



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATTG-CD

APR 10 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum - Prioritization of Distributed Learning Courseware for Army Acceptance Testing

1. The purpose of this policy memorandum is to announce implementation of a new prioritization process for technical acceptance testing (i.e., SCORM and playability) of Distributed Learning (dL) courseware deliverables submitted to the U.S. Army Training Support Center (USATSC). The USATSC provides Army acceptance testing for all dL courseware developed under The Army Distributed Program (TADLP) and other courseware that is submitted by other agencies, such as the Army National Guard and U.S. Army Reserve. This new prioritization process will replace the current process employed by USATSC that gives testing priority to courses funded through the TADLP program over non-TADLP funded courses.

a. The dL courseware funded prior to 1 October 2004 will be prioritized for testing based on factors that align with CG, TRADOC's priorities and support of the Global War on Terrorism as described in paragraph 2. Note: Technical acceptance testing is performed only on the final course deliverable for courses funded prior to FY05.

b. The dL courseware funded after 1 October 2004 will employ an iterative testing process starting with the testing of the prototype lesson, followed by testing of each course module as it is developed, and ending with the final course deliverable. In order to comply with contract milestones for government review and testing of interim deliverables, dL courses involved in iterative testing (also known as Continuous Testing) will be tested on a first-in, first-out basis based on date of receipt by USATSC.

c. The dL courseware funded in FY06 and beyond will also employ an iterative fielding process for tasks and/or modules/lessons as they are developed and submitted for testing. Those tasks and/or modules/lessons found to contain "critical errors"

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will be fixed and retested before initial fielding. The first 10-30 students taking these products will be used for validation using the individual sequential validation method IAW TRADOC Pam 350-70-10. All content and technical errors identified during validation will be corrected prior to submission of the final product. This timely delivery of dL products is critical for operational readiness of Soldiers and positioning the Army for transformation to ARFORGEN.

d. The USATSC Courseware Testing Team will organize to ensure both legacies (prior to 1 October 2004) and new courseware are tested and processed equally.

2. On all dL courseware funded prior to 1 October 2004, the course proponent will complete the Courseware Final Product Deliverable Checklist located at <http://www.atsc.army.mil/itsd/imi/ToolsTemplateUtilities.asp> when submitting their dL course to USATSC for final technical acceptance testing. The proponent will document the following information on this checklist:

a. Type of Training (more than one category may apply).

- (1) PME
- (2) GWOT/COE
- (3) DMOSQ
- (4) Functional

b. Training Implementation Date. For dL that supports Army Training Requirements and Resources System (ATRRS)-managed resident courses, this is the date that the proposed resident training will be initially conducted. For non-ATRRS driven training requirements, this is the date the dL course must be available to support a critical training event (e.g., pre-deployment training or the fielding of a major end item of equipment).

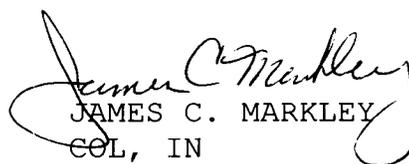
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c. Annual Training Load. This is the number of soldiers estimated to take this training on a yearly basis.

3. This policy is effective immediately and applies to all current or future dL courseware submitted to USATSC for technical acceptance testing.



JAMES C. MARKLEY  
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