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## Army initial counseling for e4 and below

Soldier, this is your initial counseling because I will now be counseling you as your direct supervisor and squad leader. I will underline what is expected of you as my soldier. Accountability: Be where you need to be, when you need to be there. In all events, you need to keep me aware of your whereabouts at all times. You must be present 10 minutes before the scheduled shift or activity begins. In the event that you are going to be late, you need to contact me so that I can be aware of the situation. Multiple incidents of tardiness will result in negative counseling and corrective training. Daily Duties: You are expected to show up to work well rested and ready to work. Follow instructions and complete your tasks in a timely manner. The ARMY is a TEAM effort. No matter the situation, if you are not engaged, you are expected to help out your battle buddies to ensure maximum efficiency of the team. I should never see someone struggling while you stand by idle. APFT: PT is not optional. You must actively participate in PT. You will be responsible for conducting PT on your own time if the platoon PT program is not enough for you to grow. You are expected to have self-discipline and do what it takes to maintain fitness and weight control standards. Failure to meet these standards will affect your career and opportunities for advancement. Military Appearance: You are expected to maintain CLEAN and SERVICEABLE uniforms at ALL times. Your military appearance needs to be I.A.W. AR 670-1 which states Soldiers must project a military image that leaves no doubt that they live by a common military standard and uphold military order and discipline. Your boots should not be worn and discolored. Purchase a boot cleaning kit to keep your boots clean. Your uniform should be clean, crisp, and without holes. There should not be permanent stains such as ink, dirt, or sweat on your uniform. Keep a consistent haircut, shave daily, and take pride in your appearance. Military Bearing: You are expected to conduct yourself in a professional manner and show respect to your leadership. Be tactful with all team members and maintain a good working relationship. Show respect and courtesy to NCOs and Officers. Our Commander and First Sergeant have open door policies but use discretion. Report problems to your shift supervisor first so we can work them out before they affect morale. If you decide you still want to engage them, let me know so I can set it up. Off-duty: Watch your conduct off-duty. Incidents can have far-reaching effects and cause UCMJ action, a loss of a possible promotion and/or awards. Be aware of the off-limit establishments for soldiers stationed at the installation. Career Progression: Education is highly encouraged. If you have not completed SSD-1, or maxed out correspondence courses, I highly encourage you to do so. These are ways for advancement that are completely within your control. Soldier of the month is an easy way to earn awards, set yourself apart from your peers, and prepare for the promotion board. I can help you prepare just let me know. I will push you but I will not hold your hand. I am on your side and want you to be successful. If you are not sure about something, ask me for guidance. That's why I'm here. We will outline some goals that you and I can set for your progression. What are the time limitations for the completion of counseling?This Post contains an updated reference for ATP 6-22.1 The Counseling Process. Please see belowThere are specific counselings that have time lines associated with them like initial, monthly, quarterly counseling sessions. But with regard to derogatory counseling sessions there are no time limits associated with when a counseling should be completed.A good rule of thumb to follow: counseling should be conducted within a reasonable period of time from when the incident occurred. This will vary depending on the situation. If you believe the elapsed time is unreasonable, your chain of command can help you determine if your definition of "unreasonable" is accurate. You can also contact the IG anonymously by phone and ask for a disinterested opinion.FM 6.22, Paragraph B-5, page B-1 states:Successful counseling for specific performance occurs as close to the event as possible.UPDATED REFERENCE FOLLOWS:ATP 6-22.1 The Counseling Process, Paragraph 1-6 states:Specific Instances of Superior or Substandard Performance 1-6. Often counseling is tied to specific instances of superior or substandard duty performance. The leader uses the counseling session to convey to the subordinate whether or not the performance met the standard and what the subordinate did right or wrong. Successful counseling for specific performance occurs as close to the event as possible. Leaders should counsel subordinates for exceptional as well as substandard duty performance. Page 2What are the time limitations for the completion of counseling?This Post contains an updated reference for ATP 6-22.1 The Counseling Process. Please see belowThere are specific counselings that have time lines associated with them like initial, monthly, quarterly counseling sessions. But with regard to derogatory counseling sessions there are no time limits associated with when a counseling should be completed.A good rule of thumb to follow: counseling should be conducted within a reasonable period of time from when the incident occurred. This will vary depending on the situation. If you believe the elapsed time is unreasonable, your chain of command can help you determine if your definition of "unreasonable" is accurate. 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Below is a list of army counseling Sample Forms for various purposes like army development, learning, sponsorship, etc. Explore them. Name (Last, First, MI) as a e e a a Name a e e Purpose of Counseling: (La r stats t r a s r t s i, r r a r s sia r t r i t s i, a is. That is an instance of a Pattern Initial Counseling for a First Sergeant Memorandum. It may be used for example of an Initial Counseling for a First Sergeant Memo if Army Counseling Examples 2017 Version has over 60 Counseling Assertion Examples in PDF format. View Notes - Initial Counseling from CJS 200 at University of Phoenix. DEVELOPMENTAL COUNSELING FORM For use of this form, see ATP 6-22.1; the proponent agency is TRADOC. Initial Counseling may also allow your counselor to provide his impressions or observations of you during the counseling session and he may end the initial counseling by giving conclusions or recommendations. All these details may be useful as a basis for your counselor in assessing a Counseling Evaluation Form which you have completed. Purpose of Counseling: (La r stats t r a s r t s i, r r a r s sia r t r i t s i, a is t a r s a t s a r a t i s r i r t t s i ) e P oins of issuance: P C. To assist leaders in conducting and recording counseling data pertaining to subordinates. The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system. Disclosure is voluntary. PART I - ADMINISTRATIVE DATA PART II - BACKGROUND INFORMATION. PART III - SUMMARY OF COUNSELING. Download this MS-word document and get an editable counseling form. It contains few input fields like counseling date, subject, SSN, and signature spaces along with the instructions to be followed by the soldiers. This form can be used by the Army counselors to plan custom individual soldier development programs. Download this PDF and take a print out for customization. You may also see the Sample Medical Forms. Download the Army learning center counseling form and get access to it. The PDF contains education lessons along with blank counseling templates. Army life is not as simple as the life that everyone else leads. Soldiers need to live alone from their family for months, and they face a struggle at every single instance. There are various problems that a soldier faces during his/her duty like emotional pain, stress, mental pressure, and aloneness, etc. It makes soldiers weaker and to help them in dealing with above situations, army leaders and supervisors conduct counseling programs for the needy soldiers. Also, army officers conduct counseling programs to analyze a soldier's potential, his/her individual growth. Many Army leaders use counseling as a tool to deal with a soldier's non-tolerated behavior. You may also see the Sample Army Forms. Download this Army sponsorship program counseling form and information sheet form and print it for customization. You can use it to counsel civilian employees and soldiers. Family care plan counseling enables the soldiers to preplan family care during his/her absence because of army duty. This PDF form can be used to counsel pregnant, single parents, and dual-military couples. You may also see thr Sample Army Memos. Army leaders, army supervisors, army medical counselors, and other authoritative rank officers can use the above army counseling forms to help their soldiers fight against their personal problems. You can conduct individual soldier counseling by downloading the soldier forms. Our counseling forms are ready-made pieces that do not need designing efforts. You can download the PDF documents, print them and make the counseling sessions an easier task. Also, have a look at the Army Memo Samples. If you have any DMCA issues on this post, please contact us. Related Posts In today's post I want to talk about Soldier Initial Counseling. I cannot stress the importance of counseling enough. As a leader, counseling is one of your most important responsibilities. Unfortunately, most military leaders don't do a very good job with counseling. Simply put, they don't make the time to do it. As a result, many soldiers DO NOT know what is expected of them. My best advice to you is to "make the time" for counseling ALL of your soldiers, including your new soldiers. Keep it a top priority and realize that it is part of your job. Even though it will take some time to do the counseling, the payoff is huge. Your soldiers will know what is expected of them, they will respect you more, and you will have fewer problems in your section/unit. Listed below, I want to share a few tips to help you have a successful Soldier Initial Counseling Session. When Should you Conduct the Soldier Initial Counseling? You should conduct the Soldier Initial Counseling within the first 30 days of starting a new job, or within 30 days of a new soldier being assigned to your section. Initially, you should do a verbal counseling within the first day of meeting your new Soldier. The sooner you do the counseling the better. You can type up the results on a DA Form 4856 a day or two after the fact and have the Soldier sign it. Don't forget to put it in writing! What Should the Soldier Initial Counseling State? The Soldier Initial Counseling is done on DA Form 4856. You can type up a standard Memorandum for Record and use it as an attachment with the DA 4856. At a minimum, this is what I recommend: Their job description Your personal and professional expectations of them such as drinking and driving, sexual harassment, the Army Values, integrity, etc. Report time for work and location of formation The chain of command and contact information The unit history, mission, vision, name and motto Upcoming training events and training schedule All of these things should be verbally explained to the soldier and written down on their counseling statement. Tips for Success During the Soldier's Initial counseling, try to do the following things: 1) Introduce them to the chain of command and their peers 2) Make them feel welcome to the unit 3) Find out if they have a family, and if there are any pending issues with their family 4) Give them a copy of the alert roster and chain of command 5) Find out what some of their personal and professional goals are 6) Find out where they are from, some hobbies, and personal interests 7) Walk them around the unit so they know where things are 8) Make sure they have all the personal gear and equipment they need to succeed Once you have done these things, you can summarize everything on a DA Form 4856 and have the Soldier sign it the next day. This is the process I used to counsel new Soldiers and it worked well for me. If you have any tips you would like to share concerning the Soldier Initial Counseling, please share your input by leaving a comment to this post. If you have any questions about Soldier Initial Counseling, you can also ask those below, and I will do my best to provide an answer. Thanks.

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