



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 6110.1F  
CFC  
MAR 31 1999

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 6110.1F

From: Commander, Naval Training Center, Great Lakes

Subj: HEALTH AND PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1E  
(b) BUPERSMAN 3420440  
(c) BUPERSINST 1430.16D  
(d) SECNAVINST 1920.6A  
(e) SECNAVINST 1920.4B

Encl: (1) Summary of Administrative Actions  
(2) Page 13 entries for 1st and 2nd time failures  
(3) Page 13 entries for 3rd time failures  
(4) Letter of Notification  
(5) Medical Clearance for Physical Readiness Program  
(6) Medical Evaluation for PRT Participation/Over Body Fat Standards Results  
(7) PRT Category/Measurement Category  
(8) Record of Counseling

1. Purpose. To provide revised policy and guidance for the implementation of the Physical Readiness Program at Naval Training Center (NTC) as directed by reference (a). This instruction emphasizes the need for all personnel to participate in physical fitness and healthy life style activities to meet the requirement of reference (a).

2. Cancellation. NTCGLAKESINST 6110.1E. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy

a. To ensure mission readiness and operational effectiveness all NTC military personnel shall maintain personal physical fitness by regular exercise. Reference (a) describes the basic elements of the exercise program.

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b. Members shall participate in a complete conditioning program designed to reduce excess body fat, and to develop and maintain cardiorespiratory fitness, muscular strength and endurance, and flexibility needed to maintain and demonstrate a minimum level of physical fitness.

c. All military members shall make physical training a part of the weekly routine. Participation in a program of aerobics physical exercise is required at least three times per week.

d. Exercise sessions shall consist of at least 40-minutes of activity to include 20-30 minutes of brisk aerobics exercise, a strength and flexibility component and a warm-up and cool-down period. Commands are strongly encouraged to offer time during the regular duty day for members to fulfill this requirement if operational schedules permit.

e. Team sports such as basketball, volleyball, racquet sports, etc. are good to build camaraderie and esprit de corps but are not to be used as a substitute for a routine physical conditioning program.

#### 4. Program Description

a. The NTC Command Fitness Coordinator (CFC) will serve as an advisor on health and fitness matters for all NTC commands.

b. Official physical fitness testing and measuring of all personnel will be conducted semi-annually, no less than four months apart, as required by reference (a). Special testing shall be conducted as authorized by the Commanding Officer (CO) as prescribed in reference (a). **Note:** Members on Temporary Additional Duty (TAD), Duty Under Instruction (DUINS), schools, and other special circumstances are subject to the same requirement of testing only when members have been given 10-12 weeks notice.

c. Reference (b) allows CFCs to include more frequent testing in order to monitor and assist personnel in problem areas, providing motivation for continuous vice infrequent participation in a fitness regimen. Personnel scoring a satisfactory or better in each event of the official Physical Readiness Test (PRT) will not be required to participate in the

Command Directed Physical Conditioning Program (CDPC).

d. All military personnel, upon reporting for duty at NTC, shall be measured for body fat by the gaining command's CFC. Members who report to a command less than 10 weeks prior to the PRT:

- (1) Are not required to participate in the PRT.
- (2) May voluntarily participate in the PRT.
- (3) Members will be measured for height/weight/body fat.

(4) Personnel failing to meet satisfactory standards (22% body fat for males, 33% body fat for females) shall be given a PG 13 entry and placed on a CDPC until such a time when the member passes the next Official PRT. Only measurements performed by NTC CFC or NTC assistant CFC designated by the CO are acceptable. Additionally, all personnel must be evaluated by a medical officer for diagnosis of their over fat status utilizing enclosure (5) and meet with a nutritionist to enhance a healthy life style.

e. Personnel failing the PRT shall be placed on a CDPC program utilizing enclosures (2) and (3) for enlisted personnel, and enclosure (4) for officers. Appropriate documentation shall be included in the member's evaluations and fitness reports. Personnel must pass an official PRT prior to being removed from the CDPC Program. Reference (a) provides administrative actions for personnel who consistently fail the PRT.

f. Members who are on the CDPC program at the time of PRT are waived for the portion of the test in which they have failed, and will remain on the CDPC Program until the member passes the next official PRT in its entirety. If the member passes the other portion of the PRT, he/she will be given a passing score. In addition, the member is subject to the same administrative action for not meeting the minimum required CDPC program.

g. Mandatory physical fitness/weight control consists of a minimum of three sessions per week. These sessions must be held at designated areas, have prescribed times, and musters must be held and documented by the CFC.

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h. Personnel unable to participate in any part of the PRT due to a medical condition must have a complete Authorized Medical Department Representative (AMDR) Medical Clearance form (enclosure (5)) and submit the completed form to CFC for entry into their physical fitness file. Pregnant personnel are waived from PRT and body composition at the time of their diagnosis six months following their delivery.

i. PRTs shall be coordinated and administered by command CFCs, only those scores recorded at these sanctioned PRT sessions will be considered valid scores. Exceptions must be approved by the Chiefs of Staff (COS) or Assistant Chiefs of Staff (ACOS) for NTC Headquarters personnel.

j. Personnel receiving an outstanding, excellent or failure score (without a medically limiting circumstance) on their PRT shall have the results recorded in the narrative section of their Fitness Report/Evaluation, in addition to the block 20/73 required entry.

k. Personnel identified as over fat (greater than 22% body fat for males or greater than 33% body fat for females) are required to participate in a CDPC Program after approval by a medical officer or AMDR, OPNAVINST 6110.1E provides guidance on the types of exercises an individual may perform.

(1) Personnel on a CDPC program identified as over fat may attend the Navy Weight Management course if eligible per reference (a).

(2) Personnel must be recommended by the Naval Hospital head clinic Nutrition Officer and their Commanding Officer.

##### 5. NTC Headquarters Staff Responsibilities

###### a. Assistant Chiefs of Staff (ACOS) will:

(1) Be responsible for oversight and coordination of the Headquarters Staff Fitness Program.

(2) Counsel all NTC Headquarters personnel who fail to comply with any part of their regimen.

(3) Chair the Fitness Board consisting of the NTC CFC, Command Master Chief and one officer assigned as a collateral duty to this board. The board shall meet as required to consider each case of NTC staff personnel failing to make progress in weight loss or fitness testing within 6 months. The board shall make recommendations to the Chiefs of Staff (COS) regarding appropriate action(s) to be taken regarding members.

(4) Authorize exceptions for NTC Headquarters PRT scores if not coordinated or administered by the NTC CFC.

b. The Naval Training Center, Command Fitness Coordinator will:

(1) Chair the Fitness Coordinator Committee consisting of CFCs of all component commands.

(2) Verify that each NTC Headquarters department has a CPR qualified, department fitness coordinator to assist in administering official PRT as well as monitoring and assisting with the CDPC program.

(3) Conduct measurements of all NTC staff personnel at check-in and at official semi-annual testing. Personnel not meeting standards shall be remeasured frequently to monitor the results or any problem areas.

(4) Ensure NTC staff personnel not meeting PRT standards participate in a CDPC program.

(5) Ensure all NTC staff personnel physical examinations are current and verified by the medical department prior to their post-reporting PRT.

(6) Ensure all NTC staff personnel have completed a Risk Factor Screening Sheet, OPNAV 6110/2.

(7) Distribute OPNAV 6110/2 to all NTC staff personnel 10-12 weeks prior to PRT.

(8) Refer all NTC staff personnel not meeting body fat requirements of reference (a) for medical evaluation and dietetic counseling.

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(9) Place all NTC staff personnel who fail any part of the Physical Readiness Test on a mandatory conditioning program and issue them appropriate official documentation of this action.

(10) Counsel members who fail to comply with the minimum requirement per reference (a).

(11) Refer the administration of disciplinary actions regarding PRT to the NTC Legal Department as appropriate.

(12) Prepare NTC Physical Fitness Award, NTC-GL 6110/3 or NTC-GL 6110/4 for the Commander, Naval Training Center's signature for personnel scoring an outstanding or COS's signature for personnel scoring an excellent in the PRT.

(13) Coordinate and administer official semi-annual PRT for all NTC staff personnel during April and September.

(14) Provide administrative and technical guidance, upon request, to all component command CFCs.

(15) Ensure cancellation of all Physical Fitness/Weight Control/PRT Exercise Programs when it is deemed unsafe to partake in physical activities. Contact Recruit Training Command at extension 2315 to determine Wet Bulb Globe Heat Index during summer months.

(16) Conduct periodic lifestyle classes.

(17) Maintain the PRT summary data.

(18) Submit the annual Command PRT Summary Report per reference (a).

(19) Must be a graduate of a Navy Exercise Leader Course and meet the minimum standards per reference (a).

(20) Counsel staff members on CDPC programs and notify their chain of command for not meeting the minimum requirements per enclosures (2) and (3).

(21) Advise staff members on a CDPC program that a first

time failure to meet the minimum numbers of sessions per week will result in receiving a letter of counseling. A second time failure to meet the minimum numbers of sessions results in Departmental Review Board (DRB). Failure to participate after a DRB will result in placing the member on report and Captain's Mast.

c. NTC Staff Department Heads/Division Officers will:

(1) Assign a Departmental Fitness Coordinator to assist the NTC CFC in administering official PRT and assist with CDPC programs.

(2) Encourage the participation of subordinates in fitness activities. Allow time during workday for individuals to exercise at least three times per week per reference (a) regularly to enhance mission readiness.

(3) Ensure members of the department/division assigned to the CDPC programs meet the minimum required numbers of attendance.

d. Departments/Divisions Assistant CFCs will:

(1) Assist NTC CFC in administrating PRT and assist in CDPC programs.

(2) Ensure personnel assigned to a CDPC program weigh-in when directed with the NTC CFC.

(3) Assist members in their department/division in proper physical conditioning programs.

(4) Distribute health and fitness material within their department/division.

(5) Hold a current CPR certification.

e. NTC Staff Safety Officer will ensure physical activity is not advisable above Heat Condition 3 and the appropriate flag is displayed above Building 1400.

f. Individual NTC staff personnel will:

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(1) Ensure his/her own participation in physical conditioning programs. A minimum of three weekly exercise periods of at least 40 minutes duration to include 20-30 minutes of aerobics activity plus proper strength training and flexibility exercises, in addition proper warm-up and cool-down is required.

(2) Participate in the PRT as directed per reference (a), unless waived by a medical officer or AMDR.

g. Chain of Command will:

(1) Provide leadership by example.

(2) Schedule physical readiness training time.

(3) Coordinate efforts to support individual exercise activities or structured physical conditioning approved by the NTC, CFC.

(4) Ensure each link in the chain of command is aware of personnel requiring assistance in meeting physical readiness standards, and they are identified and appropriately counseled.

6. Action

a. All NTC staff personnel will comply with the requirements of references (a) through (e) and this instruction.

b. Commanding officers and officers-in-charge, NTC component commands will:

(1) Ensure compliance of PRT programs with references (a) through (e) and this instruction.

(2) Assign a CFC who possesses administrative expertise and strong fitness/health related credentials (i.e., effective personal fitness/conditioning program, successful weight loss program, and a non-tobacco user) and leadership abilities sufficient to manage all Departmental/Special Assistants effectively and motivate command personnel toward healthier lifestyles. Forward assigned member's name and telephone number to Commander, Naval Training Center (CNTC), (Attn: NTC CFC).

All CFCs and Departmental/Divisional CFCs must be Cardiopulmonary Resuscitation (CPR) qualified.

c. Commanding Officer, Naval Hospital will:

(1) Ensure referred personnel are properly screened for excess body fat and obesity.

(2) Ensure, when medically warranted, a medical officer conducts an initial medical examination and provides appropriate information as required by reference (a) and complete enclosures (5) and (6).

(3) Upon completion of screening, return Risk Factor Sheet OPNAV 6110/2 to the initial requesting command.

(4) Ensure a Naval Hospital dietician screens each person when referred for excess body fat and provides over weight personnel with weight reducing dietary information.

d. Director, NTC Morale, Welfare and Recreation (MWR) Services will:

(1) Make facilities available for administering required fitness tests, Command Directed Physical Conditioning (CDPC) or self-directed programs.

(2) Provide assistance and support to all local CFCs to the fullest extent possible within existing and authorized resources.

(3) Encourage recreation staff to take part in CFC training courses when scheduled.

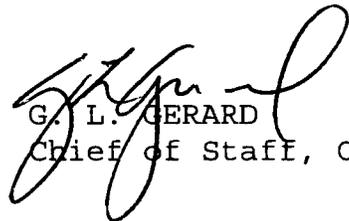
(4) Ensure team sports are not allowed during scheduled physical conditioning program i.e., basketball, volleyball, etc.

7. Reports. Submit required Command PRT Summary Report in accordance with requirements of reference (a).

8. Forms. Risk Factor Screening/PRT Results, OPNAV 6110/2 (Rev. 1-88) S/N 0107-LF-061-1011 may be obtained through normal supply channels. NTC Physical Fitness Award (Outstanding), NTC-GL

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6110/3 (Rev. 7-91) and NTC Physical Fitness Award (Excellent),  
NTC-GL 6110/4 (Rev. 7-91), may be obtained through Navy  
Publications and Printing Service Detachment Office.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5126.5M  
Lists I

**SUMMARY OF ADMINISTRATIVE ACTIONS**

The following table summarizes the administrative actions for members who acquire **PHYSICAL READINESS PROGRAM FAILURES**. Refer to text of reference (a) for definition of Physical Readiness Program Failure and details on actions.

	<b>PROGRAM FAILURES</b>		
	<b><u>1st</u></b>	<b><u>2nd</u></b>	<b><u>3rd</u></b>
Mandatory CDPC Program	Yes	Yes	Yes
Page 13 Entry / Letter of Notification	Yes	Yes	Yes
Narrative FITREP / EVAL Entry	Yes	Yes	Yes
Eligible for Frocking	No	No	No
Eligible for Advancement / Promotion	No	No	No
Info BUPERS, Pers-834 (Officers)	Yes	Yes	Yes
Info BUPERS (Enlisted Rating Detailer)	No	Yes	Yes
Eligible for PCS Transfer	Yes	Yes	Yes
Deny Re-enlistment	No	No	Yes
Deny Special Schools	If currently out of fitness and/or body fat standards for the school		

**ADMINISTRATIVE REMARKS**

NAVPERS 1070/613 (REV. 10-81)

S/N 0106-LF-010-6991

SHIP OR STATION  
COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES

I, \_\_\_\_\_, USN(R) have been advised that I have accumulated my \_\_\_\_ (1st)(2nd) Physical Readiness Test (PRT) failure in a 4-year period due to:

\_\_\_\_ **Exceeding height/weight and body fat limits.** The date of my official body composition measurement was \_\_\_\_\_. At that time my percent body fat was measured at \_\_\_\_%; my weight was measured at \_\_\_\_; my height was \_\_\_\_; my circumference measurement (neck/abdomen/waist/hips) were \_\_\_\_.

\_\_\_\_ **Failure of the PRT,** due to failure of the \_\_\_\_\_, (run, swim, push-up, curl-ups). The date of my Official PRT was \_\_\_\_\_. My scores were as follows: Run/swim\_\_\_\_, Push-ups\_\_\_\_, Curl-ups \_\_\_\_.

I understand that I am enrolled in the command-directed physical conditioning program as of the date of this page 13. I am required to participate until I pass an official PRT.

I am aware of the administrative actions for exceeding body fat limits or failing the PRT, which include, but are not limited to :

- I am not eligible for frocking, advancement, or redesignation until I measure within my height/weight/body fat limits or pass an official PRT, as appropriate.

- I will **not be eligible to reenlist or extend** if I have three official PRT failures over a 4-year period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

NAME ( Last, First, Middle)

SSN

BRANCH AND CLASS  
USN

Encl (2)

**ADMINISTRATIVE REMARKS**  
NAVPERS 1070/613 (REV. 10-81)  
S/N 0106-LF-010-6991

SHIP OR STATION  
COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES

I, \_\_\_\_\_, USN(R) have been advised that I have accumulated my **THIRD** Physical Readiness Test (PRT) Failure in a 4 year period, due to:

\_\_\_\_\_ **Exceeding height/ weight and body fat limits.** The date of my official body Composition measurement was \_\_\_\_\_. At that time, my percent body fat was measured at \_\_\_%; my weight was measured at \_\_\_; my height was measured at \_\_, my circumference measurements (neck/abdomen/waist/hips) were \_\_\_\_\_.

\_\_\_\_\_ **Failure of the PRT,** due to failure of the \_\_\_\_\_, (run/ swim, push-ups, curl-ups). The date of my official PRT was \_\_\_\_\_. My raw PRT scores were as follows: Run/ Swim \_\_\_ Push-ups \_\_, curl-ups\_\_.

I have exceeded height / weight and body fat limits or failed the PRT for the third time in a 4-year period. I am aware of the administrative actions which include, but are not limited to, the following:

- I am not eligible to reenlist or extend my enlistment in the Navy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

NAME(LAST, FIRST MIDDLE)

SSN

BRANCH AND CLASS  
USN

NTCGLAKESINST 6110.1F

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From: Commander, Naval Training Center, Great Lakes

To:

Subj: LETTER OF NOTIFICATION

Ref: (a) MILPERSMAN 3420440

(b) OPNAVINST 6110.1G

1. Per reference (a), you are advised that you have failed to meet physical readiness standards of reference (b). Effective this date, you are enrolled in the command-directed remedial conditioning program. You are required to participate \_\_\_\_\_ times per week, beginning \_\_\_\_\_ until you pass an official PRT.

2. Possible administrative actions for members who exceed height/weight/body fat limits or fail the PRT, include:

- a. Ineligible for promotion or redesignation.
- b. Not recommended for promotion.

By direction

-----  
From:

To: Commander, Naval Training Center, Great Lakes

Subj: LETTER OF NOTIFICATION

1. I acknowledge receipt of the above letter and understand its contents.

\_\_\_\_\_  
Members signature

\_\_\_\_\_  
Date

Encl (4)

**MEDICAL CLEARANCE FOR  
PHYSICAL READINESS PROGRAM**

**TO BE COMPLETED BY CFC:**

Command: \_\_\_\_\_ CFC/POC: \_\_\_\_\_  
Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_  
Date: \_\_\_\_\_ Reason for clearance: \_\_\_\_\_  
HT: \_\_\_\_\_ WT: \_\_\_\_\_ NECK: \_\_\_\_\_ WAIST: \_\_\_\_\_ HIPS: \_\_\_\_\_ %BF: \_\_\_\_\_  
Date of Body Composition Measurement: \_\_\_\_\_

**TO BE COMPLETED BY AMDR:**

Is this member cleared to participate in any or all of the following portions of PRT?

<u>PRT</u>	<u>Cleared to Participate</u>
Sir-Reach	Yes / No
Curl-ups	Yes / No
Push-ups	Yes / No
1.5 mile Run/Walk	Yes / No
500 yard Swim	Yes / No

"Members on limited duty shall participate in some form of physical activity if recommended by their physician. Medical personnel shall provide guidance on the type of exercise an individual on limited duty may perform, NOT MERELY THE TYPES THAT ARE RESTRICTED."  
NAVADMIN 148/94

Which of the following exercises is this member medically cleared to participate in?

<u>Exercise</u>	<u>Cleared to participate</u>	<u>Recommended time</u>
Running / jogging	Yes / No	_____
Treadmill	Yes / No	_____
Bicycle	Yes / No	_____
Rowing machine	Yes / No	_____
Stair stepper	Yes / No	_____
Aerobics high	Yes / No	_____
Aerobics low	Yes / No	_____
Strength training	Yes / No	_____
Flexibility training	Yes / No	_____
Other: _____		
_____		
_____		

Date

AMDR Name / Signature / Phone

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6100

061

## MEMORANDUM

From: Head, Branch Medical Clinic 237

To: Command Fitness Coordinator

Subj: MEDICAL EVALUATION FOR PRT PARTICIPATION/OVER BODY FAT  
STANDARDS RESULTS

Ref: (a) OPNAVINST 6110.1C

Encl: (1) SF 600  
(2) Memorandum

1. IAW ref (a), members who answer "YES" to any question in Section B of the PRT questionnaire and members who are identified as exceeding body fat standards must be evaluated by a medical officer prior to participation in the PRT or in command-directed PT activities.
2. Effective 01 January 1998, BMC 237 will evaluate these members via referral from the Command Fitness Coordinator (CFC) using Encl (1). Section 1 of Encl (1) will be completed by the CFC, and Section 2 will be completed by the member. The CFC will call BMC 237 at 688-6770/5533 to schedule an appointment with a medical provider. The member will report to his/her scheduled appointment with medical record, PRT folder and Encl (1).
3. A medical provider will evaluate the patient, complete Section 3 of Encl (1), and recommendations will be summarized using Encl (2). The member will then report back to the Command Fitness Coordinator.
4. Evaluation of members who are referred to BMC 237 will include laboratory studies only if clinically indicated, at the discretion of the medical provider.
5. POC for this process is LCDR (sel) Litow, Senior Medical Officer, at ext 2469.



M. B. FOGARTY

Encl (6)

6100  
061  
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MEMORANDUM

From: Naval Hospital Branch Clinic 237  
To: Command Fitness Coordinator

Subj: RESULTS OF MEDICAL EVALUATION FOR PHYSICAL READINESS TEST  
SCREENING ICO \_\_\_\_\_

Ref: (a) OPNAVINST 6110.1C

1. SNM's body fat is \_\_\_\_\_%
2. SNM has completed a medical evaluation for body fat. The findings are marked below:  
 Member has been medically diagnosed as being over body fat standards due to the following:
  - Lifestyle due to dietary habits.
  - Member has an underlying or associated disease process.
  - Other: \_\_\_\_\_
- Member is within body fat standards.
3. Member is :
  - Qualified for the Physical Conditioning Program.
  - Qualified for the Physical Readiness Test.
  - Not qualified for the Physical Conditioning Program.
  - Not qualified for the Physical Readiness Test.

4. Comments:

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\_\_\_\_\_  
(Medical Examiner Signature/Stamp) (Date)



PRT CATEGORY	MEASUREMENT CATEGORY	CODE
Passed the most recent PRT	Within height/weight limits or within body fat limits (33% women; 22% men)	P/WS
	Exceed height/weight and body fat limits	P/NS
Failed the most recent PRT, or failed to participate in PRT when required	Within height/weight limits or within body fat limits (33% women; 22% men)	F/WS
	Exceed height/weight and body fat limits	F/NS
Exempt from PRT (age 50 or older)	Over 49 years and within height/weight limits or within body fat limits (33% women; 22% men)	E/WS
	Over 49 and exceeds height/weight or body fat limits	E/NS
	Over 49 and failed to participate in height/weight and body fat measurements when required	E/NS
	Over 49 and height/weight and body fat could not be measured (TAD, convalescent leave)	E/XX
Medically waived from entire PRT	Within height/weight limits or within body fat limits (33% women; 22% men)	M/WS
	Exceed height/weight and body fat limits	M/NS
	Failed to participate in height/weight and body fat measurements when required	M/NS
	Unable to measure due to medical condition (includes pregnancy)	M/MW
Pending medical clearance/risk factor screening; or report covers less than 90 days and prior test score is not available; or on active duty less than 20 weeks and PRT not administered; or reported onboard less than 10-12 weeks prior to PRT	Within height/weight limits or within body fat limits (33% women; 22% men)	N/WS
	Exceed height/weight or body fat limits	N/NS
	Failed to participate in height/weight and body fat measurements when required	N/NS
	Height/weight and body fat could not be measured	N/XX

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RECORD OF COUNSELING

DATE

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**PRIVACY ACT STATEMENT**

The authority for requesting the following information is contained in 10 USC 8012 and EO 8397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed the form may or may not become a source document to support administrative separation. Data is also releasable to higher headquarters officials when used to support administrative separation or UCMJ actions.

Completion of the form by a counselor is mandatory; however, disclosure of information or facts by counselor is voluntary. Failure to disclose information or facts may not be in counselee's best interest in the event administrative, disciplinary, or separation action is subsequently deemed warranted by counselor's commander.

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NAME (Last, First, Middle)

Grade

SSN

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ORGANIZATION AND DUTY SECTION

NAME/GRADE OF COUNSELOR (Print or Type)

**NTC Great Lakes**

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REASON FOR COUNSELING

PERFORMANCE

PERSONAL BEHAVIOR

OJT PROGRESS

SUBSTANDARD DRESS/APPEARANCE

PRIVATE INDEBTEDNESS

SUPPORT OF DEPENDANTS

RESPONSIBILITIES

OTHER (Specify)

---

RESUME OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENT (Give details, facts, specific dates, names, sequence of events, etc.)

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SOLUTION THAT YOU AND THE INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT (Outline all solutions and indicate which one(s) individual freely elected).

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OTHER AGENCIES INDIVIDUAL REFERRED TO (Personal Affairs, Social Actions, Chaplain, Legal, etc. The counselor makes the appointment.)

Enclosure (8)

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COUNSELEE'S COMMENTS

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COUNSELEE'S SIGNATURE

COUNSELOR'S SIGNATURE

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REMARK/FOLLOW-UP ACTION (Outline all efforts indicating dates, names, progress, etc.)

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