



UCA/UMA Newcomers/Initial Training



What is the Retention Office
Manager (ROM) responsible
for?
&
Where does the UCA fit in?





Retention Office



Strength/Manning

- Ensure unit strength is above 100%
- Assist Commanders to implement force management plan
- Provide Commanders with update Retention data

Incentives Programs

- Enlistment/Reenlistment Incentives
- Kicker Benefits
- Incentive Policy Guidance
- HP Incentive Programs

Career Counseling Services

- Cross-training opportunities
- **Career Motivation Program**
 - **Unit Career Advisors**
 - CMP Forms:**
 - Initial/Reenlistment Interviews
 - Separation Counseling
 - Exit Interviews
 - **Unit Mentoring Advisor Duties**

Educational Benefits

- State Tuition Waiver Program
 - NJ Colleges and Universities
- Active-Duty Tuition Assistance Program
- Montgomery GI Bill (Ch. 1606, 1607, 30, Post 9/11)
- Education Briefing/Counseling



Table of Contents

1. Career Interviews

- Initial
- Reenlistment
- Follow-ups
- Separation

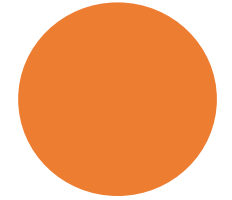
2. Unit Mentoring Advisor Duties

- **Promoting the Mentoring Program**
- **Assisting unit members to be**

paired

3. Information Dissemination

- Educational Benefits
- Incentive Programs
- Mentoring Program Events





Career Motivation Program Forms



AIR NATIONAL GUARD CMP Initial Interview *Your career is important to us.*

TO: Squadron Commander

RETENTION INTERVIEW RECORD, PERSONAL DATA - PRIVACY ACT OF 1974

INTERVIEW TYPE: PAS CODE: DATE:
 Member Name: SSAN: DAFSC: UNIT/OFFICE:
 AUTH GRADE: Tech YRS SAT: EXCESS: PT PGM:
 DOE: ETS: OBLIG EXP DT: DOR: PAY DT:

Career Development Interview

- What are the reasons you joined the Air National Guard (ANG)? List in order of importance.
- What are your ANG career goals and plans during this term of enlistment?
- How do you perceive your role as a member of the Air National Guard?

Please rate the following statements:	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
4. The Student Flight Training was useful to me before I went to Basic Training. (Mark "N/A" if your unit does not have a student flight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AIR NATIONAL GUARD CMP Interview *Your career is important to us.*

To: Squadron Commander

RETENTION INTERVIEW RECORD, PERSONAL DATA - PRIVACY ACT OF 1974

INTERVIEW TYPE: Reenlistment PAS CODE: DATE:
 MEMBER NAME: DAFSC: UNIT/OFFICE:
 AUTH GRADE: Tech YRS SAT: EXCESS: PT PGM:
 DOE: ETS: OBLIG EXP DT: DOR: PAY DT:

Career Development Interview

- What are your personal (civilian) goals and plans?
- What are your Air National Guard career goals and plans - short and long term? Have they changed since your last interview?
- Describe your current ANG duties. If you are a traditional member, what is your civilian job?

In this section, please rate the following statements:	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
4. I am satisfied in my current duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am receiving the proper training and equipment in order to perform my job effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Upward mobility and additional responsibility is afforded to me or discussed with me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overall, membership in the ANG is meeting or exceeding my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. My career development is encouraged, e.g. PME, CDCs and skill level training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I am kept informed about the ANG, its policies, processes, procedures, and other important information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I would recommend the ANG to my family and friends as a great place to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

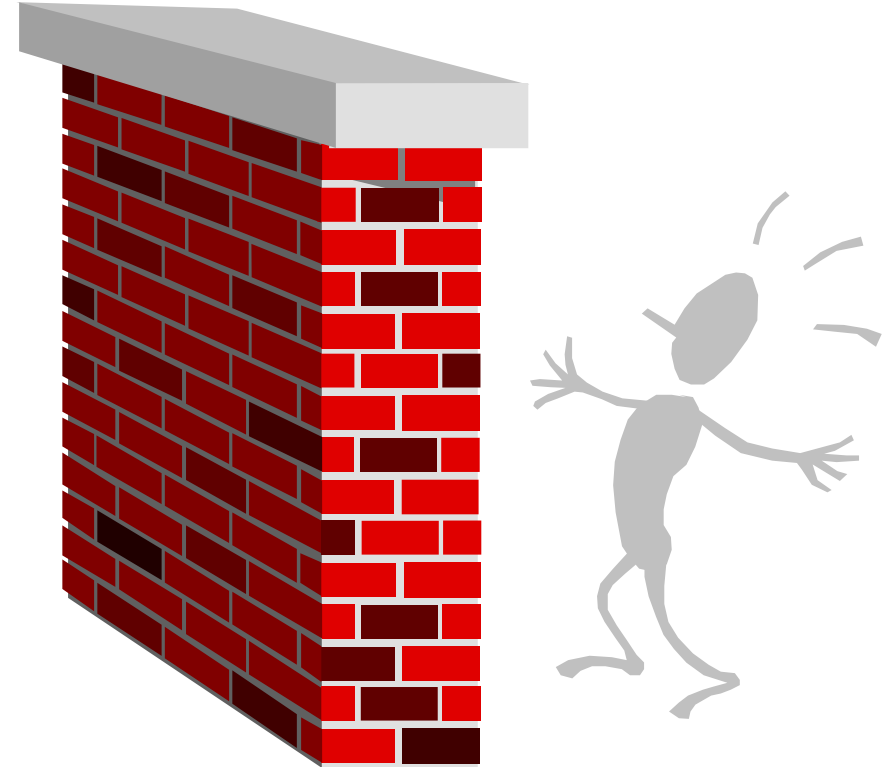


Career Motivation Program Interviews



Interviews Fall Into Four Categories

- Initial
- Reenlistment
- Follow-ups
- Separation



Don't make it easy for them to leave...



Career Motivation Program

Initial Interview



- Conduct **NLT 3 Months** after Enlistment or when returning from Basic Training and Technical School (for non-priors)
- Complete form **before** member meets Commander
- Review their Educational Benefits if they have educational goals
- Ask member if they would like to enter the **Mentoring Program**
 - Guide member if desiring to enter the **Mentoring Program**



Career Motivation Program

Reenlistment Interview



- **Interview member NLT 6 Months Prior To ETS**
 - **Retrieve this list from your CSS**
- This is for all Enlisted members who are Not Retirement Eligible at their ETS
- Member will review their intent
- Commander will either **approve** or **disapprove** of the **reenlistment**



Career Motivation Program

Follow-up & Separation Interview



- Use only for members Who Are Undecided Or Intend To Separate At ETS
- Also performed when requested by the Commander or Supervisor
- Topics to Discuss: Review reasons for them wanting to leave; re-explain benefits, any bonuses, mission and purpose, offer up member to enter the 108th Mentoring Program





List of Benefits to Remind Members of During Interviews



A. Educational Benefits:

1. **Montgomery GI Bill Selected Reserve (Chapter 1606)**

- Reverification Process

2. **NJ State Tuition Program**

- Need to apply for financial aid
- Working with the VA Rep

3. **Montgomery GI Bill, Post 9/11 (Chapter 33)**

- Transferring the benefit to benefits



List of Benefits to Remind Members of During Interviews



B. Testing and certification

1. Weams website

<https://inquiry.vba.va.gov/weamspub/buildSearchLCCriteria.do>

- Re-testing and payment via 1606
- Orders requirement
- Limits on one time testing payment
- Application process as an AGR



List of Benefits to Remind Members of During Interviews



C. 108th Mentoring Program

1. How to sign up

2. Benefits

- Networking
- EPR/OPR Bullet
- Someone in addition to your supervisor guiding you on your career



Questions about Career Motivation Program



MSgt Jazlyn Johnson

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Jazlyn.Johnson@us.af.mil

“Everyone plays a part in Retention”





Resources to Research for UCAS



GI Bill Benefits

<https://www.va.gov/education/about-gi-bill-benefits>

Military One Source

<https://www.militaryonesource.mil/national-guard/national-guard-family-program/national-guard-and-reserves-benefits>

ANGI, 36-2602

<https://static.e-publishing.af.mil/production/1/ang/publication/angi36-2602/angi36-2602.pdf>





Unit Mentoring Advisor Duties



Coming to the 108th Wing, January 2023



Send Email of Interest to: 108mentoringprogram@gmail.com

or SMSgt Luis Mendoza, luis.m.mendoza5.civ@mail.mil



108th Wing Mentoring Program Committee Structure

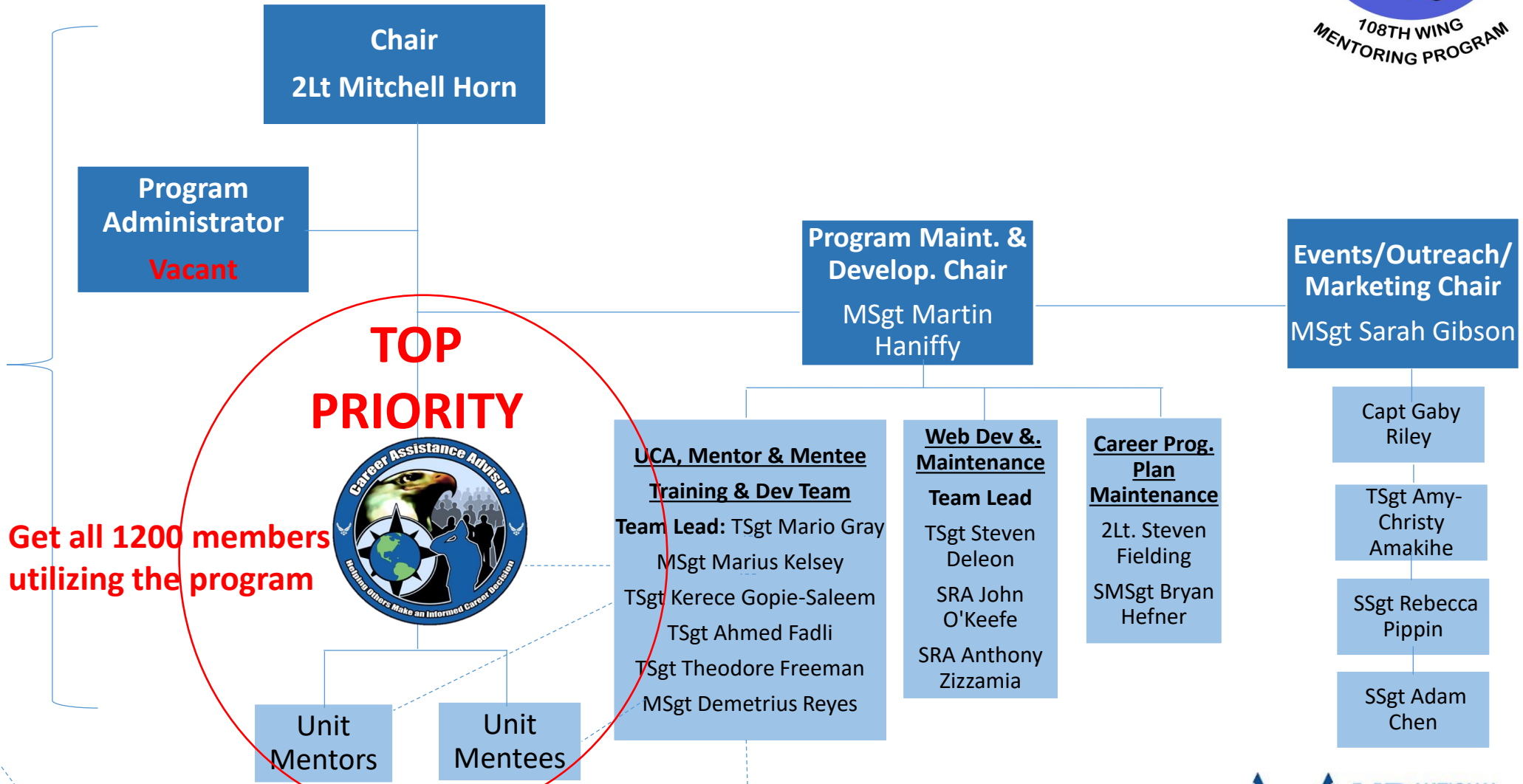


WG/CC & WG/CCC

HRA
SMSgt Luis Mendoza

ROM
MSgt Jazlyn Johnson

Provide General Oversight





The Part You Will See: The Main Operation



Unit Mentoring Advisor Duties

CCs will have to option to utilize
Unit Career Advisors (UCAs)

UMA, Mentor
& Mentee
Training &
Develop.

Training and Development

1. Assist ROM in providing training and refresher training to UCAs
2. Occasionally provide training to Mentors and Mentees

Unit
Mentors

Unit
Mentees

UMAs

1. Make **Unit Announcements**
2. Present the Mentoring Program to members during **CMP interviews**
 - Assist members sign up and navigate program

Mentor and Mentee

1. Officers and Enlisted may sign up for the program via
 - Contacting their UCAs or
 - emailing

108mentoringprogram@gmail.com



A Closer Look: **UMA Duties**

Unit Mentoring Advisor Duties

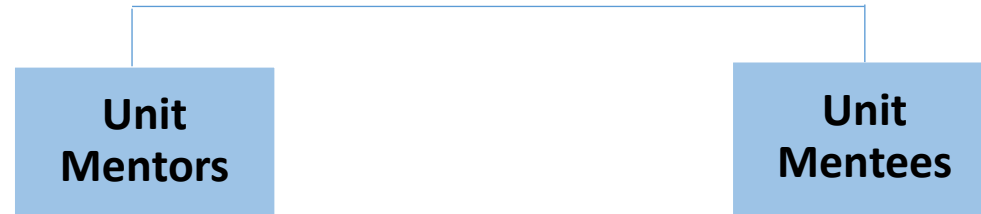
1. Make **Unit Announcements** (i.e. Training classes for Mentees and Mentors, Events, etc.)
2. Present the Mentoring Program during Career Motivation Program (CMP) interviews
3. Assist Mentors and Mentees on signing up if desired and **navigating the program**

<https://sites.google.com/view/108th-mentoring-program>





A Closer Look: Mentors and Mentees



1. Mentors and Mentees will have **the option** to either be **paired with** or **to choose** their own mentor and mentee
 - Profiles of mentors and mentees will be uploaded into the mentoring site <https://sites.google.com/view/108th-mentoring-program>
2. Mentors and Mentees will **seek guidance** from members doing the **UMA duties** and the **Training and Development Team**
3. Mentors and Mentees will be able to **track their sessions. This is OPTIONAL.**
Members may stay ANONYMOUS.
 - **Benefits of Tracking:** Accountability, Keeping track of topics discussed.



BENEFITS to explain to your members!

- **Networking Outside your Unit**
- **Learning and/or Teaching essential information to advance in one's career**
 - **Documenting proof of this knowledge gained through the mentoring sessions**
- **OPR or EPR Bullet**





SEVERAL KEY FEATURES

1. Website made for both Civilian and Military devices

- This will allow mentors and mentees to **meet throughout the month** and not **only during UTAs**
- The site will contain the **“Track your Session”** feature, the **Career Progression Plan**, **Mentoring Resources** and the **Mentor and Mentee Profile Data Bank**
- For UMA’s the site will contain the **Master Mentoring Sessions Tracker** and the **Participation Trackers** of all Units
- <https://sites.google.com/view/108th-mentoring-program>

2. Career Progression Plan

- This site will give members a **road map** of items needed to progress in their Force Development goals.

<https://sites.google.com/view/108wing-career-development/home>





Events, Outreach and Marketing Team

Events/Outreach/Marketing

Officer
Members

Enlisted
Members



1. Joint Council Events (D&I, 1st Sgts, JNCO, SNCO, Chiefs Councils)
2. Joint Wing Events
3. Joint Service Events
4. Guest Speakers (EFAC, ESGR, NJ EANGUS, Catilist)
5. Advertising of the Mentoring Program via various means: Social Media, T-Shirts, Wing-All Messages, Announcements at Council Meetings, etc.



108th Wing Mentoring Program

Mentor & Mentee Sign-Up Process

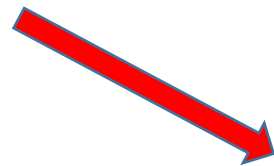
Step 1: Visit the 108th Mentoring Program Google Site <https://sites.google.com/view/108th-mentoring-program>

- *108th Mentoring Google Site works on both military and civilian computers*



Step 2: Click on “UMA & Mentoring Training” and “Mentee Training” ; review the slides or attend a training class

- *This training is mandatory to participate in the mentoring program. Training can be reviewed via slides or members can attend a training class via TEAMS (contact UCA for class schedule)*



Mentor Training

UMA and Mentor Train...

Step 3: Click on Mentor and/or Mentee Profile Form

- Once form is submitted your information will be sent to a password protected wing mentor and mentee database **(contact UCA for password)**

Find a Mentor or Mentee!

(Prospective Mentors and Mentees must complete Training/Orientations first)

Mentor Profile Form (Fill out and join our database of Mentors!)

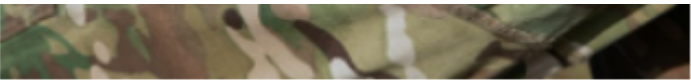
Mentee Profile Form (Fill out and join our database of Mentees!)

108th Wing Mentor Database (Click here to find an available Men...)

108th Wing Mentee Database (Click here to find an available Men...)

Step 4: Notify your Unit Career Advisor that you completed the training and that you have enrolled as a mentor or mentee

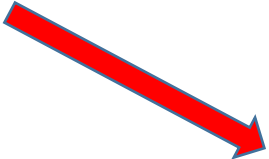
- UCA's will add your training dates/mentor or mentee status to the Unit Participation Tracker and will also provide you with the password to both the Mentor/Mentee database upon notification



Unit Mentoring Advisor Tracker (UMAs and Committee Members only)

108th Mentoring Sessions

Unit Participation Trackers



Mentor Database Template

Mentor List

File Edit View Insert Format Data Tools Help

Print Go To Notify Collaborators Comment Filter

D7 fx

	C	D	E	F	G	H	I	J	K
1	Name	Rank	AFSC	Dropdown	Age	Total Years of Service	Phone	Email	Marital Status

Step 5: Review databases and reach out to any potential mentors/mentees via listed contact info. Begin and track your sessions at your own pace!

- Members can have as many mentor or mentee pairings as they desire, just confirm availability**

Track Our session

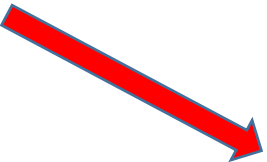
Have you completed a mentoring session? Track it below!

Mentoring Tracker

Optional tracker online!



Mentor Database



Mentor List

File Edit View Insert Format Data Tools Help

Print Go To Notify Collaborators Comment Filter

D7 fx

	C	D	E	F	G	H	I	J	K
1	Name	Rank	AFSC	Dropdown	Age	Total Years of Service	Phone	Email	Marital Status



Find a Mentor and/or Mentee by searching the database

Mentor Database Password: contact Unit Career Advisor (UCA)
Mentee Database Password: contact Unit Career Advisor (UCA)

Only shared with members that have completed both the
UMA/Mentor/Mentee Training and profile forms!



WE WANT TO
HEAR FROM YOU!

Take our Survey!

1. Go to the [108th Wing Home Page](#)

or

2. Visit the following link:

<https://forms.gle/R1JXtwv2XmwxqXA8>



Forms you must take with you and save



1. CMP Forms
 - a. Initial CMP Form
 - b. Re-enlistment CMP Form
2. UCA Checklist of Duties Handout
3. Sign up for the Mentoring Program Handout