

Fires Center of Excellence
Directorate of Training and Doctrine (DOTD)
Critical Task Site Selection Board (CTSSB)
Knox Hall, Building 700
Fort Sill, OK 73503
<http://sill-www.army.mil/DOTD/CTSSB/>



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

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

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

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

We look forward to your arrival.

CTSSB Website: <http://sill-www.army.mil/DOTD/CTSSB/>

CTSSB Important Information

Purpose of CTSSB:

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

Criteria:

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

- Soldiers performing the tasks within the AOC/MOS
- Soldiers one skill-level higher
- Voting members of a CTSSB must be from FORSCOM, USAR, and ARNG units (TRADOC Pamphlet, 350-70-1, 24 Feb 2012).

Admin:

- Duty Uniform will be the uniform for each day.
- CTSSB will be in a conference/classroom located at Knox Hall

Lodging:

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

- Travel will be the day before and the day after the CTSSB.
- POV Travel. The cost of POV travel can be obtained at the link below.
<http://www.gsa.gov/portal/content/100715>
- Air Travel. Schedule your travel to arrive Lawton Municipal Airport, (LAW) Lawton, OK.
- The rental car authorizations for each CTSSB team will be dependent on number of travelers flying or driving and arriving from which locations. Please coordinate in advance to ensure you are authorized to draw a rental car.
- DTS Worksheet link:
<https://www.defensetravel.dod.mil/CnstTvl/>

There are three agencies at the Lawton Municipal Airport for those authorized Rental Vehicles:

Budget Rent A Car 1-800-527-0700 1-580-355-0330 (local)	Hertz Car Rental 1-800-654-3131 1-580-355-6789 (local)	Enterprise Rent A Car 1-800-261-7331 1-580-355-0330 (local)
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- **The Airport Fort Sill Military Information Center is located in the baggage claim area; [See airport map below.](#)**

Meals:

- On the days of travel, per diem is 75% of the Fort Sill area.
- Full per diem is authorized throughout the dates of the board.
- There are numerous eating establishments on and off Fort Sill Installation.
- While on Fort Sill, there is a consolidated dining facility for your use. See Fort Sill local Area page to identify location.

Note:

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

Lawton Municipal Airport

