

Summary Report for Individual Task
805B-79T-3306
Conduct Professional Development Counseling
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 are a RSP Cadre member with a requirement to conduct Professional Development Counseling on assigned RSP Soldiers. You have access to the following:

- a. Standards of Conduct
- b. Unit Policy Letters
- c. Chain of Command
- d. Training Date
- e. Physical / Medical Status (HT/WT)
- f. Pay Procedures
- g. Change of Personal Information
- h. AKO
- i. MY PAY Account
- j. Points of Contact
- k. DA Form 4856
- l. FM 6-22 / Appendix B
- m. AR 600-9
- n. AR 670-1

Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct Professional Development Counseling by Preparing, Conducting, and Following-Up Counseling.

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 counseling.
 - a. Select a suitable place.
 - b. Schedule a time.
 - c. Notify the subordinate in advance.
 - d. Organize information.
 - e. Outline the counseling session components.
 - f. Plan the counseling strategy.
 - g. Establish the right atmosphere.
2. Conduct Counseling.
 - a. Open the session.
 - b. Discuss and annotate the key points/issues.
 - c. Develop and annotate the plan of action.
3. Follow Up.
 - a. Assess the plan of action.
 - b. Close out DA Form 4856.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO GO if any performance measure is failed (F).

Evaluation Preparation: Ensure that the Soldier being evaluated has access to all equipment and references required to successfully complete this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for counseling.			
a. Selected a suitable place.			
b. Scheduled a time.			
c. Notified the subordinate in advance.			
d. Organized information.			
e. Outlined the counseling session components.			
f. Planned the counseling strategy.			
g. Established the right atmosphere.			
2. Conducted counseling.			
a. Opened the session.			
b. Discussed and annotated the key points/issues.			
c. Developed and annotated the plan of action.			
d. Closed the session.			
3. Followed Up.			
a. Assessed the plan of action.			
b. Closed out DA Form 4856.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 670-1 (Change 001 05/11/2012 357 Pages)	WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA	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

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
805D-210-4103	Conduct Career Management Counseling and Development	805D - Chaplain (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

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