



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Counseling - Policy Memorandum #5

1. Counseling is an outstanding tool for leaders, Soldiers and Civilians. The minimum counseling requirements for Soldiers, Civilians, Noncommissioned Officers, and Officers assigned to Headquarters Command Battalion are as follows:

a. Noncommissioned Officer Evaluation Report (NCOER) Counseling: The counseling requirements for the NCOER are outlined in Paragraph 3-4, AR 623-205. The timelines for counseling are initial counseling within the first 30 days of the rating period and at least quarterly thereafter. The NCOER system is a counseling based system. Without proper counseling, the system will suffer and we cannot expect our NCOs to fully appreciate the requirements of their job or know the steps to take for improvement.

b. Promotion Eligible SPC and SGT: A SPC or SGT eligible for promotion to SGT or SSG without waiver who is not recommended must be counseled by the unit commander. Counseling must occur initially when the Soldier becomes eligible and periodically thereafter and must outline specific reasons why the Soldier was not recommended (Paragraph 3-11, AR 600-8-19). Counselings must be objective and provide Soldiers with measurable areas for improvement.

c. Performance and Developmental Counseling: All Soldiers and Civilians must be counseled at a minimum of once a quarter. Soldiers and Civilians must be told how they are performing in their jobs and what is expected of them. They must also be counseled on steps to take to improve themselves and their duty performance.

2. Counseling must be consistent and as often as the supervisor feels necessary. Counseling must be for the positive as well as the negative and supervisors need to be familiar with FM 6-22 and FM 7-21.13 chapter 6.

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3. Any Soldier not recommended for a PCS, ETS or Retirement award will receive and sign a counseling form stating the reasons they are not recommended. This counseling form will be forwarded to the Battalion.



JOHNATHON M. KUPKA

LTC, SF

Commanding