

CAC-27: ADDIE – Analysis: Institution conducts analysis to determine training and education requirements.							As of: Final Draft 2012	
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Note: Educational institutions, such as the US Army War College; Leader Development and Education Colleges and Schools; the Sergeants Major Course; graduate level courses and courses required for civilian certification, may follow a somewhat different ADDIE process. See TR 350-70, Chapter 6.

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.	<p>Collect and evaluate evidence that the institution:</p> <p>27b(1): Conducts needs analysis based on triggering circumstances.</p> <p>27b(2): Clarifies performance deficiency(ies).</p> <p>27b(3): Identifies training and education solutions to the performance deficiency(ies).</p> <p>27b(4): Where applicable, recommends non-training and education performance deficiency(ies) solution(s) to the appropriate organization.</p> <p>27b(5): Obtains approval for new training and education solution(s) and training development requirement(s) and learning outcomes.</p>	TR 350-70, Chapter 6 TP 350-70-6 TP 350-70-7		X	X			
Criterion 27c: Institution conducts job analysis to identify individual tasks critical to job performance and survival on the battlefield.	<p>Collect and evaluate evidence that the institution:</p> <p>27c(1): Initiates job analysis based on its needs analysis.</p> <p>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.</p>	TR 350-70, Chapter 6 TP 350-70-6 TP 350-70-7		X	X			

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	<p>27c(3): Conducts a job analysis revision when needs analysis identifies a change in the tasks performed in the job.</p> <p>27c(4): Employs a job analysis survey(s).</p> <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 and recommended training and/or education sites (i.e., school, unit, dL, etc).</p> <p>27c(9): Updates task list based on individual task analysis findings.</p> <p>27c(10): Where applicable, gains approval of learnin hierarchy of topics.</p>							
<p>Criterion 27d: Institution conducts Critical Task Site Selection Boards (CTSSB) to recommend individual tasks for approval as critical tasks.</p>	<p>Collect and evaluate evidence that the institution's:</p> <p>27d(1): Critical task lists are reviewed every two or three years.</p> <p>27d(2): Conducts CTSSBs IAW TRADOC and CAC guidance. (CTSSBs are not required to make minor changes to critical task lists.)</p> <p>27d(3): Ensures CTSSBs are composed of field forces' subject matter experts and include NG and AR representatives.</p> <p>27d (4): Ensures the resulting critical task list (CTL) is approved by</p>	<p>TR 350-70, Chapter 6 TP 350-70-6 TP 350-70-7</p>		X	X			

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	the Commandant or designated senior leader.							
<p>Criterion 27e: Institutions conducts individual task analysis.</p>	<p>Collect and evaluate evidence that the institution's:</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. Institution:</p> <p>27e(2)(a): Identifies individual task performance specifications.</p> <p>27e(2)(b): Assigns permanent individual task number.</p> <p>27e(2)(c): Prepares individual to collective task matrix/links.</p> <p>27e(2)(d): Develops a task to skill and knowledge matrix.</p> <p>27e(2)(e): Includes STP requirements.</p> <p>27e(2)(f): Task summary data.</p> <p>27e(2)(g): Individual task-to-job matrix.</p> <p>27e(2)(h): Obtains individual task analysis approval.</p> <p>27e(2)(i): Distributes individual task analysis.</p> <p>27e(2)(j): Updates individual task analysis when needed.</p>	<p>TR 350-70, Chapter 6 TP 350-70-6 TP 350-70-7</p>	Individual Task Analysis Reports.	X	X			

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<p>Criterion 27f: Institution performs its responsibilities in individual task management for common, shared, and branch tasks.</p>	<p>Collect and evaluate evidence that the 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): Ensures currency of all task performance specifications and supporting products.</p> <p>27f(4): Eliminates tasks and supporting products no longer valid, have major changes in action performed, performance conditions or standards of performance.</p> <p>27f(5): Horizontally and vertically aligns tasks among skill levels and courses.</p> <p>27f(6): Programs resources for training product revisions.</p> <p>27f(7): Develops and distributes training products for each critical task in its functional area(s). Maintains a list of all training products using the task.</p> <p>27f(8): Conducts periodic assessments of all training products for tasks in its functional area(s).</p> <p>27f(9): Identifies foreign disclosure requirements for tasks.</p>	<p>TR 350-70, Chapter 6 TP 350-70-6 TP 350-70-7</p>		X	X			

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	<p>27f(10): Gains approval of branch/MOS task list (including shared tasks and common tasks).</p> <p>27f(11): Condustr task-related resource analysis.</p> <p>27f(12): Gains approval of educational topic list, as applicable.</p>							
<p>27g: Individual (institutional) training analyses products are developed and/or stored in TDC.</p>	<p>Collect and evaluate evidence that:</p> <p>27g(1): Approved Individual Critical Task Lists (ICTL) are developed for each MOS and skill level and/or stored in TDC.</p> <p>27g(2): The ICTL produced for each MOS and skill level are available to Soldiers in a Soldier Training Publication (printed or electronic).</p> <p>27g(3): Task analyses (as described above) for proponent tasks are developed and/or stored in TDC.</p>	<p>R 350-70, Chapter 6 TP 350-70-6 TP 350-70-7</p>		X	X			
<p>27h: The institution analyzes existing courses, based on ALM 2015, command guidance, and other guidance documents as appropriate.</p>	<p>27h(1): Determine if the institution is determining needed course changes based on ALM 2015, command guidance, and other guidance documents.</p> <p>27h(2): Determine if the institution has process in place to collect feedback and dat to ensure that current and projected learning outcomes meet the needs of the operating force.</p> <p>27h(2): Determine if the institution gathers and analyzes assessment data for transfer of learning. Analysis informs course adaptation and ADDIE processes, as appropriate.</p>	<p>TP 525-8-2 and TRADOC Army Learning Concept 2015 Integration Plan</p>		X	X			