

Letterhead

**MEMORANDUM**

Date:

From: J.Q. Member, *[FC, DCDR, or DCAPT]*  
USCG Auxiliary

To: AUXILIRIST FIRST MI LAST, MEMBER # 0000000,  
USCG Auxiliary

Subj: DOCUMENTATION OF ORAL COUNSELING *[Incident Here]*

Ref: (a) United States Coast Guard Auxiliary Manual, COMDTINST  
M16790.1G

1. Thank you for your service, you are a valuable member of the Auxiliary and your willingness to advance the Auxiliary's missions by volunteering your time is sincerely appreciated.
2. I appreciate the frank and professional response to *[nature of communication setting out the complaint.]* All of the statements that you made to me were carefully considered.
3. Reason for counseling: *[set forth here the factual circumstances which required the counseling session such as the specific infraction of CG or Auxiliary policy, procedures, guidelines, manuals, etc.]*
4. Summary of Auxiliarist's statements: *[set forth here the Auxiliarist's version of the facts, explanation provided to the councilor, whether the statement's were believed to be genuine and accurate, documents offered by the Auxiliarist to justify or mitigate conduct for which counseling is being given]*
5. Summary of counseling provided: *[summarize your advise given in respect to the specific infraction of Auxiliary procedures, guidelines, manuals and corrective measures which you suggested]*
6. Results of counseling: *[summarize advise or recommendations provided, indicate whether Auxiliarist is agreeable to*

*accepting the corrective advise provided or rejects same, did Auxiliarist appear contrite of defiant]*

7. Name(s) of any other parties at counseling session: *[Suggest that another person or persons be present as an observer.]*

8. This Documentation of Oral Counseling shall remain in your Membership Record for a period of \_\_\_\_\_ years (*not to exceed three*) and will serve as written documentation of the incident. Any further incidents will be met with appropriate administrative disciplinary procedures.

9. Since this letter is strictly counseling in nature, there is no right to appeal. (AUXMAN 3.G.3)

v/r

J.Q. Member, *[Office: FC, DCDR, or DCAPT]*

Acknowledged by [Member Counseled], Dated \_\_\_\_\_, 20\_\_\_\_.

Cc: D1RAUX  
DCO  
DCDR  
DCAPT  
DSO-LP  
Mbr. File