

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 <i>(Last, First, MI)</i> Smith, Robert	Rank/Grade CH (CPT)	Social Security No. 000-00-000	Date of Counseling 27 July 2008
Organization 1st Battalion, 2nd Brigade Combat Team		Name and Title of Counselor CH (MAJ) John Jones, 2nd BCT Chaplain	

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.)*

Individual/Spiritual Development Plan (Initial)**PART III - SUMMARY OF COUNSELING**

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

[The following are suggested but not inclusive areas to discuss. Record key points here.]

1. What are your areas of strength?

CH Smith has excellent personal counseling skills. Minored in counseling in his seminary course. He demonstrates a high level of emotional intelligence.

2. What areas could use improvement?

Considers himself a good preacher but wants to develop in this area. His CHBOLC IDP suggested he could improve in the area of vocal variety and more confidence in the pulpit. Content was considered excellent and relevant to military audiences.

3. What are your long term career goals (special areas of training or expertise, assignments, etc.)?

Long term goals include ACS in Family Life. In the short term he would like to go to jump school enroute to his next assignment.

4. What are you doing to develop spiritual resilience?

Like all of us he finds it difficult to maintain the same level of discipline in this area. His faith tradition emphasizes the importance of Bible reading and prayer. He expressed a desire based on his spiritual formation class in CHBOLC to broaden his understanding of other spiritual formation traditions. We discussed a plan for him to do this. CH Smith also plans on initiating an accountability relationship with a colleague, CH Green, in 3rd BCT.

5. What are you doing to improve your abilities in the area of sacred communications?

Needs more preaching opportunities. There is no separate chapel program for 1st Battalion. Has volunteered to fill in at the Main Post Chapel when needed.

We also discussed the importance of lifelong learning and personal self-development. Encouraged him to develop a habit of reading a book on the military profession at least twice a year and pointed him toward the CSA reading list. Also discussed his enrollment in PST-Family Life training which is now in its second week and his involvement in unit training.

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)

Goal: Sacred Communications

Competency, Skill, Knowledge Needed	Developmental Activity (i.e. training, courses, reading, experience, special project, etc.)	Completion Date
1. Improve Delivery (emphasis on vocal variety)	Preach at least three times per quarter Create peer evaluation team	27 Jul 2009
2. Sermon Development	Read Appendix I of <i>Christ-Centered Preaching</i> by Bryan Chapell Attend annual denominational training on preaching	1 Oct 2008 22-24 Aug 2008

Goal: Spiritual Formation

Competency, Skill, Knowledge Needed	Developmental Activity (i.e. training, courses, reading, experience, special project, etc.)	Completion Date
1. Accountability	Establish accountability relationship with CH Green	15 Aug 2008
2. Exposure to Other Traditions	Read <i>Conformed to His Image</i> by Ken Boa and discuss with CH Green every other week	1 Jan 2009

(See Continuation Page)

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 concur with this initial IDP/SDP.

Signature of Individual Counseled: _____ Robert Smith _____ Date: _____ 27 July 2008

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

I agree to support this IDP/SDP with the following actions:

1. Provide funds for Prepare Enrich Training
2. Schedule a minimum of three preaching opportunities at the Brigade Chapel per quarter.
3. Support PTDY to annual denominational training.

Signature of Counselor: _____ John Jones _____ Date: _____ 27 July 2008

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.

Continuation of Part III Plan of Action, DA Form 4856
CH (CPT) Robert Smith

Goal: Pastoral Skills

Competency, Skill, Knowledge Needed	Developmental Activity (i.e. training, courses, reading, experience, special project, etc.)	Completion or Review Date
1. Prepare Enrich Training	Schedule training course through Family Life Chaplain	2 nd Quarter

Goal: Professional Military Reading

Competency, Skill, Knowledge Needed	Developmental Activity (i.e. training, courses, reading, experience, special project, etc.)	Completion or Review Date
1. Knowledge of Military Profession	Read two books from the CSA's reading list for CPTs	27 July 2009

SAMPLE