

## **APAOC Mentoring Program: General Instructions/Expectations**

Mentor initiates contact with the assigned mentee as soon as possible, preferably no later than two weeks from assignment.

Mentee sets up subsequent meetings. A minimum of 2 meetings a month are suggested. However, the more the mentor and the mentee interact, the greater the chances are for success.

It is up to the two people to design a schedule that works well for them. These interactions can be over lunch or outside of duty hours. Both mentor and mentee must be committed to meeting in person, or communicating by phone or email.

We also emphasize that the match is only a suggestion. If the mentee wishes to have another or additional mentor(s), he/she is encouraged to contact that individual and notify APAOC's Career Development Subcommittee Chair.

**Please note that in addition to active communication, confidentiality is the most important ground rule.** What passes between the mentor and the mentee is private unless specific permission is given to disclose information. The mentee needs to be mindful that the mentor may be passing on insights and experiences which require confidentiality and discretion. The mentor needs to be particularly conscious of casual conversations with people known to both parties. While this is just another aspect of confidentiality, it is particularly important that the mentee know that the mentor will not be passing information back to the supervisor. In an organization where many mentors and mentees' supervisors may know each other, discretion is vital.

For questions regarding the APAOC Mentoring Program, please contact CDR Kathryne Feng at (505) 946-9485 or Kathryne.Feng@ihs.gov We have obtained permission from the Health Service Category to use their Health Services Officers Mentoring Program Guide. This handbook can be obtained from the APAOC web site <http://www.usphs-apaoc.org/career/mentor.asp>

Thank you for your participation and for promoting the success of your fellow officers and ultimately the USPHS!