

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)	Rank / Grade	Social Security No.	Date of Counseling
Jones, Andrew	PFC	123-45-6789	28 April 2006
Organization		Name and Title of Counselor	
2nd Platoon, B Battery, 1-1 ADA BN		SGT Mark Levy, Squad Leader	
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 leaders facts and observations prior to the counseling):			
To inform PFC Jones of his responsibility to manage his financial affairs and the potential consequence of poor management. To help PFC Jones develop a plan of action to resolve his financial problems.			
Facts: The battery commander received reports from the Enlisted Club that PFC Jones had checks returned for insufficient funds. The Enlisted Club cashier has 2 checks for a total of \$200 that were returned by American Bank, NA.			
A total of \$240 is due to the club system for the amount of the checks and fees.			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
Key Points of Discussion:			
PFC Jones, late payments and bounced checks reflect a lack of responsibility and poor management of financial assets. You should know that passing bad checks is a punishable offence under the UCMJ and local law. The commander has been contacted and has the attention of the battery chain of command. The commander, first sergeant and platoon sergeant have begun to question your ability to manage your personal affairs. I also want to remind you that promotions and awards are based on more than just MOS related duties; Soldiers must act responsibly and professionally in all areas of their lives.			
Per conversation with PFC Jones, the following information was obtained:			
PFC Jones had cashed the checks to purchase food, pay his phone bill and send money home to assist his grandmother with her heating bills. PFC Jones stated he had miscalculated the amount of money in his checking account and will not be able to cover the checks until he gets paid at the end of April 2006. He also stated that warmer weather will reduce any further need to help with his grandmother's utilities. PFC Jones and I went to Army Community Services and they determined the following:			
PFC Jones monthly obligations:			
Car payment: \$330, Car insurance: \$138, Rent and utilities: \$400. Other credit cards/accounts: \$0 Monthly net pay: \$1232.63			
We discussed that the remaining \$364 should cover PFC Jones monthly living expenses. We also discussed that PFC Jones should start a savings account to draw from in emergencies. Although it is not wrong for him to help his grandmother, he needs to make sure that he is not putting his financial stability in jeopardy. He confirmed he wants to get his finances back on track and begin to put money aside in a savings account to prepare for future needs.			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			
DA FORM 4856, MAR 2006		EDITION OF JUN 99 IS OBSOLETE	

Figure B-6. Example of a developmental counseling form—event counseling

<p>Plan of Action: <i>(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):</i></p> <p>Based on our discussion, PFC Jones will be able to repay the dishonored checks at the Enlisted Club at the end of the month. In the future he will think through his decisions related to his economic needs. PFC Jones has contacted to Enlisted Club and the manager has agreed to give him until 2 May 2006 to redeem the checks. In the future he plans to put money in savings to assist his grandmother if the need arises. His long-term goal is to start a savings account and deposit \$50 a month.</p> <p>PFC Jones is also enrolled in the ACS check cashing and money management classes scheduled for 2 and 9 May 2006.</p> <p>Assessment Date: 28 July 2006</p>
<p>Session Closing: <i>(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):</i></p> <p>Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> disagree with the information above</p> <p>Individual counseled remarks:</p> <p>Signature of Individual Counseled: <u>Andrew Jones</u> Date: <u>28 April 2006</u></p>
<p>Leader Responsibilities: <i>(Leader's responsibilities in implementing the plan of action):</i></p> <p>PFC Jones will visit the manager of the Enlisted Club and repay the \$240 for his bad checks. He will provide me a receipt showing the bill has been paid in full. PFC Jones will also provide me with a copy of his budget that ACS will help him develop during his financial management classes.</p> <p>PFC Jones financial situation will be a key topic in his May 2006 monthly performance counseling session.</p> <p>Signature of Counselor: <u>Mark Levy</u> Date: <u>28 April 2006</u></p>
<p>PART IV - ASSESSMENT OF THE PLAN OF ACTION</p>
<p>Assessment: <i>(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):</i></p> <p>To be completed during the assessment date in the plan of action.</p> <p>Counselor: _____ Individual Counseled: _____ Date of Assessment: _____</p>
<p>Note: Both the counselor and the individual counseled should retain a record of the counseling.</p>

REVERSE, DA FORM 4856, MAR 2006

Figure B-7. Example of a developmental counseling form—event counseling (reverse)

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)	Rank / Grade	Social Security No.	Date of Counseling
Donalo, Steven	1SG	333-33-3333	12 June 2006
Organization	Name and Title of Counselor		
D Company, 3-95 th IN BN	CPT Ralph Pedersen, Company Commander		
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 leaders facts and observations prior to the counseling):			
To discuss duty performance for the period 9 March 2006 to 12 June 2006.			
To discuss short-range professional growth/plan for next year.			
Talk about long-range professional growth (2-5 years) goals.			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
Key Points of Discussion:			
Performance (sustain):			
<ul style="list-style-type: none"> - Emphasized safety, knowledge of demolitions, and tactical proficiency on the Platoon Live Fire Exercises. - Took charge of company defense during the last major field training exercise; outstanding integration and use of engineers, heavy weapons, and air defense artillery assets in a combined arms environment. Superb defense preparation and execution. - No dropped white-cycle taskings. - Good job coordinating with the battalion adjutant on legal and personnel issues. - Continue to take care of Soldiers; keep the commander abreast of problems. - Focused on subordinate NCO development; putting the right NCO in the right job. 			
Improve:			
<ul style="list-style-type: none"> - Get NCOPDs on the calendar - Hold NCOs to standard on sergeants' time training. 			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			
DA FORM 4856, MAR 2006		EDITION OF JUN 99 IS OBSOLETE	

Figure B-8. Example of a developmental counseling form—performance/professional growth counseling

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)	Rank / Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p>Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):</p> <p style="text-align: center;">See Paragraph B-53 Open the Session</p> <p>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.</p>			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
<p>Key Points of Discussion:</p> <p style="text-align: center;">See paragraph B-54 and B-55 Discuss the Issues.</p> <p>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.</p>			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			
DA FORM 4856, MAR 2006		EDITION OF JUN 99 IS OBSOLETE	

Figure B-10. Guidelines on completing a developmental counseling form

<p>Plan of Action: <i>(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):</i></p> <p style="text-align: center;">See paragraph B-56 Develop a Plan of Action</p> <p>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.</p>
<p>Session Closing: <i>(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):</i></p> <p>Individual counseled: <input type="checkbox"/> I agree <input type="checkbox"/> disagree with the information above Individual counseled remarks:</p> <p style="text-align: center;">See paragraph B-57 through B-59 Close the Session</p> <p>Signature of Individual Counseled: _____ Date: _____</p>
<p>Leader Responsibilities: <i>(Leader's responsibilities in implementing the plan of action):</i></p> <p style="text-align: center;">See paragraph B-60 Leader's Responsibilities</p> <p>To accomplish the plan of action, the leader must list the resources necessary and commit to providing them to the Soldier.</p> <p>Signature of Counselor: _____ Date: _____</p>
PART IV - ASSESSMENT OF THE PLAN OF ACTION
<p>Assessment: <i>(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):</i></p> <p style="text-align: center;">See paragraph B-61 Assess the Plan of Action</p> <p>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.</p> <p>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.</p> <p>Counselor: _____ Individual Counseled: _____ Date of Assessment: _____</p> <p>Note: Both the counselor and the individual counseled should retain a record of the counseling.</p>

REVERSE, DA FORM 4856, MAR 2006

Figure B-11. Guidelines on completing a developmental counseling form (reverse)