

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 22-100; 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 To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade CADET	Social Security No.	Date of Counseling
Organization Army ROTC, _____		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)

SCHOLARSHIP CADET COUNSELING PRIOR TO COMPLETION OF CC FORM 203-R (GUARANTEED RESERVE FORCES DUTY (GRFD) SCHOLARSHIP CADET CONTRACT ENDORSEMENT)

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

1. YOU HAVE A STATUTORY REQUIREMENT TO SERVE EIGHT YEARS IN THE SELECTED RESERVE WITH SERVICE IN THE U.S. ARMY RESERVE (USAR) / ARMY NATIONAL GUARD (ARNG) AND, THEREFORE, WILL BE ASSIGNED A GRFD CONTROL NUMBER.
2. THE EIGHT YEAR SERVICE OBLIGATION IS REQUIRED BY LAW; THEREFORE THE GRFD CONTROL NUMBER CANNOT BE REVOKED OR CONVERTED (USC TITLE 10, SECTIONS 2107 AND 2107a).
3. YOU MUST PARTICIPATE IN THE SIMULTANEOUS MEMBERSHIP PROGRAM (SMP).
4. CADETS WITH PRE-MED ACADEMIC MAJORS SHOULD BE AWARE THAT THEY WILL NOT BE ALLOWED TO APPLY FOR THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP) IF THEY RECEIVED A GRFD OR DEDICATED ARNG SCHOLARSHIP. THIS CONDITION IS STATUTORY AND CANNOT BE WAIVED.
5. MILITARY JUNIOR COLLEGE (MJC) CADETS WHO RECEIVE A DEDICATED MJC SCHOLARSHIP OR GRFD SCHOLARSHIP ARE ELIGIBLE TO VOLUNTARILY REQUEST REVOCATION OF THEIR GRFD CONTROL NUMBER. REVOCATION REQUESTS SHOULD INCLUDE VERY STRONG JUSTIFICATION ALONG WITH SUPPORTING DOCUMENTATION.
6. MJC CADETS WHO RECEIVE A DEDICATED ARNG SCHOLARSHIP ARE NOT ELIGIBLE TO REVOKE THEIR GRFD CONTROL NUMBER. BY LAW, THESE MJC CADETS MUST BE ACCESSED AND COMMISSIONED INTO THE SELECTED RESERVE WITH SERVICE IN THE ARNG FOR NOT LESS THAN EIGHT YEARS.

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:

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.