

Connecting the Dots Through Integration Counseling

(Rank, Last, First, MI)	(Platoon Leader, Phone #)	(Squad Leader, Phone #)		
(Soldier Phone #)	(PSG, Phone #)	(Team leader, Phone #)		
(Unit)	(Platoon/Section)		(Date)	
	Discussion	Results	Standard	Action

IN-PROCESSING

	Apps: Fort Campbell Care, Digital Garrison, Barracks, Military One Source, Army Maintenance App (ArMA)		Sit alongside Soldier, regardless of rank, download app and discuss the benefits of each.	
1	Fort Campbell: Since reporting to Fort Campbell and in-processing, what difficulties, questions, or issues do you have that have not been addressed?		Take Soldier to the Soldier Support Center, find the proper agency and take care of issue. Verify ID Card, In-process Finance, Housing, schedule Transportation, and validate CIF records at a minimum.	Ensure Smart Voucher is completed and submitted. TL/SL will review in-processing checklist and escort Soldier to SSC for any additional concerns.
2	BDE/BN/SQDN/T/C/B: What issues have you had in-processing the unit?		Make sure the Soldier is introduced to Leadership during in-processing at the BN/SQDN and T/C/B	Ensure Soldier is issued unit awards, DUIs, subdued Flags and all concerns are addressed with unit POC.
3	SGLI/DD93/DEERS: What date did you verify your DD93 and SGLI? Are dependents enrolled in DEERS and up to date to include children out of wedlock	Reviewed and completed at KALSU	Ensure Soldiers data is accurate and if not, take to BN/SQDN S1 and update immediately. Are all Family members enrolled in DEERS?	Print off copy for counseling packet and take SM to DEERS if updates are required. Ensure BAH/BAS has been started
4	SRB: When was the last time you updated your SRB? What data do you need to add or remove to make your SRB accurate?		Get copy of Soldiers SRB to ensure it is updated for accuracy and fixed by S-1. Check for proper slotting. Go over and explain all portions of the SRB (this will ensure you don't miss anything).	Print off copy for Counseling Packet
5	NCOER: What was the through date of your last NCOER?		Ensure Soldier has a copy of the last NCOER and verify through IWRS/S-1 that the NCOER has posted through HRC. Conduct DA 2166-8-1 NCOER counseling.	Print off copy for Counseling Packet Place on the T/C/B Rating Scheme Initiate DA 2166-8-1 in EES for CPL and above
6	NCOPDS/DLC: What was the last level of NCOPDS that you completed? BLC/Date: ALC/Date: SLC/Date: MLC Date: DLC Level Complete: Upcoming NCOPDS date:		Identify last level of NCOPDS and DLC to determine if Soldier is eligible for next level. If NCO has not completed required level, determine why, and schedule for class. Verify there is not a 8K BAR for failure to complete training.	Verify no Re-enlistment Eligibility code on SRB. Ensure SRB reflects last NCOPDS and DLC level. Ensure Soldier was not temporarily promoted pending NCOPDS.
7	ACFT/4x36/20K: When did you last take the ACFT? What events were your strengths and weaknesses? When did you last run a 4 mile? What was your time? When was the last time you marched 12mile with 35 lbs? What was your time?	ACFT Date: Score 4x36 Date Time: 12mile Date: Time:	Address Army Standard, Unit Goals, and PLT/Section Goals. If Soldiers have not completed an ACFT, 4x36 or 12mile schedule as soon as acclimated and able.	Copy of Score Cards placed in Counseling Packet and add to DTMS. Print out from 4x36 results while in KALSU. Add to DTMS.

8	<p>Height/Weight: When was the last time you were measured for both height and weight? What was your body percentage? Do you have problems maintaining the AR 600-9 standard?</p> <p>Are you enrolled in ABCP?</p>		<p>Verify Soldier data and make sure that they comply with AR 600-9. Check SRB to verify the SM is not flagged.</p> <p>Flag and ABCP enrollment must be completed within three days if Soldier fails to meet the standard.</p>	<p>Weigh in conducted within 6 months. If not, schedule within first 10 days. Copy of 5500/5501 in Counseling Packet: if applicable</p> <p>Have all appropriate steps been taken in ABCP (if applicable)</p>
9	<p>Quarters/Housing: Where do you live? Where is your family? How far from a military post are they located? Show me how to place a work-order (ArMA or Campbell Crossing Link)</p> <p>Housing Office: (270) 798-3808</p>	<p>Identify any concerns for housing:</p> <p>**Must make coordination 24hrs in advance when visiting QTRs/Off Post Housing</p> <p>Information on Lending Closet</p>	<p>Visit the quarters to ensure Soldier is living in a safe and healthy environment. Escort the SM to the Barracks manager for room key and mailbox key.</p>	<p>Provide Strip Map to quarters from T/C/B area for Counseling Packet</p> <p>Place a copy of 2062 in Counseling Packet -Barracks</p>
10	<p>Profile: Do you have a Profile? Is your Profile Temporary or Permanent? What is the date your profile was issued? What are the limitations of the Profile and have you been told that you are DEPLOYABLE or NONDEPLOYABLE?</p>		<p>Verify that updated profile is on file. Stress the importance of maintaining follow up appt. and monitor for repeat temporary profiles. Ensure PULHES info is up to date on SRB.</p>	<p>Ensure Soldier has physical fitness program adequate for recovery.</p> <p>Escort the SM to the PA to verify profile and refill medications if necessary.</p>
11	<p>POV: Do you own a POV?</p> <p>Are you looking to purchase a POV?</p> <p>Do you have a Driver's License?</p> <p>Confirm Insurance and Registration</p>	<p>Year: Make: Model: Ins Carrier: Policy #: Expiration Date: Registration (Tag #): Expiration Date:</p>	<p>Conduct POV inspection. Identify areas of non-compliance and fix areas immediately. Copy of Driver's License and Ins Card.</p>	<p>Ensure if married spouse has access to transportation</p> <p>Inform of Fort Campbell Automotive Skills Center and classes given by BOSS</p>
12	<p>Motor Cycle/Bike/ATV: Do you own a motor cycle, ATV or bicycle?</p> <p>Are you properly licensed?</p> <p>Have you acquired the appropriate riding PPE?</p> <p>Have you been counseled by the T/C/B and BN/SQDN Motor Cycle mentor?</p>	<p>Year: Make: Model: Ins Carrier: Policy #: Expiration Date:</p> <p>Basic Rider Course: Expert Riders Course: Sport Bike Riders Course:</p>	<p>T/C/B Motor Cycle Mentor should perform an inspection; make copy of Soldiers driver's license, registration, Ins card, BRC, ERC, SBRC. Identify areas in compliance and fix areas immediately that are not. Turn in copy to BN/SQDN Motor Cycle Mentor</p>	<p>Use MSF TCLOCS for inspection and ensure Soldier has read and understood SOP for operation on military installation</p> <p>Go to Installation Safety Office for questions / concerns/ enrollment.</p>
13	<p>Privately Owned Weapons (POW): Do you own any privately owned weapons?</p> <p>Do you plan on purchasing any POW?</p> <p>Have you attended Hunter Safety/ Gun Handling Courses?</p>	<p>Fortcampbell.isportsman.net MWR Range 15 and 16 Skeet and Archery Range</p>	<p>Ensure all weapons are properly registered on post if living in housing/ barracks. Encourage to register on post even if residence is off post. Provide barracks memo that states if living in barracks weapons will be placed in unit Arms Room or stored at an off post residence</p>	<p>Encourage a Hunter Safety/ Gun Handling course to do so and ensure to include spouse. Given on Post</p> <p>Provide Gun Lock and importance</p>
14	<p>SHARP/EO: Do you know how to report a SHARP incident? Do you know the difference between a restricted and unrestricted report or the difference between a formal and informal EO complaint? (do not move on until this is explained and fully understood)</p>	<p>DIV SHARP / EO MSG McMichael / MSG Nacis 2601 Indiana Ave. (Bldg 2578) 24/7 Hotline 270-498-4319 Office 270-798-6383/270-412-5497 http://www.sharp.army.mil/index.aspx</p>	<p>BDE SHARP: EO: SQDN/BN SHARP: EO: SARC: VA:</p>	<p>Provide SHARP GTA Reference Card</p>

FAMILY

15	Spouse: Are you married? What is your Spouse's name? How long have you been together? What concerns are you and your Spouse having that in which you need resources or would consider marriage counseling?	Name: Ann Date: Give SFRG Leader Number	Record information for future use. Identify if SM is having any marital issues and use the unit Chaplain or MFLC if necessary to assist Soldier with family issues.	Address of spouse if unaccompanied: Do you need PTDY? Employee assistance? Add to SFRG Roster if they choose to and give copy to take home.
16	Children: How many children do you have? Are any of your children enrolled in school or child care? Are any children currently enrolled in EFMP or have health problems which would require them to be enrolled in the EFMP? If yes, See 29	Name: Birthday: Name: Birthday: Name: Birthday: Name: Birthday:	Provide information on or visit: Child Development Center, Child Youth Services, DODEA School Enrollment, Teen Center, School Age Children Centers (Centers can be used even if residing off post) Review Home alone policy for children	Ensure any questions are answered and assistance is provided for enrollment of any services Provide MWR information for things to do with small children (climbing wall, crafts, playgrounds, etc)
17	Health Insurance: When did you last update your dependents in DEERS? What date did you change your TRICARE and update your family members in TRICARE if they do not live near a military installation.	Closest Hospital with TRICARE: 1-800-TRICARE	Ensure Soldiers data is accurate and if not, get on the internet and obtain the TRICARE number for their appropriate area and update immediately. Annotate which medical team the family is assigned to.	Go to TRICARE office if necessary to enroll family. Ensure enrolled in TRICARE West (MILCONNECT) Sign up for patient portal app.tolsecuremessaging.com
18	Immediate Family: What extended family concerns or events do you have that would interfere with your performance or may make you take leave soon? Childbirth, wedding, sick relative?		Assist Soldier with any concerns that they may have concerning family. Refer to ACS, Military One Source, Chaplain, or the Military Family Life Consultant if necessary.	Go over training calendar for any specific dates provided for leave and initiate DA 31
19	Local Parentis: Were you raised by anyone other than your parents? This becomes important later if that individual were to pass while you are stationed here.	Name: Address:	Collect any information and pass through the chain of Command for documentation as this must be recorded.	
PERFORMANCE				
20	Flag: Are you currently Flagged? Why? Do you have a 9K flag from a previous AR 600-9 failure?		Check Soldier's record with S-1 and verify Soldier's Flag status on SRB. Identify the reason and notify your ISG.	
21	BAR: Are you currently Barred from Continued Service? Have you ever been? Why?		Check Soldier's records with the BN/SQDN Retention NCO and ensure Soldier's BAR is not active. Identify the reason and notify your ISG.	
22	Counseling: What are your weaknesses? What are your strengths? What are your goals while here? Goals should be both personal and professional. Provide list of opportunities to Soldier.		Focus on encouraging and less discouraging; continue to monitor Soldier's duty performance and guide Soldier to success. Stay positive This is collected only for setting goals. Apply all you learn to an Individual Development Plan and keep it with this Counseling.	Initiate Individual Development Plan Set up time and date for next monthly or quarterly counseling Education Center, MWR, BOSS,
23	Standards: Have you been unsuccessful in meeting any military requirements or standards (i.e. ACFT, Body Composition, Weapons Qualification, previous boards etc.)?		Develop and implement an individual development plan of action to meet the requirements/standards. Closely monitor the Soldier's progress as you together set	What is the Standard? This is how we do it in the 101 st !

	Provide unit expectations and standards to the Soldier		goals for the near and far future to overcome these shortfalls.	
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MEDICAL

24	Pregnancy: Are you or do you plan on becoming pregnant?		If yes educate on Pregnancy, Postpartum PT Program	New Parent Support Program, Pregnancy Counseling
25	MEDPROS: What was the date of PHA: Vision/Status: Hearing/Status: Dental/Status: Vaccinations/Status: HIV/Status: COVID Vaccine Shot 1: COVID Vaccine Shot 2: Booster:		Have Soldier log onto AKO and pull up Medical deployment status. If anything other than GREEN, check icon. Check with PSG for MEDPRO status. Take the SM to the Aide station and make deployable immediately.	
26	Deployment: When was the last time you deployed? What anxiety or difficulties have you experienced since returning from deployment that you feel keep you from performing to your best?	Prev Deployment Dates: Location:	Assist Soldier with any concerns that they may have. Refer to Behavioral Health Services, ACS, Military One Source, Chaplain, or the Military Family Life Consultant if necessary. Assure the SM that this will NOT have a negative impact on their performance; this is caring for them.	Walk the SM to the BH building just in case they need it in the future.
27	Medicines: What medications are you taking that may affect your performance, behavior, or mood during normal duty hours or off duty with family and friends? Do you have a CPAP machine?		Stress the importance of following the health care provider's instructions and the importance of reading and adhering to medication warnings/instruction; pay particular attention to warnings about mixing with alcohol. Stress caution when driving or working with machinery. Ensure correct turn in/disposal of unused/outdated medications.	Go over expired medication rules for urinalysis Ensure pharmacy is updated on Tricare Online
28	Suicide/Suicidal Ideation: Do you currently feel like you want to hurt yourself? Have you in the past ever thought about or attempted to hurt yourself? Would you mind sharing if this runs in the family?		If YES on first question, inform COC and take to BH immediately. If YES to second question, refer to chaplain or mental behavior for additional counseling. Monitor Soldier, assign Battle-buddy, follow-up.	Best practice is being there to receive the Soldier after the first visit to ensure they are feeling better and getting the assistance needed
29	Family Medical Concerns: Can I assist you with any family concerns? Is there anything your family needs help with medically?		Speak with the unit PA for advice to assist the SM. Look for the EFMP update timeline on SRB and ensure Soldier updates the family members in the Exceptional Family Member Program. Monitor to ensure Soldiers takes care of Family.	Potential enrollment in Exceptional Family Member Program (EFMP). Child / Family BH counseling

FINANCES

30	Financial Hardship: Have you had any significant financial difficulties, trouble paying bills or had a major change in financial situation within the last 6 months (combat vs. non-combat pay)? Do you have money left at the end of the month?	Discuss Backdoor Boutique Food Pantry and Bill Payment assistance program through Crisis Relief Center	Conduct finance calculator with Soldier and see if monthly expenses are covered by their pay. Complete the Personal Monthly Budget Worksheet and refer the Soldier to BDE Financial Counselor if needed.	-Ensure receiving BAH if not in barracks -Ensure receiving BAS if not in barracks and use DFAC -Ensure Meal Card is linked to CAC Card
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31	Bankruptcy: Have you ever had to file for Bankruptcy? What was the cause of that action?		Record and assist Soldier with getting necessary financial advice and take to legal assistance to see if they can counsel Soldier on what options they have available until Bankruptcy passes.	AER is available to assist with grants and loans as needed for short one time fixes. BDE Financial Counselor or ACS Financial Planner.
32	Non-Payment: Do you currently have any outstanding bills that you have not paid or are late paying and have credit agencies contacting you to pay?		Contact institution and assist Soldier with setting up payment plan. Refer Soldier to ACS for financial assistance classes.	Service members Civil Relief Act provides additional benefits and protections (address with SQDN/BN legal rep)
33	Investments: What investments are you currently enrolled in? (TSP, IRA, Mutual Funds, Stocks, Bonds....etc.).		Discuss with Soldier advantages of investing in the future. Coordinate with unit financial counselor, or Army Community Service, Financial Readiness Program if interested.	TSP has a up to 5% match if interested make appointment with ACS.
34	AER: In the past, have you had an AER loan or grant? When and why?		Annotate information for future reference concerning Soldier finance. Check LES and see if loan is paid.	Educate on AER for use of Service Members
35	Credit/Overdraft: Are you using additional sources of financing monthly expenses with overdraft protection, credit cards or check cashing services?		Contact ISG and refer to enrollment in the Financial Readiness Program at ACS.	Could qualify for food stamps or WIC- KY/TN Department of Community Based Services

LEGAL

36	Traffic Violations: (POV and Motor Cycle) Have you received a traffic citation or been involved in any type of accident in the past?		Discuss nature of accident and contributing factors. Counsel Soldier on the importance of following procedures and developing good driving habits. Explain the importance of following the traffic laws.	Fort Campbell Army Traffic Safety Training Program offers Drivers Training and CYS offers Drivers Education for teens
37	Convictions/Warrants/ Arrest: What legal issues have you had in the past that have resulted in you having a conviction, an arrest warrant, suspended license or any other cause for the police to be looking for you?		If Soldier doesn't know if he/she has cleared all legal actions, take to the Provost Marshal and have license and background checked. Your Legal Team can help with some of this data as well.	Missed Court dates / unpaid speeding tickets from other states could lead to arrest at Fort Campbell
37	Blotters: Have you ever been in trouble since you have been in the Army that would have caused a Police Report?		This is to get an idea of the level of discipline of the Soldier you are getting. If the answer is lengthy in nature, ask commander to look at Commanders Risk Reduction Tool on Vantage.	Discuss standards at Fort Campbell and address any concerns
38	Domestic Violence: Have you ever in the past been charged or suspected of domestic violence? Have you been a victim of domestic violence? If so, do you feel that you are in danger?		If applicable, see MP's and have blotters produced. Contact ISG and make sure the Soldier has attended proper family education and is not in violation of the Lautenberg Amendment.	Ensure Soldier and family situation is better and / or enroll with Family Advocacy Program.
39	ART15: Have you received any non-judicial punishment in the past?		Make annotation and counsel Soldier on how to overcome mistakes and be successful in the Army and in the unit.	Ensure Soldier has learned and moved on from the incident
40	Drugs: Have you ever been involved with or had drug dependencies in the past? Do you require any assistance in handling concerns with drugs or alcohol?	ASAP: Matthew Younger 270-412-0083	Talk to Soldier about Army Drug policy and if SM feels help is needed or assistance, contact COC and refer to SUDCC. Talk repercussion of use and abuse.	Discuss Fort Campbell off limits establishments

SAFETY

41	<p>Alcohol: Have you ever been involved with or had alcohol dependencies in the past? Are you over the age of 21?</p> <p><i>(Talk Drinking and Driving)</i></p>	<p>SEE ABOVE</p> <p>**Also use this time to further the discussion on below activities that do not involve alcohol**</p>	<p>Ensure Soldier knows the legal age of drinking is 21 and explain Army policies and examples of alcohol issues. If Soldier feels they have an alcohol problem and needs help or assistance, contact COC and refer to ASAP. Talk repercussion of use and abuse.</p>	<p>Centerstone Alcohol and drug abuse treatment is off post option</p>
42	<p>Activities: Do you have any high risk activities? Circle Activities: i.e. Skydiving; Mountain biking; street biking; 4X4 Off-road riding, boating, water skiing, winter skiing, snowboarding, bull-riding (rodeo), horse riding, other.</p> <p>(Talk Safety of each high risk!)</p>		<p>Encourage and ensure inexperienced Soldiers take a training course prior to engaging in high risk activities. Ensure Soldier is aware of the PPE that is required for such high risk activity. Discuss reason Soldier is pursuing this high risk activity.</p>	<p>Discuss outlets and options on or near fort Campbell such as High Ropes Course, Warrior Adventure Quest, BOSS Program, Archery, Sports, Equestrian Services, lakes, warrior zone, rock climbing, zip lining, Gear to Go</p>
43	<p>Sexual Protection: Do you practice unprotected sex? Do you understand the repercussion of HIV, STD's and unwanted pregnancies?</p>		<p>Counsel Soldier regarding risks. Refer to Army Public Health Nursing and Preventive Medicine Health Promotion as necessary. Consider unit briefing/training if significant numbers suggest a unit problem.</p>	<p>Contraceptives are offered at the installation hospital</p>

(Summary of discussion , results and actions necessary to in-process and take care of the Soldier)

Completed the following and turn in:

- DA 4856 Initial Counseling
- DD93 and SGLI
- SRB (updated)
- Last NCOER/OER
- DA 2166-8-1 initiated
- DA 5500 / 5501
- DA 3349
- Housing Inspection Checklist (if applicable)
- POV Inspection Sheet (POV or Scooter)
- Motorcycle Inspection Sheet
- Individual Development Plan
- Personal Monthly Budget Worksheet

Soldier Counseled (Last Name, First Name, Signature and Date)

Counselor (Last Name, First Name, Signature and Date)

Platoon Sergeant (Last Name, First Name, Signature and Date)

First Sergeant (Last Name, First Name, Signature and Date)