

# MCJROTC CADET COUNSELING FORM

|   |
|---|
| CADET NAME (Last, First): _____ DATE: _____ |
| BILLET: _____ PERIOD: _____                 |
| NAME & RANK OF COUNSELOR: _____             |

**1. PURPOSE OF COUNSELING:** (*'X' appropriate box*)

- a.  Routine  
 Commendatory Performance  
 Substandard Performance

b. Identify Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. GENERAL OBSERVATIONS:** (*Place an 'X' in appropriate boxes*)

**a. Attendance:**

|                        |                 |
|------------------------|-----------------|
| Outstanding Attendance | (0 unexcused)   |
| Fair Attendance        | (1-3 unexcused) |
| Poor Attendance        | (> 3 unexcused) |

**b. Punctuality/Tardiness:**

|                    |                        |
|--------------------|------------------------|
| Punctual           | (0 Unexcused)          |
| Occasionally Tardy | (Tardy: 1-3 Unexcused) |
| Habitually Late    | (Tardy: > 3 Unexcused) |

**c. Uniforms:**

|                |  |
|----------------|--|
| Outstanding    | (LE I-IV) 0 Unexcused/Missed Uniform Days;<br>(LE I-IV) High standards of appearance/conduct in uniform  |
| Good           | (LE I-IV) 0 Unexcused/Missed Uniform Days;<br>(LE I-IV) Some minor appearance/conduct discrepancies.   |
| Fair           | (LE I) 1 Unexcused/Missed Uniform Day;<br>(LE I-IV) Consistent minor appearance/conduct discrepancies.   |
| Poor           | (LE I) 2 Unexcused/Missed Uniform Days;<br>(LE I-IV) Some major appearance/conduct discrepancies.  |
| Unsatisfactory | (LE I) > 2 Unexcused/Missed Uniform Days / (LE I-IV) 1+ Unexcused Uniform Days;<br>(LE I-IV) Standards of wear & conduct consistently not being met. |

**d. Bearing & Attitude:**

|                |
|----------------|
| Outstanding    |
| Excellent      |
| Good           |
| Fair           |
| Poor           |
| Unsatisfactory |

**e. Academics:** (*Indicate totals of Grades in all classes – See Infinite Campus*)

|   | Total | Classes |
|---|-------|---------|
| A |       |         |
| B |       |         |
| C |       |         |
| D |       |         |
| F |       |         |

**3. SUMMARY OF COUNSELING:** *(Counselor - Include as much detail as possible)*

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| <b>a. Billet Description &amp; Performance Expectations:</b> |
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| <b>b. Evaluation of Performance:</b> <i>(Focus in on key strengths and weaknesses)</i> |
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| <b>c. Expectations (Areas to Improve):</b> <i>(Include time period within which these improvements are expected to take place)</i> |
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**4. SIGNATURES:**

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|-------------------------|--------------|
| <u>Cadet Counseled:</u> | <u>Date:</u> |
|                         |              |
| <u>Counselor:</u>       | <u>Date:</u> |
|                         |              |

- References: NAVMAC 2876 Counseling Training Program  
MCO P1610.7 Performance Evaluation System  
NAVMC 2795 USMC User's Guide to Counseling
- Addendums or rebuttals to adverse counseling should be submitted within 5 working days.
- Turn this form in to the SMI/MI to be retained in the counseled Cadet's record.
- The Cadet being counseled may obtain a copy of this form from the SMI/MI.