



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
CAMPBELL UNIVERSITY, 4<sup>th</sup> BRIGADE, USACC  
PO BOX 307, BLDG 165 T.T. LANIER EXTENSION  
BUIES CREEK, NORTH CAROLINA 27506

ATCC-DDN-CCU

8 September 2011

MEMORANDUM FOR CAMPBELL BATTALION CADRE AND CADETS

SUBJECT: Policy Letter # 13, Cadet Counseling

1. Reference: Cadet Command Pamphlet (CCP) 145-4
2. We as leaders are changed with very specific Cadet counseling requirements. They will be fulfilled by the instructor as follows:
  - a. Scholarship Cadets, including advance designee scholarship Cadets will be counseled by their respective APMS/EI in accordance with CCP 145-4, paragraph 5-7.
  - b. Non-scholarship Advanced Course Cadets will be counseled in accordance with CCP 145-4, paragraph 5-8.
3. Instructors will provide completed DA Form 4856 to Human Resources Assistant (HRA) personnel for inclusion into counseling files as appropriate. Cadre will pay particular attention to the requirements to counsel Cadets on probation at least monthly (see CCP 145-4, paragraph 5-4 and 5-13). Cadre will also provide the Professor of Military Science a copy of the completed DA Form 4856 when performing monthly counseling with 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 or suspension. This requirement must be taken very seriously.
5. In addition to the areas to be covered during counseling specified in CCP 145-4, instructors will also do the following:
  - a. Discuss the Cadet's cumulative, semester, and overall university and ROTC GPAs.
  - b. Verify the Cadet's (especially scholarship cadets) academic major to ensure that they have not changed without authorization.
  - c. Discuss the Cadet's academic progress towards the degree specified because once contracted, all Cadets must remain academically aligned for commissioning and graduation.
  - d. Discuss the Cadet's personal well-being.
  - e. Discuss the Cadet's medical status (how changes may affect enrollment/commissioning ability).
6. Instructors will review the following documents for accuracy and completeness each semester and have them during counseling:
  - a. 201 file (if appropriate)
  - b. CC Form 139-R
  - c. Cadet Record Brief (CRB)
  - d. CC Form 104-R

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7. Any changes or recommendation concerning a Cadets' status in the program will be brought to the attention of the ROO, HRT, and the chain of command immediately.

8. POC for this policy is the undersigned at (910) 893-1582.

  
MICHAEL E. MASON  
LTC, EN  
Professor of Military Science