

# Scheduling an Initial Counseling Appointment

## Step 1: Provide the SM Pre-Work

- 18 months before your SM's EAS, give your SM the Pre-Work handout
- Have your SM start working through each item

## Step 2: Verify Pre-Work Completion

- When the SM is done with the pre-work, have them return to you
- Check through their pre-work and verify completion
  - Check off each item on the 365 checklist
  - Record the date you checked each item on the 365 checklist
  - Sign the 365 checklist (ink or digital)

## Step 3: E-mail the installation you want the IC scheduled on using the template e-mail

- **\*\* DO NOT E-MAIL BOTH CAMPS\*\*** You will get hit with a No-Show on the dashboard
- Camp Lejeune IC: [cljc@usmc.mil](mailto:cljc@usmc.mil)
- New River IC: [nric@usmc.mil](mailto:nric@usmc.mil)
- Title the e-mail: IC for SM's Name
- Fill out the template e-mail
- Attach the SM's
  - Self-Assessment
  - Proof of ROOB completion
  - Completed and signed 365-checklist

## Step 4:

If you receive an IC denial e-mail:

- Follow the instructions in the e-mail
- Resubmit the template e-mail and attachments to the appropriate installation IC e-mail address

If you receive an IC appointment confirmation:

- Your IC request was approved and an appointment was scheduled
- Remind your SM to attend the IC appointment so you do not show up on the No Show list

Tutorial and Documents: <https://rise.articulate.com/share/mEkAF1e7WrxjTs1UHI6disWq49uMiEy>