Leadership Development framework.

#### **Mentoring Defined:**

1. A wise and trusted counselor or teacher
2. An influential senior sponsor or supporter

Mentoring connects employees in a partnership with experienced professionals for career development.

#### **Mentoring Program Highlights:**

- Voluntary program open to all staff USCS and MLC employees
- Participants will receive mentoring training
- Participants will develop a Mentorship Action Plan and Agreement (MAPA)
- Utilizes best practices within DOD and the private sector
- Being mentored can assist in unleashing your true potential
- Being a mentor will sharpen your leadership and interpersonal skills
- RADM Wren and senior leadership are committed to having an effective mentoring program for our workforce and encourage participation at all levels
- For complete details or to volunteer as a mentor or mentee please visit HRO's website:  
[www.cnic.navy.mil/japan/humanresources](http://www.cnic.navy.mil/japan/humanresources) or call 243-8158

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