**WHS Learning Center**

The WHS/Human Resources Directorate (HRD) will deploy the WHS Learning Center to civilians, military members and contractors in OSD Components, Defense Agencies and DoD Field activities. This web-based application is a learning management system that delivers, reports, and tracks employee training. The system will be deployed to WHS and selected OSD components beginning September 2009. The system will replace the WHS/ITMD EasyI System for online training during FY10.

Training content that currently exists on the EasyI System is being evaluated for potential use and/or redevelopment and will be migrated to the WHS Learning Center beginning FY10. Mandatory training requirements will be tracked using this new system. Civilian and military employees will also be able to access online content developed by Skillsoft, a provider of on-demand e-learning content and performance support.

Civilian and military employees who supervise civilian employees will submit the SF-182 (Authorization, Agreement and Certification of Training) forms for processing using the WHS Learning Center. Training will be provided in various methods to include online tutorials, user manuals, and job aids. Train-the-Trainer sessions will be provided to Training Coordinators every third Wednesday of each month from 0900-1200 through December 2009. Training Coordinators will then provide login information and training to their serviced population. Training Coordinators will be provided with the deployment schedule.

New online training development initiatives that will be delivered by the WHS Learning Center will comply with WHS Web-Based Standards in consultation with the WHS/HRD/Learning and Development Division, WHS/Information Technology Management Division and Office of the Secretary Chief Information Officer’s technical standards. If you have additional training needs that are not being addressed or are being delivered on an external website, please have your functional manager contact WHS/HRD/Learning and Development Division to discuss.

Implementation of this system will consolidate training resources, improve efficiency, reduce time and costs associated with processing paper-based SF-182 forms, reduce the need to print course completion certificates, reduce the potential for data errors by eliminating the need to manually update spreadsheets to record employee training and provide enterprise-wide reporting and tracking.

 **Training History**

WHS is the 4th Estate representative responsible for reporting on employee training completion. As amended, Title 5, Code of Federal Regulations (CFR) part 410, subparts C, D, and G, requires agencies to report training data beginning 31 Dec 2006, in the format prescribed by the Office of Personnel Management (OPM) Government –wide Electronic Data Collection System Reporting. Organizations that process their own SF-182’s will be provided information regarding the new data format.

 **System Information**

If you have questions or need additional information, contact the Learning and Development Division Customer Satisfaction Center at (703) 604-6852, Monday-Friday from 8:30 a.m. to 5:00 p.m. You may also send an email to lddcustomersatisfactioncenter@whs.mil.