

## **APAOC Career Development/Advancement Subcommittee**

### **Objectives:**

The APAOC Career Development subcommittee is designed to support and promote the long-term career development of Asian and Pacific officers. The objectives are:

- Provide guidance and support to all APAOC members in career development
- Update and monitor the APAOC mentor/mentee program
- Monitor issues and concerns in career development/advancement

### **Background:**

Investing time in the personal and professional development has always been important. Provide new service member or junior officers with timely, factual and relevant information is critical for them to better understand the PHS mission, history, advancement requirement and career track, therefore enhance overall effectiveness of APAOC by creating productive members and strong leaders for the future. The APAOC Career Development Subcommittee with focus on Mentoring Program has been established toward this end.

Mentoring Program: APAOC mentoring Program offers excellent leadership opportunities for officers as mentors to promote the success of fellow officers. This program also offers unique opportunities for junior officers to work closely with senior officers on career progression to meet professional category benchmarks/ expectations.

Historically, junior officers have been matched with senior officers of higher ranks of the same category like many of the PAC mentoring programs did. In the past two years, the program faced a dilemma where there were substantially more junior and senior officers signed up as mentors than there were mentees. In addition there was an unequal representation of each of the categories. To effectively exploit the diverse background of APAOC community, we changed our mentoring strategies to focus on matching mentors and mentees based on areas of strength and expertise as peers.

### **Recruitment of Mentors:**

Mentors will be asked to complete the application form indicating their areas of strength where they can provide mentorship to each of their mentee. It is often beneficial to have multiple mentors, so mentee will be asked if they are interested in being assigned more than one mentor.

Mentors who are selected will be mentors until he or she resigned. A letter of resignation will be forwarded to the Career and Development Subcommittee chairs

Mentee will be mentored for six months. A letter of a satisfactory survey will be send by the Career Development Subcommittee to every mentees at the end of six months.

#### Recruitment of Mentee:

New COB graduates who desire to have mentor will have to sign a mentee application during the OBC class. The prospective mentee will be asked to list the areas they are looking for mentorship on the form.

The Recruitment and Retention will forward completed mentee request form to Career and Development Chairs who will then assign mentor within 72 hours of receiving the request.

Promotion Packet: To help junior officers understands the highly competitive promotion process; the Career Development subcommittee worked on a component of the promotion process and compiled all pertinent current resources available in one user-friendly promotion guide in 2014. The 2012 2014 Promotion Guide was distributed to all Commissioned Corps officers in DC Commissioned Officers Association, Greater NY Commissioned Officers Association, Office of Generic Drugs Commissioned Corps Group, APAOC, Dental PAC, Nurse PAC, Scientist PAC, and Pharmacist PAC through their websites and list servers. With all pertinent current resources available in one user-friendly document, the Promotion Guide has received such a positive feedback from many officers eligible for promotion.

#### **Who are we?**

The Career Development team is a subcommittee composed of two voting members and two alternate members for the 2013 2014 cycle.

#### **Strategic Plan (2014-2015):**

- Mentor/Mentee Program
  - Update the current mentor/mentee application form every February
  - Send out the application form to all APAOC members to seek out prospective mentors annually.
  - Mentors rank should be from 04 to 06 and should have more than five years of experience in leadership, policy and procedures as well as in promotion processes. A letter of Approval from their immediate supervisor is required.
  - Selected mentors will be a mentor until he or she resigned. A resignation letter should be forwarded to the Chair of Career and Development Subcommittee.
  - The mentoring program will be introduced by the Recruitment and Retention Subcommittee during the OBC open house.

- Completed mentee form will be submitted by the R&R Subcommittee Chairs and will forward them to Career and Development Subcommittee Chairs.
- Mentor and mentee pairing will be completed within 72 hours upon received by the C&D Chairs.
- Mentors will have 72 hours to make contact with their mentee.
- The mentoring of mentees will end at the end of six months.
- A survey/feedback forms will be send to each mentee by the C&D subcommittee at the end of six months.
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- Confirm matched mentor and mentee and start mentor/mentee activities
  - Activity: update the Career Development related information on APAOC website
- Promotion Packet
  - Revise and update the current packet for 2014 promotion year.
  - Distributed the final Promotion Guide on the APAOC website and to all PHS professional categories by October of each year.
  - Establish clear communication during transition process at the end of each chair's term