

**MANDATORY ANNUAL ETHICS TRAINING FOR THE ARMY ACQUISITION  
WORKFORCE**

**SUMMARY OF SIGNIFICANT CHANGES**

**DATE: 22 OCTOBER 2021**

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM PREVIOUS POLICY, 08 FEBRUARY 2021</b>
1.c	References: Superseded the previous “Mandatory Annual Ethics Training for the Army Acquisition Workforce” memorandum, dated 08 February 2021.
Encl Step 1.a	Training Options (Online): Updated the two websites for Judge Advocate General Corps online ethics training.
Encl Step 1.a	Training Options (Online): Added sub-paragraph to indicate the JAGCNET module, even though it may be marked 2021, can meet the 2022 training requirements under the Federal ethics rules (5 CFR 2638.307 and 306).
Encl Step 3.e	Steps for CAPPMS Users: Updated ethics course number to “ETH 2022 – 2022 Acquisition Ethics Training” to align with the current fiscal year.
Encl Step 4.c	Steps for TED Users: Updated ethics course number to “MAN-ETH22” to align with the current fiscal year.
Encl Step 5	Compliance Tracking: Updated the keywords “ETH 2022” and “MAN-ETH22” that the DACM Office’s CAPPMS administrators will use to compile workforce compliance data for various reports sent to the PEOs/Commands/Organizations.



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**ACQUISITION LOGISTICS AND TECHNOLOGY**  
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SFAE-ASC

22 October 2021

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Mandatory Annual Ethics Training for the Army Acquisition Workforce**

**1. References:**

a. Secretary of Defense, memorandum (Reaffirming Our Commitment to Ethical Conduct), 19 August 2019.

b. Under Secretary of Defense for Acquisition, Technology, and Logistics, memorandum (Mandatory Annual Ethics Training for the Defense Acquisition Workforce), 15 January 2014.

c. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE, memorandum (Mandatory Annual Ethics Training for the Army Acquisition Workforce), 8 February 2021 – hereby superseded.

2. In Reference 1.b, the Under Secretary of Defense for Acquisition, Technology, and Logistics directed that all acquisition workforce members within the Department of Defense must complete ethics training annually, beginning in calendar year 2014. This guidance is still relevant and remains in effect.

3. This memorandum provides supplemental guidance to Reference 1.b, reinforcing the requirement that all Army Acquisition Workforce (AAW) professionals must complete their annual acquisition ethics training by the end of each fiscal year (30 September).

4. The enclosure to this memorandum provides more detailed information about ethics training courses that meet the annual requirement and outlines implementation guidelines. The Director, Acquisition Career Management (DACM) Office will centrally track compliance to this requirement for the entire AAW, pulling training completion data from the Individual Development Plan (IDP) within the Career Acquisition Personnel and Position Management Information System, located in the Career Acquisition Management Portal.

5. Leaders and supervisors, with the support of training coordinators within the commands/organizations, are responsible for ensuring all AAW professionals in their area of responsibility complete annual ethics training. They should contact their servicing Ethics Counselor to obtain information about additional online ethics training options that will meet this annual requirement. Please see the Judge Advocate General

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SUBJECT: Mandatory Annual Ethics Training for the Army Acquisition Workforce

Corps website (<https://www.jagcnet.army.mil/>) for Ethics Counselor contact information at various military installations and commands.

6. AAW professionals should contact their supporting Training Coordinator or Army Ethics Office to obtain more information on available online ethics training options.

7. This ethics training requirement is separate from the annual ethics training required for all financial disclosure report filers. AAW professionals who are financial disclosure report filers must take approved Army Office of General Counsel (OGC), The Judge Advocate General (TJAG), or other ethics training as mandated by the filer's servicing Ethics Office, to fulfill this separate annual ethics training requirement. While the ethics courses offered by OGC/TJAG/servicing Ethics Offices will also satisfy this AAW professionals' annual ethics training requirement, the courses are principally offered to fulfill the financial disclosure filer training requirement and may not always be available to AAW professionals who are not financial disclosure report filers, in all organizations. AAW professionals should consult with their servicing Ethics Office to check for availability.

8. Although Defense Acquisition University ethics courses and other acquisition-focused ethics courses fulfill the AAW professional ethics training requirement, these courses do not meet the financial disclosure filers' ethics training requirement. AAW professionals required to file financial disclosure reports must ensure that both the servicing ethics office and the Army DACM Office, via the IDP, record the annual ethics training completion. This satisfies the obligation to comply with the separate ethics training and tracking requirements.

9. For questions about this policy, please contact the Army DACM Office Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@mail.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@mail.mil).

Encl

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**ETHICS TRAINING IMPLEMENTATION GUIDELINES  
FOR ARMY ACQUISITION WORKFORCE PROFESSIONALS  
FISCAL YEAR 2022**

**1. TRAINING OPTIONS.**

a. Online. Army Acquisition Workforce (AAW) professionals may complete one of the following online ethics training options:

1) Judge Advocate General Corps Annual Ethics Training Module, which can be accessed in two ways:

a) Go to <https://www.jagcnet2.army.mil/AnnualEthicsTraining2021> (CAC required) or

b) Go to the JAGCNET webpage at <https://www.jagcnet.army.mil>. Go to the “Legal Services” tab and then click the “Online Ethics Training” link (CAC required).

c) Please note that the Department of the Army, Office of The Judge Advocate General, has stated that this JAGCNET module, even though it may be marked 2021, can meet the 2022 training requirements under the Federal ethics rules (5 CFR 2638.307 and 306).

2) Defense Acquisition University (DAU) online courses (such as CLM003 “Acquisition Ethics” and HBS415 “Ethics at Work”) and other acquisition-focused ethics courses.

3) DAU online “Ethics and Leadership” video (16 minutes):  
[https://media.dau.edu/media/Ethics+and+Leadership/0\\_1kc6s9ge/62925211](https://media.dau.edu/media/Ethics+and+Leadership/0_1kc6s9ge/62925211).

b. In-Person. In-person annual ethics training may be another option, depending on whether the servicing Ethics Office has the capacity to accommodate this request. AAW professionals should contact their supporting Training Coordinator and/or Ethics Counselor for details on if/when any in-person training will be offered locally. The Army Judge Advocate General Corps website (<https://www.jagcnet.army.mil/>) has contact information for Ethics Counselors at various Army installations and commands.

c. AAW professionals, who have already completed the training requirement for OGE Form 450 (Confidential Financial Disclosure Report) filing, should follow the below instructions for documenting it in their Individual Development Plan (IDP) or the Total Employee Development (TED) System.

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**2. TRACKING INFORMATION.**

a. The IDP, located in the Career Acquisition Personnel and Position Management Information System (CAPP MIS) within the Career Acquisition Management Portal (CAMP)(<https://apps.asc.army.mil/camp/>), is the official tracking mechanism that the Army Director, Acquisition Career Management (DACM) Office uses to track ethics training completion for the entire AAW.

b. AAW professionals who use the TED system to track and maintain training records, should enter the training completion into TED first. CAPP MIS will then pull this information from TED and add it to their IDP.

c. Some organizations may use a completely different training system (something else besides TED or CAPP MIS) to track and maintain their workforce members' training records. Regardless of the training system used, upon completion of ethics training, AAW professionals must document the training completion in either TED or their IDP.

**3. STEPS TO RECORD ETHICS TRAINING COMPLETION IN YOUR IDP.**

Applies to users who use CAPP MIS or a different system (other than TED) to record their training requirements.

- a. Log into your IDP
- b. Select the "Planning" tab
- c. Click "Add Non-DAU Training"
- d. Filter by the word "ethics"
- e. Click the box next to "ETH 2022 – 2022 Acquisition Ethics Training" (please note that this course number will change annually to correspond with the fiscal year).
- f. Click "Save and Finish"
- g. Submit to your supervisor for approval
- h. Ensure your supervisor approves the request in a timely manner

**4. STEPS FOR TED USERS TO RECORD ETHICS TRAINING COMPLETION.**

- a. Check with your Training Coordinator to ensure the completed course meets the annual requirement.
- b. Show the course as completed in TED.
- c. TED administrators must set up the course code MAN-ETH22 for FY22 (please note that this course number will change annually to correspond with the new fiscal year).

**ETHICS TRAINING IMPLEMENTATION GUIDELINES  
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**5. COMPLIANCE TRACKING.**

a. The DACM Office's CAPPMS administrators will search for the keywords "ETH 2022" and "MAN-ETH22" to compile workforce compliance data for various reports sent to the DACM and commands/organizations. They will not query CAPPMS for all completed courses that have the word "ethics" in the title or for other course numbers -- just these two keywords. It is therefore important that AAW professionals carefully follow the above instructions in paragraphs 3 and 4 above.

b. The Army DACM Office will track by individual command or Program Executive Office on a monthly basis. Acquisition Career Management Advocates and Organizational Acquisition Points of Contact are responsible for ensuring their command/PEO achieves 100 percent compliance before the end of the fiscal year.