

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.)

EXIT INTERVIEW for RETIREMENT

Your long and honorable military service has earned you many rewards. Retired pay and benefits are provided to secure your future and that of your family.

The 20-year letter is a valuable document and should be stored in a safe place with other documents pertaining to your estate.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

There are 3 types of retirements available to soldiers who have their 20 year letter and are requesting to be Retired from the military. They are:

1. Remain in the Ready Reserves and continue to perform inactive duty training, annual training and active duty for training or remain on the active list of the Standby Reserve and continue to perform unpaid training for the purpose of accumulating points.
2. Transfer to the Retired Reserves. A member in this category may participate in active duty training provided:
 - a. Such training is at no expense to the Government.
 - b. Members are not entitled to pay or retirement points.
 - c. No official record of such participation is maintained.

3. Request discharge from the Reserve Component. This choice is irrevocable. And could cost you several thousands of dollars in lost retired pay.

Regardless of the option chosen, the member is entitled to receive retired pay at age 60, but must apply for it.

Retired pay normally begins on the retiree's 60th birthday. Even if the application is made after age 60, pay is retroactive. There is a six-year statute of limitations. If the retired pay application is filed more than six years after age 60, one day's retired pay is deducted for each day's delay.

Retired pay is subject to federal income tax. Upon retirement, a member shall be placed on the retired list in the highest grade in which he or she satisfactorily served, as determined by the Secretary of the military department concerned, or in the highest grade for which he or she is eligible according to law. A service member that is transferred to the Retired Reserves becomes a "Gray Area" retiree until age 60.

HRC-STL will mail a retirement packet to you on your 59th birthday. You have 90 days to return it. NOTE: If you have not kept your address current with HRC-STL, you won't receive the packet. Once you return the packet, HRC-STL will certify you for retired pay and notify DFAS-CL to establish your retired pay account. 364 days from retirement date you must submit your retirement request if you did not receive anything from HRC.

Ensure that all options, entitlements, benefits and/or incentives are completely understood and documented prior to your retirement. You may speak with the Retirement Services at any military installation, research is available on-line as well as your unit administrator will have valuable information for your future in the Retired Reserves.

More information is located at website below, I highly recommend you read the Army Reserve Retirement Guide.

<http://www.armyg1.army.mil/rso/rngr.asp>

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)

In the time of war or national emergency declared by Congress, the respective Secretary may recall any other retired members of the Reserve Components, with approval of the Secretary of Defense, when it is determined there are insufficient qualified Reservists in an active status or in the Inactive National Guard (10 USC 12307). Retired personnel are a resource of trained individuals who may be used to augment support and training facilities, to relieve either active component or Ready Reserve members for other duties, or to accomplish operational missions as needed. Retired Reservists can be categorized as follows for all purposes other than mobilization.

Veterans Group Life Insurance (VGLI) - Service member's Group Life Insurance (SGLI) will continue to cover you for the first 120 days after your separation, just as if you were still in uniform. After this coverage ends, you must make your own arrangements for life insurance. One option offered by the Department of Veterans Affairs is Veterans Group Life Insurance (VGLI). Shortly after your discharge from active duty, you will be given the opportunity to convert your SGLI to VGLI. All Service members are eligible for the SGLI to VGLI conversion. You can obtain coverage in increments of \$10,000, up to the amount of your SGLI but not to exceed \$250,000. You can make the conversion up to 120 days after your separation. The insurance becomes effective on the 121st day. The VA will send their conversion form and information to you within 30 days after your separation. If you do not receive it, call the VA toll free number, 1-800-419-1473. The VGLI program is administered by the Office of Servicemember's Group Life Insurance.

Words of advice.....please register your 20 year letter/retirement orders and/or any DD214 that you may have, at your local court house to ensure that it is safeguarded. And in the event that your loved ones may need the paperwork to ensure that you receive all military entitlements, during emergency situations, they will have knowledge of its whereabouts and easy access to it as well.

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.