

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Policy

1. References.

a. TRADOC Regulation (TR) 350-70, 9 Mar 99, Systems Approach to Training Management, Processes, and Products.

b. TRADOC Pamphlet 350-70-8, 1 Nov 96, Total Army School System (TASS) Training Requirements Analysis System (TRAS).

2. This memorandum serves as interim guidance and clarification of both referenced regulations and will remain in place until publication of updates to those regulations.

a. Implementation of Distance Learning (DL) training for Department of the Army-directed and quota-managed courses is a high priority within TRADOC. Procedures must be in place to manage courses and students while awaiting development and implementation of an objective Learning Management System. In order for TOMA analysts to completely and accurately document courses that are DL or contain DL, schools must submit comprehensive course design data with the course administrative data (CAD) and program of instruction (POI). Specific information requirements are enclosed.

b. For DL courseware, as defined in TR 350-70, that supports quota-managed training, proponents must ensure CADs and POIs are submitted and approved prior to implementation of the training, including using the DL courseware. When the Army Training Support Center (ATSC) releases funds to proponents for DL courseware development, schools must submit the CAD to TOMA to identify the course strategy and plan for utilizing the courseware to support the total Army.

c. Proponents should review their Fiscal Year (FY) 98, 99, and 00 DL courseware development efforts and ensure CADs and POIs, as well as the information requested on the enclosure, have been submitted to TRADOC to support implementing this courseware. While ATSC manages the development of DL courseware, TOMA is responsible for ensuring the Army Training Requirements and Resource System reflects the proponent's course strategy, to include the use of DL courseware as part of the instruction.

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3. Meetings have been ongoing to define an interim process for DL course and student management. The objective is to pilot several courses this FY with both Active and Reserve Component soldiers as students. More details about this interim process will be available during the 13-16 Mar 01 DL Design Conference.

4. Point of contact for this interim policy is Mrs. Gayle Olszyk, DSN 680-4105 or commercial (757) 788-4105. Email address is olszykga@monroe.army.mil.

FOR THE DEPUTY CHIEF OF STAFF FOR TRAINING:

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