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
Lonfox, Christopher	Sergeant	11B	Section Leader

5. UNIT	6. CURRENT SERVICE	
	6a. ENLISTMENT DATE	6b. TIME IN SERVICE (YR./MO.)
Alpha Section, First Platoon, Charlie Company, 1st Battalion	15APR2011	1yr 11mos

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

7a. NAME OF COUNSELOR	7b. RANK	7c. UNIT/POSITION	7d. DATE OF COUNSELING
Williams, Kotaka	SFC	1/C/1-7 Platoon Sergeant	14 MAR 2013

8. SUMMARY OF INFRACTION(S)

DERELICTION OF DUTY; FAILURE TO COMPLY WITH MANDATORY SECTION LEADER DUTIES

Weekly:
Update roll-calls in a timely fashion when members report in. Ensure roll-calls are correct, contain AAR's according to standard and follow-up with members throughout the week to ensure 100% roll-call and training attendance.
Provide individual training to troopers in a timely manner.
Send Section Leader notes in a PM to Platoon Sergeant NLT Saturday noon for the past week's report.
Conduct a weekly section practice in accordance with standards and guidance laid out by the Platoon Sergeant and Platoon Leader.
Quote From SGM.Grgich

can be found at link: http://www.7thcavalry.us/topic/78180-nco-jobs-and-duties/
On the NCOs Jobs and Duties

SGT LONFOX.C WAS ASSIGNED SECTION LEADER AT 09JULY2012 AND SINCE THEN HE KEPT UP WITH HIS DUTIES AND DONE HIS JOB. THE SUBJECT STARTED WORKING ON LONGER SHIFTS AND WASNT ABLE TO MAKE UP TO HIS OWN SECTION PRACTICE, WHEN THIS HAPPENED FOR THE SECOND TIME HE RECIEVED A VCS THAT CAN BE SEEN HERE: https://www.dropbox.com/s/ecs64so79qju5np/VCS%20Lonfox%2CC%2019FEB13.pdf

9. TAKEN/RECOMMENDED ACTION AGAINST TROOPER

Recommendation as follows

30 DAYS NO FAVORABLE ACTION IF HE RETURNS TO THE CAV
30 DAYS INELIGIBILITY FOR SPECIAL OR FOLLOW ON TRAINING SCHOOLS IF HE RETURNS TO THE CAV

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

- [x] Approve recommendation action.
- [ ] I recommend no further action
- [ ] I recommend the following action

10. RECOMMENDED ACTION (if different from above)
N/A

11a. NAME OF COMMANDER	11b. RANK	11c. UNIT/POSITION	11d. DATE
Clarke, Jake	Major	Charlie Company Commander	16/03/13

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