

RRB-__

Performance Improvement Plan (PIP)
Addendum to DA4856 Performance Counseling

TO: (insert Soldiers name)
FROM: (insert FLL name)
DATE: (insert date)
RE: Performance Improvement Plan (PIP)

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate **Team/Command** expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas of Concern:

Bullet point issues and how employee's lack of performance and/or behavior has affected his/her co-workers, the company and clients/customers.

Enlistments YTD	# Days since Enlistment	Processors last 30 Days	+/- MSN YTD

Observations, Previous Discussions or Counseling:

Recap dates/times you have addressed the issues in the recent/relevant past. Reference previous documents when applicable.

Step 1: Improvement Objective: Areas of concern to be addressed:

#	Area	Comment
1.	Enlistments (closing)	
2.	Processing/Loss rate	
3.	Prospecting	

Step 2: Activity Objectives: Listed below are activities that will help you reach each objective:

Obj #	Activity	How to Accomplish	Completion
1	Set one qualified interview per day		COB DAILY
2			
3			

Step 3: Progress Checkpoints: The following schedule will be used to evaluate your progress in meeting your Improvement activities.

When	Activity	Type of Follow-up	Progress Expected	Notes
Daily				
Daily				
Daily				
Weekly				
Weekly				

Follow-up Updates: You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Progress
	7-Day Review	Area NCOIC	
	15-Day Review	TM SGM/CDR	
	22-Day Review	Area NCOIC	
	30 Day Review	TM SGM/CDR	

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a **30 day**-day PIP. This plan is intended to improve performance and to create lasting positive behaviors that will reduce future performance lapses.

During this time you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in disciplinary action. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including removal from the AGR program. The PIP will remain in place for the entire time period indicated.

Team Leadership Review and Approval: *Must be completed before presented to the Soldier.*

Leader	Comments	Approval
Production TM SGM		
Production TM CDR		

Signatures:

Print Soldier Name: _____

Soldier Signature: _____

Date: _____

Area NCOIC Signature: _____

Date: _____