CDET Electronic Distance Learning Application

This application is used to present initial requirements for consideration as College of Distance Education and Training (CDET)-managed electronic distance learning development projects. Prioritization and subsequent selection are based, in part, on instructional and technical feasibility, return on investment potential, scope, and content. Information on this application will be used to support Requirements Confirmation, Scope and Suitability Screening, and Prioritization.

Directions: *Please mark your answers in the fields provided, according to the commented explanations. If additional clarification is needed, please email **CDET_Courseware@usmc.mil**. Submit application to your HHQ G-3 or equivalent for the first endorsement.*

*Submit endorsed application and any other appropriate information (such as T&R Manual, POI, objectives, etc.) via email to **CDET_Courseware@usmc.mil** or by mail to DIGITAL CONTENT DEPARTMENT, COLLEGE OF DISTANCE EDUCATION AND TRAINING, ATTN: INTAKE AND ANALYSIS, 2076 SOUTH ST, QUANTICO, VA 22134.*

CUSTOMER INFORMATION (All Fields Required):

Name:	
Command:	
Title/Billet:	
Address:	
Phone:	
E-Mail:	
Command Mission Statement:	

Who will provide the subject matter expertise (SME) throughout the development lifecycle? Please identify by billet within your organization (or another organization with which you have established an agreement) and include current personal information.

Organization:	
Billet:	
SME Rank / Full Name:	
SME Email / Phone:	

NAME OF PROPOSED PRODUCT:

BLUF:

Briefly describe the end state you are trying to achieve. As a result of completing the proposed training and/or education (T/E) product, what will learners know, understand, and/or be able to do that will increase operational readiness?

TRAINING/EDUCATION REQUIREMENT:

Is there a formal training and/or education requirement that a MarineNet-delivered electronic distance learning product would help solve? If so, please identify both requirement and source. (DL products include SCORM conformant electronic courseware and alternative EDL solutions such as multimedia training aids, performance support tools, video tutorials, etc.)

Training/Education Requirement and Source:	

Are there gaps in Marine performance that are due to a lack of knowledge and/or skills in this area? Describe the gap(s) and how/when/by whom the gap was identified.

Training/Education Gap:	
Gap Identification: (How/When/By Whom)	

How is this training and education requirement fulfilled currently? Select and provide descriptive information for all that apply.

☐ Proponent/ Sponsor	Location:	Frequency:	Class size:	Class hours:
☐ Instructor-led training	Location:	Frequency:	Class size:	Class hours:
☐ Mobile training Team (MTT)	Location:	Frequency:	Class size:	Class hours:
☐ Paper or CD-Based courses	Location:	Frequency:	Class size:	Class hours:
☐ On-the-Job Training	Location:	Frequency:	Class size:	Class hours:
☐ Web-based training	Location:	Frequency:	Class size:	Class hours:
☐ Other	Location:	Frequency:	Class size:	Class hours:

☐ Requirement not currently addressed or fulfilled

Where does this requirement fall on the Training & Education continuum? (Select all that apply.)

☐ Entry level training
(1000 series T&R events) ☐ Skills progression training
(2000 series T&R events) ☐ Unit training
(3000-8000 T&R events)

☐ Common skills training ☐ Professional military education ☐ Doctrine

☐ Other (Specify):

What specific T&R events will be supported by this product? List T&R events at all levels that will be fulfilled, supported, or prepared for by the proposed DL product.

INTENDED IMPLEMENTATION FOR PROPOSED DL PRODUCT:

Why do you believe a distance learning product is the optimal solution to the identified T/E gap?

For what purpose will the DL product be used if developed?	
DL product will <u>primarily</u> be used for:	○ **Initial:** Students will learn this material for the first time via the DL product. ○ **Refresher or reinforcement:** Students have previously been trained but may not have utilized these skills for a period of time or may require training on new features or revised processes. ○ **Sustainment:** Students have been trained but need on-going support to ensure the knowledge/skills base does not deteriorate. ○ **Pre-work:** Students will be required to complete this course to attain/demonstrate prerequisite knowledge/skills prior to taking follow-on courses in the classroom or online. ○ **Certification/Re-certification:** Students are required to be trained and/or re-trained on an annual (or other) basis in order to perform their jobs, have access to systems, etc. ○ **Reference/Performance support:** Students will have access to the material to support on-the-job performance. ○ **Other:** Describe:

For the primary target learners, provide the following information regarding the proposed DL product. (Select all that apply.)		
Applicable Status:	☐ Active duty ☐ Retired ☐ Government civilian ☐ Reserve component ☐ Other military services ☐ Government contractor ☐ Joint community ☐ Family member	
Applicable military rank(s):	☐ E1-E3 ☐ Company Grade Officer ☐ Flag Officer ☐ NCO ☐ Warrant Officer ☐ SNCO ☐ Field Grade Officer	

How will learners get to MarineNet to access the DL product? Select all that apply and estimate the percentage of learners that will access during each time. (Percentages should total 100.)	
Method of DL Access:	☐ USMC Learning Resource Center (LRC) _____ % ☐ Personal computer _____% ☐ Office/unit workstation _____% ☐ Personal mobile device _____% ☐ Other _____% Describe:

When will learners go to MarineNet to access the DL product? Select all that apply and estimate the percentage of learners that will access during each time. (Percentages should total 100.)	
Time for DL T/E:	☐ During defined training time _____% ☐ After hours _____% ☐ Between tasks during regular workday _____% ☐ While performing tasks during regular workday _____%

Use the space below to record any additional current effort-related information that merits TECOM HQ consideration.

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SUMMARY AND RECOMMENDATIONS:
Customer's HHQ G-3 OR EQUIVALENT ENDORSEMENT (COMMAND/AGENCY/DIRECTORATE)
Please complete the following information:

Name of Major Command/HQMC Agency or Directorate:

1. Does the application address a **known training and/or education gap for which your command is responsible**?	◯ Yes ◯ No
2. Does the application content **accurately and sufficiently address the issue**?	◯ Yes ◯ No
3. Should this application **proceed to requirement validation**?	◯ Yes ◯ No

Rationale:

If your command/agency/directorate is submitting two or more EDL applications, please rank this application: _____ of _____

HHQ Action Officer:	Signature:	Position:
		Telephone:
		Email:

TECOM REQUIREMENT REVIEW/VALIDATION (MTESD or G-3)
Please complete the following information:

1. Does the application address a **validated training and/or education requirement**?	◯ Yes ◯ No
2. Is the requirement already **sufficiently satisfied by existing training and/or education**?	◯ Yes ◯ No
3. Should this application **proceed to distance learning scope and suitability screening**?	◯ Yes ◯ No

Rationale:

TECOM Action Officer:	Signature:	Position:
		Telephone:
		Email:

CDET DL SCOPE and SUITABILITY SCREENING (DIGITAL CONTENT DEPARTMENT):

1. What is the estimated **learning time***?	**Hours:**
2. Does the proposed DL product fall within DCD's **analysis and production capacity**?	◯ Yes ◯ No
3. What is the estimated level of **development complexity***?	◯ Low ◯ Medium ◯ High
4. What is the estimated level of required **Subject Matter Expert (SME) support***?	◯ Low ◯ Medium ◯ High
5. Is the proposed subject or product **suitable for DL delivery via MarineNet**?	◯ Yes ◯ No

Rationale:

CDET Action Officer:	Signature:	Position:
		Telephone:
		Email:

* *Scope estimate and suitability determination are preliminary and based solely on the limited information provided via this application and subsequent interview. Both are subject to revision should the proposed product be selected for in-depth DL feasibility analysis.*

DCD HEAD APPROVAL	SIGNATURE:	◯ APPROVED ◯ DISAPPROVED	COMMENTS:

Intake Interview Notes:

This space to be left for CDET DCD Intake & Analysis personnel interview notes.