

DEVELOPMENTAL COUNSELING FORM

DATA REQUIRED BY PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM22-100 .
DISCLOSURE: Disclosure is voluntary.

PART I-ADMINISTRATIVE DATA

Name (Last,First,MI)	Rank/Grade	SSAN	Date of Counseling
Unit	Name and Title of Counselor		

PART II- BACKGROUND INFORMATION

Purpose of Counseling: (Circle one) Professional Performance Event

Facts and Observations:

PART III-SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling

Key Points of Discussion:

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). Goals should be behavioral and specific.)

Session Closing:

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?)

Signature of Counselor: _____ Individual Counseled: _____ Date: _____