

**UNITED STATES ARMY CADET CORPS
DEVELOPMENTAL COUNSELING FORM**

For use of this form, see FM 6-22 (FM 22-100); the proponent agency is G1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

The information collected on this form is used to assist leaders in conducting and recording counseling data pertaining to subordinates. Routine uses are for subordinate leader development IAW FM 6-22. Leaders should use this form as necessary. Disclosure is voluntary.

PART I – ADMINISTRATIVE DATA

SUBORDINATE'S NAME <i>(Last, First, Middle)</i>	RANK	SSN <i>(Last four digits)</i>	DATE OF COUNSELING <i>(YYYYMMDD)</i>
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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):*

PART III – SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

OTHER INSTRUCTIONS

This form will be destroyed after 12 months or upon transfer to another USAC unit, upon separation or retirement as a USAC officer or NCO. When this form is executed during a period of TDY, such as Annual Training or other national courses of instruction, this form will remain in the member's 201 file for 12 months, regardless of a transfer between units

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 specific time line for implementation and assessment (Part IV below):*

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 I 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.

INSTRUCTIONS FOR PREPARING USAC FORM 4856

(See FM 6-22, Army Leadership, for supplemental information and general information)

All entries explained below are for electronic or typewriter completion. If computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP code. When space for a particular item is insufficient, insert "see addendum" and continue the information on a separate page.

PART I – ADMINISTRATIVE DATA

SUBORDINATE'S NAME. Enter legal last, first, and middle name. Name must match legal documents such as birth certificate, social security, and driver's license.

RANK. Enter USAC rank of subordinate. For Cadets, enter C/ prior to rank (e.g., C/PVT).

SSN. Print last four digits of subordinate U.S. social security number in SSN block.

DATE OF COUNSELING. Enter date of counseling – use year (YYYY), month (MM), day (DD) numerical format.

PART II – BACKGROUND INFORMATION

PURPOSE OF COUNSELING. See paragraph B-53, Open the Session, in FM 6-22. The leader should annotate pertinent, specific, and objective facts and observations made. If applicable, the leader and subordinate start the counseling session by reviewing the status of the previous plan of action.

PART III – SUMMARY OF COUNSELING

KEY POINTS OF DISCUSSION. See paragraph B-54 and B-55, Discuss the Issues, in FM 6-22. The leader and subordinate should attempt to develop a mutual understanding of the issues. Both the leader and the subordinate should provide examples or cite specific observations to reduce the perception that either is unnecessarily biased or judgmental.

PLAN OF ACTION. See paragraph B-56, Develop a Plan of Action, in FM 6-22. The plan of action specifies what the subordinate must do to reach the goals set during the counseling session. The plan of action must be specific and should contain the outline, guideline(s), and time line that the subordinate follows. A specific and achievable plan of action sets the stage for successful subordinate development.

SESSION CLOSING. See paragraph B-57 through B-59, Close the Session, in FM 6-22.

LEADER RESPONSIBILITIES. See paragraph B-60, Leader's Responsibilities, in FM 6-22. To accomplish the

plan of action, the leader must list the resources necessary and commit to providing them to the subordinate.

PART IV – ASSESSMENT OF THE PLAN OF ACTION

ASSESSMENT. See paragraph B-61, Assess the Plan of Action, in FM 6-22. The assessment of the plan of action provides useful information for future follow-up counseling. This block should be completed prior to the start of a follow-up counseling session. During an event-oriented counseling session, the counseling session is not complete until this block is completed. During performance/professional growth counseling, this block serves as the starting point for future counseling sessions. Leaders must remember to conduct this assessment based on resolution of the situation or the established time line discussed in the plan of action block above.