

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

Report of Career Counseling Session - Form B - Supervisor Counseling

Instructions: This form is to be completed by the supervisor upon completion of the counseling session with the officer, signed by both the officer and supervisor, and uploaded via eDOC-U for inclusion in the officer's official personnel folder. Note: submission of this form to the eOPF satisfies the requirement under CCPM 23.4.2, section 6-4, for a career counseling session report as part of the annual COER for those officers in the bottom quartile in the previous promotion year, and also satisfies the requirement to provide a copy of this report to the officer's CPO.

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

Date: ____/____/____ **Time:** _____

Purpose of Counseling

- 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 by CPO for the purposes of (specify) _____

Areas Reviewed

- | | |
|---------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Performance | <input type="checkbox"/> Education/Training/Professional Development |
| <input type="checkbox"/> Career Progression & Potential | <input type="checkbox"/> Professional Contribution & Service to Corps |
| <input type="checkbox"/> Response Readiness | <input type="checkbox"/> Other (specify) _____ |

Follow-up steps by the officer/timeframe:

Supervisor Recommendation

- Create an Individual Development Plan
- Seek Employee Assistance
- Additional Training (specify) _____
- Seek a Mentor
- Speak with Agency Liaison
- Other (specify) _____

Signature of Officer _____
Date
 Officer declines to sign form

Name of Supervisor

Signature of Supervisor _____
Date

Supervisor Phone Number

Supervisor E-mail address

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