

**Department of Health and Human Services
Commissioned Corps of the U.S. Public Health Service**

Report of Career Counseling Session– Form A - Category-Specific Counseling

Instructions: This form is to be completed by the CPO or CPO-appointed senior officer counselor upon completion of a career-specific counseling session. A signed PDF copy of this form should be sent to the officer. Officers should upload the completed form via eDOC-U for inclusion in their electronic Official Personnel Folder (eOPF).

Officer's Rank/Name: _____ **PHS Serial Number:** _____

Date of Counseling: ____/____/____ **Time:** _____

Officer's Phone Number: _____

Counselor granted access to officer's eOPF "*****" Officer declines counseling

Purpose of Counseling

- CPO initiated
- Probationary period review
- Promotion non-recommend
- Non-selection for promotion and placement in the lowest quartile
- Non-selection for promotion and placement in the lowest decile
- Referred to Chief Professional Officer by a board for (specify)

Areas Reviewed

- | | |
|----------------------------------|--|
| Performance | Education/Training/Professional Development |
| Career progression and potential | Professional contribution and service to Corps |
| Response Readiness | Other (specify below) |

Other Areas Reviewed:

Recommendation(s) by Counselor Included the Following:

- Create an Individual Development Plan (IDP)
- Seek employee assistance
- Seek a mentor
- Speak with the Commissioned Corps Agency Liaison
- Seek additional training (specify) _____
- Other (specify) _____

Follow-up steps by the officer:

- Officer agreed to establish a plan to address areas for development
- Officer indicated he/she will meet with supervisor for follow-up discussion or planning
- Officer requested another counselor
- Officer requested CPO follow-up
- Other (specify) _____

_____ **Print Counselor's Rank/Name** _____ **Signature of Counselor** _____ **Date**

This form must be uploaded by the officer to his or her eOPF via eDOC-U.