



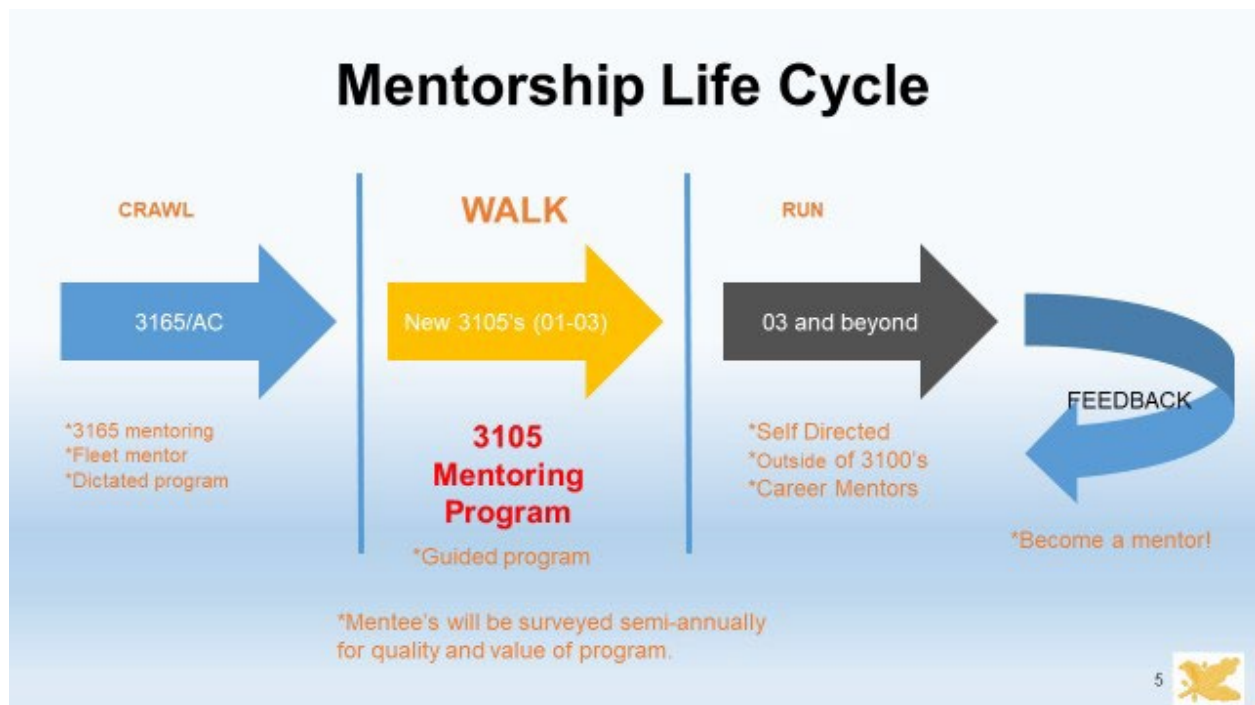
3105 Mentorship Program Mentor Guide



This guide was designed for use by Mentors to assist in providing an effective formal mentoring program with new 3105 designated Navy Reserve Supply Corps Officers (Mentees). This document defines high level expectations for the Mentor role and provides guidance on how to get started. Mentors provide insight on skills such as leadership development, creative exposure to opportunities, critical thinking, professional growth, and community shaping. Mentors provide value by sharing experiences, both good and bad, to help develop Mentees. Your efforts will directly impact the readiness of our Supply Corps and the quality of the Officers that represent our community.

Program Background:

This program assigns Mentors to new Mentees from both AC conversion and BQC-NR graduation to provide routine sessions covering both pre-defined and individualized topics. Mentors are ideally selected from the O4 ranks by Senior Leaders. The program is led by a National Director that supports participants and reports activity status to the Community Management Council of Captains.



Mentor Expectations:

Developing a Mentee consists of exploring career aspirations, leadership strengths and weaknesses, collaborating on a path to growth, implementing strategies, and continuous self-evaluation along the way. Sharing wisdom and past experiences is what the Mentee relies on from the Mentor. While no two officers will have the same path or advice, the experience from the Mentor will add value.

Ideally, a Mentor should be educated on the resources available to Mentees, stay accessible, committed, and engaged during the length of the program, encourage community involvement, offer encouragement through genuine positive reinforcement, share lessons learned from their own experiences, and be a sounding board.

Time

- Mentors are expected to participate for a 12-month period to provide consistency and build rapport with the Mentee that will facilitate growth and advancement throughout the program.
- Mentoring sessions can vary based on availability. Typically, a 45min-1hr session will provide enough time for meaningful conversation while not overburdening schedules.
- Mentor sessions should be held at least once a month to keep a routine connection between Mentor and Mentee. Email/text and other communications can augment this, but should not replace communication via phone, MS Teams, or meeting face to face.
- Mentors should expect to initiate meetings for the first 6 months, then migrating the Mentee to be the initiator for the last 6 months.
- Mentors should contact the Program Director or Assistant Program Director(s) if they cannot meet the above requirements.

Reporting

- At the conclusion of each monthly mentoring session, the Mentor shall record session details on under the Sessions tab posted on the Flank Speed MS Teams Channel: [3105 Mentorship Program - 3105 Mentors - All Items \(sharepoint-mil.us\)](#)
- Quarterly Roundtable discussions will be led by the Program once per quarter providing a summary of program health and program initiatives.

Resources

- Flank Speed MS Teams Channel: [3105 Mentorship Program - 3105 Mentors - All Items \(sharepoint-mil.us\)](#)
- Posted on the MS Teams Channel is a Mentor Library which houses multiple references which can be used by Mentor or Mentee discretion.
- Supply Corps Mentor Program email: Supply_Corps_Reserve_Mentor_Program@us.navy.mil
- Program Director: LCDR Jim Bean, james.b.bean7.mil@us.navy.mil, 703-402-5759
- Assistant Program Director: LTJG Maria Banzuelo, maria.k.banzuelo.mil@us.navy.mil, 619-508-1777

Suggested Mentorship Topics

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| <ul style="list-style-type: none">• BUPERS Online• AT/ADT/ADOS Orders• TAR opportunities• Mobilization• Networking, SC Community Involvement• Time management techniques• NRAU CO/OIC 2N1 Qualification• Officer professionalism and etiquette• Medical readiness• JO APPLY, APPLY, Career Opportunities (types of units) | <ul style="list-style-type: none">• Physical readiness• Leadership courses• Warfare qualifications• FITREP writing• EVAL writing and RSCA management• Award writing• NOOCS Manual (NOBC/AQD)• Responsibilities by Department Head• Promotion boards (In-zone determination/Letters to boards)• Educational Opportunities (JPME I, JPME II, etc.) |
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