
**UNITED STATES MARINE CORPS
THE BASIC SCHOOL
MARINE CORPS TRAINING COMMAND
CAMP BARRETT, VIRGINIA 22134-5019**

**U.S MARINE CORPS
COUNSELING|
MENTORING PROGRAM
B1X0776
Student Handout**

PLATOON COMMANDER'S NOTEBOOK

Introduction The intent of this lesson is to provide an explanation and example of a Platoon Commander's Notebook.

Importance The Platoon Commander's Notebook assists the Platoon Commander in the leadership, counseling and development of his/her Marines.
The Platoon Commander's Notebook is a field ready tool used by Commanders to maintain and develop their Marines:

- Physical, mental and moral welfare
- Discipline and military training

In this Lesson We will provide sample documentation that can be used to assist the chain of command with a:

- History of performance
- Writing awards
- Assigning Pro/Con Marks & Writing FitReps
- Disciplinary action

Most importantly we will provide you with some tools to aide you in "Knowing your Marines."

This lesson discusses the follow topics:

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TERMINAL LEARNING OBJECTIVE

TBS-LDR-1008 Without the aid of references, describe problem resolution methods without omitting key components.

TBS-LDR-1003 Without the aid of references, describe the factors affecting career development without omitting key components.

TBS-LDR-1024 Without the aid of references, summarize elements of the Marine Corps Mentoring Program (MCMP) without omitting key components.

TBS-UCMJ-1002 Without the aid of reference, describe Article 31b, Rights of the Accused without omitting key components.

TBS-UCMJ-1001 Without the aid of references, describe Article 15, Non-Judicial Punishment (NJP), without omitting key components.

ENABLING LEARNING OBJECTIVE

TBS-CORE-2101b Without the aid of reference, identify professional military education (PME) by grade without omission.

TBS-CORE-2102c With the aid of reference, demonstrate platoon commander administrative skills to facilitate leadership.

TBS-CORE-2110a While serving as a Marine Corps officer, explain professional and personal development of Marines to support the mission of the Marine Corps while maintaining combat readiness.

TBS-LDR-1003a Without the aid of reference, describe the 5 sections of the OMPF without omission.

TBS-LDR-1003b Without the aid of reference, identify occupational fields without omission.

TBS-LDR-1003c Without the aid of reference, describe the military occupational specialty (MOS) system without omission.\

TBS-LDR-1003i Without the aid of reference, identify the factors in determining an assignment without omission.

TBS-LDR-1008a Without the aid of references, identify the chain of command to solve personal, family, and Marine problems.

TBS-LDR-1008b Without the aid of references, describe the use of request mast to solve personal, family, and Marine problems.

TBS-LDR-1024a Without the aid of reference, identify the resources for the Marine Corps Mentoring Program without omission.

TBS-UCMJ-1001a Without the aid of references, identify the purpose of Non-Judicial Punishment without error.

TBS-UCMJ-1001b Without the aid or references, describe the right to refuse NJP without error.

TBS-UCMJ-1001c With the aid of UCMJ, describe the punishments available for company NJP without omission.

TBS-UCMJ-1001d With the aid of the UCMJ, describe the punishments available for battalion NJP without omission.

TBS-UCMJ-1001e With the aid of the UCMJ, describe punishments available for officer NJP without omission.

TBS-UCMJ-1001f With the aid of the UCMJ, describe NJP appeals without omission.

TBS-UCMJ-1002a Without the aid of references, define Article 31b, Rights of the Accused without error.

TBS-UCMJ-1002b Without the aid of references, describe how to advise a suspect of Article 31 Rights without omission.

Instructions

Biographical Information

Page 1:

Page one contains basic background information on the Marine with a particular focus on military experience.

Page 2:

Page 2 is a simple biography or narrative of the Marines experiences.

Mission & Goals Form

Paragraph 1: Situation.

Write the name of the mentor, Marine mentee, and unit information in the space provided.

Paragraph 2: Mission.

Write in the unit's mission and the role of the Marine mentee in supporting that mission.

Paragraph 3: Execution.

Goals. Agree with the Marine mentee (based on the HCC assessment) on 3 or 4 specific goals. Each goal should be SMART (Specific, Measurable, Attainable, Realistic, and Time-bound).

Tasks. Once the mentor and Marine mentee agree on the goals, describe the specific action steps that will be required to complete the goals.

Honor, Courage & Commitment Assessment

The purpose of this assessment is to identify professional and personal strengths/improvement areas as they relate to the Marine Corps' ethos of Honor, Courage, and Commitment. Mentoring is most effective when both the mentor and the Marine mentee have a shared vision for professional and personal growth. This assessment is a starting point for ensuring that alignment.

Using the assessment tool

- The Marine mentee will complete this form prior to the mentoring session by assessing his/her own performance on each of the areas using the following coding:

N = Needs assistance

E = Effective

- During the mentoring session, the Marine mentee shares this assessment with the mentor.

- The mentor provides input regarding the Marine mentee's strengths and improvement areas. The discussion should result in both the mentor and the Marine mentee agreeing on the most important improvement areas.

- The mentor and Marine mentee then discuss specific goals and create an action plan for improvement in these areas.

Counseling Worksheet

The worksheets can be filled in before the session to help guide the discussion. After the session, both the senior and the junior should make any necessary changes to reflect what actually happened. Alternatively, the worksheets can be filled in after the session. Whatever approach is used, it should be the same for all of the counseling activities in the unit.

Documentation of a counseling session is for use only by the senior and the junior. It is not to be forwarded to an officer in the reporting chain, nor is it to be passed from one senior to the next when the senior/junior relationship ends.

When the relationship is terminated, all documentation is destroyed.

The counseling notes need not be elaborate or highly formalized but should be specific and detailed enough to provide at least the following information:

- (1) The date of the counseling session,
- (2) The name of the Marine who received the counseling,
- (3) The subjects that were discussed, and/or
- (4) The targets/tasks that were set

The senior must pay continuing attention to what happens after the counseling session. From time to time, the senior should refer to the performance targets agreed to at the session and make a judgment as to how well the junior is meeting them. The senior should continue to encourage and reinforce good performance and help the junior correct deficiencies. In this process, the senior can use the subjects of the counseling session and the targets that were set as a framework for the continuing efforts to help the junior improve and maintain a high level of performance.

Financial Management Plan

Detailed instructions for completing the Marine Corps Mentoring Program (MCMP) Guidebook, but here are some general guidelines for budgeting:

If your basic expenses (not including debt payments) are greater than your income, attempt to reduce your expenses or supplement your income to bring these figures into balance. Expenses for housing, food, utilities, and transportation to work are called 'essential' living expenses and should be given priority over less essential expenses if your budget is out of balance.

If your monthly income will pay your basic expenses but not any or all of your debt payments, focus again on increasing your income and trimming your expenses. You may also want to explore lowering your monthly debt payments by negotiating with your creditors, taking out a consolidation loan, or working with a credit counseling agency.

Remember to be patient and to give yourself time to get your budget in order. Consult financial professionals, books, friends, or others who can provide tips and support as you make progress. It may take some effort to achieve your financial goals but the benefits will be worth it!

Sample Biographical Information

BIOGRAPHICAL BACKGROUND

Name:

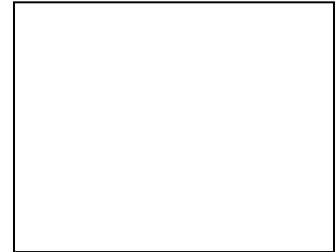
Grade:

MOS(S):

DOB/POB:

Spouse's Name:

T/O Billet Title:



Photo

CHRONOLOGICAL RECORD OF MILITARY SERVICE

DATES

UNITS

BILLETS HELD

MILITARY EDUCATION

DATES

MILITARY SCHOOLS/COURSES ATTENDED

CIVILIAN EDUCATION

DATES

DEGREE OBTAINED

NAME OF SCHOOL

PERSONAL AWARDS

MEDAL

DATES

PROMOTIONS

GRADE

MONTH AND YEAR

MISCELLANEOUS

Home of Record:

Children/DOB:

Interests/Hobbies:

Biographical Narrative

Sample Mission and Goals Form

Paragraph 1: Situation

Completed by the Mentee	Mentee Name:		RUC:
	Mentor Name:		UIC:
	Unit Address:		
	Administrative Questionnaire:		
	Are there any known current medical problems that may interfere with your ability to perform your job?	Yes / No	Notes:
	Are there any known current problems that hinder your ability to perform physical training?	Yes / No	Notes:
	Are there any current existing family problems that you are seeking assistance with or receiving counseling?	Yes / No	Notes:
	Are there any current known financial problems that you are having?	Yes / No	Notes:
Are you currently married? Do you have children?	Yes / No	Spouses's Name: Children's Name(s):	
Is your spouse a service member?	Yes / No	Notes:	

Paragraph 2: Mission

Unit Mission:
Marine's critical role in support of the unit's mission:

Paragraph 3: Execution

Mentee	Identified Strengths:	Identified Weaknesses:
	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ _____

Goals (Specific, measurable, attainable, realistic, time-bound)

Completed by the Mentee	Area	Short-Term (TBS)	Long-Term (post TBS)
	Professional Goals	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
Personal Goals	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	

Tasks (action plan for accomplishing goals)

Mentor	Action Steps	Deadline

Mentor Signature & Date

Mentee Signature & Date

Mentor	Mentor's Notes:

Sample honor, Courage, Commitment (HCC) Assessment

Mentee Name:	Date:
Mentor Name:	Individual CRP%:

N = Needs Assistance E = Effective

Honor: Integrity, Responsibility, Accountability

H1 Leads by example	
H2 Upholds the reputation of the Marine Corps & acts Marine-like at all times (24/7)	
H3 Seeks responsibility and accepts responsibility for success / failures of Marines	
H4 Respects self and others	
H5 Maintains high levels of mental development	
H6 Maintains high level of emotional stability	
H7 Maintains high level of physical readiness	
H8 Maintains high level of spiritual strength	
H9 Does the right thing when no one is looking	

Courage: Do the right thing, in the right way, for the right reasons

C1 Does the right thing even when unpopular or difficult	
C2 Holds others accountable to Marine Corps standards (24/7)	
C3 Takes ownership of difficult situations even if beyond the scope of regular duties	
C4 Admits to shortcomings and mistakes	
C5 Obeys all lawful orders and regulations	
C6 Refuses to participate in inappropriate behavior despite social pressure on leave / liberty	
C7 Takes ownership of and seeks assistance in dealing with difficult personal situations	
C8 Assists subordinates in taking on difficult personal situations	
C9 Obeys the law at all times	

Commitment: Dedication to mission. Devotion. Always makes a positive impact.

Co1 Shows enthusiasm in being a Marine and inspires others	
Co2 Demonstrates situational awareness and sound judgment	
Co3 Is prepared for deployment and redeployment	
Co4 Sharpens common combat skills	
Co5 Pursues professional development by utilizing the MOS Roadmap	
Co6 Acts responsibly in the use and care of equipment and assets	
Co7 Accomplishes tasks in a timely manner, no matter what the conditions	
Co8 Provides for support and welfare of family	
Co9 Ensures family is prepared for separations and reunions	
Co10 Lives within means (budgeting, spending, saving)	
Co11 Operates PMV / POV responsibly	
Co12 Acts responsibly during recreational activities	
Co13 Avoids alcohol abuse and has zero tolerance for drug use	
Co14 Looks after the welfare of other Marines on leave or liberty	
Co15 Develops game plans, takes needed steps to minimize risks	

Sample Common Combat Skills Checklist

Marine Mentee Name:				Date:	
Military Skills		Last Score	Date	Projected Score	Date
BLOCK TRAINING	Annual				
PFT	Annual				
CFT	Annual				
Weigh-in	Semi-Annual				
NBC	Annual				
Rifle Range	Annual				
Pistol Range	Annual				
BST	Annual				
Swim Qual	Annual				
MCMAP	Weekly				
Required Classes		Previous		Next	
STD/HIV PREV	Annual				
Suicide Awareness	Annual				
Alcohol/Drug Prev.	Annual				
*Tobacco Cessation	As Required				
Stress Management	As Required				
Leadership		Previous		Next	
Counseling	As Required				
**Equal Op Program	Annual				
**Security Training	Annual				
Motorcycle Safety	As Required				
Driver Improvement	As Required				
Troop Info Program	On-Going				
Family Planning	Check-In				
Financial Planning	As Required				
PME	Current Course	Projected Completion Date			
Distance Education					
Resident PME					
Prof. Reading					
Cmd. Sponsor PME					
Off Duty Education					
Mission Oriented Training		Previous		Next	
MOS Training	As Required				
W/C Supv. Training	Quarterly				
**Job Safety Trng	Annual				
**Haz. Comm.	Annual				

Sample Common Combat Skills Checklist (cont)

Administrative/Health			Item	
Gas Mask		Trousers		Blood Type
Blouse		Cover		Helmet
Inserts		Boots		MOPP Suit
Recall Info				
Next Of Kin Info				
Mil. ID & ID Tags				
Gas Mask		GLASSES		ALLERGY TAGS
Size:				
		SPARE		GAS MASK INSERTS
Family Care Plan##				
DEERS		Spouse		Children Qty: _____
Will				
Power of Attorney				
S.G.L.I.				
R.E.D.				
Family S.G.L.I.				
Family Dental Plan				
Exceptional Family Member Program				
Fit Reps/Pro-Cons				
Medical Readiness				
Physical Exam		Date:		Notes:
Dental Exam		Date:		Notes: Class:
Vaccinations		Notes:		
Vision		Notes:		
Hearing		Notes:		
Medications		Notes:		
Allergies		Notes:		
Flight Physical Exam		Date:		Notes:
Notes:				
* Not mandatory, but should be made available by the command.				
** Training required upon check-in to the command				
*** To satisfy PME requirements and become more competitive for promotion, enlisted Marines should complete appropriate distance education and attend resident course for their grade (requirements for grade are outlined in the Annual Training Plan.				
# Personnel requiring Corrected vision				
## Dual Military and Single Parents				
### Married or Single with family members only				

Combat Readiness Percentage (CRP%)

Combat Readiness is a term used throughout the Marine Corps to assess a unit's level of preparedness for deployment and combat. Combat Readiness can also be assessed at an individual level.

Based on the Marine mentee's strengths and improvement areas as indicated from his/her HCC assessment and your personal judgment, categorize the mentee's Level of Combat Readiness using the table below. Indicate the Marine mentee's CRP % at the top of the HCC Assessment page. Also record the Marine mentee's CRP% on the Team Combat Readiness page.

Levels of Readiness	Description	CRP %
Not Combat Ready Immediate risk	Marine may be an immediate risk to self, others, and/or unit due to serious personal or professional issues (possible examples include multiple DUI/DWI, suicidal tendencies, severe depression, pending court martial, etc.)	25
Not Combat Ready	Marine may not be combat ready due to significant issues either personally or professionally that impact performance (possible examples include NJP, significant financial or family problems, unqualified on rifle range, failed PFT, etc.).	50
Combat Ready	Marine's performance is effective yet has improvement areas either personally or professionally which have the potential to be problematic or distracting (possible examples include minor financial problems, change in marital/family status, change in billet or responsibilities, etc.).	75
Expeditionary	Marine's performance is highly effective and at most, has only a few minor areas for improvement.	100

Sample Counseling Worksheet

Name: _____ Last 4: _____ Date: _____

Grade: _____ MOS: _____ Billet: _____

Agenda / Subjects Discussed

Targets for Coming Period or Tasks Assigned

Major Accomplishments / or Comments

Signed:

Marine Counseled: _____

Marine Performing Counseling: _____

Target Date for Next Session: _____

Sample Privacy Notice

PRIVACY NOTICE

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose of this questionnaire and how the collected data will be used. Please read it carefully.

AUTHORITY: 10 U.S.C. § 5047

PRINCIPAL PURPOSE: Information collected in this questionnaire will be used by Marine Corps leadership for the specific purpose of counseling Marines with regard to their professional and/or personal improvement.

ROUTINE USES: None. Your survey form will be treated as confidential and identifying information will be available only to leadership members in your chain of command for the purpose of counseling and mentoring. This questionnaire and any associated counseling/mentoring records will be maintained in local files and will be destroyed after 2 years or upon detachment from your current unit, whichever comes first.

DISCLOSURE: Providing information on this questionnaire is voluntary. However, failure to provide the requested information may result in a failure of Marine Corps leadership's ability to provide you effective mentoring and counseling for the purpose of ensuring success in your professional and/or personal development.

Sample Financial Management Plan (separate file)

POV Inspection Checklist

At least a two-week period should be allowed to ensure timely repairs.

Item/What to Check	Look for Possible Deficiencies	Check-Off	
Tires Condition **Note, the mixing of radial tires and bias-ply tires is unsafe.	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, and breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>	Front	Rear
Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
Lights Head lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
Tail lights	Lenses intact, tail light working when turned on (red)	Left	Right
Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
Turn Signal	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front	Rear
Backup lights	Lenses intact, left and right backup lights work (White Light)	Front	Rear
Four way flashers	Lenses intact, does light stay on	Left	Right
License plate light	Works	Pass	Fail
Windshield/Window wipers Windshield	Not cracked, broken or scratched to the degree that impairs Vision	Pass	Fail
Rear Window	Not cracked, broken or scratched to the degree that impairs Vision	Pass	Fail
Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
Window controls	Check handles, push electric buttons	Front	Rear
Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail
Mirror Mirror Outside	Missing, cracked	Left	Right
Mirror Inside	Missing, cracked	Pass	Fail
Bumpers Bumper Front	Missing, loose, broken	Pass	Fail
Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
Brakes Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail

POV Inspection Checklist (cont)

Item/What to Check	Look for Possible Deficiencies	Check-Off
Interior		
Horn	Does it work	Pass Fail
Defroster Front	Ensure hot air blows out above the dash	Pass Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass Fail
Heater	Ensure heater works	Pass Fail
Seatbelts		Pass Fail
Seatbelt Front/Rear (Include shoulder harness during inspection)	Missing, frayed, does not snap Seat belts lock when pulled hard	Front Rear
Pass Fail		
License/Decals/Insurance		
State Drivers License	Expired, missing Pass Fail	Pass Fail
Installation decal	Missing, needs replacing Pass Fail	Pass Fail
License Plate	Expired, check sticker/decal to ensure plate is current Pass Fail	Pass Fail
Insurance	Does the operator have valid insurance Pass Fail	Pass Fail
Under the hood fluids		Pass Fail
Brake Master Cylinder	Filled to appropriate level	Pass Fail
Windshield washer	Windshield washer fluid	Pass Fail
Battery	Check the water level or color indicator on the battery	Pass Fail
Power Steering	Filled to appropriate level	Pass Fail
Hoses	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass Fail
Battery	Terminals, clean and tight, held down securely	Pass Fail

Inspector's Name: _____ Signature: _____

Operator Name: _____ Signature: _____

Mentor's Approval: _____

Date inspection was conducted: _____

Date follow-up inspection was conducted: _____

Leave/Liberty/or Holiday: _____

Inspection checklist can be revised based on local requirements - e.g., snow tires/chains