

JOB SHEET 1-2-2-1

(U)EXPORTING A JOB DUTY TASK ANALYSIS (JDTA) SPREADSHEET FROM CONTENT PLANNING MODULE (CPM)

A. INTRODUCTION

Follow the steps on this sheet to export a JDTA Spreadsheet.

B. EQUIPMENT

1. Software
 - a. (U) CPM Training Website
 - b. (U) Microsoft Excel

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Actions	Remarks
1	If not already in CPM in the JDTA tab, navigate to the JDTA tab.	You will have to highlight a Center for the icons across the top to display
2	Select the black icon with <i>AIM</i> in white lettering.	A dropdown menu with four choices displays: JDTA Blank Spreadsheet JDTA Validate JDTA Import Course Training Task List (CTTL) Data Import
3	Select JDTA Blank Spreadsheet	“Output in progress” Message will display
4	Save the worksheet from your Download folder. Change the file name to <i>JDTA Spreadsheet Your First Name</i> and put it on the desktop or a folder location you can access.	Example, <i>JDTA Spreadsheet Peter</i> . CPM generates a MS Excel spreadsheet, and work must be done using Excel. Google Sheets, or any other spreadsheet program, will not work.
5	Navigate to where you saved the spreadsheet and open it	You may need to <i>Enable editing</i> to work in the sheet.

JOB SHEET 1-2-2-2

(U)ADDING DATA TO THE JOB DUTY TASK ANALYSIS (JDTA) SPREADSHEET

A. INTRODUCTION

This sheet takes you through the steps to add data to the JDTA Spreadsheet from Content Planning Module (CPM). The data must be entered in the same way it is entered in CPM.

B. EQUIPMENT

1. Software
 - a. (U) Microsoft Excel
 - b. (U) CPM Training Website

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
1	In the spreadsheet, Column A, Row 2, select Job from the dropdown list. In skill text field enter , <i>Respond to crime scenes</i>	We already have an Occupation, Superhero, so we need to start building the hierarchy at the job level, which is <i>Respond to Crime Scenes</i>
2	In Column A, Row 3, select Duty from dropdown list. In skill text field enter <i>Manage Active Scene</i>	Duty is complete, as there are no existing interventions (this training does not already exist)
3	In Column A, Row 4, select Task from drop-down list. In skill text field enter <i>Create barrier</i>	The first task is entered, but now we have to enter the supporting task information, like the object, condition, and standard supporting the task
4	The remaining Task tab data to be entered in Row 4 is: Proficiency Level: <i>SPL 3</i>	Many fields have dropdowns. We do not need to fill out all of the fields, for example Skill Proficiency Level (SPL) Definition or Enlisted Occupational

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	<p>Task Level: <i>Organizational</i> Status of Training: <i>Not being trained</i> Type of Training: <i>Formal</i> Object: <i>Non-Equipment: barrier</i> Condition: <i>at a crime scene</i> Standard: <i>ensuring crime scene is fully enclosed</i> Source: <i>Crime-fighting for Superheroes</i> Knowledge: <i>Types of Barriers</i> Abilities: <i>Control Stress</i> TTA fields: <i>3-3-1-3-4-3-2-4-3-4</i></p>	<p>Standard (OCCSTD) Task ID, as we did not make this from an OCCSTD.</p> <p>When filling in the Object data, it is important to enter it exactly, as CPM will not recognize it otherwise.</p>
<p align="center">5</p>	<p>In Column A, Row 5, select Task from drop-down list. In skill text field enter <i>Neutralize threat</i></p>	<p>Neutralize threat supporting data needs to be completed</p>
<p align="center">6</p>	<p>The remaining task tab data to be entered in Row 5 is: Proficiency Level: <i>SPL 3</i> Task Level: <i>Organizational</i> Status of Training: <i>Not being trained</i> Type of Training: <i>Formal</i> Object: <i>Non-Equipment: active threat(s)</i> Condition: <i>as needed</i> Standard: <i>without injuring personnel or damaging equipment; neutralizing threat without collateral damage</i> Source: <i>Crime-fighting for Superheroes</i> Knowledge: <i>Villain Profiles</i> Skills: <i>Decision-making Under Stress</i> Abilities: <i>Superhero Abilities</i> TTA fields: <i>4-4-1-3-3-4-4-4-3-4</i></p>	
<p align="center">7</p>	<p>Save the spreadsheet and exit Excel.</p>	

JOB SHEET 1-2-2-3

(U)VALIDATING AND IMPORTING A JOB DUTY TASK ANALYSIS (JDTA) SPREADSHEET

A. INTRODUCTION

This sheet walks you through validating and importing a JDTA Spreadsheet.

B. EQUIPMENT

1. Software
 - a. (U) Microsoft Excel
 - b. (U) CPM Training Website

C. REFERENCES

1. (U) CPM User's Manual

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Step	Action	Remarks
1	While in CPM, in the JDTA tab, find the Superhero Project Occupation with your name and select it	Make sure your Superhero Occupation is highlighted when performing the Validation and Import. Otherwise, the operation will fail.
2	Select the black icon with AIM in white letters.	A dropdown list of options should appear: JDTA Blank Spreadsheet, JDTA Validate, JDTA Import, and Course Training Task List (CTTL) Data Import
3	Select the <i>JDTA Validate Option</i> , then select <i>Choose File</i> and locate your saved JDTA Spreadsheet on your computer.	When you find your spreadsheet, click Open
4	Click <i>Upload</i> . When the validation is complete, open your spreadsheet.	The spreadsheet should open in Excel, with a color key at the bottom: Yellow for new data that will be added to CPM, and Red for incorrectly formatted

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		fields.
5	Review your spreadsheet, making sure there are not any fields highlighted in red.	The spreadsheet should not have any yellow or red fields. If it had red fields, they would need to be fixed (put in the correct CPM format) before importing the spreadsheet.
6	Close your spreadsheet; you do not need to save it.	The spreadsheet has been validated, which means the fields are acceptable, and it will import properly.
7	In the JDTA tab, select the black icon with AIM in white letters again, and this time select <i>JDTA Import</i> .	The browse screen will display
8	Browse to find your spreadsheet again, click the Open button, and then Upload.	A message will display, "Import in Progress", then you should see a message that "The Import has been saved successfully"
9	Review your data to make sure it imported correctly.	