



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1400.1A
N1
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NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1400.1A

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL MENTORSHIP PROGRAM

Ref: (a) Brilliant on the Basics: A Guide for Leaders
(b) NAVADMIN 043/08

Encl: (1) NAPS Mentor/ Protégé Partnership Contract
(2) Protégé Goals Sheet
(3) Mentor/Protégé Feedback Sheet

1. Purpose. To provide guidance for the development and management of a Command Mentorship Program for the Naval Academy Preparatory School (NAPS) as directed by the Chief of Naval Operations (CNO) and Master Chief Petty Officer of the Navy in the references.

2. Background. NAPS is developing a mentoring culture and will ensure mentoring opportunities are available to its military staff. Successful mentoring increases productivity, overall performance, and the career satisfaction of the protégé who is being mentored. The knowledge, experience and professional lessons learned from this program will only enhance the overall mission of NAPS and continue to build upon its success and winning traditions.

3. Scope. This instruction applies to all NAPS military staff personnel.

4. Information

a. Reference (a) recognizes the role of Navy leadership in creating a mentoring culture. The Naval Academy Preparatory School Mentorship Program is intended to support those who wish for mentoring (protégés) and those who desire to mentor (mentors).

5. Definitions. The following are common terms associated with the NAPS Mentorship Program:

a. Confidential. The discussions between Mentor and Protégé should remain private between the two party's unless: command interest requires release or for legal investigation or for law enforcement purposes.

b. Mentor. A mentor is a trusted counselor or guide who is senior in rank (at least one pay-grade), and is directly involved in the aid, development and support of someone who is less experienced, e. g., the protégé.

c. Partnership Contract. The Mentor/Protégé partnership contract is a written agreement between both parties involved and shall remain effective for one year from which time the contract is signed by both the Mentor and the Protégé.

d. Professionalism. The mentor/protégé relationship will remain professional at all times and at no time create the view of favoritism or fraternization between the two parties.

e. Protégé. The protégé is a Sailor who is junior to the mentor.

6. Responsibilities

a. Command Master Chief (CMC) or Senior Enlisted Advisor (SEA) will:

- (1) Monitor the program to ensure success
- (2) Ensure a Command Mentorship Program Coordinator (MPC) is assigned
- (3) Approve course curriculum for continued mentor/protégé training.

b. Command Mentorship Program Coordinator will:

- (1) Establish and maintain an effective Mentorship Program within the command
- (2) Assign newly reported personnel to NAPS either as a mentor or a protégé
- (3) Maintain a program binder with all mentor/protégé contracts.

c. Mentors will:

- (1) Will act as trusted counselors or guides that assist the protégé in the setting and achieving of immediate, short term and long term goals and ways to achieve them

(2) Provide leadership, support and encouragement throughout the time of the mentorship agreed upon

(3) Evaluate protégé developmental needs, assist in individual development plans and observe protégé progress in achieving goals

(4) Set up quarterly meeting with protégé to discuss progression towards previously discussed goals.

d. Protégé will:

(1) Seek out and initiate contact with prospective mentors

(2) Show enthusiasm to assume responsibility for growth and development

(3) Be open-minded to guidance and feedback.

7. Action

a. Upon initial check in to the command all new military staff members will meet with the Command Master Chief, Senior Enlisted Advisor and/or the Mentor Program Coordinator to discuss the mentorship program guidelines and expectations. The mentor/protégé will have 30 days or until their initial Career Development Board (CDB) to identify and secure a mentor/protégé. When agreement is reached between both members the mentor and protégé will enter into a one year contract from date of agreement. This contract will be kept by the Mentorship Program Coordinator in the program binder. Both the mentor and protégé will exchange contact information and agree upon a place to hold their meetings. The mentor and protégé will meet at least quarterly or as necessary to discuss progression and obstacles that the protégé may have encountered since their last meeting and update enclosures (1) and (2), as necessary.

b. Maintain an effective Command Mentorship Program and provide feedback to the Command Master Chief or Senior Enlisted Advisor.


J. J. CUNHA

NAPS MENTOR/PROTÉGÉ PARTNERSHIP CONTRACT

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 and the Warrior Ethos. 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:

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. In this case, a new Mentor/Protégé will be agreed upon by both members with the Mentorship Program Coordinator.

Mentor Signature

Date

Protégé Signature

Date

MENTOR/PROTÉGÉ DEVELOPMENT PLAN

GOALS	PLAN OF ACTION	ACCOMPLISHMENTS
SHORT TERM GOALS (0-6) Months		
MEDIUM TERM GOALS (6 Months – 1 Year)		
LONG TERM GOALS (1 Year – 3 Years)		
PROTÉGÉ SIGNATURE:		DATE:

X

MENTOR'S SIGNATURE DATE

MENTOR/PROTÉGÉ FEEDBACK SHEET

PROTÉGÉ:	DATE:
ACCOMPLISHMENTS SINCE LAST MEETING	
SET-BACKS	
SOLUTIONS	
OTHER ITEMS FOR CONSIDERATION	
PROTÉGÉ SIGNATURE:	DATE:

X

MENTOR'S SIGNATURE DATE