

DEVELOPMENTAL COUNSELING FORM

For use of this form, see PW 6-62; 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 OaD Starter 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 _____
 Organisation _____ Name and Title of Counselor _____
STRENGTH MAINTENANCE TRAINING CENTER

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.)

EVALUATION FOR:

CONDUCT A OFFICER RECRUITING PRESENTATION (F17.3)

CLASS: F17-OSM, Class: _____ GO _____ NO-GO _____

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:EXECUTE: GREET (EDDARD) _____ STATE GOAL, BACKGROUND _____ OBJECTIVES _____ AGENDA _____
TIMEFRAME _____

DISCUSS/PRESENT: PRESENT TOPICS _____ ENCOURAGE INTERACTION _____

CLOSE: REVIEW KEY POINTS _____ REQUEST COMMITMENT, IF APPROPRIATE _____ ASK FOR QUESTIONS _____
CAPTURE LEADS / REFERRALS _____ THANK AUDIENCE _____

THROUGHOUT THE PRESENTATION, DID THE STUDENT BUILD TRUST? _____

DID THE STUDENT ADDRESS CONCERNS BY: Asking Questions to Understand _____ Acknowledge _____

Answer Honestly _____

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.