

# 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 and E.O. 9397 (SSN)  
 PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.  
 ROUTINE USES: For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.  
 DISCLOSURE: Disclosure is voluntary.

## PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) WILL, JOSHUA	Rank/Grade E-3	Social Security No. 468-19-3070	Date of Counseling 14SEP2009
Organization D CO 1/3 IN (TOG)	Name and Title of Counselor CROY, ANDREW D.		

## 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  
 MISSING FORMATION  
 LEAVING POST WHILE UNAUTHORIZED  
 DISRESPECTING AN NCO  
 ASAP TREATMENT FAILURE  
 USE OF ILLEGAL DRUGS

## PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

### Key Points of Discussion:

PFC Will, on 3 September you were instructed to remain at the CQ desk after sleeping through formation. Your Platoon Leader and Platoon Sergeant had to obtain a key from PMO just to get you down to the company. During that time you referred to your Platoon Sergeant as a "dick." Shortly after returning to the company you ran out, jumped in a car and sped off post. After being admitted to Walter Reed Army Medical Center for self mutilation, you tested positive for both cocaine and marijuana. This is in direct violation of your ASAP rules and regulations. You are currently undergoing separation from the Army. Until your separation is complete, you will check in to the CQ as mandated by your Platoon Sergeant. You will not go off post. You will not consume alcohol or use any drugs. You will show up to all formations timely and in uniform. Any violation of any of these guidelines may result in your incarceration and/or a court martial.

Unsatisfactory performances and acts or patterns of misconduct can result in separation from the Army under AR 635-200. Chapter 13 (Unsatisfactory Performance) is the commanders judgment of your performance. Chapter 14 (Misconduct) is misconduct because of minor disciplinary infractions, a pattern of misconduct, commission of a serious offense, conviction by civil authorities, desertion, and absence without leave. Under the provisions of these chapters, discharge from the Army can be characterized as: Chapter 13 Honorable or under honorable conditions as warranted by their military record. Chapter 14: a Discharge under other than honorable conditions is normally appropriate for a soldier under this chapter. However, the separation authority may direct a general discharge if such is merited by the Soldier's overall record.

## 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 desired 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 write a 1,000 word essay on importance of following ASAP policies and rules

o report nightly at 1900 and 2200 to inform CQ that you have no quests that are not signed in

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: 15 Sep 09

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor:

Date: 15 Sep 09

#### 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.