

Date

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
Earner submitted the short answer worksheet with three short-answers to the provided scenarios that display knowledge and understanding of counseling skills in the areas of common life skills, basic financial skills, family care planning, Air Force standards, on-boarding, and career counseling.		
Earner included a written personal reflection identifying strengths, areas for improvement, and how the user believes basic counseling skills will be employed. The four foundational badge competencies (Emotional Intelligence, Communication -1, Ethics, and Team Building) should be applied as part of this reflection.		

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

\_\_\_\_\_  
\_\_\_\_\_