



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1040.1
N04C
2 Jun 16

CNIC INSTRUCTION 1040.1

From: Commander, Navy Installations Command

Subj: CNIC HEADQUARTERS MILITARY MENTORSHIP PROGRAM

Encl: (1) CNIC Form 1040/1 (02-2016)
(2) Mentorship Program Matrix Spreadsheet
(3) CNIC Form 1040/3 (02-2016)

1. Purpose. To establish and manage Commander, Navy Installations Command (CNIC) Military Mentorship Program, required to facilitate personal and professional growth within the enlisted ranks of Headquarters (HQ).

2. Background. A mentor can establish his or her legacy by fostering growth in a protégé. By passing desired leadership traits from experience, the mentor will help develop the protégé's life and career in a positive manner. An effective mentorship program creates a culture wherein role models, coaches, and confidants foster their protégés' success, honing professional and leadership skills. Every Chief Petty Officer (CPO) and Petty Officer (PO) has the responsibility, by virtue of their position, to mentor others on a daily basis, utilizing a Mentorship Program Agreement, enclosure (1), as initial documentation of the mentor/protégé relationship. Mentors are expected to guide, listen, and teach.

3. Policy

a. HQ Junior Enlisted will select a mentor from eligible leaders within the Command. The Force Master Chief (FORCM) and/or the Senior Enlisted Leader (SEL) will assist both the protégé and mentor in this process. An eligible mentor will:

(1) Be senior to the protégé, with a minimum of one paygrade difference between both parties.

(2) Not be in the protégé's immediate chain of command.

(3) Have passed the most recent Physical Fitness Assessment (PFA).

(4) Have zero documented instances of misconduct or adjudication of Non-Judicial Punishment within the evaluation reporting period.

4. Responsibilities

a. FORCM will:

(1) Oversee the Command Mentorship Program.

(2) Assign Command Mentorship Coordinators.

(3) Review this instruction annually.

(4) Act as the primary mentor for all E-9.

(5) Advise the Chief of Staff on the effectiveness of and matters pertaining to the program.

b. Command Mentorship Program Coordinators will:

(1) Provide guidance/recommendations for mentoring activities.

(2) Ensure Mentoring Program briefs and training sessions are conducted quarterly with HQ mentors to discuss best practices, lessons learned, and how to incorporate Navy-wide mentorship program practices locally.

(3) Maintain records of mentorship training lectures.

(4) Report to the FORCM/SEL on issues concerning the Mentorship Program.

(5) Evaluate mentors within each N-Code/Special Assistant quarterly.

(6) Maintain a tracking system that lists Sailors and their mentors, utilizing enclosure (2).

(7) Maintain Mentorship Program Agreement Forms.

(8) Attend all Career Development Boards.

c. Mentors will:

(1) Seek out prospective protégés and inform them of this guidance.

(2) Pass on helpful knowledge and experience, ensuring the protégé has the requisite tools for personal and professional growth.

(3) Agree to a six month mentor/protégé commitment.

(4) Attend regularly scheduled training for mentors.

(5) Sit in on protégé Career Development Boards (CDBs).

d. Sponsors will fulfill the duties of a mentor on an interim basis for reporting Sailors until replaced by a designated mentor.

e. Protégés will:

(1) Choose their mentor.

(2) Agree to a six month mentor/protégé commitment.

5. Action

a. The sponsor will ensure initial questions are answered and information is forwarded to new check-ins, prior to the check-ins' initial gain. In addition, they will focus on the check-in process, easing the transition for the prospective check-in, and assist in development and initial qualifications during the N-Code/Special Assistant process.

b. Eligible senior personnel will make themselves available within the first 90 days to the check-in/prospective protégé.

c. Within 90 days of reporting, the check-in/prospective protégé will sit down with either the FORCM or SEL and personally choose a mentor.

d. The protégé may not be the mentor's immediate subordinate. If, for justifiable reasons, both parties wish to

cancel this commitment, it must be done so in writing, using the Mentorship Program Relationship Termination Form, enclosure (3). All agreements and updated forms are located on the CNIC Gateway 2.0 (G2) at:

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>.

6. Forms, Reports, and Records Management. Forms and reports created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5214.1 of December 2005. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1 of January 2012



D. R. SMITH

Vice Admiral, U.S. Navy

Distribution:

Electronic only, via CNIC Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

**COMMANDER, NAVY INSTALLATIONS COMMAND
MENTORSHIP PROGRAM AGREEMENT**

This agreement is established between:

Mentor (rate/name)

and

Protégé (rate/name)

As your mentor, I agree to live up to my responsibilities to the best of my ability, passing on both knowledge and experience, and providing a positive influence. I will wholly be committed to your personal and professional development.

Mentor (signature/date)

As the protégé, I am willing to put the time and effort into this mentoring relationship and foster its success. I will continually strive to learn new skills in an effort to achieve the goals we outline together.

Protégé (signature/date)

Mentorship Program Coordinator (signature/date)

**COMMANDER, NAVY INSTALLATIONS COMMAND
MENTORSHIP RELATIONSHIP TERMINATION**

1. The Mentor/Protégé relationship is only successful if both parties are dedicated to a successful outcome and the protégé is shepherded in the right direction. If either party feels that this is not the case, this relationship may be terminated. Examples are:

- a. Incompatibility between the parties.
- b. Agreed upon goals were successfully achieved.
- c. Permanent Change of Station (PCS) for either party (this form is not required for PCS transfers).
- d. Failure of either party to fulfill their responsibilities as outlined in this instruction.

2. In addition, if the relationship termination is due to reasons a. or d., both parties agree to have the Mentorship Program Coordinator review the matter prior to termination of the relationship.

3. The initiating party must inform the Mentorship Program Coordinator 10 working days prior to terminating the relationship.

Mentor (rate/name)

and

Protégé (rate/name)

Mentorship Program Coordinator (signature/date)