



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VIRGINIA 23801-2102

ATCL-CG

APR 07 2016

MEMORANDUM FOR Personnel the Commanding General rates and/or senior rates
SUBJECT: Counseling Guidance

1. References:

- a. Army Regulation (AR) 623-3 (Evaluation Reporting System), 31 March 2014
- b. AR 690-400 (Chapter 4302 Total Army Performance Evaluation System), 16 October 1998
- c. TRADOC TASKORD IN153234 (Performance Evaluation Counseling)

2. Purpose: Provide counseling guidance to personnel the Commanding General rates and/or senior rates.

3. Commander's Guidance. Effective performance counseling is a constructive supervisory tool that facilitates a healthy command climate. It represents a basic responsibility of leaders at all levels to outline requirements for Soldiers and Civilians. The open dialogue throughout the rating period is an appropriate time for leaders to provide guidance and direction on expectations, job performance, and professional development. View counseling as an investment in our greatest resource—our personnel.

4. Counseling Priorities.

a. I will conduct a written initial counseling for Soldiers and civilians I rate within the first 30 days of the rating period using the prescribed forms outlined in AR 623-3, paragraph 3-7a (DA Forms 67-10-1A, 2166-9-1A, 7222-1, and 7223-1). It is the rated individual's responsibility to initiate the counseling session with me.

b. I will review and approve my rating scheme quarterly. The G1 (Military) will post it on the Combined Arms Support Command (CASCOM) website at http://www.cascom.army.mil/G_Staff/sgs/pn.htm and distribute to Officers, NCOs, and civilians listed on the rating scheme. The rating scheme is also intended to facilitate counseling throughout the command.

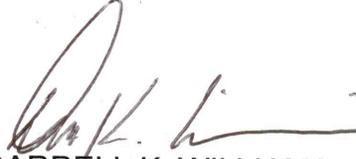
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c. I will facilitate periodic counselings through my townhalls, focus meetings on my command priorities, and when mission allows, one on one office calls.

d. Commanders will establish similar counseling processes within their organizations.

5. Point of contact for this memorandum is LTC Davina Bare at 804-734-0310 or davina.h.bare.mil@mail.mil.



DARRELL K. WILLIAMS
Major General U.S. Army
Commanding