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Squad leader initial counseling example

Army squad leader initial counseling example. Squad leader interview questions. Squad leader job description. Platoon leader initial counseling example.

ARMY SQUAD LEADER INITIAL COUNSELING FORM	
PART I - ADMINISTRATIVE DATA	
1. SQUAD LEADER NAME: _____	
2. SQUAD LEADER GRADE: _____	
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Initial counseling example for team leader.

This is your initial counseling. 51570866252.pdf During this counseling I will outline the things that are expected of you and what you can expect from me as your Squad Leader. I will also go over the goals I expect you to meet by the end of this quarter. Key Points of Discussion Your place of duty is bldg 300. Our duty day starts at 0800 and ends at 1630. Report at least 10 minutes prior to the actual reporting time. Do not leave your place of duty early. You will be issued personal equipment. word stress rules in british english pdf All Soldiers must maintain 100% accountability of all the equipment issued. Failure to maintain accountability of the equipment issued to you could result in involuntary deductions from your pay and/or punishment under the UCMJ. Before signing for your room or any equipment, inspect it and ensure its condition is accurately recorded. This will prevent you paying for damage that occurred before it was issued to you. You are under legal drinking age. You are not authorized to buy, possess, or drink any kind of alcohol, whether on-duty or off, on-base or off. Sign out with the CO when you leave the barracks and sign in when you return. As your Squad Leader, I am required to always know your whereabouts. Your room must be kept clean and up-to-standards at all times.

You will ensure that your team leader, squad leader, platoon sergeant, first sergeant, platoon leader, and company commander's contact numbers are in your phone prior to signing this counseling.	
DAILY: You will maintain a clean living area by ensuring the following tasks are completed daily prior to morning inspection: 1) trash is emptied, 2) sink is clean and removed of dirty dishes, 3) all expired and "bad" foods are thrown out, 4) all food is secured in the cabinets or refrigerator, 5) your bathroom sink is wiped clean and free of hair, toiletries, etc., 6) all clothes are folded and placed into drawers, 7) your floor is swept and free of dirt, dust, and debris, 8) your room presents a neat and organized appearance, 9) your room smells clean, 10) your toilet is clean, 11) your bed is made and 12) any other tasks as assigned. You will, weekly, complete the following tasks: 1) mopping, and 2) other tasks as assigned. If anything is broken or not functioning properly in your room, notify me and we will get it replaced.	
WEEKLY: Every Monday, prior to daily room inspection, you will have a fresh haircut in accordance with the standards outlined in the Fort Myer Soldier's Handbook.	
PRT: You will ensure you are able to meet all regimental PRT standards, and if you are unable to, we will develop a plan to ensure that you can.	
PRIOR TO CEREMONIES: 72 hours prior to any ceremony, your uniform will be inspected and deficiencies identified for correction. 48 hours prior it is your responsibility to have fixed all deficiencies. 24 hours prior your uniform will be inspected and release criteria will be a uniform that exceeds regimental standards. The morning of, your uniform will be inspected a final time to ensure no changes. In addition, it is your responsibility to eat well and hydrate, beginning 72 hours prior to any ceremony. The morning of, you WILL eat a balanced and nutritional meal.	
You will complete SSDI within 60 days of the signing of this counseling.	
You will complete any other dates/tasks assigned in accordance with the standards associated with that task.	
Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)	
Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> disagree with the information above.	
Individual counseled remarks:	
Short Term Goals (1 year or less):	
Long Term Goals (1 year or greater):	

Review the OI posted in the snack bar area for standards. No one is allowed to stay overnight. Participate in PT every morning unless otherwise instructed by me or other supervisors in the chain of command. Fitness is the foundation of Soldering; make it a priority. Conduct yourself in a professional manner towards all NCOs and Officers in the unit. Assume the position of attention when speaking to an officer and the position of parade rest when addressing an NCO. Clear all appointments with me. If you are sick, the clinic opens at 0600. Inform me if possible before going to sick call. You are expected to follow all lawful orders, rules and regulations in accordance with the Uniform Code of Military Justice and local and federal laws.

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My phone number is (912) 598-XXXX. I am always available but do not call after 2200 or before 0500 unless it is important. Plan of Action PT is at 0630 every morning at the parade field. Be there on time, in PT uniform. Inform me before signing up for classes, extra duty, or any other obligation. Stay close to me at all times, follow my directions, report any problems. Until you become acclimated to your new assignment, you will be supervised at all times. We will review your performance at the end of each month during counseling. Leader Responsibilities I will make sure you understand what your responsibilities are and follow up to ensure your performance meets standards. We will assess your performance at the end of this month and every month after that in order to ensure you understand your responsibilities and have the tools you need to do the job. As your Squad Leader, I will inspect your room every morning to make sure you are maintaining standards. If I discover any illegal possessions, such as weapons or alcohol, I will report it and you will face disciplinary action. You are an adult and should have the self-discipline necessary to take care of yourself. However, if you encounter financial or personal issues, don't have enough to eat, don't have cold weather gear, or any other problem, LET ME KNOW SO I CAN HELP. Developmental Counseling FORMFor use of this form see FM 22-100: the proponent agency is TRADOCDATA REQUIRED BY THE PRIVACY ACT OF 1974Authority: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.DISCLOSURE: Disclosure is voluntary.Part I - Administrative DataName (Last, First, MI)Rank / GradeSocial Security No.Date of Counseling6 FEB 2011Organization710th Area Support Medical CompanyName and Title of CounselorSSG Mintchev, Mintcho E.PART II - Background InformationPurpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):- Conduct quarterly counseling- Encourage open communicationPart III - Summary of Counseling Complete this section during or immediately subsequent to counseling.Key Points of Discussion:Treatment Platoon focuses on dispensary operations and medical treatment. Its missions include conducting periodic health assessments, completing physicals for deploying units, addressing medical emergencies, and mobilizing or deploying when ordered. Treatment Platoon Soldiers are expected to maintain strict standards at all times. As a Treatment Platoon member, practice the following: o You are required to stay motivated and disciplined while performing your duties.o Failure to maintain military standards will result in punitive action on the unit's behalf.o Attend all formations and platoon meetings on time and in the proper uniform.o Expect to carry yourself as a professional and treat other soldiers as you would want to be treated.As a leader, you are expected to not only model, but also enforce and supervise the maintenance of Army and unit regulations and standards. Always keep the following in mind:o Safety is first and foremost in all we do.o Effective counseling will develop our Soldiers and ready them to take our place one day. If we counsel poorly, our Soldiers will do the same to their Soldiers; therefore, setting a below the standard norm.o Be fair. Recommend awards, promotions, and punishment fairly.o Maintain responsibility and accountability, both in yourself and your Soldiers.o Do not compromise the Army values in any of your actions. OTHER INSTRUCTIONSThis form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200. EDITION OF JUN 85 IS OBSOLETE DA FORM 4856-E, JUN 99 Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below): Maintain the following in yourself and your Soldiers:Physical appearance: Ensure proper wear of your uniform in accordance with AR 670-1. Physical fitness: Stay physically fit and pass diagnostic and record Army Physical Fitness Tests.Motivation and discipline: Stay motivated, show a good work ethic, and actively participate in teamwork. Remain an optimistic, team-oriented individual. Adverse attitudes and behaviors will not be tolerated. Chain of command: Address all issues through your chain of command. You will not utilize the unit's open door policy prior to attempting to solve your issues through the chain of command.During this session, we have discussed your basic duties, responsibilities, and goals. During our next session, we will discuss you progress towards your goals.

