

MCCS- (Marks)

Memorandum of Instruction (MOI)

SUBJECT: Instructions for Providing Input for Critical Task Selection Surveys (CTSS)

1. Purpose. To provide organizational and procedural guidance for the systematic selection and prioritization of tasks for training.

2. Application. This guidance applies to critical task selection actions for individual training under the proponentcy of the U.S. Army Medical Department Center and School (AMEDDC&S).

3. Background. A critical task is a task determined to be essential to wartime mission, duty accomplishment, or survivability. All critical tasks must be trained either in the training base or in the unit. Critical tasks are identified by the proponent through a critical task list. The procedures described in this MOI outline an effective method of using available resources and capabilities to produce the best possible list of critical tasks.

4. Definitions.

a. Total Task Inventory (TTI). A TTI is a comprehensive list of individual tasks required for job performance in a given occupation or specialty. The TTI is developed in accordance with TRADOC Regulation 350-70 and Academy of Health Sciences (AHS) procedural guidance. It is used in the task selection process.

b. Individual Task. An individual task is the lowest behavioral level in a job or duty that is performed for its own sake. It is a unit of work activity or operation performed by a soldier that constitutes a logical and necessary segment in the performance of the job under consideration. An individual task has the following characteristics:

(1) Must be specific.

(2) Must have a definite beginning and ending.

(3) Has only one action verb.

(4) Generally is performed in a relatively short time period.

(5) Must be observable and measurable.

MCCS-

SUBJECT: Instructions for Providing Input for Critical Task Selection Surveys (CTSS)

c. Skill Level 10 Task. A skill level 10 (SL10) task is one that a soldier is expected to perform on the first duty assignment with minimal or no supervision.

e. Mobilization Training. Mobilization training includes critical tasks which support rapid deployment in a full mobilization situation. Tasks that are trained in peacetime may be omitted from training in a mobilization situation or additional tasks may be trained that are not trained in peacetime. Consideration should also be given to critical tasks that may be trained at a lower skill level than in peacetime, in order to meet mobilization mission needs. The (provide title) program is/is not taught in a mobilization course. **(Note to developer: Check the mobilization list and determine whether the course is or is not a mobilization course. Delete the remainder of this paragraph if your course is NOT a mobilization course. For a list of courses that have mobilization training requirements, click on the ESB button at <http://das.cs.amedd.army.mil> and go to TSB INFO.)**

f. Sustainment/Refresher. Sustainment/refresher training is used to maintain or reinforce previous training and/or sustain previously gained skills and knowledge.

5. Task Selection Guidelines.

a. Purpose. To recommend individual tasks for approval as critical tasks.

b. Objectives.

- (1) Provide quantitative expert training decisions.
- (2) Select tasks for training.
- (3) Identify the appropriate skill level of tasks.
- (4) Recommend tasks for mobilization training.
- (5) Make recommendations for distance learning (DL).
- (6) Provide an accurate audit trail.
- (7) Make recommendations for training site

MCCS-

SUBJECT: Instructions for Providing Input for Critical Task Selection Surveys (CTSS)

6. Survey Participant/Subject Matter Expert (SME).

a. TTI. Reviews TTI and provides feedback prior to the CTSS.

b. Decisions: Makes informed, systematic judgments on task selection and prioritization of selected tasks. Recommends the appropriate skill level of selected tasks and tasks requiring mobilization and sustainment training, training site, and media delivery, such as distance learning.

7. Methodology.

a. Tasks are selected/nonselected from the TTI on the basis of whether voting members judge that tasks are performed by that specialty.

b. Priority Ratings. Participants are asked to prioritize each task using a 7-point rating scale. All tasks rated 7, 6, and 5 are of highest criticality; 4, 3, and 2 are median range criticality; and 1 is on the lower range. Totals are calculated after all responses are received. For example, a task with the following ratings from 7 participants is calculated:
 $5+6+4+4+5+5+6 = 35$. Thirty-five divided by 7 respondents results in an average priority rating (APR) of 5. This rating is within the highest criticality range (7, 6, 5). A recommended training strategy is to choose tasks with APR values of 4.5 or greater for resident training.

c. Critical Task Selection. All tasks considered critical must be trained. The actual number of tasks included for resident, unit, and distance learning will vary due to technology, equipment, facilities, or personnel constraints for each military occupational specialty (MOS) or area of concentration (AOC).

d. Sustainment/Mobilization Training. Voting members may be asked to recommend tasks for sustainment and mobilization training.

e. Site Selection and Media Delivery. The SME may be asked to recommend whether tasks should to be taught in residence, the unit, and/or recommend DL modes of training. Though the employment of training aids, devices, simulators, and simulations (TADSS) is made during training development, the SME may make TADSS recommendations. Specific training development decisions

MCCS-

SUBJECT: Instructions for Providing Input for Critical Task Selection Surveys (CTSS)

will be determined at a separate date by specialists within those technologies.

7. Critical Task Selection Process. Return enclosed surveys as soon as possible to the requesting office. Further information will be provided to participants on an ongoing basis throughout the process.

8. The point of contact for this action is (provide appropriate name, phone number, and email address).

(Department Chief Signature Block)