

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name <i>(Last, First, MI)</i>	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)*

Event-Oriented Counseling: SGT _____, you are being counseled for the following upcoming events:

- Preparation for the 5 January 2015 promotion board
- Preparation plan for Advanced Leader Course (ALC)

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

On 1 February 2015, SGT _____, you are being counseled for the following:

Promotion Board:

You have been recommended to attend the promotion board for SSG, due to your leadership potential. You are currently scheduled to attend on 4 May 2015.

We will devise a board study plan to help you prepare for this board.

In order to give you a general feeling for the board proceeding, I will coordinate two mock boards: 15 March 2015 (Section Level) and 7 April 2015 (Company Level).

You will be given a Memorandum for Instruction (MOI) for your board and we will reviewed all the requirements and subjects for the board.

You will take your Army Service Uniform to the cleaners for dry cleaning and I will assist you with placement of your awards/decorations. During your mock boards the uniform is: Uniform on hanger with awards and decorations -15 March 2015 (Section Level) and Full Dress -7 April 2015 (Company Level)

I have reviewed your ERB for deficiencies and you are scheduled to correct these errors with S-1 on 1 May 2015 at 0900. Bring your supporting documentation to this appointment.

SGT _____, once you have been recommend for promotion to SSG, your name is placed on the Order of Merit (OML) at HRC for attendance to ALC. You must be prepared to go with 30 days after board. I will help you prepare for this Noncommissioned Officer Education School (NCOES).

Preparation for ALC:

I will verify you have completed Self Structured Development (SSD) 2.

In accordance with (IAW) Army Regulation 350-1, appendix K, paragraph d (2), students scheduled to attend selected PME courses (ALC and SLC) will be notified through ATRRS to participate in a Multi-Source Assessment and Feedback (MSAF).

Review the ALC Pre-execution Checklist to ensure that you meet all requirements. Your checklist will be reviewed by myself and the First Sergeant. Then it is sent to the Battalion CSM for approval, prior to departure.

You will take a record APFT 30 days prior to attendance in the course. This date will be determined by S-3 Schools. You will be given a APFT and Body

Compositionn screening within the first two days of the course, by the cadre at ALC.

Review the ALC packing list. Begin to check your equipment for serviceability and accountability. If items need to be exchanged at CIF, let me know. Do not go out and buy items on the checklist, because the Supply Room or myself may have the items you are missing.

You will be selected by HRC for attendance. Focus on the board for now and we will go over the checklist and your requirements after.

Ensure that you have adequate childcare available during the time you're in ALC.

Ensure you have your bills set up for automatic pay or somebody taking care of it.

We must continue to communicate throughout the duration of the course. At a minimum, every Friday. If for some reason you fail any exam the first time, you must notify me immediately.

You will be conducting PRT throughout the next month and I will help you assist you in your preparation of the platoon PRT plan and its execution.

Attachments- Promotion Board Memorandum for Instruction (MOI)

ALC Packing List

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment *(other than rehabilitative transfers)*, separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

_____ I will review the MOI for the promotion board and study the appropriate sections

_____ I will devise study group plan times in preparation for the board.

_____ I will complete SSD 2.

_____ I will submit my MSAF 360 assessment.

_____ I will begin to review the ALC Pre-execution/Packing list.

_____ I will build a plan for conducting platoon PRT.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

I will provide an updated MOI for the promotion board

I will supervise study groups

I will inspect your uniform

I will coordinate the mock boards

I will provide a updated ALC Packing list

I will review your plan for conducting PRT

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.