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 |
|---|---|---|---|
| Freeman | SPC | 11B | Trooper |

| 5. UNIT | 6. CURRENT SERVICE | |
|---|---|---|
| | 6a. ENLISTMENT DATE | 6b. TIME IN SERVICE (YR./MO.) |
| D/1/C/1-7 | 27 May 10 | 00 / 08 |

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

| 7a. NAME OF COUNSELOR | 7b. RANK | 7c. UNIT/POSITION | 7d. DATE OF COUNSELING |
|---|---|---|---|
| Clip | 1LT | 2/C/1-7 | 3 Jan 11 |

8. SUMMARY OF INFRACTION(S)

- Violated General Order # 12 as listed below - Failed to attend the regimental meeting on 18 Dec 10 @ 1300 CST

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General Order Twelve:
Subject: Meeting Attendance
Meetings that are mandatory or emergency must either be attended or a post must be made as to why you cannot attend under the pending meeting notice. If you miss the meeting under emergency circumstances that you planned on attending a post must be made ASAP after the meeting regarding the reason why you missed the meeting. Any violation may result in an Article 15.

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9. TAKEN/RECOMMENDED ACTION AGAINST TROOPER

No favorable action 60 days, Trooper has prior NCSs

**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)

| 11a. NAME OF COMMANDER | 11b. RANK | 11c. UNIT/POSITION | 11d. DATE |
|---|---|---|---|
| Rogue | LT | Company Commander | 04Jan2011 |

**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 |
|---|---|---|---|
| Southside | LTC | S1 Admin | 14 Jan 2011 |