

**PART III - COUNSELING (continued)**

MEMBER'S REACTION TO COUNSELING (Check one.)

EXCELLENT     GOOD     SATISFACTORY     POOR     INDIFFERENT

ANY FURTHER COMMENTS DEEMED APPROPRIATE:

A copy of this letter of counseling will be given to SSgt Thompson for use in the writing of your next Airman's Performance Report.

REFERRAL COUNSELING REQUIRED:     YES     NO    (If yes, refer through Squadron Commander)

NAME AND TITLE OF COUNSELOR THOMAS J. MANION, TSgt, USAF Structural Repair Technician	SIGNATURE <i>Thomas J. Manion</i>	DATE 26 JAN 84
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**PART IV - ACKNOWLEDGEMENT OF COUNSELING**

I ACKNOWLEDGE RECEIVING THE COUNSELING/RECOMMENDATIONS AND ADVICE DESCRIBED ABOVE AND HAVE THE FOLLOWING COMMENTS: (If none, so state)

NAME AND GRADE OF MEMBER COUNSELED <i>SSgt Thompson</i>	SIGNATURE <i>[Signature]</i>	DATE <i>[Date]</i>
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**PART V - COMMANDER'S COMMENTS (Use if referred to commander)**

REMARKS: (if appropriate, indicate to whom referred for further counseling, i.e., Chaplain, Social Actions, CBPO, Hospital, Legal Office, Red Cross, etc.)

NAME AND GRADE OF IMMEDIATE COMMANDER	SIGNATURE	DATE
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**PART VI - COUNSELING TIPS**

- DO hear the individual out.
- DO treat the troubled member as having worth and dignity in his/her own right.
- DO show sincere, courteous and personal interest in the individual's problems.
- DO give the individual the facts, whether they are pleasant or unpleasant.
- DO keep the individual's problem confidential.
- DO refer to other activities. You don't have solutions to all the problems.
- DO make contact for the individual with the referral office.
- DO follow-up referrals to make sure that there is a continuity of action and that referrals are completed as soon as possible.

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- DON'T brush off any problem as being too trivial.
  - DON'T force decisions on the member - there may be other equally good and acceptable solutions.
  - DON'T make promises if you can't keep them.
  - DON'T make decisions.