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| **Date of Counseling:** |  |

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| **Subject:** | Initial counseling |  for: | PVT | SSN: |  |

**Discipline:**

 Discipline takes many forms. The true measure of discipline is doing the right thing, even when no one is watching. I expect you to maintain good standards of self-discipline and your military bearing.

**Communication:**

 As soldiers it is critical that we communicate effectively. I expect you to be upfront and honest with me, as I will be with you. Some issues will be open for discussion, others will require execution. Your views and opinions are important and I expect you to share them with me. We all have different approaches and methods. We learn from each other.

**Counseling:**

 You will be counseled on a monthly basis. The standard areas will include: positive attributes or accomplishments, areas that need to be sustained, areas that require improvement, upcoming events, promotion potential, and education.

**Appointments:**

 You will bring appointments to my attention at least 48 hours in advance so that I may plan the workload for when you will be absent. Emergencies are understood (they should be the exception – not the rule). Make your appointments and return to duty promptly.

**Drugs and Alcohol:**

 I will not tolerate any abuse of drugs or alcohol.

**Accountability/Responsibility:**

Always know the status of your equipment and personnel. Accept responsibility for your actions. Do no attempt to blame others or divert attention from an incident. Do not participate in the blame game, it only wastes valuable time and destroys the team. Fix the problem and deal with the failure of responsibility in a professional manner.

**Equal Opportunity/Sexual Harassment:**

 I will not tolerate violations in this area. If you are made aware of a situation or observe an incident, you are charged with the duty and responsibility to report it to the chain of command and take the appropriate action.

**Education:**

I encourage all soldiers to take advantage of the educational opportunities within the military. Set your goals and achieve them.

**Your Expectations:**

I would like you to take this opportunity to provide me with some information of what you expect from a leader and any issues that you would like to address.

I look forward to serving with you and would greatly appreciate your comments and suggestions. My door is always open. We can achieve much more working together as a team than as individuals. Should you have any question or problems do not hesitate to contact me day or night. My phone number is \_\_\_\_\_\_\_\_\_\_\_ (Soldiers initials)