

Army Regulation 621-6

Education

Army Learning Centers

**Headquarters
Department of the Army
Washington, DC
20 November 1985**

UNCLASSIFIED

SUMMARY of CHANGE

AR 621-6

Army Learning Centers

This new regulation combines the operation, functions, and management of the Army Continuing Education System (ACES) and unit and civilian personnel learning center programs into a single, integrated system. The Army Training Roles and Responsibility Study of April 1984 identified the need for this action. The following offices have agreed that the Deputy Chief of Staff for Personnel (DCSPER) will be the proponent for the management and operations of the Army Learning Centers (ALCs):

- a. The Office of the Deputy Chief of Staff for Operations Director of Training (DAMO-TR).
- b. The DCSPER Director of Military Personnel Management (DAPE-MP).
- c. The DCSPER Director of Civilian Personnel (DAPE-CP).

Education

Army Learning Centers

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a new Army regulation that is effective 20 November 1985. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation covers the management and operation of Army Learning Centers (ALCs) that provide an integrated network of training and educational resources to support the Army Training System,

the Army Continuing Education System (ACES), and the Civilian Personnel Training and Development Program (CPTDP). It sets policies, goals, and procedures; assigns responsibilities; combines existing ALC services and fragmented subprograms into a single system; and establishes a consolidated fiscal management process.

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR).

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. This regulation will be supplemented by major Army commands (MACOMs). One copy of each supplement and requests for establishment of forms other than DA forms will be sent for approval prior

to publication to HQDA (DAPE-MPE), ALEX VA 22331-0316

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPE), ALEX VA 22331-0316.

Distribution. Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 621-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 422 of the subscriber's DA Form 12-9A. AR/DA Pam distribution is B for Active Army, ARNG, and USAR.

Contents (Listed by paragraph and page number)

Chapter 1

General, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations • 1-3, page 1

Responsibilities • 1-4, page 1

Role of the ALC • 1-5, page 1

Mission • 1-6, page 1

Goals • 1-7, page 2

Chapter 2

Operations, page 2

General • 2-1, page 2

Composition of ALCs • 2-2, page 2

Military training mission support • 2-3, page 2

ACES mission support • 2-4, page 2

Civilian Personnel Training and Development Program
missions support • 2-5, page 2

Equipment • 2-6, page 2

Courseware • 2-7, page 3

Recordkeeping • 2-8, page 3

Enlisted promotion points • 2-9, page 3

Chapter 3

Management, page 3

General • 3-1, page 3

Resources • 3-2, page 3

Recordkeeping • 3-3, page 3

Reports • 3-4, page 3

Evaluations • 3-5, page 3

Appendix A. References, page 4

Glossary

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Chapter 1 General

1-1. Purpose

a. This regulation—

(1) Establishes policy, goals, and responsibilities for managing and operating Army Learning Centers (ALC).

(2) Delegates authority for providing ALC services.

(3) Provides operational and fiscal resource guidance.

b. This regulation combines the operation, functions, and management of the Army Continuing Education System (ACES) and unit and civilian personnel learning center programs into a single, integrated system of Army Learning Center operations. ACES military occupational specialty (MOS) libraries and language laboratories will become integral ALC support services and will no longer be considered as distinct ACES entities.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Establish policies.

(2) Justify the annual budget for LC operations.

(3) Develop reporting requirements.

(4) Evaluate the effectiveness of LC operations.

(5) Provide major Army commands (MACOMs) with the fiscal resources for ALC operations.

(6) Coordinate with the Deputy Chief of Staff for Operations (DCSOPS) and U.S. Army Training and Doctrine Command (TRADOC) for instructional delivery systems and new military training ALC courseware.

(7) Establish the Army Learning Center Coordination Group (ALCCG) consisting of representatives from—

(a) Deputy Chief of Staff for Personnel (DCSPER) Education Division (DAPE-MPE) (chair).

(b) Civilian Personnel Center Training and Development Directorate (PECC-TD).

(c) DCSOPS Training Directorate (DAMO-TR).

(d) Assistant Chief of Staff for Intelligence (ACSI) Language Training Division (DAMI-ISI).

(e) Office, Chief Army Reserve Training Division (DAAR-TR).

(f) National Guard Training Division (NGB-ARO).

(g) TRADOC Education Directorate (ATTG-A).

(h) U.S. Army Forces Command (FORSCOM) ODCSOPS (AFOP-TE).

(i) Joint Committee on Computer Based Instruction—TRADOC Assistant Deputy Chief of Staff for Information Management.

(8) Provide managerial guidance.

b. The DCSOPS will—

(1) Recommend policy to DCSPER concerning training of soldiers in ALCs.

(2) Assist DCSPER in—

(a) Evaluating input for the annual ALC budget caused by training resource requirements.

(b) Evaluating the effectiveness of ALC operations.

(3) Inform the DCSPER of Army training policy changes that have an impact on ALC operations.

(4) Establish and provide the DCSPER with training reporting requirements as needed.

(5) Include reference to ALC operations and this regulation in appropriate training regulations, such as AR 351-1.

(6) Appoint a member to the ALCCG.

c. The CG, FORSCOM for the U.S. Army Reserve and Director, Army National Guard, will—

(1) Designate ALC proponents.

(2) Ensure all ALCs within the Reserve Components (RC) are managed and operated per policy specified in this regulation.

(3) Prepare implementation guidance for the RC that establishes—

(a) Criteria for determining ALC locations.

(b) Objectives for the use of ALCs.

(c) Criteria for validating ALC needs.

(4) Fund ALC operations for the RC.

(5) Appoint required representatives to the ALCCG.

(6) Supplement this regulation to meet the particular needs of the Reserve Component.

d. The CG, TRADOC and the CG, U.S. Army Materiel Command—

(1) Will retain policy and resource control for service school learning centers.

(2) May include service school learning centers as part of the ALC operational structure.

e. The CG, TRADOC will—

(1) Rescind TC 25-5 and prepare and update as necessary a DA pamphlet as the operational guide for ALCs.

(2) Review MACOM and RC supplements to this regulation to ensure compatibility with the Army Training Management System and Instructional Delivery Systems.

(3) Appoint required representatives to the ALCCG.

f. U.S. Army Information Systems Command will review MACOM supplements to this regulation prior to their publication to ensure compatibility with DA Information Management Architecture.

g. The ALCCG will—

(1) Meet at least annually at the call of the chair to review ALC supplements and operations.

(2) Review the ALC operational guide in the DA pamphlet and its updates developed by TRADOC.

(3) Design ALC evaluation plans.

(4) Recommend ALC funding priorities.

(5) Review ALC courseware/software cost-benefit analyses.

h. MACOMs will—

(1) Ensure all ALCs within the MACOMs are managed, operated and evaluated per policy specified in this regulation.

(2) Designate a MACOM LC proponent (that need not be ACES).

(3) Ensure ALC facilities, equipment, and communications capabilities are available.

(4) Prepare a MACOM supplement to this AR, which—

(a) Sets objectives for the use of ALCs.

(b) Establishes criteria for determination of validated needs.

(c) Establishes criteria for ALC locations, ensuring ALCs operate only where a validated need has been determined.

(d) Directs that an ALC manager be designated at each installation where there is an ALC and defines the minimum responsibilities of the installation ALC manager.

(e) Contains a MACOM ALC operational plan that has been coordinated with TRADOC, installation Training and Audiovisual Support Center (TASC), Civilian Personnel Offices and Information Management Directorates.

(5) Include ALC resource requirements in the Program Analysis-Resource Review (PARR) submissions.

(6) Submit to HQDA a consolidated DA Form 1821-R (ACES Report) as described in AR 621-5, appendix C.

1-5. Role of the ALC

An ALC is a facility primarily dedicated as a delivery point for individualized or small group, multimedia based instruction. ALCs provides equipment and instruction. ALCs contain—

a. Equipment and instructional materials to meet validated training or educational needs.

b. The staff to provide instruction, information, technical assistance, or advice on the use of ALC resources.

1-6. Mission

a. The ALC mission is to provide commanders the training and educational support resources necessary to help meet the

validated training, development, and continuing educational needs of soldiers and Army civilian employees to improve their current and anticipated job performance.

b. The ALCs will—

- (1) Support the Army's training, ACES and CPTDP missions.
- (2) Provide services only in response to validated needs.
- (3) Be established wherever a validated need exists.
- (4) Give priority to providing services which are designed for and lead to improved duty performance.
- (5) Provide services to military and civilian Federal employee adult family members as space is available.

1-7. Goals

The goals of ALCs are—

a. To integrate existing learning center functions that now separately furnish services supporting military training, educational opportunities, or civilian employee training and development.

b. To establish an Army-wide network that integrates ALC support services for—

- (1) The Army training system.
- (2) Support of the Defense Language Program.
- (3) ACES.
- (4) The Civilian Personnel Training and Development Program (CPTDP) (AR 690-400).

Chapter 2 Operations

2-1. General

a. Essential to successful ALC operations is the appointment of a single local ALC manager (see para 1-4h(4)(d)) who implements the learning center network that provides integrated services to support the military training, ACES, and CPTDP missions. Therefore, the ALC manager must actively participate in the coordination of the budgeting, staffing, recordkeeping, reporting, and evaluating processes and functions. He or she must also provide functional data through channels to the MACOM ALC proponent.

b. ALCs will—

(1) Have facilities operational during on duty and off duty time, based upon need.

(2) As necessary, be a network of main and branch facilities, operating under a centralized management system.

(*a.*) A main ALC at an installation provides a complete range of physical resources (see para 2-2) to all soldiers and civilians.

(*b.*) A branch ALC at an installation is supported by the main ALC and will provide the physical resources to meet the specific needs of a particular segment of the population, for example at a Brigade, Battalion or site.

(*c.*) Each ALC network will be designed to deliver full services and support. This may require interchanging resources and staff to meet varying needs.

(*d.*) Mobile ALCs may be established to meet validated needs.

(3) Be permitted to contain classified documents for military training related functions (AR 380-5).

(4) Ensure data maintained on individuals are only disclosed for authorized purposes.

2-2. Composition of ALCs

ALCs will have the necessary furniture, instructional materials, references, hardware/software, and personnel to support validated needs. ALCs may contain, as appropriate—

- a.* Individual study areas/carrels.
- b.* Classrooms/training areas.
- c.* Testing rooms/areas.
- d.* Counseling offices/locations.
- e.* Training Extension Course (TEC) materials and equipment.
- f.* Mini/Micro computers, terminals, and peripheral equipment.

g. Language laboratories.

h. Military publications reference libraries and microfiche equipment.

i. Training aids, devices, war games, equipment.

j. Video cassette players, recorders, cameras, and video disc equipment.

k. Video or audio educational lessons or training courses.

l. Training or educational textbooks and materials.

2-3. Military training mission support

ALCs will support the military training mission based on assessments of MOS density surveys and mission training plans, using the principles of the Battalion Training Management System, by providing—

a. A learning environment for individuals and small groups.

b. Training information, technical advice, tutorial aid, and assistance.

c. Required soldier training publications, training aids and devices, audiovisual equipment, computer hardware and software, extension training materials, and courseware.

d. Resources for common task, general, integration, sustainment, cross-training and transition training needed by training manager and trainers to accomplish their individual and collective training responsibilities in these areas.

e. A location and the physical resources maintained in a state of readiness to—

(1) Prepare for the common task, skill qualification tests, and ARTEPs.

(2) Qualify for formal Noncommissioned Officers Education System (NCOES) courses and career progression actions.

(3) Improve, maintain and test foreign language proficiency.

(4) Develop professional and leadership skills.

2-4. ACES mission support

ALCs will support the ACES mission by providing a location and the physical resources for:

a. Basic skills and secondary and postsecondary instruction or study.

b. English-as-a-second language (ESL) instruction.

c. Individual self-development/self-improvement study.

d. Preparation to take examinations offered through Defense Activity for Non-Traditional Education Support (DANTES).

e. Exploration of civilian job and career information.

2-5. Civilian Personnel Training and Development Program mission support

ALCs will support the Army CPTDP by providing a location, the physical resources and the technical assistance to—

a. Improve Army civilian employees' duty performance in current and projected assignments. Training for civilian employees scheduled during duty hours will be requested by the supervisor and approved by an employee development specialist before the beginning of training.

b. Acquire nonjob related self-development during employees' off-duty hours only. Course materials may not be developed or procured solely for civilian employees' nonjob related self-development.

2-6. Equipment

a. Equipment located in the separate ALCs (para 1-1b) on the effective date of this regulation will continue to be considered ALC equipment and will be properly accounted for in accordance with applicable regulations.

b. Additional ALC equipment authorized in paragraph 2-2 will be requisitioned as prescribed in AR 310-34.

c. Automatic data processing (ADP) hardware and software will be requested as prescribed in appropriate information management regulations.

2-7. Courseware

a. Existing ALC courseware supporting military training, ACES, and CPTDP will continue to be maintained in ALCs.

b. New ALC courseware may be developed when a validated need has been determined. MACOM and installation course development is authorized to meet specific needs only after a cost-benefit analysis has been conducted that shows the course development to be cost effective and non-duplicative of existing materials. MACOMs will approve installation course development costs up to \$10,000. HQDA (DAPE-MPE in coordination with DAMO-TR and PEC-C-TD) approval of the cost-benefit analysis must be obtained before an installation begins development of a course costing more than \$10,000 or a MACOM begins development of a course costing more than \$25,000. Off-the-shelf software/courseware rentals or purchases under \$10,000 per course are authorized to be approved by MACOMs; HQDA approval is required prior to rental or purchase of software/courseware above \$10,000 per course.

2-8. Recordkeeping

Individual participation records will be maintained for ALC usage and will reflect—

a. Purpose, by category and specific type, of the use—CPTDP (only for civilian employees), military training, or ACES.

b. Type of user—active duty military, Reserve Component military, civilian employee in job related training or civilian employee self-development, or family member.

c. Length of use to the nearest half hour.

2-9. Enlisted promotion points

a. Enlisted soldiers who successfully complete military or civilian education courses in ALCs may be awarded promotion points per the criteria stated on DA Form 3355 (Promotion Point Worksheet) (AR 600-200).

b. Promotion points may be awarded to soldiers for self-study military education courses provided in ALCs. Each full 40-hour increment of ALC self-study for which no service school promotion point recommendation exists qualifies for two promotion points. Specifically, any military education course that takes between 40 and 79 hours to complete qualifies for two points; any course that takes between 80 and 119 hours to complete qualifies for four points, and so forth.

Chapter 3 Management

3-1. General

The consolidation of ALC operations with the DCSPER as the single DA proponent requires a management system that addresses the integrated ALC mission. Under this management system ALC operations for the Active Army will be consolidated and funded under a single program element exclusively for ALCs.

3-2. Resources

a. MACOM Command Operating Budgets (COB) will include the dollar resources and work years for ALC personnel, services, supplies, and equipment according to the instructions provided with the Program Budget Guidance (PBG).

b. ALCs may be staffed with a combination of personnel to meet the needs of the ALC network by—

(1) Professional/supervisory/clerical/administrative civilian employees, including foreign nationals in overseas areas.

(2) Institutional or individual Non-personal Services (NPS) contractors, per Army Federal Acquisition Regulation Supplement (AFARS), subpart 37.93.

(3) Active duty and where authorized Reserve Component military.

3-3. Recordkeeping

Fiscal and participation records will be designed and maintained

by ALC staff to prepare required reports and evaluate ALC operations.

3-4. Reports

The ALC manager will furnish education services officers, employee development specialists, and military training managers with information needed to prepare recurring and special reports and for evaluative purposes.

a. Participation records kept per paragraph 2-8 will be used by the education services officer to prepare ALC portions of DA Form 1821-R as required in AR 621-5, appendix C.

b. ALC fiscal records will be used for the financial data requirements of DA 1821-R and ALC evaluations.

c. Nonresident language program training reports will be prepared per AR 350-20.

3-5. Evaluations

ALC operations will be evaluated per plans developed by the ALCCG (para 1-4 (g)(3)).

a. ACES evaluations will be conducted per AR 621-5, chapter 7.

b. CPTDP evaluations will be conducted per AR 690-400, chapter 410.

c. Nonresident language training evaluation will be conducted per AR 350-20, paragraph 5-3b.

Appendix A References

Section I Required Publications

AR 350-20

The Management of the Defense Language Program (Cited in para 3-5.)

AR 351-1

Individual Military Education and Training. (Cited in para 1-4.)

AR 621-5

Army Continuing Education System (Cited in chaps 2 and 3.)

AR 690-400

Employee Performance and Utilization. (Cited in chaps 1 and 3.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 5-20

Commercial Activities Program

AR 310-34

Equipment Authorization and Utilization Policies and Criteria and Common Tables of Allowances

AR 380-5

Department of the Army Information Security Program

AR 600-200

Enlisted Personnel Management System

AR 672-5-1

Military Awards

AR 746-1

Packaging of Army Materiel for Shipment and Storage

DA Pam 570-551

Staffing Guide for U.S. Army Garrisons

DOD Manual 710-1-M

Department of Defense Budget Manual

AFARS

Army Federal Acquisition Regulation Supplement

DG 1110-3-112

Design Guide for Army Continuing Education Centers

TC 25-5

Unit Learning Centers

DANTES Guide for Establishing and Operating a Learning Center

Section III Referenced Forms

DA Form 1821-R

Army Continuing Education System (ACES) Report

DA Form 3355

Promotion Point Worksheet

Glossary

Section I Abbreviations

ACES

Army Continuing Education System

ACSI

Assistant Chief of Staff for Intelligence

ACSIM

Assistant Chief of Staff for Information Management

AFARS

Army Federal Acquisition Regulation Supplement

ALC

Army Learning Center

ALCCG

Army Learning Center Coordination Group

AMC

U.S. Army Materiel Command

AR

Army regulation

ARNG

Army National Guard

ARTEP

Army Training and Evaluation Program

CIVPERCEN

Civilian Personnel Center

COB

Command Operating Budget

CPTDP

Civilian Personnel Training and Development Program

DA

Department of the Army

DANTES

Defense Activity for Non-Traditional Education Support

DCSOPS

Deputy Chief of Staff for Operations

DCSPER

Deputy Chief of Staff for Personnel

DLP

Defense Language Program

ESL

English-as-a-Second Language

FORSCOM

U.S. Army Forces Command

HQDA

Headquarters, Department of the Army

JCCBI

Joint Committee on Computer Based Instruction

MACOM

major Army command

MOS

military occupational speciality

NCOES

Noncommissioned Officers Education Program

OCAR

Office, Chief Army Reserve

ODCSOPS

Office of the Deputy Chief of Staff for Operations

PARR

Program Analysis Resource Review

PBG

Program Budget Guidance

RC

Reserve Component

TASC

Training and Audio Visual Support Center

TC

Training Circular

TEC

Training Extension Course

TRADOC

U.S. Army Training and Doctrine Command

USAR

United States Army Reserve

Section II

This section contains no entries.

There are no special terms.

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