

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.
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.)*

Performance/Professional counseling:

The purpose of this counseling is to notify you that you have accumulated _____ unexcused absences within a continuous 12 month period. You will be separated from the Selected Reserve (SELRES) as required by the applicable authority.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Per AR 135-91, you are required to participate in at least 48 scheduled unit training assemblies, and not less than 14 days of annual training. Unless excused by the commander or granted a leave of absence failure to participate will result in an unexcused absence. Accrual of nine or more unexcused absences during any continuous 12 month period is considered unsatisfactory participation.

As an unsatisfactory participant you may be processed for separation from the Selected Reserve either by reassignment to the Inactive Ready Reserve (IRR) IAW AR 140-10, paragraph 4-15 or discharge IAW AR 135-178 chapter 13. Separation could result in pay grade reduction IAW AR 600-8-19 and an "other than honorable" discharge.

IAW AR 135-7 educational entitlements under the Montgomery GI Bill Chapter 1606 and incentives, such as, enlistment bonuses, reenlistment bonuses, and loan repayments will terminate. The unearned portion of a previous disbursement may be subject to recoupment upon separation from your TPU (troop program unit) status.

Title 38 of the United States Code, section 1969, requires the uniformed services to remit amounts for Servicemember Group Life Insurance (SGLI) coverage that is equal to the deduction which should have been made for members who are provided full-time or part-time coverage and who are not receiving pay. DoD is responsible for seeking reimbursement from the member for the cost of the coverage provided to those not receiving pay. Therefore, if you receive coverage under the SGLI failure to satisfactory participate in a TPU may result in a debt accrual of your monthly contributions.

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)

Upon completion of this counseling session, I understand that:
(Soldier must initial applicable response)

_____ I will be reassigned to the IRR IAW AR 140-10, paragraph 4-15. Reassignment from the IRR into a TPU will require approval from the commander of the unit in which I wish to reaffiliate and will be contingent upon meeting the reassignment eligibility per AR 140-10 and may based upon unit position vacancy.

_____ I will be discharged from the SELRES IAW AR 135-178 chapter 13. If I should wish to reaffiliate with the SELRES, I must process through the Military Entrance Processing Station. I will be required to meet the prior service enlistment eligibility of AR 601-210.

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:

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.