



# The dL STAR

Supporting Training Awareness and Readiness

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Volume 1

## Leadership Introduction

Hello and welcome to the fourth edition of the dL Star! In June 2007 we began distribution of our new Army dL Passkeys to various installations. We've received tremendous feedback on the Passkey from the field. If you are interested in receiving the latest tool for accessing dL information in the Army, please send an email to [distributed.learning@us.army.mil](mailto:distributed.learning@us.army.mil) with the number of Passkeys you would like to receive and the name and address to send them to. We still have plenty left, so large orders can be accommodated.

In this edition of the dL Star you will find information pertaining to Army distributed Learning Governance Approval Process for dL Courseware Development (All Army Activities (ALARACT)). This message designates the TRADOC Program Integration Office, The Army Distributed Learning Program (TPIO TADLP) as the approving authority for all dL Courseware in the entire Army (TRADOC and non-TRADOC schools), and mandates the TPIO TADLP to establish a process that prevents duplication of efforts, and ensures dL courseware is developed to standard. To kick-start this effort we have launched a Courseware Nomination website (<https://hgtradoc.army.mil/tdadd/tadlp/cwapproval/default.aspx>) where dL courseware is nominated for approval. The website was created to streamline the courseware nomination process and get dL to Soldiers quicker. If you have any questions regarding this website, contact LTC Mark Lynch ([mark.lynych@us.army.mil](mailto:mark.lynych@us.army.mil)).

You will also find information on the highly anticipated launch of the Army Learning Management System (ALMS) version 2.0. This version will provide a more flexible platform for dL courseware delivery, enhanced catalog search capabilities, virtual classroom capabilities, and additional enhancements for Training Managers to ensure course completion and certification. Look for a future article on the feedback we receive from Soldiers and ALMS students on the newer version!

We have had tremendous feedback on the dL Star, along with numerous new subscription requests. If you know a Soldier or someone within the dL community who would benefit from the dL Star, please pass our newsletter along. Also if you have a good news dL story you'd like to share with our readers contact our marketing team at [distributed.learning@us.army.mil](mailto:distributed.learning@us.army.mil) for article submission. We like to hear from you! (Note that this is a new email address for our marketing team; past email addresses are no longer valid due to the email migration the US Army recently went through; so be sure to add the new email address to your email contacts to ensure arrival to your inbox).

COL James Markley  
TPIO TADLP

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**Have a question or issue on dL training? Lost a password? Contact the Army Training Help Desk (ATHD) at: [www.tradoc.army.mil/athd.htm](http://www.tradoc.army.mil/athd.htm)**

Endorsed & Published by TRADOC, PMO DLS, ATSC, ARNG, & USARC

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## New Approval Process for Distributed Learning Training Product Development

**DA Proclamation.** On 6 June, 2007, DA directed the TRADOC Program Integration Office (TPIO) The Army Distributed Learning Program (TADLP) to be the central manager for all dL training product development. The scope of the directive is Army-wide to include the Army National Guard and Army Reserve.

### Purpose:

- Reduce duplication of effort.
- Ensure conformance with applicable standards.
- Ensure cost effectiveness.
- Maximize the Army Learning Management System (ALMS) utility for dL training product access and management.

### TPIO Imperatives:

- Establish a review approval and registration process for all applicable dL training products.
- Approve all proposed expenditures relating to dL training product development.
- Ensure proposed products do not already exist in the ALMS or elsewhere.
- Maintain a registry of all applicable dL products.
- Co-chair a dL courseware review board with HQDA DCS G-3/5/7.
- Review and approve products on a continuous basis.
- Ensure product reusability and registration.
- Work to eliminate duplication of products, and implement low or no-cost solutions where possible.
- Develop and implement plans to transition all LMS to the ALMS by January 2011.

### All Army agencies will support the TPIO as follows:

- Program managers, commandants, and commanders are required to coordinate with TPIO TADLP to provide and register current/future products.
- Document development using approval processes.
- Coordinate with TPIO TADLP to ensure the product does not already exist within the ALMS, JKDDC, or other sources.
- Ensure TPIO TADLP approval for funding of development and award.
- Allocate adequate and appropriate resources to ensure successful development efforts.

- Develop course of action to migrate dL courseware to the ALMS, which shall be completed no later than the 1st quarter of fiscal year 2011.
- Follow the systems approach to training (SAT) processes and standards.

### Contracting Mechanism:

The Distributed Learning Education and Training Products (DLETP) contract is the approved contract vehicle for developing all Army dl training products. The TPIO can grant occasional exceptions for non-DLETP development on a case-by-case basis.

### Synopsis:

Centralizing the Army dL training product development approval process under one authority provides standardization, quality control, streamlining, and efficiency. It supports:

- Reducing duplication of effort.
- Ensuring conformance with applicable standards and cost effectiveness.
- Maximizing ALMS utility for dL training product access and training management in concert with the Army Training Requirements and Resources System (ATRRS).

For more information regarding this directive, visit: [www.tradoc.army.mil/tadlp/index.htm](http://www.tradoc.army.mil/tadlp/index.htm).

## Army Distributed Learning System (DLS) Wins 2007 Army Knowledge Award (AKA)

The AKA program has recognized DLS, a program of the U.S. Army's Program Executive Office Enterprise Information Systems, as the e-Army Initiative winner for 2007. This category of the award focused on the use of technology to improve the way an organization serves its customers, optimizes internal processes and streamlines processes end-to-end.

The annual AKA program was established to recognize strong knowledge management initiatives that support enterprise solutions (applicable at the ACOM, functional community or Army level) focused on improving situational awareness and decision-making. The program selects one winner in each of three categories and provides Army-level recognition for initiatives that deliver knowledge-based capabilities for the enterprise, highlighting those that have achieved tangible success related to Army

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knowledge management goals and objectives. The Army CIO/G-6 is the HQDA staff proponent for the AKA program.

As the e-Army Initiative winner, DLS excelled in the areas of collaboration, impact, transformation and integration with Army Knowledge Online (AKO). "The impact of DLS is tremendous," said Lieutenant Colonel Robert A. Bean, Product Manager for DLS. "Not only does it boost the morale of the Soldiers through enabling them to spend more time at home with their families, it allows for a standardization in the quality of training across the board—from our deployed Soldiers to DA Civilians, and everyone in between."

Streamlining the training process from start to finish, DLS is the infrastructure responsible for delivering distributed Learning (dL) through its Web-based, state-of-the-art technology that enables training for the Soldier to occur anytime, anywhere—24/7. Available to over 1.2 million Army personnel, DLS provides training through one of five supported components: Digital Training Facilities, Enterprise Management Center, Army Learning Management System, Army e-Learning and Deployed Digital Training Campuses.

For more information about Army e-Learning and the entire Distributed Learning System, please visit [www.dls.army.mil](http://www.dls.army.mil), or log on to AKO at [www.us.army.mil](http://www.us.army.mil), >Self Service>My Training.

# Training Development

## Design and Development Guidelines for dL

In recent years the rapid development of new instructional and communication technologies has opened new opportunities in distributed Learning (dL). DL has changed in scope from printed material and CDs delivered via mail to include electronic media delivered in environments that allows for instructor interaction. TRADOC Pamphlet 350-70-2 is being updated to address these changes and opportunities.

This pamphlet is for designers and developers of Army dL who have knowledge of instructional design, delivery practices, and technologies. Although this is not a primer on Instructional Systems Design or the Army Performance Improvement/Instructional Design for Performance process, the guide has useful information for designers and developers of dL training. This pamphlet is intended to standardize processes, techniques, procedures, formats, and functions

relating to dL. The guidelines are recommended for dL development. This pamphlet explains the dL product development process and the role of dL in the application of the API/IDP process. It provides detailed guidance for creating efficient, effective dL education/training products. To assist in the design and development of dL education/training products, this pamphlet provides detailed procedures; examples, samples, and worksheets; quality control criteria/checklists; job aids, links to Training Developer information, and samples of correspondence needed to perform and support dL design and development. The pamphlet provides recommendations for content layout, appearance, text development, and storyboards. It defines differences between instructor-student interactions, levels of interactivity, learning control and navigation. It gives an overview of SCORM and considerations that an instructional designer must take to create instructional sound content that also meet SCORM requirements.

Appendices cover minimum essential requirements for web-based training, minimum technical requirements for web-based media files, information on the Advanced Distributed Learning registry and content repository, intellectual property considerations, CD-ROM packaging, and an overview of Cognitive Task Analysis and Guided Experimental Learning Course Design.

A copy of the document has been placed on the Distributed Learning Knowledge Network (DLKN) Design and Development knowledge center at: <https://www.us.army.mil/suite/folder/4653617>. The approved pamphlet will replace the current TRADOC Pamphlet 350-70-2 found at: [www.tradoc.army.mil/tpubs/pamndx.htm](http://www.tradoc.army.mil/tpubs/pamndx.htm).

## dL Development and Contract Support

Are you looking for one place to find all of the policy and guidance available on managing, developing, and contracting distributed learning? The Army Training Support Center (ATSC) has such a site at: [www.atsc.army.mil/itsd/imi/](http://www.atsc.army.mil/itsd/imi/).

At this site you will find dL support in developing dL contracts; links to dL policy and guidance; technical standards and specifications, tools, utilities, and templates that you can use; training opportunities; and links to other dL sites. You will also be provided a link to the Distributed Learning Knowledge Network (DLKN) available to AKO users at: <https://www.us.army.mil/suite/page/131817>.

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Details of what you will find on the Distributed Learning/ IMI Support web site are below:

- If you are only interested in dL contracting, the “dL Contract” link will provide you with both the dLETP and dLXXI contracts; templates to help you define your dL requirements; CDRs, DIDs, and DoD military handbooks that are referenced in the contract; contract compliance and guidance documents that are addressed in the contract templates; and all of the requirements that proponents submit prior to award of a dL contract.
- If you just want a quick reference to policy and guidance, the “Policy and Guidance” link will provide links to DoD, Army, and TRADOC policy. It also provides links to guidance needed to implement the congressionally mandated requirements concerning access to federal information technology by members of the public and federal employees with disabilities (Section 508 of the Rehabilitation Act).
- You can find the technical standards and specifications required for dL development at the “Standards and Specifications” link. Here you will find the Army Training Information Architecture documentation, the latest information on the Army Learning Management System (ALMS) configuration and component versions, the Digital Training Facilities (DTF) configuration, the Baseline Home Computer Configuration, the Officer Education Guidance and the latest SCORM documentation. Shareable Content Object Reference Model (SCORM) documentation includes links to Advanced Distributed Learning (AL) documents, Army Compliance documents such as the Business Rules and Best Practices and Army Acceptance Criteria, downloads for ADL and Army Testing Tools, SCORM examples and testing procedures.
- At the “Tools, Utilities, and Templates” link you again will find the Army Acceptance Criteria and testing tools, a host of courseware management and proponent checklists and forms, TRADOC approved browser, plug-ins and players, and copyright guidance.
- At the “Training and Education” link and the “dL Links” you will find information on SCORM training resources, Human Performance Improvement Center training and SCORM studies and research, and links to other dL sites of interest.

This community is dedicated to all personnel engaged in the design and development of Army dL courseware. Visit to share ideas and lessons learned; seek and offer solutions to technical issues; obtain and manage dL related documents, standards and specifications; or collaborate with others in the dL community. Subscribe to one of the pre-established DLKN communities to collaborate with colleagues who share similar interests or projects. Presently, the communities available are: courseware testing, dL examples, design and development, dL mavericks (where you will find the entire dL workshop

presentations), Government Furnished Information (GFI), SCORM, Technical Configuration Control Board (TCCB), TRADOC Staff and Faculty, and the Armor dL community.

Examples of what you will find in the pre-established DLKN communities are:

- On the main “DLKN” page you will find links to key documents, technical alerts, links to all presentations from previous dL Workshops, and links to all the established communities.
- In the “dL Design and Development” community you will find design and development documents such as draft dL Guidelines, checklists, how designers are to implement SCORM, and dL surveys; links to ATSC, TRADOC, DoD, other services, and industry and academic dL information, links to the immersive training presentations, and a forum to add discussion issues.
- In the GFI community you will find a convenient and secure means to provide dL contractors GFI. You will find executable software programs for approved browser and plug-ins that would be placed on CD-ROMs, the Army’s Graphical User Interface (GUI), software solutions to new technology issues, and a place for proponent schools to upload their GFI for contractors to download. This community is only made available to our dL contractors and proponent schools.
- In the “SCORM” community you will find discussion forums on versus technical issues, links to Army, ADL, DoD, other service, and industry SCORM information, documents such as our latest draft business rules and best practices, examples of lesson flow diagrams, information about free SCORM tools, SCORM 101 training, and information on packaging.

We use these communities as we develop draft guidance and specifications, to provide technical alerts to our dL developers, and to provide the latest information we have on varying aspects of dL development. You can request and manage your own community at this site as well as participate in the established communities. To make these communities and their knowledge centers more relevant to you, we need your issues and lesson learned. Also if you want to discuss a specific issue with the rest of the community, contact the community manager to add your forum for discussion.

DLKN is **NOT** a site intended for dL learners. DL learners who have questions regarding problems with a specific course or how to find what dL courses are available should use the Army Training Help Desk at <https://athd.army.mil/> or (800) 275-2872 Option # 1; DSN 826-3666.

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## Soldier's Corner

### U.S. Army Launches ALMS 2.0 to Advance Processes with Strategic Objectives

#### Major System Upgrade Improves the User Experience, Streamlines Training Administration and Delivers Enhanced Visibility to Leadership Personnel

The U.S. Army announced that the Army Distributed Learning System (DLS), a program under Program Executive Office Enterprise Information Systems (PEO EIS), has implemented an extensive upgrade to the Army Learning Management System (ALMS), Release 2.0, which improves Army-wide processes for the development, management, registration and delivery of distributed-learning (dL) and classroom-based training. By standardizing training procedures, terminology and data throughout the Army, the ALMS dramatically reduces duplication of effort across training institutions, improves cost effectiveness and ensures conformance to industry standards that enable collaboration among academic, commercial and military training organizations.

"ALMS 2.0 provides a much more flexible and user-friendly platform for managing worldwide training operations," states Lieutenant Colonel Robert A. Bean, Product Manager for DLS. "The improved functionality and user interface enables the Army to realize impressive gains in productivity, and the system helps institutionalize the process improvements needed to achieve increased standardization and quality." All Army agencies are required to develop a plan to migrate all dL courseware to ALMS and to complete the migration no later than the first quarter of Fiscal Year 2009.

By establishing a single resource for Army leadership to view the progress of training within units or for individuals, the ALMS enables commanders to more quickly assess Soldier readiness and make decisions needed to correct any deficiencies. Additionally, with new features in ALMS 2.0, training managers now have the capability to implement multiple learning and testing paths leading to course completion or certification.

Among the new system enhancements included in ALMS Release 2.0 are an improved, "friendlier" user interface, powerful search capabilities for the course catalog, easier training record maintenance and automated processes for collecting and reporting course completion data. The system also establishes a permanent, easily accessible resource for all training records, and it automates the

reporting of Promotion and Retirement Points earned by Army Reserve as well as Active Duty personnel.

The ALMS 2.0 upgrade also introduces Centra collaboration technology from Saba Corporation, which enables real-time interaction among personnel located anywhere across the globe. The capabilities allow quick set-up of virtual classrooms in which students use easily recognizable desktop icons to ask a question, respond to a question or deliver feedback to the presenter. Interaction can be done through Voice-over-Internet Protocol (VoIP) using a computer microphone and speaker, or through a telephone conference-call setup. Text-based instant messaging is also available to all participants and the instructor. Depending on communications bandwidth and course content, video capabilities can be made available for a portion of the course, the entire course, or not at all. The integration of Centra with the ALMS training application permits lesson and roster data in the ALMS to be automatically routed into Centra for planned collaboration sessions, if desired by the trainer.

"These state-of-the-art collaboration features are also useful for discussions between subject matter experts and Soldiers in the field who need information about a specialized topic," says LTC Bean. "The system seamlessly integrates with familiar desktop software applications, allowing personnel to share access to applications and other material. In addition, participants can record interactive sessions and playback the material for later review or rehearsal."

ALMS 2.0 conforms to the Shared Content Object Reference Model (SCORM) specification for courseware development, which enables the interoperability and reusability of online training modules across the full spectrum of service, joint, interagency, intergovernmental and multinational organizations. The SCORM specification is developed by the Advanced Distributed Learning (ADL) initiative to improve collaborative training efforts and modernize Department of Defense (DoD) training activities. The ALMS 2.0 (Saba 5.3) is certified by ADL as SCORM Edition 2. Saba will submit for Ed 3 certification this fall.

The ALMS supports the President's E-Government strategy by using the Web to enable the interagency sharing of training data and by adopting commercial practices and products that reduce operating costs. The system also supports the President's Management Agenda by making use of dL to leverage available training funds as well as by providing greater access to training materials across numerous government agencies. By leveraging advances in information technology, ALMS 2.0 delivers wide-ranging benefits to the U.S. Army, including allowing Soldiers to spend more time at home instead of traveling to mandatory training schools.

## U.S. Army Foreign Language Initiative Reaches Milestone of 100,000 Users with Rosetta Stone®

The U.S. Army announced it has reached a major milestone in developing critical language skills using the Rosetta Stone® language program. Army e-Learning initiative and Rosetta Stone have delivered language training to over 100,000 uniformed and civilian Army personnel. More than 1/3 of the personnel are studying Arabic, which is one of the numerous mission-critical languages offered through Army e-Learning, a component of the U.S. Army Distributed Learning System (DLS).

“Foreign language skills are key competencies that enable our personnel to operate more effectively within foreign populations as well as with coalition and alliance partners,” says

Lieutenant Colonel Robert A. Bean, Product Manager for DLS. “Rosetta Stone and the Army e-Learning initiative have been integral to Army efforts in meeting current operational needs as well as attaining the strategic goals contained in the Defense Language Transformation Roadmap.” The roadmap is a comprehensive plan for how the Department of Defense (DoD) is developing the full range of language capabilities needed for current and future missions.

Rosetta Stone provides thirty state-of-the-art language courses over a secure Web connection that uses a simplified, no-cost registration process established by Army e-Learning. Personnel learn all four language skills – speaking, reading, listening and writing – through Rosetta Stone’s Dynamic Immersion™ method, which uses interactive technology and innovative content to enable users to develop everyday proficiency quickly and naturally. On their own, Soldiers are readily able to make steady progress in understanding and communicating in the new language.

“Personnel have now logged over half a million hours of Rosetta Stone language training, and during the month of June we had 4,500 new enrollments,” states Stan Davis, Project Officer for Army e-Learning. “Rosetta Stone is positively impacting Soldier readiness and language capabilities throughout all levels in the Army.”

With Army e-Learning, individuals can complete foreign-language and other training as their time allows, even in one-hour or half-hour increments. Because this continuous-learning initiative provides on-demand training whenever and wherever it is needed, the U.S. Army can more readily achieve its goals for increasing foreign language capabilities.



**Rosetta Stone interface in Army e-Learning**

“Time constraints and travel barriers had in the past, worked against the goals of fielding forces working to engage in basic communications with local populations in deployed areas,” says Tom Adams, Rosetta Stone CEO. “Now, with Army e-Learning and Rosetta Stone, the military can address these issues by a large magnitude, above and beyond what was possible by way of traditional, classroom-based training. We look forward to continuing our relationship with the U.S. Army and supporting their communication and language needs throughout the world.”

Rosetta Stone provides languages courses through Army e Learning for Arabic, Chinese (Mandarin), Danish, Dutch, English (UK), English (US) Farsi (Persian), French, German, Greek, Hebrew, Hindi, Indonesian, Italian, Japanese, Korean, Latin, Pashto, Polish, Portuguese (BR), Russian, Spanish (Latin America), Spanish (Spain), Swahili, Swedish, Tagalog, Thai, Turkish, Vietnamese and Welsh.

## Deployed Digital Training Campus (DDTC) Sent to Fort Carson, CO to Support TRADOC MTT Warrior Leaders Course (WLC)

The TRADOC G3/5/7 DDTC team used a DDTC prototype to provide support to the WLC conducted at Ft Carson. The team supported 2 iterations of the WLC, each 15 days in length, with 120 students enrolled per session. The DDTC mission was a great success, employing multiple technologies to provide training, while affording Soldiers greater quality of life by allowing them to train at their home station.

The DDTC is a lightweight, scalable, portable, satellite communications based digital classroom providing secure and unsecured modes of operation with Video Tele-Training (VTT), collaboration, constructive simulation,

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access to web-based distributed Learning (dL) products, and the Army Battle Command Systems (ABCS) digital training platform. The system will be a key enabler to Army training transformation, enhancing Soldier and unit capabilities to rapidly adapt to changing joint mission environments. The DDTC's primary role is to provide operationally deployed units access to dL and simulation-based training. In a secondary role, it will provide a flexible means to meet CONUS and OCONUS based redeployed unit surge training requirements.

TRADOC will field objective DDTCs in conjunction with the ARFORGEN model to deploying BCTs in the reset/train pool to prepare for deployments. The DDTC will offer a complete digital training package to deliver training where and when needed.



*Soldiers of the Warrior Leaders Course listened to CSM Dale of USASMA during his welcoming remarks via Video Teletraining. Laptop displays were provided at the USASMA site prior to CSM Dales arrival.*

## Future dL Technology Initiatives

- **Podcasting Pilot programs** - Podcasting has steadily increased as a means to deliver training/instruction in Industry as well as Universities. The Training Development and Delivery Directorate would like to pilot a course or courses using podcasting technology. If you are interested in participating in the pilot programs, contact Amy Loughran at: 757-788-2155 or email: [amy.loughran@us.army.mil](mailto:amy.loughran@us.army.mil)
- **eBooks** - Education titles will soon be added to the current offering of ebooks on AKO. Instructional design by Keppell, Managing e-learning strategies by Khan, and Adult education and life-long learning by Jarvis are just a sample of what you can expect to find. Links to these resources will be found on the "My Library" and the "CP-32" pages.
- For suggestions on programs, technologies, or other capabilities that could benefit Army dL, please contact Amy Loughran at [amy.loughran@us.army.mil](mailto:amy.loughran@us.army.mil).

## The dL STAR wants to hear from you!

Email the dL STAR at [distributed.learning@us.army.mil](mailto:distributed.learning@us.army.mil) if you would like to be added to our distribution list, if you know someone who would be interested in receiving the dL STAR, or if you have a dL related article or link that you would like to see posted.

## dL Links



[www.us.army.mil](http://www.us.army.mil) ; My Training



The Army Distributed Learning Program (TADLP)  
[www.tradoc.army.mil/tadlp](http://www.tradoc.army.mil/tadlp)



The Distributed Learning System (DLS) [www.dls.army.mil](http://www.dls.army.mil)



The Army e-Learning program  
[www.us.army.mil](http://www.us.army.mil) ; My Education



Army Training Help Desk (ATHD)  
<https://athd.army.mil>



TRADOC's Army Training Support Center (ATSC)  
[www.atsc.army.mil](http://www.atsc.army.mil)

Soldier Training Homepage  
[www.train.army.mil](http://www.train.army.mil)



The Army National Guard (ARNG)  
[www.arng.army.mil/about\\_us/traininq/dl/](http://www.arng.army.mil/about_us/traininq/dl/)

## VIRTUAL UNIVERSITY

<https://arrtc.mccoy.army.mil>

Login to Web-based Training Portal



84th U.S. Army Reserve  
Readiness Training Command  
ARRTCWebmaster@usar.army.mil  
(608) 388-7343 or 7309