

Summary Report for Individual Task  
805D-210-4103  
Conduct Career Management Counseling and Development  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the U.S. Army Chaplain Center and School foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are a Senior Leader 56M with Junior NCO's and subordinate soldiers. You have access to the Capabilities Development Integration Directorate (CDID), Human Resources Command (HRC), and Proponency. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Conduct a professional/career development counseling session that results in a documented plan for the Soldier to guide them based on their goals and potential.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required briefings will be provided by CDID, Proponency, and HRC.

**Notes:** None

### Performance Steps

1. Review regulations, NCOER briefing, CDID briefing, Proponency briefing, HRC briefing and AARs pertinent to providing career management counseling and development.
2. Review previous counseling notes/session. DA Form 2166-8-1, DA Form 4856 and DA Form 1059.
3. Review Soldier Personal Data Sheet.
4. Review Enlisted Record Brief (ERB).
5. Review Official Military Personnel File (OMPF).
6. Review Leave and Earnings Statement (LES).
7. Schedule Career Management Counseling and Development Session.
8. Prepare for the counseling session.
  - a. Establish the objectives of the counseling session.
  - b. Prepare the physical surroundings to ensure privacy, an informal friendly atmosphere, and access to all material.
9. Conduct the Counseling Session by accomplishing the following:
  - a. Open the counseling session in a friendly, personal and comfortable manner.
  - b. Counsel the Soldier on his/her promotion/potential and professional development.
    - (1) Discuss DA Form 2166-8 and DA Form 4856.
    - (2) Discuss the Army Continuing Education System (ACES) and the Credentialing Opportunities On-Line (COOL).
    - (3) Discuss the decentralized, semi-decentralized, and centralized promotion system.
    - (4) Discuss the various military schools, training opportunities and balancing work place requirements with Additional Skill Identifier (ASI) related duties.
    - (5) Discuss the importance of finding a mentor.
    - (6) Discuss the impact of personal/family affairs.
    - (7) Discuss how to develop problem solving skills, critical thinking and review and analysis techniques.
  - c. Discuss Chaplain Assistant CMF 56 Professional Development Model. (DA Pam 600-25)
    - (1) Discuss the importance of diverse assignments.
    - (2) Discuss short and long term goals, professional and personal.
    - (3) Discuss importance of seeking/obtaining leadership opportunities.
  - d. Summarize the counseling session and annotate what course of action/decision has been reached.

e. Schedule a follow-up counseling session and close the counseling session.

10. Annotate the results of the counseling session on DA Form 4856 and/or DA Form 2166-8-1.

11. Place copies in the Soldier's Counseling packet and give a copy to the Soldier if requested.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Mark each performance measure either Go or NO GO. The Soldier must complete all sub-steps to receive a GO for that measure. All measures must be marked GO to have successfully accomplished the task. If the Soldier fails any measure, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** Provide the Soldier with the materials listed in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed regulations, NCOER briefing, CDID briefing, HRC briefing and AARs pertinent to providing career management counseling and development.			
2. Reviewed previous counseling notes/session. DA Form 2166-8-1, DA Form 4856 and DA Form 1059.			
3. Reviewed Soldier Personal Data Sheet.			
4. Reviewed Enlisted Record Brief (ERB).			
5. Reviewed Official Military Personnel File (OMPF).			
6. Reviewed Leave and Earnings Statement (LES).			
7. Scheduled Career Management Counseling and Development Session.			
8. Prepared for the counseling session.			
a. Established the objectives of the counseling session.			
b. Prepared the physical surrounding to ensure privacy, an informal friendly atmosphere, and access to all material.			
9. Conducted the Counseling Session by accomplishing the following:			
a. Opened the counseling session in a friendly, personal and comfortable manner.			
b. Counseled the Soldier on his/her promotion/potential and professional development.			
c. Discussed Chaplain Assistant CMF 56 Professional Development Model. (DA PAM 600-25)			
10. Annotated the results of the counseling session on DA Form 4856 and/or DA Form 2166-8-1.			
11. Placed copies in the Soldier's Counseling packet and gave a copy to the Soldier if requested.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System <a href="http://www.apd.army.mil/pdf/files/r623_3.pdf">http://www.apd.army.mil/pdf/files/r623_3.pdf</a>	No	No
	DA FORM 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	No	No
	DA FORM 2166-8	(Updated 1 Oct 2011) NONCOMMISSIONED OFFICER EVALUATION REPORT	No	No
	DA FORM 4856	Developmental Counseling Form	No	No
	PAM 600-25	US ARMY NONCOMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT GUIDE	No	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is a continual process. Always be alert to ways to protect our environment and reduce waste.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805D-203-1050	Safeguard Sensitive Information and Privileged Communications	805D - Chaplain (Individual)	Approved
805B-79T-3306	Conduct Professional Development Counseling	805B - Recruiting and Retention, Ft. Jackson (Individual)	Approved
011-510-1501	Supervise Professional Development / Career Management	011 - Aviation (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None