

**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 (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 Counseling,  
Common Access Card (CAC) Security (HIGHLY IMPORTANT NOT TO LOSE).  
You may refer to AR 600-8-14 for penalties for misuse of ID cards: 1.7. Penalties for Misuse of ID Cards. Any person willfully altering, damaging, lending, counterfeiting or using ID cards in an unauthorized manner is subject to fine, imprisonment, or both according to Title 18, U.S.C., Sections 499, 506, 509, 701, or 1001. You may refer to the Manual for Courts-Martial (MCM), Article 108: e.(2) Through neglect damaging, destroying, or losing, or through neglect suffering to be lost, damaged, destroyed, sold, or wrongfully disposed of, military property. (a) Of a value or damage of \$500.00 or less. Confinement for 6 months, and forfeiture of two-thirds pay per month for 6 months.

**PART III - SUMMARY OF COUNSELING****Complete this section during or immediately subsequent to counseling.****Key Points of Discussion:**

CAC and Your Privacy Privacy:  
The CAC meets or exceeds applicable privacy laws and Geneva Convention requirements. More importantly, the data it stores can only be accessed through secure CAC applications. In fact, the information stored on a CAC cannot be accessed without:  
o A Personal Identification Number (PIN)  
o System access to the secure CAC applications required to interpret the data  
To provide additional security, the card is:  
o Issued according to sound criteria of personnel identification  
o Resistant to identity fraud, tampering, counterfeiting, and exploitation  
o Designed to provide an electronic means of rapid authentication

Keeping Your CAC Secure:  
o you will need a personal identification number (PIN) to access information stored on a CAC. Only those authorized personnel who are granted access to the applications and secret keys can modify or delete the data added on the chip, and then only with your PIN.  
o To protect the information on your CAC, you should never tell anyone your PIN or write it down where it can be easily found. Your PIN should be kept secure at all times, just like your Social Security Number. Even if you enter the incorrect PIN three times consecutively, the card is designed to lock you out so you cannot access your information.  
o Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both. Unauthorized or fraudulent use of ID cards would exist if you used the card to obtain benefits and privileges to which you are not entitled. Examples of authorized photocopying include photocopying of DoD ID cards to facilitate medical care processing, check cashing, voting, tax matters, compliance with appendix 501 of title 50, U.S.C. (also known as "The Servicemember's Civil Relief Act"), or administering other military-related benefits to eligible beneficiaries.

Replacing Your Card  
If you lose your card, you shall be required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System (DEERS). Go to <http://www.dmdc.osd.mil/rsl/appj/site?execution=e2s1> to find nearest DEERS.

**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)*

o report lost card immediately to Chain of Command

o report lost to DEERS

o immediately go to RAPIDS site locator and get a new card issued.

o secure CAC card better

**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.**