



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE McGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

1 March 2016

MEMORANDUM FOR NCO Academy Fort Dix

SUBJECT: Policy Letter 21, Counseling

1. References.

- a. Army Regulation 623-3, Evaluation Reporting System, 4 November 2015.
- b. Department of the Army Pamphlet 623-3, Evaluation Reporting System, 10 November 2015.

2. Purpose. All raters/supervisors will maintain a counseling folder on their personnel. The counseling folders and all personally identifiable information (PII) will be kept in a secure location.

3. Counseling folders will contain the following documents.

- a. Counseling packet checklist.
- b. Personal data sheet and Soldier Record Brief (ERB).
- c. Mandatory Training Sheet.
- e. Quarterly counseling and support form and initial reception counseling.
- f. Copy of DA Form 705 APFT and DA Form 5500/5501 (if applicable), and profiles (both temporary and permanent).

4. Success of this program is determined by the quality of counseling. First Line Leaders will counsel their Soldiers quarterly. The Section Leader will conduct periodic reviews of the counseling folders and provide results in a special counseling. The Commandant will inspect counseling folders to ensure counseling is conducted routinely and to standard.

KIMBERLY K. KEMPER
CSM, USA
Commandant