7 <sup>th</sup> Cavalry Regiment NEGATIVE COUNSELING STATEMENT				
<b>INSTRUCTIONS FOR SECTIONS I-III:</b> 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
5. UNIT	L		6. CURRENT SERVICE 6a. ENLISTMENT DATE	6b. TIME IN SERVICE (YR./MO.)
II. VERBAL COUNSELING SUMMARY (Completed by immediate supervisor or above)				
7a. NAME OF COUNSELOR	7b. RANK 7c. UNIT/POSI		IION	7d. DATE OF COUNSELING
9. TAKEN/RECOMMENDED ACTION	N AGAINST TROOPER			
<b>INSTRUCTIONS FOR SECTIONS III:</b> 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				
<ul> <li>Approve recommendation action.</li> <li>I recommend no further action</li> <li>I recommend the following action</li> </ul>	10. RECOMMENDED	ACTION (if diffe	rent from above)	
11a. NAME OF COMMANDER	11b. RANK 11c. UNIT/POSITION			11d. DATE
<b>INSTRUCTIONS FOR SECTIONS IV:</b> 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				
<ul> <li>Update record in Military Police Booki</li> <li>Update MILPAC as necessary.</li> <li>Update Forum as necessary.</li> <li>Update Ventrilo as necessary.</li> <li>12a. NAME OF S1 PERSONNEL</li> </ul>	ng Area. 12b. RANK		12c. UNIT/POSITION	12d. DATE
12a. NAME OF 51 PERSONNEL	120. KAINK		12t. UNIT/POSITION	IZI. DATE