

EHOPAC Mentoring and Orientation Subcommittee

MENTOR TOPICAL GUIDELINE

Mentor’s Objectives:

- Ensure that the Protégé has a basic understanding of a variety of important career and PHS-related topics.
- Provide direction and support to the Protégé for a variety of possible issues they may be facing, e.g. promotion, assimilation, etc.
- Provide encouragement and a welcoming spirit to enhance the cohesiveness of the Environmental Health Officer category.

This guideline provides a list of topics that should be reviewed during the mentoring process. A detailed review of each topic may not be necessary depending on the Protégé’s training and experience, e.g. completion of the Officer’s Basic Course and/or mentorship by their supervisor.

During initial contact with the Protégé, the Mentor could read through the topics listed in this guideline to determine the Protégé’s level of understanding for each, and use the feedback to develop a prioritized outline of topics for subsequent contact.

For Protégé’s that already have a command of the topics listed in this guideline, the mentor will need to determine topics that can further advance the protégé’s skill-set and/or knowledge base. Listen closely to what they have to say and review the list of “Advanced Topics” at the end of this guideline for ideas. Please also share your ideas for topics that can be included in the “Advanced” list with the Chair of the Mentoring and Orientation Sub-committee.

The Mentor is expected to communicate regularly (e.g. quarterly, at minimum) with their Protégée over the course of the Mentorship year. Notes should be taken by the Mentor as necessary to ensure timely and thorough follow-up on issues or questions that arise through communication with the Protégé.

Career Development Issues

Dates Discussed

Promotion Process _____

- Review T&E Date and determine when officer is up from promotion.
- Explain Promotion Timeline
- Review EHO Benchmarks

Curriculum Vitae _____

- Ensure that CV is in proper current format

Maintenance of the OPF _____
○ Review of Sections
○ How to submit documents

Awards System _____

Education & Training _____
○ Which advanced degrees are acceptable?
○ What is Long-Term Training (LTT)?
○ Am I eligible for LTT?

R.E.H.S. Professional Registration _____
Duty Assignments & Progression _____
Officer Basic Course _____

OFRD _____
○ Readiness Standards
○ Field Medical Readiness Badge
○ Readiness Checklist
○ Deployments in general

Billets _____
Mobility; Geographic vs. within same location _____
COERS _____

Personnel Issues

Leave _____
Pay _____
Military Protocol _____
Standards of Conduct _____
Uniforms _____
Medical/Dental Benefits _____
Life Insurance _____
Retirement _____
Thrift Savings Plan _____
G.I. Bill _____
Separation & Inactivation _____
Probation _____

Support Issues

Protégé's Agency Liaison _____
○ Who, contact info, why important to know.

EHOPAC _____
○ EHOPAC Website (as a resource)

Professional Organizations _____
○ COA & local COA

Agencies/Opportunities in the PHS _____
JOAG _____

EHO List Serve _____
○ Value of, and How to subscribe

References and Resources

<http://dcp.psc.gov/>

<http://ehopac.org/>

Mentoring “Welcome Packet” <http://ehopac.org/index.cfm?fa=mentoring>

Commissioned Corps Personnel Manual <http://dcp.psc.gov/navigati.asp>

“Advanced” Topics:

- *The Associate Safety Professional (A.S.P.) certification*
- *The Certified Safety Professional (C.S.P.) certification*
- *The Certified Industrial Hygienist (C.I.H.) certification*
- *The Diplomate of the American Academy of Sanitarian (D.A.A.S.) credential*
- *How to find your next assignment*
- *How to make a professional presentation*
- *FDA Food Code Inspector “Standardization”*
- *IHS Injury Prevention Fellowship*
- *EPA Inspector Credentials*
- *Exploration of ideas to address “deficiencies” noted in a COER*