



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
UNIVERSITY OF NOTRE DAME
NOTRE DAME, INDIANA 46556-5601

IN REPLY REFER TO:

NROTCUNDINST 1533.1
2 Mar 20

From: Commanding Officer, NROTC Unit, University of Notre Dame

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS UNIT (NROTCU) UNIVERSITY OF NOTRE DAME MIDSHIPMEN FORMAL MENTORSHIP PROGRAM (FMP)

Encl: (1) Mentor and Mentee Acknowledgement Form

1. Purpose.

a. Provides guidance and assign responsibility in the implementing and maintaining a viable battalion wide mentoring program.

b. Equips upperclass midshipmen with a formalized tool to provide guidance and mentorship within the battalion. This skill of mentorship directly correlates to counseling principles and small unit leadership in the fleet.

2. Cancellation. This instruction will remain in effect until canceled or superseded.

3. Applicability. This instruction applies to all midshipmen in the Battalion at NROTCU, University of Notre Dame.

4. Responsibilities.

a. The 1/C Advisor will:

(1) Serve as the FMP advisor.

(2) Select a 1/C Midshipman during the start of the fall semester to serve as the FMP Coordinator.

(3) Advise and assist all 1/C Midshipmen with implementing, and developing plans for supporting, sustaining, and continually improving the FMP.

(4) Maintain a list of all assigned mentors and mentees per academic year.

(5) Maintain records of enclosure (1) for a period of 2 years.

b. The FMP Coordinator will:

(1) Develop and implement a plan that provides an atmosphere conducive to mentoring relationships, by coordinating closely with the FMP advisor and battalion leadership.

- (2) Report the results of the program to the FMP advisor monthly.
 - (3) Assist the battalion leadership following Battalion Reconstitution Stand-down (BRS) in the assignment of mentors and mentees.
- c. Mentors shall:
- (1) If possible, be in the same dorm, college, or similar campus interest to the person assigned (ie: Band, club team etc).
 - (2) Assist assigned personnel in adapting to the NROTCU, University of Notre Dame. This should include all aspects of midshipmen life and introduction to all the organizations and clubs hosted within the battalion and university.
 - (3) Stress the importance of maintaining good performance fitness reports and provide guidance on how performance can be improved.
 - (4) If applicable, serve as a character witness in any Performance Review Board (PRB) for the assigned mentee.
 - (5) Meet with their mentee monthly utilizing enclosure (1) as a guide, and submitting the completed form to the FMP Coordinator. Every effort should be made to have this be done in a non-group setting and last at a minimum of 30 minutes.
 - (6) Most importantly, be proactive and responsive to individual's desires and problems, making every effort to assist. Refer member to the appropriate person in the chain of command as necessary and continue to follow-up until resolved.

5. Action.

- a. The FMP Coordinator will solicit 1/C and 2/C Midshipmen volunteers to serve as mentors during BRS or not later than the start of the fall semester. If additional mentors are required, they will be assigned by the FMP advisor.
- b. Mentors will be assigned 4/C Midshipmen mentees not to exceed two mentees per mentor. Sophomores are eligible to be mentees.
- c. Mentors and mentees will meet monthly, utilizing enclosure (1) as a guide. Enclosure (1) is required to be submitted by the last day of the month when the semester is in session.

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- d. Midshipmen will be reassigned mentors and mentees at the start of each academic year.
6. Cancellation. This instruction is in effect until cancelled or superseded.



MARK A. PROKOPIUS

Mentor and Mentee Acknowledgement Form

Suggested Items of Discussion:

Personal Finance	Student Activities
Residence Hall	Community Involvement/Volunteering
Communication Skills	Military Bearing/Customs
Battalion Leadership Opportunities	Warfare Community
Summer Cruise	Leadership Skills
Time Management	Academic
Uniform	Naval Science Curriculum

Suggested Activities:

Dining Hall Meal	Grogan Society Event
Notre Dame Sporting Event	Non-Command Sponsored PT Workout
Off Campus Run	Student Activities Event
Coffee Meeting	Community Service Event
Study Session	Spiritual Service

Date: _____

Location: _____

Brief Description of Discussion:

Mentor: _____

Mentee: _____

FMP Review: _____

Mentee: _____