

Summary Report for Individual Task
805B-79T-5101
Administer Noncommissioned Officer Development Plan
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have been promoted and assigned as a Recruiting Company NCOIC and will have 9 RRNCOs, each with varying degrees of experience, maturity, training and operational knowledge. You have access to reference materials, proper DA and NGB forms, R&R BN SOP and guidance from your command. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Administer an NCO Development Plan by completing a DA Form 4856, conducting a NCODP class, completing a DA Form 2166-8-1 (NCOER Support Form), completing a DA Form 2166-8 (NCO Evaluation Report), and explaining the Enlisted Promotion Board process.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Complete DA Form 4856:
 - a. Select a suitable place and time.
 - b. Notify the subordinate well in advance.
 - c. Organize information.
 - d. Outline the components of the counseling session.
 - e. Plan counseling strategy.
 - f. Establish the right atmosphere.
 - g. Conduct the counseling session:
 - (1) Opening the session.
 - (2) Discuss the issues.
 - (3) Develop the plan of action.
 - h. Record counseling session using DA Form 4856.
 - i. Set follow-up counseling to gauge effectiveness of Plan of Action.
2. Conduct an NCO DP class:
 - a. Receive topic.
 - b. Research / gather information.
 - c. Schedule location of class.
 - d. Inform personnel of required training.
 - e. Produce class resources / hand-outs.
 - f. Ensure audio video resources are functioning properly.
 - g. Compose class in acceptable format.
 - h. Rehearse class.
 - i. Present class.
 - j. Receive feedback.
3. Complete DA Form 2166-8-1 (NCOER Support Form):

- a. Select a suitable place and time.
 - b. Notify the subordinate well in advance.
 - c. Organize information.
 - d. Outline the components of the counseling session.
 - e. Plan counseling strategy.
 - f. Establish the right atmosphere.
 - g. Conduct the counseling session:
 - (1) Open session.
 - (2) Discuss tasks, actions and performance summaries of each functional area.
 - (3) Close session.
 - h. Record counseling session using DA Form 2166-8-1.
4. Complete DA Form 2166-8 (NCO Evaluation Report):
- a. Ensure DA 2166-8 is filled out as per DA Pam 623-3 Chapter 3.
 - b. Ensure administrative data is correct.
 - c. Review all 2166-8-1 for rated period.
 - d. Ensure rating scheme is in place.
 - e. Ensure duty description is legitimate by using NGR 601-1 Chapter 2.
 - f. Outline the components of the counseling session.
 - g. Plan counseling strategy.
 - h. Establish the right atmosphere.
 - i. Conduct the counseling session:
 - (1) Open Session.
 - (2) Review tasks, actions, and performance summaries for each functional area.
 - (3) Obtain signature.
 - (4) Close session.
5. Explain the Enlisted Promotion Board process:

a. Close session:

(1) Leadership.

(2) Dedication/Attitude.

(3) Experience.

(4) Job Performance.

(5) Potential.

(6) Assignment History.

(7) Physical Fitness.

(8) Professional Development.

b. Receive promotion board guidance.

c. Importance of Record Accuracy:

(1) Interactive Personnel Electronic Records Management System(iPERMS).

(2) Standard Installation and Division Personnel System (SIDPERS).

(3) Department of the Army Photograph Management Information System (DAPMIS).

(4) Enlisted Records Brief (ERB) or DA 2-1.

(5) Personnel Qualification Record (PQR).

d. Establish a common baseline for scoring system.
Ensure equitable and consistent assessment on all records.

e. Scoring:

(1) 6 The Best of the Best (Definite select).

(2) 5 Ahead of Contemporaries (Must select).

(3) 4 Solid Performer (Should select).

(4) 3 Shows Potential (Select if room available).

(5) 2 Below Standard (Do not select).

f. Word Picture (Overview of board criteria).

g. Software utilized.

h. Voting.

i. Tie-Breaking.

j. Aberrant scoring.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods: a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Completed DA Form 4856.			
2. Conducted an NCOEP class.			
3. Completed DA Form 2166-8-1 (NCOER Support Form).			
4. Completed DA Form 2166-8 (NCO Evaluation Report).			
5. Explained the Enlisted Promotion Board process.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	No
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdf/r623_3.pdf	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	PAM 600-25	US ARMY NONCOMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT GUIDE	Yes	No
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System http://www.apd.army.mil/pdf/p623_3.pdf	Yes	No
	TC 7-22.7	NONCOMMISSIONED OFFICER GUIDE	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK

ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4