

USGS Mentoring Program – *National Rollout*

Key Contact: Kimberly Miller (304) 743-5429; kfmiller@usgs.gov

December 6, 2012-- Make-up date:

1:00 p.m. – 2:30 p.m.

Four to Six weeks prior to the date of the National Rollout, the ELT is requested to send an email announcement to Area Rex's for dissemination within each of their Areas. The announcement will be written by the Mentoring Program Manager and be similar to the announcement used on the All Employee Bulletin Board. The Mentoring Program Manager will provide a written announcement template to the ELT to be used in making the announcement, one week prior to the date they are being asked to announce the upcoming National Rollout. The announcement will contain details for applying to the Mentoring Program, information about the program, reasons for participation and logistical information for attending the Rollout training.