

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

Subject: Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee Application

References: IMCOM OPORD 15-001 FY15-16 Annual Command Guidance

Suspense: Applications accepted 21 September – 19 October 2015 for start in January 2016

Purpose of the Program:

- Identify and develop exceptional employees and future leaders
- Develop an agile, adaptive workforce to support Force 2025
- Institute and promote a culture of coaching and mentoring enterprise-wide

Desired Qualifications for Applicants:

- Commitment to excellence and personal and professional growth
- Mentee: Two years in federal service, GS 9-13, NAF and local national equivalents
- Mentor: GS 13-15 or NAF equivalent
- Completion of grade-appropriate Civilian Education System course or equivalent
- Fully successful or higher on most recent evaluation
- Mobility for future assignments within IMCOM

Requirements for Mentees

- Attendance and active participation in HCMP orientation (TDY January 10-16, 2016 to San Antonio, TX)
- Five-day job shadow of either your mentor or a future position you would like to hold (may include TDY, as recommended by mentor/senior mentor and determined by budget)
- Active participation in working group and Capstone events (possible TDY for five days)
- Individual development plan (bring copy to orientation)
- Recurring communication with mentor (face-to-face, VTC, telephone, etc.)
- Complete program evaluations and self-assessment (distributed at program conclusion)
- Mentor others formally or informally

Requirements for Mentors

- Attendance and active participation in HCMP orientation (TDY January 10-16, 2016 to San Antonio, TX)
- Work with mentee and program action officers to develop a recommendation for mentee's five-day job shadow. This may include mentee shadowing mentor or shadowing another position relevant to the mentee's development. Shadow week may include TDY, based on available funding and mentor/senior mentor recommendation
- Support mentee efforts in working group and Capstone events
- Recurring communication with mentee (face-to-face, VTC, telephone, etc.)
- Complete program evaluations and self-assessment (distributed at program conclusion)

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

Application Process

- Mentee applicants and their supervisors must complete application sections I
- Mentor applicants and their supervisors must complete application sections II
- Applications must be saved in PDF format using the following naming convention:
 - **HCMP16-YOURLASTNAME.PDF** for mentees
 - **HCMP16-Mentor-YOURLASTNAME.PDF** for mentors
- Please email applications to Headquarters IMCOM G1 Workforce Development at **usarmy.jbsa.imcom-hq.list.g1-workforce-development-owner@mail.mil**
- Competitive selection board made up of representatives from each IMCOM region, Headquarters and G1 Workforce Development branch
- All applicants will be notified of their selection status. Those not selected for HCMP will be encouraged to apply for other development opportunities
- Selected mentees are matched to a mentor with appropriate grade, skills and competencies and further grouped under a senior mentor
- Questions may be addressed to Amanda Rodriguez, amanda.s.rodriguez7.civ@mail.mil, (210) 466-0404, Headquarters IMCOM G1, Workforce Development

Timeframe: Approximately one year

Funding: Headquarters IMCOM G1 centrally funded

Application: Part I is to be completed and signed by mentee applicants and their supervisory chain of command. Mentor applicants and their supervisory chain of command should complete part II. Responses should be no more than three to five paragraphs and focus on applicant's demonstrated commitment to personal and professional growth.

Headquarters,
 IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
 Application**

LOE 1: Professional Installation Management Workforce
 MO 1.1: Talent Management

**IMCOM Headquarters Centralized Mentoring Program (HCMP) Application Part I
 (to be completed by mentee applicants)**

Name:	Pay Plan, Grade and Series:	Duty Title:
Office mailing address:	E-mail address:	Telephone: (Commercial and DSN):
Region and organization:	Total years federal service:	Career Program:
Highest level Army Civilian Education System (CES) completed or civilian degree:		Major field of study:
Supervisor's name, email, telephone number:		
What do you hope to learn or gain from participating in the HCMP?:		
What are your long term and short term goals and objectives?		

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

What assignment or developmental opportunities are you seeking in the next five years?

What professional and self-development activities did you complete in the last five years?

I request consideration for the IMCOM HCMP as a mentee. I understand participation is voluntary and I may withdraw at any time. At the discretion of my supervisor, I may be given reasonable duty time for HCMP activities. My participation in this program is not a guarantee of training, assignment or promotion. All recommended formal training courses are subject to applicable regulations and availability of funds. I understand that if selected for the HCMP, I will be expected to complete all program requirements. I also understand completion of this program may require the commitment of personal time.

Applicant Signature/Date: _____

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

**IMCOM Headquarters Centralized Mentoring Program (HCMP) Application Part I
(continued, to be completed by mentee applicant's chain of command)**

Immediate Supervisor Recommendation

Describe why you are recommending this applicant for participation in the HCMP.

Supervisory Endorsement

I validate that the information provided in this application is correct. I support my employee's application and participation in the program. I understand if selected, that during my employee's involvement in the HCMP, brief periods of TDY will be required for the orientation, shadow week and Capstone events.

Supervisor Signature/Date: _____

Director/Chief Signature/Date: _____

Commander/GC/DGC/GM Signature/Date: _____

Headquarters,
 IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
 Application**

LOE 1: Professional Installation Management Workforce
 MO 1.1: Talent Management

**IMCOM Headquarters Centralized Mentoring Program (HCMP) Application Part II
 (to be completed by mentor applicants)**

Name:	Pay Plan, Grade and Series:	Duty Title:
Office mailing address:	E-mail address:	Telephone: (Commercial and DSN):
Region and organization:	Total years federal service:	Career Program/Field:
Highest level Army Civilian Education System (CES) completed and/or civilian degree:		Major field of study:
Supervisor's name, email, telephone number:		
What do you hope to learn or gain from participating in the HCMP?		
What do you believe are the responsibilities of a mentor?		

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

What would be your goals and objectives for a mentee?

Why would you be an effective mentor?

I request consideration for the IMCOM HCMP as a mentor. I understand participation is voluntary and I may withdraw at any time. At the discretion of my supervisor, I may be given reasonable duty time for HCMP activities. My participation in this program is not a guarantee of training, assignment or promotion. All recommended formal training courses are subject to applicable regulations and availability of funds. I understand that if selected for the HCMP, I will be expected to complete all program requirements. I also understand completion of this program may require the commitment of personal time.

Applicant Signature/Date: _____

Headquarters,
IMCOM G1 Workforce Development Program
**Headquarters Centralized Mentoring Program (HCMP) Mentor/Mentee
Application**

LOE 1: Professional Installation Management Workforce
MO 1.1: Talent Management

**IMCOM Headquarters Centralized Mentoring Program (HCMP) Application Part II
(continued, to be completed by mentor applicant's chain of command)**

Immediate Supervisor Recommendation

Describe why you are recommending this applicant as an HCMP mentor.

Supervisory Endorsement

I validate that the information provided in this application is correct. I support my employee's application and participation in the program. I understand if selected, that during my employee's involvement in the HCMP, brief periods of TDY will be required for the orientation, shadow week and Capstone events.

Supervisor Signature/Date: _____

Director/Chief Signature/Date: _____

Commander/GC/DGC/GM Signature/Date: _____