



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640

IN REPLY REFER TO
1000
S-1
27 OCT 2014

Chemical Biological Incident Response Force Policy Letter 12-14

From: Commanding Officer
To: All Hands

Subj: COUNSELING POLICY

Ref: (a) NAVMC 2795 USMC User's Guide to Counseling
(b) II MEF Order 1610
(c) MCO 1610.7F W/CH 1-2 (PES)
(d) MCO P1070.12K W/CH 1 (IRAM)

Encl: (1) Sample Platoon Commander's Notebook Card
(2) Sample Counseling Worksheet
(3) CBIRF Fitness Report Matrix
(4) Annual Fitness Report Schedule
(5) Occasions for conduct and duty proficiency markings
(6) Personnel Admin Advisory 2-11 (Printing error on Table 4-3 of the IRAM)
(7) Standards of Proficiency and Conduct

1. Purpose. To establish general policy for the counseling of CBIRF personnel.

2. Information. Developing Marines and Sailors to their highest potential is a basic leadership responsibility and counseling is a critical step in accomplishing this. Counseling involves two-way communication between a senior and a junior to help the junior achieve or maintain the highest possible level of performance. Reference (a) establishes guidelines for the counseling process and the types of counseling available to supervisors.

a. Initial Counseling. All Marines and Sailors shall receive an initial counseling within thirty days of arrival at CBIRF that, at a minimum, sets goals, explains the supervisor's expectations and leadership style, and helps the junior understand his/her role in the CBIRF mission. Counseling will begin whenever a new senior/junior relationship is established. For Sergeants and above, the reporting senior will provide a copy of the billet description that will be used in the creation of this report.

b. Follow-on Counseling. Lance Corporals/Seamen (E-3) and below will be counseled every thirty days by the immediate supervisor, normally an NCO. This counseling will reinforce what is expected of them, and how they will be measured regarding those expectations. Additionally, a review of the subordinate's Leave and Earnings Statement (LES) will be part of the initial and follow-on counseling process. All Corporals/ Petty Officers and above will be counseled ninety days after their initial counseling and, at a minimum, every six months thereafter. Counseling for NCOs will be conducted by a Staff Noncommissioned Officer or Officer-In-Charge.

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c. The Counseling Process. Counseling is typically planned in advance and is conducted in a formal setting. It can also be conducted in an unscheduled, informal session that is driven by event-related incidents.

(1) Formal Counseling. These sessions are planned, calculated, and focus on the junior's overall performance, targeting specific periods covering several weeks and months. These meetings should be scheduled and agreed upon by senior and subordinate.

(2) Informal Counseling. Informal counseling sessions can occur at any given time and initiated by junior or senior. These are event-driven and are sometimes necessary before the next scheduled counseling session. Informal counseling is typically short and addresses a specific issue that requires immediate attention.

d. Types of Counseling. Per reference (a), there are three types of counseling: directive, nondirective and collaborative.

(1) Directive Counseling. This method is "senior-centric." The senior analyzes the situation, formulates a solution, and articulates it to the subordinate Marine/Sailor.

(2) Nondirective Counseling. This approach is "junior-centric." It requires the senior to listen with a purpose. The senior will typically ask questions in order to solicit responses from the subordinate and assists the junior in developing a plan for improvement. The goal of this nondirective approach is to help the junior become more mature and goal-oriented.

(3) Collaborative Counseling. This option draws on both directive and nondirective techniques, allowing the junior and senior to work as a team to create synergistic solutions. This offers the senior greater flexibility and creates the opportunity for the junior to have "buy-in."

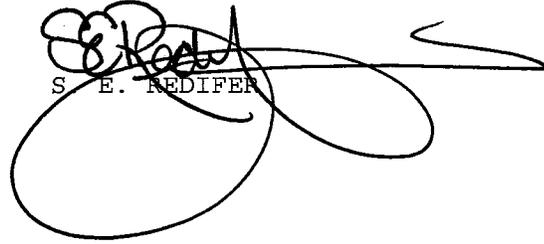
e. Performance Evaluation

(1) Fitness Reports. The fitness report provides a primary means for evaluating a Marine's performance to support the Commandant's effort to select the best qualified personnel for promotion, augmentation and retention. Performance evaluations for Sergeants and above are conducted in accordance with reference (c), the Performance Evaluation System (PES) Manual. Enclosure (2) is a guide for preparing a performance evaluation. Enclosure (3) is CBIRF's fitness report matrix and enclosure (4) is the fitness report schedule. Reporting Seniors shall make every effort to ensure fitness reports are forwarded to Reviewing Officer on the last day of the reporting period.

(2) Proficiency and Conduct Markings. All Corporals and below will be assigned proficiency and conduct markings on the occasions specified in enclosure (5) as amended by enclosure (6). Marks will be assigned using enclosure (7) as a guide, and all personnel will be counseled on markings once approved by the Commanding Officer. When assigning proficiency and conduct marks, the following information will be annotated in Marine On-Line (MOL) for consideration by the chain of command: Rifle/pistol score, Physical Fitness Test (PFT), Combat Fitness Test (CFT), awards, MCIs, books read, PME, and volunteer work. Due to the unit's unique mission, Marines and Sailors assigned to CBIRF must adhere to two separate training and readiness (T&R) standards; as such, seniors should ensure that they are capturing both MOS-related and CBIRF specific training and readiness accomplishments and deficiencies in their comments and recommendations when assigning proficiency and conduct marks.

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3. Scope. This order is applicable to all CBIRF personnel.
4. Point of contact in this matter is the CBIRF Sergeant Major.


S. E. REDIFER



PLATOON COMMANDER'S NOTEBOOK CARD

I. ADMINISTRATIVE INFORMATION

NAME _____ EDIPI _____ SEC CLEARANCE _____

RANK _____ DOR _____ PEBD _____ EAS _____ MOS _____

TIG/TIS _____ MEAL CARD # _____

DOB _____ AGE _____ POB _____
(city) (state)

PARENTS _____

HOME OF RECORD _____
(street) (city) (state) (zip)

PHONE _____

CURRENT ADDRESS

(street) (city) (state) (zip)

PHONE _____ CELL _____

SINGLE/MARRIED

WIFE'S NAME _____

ADDRESS _____ PHONE _____

CHILDREN (NAME AND AGE) _____

EMERGENCY DATA

BLOOD TYPE _____ ALLERGIES _____

NEXT OF KIN _____ RELATIONSHIP _____

ADDRESS _____

PHONE _____

ENCLOSURE (1)



VEHICLE INFORMATION

MAKE _____ MODEL _____ YEAR _____ COLOR _____

PLATE # _____ STATE _____ LICENSE # _____ STATE _____

PAYMENT/MO _____ # OF PAYMENTS REMAINING _____

II. TRAINING INFORMATION

DATE CURRENT TOUR BEGAN _____

CURRENT BILLET _____

PAST BILLETS _____

ADDITIONAL DUTIES _____

III. OTHER INFORMATION

INTERESTS/TALENTS/HOBBIES

GOALS

SHORT TERM

LONG TERM



IV. ADDITIONAL INFORMATION

V. FINANCIAL OVERVIEW

ALLOTMENTS/PAYMENTS

<u>TYPE</u>	<u>AMOUNT</u>	<u>RECEIVED BY</u>
_____	_____	_____
_____	_____	_____

LES REVIEW:

<u>DISCREPENCIES</u>	<u>DATE REVIEWED</u>	<u>DATE RESOLVED</u>	<u>REMARKS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



COUNSELING WORKSHEET

Name: _____

EDIPI: _____

Date: _____

Grade: _____

MOS: _____

Billet: _____

Formal / Informal

Initial/30-Day/Other

Subjects on which guidance was provided: _____

PERFORMANCE/ EXPECTATIONS: _____

LEADERSHIP: _____

STRENGTHS/ DEFICIENCIES: _____

GOALS ESTABLISHED FOR NEXT COUNSELING SESSION: _____



TASKS ASSIGNED NEXT PERIOD: _____

MAJOR ACCOMPLISHMENTS AND/OR COMMENTS: _____

MARINE COUNSELED _____

MARINE PERFORMING COUNSELING _____

NCO/SNCO/OIC _____

TARGET DATE FOR NEXT SESSION: _____

CBIRF FITREP MATRIX

<u>BIC</u>	<u>BILLET</u>	<u>RS</u>	<u>RO</u>
M2036400002	Commanding Officer	MEF CG	MFC CG
M2036400003	Executive Officer	CO	DCG
M2036400004	Sergeant Major	CO	CG
M2036400072	Company Commanding Officer	CO	DCG
M2036400010	Adjutant/Personnel Officer	XO	CO
M2036400028	Intelligence Officer	XO	CO
M2036400029	Counter Intel Officer	S-2	XO
M2036400030	Staff CI/HUMINT Officer	S-2	XO
M2036400040	Operations Officer	CO	DCG
M2036400041	Assistant Operations Officer	S-3	CO
M2036400042	Current Operations Officer	S-3	CO
M2036400054	Future Operations Officer	S-3	CO
M2036400071	S-4/Maint Management Officer	CO	DCG
M2036400075	Assistant Log Ops Officer	S-4	CO
M2036400083	Embark Officer	S-4	CO
M2036400173	Motor Transport Officer	S-4	CO
M2036400230	Engineer OIC	S-4	CO
M2036400205	Supply Officer	XO	CO
M2036400207	Contracting Officer	XO	CO
M2036400093	S-6 Officer	XO	CO
M2036400257	Company Executive Officer	XO	CO
M2036400057	USA Liaison Officer	S-3	CO
M2036400058	EOD Officer	S-3	CO
M2036400055	Rescue Platoon Leader	Co. CO	CO
M2036400264	IDP Platoon Commander	Co. CO	CO
M2036400384	CBRN OFFICER	S-3	CO
M2036400258	Reaction Force Company First Sergeant	Co. CO	CO
M2036400007	H&S Company First Sergeant	Co. CO	CO

Annual Fitness Report Schedule
 (AN AND AR Reports)
 Ref. MARADMIN Number: 164/03

Grade of	Reporting Periods Ends Last Day of		
	Active Component	Reserve Component	Active Reserve
Sgt	Mar	Sep	Sep
SSgt	Dec	Sep	Sep
GySgt	Jun	Sep	Sep
MSgt/1stSgt	Jun	Sep	Sep
MGySgt/SgtMaj	Sep	May	Jun
WO/CWO	Apr	Oct	Oct
2ndLt	Jan/Jul	Apr	N/A
1stLt	Oct/Apr	Oct	Oct
Capt	May	Sep	Jun
Maj	May	Sep	Jun
LtCol	May	Jun	Jun
Col	May	Jul	Jul
BGen	Jun	Jun	N/A

1. All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions.

2. Reservists who are considered for promotion by an Active Component selection board will receive AN reports while those who are considered by a Reserve Component selection board (to include Active Reserve Marines) will receive AR reports.

3. Reports on Active Component 2nd and 1st lieutenants are semiannual vice annual.

4. POC is MMSB-31, Policy and Research Unit at (COM) 703-784-5689/3905/3431 OR (DSN) 278-5689.

TABLE 4-3							
OCCASIONS FOR CONDUCT AND DUTY PROFICIENCY MARKINGS							
	A	B	C	D	E	F	
R U L E	The Marine upon whom reporting:	is in a full duty status, hospitalized, or a satisfactory participant in an SMCR unit?	has received markings within the last 30 days?	and do any of the following apply?	The appropriate action is to report marks by UD entry per MCO P1080.40, MCTFSPRIM using the occasion codes indicated in note 4. Certain occasions where observation is less than 90 days do not require the reporting of con/pro marks, in such cases the UD entry is completed by entering NA in the required spaces.	effective date is	
1	is a corporal or below and is a member of the USMC or Ready Reserve on active duty	yes	no	-----	report SA con/pro marks on 31 January and 31 July	31 January and 31 July	
2			yes		report SA con/pro marks of NA		
3			no	departing to TAD (excess of 30 days)	report TD con/pro marks on departure	the date of departure	
4			yes		report TD con/pro marks of NA on departure		
5			no	completing TAD (excess of 30 days)	report TC con/pro marks on departure from TAD site	the date of departure from TAD site	
6			yes		report TC con/pro marks of NA on departure from TAD site		
7					joined for transportation only	report SA con/pro marks of NA	31 January and 31 July
8				no			
9			no	yes	in a UA status		
10				no			
11 12			-----	declared a deserter	report PD con/pro marks for period from last marks to day preceding UA (may be NA if less than 30 days). * Report DD con mark of 0.0 and pro mark of NA (effective date same as UA date).	for PD marks, the day prior to the date the Marine was reported to UA on the diary; effective date for DD marks is the same as the to UA date	
13					report CD con/pro marks when ordered to confinement pursuant to sentence of court-martial. No SA con/pro marks reported while serving sentence of court-martial.	the day prior to the date ordered to confinement	

* See Personnel Administrative Advisory 02-11 dtd 21 Jan

Subject: PERSONNEL ADMIN ADVISORY 02-11//
Originator: CMC WASHINGTON DC MRA MI MIF(UC)
DTG: 211434Z Jan 11
Precedence: ROUTINEDAC: General
To: AL 9233(UC)
cc: CMC WASHINGTON DC MRA MI MIF(UC)

UNCLASSIFIED//

MSGID/GENADMIN, USMTF, 2007/CMC WASHINGTON DC MRA MI MIF(UC)/F002//
SUBJ/PERSONNEL ADMIN ADVISORY 02-11//

GENTEXT/REMARKS/1. THIS IS PERSONNEL ADMIN ADVISORY 02-11. PAAS
01-00 THROUGH 01-11 REMAIN IN EFFECT.

2. ADDRESSEES ARE REQUESTED TO READDRESS THIS PAA TO ALL
MOL USERS/SUBORDINATE ORGANIZATIONS/UNITS AS APPLICABLE.

3. THE FOLLOWING TOPICS ARE ADDRESSED.

A. PASSENGER RESERVATION CENTER TELEPHONE NUMBER CHANGE.

B. PRINTING ERROR TO TABLE 4-3 OF THE IRAM.

C. INTERIM CHANGE TO PAR 5000.3 OF THE IRAM.

D. PAYMENT OF PAY AND ALLOWANCES TO DEPENDENTS WHEN MEMBER
SERVING SENTENCE OF COURTS-MARTIAL WAS AWARDED A
FORFEITURE.

4. PASSENGER RESERVATION CENTER TELEPHONE NUMBER CHANGE. THE
AIR FORCE RECENTLY ANNOUNCED A CHANGE IN THE PASSENGER RESERVATION
CENTER TELEPHONE NUMBER. ALL TRAVELERS AND COMMANDS SHOULD USE
THIS TELEPHONE NUMBER TO NOTIFY OF ANY CHANGES IN A TRAVELER'S
TRAVEL PLANS. THE NEW NUMBER IS (618) 229-4761, DSN 779-4761.

NOTE: PLEASE ENSURE ALL PERSONNEL INVOLVED IN PCSO PROCESSING ARE
FAMILIAR WITH THIS NUMBER AND REQUEST DISSEMINATION AND PUBLICATION
OF THIS NUMBER TO ALL ADMINISTRATIVE SECTION(S). THIS TELEPHONE
NUMBER SHOULD BE INCLUDED ON ALL DETACHING ENDORSEMENTS.

5. PRINTING ERROR TO TABLE 4-3 OF THE IRAM. SEMI-ANNUAL PRO/CON
MARKS FOR ACTIVE COMPONENT MARINES WILL BE DUE 31 JANUARY. WE HAVE
ADDRESSED THIS IN PREVIOUSLY PUBLISHED PAAS. THE FOLLOWING
INFORMATION WAS OMITTED FROM TABLE 4-3. ON PAGE 4-34, TABLE 4-3,
UNDER THE HEADER COLUMN C, CHANGE THE REMARKS TO READ AS FOLLOWS:
HAS RECEIVED MARKINGS WITHIN THE LAST 30 DAYS? (WITHIN THE LAST 90
DAYS FOR RESERVE MARINES? AND ON EACH SUBSEQUENT PAGE THERE AFTER.
IN RULE 11 AND 12 ON PAGE 4-34, UNDER COLUMN E, CHANGE THE REMARKS
TO READ AS FOLLOWS: REPORT PD CON/PRO MARKS FOR PERIOD FROM LAST
MARKS TO DAY PRECEEDING UA (MAY BE NA IF LESS THAN 30 DAYS).
REPORT DD CON MARK OF 0.0 AND PRO MARK OF NA (EFFECTIVE DATE SAME
AS UA DATE). PLEASE PASS THIS INFORMATION ON TO ALL MOL USERS IN
YOUR ORGANIZATION/UNIT.

6. INTERIM CHANGE TO PAR 5000.3 OF THE IRAM. THIS CHANGE IS
EFFECTED TO STANDARDIZE AUDIT RESPONSIBILITY FOR MARINE CORPS
PERSONNEL RECORDS AND TO ALIGN THE IRAM WITH THE ON LINE MCTFSPRIUM.
ON PAGE 5-3, PAR 5000.3, BEGINNING ON THE FIFTH LINE, CHANGE
CIVILIAN EMPLOYEE GS-04 TO READ AS CIVILIAN EMPLOYEE GS-03.

7. PAYMENT OF PAY AND ALLOWANCES TO DEPENDENTS WHEN MEMBER SERVING
SENTENCE OF COURTS-MARTIAL WAS AWARDED A FORFEITURE. THE CONVENING
AUTHORITY OR A PERSON ACTING UNDER 10 U.S.C 860 MAY WAIVE ANY OR ALL
FORFEITURES AUTOMATICALLY IMPOSED FOR A PERIOD NOT TO EXCEED 6 MONTHS
AND AUTHORIZE PAYMENTS TO A MEMBERS DEPENDENTS. THESE PAYMENTS ARE
CONSIDERED NORMAL MILITARY PAY AND ALLOWANCES OTHERWISE DUE THE
MEMBER AND ARE TREATED AS PAYMENTS MADE TO THE MEMBER FOR TAX

ENCLOSURE (4)

WITHHOLDING AND REPORTING PURPOSES. WHEN THE CA AUTHORIZES SUCH PAYMENTS, THE MARINE CORPS PAY REQUIREMENTS DIRECTORATE (MCPRD) WILL ISSUE SUCH PAYMENTS TO THE MEMBERS DEPENDENT(S). PREPARE AND FORWARD TO MCPRD A NAVMC 11116, MISCELLANEOUS MILITARY PAY ORDER/SPECIAL PAYMENT AUTHORIZATION, OR A NAVAL MESSAGE WITH THE FOLLOWING INFORMATION:

- A. UD NUMBER WITH THE EFFECTIVE DATES OF THE MEMBERS CONFINEMENT, TYPE OF COURT MARTIAL, REDUCTION IN PAY GRADE, AND THE AMOUNT OF FORFEITURE OF PAY AND ALLOWANCES.
- B. THE MONTHLY PAYMENT AMOUNT AND THE PERIOD (NOT TO EXCEED 6 MONTHS) PAYMENTS ARE TO BE MADE TO THE DEPENDENT(S).
- C. THE NAME OF THE DEPENDENT(S) AND THE CURRENT MAILING ADDRESS.
- D. PROVIDE A REPORTING UNIT POINT OF CONTACT, NAME AND TELEPHONE.
- E. NOTIFY MCPRD OF ANY CHANGE IN THE MEMBERS PAY.
- F. WHEN THE DEPENDENT REQUESTS PAYMENT BY EFT, THE DEPENDENT MUST COMPLETE A DIRECT DEPOSIT SIGN-UP FORM (SF 1199A). IF A NAVMC 11116 IS USED FOR PAYMENT, ATTACH THE COMPLETED ORIGINAL COPY OF THE SF 1199A TO THE NAVMC AND FORWARD TO MCPRD. WHEN A NAVAL MESSAGE IS USED FOR PAYMENT, PROVIDE THE FINANCIAL INSTITUTIONS ROUTING TRANSIT NUMBER, AND THE ACCOUNT NUMBER FOR CHECKING OR SAVINGS. MAIL THE COMPLETED ORIGINAL COPY OF THE SF 1199A TO MCPRD. MCPRD MAY ESTABLISH A Q ALLOTMENT FOR SUCH PAYMENTS. PAYMENTS WILL BE IDENTIFIED IN A MEMBERS D731 REMARK.
- 8. POC FOR PAAS IS MR. JERRY WELCH AT DSN 278-9765, COMM (703) 784-9765 OR BY EMAIL AT JERRY.R.WELCH@USMC.MIL//

ENCLOSURE (6)

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PROFICIENCY
0.0 to 1.9	Unacceptable	Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2.0 to 2.9	Unsatisfactory	Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3.0 to 3.9	Below Average	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4.0 to 4.4	Average	Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5.0	Outstanding	Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0.0 to 1.9	Unacceptable	<p>Habitual offender. Conviction by general, special, or more than one summary court-martial. Give a mark of "0" upon declaration of desertion. Ordered to confinement pursuant to sentence of court-martial. Two or more punitive reductions in grade.</p>
2.0 to 2.9	Unsatisfactory	<p>No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.</p>
3.0 to 3.9	Below Average	<p>No court-martial. Not more than one nonjudicial punishment. No favorable impression of the qualities listed in paragraph 4007.6a. Failure to make satisfactory progress while assigned to the weight control or military appearance program. Conduct such as not to impair appreciably one's usefulness or the efficiency of the command, but conduct not sufficient to merit an honorable discharge.</p>
4.0 to 4.4	Average	<p>No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.</p>
4.5 to 4.8	Excellent	<p>No offense. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.</p>
4.9 to 5.0	Outstanding	<p>No offenses. Exhibits to an outstanding degree the qualities listed in paragraph 4007.6a. Observes spirit as well as letter of orders and regulations. Demonstrates positive effect on others by example and persuasion.</p>