

RECORD OF COUNSELING

DATE

NAME OF COUSELEE (Last, First, Middle Initial)

GRADE

SQUAD/PLATOON

NAME/GRADE OF COUNSELOR

REASON FOR COUNSELING

SUBSTANDARD UNIFORM APPEARANCE

FAILURE TO FULFILL BILLET RESPONSIBILITIES

UNAUTHORIZED LATE ARRIVAL OR ABSENCE

OTHER (Specify Below)

LACK OF PROFESSIONALISM

FAILURE TO FOLLOW BASIC INSTRUCTION

ATTITUDE

RESUME OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENTS. (Give details, facts, specific dates, names, sequence of events, etc.)

EXPLANATION BY COUSELEE OF SIGNIFICANCE OF CHARGES AND SOLUTIONS TO OVERCOME THE PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT.

COUSELEE'S RESPONSE (CONT)

COUSELEE'S SIGNATURE

COUNSELOR'S SIGNATURE

REMARKS/SUGGESTED FOLLOW-UP ACTION (Outline all effort including dates, names, progress, etc.)

REVIEWED BY

SIGNATURE