## 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. |
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| 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 |  |

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and inc/udes the leader's facts and observations prior to the counseling.)
To;
o Discuss the Soldier's failure to meet the standards of the Army Physical Fitness Test (APFT), IAW FM 7-22, Army Physical Readiness Training, Appendix A, and Company APFT policy.
o Inform the Soldier that they are being referring to the company commander with a recommendation for administrative action due to their failure improve and pass three consecutive APFTs, and discuss possible repercussions.
Facts;
o Soldier failed to pass three consecutive for record Army Physical Fitness Tests taken on (1st) $\qquad$ (2nd) $\qquad$ (3rd)

## PART III - SUMMARY OF COUNSELING <br> Complete this section during or immediately subsequent to counseling.

## Key Points of Discussion:

o You failed your third for record APFT taken on the date specified in Part II. You achieved the following repetitions; $\qquad$ push-ups, $\qquad$ sit-ups, and
$\qquad$
$\qquad$ push-ups, sit-ups, and $\qquad$ : for the two-mile run.
o Following your first APFT failure, a flag and bar to reenlistment has been initiated against you IAW AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), paragraph 2-3b. This flag will remain in place.
o You will now be referred to the company commander with the recommendation that you receive administrative action.
o The Company Commander will determine your final disposition, which may consist of administrative action, reduction, or separation. This can include but is not limited to forfeiture of pay and loss of rank IAW AR 600-8-19 Chapter 10. Additionally, IAW AR 350-1, Army Training and Leader Development, paragraph 1-24, "Commanders may administer the APFT as often as they wish." Though the Company policy is three consecutive APFTs, you need to be aware that per AR 135-178 Chapter 9, if you fail two consecutive "For Record" APFTs, you may be separated from the military. If processed for separation prior to reaching your current ETS date, you may receive a General Discharge or and Other Than Honorable Discharge. A General Discharge or discharge under Other Than Honorable Conditions could deprive you of many or all military or veteran's benefits, and would create a hardship in obtaining other employment. If separated prior to reaching your ETS date, you would be subject to recoupment of paid enlistment bonuses and tuition assistance, and loss of further educational benefits $\qquad$ (Soldier's initials)

## 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) o The Soldier has been informed that they are being referred to the Company Commander for administrative action and disposition.
o The Soldier has been notified and is aware that they have been flagged and have a bar to reenlistment placed against them due to their previous APFT failures, and this flag will remain in effect.
o As stated in Part III, the Soldier understands what their APFT improvement requirements were, what was expected of them, and the ramifications for not meeting the standards laid out in previous counseling. The Soldier was notified that their substandard performance could result in possible separation IAW AR 135-178 Chapter 9, or reduction IAW AR 600-8-19 Chapter 10.
o It is imperative that soldiers maintain their physical fitness levels; not doing so puts not only the Soldier's life at risk, but also the lives of their subordinates, peers, and superiors. This is why the Army has a standard. Meeting and or exceeding the standard should be every soldier's goal.

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: $\square$ I agree $\square$ disagree with the information above. Individual counseled remarks:
Soldier gave the following reasons for poor performance during this APFT:

Other remarks (if applicable):

Signature of Individual Counseled:
Date:
Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)
o Assist with administrative process and ensure that the process is completed.
o Monitor progress.

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: $\qquad$ Individual Counseled: $\qquad$ Date of Assessment:

Note: Both the counselor and the individual counseled should retain a record of the counseling.

