

RECORD OF INDIVIDUAL COUNSELING

I. COUNSELING TIPS

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| 1. Determine the objective of the counseling before the session begins. | 8. Don't make promises if you can't keep them. |
| 2. Hear the individual out. | 9. Don't force decisions on the person - there may be other equally good and acceptable solutions. |
| 3. Treat the member as having worth and dignity. | |
| 4. Show sincerity, courtesy, and personal interest in the individual. | |
| 5. Give the individual the facts, whether they are pleasant or unpleasant. | |
| 6. Don't brush off any problem as being too trivial. | |
| 7. Don't make snap decisions. | |

II. PERSONAL DATA

1. NAME (<i>Last, First, MI</i>)		2. Rank
3. FLIGHT	4. REASON FOR COUNSELING	5. NUMBER OF TIMES COUNSELED FOR THIS ISSUE

III. COUNSELING

6. SUMMARY OF COUNSELING (*Give details, facts, specific dates, times, names, sequence of events, etc.*)

7. RECOMMENDATIONS AND ADVICE OF COUNSELOR

8. NAME, GRADE AND DUTY TITLE OF COUNSELOR

9. SIGNATURE

10. DATE

IV. ACKNOWLEDGMENT OF COUNSELING		
11. SUMMARY OF COUNSELEE'S COMMENTS <i>(Indicate if none)</i>		
12. NAME AND GRADE OF COUNSELEE	13. SIGNATURE	14. DATE
V. REFERRAL/FOLLOW-UP		
15. REFERRAL RECOMMENDED (Squadron Commander, Evaluation Board, Instructor, etc)		
VI. COMMANDER'S COMMENTS		
16. NAME AND GRADE OF COMMANDER	17. SIGNATURE	18. DATE