

Command Inspection Program Counseling Checklist

Item #	Task	Go	NO GO	Comments
Part I General Requirements				
1	Does the soldier have the BN Reception and Integration counseling (containing, improper relationships, where to locate areas placed off limits, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are Packets Organized in a neat and orderly manner with counselings in a chronological sequence?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the 1SG and 1 st line leader maintain a file of all counselings?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are Senior leaders (1SGs, PSG, Section SGTs, reviewing counseling prior to them being given to soldiers? This check ensures quality counseling is being conducted and that the counselings are well written.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Imposing Flags/Bars: Are soldiers counseled when a flag/bar is imposed as to the potential effects of the action	<input type="checkbox"/>	<input type="checkbox"/>	
6	Removing Flags/Bars: Are soldiers counseled when a flag/bar is removed	<input type="checkbox"/>	<input type="checkbox"/>	
7	Does the unit have a copy of the battalion counseling SOP?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Have all soldiers signed the memorandum stating that they have read the SOP and will comply with requirements of the counseling program?	<input type="checkbox"/>	<input type="checkbox"/>	
Part II Specialist & Below Counseling				
1	Are soldiers being counseled monthly	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does the counseling containing the following mandatory areas?	<input type="checkbox"/>	<input type="checkbox"/>	
2a	Areas you should Sustain:	<input type="checkbox"/>	<input type="checkbox"/>	
2b	Areas that require Improvement:	<input type="checkbox"/>	<input type="checkbox"/>	
2c	Promotion Recommendation/Potential: Current TIS: Current TIG:	<input type="checkbox"/>	<input type="checkbox"/>	
2d	Education	<input type="checkbox"/>	<input type="checkbox"/>	
2e	Upcoming Events	<input type="checkbox"/>	<input type="checkbox"/>	
2f	Safety Reminder	<input type="checkbox"/>	<input type="checkbox"/>	
2g	Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are Plans of Action specific and describe expectations and provide timelines when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are leader responsibilities clearly explained?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are follow up assessments done on negative counseling sessions prior to conducting the next written counseling?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is corrective training being documented in the counseling	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is the magic statement on all negative counseling statements	<input type="checkbox"/>	<input type="checkbox"/>	
8	Is corrective training being documented in the counseling	<input type="checkbox"/>	<input type="checkbox"/>	

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NCO Counseling Corporal & Above				
1	Is the specified format being used to counsel NCOs in conjunction with the DA FORM 2166-8-1?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does the 2166-8-1 state see attached counseling statement dated: XXXX	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the packet contain a working copy of the NCOER with duty description and administrative areas complete?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the working copy of the NCOER contain working comments?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does the packet contain a copy of the current rating scheme?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are soldiers being counseled at least quarterly (monthly for substandard performers)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Does the counseling containing the following mandatory areas?	<input type="checkbox"/>	<input type="checkbox"/>	
7a	Areas you should Sustain:	<input type="checkbox"/>	<input type="checkbox"/>	
7b	Areas that require Improvement:	<input type="checkbox"/>	<input type="checkbox"/>	
7c	Promotion Recommendation/Potential: Current TIS: Current TIG:	<input type="checkbox"/>	<input type="checkbox"/>	
7d	Education	<input type="checkbox"/>	<input type="checkbox"/>	
7e	Upcoming Events	<input type="checkbox"/>	<input type="checkbox"/>	
7f	Safety Reminder	<input type="checkbox"/>	<input type="checkbox"/>	
7g	Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are Plans of Action specific and describe expectations and provide timelines when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are leader responsibilities clearly explained?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are follow up assessments done on negative counseling sessions prior to conducting the next written counseling?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Is corrective training being documented in the counseling	<input type="checkbox"/>	<input type="checkbox"/>	
12	Is the magic statement on all negative counseling statements	<input type="checkbox"/>	<input type="checkbox"/>	
13	For soldier that have displayed a pattern of poor performance or potential. Does the counseling reflect what comments may appear on their NCOER if shortcomings are not corrected	<input type="checkbox"/>	<input type="checkbox"/>	
14	Are NCOs maintaining achievement/accomplishment folders?	<input type="checkbox"/>	<input type="checkbox"/>	