

Critical Task Site Selection Board

Task Selection Board Members Responsibilities & Instructions

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

- a. The Facilitator will lead the discussions, advise board members on procedural matters, provide guidance on the analysis process, task definitions, task selection criteria, and ensure freedom of expression by allowing each member to present his/her argument.
- b. Each board member will have one vote. The chairman of the board will resolve any tie votes. Board members will recommend changes, provide technical information/advice, participate in discussions, and determine criticality of each individual task. The facilitator will defer disputes, board members complete statement of non-concurrence stating the disagreement and justification for the non-concurrence for each disagreement. All documents will be retained as part of the analysis audit trail.
- c. Training developers will advise board on educational, analysis, and procedural matters to include learning product development process, task definitions, task performance data, and task selection criteria.

Introduction and Explanation of Terms

A **job analysis** is the process used to identify the individual critical tasks required to successfully accomplish a mission and duties as well as survive in the full range of military operations, and/or must be performed to support the completion of a collective task (TR 350-70, 6-13).

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

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

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

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

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

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

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

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