

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) Jones, Andrew	Rank / Grade PFC	Social Security No. 123-45-6789	Date of Counseling 28 April 2006
Organization 2nd Platoon, B Battery, 1-1 ADA BN	Name and Title of Counselor 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 (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.