

**S A M P L E STAFFING DOCUMENT  
FOR TOTAL TASK INVENTORY (TTI) REVIEW**

**NOTE: RECOMMEND USING THE OPTIONAL FORM 41, ROUTING AND TRANSMITTAL SLIP, FOR THIS PROCESS.**

(Date)

TO:

1. MCCS-N (NCO Academy) (If appropriate).
2. MCCS-GNG
3. MCCS-GRE
4. MCCS-HS

SUBJECT: Review of Total Task Inventory (TTI)

1. In preparation for a planned Critical Task Selection Board (CTSB), the enclosed Total Task Inventory (TTI) is forwarded for your review. Please forward your comments to the POC NLT (date).
2. The point of contact for this action is (POC data).

Encl  
as

(Department Chief Signature Block)