



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

COMNAVRESFORCOMINST 1500.2D  
N00C  
30 Jul 24

COMNAVRESFORCOM INSTRUCTION 1500.2D

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 1306.2H CH-1  
(b) CNO WASHINGTON DC 140017Z FEB 08 (NAVADMIN 043/08)

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 1500.2C.

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. 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.

a. 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 goals.

(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.

b. COMNAVRESFORCOM will foster mentorship by:

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

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

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

5. Policy. Participation in the mentorship program will be highly encouraged for all military personnel and 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 with the support provided by the CMDPCM, per references (a) and (b).

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

c. CMDPCM will:

(1) Facilitate the command-wide mentor initiative.

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

d. Command Mentorship Coordinator will:

(1) Coordinate and maintain the command mentoring program.

(2) Ensure all new staff personnel attend the initial mentorship brief during command indoctrination.

(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 180 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 and/or Indoc.

(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 three 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) monthly, 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 180 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 monthly.
- (6) Notify mentor of follow-up CDBs and any unscheduled CDBs with regard to their career.

i. Command Career Counselor will notify Command Mentorship Coordinator of new check-in before first CDB.

j. Departmental Career Counselors will 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 Web site.

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.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site <https://www.navyreserve.navy.mil>