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.)*

IAW AR 350-1 and AR 600-8-19 EFF 1 AUG 07.... YOU ARE REQUIRED TO COMPLETE NCOES.

NCOES REQUIREMENTS FOR PROMOTION RECOMMENDATION OR CONSIDERATION ARE AS FOLLOWS: SERGEANTS MUST BE WLC GRADUATES PRIOR TO RECOMMENDATION TO STAFF SERGEANT; STAFF SERGEANT MUST BE BNCOC GRADUATES TO BE ELIGIBLE FOR SERGEANT FIRST CLASS CONSIDERATION; AND SERGEANT FIRST CLASS MUST BE ANCOC GRADUATES TO BE ELIGIBLE FOR MASTER SERGEANT CONSIDERATION.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

All Soldiers who are eligible to attend NCOES are hereby directed to attend. I expect every leader, and especially First Sergeants, to be aggressive and send eligible Soldiers to school. Promoted Soldiers will not be deferred from their NCOES course for any reason but family emergency or operational deployment.

The current operational demands on our Army are great, but we must continue to build the Future Force today. The Soldiers who will lead our formations for the next two decades are the young Soldiers who stand in our ranks today . . . we all Know that.

You must attend your requisite NCOES courses to develop fully as adaptive, agile. innovative and self-aware leaders. The future of the Army is in your hands. You must not fail to develop as Soldiers into becoming the best possible successors to the NCO Corps of today.

If you fails to attend your prescribed NCOES, it will be scheduled by the Battalion as your Extended Combat Training (ECT). "Soldiers who fail to comply with ECT orders will be processed as unsatisfactory participants in accordance with AR 135-91, and reduced in rank under provisions of AR 600-8-19".

If you fail to successfully complete, remain eligible to be scheduled for or attend, denied enrollment in, or do not attend your scheduled NCOES class (through fault of the Soldier), you will be administratively reduced and/or removed from the promotion list. The effective date of administrative reduction is the date of the action that caused the you to be ineligible to retain the promotion. The DOR will be the previous DOR held at the reduced grade.

John P. Doe
Command Sergeant Major

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)*

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:
I fully understand that if I fail to be fully qualified to maintain my present rank, I will be reduced in rank in accordance with AR 600-8-19.

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.