

LOST PERSONAL ID TAG COUNSELING

Use this form when
Soldier is not in possession of
their ID tags.

References
AR 600-8-14

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:	10 USC 3011, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE:	Assist leader in conducting and recording counseling of reporting subordinates.
ROUTINE USES:	The following Routine Uses set forth at the beginning of the Army's computer systems or records notices also apply to this system.
DISCLOSURE:	Use of this information is limited to the Army.
Name (Last, First, MI)	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: Loss of Personal Identification Tags To discuss impact of losing personal identification tags.	
PART III - SUMMARY OF COUNSELING	
Complete this section during or immediately subsequent to counseling.	
Key Points of Discussion: {INSERT RANK & NAME} on or about {INSERT TIME & DATE} it was brought to my attention through {INSPECTION/READINESS REVIEW/VERBAL REPORT} that you lost your personal identification tags. These tags are part of your uniform and are subject to inspection. IAW AR 600-8-14 you are required to wear your ID tags in a field environment, while traveling in an aircraft, and when outside the United States. In addition, ID tags are government property and not personal effects. You must take proper action to secure your identification tags. Separation Notice: I am counseling you for the conduct noted above. Failure to correct your conduct or performance may result in one or more of the following actions: bar to re-enlistment, administrative action including separation from the service, or punishment under the UCMJ. Separation can result in involuntary separation from the service under AR 635-200, Chapter 5, 11, 13, or 14. If you are involuntarily separated, you could receive an Honorable, General Under Honorable Conditions, Under other than honorable, honorable Conditions, or Uncharacterized discharge. An Honorable discharge may be awarded under Chapter 5, 13, and 14. An Uncharacterized discharge may be awarded under Chapter 11. A General Under Honorable Conditions discharge may be awarded for a Chapter 5, 13, and 14. An Other than Honorable Conditions discharge may be awarded for chapter 14. If you receive an Honorable Discharge, you will be qualified for most benefits resulting from military service. An involuntary honorable Discharge, however, will disqualify you from reenlistment for some period of time and may disqualify you from receiving transitional benefits (e.g., commissary, housing, health benefits) and the Montgomery GI Bill if you have not met other program requirements. If you receive a General Discharge, you will be disqualified from reenlisting in the service for some period of time and you will be ineligible for some military and VA administered benefits, including the Montgomery GI Bill. If you receive a discharge Under Other Than Honorable Conditions, you will be ineligible for reenlistment and for most benefits, including payments of accrued leave, transitional benefits, the Montgomery GI Bill, and possibly transportation of dependents and household goods to home. You may also face difficulty in obtaining civilian employment as employers have a low regard for General and Under Other Than Honorable conditions discharges. Although there are agencies to which you may apply to have your characterization of service changed, it is unlikely that such application will be successful. _____ (Soldier's initials)	
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.	

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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)

Your supervisor will immediately help you acquire a new set of ID tags
Soldier will read AR 600-8-14 as it pertains to ID tags
Soldier designated additional duty of **Identification Tag Monitor** and must monitor the status of identification tags in the unit.
You will give a class on {INSERT DATE} at {TIME} for {INSERT LENGTH OF CLASS} to the members of the {ELEMENT} as to the importance of maintaining proper accountability of ID tags and the important purpose they serve.
Follow up regarding this counseling will be conducted on: {INSERT DATE}
Soldier voluntarily provided the following reason for this incident:

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: agrees disagrees with the information above
Individual counseled remarks: _____

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Signature of Individual Counseled: _____ Date: _____

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

- Ensure Soldier understands that further misconduct will be handled in a more serious manner
- Verify Soldier obtains new ID tags
- Ensure Soldier receives appointment orders for additional duty
- Provide copy of AR 600-8-14 for Soldier
- Review class and attend presentation
- Conduct follow-up as scheduled
- Review and discuss separation statement with the Soldier

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.)

Soldier successfully completed plan of action
Soldier failed to properly prepare for his class on {INSERT DATE}. Soldier will present the class on {INSERT DATE}.
Soldier refused to execute plan of action to standard. Matter referred to chain of command for resolution.
Soldier completed plan of action to standard and has executed additional duty to standard.

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

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

REVERSE, DA FORM 4856, AUG 2010

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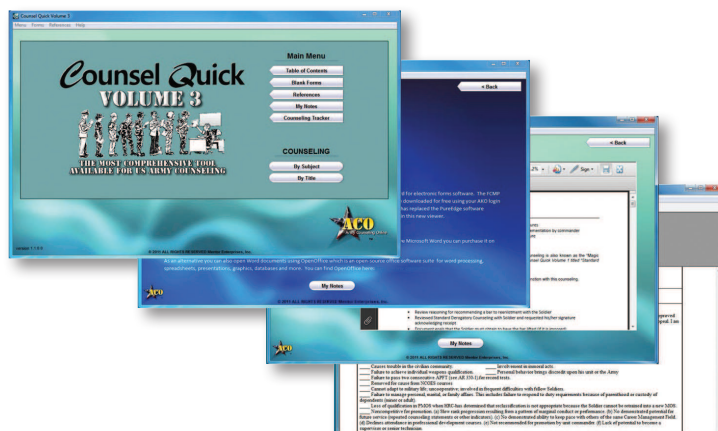
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