

CAC-30: Proponent institution designs and develops efficient, effective, and relevant unit training products. As of: May 2011

Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

<p><b>Criterion 30a:</b> The institution is organized, manned and equipped to develop training products in support of unit training.</p>	<p><b>30a(1):</b> Uses unit training development procedure consistent with AR 350-1, TR 350-70, and TP 350-70-1.</p> <p><b>30a(2):</b> Verify that the training development automated system used to develop and manage unit training products is a TRADOC approved system.</p> <p><b>30a(3):</b> Ensures all TD personnel assigned are trained in Systems Approach to Training (SAT) process.</p> <p><b>30a(4):</b> Ensure all TD personnel assigned are trained in and have access to the current automated Training Development System.</p> <p><b>30a(5):</b> Review support tables in TRADOC approved automated training development system to ensure references and support material are current and relevant.</p>	<p>AR 350-1, Army Training and Leader Development.</p> <p>TR 350-70, Systems Approach to Training Management, Processes, and Products.</p> <p>TP 350-70-1, Unit Training Products.</p>	<p>Copy of SOP or TTPs used within the institution for conducting training development in support of unit training.</p>	X	X			<p><b>For All Criterion and Guidelines:</b> Document all instances where the proponent institution met the standard.</p> <p>Document all issues/criteria that are the responsibility of higher headquarters or organizations outside of the proponent's control as a higher headquarters issue (HHI).</p> <p>Document all instances in which the proponent institution exceeded the standard or implemented improved business practices.</p> <p>Document all issues/criteria as <b>"Not Met"</b>:</p> <p>(1) Cases that are the direct responsibility of the proponent institution and for which the institution is not in compliance.</p> <p>(2) Cases where there is a significant deficiency in</p>
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								<p>meeting prescribed criteria.</p> <p>(3) Cases where a deficiency in meeting prescribed criteria are the exception to the proponent institution standard operational procedures and work accomplishment.</p> <p>(4) Cases where a predominance of the collective task analysis reports are not complete (i.e., no viable task standards, skills and knowledge not identified, safety hazards and environmental considerations not included, etc.).</p>
<p><b>Criterion30b:</b> The institution performs its responsibilities for developing training products in support of unit training.</p>	<p><b>30b(1):</b> Needs Analysis process is conducted, documented, and feeds the subsequent processes.</p> <p><b>30b(2):</b> Needs Analysis documents ensure the analysis identifies training solutions to the performance deficiency.</p> <p><b>30b(3):</b> Mission analyses are conducted, documented, and feed the subsequent processes and ensures:</p> <ul style="list-style-type: none"> <li>There is a current, comprehensive list of all of the proponent type units, and that mission analyses ensure</li> </ul>	<p>TP 350-70-6, Analysis.</p> <p>TP 350-70-1, Collective Training Products.</p> <p>FM 7-0, Training for Full Spectrum Operations.</p> <p>Army Training Network.</p>		X	X			<p><b>For Criterion 30b:</b> Document cases as "<b>Met with comment</b>" where a Commander/ Commandant or designated representative approved unit task list does not exist.</p> <p><b>MET:</b> All CATS needed for units are accounted for and displayed in DTMS.</p>

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	<p>that the analysis is documented to show linkage of mission to collective tasks to individual tasks.</p> <ul style="list-style-type: none"> <li>• Identification of the missions for their proponent tables of organization and equipment (TOEs), and for their tables of distribution and allowance (TDAs).</li> <li>• There is a current Unit Task List for each TOE/TDA unit.</li> <li>• The Commander/Commandant or designated representative has approved the current unit task lists (UTLs) for each TOE/TDA unit.</li> </ul> <p><b>30b(4):</b> Ensure CATS are current, complete, comprehensive, and written to the prescribed standard for each TOE/TDA proponent type unit.</p> <p><b>30b(5):</b> CATS are periodically reviewed for quality control to ensure they are maintained current, and relevant.</p> <p><b>30b(6):</b> Ensure CATS are managed to meet the needs of units within ARFORGEN; CATS have been approved and displayed properly in DTMS.</p> <p><b>30b(7):</b> Ensure UTLs have been entered into the CATS development tool for each TOE/TDA unit requiring a CATS.</p> <p><b>30b(8):</b> Ensure FSO METLs are developed for HQDA selected units in compliance with the established standards.</p> <p><b>30b(9):</b> Ensure METL taxonomy (MET, task group, collective task,</p>	<p>FM 7-15, Army Universal Task List.  CTD and DAMO-TR approved CATS Events list.  U.S. CAC Memorandum, Interim Guidance for the Analysis, Quality Control, and Application of Collective Tasks, 16 Oct 06.  TR 350-70.  TP 350-70-1.  AR 25-30.  TRADOC Memo 5 Jan 09 EX509859  ALARACT 208/2009.</p>					<p>Document cases as "<b>Met with comment</b>" where:</p> <p>(1) All cases where analyses do not reflect current doctrine.</p> <p>(2) Some unit CATS are not accounted for.</p> <p>(3) All cases where proponent developed Mission Training Plans are posted on APD, AKO, or proponent web site.</p> <p>Document as a "<b>Met with Comment</b>" and as "<b>HHI</b>" when:</p> <p>(1) The TRADOC approved automated training/education development tool does not contain current, valid task and task analysis data.</p> <p>(2) Some unit CATS are missing due to lack of funding or are not displayed in DTMS.</p>	

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	<p>individual task) is developed that is full spectrum operations in nature and tailored for ARFORGEN.</p> <p><b>30b(10):</b> Participate in the Army METL Review Board (AMRB).</p>							<p>Document as <b>“Not Met”</b> when the proponent has not developed a DA directed FSO METL or has not submitted the FSO METL to AMRB.</p> <p>Report as <b>HHI</b> when proponent FSO METL has been approved by the AMRB but has not yet been approved by HQDA G-3/5/7.</p>
<p><b>Criterion30c:</b> The institution has a process whereby collective training products are identified and developed in support of unit training.</p>	<p><b>30c(1):</b> Ensure approved collective tasks are in the current TRADOC approved automated training/education development tool and are written to the prescribed standard (i.e., conditions, standards, performance steps, performance measures, supporting tasks, and appropriate supporting products)</p> <p><b>30c(2):</b> Collective Task Analyses are conducted, documented, and feed the subsequent processes.</p> <p><b>30c(3):</b> Develop collective tasks, with task analysis data, for which they are responsible.</p> <p><b>30c(4):</b> Use only proponent task numbers for proponent tasks.</p> <p><b>30c(5):</b> Develop tasks in accordance with approved policy and guidance:</p>			X	X			<p><b>For Criterion 30c:</b></p> <p>Document cases as <b>“Met with comment”</b>:</p> <p>(1) All cases where analyses do not reflect current doctrine.</p> <p>(2) Collective task analysis reports are not complete (i.e., viable task standards, safety hazards and environmental considerations are not included).</p>

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	<ul style="list-style-type: none"> <li>Task numbers use the standard seven-digit format.</li> <li>Derivative task numbers are not used.</li> <li>Task titles have only one verb.</li> <li>Tasks are written at the highest echelon performed.</li> <li>Task standards contain quantitative and/or qualitative criteria.</li> <li>Tasks include an appropriate safety statement.</li> <li>Tasks include an appropriate environmental impact statement.</li> <li>Tasks are submitted for inclusion into the CDBR.</li> </ul> <p><b>30c(6)</b> Verify collective tasks are linked to the appropriate supported tasks in the Army Universal Task List (AUTL) and/or Universal Joint Task List (UJTL).</p> <p><b>30c(7):</b> Verify supporting individual tasks are identified and linked to collective tasks.</p> <p><b>30c(8):</b> Participate in the Shared Collective Task List (SCTL) Review Board.</p>							<p>(3) All cases where collective tasks do not reflect current doctrine.</p> <p>Document as a <b>"Met with Comment"</b> and as <b>"HHI"</b> when:</p> <p>(1) The proponent institution has documented request for (but did not acquire) current, updated shared task analysis data.</p> <p>(2) The TRADOC approved automated training/education development tool does not contain current, valid task and task analysis data.</p>
<p><b>Criterion30d:</b> The institution has a process whereby individual training products are identified and developed in support of unit training.</p>	<p><b>30d(1):</b> Review individual tasks in TRADOC approved automated training/education development tool and/or database and are written to the prescribed standard (i.e., conditions, standards, performance steps, performance measures, supporting tasks, and appropriate supporting products).</p> <p><b>30d(2):</b> Job Analyses and Individual Task Analyses are conducted, documented, and feed the subsequent processes.</p> <p><b>30d(3):</b> Develop individual tasks, with job analysis and individual</p>			X	X			<p><b>For Criterion 30d:</b></p> <p>Document cases as <b>"Met with comment"</b>:</p> <p>(1) All cases where analyses do not reflect current doctrine.</p> <p>(2) Individual task analysis</p>

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	<p>task analysis data, for which they are responsible.</p> <p><b>30d(4):</b> Use only proponent task numbers for proponent tasks.</p> <p><b>30d(5):</b> Develop tasks in accordance with approved policy and guidance:</p> <ul style="list-style-type: none"> <li>• Task numbers use a standardized ten-digit format.</li> <li>• Task titles have only one verb.</li> <li>• Tasks are written identifying MOS and skill level, common, common core.</li> <li>• Task standards contain quantitative and/or qualitative criteria.</li> <li>• Task steps accurately support the task title.</li> <li>• Condition statements are written for a field environment; include who you are, an initiating cue, and the when, why, where the task is performed and what resources (equipment, manuals, assistance...) are required to perform the task.</li> <li>• Tasks are approved and written to the prescribed standard (i.e., conditions, standards, performance steps, performance measures, supporting tasks, and appropriate supporting products).</li> <li>• Performance measures and performance steps match up.</li> <li>• All risks, hazards, and related actions are listed as cautions or warnings and tasks include an appropriate safety statement.</li> <li>• Tasks include an appropriate environmental impact statement.</li> <li>• Tasks are submitted for inclusion into the CDBR.</li> </ul> <p><b>30d(6):</b> Verify supporting individual tasks are identified and linked to individual and collective tasks as appropriate.</p> <p><b>30d(7):</b> Conduct appropriate Critical Task Site Selection Board(s) –</p>						<p>reports are not complete (i.e., viable task standards, safety hazards and environmental considerations are not included).</p> <p>(3) All cases where individual tasks do not reflect current doctrine.</p> <p>Document as a <b>“Met with Comment”</b> and as <b>“HHI”</b> when the TRADOC approved automated training/education development tool does not contain current, valid task and task analysis data.</p>
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	identify critical individual tasks, has a current approved ICTL, and has designated critical tasks for Soldier Training Publications (STPs). <b>30d(8):</b> Ensure STPs are developed, valid, complete and current for each MOS's that the proponent is responsible for.							