



COMDTINST 5350.24B
JAN 24 2000

COMMANDANT INSTRUCTION 5350.24B

Subj: COAST GUARD MENTORING PROGRAM

1. **PURPOSE.** This Instruction describes the Mentoring Program administered by the Leadership and Professional Development Division (G-WTL-2).
2. **ACTION.** Area and district commanders, commanders of maintenance and logistic commands, commanding officers of headquarters units, commanding officers of integrated support commands, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with this Instruction.
3. **DIRECTIVES AFFECTED.** Leadership Mentoring Program, COMDTINST 5350.24A is cancelled.
4. **BACKGROUND.**
 - a. Mentoring has always been a natural Coast Guard professional development tool. Personnel who voluntarily share experience, skills, and information to benefit another provide valuable mentoring.
 - b. Studies confirm mentoring programs increase the productivity, performance, and career satisfaction of both partners in the mentoring partnership. They also confirm that organizations with mentoring programs benefit by the development and retention of personnel.
 - c. In 1991, the Coast Guard established a mentoring network of mentors and mentees using application forms. That system, which relied on a staff to make appropriate matches, is now obsolete.

5. **DISCUSSION.**

a. Definitions:

- (1) Mentor: Someone, usually senior, willing to share expertise, knowledge, organizational insight, professional advice, or other information with another, the mentee.
- (2) Mentee: Someone, usually junior, who wishes to enhance his or her professional development using the advice and counsel of a mentor.
- (3) Mentoring Partnership: A voluntary professional association between a mentor and mentee. It may be of long or short duration and conducted in person or by any form of communication.

b. Supervisor Considerations.

- (1) Supervisors are encouraged to allow one hour per week for mentoring interactions.
- (2) When approving applications to the Mentoring in a Diverse Workforce Course, supervisors are encouraged to consider sending only career minded personnel who intend to stay with the Coast Guard.

c. The Coast Guard Mentoring Program.

- (1) The principal elements of the Mentoring Program are Mentoring Training; the ONE DOT Mentoring Program computer database, and the Coast Guard mentoring guidance Web site, www.uscg.mil/leadership.htm (click on "Mentoring").
 - (a) The "Mentoring in a Diverse Workforce" course is available to potential and active mentors and mentees. The course focus is on what mentoring is and isn't and how to do it. It builds the mentoring skills of communication, counseling, coaching, career advising and goal setting. It also covers ethics and overcoming the barriers to effective relationships.
 1. Targeted audience. The course is available for Active Duty and Reserve personnel in grades E-6 through O-4 and Civilian personnel in grades GS-7 through GS-13. Personnel in grade of O-1 may apply only if they have prior service. Equivalent wage grade civilians and members of the Auxiliary may also apply.
 2. Class composition. Class selections are made to represent the diversity of our work force, including rank/rate, gender, ethnicity, and geographic locations. Achieving this diversity is a goal for each class.
 3. Training methodology. The training is conducted as a five-day, interactive seminar.

- (b) The ONE DOT Mentoring Program is a partnership of all Department of Transportation agencies. The program is a database on the Internet where people can volunteer to be a mentor or search for a mentor. Potential mentees contact people they select from the system to initiate the partnership. The Coast Guard has invested heavily to make the ONE DOT Mentoring Program work for Coast Guard employees. The Web site address is <http://dothr.ost.gov/MENINTRO.htm>.
- (c) The Coast Guard Mentoring Web site, www.uscg.mil/leadership.htm (click on "Mentoring"), provides information and guidance on mentoring, such as: 1. What to look for in a mentor 2. How to be an effective mentor and mentee 3. Getting started in a mentoring partnership 4. Skill refreshers in communication and counseling 5. Frequently asked questions 6. A link to the ONE DOT Mentoring Program

6. **PROCEDURES.**

- a. To apply to attend the Mentoring in a Diverse Workforce Course:
 - (1) Approving supervisors are asked to consider sending only career minded personnel who intend to stay with the Coast Guard.
 - (2) Military and civilian personnel must submit a Short Term Resident Training Request (Form CG-5223) to the Training Quota Management Center (TQC). SF-182 forms will not be accepted nor returned. The following information applies:
 - (a) Block 7. Course Title/Number. "Mentoring in a Diverse Workforce" PD2-001.
 - (b) Block 12. Training Source/Location. Leave blank.
 - (c) Block 13. Tuition and Fees. N/A (Course is funded by G-WTL).
 - (d) Block 17. Course Convening Preference. (Ref: COMDTNOTE 1540 (series) for your preferred course dates).
 - (e) Block 19. Meets Course Prerequisites. N/A.
 - (f) Block 22. Supporting Remarks and Course Description. Class date preference. Your ethnicity and gender.

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(g) Remaining blocks: Self-explanatory.

7. **FORMS AVAILABILITY.** Forms CG-5223, "Short Term Resident Training Request" is available on Jet Form Filler on SWIII and in Forms Plus on CGSWII.

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