



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Eastern Region Policy**

**Order  
EA 3410.25**

Effective Date  
10/25/10

**SUBJ: Eastern Region FEDMentor Pilot Program**

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**1. Purpose of this Order.** This Order establishes the Eastern Region FEDMentor Program for Eastern Regional Office employees and provides guidelines for participation.

**2. Audience.** All Eastern Region Office Employees.

**3. Where Can I find This Order?** This order is available to employees on the MyFAA Employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and to the public at <http://rgl.faa.gov>.

**4. Background.**

**a.** Eastern Region Regional Administrator supports the creation of a mentoring program for Regional Office employees. The Regional Management Team (RMT) established the Eastern Region FEDMentor Program to increase opportunities for employee development and cross-organizational networking in support of the FAA Flight Plan Goal of Organizational Excellence.

**b.** The FEDMentor Program fosters employee engagement, creates accessible mentoring opportunities, and stimulates participants to think about succession planning, in alignment with the FAA Administrator's goals. Mentoring fosters professional growth and boosts employee morale. A need was identified 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 develop their "soft" skills. The mentoring process can provide professional growth opportunities through relationships with co-workers that incorporate goal-setting and goal-fulfillment. FEDMentor can potentially establish a mentoring community that would partner with other pre-existing mentoring programs within and outside of the FAA.

**c.** FEDMentor was 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. FEDMentor can be supplemented, at the Supervisor's discretion, with training objectives and activities.

**d.** The duration of the FEDMentor Program cycle is 12 months. This pilot program cycle will coincide with the fiscal year. The cycle has 3 phases: Phase 1 consists of 3 months of recruitment, placement, and orientation; Phase 2 consists of 7 months of mentoring; and Phase 3 consists of 2 months of program feedback and evaluation. Phase 2 will start in January, which is National Mentoring Month.

## 5. Roles and Responsibilities.

**a. Mentor** - One 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 H-Band or below will be considered on a case-by-case basis. Training resources for Mentors will be recommended but not required. LOB approval is required for participation. Each Mentor will be matched with one Mentee by use of a questionnaire (Appendix A).

**b. Mentee - One 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 hours monthly. All employees are eligible provided the Mentee is at or below the level of the selected Mentor.

**c. Administrative Support** –This program is sponsored by the Regional Administrator, who will designate administrative support through the Regional Management Team (RMT).

**d. RMT** - Supports the Mentor-Mentee relationship within the FEDMentor Program guidelines to the extent possible within operational and budgetary constraints.

**e. Supervisor** – Supports the Mentor-Mentee relationship, within reasonable operational limits. A commitment of 2-4 hours monthly is required from Mentees and Mentors during the 8 mentoring months of each FEDMentor cycle.

**f. Regional Administrator** – Sponsors FEDMentor Program within the Regional Office.

## 6. Procedures.

Phase 1--October through December

Phase 2--January through July

Phase 3--August through September

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

**b.** Questionnaires from prospective participants will be reviewed and each Mentor will be matched to a single Mentee for each FEDMentor cycle. If there is an excess of either Mentor or Mentee candidates, they will receive priority for the next 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 with orientation materials, and access to a shared network resource. Phase 2 begins with a meeting of all participants to

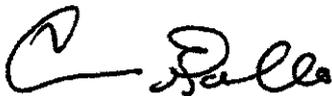
review program requirements and options, and continues with mentoring between pairs. Appendix 3 (*Check-In Report*) will be used to track goal planning and progress between pairs.

e. At the midpoint of Phase 2, participants will provide written feedback and documentation of their goal progress to the FEDMentor 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 FEDMentor cycle will consist of program feedback and evaluation, in order to determine the value and future direction of the FEDMentor Program.

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

**8. Distribution.** This Order is to be distributed to all employees in the Regional Office.



Carmine Gallo  
Regional Administrator



**Appendix B. FEDMENTOR Mentor/Mentee Agreement**

As a \_\_ Mentor / \_\_ Mentee in the Federal Aviation Administration Eastern Region FEDMentor Program, 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 FEDMentor Program when assistance is needed.
- Notify the FEDMentor Program of any change in my availability to this program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature  
(not required for Senior Managers and SES)

\_\_\_\_\_  
Date

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

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

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

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

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

**Progress/Plan:**

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

**Progress/Plan:**

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

**Progress/Plan:**

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