

**ARNG - SQI4- Conduct a Retention Interview  
805B-79T-2605 / Version 3.0  
Effective Date Not Assigned**

**SECTION I. ADMINISTRATIVE DATA**

| All Courses Including This Lesson | <u>Course Number</u> | <u>Version</u> | <u>Course Title</u>           |
|-----------------------------------|----------------------|----------------|-------------------------------|
|                                   | 805B-79T-SQI4        | 3.0            | ARNG Recruiting and Retention |

| Task(s) Taught(*) or Supported | <u>Task Number</u> | <u>Task Title</u>                                  |
|--------------------------------|--------------------|--|
|                                | <u>Individual</u>  |  |
|                                | 805B-79T-2605 (*)  | Conduct a Strength Maintenance Retention Interview |

| Reinforced Task(s) | <u>Task Number</u> | <u>Task Title</u> |
|--------------------|--------------------|-------------------|
|                    | None               |                   |

| Knowledge | <u>Knowledge Id</u> | <u>Title</u>   | <u>Taught</u> | <u>Required</u> |
|-----------|---------------------|--|---------------|-----------------|
|           | 805B-K-0015         | Know Selective Reserve Incentives Programs (SRIP)      | Yes           | Yes             |
|           | 805B-K-0025         | Know Command Guidance                                  | Yes           | Yes             |
|           | 805B-K-0031         | Know Bars to Reenlistment                              | Yes           | Yes             |
|           | 805B-K-0114         | Know Army National Guard (ARNG) Programs and Options   | Yes           | Yes             |
|           | 805B-K-0115         | Know Comprehensive Communications Skills (CCS)         | Yes           | Yes             |
|           | 805B-K-0084         | Know Army Weight Control Program                       | Yes           | Yes             |
|           | 805B-K-0129         | Know ARNG Extension/Immediate Reenlistment Eligibility | Yes           | Yes             |

| Skill | <u>Skill Id</u> | <u>Title</u>                               | <u>Taught</u> | <u>Required</u> |
|-------|-----------------|--|---------------|-----------------|
|       | 805B-S-0016     | Develop an Outline                         | Yes           | Yes             |
|       | 805B-S-0062     | Perform Analysis of Information            | Yes           | Yes             |
|       | 805B-S-0063     | Perform Goal Setting                       | Yes           | Yes             |
|       | 805B-S-0067     | Perform Personal Communications            | Yes           | Yes             |
|       | 805B-S-0076     | Determine a Soldier's reenlistment options | Yes           | Yes             |
|       | 805B-S-0035     | Perform Research Skills                    | Yes           | Yes             |

| Administrative/ Academic Hours | The administrative/academic hours required to teach this lesson are as follows: |        |                       |  |
|--------------------------------|---|--------|-----------------------|--|
| <u>Academic</u>                | <u>Resident Hours / Methods</u>   |        |                       |  |
| Yes                            | 1 hr  | 0 mins | Conference/Discussion |  |
| Yes                            | 0 hrs   | 0 mins | Test Review           |  |
| Yes                            | 0 hrs   | 0 mins | Test                  |  |
| <hr/>                          |   |        |                       |  |
| Total Hours:                   | 1 hr  | 0 mins |                       |  |

| Test Lesson Number | <u>Hours</u> | <u>Lesson Number</u> |
|--------------------|--------------|----------------------|
|                    | None         |                      |

**Prerequisite Lesson(s)**

Lesson Number

Lesson Title

None

**Training Material Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign Disclosure Restrictions**

FD5. This product/publication has been reviewed by the training/educational developers in coordination with the PEC-SMTC FD authority. This product is releasable to students from all requesting foreign countries without restrictions.

**References**

| <u>Number</u> | <u>Title</u>  | <u>Date</u> | <u>Additional Information</u> |
|---------------|---|-------------|-------------------------------|
| AR 600-9      | THE ARMY WEIGHT CONTROL PROGRAM   | 27 Nov 2006 |                               |
| AR 601-210    | Active and Reserve Components Enlistment Program  | 01 Feb 2013 |                               |
| FM 6-22       | (Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP | 12 Oct 2006 |                               |
| NG PAM 601-1  | Personnel Procurement - Army National Guard Strength Maintenance Program                                | 04 Aug 2006 |                               |
| NGR 601-1     | Personnel Procurement - Army National Guard Strength Maintenance Program                                | 28 Apr 2006 |                               |

**Student Study Assignment**

none

**Instructor Requirements**

SMTC Qualified Instructor(s)

**Additional Support Personnel Requirements**

Name

Student Ratio

Qty

Man Hours

None

**Equipment  
Required  
for Instruction**

| <u>ID - Name</u>   | <u>Student<br/>Ratio</u> | <u>Instructor<br/>Ratio</u> | <u>Spt</u> | <u>Qty</u> | <u>Exp</u> |
|--|--------------------------|-----------------------------|------------|------------|------------|
| 6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC                   | 1:5                      | 1:1                         | No         | 0          | No         |
| 6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson                                     | 0:0                      | 1:1                         | No         | 0          | No         |
| 6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet                     | 0:0                      | 1:1                         | No         | 0          | No         |
| 702101C056576 - COMPUTER, PERSONAL WORKSTATION   | 0:0                      | 1:1                         | No         | 0          | No         |
| 702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC                                       | 1:1                      | 0:0                         | No         | 0          | No         |
| 7025-01-559-1352 - Display Unit: Smartboard White 64                                     | 0:0                      | 1:1                         | No         | 0          | No         |
| 7520-01-186-3605 - Marker Assortment, Tube Type  | 1:1                      | 5:1                         | No         | 0          | Yes        |
| 7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet        | 1:5                      | 1:1                         | No         | 0          | No         |
| 7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba | 0:0                      | 2:1                         | No         | 0          | No         |

(Note: Asterisk before ID indicates a TADSS.)

**Materials  
Required**

*Instructor Materials:*

None.

*Student Materials:*

None.

**Classroom,  
Training Area,  
and Range  
Requirements**

| <u>ID - Name</u>  | <u>Quantity</u> | <u>Student<br/>Ratio</u> | <u>Setup<br/>Mins</u> | <u>Cleanup<br/>Mins</u> |
|---|-----------------|--------------------------|-----------------------|-------------------------|
| 17120-M-1600-40<br>Classroom, Multipurpose, 1600 Square Feet, 40 Students |                 | 1:25                     | 10                    | 10                      |

**Ammunition  
Requirements**

| <u>DODIC - Name</u> | <u>Exp</u> | <u>Student<br/>Ratio</u> | <u>Instruct<br/>Ratio</u> | <u>Spt<br/>Qty</u> |
|---------------------|------------|--------------------------|---------------------------|--------------------|
| None                |            |                          |                           |                    |

**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson  
Plan Approvals**

| <u>Name</u> | <u>Rank</u> | <u>Position</u> | <u>Date</u> |
|-------------|-------------|-----------------|-------------|
| None        |             |                 | NO DATA     |

## SECTION II. INTRODUCTION

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Method of Instruction: Conference/Discussion  
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)  
Time of Instruction: 5 mins  
Instructional Strategy: Large Group Instruction

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### Motivator

#### Show VU #1: Title Slide

As a recruiter you have a three tenet mission. Retention is just as vital as Recruiting, but is often overlooked. Part of working smarter not harder is making sure you're proficient in Retention interviewing. Then you can find those motivators and values that keep quality soldiers in the ARNG!

#### Show VU #2: TLO

### Terminal Learning Objective

**NOTE.** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

|             |   |
|-------------|---|
| Action:     | Conduct a Retention Interview   |
| Conditions: | In a classroom environment, given a scenario and FM 6-22, Appendix B  |
| Standards:  | Student must understand how to conduct a retention interview following the guidelines in FM 6-22, Appendix B. |

### Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

### Risk Assessment Level

#### **Low - Power and Data Cables on the floor.**

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect floor prior to training. Periodically remind students to look down before they move their feet.

**Low - Food or drink near computer and electrical equipment.**

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

**Low - Electrical storm**

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

**Low - Inclement Weather**

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

**Environmental Considerations**

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**NOTE:** Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

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. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

**Evaluation**

Not tested

**Instructional Lead-in**

You have already learned how to conduct a recruiting interview successfully. As a recruiter it is also vital that you know how to conduct a Retention interview so we can keep those highly trained, quality Soldiers in the ARNG.

## SECTION III. PRESENTATION

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TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Conduct a Retention Interview.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 40 mins

Instructional Strategy: Large Group Instruction

Media Type: Conference/Demonstration

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**NOTE:** Facilitate a brief discussion by asking the following questions:

(1) How is a recruiting interview different than a retention interview?

(2) Does the CCS process stay the same or differ slightly? How so?

(3) Do you think the motivator/value that caused you to join the ARNG is the same as why you stay in the ARNG?

**NOTE:** For the next 10 minutes, have students brainstorm a list of 'features' they can sell Soldiers. Publish this list on a flipchart or whiteboard. If students have difficulty getting started, you can mention reenlistment bonus, MOS change, etc. Once the 10 minutes is expired, break up into their assigned individual groups. Students will be assigned one of the features from the master list, and will be asked to present a brief retention interview to the class using their CCS skill guide card. The interview should be basic, and last no more than 3 minutes per group.

Check on Learning: Use student brief back sheets for a check on learning.

Review Summary: You could be the difference in a Soldier's life. During the interview you could help a Soldier determine if they want to stay in the Guard. Knowing information such as reenlistment bonuses, MOS changes, etc., could be the deciding factor.

**Show VU #3: TLO**

## SECTION IV. SUMMARY

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|                            |                                  |
|----------------------------|----------------------------------|
| Method of Instruction:     | Conference/Discussion            |
| Instr Type(I:S Ratio/Qty): | 79T Certified Instructor(1:25/0) |
| Time of Instruction:       | 5 mins                           |
| Instructional Strategy:    | Large Group Instruction          |

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### Check on Learning

none

### Review/Summary

Summarize the learning activity.

## SECTION V. STUDENT EVALUATION

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**Testing  
Requirements**

Not tested

**Feedback  
Requirements**

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

**Appendix A - Viewgraph Masters**

**ARNG - SQI4- Conduct a Retention Interview  
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| <b>Sequence</b> | <b>Media Name</b> | <b>Media Type</b> |
|-----------------|-------------------|-------------------|
| None            |                   |                   |

## Appendix B - Test(s) and Test Solution(s)

**Appendix C - Practical Exercises and Solutions**

**PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-79T-2605 Version 3.0**

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**Appendix D - Student Handouts**

**ARNG - SQI4- Conduct a Retention Interview  
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| <b>Sequence</b> | <b>Media Name</b>                     | <b>Media Type</b> |
|-----------------|---------------------------------------|-------------------|
| 0               | Retention Interview SLC Student Sheet | WPD               |
| 0               | Conduct Retention Interview Rubric    | WPD               |

**Appendix E - TRAINER'S LESSON OUTLINE**

**ARNG - SQI4- Conduct a Retention Interview**

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**DRAFT**

**1. The importance of this lesson: (Why)**

Conduct a Strength Maintenance Retention Interview

**2. What we want our Soldiers to Achieve: (Outcomes/Standard)**

Conduct a Strength Maintenance Retention interview using CCS (Comprehensive Communication Skills)

**3. Tasks to be taught**

| <u>Task Number</u> | <u>Task Title</u>                                  | <u>Task Type</u>  |
|--------------------|--|-------------------|
| 805B-79T-2605      | Conduct a Strength Maintenance Retention Interview | Individual TAUGHT |

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**Additional Non-Standard Tasks**

None

**4. References:**

| <u>Reference Number</u> | <u>Reference Title</u>  | <u>Date</u> |
|-------------------------|---|-------------|
| AR 600-9                | THE ARMY WEIGHT CONTROL PROGRAM   | 27 Nov 2006 |
| AR 601-210              | Active and Reserve Components Enlistment Program  | 01 Feb 2013 |
| FM 6-22                 | (Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP | 12 Oct 2006 |
| NG PAM 601-1            | Personnel Procurement - Army National Guard Strength Maintenance Program                                | 04 Aug 2006 |
| NGR 601-1               | Personnel Procurement - Army National Guard Strength Maintenance Program                                | 28 Apr 2006 |

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**Additional Non-Standard References**

None

## 5. Resources

*TIME: Time of Instruction (Time not specified)*

*LAND: Classroom, Training Area, and Range Requirements*

| <u>Id</u>       | <u>Name</u>  |
|-----------------|--|
| 17120-M-1600-40 | Classroom, Multipurpose, 1600 Square Feet, 40 Students |

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*AMMO: Ammunition Requirements*

| <u>DODIC</u> | <u>Name</u> |
|--------------|-------------|
| None         |             |

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*MISC: Materiel Items and TADSS Requirements*

| <u>Id</u>        | <u>Name</u>  |
|------------------|--|
| 6130-01-C12-1514 | Power Supply Assembly, TYX: Battery Back Up UPS APC                      |
| 6730-01-C07-0756 | Projector, LCD/DLP: ELP7200 Epson  |
| 6730-01-C13-1784 | Screen Projection, Rear/Fixed or PT: 980S Quartet                        |
| 702101C056576    | COMPUTER, PERSONAL WORKSTATION   |
| 702101C161319    | COMPUTER MICRO LAP TOP PORTABLE AC                                       |
| 7025-01-559-1352 | Display Unit: Smartboard White 64  |
| 7520-01-186-3605 | Marker Assortment, Tube Type   |
| 7520-01-C12-6434 | Easel, portable with/without Access TY SZ AA:<br>QRT500TE Quartet        |
| 7730-01-C09-7569 | Television Large Screen, with Stereo Speakers: Regza<br>42RV530U Toshiba |

(Note: Asterisk before ID indicates a TADSS.)

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## Additional Non-Standard Resources

None

## 6. A possible technique to achieve the outcome:

None

## 7. Conduct AAR with Soldier and Cadre.

None

**NOTE:** Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.