



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORCOMINST 1500.2C
N00C
3 Apr 15

COMNAVRESFORCOM INSTRUCTION 1500.2C

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MENTORSHIP PROGRAM

Encl: (1) Mentor-Protégé Agreement
(2) Mentor Profile Sheet
(3) Mentoring Program Assessment/Feedback

1. Purpose. To promulgate and provide guidance for the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Mentorship Program. This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORCOMINST 1500.2B.

3. Background. The growth and development of our staff is key to mission accomplishment. This initiative will inspire all military and civil service workforce employees to increase their performance and effectiveness by enhancing a command climate that builds a more successful team.

4. Discussion

a. Mentoring provides professional relationships which foster free communication between protégés and their mentors concerning their career, performance, duties and mission. A mentor is a trusted council who provides guidance and shares experiences with juniors.

b. The goals of the Mentorship Program are to:

(1) Provide staff members with the opportunity to meet and select a mentor who matches their professional and personal needs.

(2) Educate the command on the benefits of a mentoring culture and the commitment necessary to ensure program success.

(3) Foster the professional and personal development of staff members.

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c. COMNAVRESFORCOM will foster mentorship by:

(1) Ensuring every new check-in receives a brief on COMNAVRESFORCOM mentoring from the Command Mentorship Program Coordinator.

(2) Providing periodic training sessions to reinforce the command's knowledge and understanding of mentoring.

(3) Establishing a Mentorship Committee chaired by the Command Mentorship Coordinator, with oversight by the Command Master Chief (CMDCM), to continually assess and improve the process and resources available to mentors and protégés.

5. Policy. Participation in the mentorship program will be mandatory for all military personnel and highly encouraged, but voluntary, for all civil service employees.

6. Definitions

a. Mentor - "A trusted counselor or guide." Mentoring is a relationship in which a person with greater experience and wisdom guides another person to develop personally and professionally.

b. Protégé - A protégé is someone who commits themselves to a mentoring culture and their mentor, takes on new responsibilities, challenges, seeks feedback and accepts responsibility for their own growth and development.

7. Responsibilities

a. The Chief of Staff will define program requirements and provide overall direction.

b. Command leadership will embrace and promote a robust mentoring climate.

c. CMDCM will:

(1) Facilitate the commandwide mentor initiative.

(2) Approve course curriculum for continued mentor/protégé training.

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d. Command Mentorship Coordinator will:

- (1) Coordinate and maintain the command mentoring program.
- (2) Ensure all new staff personnel attend the initial mentorship brief upon check-in.
- (3) Ensure records of all mentorship training are maintained.
- (4) Assign mentors with at least one year remaining onboard.
- (5) Assign protégés a mentor within 90 days of checking onboard.
- (6) Notify mentor at least one week prior to protégé's initial Career Development Board (CDB).

e. Mentorship committee members will:

- (1) Assist supervisors in maintaining an effective mentor/protégé process.
- (2) Conduct Command Mentorship Program training during scheduled Navy Pride and Professionalism training.
- (3) Assign required training for all mentors.

f. Supervisors will:

- (1) Promote an effective mentor/protégé process and ensure their subordinates are aware of the mentorship program.
- (2) Ensure all staff members attend initial mentorship training and notify mentor at least one week prior to protégé's CDB.

g. Mentors will:

- (1) Attend mentorship orientation during check-in process and subsequent trainings, as directed by the Mentorship Committee.

- (2) Complete required training assigned by the mentor committee.
- (3) Will have no more than five protégés (recommended).
- (4) Will be senior to the protégé.
- (5) Complete Mentor Protégé Agreement per enclosure (1).
- (6) Provide support and encouragement to protégés.
- (7) Discuss short and long-range personal, professional and educational development goals and ways to achieve them.
- (8) Be available to meet with the protégé(s) bi-weekly, unless circumstances prohibit.
- (9) Document monthly protégé's progress with meeting short and long-range personal, professional and educational development goals.
- (10) Participate in protégé's follow-up CDBs and any unscheduled CDBs with regard to the protégé's career.
- (11) Ensure the Mentorship Program does not circumvent the chain-of-command.

h. Protégés will:

- (1) Check-in with the Command Mentorship Coordinator within one week of reporting onboard.
- (2) Choose a mentor from the command within 60 days.
(This does not eliminate opportunity to continue with a mentorship relationship with members outside the command).
- (3) Complete Mentor Protégé Agreement per enclosure (1).
- (4) Be motivated, honest and open with the Mentor.
- (5) Be available to meet with the mentor weekly.
- (6) Notify Mentor of follow-up CDBs and any unscheduled CDBs with regard to their career.

i. Command Career Counselor will:

- (1) Notify Command Mentorship Coordinator of new check-in before first CDB.

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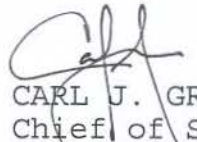
j. Departmental Career Counselors will:

(1) Notify protégé and mentor of follow-up CDBs and any unscheduled CDBs with regard to Protégé's career.

8. Forms. The following forms are available for download under the forms section of the Navy Reserve Website.

a. CNRFC 1500/1 (REV. 3-15), Commander, Navy Reserve Forces Command Mentor Profile Sheet.

b. CNRFC 1500/2 (REV. 3-15), Commander, Navy Reserve Forces Command Mentoring Program Assessment/Feedback.



CARL J. GRIM
Chief of Staff

Distribution:

Electronic copy via COMNAVRESFOR Web site
<https://www.navyreserve.navy.mil>.

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Mentor-Protégé Agreement

This Mentor-Protégé Agreement is entered into on this day, _____, by and between the individuals named below, hereinafter the "Parties."

1. Purpose. Mentoring provides professional relationships that foster free communications between protégés and mentors concerning their careers, performance, duties and mission. The purpose of this mentor-protégé relationship is to enable the protégé to achieve the goal(s) as outlined in paragraph 3, below.

2. The Parties to this agreement are:

The Protégé: _____
(Rank or Title and Full Name)

The Mentor: _____
(Rank or Title and Full Name)

3. The protégé's goal(s) are primarily: **Educational** **Career** **Cultural**
Financial (Check all that apply).

Specifically, the protégé hopes to achieve the following:

- a. _____
- b. _____
- c. _____
- d. _____

4. In enabling the protégé to accomplish the goal(s) enumerated above, the mentor will accomplish the following:

- a. _____
- b. _____
- c. _____

5. Term. The mentor-protégé relationship shall officially commence on this date and shall continue until terminated as provided for in this agreement.

6. Time Contribution. Each Party agrees to devote the necessary time monthly toward the mentor-protégé activity for the duration of the relationship.

7. Semiannual assessments. Each Party agrees to meet with the COMNAVRESFORCOM mentorship committee chair once every six months to discuss progress, problem areas and strategies.

Enclosure (1)

8. Mentor Responsibilities. The mentor's role will be to guide, encourage, counsel, and assist the protégé in the completion of tasks and the design and implementation of strategies related to the purpose. The mentor also agrees to complete the assessment/feedback form, required Navy Knowledge Online Mentor Training and attend Mentorship Orientation.

9. Protégé Responsibilities. The protégé agrees to communicate with the mentor on any and all questions related to the purpose. The protégé will take all guidance, encouragement, counsel and assistance provided by the mentor in a constructive manner and agrees to devote their best effort toward the completion of tasks designed to fulfill the purpose. The protégé also agrees to complete the assessment/feedback form, required NKO Mentor Training and attend Mentorship Orientation.

10. Restrictions. Mentor-protégé meetings shall not be conducted in off-base establishments where patronage may bring discredit to or otherwise reflect poorly upon the U.S. Navy.

11. Termination Provision. The mentor-protégé relationship may be terminated by either or both Parties for any of the following reasons:

- a. Incompatibility between the Parties.
- b. The purpose of the Agreement has been substantially fulfilled.
- c. Permanent change of station of either Party.
- d. Failure of either Party to fulfill his/her responsibilities.

The Party initiating the termination will agree to notify a mentorship committee member at least 2 weeks (14 calendar days) prior to any anticipated termination. If the prospective termination is due to reasons 11a. or 11d., both Parties will agree to have the matter reviewed by a committee member before the termination goes into effect.

12. Waiver. No waiver or modification of any of the provisions of this Agreement or any rights or remedies of the Parties hereto shall be valid unless such change is in writing, signed by the Party to be charged.

IN WITNESS WHEREOF, the Parties have executed this agreement on the day and year written below.

(Mentor's Signature)

Date

(Protégé's Signature)

Date

Witnessed By: _____

COMNAVRESFORCOM MENTORSHIP COMMITTEE MEMBER

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MENTOR PROFILE SHEET

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PERSONAL INFORMATION

Name:

Last

First

MI

Code:

ADSD:

PRD:

Work Phone:

E-mail:

Primary Area of Interest: Education Career Finance/Investing Cultural Spiritual

(Circle all that apply)

Present Education Level: HS Graduate AA/AS Degree BA/BS Degree Masters or higher

(Circle one)

History of Naval Career:

Special Skills/Hobbies:

Family/Dependents:

Are you a part of any other volunteer programs, clubs, or organization? Yes No (Check one)

If "Yes," please list:

Thank you for your participation!

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MENTORING PROGRAM ASSESSMENT/FEEDBACK

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PERSONAL INFORMATION

Name:

Last

First

MI

Code:

Phone:

Years in the Navy:

Are you:

☐

Officer

☐

Enlisted

☐

Civilian

(Check one)

Highest Educational Level:

☐

HS Graduate

☐

AA/AS Degree

☐

BA/BS Degree

☐

Masters or Higher

MENTOR FEEDBACK

5-Agree strongly 4-Agree 3-Neither agree nor disagree 2-Disagree 1-Disagree strongly

Mentor Only:

- _____ 1. My protégé and I had an understanding of our mentoring relationship.
- _____ 2. Our mentoring goals were clear.
- _____ 3. My protégé was motivated.
- _____ 4. My protégé raised issues for discussion.
- _____ 5. A mentoring agreement was completed.
- _____ 6. Our meetings were purposeful, timely.
- _____ 7. Mentoring was a rewarding experience.
- _____ 8. Expectations between my protégé and I were fulfilled.
- _____ 9. There was a sense of continuing progress, development.
- _____ 10. Others noticed a positive change in my protégé.
- _____ 11. My protégé gave honest feedback.
- _____ 12. My mentoring directly affected my protégé's promotion, upward mobility or retention.
- _____ 13. I had adequate time for mentoring.
- _____ 14. Resources were available when needed.
- _____ 15. Mentoring training was beneficial.
- _____ 16. The chain of command supported my participation in mentoring.
- _____ 17. The Mentoring Program training was informational and beneficial.

Please provide comments on any advice, assignment, training, or any other mentoring program feedback:

PROTÉGÉ FEEDBACK

5-Agree strongly 4-Agree 3-Neither agree nor disagree 2-Disagree 1-Disagree strongly

Protégé only:

- _____ 1. The Mentoring Program training was informational and beneficial.
- _____ 2. My mentor and I had an understanding of our mentoring relationship.
- _____ 3. Our mentoring goals were clear.
- _____ 4. My mentor was available when I needed him/her.
- _____ 5. A mentoring agreement was completed.
- _____ 6. Our meetings were purposeful, timely.
- _____ 7. Having a mentor was a rewarding experience.
- _____ 8. Expectations between my mentor and I were fulfilled.
- _____ 9. There was a sense of continuing progress, development.
- _____ 10. My mentor gave honest feedback.
- _____ 11. Mentoring directly affected my promotion, upward mobility, retention.
- _____ 12. I had adequate time to meet with my mentor.
- _____ 13. Resources and training were available when needed.
- _____ 14. Protégé resources and training were beneficial.
- _____ 15. The chain of command supported my participation in the mentoring program.
- _____ 16. I have experienced greater job satisfaction as a result of mentoring.
- _____ 17. I recommend mentoring.
- _____ 18. Interactions were conducted in a confidential manner.

Please provide comments on any advice, assignment, training, or any other mentoring program feedback: