

STP 8-91X14-SM-TG

SOLDIER'S MANUAL AND TRAINER'S GUIDE

MOS 91X

MENTAL
HEALTH
SPECIALIST

SKILL LEVELS 1/2/3/4

APRIL 2003



HEADQUARTERS, DEPARTMENT OF THE ARMY

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**SOLDIER'S MANUAL
AND TRAINER'S GUIDE
SKILL LEVELS 1, 2, 3 AND 4**

**MOS 91X
MENTAL HEALTH SPECIALIST**

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PREFACE

This publication is for skill level 1, 2, 3, and 4 soldiers holding military occupational specialty (MOS) 91x and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks that support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 91X1/2/3/4 have access to this publication. This STP is available for download from the Reimer Digital Library (RDL).

This manual applies to both Active and Reserve Component soldiers.

The proponent of this publication is HQ, TRADOC. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Academy of Health Sciences, ATTN: MCCS-HTI, 1750 Greeley Rd, STE 135, Fort Sam Houston, TX 78234-5078.

CHAPTER 1

Introduction

1-1. General

This manual identifies the individual MOS training requirements for soldiers in MOS 91X. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

Use this manual with Soldier's Manuals of Common Tasks (STP 21-1-SMCT and STP 21-24-SMCT), Army Training and Evaluation Programs (ARTEPs), and FM 25-101, Battle Focused Training, to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

1-2. Battle Focused Training

As described in FM 25-100, Training the Force, and FM 25-101, Battle Focused Training, the commander must first define the mission essential task list (METL) as the basis for unit training. Unit leaders use the METL to identify the collective, leader, and soldier tasks which support accomplishment of the METL. Unit leaders then assess the status of training and lay out the training objectives and the plan for accomplishing needed training. After preparing the long- and short-range plans, leaders then execute and evaluate training. Finally, the unit's training preparedness is reassessed, and the training management cycle begins again. This process ensures that the unit has identified what is important for the wartime mission, that the training focus is applied to the necessary training, and that training meets established objectives and standards.

Additionally, the AMEDD is developing training products that will enhance medical preparedness in the case of a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) event. To assist commanders and leaders in training their units, CBRNE-related information is being included in AMEDD Mission Training Plans (MTPs). Even though most collective tasks within an MTP may directly affect or support a CBRNE event, the ones that will most directly be impacted are clearly indicated with a statement in the CONDITION that reads: "THIS TASK MAY BE USED TO SUPPORT A CBRNE EVENT." These collective tasks and any supporting individual tasks in this soldier's manual should be considered for training emphasis. Also included in the MTP is a CBRNE Appendix. The purpose of the appendix is to give a general overview of the Federal Response Plan, the AMEDD support role, and the command structure for those agencies and elements involved or participating in a CBRNE event. It is understood that military resources temporarily support and augment, but do not replace local, state, and federal civilian agencies having primary authority and responsibility for domestic disaster assistance.

1-3. Relationship of Soldier Training Publications (STPs) to Battle Focused Training

The two key components of enlisted STPs are the Trainer's Guide (TG) and Soldier's Manual (SM). The TG and SM give leaders important information to help in the battle focused training process. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. It provides information on where the task is trained, how often training should occur

to sustain proficiency, and who in the unit should be trained. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying what needs to be trained.

The execution and evaluation of soldier and leader training should rely on the Armywide training objectives and standards in the SM task summaries. The task summaries ensure that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

1-4. Task Summaries

Task summaries contain information necessary to conduct training and evaluate soldier proficiency on tasks critical to the MOS. A separate task summary is provided for each critical task. These task summaries are, in effect, standardized training objectives that ensure that soldiers do not have to relearn a task on reassignment to a new unit. The format for the task summaries included in this manual is as follows:

- **Task Title.** The task title identifies the action to be performed.
- **Task Number.** A 10-digit number identifies each task or skill. Include this task number, along with task title, in any correspondence relating to the task.
- **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, and wind. This section also identifies any specific cues or events that trigger task performance.
- **Standards.** The task standards describe how well and to what level you must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness, and/or speed.
- **Performance Steps.** This section includes a detailed outline of information on how to perform the task.
- **Evaluation Preparation (when used).** This subsection indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instruction that should be given to the soldier before evaluation.
- **Performance Measures.** This evaluation guide identifies the specific actions that the soldier must do to successfully complete the task. These actions are listed in a GO/NO-GO format for easy evaluation. Each evaluation guide contains a feedback statement that indicates the requirements for receiving a GO on the evaluation.
- **References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

Additionally, some task summaries include safety statements and notes. Safety statements (danger, warning, and caution) alert users to the possibility of immediate death, personal injury, or damage to equipment. Notes provide a small, extra supportive explanation or hint relative to the performance measures.

1-5. Soldier's Responsibilities

Each soldier is responsible for performing individual tasks which the first-line supervisor identifies based on the unit's METL. The soldier must perform the tasks to the standards listed in the SM. If a soldier has a question about how to do a task or which tasks in this manual he or she must perform, it is the soldier's responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct the soldier to the appropriate training materials.

1-6. NCO Self-Development and the Soldier's Manual

Self-development is one of the key components of the leader development program. It is a planned progressive and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, has the responsibility to remain current in all phases of the MOS. The SM is the primary source for the NCO to use in maintaining MOS proficiency.

Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 350-59 for information on enrolling in this program and for a list of courses, or write to: AMEDDC&S, ATTN: MCCS-HSN, 2105 11TH STREET SUITE 4191, FORT SAM HOUSTON TX 78234-5064.

Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials. A life cycle management diagram for MOS 91X soldiers is on page 1-4. You can find more information and check for updates to this diagram at <http://das.cs.amedd.army.mil/ooc.htm> (scroll down to LIFE CYCLE MANAGEMENT, select ENLISTED, and find the appropriate tab along the bottom.) This information, combined with the MOS Training Plan in Chapter 2, forms the career development model for the MOS.

1-7. Trainer's Responsibilities

Training soldier and leader tasks to standard and relating this training to collective mission-essential tasks is the NCO trainer's responsibility. Trainers use the steps below to plan and evaluate training.

- Identify soldier and leader training requirements. The NCO determines which tasks soldiers need to train on using the commander's training strategy. The unit's METL and ARTEP and the MOS Training Plan (MTP) in the TG are sources for helping the trainer define the individual training needed.
- Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can assist in identifying soldier and leader tasks which can be trained and evaluated concurrently with collective task training and evaluation.
- Gather the training references and materials. The SM task summary lists all references which can assist the trainer in preparing for the training of that task.

MOS 91X
MENTAL HEALTH SPECIALIST
CAREER/TRAINING LIFE CYCLE

RANK	AMEDD Course NR	TRAINING	LENGTH	LOCATION	ATTENDANCE REQUIREMENT	Self-Development Course NR	SELF-DEVELOPMENT	LENGTH	LOCATION	ATTENDANCE REQUIREMENT
E1 - E5		Basic Combat Training Course	9 wks	Ft. LW/Ft. Sill Ft. Jackson Ft. Benning	IET		Army Correspondence Course Program			
						081-CBRNE-W	<i>Introduction to CBRNE Also taught in AIT/IET</i>		On-Line	Just in Time
	302-91X10	Mental Health Specialist 91X10	19 wks, 4 Days	FSH, TX	AIT/MOS	081-MD0010	Basic Medical Terminology		Correspondence	Sustainment
	5H-F4/302-F4	USADART (Individual)	2 wks	FSH, TX	Prerequisite for USDART Group ASI/M8	081-MD1690	ASMART (self-paced)		Unit Training	Just in Time
	5H-F5/302-F5	USADART (Group)	2 Wks	FSH, TX		081-ENHANC	Combat Life Saver (CLS)		Unit Training	Just in Time
		PLDC	4 wks	Multiple sites	Leadership		PPSCP			
	6-8-C40(91X30)	AMEDD NCO BASIC (NCOES)	4 Wks 4 Days	FSH, TX	Leadership	300-A0704	75/71 Personnel/Retention Legal/EO	4 days	SA, TX	Just in Time
		USAADAPCP Family Counseling	2wks	FSH, TX	Just in Time	300-A0720(DL)	91X/71M NCO Short Course	5 days	SA, TX	Just in Time
	5H-F10/302-F10	USAADAPCP Advanced Counseling	1 wk	FSH, TX	Just in Time	340-A0715	MEDCOM CSM/SGM SR NCO	4 Days	SA, TX	Optional
		BASELINE	REQUIRED	RECOMMENDED	PROFIS	340-A0743	CSM/SGM SR NCO Course	4 days	Landstuhl, Germany	Leadership
		Basic Life Support (BLS) - Current	X			6A-A0150	AMEDD Behavioral Science Postgraduate	5 days	Atlanta, GA	Just in Time
		Basic Critical Incident Stress Debriefing Training		X			Specialty Courses			
		Advance Drug & Alcohol Training		X		5K-F13/520-F10	<i>CBRNE TRAINER EVALUATOR</i>	2 Days	Fort Sam Houston, TX	Just in Time
		Family Drug & Alcohol Training		X		5K-F7/520-F7	ADVANCED INSTRUCTOR TRAINING COURSE (Ph 1&2)	1 Wk, 3 Days	FSH, TX	
		Train the Trainer Critical Incident Stress Debriefing		X		5K-F8/520-F8	EDUCATION AND TRAINING FOR THE 21ST CENTURY	4 wks	FSH, TX	
		Emergency Medical Training (EMT)		X		6H-F17/322-F17	Force Health Protection Conference	1 Wk, 3 Days	Albuquerque, NM	Just in Time
		Instructor Courses								
	5K-F3/520-F3	Instructor Training Course	2 weeks	AHS	JIT/SI (5K)					
	5K-F6/520-F6	Sm Grp Ldr Crse	2 weeks	AHS	JIT					
E6 - E9	250-ASI2S	Battle Staff NCO	4 Wks, 1 Day	USASMA (Ft. Bliss)	Optional					
		Recruiter	6 wks	USAREC	Just in time					
		Master Fitness Trainer	2 wks	Multiple Sites	Just in time ASI P5					
		Drill Sgt School	9 wks	Multiple Sites	Just in Time SQI-X					
	6-8-C42	AMEDD NCO Advanced (NCOES)	2 Wks, 3 Days	FSH, TX	Leadership					
	521-SQIM	First Sergeant Course	8 wks	USASMA	Just in time SQI-M					
	1-250-C5	U.S. ARMY SERGEANTS MAJOR	38 Wks, 2 Days	USASMA (Ft. Bliss)	Just in time MEL-A					
	521-F1	Command Sergeant Major Course	1 wk	USASMA	Leadership					
<p>NOTE: Delete 91B prerequisite. Becomes 91W at MSG (E8) Expert Field Medical Badge and DEPMEDS if assigned PROFIS</p>										

- Determine risk assessment and identify safety concerns. Analyze the risk involved in training a specific task under the current conditions at the time of scheduled training. Ensure that your training preparation takes into account those cautions, warnings, and dangers associated with each task.
- Train each soldier. Show the soldier how the task is done to standard, and explain step-by-step how to do the task. Give each soldier one chance to do the task step-by-step.
- Emphasize training in mission-oriented protective posture (MOPP) level 4 clothing. Soldiers have difficulty performing even the very simple tasks in an NBC environment. The combat effectiveness of the soldier and the unit can degrade quickly when trying to perform in MOPP 4. Practice is the best way to improve performance. The trainer is responsible for training and evaluating soldiers in MOPP 4 so that they are able to perform critical wartime tasks to standards under NBC environment conditions.
- Check each soldier. Evaluate how well each soldier performs the tasks in this manual. Conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission. Use the information in the MTP as a guide to determine how often to train the soldier on each task to ensure that soldiers sustain proficiency.
- Record the results. The leader book referred to in FM 25-101, appendix B, is used to record task performance and gives the leader total flexibility on the method of recording training. The trainer may use DA Forms 5164-R (Hands-On Evaluation) and 5165-R (Field Expedient Squad Book) as part of the leader book. The forms are optional and locally reproducible. STP 21-24-SMCT contains a copy of the forms and instructions for their use.
- Retrain and evaluate. Work with each soldier until he or she can perform the task to specific SM standards.

1-8. Training Tips for the Trainer

Prepare yourself.

- Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.
- Get the training objective (task, conditions, and standards) from the task summary in this manual.
- Ensure you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.
- Choose a training method.
- Prepare a training outline consisting of informal notes on what you want to cover during your training session.
- Practice your training presentation.

Prepare the resources.

- Obtain the required resources identified in the conditions statement for each task.
- Gather equipment and ensure it is operational.
- Coordinate for use of training aids and devices.
- Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

Prepare the soldiers.

- Tell the soldier what task to do and how well it must be done. Refer to the standards statement and evaluation preparation section for each task as appropriate.
- Caution soldiers about safety, environment, and security.
- Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.
- Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA Form 5164-R and the evaluation guide in each task summary to make this determination.

NOTE: Deficiencies noted in soldiers' ability to perform critical tasks taught in schools or by extension training materials should be reported to the proponent school.

Train the soldiers who failed the pretest.

- Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards. Have soldiers study the appropriate materials.
- Have soldiers practice the task until they can perform it to SM standards.
- Evaluate each soldier using the evaluation guide.
- Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

Record results in the leader book.

1-9. Training Support

This manual includes the following information which provides additional training support information.

- Appendix A, DA Form 5165-R (Field Expedient Squad Book). This appendix provides an overprinted copy of DA Form 5165-R for the tasks in this MOS. The NCO trainer can use this form to set up the leader book described in FM 25-101, appendix B. The use of this form may help preclude writing the soldier tasks associated with the unit's mission essential task list, and can become a part of the leader book.
- Glossary. The glossary, which follows the last appendix, is a single comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
- References. This section contains two lists of references, required and related, which support training of all tasks in this SM. Required references are listed in the conditions statement and are required for the soldier to do the task. Related references are materials which provide more detailed information and a more thorough explanation of task performance.

CHAPTER 2

Trainer's Guide

2-1. General. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train column.** This column lists the recommended duty position for which soldiers should be cross trained.
- **Train-up/Merger column.** This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area column.** This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- **Task Number column.** This column lists the task numbers for all tasks included in the subject area.
- **Title column.** This column lists the task title for each task in the subject area.
- **Training Location column.** This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AIT	Advanced Individual Training
UNIT	Trained in the Unit
BNCOC	Basic NCO Course

Figure 2-1. Training Locations

- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. Part One, Section I. Subject Area Codes.

Skill Level 1

- 1 Interviewing
- 2 Client Assessment
- 3 Counseling
- 4 Combat Stress
- 5 Psychological Testing
- 6 Patient Interventions
- 7 Patient Processing
- 8 Supporting Tasks
- 9 Basic Medical Treatment
- 10 Drug and Alcohol Counselor (ASI M8)

Skill Level 2

- 11 Admin (SL2)

Skill Level 3

- 12 Admin (SL3)

2-3. Part One, Section II. Duty Position Training Requirements.

	DUTY POSITION	SUBJECT AREAS	CROSS TRAIN	TRAIN-UP/ MERGER
SL 1	Mental Health Specialist Mental Health Specialist (ASI M8)	1-9 1-10	NA	91X2 Mental Health NCO
SL 2	Mental Health NCO Mental Health NCO (ASI M8)	1-9, 11 1-11	NA	91X3 Mental Health NCO
SL 3	Mental Health NCO Mental Health NCO (ASI M8)	1-9, 11-12 1-12	NA	NA
SL 4	Mental Health NCO Mental Health NCO (ASI M8)	1-9, 11-12 1-12	NA	91W5 Operations SGT 91W5M Medical 1 st SGT

2-4. Part Two. Critical Tasks List.**MOS TRAINING PLAN
91X14****CRITICAL TASKS**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1					
1. Interviewing	081-832-0062	COLLECT COLLATERAL INFORMATION FROM RECORDS	AIT	AN	1-4
	081-832-0063	CONDUCT AN INFORMATION GATHERING INTERVIEW	AIT	AN	1-4
	081-832-0011	CONDUCT A COLLATERAL INTERVIEW	AIT	AN	1-4
	081-832-0013	PRESENT A CASE FOR SUPERVISION	AIT	AN	1-4
	081-832-1028	CONDUCT AN ADMISSION INTERVIEW WITH A PSYCHIATRIC PATIENT	AIT	AN	1-4
2. Client Assessment	081-832-0065	ASSESS SUBSTANCE USE, ABUSE, OR DEPENDENCY	AIT	AN	1-4
	081-832-0073	ASSESS A PATIENT/CLIENT'S PROGRESS IN MENTAL HEALTH TREATMENT	AIT	AN	1-4
	081-832-0038	ASSESS A PATIENT FOR ELOPEMENT TENDENCIES/BEHAVIOR	AIT	AN	1-4
	081-832-0034	DOCUMENT A PSYCHIATRIC PATIENT'S INITIAL ASSESSMENT IN WRITING	AIT	AN	1-4
	081-832-0031	ASSESS CLIENT'S POTENTIAL FOR FAMILY VIOLENCE	AIT	AN	1-4
	081-832-0005	ASSESS A CLIENT'S MENTAL STATUS	AIT	AN	1-4
	081-832-0006	ASSESS A CLIENT'S SOCIAL FUNCTIONING	AIT	AN	1-4
	081-832-0064	ASSESS CLIENT PSYCHOPATHOLOGY	AIT	AN	1-4
	081-832-0023	DETERMINE A CLIENT'S HOMICIDAL POTENTIAL	AIT	AN	1-4
	081-832-0026	DETERMINE A CLIENT'S SUICIDAL POTENTIAL	AIT	AN	1-4
	081-832-1031	ASSESS A PSYCHIATRIC PATIENT'S SUICIDAL POTENTIAL	AIT	AN	1-4
	081-832-1029	ASSIST IN ASSESSMENT OF A PSYCHIATRIC PATIENT	AIT	AN	1-4
	3. Counseling	081-832-1030	ASSIST IN THE IDENTIFICATION OF TREATMENT GOALS AND INTERVENTIONS	AIT	AN