



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



Summary of Duties

1. UCA Duties/ Career Interviews

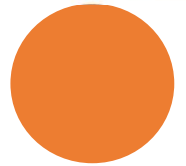
- Initial
- Reenlistment
- Follow-ups
- Separation

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



CMP Initial Interview *Your career is important to us.*

RETENTION INTERVIEW RECORD, PERSONAL DATA - CONTROLLED UNCLASSIFIED INFORMATION

Reference: DAFI 36-2670, ANGI 36-2602

Purpose: The Career Motivation Program is an ongoing, proactive process that enhances member engagement and assists commanders and supervisors with identifying areas of concern that may affect retention. The process involves periodic interviews between members and commanders to discuss future career plans and goals.

Intent: Initial interviews are conducted to introduce new members to unit leadership, discuss local and Air National Guard policies and explain unit expectations.

MEMBER NAME:

DATE:

1. What was your main factor for joining/transferring the ANG?

MONEY	EDUCATION	TRAINING	SATISFACTION	OTHER ENTITLEMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentives, Extra Pay	CCAF, Developmental Education, VA, GI Bills	Technical Training	Responsibility, Recognition, Belong, Service	Low Cost Insurance, Retirement Plan, Travel, Base Exchange/Commissary

2. What are your ANG goals within this enlistment?



CMP Reenlistment Interview *Your career is important to us.*

RETENTION INTERVIEW RECORD, PERSONAL DATA - CONTROLLED UNCLASSIFIED INFORMATION

Reference: DAFI 36-2670, ANGI 36-2602

Purpose: The Career Motivation Program is an ongoing, proactive process that enhances member engagement and assists commanders and supervisors with identifying areas of concern that may affect retention. The process involves periodic interviews between members and commanders to discuss future career plans and goals.

Intent: Reenlistment interviews are conducted with all enlisted members who are within twelve months of the expiration of their enlistment term. The purpose of the interview is to determine the member's intent for reenlistment, and document the unit commander's recommendation. Declarations of intention and commander recommendations are not binding.

MEMBER NAME:

DATE:

1. Describe a positive/negative experience during this enlistment period?

2. If you were a commander for a day what would you change about your organization?

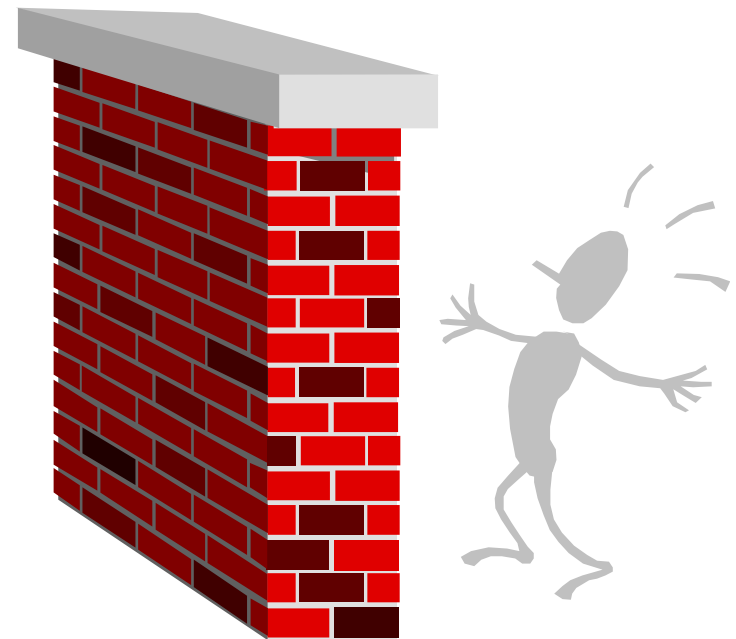


Career Motivation Program Interviews



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



How to get started

- Create an excel sheet tracker
- Get a roster from your CSS



Questions about Career Motivation Program



MSgt Jazlyn Johnson

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“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

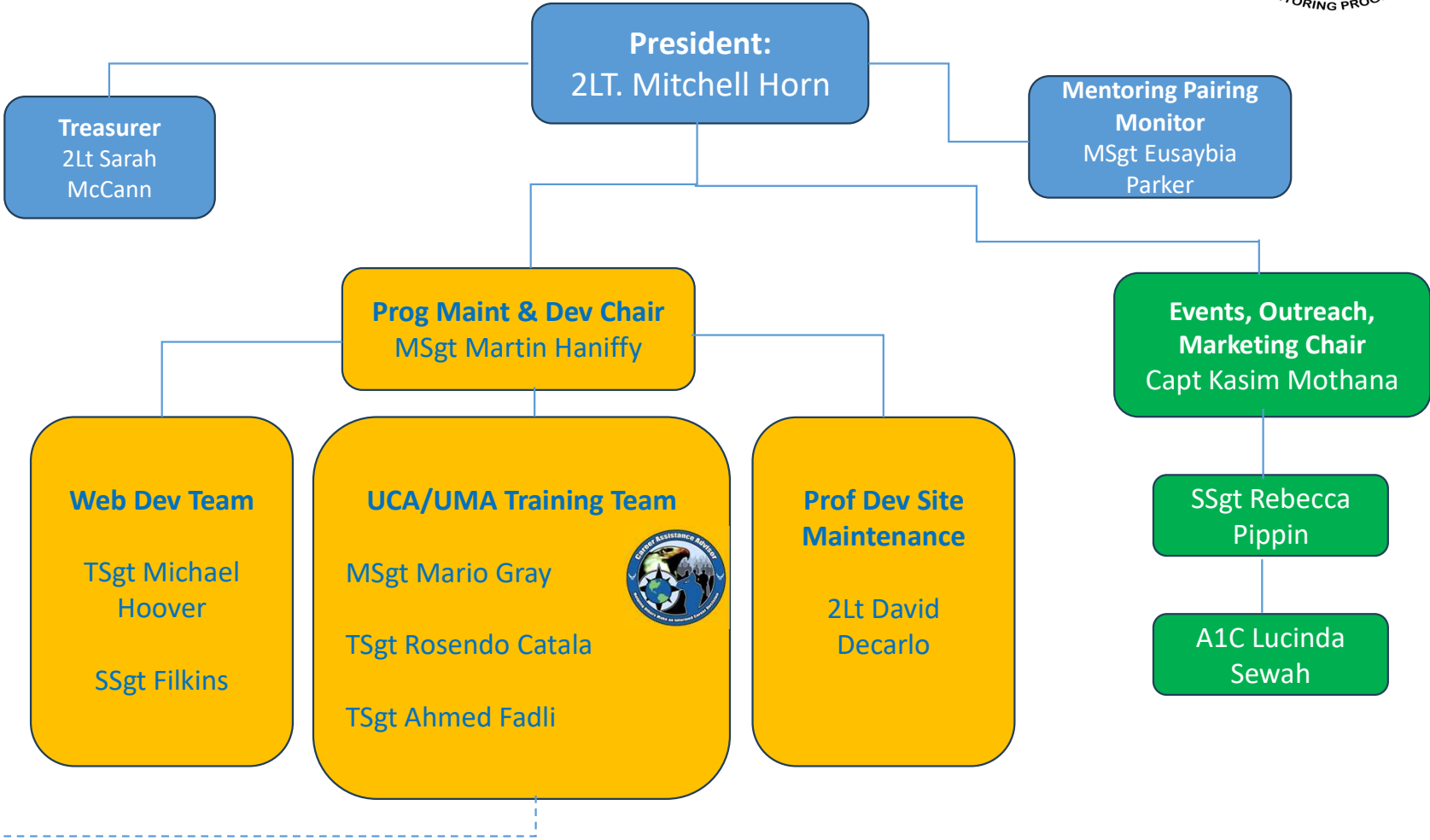


108th Wing Mentoring Program Council



Provides Oversight

Wing CC
Wing CCM



HRA:
SMSgt Luis Mendoza



ROM:
MSgt Jazlyn Johnson



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://108thmentoringprogram.com>





Mentor and Mentee Features



Unit
Mentors

Unit
Mentees

1. Mentors and Mentees will have **the option** to either be **paired with** or **to choose** their own mentor and mentee
2. Mentors and Mentees will have access to numerous tools and resources to utilize during their sessions to include **Mentor/Mentee Checklists**.
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!

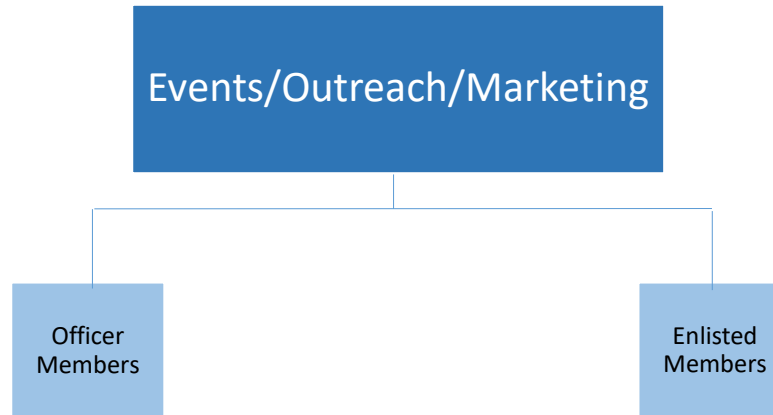


- **Networking Outside your Unit**
- **Learning and/or Teaching essential information to advance in one's career**
 - **Documenting proof of this knowledge gained through the mentoring sessions**
- **OPB or EPB Bullet**





Events, Outreach and Marketing Team



This team will help advertise and celebrate the program

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



Mentor Mentee Success Stories

Mentor and Mentee success stories will be posted on the 108th Wing Public Affairs site for successful Mentor and Mentee Pairings.





108th Wing Mentoring Program

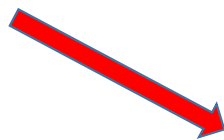
Mentor & Mentee Sign-Up and Search Process

1. Visit the 108th Mentoring Program Google Site: <https://108thmentoringprogram.com>

- Site is compatible on both military and civilian computers



2. On the center of the homepage, click the “Sign up to be a Mentor or Mentee”



3. Click on Mentor and/or Mentee Profile Form

- Fill out the Mentor and/or Mentee Profile Form.




The image displays two side-by-side sign-up forms. The left form is titled "Mentor Sign Up Form" and features a green chalkboard graphic with the word "MENTOR" in the center. Surrounding "MENTOR" are various terms related to mentorship: TRAINING, LEARN, INSPIRE, PRACTICE, LEADERSHIP, SEMINARS, WORKSHOPS, COACH, SKILLS, GOALS, SUCCESS, DEVELOP, MOTIVATE, PEOPLE, METHOD, DIRECTION, PROGRAM, WORK, and CAREER. Below the graphic, the text reads: "After filling out this questionnaire, Mentors will be able to see your information and discover you". At the bottom is an orange button labeled "Mentor Profile Form". A red arrow points from the text to the button. The right form is titled "Mentee Sign Up Form" and features a circular graphic with "MENTEE" in the center, surrounded by a blue ring with "MENTEE" written twice. Below the graphic, the text reads: "After filling out this questionnaire, Mentors will be able to see your information and discover you". At the bottom is an orange button labeled "Mentee Profile Form". A red arrow points from the text to the button.

4. Fill out the Questionnaire and click “Register”

- This will register you in the system to utilize the Mentor and Mentee Tools and Resources
- Save your Username and Password

Would you like to also be registered as a Mentee *

Username or Email * 

Password *

Confirm Password *

Register


Finding a Mentor and/or Mentee

4. Go back to the main page and on the top tool bar, click **“Mentoring Tools and Resources”**



 HOME  **MENTORING TOOLS AND RESOURCES**  NJ ANG PROF DEV SITE  USER AND UCA LOGIN  PRIVACY POLICY


5. Scroll down and click **“View Current Mentors”** or **“View Current Mentees”**



View Current Mentors

Click the button below to see a list of current mentors

[Current Mentors](#)



View Current Mentees

Click the button below to see a list of current mentees.

[Current Mentees](#)

6. Search through available Mentors and/or Mentees

- You may utilize the filters.
- Click “Show More” to see how to contact them.

Filter By: Rank First Name Last Name

Unit/Squadron AFSC/Air Force Job Assigned Mentee

APPLY FILTERS Reset Filters

Rank	First Name	Last Name	Unit/Squadron	AFSC/Air Force Job	Assigned Mentee	Actions
CMSgt	Tim	Fiordaliso	108th Wing Staff	1C3		SHOW MORE
Col	Jason	Tiger	108th Operations Group	11M3F / Pilot		SHOW MORE
2Lt	Mitchell	Horn	108th Wing Staff	Finance Officer		SHOW MORE
						SHOW MORE

7. Contact Mentor and/or Mentee

- If the mentor and/or mentee agrees to the pairing inform the UCA or Mentoring Program Council so you can be paired via the database



8. Once you establish a mentor and mentee relationship, schedule sessions at your own pace and track them (optional)!

- Although tracking sessions is optional, the benefits of tracking include an EPR/OPR bullet and having a log of sessions to guide the topics you discuss in your sessions.

9. Check out the tools and resources page for materials to utilize during your sessions!

Mentoring Sessions Resources

The screenshot displays a grid of five resource cards under the heading "Mentoring Sessions Resources". Each card features an icon, a title, and a "Learn More" button. The cards are: 1. "Mentor Checklist" with a clipboard icon; 2. "Mentee Checklist" with a clipboard icon; 3. "Mentoring Plan" with a document and pencil icon; 4. "Track Your Mentoring Sessions" with a keyboard icon; and 5. "View Compilation Of Sessions" with a magnifying glass icon. A large red arrow points from the right side of the grid towards the "Mentoring Plan" card.

Ending your Mentor and Mentee Relationship

1. **Simply contact your Unit Career Advisor (UCA) or send an email to 108mentoringprogram@gmail.com and inform them that your relationship has come to an end.**



Forms you must take with you and save Available on TEAMS Channel

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 and this PowerPoint

