

**CAC-27:** Training Development – Institution conducts analysis to determine training and education requirements.

Criteria	Criteria Guidelines	How Assessed	Criteria Met, Not Met, Not Assessed
<p><b>Criterion 27a:</b> The CoE and School have defined responsibilities for analysis.</p>	<p><b>27a:</b> The CoE and School define and implement responsibilities for analysis.</p>	<p>Review TD SOP and/or related policies. Explore in TDers focus groups.</p>	
<p><b>Criterion 27b:</b> Institution conducts needs analysis to identify valid training development and training requirements.</p>	<p>The Institution:</p> <p><b>27b(1):</b> Conducts needs analysis based on triggering circumstances.</p> <p><b>27b(2):</b> Clarifies performance deficiency(ies).</p> <p><b>27b(3):</b> Identifies solutions to the performance deficiency(ies).</p> <p><b>27b(4):</b> Recommends non-training performance deficiency(ies) solution(s) to the appropriate organization.</p> <p><b>27b(5):</b> Obtains approval for the training and education solution(s) and training development requirement(s) if necessary.</p>	<p>Review pre-visit survey results. Review TD SOP and/or related policies and processes. Explore in key personnel interviews. Explore in TD'ers focus groups. Ask to see recent example(s).</p>	
<p><b>Criterion 27c:</b> Institution conducts job analysis to identify individual tasks critical to job performance and survival on the battlefield.</p>	<p>The Institution :</p> <p><b>27c(1):</b> Initiates job analysis based on its needs analysis.</p> <p><b>27c(2):</b> 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</p>	<p>Review pre-visit survey results. Review TD SOP and/or related policies and processes. Explore in key personnel interviews. Explore in TD'ers focus groups. Ask to see recent example(s) and resulting products.</p>	

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	<p>a job into two or more jobs.</p> <p><b>27c(3):</b> Conducts a job analysis revision when needs analysis identifies a change in the tasks performed in the job.</p> <p><b>27c(4):</b> Identifies job to analyze.</p> <p><b>27c(5):</b> Develops target audience description.</p> <p><b>27c(6):</b> Compiles total task inventory.</p> <p><b>27c(7):</b> Collects task performance data.</p> <p><b>27c(8):</b> Nominates critical individual tasks.</p> <p><b>27c(9):</b> Distributes approved critical task lists.</p> <p><b>27c(10):</b> Updates task list based on individual task analysis findings.</p>		
<p><b>Criterion 27d:</b> Institution conducts task selection boards to recommend individual tasks for approval as critical tasks.</p>	<p><b>27d:</b> Task selection boards are composed of field forces' subject matter experts and include NG and AR representatives.</p>	<p>Review TRADOC Reg 350-70 and supporting pamphlet about task selection boards.</p> <p>Review pre-visit survey results.</p> <p>Review TD SOP and/or related policies.</p> <p>Explore in key personnel interviews.</p> <p>Explore in TD'ers focus groups.</p> <p>Ask to see recent example(s) and resulting products.</p>	

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<p><b>Criterion 27e:</b> Institutions conducts individual task analysis.</p>	<p><b>27e(1):</b> Task title describes the performance required of the Soldier on the job.</p> <p><b>27e(2):</b> Task analysis identifies how the task is performed, under what conditions and how well the individual must perform the task.</p> <p><b>27e(3):</b> Institution:</p> <p><b>27e(3)(a):</b> Identifies individual task performance specifications.</p> <p><b>27e(3)(b):</b> Assigns permanent individual task number.</p> <p><b>27e(3)(c):</b> Prepares individual to collective task matrix.</p> <p><b>27e(3)(d):</b> Develops a task to skill and knowledge matrix.</p> <p><b>27e(3)(e):</b> Obtains individual task analysis approval.</p> <p><b>27e(3)(f):</b> Distributes individual task analysis.</p> <p><b>27e(3)(g):</b> Updates individual task analysis.</p>	<p>Review pre-visit survey results.</p> <p>Review the Institution's self assessment.</p> <p>Review Institution's TD-related SOP regarding task analysis.</p> <p>Review ten sample/documented tasks and associated task analysis in ASAT, DTMS, or TDC database.</p> <p>Explore in key personnel interviews.</p> <p>Explore in TD'ers focus groups.</p> <p>Ask to see recent example(s) and resulting products.</p> <p>Ask to see examples of approval process.</p>	<p>Individual Task Analysis Reports</p>
<p><b>Criterion 27f:</b> Institution performs its responsibilities in individual task management for common, shared</p>	<p>The Institution performs individual task management within its functional area:</p> <p><b>27f(1):</b> Assigns task number for all tasks which they are the designated proponent.</p>	<p>Review pre-visit survey results.</p> <p>Review the Institution's self assessment.</p> <p>Review Institution's TD-related SOP regarding task analysis.</p>	

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and branch tasks.	<p><b>27f(2):</b> Identifies task status – proposed, approved, inactive, and archived.</p> <p><b>27f(3):</b> Maintains a list of all training products using the task.</p> <p><b>27f(4):</b> Ensures currency of all task performance specifications and supporting products.</p> <p><b>27f(5):</b> Eliminates tasks and supporting products no longer valid, have major changes in action performed, performance conditions or standards of performance.</p> <p><b>27f(6):</b> Vertically and horizontally aligns branch, shared and common tasks across officer, warrant and noncommissioned officer training.</p> <p><b>27f(7):</b> Develops and distributes training products for each critical task in its functional area(s).</p> <p><b>27f(8):</b> Programs resources for training product revisions.</p> <p><b>27f(9):</b> Conducts periodic assessments of all training products for tasks in its functional area(s).</p> <p><b>27f(10):</b> Identifies foreign disclosure requirements for tasks.</p>	<p>Review ten sample/documented tasks and associated task analysis in ASAT, DTMS, or TDC database.</p> <p>Review and compare Task Summaries in POIs to ensure tasks are vertically and horizontally aligned.</p>	

The Evaluator makes his/her overall assessment (Met, Met With Comment, Not Met) based on the number of criteria not met and the severity/impact of those criteria not met.

**Overall Rating For Standard:** \_\_\_\_\_