

AMEDD MEMO 350-2  
Automated Systems Approach to Training (ASAT)

This memo is still in effect and will be updated once Atoms and Army Training Information Architecturer (ATIA) are implemented.

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AMEDDC&S Memorandum  
No. 350-2

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Training  
AUTOMATED SYSTEMS APPROACH TO TRAINING (ASAT)

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
2. **PURPOSE.** This publication describes the procedures and responsibilities for the Automated Systems Approach to Training (ASAT) program. Its objective is to provide guidance regarding the processes and products of ASAT software.
3. **REFERENCES.**
  - a. U.S. Army Training and Doctrine Command Regulation 350-70, Systems Approach to Training Management, Processes, and Products.
  - b. U.S. Army Training and Doctrine Command Pamphlet 350-70-1, Guide for Producing Collective Training Products.
4. **SCOPE.** This publication is applicable to all U.S. Army Medical Department Center and School (AMEDDC&S) staff and faculty. It provides general guidance on the identification, access, use, and proponentcy of AMEDDC&S corporate data on the ASAT, its modules, and other automated training development systems.
  - a. The ASAT is a training information and doctrine management system that provides task creation, task management, and training product and doctrine creation capabilities. The functional areas in ASAT include the Collective and Individual Modules, Combined Arms Training Strategies (CATS), Program of Instruction Management Module (POIMM), and the Doctrine Module. The Collective Module allows training developers to develop collective tasks, Mission Training Plans (MTPs), and Drill Books. The Individual Module allows for development of individual tasks, Soldier Training Publications (STPs or Soldier's manuals), Training Support Packages (TSPs), and lesson plans. The CATS Module produces CATS to include resourcing information. The POIMM produces a program of instruction (POI) from lesson plan and task data. The Doctrine Module accommodates development and staffing of doctrine products using Microsoft Word, document comment management, and an Electronic Staffing Module.
  - b. The ASAT application is integrated with the Standard Army Training System (SATS), the Automated Instructional Management System - Personal Computer (AIMS-PC), and POIMM. The link with SATS supports WARFIGHTER XXI capabilities as outlined in the Army Training XXI (ATXXI) Campaign plan. This plan requires the proponent schools to use ASAT to build CATS and TSPs for use by the unit commanders. Essentially, ASAT is the foundation tool for all task-based information utilized by the unit via SATS and the General Dennis L. Reimer Digital Library (RDL). The ASAT provides lesson plan and task data to the POIMM for the automated building of a POI and course administrative data (CAD) by training developers. The ASAT includes an import/export capability

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that allows proponents to upload information to the data repository of the RDL for download by other ASAT and SATS users and use by the RDL. The ASAT also produces reports in Rich Text Format (RTF) that can then be Hyper Text Markup Language tagged.

#### 5. RESPONSIBILITIES.

a. Dean/Commandant, Academy of Health Sciences (AHS). The Dean/Commandant, AHS, has overall responsibility for training information and coordination of total task management in U.S. Army Training and Doctrine Command (TRADOC)-initiated applications such as ASAT.

b. Assistant Commander for Force Integration (ACFI). The Director, Combat and Doctrine Development, ACFI, has overall responsibility for doctrine development, coordination, and management in the TRADOC-initiated application of the ASAT Doctrine Module. General guidance for doctrine development responsibilities can be found in TRADOC Regulation 350-70, Chapter II-6-4. This module is used only by the combat developer to accomplish the following within the AMEDDC&S.

- (1) Initiate new or revise existing field manuals.
- (2) Associate, link, and integrate doctrine and training information.
- (3) Integrate and organize staffing reviews and comments throughout the drafting process.
- (4) Integrate doctrine development with the current training development module of ASAT.
- (5) Staff new and revised doctrine literature publications.
- (6) Review training materials as they are staffed to ensure they reflect current doctrine.
- (7) Integrate new systems.

c. Information Technology Business Center (ITBC), U.S. Army Medical Department Center and School (AMEDDC&S) & Fort Sam Houston (FSH). The ITBC is responsible for the overall administration and maintenance of the AMEDDC&S & FSH local area network. It provides the ASAT system administrators access necessary to perform their daily functions (i.e., distribute software upgrades, assign/delete passwords, backup functions, upload/download data, etc.). The ITBC assists the Department of Academic Support and Quality Assurance (DASQA) in the maintenance of hardware and operating system software (i.e., Windows 4.0 clients), providing software to users as requested or required.

d. Individual Training Departments. The AHS training departments; 232d Medical Battalion, Center Brigade; and the Noncommissioned Officers Academy are responsible for the ASAT individual training development process. General guidance for the individual process can be found in TRADOC Regulation 350-70, Chapter VI. Each element is responsible for identifying, developing, modifying, or changing individual tasks for which it is the proponent, as well as the following functions generally performed and/or managed by the Instructional Systems Specialists with subject matter expert (SME) input or review when required:

- (1) Identify individual critical tasks through the job analysis process and recommend for approval by the efforts of the Critical Task Selection Board.

(2) Develop task performance specifications for each individual critical task, including job performance conditions, standards, performance steps, and performance measures. Guidance to begin the process of entering task data into ASAT is found at Appendix A. A list of the minimum tabs requiring completion in the task management database is at Appendix B.

(3) Analyze, design, and develop training strategies, programs, and products to respond to customer requirements in support of the AMEDDC&S.

(4) Translate critical tasks, supporting skills, and knowledge into learning objectives for training. Guidance on numbering and entering skills and knowledges is at Appendix C.

(5) Develop lesson plans that support each critical task. To determine Resource Identification Numbers (RIDs) for lesson plan numbers, see Appendix D. Additional/complementary information is available on-line by using the HELP function within the ASAT program.

(6) Monitor fielded training products (e.g., Soldier Training Publications (Soldier's manuals), Army Correspondence Course Program (ACCP) subcourses, and training manuals) to identify those which are outdated and coordinate with the Department of Distance Learning Services (DDL) to revise/replace the products.

(7) Validate individual training products and materials for use in individual training programs.

e. Department of Academic Support and Quality Assurance. The DASQA provides the overall automation management of individual task identification, development, standardization, and quality assurance of training data.

(1) The Training Systems Support Branch (TSSB), DASQA:

(a) Provides system administration support for ASAT and the modules subsumed by ASAT (POIMM, AIMS-PC, Logic eXtension Resources (LXR) test and Designers Edge).

(b) Maintains the security system consisting of five distinct levels of security. These levels of security provide the means and methods to secure access to data in the applications, such as access rights to the program, certain functions, and data. They are as follows:

- 1 User ID/Password.
- 2 User Group.
- 3 Power Panel.
- 4 Database Table.
- 5 Low-level Security.

(c) Uploads training data to the RDL.

(d) Develops training documentation for the systems and assists the Staff and Faculty Development Branch, DASQA, with staff training.

(e) Provides assistance to customers in POI and task development through ASAT and POIMM. A list of the minimum tabs required for completion of the POI is at Appendix E.

(2) The Evaluation and Standardization Branch (ESB), DASQA:

(a) Assigns task numbers.

(b) Maintains the Training Requirements Analysis System (TRAS) repository. The ESB monitors currency and status of training documents, to include those produced by ASAT.

(c) Evaluates task data integrity and standardization.

(d) Acts as common, shared, and proponent individual task manager, ensuring that the provisions of TRADOC Regulation 350-70, Chapter VI-3, are met.

(3) The Staff and Faculty Development Branch, DASQA, in conjunction with the TSSB, conducts training in the ASAT and other modules that require instructor and manager use participation.

f. Department of Training Support (DTS). The DTS is responsible for the ASAT collective training development processes. General guidance for the collective process is found in TRADOC Regulation 350-70, Chapter V. The Army Training and Evaluation Program Branch, DTS, will:

(1) Conduct unit training assessment to identify collective training requirements.

(2) Identify critical collective tasks.

(3) Establish critical collective task standards.

(4) Develop critical collective task steps.

(5) Produce collective training products, to include MTPs, Drill books, and CATS.

(6) Export collective training products and data to the RDL.

(7) Import collective and support data from other sources for use in MTP and CATS development.

g. Department of Distance Learning Services. The DDL is responsible for the development/revision of individual training products (e.g., Soldier Training Publications (STPs), ACCP subcourses, training manuals) which are based upon ASAT individual task data. General guidance for the individual product processes is found in TRADOC Regulation 350-70, Chapters VI and VII. The Multimedia Development Branch, DDL, will:

(1) Coordinate with the ESB on the issue of task numbers and identifying task proponency (see Appendix A).

(2) Facilitate revision and final product preparation for STPs, training literature, and common-core materials using ASAT data.

(a) Review draft materials for compliance with TRADOC Regulation 350-70.

(b) Prepare coordinating draft products and staff them with TRADOC/Army Training Support Center.

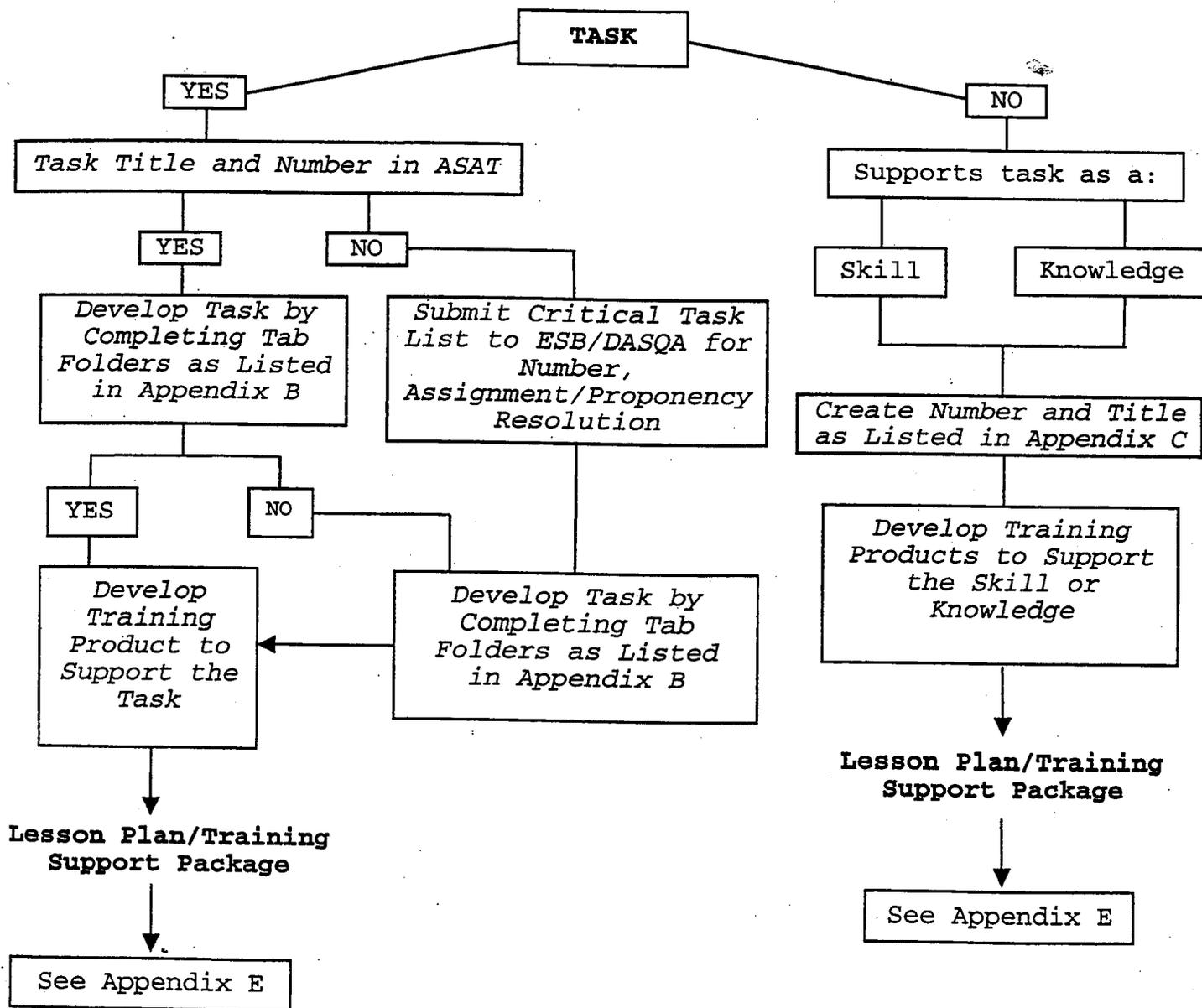
(c) Prepare final products for electronic publication and update the digital library data repository.

(3) Facilitate updating of ACCP subcourses and conversion of subcourses for inclusion in the RDL, following general guidance for the ACCP found in TRADOC Regulation 350-70, Chapter VI-9-1.

6. Interservice Training Review Organization (ITRO) courses hosted by other services for Army military occupational specialty (MOS) or additional skill identifiers (ASIs), will include a requirement for task and lesson plan development in the ASAT database. The AMEDDC&S proponent teaching department will have ASAT responsibility for the development and maintenance of the task and lesson plan database in order to facilitate production of soldier training products such as the Soldier's Manual. Lesson plan data will be available for unit sustainment training purposes. If necessary to support an AMEDDC&S directive or initiative, a POI can be developed and staffed using the ASAT data.

APPENDIX A  
RECORDING DATA IN ASAT

1. Use the following guidance to begin the process of putting your training data into the ASAT system. Linking the lesson plan (LP) and other training products to approved tasks is the goal. Many collective and individual tasks from all schools are in the ASAT database. Other schools may be the Army's proponent for tasks and/or lessons taught at/by the Army Medical Department. When this is the case, lessons will be linked to the proponent school's task.
2. Ensure all tasks selected by the task selection board are in ASAT.
3. Determine if there is a task to which you can link your LP or training product, or if the training product is based on a skill or knowledge of a task.
4. Is it a Task?



5. Task numbering issues will be resolved by ESB, assisted by the Multimedia Development Branch, DDLs.
6. Task proponency issues will be resolved at the lowest levels as follows:
  - a. Department to department.
  - b. Department of Academic Support and Quality Assurance.
  - c. Office of the Dean.
7. All LPs for a course will be in ASAT. All LPs will be linked to tasks either directly or to a skill/knowledge.
8. Task data should be developed prior to development of a lesson plan.

APPENDIX B  
INFORMATION REQUIRED IN ASAT FOR INDIVIDUAL TASK DEVELOPMENT

1. Minimum tab folders that must be completed in ASAT for task development:

a. Task Data Tab. The Data Tab is a detail tab and contains the following fields from the Individual Task table:

(1) Title: Enter the individual task title (not to exceed 164 characters). It must contain an action verb, an object, and may contain a qualifier. Proposed task titles may be edited if the user has rights to the task.

(2) School: Select the appropriate developing agency.

(3) Component: Select the appropriate component designation: Active, Reserve, or Both. Default is Active.

(4) Common Core: Select Yes or No to identify a common core task. Default is No.

(5) Common: Select Yes or No to indicate whether a task is performed by every soldier in a specific skill level regardless of MOS or branch. Default is No.

(6) Critical: Select Yes or No to indicate whether a task is critical. An individual task is critical when it must be performed to accomplish the mission and survive in the full range of Army operations. Critical tasks must be trained. Default is Yes.

(7) Staff Task: Identifies a task that is performed at the unit staff level (Yes or No indicator). Default is No.

(8) Night Vision: Select Yes or No to indicate whether night vision equipment is required to perform the task. Default is No.

(9) Supervisory Requirement: Select Yes or No to indicate whether supervision is required to perform the task. Default is No.

(10) Mission-Oriented Protection Posture (MOPP): Select Never, Sometimes, or Always to indicate when this task is performed in MOPP conditions. Default is Never.

(11) System Help ID: This field identifies the help ID to be contained within embedded software. The information entered here transfers to the System Help ID field on the Enabling Learning Objective (ELO) Data tab in the lesson plan when task information is copied into a lesson plan. This information is used by embedded software system developers only.

(12) Restrict Read: This drop down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, SME/analyst, or system administrator). If the restrict read is set to Yes, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the restrict read is set to No, users will have viewing and modification privileges as

defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

(13) Approved: A display only field. It is accessible only through the Manage Individual Tasks menu option on the Power Panel.

(14) Obsolete: A display only field. It is accessible only through the Manage Individual Tasks menu option on the Power Panel.

(15) The Approved and Obsolete Dates cannot be edited on this window. Use the Manage Individual Tasks option to affect these fields.

b. Administrative Data Tab. This is a detail data tab used to identify administrative type information about the task, such as the point of contact, the analyst/SME, the date analysis was initiated and completed, and the person proposing development of this individual task. When a selection is made for the Point of Contact Name and the Analyst/SME fields, the Address, Email, and Phone Number fields will fill automatically, if that information has been entered in the Personnel Maintenance table in the General section of the Support Module. The format for the Analysis Initiated and Completion Date fields is DDMMYYYY. The month is entered automatically when the first letter is entered, but may be typed over.

(1) Point of Contact: Select the point of contact for this task. List displayed is from the Personnel Maintenance table in the Support Module.

(2) Analyst/SME: Select the name of the Analyst/SME. List displayed is from the Personnel Maintenance Table in the Support Module.

(3) Analysis Initiated: Enter the date on which task analysis was initiated. Date format is DDMMYYYY.

(4) Completed: Enter the date on which task analysis was completed. Date format is DDMMYYYY.

c. Conditions Tab.

d. Standards Tab.

e. Supporting Products (references) Tab.

f. Equipment Tab.

2. The Training Information Outline is also mandatory and is a separate button on the tool bar (see ASAT users manual 6.5.3.1).

3. Chapter 6 of the online users manual addresses task development using ASAT.

APPENDIX C  
SKILLS AND KNOWLEDGES

Skills and knowledges will be numbered using the following format:

a. 081-resource ID as listed in Appendix D - Area Of Concentration/MOS/ASI or specialty (if neither of these applies create a 3-digit code that identifies a skill or knowledge with a course)- XXXX.

081-RI-AOC/MOS/ASI-XXXX

b. For example, a knowledge created by Department of Healthcare Operations for the Officer Basic Course could be numbered:

081-HS-OBC-XXXX

APPENDIX D  
RID NUMBERS FOR TRAINING ACTIVITIES

<u>TDA</u> <u>PARA</u>	<u>TRAINING</u> <u>ACTIVITY</u>	<u>ID#</u>	<u>TDA</u> <u>PARA</u>	<u>TRAINING</u> <u>ACTIVITY</u>	<u>ID#</u>
240	AMEDD NCO ACADEMY	WX	540	DEPT NURSING SCIENCE (DNS)	NZ
241	BASIC NCO COURSE	WV	541	OR BR	NO
242	ADV NCO COURSE	WY	542	ARMY NURSE DEV BR	NI
			543	ANESTHESIA BR	NE
250	DEF MED RED TNG INST (DMRTI)	JZ	544	PRAC NURS DIAL TECH BR	NP
252	RESIDENT INSTRUCTION	JR			
253	NONRESIDENT INSTRUCTION	JN	550	DEPT HEALTHCARE OPS (DHO)	HZ
			551	SUPPORT BR	HA
310	187TH MEDICAL BATTALION	BZ	552	COMB ARMS BR	HC
			553	LEADER DEV BR	HS
320	232D MEDICAL BATTALION	CZ	554	MEDICAL OPS BR	HO
			555	HLTH SVC MAINT BR	
340	COMBAT MEDIC TRAINING		556	PNT ADM BR	HP
341	ADM/OPS DIVISION		557	LOGISTICS MGT BR	HM
342	IET DIVISION	C1	558	MIL LAW BR	HL
343	ADV TNG DIVISION	C2	559	DMSET BR	HE
344	TNG SPT DIVISION	C3			
			560	DEPT VETERINARY SCIENCE (DVS)	VZ
510	DEPT MEDICAL SCIENCE (DMS)	MZ	561	ADM & ACAD SPT BR	VA
511	ADM OPS BR	MA	563	ANIMAL MEDICINE BR	VM
512	PHYS EXT BR	MD	564	MISSION SUSTAINMENT BR	VF
512A	CARDIAC SEC	MC	565	FOOD PROTECTION BR	VT
512B	ENT SEC	MG			
512C	EYE COURSE	ME	570	DEPT CLINICAL SPT SVCS (DCSS)	SZ
512D	OPTICAL COURSE - ITRO	MH	571	ADMIN OPS BR	SA
512F	ORTHOPEDIC SP SEC	MB	572	CHEMISTRY BR	SH
512G	RESPIRATORY SP SEC	MR	573	BLOOD BANK/HEMATOLOGY BR	SL
513	ANAT & PHYS BR	MY	574	MICROBIOLOGY BR	SM
514	PHYS ASST BR	MP	575	PHARMACY BR	SP
515	PHYS THERAPY BR	MT	576	RADIOLOGY BR	SR
516	OCCUPATIONAL THERAPY BR	MO			
517	NUTRITION CARE BR	MN	590	USA SCH AVIATION MED (USASAM)	UZ
			591	AEROMED OPS BR	UO
520	DEPT PVNT HLTH SVCS (DPHS)	PZ	592	FLT PHYSIOLOGY BR	UF
521	ADM OPS BR	PA	592A	ATMOSPHERICS SEC	U1
522	MED ZOO BR	PM	592B	HUMAN FACTORS SEC	U2
523	ENV QUAL BR	PE	592C	PHYSICAL FACTORS SEC	U3
524	CHP BR	PC	593	AEROMED EDUC BR	UE
525	NBC SCI BR	PN			
526	SOLDIER/FAMILY SPT BR	PS	630	CTR HC EDUC & STUDIES (CHES)	RZ
527	MENTAL HEALTH SP BR	PB	631	HLTH SVCS ADM BR	RA
			632	AMEDD STUDIES BR	RC
530	DEPT DENTAL SCIENCE (DDS)	DZ	633	ANALYSIS BR	RN
531	ADM OPS BR	DA	634	OPERATIONS BR	RO
532	DENTAL TNG - ITRO	DL	635	LDRSHP & INSTR INNOVATIONS BR	RL
533	DEN SPEC BR	DS			
534	DEN PROF DEV	DP	640	DEPT ACADEMIC SUPPORT AND QUALITY ASSURANCE	KK
			644	STAFF & FAC DEV BR	KS

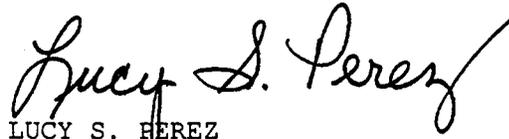
APPENDIX E  
INFORMATION REQUIRED IN ASAT FOR POIMM

1. Lesson Plan Number (PFN) - with branch resource ID as first two characters and eight characters in length. Example: RIXXXXXX (KSASAT01; DSX20003).
2. Title that matches training schedule.
3. Management Category.
4. Administrative Data.
  - a. Courses (in which lesson plan is taught).
  - b. Tasks Taught/Supported or Reinforced.
  - c. Collective Tasks Taught or Supported.
  - d. Skills.
  - e. Knowledges.
  - f. Test Lessons.
  - g. Approvals.
5. Terminal Learning Objective.
  - a. Action Statement.
  - b. Standard.
  - c. Condition (optional).
  - d. Learning Steps/Activities.
6. Enabling Learning Objectives (if required).
  - a. Action Statement.
  - b. Standard.
  - c. Condition (optional).
  - d. Learning Steps/Activities.
7. Learning Steps/Activities.
  - a. Security Classification.
  - b. Method of Instruction.
  - c. Technique of Delivery.
  - d. Instructor to Student (Instructor to student ratio tab).
  - e. Time of Instruction.
  - f. Mandatory (training tab, defaults to yes).
  - g. ICH Data (Instructor contact hours).
  - h. Instructor Type.
  - i. Support Personnel.
  - j. TADSS (Training Aids, Devices, Simulators and Simulations).
  - k. Facilities (Must match those in training schedule).
  - l. Equipment.
  - m. Multimedia.
  - n. DODIC (Department of Defense Identification Code - If ammunition is required for lesson plan).

(MCCS-HSM)

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