

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; 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 and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Smith, Joseph M.	Rank/Grade SGT/E-5	Social Security No. 987-65-1234	Date of Counseling 10 December 2010
Organization 124th Brigade Support Battalion, 6th BCT, 1st AD		Name and Title of Counselor SSG Christopher B. Mercury Career 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.)

Professional Growth Counseling

You have been identified as being issued a permanent profile with a numeric designator of 3 or 4 as indicated on a DA Form 3349. Based on the numeric identifier, you are required to be processed IAW the guidance of HRC under the MOS Administrative Retention Review (MAR2) Program.

*** COUNSELOR WILL NOT DISCUSS MEDICAL ISSUES AND WILL ONLY ADVISE ON ADMINISTRATIVE/MOS PROCESSING*****

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

1. I acknowledge notification of my pending MAR2 decision and understand that: (initial after each statement to indicate you fully understand and all questions have been addressed)
2. This is NOT a separation determination. This process is designed to determine if I can physically perform my PMOS in accordance with DA Pam 611-21, Table 10 in a deployed/field environment. _____
3. I understand that if I am currently on Assignment Instructions, when my MAR2 packet is forwarded to HRC, they will take that into account and defer me up to 60 days pending MAR2 determination and I can address that in my statement. _____
4. If I am currently on assignment for duties in my current PMOS and the decision to reclassify me is the final outcome, I will be taken off my current assignment and scheduled for training in another PMOS and place on assignment instructions IAW needs of the Army. _____
5. I understand that if HRC determines that I be reclassified, my training start date may be within 90 days and I may be required to go to training in a TDY enroute (PCS) status and I will be required to reenlist or extend to meet any service remaining requirement for that training/assignment. _____
6. I understand that if another PMOS cannot be found for me based on my physical limitations or qualifications IAW DA PAM 611-21, I may be referred to an MEB. _____
7. I understand that I will remain otherwise eligible for promotion during the MAR2 process. _____
8. I understand that while being processed under the MAR2, I am ineligible to attend training for which the U.S. Army Training and Doctrine Command (TRADOC) until the MAR2 processing is completed. _____
9. I understand that if my MAR2 decision is to retain in current PMOS or reclassify, I will still be required to meet the graduation requirements for my next level NCOES course. I will not be eligible for promotion to the next higher grade without it. _____
10. I do or do not (circle one) have other medical conditions that I am under profile for or am pending surgery for _____

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 understand that I have the option to submit a statement to be included in my MAR2 packet. The suspense to the BN Career Counselor or Company Commander is _____ (timeframe will be established by Bn/Co Cdrs). I further understand that if I do not submit a statement within the timeframe, my MAR2 packet will continue to be processed without my statement for a decision to be made by HRC. _____

I understand that after receipt of the MAR2 decision, I have 5 days to submit an appeal. Appeals must be based on material error or missing documents from the Soldier's MAR2 packet. Appeals must be in writing (memorandum format) and submitted through the Post Retention Office who will submit to HRC. My appeal does not require chain of command endorsement. Approval/Disapproval authority is the Director of Enlisted Personnel Management Directorate, a Brigadier General position within HRC. _____

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 understand that I have my current Chain of Command, NCO Support Channel, and Career Counselors to assist me with any questions, concerns or support I may need to complete my statement _____

POC and phone number for Career Counselors: _____

Signature of Individual Counseled: _____ Date: _____

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

Career Counselor is responsible to ensure the Soldier and NCO Support Channel and Chain of Command are briefed and fully understand the HQDA MAR2 guidance.

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.)

Career Counselor will notify Cdr and counsel Soldier upon receipt of HRC MAR2 adjudication and give Soldier a copy.

If Soldier is eligible and desires to appeal, Career Counselor will assist the Soldier with any administrative assistance needed and ensure the appeal is forwarded to the Installation Retention Office within 5 working days.

If directed to reclassify, Career Counselor will ensure that the Soldier is aware of the BDE/BN/CO PCS policies/levy briefs and inform the Soldiers BN S1 of the class training start date.

If the HRC adjudication refers the Soldier to an MEB, Career Counselor will ensure the Soldier reports to the MEB office and report back to the Installation Retention Office of the date so the MAR2 tracker can be closed out.

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

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