



Table of Contents

1. Introduction.....1

2. Purpose..... 2

3. Criteria.....2

4. Board Members Responsibilities.....2

5. Explanation of Terms..... 2

6. Admin.....3

7. Lodging.....4

8. Travel.....4

9. Meals.....6

10. Funding for Travel..... 6

1. Introduction:

Thank you for your participation in the DOTD CTSSB. Your contributions will significantly shape the development of future programs of instruction (POI). It's important to note that these CTSSBs are a cyclic process; therefore there will be many opportunities to support future reviews. Through your representation, this is FORSCOM and the Reserve component’s opportunity to make a significant impact on the competencies of those coming out of the generating force, as they report/return to their units of assignment.

You should all be very proud that your contributions will impact where we are headed and what will be accomplished through this CTSSB.

Below you will find information about your stay at Fort Sill, the Army Fires Center of Excellence (FCoE). Included is the contact information for the local POCs, specific instructions concerning the trip, and a website link that connects you to more CTSSB information. The website provides maps of the local area, a shopping & dining guide, and an agenda.

Before I close, I’d like to thank each of you again for attending the CTSSB and for bringing your expertise to the board. You have the vision, the knowledge, and the experience to help pave the way into the future. You are truly our greatest asset, and we could not conduct the CTSSB successfully without your support and leadership. Throughout this CTSSB, I ask you to stay engaged, keep proactive, and help us shape the future of institutional training .

We look forward to your arrival.

CTSSB Important Information

2. Purpose of CTSSB:

A CTSSB is a systematic process that reviews and reprioritizes an individual critical task list (CTLs) to meet job requirements and expected outcomes IAW TR 350-70. This management device is prescribed by TR 350-70 as a quality control function. Results of the CTSSB provide data on the appropriate skill level and training site selection for each individual task, and presents an accurate audit trail. In order to manage and maintain all Fires CTLs and Programs of Instruction (POIs), the Training Analysis Branch will facilitate CTSSBs on a cyclic process. As mandated per TRADOC regulations, Active Duty and Reserve Component Soldiers input is solicited to ensure all job duties and requirements are accounted for within the CTL. Using this CTL, POIs and training materials will be developed to ensure Soldiers receive relevant and timely training based on the current operational environment.

3. Criteria:

Subject Matter Experts (SMEs) are the only voting members on the board. For job and duty positions, select 5 – 7 individuals who meet the following criteria:

- Soldiers performing the tasks within the MOS.
- Soldiers one skill-level higher
- Voting members of a CTSSB must be from FORSCOM, USAR, and ARNG units (TRADOC Pamphlet, 350-70-1, 12 Feb 2019).

4. Board Member Responsibilities. The following are guidelines for all task selection board participants:

The Facilitator will lead the discussions, advise board members on procedural matters, provide guidance on the analysis process, task definitions, task selection criteria, and ensure freedom of expression by allowing each member to present his/her argument.

Each board member will have one vote. The chairman of the board will resolve any tie votes. Board members will recommend changes, provide technical information/advice, participate in discussions, and determine criticality of each individual task. The facilitator will defer disputes, board members complete statement of non-concurrence stating the disagreement and justification for the non-concurrence for each disagreement. All documents will be retained as part of the analysis audit trail.

Training developers will advise board on educational, analysis, and procedural matters to include learning product development process, task definitions, task performance data, and task selection criteria.

5. Explanation of Terms:

A **job analysis** is the process used to identify the individual critical tasks required to successfully accomplish a mission and duties as well as survive in the full range of military operations, and/or must be

performed to support the completion of a collective task (TR 350-70, 6-13).

There are five types of individual tasks (TR 350-70, Table 6-2):

- Unique (AOC/MOS- specific) tasks – An AOC/MOS-specific individual task.
- Common Soldier tasks – an individual task performed by all Soldiers.
- Shared tasks – an individual task performed by Soldiers from different jobs and/or different skill or organizational levels.
- Skill Level tasks – an individual task performed by every Soldier in a specific skill level regardless of MOS or CMF.
- Leader task – An individual task performed by leaders from different branches or jobs, or a task shared by different skill levels at the same organizational level.

A **job (or duty position)** is a collection of unique, specific, related set of activities (tasks) performed by a unique, defined set of personnel. For learning product development and instructional purposes, it is an MOS by skill level, branch code and AOC by grade, and warrant officer MOS by skill level, ASI, SQI, skill identifier (SI), language identifier code (LIC), or other special category. (TP 350- 70-15, p. 68)

A **task** is a clearly defined and measurable activity accomplished by individuals and organizations. It is the lowest behavioral level in a job or unit that is performed for its own sake. The characteristics listed below apply (TR 350-70-15, p. 95). A task;

- Is a statement of a highly specific action with one action verb.
- Has a definite beginning and ending.
- May support or be supported by other tasks.
- Is generally performed in a relatively short period.
- Is observable and measurable.
- Is a series of actions leading to a meaningful outcome.

A **critical individual task** is a task an individual **must** perform to accomplish his/her mission and duties and to survive in the full range of Army operations. Critical tasks must be trained in the institution or at the unit (TR 350-70, 6-13). **Note:** A critical task is usually assigned (listed) at the lowest skill level performing the task.

A **subjective judgment** is a personal judgment.

The total task inventory has been completed for job incumbents. At this point, it is necessary to convene a board of subject matter experts (SMEs) to assess the criticality of the proposed individual tasks. Your experience, gives you the background necessary to evaluate task criticality. For this reason, you have been asked to participate on the board.

6. Admin:

- Duty Uniform will be the uniform for each day.
- On the first day of the board, CTSSB participants will link up at Knox Hall, Building 700, McNair Road, Conference Room _____. Look for directional signs at the entry doors and in the hallways.

7. Lodging:

- Schedule your lodging with Fort Sill Lodging Office (Holiday Inn Express)
[InterContinental Hotel Group Army Hotel](#)
Bldg 5676 Fergusson Rd
Central Reservations : 1-877-711-8326
- Per Diem rate for Lawton/Fort Sill area (<http://www.gsa.gov/portal/category/100120>)
- Use Government Travel Card for all TDY expenses

8. Travel:

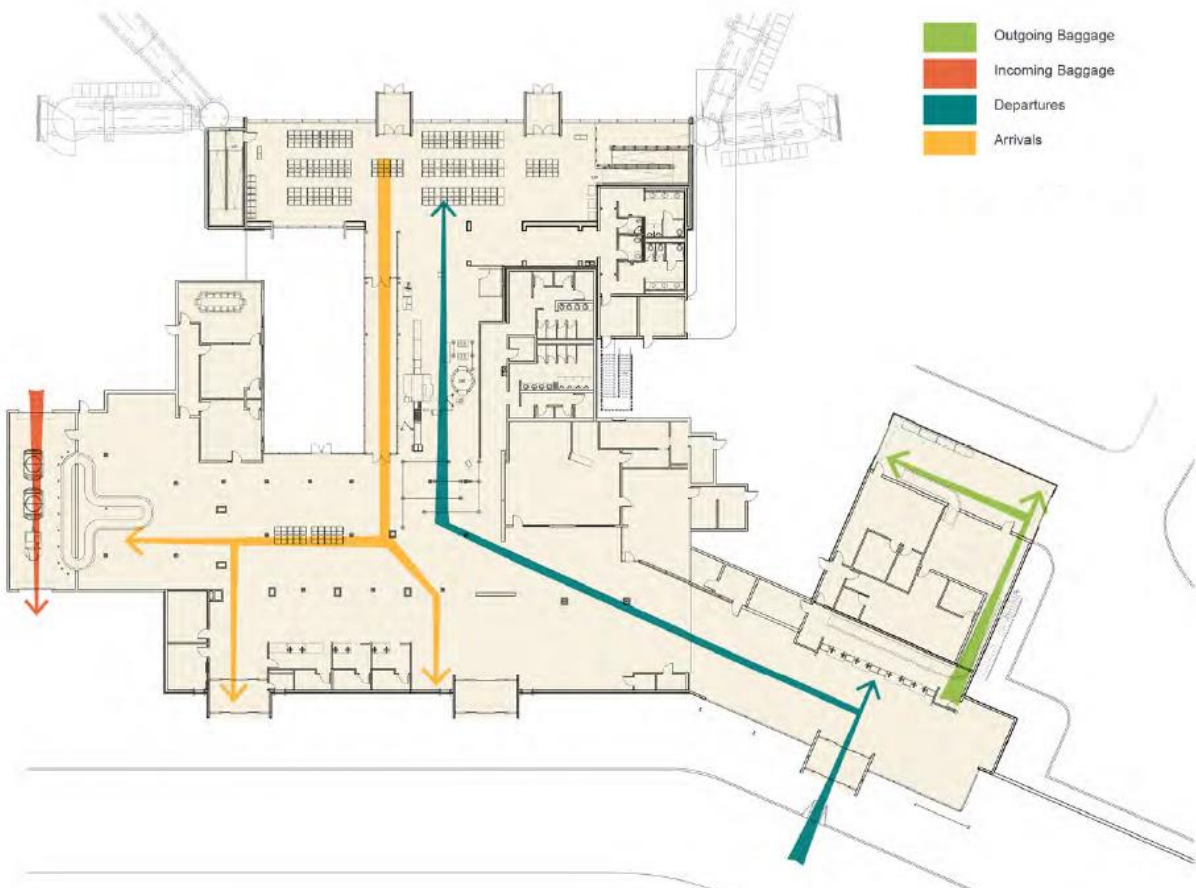
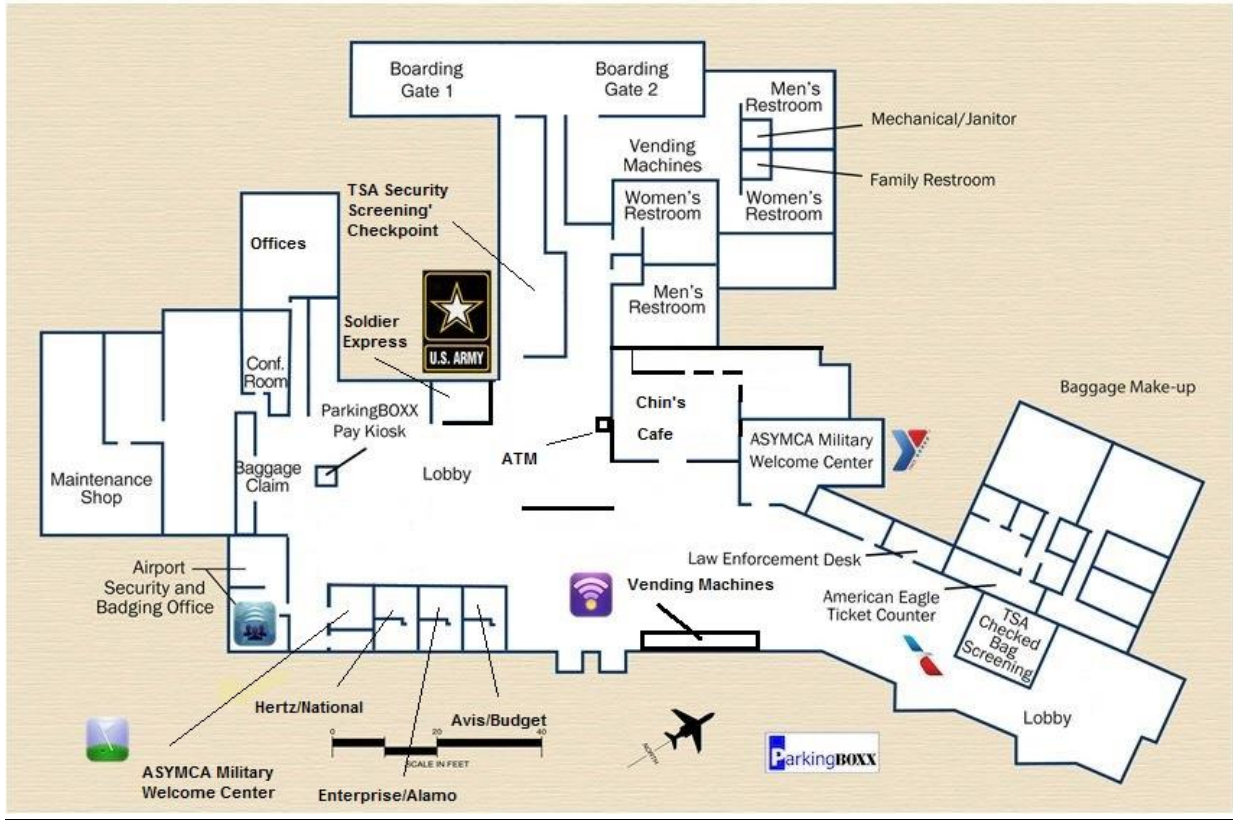
- POV Travel. POV travel is authorized at government reimbursement rate up to the cost of air travel. The cost of POV travel can be obtained at <http://www.gsa.gov/portal/content/100715>
- Air Travel. Schedule your travel to arrive Lawton Municipal Airport, (LAW) Lawton, OK.
- DTS Worksheet link: <https://www.defensetravel.dod.mil/CnstTvl/>
- The rental car authorizations for each CTSSB team will be depending on number of travelers flying or driving and arriving from which locations. Please coordinate with the Lifecycle Program Manager _____ at Email _____ or Phone # _____ in advance to ensure you are authorized to draw a rental car, or for him to schedule transportation to pick you up and transport to lodging. There are three agencies at the Lawton Municipal Airport:



- The Airport Fort Sill Military Information Center is located in the main lobby area.

Note: Funding for travel provided if approved. Once participants are identified by FCOE DOTD, they will provide a Funding Acquisition Document for them to submit to their headquarters budget officer.

Lawton Municipal Airport



9. Meals:

- On the days of travel, per diem is 75% of the Fort Sill area rate per day M&IE.
- Full per diem is authorized throughout the dates of the board.
- There are eating establishments on and off the Fort Sill Installation, including dining facilities.

10. Funding for Travel:

a. The CTSSB Lead will provide full name, rank and SSNs in an encrypted email to the DOTD Admin Office for all travelers TDY to Fort Sill from another installation or outside the local area.

b. CTSSB Lead will provide travelers Fort Sill Form 38, Temporary Duty Request. Travelers will complete the form and return to CTSSB Lead. This is a requirement for all travel paid by FCOE. FCOE Funded will be marked on the form. The FCOE FS 38 will be processed as follows:

(1) The CTSSB Lead will consolidate all information on one consolidated FS 38 per event. One FS 38 may have up to eight travelers per event date. If more than eight travelers, an additional FS 38 will be submitted.

(2) The FS 38 will be submitted to Admin for corrections and accuracy. Admin will route it to Dr. Kyle Smith, Dean of Academics, for signature under Section V as recommender. He will return it to Admin for processing to obtain the Director's signature for approval.

(3) Admin will return the approved FS 38 to the CTSSB Lead for distribution to the travelers. The traveler will attached the approved FS 38 in the Defense Travel System (DTS) under Substantiating Record in the Authorization.

c. Only one compact vehicle will be approved for every two travelers coming from the same location, unless there are circumstances that prevent them from traveling together. The FS 38 will reflect which individuals will rent a vehicle. Fuel will be estimated in the Authorization.

d. The traveler will build their DTS Authorization in DTS with Fort Sill (not Lawton) as their destination. Fort Sill lodging will be selected, if available.

e. If a traveler uses their POV to travel to Fort Sill, the Traveler must also complete a Constructive Travel Worksheet (CTW) if over 800 miles round trip or over 400 miles one way. The DOTD exemption to the CTW policy for traveling to designated installations is not valid for travelers coming from other installations.

f. Traveler will not digitally sign the Authorization until FCOE G8 assigns the designated Line of Accounting (LOA) to their Authorization. The traveler will then select the DOTD routing drop down box on the signature page prior to signing it. The Authorization will be routed through DOTD for review and approval.

g. Upon completion of TDYs, the traveler will submit the Voucher for the TDY within five (5) calendar days from the return date. All lodging, vehicle rental, fuel, flight, tolls and reimbursable receipts are required to be attached to the Voucher. Prepaid fuel through car rental companies will not be reimbursed. Traveler is responsible for split disbursement to pay off their GOVCC.

If you have any questions, contact _____ @ Email _____ 580-____-____ (DSN:____-____).