

ATTACHMENT 0023
CRITICAL TASK LIST FOR CASCOM

1. The contractor shall consider the following guidance when developing the Critical Task List.
2. Contents of the Critical Task List (CTL) shall list duties and tasks, sources for the duties and tasks, and whether each duty and task will be taught at the knowledge (K) level or the skill (S) level. Each entry in the CTL shall be numbered. NOTE: Duties are numbered 1.0, 2.0, 3.0, and so on. The task numbers look like 1.1, 2.1, and 3.1. If there are five tasks for duty 2.0, they would be numbered 2.1, 2.2, 2.3, 2.4, and 2.5. These numbers will be the same numbers assigned to the terminal objectives and enabling objectives developed from the duties and tasks.
 - (a) Duties are a major part of a job and directly support the Course Mission Statement. Duties take up most of the work time, and happen often during the work cycle. A duty must begin with an action verb that is observable and measurable. The duty must end with an object that the verb acts upon. Duties are made up of tasks.
 - (b) Tasks are the key parts of a duty. Tasks are independent segments of a job that are completed in a fairly short amount of time. Tasks are not components of a procedure. Like duties, task statements must be observable and measurable. They should be written with an action verb and end with an object.
 - (c) Sources are all of the documents, references, and other information used to create the duties and tasks that appear in the course material. Information cited in a source includes the source name, its acronym, title of the document or reference, volume number, page number, and if necessary, paragraph number. Duty and task statements can have more than one source.
 - (d) Sources are all of the documents, references, and other information used to create the duties and tasks that appear in the course material. Information cited in a source includes the source name, its acronym, title of the document or reference, volume number, page number, and if necessary, paragraph number. Duty and task statements can have more than one source.
 - (e) Knowledge (K) indicates the duty/task will be taught to the knowledge level only. Students will do any of the following: (1) Recall/recognize terms, facts, rules, methods, procedures, and concepts; (2) comprehend procedures, concepts, rules or principles; (3) explain how to perform a duty or task; (4) analyze, synthesize, or evaluate information, procedures, and solutions. Compare to the definition for Skill.
 - (f) Skill (S) indicates the duty/task will be taught at the skills or 'hands-on' level. Students will actually perform the duty/task.