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
Wayne Roark	2LT	11 Bravo	Platoon Leader

5. UNIT	6. CURRENT SERVICE	
	6a. ENLISTMENT DATE	6b. TIME IN SERVICE (YR./MO.)
1/C/2-7	15 Jan 2009	Years:[3] Months:[6]

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

7a. NAME OF COUNSELOR	7b. RANK	7c. UNIT/POSITION	7d. DATE OF COUNSELING
Kagan.R	MAJ	Charlie 2-7 / Company Commander	8/8 /2012

8. SUMMARY OF INFRACTION(S)

2LT.Roark failed to submit a Platoon Report within the acceptable time frame. Procedures were established in a VCS dated, 28June12, indicating that;
"- 2LT.Roark is aware of his responsibilities and will make every effort to complete them in a timely manner.
- If the 2LT is unable to submit his report, he is to contact me by phone, text, e-mail, or PM to provide information so that I can complete the report for him.
- Future infractions will result in an NCS being issued."

2LT.Roark failed to adhere to the established plan of action and is therefore issued a NCS as per our agreement.

9. TAKEN/RECOMMENDED ACTION AGAINST TROOPER

I recommend that 2LT.Roark receive no favorable actions for 30

Signed and agreed to by: 2nd Lieutenant Roark, Wayne

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

	10. RECOMMENDED ACTION (if different from above)
☑ Approve recommendation action. ☐ I recommend no further action ☐ I recommend the following action	

11a. NAME OF COMMANDER	11b. RANK	11c. UNIT/POSITION	11d. DATE
Holmes, Sherlock	COL	2-7 / Commander	30 Aug 12

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