

TAB A (Instructions to First line Supervisors) to Annex A (Soldier Well Being Checklist/Risk Assessment) to Fort Riley OPORD 04-14 (Soldier Well Being Checklist/Risk Assessment)

1. Review Checklist prior to counseling your Soldier. There may be some questions you should already know the answer to. If there is a question you know the answer to, and if the answer to the question would cause the Soldier to incriminate themselves, you should not ask that particular question. Simply answer the question with the information you possess through your supervision of the Soldier.
2. Bring in the Soldier and have them review and sign the Privacy Act statement indicating that they understand they don't have to answer any question that would incriminate them in any type of misconduct but are required to provide answers to the other questions on the checklist. Specifically, those questions that may require incriminating answers are questions 3, 4, 5, 13, 26, 29, and 31.
3. This is a risk assessment tool and is not to be used as an investigative tool.
4. If you have a Soldier pending UCMJ action, then do not ask any questions about the suspected offenses. For example, if you have a Soldier who has tested positive for drugs, don't ask the Soldier the question about being involved in a drug related incident within the last 6 months. If you have any questions about whether an answer to a question will incriminate a Soldier, contact your trial counsel before you bring the Soldier in for counseling.

This document contains personal information that may not be released outside the chain of command except to those agencies that have a need to know in order to treat the Soldier. Only those in the chain of command with a need to know should have access to this document. The document should be kept in a secure location in the Soldier's unit file.