

## MEMORANDUM

1610  
30 Dec 25

From: dfs  
To: sdsd

Subj: CORRECTIVE COUNSELING

1. Purpose. To formally document a deficiency in your performance/conduct and establish clear expectations for immediate improvement.
2. Observation. [Describe the specific deficiency observed. Include date, time, location, and circumstances. Be factual and specific.]
3. Standard. [Cite the applicable standard, order, regulation, or policy that was not met. Reference specific MCO, unit SOP, or UCMJ article if applicable.]
4. Impact. [Explain how this deficiency negatively affected or could affect unit readiness, good order and discipline, or mission accomplishment.]
5. Expectation. You are expected to correct this deficiency immediately and ensure it does not recur. Failure to improve may result in adverse administrative or disciplinary action.
6. Assistance. [Identify any assistance, resources, or training available to help the Marine improve. Include mentor assignment if applicable.]
7. Acknowledgment. Your signature below acknowledges receipt of this counseling. It does not indicate agreement or disagreement with its contents.