



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

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army  
Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-11 – Counseling

1. **Purpose:** To set the policy for counseling.
2. **Policy:** For fair and equitable counseling across the formation.
3. Everyone is entitled to a periodic evaluation of his or her performance.
4. Counseling will be provided in accordance with the following guidance:
  - a. Section supervisors are responsible for ensuring that their Soldiers receive a periodic counseling on their performance. Officers should be counseled following DA Pam 600-3. NCOs should be counseled following the procedures in AR 623-3 (NCO counseling checklist/record). Supervisors will counsel their officers and NCOs at least quarterly in writing.
  - b. Junior enlisted soldiers will be counseled in writing at least monthly and more often if warranted. Copies of all junior enlisted written monthly counseling's are subject to review by the HHC CASCOM First Sergeant at any time.
  - c. The goal of counseling is to keep Soldiers informed of their performance and to outline areas that could possibly hinder or advance their potential for promotion. Soldiers have the right to be counseled.
  - d. Positive counseling is strongly encouraged.
5. This policy is in effect until superseded or rescinded.
6. Point of contact for this is the undersigned at [erika.l.beverly.mil@mail.mil](mailto:erika.l.beverly.mil@mail.mil).

A handwritten signature in blue ink, appearing to read "Erika L. Beverly", is positioned above the typed name.

ERIKA L. BEVERLY  
CPT, LG  
Commanding

