

CAC-29: Individual training development – Institution converts course design into the training products and materials required to implement the course.					As of: May 2011			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion 29a: The CoE and School have defined responsibilities for development.	29a(1): The CoE and School define and implement responsibilities for development.	CoE and School Training Development SOP.	CoE and School Related SOPs and Policies	X	X			Comment on any criteria not met.
Criterion 29b: Institution converts course design into the products and materials required to implement the course.	29b(1): Institution: 29b(1)(a): Maintains the design and development team where feasible. 29b(1)(b): Acquires, studies, and uses task analysis and training design data as necessary. 29b(1)(c): Obtains instructor contact hour validation from HQ TRADOC. 29b(1)(d): Completes lesson plans IAW guiding directives. 29b(1)(e): Writes student handouts and assignment materials. 29b(1)(f): Completes production of any interactive multimedia instructional (IMI) products. 29b(1)(g): Produces instructor required media. 29b(1)(h): Compiles student assessment tools. 29b(1)(i): Validates training products and materials. 29b(1)(j): Obtains appropriate approval. 29b(1)(k): Acquires required training resources.	TR 350-70 and Supporting Pamphlets. TR 350-70, VI-8, VI-8-5, I-1-3.	Upon Request: Approved CTG. Task Analysis Data. Lesson Plans. dL products and story boards. Audits Trails Related Data.	X	X			

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	<p>29b(1)(l): Prepares faculty in instructional and implementation appropriate to the methodology and selected media."</p> <p>29b(1)(m): Ensures foreign disclosure requirements are reviewed and maintained.</p>							
<p>29c: The institution updates and develops courses based on ALC 2015 concepts, other appropriate command guidance.</p>	<p>29c(1): Review related management plans.</p> <p>29c(2): Obtain evidence from the institution that it is updating and developing courses based on ALC 2015 concepts, other appropriate command guidance.</p>	<p>"Army Learning Concept 2015" and "TRADOC Army Learning Concept 2015 Integration Plan (TBP)."</p>		X	X			