



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5300.1A
BUMED-M09B
9 Oct 2014

BUMED INSTRUCTION 5300.1A

From: Chief, Bureau of Medicine and Surgery

To: All Internal BUMED Codes

Subj: MENTORING PROGRAM

Ref: (a) OPNAVINST 1306.2G

(b) CNO WASHINGTON DC 140017Z FEB 08 (NAVADMIN 043/08)

Encl: (1) Definitions

1. Purpose. To cultivate and maintain a true mentoring culture at the Bureau of Medicine and Surgery (BUMED). BUMED's goal is to develop our staff members into mature, accomplished, goal-oriented, focused, and productive Sailors and Federal employees which are fully prepared to accomplish our mission and succeed in the Navy and in life and to provide a best business practice for Navy Medicine commands. This is a complete revision and the instruction should be read in its entirety.

2. Cancellation. BUMEDINST 5300.1.

3. Applicability. This instruction applies to all internal BUMED codes.

4. Background. A structured, mentoring relationship focuses on the needs of the protégés. When properly administered, a mentoring relationship will develop active community partnerships, foster caring and supportive relationships, and encourage individuals to develop to their fullest personal and professional potential. Additional advantages include but are not limited to: increased staff productivity and performance; greater staff job satisfaction; improved knowledge on both the technical and organizational aspects of the command; and a greater likelihood of personal and professional success.

5. Policy

a. The BUMED Mentoring Program will optimize and continuously improve life-long learning and mentoring opportunities for all staff members. The Mentorship Committee will establish guidelines that will serve as the framework for the Mentorship Program. Each staff member will be encouraged to provide maximum participation as either a mentor or protégé.

b. Participation in the BUMED Mentorship Program will be mandatory for all Sailors E-6 and below and strongly encouraged for all chief petty officers, officers, and civilians.

6. Responsibilities

a. The Chief of Staff (COS), BUMED, has overall responsibility for the BUMED Mentoring Program with principal support provided by the Assistant Chief of Staff (ACOS) and the Command Master Chief (CMC), per references (a) and (b).

b. The ACOS is responsible for program support and guidance and oversight for monitoring and overall assessment of program effectiveness.

c. The Mentoring Program Manager will be appointed by the COS. The Mentoring Manager is responsible for the following:

(1) Manages the BUMED Mentoring Program

(2) Serves as Chair of the Mentoring Committee.

(3) Identifies and eliminates potential barriers to effective mentoring.

(4) Provides quarterly reports to the COS, ACOS, and CMC.

(6) Monitors the progress of the program.

(7) Promotes the Mentoring Program at luncheons, general meetings, and in local command publications.

(8) Ensures the NAVMED 5300/2 (8-2013), Mentorship Program Mentor/Protégé Agreement is completed by the mentor and protégé.

(9) Ensures the BUMED 5300/1 (06-2009), Individual Development Plan (IDP) is completed by the mentor and protégé.

d. The Mentoring Committee will consist of the Mentoring Program Manager, the Command Career Counselor, a senior civilian, a senior officer, a junior officer, and a chief petty officer who will serve as Mentoring Coordinators. Ad hoc members may be appointed as necessary. The Mentoring Committee shall:

(1) Develop a Mentoring Training Program to include program overview, risk management, and confidentiality policies.

(2) Identify and confirm criteria for Mentors and selection of personnel to serve as Mentors and Protégés.

(3) Advertise the Mentoring Committee as a key element of the culture of the command via Command Orientation, Plan of the Week, and other forms of communication.

(4) Provide general direction, guidance, and coordination of mentor selection.

(5) Ensure NAVMED 5300/1 (8-2013), Mentorship Application is completed by mentor and protégé.

(6) Develop and disseminate a list of recommended core experiences, official programs, and general information to which protégés are to be exposed during mentorship.

(7) Survey participants via BUMED 5300/4 (06-2009), Mentorship Program Assessment/Feedback, pre-and post-program engagement.

(8) Provide advice and guidance, assist in networking, and participate in the professional development of staff members, for example lunch-and-learn presentations.

(9) Submit quarterly status reports to the COS, ACOS, CMC, and make recommendations for changes on all program guidelines and policies.

e. Mentors and protégés will have a full understanding of the Mentoring Program including, the Mentoring Committee's duties and responsibilities, voluntary status and eligibility requirements, and program evaluation and review procedures. The mentorship relationship will be via written contract. Individuals interested in participating in the Mentorship Program shall apply to the Mentoring Committee.

(1) Mentors and protégés will complete the following:

(a) NAVMED 5300/1 (8-2013), Mentorship Application.

(b) NAVMED 5300/2 (8-2013), Mentorship Program Mentor/Protégé Agreement.

(c) BUMED 5300/1 (06-2009), Individual Development Plan (IDP) will be completed by the Protégé upon start and close of the mentoring relationship. This form will be used as a roadmap to outline short- and long-term goals.

(2) During the course of the relationship, the mentor and protégé will periodically be asked to provide feedback using the BUMED 5300/4 (06-2009), Mentorship Program Assessment/Feedback. This feedback will enable the command to develop metrics for measuring the effectiveness of the program over time.

f. The Mentor is the strength and the key to a successful program. Mentors are asked to pass knowledge, experience, and guidance for success to one another. Mentors are expected to conduct themselves professionally at all times and uphold the integrity of the program. These responsibilities should not be taken lightly. Mentor duties may include but are not limited to the following:

(1) Act as a source of information.

- (2) Tutor specific skills and behaviors.
- (3) Give feedback regularly.
- (4) Coach activities which will add to experience and skill development.
- (5) Assist the Protégé in plotting a career path.
- (6) Meet with the Protégé at agreed intervals.
- (7) Agree to a no-fault termination if required.
- (8) Attend Protégé's Professional Development Boards and Disciplinary Review Boards.
- (9) Maintain a file documenting the mentor/protégé level of commitment on the following forms: BUMED 5300/1; BUMED 5300/2, Mentorship Program Protégé Snapshot; BUMED 5300/3, Mentorship Program Interview Record; and BUMED 5300/4.

g. The Protégé is anyone with the need or desire to achieve a particular goal. Simply having a mentor does not guarantee success. The Protégé is responsible for his or her own progress and is chiefly responsible for the success of his or her program. Protégé duties and responsibilities are training and professional development. Protégé duties may also include but are not limited to the following:

- (1) Show willingness to assume responsibility for growth and development.
- (2) Work to succeed at one or more levels above present position.
- (3) Stay receptive to coaching and feedback.
- (4) Seek challenging assignments and new responsibilities.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

8. Forms. The following forms are available electronically on Naval Forms Online at: <https://navalforms.daps.dla.mil/web/public/home>:

- a. BUMED 5300/1 (06-2009), Individual Development Plan (IDP).
- b. BUMED 5300/2 (06-2009), Mentorship Program Protégé Snapshot.
- c. BUMED 5300/3 (06-2009), Mentorship Program Interview Record.
- d. BUMED 5300/4 (06-2009), Mentorship Program Assessment/Feedback.

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e. NAVMED 5300/1 (8-2013), Mentorship Application.

f. NAVMED 5300/2 (8-2013), Mentorship Program Mentor/Protégé Agreement.

9. Reports Exemption. The reports required in paragraphs 6c(4) and 6d(9) are exempt from reports control per SECNAV M-5214 of December 2005, part IV, paragraph 7k.



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DEFINITIONS

1. Mentoring Program. A formal process where the command provides for mentoring relationships to exist.
2. Mentoring. Processes where an individual or individuals provide support, counsel, friendship, positive reinforcement, and constructive example/criticism to others.
3. Mentor. A person who has knowledge, insight, perspective, and experience, and a desire to share it with others. All mentors must meet the following standards:
 - a. Preferably two pay grades higher than protégé.
 - b. Have no more than two protégés.
 - c. Receive approval from the Command Mentorship Coordinator.
4. Protégé. A person who wishes to enhance their personal and/or professional development using the advice and counsel of a mentor.
5. Mentoring Program Manager. Guides all Mentorship Coordinators within the Command and is the Chair of the Mentoring Committee.
6. Mentoring Coordinator. A direct point of contact for assigned mentors and protégés.
7. Mentoring Committee. The Committee is comprised of the CMC, Command Mentorship Manager, and all Mentorship Coordinators.
8. Mentoring Relationship. A voluntary association between a mentor and a protégé. This relationship may be of long or short duration and conducted in person or by any form of mutually agreed upon communication.
9. Mentoring Pool. A network of volunteers screened and profiled as prospective mentors.
10. Confidentiality. The information discussed between the mentor and the protégé must be treated in a non-attribution environment and remain confidential. This confidentiality does not however rise to the level of legal privilege and can be disclosed if command interests warrant release including but not limited to investigations for law enforcement purposes.
11. Sponsorship/sponsoring. Introducing the protégé to individuals who may advance him or her professionally and exposure to professional social situations in order to allow networking opportunities with individuals who may advance his or her career.