

5 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Distance Learning (DL) Courseware Management

1. Reference Memorandum, Commander, USATSC, ATTN: ATIC-DLC-D (350), 22 May 2000, subject: Management and Tracking of Army Distance Learning (DL) Courseware/Products and Notification of New DL Product Development.

2. Per reference memorandum, the U.S. Army Training Support Center (ATSC) has the responsibility to manage and oversee all courseware development, from the identification of the priority of DL courseware by HQ TRADOC through the fielding process. The ATSC lead for this mission has been assigned to the Individual Training Support Directorate, Courseware Division, Courseware Management Team (CMT). To meet this responsibility CMT must:

a. Receive all HQ TRADOC "priority and funded" TATS-C/DL courseware and coordinate acceptance, technical testing, replication, and distribution.

b. Monitor and, as needed, assist proponent development of all TATS-C/DL courseware.

c. Maintain a DL database, which tracks the status of DL courseware development.

d. Provide a monthly DL courseware development report to the Assistant Deputy Chief of Staff for Training, HQ TRADOC.

3. The goal is to assure DL courseware is developed to standard, so that it can play in Digital Training Facilities, be delivered via an ATRRS/TREDS-R link (Learning Management System), and accessed through the Reimer Digital Library. To accomplish this goal, the CMT Courseware Managers (CM) must maintain close contact with your staff to provide assistance and obtain updates on the status of all DL courseware development.

4. We are totally committed to facilitating the fielding of timely and quality DL courseware, and we are ready to provide you with any assistance that you require to expedite fielding of your courses. We ask that you work with us by providing timely updates on the status of all DL courseware development.

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5. One means of sharing information between us will be via video teleconferences (VTC) between our CMs, other ATSC and TRADOC staff members, and your representatives to discuss how we can assist each other and resolve any issues in a timely manner. We are planning our first VTC in the June 2001 timeframe. In addition, ITSD and other ATSC elements stand ready to assist you with your DL initiatives through assistance team visits to your location. Expertise in courseware development/design, fielding (to include ATRRS/TOMA and RDL procedures), contracting, and administration through the interim LMS is available at your request. Our intent through these visits is to provide hands on assistance with the goal of expediting fielding of DL courseware. We feel that these efforts are a forum to discuss issues and solve problems. Please provide topics for discussion in the upcoming VTCs and school assistance visits.

6. Please feel free to contact my Courseware Division Chief, Mr. Ned Motter, (757) 878-4534; Mr. Joe DeLizzio, Chief, Courseware Management Team (757) 878-2142; or your assigned courseware manager if we can be of assistance.

FOR THE COMMANDER:

//Signed//
JAMES M. TRIPP
Acting Director,
Individual Training
Support

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