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Department of Defense  
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
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SUBJECT: Enterprise Digital Learning Reform and USALearning Assisted Acquisition Policy Memo Extension

**Reference:** CMO Memorandum, April 26, 2019, Category Management for Training and Education – Requirement to Initially Determine Whether USALearning Assisted Acquisition Services will Satisfy Training and Education Capabilities Requirements and to Leverage Such Services to Optimize Cost Savings

**Purpose:** Emphasize the Department's commitment to build and sustain an enterprise digital learning environment extend the subject policy memo, and provide initial guidance for submitting requirements for education, training, and related products and services to USALearning for assisted acquisition. The terms and intent of the referenced policy memorandum shall remain in effect until replaced with formal DoD Instruction or other policy.

As stated in the April 26, 2019 memo referenced above, it is DoD's goal to modernize its digital learning systems and optimize costs by implementing three lines of effort (LOEs): LOE 1 – USALearning assisted acquisition; LOE 2 – Enterprise course catalog; and LOE 3 – Enterprise learning record repository.

**Procedures:** The Department is finalizing the implementation guidance for Category Management LOE 1 – USALearning Assisted Acquisition and will release the final draft for adjudication within the next 45 days. Until then, the attached USALearning Assisted Acquisition Initial Guidelines provides information on the types of products and services to acquire through USALearning and how to submit requirements through the USALearning Project Portal at: <https://projects.usalearning.net>.

**Applicability:** This memorandum applies Department-wide, to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the CCMDs, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components"). Application includes training and education capabilities used for Active, Reserve Component, and National Guard personnel, Defense

civilians, and DoD-operated systems for Defense contractors.

My point of contact on this matter is Ms. Lora Muchmore, Director, Defense Business Systems & Enterprise Operations Directorate, Office of Chief Management Officer. Please direct all inquiries on USALearning's assisted acquisition process and Enterprise Digital Learning Modernization to Ms. Kelly Sims, Program Manager, [kelly.f.sims.civ@mail.mil](mailto:kelly.f.sims.civ@mail.mil), 571-372-2057. Additional information is available on the USALearning Project Portal at: <https://projects.usalearning.net>.

A handwritten signature in blue ink, appearing to read "Lisa W. Hershman", with a long horizontal flourish extending to the right.

Lisa W. Hershman

# USALearning Assisted Acquisition

## Initial Guidelines

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### What types of training and education products should be acquired through USALearning?

Applicable training and education products and services include, but are not limited to, the following:

- 1.) **Commodity hardware, software, and network services** to include cloud-computing and hosting, managed hosting services, Infrastructure as a Service, Platform as a Service, and Software as a Service that is acquired in support of the design, delivery, and/or management of unclassified training and education.
- 2.) **Online digital learning capabilities** to include Learning Management Systems (LMSs), learning experience systems, browser-based simulations, virtual worlds, online testing software, online quizzing software, digital grading, student information systems, and collaborative platforms, including Commercial Off-the-Shelf (COTS) software, COTS licenses, or a customized LMS that has unique requirements not available through COTS. Features may include, but are not limited to, resource scheduling, mobile learning content creation tools, intelligent tutoring authoring tools.
- 3.) **E-Learning collaboration tools** to include Communities of Practice (CoPs) and other customized content and collaborative platforms and object and document repositories that are used in support of or in conjunction with any (faculty centered resident, synchronous, asynchronous, or hybrid combination) delivery modality of education and training delivery.
- 4.) **Digital assessment software and services** to include assessment management, development, delivery, analysis, test engines, question banks, and test item analysis tools.
- 5.) **Digital training and education management capabilities** that support features such as learning object and media management, course registration, course completion tracking, learning-data visualizations (static or real-time dashboards), Learning Content Management Systems (LCMSs), student information systems, and course catalog software.
- 6.) **Digital learner data management capabilities** such as learner record systems, competency management systems, credential management software, skills-gap analysis software, succession planning tools, competency analysis services and performance management tools/processes and systems.
- 7.) **Instructional curricula, media capabilities, and development services** to include computer-based training software, commodity simulation software and scenario authoring services, Interactive Multimedia Instruction (IMI) assets (such as videos, 3D models, and graphics), curriculum/course repositories regardless of modality of delivery and e-learning courseware development services.
- 8.) **Technical training and learning support services** to include Product Lifecycle Management (PLM) of training systems, modeling and simulation learning support services, Part Task Trainers (PTT), Computer Based Trainers (CBT), Augmented Reality/Virtual Reality (AR/VR) for learning, Artificial Intelligence (AI) when used in conjunction with education and training and gaming for learning.

9.) **Curriculum Repositories** to include digitally designed and supported curriculum repositories developed to deliver curriculum in multiple modalities including instructor-led classroom-based, self-paced, team-based, collaborative, asynchronous, and synchronous.

10.) **Learning Outcome Reporting Software** for reporting of education and training events housed in various technical constructs from data warehouses, data lakes, and Learning Record Stores (LRS).

11.) **Subject Matter Experts** to include support contracts for classroom and online instructors, trainers, competency analysts and personnel in support of instructional system development and personnel in support of the above.

### **What types of training and education products should NOT be acquired through USA Learning?**

Training and education products and services exempt from USA Learning Assisted Acquisition guidance at this time include:

- 1.) Individual employee training and education purchases
- 2.) Classified requirements at the “secret” or above levels
- 3.) System Program Office purchased or maintained artifacts and services
- 4.) Research and development projects, including those involving training and education topics

All questions regarding applicable products and services should be submitted to USA Learning to determine if USA Learning can meet your Component’s needs.

### **How do I submit requirements for USA Learning Consideration?**

All requirements within the above scope must be submitted through the USA Learning Project Portal at <https://projects.usalearning.net>. Follow the steps below to submit USA Learning assisted acquisition requirements for initial review and determination:

**Step 1:** Go to <https://projects.usalearning.net>

**Step 2:** Create your user account

**Step 3:** After you create your account, log in with your user name and password

**Step 4:** Next, go to “Submit your proposal” under the navigation menu

**Step 5:** Complete the requested information in the online submission form

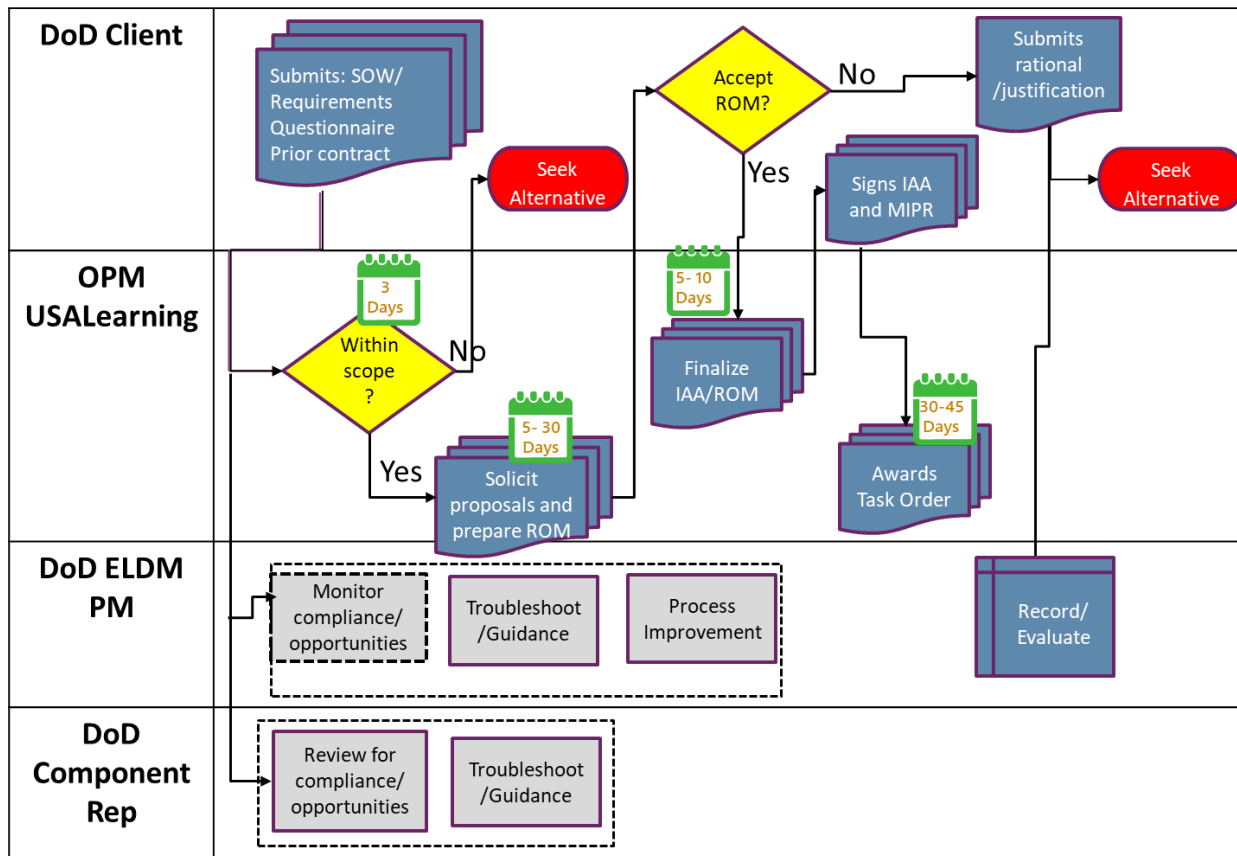
**Step 6:** Upload your Performance Work Statement (PWS) or requirements

**Step 7:** You will receive a confirmation email acknowledging requirements have been successfully submitted

## What happens after requirements are submitted?

The diagram below displays the USALearning assisted acquisition process to include USALearning's initial acceptance determination through the task order award.

### USALearning Assisted Acquisition Workflow



Additional information about USALearning can also be found on the USALearning Project Portal at <https://projects.usalearning.net>.