



DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
REDSTONE ARSENAL, ALABAMA 35809-7000

REPLY TO
ATTENTION OF

MCXW-MED

7 August 2003

MEMORANDUM FOR All Soldiers, Fox Army Health Center, U.S. Army Medical Department Activity, Redstone Arsenal, Alabama 35809-7000

SUBJECT: Command Policy Letter 03-06: Counseling

1. References: FM 22-100, Appendix C, Developmental Counseling
2. Leadership counseling is an integral part of subordinate development and is one of the most important responsibilities of the chain of command. In the Health Center, the section counseling files will form the basis of all personnel actions, school recommendations, promotions, and disciplinary actions.
3. As a rule, counseling should be for the positive purpose of making the unit and the soldier better. Both problem areas that need work and strengths that should be sustained should be noted.
4. Counseling records and information must be secured and never released to third parties. All personnel will have access to their personnel counseling record at any time and under the supervision of the file manager at the section level.
5. DA Form 4856, JUN 1999 will be utilized. Format of the counseling form (DA Form 4856):
 - a. Part I – Administrative Data. Complete all blocks.
 - b. Part II – Background Information. Leader states the reason for the counseling.
 - c. The following subject will be addressed in blocks 8, 9, & 14:
 - (1) Situation: What happened during the counseling or events leading up to the counseling.
 - (2) Task: What was the task at hand for the soldier.
 - (3) Action: What did the soldier do or fail to do?
 - (4) Response: What is the soldier's response to the task and the situation.
 - (5) Plan: What is the best course of action for soldier in light of the situation and will ensure that the soldier understands what is happening.

(a) ALL NEGATIVE COUNSELING STATEMENTS WILL HAVE THE 1-18 COUNSELING STATEMENT INCLUDED AS THE LAST PART OF THE SUMMARY IN BLOCK 9. **“You are advised that separation action may be initiated under the provision of Army Regulation 635-200 if this behavior/conduct continues. If separated, you could receive an Honorable, Under Honorable Conditions, or Under Other Than Honorable Conditions, discharge or characterization of service, or an Entry Level Separation (uncharacterized), if authorized. If separated with less than Honorable discharge/characterization, you could receive substantial prejudice in civilian life, and it may affect civilian employment, veterans’ benefits, and related matters. It is unlikely that you would be successful in any attempt to have the character of your service changed.”**

6. Frequency of Counseling (minimum):

- a. NCO’s will be counseled within 30 days for initial counseling and quarterly thereafter.
- b. Junior enlisted will be counseled monthly.

7. Other Forms of Counseling:

- a. Though soldiers are counseled monthly or quarterly, a counseling statement can be written at any time.
- b. Derogatory counseling statements can be formal or informal and are used to document specific shortcomings of the individual.
- c. Informal statements are used to inform the individual of their misconduct, for future action, i.e. UCMJ, administrative separation, etc.
- d. Formal statements are used to document misconduct for the purpose of future action.
- e. Formal and informal counseling statements will be recorded on DA Form 4856 and will use the format provided on the form itself.

8. Uses of the counseling statements:

- a. To give the individual an idea of where the soldier stands in respect to duty performance.
- b. To help recognize problems that are not visible at other times.
- c. To serve as a record of performance for awards, promotions, and NCOERs/OERs.

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9. Any questions concerning the counseling program should be addressed to the chain of command or to the commander through the open door policy.

10. All substantiated violators of this policy and / or EO violation will result in appropriate adverse administrative action and / or punishment under the Uniform Code of Military Justice.

11. Any questions regarding this policy can be directed to the undersigned or the First Sergeant at 955-8888 Ext.1146.

LAURA S. EDWARDS
CPT, MS
Commanding