

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

New England Region Policy

NE N 3410.31

Date:  
01/06/14

Cancellation Date:  
01/06/15

### **SUBJ: New England Regional Office Mentoring Program (NEROMentor)**

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**1. Purpose of this Notice.** This Notice establishes the New England Regional Office Mentoring Program (NEROMentor) for FAA Employees located in the New England Regional Office.

**2. Audience.** All FAA Employees located in the New England Regional Office.

**3. Where can I Find This Notice?** You can find this Notice on the MyFAA Employee Web site: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/). This Notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/)

#### **4. Background.**

a. The New England Region Regional Administrator supports the creation of a mentoring program for FAA employees located in the Regional Office. The Regional Management Team has established this program to increase opportunities for employee development and cross-organizational networking in support of the FAA's 4 Pillars.

b. Mentoring fosters professional growth and boosts employee morale. The NEROMentor program fosters employee engagement, creates accessible mentoring opportunities, and stimulates participants to think about succession planning in alignment with the FAA Administrator's goals. This will address the need to provide FAA employees with local opportunities to enhance their knowledge base and understanding of their own and other Lines of Business (LOB), as well as to develop "soft" skills. A mentoring process can provide professional growth opportunities through relationships with co-workers which incorporate goal-setting and goal-fulfillment.

c. This program is developed as a grass roots "micro-mentoring" approach to encourage FAA employee growth and boost morale using local resources and corporate knowledge, without required travel or details. NEROMentor can be supplemented, at the Supervisor's discretion, with training objectives and activities.

d. The duration of the cycle of NEROMentor is 12 months. The program cycle will coincide with the calendar year and have three phases. Phase 1 begins in January, which is National Mentoring Month. It includes recruitment, placement, and orientation; Phase 2 consists of 7 months of mentoring, and Phase 3 consists of two months of program feedback and evaluation.

## 5. Roles and Responsibilities

a. **Mentor** – Person who facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years. The Mentor works with the Mentee (see below) for 2-4 hours monthly. It is recommended that Mentors are at I-Band level or above, however Mentors at the H-Band or below will be considered on a case-by-case basis. Training resources for Mentors will be recommended but not required. Supervisory approval is required for participation. Each Mentor will be matched by the Deputy Regional Administrator and RMT members with one Mentee by use of a questionnaire (Appendix A).

b. **Mentee – Person who is mentored.** The Mentee will identify areas of knowledge, skills, and expertise that he/she wishes to improve and will commit to setting goals and working towards the achievement of these goals for 2-4 ours monthly. All employees are eligible, provided the Mentee is at or below the level of the selected Mentor. Supervisory approval is required for participation.

c. **Administrative Support** - This program is sponsored by the Regional Administrator and run by the Deputy Regional Administrator, who will designate Administrative Support through the Regional Management Team.

d. **RMT**- Supports the Mentor-Mentee relationship within the mentoring program guidelines to the extent possible within operational and budgetary constraints. Members will also participate, as needed, in matching of Mentors and Mentees as well as orientation and follow-up meetings.

e. **Supervisor** – Supports the Mentor-Mentee relationship, within reasonable operational limits. A commitment of 2-4 hours monthly is required from Mentors and Mentees during the 7 months of mentoring in each annual cycle.

f. **Deputy Regional Administrator (DRA)**- is responsibility for the everyday operation of NEROMentor. The DRA will form a committee of RMT members each January to evaluate applications and match Mentors with Mentees. The DRA is also responsible for orientation and follow-up meetings with Mentors and Mentees.

g. **Regional Administrator** – Sponsors this program within the Regional Office.

## 7. Phases.

- a. Phase 1 – January through March
- b. Phase 2 – April through September
- c. Phase 3 – October through December

## 8. Procedures

a. At the beginning of the Calendar year, Phase 1 of the NEROMentor Program cycle will commence including recruitment and placement. Employees seeking to participate in the Mentoring Program as either Mentor or Mentee will complete a copy of Appendix A (*Questionnaire for Mentor and Mentee*) and submit it to the Mentoring Program through their LOB point-of-contact.

b. Questionnaires from prospective participants will be reviewed by the DRA and selected RMT members, and each Mentor will be matched to a single Mentee for a mentoring cycle based upon the questionnaires. If there is an excess of either Mentors or Mentee candidates, the panel members will first attempt to find additional participants. If unable, those Mentees will receive priority for the following mentoring cycle.

c. After pairings are selected and found acceptable to all participants, an agreement between the Mentor and Mentee will be signed. (see Appendix B *Mentor/Mentee Agreement*).

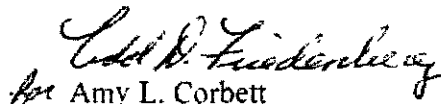
d. At the conclusion of Phase 1, the participants will be provided orientation materials and access to a shared network resource. Phase 2 begins with a meeting of all participants to review program requirements and options and continues with mentoring between pairs. Appendix 3 (*Check-In Report*) will be used to track goal planning and progress between pairs.

e. At the midpoint of Phase 2, participants will provide written feedback and documentation of their goal progress to the mentoring program. At this time, participants will also have the opportunity to opt out of the program, however, completion of Phase 2 is encouraged.

f. Phase 3 of the cycle will consist of program feedback and evaluation in order to determine the value and future direction on this mentoring program.

**9. Guidelines.** Efforts shall be made to keep costs and time associated with this mentoring program to a functional minimum, so that the program can enhance employee performance without disrupting operations. It is understood that there will be limits to how many individuals can participate in each mentoring cycle due to operational constraints. All activities will be contingent upon availability of agency resources.

**10. Distribution.** This Notice is to be distributed to all FAA employees located in the New England Region Regional Office.

  
for Amy L. Corbett  
Regional Administrator

**Appendix A. Mentor/Mentee Application**

**Name:** \_\_\_\_\_

**Position and Pay Band:** \_\_\_\_\_

**LOB:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_Mentor \_\_\_\_Mentee

**Mentees – Please describe what areas you would like mentoring in.**

**Mentors – Please describe what areas you would like to mentor others in.**

**Examples of Areas of Interest for Mentoring (If you would like to select a specific Mentor/Mentee, please include in the description)**

- **Communication Skills**
- **Decision Making Skills**
- **Time Management Skills**
- **Leadership or Management skills**
- **Interpersonal Skills**
- **Technical Knowledge and Skills**

**Description:**

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**Education/Specialized Experience:**

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**Expectations:**

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**Appendix B. Mentor/Mentee Agreement**

As a \_\_\_Mentor/\_\_\_Mentee in the FAA’s New England Regional Office Mentoring Program (NEROMentor), I agree to:

- **Make a 4-7 month commitment to mentoring;**
- **Fulfill training recommendations;.**
- **Commit to 2-4 hours monthly for program needs;**
- **Be on time for scheduled meetings;**
- **Set 4 and 7 month program goals and work towards fulfilling these goals;**
- **Comply with check-in and feedback requirements;**
- **Engage in the relationship with an open mind;**
- **Keep discussions with my Mentor/Mentee confidential unless both parties decide otherwise;**
- **Request Support from the NEROMentor Program when assistance is needed;**
- **Notify the NEROMentor Program as an changes in my availability to this program.**

\_\_\_\_\_  
**Mentor/Mentee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**  
(Not required for senior managers and SES)

\_\_\_\_\_  
**Date**

**Appendix C. NEROMentor Check-In Report**

**Date** \_\_\_\_\_

**Mentor** \_\_\_\_\_ **Mentee** \_\_\_\_\_

**Goal** \_\_\_\_\_  
\_\_\_\_\_

**Progress/Plan:**

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**Goal:**

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**Progress/Plan:**

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**Goal:**

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**Progress/Plan:**

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