

LEADERS' BAR TO CONTINUED SERVICE GUIDE



UNCLASSIFIED/FOUO

BAR TO CONTINUED SERVICE PROCEDURES IAW AR 601-280, CHAPTER 8 AND APPENDIX K

INITIATION

CDR → Soldier

- Counsel Soldier on DA 4856 that they are being recommended to be barred from continued service

CDR Initiates the Bar (Company Reenlistment NCO/ BN Career Counselor assist CDR in preparing the Bar and Counselings)

- Prepares DA Form 4126-R: List all instances where the Soldier is not meeting the standard, not just the final incident
- Documents supporting the Bar
- Soldier's ERB
- Soldier will be flagged IAW applicable provisions of AR 600-8-2

CDR → Career Counselor

- DA Form 4126-R; supporting documents; Soldier's ERB
- Career Counselor Reviews the Bar for administrative accuracy and regulatory compliance

CDR → Soldier

- Bar is presented to Soldier
- Soldier completes DA Form 4126-R Section II- Soldier's Review (1, 4-9)
- Soldier has 7 days to submit a statement (may be extended)
- Soldier is provided a copy of the Bar Certificate

Soldier → CDR (If statement is desired)

- Soldier gives CDR his/her statement

NOTE: If no statement is desired or if not completed within time allocated, Bar is annotated and moves forward

CDR → Approving Authority

- Bar is approved/disapproved by the proper authority in Section II- BN or Next Higher Command

NOTE: Any Commander in the Chain of Command may disapprove and return the packet

CDR → Soldier

- Upon approval of the Bar to Continued Service:

*Counsel Soldier on DA Form 4856 (Reasons, Appeal Process, Review Process, Separation Process, and Plan of Action

- Soldier completes DA Form 4126-R Section IV- Counseling (29-30)
- Soldier is given 7 days to submit an appeal (may be extended)
- Soldier is given copy of the DA Form 4126-R

BAR TO CONTINUED SERVICE PROCEDURES IAW AR 601-280, CHAPTER 8 AND APPENDIX K

INITIATION (Continued)

Soldier → CDR (if Appeal is desired)

- Soldier gives appeal to CDR

NOTE: If Soldier does not want to submit an appeal, or if not completed within time allocated, Bar is annotated and forwarded to Career Counselor

- CDR forwards the appeal to the proper authority
- Appeal is approved/disapproved by the proper authority
- CDR informs Soldier of the decision of the appeal
- Soldier is given copy of the DA Form 4126-R

CDR → Career Counselor

***Career Counselor will maintain the Bar and ensure:**

- IMREPR code is changed to 9K
- S1 changes Soldier's AEA Code to "C" with a 6 month termination date

REVIEW PROCESS

CDR → Soldier (*May be delegated to 1st line supervisor*)

- Ensures Soldier is counseled monthly on progress or lack thereof on DA Form 4856

Career Counselor → CDR

- Career Counselor will notify CDR when 3 month review is due

CDR → Soldier

- 1st Review: Counsel Soldier on DA Form 4856 or official memorandum (CDR's action to lift or keep the Bar and Plan of Action in place)
- 2nd Review: Counsel the Soldier on DA Form 4856 or official memorandum (CDR's action to lift or separate)

CDR → Approval Authority

NOTE: Approval to withdraw the Bar will be the same authority who would approve the Bar

- Documentation forwarded: DA Form 4856, Review Memo, Supporting docs for decision
- The decision to keep/remove the Bar is annotated on memorandum

CDR → Career Counselor

- All docs used in the Bar review decision process forwarded to Career Counselor
- Keep the Bar- Career Counselor maintains documentation of the review
- Review the Bar- Career Counselor will maintain the results and ensure:
IMREPR Code 9K is removed and AEA Code "C" is removed by S1

BAR to Continued Service Packet Check List

- Bar certificate with all supporting documents (i.e. DA Form 5500, DA Form 705, DA Form 4856, etc.)_____
- DA Form 4856 to include a plan of action explaining requirements to overcome the bar to continued service. _____
- IMREPR transaction printout (RETAIN Database)._____
- AEA Transaction printout (EMILPO)._____
- 90 day bar to continued service review (if applicable) consisting of DA Form 4856 or official memorandum stating removal or continuation of bar to continued service. _____
- 180 day bar to continued service review (if applicable) consisting of DA Form 4856 or official memorandum stating removal or continuation of bar to continued service
- If bar to continued service is NOT favorably removed following the 180 day review, the DA Form 4856 pertaining to separation initiation will be included. _____



XVIII AIRBORNE CORPS



BAR TO CONTINUED SERVICE

Name: _____ Rank: _____ PMOS: _____

Last Four: _____ Unit _____

Date Initiated by CDR: _____ [ITEM 7. of DA FORM 4126]

Review by	Signature	Date Received	Remarks
1SG			
CO CDR			
BN CSM			
BN CDR			

1st Review (90 Days from date BAR is approved)

1SG			
CO CDR			
BN CSM			
BN CDR			Date Due:

2ND Review (180 Days from date BAR is approved)

1SG			
CO CDR			
BN CSM			
BN CDR			Date Due:

Date Approved: _____ [ITEM 25. DA FORM 4126]

IMREPR Code Change Date: _____ SM STATEMENT Y / N SM APPEAL Y / N

1st Review Date: _____ Results: Remain / Remove

2nd Review Date: _____ Results: Remain / Remove

Date Removed: _____ Date Separation Initiated: _____

PLEASE RETURN TO BATTALION CAREER COUNSELOR
SSG G.I. JOE xxx-xxxx

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Chapter 8

Bar to Continued Service

8-1. General

This chapter prescribes policy to deny continued service to Soldiers whose immediate separation under administrative procedures is not warranted, but whose reentry into, service beyond ETS, or continued service with the Active Army is not in the best interest of the Military Service. These Soldiers are not considered eligible to reenlist or candidates for continued service in any Army component. Policies and procedures prescribed herein apply to the field commander's bar to continued service. Soldiers may not be reenlisted without the recommendation of the commander. However, if a commander wishes to disapprove a request for reenlistment or extension submitted on DA Form 3340-R by a Soldier who is fully eligible for reenlistment (according to chapter 3) without waiver, the commander must submit a bar to continued service or follow the procedures in paragraph 1-9 of this regulation. Requests for waivers of reenlistment disqualifications may be disapproved under paragraph 3 10. If otherwise qualified, **Soldiers may not arbitrarily be denied reenlistment.**

8-2. Standards for continued service

a. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code will be authorized continued service. All Soldiers should be evaluated under the "whole person" concept, as set out in paragraph 3-7. Soldiers who cannot, or do not, measure up to such standards, but whose immediate separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.

b. **The bar to continued service is a punitive action.** Imposition of a bar to continued service does not prevent administrative separation at a later date. The bar to continued service should be initiated before a separation or judicial and/or nonjudicial action because it is intended to put the Soldier on notice that—

(1) He or she is not a candidate for reenlistment or continued service in any Army component.

(2) He or she is a candidate for separation if the circumstances that led to the bar to continued service are not overcome. **Soldiers will be advised exactly what is expected for them to overcome the bar to continued service and will be given explicit timetables to overcome the reasons for the bar.**

8-3. Guidelines for using bar to continued service procedures

a. A bar to continued service may be initiated when separation action is pending in accordance with AR 635 200.

b. A bar to continued service will not be initiated solely because a Soldier refuses to reenlist.

c. A bar to continued service will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

d. **The fact that disciplinary or administrative action not resulting in separation has been previously taken does not prevent initiation of a bar to continued service if such action is deemed appropriate. When a Soldier has had a completed chapter action and subsequently is recommended for retention, any documents used in that chapter action may be used in a subsequent bar action.**

e. The fact that a Soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a bar to continued service to deny the Soldier later service in the Army.

f. The fact that a Soldier may have served honorably for a number of years is considered in the evaluation of his or her service. However, it does not prohibit the initiation of bar to continued service procedures if such action is deemed appropriate.

g. A bar to continued service will not be initiated for Soldiers with an approved retirement.

h. **A bar to continued service may be initiated on Soldiers serving on indefinite reenlistments.** Separation of these Soldiers will be accomplished in accordance with (IAW) applicable provisions of AR 635-200 and other regulations as appropriate.

8-4. Criteria

Commanders must be especially alert to the question of whether to afford continued military service to Soldiers of the following or similar caliber:

a. **Untrainable Soldiers.** These Soldiers will be identified as soon as possible with a view toward eliminating them from the Service. **When discharge under administrative procedures is not warranted,** action will be taken under this regulation to bar the Soldier from further service with the Army. These Soldiers are often identified by failure to perform the basic tasks required of their PMOS, or loss of qualification in PMOS, and the Soldier's inability to be retrained. Additional indicators include failure to achieve individual weapons qualification, **second consecutive failure of the APFT,** and substandard evaluation results by the Army Education Activity. Soldiers who meet the minimum standards for their present rank but lack the potential to become a supervisor or senior technician may be deemed untrainable.

b. **Unsuitable Soldiers.** When possible, these Soldiers will be identified early in their military service with a view toward elimination from the Service. When administrative discharge is not warranted, action will be taken under the provisions of this chapter to bar the Soldier from further service with the Army.

c. **Single Soldiers and dual-Service couples with dependent Family members.** Commanders will initiate a bar to

continued service against Soldiers described in paragraphs 8–4c(1) and (2) who have been counseled IAW AR 600-20 (see other responsibilities of command), and **who do not have an approved Family care plan** as described in AR 600-20 on file within 2 months after counseling. The Soldiers described who have assignment instructions to an overseas location will have bars to continued service initiated if they are unable to provide the names of guardians who will care for their Family members in CONUS in the event of evacuation from overseas. The balance of the Family care plan is completed after arrival in the overseas command.

(1) Single Soldiers are Soldiers who—

- (a) Are single.
- (b) Are widowed.
- (c) Are divorced.
- (d) Are legally separated.
- (e) Are residing without their spouses.

(f) Have spouses who are incapable of self-care and who have custody of one or more minor Family members or one or more adult Family members unable to care for themselves (for example, who are handicapped or infirm).

(2) Dual-Service couples include married Army couples and Soldiers who have military spouses in another Service.

d. Soldiers against whom a bar to continued service may be initiated. Soldiers may be barred from continued service for one or a combination of the following infractions or reasons. This list provides examples of the rationale for the imposition of a bar and is not intended to be all-inclusive. Examples are—

(1) Is denied continued service by his or her immediate commander.

(2) Is late for formations, details, or assigned duties.

(3) AWOL for 1- to 24-hour periods.

(4) Has lost clothing and equipment.

(5) Has substandard personal appearance.

(6) Has substandard personal hygiene.

(7) Has continuous indebtedness, reluctance to repay, or late payments.

(8) Has Article 15(s).

(9) Has frequent traffic violations.

(10) Has excessive number of sick calls without medical justification.

(11) Is late returning from pass or leave.

(12) Cannot follow orders, shirks responsibilities, takes too much time, or is recalcitrant.

(13) **Cannot train for a job**, is apathetic, or is disinterested.

(14) Cannot adapt to military life, is uncooperative, or is involved in frequent difficulties with fellow Soldiers.

(15) Fails to manage personal, marital, or Family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).

(16) Causes trouble in the civilian community.

(17) Demonstrates personal behavior that discredits his or her unit or the Army.

(18) Fails to achieve individual weapons qualification.

(19) Fails to pass the record APFT.

(20) Is noncompetitive for promotion.

(a) Has slow rank progression resulting from a pattern of marginal conduct or performance.

(b) Has not demonstrated potential for future service (repeated counseling statements or other indicators).

(c) Has not demonstrated ability to keep pace with others of the same CMF.

(d) Declines attendance at professional development courses.

(e) Is not recommended for promotion by unit commander.

(f) Lacks potential to become a supervisor or senior technician.

e. Commanders must initiate a bar to continued service or separation proceedings (as applicable IAW AR 635-200) against Soldiers who meet the following criteria. Commanders are not required to initiate a bar to continued service on Soldiers who were promoted, selected in a promotable status, selected for promotion by an HQDA promotion board for sergeant first class through master sergeant, previously overcame the reasons below before 1 March 2012, or reenlisted after the below listed incident(s) occurred. Although these reasons are mandatory to initiate, the bar may be removed IAW Appendix K when the Soldier overcomes the deficiency. The Soldier—

(1) Does not make satisfactory progress in the Army Body Composition Program (see AR 600-9).

(2) **Fails two consecutive APFTs** (see AR 350-1).

(3) Is removed for cause from Noncommissioned Officer Education System courses (see glossary).

(4) Lost PMOS qualification IAW DA Pam 611-21 due to the fault of the Soldier.

(5) Is denied by the commander for automatic integration onto the sergeant or staff sergeant promotion standing list IAW AR 600-8-19.

(6) Has an incident involving the use of illegal drugs or alcohol within the current enlistment and/or reenlistment period resulting in an officially filed letter of reprimand; a finding of guilty under Article 15, UCMJ; a civilian criminal conviction; or a conviction by court-martial.

(7) Has two or more separate proceedings under Article 15, UCMJ resulting in a finding of guilty by a field grade

commander during the Soldier's current enlistment or period of service.

(8) Is AWOL more than 96 hours during the current enlistment and/or reenlistment period.

8-5. Separation

a. Unit commanders will initiate separation proceedings under AR 635-200 upon completion of the second 3 month review, unless a proper authority submits and approves a recommendation for removal. Initiation of separation proceedings is not required, but should be considered, for previously disapproved requests for separation.

b. Initiation of separation action is not required for Soldiers who, at the time of the second 3-month review:

(1) Have more than 18 years but less than 20 years of active Federal service. These Soldiers will be required to retire on the last day of the month when they attain retirement eligibility unless separation is authorized because of an approved sentence of a court-martial, physical disability, or HQDA IAW AR 635-200.

(2) Did not overcome the bar, but time does not permit processing the Soldiers for separation because of ETS, the Soldiers will ETS with the bar in place and be denied continued service in all Army components.

(3) Are eligible for retirement with more than 20 years of active Federal service. These Soldiers will be required to retire on the 1st day of the 7th month after the 6-month review.

c. If a Soldier is separated with a bar to continued service in place, a copy of the DA Form 4126-R (Bar to Reenlistment Certificate) will be scanned to iPERMS to be placed in the separating Soldier's Army Military Human Resource Record.

Enclosure 2

Appendix K

Bar to Continued Service Procedures

K-1. General

a. A bar to continued service should not be based on generalities, approximate dates, or vague places or times. It should be based on specific incidents substantiated by official remarks made when each event occurred. The Soldier should be counseled on each occurrence and told that all instances become a matter of official record when they perform acts considered unworthy of the Army.

b. A bar to continued service may not be approved after the Soldier has separated from active duty. A bar may not be entered in a Soldier's records after he or she has separated from active duty. Further, Soldiers may not be retained involuntarily past their normal separation to approve a bar to continued service.

K-2. Time of initiation

A Soldier's unfitness or unsuitability may show up soon after entry into the Military Service or may not develop or become apparent until after many years of service. A current commander should not be deterred from taking action against Soldiers performing in a substandard manner who may have been permitted to remain on active duty for a number of years.

a. Normally, a bar to continued service should not be initiated against a Soldier who has been assigned to a unit for less than 90 days. When a bar to continued service is initiated during this time, the commander's certificate will include an explanation of the timing of the action.

b. A bar to continued service should be initiated without regard to a Soldier's ETS or reenlistment intent. If warranted by recent incidents, a bar to continued service should be initiated regardless of a Soldier's ETS or departure date. When a bar to continued service is initiated, the DA Form 4126-R the commander completes will include an explanation why the action was not taken earlier. A bar to continued service may be imposed on Soldiers with an indefinite ETS date; however, Soldiers on indefinite status who, in the commander's opinion, do not merit further retention may also be referred for separation under appropriate provisions of AR 635-200.

K-3. Initiating a bar to continued service

Any commander in the Soldier's chain of command may initiate a bar to continued service. Normally, the company-, battery-, troop-, or detachment-level commander will initiate the action.

K-4. Processing a bar to continued service

A commander in the chain who believes that bar action is warranted will personally initiate a bar by completing DA Form 4126-R. On this form, the commander will summarize the basis for his or her intent to initiate bar to continued service procedures. This information will include the number and dates of courts-martial, incidents of nonjudicial punishment, and all other factual and relevant data supporting the commander's recommendation.

a. The Soldier will be flagged IAW the provisions of AR 600-8-2 upon initiation of the bar, if applicable.

b. Total active service will be computed as of the date of initiation of the bar (date placed on DA Form 4126 R).

c. The commander will refer the DA Form 4126-R to the Soldier concerned and allow the Soldier to submit a statement, if he or she wants, as AR 600-37 requires. The Soldier will be given a copy of the DA Form 4126 R. If requested, the Soldier will be allowed 7 days to prepare his or her comments and collect any documents or pertinent materials. The commander initiating the bar action may grant an extension on a case-by-case basis. The bar will be processed immediately when the Soldier does not want to make a statement.

d. The initiating commander will forward DA Form 4126-R, section I through the Soldier to the next commander in the normal chain of command. A copy of the enlisted record brief and any additional supporting documentation related to the reason for the bar to continued service will accompany the DA Form 4126 R.

e. Upon receipt of the Soldier's statement, each commander (or acting commander) in the chain of command will personally endorse the DA Form 4126 R. The proper authority identified in paragraph K-5 will approve the form.

(1) Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander.

(2) Further, any commander may elevate the authority to approve or disapprove a bar to reenlistment to his or her level, or any appropriate subordinate commander (see para 3-10g for example). The bar to continued service will not be forwarded to a higher authority for consideration without a recommendation for approval.

(3) The commander who initiates the DA Form 4126-R may not take final action on the bar. If the initiating authority would normally be the approval authority, the DA Form 4126-R will be forwarded to the next higher approval authority for final action.

K-5. Approving a bar to continued service

a. For Soldiers with less than 10 years of active Federal service at initiation of the bar, the bar will be personally approved by the first commander in the rank of lieutenant colonel or above in the Soldier's chain of command or the commander exercising SPCMA, whomever is in the most direct line to the Soldier (unless it is the same commander who

initiated the action). The personal signature of the approval or disapproval authority is required.

b. For Soldiers with 10 or more years of active Federal service at initiation of the bar, the approval authority is the first brigade-level commander, colonel or higher, in the Soldier's chain of command or the commander exercising GCMCA, whomever is in the most direct line to the Soldier (unless it is the same commander who initiated the action). The personal signature of the approval or disapproval authority is required (see para 1 9a). Soldiers who must be extended to complete 20 years of active Federal service will extend within 30 days of approval or denial of appeal (when appropriate). DA Form 1695 will cite this paragraph as the authority and "In the best interest of the Service" as the reason.

c. After a Soldier attains 18 years or more of active duty, commanders do not have the authority to prevent a Soldier's retirement by barring the Soldier from reenlistment to prevent the Soldier from attaining retirement eligibility.

d. Final approval authority for any bar to continued service must be at least one approval level higher than the initiating authority.

K-6. Appealing a bar to continued service

a. Soldiers who want to submit an appeal and who are otherwise qualified under the criteria of chapter 3, including those with approved waivers, will not be involuntarily separated while the appeal is pending. If the Soldier wants to submit an appeal, but refuses retention to allow processing of the appeal, he or she will be informed that the bar will remain in effect.

b. From the time he or she is informed that the bar was approved, the Soldier will be allowed 7 days to submit an appeal. The commander initiating the bar procedure may grant an extension on a case-by case basis.

c. Appeals will be endorsed personally by each commander (or acting commander) in the chain of command, and approved or disapproved by the proper authorities identified in paragraphs K-6c(1) or (2).

(1) For Soldiers with less than 10 years of active Federal service at initiation of the bar, the approval or disapproval authority is the first colonel (brigade commander) or first general officer in the Soldier's chain of command, or the commander exercising GCMCA, whomever is in the most direct line to the Soldier. The approval or disapproval authority's personal signature is required.

(2) For Soldiers with more than 10 years of active Federal service at initiation of the bar, the first general officer in the Soldier's chain of command is the approval or disapproval authority.

d. Final approval of appeals will be at least one approval level higher than the original bar approval authority. Final disposition should be accomplished within 30 days after the Soldier submits the appeal. Commanders will counsel Soldiers in writing on the final disposition.

K-7. Reviewing a bar to continued service

a. The company, detachment, or comparable commander of the unit the Soldier is assigned to or attached to for duty and administration will continue documented evaluation of the Soldier.

b. The proper unit commander will review approved bars to continued service at least every 3 months after the date of approval and 30 days before the Soldier's scheduled departure from the unit or separation from the Service (see DA Pam 600-8).

c. If, upon review, the commander believes the bar to continued service should remain in effect, he or she will notify the career counselor. When removal of the bar is not recommended, the Soldier should be considered for separation.

b. Upon completion of the prescribed reviews, the unit commander will inform the Soldier that the bar to continued service was reviewed and what action was taken. Whenever the bar to continued service is reviewed and not recommended for removal, the Soldier should be reevaluated for possible separation under proper administrative procedures IAW AR 635-200.

(1) Upon completion of the first 3-month review, the unit commander will use a counseling statement (DA Form 4856 (Developmental Counseling Form)) to inform the Soldier that the bar has been reviewed and will remain in effect, unless recommended for removal. The Soldier will also be notified that, upon completion of the second 3-month review, separation proceedings will be initiated unless he or she has demonstrated that the bar should be removed and the proper authority submits and approves recommendation for removal of the bar.

(2) The counseling should comply with the requirements of AR 635-200 (see general provisions). If the Soldier has not made progress, the commander should consider separation under proper administrative procedures without waiting for the next review to occur.

K-8. Removing a bar to continued service

a. Any commander in the Soldier's chain of command may recommend removal of a bar to continued service, or remove a bar to continued service, if he or she is the same or higher level of command than the commander who initially approved the bar to continued service.

b. A recommendation to remove a bar to continued service will be submitted in writing to the next commander in the chain of command. Each commander (or acting commander) in the chain of command will review and personally endorse a recommendation for removal of a bar to continued service. Any commander in the chain of command who believes removal is not justified may recommend disapproval of the recommendation and forward it to the approval

authority for final determination.

c. Approval to withdraw the DA Form 4126-R will be the same authority who would approve a bar for a Soldier with the same years of service or, if the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction. However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who initially approved the bar.

d. If the bar is removed, flagging actions associated with the bar will be lifted IAW AR 600-8-2.

K-9. Administrative matters

a. Barred Soldiers are not eligible to PCS. An Immediate Reenlistment Prohibition Code of "9K" will be placed against the Soldier in RETAIN unless a higher code takes precedence. Career counselors must also coordinate with the unit S-1 to ensure that an assignment eligibility and availability code of "C" with a 6 month termination date is placed on the Soldier in eMILPO.

b. Separation actions initiated against some Soldiers are subject to a separation board before approval of the separation. In some instances, a separation board may recommend the retention of a barred Soldier the chain of command has recommended for separation. In these instances, the bar to continued service will remain in effect and reviews will be conducted at the specified 3-month intervals. In instances when a PCS is requested or warranted on such Soldiers, counselors should send all pertinent data on the Soldier via RETAIN to HRC's Retention and Reclassification Branch for resolution.

End of Policy Message 17-01

SGM Thompson

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Recommendation to impose a bar to continued service for failure to meet the Whole Soldier Concept

Definition of Whole Soldier Concept-The whole Soldier concept includes all those attributes, competencies, leadership potential, adherence to standards, duty performance and evaluations that demonstrate the Soldier's ability to serve in any military occupational specialty

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

"RANK LAST NAME", I am recommending to the chain of command that you be barred from continued service IAW with AR 601-280, this action if approved will also impose a flag IAW with AR 600-8-2. Should this action be approved you have 7 days from the time you are informed of the action to file an appeal. The bar will be reviewed every 90 days. If, after the 180 day review, you have not overcome the bar, separation proceedings will be initiated. I am recommending this action as a result of the following behavior:

- Lateness to formations, details, or assigned duties.
 - AWOL for 1- to 24-hour periods.
 - Losses of clothing and equipment.
 - Substandard personal appearance.
 - Substandard personal hygiene.
 - Continuous indebtedness, reluctance to repay, or late payments.
 - Article 15(s).
 - Frequent traffic violations.
 - An excessive number of sick calls without medical justification.
 - Lateness returning from pass or leave
 - Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.
 - Cannot train for a job; apathetic; disinterested.
 - Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldier
 - Failure to manage personal, marital, or Family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
 - Causes trouble in the civilian community.
 - Personal behavior brings discredit upon his or her unit or the Army.
 - Failure to achieve individual weapons qualification.
 - Failure to pass the record APFT.
 - Noncompetitive for promotion: (a) Slow rank progression resulting from a pattern of marginal conduct or performance. (b) No demonstrated potential for future service (repeated counseling statements or other indicators). (c) No demonstrated ability to keep pace with others of the same CMF. (d) Declines attendance in professional development courses. (e) Not recommended for promotion by unit commander. (f) Lack of potential to become a supervisor or senior technician.
- "REQUIRED ACTION:" Commanders must initiate a bar to reenlistment or separation proceedings (as applicable per AR 635-200) against Soldiers who meet the following criteria:
- Do not make satisfactory progress in the Army Body Composition Program (see AR 600-9).
 - Fail two consecutive APFTs (see AR 350-1).
 - Are removed for cause from Noncommissioned Officer Education System courses (see glossary).
 - Lost PMOS qualification in accordance with DA Pam 611-21 due to fault of the Soldier.
 - Are denied by the commander for automatic integration onto the sergeant or staff sergeant promotion standing list in accordance with AR 600-8-19.
 - Have an incident involving the use of illegal drugs or alcohol within the current enlistment and/or reenlistment period resulting in an officially filed letter of reprimand, a finding of guilty under Article 15, UCMJ, a civilian criminal conviction, or a conviction by court-martial.
 - Have two or more separate proceedings under Article 15, UCMJ resulting in a finding of guilty by a field grade commander during the Soldier's current enlistment or period of service. Are AWOL more than 96 hours during the current enlistment and/or reenlistment period.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

COMMANDER'S MUST INCLUDE A "PLAN OF ACTION"! (LAYOUT WHAT THE SOLDIER MUST DO IN DETAIL TO OVERCOME HIS OR HER DEFICINCIES/SHORTCOMINGS) "DELETE THIS BEFORE USE"

COMMANDER'S MUST ALSO ENSURE TO INCLUDE THE PLAN OF ACTION ON THE APPROVAL COUNSELING, INFORMING THE SOLDIER THAT THE BAR HAS IN FACT BEEN APPROVED! (LAYOUT WHAT THE SOLDIER MUST DO IN DETAIL TO OVERCOME HIS OR HER DEFICINCIES/SHORTCOMINGS) "DELETE THIS BEFORE USE"

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Counsel the soldier
Forward recommendation to the chain of command
Monitor soldier's mood and performance; report any abnormal actions to the chain of command

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: . _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

To inform you, that on _____, the request for Bar to Continued Service has been approved, by Commander 47th Brigade Support Battalion, 2ABCT, IAD Jeffrey M. Kutter, LTC, LG, Commanding.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- Your Bar to Continued Service has been approved as of _____.
- This Bar to Continued Service is a punitive action.
- It does not preclude you from possible administrative separation at a later date.
- It puts you on notice that you are not a candidate for reenlistment or continued service and that you may be a candidate for separation, if the circumstances that led to this bar to continued service, as documented on DA Form 4126-R dated, _____, are not overcome.
- In addition the following applies:
 - a. You may refer to AR 601-280, Army Retention Program, 1 April 2016 Chapter 8, for further clarification of the bar to continued service process.
 - b. You have the right to appeal. If you chose to appeal this bar to continued service, you have seven days to submit the appeal, to me. The appeal must be personally endorsed by each commander in your chain of command and approved or disapproved by the proper authorities. Final approval of your appeal is at least one approval level higher than the original approval authority.
 - c. Once this action is final, to include processing of an appeal, if you are promotable, IAW paragraph 3-27 (1) (e) (6), AR 600-8-19, Enlisted Promotions and Reductions, 2 February 2015, action will be taken to have you removed from the promotion standing list. Be advised, if you do overcome this bar to continued service, and it is removed, you will have to appear once again in front of a promotion board, to regain your promotable status.
 - d. IAW paragraph 3-8 and Table 3-1, AR 614-200, Enlisted Assignments and Utilization Management, 26 February 2009, you are currently stabilized at your present duty station. If you are currently on assignment instructions, actions will be initiated to have you deleted from that assignment.
 - e. RA Soldiers are not authorized to request voluntary separation IAW paragraph 16-4 a., AR 635-200 Active Duty Enlisted Administrative Separations, 6 June 2005 RAR 6 September 2001 for a perceived inability to overcome this bar.
 - f. IAW Appendix K Bar to Continued Service Procedures K-7 (b), (c), and (d), AR 601-280, Army Retention Program:
 - b. The proper unit commander will review approved bars to continued service at least every 3 months after the date of approval and 30 days before the Soldier's scheduled departure from the unit or separation from Service (see DA Pam 600-8).
 - c. If, upon review, the commander believes the bar to continued service should remain in effect, he or she will notify the career counselor. When removal of the bar is not recommended, the Soldier should be considered for separation.
 - d. Upon completion of the prescribed reviews, the unit commander will inform the Soldier that the bar to continued service was reviewed and what action was taken. Whenever the bar to continued service is reviewed and not recommended for removal, the Soldier should be reevaluated for possible separation under proper administrative procedures IAW AR 635-200.
 - g. IAW Chapter 8 Bar to Continued Service PARA 3(h), AR 601-280, Army Retention Program:
 - h. A bar to continued service may be initiated on Soldiers serving on indefinite reenlistments. Separation of these Soldiers will be accomplished IAW applicable provisions of AR 635-200 and other regulations as appropriate.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

- Commanders will document and counsel the barred Soldier as to what the Soldier must demonstrate or overcome in order for the Commander to recommend a lifting of the bar to continued service.

(Commander must list in specific detail what Soldier must do in order to overcome the Bar to Continued Service. These are meant as examples to help you determine an appropriate plan of action. The more specific and detailed the plan, the better chance to rehabilitate the Soldier and make them a productive member of the organization. Please contact your Career Counselor if you need assistance on the plan of action)

The Soldier will be stabilized once the local bar to continued service is approved. The Soldier will no longer be eligible for movement or reenlistment until the bar to continued service is removed.

1. APFT Failure- Participate in remedial PT program, pass record APFT to be given on approximately _____ date
2. Weight Control- make monthly progress IAW regulatory guidance. Bar will be removed when Soldier makes the appropriate tape standard.
3. Indebtedness- take Personal Financial Management Training at ACS, speak with financial counselor at ACS to create budget, determine what caused the problem and show solution to fix it, have no unpaid debts for 90 days
4. Misconduct- SM can not receive negative counsellings for lateness, disrespect, etc for 90 days. SM must take anger management class.
5. Drugs Alcohol- No drug or alcohol related offenses for 90-180 days. SM must successfully complete ASAP.

The soldier will complete all requirements to start the Soldier for Life (SFL) Transition Assistance Program (TAP) formally known as the ACAP process, IAW the attached enclosure. _____ (SM initials)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

I understand my counseling and do / do not wish (circle one) to submit a statement on my behalf

I understand that if I choose to submit a statement on my behalf, I have up to 7 days to prepare my statement and if I need additional time I will request it through my commander. _____ (SM initials)

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

I will ensure SM is given the necessary time, tools, and resources to successfully complete the plan of action.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Recommendation to: Remove Bar to Continued Service / Maintain Bar to Continued Service (circle one)

3 Month

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Recommendation to: remove Bar to Continued Service: Overcome / Separation Initiated (circle one)

6 Month

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.



DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

AFZA-xxx-x

1 December 2016

MEMORANDUM FOR Commander, Your BN, Fort Bragg, NC 28310

SUBJECT: First Review of Bar to Continued Service for SPC Joe, G.I., XXX-XX-xxxx

1. After reviewing the Soldier's Bar to Continued Service, I recommend:

a. ____ Remove Bar to Continued Service. Remarks:

b. ____ Bar to Continued Service will remain in place. Remarks:

2. The Soldier concerned has been informed that the Bar to Continued Service has been reviewed and has been counseled on what action has been taken.

3. The Soldier is no longer in the unit due to the following:

a. ____ Soldier has ETS'd from active duty on _____. Copy of orders attached.

b. ____ Soldier has been separated from service due to voluntary/involuntary chapter proceedings on _____. Copy of orders attached.

c. ____ Other: _____

I.M INCHARGE
CPT, IN
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

AFZA-xxx-x

1 March 2017

MEMORANDUM FOR RECORD

SUBJECT: Review of Bar to Continued Service for SPC Joe, G.I., XXX-XX-xxxx

1. IAW AR-601-280, Army Retention Program, paragraph 8-5, the Bar to Continued Service on SPC Joe that was approved on 1 December 2016 is being reviewed.

2. The BN Commander has reviewed the Company Commander's recommendation and determined that (Initial appropriate block):

____ (First Review Only) The Bar to Continued Service will remain in effect. The Soldier has not demonstrated the required rehabilitation to overcome the Bar. The Soldier will be reevaluated again at the second three-month review.

____ (First or Second Review) The Bar to Continued Service will be removed. The Soldier has successfully demonstrated the required rehabilitation to overcome the Bar. The Soldier's IMREPR Code will be changed to reflect a "10" (fully eligible).

____ (Second Review) The Bar to Continued Service will remain in effect. Further, as required IAW AR 601-280, separation proceedings will be initiated under the appropriate paragraph of AR 635-200. The Soldier clearly does not demonstrate the potential for further service.

3. The POC for this memorandum is SSG Counselor, Career at xxx-xxxx.

JOHN SMITH
LTC, IN
Commanding