



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, DC 20301-1400

November 4, 2013

PUBLIC AFFAIRS

MEMORANDUM FOR CHIEF, COMMUNITY RELATIONS DIVISION
OFFICE OF THE CHIEF OF PUBLIC AFFAIRS
OFFICE OF THE SECRETARY OF THE ARMY
HEAD, COMMUNITY RELATIONS BRANCH
OFFICE OF THE DIRECTOR OF PUBLIC AFFAIRS
HEADQUARTERS, U.S. MARINE CORPS
DEPUTY CHIEF OF INFORMATION
OFFICE OF THE CHIEF OF INFORMATION
DEPARTMENT OF THE NAVY
DIRECTOR, ENGAGEMENT DIVISION
OFFICE OF THE DIRECTOR OF PUBLIC AFFAIRS
OFFICE OF THE SECRETARY OF THE AIR FORCE
CHIEF, COMMUNITY RELATIONS DIVISION
NATIONAL GUARD BUREAU
CHIEF, COMMUNITY RELATIONS OFFICE
U.S. COAST GUARD HEADQUARTERS

SUBJECT: Military Mentors for the 2014 U.S. Senate Youth Program

The Department of Defense will support the 52nd Annual United States Senate Youth Program (USSYP) in Washington, DC, March 8-15, 2014. This annual program, implementing United States Senate Resolution 324 of 1962, is sponsored by the United States Senate and fully funded and administered by The Hearst Foundations. The USSYP provides 104 of the Nation's most outstanding high school students who are interested in pursuing careers in public service with an opportunity to learn firsthand about the functions of government during a week-long program in Washington, DC.

Armed Forces support typically includes a total of 17 officers from the Military Services and the U.S. Coast Guard who serve as role models for this impressionable group of young Americans who may become future leaders. The men and women in uniform who are selected to become military mentors through a competitive process will expose these students to discipline, leadership, and esprit de corps. Mentors also will have an opportunity to share their military experiences and how their education factored into the decision to become public servants.

Addressees are requested to nominate officers (O-1 through O-5) to serve as Armed Forces military mentors. National Guard, Reservists, and those in the Chief Warrant Officer ranks also are eligible to apply. Reservists should submit applications through their respective Service headquarters.



Nominees must be available for pre-program training and participation during the all-inclusive dates of **March 8-15, 2014**, and they must meet the other criteria outlined in Attachment 1 (*Note: Two officers will be selected as the senior military mentor and assistant senior military mentor; they will be required to report on **Monday, March 3, 2014**, for additional preparation. Other selected mentors will report on **Wednesday, March 5, 2014***)

Attachment 1 contains a recommended number of nominations per Service or DoD Component. All nominations must be screened by your office prior to being forwarded to the undersigned no later than **December 18, 2013**. Please ensure that nominees comply with all criteria. Incomplete packets may be disqualified. Request Service and DoD Component nominations be submitted to this office with a recommended order of selection. Addressees and selected officers will be notified by mid-February 2014.

The nomination package format, submission templates, and additional information about military mentor requirements are included in Attachments 2 through 4. Please include all attachments in any re-distribution to subordinate commands that may be asked to recommend potential military mentors. Interested officers are strongly encouraged to visit <http://www.usenateyouth.org>.

Nominees inquiring about Military Service deadlines will be referred to:

USA: Andricka Thomas, 703-697-7487, Andricka.Thomas.civ@mail.mil
Valerie Mongello, 703-693-7136, Valerie.l.mongello.civ@mail.mil
USMC: Hattie Powell-Ray, 703-692-1528, Hattie.powell-ray@usmc.mil
USN: Caroline Wilson, 703-697-5799, Caroline.wilson1@navy.mil
USAF: Capt Dan Boothe, 703-695-9664, daniel.booth@pentagon.af.mil
NGB: Michelle Hall, 703-604-8457, michelle.d.hall2@us.army.mil
USCG: Deborah Claiborne, 202-372-4620, Deborah.h.claiborne@uscg.mil

Further information regarding the program may be obtained by contacting Rose-Ann Lynch at Roseann.L.Lynch.civ@mail.mil, 703- 695-3698 or the undersigned at Adrien.F.Creecy-Starks.civ@mail.mil or 703-695-6290.


Adrien F. C. Starks
Senior Assistant for Public Affairs Policy

Attachments:
As stated

U.S. Senate Youth Program (USSYP)
Military Mentor Selection Information

The Armed Forces military mentors are ambassadors of the Armed Forces. They will be role models for an impressionable group of influential young American citizens. Additionally, military mentors provide logistical support for program operations during the USSYP week.

Participation by military officers gives the Armed Forces an opportunity to interact on a personal level with high school student delegates who are highly motivated and proven high achievers, offering them an opportunity to gain a better understanding of the Department of Defense missions, personnel and their leadership skills, and military lifestyle. Therefore, professional bearing must be maintained at all times. Absolutely no alcohol or nuts may be consumed during the week. Violators will be subject to immediate dismissal.

Military mentors will be assigned a group of student delegates for whom they will be personally responsible during the entire program -- from the time of their arrival until departure.

The competitive selection process is designed to provide the program with officers possessing a wide range of military skills, geographic assignments, and leadership experiences. The goal is to select officers who, as a group, represent the broadest range possible of professional skills used in the Armed Forces, ranging from medical, engineering, sciences, electronics, mechanical, legal, administrative, academic, and intelligence to surface and submarine warfare, aviation, infantry, and armor.

Active Duty, National Guard, and Reservists are eligible to apply.

As part of the selection process, nominees will be evaluated on:

- Maturity and leadership skills as expressed by their supervisor's recommendation/endorsement
- Military career (variety of assignments, awards and recognitions, and duty stations)
- Educational background
- Military appearance based on the photograph supplied with the nomination packet
- History of working with (not participating in) youth groups, either while in college or during their military career

In addition to 15 military mentors, this office will select at its discretion a senior military mentor and an assistant senior military mentor to serve as leaders. Previous military mentors may apply but are not guaranteed selection. Selectees must adhere to the published military-civilian leadership protocol in order to ensure a successful program.

The final ratio of male/female military mentors will be determined by the male/female ratio of State delegates participating in the USSYP. However, we anticipate selecting at least seven (7) female and eight (8) male officers.

Nomination Criteria

RECOMMENDED NOMINEES PER DOD COMPONENT:

16 officers total:

- 6 male and 6 female
- 6 company grade (O-2s through O-3s) and 6 field grade (O-4s) and 4 field grade (O-5s)
- Prerequisite: O-5s may be male or female but must have served previously as a military mentor for this program. Submissions do not guarantee selection.

DESIRABILITY OF RETURNING MENTORS: Military officers (any rank) who have previously supported U.S. Senate Youth Programs are encouraged to apply.

MILITARY OCCUPATIONAL SPECIALITY: OASD(PA) is seeking a cross-section of military occupations, to include, but not limited to doctors, operations officers, logisticians, engineers, lawyers, scientists, nurses, meteorologists, musicians, pilots, foreign liaison officers, legislative affairs officers and lesser known occupational specialties.

MENTOR AVAILABILITY AND ORDERS/LEAVE STATUS. Please ensure that supervisor recommendations/endorsements contain a statement that, if selected, the nominee will be available to participate in all functions during the total duration of program, to include the pre-program training periods, where required. All officers must possess **permissive TDY/TAD orders or be in a "leave" status during the period assigned.** Support for this program must be at no cost to the Department of Defense (DoD). Therefore, DoD will not cover travel or per diem costs for mentors.

LODGING COSTS FOR MENTORS. The Hearst Foundations, on behalf of the United States Senate, will pay for military mentors' lodging, meals, and incidental costs such as reasonable laundry and dry cleaning between the dates of **Friday, March 7 through Saturday morning on March 15, 2014.** However, officers from outside the National Capital Region must cover their own lodging and other expenses for Wednesday night (March 5, 2014) and Thursday night (March 6, 2014) in order to attend the Thursday training session. Historically, if notified in advance, the senior or assistant military mentor may attempt to reserve rooms at a local basic officer quarters for out of town mentors in order to keep lodging costs at a minimum.

NOTE: Expenses for the senior and assistant senior military mentors only will be covered by the Hearst Foundations beginning Wednesday, March 5, 2014.

NOMINATION PACKAGE:

Each nomination package **must include the following in this order and format (where stated):**
Packages and letters should be addressed to the USSYP Military Mentor Selection Panel.

Page One

- Rank, Full Name
- Place AND full date of birth
- Place regarded as “home”
- Work mailing address; Work e-mail address; Work numbers
- Home mailing address; Home e-mail address; Home phone and cell phone numbers
- First line unit commander’s full name and address, if different from the above mailing address
- Brigade or wing commander’s full name and mailing address
- Include release statement: “I authorize the release of information enclosed in this nomination package only to those persons involved in the selection process. If selected, I further authorize the release of limited information to the USSYP manager for inclusion in the delegate handbook.”

Page Two

- A brief, one-page biographical sketch that captures your military career in civilian terms and concludes with why you want to be a military mentor and what you can offer the program.
Template at Attachment 3
 - State career field and duty description in civilian terms
 - Summarize previous assignments, briefly explaining in civilian terms
 - Include deployments
 - Biographical sketch should highlight ability to lead troops and include any adult experience working with youth groups or with youth-related programs, educational background, awards or achievements, and off-duty activities.
 - This biography will be included in the USSYP student delegate packages.
 - Please use 11 point, Times New Roman

Page Three: One paragraph proposed introduction. Template at Attachment 3.

Page Four

- Recommendation/endorsement from supervisor containing comments on leadership skills, maturity, communication skills, professional appearance, and community/educational involvement.
- This letter must include a statement that, if selected, the nominee will be available to participate in all functions during the total duration of the USSYP (March 8 – 15, 2014).

Page Five - Photo Attachment

- Full length photograph in Class A or Service Dress Uniform as a separate electronic **.jpg attachment**.
 - The photo need not be an “official” military photo but must be detailed and large enough to determine military appearance.
 - This photo will also be forwarded to the Hearst Foundations for their security coordination requirements.

BIOGRAPHICAL TEMPLATE

(Rank and name) is from (city, state). Summarize education accomplishments, incorporating interesting fact(s) about your life (e.g., hobbies, childhood, ranking in school, college major(s), ROTC).

Use next few paragraphs summarizing military career, deployments, and leadership roles. Briefly explain in civilian terms various military jobs and significant accomplishments.

In one or two paragraphs address experience with youth groups or youth-related programs.

If you are a U.S. Senate Youth Program military mentor alumnus, mention the year and your impression of the program or its impact on you.

Close with an explanation of why you want to be a military mentor.

PROPOSED INTRODUCTION TEMPLATE

[Name] is currently serving as an [.....] where he/she [explain duties in one sentence]. He/She grew up in [city, state], and received his/her [degree title(s)] from [school name]. Mention any notable extracurricular activities that would resonate with the USSYP delegates. He/She has had assignments in [list them] and served in [note deployments and cite responsibilities] Close with one or two notable hobbies and interesting fact(s) you would like the students to know.

**EXCERPTS FROM
U.S. SENATE YOUTH PROGRAM MILITARY OFFICERS' HANDBOOK**

ARMED FORCES PARTICIPATION:

Participation by military mentors offers the Armed Forces an opportunity to interact on a personal level with the student delegates, providing the students a direct opportunity to gain a better understanding of the Department of Defense missions, personnel and leadership skills, and military lifestyle. Military mentors are role models for, and offer strong influences on, an impressionable group of young American citizens, many of whom have only a limited understanding of the role of the Armed Forces in American society. Historically, exposure to a military lifestyle for most student delegates may come only from what appears in the media.

The Armed Forces military mentors, to include the senior military mentor and the assistant senior military mentor, also provide critical logistical support for program operations and regulation adherence during the USSYP week. All mentors will operate under the authority, operational control, and guidance of the Office of the Assistant to the Secretary of Defense for Public Affairs (OASD/PA). The OSD United States Senate Youth Program (USSYP) project manager in the OASD/PA Directorate of Community and Public Outreach has operational responsibility for all Armed Forces military mentor training, duties, and assignments.

Senior Military Mentor

The senior military mentor is the on-site Armed Forces liaison between the USSYP staff and the military mentors to ensure the smooth, successful operation of Armed Forces support to the overall program. The senior military mentor is directly responsible to the OASD/PA project manager for all aspects of Armed Forces military mentor participation.

The senior mentor is the on-site Armed Forces liaison for coordinating the program's daily student delegate logistics scheduling with: the Hearst Foundations USSYP staff (e.g., program director, nurse, transportation and security coordinator, events coordinator, and photographer); military mentors; and the lead USSYP security officer.

The senior mentor sets the tone for all other military mentors. Therefore, he/she should maintain a professional and military bearing; **set the standard for code of conduct (e.g., refrain from use of alcohol and nuts during the entire program, including in your personal room; refrain from use of electronic devices during presentations; pay attention to detail; and promptly notify the chain of command with a proposed solution should an unexpected situation arise).**

The Senior Mentor and Assistant Senior Mentor must:

- a. Have strong leadership skills and be detail oriented;
- b. Be comfortable giving impromptu short speeches;

- c. Be mature enough to listen to directions from many different people at one time. These people may represent various levels of authority within the program;
- d. Be prepared to deal on a completely professional yet very personal level with people of all ages;
- e. Know how to deal professionally with senior private sector and Federal Government executives and all levels of support staff;
- f. Be able to deal professionally yet personally with junior officers from all five Military Services on an intense 18-hour-a-day basis during the 10-day program;
- g. Be sensitive to the needs of each highly motivated junior officer participating in the program, yet ensure that your actions do not develop a “boot camp” mentality;
- h. Be comfortable with a crowd of determined and motivated high school student delegates who are generally the most visible/vocal students on their individual campuses;
- i. Know how to be both fair and sensitive in the roles of mentor, supervisor, and counselor for the student delegates during the program, understanding when to deal with problems personally and when to pass it on to the USSYP staff for action;
- j. Be firm; yet never shout out orders as a means of motivation for crowd control with the students;
- k. Express his/her exact expectations to all military mentors in advance of the program start date;
- l. Be able to remain highly motivated and enthusiastic throughout the long, intense and tiring week of 18-hour days, without complaint or visible negative reaction;
- m. Be healthy and have good stamina;
- n. Be willing to both lead and participate in all aspects of the USSYP team mission. Give clear instructions to military mentors, then let them do their job;
- o. Have complete and appropriate uniforms, including formal evening uniform;
- p. Work closely together and keep each other informed at all times of your location and activities, including projected events. The assistant senior military mentor should have strong administrative and logistical skills.
- q. Write an informal after-action report for the OASD/PA USSYP project manager outlining achievements in support of specific program elements, and identifying areas of possible improvement to both the program and Armed Forces support based on daily meetings with the military mentors and discussions with the USSYP program director.
Submit this completed report on March 15, 2014.

Military Mentors

Participation by military mentors gives the Armed Forces an opportunity to interact on a personal level with the student delegates, offering them a direct opportunity to gain a better understanding of Department of Defense missions, personnel, and lifestyle. **The military mentors are role models for and influencers of an impressionable group of American citizens. They are ambassadors of the Armed Forces. This is not a responsibility to be taken lightly.** Therefore, **no alcohol or nuts (for student health reasons) of any kind may be consumed during the week, including consumption in your personal room.**

Violators will be subject to immediate dismissal. The military mentors are personally and immediately responsible for all student delegates from the time of their arrival until their departure. Military mentors will be assigned a group of student delegates for whom they will be responsible during the total program. Mentor departure plans should be no sooner than 1 p.m. on Saturday, March 15, 2014.

The Military Mentors must:

- a. Have a successful history of working with high school students and youth-oriented programs;
- b. Be willing and able to stand long hours, during consecutive 18-hour days;
- c. Be extremely flexible and able to accept changes in schedule or direction on very short notice, without complaint or visible negative reaction;
- d. Be sociable and verbally confident;
- e. Be able to suppress their personal desires for the good of the mission;
- f. Be able to show respect to all age groups and types of audiences;
- g. Be professional and well versed in the history and current missions of their individual Armed Service;
- h. Be willing to be part of a multi-Service team;
- i. Be comfortable working with all levels of private sector and Federal Government officials
- j. Be enthusiastic and highly motivated during the entire week;
- k. Be healthy and have good stamina;
- l. Be able to deal fairly and firmly with high school age students without becoming dictatorial;
- m. Be willing to both lead and participate in all aspects of the USSYP team mission;
- n. Have complete and appropriate uniforms. Available uniforms include two complete sets of Service Dress and a formal evening uniform, if available. However, **there is NO REQUIREMENT to purchase a formal evening uniform for the program.**