

CAC-30: Proponent institution designs and develops efficient, effective, and relevant unit training products.						As of: Final Draft 2012		
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TRNCOA	RC	
<p>Criterion 30a: The institution is organized, manned and equipped to develop training products in support of unit training.</p>	<p>30a(1): Uses unit training development procedure consistent with AR 350-1, TR 350-70, and TP 350-70-1.</p> <p>30a(2): Verify that the training development automated system used to develop and manage unit training products is a TRADOC approved system.</p> <p>30a(3): Ensures all TD personnel assigned collective training development duties and responsibilities are trained in the ADDIE process.</p> <p>30a(4): Ensure all TD personnel assigned are trained in and have access to the current automated Training Development System.</p> <p>30a(5): Review Proponent domain 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</p> <p>TP 350-70-1, Training Development in Support of the Operational Domain</p>	<p>Copy of SOP or TTPs used within the institution for conducting training development in support of unit training.</p>	X	X			<p>For All Criterion and Guidelines: 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 "Not Met":</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>Criterion30b: The institution performs its responsibilities for developing training products in support of unit training.</p>	<p>30b(1): Needs Analysis process is conducted, documented, and feeds the subsequent processes.</p> <p>30b(2): Needs Analysis documents ensure the analysis identifies training solutions to the performance deficiency.</p> <p>30b(3): Mission analyses are conducted, documented, and feed the subsequent processes and ensures:</p> <ul style="list-style-type: none"> There is a current, comprehensive list of all of the proponent type units, and that mission analyses ensure 	<p>TP 350-70-6, Analysis TP 350-70-1, Training Development in Support of the Operational Domain FM 7-0, Training for Full Spectrum Operations.</p>		X	X		<p>For Criterion 30b: Document cases as "Met with comment" where a Commander/ Commandant or designated representative approved unit task list does not exist.</p> <p>MET: 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"> • Identification of the missions for their proponent tables of organization and equipment (TOEs), and for their tables of distribution and allowance (TDAs). • There is a current Unit Task List for each TOE/TDA unit. • The Commander/Commandant or designated representative has approved the current unit task lists (UTLs) for each TOE/TDA unit. <p>30b(4): Ensure CATS are current, complete, comprehensive, and written to the prescribed standard for each TOE/TDA proponent type unit.</p> <p>30b(5): CATS are periodically reviewed for quality control to ensure they are maintained current, and relevant.</p> <p>30b(6): Ensure CATS are managed to meet the needs of units within ARFORGEN; CATS have been approved and displayed properly in DTMS.</p> <p>30b(7): Ensure UTLs have been entered into the CATS development tool for each TOE/TDA unit requiring a CATS.</p> <p>30b(8): Ensure FSO METLs are developed for HQDA selected units in compliance with the established standards.</p> <p>30b(9): Ensure METL taxonomy (MET, task group, collective task, individual task) is developed that is full spectrum operations in</p>	<p>Army Training Network</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 "Met with comment" 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 "Met with Comment" and as "HHI" 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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	nature and tailored for ARFORGEN. 30b(10): Participate in the Army METL Review Board (AMRB).							Document as "Not Met" when the proponent has not developed a DA directed FSO METL or has not submitted the FSO METL to AMRB. Report as HHI when proponent FSO METL has been approved by the AMRB but has not yet been approved by HQDA G-3/5/7.
Criterion30c: The institution has a process whereby collective training products are identified and developed in support of unit training.	<p>30c(1): 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>30c(2): Collective Task Analyses are conducted, documented, and feed the subsequent processes.</p> <p>30c(3): Develop collective tasks, with task analysis data, for which they are responsible.</p> <p>30c(4): Use only proponent task numbers for proponent tasks.</p> <p>30c(5): Develop tasks in accordance with approved policy and guidance:</p> <ul style="list-style-type: none"> • Task numbers use the standard seven-digit format. • Derivative task numbers are not used. 	TR 350-70		X	X			<p>For Criterion 30c:</p> <p>Document cases as "Met with comment":</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> <p>(3) All cases where</p>

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	<ul style="list-style-type: none"> • Task titles have only one verb. • Tasks are written at the highest echelon performed. • Task standards contain quantitative and/or qualitative criteria. • Tasks include an appropriate safety statement. • Tasks include an appropriate environmental impact statement. • Tasks are submitted for inclusion into the CDBR. <p>30c(6) 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>30c(7): Verify supporting individual tasks are identified and linked to collective tasks.</p> <p>30c(8): Participate in the Shared Collective Task List (SCTL) Review Board.</p>						<p>collective tasks do not reflect current doctrine.</p> <p>Document as a “Met with Comment” and as “HHI” 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>	

Note: The CAC's 2011 Unit (collective) Training Standard included criteria and steps related to individual task analysis. To eliminate redundancy, those criteria and steps were inetgrated into the new CAC Standard 27, ADDIE Analysis.