

The BDA Program Office defines Mentoring as a partnership between two people, with a more experienced individual serving as a Mentor by providing assistance and guidance to the Mentee to improve skills, acquire knowledge, and enhance growth.

The SPOT SOP requires BDA TSMs to mentor team members eight cumulative hours each pay period. BEAM provides an excellent avenue to record this requirement. Therefore, when recording each mentoring session in the BEAM database, the BDA TSM must indicate in the applicable Notes section: 1) The BDO mentored and 2) The topic on which you mentored. The text entered into the Notes section should be very brief, as the Notes portion of BEAM holds a maximum of 255 characters.

Scenario:

BDA TSM Jones mentored BDO Smith on Walk the Line techniques from 0430-0530. When BDA TSM Jones enters his information into BEAM, he will enter "Mentored BDO Smith on WTL" into the Notes section on the applicable line.

An example of what the time entry in BEAM would look like:

Figure 1:

Time Entry Table

Start Time	End Time	Location	Duty	Playbook Plan	Other Parties Involved	Secondary POC	CUJ	GLT Mentor	Overtime	Notes
0430	0530	0430-0530	0430-0530							Mentored BDO Smith on WTL

WARNING:

If a record contains Sensitive Security Information that is controlled under 49 CFR parts 15.601 through 15.604, part of the record may be disclosed to persons without a "need to know" as defined in 49 CFR parts 15.601 through 15.604, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. An authorized disclosure may result in civil penalty or other action. For U.S. government agencies, publication is subject to laws governed by 5 U.S.C. 552 and 49 CFR parts 15.601 and 15.604.