

## Counseling Requirements

Type of Counseling	Frequency	Reference	Reference Title	Form Number
ASAP	As required	AR 600-85	Army Substance Abuse Program	Consult with CCC for Referral Form
Bar to Reenlistment	As required	AR 601-280	Army Retention Program	DA Form 4126-5
Chapter (Enlisted Separation)	As Required	AR 635-200	Enlisted Personnel	DA Form 4856. See AR 635-200
Family Care Plans	Initially/Annually	AR 600-20	Army Command Policy	DA Form 5304-R found in AR 600-20
Family Financial Support	As Required	AR 600-99	Family Support, Child Custody, and Paternity	DA FORM 4856
Flagging Action	As Required	AR 600-8-2	Suspension of Favorable Personnel Actions	Chap 2, AR 600-8-2, directs unit inform Soldier of the action
Reception and Integration Counseling	Within 30 days of assignment	FM 6-22	Military Leadership	
Initial Counseling NCO	Start of Rating Period within 30 days assignment	AR 623-3, DA PAM 623-3	Enlisted Evaluations	DA Form 2166-8-1, 2166-8 and 4856E
Initial Counseling Officer	Within 30 days of assignment	AR 623-3, DA PAM 623-3	Officer Evaluations	DA Form 67-9-1 OER Support Form DA Form 67-9-1a JODSF
Non-judicial Punishment	As Required	AR 27-10	Military Justice	DA Form 4856 and Article 15 (See JAG office)
Overweight Counseling	Monthly	AR 600-9	The Army Weight Control Program	DA Form 4856 and sample correspondence in AR 600-9
Performance Counseling Enlisted	Monthly SPC and Below/ Quarterly NCOs	AR 623-3, DA PAM 623-3 and FM 6-22	Army Leadership and Personnel Evaluations	DA Form 4856 and 2166-8-1 and 2166-8
Performance Counseling Officer	As required	AR 623-3, DA PAM 623-3	Officer Evaluations	DA Form 67-9-1 and 67-9-1a
Pregnancy Counseling	Initially	AR 600-20	Army Command Policy	DA Form 5304-R DA Form 5305-R Pregnancy Election statement

## Counseling Requirements Continued

<b>Type of Counseling</b>	<b>Frequency</b>	<b>Reference</b>	<b>Reference Title</b>	<b>Form Number</b>
Pregnancy Counseling Enlisted Separations	As Required	AR 635-200	Enlisted Personnel	DA Form 4856 and memorandum of counseling
Pregnancy Counseling Officer	As Required	AR 635-100	Officer Personnel	DA Form 4856 and memorandum of counseling
Promotion Counseling (Enlisted SPC in primary zone and SGTs in Primary zone for SSG)	Initially upon prior to entering the primary zone. However highly encouraged even in secondary zone	AR 600-8-19	Enlisted Promotion and Reduction	DA Form 4856
APFT Test Failure	Upon Failure	AR 350-1 and FM 21-20	Training in Units and Physical Fitness	DA Form 4856
Reduction Counseling	As Required	AR 600-8-19		DA Form 4856, See AR 600-8-19, for specific guidance
Retention Counseling	Within 90 days After Arrival/Then IAW Regulation	AR 601-280	Army Retention Program	DA Form 1315-1-R, contained in AR 601-280