

**ADDENDUM I**  
**FORMAT FOR DOCUMENTING THE TASK-TO-TRAINING MATRIX**

Intentionally Blank

## **FORMAT FOR DOCUMENTING THE TASK-TO-TRAINING MATRIX**

### **Directions:**

1. Once tasks are assigned to training topics, type the original duty area along with the tasks under it and indicate under "Training Level" whether the item is T-train task, OT-overtrain task, PT-pre-train task, or an NT, non-formal train task. If training settings were determined during the seminar, indicate these under the "Setting" header. Next, indicate where in the program the training will take place (i.e., initial training, continuing) under the "Frequency" header.
2. The remaining information, primary procedure, OJT Guide Number and JPM number will be filled out by the facility training personnel as the training materials are developed.
3. Give the facility a hardcopy and disk copy of this document for them to continue to fill out as the training is developed.

## Task-to-Training Matrix

Task #	Task Description/Duty area	Train Level	Setting	Frequency	Lesson Plan Number	Primary Procedure	OJT Guide Number	JPM Number
<b>Job Position</b>								
Duty Area								
A-1								
A-2								
A-3								

Reviews: Table-Top Training Design Committee

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_