

USAG FS-HAAF COUNSELING CHECKLIST

Employee Name: _____

Start Date In Current Position: _____

Position Title: _____

PD Number: _____

PP/Series/Grade: _____

Supervisor: _____

Directorate/Division: _____

Branch: _____

Supervisors will be responsible for maintaining counseling documentation on the employees they supervise. Documentation will be available to Higher-Level Reviewers (HLRs) upon request and should include, at a minimum:

- Quarterly counseling Memorandum for Records (MFRs), Developmental Counseling Forms, or printouts from applicable performance management systems (all are acceptable as proof of quarterly counseling).
- Tour of Duty Form
- Emergency Contact information (Can be accessed through ADPAAS at: <https://adpaas.army.mil/cas/login?service=https%3A%2F%2Fadpaas.army.mil%2F>)
- Current DD Form 93, Record of Emergency Data
- Civilian Career Brief (Formerly CRB. Employees will provide this document. Can be obtained through MyBiz at: <https://compo.dcpds.cpms.osd.mil/>)
- Annual Leave Plan/Projection
- Current Position Description
- Most recent completed Performance Appraisal (DD 2906); this includes any performance development plans
- Most recent Employee Recognition, (e.g., GCAOE/Supersaver, Directorate Employee of the Quarter, Performance Awards, ICE Hero, etc.)
- Current Appraisal Year Individual Development Plan (IDP)
- Disciplinary actions, if applicable

At a minimum, during the quarterly sessions throughout the rating year, all supervisors and employees will engage in a 2-way discussion (i.e. supervisors will solicit feedback from employees and vice versa), and supervisors will document:

- The Civilian Education System (CES) Mandatory and voluntary training opportunities and status
- The employee's Individual Development Plan (IDP) to include short- and long-term personal and professional goals
- The status of the employee's Annual Leave Plan/Projection to ensure updates are made as needed
- A review of the employee's Position Description (PD), associated DoD Performance Management and Appraisal Program (DPMAP) Elements and Standards for Appropriated Fund (APF) employees, Performance Appraisal progress for Non-Appropriated Fund (NAF) employees, and progress towards meeting the identified and associated milestones identified
- The status of mandatory training progress and completions, to include annual, biennial, and one-time requirements
- Career Program appropriate training opportunities and developmental assignments

Employee's Signature/Date

Supervisor's Signature/Date
