

## RECORD OF INDIVIDUAL COUNSELING

### I. COUNSELING TIPS

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| 1. Determine the objective of the counseling before the session begins.<br>2. Hear the individual out.<br>3. Treat the member as having worth and dignity.<br>4. Show sincerity, courtesy, and personal interest in the individual.<br>5. Give the individual the facts, whether they are pleasant or unpleasant.<br>6. Don't brush off any problem as being too trivial.<br>7. Don't make snap decisions. | 8. Don't make promises if you can't keep them.<br>9. Don't force decisions on the person - there may be other equally good and acceptable solutions.<br>10. Refer to other agencies.<br>11. Make contact for the individual with the referral agency.<br>12. Follow up referrals to make sure there is a continuity of action and that referrals are completed as soon as possible. |
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### II. PERSONAL DATA

1. NAME ( <i>Last, First, MI</i> )	2. GRADE	3. SSN	4. AFSC	5. DUTY PHONE
6. UNIT/OFFICE SYMBOL	7. REASON FOR COUNSELING		8. OTHER INFORMATION ( <i>i.e., marital status, course graduation date, date assigned, etc.</i> )	

### III. COUNSELING

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

10. RECOMMENDATIONS AND ADVICE OF COUNSELOR

11. NAME, GRADE AND DUTY TITLE OF COUNSELOR

12. SIGNATURE

13. DATE

**IV. ACKNOWLEDGMENT OF COUNSELING**

14. SUMMARY OF COUNSELEE'S COMMENTS *(Indicate if none)*

15. NAME AND GRADE OF COUNSELEE

16. SIGNATURE

17. DATE

**V. REFERRAL/FOLLOW-UP**

18. REFERRAL AGENCIES RECOMMENDED *(Personal Affairs, Chaplain, Legal Assistance, Medical, Social Actions, Red Cross, etc.)*

**VI. COMMANDER'S COMMENTS**

19. NAME AND GRADE OF COMMANDER

20. SIGNATURE

21. DATE