



UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 24
1ST MARINE AIRCRAFT WING, FMF
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IN REPLY REFER TO:
3000
CO
9 Oct 25

POLICY LETTER 4-25

From: Commanding Officer
To: Distribution List

Subj: COMMANDER'S INTENT FOR LEADERSHIP AND COUNSELING

Ref: (a) NAVMC 2795, USMC User's Guide to Counseling
(b) MCO 1500.61, Marine Leader Development
(c) MCO 1500.60 Force Preservation Council (FPC) Program
(d) MCWP 6-10 Leading Marines
(e) MCTP 6-10A Sustaining the Transformation
(f) USMC Leadership Traits and Principles
(g) NCO and SNCO Creed
(h) MARADMIN 680/11

Encl: (1) Marine Leader Development Initial Counseling
(2) Marine Leader Development Subsequent Counseling
(3) Counseling Certification Letter

1. Situation. This policy letter establishes the Marine Aircraft Group 24 commitment to providing close personal leadership and effective counseling to every Marine and Sailor of Marine Aircraft Group 24.

2. Mission. Commanders and leaders at all levels will exercise engaged leadership to preserve and protect the force, develop Marines and Sailors to their full potential, and support expeditionary combat readiness.

3. Execution

a. Commander's Intent. The concept of engaged leadership is not a new one to Marines and Sailors, but rather a practice embedded within the historical foundations of our Corps. Engaged close and personal leadership is aimed at helping Marines and Sailors maintain the highest standards of behavior on duty, during liberty, and on leave; 24 hours a day, 7 days a week. The desired end state is that every Marine and Sailor in the Group is counseled monthly or quarterly, depending on rank, and the counseling is documented appropriately as required by the references. Documenting these actions in record jackets, Commander's handbook, and Command Individual Risk and Resiliency Assessment System (CIRRAS) will help preserve and protect the individual Marine/Sailor, our most valuable asset.

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b. Concept of Operations. Commanders will ensure that all Marines and Sailors are mentored and counseled in accordance with the references and the Marine Leader Development (MLD).

c. Tasks. Primary Staff Officers and Headquarter Company Commander.

(1) No later than (NLT) 31 October 2025, ensure Officer/Staff Noncommissioned Officer (SNCO) teams review the Record of Emergency Data (RED) and Family Care Plan (FCP) via the Electronic Service Record (ESR) on Marine online (MOL). Ensure Officer/SNCO review their Marines financial stability and help in finding any pay errors or assist with financial concerns. A useful tool is the Commanding Officer's Financial Worksheet found in MCO 1326.6. After 31 October, Officers/SNCO will review the ESR of every new join within 30 days of arrival. All RED's must be recertified quarterly by the individual Marine and reviewed by the Officer/SNCO.

(2) Officer/SNCO/NCO teams will counsel each E-3 and below Marine and Sailor monthly. They will counsel each E4 and above quarterly. The counseling sessions should focus on the MLD six "F's" of Fidelity, Fighter, Fitness, Family, Finances, and Future. In short this will cover the member's background, his or her short and long-term goals, work performance, financial stability, personal, and professional concerns.

(3) Maintain a Platoon Commander's notebook for each Marine or Sailor physically or electronically. The notebook should contain the counseling sessions recorded through the MLD. MLD is an engaged leadership, goal oriented, counseling session. As leaders establish their relationship, they have an initial form and subsequent form used for counseling or mentoring. These sheets in Encl (1) and (2) are used to counsel the Marine or Sailor on their unit, section, and individual mission. They are given a billet description to establish responsibilities. The subsequent form is used to identify the (6) functional areas, goals, action steps to achieve said goals/status, and establish a deadline. These can be maintained electronically or a counseling jacket. There are also guided discussions that can be used in Lance Corporal Leadership and Ethics Seminar or Corporal's Courses.

(4) NLT the 30th of each month, beginning December 30, 2025, Primary Staff Officers and Commanders will provide a letter addressed to the Group Commander certifying that Marines and Sailors have been counseled. This letter will be provided on naval letterhead. See Encl (3) of this policy letter. Email is not an acceptable option.

d. Coordinating Instruction

(1) Commanders and Command Senior Enlisted Leaders will ensure all leaders understand the requirements in this policy and provide guidance in completion of tasks.

(2) While commanders will ensure that white space is provided in weekly schedules for counseling. They will also drive home a mindset that counseling can be done at anytime, anywhere.

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4. Administration and Logistics. MCMP materials are available from the Training and Education Command, website at <http://www.tecom.usmc.mil/>.

5. Command and Signal

a. Command. This policy letter is applicable to the Marines and Sailors of the Marine Aircraft Group 24

b. Signal. This policy letter is effective on the date signed.

M. A. BLEJSKI

DISTRIBUTION: A

MLD Initial Counseling Form
Completed by the Leader

Date:

NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	UNIT / SECTION
GRADE & NAME OF LEADER		

Introduction/Welcome Aboard:

Unit Mission:

Section Mission:

Marine's or Sailor's critical role in support of the unit mission:

Billet Description/Responsibilities:

Next Steps:

- Leader: Make a copy of completed LDP Initial Counseling Form and provide to the Marine or Sailor. In addition, provide a blank copy of Second/Subsequent Counseling Form, explain its purpose and arrange for the second or subsequent session (respectively).
- Marine or Sailor: Review Initial Counseling Form (Unit Mission, Section Mission, Critical Role, Billet Description/Responsibilities in particular) prior to second/subsequent session. Complete Second/Subsequent form prior to the second session and be prepared to discuss personal and professional goals within first 15 days.

Instructions for completing the LDP Initial Counseling Form

The purpose of the *initial* counseling form is to establish rapport between the leader and Marine or Sailor and to set the conditions for their success in the unit. The leader will ask simple questions including those about where the Marine or Sailor came from and if he or she wishes to discuss any family/personal issues. The Before the *First* session ends, the leader will set-up a second session and encourage the Marine or Sailor to think about personal/professional goals as outlined on the sample coaching form found on the MCLD website.

1. **Date:** Date of session.
2. **Name:** Name of the Marine or Sailor.
3. **Grade:** Grade of the Marine or Sailor.
4. **Unit/Section:** Unit/Section of the Marine or Sailor.
5. **Name/Grade of Leader:** Name and grade of the leader.
6. **Introduction/Welcome Aboard:** The leader establishes rapport by asking a few questions about the Marine's or Sailor's previous duty station, billet, and if there are any family/personal issues they wish to discuss. Additional information in preparing for a coaching/counseling session can be found in NAVMC 2795 (USMC User's Guide to Counseling) in the "Future" section of the MCLD website: <https://www.mcu.usmc.mil/sites/leadership>
7. **Unit Mission:** Mission of Marine's or Sailor's unit.
8. **Section Mission:** Mission of Marine's or Sailor's section.
9. **Marine's/Sailor's critical role in support of the unit's mission:** In specific terms, the role of the Marine or Sailor in support of the unit's mission.
10. **Billet Description/Responsibilities:** For E-5 and above, reference (j) requires the Reporting Senior (RS) and Marine Reported On (MRO) to establish and formalize the MRO's billet description within 15-days of establishing the reporting relationship. The MCLD Order requires the leader to establish a billet description and responsibilities for E-4 and below during the first session as well.
11. **Next Steps:** Sets-up the second session by reviewing Second/Subsequent Coaching and Counseling Forms along with scheduling.

MLD Subsequent Counseling/Coaching Form
Completed by the Marine or Sailor

Date:

Reason for coaching (circle one): Second / subsequent

NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	UNIT / SECTION
GRADE & NAME OF LEADER		

Goals: (Specific, Measurable, Attainable, Realistic, Time-based)

<u>Functional Area & Goals</u>	<u>Action Steps to Achieve Goals & Goal Status</u>	<u>Deadline</u>
<u>Fidelity:</u>		
<u>Fighter:</u>		
<u>Fitness:</u>		
<u>Family:</u>		
<u>Finances:</u>		
<u>Future:</u>		

Instructions for completing the Second/Subsequent Coaching Form

The purpose of the subsequent coaching/ counseling session is to help a Marine or Sailor to establish goals and provide feedback on an informal basis. Coaching can be related to job performance and professional development but is not restricted to these areas. Progress or lack of progress of the goals outlined on the coaching form shall not be a part of the Marine's or Sailor's performance evaluation except in very rare circumstances. The individual Marine or Sailor completes the coaching form. To be most effective, goals must be SMART (Specific, Measurable, Attainable, Realistic, and Time-based).

1. **Date:** Date of session.
2. **Reason for coaching:** Reason for the session indicating whether second or subsequent.
3. **Name:** Name of the Marine or Sailor.
4. **Grade:** Grade of the Marine or Sailor.
5. **Unit/Section:** Unit/Section of the Marine or Sailor.
6. **Grade/Name of Leader:** Grade and name of the leader.
7. **Goals**
 - Functional Area & Goals: Marine or Sailor fills in specific goals for each of the six functional areas.
 - Action steps: Marine or Sailor lists steps to be taken IOT achieve his or her goals; status of goals (including those from previous sessions) should be reviewed.
 - Deadline: Marine or Sailor lists a deadline to achieve action steps.

Additional information in preparing for a coaching/counseling session can be found in NAVMC 2795 (USMC User's Guide to Counseling) in the "Future" section of the MCLD website:

<https://www.mcu.usmc.mil/sites/leadership>

Second/Subsequent Counseling Form
Completed by the Leader

Date:

Reason for counseling (circle one): Second / subsequent

NAME (LAST, FIRST, MIDDLE INITIAL)	GRADE	UNIT / SECTION
GRADE & NAME OF LEADER		

Billet Description/Responsibilities:

Billet Accomplishments:

Plan of action / Suggested resources:

Comments by Marine/Sailor:

Instructions for completing the Second/Subsequent Counseling Form

The purpose of the second/subsequent counseling session is to formalize or review a billet description, document billet accomplishments and ensure the Marine or Sailor is on-track for success. The leader completes the counseling form.

1. **Date:** Date of session.
2. **Reason for counseling:** Reason for the session indicating whether second or subsequent.
 - a. The leader should take a few minutes to review NAVMC 2795 (USMC User's Guide to Counseling). Suggested areas to focus on within NAVMC 2795 are as follows:
 - Para 1001 gives the purpose of counseling and its importance on developing Marines.
 - Chapter 2 reviews the process, practices and skill of counseling.
 - Chapter 3 reviews preparing for, opening, conducting and closing the session along with following-up after the session has been completed.
 - Chapter 4 provides an in-depth review of counseling practices and skills required to conduct an effective counseling session to include setting targets, problem solving, questioning, active listening, giving feedback, and planning for improvement.
 - Chapter 5 identifies some of the most common problems that arise in the counseling process for both the senior and the junior.
 - Additional information in preparing for a coaching/counseling session can be found in NAVMC 2795 (USMC User's Guide to Counseling) in the "Future" section of the MCLD website: <https://www.mcu.usmc.mil/sites/leadership>
3. **Name:** Name of the Marine or Sailor.
4. **Grade:** Grade of the Marine or Sailor.
5. **Unit/Section:** Unit/Section of the Marine or Sailor.
6. **Grade/Name of Leader:** Grade and name of the leader.
7. **Billet Description/Responsibilities:** Used to review/update billet description and responsibilities.
8. **Billet Accomplishments:** Used to document billet accomplishments.
9. **Plan of Action / Suggested Resources:** A plan of action and suggested resources for the Marine or Sailor. To be most effective, goals must be SMART (Specific, Measurable, Attainable, Relevant, and Time-based).
10. **Comments by Marine/Sailor:** Comments by the individual Marine or Sailor.



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From: First Lieutenant I am S. Motivated
To: Commanding Officer, Marine Aircraft Group-24

Subj: MONTHLY COUNSELING CERTIFICATION LETTER

1. I certify that S-1 has completed the Marine Leader Development counseling per Policy Letter 4-25 on 31 December 2025. Specifically:

- a. My Officers/ Staff Noncommissioned Officer team has conducted monthly counseling sessions with each individual Marine and Sailor.
- b. Additional note: The Command Individual Risk and Resiliency Assessment System (CIRRAS) has been validated.

I. S. MOTIVATED