



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

NOV 15 2010

IN REPLY
REFER TO

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MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: DLA Enterprise Adoption of SkillSoft eLearning Policy

This memorandum introduces the SkillSoft eLearning policy applicable to all DLA civilian employees and assigned active duty military personnel. The policy is effective immediately and supersedes all previous similar policies, guidance, and standard operating instructions from Headquarters and Primary Level Field Activities. Supplementation of this policy is not permitted at any level.

DLA is committed to providing high-quality "just-in-time" training using technologically advanced methods that are effective, timely, and affordable. To meet a wide variety of training needs, DLA has acquired an extensive collection of SkillSoft eLearning materials offering information technology, logistics, project management, leadership, and other business related courses that can be delivered whenever needed through the DLA Learning Management System (LMS). These courses are centrally funded for FY11 with no additional costs to individual organizations and no per course costs.

Formal training, either self or supervisor initiated, will require a search of the SkillSoft catalog and completion of the appropriate course(s) as first preference for training that satisfies the learning need. The DLA LMS will be used to access SkillSoft eLearning training and record course completions. Courses required for Defense Acquisition Workforce Improvement Act certification will continue to be obtained through the Defense Acquisition University and current enrollment procedures.

If SkillSoft training is not available in a particular discipline, or if further training is needed after completing online courses, alternative training will be requested using the Authorization, Agreement and Certification of Training, Standard Form (SF) 182. Block A.4. of the SF 182 will be used to certify that the SkillSoft catalog was searched for appropriate training and available courses. Block C.6. of the SF 182 will be used to provide justification for an alternative source.

This approach will enable greater flexibility in acquiring needed competencies as the online courses can be initiated at any time. Adopting this policy will be a smart, efficient way to operate by leveraging our existing SkillSoft capabilities. It will also support DLA's cost management objectives through cost savings associated with time away from the office, training course costs, and travel and per diem expenses.

Employees may direct questions regarding this policy to their servicing DLA Human Resources Services, DLA Training representatives or to Ms. Angela Scott-Tucker, Chief, Workforce Development, DLA Human Resources Services, DLA Training, (614) 692-6156.

A handwritten signature in black ink, appearing to read 'Brad Bunn', with a stylized flourish at the end.

BRAD BUNN
Director
DLA Human Resources