TDC Job Aids

TABLE OF CONTENTS
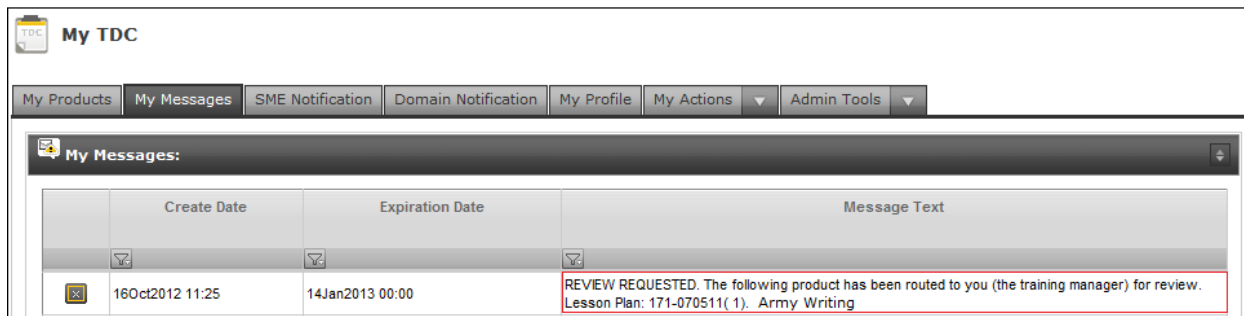
Revised August 2020

Manager Job Aid
([TOC](#)) August 2020

As TDC software is updated, new screen design and functionality will be introduced. As this occurs these example screens may look different but the basic functionality is the same. Updated functionality, only available as each product is rolled out, is marked as such in this aid.

1. Login to TDC: https://tdc.army.mil

2. While you will likely receive a phone call or email requesting product approval, you will also find notification under the 'My Messages' tab.

   Updated Functionality: An email is sent to action officers upon assignment. The email includes the product type, number, title and status.

3. Course Resource Model (CRM) Products

   If the lesson, CAD, or POI you are reviewing is a CRM product, you must have the CRM role to view the CRM contents. If you have the role, you will see a CRM Mode button on the upper right of the screen. For users with the role, the button is automatically set to On. If the product you are reviewing is a non-CRM product, set the button to Off before moving to the next step. You will receive a warning if the mode selection and the product type are not in sync. Note: If you don't have the role but are required to review CRM products, please contact your Domain Administrator.

Throughout TDC, CRM product version numbers will display with a © to designate they are CRM products; e.g. 1.0©.

Additionally the single pane view, for lesson, CAD, and POI, the screen will display CRM: Yes or No to the right in the General Information section.

4. From the 'My Products' tab select the product type and then the 'Analysis Completed (Manager Review)' folder. If needed, you can filter by proponent or the other table titles using the filter icons . Open the product by clicking the product's title.

5. The product opens in a single pane view displaying General Information, Action Officers, and Tools Menu (at the top right of the screen). In this example using lesson plan, there is an additional field 'Associated POIs' not seen on other product's single pane views. This section displays to which POI(s) the lesson is associated. Given that you are reviewing an original

lesson plan, **the manager review should use the report generated from the 'Tools' menu.**

Updated Functionality

1. As a manager, if product changes are needed you can now opt to make the changes yourself. Accessing the product opens to a familiar manager single pane view but also displays a Developer/Edit Mode tab. The tab allows full access to the product. This is a convenient way to make minor corrections for spelling, etc. You still have the option to return the product to the Developer. Any changes made are captured in the Product User History report.
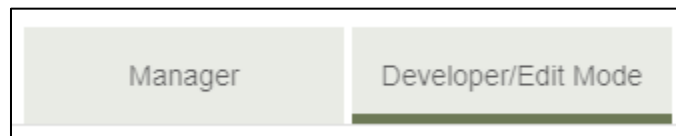
If you use the Developer/Edit tab, return to the Manager tab to complete your actions on the product.

2. Subject Matter Experts and Approvers have the option to upload files. These files display on the Manager tab in the Associated Documents section.
   - Documents uploaded by a SME or Approver are not included with any product report.
   - You must access the Developer/Edit Mode tab>Action Officer step to delete a file.
   - All deletions are captured in Change History.
   - If the files are not deleted, they remain on the two pane Action Officer step and are viewable on the Approver single pane view after the product is Approved/Validated.
   - No uploads can be deleted post Approval/Validation.

File Name	Title	Username
SME_UPLOAD .docx	SME POI Review	sm.edwards@mail.mil

Associated Documents ⓘ Shown below are all uploaded supporting documents associated to this Product.

6. Access the 'Tools' menu to see the following reports.
   a. Progress –displays the product workflow history
   b. History – displays any entries added by the Developer or other action officer
   c. Report options – opens in a new window and displays the report in a .pdf file using Adobe Reader

Tools ▼	Exit
Progress
History
Product User History
Trainer's Lesson Outline
Lesson Plan And Outline
Lesson Summary
Equipment Summary
Lesson Plan Report
Generated Lesson Plan

Note: The Tools menu content varies depending on the product type.

7. Open the reports to review.

8. To return to the product at a later time, select 'My TDC' at the top of the screen and then repeat Steps 3 and 4 to return to the product.

9. Once the review is complete, close or minimize the report to view the single pane view screen. At the bottom of the screen is a Status Section – select to either return the product to the developer for additional work or forward the product for approval. There is also a Comment field. The field is populated

with the date and time the product is opened or submitted. Enter optional comments in the 'Comment' section and click 'Submit'.

Note:

Be advised that certain report options cause the screen to refresh which results in your entered comments being deleted. To be safe, if you need to open a report after entering comments, copy your comments out of the section until you are ready to submit.

The comments are retained for the life of the product and viewable by accessing Progress History. In addition to your comments, you can also view any SME routing and comments and save the comments using the View PDF button.

ArmyU Review

Currently only certain products – Individual Task, Collective Task, Drill, ICTL, UTL, STP, and Lesson Plan –require routing to ArmyU for review. This determination is made by the creator of the product. If this action is required, the manager will be given different workflow status options – either to route to ArmyU or return the product for additional work.

```
*Status:  Route to ArmyU for Review
          Return to Developer for Additional Work


* Comment:  Status changed from Analysis Completed to Route to ArmyU for
            Review on Fri Oct 14 10:32:15 EDT 2016


                                                        SUBMIT
```

10. If ArmyU review is not required, depending on the Status selected, the product either returns to the developer or is routed to the approver. If the product is routed to ArmyU, once the review is completed, the product is returned to the Manager indicating the content is either compliant or non-compliant with current policy and regulation. If the product is recalled for additional work, it is returned designated as recalled by the proponent. Depending on the review outcome, the manager can return the product to the developer or route for approval. For tasks and drills, the option to route for approval is available only upon ArmyU concurrence.

Note: To differentiate items going to and coming from the ArmyU review process, after the product is returned by ArmyU the product title type face displays as bold.

Analysis Completed (Manager Review)

Products in this folder have been submitted by the Training Developer for review by the Training Manager and may not be edited. Product titles in BOLD have been reviewed by ArmyU.

Filter by Proponent: [▼] [Filter]

ID (Version)(Phase)	Title	Status Date	Product
191-4086 (12.1)	Army Effective Writing	28Dec2017	Lesson Plan
191-0012 (15.1E)©	Army Traffic Safety Training Program	05Jan2018	Lesson Plan

Results: Page [1] of 1 Go

Note(s):

a. If you have any questions pertaining to the product content, use the Action Officer information on the screen to contact the Developer.
b. If you need additional assistance, please submit a ticket to the Army Training Help Desk (https://athd.army.mil/). A link is available at the top of the My TDC screen.

Approver Job Aid
([TOC](#)) August 2020

As TDC software is updated, new screen design and functionality will be introduced. As this occurs these example screens may look different but the basic functionality is the same. Updated functionality, only available as each product is rolled out, is marked as such in this aid.

1. Login to TDC: https://tdc.army.mil

2. While you will likely receive a phone call or email requesting product approval, you will also find notification under the 'My Messages' tab.

   Updated Functionality: An email is sent to action officers upon assignment. The email includes the product type, number, title and status.

3. Course Resource Model (CRM) Products

   If the lesson, CAD, or POI you are reviewing is a CRM product, you must have the CRM role to view the CRM contents. If you have the role, you will see a CRM Mode button on the upper right of the screen. For users with the role, the button is automatically set to On. If the product you are reviewing is a non-CRM product, set the button to Off before moving to the next step. You will receive a warning if the mode selection and the product type are not in sync. Note: If you don't have the role but are required to approve CRM products, please contact your Domain Administrator.
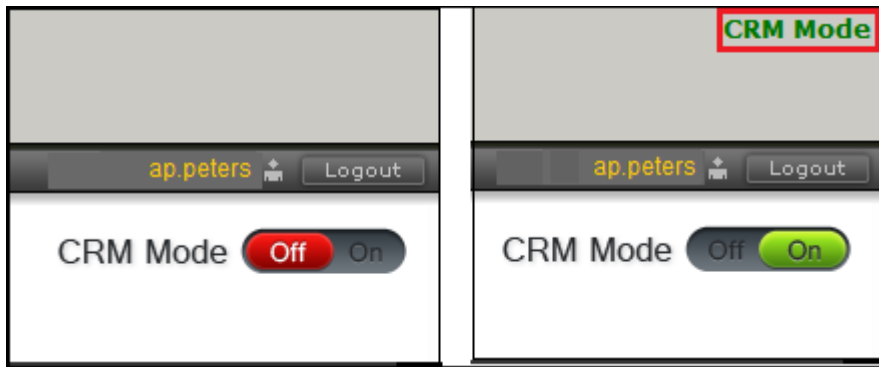
Throughout TDC, CRM product version numbers will display with a © to designate they are CRM products; e.g. 1.0©.

Additionally the single pane view, for lesson, CAD, and POI, the screen will display CRM: Yes or No to the right in the General Information section.

4. From the 'My Products' tab select the product type and then the 'Reviewed (Pending Approval)' folder. If needed, you can filter by proponent or the other table titles using the filter icons . Open the product by clicking the product's title.

5. The product opens in a single pane view displaying General Information, Action Officers, and Tools Menu (at the top right of the screen). In this example using lesson plan, there is an additional field 'Associated POIs' not seen on other product's single pane views. This section displays to which POI(s) the lesson is associated. Given that you are approving an original lesson plan, **the approver review should use the report generated from the 'Tools' menu.**

Updated Functionality

1. **Subject Matter Experts** have the option to upload files. These files display on the Manager and Approver views in the Associated Documents section.

   - The Developer, Manager, and Approver of the product can delete the SME attachments during their respective segment of the workflow.
   - All deletions are captured in Change History.

2. **Approvers** can also upload files in the Associated Documents section. You can browse for files or drag and drop. You may modify the title of the file.

   - Upload file types are limited to Word, PowerPoint, PDF, and Excel.
   - Deleted documents are recorded in Change History.

SME and Approver Uploads

- Documents uploaded by a SME or Approver are not included with any product report.
- If the files are not deleted, they remain on the two pane Action Officer step and are viewable on the Approver single pane view after the product is Approved/Validated.
- No uploads can be deleted post Approval/Validation.

6. Access the 'Tools' menu at the top right to see:
   a. Progress –displays the product workflow history
   b. History – displays any entries added by the Developer or other action officer
   c. Report options – opens in a new window and displays the report in a .pdf file using Adobe Reader

Note: The Tools menu content varies depending on the product type.

7. Open the reports to review.

8. To return to the product at a later time, select 'My TDC' at the top of the screen and then repeat Steps 3 and 4 to return to the product.

9. Once the review is complete, close or minimize the report to view the single pane view screen. At the bottom of the screen several mandatory fields must be completed prior to final approval.
   - **Action Update and Action Reason**
     - o The Action Type and Action Reason are set to New signifying the product is a new product. You can select Action Type Revised and the applicable reason if your product was updated.
     - o The Action Date is set at the current date.
     - o Select Submit to save the selection. **Note: You must select Submit here to save this information to the database. A warning will alert if this action is not taken.**
   - **Status Update** – select a status to either return the product to the manager for additional work or approve the product (default).
   - Comment field. The field is populated with the date and time the product is opened or submitted. Enter optional comments in the 'Comment' section and click 'Submit'.

   Note: Most products have a mandatory Effective Date field. Select the effective date from the popup calendar. Screens vary slightly based on product type.

10. **For products that are marked for export to the CAR**, upon hitting the Submit button if any mandatory fields are incomplete, the screen will identify the missing data that must be completed before the product can be approved.

Note: Be advised that certain report options cause the screen to refresh which results in your entered comments being deleted. To be safe, if you need to open a report after entering comments, copy your comments out of the section until you are ready to submit.

The comments are retained for the life of the product and viewable by accessing Progress History. In addition to your comments, you can also view any SME routing and comments and save the comments using the View PDF button.

CAR Export

Currently certain products – Individual Task, Collective Task, Drill, and ICTL – may be exported to the Central Army Registry (CAR). The approval screen for these products contains the additional option to export/update the product; and in the case of individual task, to identify whether it is a mandatory task. Once executed, a message is viewable under the Domain Notification tab identifying that the product was successfully exported and includes the CAR web address for the product. The approver will also receive an email noting whether the transmission was successful and, if successful, a link to the product. **Note: If after approving, the status will be set to Approved-Restricted (see Post Approval Actions below), be sure to uncheck the button to send to the CAR during initial approval of the product.**

11. Depending on the Status selected, the product either returns to the manager or is approved.

Post Approval Actions

You may view the product, review comments, access the product to meet requirements to periodically review training products, re-export to the CAR, or to mark the product as approved-restricted, obsolete, obsolete-restricted, or superseded. The Action Type and Action Reason status dropdowns are available to update the Action Type and Reason.

As an Action Officer Approver – If you are the Action Officer approver of the product, approved products are available to you from the Approved folder.

As a Domain Approver – A change in status to an approved product may be required at a later time when the original approver is no longer available. Approvers have single pane access to all products in their primary domain. The exception is if they have been given the **InterDomain Training Approver Role**. With this role, an Approver has full approver actions for products in **all** the domains to which the approver is assigned. Locate products for which you are not an Action Officer by using the 'My Actions>Find' option at the top of the My

TDC screen. The resulting single pane product view provides the same options as if you were the original action officer.

Note: Training Approvers with products linked to the product you are making obsolete or superseded will receive an email notification of the status change of your product. They can then decide if their product needs to be updated.

Approved-Restricted, Obsolete, Obsolete-Restricted – All Products

Open the product and select the Action Type and Action Reason.
- o Select an **Action Type** choice as defined below:
  - ▪ Revised - Changes driven by Doctrine changes, technology, practical exercises; moderate effect to the product
  - ▪ Reviewed – Annual review with no changes made
- o Select an **Action Reason** choice from the drop list:
  - ▪ Cyclical Maintenance
  - ▪ Directed Task
  - ▪ Doctrine Change
  - ▪ Equipment Change
  - ▪ Force Structure Change
  - ▪ Performance Requirement Change
  - ▪ Periodic Review
  - ▪ Update Support Material
- o The Action Date is set at the current date.
- o Select Submit to save the selection. **Note: You must select Submit here to save this information to the database. A warning will alert if this action is not taken.**
- • **Status Update** – select one of the available status options – Make Obsolete, Make Approved-Restricted, or Make Obsolete-Restricted.
- • Comment field. The field is populated with the date and time the product is opened or submitted. Enter optional comments in the 'Comment' section and click 'Submit'.

  Note: Most products have a mandatory Effective Date field. Select the effective date from the popup calendar.

Obsolete and Obsolete-Restricted – POI Only

Specific to POI is the option to make all or some of the associated lessons obsolete or obsolete-restricted simultaneously. Upon selecting 'Make Obsolete' or 'Make Obsolete-Restricted", the check mark selection 'Make Lesson Plans Obsolete' activates. In addition, the Action Type and Reason prepopulates to Reviewed and Periodic Review. You may modify these selections. **Note:** You must submit this information per basic functionality but will be reminded prior to final completion.

Checking the box activates the 'Obsolete' column included in the Associated Lessons section of the screen.

In order to change the status, the lessons must meet the following criteria:

- Lesson Plan is <u>not</u> linked to any POI that is in the Commandant Approved, ACOM Approver Validated, ACOM Reviewer Validated, Return to ACOM Approver, Returned to Commandant, or Validated status (except subject POI).
- Lesson Plan is in the Training Approver's Primary Security Domain.
- Lesson Plan is in the Approved or Approved-Restricted status.

The system will run a check against these criteria. Lessons meeting the requirements shall remain checked, those that do not shall be made inactive. **Note:** Now is the time to review and uncheck any lessons you do not want to obsolete.

When ready, click the Submit button. They system will present a popup confirming the action to obsolete or obsolete-restrict the selected lessons.

Select 'Yes' to obsolete the POI, the checked lessons, and return to the My TDC screen. The Progress History of the selected products will be updated as will the product statuses.

Select 'No' or 'Close' to close the popup with no action taken.

Supersede/Supersede-Restricted

Supersede or Supersede-Restrict a product by accessing the product's 'Tools' menu rather than the status dropdown. Each dropdown contains different options depending on the product type; example here is for a lesson plan.
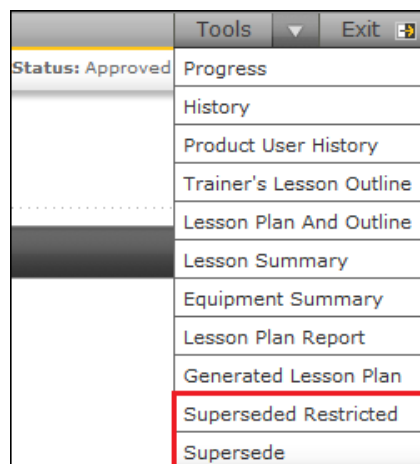
After selecting to Supersede/Supersede-Restricted, a popup requests verification of the action.
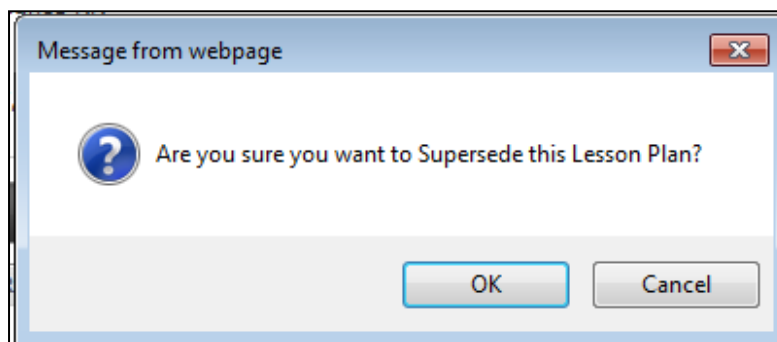
Select OK and TDC displays the 'Search Lesson Plan' screen. Search for and select the new product. The superseded product is not included in the search return.

My TDC screen displays and the action is complete. You can see the status change by going to My Actions>Find and searching for the product. You must be sure to select 'All Lesson Plans within my Security Subdomains' now that the product is no longer approved. The original product has a status of Superseded.

Note(s):

a. If you have any questions pertaining to the product content, use the Action Officer information on the screen to contact the Manager or Developer.

b. If you need additional assistance, please submit a ticket to the Army Training Help Desk (https://athd.army.mil/). A link is available at the top of the My TDC screen.

Subject Matter Expert (SME) Job Aid

([TOC](#)) August 2020

As TDC software is updated, new screen design and functionality will be introduced. As this occurs these example screens may look different but the basic functionality is the same. Updated functionality, only available as each product is rolled out, is marked as such in this aid.

1. Login to TDC: https://tdc.army.mil

2. While you will likely receive a phone call or email requesting SME review, you will also find notification under the 'SME Notification' tab. Note the date that the product will be automatically recalled if not returned by you. There will also be a message under the 'My Messages' tab but it will not show the recall date or who sent the product to you. The message contains the product type and ID number which you can use to find the product in the Development folder.

   Updated Functionality: An email is sent to you identifying the product for review, the recall date, and a URL for the product.

3. Course Resource Model (CRM) Products

   If the lesson, CAD, or POI you are reviewing is a CRM product, you must have the CRM role to view the CRM contents. If you have the role, you will see a CRM Mode button on the upper right of the screen. For users with the role, the button is automatically set to On. If the product you are reviewing is a non-CRM product, set the button to Off before moving to the next step. You will receive a warning if the mode selection and the product type are not in sync. Note: If you don't have the role but are required to review CRM products, please contact your Domain Administrator.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Throughout TDC, CRM product version numbers will display with a © to designate they are CRM products; e.g. 1.0©.

Additionally the single pane view, for lesson, CAD, and POI, the screen will display CRM: Yes or No to the right in the General Information section.

4. To begin, from the 'My Products' tab select the product type and then the 'Analysis (Development)' folder. If needed, you can filter by proponent or the other table titles using the filter icons ☒. Open the product by clicking the product's title.

5. The product opens in a single pane view displaying General Information, Action Officers, and the Tools Menu (at the top right of the screen).

Updated Functionality

Subject Matter Experts can upload files in the Associated Documents section making it easier to convey more detailed comments on products. You can browse for files or drag and drop. You may modify the title of the file.

2. Upload file types are limited to Word, PowerPoint, PDF, and Excel.
3. Attachments can be removed by you until the Suspense Date or until recalled by the Developer.
4. You may only delete your own uploaded files. Files from other SME or Approvers cannot be deleted.
5. Documents uploaded by a SME are not included with any product report.
6. The Developer, Manager, and Approver of the product can delete the SME attachments.
7. Deleted documents are recorded in Change History.
8. No uploads can be deleted post Approval/Validation.

File Name	Title	Username
SME_UPLOAD_.docx	SME POI Review	sm.edwards@mail.mil

Associated Documents ℹ Shown below are all uploaded supporting documents associated to this Product.

Associated Documents Upload Tool ℹ Use this file upload ⬆ to associate documents to this product. You may enter a Title. Multiple files may be uploaded.

DRAG AND DROP FILES HERE -OR- BROWSE TO SELECT A FILE.
NOTE: FILES CANNOT BE DROPPED FROM A BROWSE WINDOW.

🔍 BROWSE

Title

⬆ Upload
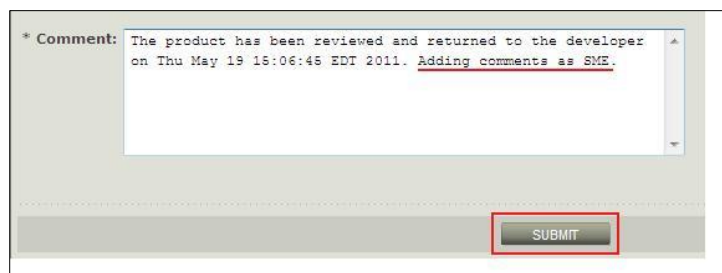
6. Access the 'Tools' menu to see the following reports.
   a. Progress –displays the product has been routed to SME for review
   b. History – displays any entries added by the Developer
   c. Report options – opens in a new window and displays the report in a .pdf file using Adobe Reader
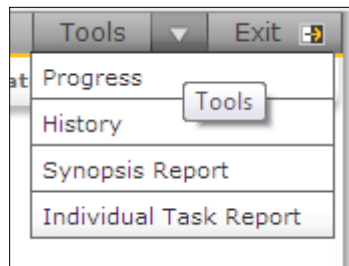
Note: The Tools menu content varies depending on the product type.

7. Open the reports to review.

8. To return to the product at a later time, select 'My TDC' at the top of the screen and then repeat Steps 3 and 4 to return to the product.

9. *Once the review is complete, close or minimize the report to view the single pane view screen. At the bottom of the screen is a Comment field. The field is pre-populated with the date and time the product is opened or submitted. Enter comments in the field and select the 'Submit' button. The SME comment field is limited to 4000 characters.*

Note: Be advised that certain report options cause the screen to refresh which results in your entered comments being deleted. To be safe, if you need to open a report after entering comments, copy your comments out of the section until you are ready to submit.

10. The comments are returned to the developer. The comments are retained for the life of the product and viewable to any TDC user by accessing Progress History once the product is approved. You can also view and save the comments using the View PDF button.

The notification for the product is removed from the SME Notification tab and your action is complete.

Note(s):

a. The product remains in your Analysis (Development) folder. You may view the product reports again at any time and see your comments, but you cannot add additional comments or take any further action unless the product is routed to you again. If this is the case repeat the steps above.
b. If the product is not returned by the recall date it will be recalled and you will not be able to comment on it unless it is re-sent to you.
c. If you have any questions pertaining to the product use the Action Officer information on the screen to contact the Developer.
d. If you need additional assistance, please submit a ticket to the Army Training Help Desk (https://athd.army.mil/). A link is available at the top of the My TDC screen.

Domain Administrator Job Aid

([TOC](#)) July 2018

Course Resource Model (CRM) / Education-based Products

CRM

- If you need to work with a lesson, CAD, or POI that is a CRM product, you must have the CRM role to view the CRM contents. If you have the role, you will see a CRM Mode button on the upper right of the screen. For users with the role, the button is automatically set to On. If the product you are reviewing is a non-CRM product, set the button to Off before continuing to work in the product. You will receive a warning if the mode selection and the product type are not in sync.
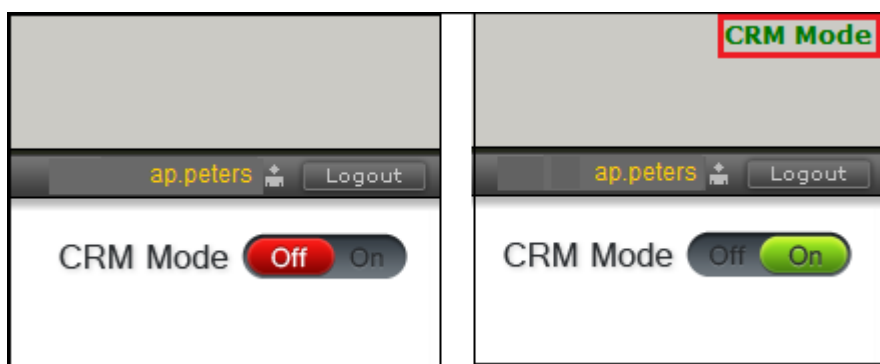
- When searching for products using the Product User Report you can designate that only CRM products display in the return. All other functionality remains the same.

- The csv report the csv report includes a CRM column Yes/No to more easily sort these products and determine the level of CRM development.
- Throughout TDC, CRM product version numbers will display with a © to designate they are CRM products; e.g. 1.0©.

- Additionally the single pane view, for lesson, CAD, and POI, the screen will display CRM: Yes or No to the right in the General Information section.
- When searching for lesson, CAD, and POI using My Actions, the csv report includes a CRM column Yes/No.

Education-based

- When searching for products using the Product User Report you can designate that only Education-based lessons display in the return. All other functionality remains the same.

- The csv report includes an Education column Yes/No to more easily sort these products and determine the level of CRM development.
- The My Actions>Find>Lesson Plan csv also allows for filtering and Excel sorting.

Request for User Access

Upon accessing TDC, new users or those who are inactive are directed to a screen allowing them to request access without using the Army Training Help Desk.

1. New or inactive user attempts to log into TDC and is directed to a self-help screen.

2. User selects the domain to which they want access from the drop list. Once submitted, the screen displays 'Your request for TDC access has been sent. You will be contacted by the Domain Administrator.'

3. The system sends a group email to the requestor and all the Domain Administrators in the selected domain.

Subject: TDC Domain Access Request

The following individual has requested access to your domain in TDC:
td cooper, td.cooper.civ@mail.mil, 757 878 7001

Please assist with subdomain and role assignments.

4. **To inform all email recipients and eliminate duplication of effort, the Domain Admin who acts on the request copies ALL on the reply email acknowledging the action is completed.**

New User Account Setup
([TOC](#))

These procedure steps can also be followed to modify a user's account to add or remove subdomains and/or roles.

1. Once a new user attempts to log into TDC: https://tdc.army.mil you will be able to locate the user in TDC to complete setup.

2. Access the TDC Administration button.
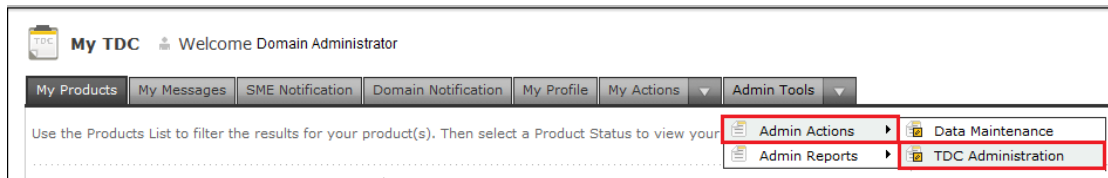
3. Locate the user by using one of the field filters. Enter user information in the popup and click 'Apply'.
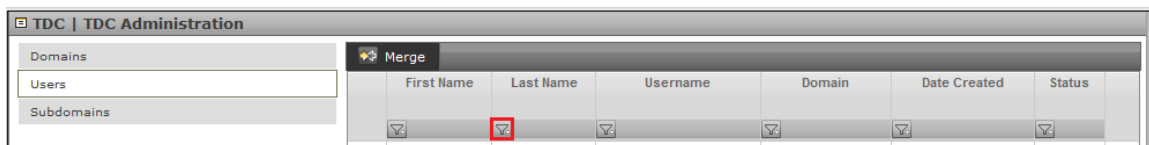
4. From the resulting search return, select the Username hyperlink to assign domain(s), subdomain(s), and roles.

5. The landing screen contains user information which reflects data retained in AKO. Select the Security Domains tab.
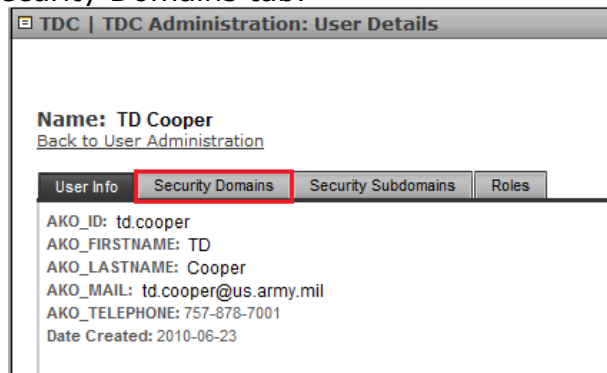
6. Assign a **Primary Security Domain**. Once complete, select Save. The screen will indicate 'Save Successful'.

Note: If you administer more than one domain, this domain assignment is particularly important for users with an Approver role as they can only approve products in their primary domain.

7. Continue to the next tab – **Security Subdomains** – to further refine user access. Initially all fields are blank. Upon selecting a Security Domain, the associated subdomains will populate the field below it. Select the subdomain(s) using the buttons or by double-left-clicking your selection. You can assign as many subdomains as needed. Once complete, select Save.

Note: The selections made will not display on the screen until you return to the tab. The Primary Domain is marked with an icon **.**

Read-only Access: Assign a user a Domain and Subdomain with no roles except the CRM User role for those individuals who will be working in CRM mode.. The user will have single pane access to all products in the domain and subdomain in which he/she is assigned.

8. Continue to the next tab – **Roles** – to complete a user's access rights. The left column contains all available roles. The **CRM User role** is only available to assign if you as the Domain Administrator has been given that role by ATSC. Using the same functionality used with Subdomains, select and move to the right all roles you want to associate to the user. Once complete, select Save.
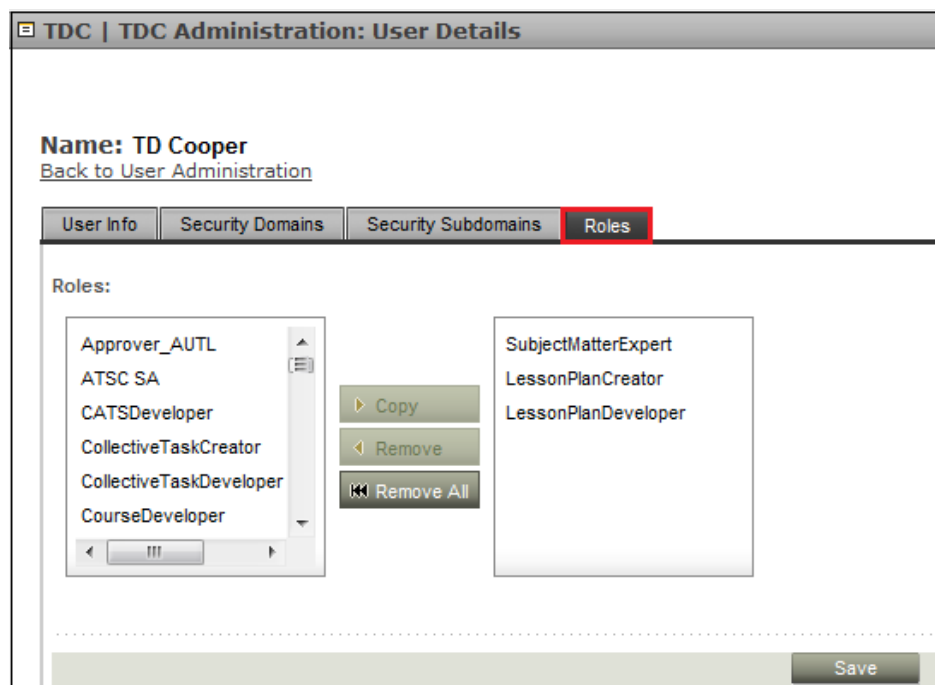
9. This completes most user setups. However, if you assign a user a **Subdomain Administrator role** you will have an additional step. Once you select 'Save' an additional section displays below the Roles portion of the screen. You will see the same screen fields as you did when assigning Domain(s)/Subdomain(s). Initially all fields are blank. Upon selecting a Security Domain, the associated subdomains will populate the field below it. Select the subdomain(s) to be administered using the buttons or by double-left-clicking your selection. You can assign as many subdomains as needed. Once complete, select Save.

Temporary Inactivation of a User

([TOC](#))

A DA should inactivate a user who they wish to temporary deny access to TDC. This will prevent the unauthorized user from accessing the program using their CAC. This will also allow the DA to reinstate user access to the system without a need to reassign roles, subdomains, and products to the user.

1. Access the TDC Administration button.
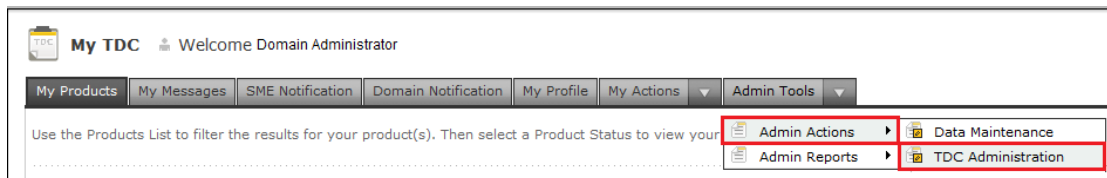
2. Locate the user by using one of the field filters. Enter user information in the popup and click 'Apply'.
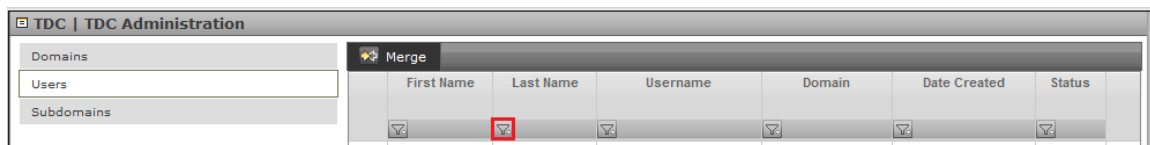
3. From the resulting search return, the status column displays the current status of the user – either Active or Inactive. Use the toggle ⬛ to change the status; the icons will switch positions and the status will reflect the change.
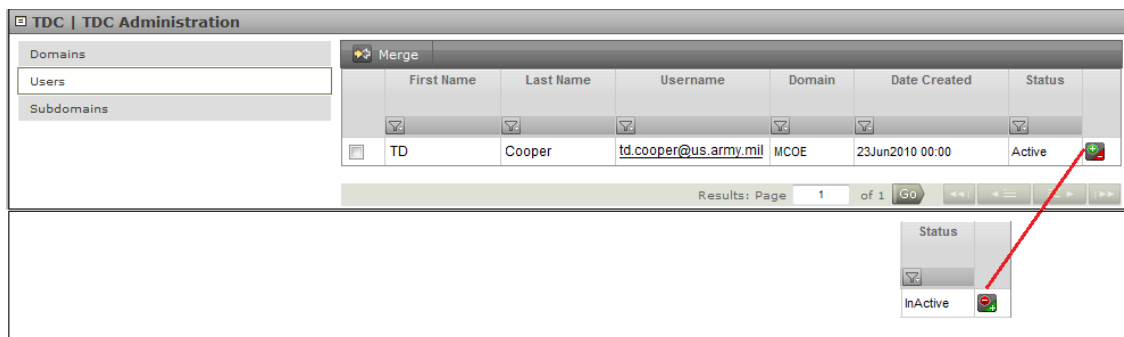
Permanent Inactivation of a User

([TOC](#))

For users who have been transferred, retired, or reassigned the DA should modify the user's profile removing the roles, subdomain assignments, and domain assignment in that order. **Removing the domain assignment first will render the role screen blank but will not remove the roles from the user.** *By removing the domain/subdomain assignments and roles this will allow the user to log into TDC with a future assignment and access the self-help screen. The new DA can then make the domain/subdomain/role assignments without the need to contact the previous DA to release the user.*

Merging User Accounts
([TOC](TOC))

There may be instances where a TDC user's AKO account name may change due to a change in AKO user name policy, change to legal name, etc. When the user logs into TDC with their new AKO user name their products are no longer available to them as they are associated to the original AKO user name. A Domain Administrator may merge the original and new AKO user accounts into one to provide the user access to their products. **Note: When you merge accounts, the remaining user name is associated to all products, including product history and comments.** <u>**Do not merge two different users.**</u> **Doing so overwrites the product history of the original user and is not recommended.**

1. Access the TDC Administration button.
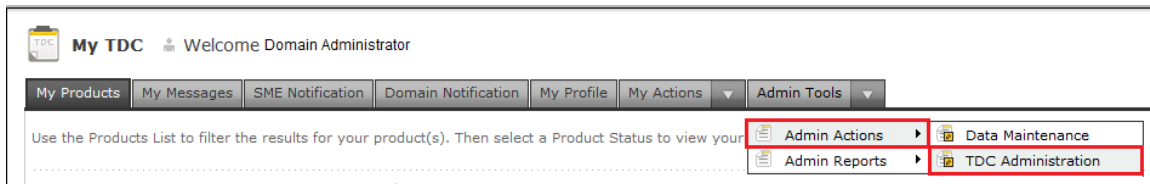
2. Locate the user accounts by using one of the field filters. Enter user information in the popup and click 'Apply'.
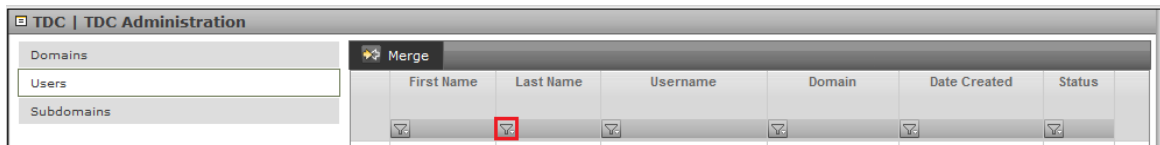
3. From the resulting search return, check the box next to the Username.
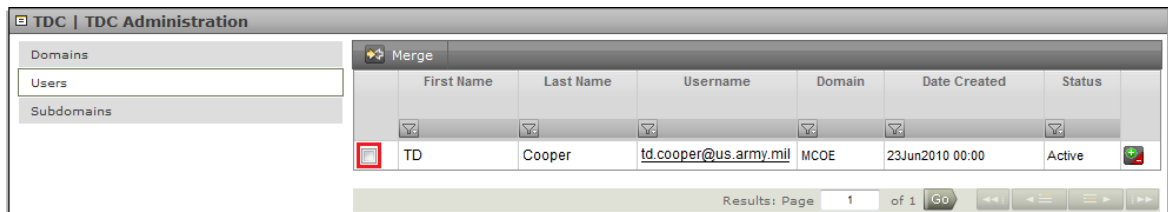
4. Repeat Steps 2 and 3 to identify the accounts to be merged.

5. When both accounts are correctly identified click the 'Merge' button at the top of the screen. **Note:** this action cannot be reversed except by manually restoring the accounts.

6. A popup screen appears displaying the accounts selected. Following the pop-up directions, select the account that you wish all products to be associated to using the radio button. If you selected the wrong user, remove using the 'Delete' icon to the right and reselect the correct account.

7. Select the 'Apply' button to implement the merge.

Creating and Maintaining Subdomains
([TOC](#))

1. Access the TDC Administration button.
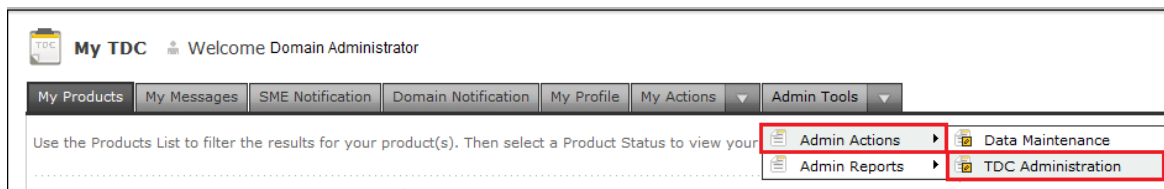
2. From the TDC Administration screen, select the Subdomains link to the left and then 'Insert Subdomain'.
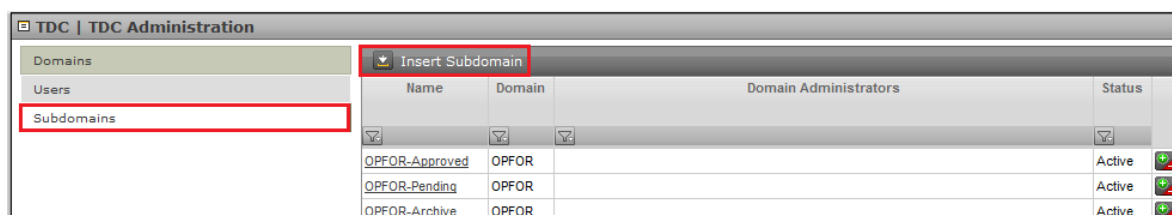
3. The system displays a screen to enter data about the subdomain. Enter a name, associate a domain, and enter descriptive text. Once complete, select 'Save'.

4. Reopen the newly created Subdomain and access the Users tab.

5. Using the standard search feature, search for users to associate to the subdomain. You will see that the search function allows you to search and add TDC users from other Domains to your Subdomain. This allows use of developers and SMEs from other Domains to work on your products. Users from outside the domain the product is assigned to cannot act as product Approvers. **Note:** Adding users to the Subdomain via the user tab eliminates the need to open individual user accounts. Selected individuals appear at the top of the screen.

6. This screen also allows you to quickly review the status of users in each subdomain and remove those with an inactive status.

7. When finished, select the 'Back to Subdomain Administration' link.

Deleting Subdomains
(TOC)

Subdomains are not deleted but can be made inaccessible to users. This section describes best practice for the action which can also be performed by Subdomain Administrators.

1. Access the TDC Administration button.
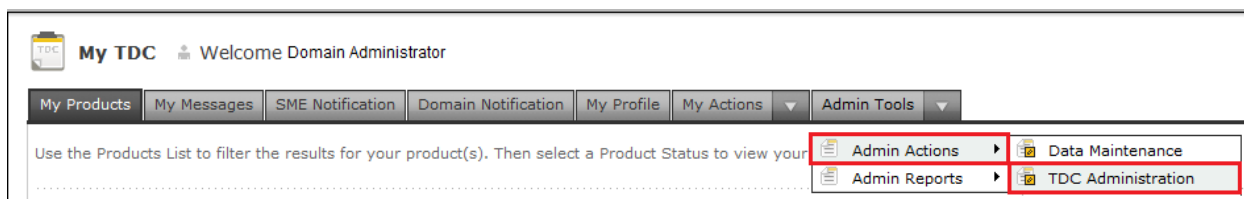
2. From the TDC Administration screen, select the Subdomains link to the left and locate and open the subdomain to be deleted.
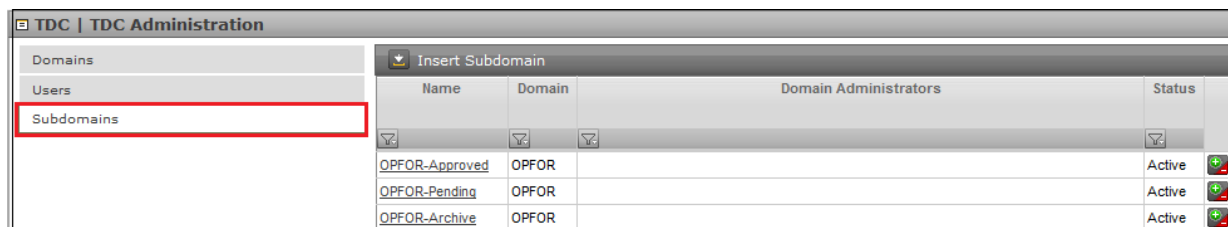
3. Select the 'Users' tab. Using the delete icon ⊠, remove all users from the subdomain.
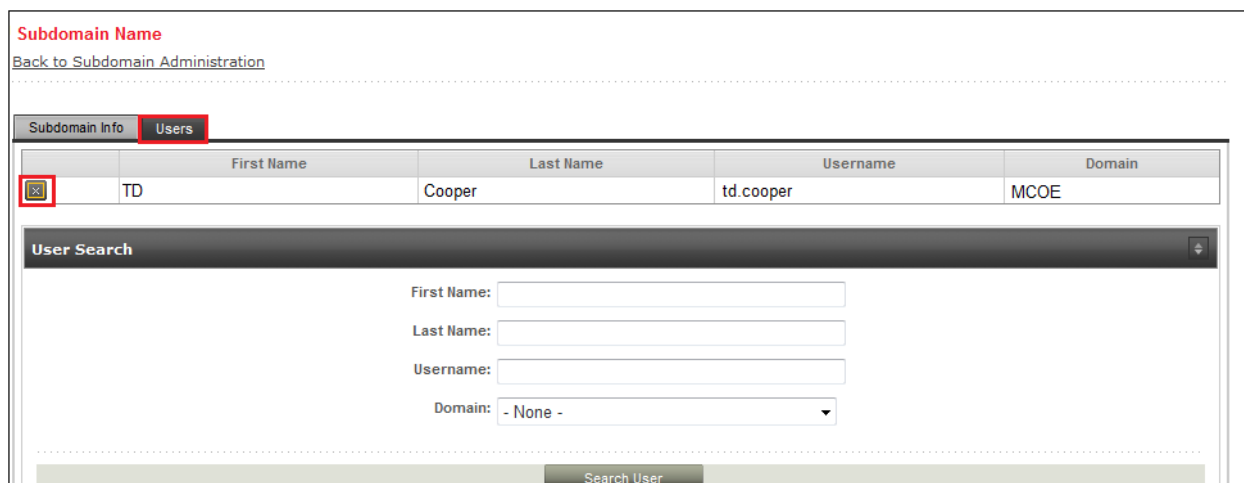
4. When all users are removed, select the 'Back to Subdomain Link'. Relocate the subdomain. The status column displays the current status of the subdomain – either Active or Inactive. Use the toggle to change the status; the icons will switch positions and the status will reflect the change and mark as inactive.

Product/User Report

The Product/User Report is designed to provide access to products within your domain in order to assist users. These procedure steps can be followed to access products in all statuses with the exception of validated POIs which open in a single pane view.

1. Login to TDC: https://tdc.army.mil

2. Access the Product/User Report from the My TDC screen.
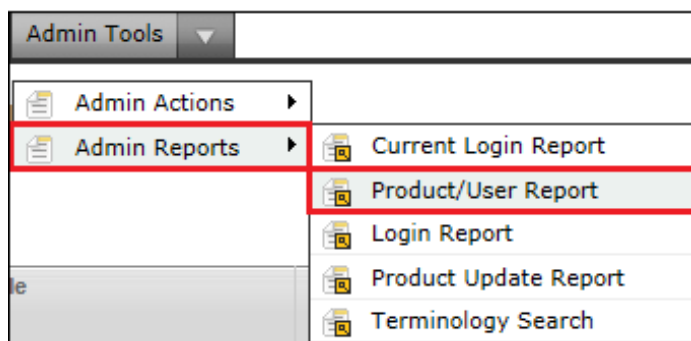
3. From the Product/User Report Screen, filter for the product or products you need to access or identify.
   a. If you search by a User, you cannot further refine by selecting a subdomain; leave all subdomains in the left panel.
   b. After generating the report, you can open the product to review or, if necessary, delete the product.
   c. You have the option to run a .csv report of the products returned. You can select the fields to include in the report.

Workload Management Report
(TOC)

The steps to run this report are identical to running the Product/User Report. The Workload report contains three columns in addition to those on the PUR report – Product ID, Subdomain ID, and Subdomain Title. Note: If a product is in multiple subdomains, it is listed only one time on the report with one subdomain.

Product Type	Product Number(Version)	Product Title	Product Status	User				Security Domain	Security Subdomain (s)
				Last Name	First Name	Username	Role		
Lesson Plan	-71F0036(1.01)	ARCHIVE Urban Operations (STX)	Analysis	Cooper	TD	td.cooper	Developer	MCOE	Infantry
Lesson Plan	010-ASIJ(B)	Exam Turret Components and Functions	Analysis	Last Name	First Name	Username	Role	MCOE	Infantry
				Cooper	TD	td.cooper	Developer		
Lesson Plan	011-M111(4.10)	Employ Command and Control During Mission Accomplishment	Analysis	Last Name	First Name	Username	Role	MCOE	Infantry
				Edwards	SM	sm.edwards	Developer		

Product Internal ID	SubDomain ID	SubDomain Title	Product Type	Product Number	Product Title
466153	962	Armor	Lesson Plan	071-BOLCHG01	BOLC - Employ Hand Gren
462639	962	Armor	Lesson Plan	071-FRBGD002	Force XXI Battle Command

Product Update Report
(TOC)

The Product Update Report is designed to provide historical information on product updates as captured using the Action Type section of the Approver single pane view. The report is available to Domain Administrators and ATSC Administrators.

1. Login to TDC: https://tdc.army.mil

2. Access the Product Update Report from the My TDC screen.
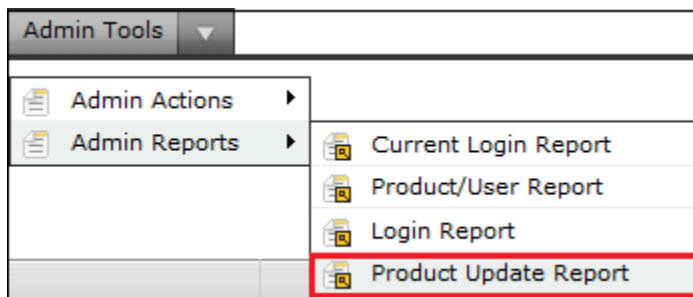
3. The Product Update Report screen displays.

4. There are five search filters available.

    a. Product type
    b. Product statuses:
        i. Approved
        ii. Approved-Restricted
        iii. Commandant Approved
        iv. ACOM Approver Validated
        v. ACOM Reviewer Validated

      vi.   Return to Commandant/Non-Validated

      vii.   Returned to ACOM Approver

      viii. Validated

  c. Domain – standard TDC business rules apply

  d. Action Reason:

      i.   Cyclical Maintenance

      ii.   Directed Task

      iii.   Doctrine Change

      iv.   Equipment Change

      v.   Force Structure Change

      vi.   New

      vii.   Performance Requirement Change

      viii. Periodic Review

      ix.   Update Support Material

  e. Action Type Date Range

5. Select your filters and then "Generate Report".

Note: While "All" is an option, limiting your search will provide better performance.

6. The search return allows you to review the return and then generate the CSV report or return to the search page to change the filters.

7. Open the CSV report or import to Excel to make sure the fields display as intended (*see Job Aid – CSV Import to Excel*).

Note:

- While the report layout resembles the Product User Report, the Product Update Report draws a complete history of action type information from the product's Progress History. The Product User Report displays only the latest action type change.
- There may be multiple returns for one product; be sure to look at the internal ID and/or product ID and version.
- If the Approver did not submit the Action Type selection there will be no record, therefore the report will not include the product.

Terminology Search
(TOC)

The Terminology Search allows Domain Administrators to query products in their domain by keyword or phrase. This functionality provides easier location within products of terms needing updating.

1. Login to TDC: https://tdc.army.mil

2. Access the Terminology Search from the My TDC screen.
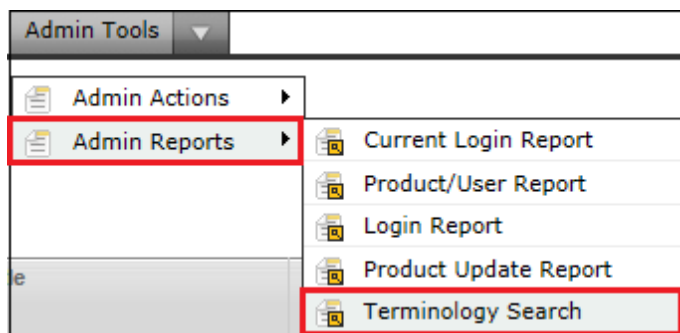
3. The Terminology Search screen displays.

4. Per the screen instructions, enter the word or phrase. Select the product type, domain, and status (mandatory). **Note:** Limiting the product and/or status will result in a quicker return.

5. Upon selecting Generate Report, the screen displays the report will be emailed to you when complete.

6. The report is in Excel and the email is titled by the search term you entered.
Note: The report opens to tab 2 – Evaluation Warning. Access tab 1 to view the report results.
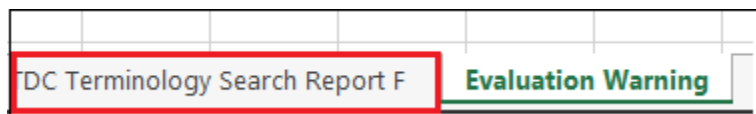
TDC Terminology Search Report F | **Evaluation Warning**

Subdomain Administrator Job Aid

(TOC) July 2018

Course Resource Model (CRM) / Education-based Products

CRM

- If you need to work with a lesson, CAD, or POI that is a CRM product, you must have the CRM role to view the CRM contents. If you have the role, you will see a CRM Mode button on the upper right of the screen. For users with the role, the button is automatically set to On. If the product you are reviewing is a non-CRM product, set the button to Off before continuing to work in the product. You will receive a warning if the mode selection and the product type are not in sync.

- The csv report includes a CRM column Yes/No to more easily sort these products and determine the level of CRM development.
- Throughout TDC, CRM product version numbers will display with a © to designate they are CRM products; e.g. 1.0©.
- Additionally the single pane view, for lesson, CAD, and POI, the screen will display CRM: Yes or No to the right in the General Information section.
- When searching for lesson, CAD, and POI using My Actions, the csv report includes a CRM column Yes/No.

Education-based

- The My Actions>Find>Lesson Plan csv also allows for filtering and Excel sorting.
- The csv report includes an Education column Yes/No to more easily sort these products and determine the level of education development.

Lesson Plan Search

Show me:
- ● Only approved Lesson Plans
- ○ All Lesson Plans within my Security Subdomains

Lesson Plan ID:

Lesson Plan Title:

Proponent:

Management Category:

Course Number:

Course Title:

Individual Task Number:

Individual Task Title:

Education-based: ☐

Search

Assign Subdomain

These procedure steps can be followed to modify a user's account to add or remove subdomains.

1. Access the TDC Administration button.
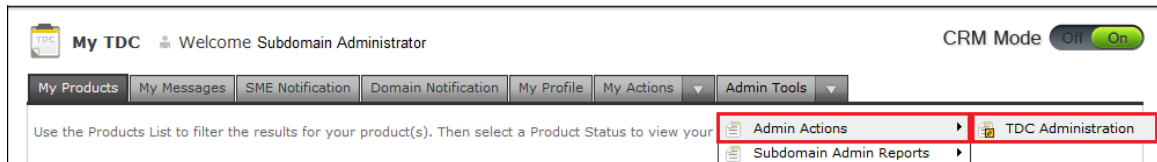
2. The Users screen is the default. Locate the user by using one of the field filters. Enter user information in the popup and click 'Apply'.
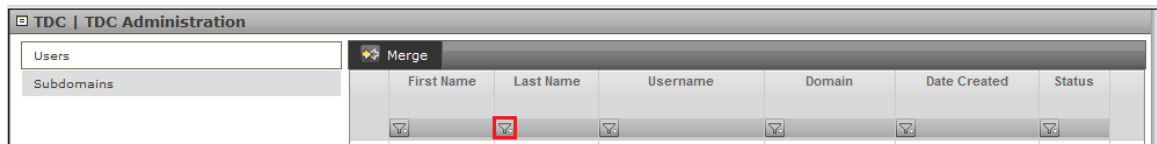
3. From the resulting search return, select the Username hyperlink to assign subdomain(s).

4. The landing screen contains user information which reflects data retained in AKO. Select the Security Domains tab.
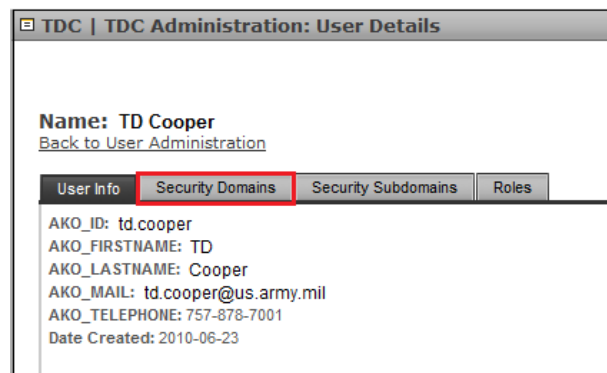
5. The screen displays the **Primary Security Domain** of the user. This assignment cannot be changed.

6. Continue to the next tab – **Security Subdomains** – to further refine user access. The user's current domain and subdomain assignments are shown. Selecting Security Domain displays the domains to which you are an administrator. Upon selecting one, the associated subdomains will populate the field below it. Select the subdomain(s) using the buttons or by double-left-clicking your selection. You can assign as many subdomains as needed. Once complete, select Save.

Note: The selections made will not display on the screen until you return to the tab. The Primary Domain is marked with an icon .

7. Continue to the next tab – **Roles** – to view a user's access rights. This is a read only screen.

Notes:

- You cannot administer your own assignments for subdomains or roles.
- You cannot activate or inactivate users

Subdomain Administration
(TOC)

These procedure steps can also be followed to modify a user's account to add or remove subdomains and to edit the subdomain information.

1. Access the TDC Administration button.
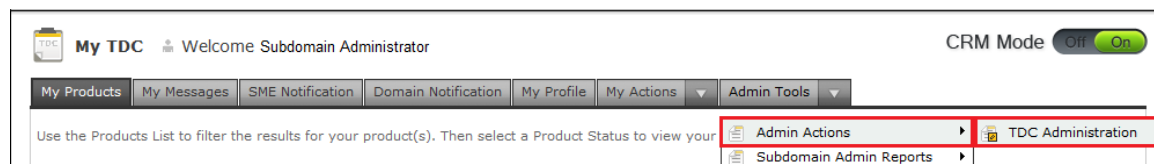
2. Select Subdomains to view the subdomains you are assigned as an administrator.
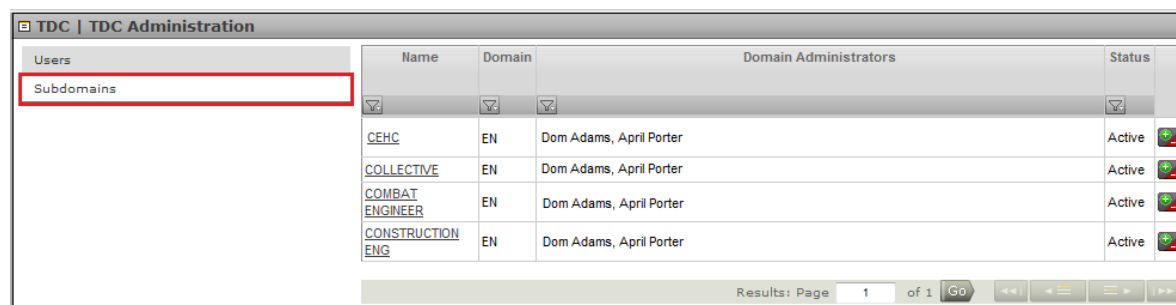
3. Select the subdomain. You can edit the name and descriptive text. Once complete, select 'Save'. **Note:** to inactivate a subdomain see Section Deleting Subdomains.

4. If you edit the information, re-open the Subdomain and access the Users tab.

5. Using the standard search feature, search for users to associate to the subdomain. You will see that the search function allows you to search and add TDC users from other Domains to your Subdomain. This allows use of developers and SMEs from other Domains to work on your products. Users from outside the domain the product is assigned to cannot act as product Approvers. **Note:** Adding users to the Subdomain via the user tab eliminates the need to open individual user accounts. Selected individuals appear at the top of the screen.

6. This screen also allows you to quickly review the status of users in each subdomain and remove those with an inactive status.

7. When finished, select the 'Back to Subdomain Administration' link.

Deleting Subdomains

Subdomains are not deleted but can be made inaccessible to users. This section describes best practice for the action which can also be performed by Domain Administrators.

5. Access the TDC Administration button.
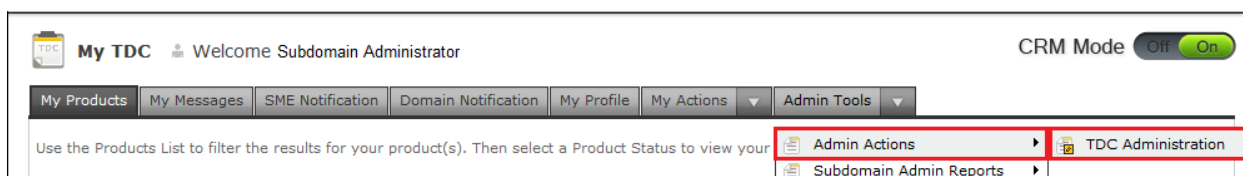
6. From the TDC Administration screen, select the Subdomains link to the left and locate and open the subdomain to be deleted.
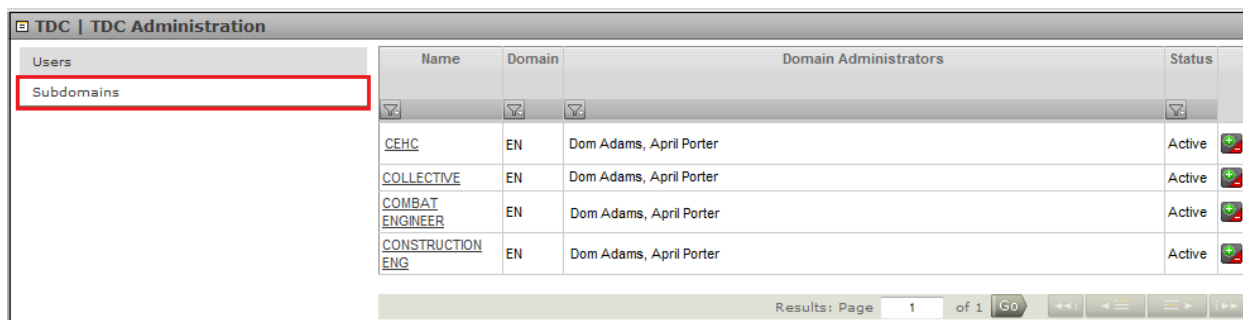
7. Select the 'Users' tab. Using the delete icon ⊠, remove all users from the subdomain.
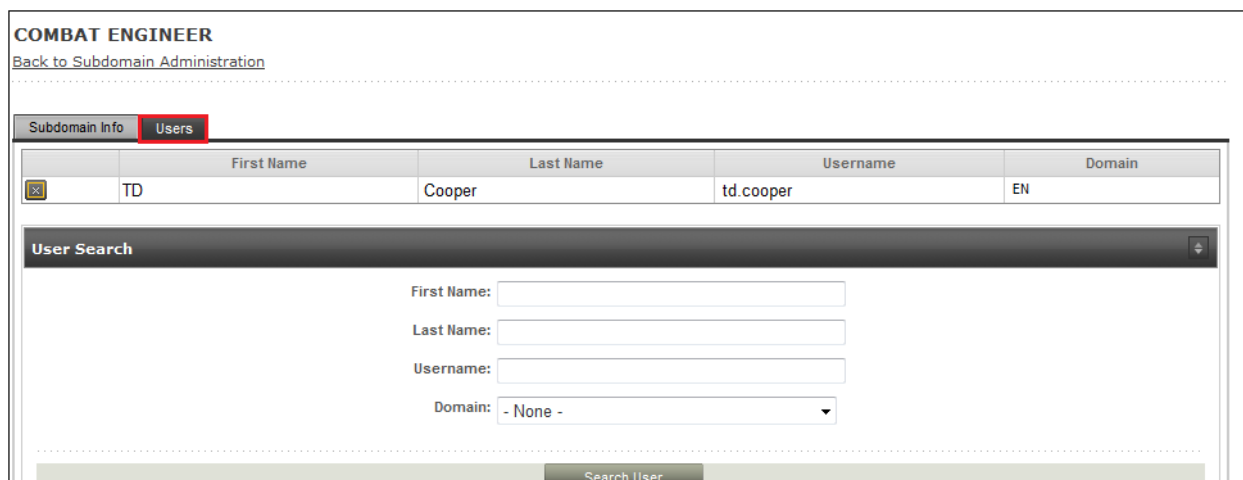
8. When all users are removed, select the 'Back to Subdomain Link'. Relocate the subdomain. The status column displays the current status of the subdomain – either Active or Inactive. Use the toggle 🔴 to change

the status; the icons will switch positions and the status will reflect the change and mark as inactive.

Product/User Report

The Product/User Report is designed to provide access to products within your domain and subdomain(s) in order to assist users. These procedure steps can be followed to access products in Proposed and Analysis status. Other product statuses will open in a single pane view.

2. Access the Subdomain Admin Reports>Product/User Report button.
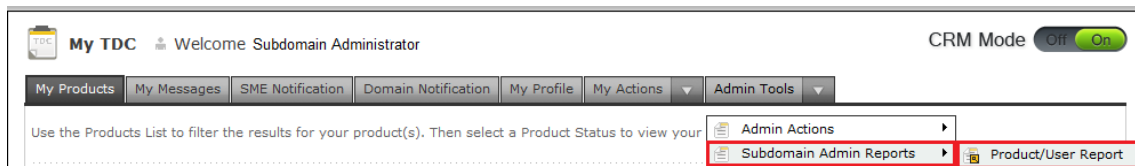
3. From the Product/User Report Screen, filter for the product or products you need to access.

   a. After generating the report, you can open the product to review or, if necessary, delete the product.
   b. You have the option to run a .csv report of the products returned. You can select the fields to include in the report.

Workflow Management Report
[(TOC)](#)

The steps to run this report are identical to running the [Product/User Report](#). The Workload report contains three columns in addition to those on the PUR report – Product ID, Subdomain ID, and Subdomain Title. Note: If a product is in multiple subdomains, it is listed only one time on the report with one subdomain.

Product Internal ID	SubDomain ID	SubDomain Title	Product Type	Product Number	Product Title
466153	962	Armor	Lesson Plan	071-BOLCHG01	BOLC - Employ Hand Gren
462639	962	Armor	Lesson Plan	071-FRBGD002	Force XXI Battle Comman

Individual Task Summary Report Crosswalk

([TOC]) February 2019

Report Date: DD MM YYYY
{System generated- run date}

Summary Report for Individual Task
000-0-0000
TDC Individual Task
Status: Analysis
{Step 1 – General Information}

Security Classification: U – Unclassified *{Step 1 – General Information. Automatic display of 'None' on report if step is empty.}*

Distribution Restriction: Distribution authorized to U.S. Government agencies only.

Destruction Notice: Destroy by any method that will prevent disclosure of contents or reconstruction of the document *{Step 7 – Distribution Restriction. Automatic display of 'None' on report if step is empty.}*

Foreign Disclosure: *{Step 8 – Foreign Disclosure}*

Condition: Given a requirement to develop an Individual Task in TDC. Some iterations of this task should be performed in MOPP 4. This task should be trained under IED Threat conditions.
{Step 2 – Condition and Standard – appended with MOPP statement and IED Threat conditions statement based on selection made in Step 12. Automatic display of 'None' on report if step is empty.}

Standard: Develop to the standards outlined in TR 350-70.
{Step 2 – Condition and Standard. Automatic display of 'None' on report if step is empty.}

Special Condition: None
{Step 2 – Condition and Standard. Automatic display of 'None' on report if step is empty.}

Safety Risk: Low
{Step 1 – General Information}

MOPP 4: *{Step 12- Statements}*

Task Statements

Cue:
{Step 12 Task Statements – Cue. Automatic display of 'None' on report if step is empty.}

DANGER

None - *{Step 12 Task Statements – Danger. Automatic display of 'None' on report if step is empty.}*

WARNING

None - *{Step 12 Task Statements – Warning. Automatic display of 'None' on report if step is empty.}*

CAUTION

None - *{Step 12 Task Statements – Caution. Automatic display of 'None' on report if step is empty.}*

Remarks: None
{Step 12 Task Statements – Remark.   Automatic display of 'None' on report if step is empty.}

Notes: None
{Step 12 Task Statements – Note. Automatic display of 'None' on report if step is empty.}

{Step 21 Multimedia – inserts Multimedia for the task here.}

Performance Steps

{Step 3 – create the Step using the Add New Step button then select the Step link to access each of the items below. Automatic display of 'None' if no entry is made.}

Ticket 5668 add Step Condition/Standard:

Condition: *{Step 3 Sub-step 2 Step Condition / Standard– Condition. Field does not display if no entry is made. }*

Standard: *{Step 3 Sub-step 2 Step Condition / Standard – Standard. Field does not display if no entry is made. }*

DANGER

None - *{Step 3 Sub-step 1 Step Statements– Danger. Field does not display if no entry is made.}*

WARNING

None - *{Step 3 Sub-step 1 Step Statements– Warning. Field does not display if no entry is made. }*

CAUTION

None - *{Step 3 Sub-step 1 Step Statements – Caution. Field does not display if no entry is made.}*

Safety: *{Step 3 Sub-step 1 Step Statements – Safety. Field does not display if no entry is made.}*
Cue: *{Step 3 Sub-step 1 Step Statements – Cue. Field does not display if no entry is made.}*
Environmental: *{Step 3 Sub-step 1 Step Statements – Environmental. Field does not display if no entry is made.}*
Remarks: *{Step 3 Sub-step 1 Step Statements – Remark. Field does not display if no entry is made.}*

1. Sample Step *{Step 3}*
   Note: *{Step 3 Sub-step 1 Step Statements – Note}*

{Step 3 Sub-step 11 Multimedia – inserts Multimedia for the step here.}

DANGER

None - *{Step 3 Child Sub-step 2 Statements – Danger. Field does not display if no entry is made.}*

WARNING

None - *{Step 3 Child Sub-step 2 Statements – Warning. Field does not display if no entry is made.}*

CAUTION

None - *{Step 3 Child Sub-step 2 Statements– Caution. Field does not display if no entry is made.}*

Safety: *{Step 3 Child Sub-step 2 Statements – Safety. Field does not display if no entry is made.}*
Cue: *{Step 3 Child Sub-step 2 Statements – Cue. Field does not display if no entry is made.}*
Environmental: *{Step 3 Child Sub-step 2 Statements – Environmental. Field does not display if no entry is made.}*
Remarks: *{Step 3 Child Sub-step 2 Statements – Remark. Field does not display if no entry is made.}*

  a. *Sample Child Step {Step 3}*

   Note: *{Step 3 Child Sub-step 2 Statements –Note. Field does not display if no entry is made.}*

   {Step 3 Child Sub-step 1 Child Step Multimedia – inserts Multimedia for the child step here.}

(Asterisks indicate a leader performance step.)

Evaluation Guidance: *{Step 4 – Task Evaluation.}*

Evaluation Preparation: None
{Step 4 – Task Evaluation. Automatic display of 'None' on report if step is empty.}

Measure Danger; Warning; Caution Statements display before each step if entered

PERFORMANCE MEASURES	GO	NO GO	N/A
1. Measure 1			
Note: *{Step 5 – Task Measures Sub-step 2 Statements – Note}*			

Step 5 – Task Measures. Create the Measure using the Add New Measure button then select the Measure link to access the following – Note; Danger; Warning; Caution }Automatic display of 'No Data' on report if step is empty.}

TDC – Individual Task Summary Report Crosswalk

Supporting Reference(s): *{Task Level, Step 15; Step 3- Sub-step 5 References. Automatic display of 'None' on report if step is empty. All tasks automatically marked as "Required".}*

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
1. *{Displays Associated Step}*	TRADOC REG 350-70	Army Learning Policy and Systems	Yes	No	

TADSS: *{Task Level, Step 19; Step 3- Sub-step 11 TADSS. Automatic display of 'None' on report if step is empty.}*

TADSS ID	Title	Product Type

Equipment Items: *{Task Level, Step 17; Step 3- Sub-step 9 Equipment. Automatic display of 'None' on report if step is empty.}*

LIN	Name

Materiel Items (NSN): *{Task Level, Step 18; Step 3- Sub-step 10 Materiel. Automatic display of 'None' on report if step is empty.}*

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

{Step 12 Statements –Environment. Automatic display of prepended text on report followed by entered text.}

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

{Step 12 Statements –Safety. Automatic display of prepended text on report followed by entered text.}

Prerequisite Individual Tasks: *{Task Level: Step 13; Step Level: Step 3- Sub step 7 Prerequisite Individual Tasks. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

Supporting Individual Tasks: *{Task Level: Step 14; Step Level: Step 3- Sub step 8 Supporting Individual Tasks. Automatic display of None on report if step is empty.}*

Task Number	Title	Proponent	Status

Supported Individual Tasks: *{Task Level: Step 24. Automatic display of None on report if step is empty.}*

Task Number	Title	Proponent	Status

Supported Collective Tasks: *{Task Level: Step 23. Automatic display of None on report if step is empty.}*

Task Number	Title	Proponent	Status

Knowledges: *{Task Level: Step 9; Step Level: Step 3- Sub step 3 Knowledge. Automatic display of None on report if step is empty.}*

Skills: *{Task Level: Step 10; Step Level: Step 3- Sub step 4 Skills. Automatic display of None on report if step is empty.}*

ICTL Data: *{Read only – displays any ICTL products to which the task is associated. Field does not display if there are none.}*

ICTL Title	Personnel Type	MOS Data

Individual Task Synopsis Report Crosswalk

([TOC](#)) February 2019

TDC – Individual Task Synopsis Report Crosswalk

Report Date: DD MM YYYY

{System generated-run date}

Synopsis Report for Individual Task
000-00-0000
TDC Individual Task
Status: Analysis
{Step 1 – General Information}

ICTL Data: *{Read only – displays any ICTL products to which the task is associated. Automatic display of 'None' on report if no associated ICTL data.}*

ICTL Title	Personnel Type	MOS Data

Task Data:

Distribution Restriction: *{Step 7 – Distribution Restriction. Automatic display of 'None' on report if step is empty.}*
Destruction Notice *{Step 7 – Distribution Restriction.}*
Foreign Disclosure: *{Step 8 – Foreign Disclosure}*

{*Step 1 – General Information}*

Proponent:

Security Domain:

Standard Verb: Communicate

Security Sub-Domain:

Shared Task: No

Unique Task: Yes

Common Task: No

Staff Task: No

Leader Task: No

Mandatory Task: No

Skill Level/CMF and Officer Rank Task:

Night Vision: No

Supervisor Required: No

Safety Level: Low

MOPP 4: *{Step 12- Statements}*

Status Effective Date: *{Displays the date of the status shown at the top of the screen}*

Route To ArmyU Reviewer: Yes/No *{Step 1 – General Information– Route to ArmyU Reviewer}*

ArmyU Reviewed: *{System generated – displays selection made by ArmyU; defaults to No}*

ArmyU Comments: *{System generated – displays workflow date/time change information and ArmyU comments; automatic display of 'No Data' if blank}*

SME Reviews and Comments
{Displays result of action taken on Step 6 – Action Officers}

Training Developer: *{Displays result of action taken on Step 6 – Action Officers}*

AKO Telephone: *{Displays result of action taken on Step 6 – Action Officers}*

AKO E-Mail: *{Displays result of action taken on Step 6 – Action Officers}*

Analysis Initiated: *{Displays the date the task entered the Proposed state in the workflow}*

Approved Date: *{Displays as blank until Approved}*

Condition:

{Step 2 – Condition and Standard – appended with MOPP statement and IED Threat conditions statement based on selection made in Step 12.}

Standard:

{Step 2 – Condition and Standard. Automatic display of 'None' on report if step is empty.}

Special Condition:

{Step 2 – Condition and Standard. Automatic display of 'None' on report if step is empty.}

{Step 21 – inserts Multimedia for the task here.}

Performance Steps

Cue:

{Step 12 Task Statements – Cue. Field does not display if no entry is made.}

Note:

{Step 12 Task Statements – Note. Field does not display if no entry is made.}

Remark:

{Step 12 Task Statements – Remark. Field does not display if no entry is made.}

DANGER

{Step 12 Task Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 12 Task Statements – Warning. Field does not display if no entry is made.}

CAUTION

{Step 12 Task Statements – Caution. Field does not display if no entry is made.}

Cue: *{Step 3 Sub-step 1 Step Statements – Cue. Field does not display if no entry is made. }*

Environmental: *{Step 3 Sub-step 1 Step Statements – Environmental. Field does not display if no entry is made. }*

Remark: *{Step 3 Sub-step 1 Step Statements – Remark. Field does not display if no entry is made. }*

Safety: *{Step 3 Sub-step 1 Step Statements – Safety. Field does not display if no entry is made. }*

Ticket 5668 add Step Condition/Standard:

Condition: *{Step 3 Sub-step 2 Step Condition / Standard– Condition. Field does not display if no entry is made. }*

Standard: *{Step 3 Sub-step 2 Step Condition / Standard – Standard. Field does not display if no entry is made. }*

DANGER

{Step 3 Sub-step 1 Step Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 3 Sub-step 1 Step Statements – Warning. Field does not display if no entry is made.}

CAUTION

{Step 3 Child Sub-step 2 Step Statements – Caution. Field does not display if no entry is made.}

1. Sample Step *{Step 3}*

Note: *{Step 3 Sub-step 1 Step Statements – Note}*

{Step 3 Sub-step 11 Multimedia – inserts Multimedia for the step here.}

Cue: *{Step 3 Child Sub-step 2 Child Step Statements – Cue. Field does not display if no entry is made.}*

Environmental: *{Step 3 Child Sub-step 2 Child Step Statements – Environmental. Field does not display if no entry is made.}*

Remark: *{Step 3 Child Sub-step 2 Child Step Statements – Remark. Field does not display if no entry is made.}*

Safety: *{Step 3 Child Sub-step 2 Child Step Statements – Safety. Field does not display if no entry is made.}*

DANGER

None - *{Step 3 Child Sub-step 2 Child Step Statements – Danger. Field does not display if no entry is made.}*

WARNING

None - *{Step 3 Child Sub-step 2 Child Step Statements – Warning. Field does not display if no entry is made.}*

CAUTION

None - *{Step 3 Sub-step 1 Child Step Statements – Caution. Field does not display if no entry is made. }*

---

a. Step 1 Child Step *{Step 3}*

Note: *{Step 3 Child Sub-step 2 Child Step Statements –Note. Field does not display if no entry is made.}*

{Step 3 Child Sub-step 1 Child Step Multimedia – inserts Multimedia for the child step here.}

2. Sample Step *{Step 3}*

Performance Measures

                                                    GO   **NO GO**

DANGER

None - *{Step 5 Child Sub-step 1 Measure Statements – Danger. Field does not display if no entry is made.}*

WARNING

None - *{Step 5 Child Sub-step 1 Measure Statements – Warning. Field does not display if no entry is made.}*

CAUTION

None - *{Step 5 Sub-step 1 Measure Statements – Caution. Field does not display if no entry is made. }*

---

1.   Sample Measure *{Step 5}*   _____   _____

{Step 5 – Task Measures. Create the Measure using the Add New Measure button then select the Measure link to access each of the items below}

Note: *{Step 5 Child Sub-step 1 Measure Statements –Note. Field does not display if no entry is made.}*

Evaluation Guidance:

{Step 4 – Task Evaluation. Automatic display of 'None' on report if step is empty.}

Evaluation Preparation:

{Step 4 – Task Evaluation. Automatic display of 'None' on report if step is empty.}

Distribution Restriction:

{Step 7 – Distribution Restriction}

Foreign Disclosure: 'None'

{Step 8 – Foreign Disclosure. Automatic display of 'None' on report if step is empty.}

References: *{Step 15 – References; Step 3- Sub step 5 References. Automatic display of 'None' on report if step is empty. All tasks automatically marked as "Required".}*

Reference ID	Reference Name	Required	Primary	Source Information

Knowledges: *{Step 9 – Knowledge; Step Level: Step 3- Sub step 3 Knowledge. Automatic display of 'None' on report if step is empty.}*

Knowledge ID	Knowledge Name

Skills: *{Step 10 – Skill; Step Level: Step 3- Sub step 4 Skill. Automatic display of 'None' on report if step is empty.}*

Skill ID	Skill Name

Glossary: *{Step 16 – Glossary; Step Level: Step 3- Sub step 6 Glossary. Automatic display of 'None' on report if step is empty.}*

Glossary Term	Definition

Acronym: *{Step 22– Acronyms and Abbreviations; Step Level: Step 3- Sub step 13 Acronyms and Abbreviations. Automatic display of 'None' on report if step is empty.}*

Acronym Term	Definition

Category Items: *{Step 20 – Category Items. Automatic display of 'None' on report if step is empty.}*

Category item Code	Category item Name

TDC – Individual Task Synopsis Report Crosswalk

Prerequisite Individual Tasks: *{Task Level: Step 13; Step Level: Step 3- Sub step 7 Prerequisite Individual Tasks. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

Supporting Individual Tasks: *{Task Level: Step 14; Step Level: Step 3- Sub step 8 Supporting Individual Tasks. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

TADSS: *{Task Level: Step 19; Step Level: Step 3- Sub step 11 TADSS. Automatic display of 'None' on report if step is empty.}*

TADSS ID	Title	Product Type

Equipment Items (LIN): *{Task Level: Step 17; Step Level: Step 3- Sub step 9 Equipment (LIN). Automatic display of 'None' on report if step is empty.}*

LIN	Name

Multimedia: None

{Task Level: Step 21; Step Level: Step 3- Sub step 11 Multimedia. Automatic display of 'None' on report if step is empty.}

Materiel Items: *{Task Level: Step 18; Step 3- Sub step 10 Materiel Items (NSN). Automatic display of 'None' on report if step is empty.}*

NSN	Name

Supported Collective Tasks: *{Task Level: Step 23. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

Supported Individual Tasks: *{Task Level: Step 24. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

Supported Drill Tasks: *{Task Level: Step 25. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

Lesson Plans: *{Displays lessons where the task is associated as taught, supported, or reinforced. Automatic display of 'None' on report if step is empty.}*

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

{Step 12 Task Statements –Environment. Automatic display of prepended text on report followed by entered text.}

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

{Step 12 Task Statements –Safety. Automatic display of prepended text on report followed by entered text.}

TSP – Lesson Plan Crosswalk

([TOC](#)) October 2018

For CRM see EPPS Job Aids Section

{ITSP Report generated and supplied as a standalone file in the zip file download.}

COMPRESSED COVER SHEET CONTENTS
TRAINING SUPPORT PACKAGE (TSP)
Sample Format with TDC Field/Tab Crosswalk *{Individual TSP Step 1 – General Information - Title.}*
157-A-0001 *{Individual TSP Step 1 – General Information- ID.}*
Status *{System Generated}*
Status Date *{System Generated}*

Effective: *{Determined by Approver}*

Distribution Restriction: Distribution authorized to U.S. Government agencies only.

Destruction Notice: Destroy by any method that will prevent disclosure of contents or reconstruction of the document
{Step 7 – Distribution Restriction. Automatic display of 'None' on report if step is empty.}

Foreign Disclosure: *{Step 8 – Foreign Disclosure}*

Supersedes TSP(s) / Lesson(s)	*{Determined by Approver – displays the Individual TSP identified as being superseded by this TSP. None displays if there are no lessons.}*
TSP Users	*{Individual TSP Step 3- Purpose, Users, Special Instructions. Automatic display of None if field is empty.}*
Proponent	*{Individual TSP Step 1 – General Information. Automatic display of None if field is empty.}*
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMMANDER USATSC TCM-ATIS BLDG 3308 FT EUSTIS, VA 23604-5166 *{Automatic display on report of entry above up to the first colon. School address based on proponent selection and information entered in TDC database. If blank, contact your Domain Administrator.}*
Security Clearance / Access	*{Automatic display of the security classification of the associated lesson LSA with the highest classification.}*
Purpose	*{Display on the report of content entered on Step 3 – Purpose, followed by a listing of all tasks linked to any lesson plan linked to this Individual TSP. Tasks are linked to a lesson plan through Step 3 – Lesson Plan Structure to the Ind. Tasks Taught and Ind. Task Supported. If blank, no tasks are associated.}*

Task Number	**Task Title**	**Lesson / Ver**

Special Instructions	*{Individual TSP Step 3- Purpose, Users, Special Instructions. Automatic display of None if field is empty.}*
Safety / Risk Management	*{Individual TSP Step 4 – Safety / Environmental. Automatic display of None if field is empty.}*
Environmental	*{Individual TSP Step 4 – Safety / Environmental. Automatic display of None if field is empty.}*

CONTENTS

Every lesson in the TSP zip file contains the following sections:

Section I. Administrative Data

Section II. Introduction

Section III. Presentation

Section IV. Summary

Section V. Student Evaluation

Appendix A - Viewgraph Masters

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions

Appendix D - Student Handouts

{Test(s) and Test Solution(s) are not included in the Individual TSP.}

Lesson	Lesson ID		Version	Title
1	011-5377	1.1		MQ-1C Doctrine and Tactics Training (DTT) Course Introduction

Transition Statement: *{Step 10 – Transition Statements. No display if no lessons attached.}*

Lesson	Lesson ID		Version	Title
2	011-5378	1.1		Fundamentals of Mission Planning and Preparation

Transition Statement:

TDC – TSP/Lesson Plan Crosswalk

{Information displayed is entered through the Create/Edit Lesson Plans option unless otherwise stated.}

COMPRESSED COVER SHEET CONTENTS
Sample CRM Lesson Plan with TDC Step Crosswalk *{Step 1 – General Information}*
12345678 / Version 1.0 *{Step 1 – General Information}*
Approved
20 April 2018
Effective Date 1 May 2018 *{Selected when approved}*

Scope: *{Step 11 – Instructional Guidance Statements. Automatic display of None on report if step is empty.}*

None

SECTION I.   ADMINISTRATIVE DATA

All Course Masters/POIs Including This Lesson	**Courses**				
	Course Number	**Version**	**Title**	**Phase**	**Status**

{Displays Courses where lesson was linked at the Course Master level. None displays if there are no Course Masters.}

POIs					
POI Number	**Version**	**Title**	**Phase**	**Status**

{Displays Courses where lesson was linked at the POI module level. None displays if there are no POIs.}

Task(s) Taught(*) or Supported	**Task Number**	**Task Title**	**Status**
	Individual		
	158-100-1150 (*)	Motivate Subordinates to Improve Performance	Analysis
	158-100-1385 (*)	Implement Measures to Reduce Operational Stress	Approved
	Collective		
	63-1-8058.06-A008 (*)	Coordinate Deployment Training Support	Approved

{Step 3- Lesson Plan Structure, Taught/Supported Individual Tasks and Supported Collective Task tabs.}

Reinforced Task(s)	**Task Number**	**Task Title**	**Status**

{Step 3 - Lesson Plan Structure, Reinforced Individual Tasks tab.}

Knowledge	**Knowledge Id**	**Title**	**Taught**	**Required**
	011-444K	Effective communications	Yes	Yes

{Step 3 – Lesson Plan Structure, Knowledge tab.}

Skill	**Skill Id**	**Title**	**Taught**	**Required**

011-1131S	Coordinate Communications	Yes	Yes

{Step 3 – Lesson Plan Structure, Skills tab.}

Administrative/ Academic Hours	The academic hours required to teach this lesson are as follows:

Academic	Resident Hours/Methods	
Yes	1 hrs 0 mins	Conference / Discussion
No	0 hrs 30 mins	In-processing
Yes	4 hr 0 mins	Practical Exercise (Performance)
Yes	0 hrs 10 mins	Test Review
Yes	1 hrs 0 mins	Test
Total Hours:	6 hrs 40 mins	

{Step 3 – Lesson Plan Structure. Automatic rollup of academic hours by Method of Instruction as entered in the Time of Instruction field on the Introduction, Step/Activity and Summary Data links. Times are entered and displayed in hours and minutes. Times are based on a 50-minute academic hour. Test and Test Review display only when those methods are selected} NOTE: LP time displays as entered, POI time is displayed in tenths of an hour.

Test Lesson Number	

Hours	Lesson Number Version	Lesson Title

None

{Step 17 – Test and Prerequisite Lessons. Lessons display in order. Automatic display of None on report if step is empty.}

Prerequisite Lesson(s)	

Hours	Lesson Number Version	Lesson Title

None

{Step 17 – Test and Prerequisite Lessons. Lessons display in order. Automatic display of None on report if step is empty.}

Training Material Classification	Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

{Step 3 – Lesson Plan Structure. Displays highest security level assigned to any Step/Activity or PE in this lesson. Security Classification field found on General Information screen for step or PE.}

Foreign Disclosure Restrictions	FD3. This training product has been reviewed by the developers in coordination with the (Ft Eustis) foreign disclosure officer. This training product cannot be used to instruct international military students.

{Step 21 – Foreign Disclosure Statement.}

References	*{Step 3 – Lesson Plan Structure, References Tab for any TLO, ELO or Step/Activity. The Date field is maintained in Data Maintenance. The date field is blank if no date is entered in the Data Maintenance table Additional Information field is a future option.}*

Number	Title	Date
TRADOC REG 350-70	Army Learning Policy and Systems	06Dec2011

Student Study Assignments	None

{Step 14 – Study Assignments. Automatic display of None on report if step is empty.}

Instructor Requirements

None

{Step 9 - Instructor Requirements. Automatic display of None on report if step is empty.}

Support Personnel Requirements

None

{Step 10 – Supporting Personnel Requirements. Automatic display of None on report if step is empty.}

Additional Support Personnel Requirements

Name	Student Ratio	Qty	Man Hours
Assistant Instructor	1:16		8.0

Remarks

{Step 3 – Lesson Plan Structure. Rollup of Support Personnel entries for this lesson. TLO link to Support Personnel tab or ELO link to Support Personnel tab or Learning Steps/Activities link to Support Personnel tab. Associations should be made at the lowest level at which the support personnel are needed. Automatic display of None on report if no support personnel are associated.}

Equipment Required for Instruction

ID Name	Student Ratio	Instructor Ratio	Spt	Qty	Exp
1005-01-526-7354 - CLEANING KIT, GUN	1:1	1:1	Yes	3	No

Remarks

(Note: Asterisk before ID indicates a TADSS.)

{Step 3 - Listing of equipment and TADSS entries for the lesson plan. TLO link to Materiel Item and TADSS tabs or to ELO tab to Materiel Item and TADSS tabs or to Learning Steps/Activities tab to Materiel Item and TADSS tabs. The Quantity field displays sum of Instructor and Support quantities entered. The Expended field is selected by the Developer. Automatic display of None on report if no equipment or TADSS are linked.}

Materials Required

Instructor Materials: None
{Step 12 – Instructor Materials. Automatic display of None on report if tab is empty.}

Student Materials: None
{Step 13 – Student Materials. Automatic display of None on report if tab is empty.}

Classroom, Training Area, and Range Requirements

ID – Name	Quantity	Student Ratio	Setup Mins	Cleanup Mins

{Step 3 – Lesson Plan Sequence. TLO link to Facilities tab or ELO link to Facilities tab or Learning Steps/Activities link to Facilities tab. Rollup of Facilities entries for this lesson.}

Ammunition Requirements

DODIC -Name	Exp	Student Ratio	Instruct Ratio	Spt Qty
None				

{Rollup of DODIC entries for this lesson. Step 3 - TLO tab to DODIC tab or ELO tab to DODIC tab or Learning Steps/Activities tab to DODIC tab. Ratios or support quantities for non-expendable DODIC are the highest ratio or quantity indicated in the lesson plan. Ratios or support quantities for expendable DODIC are a rollup of ratios or support quantities for all like DODIC. The Expendable field is maintained in the database. Live DODIC is expendable. Dummy and Inert DODIC are not expendable. Automatic display of None on report if no DODIC are linked.}

Instructional Guidance / Conduct of Lesson

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

{Step 11 – Instructional Guidance Statements. Automatic display on report of NOTE above followed by user entry on Instructional Guidance Statements step.}

Proponent Lesson Plan Approvals	**Name**	**Rank**	**Position**	**Date**
	{Name selected on Step 2 – Action Officers.}	*Rank currently not populated*		*{Date generated by TDC at the time approval is given.}*

TDC – TSP/Lesson Plan Crosswalk

SECTION II.   INTRODUCTION

{Step 3 – Lesson Plan Structure, Introduction link. Time of Instruction is entered and displays as hours and minutes. Times are based on a 50-minute academic hour. Method of Instruction and Instructional Strategy are from Technique of Delivery field. Instructor Type, Ratio, and Remarks are from the Instructor Types tab.}

Method of Instruction:	Conference / Discussion
Instr Type (I:S Ratio/Qty):	Small Group Leader (1:15/0) (Remarks)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Motivator	*{Step 6 – Statements - Motivator.}*
Terminal Learning Objective	**NOTE:** Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

Action:	Prepare an Individual TSP Lesson Plan
Conditions:	Using TDC
Standards:	All data will be entered in the appropriate fields.
Learning Domain – Level:	*{Step 3 Lesson Plan Structure - Terminal Learning Objective link to General Information tab – Learning Domain - Level.}*
No JPME Learning Areas Supported *{Step 3 Lesson Plan Structure - Terminal Learning Objective link to General Information tab – JPME Learning Areas Supported – Displays as No JPME by default}*	*{Step 3 Lesson Plan Structure - Terminal Learning Objective link to General Information tab –JPME Learning Areas Supported Text. Automatic display of None if no data entered.}*

{Step 3 Lesson Plan Structure - Terminal Learning Objective link to TLO Action, TLO Condition and TLO Standard tabs. Automatic display on report of the NOTE and lead-in sentence above.}

Safety Requirements	None *{Step 4 – Statements – Safety.}*
Risk Assessment Level	'Calculated Level' - Assessment: Controls:

	Leader Actions:
	{Step 8– Risk Assessment. Default entry is None. Use the Add Hazard link to identify and calculate the risk level.}
Environmental Considerations	**NOTE:** Instructor should conduct a Risk Assessment to include environmental considerations IAW the current environmental considerations publication, and ensure students are briefed on hazards and control measures.
	None
	{Step 5 – Statements - Environmental. Automatic display on report of NOTE above followed by user entry on Environmental step. }
Instructional Lead-In	*{Step 7 – Statements – Instructional Lead-in.}*

SECTION III.   PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

{Automatic display on report of NOTE above. The ELO is entered through Step 3 – Lesson Plan Structure and adding an Enabling Learning Objective by right clicking the Terminal Learning Objective link and selecting Add ELO. Name and then select the newly created ELO on the tree structure. Add the ELO Action to the General Information tab and then access the Condition and Standard tabs. If there are no ELOs for the Lesson, the NOTE above and the ELO portion below will not display and the report will proceed with Learning Step/Activity 1.}

A.   ENABLING LEARNING OBJECTIVE

ACTION:	
CONDITIONS:	
STANDARDS:	
LEARNING DOMAIN – LEVEL:	*{Step 3 Lesson Plan Structure - Enabling Learning Objective link to General Information tab – Learning Domain - Level.}*
JPME I LEARNING AREAS SUPPORTED *{Step 3 Lesson Plan Structure – Enabling Learning Objective link to General Information tab – JPME Learning Areas Supported – Displays as No JPME by default; user selected JPME 1}*	*{Step 3 Lesson Plan Structure - Enabling Learning Objective link to General Information tab –JPME Learning Areas Supported Text. Automatic display of None if no data entered.}*

{All Learning Step/Activity data is accessed through Step 3 – Lesson Plan Structure by right clicking to create the learning step or expanding the tree structure and selecting the learning step. JPME 'X' displays selection of JPME I, II, or III. Time of Instruction is entered and displays as hours and minutes. Times are based on a 50-minute academic hour.}

1.   ELO A – LSA 1. Learning Step / Activity ELO A – LSA 1. Sample LSA

Method of Instruction:	Demonstration *{Step Technique of Delivery tab}*
Instr Type (I:S Ratio/Qty):	Small Group Leader (1:15/0) (Remarks) *{Step Instructor Types tab or if none entered, uses the instructor type from the parent object; remarks display if entered, PE I:S Ratio in parentheses if applicable}*
Time of Instruction:	15 mins *{Step General Information tab; Complete LSA time - PE TOI in parentheses if applicable}*
Instructional Strategy:	Demonstrator *{Step Technique of Delivery tab}*
Media Type:	Actual Equipment *{Step Technique of Delivery tab}*
Other Media:	Unassigned *{Step Technique of Delivery tab}*
Security Classification:	This course/lesson will present information that has a

Security Classification of: U - Unclassified. *{Step General Information tab}*

{Step 3 – Lesson Plan Structure, Steps/Activities below are entered on the General Information tab, Learning Step/Activity Text. The user enters letters a., b., c., etc. NOTE: Small graphics (not PowerPoint slides) may be displayed in the text when linked on the learning step/activity Multimedia tab following instructions found on the General Information tab.}

a. Learning Step / Activity Text
b. Learning Step / Activity Text
c. Learning Step / Activity Text
d. Learning Step / Activity Text

Check on Learning: Conduct a check on learning and summarize the learning activity.
{Learning Steps/Activities link on the tree structure to Check on Learning tab.}

Review Summary: *{Learning Steps/Activities link on the tree structure to Review Summary tab.}*

2.   ELO A – LSA 2. Learning Step / Activity ELO A – LSA 2. Sample LSA

Method of Instruction:	Practical Exercise (Hands-On) *{Step Technique of Delivery tab}*
Instr Type (I:S Ratio/Qty):	Instructor (1:15/0) *{Step Instructor Types tab or if none entered, uses the instructor type from the parent object}*
Time of Instruction:	1 hr 0 min *{Step General Information tab; Complete LSA time - PE TOI in parentheses if applicable}*
Instructional Strategy:	Hands-On Instruction *{Step Technique of Delivery tab}*
Media Type:	Actual Equipment *{Step Technique of Delivery tab}*
Other Media:	Unassigned *{Step Technique of Delivery tab}*
Security Classification:	This course/lesson will present information that has a Security Classification of: U - Unclassified. *{Step General Information tab}*

{Information entered through the Step/Activity Data tab using the tree structure is displayed.}

Check on Learning: Conduct a check on learning and summarize the learning activity.
{Learning Steps/Activities link on the tree structure to Check on Learning tab.}

Review Summary:
{Learning Steps/Activities link on the tree structure to Review Summary tab.}

B.   ENABLING LEARNING OBJECTIVE

{Any additional ELOs will display in the same format as ELO A above.}

SECTION IV.   SUMMARY

{Step 3 – Lesson Plan Structure, Summary link on the tree structure. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Technique of Delivery field.}

Method of Instruction:	Conference/Discussion *{Technique of Delivery tab}*
Instr Type(I:S Ratio/Qty):	Instructor (1:15/0) (Remarks) *{Instructor Types tab}*
Time of Instruction:	15 min *{General Information tab}*
Instructional Strategy:	Small Group Instruction *{Technique of Delivery tab}*

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

{Step 3 – Lesson Plan Structure, TLO Check on Learning.}

Review / Summary

{Step 3 – Lesson Plan Structure, Review/ Review Summary.}

SECTION V.   **STUDENT EVALUATION**

Testing Requirements	**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan. *Step 15 – Testing Requirements / Assessment. Automatic display on report of NOTE above followed by user entry on Testing Requirements step.}*
Feedback Requirements	**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed. *{Step 16 – Feedback Requirements. Automatic display on report of NOTE above followed by user entry on Feedback Requirements step.}*

{Additional ITSP lesson plans are included in the same format as the lesson plan above in the WinZip file with all associated uploaded documents.}

Appendix A - Viewgraph Masters

Sample Lesson Plan with TDC Step Crosswalk
171-12345678 / Version 1.0

Sequence	Media Name	Media Type
0	Composite Risk Management (CRM)	DOC
1	Example of CRM Worksheet	DOC

{Step 23 – Lesson Plan Multimedia – items selected with a purpose of 'Presentation'.}

Actual materials are not displayed in the Appendix but are included in the WinZip file.

Appendix B – Assessment Statement and Assessment Plan

Assessment Statement: *{Step 15 – Testing Requirements / Assessment. Automatic display of None if no data entered}*

Assessment Plan: See Next X pages. *{Step 15 – Testing Requirements / Assessment. Automatic display of None if no data entered}*

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: 12345678 Version 1.0

PRACTICAL EXERCISE SHEET 12345678 PE1

Time: 1 hour 30 minutes *{Practical Exercise to General Information tab.}*

I:S Ratio: 1:4 *{Practical Exercise to General Information tab.}*

{Step 3 – Lesson Plan Structure. PEs are created by right clicking the tree view on the desired learning object.}

Title	Sample Lesson Plan with TDC Field/Tab Crosswalk Practical Exercise *{Practical Exercises link/General Information/Practical Exercise Text.}*
Lesson Number/Title	12345678 Version 1.0 / Sample Lesson Plan with TDC Field/Tab Crosswalk *{Lesson number and version from Lesson Plan General Information step.}*
Security Classification	Unclassified *{Practical Exercise to General Information tab.}*
Introduction	*{Practical Exercise link to Statements (I) tab.}*
Motivator	*{Practical Exercise link to Statements (I) tab.}*
Terminal Learning Objective	**NOTE:** Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will: *{Automatic display of the NOTE and lead-in sentence followed by selection made for the TLO/ELO/Learning Step field on the tree structure. The selection will determine the report section title and whether the TLO, an ELO or a learning step activity is displayed in the block below.}*

Action:	Prepare a Individual TSP Lesson Plan
Conditions:	Using TDC
Standards:	All data will be entered in the appropriate fields.

Safety Requirements	*{Practical Exercise link to Statements (I) tab.}*
Risk Assessment Level	Low/Moderate/High/Extremely High *{Practical Exercise to General Information tab.}*
Environmental Considerations	**NOTE:** Instructor should conduct a Risk Assessment to include environmental considerations IAW the current environmental considerations publication, and ensure students are briefed on hazards and control measures. *{Practical Exercise link to Statements (I) tab. Automatic display on report of NOTE above followed by user entry in Environmental field. Automatic entry on report of None if field is empty.}*
Evaluation	*{Practical Exercises link to Evaluations tab.}*

Instructional Lead-In	*{Practical Exercise link to Statements (II) tab.}*
Resource Requirements	**Instructor Materials:** *{Practical Exercises link to Instructor and Student Resources tab.}* **Student Materials:** *{Practical Exercises link to Instructor and Student Resources tab.}*
Special Instructions	*{Practical Exercises link to General Information tab. Automatic entry on report of None if field is empty. }*
Procedures	*{Practical Exercises link to Procedures tab.}*
Feedback Requirements	*{Practical Exercises link to Requirements tab.}*

SOLUTION FOR
PRACTICAL EXERCISE 12345678 PE1

{Practical Exercises link to Statements (II) tab.}

Appendix D - Student Handouts

Sample Lesson Plan with TDC Step Crosswalk
171-12345678 / Version 1.0

Sequence	Media Name	Media Type
1	Agile and Adaptive Leadership Development	PPTX
2	Terms, Symbols and Graphics	DOC

Step 3 – Lesson Plan Structure – TLO link to Multimedia tab or ELO link to Multimedia tab or Learning Steps/Activities link to Multimedia tab - Picks up any items linked on the Multimedia tabs that are not used as an embedded graphic.

Step 23 – Lesson Plan Multimedia – items selected with a purpose of 'Handout'. Picks up any items linked on the Multimedia tabs that have a Sequence Number of 0. Linking the same multimedia in more than one place will result in the file being included more than once in the Training Support Package.}

Actual materials are not displayed in the Appendix but included in the WinZip file.

Course Administrative Document (CAD) Crosswalk

([TOC](#)) August 2020

For CRM see EPPS Job Aids Section

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Analysis

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

{Step 1 – General Information}

<h1 align="center">Course Administrative Data (CAD) Cover Page</h1>

Security Clearance: *{Step 1 – General Information}*

	Proponent	**School Code**
Design and Development:		
Instructor Provided Support:		
POI Course Proponent:		
Training Evaluation Proponent:		

{Step 11 – Schools. Automatic display of 'No Data' on report if step is empty.}

Class Sizes –   **Maximum:**   **Optimum:**   **Minimum:**
{Step 10 – Variables.}

Course Length-   **Weeks:**   **Days:**   **Hours:**
{Step 10 – Variables. Days field limited to 0-7.}

Training Days: **Training Week:**   **Calendar Type:** *{Step 4 – ATRSS Calendar Type. Automatic*
{Step 1 – General Information.}   *display of 'No Data' on report if step is empty.}*

Total Academic Hours: *{Step 10 – Variables.}*

Course Purpose: *{Step 8 – Purpose, Scope, Prerequisites. Read-only display from Course Master.}*

Course Scope: *{Step 8 – Purpose, Scope, Prerequisites. Read-only display from Course Master.}*

Course Prerequisites: *{Step 8 – Purpose, Scope, Prerequisites. Read-only display from Course Master.}*

Phase Purpose: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master.}*

Phase Scope: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master.}*

Phase Prerequisites: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master. }*

Eligibility: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Special Information: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Phase Remarks: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Foreign Disclosure: *{Step 16 – Foreign Disclosure}*

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Table of Contents

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

Course Administrative Data

Approval Date: *{System generated based on date approved by the Commandant.}*

Approval Authority: *{Step 1– General Information.}*

  ACOM Approver Validation Date: *{System generated upon validation by ACOM Approver.}*   **TRAS Log Number:** *{''No Data'' until validated}*

ACOM Reviewer Validation Date: *{System generated upon validation by ACOM Reviewer.}*

TATS-Course: *{Course Master – Step 1 General Information}*

Training Location(s): *{Step 12 – Training Locations. Automatic display of 'No training locations' available if step is empty.}*

Specialty: *{Step 7 – Specialty Automatic display of 'No specialties available if step is empty.}*

ICH	Computed	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Unique:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Non-Fly:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow.}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

ACADEMIC HOURS	Computed	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Unique:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Developed by Others:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Conducted by Others:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

OTHERS HOURS	Proposed	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Flight Hours	*{Step 10 – Variables. Automatic display of*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*

	'0.00' on report if step is empty.}		
Flight Block Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Cockpit Procedural Trainer Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Simulator Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*
OTHERS MANPOWER	**Proposed**	**ACOM Approver Adjusted***	**ACOM Reviewer Adjusted***
Academic Instructor	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Simulator Operator	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Instructor Pilot	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Cockpit Procedural Trainer Instructor	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

- *Once the POI has been sent to the ACOM workflow these fields will display with actual values. -

Instructor: Student - Worst Case: *{System generated based on instructor student ratios entered in Step 17.}*

Refresher Course: *{Step 1– General Information.}*

Course Type Code: *{Step 3 – ATRSS General Information.}*

ITRO Code: *{Step 3 – ATRSS General Information.}*

Contract Code: *{Step 3 – ATRSS General Information.}*

Summary Status: *{Step 3– ATRSS General Information.}*

Table of Contents *{Hyperlink to TOC}*

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

Course Availability: *{Step 3 – ATRSS General Information.}*

Budget and OSD Type: *{Step 5 – ATRSS Budget and OSD Type. Automatic display of 'No Data' on report if step is empty.}*

MDEP: *{Step 6– ATRSS MDEP Code. Automatic display of No Data on report if step is empty.}*

ACOM Approver Remarks: *{Entered during ACOM workflow}*

ACOM Reviewer Remarks: *{Entered during ACOM workflow}*

Course Number: xxx-xxx-xxx Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Projected Ammunition Summary

Live Ammunitions

DODIC: A585 - Cartridge, Caliber .50

Remarks: None

	Per Student	Student Total	Instructor Total	Support	Total
	50:1	450	0	0	450
DODIC Total:		450	0	0	450

Dummy/Inert Ammunitions
-- None Required

{Step 17 - Resources. Automatic display of 'None Required' if no data entered.}

Course Number: xxx-xxx-xxx Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident **Status:** Validated

Quarter: 1 **Fiscal Year:** 2022 **Version:** 1.0 **Errata Sheet:** No Data

Projected Facility Summary

Facility Id: 17120 **Unit of Measure:** Square Feet
Nomenclature: General Instruction Building
Remarks: None

	Facility Quantity	Student Ratio	Setup Hours	Cleanup Hours	Instruction Hours	Facility Hours
	1	1:8	0.3	0.1	3.0	3.4
Facility Total:			0.3	0.1	3.0	3.4

{Step 17 - Resources. Automatic display of 'None Required' if no data entered.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

<p align="center"><u>Projected Equipment Summary</u></p>

Non-Expendable

NSN (LIN): 7021-01-C14-3190 (70210N) Computer, Micro Lap-Top Portable AC: M4500 Dell

Critical: Yes/No

Remarks: None

	Student Ratio	Student Quantity	Instructor Qty	Support Quantity	Max	OPTEMPO Miles	OPTEMPO Hours
	1:1	8	4	0	12	0.0	0.0
NSN Max:		8	4	0	12	0.0	0.0

Expendable

{Step 17 - Resources. Automatic display of 'None Required' if no data entered.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

Projected Support Personnel Summary

Support Personnel: Bus Driver
Support Personnel Classification: Civilian
School: (071) Infantry School
Remarks: No Data

	Student Quantity	Support Personnel Quantity	Man Hours
	1	0	8.0
Totals:	3	0	8.0

{Step 17 - Resources. Automatic display of 'None Required' if no data entered.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC CAD

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

Projected TADSS Summary

<u>**Non-Expendable**</u>
<u>**NSN:**</u>   DVC-T 07-96 - Carbine, M4,-Plastic

	Student Ratio	**Student Qty**	**Other Qty**	**Support Qty**	**Max:**
	1:1	8	0	0	8
TADSS Max:		8	0	0	8
Remarks:	None				
Items Substituted For:	1005-01-231-0973				

{Step 17 - Resources. Automatic display of 'None Required' if no data entered.}

Course Map

{Step 18 – Upload the Course Map Graphic. Automatic display of 'Media has not been uploaded' if step is empty.}

Program of Instruction (POI) Crosswalk

([TOC](#)) August 2020

For CRM see EPPS Job Aids Section

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Analysis

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

{Step 1 – General Information}

Program of Instruction Cover Page

{Lesson sharing changes, if any, will be reflected in the Resource sections and any calculations based on those resources}

Security Clearance: *{Step 1 – General Information}*

	Proponent	**School Code**
Design and Development:		
Instructor Provided Support:		
POI Course Proponent:		
Training Evaluation Proponent:		

{Step 11 – Schools. Automatic display of 'No Data' on report if step is empty.}

Class Sizes –   **Maximum:**   **Optimum:**   **Minimum:**

{Step 10 – Variables.}

Course Length-   **Weeks:**   **Days:**   **Hours:**

{Step 10 – Variables. Days field limited to 0-7.}

Training Days: **Training Week:**   **Calendar Type:** *{Step 4 – ATRSS Calendar Type. Automatic*

{Step 1 – General Information.}   *display of 'No Data' on report if step is empty.}*

Total Academic Hours: *{System generated based on lessons associated in Step 19 with LSAs designated with a Time Category of Academic.}*

Course Data to be added in future release

Purpose: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master.}*

Phase Scope: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master.}*

Phase Prerequisites: *{Step 8 – Purpose, Scope, Prerequisites. Can be imported from Course Master.}*

Eligibility: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Special Information: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Phase Remarks: *{Step 9 – Eligibility, Special Info, and Remarks. Automatic display of 'No Data' on report if step is empty.}*

Foreign Disclosure: *{Step 16 – Foreign Disclosure}*

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Table of Contents

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Course Administrative Data

Approval Date: *{System generated based on date approved by the Commandant.}*

Approval Authority: *{Step 1– General Information.}*

ACOM Approver Validation Date: *{System generated upon validation by ACOM Approver.}*   **TRAS Log Number:** No Data *{Entered by ACOM Approver}*

ACOM Reviewer Validation Date: *{System generated upon validation by ACOM Reviewer.}*

TATS-Course: *{Course Master – Step 1 General Information}*

Training Location(s): *{Step 12 – Training Locations. Automatic display of No training locations available if step is empty.}*

Specialty: *{Step 7 – Specialty.}*

ICH	Computed	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Unique:	*{System generated based on lessons associated in Step 19.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Non-Fly:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow.}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

ACADEMIC HOURS	Computed	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Unique:	*{System generated based on lessons associated in Step 19.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Developed by Others:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Conducted by Others:	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

OTHERS HOURS	Actual	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Flight Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Flight Block Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Cockpit Procedural Trainer Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Simulator Hours	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

OTHERS MANPOWER	Actual	ACOM Approver Adjusted*	ACOM Reviewer Adjusted*
Academic Instructor	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Simulator Operator	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Instructor Pilot	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
Cockpit Procedural Trainer Instructor	*{Step 10 – Variables. Automatic display of '0.00' on report if step is empty.}*	*{Entered during ACOM workflow}*	*{Entered during ACOM workflow}*
TOTAL:	*{System generated}*	*{System generated}*	*{System generated}*

- *Once the POI has been sent to the ACOM workflow these fields will display with actual values. -

Instructor: Student - Worst Case: *{System generated based on lessons associated in Step 19.}*

Refresher Course: *{Step 1– General Information.}*

Course Type Code: *{Step 3 – ATRSS General Information.}*

ITRO Code: *{Step 3 – ATRSS General Information.}*

Contract Code: *{Step 3 – ATRSS General Information.}*

Summary Status: *{Step 3– ATRSS General Information.}*

Course Availability: *{Step 3 – ATRSS General Information.}*

Budget and OSD Type: *{Step 5 – ATRSS Budget and OSD Type. Automatic display of 'No Data' on report if step is empty.}*

MDEP: *{Step 6– ATRSS MDEP Code. Automatic display of 'No Data' on report if step is empty.}*

ACOM Approver Remarks: *{Entered during ACOM workflow}*

ACOM Reviewer Remarks: *{Entered during ACOM workflow}*

Course Summary

Academic Time:	Hours
Module: Module-A **Title:** ADMINISTRATIVE	0.0
Module: Module-B **Title:** COMMAND AND CONTROL	26.3
Module: Module-C **Title:** RECONNAISSANCE / SECURITY	47.6
Module: Module-D **Title:** STABILITY OPERATIONS	18.9
Module: Module-E **Title:** TERRAIN BOARD	18.0
Module: Module-F **Title:** SIMEX	42.0
Module: Module-G **Title:** MANDATORY TRAINING	21.0
Total:	**173.8**

Administrative Time:	Hours
Army Physical Fitness Test	2.0
End of Course - After Action Review	1.0
Other	18.0
Total:	**21.0**
Grand Total:	**194.8**

Academic Hours by Security Classification:	Hours
This course/lesson will present information that has a Security Classification of: U - Unclassified.	173.8
Total:	**173.8**

{System generated based on lessons associated in Step 19 and associated lesson Time Category selections.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

<div align="center">

<u>Lesson Sequence</u>

</div>

Seq	Lesson	Lesson Version	Module	Lesson Title
1.	171K0012	1.0	Module-B	Army Aviation
2	171K0013	1.0	Module-B	Combat Reports
3	171K0014	1.0	Module-B	Conduct Displacement
4.	171D0021	2.10	Module-C	Prepare a Route Reconnaissance Overlay

{System generated based on lessons sequenced in Step 20 – Learning Content Sequence.}

Training Module
{Example Content Only}

Module: Module B

Title: Command and Control

Purpose: Provides instruction on Command and Control to enhance the Soldier's leadership and communication skills.

Remarks: This module includes the following lessons: Linkup / Relief in Place; Passage of Lines Forward / Rearward; Army Aviation; Combat Reports; Displacement; C2 Written Exam and AAR; C2 TB Exam and AAR.

Technique(s) of Delivery:	Hours
Computer Based Instruction	1.2
Small Group Instruction	21.6
Simulation	3.5
Total Hours (Admin & Academic)	26.3

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
171K0012 / 1.00	**Introduction:**	0.1	(CO) Conference/Discussion
	Small Group Instruction	0.6	(PH) Practical Exercise
	Simulation	1.5	(GA) Gaming
	Small Group Instruction	0.7	(CO) Conference/Discussion
	Summary:	0.1	(CO) Conference/Discussion
	Total:	**3.0**	

Security Clearance: Unclassified

Lesson Title: Army Aviation

Action Text: Identify the Tactics Techniques and Procedures of Army Air Ground Integration

Condition: As a combat maneuver element leader, in a classroom or simulated tactical environment, given a notional fully equipped combat maneuver element, operating in a contemporary operational environment (COE), DARWARS / VBS2 gaming software loaded on Soldier laptop computers, and a requirement to employ Army Air Ground Integration against enemy targets. You have the theater rules of engagement.

Standard: Identify target locations for each target. Request close air support so that all air support weapon deliveries are on the enemy targets and not in the proximity of friendly forces or noncombatants. Ensure the report contains the essential elements required of a CAS request.

Send the report to the Attack Air Commander. Request an Air Medical Evacuation using the standard nine line request form.

Remarks: None

Module: Module-C

Title: RECONNAISSANCE / SECURITY

Purpose: Provides instruction on Reconnaissance and Security operations to enhance the Soldier's combat readiness capabilities as a cavalry scout.

Remarks: This module includes the following lessons: Reconnaissance of a Route / Obstacle; Area / Zone Reconnaissance; Resupply Consolidation and Reorganization; Route Reconnaissance Overlay; Screen Operations.

Technique(s) of Delivery:	Hours
Simulation	4.0
Small Group Instruction	42.7
Computer Based Instruction	.9
Total Hours (Admin & Academic)	47.6

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
171D0021 / 2.10	**Introduction:**	0.1	(CO) Conference / Discussion
	Small Group Instruction	4.3	(CO) Practical Exercise (Hands-On)
	Small Group Instruction	5.2	(CD) Conference / Demonstration
	Small Group Instruction	0.3	(CO) Conference / Discussion
	Summary:	0.1	(CO) Conference / Discussion
	Total:	**10.0**	

Security Clearance: Unclassified

Lesson Title: Prepare a Route Reconnaissance Overlay

Action Text: Prepare a Route Reconnaissance Overlay

Condition: In a classroom environment, given a situation, a map, overlay paper, FM 3-20.98, and FM 3-34.170

Standard: Prepare a route reconnaissance overlay using standard reconnaissance symbols according to FM 3-34.170. Complete your overlay with no more than one error.

Remarks: No Data

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

---

{Step 19 – Modules. Module ID, Title, Purpose, and Remarks added in Module General Information. Remaining content system generated based on lessons associated in Step 19.}

Mandatory Training Module
{Example Content Only}

Module: Module-G

Title: MANDATORY TRAINING

Purpose: To train the Soldier in the mandated HQDA/TRADOC common military training (CMT) subjects to include the Army Code of Conduct, composite risk management (CRM), legal issues, operational law, how to interact with the news media, equal opportunity & sexual harassment, sexual assault prevention & response, personal finances, values, and the Warrior Ethos.

Remarks: No Data

Technique(s) of Delivery:	**Hours**
Large Group Instruction	21.0
Total Hours (Admin & Academic)	21.0

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
171-IRBDM073/3.0	**Introduction:**	0.1	(CO) Conference / Discussion
	Large Group Instruction	9.7	(CO) Conference / Discussion
	Summary:	0.1	(CO) Conference / Discussion
	Total:	**9.9**	

Security Clearance: Unclassified

Lesson Title: Values Training

Action Text: Identify the seven Army Values

Condition: During training and when faced with decisions about what personal choices and actions to take.

Standard: Fully define, exemplify, and demonstrate correct application of the seven Army Values.

Remarks: No Data

{System generated based on whether the Mandatory box was checked in the lesson plan's General Information step during development.}

Examination Module
{Example Content Only}

Module: B

Title: COMMAND AND CONTROL

Purpose: Provides instruction on Command and Control to enhance the Soldier's leadership and communication skills.

Remarks: This module includes the following lessons: Linkup / Relief in Place; Passage of Lines Forward / Rearward; Army Aviation; Combat Reports; Displacement; C2 Written Exam and AAR; C2 TB Exam and AAR.

Technique(s) of Delivery:	**Hours**
Computer Based Instruction	1.2
Small Group Instruction	9.1
--	
Total Hours (Admin & Academic)	10.3

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
071K0015 / 1.00	Computer Based Instruction	1.2	(TE) Test
	Small Group Instruction	1.8	(TE) Test

Total: 3.2

Security Clearance for Exam/Test: Unclassified

Lesson Title: Command and Control Written Examination and AAR

Action Conduct Command and Control Examination and AAR

Text:

Condition: See appropriate Test Administration Guide (TAG). Introduction and Summary are not used to track examination times. All examination time is tracked under each LSA and includes TAG time, exam time, and AAR time. This Examination Block covers: Conduct Linkup / Relief in Place. Perform a Passage of Lines. Army Aviation. Combat Reports. Conduct Displacement. Total Time – 3.0 hrs.

Standard: See appropriate Test Administration Guide (TAG).

Remarks: Testing that is conducted on the CoreLS as a group and supervised by SGI is identified by the Delivery Technique of CBI (supporting a paperless Army). Testing that is conducted on the terrain board or by other performance measures (i.e., overlays) is identified by the Delivery Technique of SGI. Self-Paced homework done in CoreLS (usually includes a test) is identified by the Delivery Technique of Programmed Instruction.

{System generated based on whether the Learning Object Method of Instruction is Test, Hardware-Oriented Test, or Non-Hardware Oriented Test.}

Course Number: xxx-xxx-xxx Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident **Status:** Validated

Quarter: 1 **Fiscal Year:** 2022 **Version:** 1.0 **Errata Sheet:** No Data

Individual Task Summary - Lessons
{Example Content Only}

Task	Title	Lesson / Ver	Critical	Mandatory
171-121-1300	Conduct a Route Reconnaissance	171D0018 / 2.10	Yes	No
171-121-4050	Evaluate a Bridge	171D0021 / 2.10	Yes	No
171-121-4051	Prepare a Situation Report (SITREP)	171D0023 / 2.10	Yes	No

{System generated based on lessons associated in Step 19. A critical task is designated as a 'Taught' task in the lesson. A mandatory task is designated at the task level and can be changed at the lesson level.}

Ammunition Summary - Lessons

Live Ammunitions

DODIC: A585 - Cartridge, Caliber .50

Lesson / Version:	Step:	Student Ratio:	Student Total:	Instructor Total:	Support:	Total:
171D0021 / 2.10	TLO	50:1	450	0	0	450

Remarks: None

Lesson Total:			**450**	**0**	**0**	**450**
DODIC Total:			**450**	**0**	**0**	**450**

Dummy/Inert Ammunitions

DODIC: A640 - Link, Cartridge, Metallic Belt, M2

Lesson / Version:	Step:	Student Ratio:	Student Total:	Instructor Total:	Support:	Max:
171-022013 / 1	TLO – LSA 1	500:1	4000	150	0	4150

Remarks: None

	TLO – LSA 2	250:1	2000	25	10	2035

Remarks: None

Lesson Max:			**4000**	**150**	**10**	**4150**
DODIC Max:			**4000**	**150**	**10**	**4150**

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Facility Summary - Lessons

Facility Id: 17120

Nomenclature General Instruction Building

Lesson / Version	Step	Student Ratio	Facility Quantity	Setup Hours	Cleanup Hours	Instruction Hours	Facility Hours
171D0018 / 2.10	TLO	0:0	1	0.2	0.2	3.0	3.4
	Remarks: None						
	Lesson Total:			**0.2**	**0.2**	**3.0**	**3.4**
	Facility Total:			**0.2**	**0.2**	**3.0**	**3.4**

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Equipment Summary - Lessons

Non-Expendable

NSN (LIN): 7021-01-C14-3190 (70210N) Computer, Micro Lap-Top Portable AC: M4500 Dell

Lesson / Version	Step	Student Ratio	Student Qty	Instructor Qty	Support Qty	CRI	Max	OPTEMPO Miles	OPTEMPO Hours
171K0012 /1.00	TLO	1:1	8	1	0	Yes	9	0.0	0.0

Remarks: One per student and one for instructor.

Lesson Max:			**8**	**1**	**0**		**9**	**0.0**	**0.0**
NSN Max:			**8**	**1**	**0**		**9**	**0.0**	**0.0**

Expendable

NSN (LIN): 7920-00-148-9666 (0) RAG, WIPING

Lesson / Version	Step	Student Ratio	Student Qty	Instructor Qty	Support Qty	CRI	Total	OPTEMPO Miles	OPTEMPO Hours
171K0012 /1.00	TLO – LSA 1	2:1	16	0	0	Yes	16	0.0	0.0
	Remarks: None								
	TLO – LSA 3	2:1	16	5	0	Yes	21	0.0	0.0
	Remarks: None								
Lesson Total:			32	0	0		37	0.0	0.0
NSN Total:			32	5	0		37	0.0	0.0

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

.

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:** Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Training Support Equipment - Lessons

Non-Expendable

NSN (LIN): 6730-00-933-4871 (S58742) Screen, Projection

Lesson / Version	Step	Student Ratio	Student Qty	Instructor Qty	Support Qty	CRI	Max	OPTEMPO Miles	OPTEMPO Hours
171K0012 / 1.00	TLO	0	0	0	1	Yes	1	0.0	0.0
	Remarks: None								
	Lesson Max:	**0**	**0**	**1**		**1**	**0.0**	**0.0**
	NSN Max:	**0**	**0**	**1**		**1**	**0.0**	**0.0**

Expendable

NSN (LIN): 6260-01-074-4229 (0) LIGHT, CHEMILUMINESCENT

	Step	Student Ratio	Student Qty	Instructor Qty	Support Qty	CRI	Total	OPTEMPO Miles	OPTEMPO Hours
171K0012 / 1.00	TLO	0	0	0	4	Yes	4	0.0	16.0
	Remarks: None								
	Lesson Total:	**0**	**0**	**4**		**4**	**0.0**	**16.0**
	NSN Total:	**0**	**0**	**4**		**4**	**0.0**	**16.0**

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

Personnel Support Summary - Lessons

Support Personnel: Test Proctor

Support Personnel Classification: Enlisted

School: (171) Armor

Lesson / Version	Student Quantity	Support Personnel Quantity	Man Hours
171D0024 / 2.10	0	1	1.0
Remarks: None			
Lesson Total:	**0**	**1**	**1.0**
171D0025 / 2.10	0	1	6.0
Remarks: None			
Lesson Total:	0	1	6.0
171D0056 / 2.10	**0**	**1**	**2.0**
Remarks: None			
Lesson Total:	0	1	2.0
Support Personnel Total:	**0**	**3**	**9.0**

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

TADSS Summary - Lessons

Non-Expendable

TADSS: TA-002 – MAP OF AREA

Lesson/Version	Step	Student Ratio	Student Qty	Lesson Qty	Support Qty	Max
171K0012 / 1.00	ELO C	1:1	8	0	0	8
Items Substituted For: None						
Remarks: None						
Lesson Max:			8	0	0	8
TADSS Max:			8	0	0	8

Expendable

TADSS: 6920-00-457-9361 – Automatic Rifle Target (ART) 25 Meter (Local TADSS – Not in TSMATS/PAM 25-30)

Lesson/Version	Step	Student Ratio	Student Qty	Lesson Qty	Support Qty	Total
171K0012 / 1.00	ELO D	0:0	0	3	0	3
Items Substituted For: None						
Remarks: None						
Lesson Total:			0	3	0	3
TADSS Total:			0	3	0	3

{System generated based on lessons associated in Step 19. Content reflects changes made if user modified the resource through lesson sharing.}

Course Number: xxx-xxx-xxx   Phase: Unphased

Course Title: Sample TDC POI

Management Category: Resident   **Status:**   Validated

Quarter: 1   **Fiscal Year:** 2022   **Version:** 1.0   **Errata Sheet:** No Data

ACOM Reviewer Validation

Variables

Optimum Class Size: 200

ICH

	Computed	ACOM Approver Adjusted	ACOM Reviewer Adjusted
Unique:	1,071.70	0.00	0.00
Non-Fly:	0.00	0.00	0.00
Total Hours:	1,071.70	0.00	0.00

Academic Hours

	Computed	ACOM Approver Adjusted	ACOM Reviewer Adjusted
Unique:	499.0	499.0	0.0
Developed by Others:	0.0	0.0	0.0
Conducted by Others:	0.0	0.0	0.0
Total Hours:	499.0	499.0	0.0

Other Hours

	Actual	ACOM Approver Adjusted	ACOM Reviewer Adjusted
Flight:	0.0	0.0	0.0
Flight Block:	0.0	0.0	0.0
Cockpit Procedural Trainer:	0.0	0.0	0.0
Simulator:	0.0	0.0	0.0
Total Hours:	0.0	0.0	0.0

Other Manpower

	Actual	ACOM Approver Adjusted	ACOM Reviewer Adjusted
Academic Instructor:	0.0	0.0	0.0
Simulator Operator:	0.0	0.0	0.0
Instructor Pilot:	0.0	0.0	0.0
Cockpit Procedural Trainer Instructor:	0.0	0.0	0.0
Total Hours:	0.0	0.0	0.0

Module ID: Module-B   **Module Title:** Tactical Training

Lesson ID: 071-IRGOH006   **Lesson Vrsn:** 01.2   **Lesson Title:** FTT-3 (Fire Team Training 3)

LSA/PE/ELO ID	Time Category	Training Material Classification	Instructional Strategy	Media	Method of Instruction	TOI	Instr Type(I:S Ratio)	ICH	TOI(**)	I:S Ratio(**)	ICH(**)
Introduction											
	Academic	Unclassified	Large Group Instruction	N/A	Lecture	0.1	Drill Sergeant(1:50)	0.00	0.0	0:0	0.00
TLO:											
TLO - Employ Buddy/F....	N/A	N/A	N/A	N/A	N/A	0.0	Drill Sergeant(3:50)	0.00	0.0	0:0	0.00
TLO : LSAs and PEs											
ELO A											
ELO A	N/A	N/A	N/A	N/A	N/A	0.0	Drill Sergeant(3:50)	0.00	0.0	0:0	0.00
ELO A: LSAs and PEs											
ELO A - LSA 1	Academic	Unclassified	Programmed Instruction	Practical Exercise	Practical Exercise (Hands-On)	7.8	instructor(1:50), Drill Sergeant(3:50)	31.20	0.0	0:0	0.00
Summary											
	Academic	Unclassified	Large Group Instruction	N/A	Conference/Discussion	0.1	Drill Sergeant(1:50)	0.00	0.0	0:0	0.00
Lesson Total: TOI and ICH						8.0		31.20			31.20

{System generated based on lessons associated in Step 19.}

Table of Contents *{Hyperlink to TOC}*

{System generated}   15-1

Course Map

{Step 17 – Upload the Course Map Graphic. Automatic display of 'Media has not been uploaded' if step is empty.}

Collective Task Crosswalk – T&EO

([TOC](#)) August 2020

Training and Evaluation Outline Report

Status: Approved *{System generated – workflow status}*

15 August 2020 *{System generated – date of last workflow change}*

Effective Date: *{Selected by Training Approver}*

Task Number: *{Step 1 – General Information; appends '-LF' to designate Live Fire Task}*

Task Title: *{Step 1 – General Information}*

Distribution Restriction: *{Step 7 – Distribution Restriction}*
Destruction Notice: *{Step 7 – Distribution Restriction}*
Foreign Disclosure: *{Step 8 – Foreign Disclosure}*

Supporting Reference(s): *{Step 14 – References; Step 4 Sub-step 2 Reference. Automatic display of 'None' on report if step is empty. All tasks automatically marked as "Required".}*

Step Number	Reference ID	Reference Name	Required	Primary	Source Information

Conditions: *{Step 3 – Condition and Standard – appended with MOPP statement and IED Threat conditions statement based on selection made in Step 2. Automatic display of 'None' on report if step is empty.}*

Standards: *{Step 3 – Condition and Standard. Automatic display of 'None' on report if step is empty.}*

Live Fire: *{Step 1 – General Information – if 'Yes', displays LF Type and LF statement.}*

Objective Task Evaluation Criteria Matrix: *{Step 5 – Task Evaluation Criteria Matrix – Default display is Percentage-based matrix based on the echelon selected in Step 1; this example is based on echelon of SQD.}*

Plan and Prepare			Execute						Assess	
Operational Environment / SQD & PLT		Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
Dynamic (Single Threat)	Night	At the discretion of the Commander.	>=85%	>=80%	Yes	>=91%		>=90%	T	T
			75-84%			80-90%	All		T-	T-
								80-89%		
			65-74%	75-79%		65-79%			P	P
Static (Single Threat)			60-64%	60-74%	No	51-64%			P-	P-
	Day						<All	<=79%		
			<=59%	<=59%		<=50%			U	U

Remarks: *{Step 2 – Task Statements - Remark. Automatic display of 'None' on report if step is empty.}*

Notes: *{Step 2 – Task Statements - Notes. Automatic display of 'None' on report if step is empty.}*

Safety Risk: *{Step 1 – General Information}*

Task Statements

Cue: *{Step 2 – Task Statements - Cue. Automatic display of 'None' on report if step is empty.}*

DANGER

{Step 2 – Task Statements –Danger. Automatic display of 'None' on report if step is empty.}

WARNING

{Step 2 – Task Statements – Warning. Automatic display of 'None' on report if step is empty.}

CAUTION

{Step 2 – Task Statements – Caution. Automatic display of 'None' on report if step is empty.}

Performance Steps and Measures

{Step 4 – Task Steps. Must have more than one step. Automatic display of 'None' on report if step is empty. GO, NO-GO, N/A are outlined only for measurable/assessable steps.}

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

GO	NO-GO	N/A

Plan *{Displays only if steps are phased in Step 4.}*

DANGER

{Step 4 Sub-step 1 Step Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 4 Sub-step 1 Step Statements – Warning. Field does not display if no entry is made.}

CAUTION

{Step 4 Child Sub-step 1 Step Statements – Caution. Field does not display if no entry is made.}

Safety: *{Step 4 Sub-step 1 Step Statements – Safety. Field does not display if no entry is made.}*

*✓1. Sample Step *{Step 4 – Task Steps. Create the Step using the Add New Step button. There must be more than one step.}*

   Note: *{Step 4 Sub-step 1 Step Statements – Note}*

   a. Sample Child Step *{Right click entered Task Step to create child step. Child step Statements accessed by Left clicking Child Step and entering data in the Child Step Statement fields – Warning, Danger, Caution, Safety, and Note. Entered data displays in the same order as shown above at the Step level.}*

2. Sample Step *{Not a measured step, no border.}*

Task Performance Summary Block				
Training Unit	ITERATION			
	1	2	3	4
Date of Training per Iteration:				
Day or Night Training:	Day / Night	Day / Night	Day / Night	Day / Night

			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, T-, P, P-, U										

Mission(s) supported: *{Step 19 – Collective Task Elements and Missions. Determined at the UTL level; Automatic display of 'None' on report if step is empty.}*

Mission ID	Mission Title	Frequency	Recommended Interval

MOPP 4: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

MOPP 4 Statement: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

NVG: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

NVG Statement: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

Prerequisite Collective Task(s): *{Step 10 – Prerequisite Collective Tasks; Step 4 Sub-step 5 Prerequisite Collective Tasks. Automatic display of 'None' on report if step is empty.}*

Step Number	Task Number	Title	Proponent	Status

Collective Task Crosswalk – T&EO

Supporting Collective Task(s): *{Step 11 – Supporting Collective Tasks; Step 4 Sub-step 4 Supporting Collective Tasks. Automatic display of 'None' on report if step is empty.}*

Step Number	Task Number	Title	Proponent	Status

OPFOR Task(s): *{Step 16 – OPFOR. Automatic display of 'None' on report if step is empty.}*

Supporting Individual Task(s): *{Step 12 – Supporting Individual Tasks; Step 4 Sub-step 7 Supporting Individual Tasks. Automatic display of 'None' on report if step is empty.}*

Step Number	Task Number	Title	Proponent	Status

Supporting Drill(s): *{Step 13 – Drills; Step 4 Sub-step 6 Supporting Drills. Automatic display of 'None' on report if step is empty.}*

Step Number	Drill Number	Title	Proponent	Status

Supported AUTL/UJTL Task(s): *{Step 9 – AUTL. Automatic display of 'None' on report if step is empty}*.

Task ID	Title

TADSS *{Step 25 – TADSS. Automatic display of 'No TADSS Specified' on report if step is empty.}*

TADSS ID	Title	Product Type	Quantity

Equipment (LIN) *{Step 23 – Equipment (LIN). Automatic display of 'No equipment specified' on report if step is empty.}*

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN) *{Step 24 – Materiel Items (NSN). Automatic display of 'No materiel items specified' on report if step is empty.}*

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

{Step 2 – Task Statements – Environmental. Automatic display of prepended text on report followed by entered text.}

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

{Step 2 – Task Statements – Safety. Automatic display of prepended text on report followed by entered text.}.

Collective Task Crosswalk - Synopsis
([TOC](#)) August 2020

Report Date: *{System generated – run date}*

Synopsis Report for Collective Task

71-SQD-2230 *{Step 1 – General Information; appends '-LF' to designate Live Fire Task}*

Sample TDC Collective Task *{Step 1 – General Information}*

Status: Analysis *{System generated – workflow status}*

Status Date: *{System generated – date of last workflow change}*

Security Classification: U – Unclassified *{Step 1 – General Information. Automatic display of 'None' on report if step is empty.}*
Distribution Restriction: *{Step 7 – Distribution Restriction}*
Destruction Notice: *{Step 7 – Distribution Restriction}*
Foreign Disclosure: *{Step 8 – Foreign Disclosure}*

Task Data:
    Task Type: *{Step 1 – General Information}*
    WFF: *{Step 1 – General Information}*
    Staff Task: *{Step 1 – General Information}*
    Task Category: *{Step 1 – General Information}*
    Approved: *{System generated – displays 'Pending' until approved}*
    Route to ArmyU Reviewer: Yes/No *{Step 1 – General Information– Route to ArmyU Reviewer}*
    ArmyU Reviewed: *{System generated – displays selection made by ArmyU}*
    ArmyU Comments: *{System generated – displays ArmyU comments and return date/time}*

Proponent: *{Step 1 – General Information. Automatic display of 'None' on report if step is empty.}*
POC Data:

Address: *{System generated}*

Training Developer: *{Step 6 – Action Officers}*
AKO Telephone: *{System generated}*
AKO E-mail: *{System generated}*

Analysis Initiated: *{System generated – date task created}*
Approved Date: *{System generated – date task approved}*

SME Reviews and Comments *{System generated – displays SME reviewers and comments}*

SME Role: *{Step 6 – Action Officers}*
SME: *{Step 6 – Action Officers}*
Routed: *{Date/Time}* **Returned:** *{Date/Time}*
Comments:

Conditions: *{Step 3 – Condition and Standard – appended with MOPP statement and IED Threat conditions statement based on selection made in Step 2. Automatic display of 'None' on report if step is empty.}*

Standards: *{Step 3 – Condition and Standard. Automatic display of 'None' on report if step is empty.}*

Live Fire: *{Step 1 – General Information – if 'Yes', displays LF Type and LF statement.}*

Objective Task Evaluation Criteria Matrix: *{Step 5 – Task Evaluation Criteria Matrix – Default display is Percentage-based matrix based on the echelon selected in Step 1; this example is based on echelon of SQD.}*

Plan and Prepare			Execute						Assess	
Operational Environment / SQD & PLT		Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
Dynamic (Single Threat)	Night	At the discretion of the Commander.	>=85%	>=80%	Yes	>=91%	All	>=90%	T	T
			75-84%			80-90%		80-89%	T-	T-
			65-74%	75-79%		65-79%			P	P
Static (Single Threat)	Day		60-64%	60-74%	No	51-64%	<All	<=79%	P-	P-
			<=59%	<=59%		<=50%			U	U

Example – Default Display

Remarks: *{Step 2 – Task Statements - Remark. Automatic display of 'None' on report if step is empty.}*

Notes: *{Step 2 – Task Statements - Notes. Automatic display of 'None' on report if step is empty.}*

Safety Risk: *{Step 1 – General Information}*

Task Statements

Cue: *{Step 2 – Task Statements - Cue. Automatic display of 'None' on report if step is empty.}*

DANGER

{Step 2 – Task Statements – Danger. Automatic display of 'None' on report if step is empty.}

WARNING

{Step 2 – Task Statements – Warning. Automatic display of 'None' on report if step is empty.}

CAUTION

{Step 2 – Task Statements – Caution. Automatic display of 'None' on report if step is empty.}

Performance Steps and Measures
{Step 4 – Task Steps. Must have more than one step. Automatic display of 'None' on report if step is empty. GO, NO-GO, N/A automatically display N/A if not a measured step}

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
Plan *{Displays only if steps are phased in Step 4.}*			

DANGER

{Step 4 Sub-step 1 Step Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 4 Sub-step 1 Step Statements – Warning. Field does not display if no entry is made.}

CAUTION

{Step 4 Child Sub-step 1 Step Statements – Caution. Field does not display if no entry is made.}

Safety: *{Step 4 Sub-step 1 Step Statements – Safety. Field does not display if no entry is made.}*			
*✓1. Sample Step *{Step 4 – Task Steps. Create the Step using the Add New Step button. There must be more than one step.}*			
Note: *{Step 4 Sub-step 1 Step Statements – Note}*			
{Step 4 Sub-step 3 Multimedia – inserts Multimedia for the step here.}			
b. Sample Child Step *{Right click entered Task Step to create child step. Child step Statements accessed by Left clicking Child Step and entering data in the Child Step Statement fields – Warning, Danger, Caution, Safety, and Note. Entered data displays in the same order as shown above at the Step level.}*			
2. Sample Step *{Not a measured step, automatic display of N/A.}*	N/A	N/A	N/A

Supporting Reference(s): *{Step 14 – References; Step 4 Sub-step 2 Reference. Automatic display of 'None' on report if step is empty. All tasks automatically marked as "Required".}*

Step Number	Reference ID	Reference Name	Required	Primary	Source Information

Organization(s): *{Selected in UTL; display only. Automatic display of 'None' on report if not associated to a UTL.}*

Organization Number	Title	Mission (Frequency)

TADSS *{Step 25 – TADSS. Automatic display of 'No TADSS Specified' on report if step is empty.}*

TADSS ID	Title	Product Type	Quantity

Supporting Individual Task(s) *{Step 12 – Supporting Individual Tasks; Step 4 Sub-step 7 Supporting Individual Tasks. Automatic display of 'None' on report if step is empty.}*

Step Number	Task Number	Title	Proponent	Status

Supporting Drill(s): *{Step 13 – Drills; Step 4 Sub-step 6 Supporting Drills. Automatic display of 'None' on report if step is empty.}*

Step Number	Drill Number	Title	Proponent	Status

Prerequisite Collective Task(s): *{Step 10 – Prerequisite Collective Tasks; Step 4 Sub-step 5 Prerequisite Collective Tasks. Automatic display of 'None' on report if step is empty.}*

Step Number	Task Number	Title	Proponent	Status

Supporting Collective Task(s): *{Step 11 – Supporting Collective Tasks; Step 4 Sub-step 4 Supporting Collective Tasks. Automatic display of 'None' on report if step is empty.}*

Task Number	Title	Proponent	Status

OPFOR Task(s): *{Step 16 – OPFOR. Automatic display of 'None' on report if step is empty.}*

Supported CATS Event(s): *{Step 20 – CATS currently not developed in TDC – Automatic display of 'None' on report.}*

Supported CATS Task Group(s): *{Step 21 – CATS currently not developed in TDC – Automatic display of 'None' on report.}*

Supported AUTL/UJTL Task(s): *{Step 9 – AUTL. Automatic display of 'None' on report if step is empty}*.

Article Number	Title

MOPP 4: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

MOPP 4 Statement: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

NVG: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

NVG Statement: *{Step 2 – Task Statements. Automatic display of 'None' on report if step is empty.}*

Equipment (LIN) *{Step 23 – Equipment (LIN). Automatic display of 'No equipment specified' on report if step is empty.}*

LIN	Nomenclature	Qty

Materiel Items (NSN) *{Step 24 – Materiel Items (NSN). Automatic display of 'No materiel items specified' on report if step is empty.}*

NSN	LIN	Title	Qty

Event Type(s): *{Step 20 – Events. Selected in UTL; display only. Automatic display of 'None' on report if not associated to a UTL.}.*

UTL Title:
Org Title:
Mission Element (Frequency)

Glossary: *{Step 15 – Glossary Terms. Automatic display of 'None' on report if step is empty.}*

Term	Definition	Domain Name	Official

Acronyms: *{Step 22 – Acronyms. Automatic display of 'None' on report if step is empty.}*

Acronym/Abbreviation	Definition

Multimedia: *{Step 4 Sub-step 3 Multimedia with Step identified. Automatic display of 'None' on report if step is empty.}*

Step Number	Media Type	Title

Lesson(s): *{Step 18 – Lessons – display only, lessons associated to the task. Automatic display of 'None' on report if step is empty.}*

Courses: None *{Step 17 – Courses – display only, courses associated to the task. Automatic display of 'None' on report if step is empty.}*

UTL Missions/Elements: *{Step 19 – Collective Task Elements and Missions. Determined at the UTL level; Automatic display of 'No associated UTL found' on report if step is empty.}*

UTL Title:
Org Title:

Mission	Element (Frequency)

Environmental: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

{Step 2 – Task Statements – Environmental. Automatic display of prepended text on report followed by entered text.}

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

{Step 2 – Task Statements – Safety. Automatic display of prepended text on report followed by entered text.}.

Drill Crosswalk

([TOC](#)) February 2019

TDC – Drill Crosswalk

Report Date: *{System generated – run date}*
Synopsis Report for Crew Drill Drill Task *{Step 1 – General Information}*
Drill Number: *{Step 1 – General Information}*
Drill Title: *{Step 1 – General Information}*
Status: *{System generated – workflow status}*
Status Date: *{System generated – date of last workflow change}*

Distribution Restriction: *{Step 8 – Distribution Restriction}*
Destruction Notice: *{Step 8 – Distribution Restriction}*
Foreign Disclosure: *{Step 9 – Foreign Disclosure}*

Drill Data
Proponent: *{Step 1 – General Information}*
Drill Type: *{Step 1 – General Information}*
Approved: *{System generated – blank until approved}*
Obsolete: *{System generated – blank until made obsolete}*
Restricted Read: Yes/No *{System generated based on whether drill is designated as restricted once approved}*
Route To ArmyU Reviewer: Yes/No *{Step 1 – General Information– Route to ArmyU Reviewer}*
ArmyU Reviewed: *{System generated – displays selection made by ArmyU; defaults to No}*
ArmyU Comments: *{System generated – displays workflow date/time change information and ArmyU comments; automatic display of 'No Data' if blank}*

POC Data
Proponent: *{Step 1 – General Information. Automatic display of 'No Data' on report if step is empty.}*
Address: *{System generated}*

Training Developer: *{Step 7 – Action Officers}*
AKO Telephone: *{System generated}*
AKO E-mail: *{System generated}*

Analysis Initiated: *{System generated – date drill created}*
Approved Date: *{System generated – date drill approved}*

SME Reviews and Comments *{System generated – displays SME reviewers and comments. Field is blank if product not sent for SME review.}*

SME Role:
SME: *AKO username*
Routed: **Returned:**
Comments: *SME entered comments or 'Recalled'*

Safety Level: *{Step 1 – General Information}*

Conditions: *{Step 3 – Condition and Standard – appended with MOPP statement and IED Threat conditions statement based on selection made in Step 2. Field is blank if no entry made.}*

Standards: *{Step 3 – Condition and Standard. Field is blank if no entry made.}*

Drill Statements:

DANGER

{Step 2 – Task Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 2 – Task Statements – Warning. Field does not display if no entry is made. Warning is a mandatory field.}

CAUTION

{Step 2 – Task Statements – Caution. Field does not display if no entry is made.}

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

{Step 2 – Task Statements – Safety. Automatic display of prepended text on report followed by entered text.}

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

{Step 2 – Task Statements – Environmental. Automatic display of prepended text on report followed by entered text.}

Cue: *{Step 2 – Task Statements – Cue. Field displays as blank if no entry is made.}*

Note: *{Step 2 – Task Statements – Note. Field does not display if no entry is made.}*

Coaching Point: *{Step 28 – Run-Through Instructions. Field does not display if no entry is made.}*

TASK STEPS

{Step 4 – Task Steps. Must have more than one step. Automatic display of 'None' on report if step is empty.}

DANGER

{Step 4 Sub-step 1 Step Statements – Danger. Field does not display if no entry is made.}

WARNING

{Step 4 Sub-step 1 Step Statements – Warning. Field does not display if no entry is made. }

CAUTION

{Step 4 Sub-step 1 Step Statements – Caution. Field does not display if no entry is made.}

Safety: *{Step 4 Sub-step 1 Step Statements – Safety. Field does not display if no entry is made.}*
Coaching Point: *{Step 4 Sub-step 11 Step Coaching Point. Field does not display if no entry is made.}*
*1. Sample Step *{Step 4 – Task Steps. Create the Step using the Add New Step button. Must have more than one step.}*
Note: *{Step 4 Sub-step 1 Step Statements – Note}*

{Step 4 Sub-step 5 Multimedia – inserts Multimedia for the step here.}

(Asterisks indicate a leader performance step.) *{Step 5 – Leader Steps}*

c.   Sample Child Step *{Right click entered Task Step to create child step. Child step Statements accessed by Left clicking Child Step and entering data in the Child Step Statement fields – Warning, Danger, Caution, Safety, and Note. Entered data displays in the same order as shown above at the Step level.}*

TASK MEASURES

{Automatic display of 'None' on report if step is empty.}

1. Sample Measure *{Step 6 – Task Measures – Create the Measure using the Add New Measure button. No additional substeps for Measures. Must have more than one measure.}*
    a. Child Measure *{Right click entered Performance Measure to create child measure. No additional substeps for Child Measures}*

TDC – Drill Crosswalk

Talk:

a. **Orientation:** *{Step 25 – Talk-Through Instructions I. Automatic display of 'No Data' if step is empty.}*

b. **Safety:** *{Step 25 – Talk-Through Instructions I. Automatic display of 'No Data' if step is empty.}*

c. **Demonstration:** *{Step 26 – Talk-Through Instructions II. Automatic display of 'No Data' if step is empty.}*

d. **Explanation:** *{Step 26 – Talk-Through Instructions II. Automatic display of 'No Data' if step is empty.}*

e. **Unit Instructions:** *{Step 25 – Talk Through Instructions; Step 23 – Resources, Sub-step 2, Unit Instruction. These steps are interrelated – entry in one results in entry in the other. Automatic display of 'No Data' if step is empty.}*

Walk: *{Step 27 – Walk Through Instructions. Automatic display of 'None' on report if step is empty.}*

1. Instruction 1
2. Instruction 2
    a. Child Step 1
    b. Child Step 2

Run:

a. Run-Through Instructions: *{Step 28– Run-Through Instructions. Automatic display of 'No Data' if step is empty.}*

b. Coaching Point: *{Step 28– Run-Through Instructions. Automatic display of 'No Data' if step is empty.}*

c. Performance Instructions: *{Step 28– Run-Through Instruction; Step 23 Sub-step 3 Performance. These steps are interrelated – entry in one results in entry in the other. Automatic display of 'No Data' if step is empty.}*

TDC – Drill Crosswalk

Equipment (LIN) *{Task Level: Step 31 – Equipment (LIN); Step 23 Sub-step 5 Equipment (LIN); Step Level: Step 4 Sub-step 3 Equipment (LIN). Quantity defaults to 1. Automatic display of 'No equipment specified' on report if step is empty.}*

Step ID	LIN	Nomenclature	Qty

Materiel Items (NSN) *{Task Level: Step 32 Materiel Items (NSN); Step 23 Sub-step 6 Materiel Items (NSN) Step Level: Step 4 Sub-step 4 Materiel Items (NSN). Quantity defaults to 1. Automatic display of 'No equipment specified' on report if step is empty.}*

Step ID	NSN	LIN	Title	Qty

TADSS *{Task Level: Step 23 – Resources, Sub-step 8 TADSS; Step Level: Step 4 Sub-step 6 TADSS. Automatic display of 'No materiel item specified' on report if step is empty.}*

Step ID	TADSS ID	Title	Product Type	Qty

Supporting Individual Tasks *{Task Level: Step 13 Supporting Individual Tasks; Step Level: Step 4 Sub-step 10 Supporting Individual Tasks. Automatic display of 'No supporting individual tasks' on report if step is empty.}*

Step ID	Task ID	Status	Title

Prerequisite Individual Tasks *{Task Level: Step 29 Prerequisite Individual Tasks. Automatic display of 'No supporting individual tasks' on report if step is empty.}*

Step ID	Task ID	Status	Title

Supporting Collective Tasks *{Task Level: Step 12 Supporting Collective Tasks; Step Level: Step 4 Sub-step 7 Supporting Collective Tasks. Automatic display of No supporting collective tasks on report if step is empty.}*

Step ID	Task ID	Status	Title

Prerequisite Collective Tasks *{Task Level: Step 11 Prerequisite Collective Tasks; Step Level: Step 4 Sub-step 8 Prerequisite Collective Tasks. Automatic display of 'No pre-requisite collective tasks' on report if step is empty.}*

Step ID	Task ID	Status	Title

Supporting Drill Tasks *{Task Level: Step 14 Supporting Drills; Step Level: Step 4 Sub-step 9 Supporting Drills. Automatic display of 'None' on report if step is empty.}*

Step ID	Drill ID	Status	Title

OPFOR *{Step 17 – OPFOR. Automatic display of 'No supporting OPFOR tasks' specified on report if step is empty.}*

Task Number	Title	Status

143

TDC – Drill Crosswalk

REFERENCES *{Task Level: Step 15 Supporting References; Step Level: Step 4 Sub-step 2 Reference. Access details to indicate required/primary. Automatic display of 'None' on report if step is empty. All tasks automatically marked as "Required". All tasks automatically marked as "Required".}*

Step Number	Reference ID	Reference Name	Required	Primary	Source Information

Training Setup *{Step 23 – Resources, Sub-step 1 – Training Setup. Automatic display of 'No Training Setup' on report if step is empty.}*

Training Facilities *{Step 23 – Resources, Sub-step 4 – Facility. Automatic display of 'No Training Facilities' on report if step is empty.}*

Facility ID	Facility Name	Facility Type

DODIC *{Step 23 – Resources, Sub-step 9 – DODIC. Automatic display of 'No DODIC' on report if step is empty.}*

DODIC	Name	Qty

Associated Documents *{Step 23 – Resources, Sub-step 10 Associated Documents. Automatic display of 'No Associated Documents' on report if step is empty.}*

Media ID	Media Type	Title	SubTitle

{Displays graphic multimedia here}

GLOSSARY TERMS *{Step 16– Glossary. Automatic display of 'No glossary items specified' on report if step is empty.}*

Glossary Term	Definition

ACRONYMS AND ABBREVIATIONS *{Step 30 – Acronyms and Abbreviations. Automatic display of 'No acronyms/abbreviations specified' on report if step is empty.}*

Acronym/Abbreviation	Definition

Unit Task List Crosswalk

(TOC) June 2016

UNIT TASK LIST

FOR AVIATION MAINTENANCE TROOP (AH-64/SHADOW)
Organization ID 01289R200

Approved *{System generated – workflow status}*
05 Aug 2015 *{System generated – date of last workflow change}*

Effective Date: 05 Feb 2015 *{Selected when approved}*

{Step 1 – General Information}

Distribution Restriction: Approved for public release; distribution is unlimited.
Destruction Notice: None
{Step 3 – Distribution Restriction}

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the (USAACE) foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

{Step 4 – Foreign Disclosure}

Collective Tasks
{Step 6 – Collective Tasks}

If none, displays 'There are no collective tasks associated to this UTL'

Sustainment *{Warfighting Function (WFF) selection made in Collective Task Step 1 – General Information.}*
Conduct Helicopter Maintenance (01-CO-9016) *{Hyperlink to task detail in report}*

Mission Command
Conduct Aviation Mission Planning/Preparation (01-CO-5198)
Provide Communications (63-CO-4040)
Perform Risk Management (34-PLT-0005)

Elements: *{Step 7- Elements and Missions}*
   AH-64 Repair Section
   Power Plant Team
   Power Train Team
   Structural Team
   Pneudraulics Team
   Systems Repair Section

Task Number: 01-CO-9016 *{Remaining data populated from the Collective Task selected in Step 6 – Collective Task. See Collective Task crosswalk for additional information.}*

Task Title: Conduct Helicopter Maintenance

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	TC 3-04.7	Army Aviation Maintenance	Yes	Yes
	AR 750-1	Army Materiel Maintenance Policy.	Yes	No

Conditions: The aviation maintenance elements receive mission requirements and the commander's guidance to conduct helicopter maintenance. The command post (CP) and assigned component and airframe repair platoons and sections are operational, digital communication systems functional and maintenance personnel available to conduct required helicopter maintenance support. Maintenance reports and requests are being received from aviation maneuver elements and sections on a 24-hour maintenance available basis. Aircraft historical records, logbooks forms and records, applicable aircraft forms and maintenance technical manuals are on hand. Repair parts, test equipment, tools, and Test Measurement and Diagnostic Equipment (TMDE) are serviceable, calibrated and available to conduct helicopter maintenance in support of assigned/attached aviation maneuver units. Supporting maintenance elements may encounter a Level I threat attack and/or a Chemical, Biological, Radiological, and Nuclear (CBRN) attack. Some iterations of this task should be performed in MOPP 4.

Standards: The aviation maintenance elements component and airframe repair platoon personnel successfully conduct helicopter maintenance and repairs in support of assigned/attached aviation maneuver units in accordance with (IAW) prescribed technical manuals, maintenance publications and the commander's guidance. Aircraft technical inspections are conducted IAW applicable technical manuals and publications. Safety procedures are adhered to and maintained throughout all aircraft maintenance procedures, repairs and inspections. Aircraft maintenance is successfully conducted and operational readiness rates are maintained in accordance with (IAW) Department of the Army (DA) standards.
Note: Task steps and/or performance measures of a collective task may not apply to every unit or echelon. Prior to evaluation, coordination should be made between evaluator and the evaluated units' higher headquarters to determine the task steps and performance measures that may be omitted during the scheduled evaluation.

Live Fire Required: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Assess
Operational Environment SQD & PLT	Training Environment (L/V/C)	Training/Authorized	% of Leaders Present at	% of Soldiers Present at	External Eval	% Performance Measures 'GO'	% Critical Performance Measures 'GO'	% Leader Performance Measures 'GO'	Task Assessment
Dynamic (Single Threat)	Night		100%	100%	Yes	>=91%		>=90%	T
			75-84%	>=80%		80-90%	All	80-90%	T-
Static (Single Threat)			65-74%	75-79%		65-79%		80-79%	P
	Day		60-64%	60-74%	No	51-64%	<All	<=64%	P- / U

Remarks: None

Notes: None

Safety Risk: Low

Task Statements

– Task Cue, Danger, Warning, Caution –

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
1. The aviation maintenance officer/technician or maintenance non-commissioned officer in-charge (NCOIC) assists with the			

monitoring and supervision of field level (unit/intermediate) maintenance conducted on work-ordered aircraft systems, subsystems or components.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1   2   3   4   5   M

COMMANDER/LEADER ASSESSMENT: T   P   U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: At mission-oriented protective posture 4 (MOPP4), performance degradation factors increases planning completion time.

NVG: Never

NVG Statement: None.

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	011-412-0084	Manage Aviation Logistics Operations	011 - Aviation (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s): None

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

{Report continues for each associated Collective Task}

TDC – UTL Crosswalk

Unit Task List

Elements and Missions Matrix

Organization ID: 01289R200

Organization Title: AVIATION MAINTENANCE TROOP (AH-64/SHADOW)

Organization Structure: *{Associated to the selected organization in Data Maintenance}*

01 - Troop Headquarters
02 - Quality Control Section
03 - Production Control Section
04 - Airframe Repair Platoon Headquarters
05 - AH-64 Repair Section
06 - Component Repair Platoon Headquarters
07 - Shop Section Headquarters
08 - Power Plant Team
09 - Power Train Team
10 - Structural Team
11 - Pneudraulics Team
12 - Systems Repair Section

{Associated to the selected organization in Data Maintenance}

Collective Task	CONDUCT FIELD LEVEL MAINTENANCE PROCEDURES	III/V PLT CONDUCTS FARP OPERATIONS	Movement and Maneuver warfighting functions	Plan Maintenance Operations	Protection Warfighting Functions	Provide Mission Command	Sustainment Warfighting Functions
01-BN-5125 **Plan Quick Reaction Forces (QRF) in Support of Aviation Missions**					*{Step 7 - Elements and Missions}*	01 - Troop Headquarters(Not Selected) 04 - Airframe Repair Platoon Headquarters(Not Selected) 06 - Component Repair Platoon Headquarters(Not Selected)	

Individual Critical Task List Crosswalk

([TOC](#)) January 2015

Individual Critical Task List

11B20, Infantryman – Version 1.00
Enlisted, MOS: 11B, Skill Level: SL2

{Step 1 – General Information; Step 2 - Specialty}

Approved
07 Feb 2014

Effective Date: 07 Feb 2014

Distribution Restriction: Approved for public release; distribution is unlimited.
Destruction Notice: None
{Step 6 – Distribution Restriction}

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the (USAACE) foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

{Step 7 – Foreign Disclosure}

Target Audience: *{Step 3 – Target Audience}*

Total Number of Tasks: 74 *{System Generated}*

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "OP" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl

Subject Area 1. ANTITANK WEAPONS

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
071-054-0001	Prepare an M136 Launcher for Firing	OSUT	AN	1-2
071-054-0002	Restore an M136 Launcher to Carrying Configuration	OSUT	AN	1-4

Subject Area 2. BASIC INDIVIDUAL SKILLS

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
061-283-1002	Locate a Target by Grid Coordinates	OP	SA	1
071-312-4004	Lay an M249 Machine Gun Using Field Expedients	OP	AN	1-4

{Step 4 – Tasks}