


RECORD OF INDIVIDUAL COUNSELING

I. COUNSELING TIPS				
1. Determine the objective of the counseling before the session begins. 2. Hear the individual out. 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.	8. Don't make promises if you can't keep them. 9. Don't force decisions on the person - there may be other equally good and acceptable solutions. 10. Refer to other agencies. 11. Make contact for the individual with the referral agency. 12. Follow up referrals to make sure there is a continuity of action and that referrals are completed as soon as possible.			
II. PERSONAL DATA				
1. NAME (<i>Last, First, MI</i>) Snuffy, Airmen, S	2. GRADE Cadet	3. SSN	4. AFSC	5. DUTY PHONE
6. UNIT/OFFICE SYMBOL MSG	7. REASON FOR COUNSELING Dress and Appearance		8. OTHER INFORMATION (<i>i.e., marital status, course graduation date, date assigned, etc.</i>)	
III. COUNSELING				
9. SUMMARY OF COUNSELING (<i>Give details, facts, specific dates, times, names, sequence of events, etc.</i>)				
<p>C/Snuffy's hair was out of regulation IAW AFI 36-2903</p>				
10. RECOMMENDATIONS AND ADVICE OF COUNSELOR				
<p>Read, understand AFI 36-2903 chapter 3 paragraph 3.1.2 and make corrections as required</p>				
11. NAME, GRADE AND DUTY TITLE OF COUNSELOR		12. SIGNATURE		13. DATE
Andrew C. Meyer C/Lt Col CW/CWV				11 Dec 14

IV. ACKNOWLEDGMENT OF COUNSELING

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

(If counselee wishes to respond, they can make a statement here)

15. NAME AND GRADE OF COUNSELEE

Airmen Snuffy, Cadet

16. SIGNATURE



17. DATE

11 Dec 14

V. REFERRAL/FOLLOW-UP

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

2nd Counseling - Refer to OFC

3rd Counseling - Refer to Det/CC

VI. COMMANDER'S COMMENTS

19. NAME AND GRADE OF COMMANDER

20. SIGNATURE

21. DATE