

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.
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 Headquarters Company, Warrior Transition Battalion, DDEAMC	Name and Title of Counselor	

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.)

This is an initial performance counseling upon assignment/attachment to HHC, Warrior Transition Battalion, Ft Gordon, GA 30905. The purpose of this counseling is to inform the Soldier of expectations, policies, and procedures while they are in the unit.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

1. Because of the number of areas covered in this initial counseling, the main body of the counseling is found on the attached continuation sheets.
2. The WT will initial in the space provided to the right of the item number. The WT's initials constitute acknowledgement that the he/she was briefed and understands the content of that particular subject.
3. The WT's signature on the reserve page of the DA Form 4856 constitutes understanding of the initial performance counseling.
4. Violations of any of the subjects of this counseling may result in a recommendation for non-judicial punishment under Article 15 of the Uniform Code of Military Justice as listed below.

YOU MAY BE SUBJECT TO PUNISHMENT UNDER ARTICLE 15, UCMJ, OR MAY BE PROCESSED FOR SEPARATION UNDER THE PROVISION OF CHAPTER 5, 9, 11, 13, 14, OR 18, AR 635-200 FOR EVENTS OR OCCURRENCES LISTED IN THIS COUNSELING. IF YOU ARE INVOLUNTARILY SEPARATED YOU COULD RECEIVE AN HONORABLE DISCHARGE, A GENERAL, UNDER HONORABLE CONDITIONS, OR AN UNDER OTHER THAN HONORABLE CONDITIONS DISCHARGE. AN GENERAL DISCHARGE MAY BE AWARDED FOR SEPARATION UNDER CHAPTER 14. IF YOU RECEIVE AN HONORABLE DISCHARGE, YOU WILL BE QUALIFIED FOR MOST BENEFITS RESULTING FROM MILITARY SERVICE. AN INVOLUNTARY HONORABLE DISCHARGE, HOWEVER, WILL DISQUALIFY YOU FROM REENLISTMENT FOR SOME PERIOD OF TIME AND MAY DISQUALIFY YOU FROM RECEIVING TRANSITIONAL BENEFITS (E.G., COMMISSARY, HOUSING, HEALTH BENEFITS) AND THE MONTGOMERY G.I. BILL. IF YOU RECEIVE A GENERAL DISCHARGE, YOU WILL BE DISQUALIFIED FROM REENLISTING IN THE SERVICE FOR SOME PERIOD OF TIME AND YOU WILL BE INELIGIBLE FOR SOME BENEFITS INCLUDING THE MONTGOMERY G.I. BILL. IF YOU RECEIVE AN UNDER OTHER THAN HONORABLE CONDITIONS DISCHARGE, YOU WILL BE INELIGIBLE FOR REENLISTMENT AND FOR MOST BENEFITS INCLUDING PAYMENT FOR ACCRUED LEAVE, TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD GOODS TO HOME, TRANSITIONAL BENEFITS AND THE MONTGOMERY G.I. BILL. YOU MAY ALSO FACE DIFFICULTY IN OBTAINING CIVILIAN EMPLOYMENT, AS EMPLOYERS HAVE A LOW REGARD FOR THE GENERAL AND UNDER OTHER THAN HONORABLE CONDITIONS DISCHARGE. ALTHOUGH THERE ARE AGENCIES TO WHICH YOU MAY APPLY TO HAVE THE CHARACTER OF YOUR DISCHARGE CHANGED, IT IS UNLIKELY THAT ANY SUCH APPLICATION WILL BE SUCCESSFUL."

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)

- SOLDIER WILL ADHERE TO ALL POLICIES AND REGULATIONS OF THE WARRIOR TRANSITION BATTALION AND HHC.

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.)

- Communicate, Disseminate, Acknowledge
- Provide resources
- Communicate with Case Managers
- Enforce TRIAD

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.

CONTINUATION PAGE 1 – INITIAL COUNSELING

1. DUTY HOURS: Your normal duty hours will be from 0730 until 1600 hrs daily Monday thru Friday. Lunch is from 1130 until 1300 hrs. At times appointments may occur before or after these stated times.
2. FORMATIONS/ACCOUNTABILITY: Formations are mandatory and held Monday thru Friday at 0730/1600 in front of Bldg 19751, Ft Gordon, Ga. 30905. You must notify your SL or PSG if you are going to miss a formation. Accountability is a major issue and you are individually responsible for your accountability with your Squad Leader. Formation time and location are subject to change, mission dependent.
3. PT and Weight control: All Soldiers (within limits of profile) are required to maintain the Army's Height and Weight Standards. It is your individual responsibility to maintain your physical fitness. PT is done on your own. You, your SL and the company OT will develop an individual PT plan military standard to maintain. You will be required to weigh in monthly.
4. COUNSELING: You will be counseled monthly on your performance. Event oriented counseling will be conducted for violations of policies. Disciplinary counseling's will be provided to the company command team for consideration of UCMJ actions.
5. SCHEDULED APPOINTMENTS: A copy of your appointment slips must be turned in to the SL, PSG, or ISG and logged into the appointment book daily. A copy must be provided to your supervisor to include cancelled appointments and no-shows. "No shows", are not tolerated and will result in a counseling statement. You can and will be dropped from the program should a pattern of multiple missed appointments develop.
6. BILLET INSPECTIONS/HEALTH and WELFARE: Squad Leader's conduct walk thru room inspections every Monday thru Friday or when directed by the Commander/ISG. It is your responsibility to keep barracks up to standards and secured at all times and to become familiar with the Soldier's Barracks Policy.
7. PASS or LEAVE: I have read and understand both the WTB and HHC leave and pass policies.
8. OFFICE ETIQUETTE: Respect and appropriate courtesies are expected when speaking or addressing a fellow Soldier. When addressing an NCO standing at parade rest is expected. When addressing an officer standing at attention is the proper position. NCO's shall be addressed as sergeant, first sergeant or sergeant major. Officers will be addressed as either sir or ma'am.
9. CASE MANAGEMENT: You will adhere to instructions given to you by your case manager. All appointments made will be brought to the attention of the case manager, SL and PSG. You will also go through your case manager to schedule all appointments.

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CONTINUATION PAGE 2 – INITIAL COUNSELING

Medical care is now your primary military mission and is closely monitored. Report all medical appointments to your SL or PSG in advance. You will report to your nurse case manager (NCM) with your medical records after every scheduled appointment. Scheduled appointments will not be changed without the approval of your PSG, 1SG or Commander. Any changes will be made by your NCM.

10. ___ CHAIN OF COMMAND: If for any reason you need assistance, ensure you use the proper Chain of Command; SL, PSG, 1SG and Commander.
11. ___ SICK CALL: If you need to go on sick call during the normal duty day see your case manager for an appointment. After your appointment, report back to your SL or PSG with a copy of your sick call slip. If it is an emergency after the normal duty day go to the emergency room immediately. It is your responsibility to notify your squad leader of your emergency. If you are unable to, have your Battle Buddy notify your squad leader.
12. ___ QUARTERS / CONVALESCENT LEAVE: If you receive quarters/convalescent leave, you are to personally bring the slip to your SL or PSG for CDR approval.
13. ___ APPEARANCE: While in the Warrior Transition Battalion, you are expected to look and act like a soldier. Duty uniform is ACU's when not going to medical appointments. Duty uniform when going on medical appointments is the improved physical fitness uniform (IPFU). If you have no military uniforms available, inform your PSG immediately. Soldiers will comply with the Fort Gordon standards of conduct and appearance as well as remain within the guidelines of AR 670-1 to include shaving, hair, nails, jewelry, etc.
14. ___ VEHICLE VIOLATIONS: Read the memorandum regarding this specific policy. If you are stopped by the MPs and ticketed, you must provide a copy of the ticket to the 1SG/PSG.
15. ___ POLICE CALLS: Check with your SL or PSG for any area of responsibility. You are still responsible for policing the Company area **DAILY**. All areas are subject to inspection.
16. ___ OTHER BRIEFING ITEMS: Weapons, DUI, Off Post employment, EO/Sexual Harassment, and UCMJ.
17. ___ POLICY LETTERS: You are responsible for reading all HHC policies letters and SOPs within the first two weeks of arrival.
18. ___ VALUE CARD / TAG: Yes or No
19. ___ INITIAL ENTRY TRAINING (IET) / ALL MEDICAL STUDENTS: You will not associate with IET soldiers, if violated you could be punished under UCMJ. There is NO reason to violate this policy unless there is a life/death emergency. An IET soldier is identified with a tag on their uniform and civilian clothes; however medical students are not. It is your responsibility to ask if the person is a student both on and off post.

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CONTINUATION PAGE 3 – INITIAL COUNSELING

20. ___ CELL PHONE WHILE DRIVING: Only Blue Tooth (hands free phones) can be used while operating a Privately Owned Vehicle (POV), on FT Gordon, GA. Do not use a hand held cellular phone while driving on Post.

21. ___ NON COMPLIANCE with COMPREHENSIVE TREATMENT (CTP) PLAN: Once you volunteer to be placed on the MRP program you have requested to remain on active duty until you reach optimal medical condition care or a medical evaluation board is completed. Soldiers determined to be noncompliant with their medical treatment plan are punishable by UCMJ action and/or REFRAD, to resolve their medical issue through their TRICARE benefits or with the Veteran's Administration.

22. ___ ALCOHOL FREE ZONE: Pursuant to MEDCOM FRAGO 27 to OPERATION ORDER 07-24, effective 22 FEB 08, alcohol is not permitted (consumed nor stored) in or around any WTB billeting areas. Said areas include, but are not limited to, Bldg 317, Ring Hall, Stinson Hall and the entire WTB Barracks Complex which include Bldgs 19750, 19751, 19753, 19755 and 19757. WTU Soldiers are NOT authorized to possess alcohol in their living quarters or outside of these facilities. Violators of the prohibition will be subject to disciplinary action under UCMJ.

23. ___ EDUCATION: While in the WTB you can attend classes both online and classroom. During this time you are required to comply with AR 624-5. You must notify your squad leader of any changes in your course schedule and provide them with copies of your grades after each class. Failure to comply may result in your removal from the program.

24. ___ PRIVATELY OWNED WEAPONS: The purpose of this counseling is to ensure that you, as a Warrior in Transition the possession, documentation, location and disposition of any Privately Owned Weapons. A Privately Owned Weapon is defined as any of the following legally acquired or purchased items: knives with blades measuring more than four inches, registered pellet guns, BB guns, archery equipment, firearms and ammunition. For more definitions, regulations and guidance refer to USASC&FG Regulation 210-13, dated 28 February, 2007. I affirm or attest that I have been briefed on the requirements for reporting the possession, location and disposition of a Privately Owned Weapon while assigned/attached as a Warrior in Transition to HHC, WTB, DDEAMC and Ft Gordon. At this time I want to confirm that:

a. I AM NOT in possession of a Privately Owned Weapon as defined by USASC&FG Regulation 210-13 at this time nor do I intend to purchase or otherwise acquire a Privately Owned Weapon during my stay here. Should I acquire a Privately Owned Weapon while at Ft Gordon I will inform my Chain of Command immediately?

Signature: _____

Date: _____.

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CONTINUATION PAGE 4 -- INITIAL COUNSELING

b. I AM in possession of a Privately Owned Weapon as defined by above mentioned regulation and wish to begin the required processing, documentation and turn in of my Privately Owned Weapon IAW USASC&FG Regulation 210-13.

Signature: _____

Date: _____.

Upon notification of your forthcoming departure from HHC, WTB, DDEAMC and Ft Gordon you will be required to clear from the arms room. Part of that clearing procedure will be to remove your weapons from the arms room. Failure to comply could result in UCMJ action being taken against you.

25. ___ MEDICATIONS: The purpose of this counseling is to ensure that you, as a Warrior in Transition assigned/attached to HHC, WTB, DDEAMC, Ft Gordon understand your responsibilities regarding the documentation, use or disposal of your medication during your stay with the unit. Listed below are topics which need your highest attention. At a minimum you will ensure that:

- a. All prescribed medication will be properly documented in your medical records by a medical professional.
- b. All non-prescribed medications will be turned in to the DDEAMC pharmacy immediately.
- c. All prescription medications that you are no longer prescribed to use must be turned in to the DDEAMC pharmacy immediately.
- d. All medications (prescribed or non-prescribed) that have surpassed their expiration date will be turned in to the DDEAMC pharmacy immediately.
- e. Your medication must be secured in your room at all times. Either in a wall locker, safe or cabinet drawer where you are the only person having access to the medication.
- f. You need to keep your Triad informed at all times of any changes in your medication regime, i.e. any time that you stop, start or change the dosage of a medication. If you have questions about your medication ask your Nurse Case Manager or Primary Care Manager for an explanation.
- g. You are only authorized to obtain fills and refills of your prescription medication from the DDEAMC pharmacy.

26. ___ BATTLE BUDDY: Every Soldier in HHC is required to have a "Battle Buddy". Teamwork, taking care of and looking out for each other is imperative. You and your Battle Buddy are responsible for each other. Take care of your buddy and he/she will take care of you. Your Battle Buddy is _____.

27. ___ BILLETS POLICY: I have read and understand the Warrior Transition Battalion and HHC billets policy.

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CONTINUATION PAGE 5 – INITIAL COUNSELING

28. ___ PRIVATELY OWNED VEHICLES: POV's on post are the responsibility of the Soldier. They must be registered on post and be in proper operating order. Unless stated on your orders, the government will not reimburse you for mileage, fuel, vehicle maintenance or any other costs associated with a privately owned vehicle.

29. ___ WT FAMILY MEMBERS: With the exception of those WT's who have PCS'd to the unit, HHC, WTB Ft Gordon or DDEAMC are not responsible for the housing, transportation, childcare, meals or any other subject associated with family members. The only exceptions are those family members on TT&O or Non Medical Care orders. The FSGR at BN and SFAC have representatives that can assist a WT with issues, however, if you bring a family member or others to the area it is your responsibility to care for said persons.

30. ___ CTP Self Assessment is done weekly through your AKO, under my tasks. YOU MUST COMPLETE THE INITIAL CTP SELF ASSESSMENT WITHIN 24 HRS OF ARRIVAL.

31. ___ HHC is utilized for initial in-processing which takes approximately 14 days you are responsible for making sure all blocks are signed on your gold sheet. Goal setting will be the last thing you do at around the 14 day mark. At that point you will be assigned to a line Company (A, B or C).

32. ___ I understand the cell phone is to be used for official business only related to the WTB (i.e. contacting PSG, 1SG, CDR, NCM, and PCM etc...). I understand they only have 450 min per month and unlimited texting. I understand there are no free nights/weekends, no free mobile-to-mobile calls. I understand the cell will not be used to call overseas under any circumstances.

33. ___ CONDUCT. Despite their individual illness or injuries, WT's remain subject to Army regulations, customs and courtesies, administrative policies, and the Uniform code of Military Justice (UCMJ). Commanders are responsible for maintaining good order and discipline in the WTU's and will enforce all applicable Army Regulations and policies, as always, commanders should consult with their local Staff Judge Advocate as part of the disciplinary process.

34. ___ ILLEGAL DRUGS. Use, possession, and distribution of legal drugs are violations of the UCMJ. Illegal drugs are prejudicial to good order and discipline and their use is inconsistent with healing. Commanders will conduct random urinalysis testing IAW AR 600-85. Use of illegal drugs may result in UCMJ action if such action is deemed appropriate by the soldier's commander. In accordance with AR 635-200, Para 14-12c(2)(b)1, "processed for separation" means that separation authority for appropriate action will be initiated and processed through the chain of command to the separation authority for appropriate action.

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CONTINUATION PAGE 6 – INITIAL COUNSELING

35. ____ Urinalysis Testing. Commanders have control of urinalysis testing through the use of “smart testing techniques”. IAW AR600-85, Para 4-2(a), unpredictability and frequency is a determining factor deterring Soldiers from using and abusing drugs. Smart testing techniques must extend beyond random selection of soldiers; it must include randomness of frequency (how often the commander tests) and periodicity (when during the month/meeek/day the commander tests). When mission and organizational structure allows, the random drug testing program should be managed at the battalion level, with the battalion level commander or their designated representative randomly selecting and testing 4-5 percent of the battalion strength weekly, detailing different companies to conduct the collection each week per AR 600-85, 4-2(d). This random testing will give battalion level units a 200% random testing rate if followed through in accordance with the regulation.

36. ____ Profiles. WT’s will adhere to all medical profiles, to include no-alcohol profiles. Profiles are designed to ensure a positive rehabilitative process and healing. The chain of commander will enforce all medical profiles. Adaptive physical activity is critical to overall successful healing and transition. Soldiers will receive guidance on what actions are permissible and non-permissible within the parameters of their profile from a WTU physical therapist or physical therapist assistant. The chain of command, as well as the WT should emphasize capabilities vice disabilities. All WT’s are expected to CARRY A COPY OF THEIR INDIVIDUAL PROFILE AT ALL TIME.

37. ____ Special Compensation for Assistance of Activities of Daily Living (SCAADL) is a program authorizing compensation for catastrophically ill or injured Soldiers. The law’s intent is to help offset the economic burden placed on caregivers who are providing non-medical care, support and assistance to eligible Soldiers. Soldier participation is voluntary but **HIGHLY** encouraged. The SCAADL applies to Active and Reserve Component Soldiers who have a **permanent catastrophic injury or illness** incurred or aggravated **in the line of duty**.