



THE SECRETARY OF VETERANS AFFAIRS

WASHINGTON

November 8, 2007

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES
AND OTHER KEY OFFICIALS**

I am pleased to announce that the Department-wide VA Learning Management System (VA LMS) was launched on **October 1, 2007**. The VA LMS is a web-based training and tracking application that enables employees to manage their learning activities and maintain a single official training record. The VA LMS is accessible online 24 hours a day, 7 days a week at www.lms.va.gov.

Deployment of VA LMS will be accomplished in a phased approach. Phase I deployment began with the October 1 launch of the VA LMS and the following VA national mandatory training courses:

- Cyber Security
- Privacy
- No FEAR
- Prevention of Sexual Harassment

All VA employees are required to track completion of these four VA national mandatory training courses in VA LMS starting with the October 1 launch.

Tracking through the VA LMS for these four mandatory training courses **eliminate the need for data calls** to individual VA organizational entities as the report for these courses will be generated centrally.

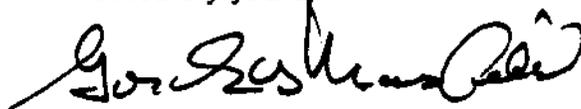
VA LMS may be used for other non-employee staff but requires manual data entry locally to establish non-employee user accounts.

Additional national offerings will be continually added over the coming weeks. Phase II will begin in the second quarter of FY 2008, adding local learning offerings and limited staff training histories to the LMS on a site-by-site basis.

To support implementation of the VA LMS, each LMS domain is being asked to identify, within existing staff, a local point of contact (POC) and LMS Administrator. Specific roles and responsibilities are appended. Please provide the designee name(s) and contact information by **COB Nov 16th**, to Sharon Ridley at sharon.ridley2@va.gov /202-745-8000 ext. 7087. If you have already provided this information, no action is required.

The VA LMS will become VA employees' portal to a vast and unprecedented array of career development and lifelong learning opportunities. For additional information on the LMS initiative and implementation please visit www.INSIDELMS.va.gov. Questions may be directed to: Patricia Lay, Director for LMS Administrative Operations, at pat.lay@va.gov / 202-461-4019, Melinda Griffin, LMS Project Manager, at melinda.griffin@va.gov / 407-648-6076, or Paula Molloy, DVA LMS Learning Manager, at paula.molloy@va.gov / 202-461-4059.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Gordon H. Mansfield". The signature is fluid and cursive, with a large, stylized initial "G".

Gordon H. Mansfield
Acting

Attachment

Designation of POC and LMS Administrator

The VA LMS is organized in accordance with the current VA organizational chart. For example, each VACO staff and program office, VHA VAMC, VHA VISN, VBA Regional Office, NCA MSN is a separate entity in the LMS called a "domain." Each domain will have a designated Point of Contact (POC) and LMS Administrator.

To support implementation of the VA LMS, each LMS domain is being asked to identify staff to serve as the facility POC and LMS Administrator. These staff will attend LMS training provided through teleconferences, live meeting sessions, or by viewing recordings of these sessions via the web. Detailed training information will be provided to the designees.

The number of LMS Administrators will vary depending on the number of employees and training management needs of each domain. In small domains the POC may also serve as the LMS Administrator. Some domains may wish to designate more than one LMS Administrator and a backup. In other cases, an LMS Administrator and backup may have responsibility for several domains.

Responsibility/Selection Criteria

POC:

The POC has primarily a business process role. They serve as the liaison between their organization and the national LMS team, they confirm that the assignment of individuals to their domain is accurate, and they ensure that LMS administrative privileges granted to individuals within their domain are appropriate.

LMS Administrator:

The LMS Administrator has an active role in the day-to-day management of the LMS application. They can assign courses and curricula, run reports from the LMS, verify and mark course completions when required, and instruct local staff and supervisors in use of the LMS. They can also create non-employee user accounts when required.

Suspense Date

Please provide the designee name(s) and contact information for your POC, LMS Administrator, and backup by **COB November 16th**, to Sharon Ridley at sharon.ridley2@va.gov /202-745-8000 ext. 7087. If you have already provided this information, no action is required. Changes to previously provided designee information may also be forwarded to Ms. Ridley.

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