7th Cavalry Regiment

NEGATIVE COUNSELING STATEMENT

INSTRUCTIONS FOR SECTIONS I-III: Sections I and II are to be completed by the trooper's immediate supervisor or other officer above within the troopers chain of command (Section Leader or above). The Supervisor will submit the NCS to the Company Commander & Battalion Staff for review/approval.

I. PERSONAL DATA *(Completed by immediate supervisor or above)*

1. NAME OF TROOPER	2. RANK	3. MOS	4. POSITION
Cayabyab, Adrian	PVT / E-1	11X	Trooper

5. UNIT	6. CURRENT SERVICE	
	6a. ENLISTMENT DATE	6b. TIME IN SERVICE (YR./MO.)
1st Battalion Training Unit, 7th Cavalry Regiment	07OCT13	0/0

II. VERBAL COUNSELING SUMMARY *(Completed by immediate supervisor or above)*

7a. NAME OF COUNSELOR	7b. RANK	7c. UNIT/POSITION	7d. DATE OF COUNSELING
Orion, James	SGT	1BNTU / Training Sergeant	01NOV13

8. SUMMARY OF INFRACTION(S)

Private Cayabyab failed to notify me that he would not be attending training 17OCT13, and failed to respond to several PMs sent offering make-up practices every day after the missed training - Meaning he failed to complete training for Week 42.

Private Cayabyab failed to notify me that he would not be attending training 24OCT13, and failed to respond to several PMs sent offering make-up practices - Trooper failed to complete training for Week 43.

A VCS was issued on 24OCT13 and a PM was sent out requesting a meeting. I have received no response from the PVT regarding his PM.

On 31OCT13 Private Cayabyab failed to notify me that he would not be attending training. This is the 3rd time this has happened without a reason given.

Private Cayabyab has also failed to sign roll call for several weeks.

9. TAKEN/RECOMMENDED ACTION AGAINST TROOPER

Discharge for Failure to Adapt

INSTRUCTIONS FOR SECTIONS III: Sections III is to be completed by the next command level above the trooper's supervisor. The Unit Commander will ensure that the trooper has been spoken to by his supervisor (not via PM or email, but verbally) and his aware of why he was counseled and of the consequences of further violations. The Unit Commander will also approve or recommend further action against the trooper. The Unit Commander will submit the completed form to the Admin. Dept. email for further processing.

III. UNIT COMMANDER APPROVAL

☐ Approve recommendation action.
☐ I recommend no further action
☑ I recommend the following action

10. RECOMMENDED ACTION (if different from above)

AWOL Discharge

11a. NAME OF COMMANDER	11b. RANK	11c. UNIT/POSITION	11d. DATE
Grgich, Alexander	1LT	1BN HQ, Executive Officer	03NOV2013

INSTRUCTIONS FOR SECTIONS IV: Sections IV is to be completed by the S1 OIC, or designee. The S1 department will be responsible for ensuring that all applicable records and systems are updated and that a copy (link) to this form is included in the trooper's MILPAC.

IV. PERSONNEL RECORD PROCESSING

☐ Update record in Military Police Booking Area.
☑ Update MILPAC as necessary.
☑ Update Forum as necessary.
☐ Update Ventrilo as necessary.

12a. NAME OF S1 PERSONNEL	12b. RANK	12c. UNIT/POSITION	12d. DATE
Bolan, Mack	1LT	S1 OIC	03NOV2013