

CAC-27: Training development–institution conducts analysis to determine training and education requirements.							As of: May 2011	
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion 27a: The CoE and School have defined responsibilities for analysis.	27a(1): The CoE and School define and implement responsibilities for analysis.	CoE and School Training Development SOP.		X	X			
Criterion 27b: Institution conducts needs analysis to identify valid training development and training requirements.	Institution: 27b(1): Conducts needs analysis based on triggering circumstances. 27b(2): Clarifies performance deficiency(ies). 27b(3): Identifies solutions to the performance deficiency(ies). 27b(4): Recommends non-training performance deficiency(ies) solution(s) to the appropriate organization. 27b(5): Obtains approval for the training and education solution(s) and training development requirement(s) if necessary.			X	X			
Criterion 27c: Institution conducts job analysis to identify individual tasks critical to job performance and survival on the battlefield.	Institution : 27c(1): Initiates job analysis based on its needs analysis. 27c(2): Conducts a new job analysis based on needs analysis identifying training and education development requirements to create a new job, restructure a job, merge or consolidate jobs or divide a job into two or more jobs. 27c(3): Conducts a job analysis revision when needs analysis identifies a change in the tasks performed in the job. 27c(4): Identifies job to analyze.			X	X			

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	<p>27c(5): Develops target audience description.</p> <p>27c(6): Compiles total task inventory.</p> <p>27c(7): Collects task performance data.</p> <p>27c(8): Nominates critical individual tasks.</p> <p>27c(9): Distributes approved critical task lists.</p> <p>27c(10): Updates task list based on individual task analysis findings.</p>							
<p>Criterion 27d: Institution conducts task selection boards to recommend individual tasks for approval as critical tasks.</p>	<p>27d(1): Task selection boards are composed of field forces' subject matter experts and include NG and AR representatives.</p>	<p>TR 350-70, VI-1-3.</p>		X	X			
<p>Criterion 27e: Institutions conducts individual task analysis.</p>	<p>27e(1): Task title describes the performance required of the Soldier on the job.</p> <p>27e(2): Task analysis identifies how the task is performed, under what conditions and how well the individual must perform the task.</p> <p>27e(3): Institution:</p> <p>27e(3)(a): Identifies individual task performance specifications.</p> <p>27e(3)(b): Assigns permanent individual task number.</p> <p>27e(3)(c): Prepares individual to collective task matrix.</p>	<p>TR 350-70, VI-1-4.</p> <p>TR 350-70, VI-2.</p> <p>TR 350-70, VI-2-3-7.</p> <p>TR 350-70, VI-2-8.</p>	<p>Individual Task Analysis Reports.</p>	X	X			

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	<p>27e(3)(d): Develops a task to skill and knowledge matrix.</p> <p>27e(3)(e): Obtains individual task analysis approval.</p> <p>27e(3)(f): Distributes individual task analysis.</p> <p>27e(3)(g): Updates individual task analysis.</p>							
<p>Criterion 27f: Institution performs its responsibilities in individual task management for common, shared and branch tasks.</p>	<p>Institution performs individual task management within its functional area:</p> <p>27f(1): Assigns task number for all tasks which they are the designated proponent.</p> <p>27f(2): Identifies task status – proposed, approved, inactive, and archived.</p> <p>27f(3): Maintains a list of all training products using the task.</p> <p>27f(4): Ensures currency of all task performance specifications and supporting products.</p> <p>27f(5): Eliminates tasks and supporting products no longer valid, have major changes in action performed, performance conditions or standards of performance.</p> <p>27f(6): Vertically and horizontally aligns branch, shared and common tasks across officer, warrant and noncommissioned officer training.</p>	TR 350-70, VI-3, I-1-3.		X	X			

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	<p>27f(7): Develops and distributes training products for each critical task in its functional area(s).</p> <p>27f(8): Programs resources for training product revisions.</p> <p>27f(9): Conducts periodic assessments of all training products for tasks in its functional area(s).</p> <p>27f(10): Identifies foreign disclosure requirements for tasks.</p>							
<p>27g: The institution analyzes existing courses, based on ALC 2015, command guidance, and other guidance documents as appropriate.</p>	<p>27g(1): Determine if the institution is determining needed course changes based on ALC 2015, command guidance, and other guidance documents.</p>	<p>"Army Learning Concept 2015" and "TRADOC Army Learning Concept 2015 Integration Plan (TBP)."</p>		X	X			