

October 27, 2008

Office for Employee and Organizational Excellence

TO: Officials-in-Charge of Headquarters Offices

FROM: Executive Director, Headquarters Operations

SUBJECT: Call for 2008-2009 Mentors for the Headquarters
Multidimensional Mentoring Program

The Office for Employee and Organizational Excellence is pleased to issue a call for mentors to participate in the 2008-2009 Multidimensional Mentoring Program. The purpose of the Multidimensional Mentoring Program is to provide an opportunity for NASA Headquarters, employees to develop professionally through formal and/or situational mentoring relationships. Mentors play a key role in transferring knowledge, building relationships, and providing advice and guidance to employees. The Multidimensional Mentoring Program is designed to:

- Provide opportunities for frequent and open interaction between employees at different organizational levels;
- Serve as a vehicle for transferring technical as well as formal and informal organizational knowledge;
- Assist with succession planning and skill-building, which are integral to an employee's career development;
- Develop focused networks to strengthen Agency capabilities in program execution;
- Enhance communication and collaboration at all levels within NASA Headquarters;
- Improve individual motivation and performance, which encourages the development of innovative problem-solving strategies.

The program is tailored and configured to be flexible to encourage all employees to participate. For employees who wish to serve as mentors, but are unable to participate fully in the structured formal program, a situational mentoring option is also available. In this scenario, mentoring is conducted on an as needed basis. For more information regarding situational mentoring, visit:

<<http://nasapeople.nasa.gov/training/coachmentor/mentorguide.pdf>>.

Employees interested in becoming a Mentor should sign up on-line at *The Mentoring Connection's* website as follows:

1. Go to <<http://www.mentoringconnection.com>>, the first screen provides a brief introduction to *The Mentoring Connection* and offers you the opportunity to sign-up as a mentor.

2. Click on the Sign-Up button and enter your demographic data. (**Please note: the Group ID is NASAHQ2009**).

3. Complete your Personal Profile, click OK and respond to all of the questions to the best of your ability. Please print a copy of your application and ***obtain your supervisor's signature***.

4. Mail the completed application to Sherry McAllister, mail code LM040. Your responses will enable the Program Manager to suggest suitable mentoring matches. Application ***forms are due by November 19, 2008***.

The orientation session for all mentors, mentees, and mentees' supervisors is scheduled for December 2, 2008, from 9 a.m. - 12 p.m. in room 3P44. Additional information on the program activity schedule will be provided at this meeting. For further information, please contact Sherry McAllister on 358-1633 or via email at <sherry.l.mcallister@nasa.gov>. We encourage all members of our civil service workforce to participate in this and other Headquarters programs that have a mentoring component, (i.e. Professional Administrative Intern Program (PAIP), Senior Executive Service Candidate Development Program (SESCDP), and the NASA Foundation of Influence, Relationships, Success and Teamwork (F.I.R.S.T.) Program). Please distribute this memorandum to your employees, and ***encourage your managers, supervisors, and leaders to become mentors***. Employee participation in mentoring programs enables us to cultivate a learning environment that constantly enhances the Agency's ability to execute its exciting and challenging missions.

Christopher T. Jedrey

Cc: Training Contacts