



DEPARTMENT OF THE ARMY

[REDACTED]

[REDACTED]

07 October 2021

MEMORANDUM FOR RECORD

SUBJECT: Failure to Meet Plan of Action

1. On 30SEP21, I conducted a performance review counseling with 1SG [REDACTED]. This counseling addressed some areas of emphasis I have seen as lacking, as well as the perception within the company there is a level of favoritism between 1SG [REDACTED] and the orderly room NCO, SGT [REDACTED]. In the plan of action of this counseling, which was signed by 1SG [REDACTED] on 30 Sep21, I set a deadline of 1 OCT21 for SGT [REDACTED] to be removed from the orderly room and returned to the shop office in the Motorpool in order to protect the reputation of 1SG and the company.

2. On 06OCT21, I saw SGT [REDACTED] in the orderly room NCO office working at approximately 1400. At 1800 the same day, I asked 1SG [REDACTED] why I saw her in headquarters when I had directed a 01OCT21 deadline in the counseling. 1SG [REDACTED] stated he had no one to replace her and if he moved her, the orderly room would fall apart. While a valid concern, this was done without any consult with me concerning the plan of action in the 30SEP21 counseling.

3. Point of contact for this memorandum is the undersigned at [REDACTED] or [REDACTED].

[REDACTED]

CPT, [REDACTED]  
Commanding