

Summary Report for Individual Task
805B-79T-4202
Conduct an Attrition Management Interview
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: Your unit Commander has asked you to interview a potential at-risk Soldier in your office on IDT weekend. You have access to all required references and material items. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct an Attrition Management Interview by preparing and executing an interview.

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. Prepare for the interview.
 - a. Prepare the interview area (when possible) by eliminating any potential distractions.
 - b. Obtain RRPIS, regulations, and publications for use during the interview.
 - c. Review all available information on the Soldier.
 - d. Gather unit attrition information by using DPRO.
2. Execute the interview.
 - a. Build trust.
 - (1) Establish rapport.
 - (a) Use nonverbal skills (eye contact, body language, etc.).
 - (b) Use verbal skills (volume, pitch, inflection, and enunciation).
 - (c) Monitor surrounding.
 - (2) Listen actively.
 - (a) Confirm (restate your understanding of interviewee's statements).
 - (b) Acknowledge (acknowledge the interviewee's statement was received).
 - (c) Clarify (ask questions to further understand).
 - (3) Address concerns (if presented).
 - (a) Ask questions (to understand).
 - (b) Acknowledge.
 - (c) Answer honestly.
 - b. Open.
 - (1) Greet (ID/ARNG).
 - (2) Set agenda (what/why/time).
 - (3) Check for acceptance.
 - c. Discuss and present alternatives to discharge.
 - (1) Ask targeted questions.

(a) Use open and closed questions.

(b) Uncover motivators and values, THE TEAMS.

(2) Present targeted solutions (ARNG Programs).

(a) Link relevant ARNG features that benefit the interviewee.

(b) Explain benefits and how they work/impact the interviewee.

(3) Check for acceptance. If no acceptance, repeat step c(1) (above).

(4) Confirm interviewee's understanding, answer any additional Questions and proceed to close.

d. Close.

(1) Restate previously discussed benefits.

(2) State next logical steps.

(3) Ask for commitment.

(4) Follow up.

(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 on-the-job training 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, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for the interview.			
2. Executed the interview.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 614-1	Inactive Army National Guard	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.

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-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4