

Counseling Chit Navy Instruction

RECORD OF ENLISTED COUNSELING		DATE												
<p>PRIVACY ACT STATEMENT The authority for requesting the following information is contained in 5 U.S.C. sec. 301, 10 U.S.C. 5947, 44 U.S.C. sec. 3101, and Executive Order No. 9397. This information will be used to document quality force counseling actions not prescribed in other directives. Department of the Navy personnel may also use the information for evaluations and determinations in disciplinary, punitive and/or administrative actions. Disclosure of this information is voluntary.</p>														
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<p>REASON FOR COUNSELING</p> <table border="0"><tr><td><input type="checkbox"/> PERFORMANCE</td><td><input type="checkbox"/> RESPONSIBILITIES</td><td><input type="checkbox"/> OJT PROGRESS</td><td><input type="checkbox"/> CAREER ADVANCEMENT</td></tr><tr><td><input type="checkbox"/> SUPPORT OF DEPENDENTS</td><td><input type="checkbox"/> PRIVATE INDEBTEDNESS</td><td><input type="checkbox"/> SUBSTANDARD APPEARANCE</td><td><input type="checkbox"/> PERSONAL BEHAVIOR</td></tr><tr><td colspan="4"><input type="checkbox"/> OTHER (Specify) _____</td></tr></table>			<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/> RESPONSIBILITIES	<input type="checkbox"/> OJT PROGRESS	<input type="checkbox"/> CAREER ADVANCEMENT	<input type="checkbox"/> SUPPORT OF DEPENDENTS	<input type="checkbox"/> PRIVATE INDEBTEDNESS	<input type="checkbox"/> SUBSTANDARD APPEARANCE	<input type="checkbox"/> PERSONAL BEHAVIOR	<input type="checkbox"/> OTHER (Specify) _____			
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<p>REASONS WHICH CAUSED THE COUNSELING REQUIREMENT (Give facts, details, sequence of events, specific dates, etc.)</p> <div></div>														

NAVPERS 1616/25 (5-90) NSN 0106-LF-010-1000

Counseling Chit Navy Instruction is an essential aspect of the United States Navy’s approach to personnel management and development. It serves as a crucial tool for leaders to provide guidance, support, and feedback to their subordinates, ensuring that they meet the Navy's standards and expectations. This article delves into the importance of counseling chits in the Navy, the procedures for writing them, and their impact on naval personnel.

Understanding Counseling Chits

Counseling chits are formal documents used within the Navy to communicate important information regarding a service member's performance, behavior, and development. These documents can be used for both positive and negative counseling sessions, making them versatile instruments in a

leader's toolkit.

Purpose of Counseling Chits

The primary purposes of counseling chits include:

- Performance Evaluation: They provide a structured way to evaluate a service member's performance, helping leaders identify strengths and areas for improvement.
- Documentation: Counseling chits serve as a formal record of discussions held between a leader and a subordinate, ensuring accountability and clarity.
- Developmental Guidance: They assist in outlining a path for professional development, setting goals, and identifying resources for improvement.
- Behavior Management: In cases of misconduct or unsatisfactory performance, counseling chits help in addressing issues directly and constructively.

Navy Instruction and Regulations

The Navy has established clear guidelines and instructions regarding counseling chits, primarily outlined in the Chief of Naval Operations (CNO) instructions. Understanding these regulations is crucial for effective counseling practices.

Key Instructions

1. CNO Instruction 1610.10: This instruction outlines the Navy's performance evaluation system and includes guidance on counseling.
2. NAVPERS 1610/2: This form is used for documenting counseling sessions and consolidates the necessary information regarding the discussion.
3. SECNAVINST 5350.4: This instruction provides guidelines on the prevention and management of misconduct, emphasizing the importance of counseling as a corrective tool.

Components of a Counseling Chit

An effective counseling chit should contain several key components to ensure clarity and effectiveness. These components include:

1. Header Information: This includes the date of the counseling session, the name and rank of the service member, and the name and rank of the counselor.
2. Subject: A brief statement summarizing the purpose of the counseling session.
3. Discussion Points: A detailed description of the issues discussed, including specific examples of performance or behavior.
4. Goals and Expectations: Clear, measurable goals and expectations set for the service member moving forward.
5. Resources and Support: Information regarding any resources or support the service member can

access to achieve the set goals.

6. Follow-Up Plan: A plan for subsequent meetings to review progress and adjust strategies as necessary.

7. Signatures: Both the counselor and the service member should sign the chit, acknowledging that the discussion took place.

The Counseling Process

The counseling process is a structured approach that ensures a productive and respectful dialogue between leaders and their subordinates. The following steps outline an effective counseling process:

1. Preparation

Before the counseling session, leaders should:

- Review the service member's performance records.
- Identify specific behaviors or incidents to discuss.
- Prepare to provide constructive feedback and support.

2. Setting the Environment

Creating a conducive environment is critical for effective counseling. Leaders should:

- Choose a private location to ensure confidentiality.
- Schedule enough time to allow for an open and honest discussion.
- Approach the conversation with a positive and supportive attitude.

3. Conducting the Counseling Session

During the session, leaders should:

- Start the conversation with positive comments to establish rapport.
- Clearly articulate the purpose of the counseling chit.
- Discuss specific issues using objective data and examples.
- Listen actively to the service member's perspective and concerns.
- Collaboratively set goals and expectations for improvement.

4. Documenting the Session

After the discussion, it is essential to document the session accurately. Leaders should:

- Complete the counseling chit, including all necessary components.
- Ensure both parties review the document for accuracy before signing.
- Provide a copy to the service member and retain a copy for their records.

Best Practices for Writing Counseling Chits

Writing an effective counseling chit requires careful attention to detail and a focus on constructive feedback. Here are some best practices to consider:

- **Be Specific:** Use concrete examples to illustrate points rather than vague statements.
- **Avoid Ambiguity:** Clearly state expectations and goals, ensuring they are measurable and achievable.
- **Maintain Professionalism:** Use formal language and avoid personal attacks or emotional language.
- **Encourage Dialogue:** Foster an environment where the service member feels comfortable sharing their thoughts and feelings.
- **Follow Up:** Schedule follow-up sessions to monitor progress and adjust goals as needed.

The Impact of Counseling Chits

Counseling chits can have a profound impact on service members, influencing their performance, morale, and professional development. Some of the key effects include:

1. Improved Performance

When counseling is conducted effectively, service members often show improved performance as they gain clarity on expectations and receive support to address shortcomings.

2. Increased Accountability

The documentation of counseling sessions fosters a sense of accountability among service members, encouraging them to take ownership of their development.

3. Enhanced Communication

Regular counseling sessions promote open lines of communication between leaders and their subordinates, leading to a more cohesive and collaborative work environment.

4. Professional Growth

Counseling chits provide a framework for setting and achieving professional goals, contributing to the overall growth and development of service members.

Conclusion

In summary, **counseling chit navy instruction** is a vital process within the Navy that facilitates effective leadership and personnel development. By adhering to established guidelines and best practices, leaders can use counseling chits to foster a culture of growth, accountability, and open communication. Ultimately, the effective use of counseling chits not only benefits individual service members but also strengthens the overall performance and morale of naval forces. The structured approach to counseling ensures that service members are equipped with the tools and support they need to succeed in their careers, promoting a more effective and engaged Navy.

Frequently Asked Questions

What is the purpose of counseling chit in the Navy?

The counseling chit serves as a formal record of discussions between a service member and their supervisor regarding performance, behavior, or personal issues, aiming to provide guidance and improve the individual's performance.

How should a counseling chit be structured according to Navy instruction?

A counseling chit should include a clear statement of the purpose, a summary of the discussion, specific examples of the behavior or performance in question, the member's input, and agreed-upon action steps going forward.

Who is responsible for initiating a counseling chit in the Navy?

Typically, the immediate supervisor or commanding officer initiates the counseling chit, but it can also be requested by the service member if they feel a formal record is necessary.

What happens if a service member fails to improve after receiving a counseling chit?

If a service member fails to improve after receiving a counseling chit, further action may be taken, which can include additional counseling sessions, a performance evaluation, or disciplinary action depending on the severity of the issues.

How can service members prepare for a counseling chit meeting?

Service members can prepare for a counseling chit meeting by reviewing their performance, gathering relevant documentation, reflecting on their goals, and being ready to discuss their perspective on the issues at hand.

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