



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE

JUL 23 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Annual Ethics Training for Army Acquisition Workforce

1. This guidance applies to all Defense Acquisition Workforce personnel in the Department of the Army.
2. On 15 January 2014, the Undersecretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)), Honorable Frank Kendall, issued a memorandum directing all acquisition workforce members within the Department of Defense to complete ethics training annually beginning in calendar year 2014 (enclosure 1). The Army acquisition workforce will complete this training with 100 percent participation in 2014 and each year thereafter. Enclosure 2 provides course details and implementation guidelines.
3. Each training coordinator within the Program Executive Offices and acquisition commands is responsible for ensuring all Army acquisition personnel within their area of responsibility complete ethics training. The United States Army Acquisition Support Center (USAASC) Director, Acquisition Career Management (DACM) Office will centrally track training completion using the Individual Development Plan (IDP) within our Career Acquisition Personnel and Position Management Information System (CAPPMS). All acquisition workforce members must list their successful completion of the training properly on their IDP and obtain supervisor concurrence.
4. Annual ethics training in various formats is provided by Army ethics officials to financial disclosure report filers each year pursuant to Office of Government Ethics regulations and is generally available to all personnel. This training will satisfy the USD (AT&L) annual ethics training requirement for acquisition workforce personnel within the Department of the Army. Acquisition personnel required to file financial disclosure reports must ensure completion of annual ethics training is recorded both by their respective ethics office and by the USAASC Army DACM Office via the IDP. This satisfies the obligation to comply with separate ethics training and tracking requirements.
5. The point of contact is Mr. Scott Greene, USAASC Army DACM Office, email: scott.m.greene14.civ@mail.mil or commercial: 703-805-1229.

Encls

Michael E. Williamson
Lieutenant General, GS
Director, Acquisition Career Management

SFAE

SUBJECT: Mandatory Annual Ethics Training for Army Acquisition Workforce

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army
Commander:

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Special Operations Command
- U.S. Army Space and Missile Defense Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command

Program Executive Officer:

- Ammunition
- Assembled Chemical Weapons Alternatives
- Aviation
- Combat Support and Combat Service Support
- Command, Control, and Communications (Tactical)
- Enterprise Information Systems
- Ground Combat Systems
- Intelligence, Electronic Warfare, and Sensors
- Missiles and Space
- Simulation, Training and Instrumentation
- Soldier

Joint Program Executive Officer, Chemical and Biological Defense

Director:

- System of Systems Integration
- Army National Guard

- Executive Director, Arlington National Cemetery
- Superintendent, United States Military Academy

CF:

- Commander, Eighth Army



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

JAN 15 2014

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Mandatory Annual Ethics Training for the Defense Acquisition Workforce

Ethical, values-based decision making is the foundation of all acquisition professionals successfully supporting the Warfighter and protecting the taxpayer. Annual ethics training provides awareness of ethical obligations and responsibilities, including post-government employment restrictions. Based on recent events and after consulting with the Department of Defense (DoD) Standards of Conduct Office, I am directing all acquisition workforce members complete ethics training annually beginning in calendar year 2014.

Effective January 2014, Component Heads will ensure acquisition professionals have adequate time and resources to complete the training, and chain-of-command leaders, managers, and supervisors are responsible for ensuring members complete the annual training. I expect 100 percent of the acquisition workforce to complete the training in 2014 and each year thereafter. Many members of the acquisition workforce already complete annual ethics training as required in accordance with critical acquisition position financial disclosure requirements. Progress will be reported by the Component Director of Acquisition Career Management quarterly to the Director of Human Capital Initiatives and reviewed by the Defense Acquisition Workforce Senior Steering Board.

Requiring annual ethics training for the entire acquisition workforce implements recommendations of the DoD Panel on Contracting Integrity and the National Academy of Public Administration. Additionally, it directly supports the Better Buying Power 2.0 objective to improve the professionalism of the total acquisition workforce.

My point of contact is the Acting Director of Human Capital Initiatives, Ms. Clothilda Taylor, at clothilda.y.taylor.civ@mail.mil or 703-697-2525.

A handwritten signature in black ink, appearing to read "Frank Kendall", with a long horizontal flourish extending to the right.

Frank Kendall

DISTRIBUTION:

**SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

2014 Ethics Training Implementation Guidelines

Training Options

1. Online – Any workforce member may complete the following Army online Ethics training: <https://www.jagcnet.army.mil/EthicsTraining>
2. In person – In person annual Ethics training is another option. Please consult your Training Coordinator and/or your Ethics Officer for details on when the training will be offered locally. Typically, Ethics training happens in the August timeframe.
3. Anyone who has already completed Ethics Training as required for OGE-450 filing, please follow the instructions below for documenting it in your Individual Development Plan (IDP) or the Total Employee Development System (TEDS). If you have already completed training this Calendar Year, you do not need to complete it again.

NOTE: DAU online Ethics training (CLM 003 Overview of Acquisition Ethics) does not count toward meeting this requirement.

Tracking Information

1. The IDP will be the tracking mechanism for the entire Army acquisition workforce. For those workforce members who use the TEDS system, you will need to enter it into TEDS first and it will flow into the IDP.
2. Upon completion of the training, every workforce member needs to list the training in one of two systems – IDP or TEDS.
 - a. Steps for IDP users to list ethics training completion:
 - i. Log into your IDP (<https://rda.altess.army.mil/camp/>)
 - ii. Select “Planning” tab
 - iii. Click “Add Non-DAU Training”
 - iv. Filter by the Professional Activities
 - v. Click the box next to “ETH 001 - 2014 Acquisition Ethics Training”
 - vi. Click “Save and Finish”
 - vii. Submit to your supervisor for approval
 - viii. Ensure your supervisor approves the request in a timely manner
 - b. Steps for TEDS users to list ethics training completion:
 - i. Work with training managers to ensure the completed course meets the requirements
 - ii. Show the course as completed in the TED System. TED administrators have set up the code MAN-ETH14 for 2014.
3. CAPPMS System Administrators will search for ETH 001 – 2014 Acquisition Ethics Training and MAN-ETH14 for reporting purposes. No other courses will be queried when reporting course completion.

Accountability

The USAASC Army DACM Office will track by individual Command or Program Executive Office (PEO) on a monthly basis. Acquisition Career Management Advocates (ACMA) and Organizational Acquisition Points of Contact (OAP) will be responsible for ensuring their command/PEO reaches one hundred percent compliance prior to the end of the calendar year.

The USAASC DACM Office will brief updates to the DACM at each General Officer/Senior Executive Service (GO/SES) Acquisition Workforce Forum VTC as well as at each ACMA Quarterly VTC.