

**DATA ITEM DESCRIPTION**Form Approved  
OMB No. 0704-0188

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1. TITLE  
INSTRUCTIONAL PERFORMANCE REQUIREMENTS  
DOCUMENT

2. IDENTIFICATION NUMBER  
DI-ILSS-81518

## 3. DESCRIPTION/PURPOSE

3.1 This document provides mission, and collective and individual task information. This document also provides listings of knowledge, skills, attitudes, and learning objectives for the tasks that have been selected for training. The instructional performance requirements document contains data necessary to support the design of a training program.

4. APPROVAL DATE  
(YYMMDD)

960926

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

N/AS/PMA205

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

## 7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the instructional performance requirements document. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.2 and 4.3.2.

7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.

7.3 This DID supersedes DI-ILSS-81077, DI-ILSS-81078, DI-ILSS-81079, DI-ILSS-81080, DI-ILSS-81081, DI-ILSS-81083, DI-ILSS-81097, and DI-ILSS-81098.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

N7195

## 10. PREPARATION INSTRUCTIONS

10.1 Style and format. Contractor format is acceptable.

10.2 Content. The instructional performance requirements document shall provide the following:

10.2.1 Front matter. The content of front matter shall be in accordance with Appendix A of MIL-PRF-29612.

10.2.2 Introduction. The introduction shall specify the purpose, scope, and intended use of the instructional performance requirements document, as well as the background information and a description of the methodology used in each of the analyses utilized to develop the information.

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## 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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## Block 10, Preparation Instructions (Continued)

**10.2.3 Part 1: Mission, and collective and individual task data.** The task data contains the requirements for the mission, and collective and individual tasks as follows:

10.2.3.1 Mission information. This data shall consist of the following:

- a. Organization.
- b. Echelon.
- c. Mission objectives.
- d. Stated missions related to unit mission.
- e. Implied missions related to each stated mission.
- f. Mission scenarios (e.g., combat functions, aircrew, tank crew).
- g. A description of the segments for each of the missions. (Each mission phase or segment consists of a collection of related functions and tasks with a common outcome, timing, and contribution to total mission performance.)
- h. Mission profile to include:
  - (1) Mission map/chart descriptions.
  - (2) Graph and scale descriptions.
  - (3) System and operator requirements.

10.2.3.2 Collective and individual task information. The task information shall consist of the following:

- a. Analyst and reviewer identification.
- b. Date of analysis.
- c. Task category (e.g., collective or individual).
- d. Task type (e.g., cognitive or psychomotor).
- e. Task identification number.
- f. Task title.
- g. Task description, to include a single unit of specific work behavior with clear beginning and ending points.
- h. Task performance steps.
- i. Subordinate tasks for each task.
- j. Elements within each subordinate task.
- k. Task conditions.
- l. Task standards.
- m. Initiating cues.
- n. Tools, equipment, and materials related to the task.
- o. Performance measures for each task.
- p. Relationship of collective tasks to individual tasks.
- q. List of all individual tasks for each collective task.
- r. Occupational specialties performing task.
- s. Skill levels performing task.
- t. Proficiency codes for each task.
- u. Relationship of tasks related to each mission.
- v. Environmental, safety, and risk analysis requirements.
- w. Proponent related to task.



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## Block 10, Preparation Instructions (Continued)

- x. Organization related to task.
- y. Echelon related to task.
- z. Training task selection criteria for each task:
  - (1) Criticality of performance value.
  - (2) Frequency of performance.
  - (3) Probability of inadequate performance.
  - (4) Training emphasis rating.
  - (5) Difficulty of performance.
  - (6) Task delay tolerance.
  - (7) Percentage of personnel, by occupational specialty and skill level, who perform the task.
  - (8) Other.
- aa. Identification number and title of the following type references to the task:
  - (1) Manning documents.
  - (2) Field manuals and doctrinal publications.
  - (3) Technical manuals.
  - (4) Equipment requirement documents.
  - (5) Basis of issue plan.
  - (6) Other.
- ab. Combat functions related to the task.
- ac. System related to task (e.g., weapon system, information system, management system).
- ad. Information requirements shall include input information, decision/judgmental requirements, information processing information, control adequacy of feedback response, and acceptable feedback results.
- ae. Diagram requirements shall include task diagrams to clarify task descriptions where applicable. (Diagram types could include tabular, functional flow, hierarchical input/output process, operational sequence, and others.)

10.2.3.3 Task lists. The task lists shall be comprised of:

- a. All collective task titles.
- b. All individual task titles.

10.2.3.4 Training data matrix. The training data matrix shall identify the system level or subsystems/equipment, and the task to be performed. It shall also include a matrix listing of the system level and subsystem/equipment level.

10.2.3.5 Task information summary and clarification. The summary shall include the data collector's qualification of collective and individual task information in the context of current and future operations.

**10.2.4 Part 2: Training task data**. The training task data shall include listings of knowledge, skills, and attitudes for the tasks that have been selected for training. The training task data shall include:

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## Block 10, Preparation Instructions (Continued)

10.2.4.1 Training task lists. Listings of training tasks shall be provided as follows:

- a. Collective training tasks with knowledge, skills, and attitudes for each collective training task.
- b. Individual training tasks with knowledge, skills, and attitudes for each individual training task.

10.2.4.2 Collective and individual training task data. Collective and individual training task data shall include the following for each task selected for training:

- a. Collective and individual training task data shall contain:
  - (1) An indication if the training task can be supported using job aids.
  - (2) Type of training task (e.g., collective or individual).
  - (3) Training task number.
  - (4) Training task statement.
  - (5) Training task conditions.
  - (6) Training task standards.
  - (7) Training task cues.
  - (8) Performance measures.
  - (9) References.
  - (10) Instructional setting.
  - (11) Task learning difficulty.
  - (12) Notes.
- b. The training task hierarchies data shall contain training tasks arranged in a hierarchical relationship to describe the superordinate, ordinate, subordinate, and sequential relationship among training tasks by learning level and type.

10.2.4.3 Training exercise data. Training exercise data shall include the following:

- a. Exercise title used for training each collective task.
- b. Military training program number.
- c. Exercise number.
- d. Threat situation for exercise or drill.
- e. Results of war gaming exercise or drills.
- f. Objective of exercises or drills.
- g. Relationship of exercise with exercises of subordinate units.
- h. Approvals (e.g., analyst, reviewer, revisions, with dates).
- i. Operating systems supported by exercises.
- j. Training equipment required.
- k. List of all collective tasks associated with exercise.
- l. List of all individual tasks associated with exercise.



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## Block 10, Preparation Instructions (Continued)

**10.2.5 Part 3: Learning objectives data.** The Learning Objectives (LO) data shall include information related to the design of training courses as follows:

10.2.5.1 Training course data. Training course data shall include the following:

- a. Course title.
- b. Course mission statement.
- c. Course length.
- d. Class size data.
- e. Course LO.
- f. Terminal Learning Objectives (TLOs).
- g. Topic LOs.
- h. Enabling Learning Objectives (ELOs) for each TLO.
- i. Knowledge, skills, attitudes, and information required for each ELO.
- j. Trainee prerequisite knowledge and skills required for each ELO.
- k. Hierarchies of ELOs and TLOs based on types and levels of learning.
- l. Collective training task LOs.
- m. Individual training task LOs.
- n. Strategy for combining, sequencing, and presenting LOs.
- o. Setting for each course or LO.
- p. Learning events and activities for each ELO.
- q. Media selected for each LO.
- r. Instructional methods selected for each LO.
- s. Functional area supported by TLO.
- t. Safety requirements/risk analysis and environmental concerns for each LO.
- u. Notes.
- v. Training sequence lists.
  - (1) Training sequence list for each ELO in a TLO.
  - (2) Training sequence list for each LO in a course.
  - (3) Training sequence list for events and activities for each LO.
  - (4) Profile item to topic objective assignment chart.
- w. Learning objective to training task cross-reference.
  - (1) Lists of tasks supported by each LO, with task number and Program of Instruction (POI) number.
  - (2) LOs supporting each task, with task number and POI number.
- x. References for each LO.

10.2.5.2 Learning objective hierarchies and flow diagrams. These diagrams shall contain LOs arranged in a hierarchical relationship with flow diagrams to describe the superordinate, ordinate, subordinate and sequential relationship among LOs.

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## Block 10, Preparation Instructions (Continued)

10.2.5.3 Learning analysis summary. The learning analysis summary shall contain the mission statement, course objective, TLO, ELO, and the knowledge, skills, and attitudes to support the LOs. The summary shall provide a listing of LOs and the knowledge, skills, and attitudes required to perform the tasks. The summary shall be arranged in a sequence appropriate for presentation.

**10.2.6 Part 4: Knowledge, skills, and attitudes analysis data**. This data shall include the following:

10.2.6.1 Procedures. This data shall describe the methods and procedures used to conduct the analysis of knowledge, skills, and desired attitudes. It shall also provide detailed narratives, descriptions, flow diagrams, and other information on any taxonomies, typologies, or classification strategies used to identify knowledge, skills, and attitudes.

10.2.6.2 Knowledge, skills, and attitudes profiles. These profiles shall include evaluation results and profiles of perceptual/motor skills, cognitive tasks, knowledge requirements, information processing skills, and desired attitudes for each critical task identified.

10.2.6.3 Category of knowledge. The category of knowledge (e.g., general, physical, functional interface, operational maintenance, or documentation) and the associated item number for each knowledge required shall be provided.

10.2.6.4 Category of skills. The category of skills (e.g., operation or maintenance) and the associated item number for each skill required shall be provided.

10.2.6.5 Target population/entry skills analysis data. This data describes the results of the target population analysis conducted for each unique population type. It shall include evaluation reports and skill/knowledge profiles. These reports shall also contain estimations of the degree of retention, comprehension, and proficiency the target student population already possesses for the task and task activities identified to be trained. (Results of this analysis data establishes the training requirements baseline for each personnel type.)

10.2.6.6 Master task/skills data. This data shall contain the master task/skills lists for each type personnel. Lists shall be provided that show codes assigned to knowledge, skills, and task proficiency and allocated to each qualification level for each type personnel skill area.

10.2.6.7 Personnel Performance Profile (PPP) table. This shall contain the PPP table type (e.g., system, subsystem, equipment, task/function, or background).

10.2.6.8 Training Objective Statements (TOS). The TOSs shall contain pre-prepared statements which shall be modified by amending, adding, or deleting to describe the various levels (e.g., perform normal operations vice casualty operations) and types (e.g., operate vice maintain) of job-related training. (The TOSs describe both knowledge, skills, and attitudes. Use of the TOSs, by selecting and modifying the appropriate ones, allows a training program to be readily and easily described and eliminates the repetitive requirement for writing descriptive statements of training each time a training program is developed.)



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## Block 10, Preparation Instructions (Continued)

10.2.6.9 Table Assignment Matrix (TAM). The TAM shall contain lists that provide PPP table identifiers which are designated for training in a particular training program for the personnel categories.

10.2.6.10 Training Path Chart (TPC). The TPC shall provide a graphic representation of a complete training path/pipeline for an occupational specialty.

10.2.6.11 Training Level Assignments (TLA). The TLA shall contain a column matrix arranged in PPP table number sequence. One column shall be used to enter the PPP item numbers/letters of corresponding PPP items to be trained. Training objective statement alphanumeric codes, corresponding with the TOS task set chosen for training, shall be placed at the head of each of the remaining columns. Training level assignment applicability indicators, consisting of alphanumeric characters corresponding to the various training environments, shall be placed to the right of each PPP item number to show where that item will be trained.

**10.2.7 Part 5: Mission Performance Standards (MPS)**. The MPS shall include the following:

- a. Number and title of the unit task.
- b. Combat conditions under which each unit task will be performed to include any equipment, tools, or manuals available to the unit as well as any environmental constraints.
- c. Criteria that constitute acceptable performance of the unit task.
- d. Evaluator instructions that provide general information which will be useful during the evaluation process.
- e. The designation (KI) shall be placed at the end of each statement of standards, to identify standards that are essential to unit performance of a task or that require additional explanation.

**10.2.8 Part 6: Individual Training Standards (ITS)**. The ITS shall contain the following:

10.2.8.1 ITS system data. ITS system data shall include:

- a. Occupational field title.
- b. Job data:
  - (1) Job description
  - (2) Functional area title.
  - (3) Occupational specialty skills titles.
- c. Description of the ITS development process.
- d. ITS numbering system description.
- e. Description of the use of ITSs.
- f. Description of the maintenance of ITSs.
- g. Listing of training devices and equipment.
- h. Listings of explosives required.
- i. Environmental and safety hazards descriptions.

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Block 10, Preparation Instructions (Continued)

10.2.8.2 ITS listings. ITS listings shall be provided for each occupational field duty area as follows:

- a. Task description.
- b. Conditions.
- c. Standards.
- d. Performance measures.
- e. Performance steps.
- f. References.
- g. Administrative instructions.

10.2.8.3 Index of tasks. This index shall include an explanation of all abbreviations and shall also include the following information in table format:

- a. Task number.
- b. Task.
- c. Formal School (FS).
- d. Managed On the Job Training/Sustainment (MOJT/SUST).
- e. Lowest grade required to perform this task.

10.2.8.4 Common ITS listing. This listing shall include a cross-reference of ITS common to more than one occupational skill area within an occupational field. The listing shall contain the following:

- a. General (explains the common listing).
- b. Format (explains the format of the common listing).
- c. Task titles, listed in one column with the common task numbers listed in a second column.

10.2.8.5 Table of contents. A listing of task numbers and titles shall be given for each duty area.