

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	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 your initial counseling concerning your education benefits. You are (or are not-line out which benefit Soldier is not eligible for) eligible for the Federal Tuition Assistance program, GI Bill Chapter 1606, Guard Tuition Incentive Program, and GI Kicker. Each education benefits has different sets of requirements for you to complete prior to you receiving the benefits for which you are submitting application. In each application, carefully read the fine details pertaining to each benefit you sign. Your signature or CAC Card digital signature is a binding contract between you, the Soldier, the Arkansas Army National Guard, U.S. Army, and the Government of the United States.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Federal Tuition Assistance (FTA): As a member of the Arkansas Army National Guard you qualify for FTA regardless of your AFQT score and is governed by AR 621-5. You must register in an accredited college/university to received FTA. You must register as a new student with www.goarmyed.com. As you create your account at [goarmyed](http://goarmyed.com) you must upload a degree plan, the student statement of understanding, and itemized tuition cost. You must request FTA in [goarmyed](http://goarmyed.com) and register your classes in the system. Understand if you fail, drop, or withdraw from a class after the last school scheduled drop date or you drop below a 2.0 GPA, you will be recouped for the class in the amount of the class credit hours. GoArmyEd automatically recoups the money from your LES. FTA pays for tuition cost only and not school fees.

GI Bill Chapter 1606: If you score a 50 or higher on your AFQT you are eligible for the GI Bill. You must request the GI Bill at www.gibill.va.gov under the benefits tab. After completing the online form and submission it takes approximately 10 working days to receive your eligibility certificate. You must take that certificate to the school you are attending. The school will submit the documentation to the Department of Veterans Affairs and in 6-8 weeks you will begin receiving your GI Bill check. The first and last checks of the semester will be partial payments since you will not have attended school the entire month. If you drop or fail a class the VA will recoup money from you.

GI Bill Kicker: You must be eligible for the GI Bill to receive the kicker. Pending on your rank you can either receive an additional check worth \$200.00 or \$350.00 monthly. To receive the kicker you and the unit must request the kicker and addendum from the Education Incentive Branch at Camp Robinson. All dates and signatures on the enlistment/reenlistment contracts and kicker addendums must be the same date. Once this action is complete, the Education and Incentives Branch will process the kicker payment. However, if you have adverse action or you change MOS your kicker may be suspended per regulation and policy.

Guard Tuition Incentive Program (GTIP): This is a state funded incentive to Arkansas Army National Guard Soldiers and Airman. This program is based on the availability of state funds. Soldier and Airman can qualify for \$2500.00 per semester. Basic eligibility requirements is per state statute as written in policy AR ARNGR 621-202/ARANGR 621-202. You must submit application form AG AR 621-R and 621-A signed by you and a unit representative. These forms and other documentation requirements per regulation may be sent to the Education Incentive Branch during the open application dates listed in ARNGR 621-2-2/ARANGR 621-202. To receive GTIP you must be enrolled in an approved accredited Arkansas college/university as identified by the Arkansas Department of Higher Education (ADHE). Online colleges/university located not approved by ADHE are not authorized GTIP. The Department of Education pays GTIP to the school you are enrolled in. Soldiers must apply each semester for GTIP.

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)

1. Create a student GoArmyEd account with www.goarmyed.com NLT 15 days from this counseling. Ensure all uploaded documents are in the students/Soldiers goarmyed eFile.
2. Apply for GI Bill chapter 1601 benefits at www.gibill.va.gov NLT 15 days from this counseling. Once you receive your eligibility certificate submit to the VA representative/worker at your college/university with in 5 work days from date certificate is received.
3. Apply for GTIP when enrolled in school and per GTIP application enrollment window per regulation using ARARNGER 621-202/ARANGR 621-202. Forms are located at the end of the regulation. GTIP is a first come first serve program. GTIP pays out per semester until funds are exhausted. Ensure you fill out GTIP forms correctly. You will be contacted by letter to inform you of you were awarded GTIP or not awarded. If awarded the school will receive \$2500.00 paid towards your school bill.
4. Apply for the kicker immediately. The unit and Education Incentive Branch will work in conjunction to process your kicker. You must sign a kicker addendum, along with you enlisted contract, to be submitted for processing a payment.

Payment timelines:

1. FTA- 30 days from last school scheduled dropped date. Funds will be sent to the school
2. GI Bill 6-8 weeks after submission by school VA representative. Funds sent to the Soldier
3. GI Bill Kicker - up to 6 being VA processing. Funds sent to the Soldier
4. GTIP- up to 30 days after start of school semester. ADHE is the responsible party for fund execution. Funds sent to the school.

Conduct follow-up during next drill from date of this counseling.

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.