# RECORD OF COUNSELING

<table>
<thead>
<tr>
<th>NAME OF COUSELEE (Last, First, Middle Initial)</th>
<th>GRADE</th>
<th>SQUAD/PLATOON</th>
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<tr>
<th>NAME/GRADE OF COUNSELOR</th>
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## REASON FOR COUNSELING

- [ ] SUBSTANDARD UNIFORM APPEARANCE
- [ ] FAILURE TO FULFILL BILLET RESPONSIBILITIES
- [ ] LACK OF PROFESSIONALISM
- [ ] FAILURE TO FOLLOW BASIC INSTRUCTION
- [ ] UNAUTHORIZED LATE ARRIVAL OR ABSENCE
- [ ] OTHER (Specify Below)

## 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.
<table>
<thead>
<tr>
<th>COUSELEE'S SIGNATURE</th>
<th>COUNSELOR'S SIGNATURE</th>
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<tbody>
<tr>
<td>REMARKS/SUGGESTED FOLLOW-UP ACTION (Outline all effort including dates, names, progress, etc.)</td>
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<th>REVIEWED BY</th>
<th>SIGNATURE</th>
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