

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 3011, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: Assist leaders in conducting and recording counseling and training to subordinates.
ROUTINE USES: The Routine Uses set forth at the beginning of the Army's communications systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

**ALL CONTENT
PROTECTED BY LAW & YOUR INTEGRITY**

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.)

Event Oriented: Underage Drinking

To review an incident involving underage drinking brought to my attention by {OFFICIAL/UNOFFICIAL} {MILITARY/CIVILIAN} report.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

{INSERT RANK & NAME} on or about {INSERT TIME & DATE} you were {INSERT SPECIFICS, EXAMPLE: identified by an NCO who witnessed you drinking at a party OR picked up by the {MPs/LOCAL POLICE} for drunkenness}

You knew and understood that you were underage and it was illegal for you to consume alcohol until the age of {INSERT AGE} in the state of {INSERT STATE}. This is your {FIRST/SECOND/THIRD} offense.

You are a Soldier. I must be able to trust you to do the right thing even when no one is watching. I am disappointed in your actions and I am recommending the following:

Revocation of Privileges	<input type="checkbox"/>	Flag Action	<input type="checkbox"/>
Corrective Training	<input type="checkbox"/>	Bar to Reenlistment	<input type="checkbox"/>
Letter of Reprimand	<input type="checkbox"/>	Separation Action	<input type="checkbox"/>
Summary Article 15	<input type="checkbox"/>	Rehab Transfer	<input type="checkbox"/>
Company Grade Article 15	<input type="checkbox"/>	Referral to Substance Abuse	<input type="checkbox"/>
Field Grade Article 15	<input type="checkbox"/>	Good Conduct Medal Disqualification	<input type="checkbox"/>

Separation Notice: I am counseling you for the conduct noted above. Failure to correct your conduct or performance may result in one or more of the following actions: bar to re-enlistment, administrative action including separation from the service, or punishment under the UCMJ. Separation can result in involuntary separation from the service under AR 635-200, Chapter 5, 11, 13, or 14. If you are involuntarily separated, you could receive an Honorable, General Under Honorable Conditions, Under other than honorable, honorable Conditions, or Uncharacterized discharge. An Honorable discharge may be awarded under Chapter 5, 13, and 14. An Uncharacterized discharge may be awarded under Chapter 11. A General Under Honorable Conditions discharge may be awarded for a Chapter 5, 13, and 14. An Other than Honorable Conditions discharge may be awarded for chapter 14. If you receive an Honorable Discharge, you will be qualified for most benefits resulting from military service. An involuntary honorable Discharge, however, will disqualify you from reenlistment for some period of time and may disqualify you from receiving transitional benefits (e.g., commissary, housing, health benefits) and the Montgomery GI Bill if you have not met other program requirements. If you receive a General Discharge, you will be disqualified from reenlisting in the service for some period of time and you will be ineligible for some military and VA administered benefits, including the Montgomery GI Bill. If you receive a discharge Under Other Than Honorable Conditions, you will be ineligible for reenlistment and for most benefits, including payments of accrued leave, transitional benefits, the Montgomery GI Bill, and possibly transportation of dependents and household goods to home. You may also face difficulty in obtaining civilian employment as employers have a low regard for General and Under Other Than Honorable conditions discharges. Although there are agencies to which you may apply to have your characterization of service changed, it is unlikely that such application will be successful. _____ (Soldier's initials)

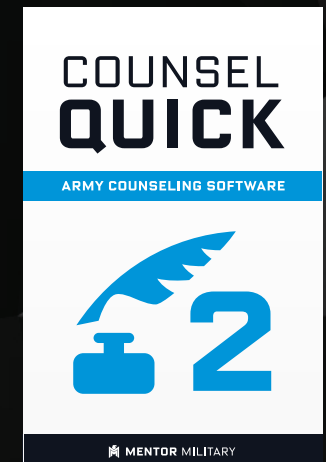
OTHER INSTRUCTIONS

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.

This counseling sample is taken from...

COUNSEL QUICK

VOLUME 2



ARMY COUNSELING MADE EASY

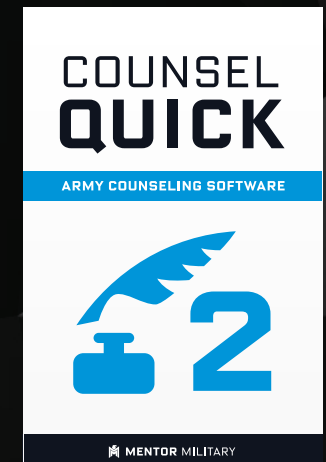
FREE SAMPLES FROM MENTOR MILITARY

Underage Drinking
Outstanding Performance
Loss of personal ID tags
Safety Briefing
Diagnostic APFT Failure

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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))

- Soldier has voluntarily enrolled in the Substance Abuse program.
- Soldier will implement a ride to work program and family care plan as necessary if on post driving privileges are revoked.
- Soldier will not consume alcohol as of {INSERT DATE}
- Chain of Command will investigate this incident and determine the best course of action with regard to your actions.
- Soldier was flagged pending investigation. Soldier counseled separately on initiation of flag.
See counseling dated {INSERT DATE}
- Soldier was informed that this could have impact his/her ability to receive the Good Conduct Medal
- Soldier was informed that based on the situation he/she could be punished in a civilian court, under UCMJ, Military Courts Martial, or other methods as deemed appropriate by the commander if he/she has jurisdiction in the matter.
- Soldier was informed that this incident will result in a derogatory information report being sent to the battalion S-2 and could adversely affect the Soldier's security clearance.
- Soldier's clearance was suspended.
- A recommendation was made to revoke the Soldier's clearance.

Soldier voluntarily provided the following reason for the substandard behavior:

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 information above.
Individual counseled remarks:

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Signature of Individual Counseled: _____ Date: _____

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

- Determine how Soldier obtained alcohol
- Monitor Soldier's performance in substance abuse
- Monitor Soldier's attitude and performance
- Help Soldier develop a ride to work program
- Keep Soldier informed as to status of his situation

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.)

- Soldier enrolled in Substance Abuse program and is making satisfactory progress
- Soldier enrolled in Substance Abuse program and has failed to make satisfactory progress
- Soldier's legal case has been retained by civil authorities; Soldier continues participation in Substance Abuse program
- Soldier's legal case has been released by civil authorities to military authorities for disposition; Soldier continues to participate in Substance Abuse program.
- Soldier has complied with all elements of punishment and rehabilitation.
- Soldier has failed to comply with elements of punishment and rehabilitation.
- Soldier's lack of satisfactory progress resulted in Command recommending separation action.
- Soldier's history of unsatisfactory performance resulted in Command processing Soldier for separation.
- Soldier was informed that the Commander had disqualified their period of service for the Army Good Conduct Medal
- Soldier was informed that the Commander has decided that this incident in and of itself will not disqualify the Soldier from receiving the Good
- Soldier received the following punishment {INSERT PUNISHMENT}
- Soldier's security clearance was revoked
- Soldier's security clearance was suspended on {INSERT DATE} and reinstated on {INSERT DATE}

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.