



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NAPSINST 1400.2

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25 Jun 16

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1400.2

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL MIDSHIPMAN CANDIDATES
MENTORSHIP PROGRAM

1. Purpose. To provide guidance for the development and management of a Midshipman Candidate Mentorship Program for the Naval Academy Preparatory School (NAPS).
2. Background. NAPS is developing a mentoring culture and will ensure mentoring opportunities are available to its midshipman candidates providing a flexible fluid aid in transitioning into military lifestyle. Successful mentoring increases productivity, overall performance, and the career satisfaction of the M/C 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 staff personnel.
4. Information
 - a. The Naval Academy Preparatory School Mentorship Program is intended to support those who wish for mentoring (M/C's) 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 midshipman candidate 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, and is directly involved in the aid, development and support of someone who is less experienced, e. g., the midshipman candidate.

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

6. Responsibilities

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

(1) Monitor the program to ensure success.

(2) Approve course curriculum for continued mentor/Midshipman Candidate training.

c. Mentors will:

(1) Will act as trusted counselors or guides that assist the midshipman candidate 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.

(3) Evaluate midshipman candidates developmental needs, assist in individual development plans and observe the M/C's progress in achieving goals.

(4) Seek out and initiate contact with Midshipman Candidate.

(5) Set up meeting with the midshipman candidate to discuss progression towards previously discussed goals.

d. Midshipman Candidates will:

(1) Show enthusiasm to assume responsibility for growth and development.

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

7. Action

a. Upon initial check in to the command, all midshipman candidates will meet with the Command Master Chief/Senior Enlisted Advisor to discuss the mentorship program guidelines and expectations. Both the mentor and midshipman candidate will exchange contact information and agree upon a place to hold their meetings. The mentor and midshipman candidate should meet on average at least once per month or as necessary to discuss progression and obstacles that the midshipman may have encountered since their last meeting. The periodicity of the mentor meetings can be altered to meet the M/C's individual needs.

b. To maintain an effective battalion Mentorship Program, provide feedback to the Command Master Chief/Senior Enlisted Advisor.



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