

MENTORING PROGRAM

What is the Mentoring Program?

The Mentoring Program is an agency-wide learning and development program designed to help employees enhance their prospects for career advancement. It supports the DCAA Strategic Plan *Goal 2: Cultivate a Premier and Diverse Workforce*. Mentoring is an effective way to foster professional and career development in the workplace.

Eligibility: All GS-12 and up DCAA employees are eligible to participate as a mentee or a mentor.

How do I apply?

Employees may self-nominate to request a mentor or volunteer to become a mentor. The application process requires employees to provide a mentor/mentee profile via an MS Form. Links to the form will be posted on the [Mentoring Community SharePoint page](#) and e-mailed to eligible participants. Acceptance into the program may be impacted by the availability of a suitable mentor/mentee match. The application period is open in September.

Requirements of the Mentoring Program: Mentors and mentees will receive training on the operational aspects of the Mentoring Program. In addition, mentors and mentees will receive training on best practices for effective mentoring relationships via instructor-led training. This training is mandatory for all participants.

What is the duration of the program? 10 months

What is the difference between coaching and mentoring? Coaching is skill oriented and focuses on providing support and guidance in one's current role. Mentoring focuses on future career aspirations, setting goals, and establishing a plan of action to achieve them.

Does my mentor have to be collocated with me? No.

Who do I contact if I have more questions?

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