DATA REQUIRED BY PRIVACY ACT OF 1974 PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates. ROUTINE USES: For subordinate leader development IAW FM22-100 . DISCLOSURE: Disclosure is voluntary. PART I-ADMINISTRATIVE DATA Name (Last,First,MI) Rank/Grade SSAN Date of Counseling
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Name (Last,First,MI) Rank/Grade SSAN Date of Counseling
Unit Name and Title of Counselor
PART II- BACKGROUND INFORMATION
Purpose of Counseling: (Circle one)ProfessionalPerformanceEventFacts and Observations:
PART III-SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling Key Points of Discussion:

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). Goals should be behavioral and specific.)	
Session Closing:	
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?)	
Signature of Counselor: Individual Counseled:	
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