



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER To:

**JUN 8 2001**

MEMORANDUM FOR DISTRIBUTION

Subj: NAVY E-LEARNING WEB SITE AND TRAINING OPPORTUNITIES

Ref: (a) ODASN email dtd 29 May 01

1. The Chief of Naval Education and Training (CNET) officially launched its Navy E-Learning web site on May 15, 2001. This new web site provides "no cost" computer-based training opportunities for Department of the Navy (DON) personnel and their immediate family members. Individuals who utilize Navy E-Learning for training may obtain access to over 1,200 courses regarding Information Technology, Professional and Business development skills and Navy specific courses. DON personnel eligible to participate in this program include Navy and Marine Corps active duty, reservists and Training and Administration of Reserves personnel, DON civilian employees, Navy and Marine Corps retirees, and qualified family members of DON active duty, reserve and retirees enrolled in the Defense Enrollment Eligibility Reporting System. Other members may be given access based on a case-by-case determination from the Navy E-Learning Administrator via email on the web site. The web site also offers a number of useful references and links regarding career and professional development, education and training catalogs, libraries and publication resources, research information, interactive discussions, and message boards.

2. To login to the Navy E-Learning web site, go to <http://www.navylearning.com> or <http://www.navylearning.navy.mil>. Click the "Log-in" button to go to the login screen and click "Yes" to proceed. Next, enter the requested information (individual's social security number, last name and date of birth) and click the "Click Here to Continue" button. After logging into the web site, click the "Getting Started" button and review the list of instructions which serves as a reference tool during the initial visit to the Navy E-Learning web site. Instructions provided include information regarding logging into the web site, taking a course, navigating through the course catalog, using search tools, utilizing "My Learning Plan," accessing links, and contacting Navy E-Learning personnel for assistance. A copy of the Navy E-Learning Users Guide is also available for review and/or download which provides additional information regarding the web site, including installing course players and configuring web browsers. For difficulties logging into the web site or reporting problems, contact the Navy E-Learning Help Desk/Customer Assistance Center at (877) 253-7122 (toll free) or 922-1828 (DSN) or complete the requested form(s) located on the web site. To exit the Navy E-Learning web site, click the "Log off" button.

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3. At the present time, individuals who successfully complete Navy E-Learning courses are requested to print a copy of his/her certificate from the web site. This process will be automated in the future. Current Military Sealift Command civilian employees and civilian mariners shall forward a copy of their certificate to his/her servicing Human Resources Service Center, Code 30 Training Department or Afloat Personnel Management Center, Training Division, respectively, for record keeping purposes.

4. Individuals are encouraged to utilize Navy E-Learning courses for training purposes and may be used as a part of his/her Individual Development Plan. Navy E-Learning courses may be taken at home independently, or at work with the express approval of the individual's supervisor.

5. The Command's Point of Contacts are Mr. Kyrm Hickman, N13e, at 202-685-5 14 1 (COMM), 325-5141 (DSN) or via email at kyrm.hickman@msc.navy.mil and Ms. Theresa Curbelo, N13f, at 202-685-5 143 (COMM), 325-5 143 (DSN) or via email at theresa.curbelo@msc.navy.mil.



C. L. SCHOEN  
By direction

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