

Defense Logistics Agency Instruction



DLAI 7510
Effective May 20, 2010
Certified Current September 21, 2011
DLA Human Resources
DLA Training

Distributed Learning

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This instruction prescribes the policies and standards by which DLA will accept, develop, conduct, and distribute distance learning training and employee development programs. Distributed learning is defined as a means of delivering learning to a student regardless of time and location. Distributed learning is a method to create an inclusive learning environment for learners who may otherwise be limited by physical distance, work schedules, and available time to name a few. Distributed learning is the integration of education and technology to deliver learning via various instructional methods such as satellite-based Interactive Video Teletraining, Video Conferencing (VTC), virtual classrooms, e-Learning, Computer Based Training, or a blended media approach. The use of distributed learning for instruction will promote an economical approach to education and training, as well as increased training opportunities for the workforce.

2. **APPLICABILITY.** Agency-wide.

3. **POLICY.**

a. DLA will accept, develop, conduct, and distribute training in accordance with the Department of Defense (DOD) policy using technologically advanced methods when deemed effective in both method and cost.

b. Distributed learning methods will be used when they satisfy the learning objective - to obtain the required knowledge, skill, or competency. Distributed learning supports DLA's cost management objectives through cost savings associated with time away from the office, training course costs, and travel and per diem expenses.

c. Formal training, either self or supervisor initiated, will require a search of the SkillsSoft catalog through the DLA Learning Management System (LMS) and completion of the appropriate course(s) as first preference for training that satisfies the learning need.

d. Advances in adult learning concepts and new technologies for training will be incorporated into the DLA strategic planning process when and where the technologies are appropriate.

e. Distributed learning courses and courseware will be developed, procured, and/or maintained as guided by standard instructional systems design principles.

f. Distributed learning courses will be fully developed with appropriate major stakeholders for content and designation of lead Headquarters DLA component. Courses will be coordinated for economy of scale for DLA-wide application to avoid duplication and to share costs.

g. Employees who cannot use Distributed Learning training will be accommodated whenever possible with appropriate alternatives. Distributed Learning will comply with Section 508 of the Rehabilitation Act as amended (29 United States Code, Section 794d).

4. RESPONSIBILITIES: Refer to [Enclosure 2](#).

5. PROCEDURES: Any Distance Learning project must adhere to the following guidelines and provide the following introductory information:

a. Content to be integrated into the LMS must be authorized by DLA Human Resources Services, DLA Training and DLA subject-matter expert(s).

b. Course intent must be clearly stated as either (1) to perform - training content that will ask learner to demonstrate mastery of skills or knowledge, or (2) to inform - training content that is informational in nature, possibly requiring learner to certify or comply with content.

c. Course audience must be identified as either targeted to a specific audience or as Enterprise training. For Enterprise Wide Mandatory Training the course proponent or subject-matter expert will provide the governing instruction or regulation.

d. For Enterprise Wide Mandatory Training a course proponent or subject-matter expert will be designated for course equivalency consideration.

e. A timeframe for deployment of the new course must be clearly stated. Date for completion of project will be negotiated and identified in the Statement of Work.

f. Project funding should be discussed and secured. DLA Human Resources Services, DLA Training is a fee for service organization and is responsible for providing a project cost estimate after the initial meeting with a customer.

g. Externally developed Sharable Content Object Reference Model content is required to follow DOD Instruction 1322.26.

h. Sharable Content Object Reference Model content developed outside DLA Human Resources Services, DLA Training will be accompanied by test logs from the Advanced Distributed Learning Sharable Content Object Reference Model Conformance Test Suite to ensure conformance. The test suite is available for download from the Advanced Distributed Learning program Web site at <http://www.adlnet.gov>.

i. Externally developed courses must identify a point of contact from the organization that initiated or funded the development of the course.

j. Course support and maintenance requirements must be clearly identified.

6. EFFECTIVE: This Instruction is effective immediately.

Director, DLA Enterprise Support
May 20, 2010

Deputy Director, Human Resources
September 21, 2011

2 Enclosures

Enclosure 1 – References

Enclosure 2 – Responsibilities

Enclosure 1
References

1. DOD Instruction 1322.26, “Development, Management, and Delivery of Distributed Learning,” June 16, 2006.
2. Section 508 of the Rehabilitation Act Amendments of 1998 (Public Law 105-220, 29 United States Code 794, (d) (<http://www.section508.gov>).
3. Strategic Plan for Transforming DOD Training FY2008–FY2013, May 8, 2006.
4. DOD Training Transformation Implementation Plan FY2006–FY2011, February 23, 2006.
5. DOD Handbook Instructional Systems Development/Systems Approach to Training and Education (Part 2 of 4 Parts), MIL-HDBK-1379-2, June 9, 1997.
6. Memorandum for DLA Executive Board, DLA Enterprise Adoption of SkillSoft e-Learning Policy, November 15, 2010.

Enclosure 2 Responsibilities

1. The DLA Distributed Learning Working Group includes representatives from DLA Human Resources Services, DLA Training and the DLA Information Operations (J6), as well as the training, planning, and information technology teams throughout DLA. Each DLA team represented will appoint at least one member and one alternate and advise the DLA Distributed Learning Working Group when there are any changes to the appointment. The DLA Distributed Learning Working Group will:

- a. Identify common standards for items such as authoring tools and compatible equipment standards.
- b. Promote conformance to DOD and DLA instruction for distributed learning activities.
- c. Establish special working groups as may be needed to deal with specific issues (e.g., determination of a standard training course, assessment of an evaluation methodology).
- d. Ensure that technology and connectivity elements support DLA training requirements in accordance with the DLA Strategic Plan.
- e. Meet regularly via VTC or other means as appropriate.

2. DLA Human Resources Services, DLA Training will serve as chair of the DLA Distributed Learning Working Group and will:

- a. Be responsible for providing advice and guidance to the DLA Distributed Learning Working Group to ensure the successful operation of the training mission.
- b. Provide training in distributed learning techniques for instructors.
- c. Coordinate with J6F Distance Learning Network Manager and Primary Level Field Activities (PLFAs) to obtain desired broadcast programming and resolve technical issues.
- d. Be responsible for consolidating and maintaining information on distributed learning requirements, completions, certifications, reports, resources, and cost data associated with training completions in the LMS.
- e. Serve as the proponent for distributed learning policy, programs, and guidelines for education, training, and job performance aids.

3. Headquarters DLA organizations are responsible to ensure that any business-unique training is developed and delivered using the principles and guidelines outlined in this plan.

Headquarters DLA and the PLFAs should share training requirements as well as take the lead (where the area has the expertise) to procure and/or maintain training for the entire Agency after

coordination and approval from affected components. Headquarters DLA organizational components will evaluate training effectiveness to ensure that it contributes to organizational performance.

4. DLA leaders and managers will provide support for the proper tools, facilities, administrative processes, and environment for distributed learning implementation.

5. J6 is responsible for recommending changes in DLA's information technology infrastructure to enable DLA to keep current with best business practices supporting learning at the work site, and in keeping with DOD policies, initiatives, and practices. In addition, J6 will:

a. Coordinate with Agencies outside DLA that desire to utilize the DLA Distributed Learning Network programming schedule.

b. Coordinate with Headquarters DLA and PLFAs on scheduled programming in order to ensure the availability of network resources.

c. Assist with the design, implementation, and maintenance of the DLA Distributed Learning Network reservation system.

d. Provide a pool of personnel to conduct distributed learning testing for all Enterprise wide mandatory training. The pool of testers should include personnel from all PLFAs and a significant number of geographically dispersed DLA locations.

6. J6F Distance Learning Network Manager, after coordination with and approval from all affected organizations, is responsible for providing and maintaining the hybrid (satellite/terrestrial) distributed learning infrastructure and associated telecommunications network that supports the DLA Distributed Learning Network. The J6F Distance Learning Network Manager will:

a. Implement and maintain future enhancements to the DLA Distributed Learning Network based on input from the DLA Distributed Learning Working Group and PLFAs.

b. Coordinate with DLA origination and downlink sites and those belonging to other agencies to ensure that services are provided on a cost basis.

c. Compile monthly statistics associated with DLA Distributed Learning Network and infrastructure to support return on investment analysis and make these statistics available to members of DLA Distributed Learning Working Group upon request.

7. DLA Finance (J8) will assist Headquarters DLA organizations in their analysis and forecasting of distributed learning financial requirements. J8 will include the consolidated distributed learning financial requirements approved by the DLA Director in the DLA budget submissions to the Office of the Under Secretary of Defense (Comptroller).