

## Checklist for Mentors Participating in CCPMN

Officers who are mentoring pharmacist officers in CCPMN should be familiar with and be prepared to discuss a wide range of topics. Although some of this material is covered by other training courses the mentee may have attended, the mentor has the opportunity to reinforce these topics through a one-to-one mentoring relationship. To ensure that all mentees have exposure to the same material, please use this checklist and return to [Lillie.Golson@fda.hhs.gov](mailto:Lillie.Golson@fda.hhs.gov) with your evaluation at the end of the 6-month mentoring period.

Mentor Name: \_\_\_\_\_

Mentee Name: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

Completed <input checked="" type="checkbox"/>	Activity
	<b>Mission Statement and How Implemented</b>
	<b>PHS/IHS Pharmacist History Presentation</b>
	<b>Names and Ranks of Corps Leadership</b>
	<b>Name and Rank of CPO for Pharmacist Category</b>
	<b>CC Resources and Information</b> <ul style="list-style-type: none"> <li>• Organizational offices of the CC and their roles (i.e., OCCFM, OCCO, OCCSS, etc.)</li> <li>• OFRD</li> <li>• PharmPac</li> <li>• Tricare</li> <li>• Benefits (TSP, life insurance, etc.)</li> <li>• Personnel (i.e., types of leave, licensure, pay, special pay, etc.)</li> </ul>
	<b>Career Development</b> <ul style="list-style-type: none"> <li>• Readiness Standards</li> <li>• Benchmarks</li> <li>• COERs</li> <li>• CVs</li> <li>• Promotion requirements</li> <li>• Billets</li> <li>• Training (i.e., BOTC/IOTC, professional, emergency response)</li> <li>• Awards</li> <li>• eOPF</li> <li>• Regular Corps</li> </ul>