

INFORMATION REQUIRED TO DOCUMENT
DISTANCE LEARNING (DL) TRAINING FOR ARMY TRAINING
REQUIREMENTS AND RESOURCES SYSTEM (ATRRS)

1. General Information: (Applicability - These procedures apply to "Army related, directed training, quota managed courses as defined in The Army Distance Learning Program Campaign Plan".)

a. In order to be designated as a DL course or phase, the course or phase must be designed to be presented totally to a remote learner using one or more technique(s) for delivery appropriate for DL learners, i.e., Computer Based Instruction, CBI, video-teletraining, simulation, or internet/web-based training.

b. Courses or phases that contain some DL techniques for delivery are considered partial DL and will be identified in ATRRS with appropriate select codes.

c. DL may involve both synchronous and asynchronous student-instructor interaction. It also may involve self-paced instruction with limited access to an instructor.

d. The use of lessons that apply DL technology internal to a resident course/phase/module does not mean that the phase/module should be designated as DL. For example, conducting a two-hour VTT in the middle of a resident training module does not make that module a DL module. Administering CBI lessons in a computer lab during resident training does not make the course a DL course. This is simply a method of instruction just as conference or demonstrations are methods of instruction.

e. For DA directed, quota-managed courses, ATRRS will be the system for registration.

2. Definitions:

a. **ACADEMIC HOUR (60 minutes):** The amount of instruction the average student can complete in 50 minutes plus an allowance of an average of 10 minutes for administrative/break time per each 50-minute segment.

b. **ACADEMIC TIME:** Total number of academic hours (length of time) actually required to present training. Includes conduct of training, testing students, and conducting after action reviews.

c. **TRAINING TIME:** Time for a student to complete the DL course/phase. Includes administrative time. Program of instruction (POI) time equals training time.

d. **Maximum Time to Complete:** This is the maximum time we will allow a student to complete a phase which has self-paced instruction. It is defined as 130 percent of the computed academic time for the self-paced instruction plus, in the case of max phase time, any non-self-paced training in the phase. The 30 percent add-on time allows for scheduling difficulties beyond the control of the learner or instructor.

e. **COURSE:** A complete series of instruction units (phases, modules, and lessons) identified by a common title or number.

f. **COURSEWARE** (as it pertains to DL): An actual instructional package (including content and technique) loaded in a computer, training device, or other instructional delivery system.

3. Required Information: For each course/phase that contains DL, provide answers to the following questions: to whom, how, when, and where training will be provided. In order for TOMA analysts to completely and accurately document courses in ATRRS, this information must be submitted as part of the Training Requirement Analysis System document or within the letter of transmittal, whichever is more appropriate.

a. Describe the course implementation plan by providing the following information:

(1) What is the phase level course map, i.e., course or phase sequence? For example, does phase 1 have to be completed before attending phase 2?

(2) Can the student take/be enrolled in more than one phase at a time, i.e., one phase is not a prerequisite for another phase? For example, phase 1 and phase 2 simultaneously?

(3) How is each course/phase to be delivered; that is what media is used? Does the course require courseware distribution to the student? Identify as broadcast VTT, desktop VTT, CD-ROM, internet, hybrid (CD-ROM and internet), or FTP.

(4) Is this training synchronous or asynchronous?

(5) Where will the training be conducted?

b. Can this quota-managed course/phase also be taken by a student as stand-alone training as self-development or self-motivational training (i.e., for sustainment, refresher, or personal improvement)?

c. How long does a soldier have to complete the DL course/phase? (Important when looking at the follow-on courses/phases).

(1) What are the academic hours for the course/phase?

(2) What is the length of training in hours? Training hours equal total hours of the POI (includes administrative hours).

(3) What is the "maximum allowable time to completion?" State the limit on the time allowed to complete the course/phase in order to schedule follow-on phase(s). The "maximum allowable time to completion" will allow accurate scheduling of DL phase and ensure instruction is completed in a timely fashion, especially when one phase is the prerequisite for subsequent training or expected job performance.

(4) What is the maximum delay time between phases? The maximum delay time will decrease the likelihood of skill decay and the need for remediation at the follow-on phase. If phase 2 is a prerequisite to phase 3, and the student completed phase 2 xx years ago; is that too long a period of time? Give a time. For example, "Must have completed phase 2 no more than one year ago." The maximum delay time should be no greater than 60-90 days (but may be shorter based upon the perishable nature of the skills.) Justification should be provided during the TRAS document submission for a between phase time of less than 60 days or greater than 90 days.

d. Does this course/phase replace another course/phase? If so, identify the course/phase. Must both versions of the courses/phases be available in ATRRS for a period of time? How long, one year?