



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-HR

01 APR 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA) Guidance Memorandum #16 -- Utilization of the Army's e-Learning Program.

1. REFERENCE.

a. HQDA Letter 350-04-01, 8 Jan 04, subject: Utilization of the Army's e-Learning Program.

b. Email, HQ IMA, COL Steve Wilberger, 26 Mar 04, subject: Information Technology Training in IMA.

2. PURPOSE. To provide guidance to all personnel in the Southwest Region.

3. APPLICABILITY. These procedures are applicable to all military and civilian personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

a. The Army has introduced a computer-based training program aimed at teaching information technology to Soldiers and other Defense Department employees. The SkillSoft program - formerly known as MySmartForce - offers over 1,500 courses free of charge to active-duty Soldiers, Reservists, National Guardsmen, and Department of the Army Civilians. More than sixty of the courses can be completed for certification as a Microsoft certified systems engineer, or in such operating systems as Cisco or Oracle.

b. Reference 1a prescribes the policy for the use of the Army's e-Learning Program for basic and advanced information technology (IT) training. The intent of this policy is for all Army organizations to use the Army's e-Learning Program as the primary means to satisfy IT training requirements. SWRO IMA will comply with the procedures and guidelines set forth in HQDA and IMA guidance.

c. The Army's e-Learning Program is open to all military and Army civilian (Appropriated and Nonappropriated Fund Employees). Contractors are not authorized to use the e-Learning system for training.

d. As stated in the HQDA letter, supervisors within the SWRO IMA will allow employees access to the e-Learning Program during duty hours for mission-related

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training and provide an environment conducive to learning. Supervisors are encouraged to allow employees access to e-Learning during duty hours for self-development. Further, supervisors will ensure individual development plans identify e-Learning as the primary means for IT training. Use of contractor-provided IT training is not permitted unless given written exception from Army CIO/G-6. Requests for exception (i.e., waivers) will be submitted in accordance with paragraph 8d of the referenced letter and endorsed by the SWRO IMA Region Director.

e. An Army Knowledge Online account (<http://www.us.army.mil>) is required in order to register. The registration site for access into the e-Learning program is at <https://www.atrrs.army.mil/channels/eLearning/smartforce>. After initial registration, any eligible member may enroll for an unlimited number of courses for organizational and mission-related requirements, as well as for individual and personal goals.

5. PROPONENT. The Human Resources Division is the proponent for this Guidance Memorandum. POC is John Mitzel, at (210) 221-9280, DSN 471-9280, or email john.mitzel@samhouston.army.mil.

Encl
Request for Exception to Policy


HUGH M. EXTON, JR
Director

DISTRIBUTION:

SWRO IMA Staff

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Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124

WAIVER REQUEST FORM
UTILIZATION OF THE ARMY'S E-LEARNING PROGRAM
E-LEARNING INITIATIVE

Submit this form to the Army e-Learning Program Office at cbt.help@secbmail.belvoir.army.mil The Army e-Learning Program Office will review request and return decision to the requesting office within 3 days of receipt of form.

REQUESTING ORGANIZATION:	ORGANIZATION POC/PHONE/AKO E-MAIL:	DATE:
COURSE TITLE/COST/DATE OF TRAINING:		
# OF EMPLOYEES		
<u>JUSTIFICATION FOR NOT UTILIZING THE ARMY E-LEARNING PROGRAM FOR TRAINING:</u>		
<u>MACOM COMMANDER/DIRECTOR SIGNATURE/DATE/AKO E-MAIL</u>		
CBT COR OFFICE REVIEWER:	DATE RECEIVED: WAIVER #:	DATE RETURNED TO ORG:
CBT COR OFFICE DECISION:	REASON FOR DISAPPROVAL:	
<input type="checkbox"/> APPROVED		
<input type="checkbox"/> DISAPPROVED		