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