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4 SUBJECT: IMPLEMENTATION OF THE ARMY DISTANCE LEARNING
5 PROGRAM
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7 1. GENERAL.
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9 A. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE IMMEDIATE
10 GUIDANCE FOR IMPLEMENTATION OF THE ARMY DISTANCE LEARNING
11 (DL) PROGRAM. THIS IS AN INTERIM MEASURE UNTIL THE PUBLICATION
12 OF A NUMBERED HQDA POLICY LETTER, AND SUBSEQUENT INCLUSION
13 IN AR 350-1. HQDA WILL ANNUALLY REVIEW POLICY AND, AS
14 NECESSARY, ADJUST GUIDANCE AND DISSEMINATE NEW INFORMATION.
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16 B. THE DL PROGRAM CURRENTLY INCLUDES DA MILITARY AND
17 CIVILIAN TRAINING/EDUCATION: MILITARY OCCUPATIONAL SPECIALTY
18 (MOS) QUALIFICATION COURSES; ADDITIONAL SKILL IDENTIFIER (ASI)
19 AND SKILL QUALIFICATION IDENTIFIER (SQI) COURSES;
20 RECLASSIFICATION COURSES; OFFICER FUNCTIONAL AREA AND
21 BRANCH QUALIFICATION COURSES; WARRANT OFFICER TECHNICAL
22 CERTIFICATION; PROFESSIONAL MILITARY EDUCATION COURSES FOR
23 OFFICER (OES), WARRANT OFFICER (WOES) AND NONCOMMISSIONED
24 OFFICER (NCOES); AND FUNCTIONAL TRAINING/EDUCATION COURSES
25 WHICH CAN BE DELIVERED VIA DL.
26

27 C. THE DL PROGRAM DOES NOT CURRENTLY INCLUDE: OFFICER
28 PRE-COMMISSIONING TRAINING; OFFICER BASIC COURSES; WARRANT
29 OFFICER PRE-APPOINTMENT TRAINING; WARRANT OFFICER BASIC
30 COURSE; HIGH RISK TRAINING; AND, INITIAL ENTRY TRAINING (IET).
31 THOSE COURSES WILL CONTINUE TO BE TAUGHT AT DESIGNATED
32 TRAINING CENTERS.
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34 2. RESPONSIBILITIES.
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36 A. THE DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
37 (DCSOPS) WILL EXERCISE HQDA RESPONSIBILITY FOR SOLDIER
38 TRAINING/EDUCATION COURSES CONDUCTED VIA DL MEANS AND
39 PROVIDE GUIDANCE TO THE ARMY ON TRAINING AND EDUCATING ARMY
40 PERSONNEL IN A DL ENVIRONMENT. DCSOPS IS THE PROPONENT OF
41 THIS MESSAGE. THE DCSOPS CAN APPROVE EXCEPTIONS TO THIS
42 MESSAGE THAT ARE CONSISTENT WITH LAW AND REGULATION.
43

44 B. THE ARMY STAFF WILL ASSIST ODCSOPS WITH THE DEVELOPMENT
45 OF TRAINING MANAGEMENT POLICIES.
46

1 C. THE DEPUTY CHIEF OF STAFF FOR PERSONNEL (DCSPER) WILL
2 DEVELOP PERSONNEL POLICY TO SUPPORT DL.

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4 D. COMMANDERS OF MAJOR ARMY COMMANDS (MACOM) WILL
5 ASSURE UNIT COMMANDERS SUPPORT SOLDIER ATTENDANCE IN DA
6 DIRECTED OR QUOTA MANAGED DL COURSES AND ASSURE STUDENTS
7 ARE PROVIDED TIMELY NOTIFICATION AND ADMINISTRATIVE
8 INSTRUCTIONS ASSOCIATED WITH ATTENDING DL COURSES.

9
10 E. COMMANDING GENERAL, U.S. ARMY TRAINING AND DOCTRINE
11 COMMAND IS THE ARMY EXECUTIVE AGENT FOR THE ARMY DL
12 PROGRAM. TRADOC WILL:

13 (1) PROVIDE OVERSIGHT FOR DL IMPLEMENTATION AND
14 INTEGRATION THROUGHOUT THE LIFE OF THE PROGRAM:

15 (2) PROVIDE REGULATORY GUIDANCE FOR THE DESIGN,
16 DEVELOPMENT, IMPLEMENTATION OF DL COURSEWARE AND
17 APPROPRIATE DELIVERY METHODS.

18 (3) DETERMINE RECOMMENDED TRAINING TIME FOR SOLDIERS TO
19 COMPLETE TRAINING, BASED ON ACADEMIC HOURS AND TECHNICAL
20 CONTENT OF THE COURSE.

21 (4) COORDINATE AND SCHEDULE THE DELIVERY OF DL TRAINING
22 BETWEEN THE ORIGINATING SOURCES AND RECEIVING LOCATIONS
23 THROUGH THE ARMY TRAINING REQUIREMENTS AND RESOURCES
24 SYSTEM (ATRRS).

25 (5) ENSURE A LEARNING MANAGEMENT SYSTEM (LMS) IS IN PLACE
26 TO COORDINATE, SCHEDULE AND MANAGE THE DELIVERY OF DL
27 TRAINING. THE LMS WILL RELY ON THE TRAINING MANAGEMENT
28 CAPABILITIES WITHIN ATRRS.

29 (6) COORDINATE THE DEVELOPMENT AND IMPLEMENTATION OF
30 NECESSARY INTERFACES WITH EXISTING AND FUTURE PERSONNEL,
31 TRAINING AND LEARNING MANAGEMENT SYSTEMS.

32 (7) ENSURE THAT DL FACILITY INFORMATION IS UPDATED AND
33 CURRENT IN ATRRS IN ORDER TO FACILITATE STUDENT REGISTRATION,
34 SITE SCHEDULING AND DECONFLICTING LOCAL SITE UTILIZATION.

35
36 F. COMMANDING GENERAL, U.S. ARMY TOTAL ARMY PERSONNEL
37 COMMAND (PERSCOM) WILL:

38 (1) ICW MACOM COMMANDERS, IDENTIFY PROJECTED ACTIVE ARMY
39 ANNUAL DL TRAINING REQUIREMENTS FOR ACTIVE COMPONENT
40 INDIVIDUAL TRAINING IN THE STRUCTURE MANNING DECISION REVIEW
41 (SMDR) AND TRAINING RESOURCE ARBITRATION PANEL (TRAP).

42 (2) EXECUTE APPROVED ACTIVE COMPONENT DL TRAINING
43 PROGRAMS.

44
45 G. DIRECTOR, ARMY NATIONAL GUARD AND CHIEF, U.S. ARMY
46 RESERVE WILL IDENTIFY PROJECTED RESPECTIVE RESERVE

1 COMPONENT ANNUAL DL TRAINING REQUIREMENTS FOR INDIVIDUAL
2 TRAINING THROUGH THE SMDR AND TRAP PROCESSES.

3
4 H. COMMANDANT, U.S. ARMY WAR COLLEGE (AWC) WILL:

5 (1) PROVIDE A DISTANCE LEARNING OPTION TO AWC STUDENTS.
6 THAT WILL SATISFY THEIR SENIOR SERVICE COLLEGE EDUCATION
7 REQUIREMENT.

8 (2) IDENTIFY PROJECTED ANNUAL TRAINING REQUIREMENTS FOR
9 THE ARMY WAR COLLEGE DISTANCE EDUCATION PROGRAM.

10
11 I. OTHER MAJOR COMMANDERS, INSTALLATION COMMANDERS, UNIT
12 COMMANDERS, AND LEADERS WILL:

13 (1) ESTABLISH THE DL FACILITY AS THE SOLDIER'S PLACE OF
14 DUTY DURING DL TRAINING FOR DA DIRECTED/QUOTA MANAGED
15 TRAINING. (NOTE: FOR THE PURPOSES OF THIS MESSAGE A DISTANCE
16 LEARNING FACILITY IS DEFINED AS ANY LOCATION WHERE THE
17 CAPABILITY EXISTS FOR THE SOLDIER TO RECEIVE THE COURSE AS
18 DESIGNED.)

19 (2) ENSURE STUDENTS ARE AVAILABLE FOR DL TRAINING AND
20 HAVE NO COMMAND DIRECTED CONFLICTS THAT WILL INTERFERE WITH
21 THEIR SCHEDULED TRAINING FOR DA DIRECTED/QUOTA MANAGED
22 TRAINING.

23 (3) ADJUST THE DUTY DAY, AS REQUIRED, FOR INDIVIDUALS
24 PARTICIPATING IN DA DIRECTED/QUOTA MANAGED TRAINING.

25
26 3. COURSE ASSIGNMENT.

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28 A. WHEN TRAINING AND EDUCATION IS REQUIRED, AND THE
29 TRAINING IS AVAILABLE VIA DL AT HOMESTATION, THE SOLDIER WILL BE
30 SCHEDULED FOR TRAINING AT HOMESTATION. THE HOMESTATION
31 INCLUDES THE GEOGRAPHICAL AREA WITHIN A 50-MILE RADIUS OF THE
32 SOLDIER'S UNIT OF ASSIGNMENT. (NOTE: THE 50-MILE RADIUS WAS
33 DETERMINED BASED ON THE PREMISE OF AN ONE HOUR DRIVING
34 COMMUTE.) EXCEPTIONS TO HOMESTATION TRAINING WILL BE
35 CONSIDERED ON A CASE-BY-CASE BASIS IF THE REQUIREMENT CANNOT
36 BE SATISFIED AT HOMESTATION. EXAMPLES OF POSSIBLE EXCEPTIONS
37 INCLUDE NONAVAILABILITY OF DL TRAINING AT HOMESTATION, OR
38 MANDATED (DA DIRECTED) TRAINING TO SATISFY A TIME CRITICAL
39 REQUIREMENT FOR REASSIGNMENT, OR PROMOTION. EXEMPTION
40 AUTHORITY RESTS WITH THE MACOM COMMANDER.

41
42 B. WHEN THE REQUIRED TRAINING IS AVAILABLE AT A DL FACILITY
43 OTHER THAN HOMESTATION, THE USE OF TEMPORARY DUTY MTSA
44 FUNDS IS AUTHORIZED ONLY IF:

45 (1) THE COURSE IS IDENTIFIED AS AN MTSA FUNDED COURSE IN
46 ATRRS,

1 (2) THE SOLDIER IS UNABLE TO SATISFY THE COURSE/PHASE
2 TRAINING REQUIREMENT AT HOMESTATION AND TRAVEL OUTSIDE A 50
3 MILE RADIUS IS REQUIRED, AND;

4 (3) THE COST OF ATTENDING ALL PHASES OF THE COURSE DOES
5 NOT EXCEED THE COST OF SENDING THE SOLDIER TO THE PROPONENT
6 SCHOOL TO COMPLETE THE RESIDENT COURSE.

7
8 C. MACOM WILL DETERMINE THE MOST EFFICIENT SCHEDULING,
9 GIVEN THE AVAILABILITY OF TDY AND TRAVEL FUNDS AND AVAILABLE
10 TRAINING SEATS, ESPECIALLY IN CASES WHERE THERE IS MINIMUM
11 CAPACITY FOR A GIVEN CLASS/LOCATION COMBINATION.

12
13 D. DL COURSES MAY CONTAIN MULTIPLE PHASES. SOLDIERS MAY BE
14 SCHEDULED FOR MULTIPLE PHASES AT DIFFERENT LOCATIONS,
15 PROVIDED COSTS OF THIS OPTION DO NOT EXCEED THE COSTS OF
16 SENDING THE SOLDIER TO THE PROPONENT SCHOOL FOR THE FULL
17 RESIDENT COURSE.

18
19 4. SOLDIER DUTY STATUS AND TRAINING TIME.

20
21 A. DA DIRECTED TRAINING

22 (1) DA DIRECTED TRAINING IS ANY COURSE THAT HQDA REQUIRES
23 THE SOLDIER TO ATTEND FOR PROFESSIONAL DEVELOPMENT
24 PURPOSES AND/OR COURSES THAT PRODUCE AN ADDITIONAL SKILL OR
25 SKILL QUALIFICATION IDENTIFIER. SOLDIER PARTICIPATION IN HQDA
26 DIRECTED TRAINING, DELIVERED VIA DL WILL BE SCHEDULED DURING
27 THE SOLDIER'S NORMAL DUTY DAY OR IN ACCORDANCE WITH THE
28 PUBLISHED CLASS SCHEDULE FOR THE COURSE. AS A TOOL FOR
29 COMMANDERS TO GAUGE THE NUMBER OF DUTY HOURS REQUIRED TO
30 COMPLETE A SPECIFIC DL COURSE WITHIN A SPECIFIED TIME, THE
31 ADMINISTRATIVE INFORMATION FOR DL COURSES WILL INCLUDE THE
32 RECOMMENDED DAILY TRAINING TIME.

33 (2) WHEN THE TRAINING IS SCHEDULED AT A DL FACILITY, THE
34 SOLDIER'S PLACE OF DUTY WILL BE THE FACILITY.

35 (3) COMMANDERS WILL EXEMPT STUDENTS FROM ALL OTHER
36 DUTIES WHILE ATTENDING DA DIRECTED/QUOTA MANAGED DL
37 COURSES AND PROVIDE ADEQUATE TIME FOR HOMEWORK AS
38 RECOMMENDED BY THE COURSE SYLLABUS.

39
40 B. SELF-DEVELOPMENT TRAINING

41 (1) ALLOTING DUTY TIME FOR COMPLETION OF SELF-
42 DEVELOPMENT TRAINING IS AT THE COMMANDER'S DISCRETION.

43 (2) SELF-DEVELOPMENT COURSES MAY BE COMPLETED IN A DL
44 FACILITY. COMMANDERS ARE ENCOURAGED, BUT CURRENTLY NOT
45 REQUIRED, TO PROVIDE SOLDIERS THE OPPORTUNITY DURING THE
46 DUTY DAY TO COMPLETE SELF-DEVELOPMENT TRAINING.

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5. COURSE PRIORITY AT DL FACILITIES

A. FIRST PRIORITY FOR ALL COMPONENTS, WILL BE MISSION IMMEDIATE TRAINING REQUIRED FOR MOBILIZATION, ACTIVATION, DEPLOYMENT, OR OTHER CRITICAL, TIME SENSITIVE REQUIREMENTS.

B. SECOND PRIORITY IS TO HQDA DIRECTED/QUOTA MANAGED TRAINING. WITHIN COMPONENTS, THE PRIORITY IS:

RESERVE COMPONENTS

(A) MOS RECLASSIFICATION COURSES

(B) NCOES/OES/WOES COURSES

ACTIVE COMPONENT

(A) NCOES/OES/WOES COURSES

(B) ASI AND SQI COURSES

(C) MOS RECLASSIFICATION COURSES

C. THIRD PRIORITY IS TO ASI/SQI COURSES (RESERVE COMPONENTS) AND DOD CIVILIAN TRAINING.

D. FOURTH PRIORITY IS FUNCTIONAL TRAINING COURSES (ALL COMPONENTS).

E. FIFTH PRIORITY IS TO SELF-DEVELOPMENT COURSES (ALL COMPONENTS).

F. SIXTH PRIORITY IS TO TRAINING COURSES PROVIDED TO CIVILIAN COMMUNITIES, IN ARNG FACILITIES, UNDER THE NATIONAL GUARD BUREAU CONCEPT OF SHARED USE.

6. COURSE INFORMATION, REQUIREMENTS, COMPLETION AND CREDIT.

A. DL COURSE INFORMATION WILL BE AVAILABLE IN ATRRS. ATRRS IS THE DEPARTMENT OF THE ARMY'S SYSTEM OF RECORD FOR INDIVIDUAL TRAINING.

B. TOTAL TRAINING TIME TO COMPLETE ALL PHASES OF DL TRAINING WILL GENERALLY NOT EXCEED 12 MONTHS FOR AC SOLDIERS AND 24 MONTHS FOR RC SOLDIERS.

C. COMMANDERS, SCHOOL COMMANDANTS, AND QUOTA MANAGERS WILL ENSURE THAT STUDENTS SCHEDULED FOR TRAINING:

(1) MEET ALL COURSE PREREQUISITES.

(2) ARE IN COMPLIANCE WITH ARMY HEIGHT AND WEIGHT STANDARDS.

(3) ARE INFORMED OF INDIVIDUAL EQUIPMENT AND MATERIALS REQUIRED FOR COURSE ATTENDANCE.

1 D. COURSE COMPLETION: GRADUATION OR COURSE COMPLETION
2 REQUIREMENTS FOR TRAINING CERTIFICATION PURPOSES WILL
3 COMPLY WITH THE STUDENT EVALUATION PLAN PREPARED FOR EACH
4 COURSE. STUDENTS WILL COMPLETE ALL TRAINING REQUIREMENTS
5 TO SATISFACTORILY COMPLETE THE COURSE.

6
7 E. COURSE CREDIT

8 (1) INDIVIDUALS, FROM ALL COMPONENTS, WILL BE GRANTED
9 CREDIT FOR SUCCESSFULLY COMPLETING TRAINING PROVIDED EITHER
10 THROUGH A TASS TRAINING BATTALION, AT A PROPONENT RESIDENT
11 SCHOOL, OR DL FACILITY WHEN THE INDIVIDUAL SATISFACTORILY
12 COMPLETES THE COURSE AS DEFINED IN PARAGRAPH 6D, ABOVE.

13 (2) DOCUMENTATION IN SOLDIERS' MILITARY PERSONNEL RECORDS
14 WILL NOT DIFFERENTIATE BETWEEN INSTRUCTION MODES.
15 SUCCESSFUL COMPLETION OF DL COURSES WILL CARRY THE SAME
16 CREDIT AS RESIDENT SCHOOL HOUSE TRAINING. PROMOTION AND
17 EVALUATION BOARDS WILL NOT DISCRIMINATE AGAINST SOLDIERS
18 WHO COMPLETED THEIR REQUIRED PROFESSIONAL MILITARY TRAINING
19 THROUGH DL MEANS. DIPLOMAS, CERTIFICATES, OR DA FORM 1059
20 WILL NOT REFLECT "NONRESIDENT", "DL", "RESERVE COMPONENT", OR
21 OTHER SIMILAR REMARKS.

22 (3) PERSONNEL WHO SUCCESSFULLY COMPLETE A DL COURSE
23 WILL HAVE THE COMPLETION OFFICIALLY RECORDED IN ATRRS AS A
24 PART OF THEIR PERMANENT TRAINING HISTORY. ALL TRAINING
25 MANDATED IAW AR 350-1 WOULD BE ENTERED/UPDATED IN THEIR
26 OFFICIAL PERSONNEL FILE. SCHOOLS WILL GENERATE CERTIFICATES
27 OF COMPLETION OR ATRRS GENERATED DA FORM 1059S WILL BE
28 ISSUED TO SOLDIERS EITHER BY MAIL OR THROUGH THE DL FACILITY
29 FAX CAPABILITY, FOR USE AS SOURCE DOCUMENTATION FOR
30 PROMOTION POINTS.

31
32 7. HQDA POINT OF CONTACT FOR THIS MESSAGE IS MAJ ANDRE DAVIS,
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