

**Summary Report for Individual Task
805B-79T-3207
Conduct a Retention 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: SGT Smith from your unit has requested to sit down and speak with you during IDT weekend. She has expressed interest in extending and wishes to know what her options are. 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 a retention interview by identifying the Soldiers that need a retention interview, preparing and executing a retention 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. Identify the Soldiers that need a Retention Interview.

a. Access the Unit's ETS Roster utilizing DPRO.

- (1) From your web browser, log into <https://minuteman.ngb.army.mil>.
- (2) Click on DPRO which is located in Applications section (Access must be requested prior to use).
- (3) Under the Strength Readiness application group, select DPRO.
- (4) Click on Leadership Reports, scroll down and click on Retention.
- (5) From Retention; click on Retention Eligible.
- (6) Select appropriate POD (Unit UIC).
- (7) View ETS roster for selected unit.

b. Meet with the Unit's Retention NCO to analyze Soldier ETS data.

2. Prepare for the Retention interview.

a. Prepare the interview area (when possible) by eliminating any potential distractions.

b. Obtain verification documentation, (such as UMR PQR, REDD) regulations, and publications used during the Interview.

c. Determine Extension/Immediate reenlistment eligibility of Soldier.

d. Determine incentive eligibility utilizing IMARC.

3. 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 (Simply acknowledging 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.

(4) Review eligibility with Soldier.

c. Discuss and present.

(1) Ask targeted questions.

(a) Use open and closed questions.

(b) Uncover motivators and values; THE TEAMS.

(2) Present targeted solutions.

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

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

(3) Check for acceptance.

(a) If no acceptance repeat step (c(1) above) as necessary to receive acceptance.

(b) Confirm interviewee understands, answer any additional questions, and proceed to close.

d. Close.

(1) Restate previous discussed benefits.

(2) State next logical steps.

(3) Ask for commitment.

(4) Ask for referrals.

e. 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. 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 Soldiers that need a Retention Interview.			
2. Prepared for the Retention Interview.			
3. Executed the Interview.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	DA PAM 611-21	Military Occupational Classification and Structure	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

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
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79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4
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