



DEPARTMENT OF THE ARMY
DIVISION HEADQUARTERS AND HEADQUARTERS BATTALION
1ST INFANTRY DIVISION
8610 SUSTAINMENT DRIVE
FORT RILEY, KANSAS 66442

REPLY TO
ATTENTION OF:

AFZN-HQP

19 September 2012

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Standard Procedures for Individual Counseling Packets

1. Reference.
 - a. AR 623-3, Evaluation Reporting System
 - b. DA Pam 623-3, Evaluation Reporting System
 - c. FM 6-22, Appendix B, Army Leadership
 - d. FM 7.22-7, Chapter 5, The Army Noncommissioned Officer Guide
 - e. DHHB, 1ID Battalion Command Training Guidance, FY14, 5 Sep 2012
2. Purpose. To establish procedures for all battalion Individual Counseling Packets (Non Commissioned Officers and Soldiers). Counseling is essential in the development process. Leaders will counsel subordinates, verbally and in writing. All Soldiers deserve timely and honest counseling to improve and develop as leaders.
3. Summary. The Individual Counseling Packets will provide a systemic and organized means to ensure all Soldiers are properly counseled within a standardized format.
4. Scope. This memorandum applies to Noncommissioned Officers and Soldiers assigned and attached to this battalion.
5. Responsibilities.
 - a. Commanders will ensure that rating officials give timely counseling to subordinates on professionalism and job performance, and they encourage self-improvement when needed.
 - b. First Sergeants will ensure all Individual counseling packets are in compliance with this memorandum and conduct periodic inspections on the unit's counseling program.
6. Procedures.
 - a. All Counseling Packets will be in a letter size Classification Folder.
 - b. Each interior partition in the Classification Folder for all **Noncommissioned Officers (CPL-1SG)** will consist of the following.

(1) Tab A: Table of Contents/ Training Readiness Section

Current Weapons Qualification.
Current APFT record (DA Form 705)
Current Profile (if applicable)

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Training Certificates

(2) Tab B: Admin Section

Current Enlisted Record Brief (ERB)
Personnel Data Snapshot (IWRS)
Personal Data Sheet
Strip Map
Leave and Earnings Statement (LES)

(3) Tab C: Assessment Section

Individual Development Plan
Professional Development Model
Structured Self Development
Civilian Education & Goals

(4) Tab D: Performance and Professional Growth Section

NCOER Counseling and Support form (DA Form 2166-8-1)
Performance and Professional Growth Counseling Outline
Developmental Counseling Forms (DA Form 4856)
Working copy of Promotion Point Worksheet (CPL & SGT)
Working Copy of award or continuity letter (DA Form 638)

(5) Tab E: Event-Oriented Counseling Section

(Specific instances of superior or substandard performance; reception and integration; crisis; referral; promotion; separation)
Developmental Counseling forms (DA Form 4856)

(6) Tab F: NCO Evaluation Section

Working Draft copy of NCO Evaluation Report (DA Form 2166-8)
Rater's Officer Evaluation Report Support Form/ or NCOER Counseling and Support Form
NCOER Counseling and Support Form Checklist
NCO Evaluation Report Checklist
Previous NCOER

- c. Each interior partition in the Classification Folder for **Soldiers (SPC and Below)** will consist of the following:

(1) Tab A: Table of Contents/ Training Readiness Section

Current Weapons Qualification
Current APFT record (DA Form 705)
Current Profile (if applicable)
Training Certificates

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(2) Tab B: Admin Section

Current Enlisted Record Brief (ERB)
Personal Data Sheet
Strip Map
Leave and Earning Statement (LES)

(3) Tab C: Assessment Section

Individual Development Plan
Professional Development Model

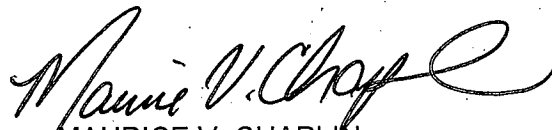
(4) Tab D: Performance and Professional Growth Section

Performance and Professional Growth Counseling Outline
Developmental Counseling Forms (DA Form 4856)
Working copy of Promotion Point worksheet (DA Form 3355)
Working copy of award (DA Form 638) or a Continuity letter

(5) Tab E: Event-Oriented Counseling Section

(Specific instances of superior or substandard performance; reception and integration; crisis; referral; promotion; separation)
Developmental Counseling Forms (DA Form 4856)

7. Point of contact is the BN CSM at maurice.v.chaplin.mil@mail.mil.


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