

**Summary Report for Individual Task
805B-79T-4602
Counsel a Reserve Component Soldier
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: A Soldier has been identified as having an issue that may affect his/her ability to complete training. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Counsel a Reserve Component Soldier by identifying, preparing, and conducting a counseling session, completing a DA Form 4856, and providing follow up.

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. Identify the need for counseling.

a. Event oriented.

(1) Discharges.

(2) Released From active duty (REFRAD)/state recalls.

(3) Fitness training unit (FTU).

(a) PTRP.

(b) Army physical fitness test-company (APFT-C).

(4) New starts.

(a) Missed training.

(b) Values failure, basic rifle marksmanship (BRM) failure, APFT failure, poor attitude.

(5) Changes to contracts.

(a) Change to civilian acquired skills program (CASP) or accelerated training.

(b) Change to military occupational specialty (MOS).

(c) Change to home unit.

(6) Referral counseling.

(a) Mental health clinic.

(b) Chaplain.

(c) Army emergency relief (AER).

(d) Army substance abuse program (ASAP).

(e) Red Cross.

(f) Judge advocate general (JAG) office.

(g) Equal employment opportunity (EEO).

(h) Inspector general (IG) office.

b. Performance oriented.

(1) New starts.

(a) Missed training.

(b) Values failure.

(2) Uniform code of military justice (UCMJ) action.

(3) Lack of motivation/refusal to train.

(4) Academic failure.

c. Professional oriented.

(1) Officer candidate school (OCS).

(2) Education.

(3) Deployments.

(4) Additional skill identifier (ASI)/skill qualification identifier (SQI).

(5) Service remaining requirements.

2. Prepare for counseling.

a. Select a suitable location.

b. Schedule a time.

c. Notify the Soldier.

d. Organize information.

e. Outline the counseling session.

f. Plan the counseling strategy.

g. Establish the right atmosphere.

3. Conduct counseling.

a. Open the session.

b. Discuss and annotate the key points/issues.

c. Develop and record the plan of action.

d. Leader's responsibility.

e. Set follow up date (if needed).

f. Close the session.

4. Complete DA Form 4856.

5. Follow up:

- a. Provide chain of command with counseling statement.
- b. Submit a Vulcan ticket.
- c. Follow up on appointment with Soldier.
- d. Assess your plan of action.

(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. Identified the need for counseling.			
a. Event oriented.			
(1) Discharges.			
(2) Released From active duty (REFRAD)/state recalls.			
(3) Fitness training unit (FTU).			
(4) New starts.			
(5) Changes to contracts.			
(6) Referral counseling.			
b. Performance oriented.			
(1) New starts.			
(2) Uniform code of military justice (UCMJ) action.			
(3) Lack of motivation/refusal to train.			
(4) Academic failure.			
c. Professional oriented.			
(1) Officer candidate school (OCS).			
(2) Education.			
(3) Deployments.			
(4) Additional skill identifier (ASI)/skill qualification identifier (SQI).			
(5) Service remaining requirements.			
2. Prepared for counseling.			
a. Selected a suitable location.			
b. Scheduled a time.			
c. Notified the Soldier.			
d. Organized information.			
e. Outlined the counseling session.			
f. Planned the counseling strategy.			
g. Established the right atmosphere.			
3. Conducted counseling.			
a. Opened the session.			
b. Discussed and annotated the key points/issues.			
c. Developed and recorded the plan of action.			
d. Leader's responsibility.			
e. Set follow up date (if needed).			
f. Closed the session.			
4. Completed DA Form 4856.			
5. Followed Up			
a. Provided chain of command with counseling statement.			
b. Submitted a Vulcan ticket.			
c. Followed up on appointment with Soldier.			
d. Assessed your plan of action.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-178 (Revised)	ENLISTED ADMINISTRATIVE SEPARATIONS http://www.apd.army.mil/pdffiles/r135_178.pdf	Yes	No
	AR 27-10	Military Justice	Yes	No
	AR 600-20	Army Command Policy	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	AR 635-200	Active Duty Enlisted Administrative Separations	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
	FM 7-21.13	The Soldier's Guide	Yes	No
	MISC PUB 27-7	Manual for Courts-Martial, United States (2012 Edition)	Yes	No
	TRADOC REG 350-6 (C1)	Enlisted Initial Entry Training Policies and Administration	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 :

Task Number	Title	Proponent	Status
805B-79T-4603	Determine Alternatives to Separation for Reserve Component Soldiers	805B - Recruiting and Retention, Ft. Jackson (Individual)	Approved
805B-79T-4605	Manage a Reserve Component Soldier in Training	805B - Recruiting and Retention, Ft. Jackson (Individual)	Approved

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