To: Training Officers Council

From: Fred Lang, Director, Office of Training and Knowledge Management

Subject: Implementation of New Learning Management System (LMS)

As we move into the implementation phase of the new learning management system, we will be communicating with you on a regular basis to keep you informed relative to the issues and planned actions that affect this implementation. In order to make a smooth transition, we will issue a series of LMS Memos to apprise you of ongoing issues that may affect your bureau and will certainly affect the Department as a whole. This is the first in that series. Please be sure to disseminate these communications throughout the training community within your bureau.

The contract with our current Learning Management System provider will expire May 31, 2007. The Department of Commerce will soon announce a selection of the new LMS vendor which will be launched on June 1, 2007. There will be a transition period from March 1 through May 31.

I want to share with you a few issues for (of) which you should be aware:

1. A Learning Management System (LMS) Governance Board has been created that will guide the enterprise-wide deployment and craft the vision for the short- and long-term usage of the “Official” Departmental training system of record. The Board will be chaired by Kathleen James, who is a senior program manager on the staff of the Office of Training and Knowledge Management (OTKM) in the Office of Human Resources Management. The Board will be composed of a Chair and seven members: one representative from NOAA, Census, and USPTO (a rotating Co-Chair will be drawn annually from one of these three bureaus); one representative from the OS/Chief Information Officer’s office; one representative from the OS/Office of Financial Management; one representative from OS/HR Information Technology office; and one “at large” member from the Training Officers Council. In addition, an LMS Governance Board Charter will be drawn up by a committee composed of members of the Departmental Training Officers Council (TOC).

2. We urge that the Chief Bureau Training Officers, in collaboration with your training communities, take the following actions to ensure a smooth transition to the new system:
   a. Notify instructors and facility managers using the current system about upcoming changes to the Learning Management System;
   b. Inform instructors and facility managers to avoid scheduling classes that require the use of the Learning Management System in the May and June timeframe;
c. Prepare a ranked listing of your bureau’s custom-designed courses that need to be converted to the new system. The highest ranking should include those courses that are the most critical;
d. Advise employees to complete all online courses by May 1, 2007, and not to register for any new courses from May 1, 2007 through June 1, 2007;
e. Encourage all employees to copy or print their personal training transcripts from the LMS in order to have a documented record of their training histories

Your help with these tasks will benefit the entire Department. We have a short time to pull this all together. Above all, we appreciate your patience as we work toward enhancing the services that we provide to the Department of Commerce training community.

For further information or clarification, please contact Kathleen James at 202 482-1847 or by e-mail at KJames@doc.gov.