

MEMORANDUM FOR

FROM:

SUBJECT: Portfolio Completion Verification and Checklist

1. I have reviewed all the elements of the submitted portfolio for the _____ Badge and findings are listed below.

Criteria	Yes	No
Certificate of completion from Negotiation and Alternate Dispute Resolution Block in FSA or AF Negotiation Center Basic Mediation Course or First Sergeant Facilitation Course was included.		
Certificate of completion from Air Force Negotiation Center (AFNC) Online Practical Guide Course (or approved alternative) was included.		
Documentation of the real-world counseling experience in the form of a written personal reflection describing a scenario where the counseling skills were employed.		

2. After review of included content, _____ has /has not earned this badge.

