

Mentor's Topical Guideline for Commissioned Officers

This guide is a tool that can be used to assist the Mentor in ensuring that pertinent issues are adequately addressed during the mentoring process. Many of these items should be covered by the Officer's direct supervisor and detail may not be necessary. However, many Officers are not provided satisfactory information on some topics or are unaware of their existence or importance. The introduction of each topic will give the Mentee the opportunity to determine whether he/she is familiar with the issue.

Mentor: _____ Mentee: _____ Date: _____

Mentoring Began: ____/____/____

Date Mentor Contacted Employee's Supervisor: ____/____/____

Career Development Issues Date Discussed

The Promotion Process and Category Benchmarks _____

Importance of the Curriculum Vitae _____

Maintenance of your eOPF _____

The Awards System _____

Education and Training _____

Licensure _____

Duty Assignments and Progression _____

OFRD/Basic Readiness _____

Direct Access _____

Billets _____

Deployment opportunities _____

Category PAC _____

Personnel Issues

Leave _____

Pay _____

Performance Standards/COERS_____

Chain of Command (Local and National)_____

Standards of Conduct_____

Medical/Dental Benefits and Insurance_____

Life Insurance_____

Retirement_____

Military protocol/Uniforms_____

Separation_____

Probation_____

Support Issues

Commission Officers' Association_____

Professional Organizations and Associations for Officers_____