

PART III - COUNSELING (continued)

MEMBER'S REACTION TO COUNSELING (Check one)

EXCELLENT GOOD SATISFACTORY POOR INDIFFERENT

ANY FURTHER COMMENTS DEEMED APPROPRIATE:

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

NAME AND TITLE OF COUNSELOR <i>Rodney R Lightfoot</i>	SIGNATURE <i>Rodney R Lightfoot</i>	DATE <i>5 Oct 83</i>
--	--	-------------------------

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>HEWLEY DARREN L AMM</i>	SIGNATURE <i>Darren L Hewley</i>	DATE <i>6 Oct 83</i>
--	-------------------------------------	-------------------------

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
---------------------------------------	-----------	------

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.

- 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 snap decisions.