**MENTORING CHECKLIST & RESOURCES**

Officers who are mentoring engineer officers should be familiar with and be prepared to discuss a wide range of Commissioned Corps issues and topics. Although some of this material is covered by other training courses the mentee may have attended, the mentor has the opportunity to reinforce these topics through a one-to-one mentoring relationship. To ensure that all mentees have exposure to the same material, please use this checklist at your benefit when engaging with your mentees.

Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Mentoring Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note date completed below for each area (if applicable).

**Career Development**

\_\_\_\_\_\_\_\_\_\_\_\_ Billets

<https://dcp.psc.gov/ccmis/ccis/documents/CCPM23_5_4.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_ Agencies/Opportunities

<https://www.usphs.gov/professions/engineer/>

\_\_\_\_\_\_\_\_\_\_\_\_ Mobility (Geographical/Programmatic)

 <https://www.usphs.gov/about-us>

\_\_\_\_\_\_\_\_\_\_\_\_ Awards System

<https://dcp.psc.gov/CCMIS/COAP/COAP_index_m.aspx>

**Promotion Precepts, Process, and Information and Resources**

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Management Information System Promotions Webpage

<https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_new_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ CV format and content

<https://dcp.psc.gov/OSG/engineer/cd_cv_dev_docs.aspx> <https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Annual COERs

<https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx>

 \_\_\_\_\_\_\_\_\_\_\_\_ Promotion ROS and OS

<https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx>

 <https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_ROS_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Maintenance of eOPF (PIR, Award documentation, CV, etc)

<https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Instruction 332.01 “Temporary Promotions”

 <https://dcp.psc.gov/ccmis/ccis/documents/CCI_332.01.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Instruction 331.01 “Permanent Grade

 Promotions”

 <https://dcp.psc.gov/ccmis/ccis/documents/CCI_331.01.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_ Category Benchmarks

<https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_category_benchmarks_m.aspx>

**Education and Training**

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Officer Training Academy

 <https://usphstraining.hhs.gov/login/index.php>

\_\_\_\_\_\_\_\_\_\_\_\_ Officer Basic Course

<https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ RedDOG – Learning Management System - Responder eLearning

 <https://dcp.psc.gov/ccmis/RedDOG/REDDOG_training_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Degree Program (Current Status/Goals)

**Officership (Examples only)**

\_\_\_\_\_\_\_\_\_\_\_\_ Committee membership and EPAC activities

<https://dcp.psc.gov/OSG/engineer/>

\_\_\_\_\_\_\_\_\_\_\_\_ Professional Organizations Membership

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Officer Association

<https://coausphs.org/>

\_\_\_\_\_\_\_\_\_\_\_\_ Society of American Military Engineers

<https://www.same.org/>

\_\_\_\_\_\_\_\_\_\_\_\_ Professional and Community Contributions

\_\_\_\_\_\_\_\_\_\_\_\_ Collateral duties within your Agency

\_\_\_\_\_\_\_\_\_\_\_\_ PHS Ensemble

 <http://www.phsensemble.org/>

\_\_\_\_\_\_\_\_\_\_\_\_ Junior Officer Advisory Group (JOAG)

 <https://dcp.psc.gov/osg/joag/>

**Readiness**

\_\_\_\_\_\_\_\_\_\_\_\_ Readiness and Deployment Branch

<https://dcp.psc.gov/ccmis/cchq/CCHQ_readiness_and_deployment_branch.aspx>

\_\_\_\_\_\_\_\_\_\_ Basic Readiness and maintenance of ready-status

 <https://dcp.psc.gov/ccmis/RedDOG/REDDOG_training_m.aspx>

\_\_\_\_\_\_\_\_\_\_ Field Medical Readiness Badge

<https://dcp.psc.gov/ccmis/RedDOG/REDDOG_fmrb_Modules_m.aspx>

\_\_\_\_\_\_\_\_\_\_ Readiness Essentials ((Readiness Checklist - Immunizations, BLS, etc)

<https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf>

\_\_\_\_\_\_\_\_\_\_ Maintain your personal information (Change in Officer Secure Area)

 <https://dcp.psc.gov/osa/osa_security_statement.aspx>

\_\_\_\_\_\_\_\_\_\_ Rotational Roster

<https://dcp.psc.gov/ccmis/RedDOG/Forms/Response%20Team%20Roster%20Assignment%20Schedule.pdf>

\_\_\_\_\_\_\_\_\_\_ Family Care Plans

\_\_\_\_\_\_\_\_\_\_ Deployments (Review)

\_\_\_\_\_\_\_\_\_\_ Response teams

 <https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_current_teams_m.aspx>

**Other Officer Essentials (plus Tips and Resources)**

\_\_\_\_\_\_\_\_\_\_ eCORPS

<https://phsleave.lyceum.com/Login.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Agency Liaisons

 <https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_ CCMIS ID and password

cchelpdesk@psc.gov

\_\_\_\_\_\_\_\_\_\_\_\_ Division of Commissioned Corps Management Information System

 <https://dcp.psc.gov/ccmis/>

\_\_\_\_\_\_\_\_\_\_\_\_ Review tabs at the top of the Home page

\_\_\_\_\_\_\_\_\_\_\_\_ eOPF (electronic Officers Personnel File)

\_\_\_\_\_\_\_\_\_\_\_\_ Engineering Category Listserv (In subject put Subscription Request to PHS Engineer Listserv (please specify whether you are a Commissioned Office)

Lyle.Setwyn@ihs.gov

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Headquarters (About)

 <https://dcp.psc.gov/ccmis/CCHQ_about_m.aspx#DCCPR>

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Headquarters Listserv and other PHS Listserv

 <https://list.nih.gov/>

\_\_\_\_\_\_\_\_\_\_\_\_ Engineering Category History

 <https://dcp.psc.gov/OSG/engineer/history_of_phs_engineers.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Commissioned Corps Issuance System (CCIS) (service directives, service standards)

<https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>

\_\_\_\_\_\_\_\_\_\_\_\_ Uniforms: Policy Guidance, Ribbon-wear, and Uniform Allowance

<https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y> (CCIS Book 4)

<https://www.mynavyexchange.com/nex/uniforms>

<https://www.marlowwhite.com/public-health-service-uniforms>

\_\_\_\_\_\_\_\_\_\_\_\_ Medical Affairs Branch

 <https://dcp.psc.gov/ccmis/Medical%20Affairs/ma_faq.aspx>

\_\_\_\_\_\_\_\_\_\_\_ Payroll contact

 <https://dcp.psc.gov/ccmis/DCCPR_compensation_m.aspx>

\_\_\_\_\_\_\_\_\_\_\_ Current Pay Scale

 <https://www.usphs.gov/calculator/>

\_\_\_\_\_\_\_\_\_\_\_ Thrift Savings Plan

<http://www.TSP.gov>

\_\_\_\_\_\_\_\_\_\_\_ Officer Leave and Absence Request

 <https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>

(CCIS Book 3, Chapter 6)

\_\_\_\_\_\_\_\_\_\_\_ Compensation and Benefits

 <https://www.usphs.gov/salary-and-benefits>

\_\_\_\_\_\_\_\_\_\_\_ PHS Commissioned Corps Website

<https://www.usphs.gov/>

<https://dcp.psc.gov/ccmis/>

\_\_\_\_\_\_\_\_\_\_\_ Home of Record (Soldiers and Sailors Act)

<https://www.justice.gov/crt-military/file/797396/download>