



DEPARTMENT OF THE ARMY

U. S. ARMY TRAINING SUPPORT CENTER
FORT EUSTIS, VIRGINIA 23604-5166

REPLY TO
ATTENTION OF:

ATIC-ID

9 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Distributed Learning (DL) Courseware (CW) Validation, SCORM Packaging, Review, and Function Testing Policy for the Army Learning Management System (ALMS)

1. Validation, SCORM packaging, review, and function testing are part of the CW ADDIE process. Failure to properly perform these steps causes half of CW not to field on schedule due to uncaught criticality level 1 deficiencies. Army Activities shall perform these steps for CW to be fielded on the ALMS. This policy applies to the ADDIE process Development and Implementation stages only - other stages shall have their own policies.
2. Army Activities that produce CW, as defined by CH 7 AR 350-1, shall perform CW Validation per TRADOC Pam 350-70-10, with changes as indicated in Appendix A.
3. Army Activities that produce CW shall perform CW SCORM Packaging per DoD Instruction 1322.26 and TRADOC Capability Management The Army Distributed Learning Program (TCM TADLP) Specifications for CW Packaging and Testing as indicated in Appendix A.
4. TCM TADLP, Implementation Branch shall perform CW review to evaluate if CW files and documents required for Function Testing (FT) are present as indicated in Appendix A.
5. Program Director-Distributed Learning System, Customer Support Center (CSC) shall conduct CW FT using the ALMS Production platform as indicated in Appendix A
6. Unless waived by TCM TADLP, CW content and exams shall be fielded immediately upon successfully completing FT as indicated in Appendix A.
7. Attached ADDIE Chart is simplified for this policy. Each step has sub-steps not shown.

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8. Point of contact is Ms. Tamara Krepps, (757) 878-5483.

E-Signed by REMILY HELEN A. 1138346486
with Approval
REMILY HELEN A. 1138346486

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1. Appendix A: Detailed Process Activities
2. Appendix B: ADDIE Process Chart
3. Appendix C: Criticality Matrix
4. Appendix D: Acronym List

HELEN A. REMILY
TRADOC Capability Manager for
The Army Distributed Learning Program

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