

LEADER OBSERVES FIRST

1. PERFORMANCE OF DUTY.
2. ABILITY TO COMPLETE AN ASSIGNMENT.
3. THE APPROACH USED IN ACCOMPLISHING THE MISSION.

TELL THE SOLDIER

1. WHERE HE STANDS.
2. WHAT HE HAS DONE WELL OR WHAT HE HAS SHOWN IMPROVEMENT ON.
3. IF PERFORMANCE HAS CONTRIBUTED TO UNIT MISSION.
4. GIVE SOLDIER HONEST FEEDBACK AND CLEAR GUIDANCE.

OUTSTANDING

SATISFACTORY

MARGINAL

UNSATISFACTORY

OUTSTANDING

1. EXCEEDS THE RIGID STANDARDS REQUIRED.
2. EXCELS IN PERSONAL AND PROFESSIONAL PERFORMANCE.
3. STRIVES TO BE A SQUAD LEADER.
4. POLISHES SKILLS LEARNED AND BECOMES A PEER INSTRUCTOR.
5. DEVELOPS AND PERFORMS AT AN ACCELERATED RATE.
6. COMMITTED TO THE UNIT, ARMY, AND COUNTRY.
7. RECOGNIZES OPPORTUNITY AND FULFILLS POTENTIAL.

SATISFACTORY

1. ACHIEVES AND MAINTAINS THE STANDARDS.
2. ACCEPTS THE CHALLENGES AND WORKS TOWARDS EXCELLENCE.

MARGINAL

1. SOMETIMES FAILS TO MEET THE STANDARD.
2. LACKS MOTIVATION.
3. UNSURE OF POTENTIAL.
4. FAILS TO REMEMBER THE MANY IMPORTANT REASONS FOR ENLISTING.

UNSATISFACTORY

1. UNABLE OR UNWILLING TO CONFORM TO DISCIPLINE AND TRAINING STANDARDS.
2. UNCOOPERATIVE IN PLATOON LIVING AREA.
3. SHIRKS INDIVIDUAL AND PLATOON RESPONSIBILITIES.
4. FAILS TO FULFILL CONTRACT OBLIGATIONS.

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ENTRY LEVEL SEPARATION (ELS)

APPLIES TO SOLDIERS WHO:

1. WERE VOLUNTARILY ENLISTED IN THE REGULAR ARMY, NATIONAL GUARD, OR U.S. ARMY RESERVES.
2. ARE IN ENTRY LEVEL STATUS, AND BEFORE THE DATE OF INITIATION OF SEPARATION ACTION, HAVE COMPLETED NO MORE THAN 180 DAYS OF CONTINUOUS ACTIVE DUTY OR INITIAL ACTIVE DUTY TRAINING, OR NO MORE THAN 90 DAYS OF PHASE II UNDER THE SPLIT OR ALTERNATE TRAINING OPTION.
3. HAVE DEMONSTRATED THAT THEY ARE NOT QUALIFIED FOR RETENTION.
4. HAVE FAILED TO RESPOND TO COUNSELING.

ELS (CONT)

ENLISTED WOMEN WHO BECOME PREGNANT WHILE STILL IN A TRAINING STATUS:

1. WILL BE INVOLUNTARILY SEPARATED WHEN THE TRAINING COMMANDER WITH SEPARATION AUTHORITY IN CONJUNCTION WITH THE MEDICAL OFFICER DETERMINE THAT SHE CANNOT FULLY PARTICIPATE IN THE TRAINING REQUIRED FOR THE MOS CONCERNED.
2. WILL BE RETAINED WHEN THEY CAN FULLY PARTICIPATE UNLESS THEY REQUEST SEPARATION PER CH 8, AR 635-200.

NOTE: COMMANDERS WILL CONSIDER SOLDIERS MEETING THE CRITERIA, AND WHO ARE CONVICTED BY COURT-MARTIAL BUT NOT SENTENCED TO A PUNITIVE DISCHARGE, FOR ADMINISTRATIVE SEPARATION WHEN THE UNDERLYING MIS-CONDUCT WARRANTS SEPARATION.

ENTRY LEVEL STATUS

FOR REGULAR ARMY PERSONNEL, IT IS THE FIRST 180 DAYS OF CONTINUOUS ACTIVE DUTY, OR THE FIRST 180 DAYS OF CONTINUOUS ACTIVE DUTY FOLLOWING A BREAK OF MORE THAN 92 DAYS OF ACTIVE MILITARY SERVICE.

FOR ARNG OR USAR PERSONNEL, ENTRY LEVEL STATUS BEGINS UPON ENLISTMENT IN THE RESPECTIVE COMPONENT AND TERMINATES:

1. FOR MEMBERS ORDERED TO IADT FOR ONE CONTINUOUS PERIOD - 180 DAYS AFTER BEGINNING TRAINING.
2. FOR MEMBERS ORDERED TO IADT FOR THE SPLIT OR ALTERNATE TRAINING OPTION - 90 DAYS AFTER BEGINNING PHASE II (AIT). MEMBERS COMPLETING PHASE I (BT OR BCT) REMAIN IN ENTRY LEVEL STATUS UNTIL 90 DAYS AFTER BEGINNING PHASE II.

GENERAL COUNSELING FORM

For use of this form, see AR 635-200; the proponent agency is MILPERCEN

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, 10 USC 3012(G). **PRINCIPAL PURPOSE:** To record counseling data pertaining to service members.
ROUTINE USES: Prerequisite counseling under paragraphs 5-8, 5-13, chapters 11, 13 or section III, chapter 14, AR 635-200. May also be used to document failures of rehabilitation efforts in administrative discharge proceedings.
DISCLOSURE: Disclosure is voluntary, but failure to provide the information may result in recording of a negative counseling session indicative of the subordinate's lack of a desire to solve his or her problems.

PART I - BASIC DATA

1. NAME (<i>last, first, MI</i>) JONES, BILL R.	2. SOCIAL SECURITY NO. 012-34-5678	3. GRADE PVT	4. SEX MALE
5. UNIT COMPANY B, 1ST BATTALION, 1ST TNG BDE YOUR INSTALLATION, STATE ZIP CODE	FOR TRAINING UNITS ONLY		
	6. WEEK OF TRAINING 1 (BCT)	7. TRAINING SCORES HIGH <u>N/A</u> MED _____ LOW _____	

PART II - OBSERVATIONS**8. DATE AND CIRCUMSTANCES**

15 JUN 96: PERFORMANCE COUNSELING

- LATE FOR FORMATION
- FAILURE TO SHAVE

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PART II - OBSERVATIONS**8. DATE AND CIRCUMSTANCES**

15 JUN 96: REFERRAL TO THE FIRST SERGEANT FOR FURTHER COUNSELING. THIS SOLDIER HAS NOT RESPONDED POSITIVELY TO THE FOLLOWING PREVIOUS COUNSELING:

31 MAY 96: LATE FOR FORMATION
5 JUN 96: LATE FOR FORMATION
7 JUN 96: FAILED TO SHAVE
11 JUN 96: SLEEPING ON FIRE GUARD
12 JUN 96: FAILED TO SHAVE/BOOTS UNSHINED
14 JUN 96: FIGHTING IN LIVING AREA

9. DATE AND SUMMARY OF COUNSELING

15 JUN 96: PVT JONES YOU ARE BEING COUNSELED ON SHAVING EACH MORNING. SPECIFICALLY, YOU WILL SHAVE EACH MORNING UPON WAKING UP. YOU WERE ADVISED OF THIS AT YOUR INITIAL BRIEFING WHEN YOU ARRIVED AT THIS UNIT FOR TRAINING. YOU ARE EXPECTED TO CONFORM TO ESTABLISHED STANDARDS AND WILL BE MONITORED TO ENSURE THAT YOU DO. PVT JONES YOU ARE EXPECTED TO MAKE THE EXTRA EFFORT TO MEET THESE STANDARDS.

DISPOSITION INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement.

DA FORM 4856, JUN 85

EDITION OF JUL 84 IS OBSOLETE.

PART III - AUTHENTICATION	
10. NAME, GRADE, SIGNATURE OF COUNSELOR JOHN B. SMITH SSG	DATE 15 JUN 96
11. I acknowledge having been counseled by the above individual and understand the reason for this counseling session. I concur/nonconcur that the information above accurately reflects this counseling session. I nonconcur for the following reasons:	
12. NAME, GRADE, SIGNATURE OF INDIVIDUAL COUNSELED BILL R. JONES PVT	
DATE 15 JUN 96	
13. IF COUNSELED INDIVIDUAL REFUSES TO SIGN COUNSELING NOTES, COUNSELOR WILL INITIAL THIS BLOCK.	
PART IV - REHABILITATION	
14. REHABILITATION RESULTS/COMMENTS	
18 JUN 96: AFTER 3 DAYS OF ADDITIONAL TRAINING AND CLOSE SUPERVISION, PVT JONES HAS ACHIEVED THE DESIRED RESULTS OF HAVING HIS BOOTS SHINED DAILY. THESE RESULTS ARE EXPECTED TO CONTINUE.	
[OR]	
18 JUN 96: AFTER 3 DAYS OF ADDITIONAL TRAINING AND CLOSE SUPERVISION, PVT JONES STILL CANNOT MEET THE STANDARD OF CLEANING AND SHINING HIS BOOTS DAILY. HE WAS REMINDED EACH EVENING TO WORK ON HIS FOOT GEAR, ON 16 JUN IT WAS NOTED THAT HE HAD CLEANED AND SHINED ONLY ONE SET. HE HAS DEMONSTRATED HIS UNWILLINGNESS TO CONFORM TO PLATOON STANDARDS.	
15. NAME, GRADE, SIGNATURE OF INDIVIDUAL COUNSELED BILL R. JONES PVT	DATE 18 JUN 96
16. NAME, GRADE, SIGNATURE OF COUNSELOR JOHN B. SMITH SSG	DATE 18 JUN 96