



DEPARTMENT OF THE ARMY
49ER ARMY ROTC BATTALION
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
9201 UNIVERSITY CITY BOULEVARD, MEMORIAL HALL
CHARLOTTE NC 28223-0001

ATCC-DDN-CUC

15 March 2011

MEMORANDUM FOR 49er Battalion Cadre, Staff and Cadets

SUBJECT: Battalion Policy # 14, Counseling, Coaching and Mentoring

1. References:

- a. Army Regulation 623-3, Evaluation Reporting System, dated 10 August 2007.
- b. Department of the Army Pamphlet 623-3, Evaluation Reporting System, dated 13 August 2007.
- c. Army Regulation 690-400, Total Army Performance Evaluation System, dated 16 October 1998.
- d. Field Manual 22-100, Army Leadership, dated 31 August 1999.
- e. Army ROTC Functional Support Contract, Supplemental Employee Guide, dated April 2005.

2. We as leaders are charged with certain very specific Cadet counseling requirements. Instructors will fulfill this responsibility as follows:

- a. Scholarship Cadets, including advance designee scholarship Cadets will be counseled by their respective APMS/SMI in accordance with CCP 1454, paragraph 57.
- b. Non-scholarship Advanced Course Cadets will be counseled in accordance with CCP 1454, paragraph 58.

3. Instructors will provide completed DA Forms 4856 to S1 personnel for inclusion into counseling files as appropriate. Pay particular attention to the requirements to counsel Cadets on probation at least monthly (see CCP 1454, paragraphs 54 and 513). Also, provide me a copy of the DA 4856 completed when performing the monthly counseling of Cadets on probation.

4. Each instructor will review the record of each of his students immediately upon receipt of each semester's grade reports and will inform the chain of command of the need to place a student on probation. This requirement must be taken very seriously.

5. In addition to the areas to be covered during counseling specified in CCP 1454, instructors will also cover the following:

- a. The Cadet's cumulative and semester and overall university and ROTC GPAs.

- b. Verifying the Cadet's academic major to ensure he or she has not changed without authorization, especially if a scholarship winner.
 - c. The Cadet's academic progress towards the degree specified as once contracted, all Cadets must remain academically aligned for commissioning and graduation.
 - d. The Cadet's person wellbeing.
 - e. The Cadet's medical status (if and how changes may affect enrollment/commissioning ability).
6. Instructors will review the following documents for accuracy and completeness and have them during counseling:
- a. DA 201 or comparable Cadet File (if appropriate)
 - b. CC139
 - c. Cadet Record Brief (CRB)
 - d. CC 104R
7. Any changes or recommendations concerning Cadets' status in the program will be brought to the attention of the S1 and the chain of command immediately.
8. Point of contact for this policy letter is SFC Lovins at (704) 687-8687.



GARY L. MCGINNIS
LTC, FA
Commanding