



108th Wing Mentoring Program



Mentor: _____

Mentee: _____

<u>NJ ANG Wing Specific Coaching Checklist</u>	
A. Foundational Supervisor Items to Know	Date Completed and COMMENTS
1. Brown Book, Blue Book, Purple Book and the Blueprint	
2. Development Pyramid and ANG Development References	
3. Enlisted and Officer Score Card	
B. "People Resources" to Direct Yourself and Your Members	
1. The 7 Wing Councils	
C. Professional Development Orgs	
1. NJ EANGUS, CATILIST, NGAUS	
2. Office of the ANG CCM a. Enlisted Field Advisory Council (EFAC)	
D. Knowledge items to know: Specific Offices	
1. Inspector General (IG) Office a. Inspections b. Complaints: How to file	
2. Finance a. DTS, Arrows, GTC Card, Help Desk Tickets b. Funding Types, Spending and Obligated Money, Days and Dollars	
3. Medical a. Fitness Waivers, Prescription Drugs, Medical Appointments, LODs, UHM, IMRs	
4. Force Development Office a. PME; How to get your CCAF; Applying for Schools; UTMs; AFVEC	
5. Equal Opportunity (EO) Office a. Filing Complaints	
6. Security Office a. How they can protect you from your employer	
7. ESGR a. How they can protect you from your employer	



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8. Manpower (FSS) a. Basics (Over-grades, Projected Losses, UMD) b. Selective Retention Review Board and AGR Continuation Board	
9. Judge Advocate General (JAG) a. Discipline (For AGRs, Title 32, Title 5, DSGs) b. Discharge Process	
F. Writing	
1. Memorandum for Records a. Writing LORs and LOCs	
2. Military Biographies	
G. Forms to know	
1. 2096	
2. 336	
G. Awards and Feedback	
1. Wing Awards a. 1206, Narrative Bullet Statements	
2. Awards and Decorations a. Narrative Bullet Statements b. My Decs	
3. ACAs	
4. EPBs and OPBs	
5. Promotions a. Paperwork and Process	
H. Mentoring, Coaching and Retaining through Incentivizing	
1. The 108th Mentorship Program	
2. Retention Office a. Unit Career Advisor Program b. Bonuses c. Tuition Assistance	
J. Mental Health and Resilience Resources	
1. Know your Community Action Team (CAT)	
2. Military Family Life Counselors	
3. Military One Source	
4. Sean's Room	
5. The Integrated Primary Prevention Workforce	