



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

SFAE

1 October 2024

MEMORANDUM FOR ALL ARMY ACQUISITION WORKFORCE

PROFESSIONALS SUBJECT: Mandatory Annual Ethics Training for the Army

Acquisition Workforce

1. References:

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

b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Mandatory Annual Ethics Training for the Army Acquisition Workforce), 2 October 2023 – hereby superseded.

2. In reference 1.a, 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. All Army Acquisition Workforce (AAW) professionals must complete acquisition ethics training by 30 September each year. This memorandum provides supplemental guidance to reference 1.a. The enclosure (Acquisition Ethics Training Options and Implementation Guidelines) provides more detailed information about ethics training courses that will meet the annual requirement and outlines instructions on how to properly record ethics training completion. The Director, Acquisition Career Management (DACM) Office oversees and tracks AAW compliance to this annual requirement by pulling training completion data from the Individual Development Plan (IDP) within the Career Acquisition Personnel and Position Management Information System (CAPPMS), located in the Career Acquisition Management Portal.

3. Leaders and supervisors, with support from Training Coordinators, Acquisition Career Management Advocates, and Organizational Acquisition Points of Contact within the commands/organizations, are responsible for ensuring their AAW professionals complete annual acquisition ethics training. Although the ethics courses listed in paragraph 1 of the enclosure will fulfill the annual acquisition ethics training requirement, they are not all inclusive or exhaustive. Other ethics training may fulfill this requirement. The command/organization's Training Coordinator or servicing Ethics Coordinator may have more information about other online or in-person ethics training options.

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4. AAW professionals who are financial disclosure report filers must take approved Army Office of General Counsel, The Judge Advocate General, or other ethics training as mandated by the filer's Ethics Office to fulfill the annual ethics training requirement for financial disclosure filers. This is a separate requirement from acquisition ethics. The steps for reporting annual acquisition ethics to the Army DACM Office, using the CAPPMS IDP or Total Employee Development System, are outlined in paragraphs 3 and 4 respectively of the enclosure.

5. For questions about this policy, please contact the Army DACM Office Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

Encl



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1. **TRAINING OPTIONS.**

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

1) Defense Acquisition University (DAU) online courses (such as ACQ 0040 "Ethics Training" and HBS 415 "Ethics at Work") and other acquisition focused ethics courses.

2) DAU online "Ethics and Leadership" video (16 minutes):
https://media.dau.edu/media/Ethics+and+Leadership/0_1kc6s9ge/62925211.

3) "Army Office of General Counsel Annual Ethics Training" which is offered in person for Army Secretariat personnel or online through the Army Training Information System (ATIS). To access the Army Office of General Counsel (OGC) Secretariat Filer Annual Ethics Training, please go to ATIS Portal at <https://atis.army.mil>, click on the "ATIS Learning" block on the screen, click on the CATALOG tab near the top, type or paste "Army Office of General Counsel Annual Ethics Training" in the search block near the top, and then click on the "view more" block under the "Army Office of General Counsel" heading.

4) "Annual Ethics Training for Army Personnel" module which can be accessed through the Judge Advocate General Corps website at <https://www.jagcnet.army.mil>. Please go to the "Legal Services" tab and then click the "Online Ethics Training" link.

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 or Ethics Counselor for details on if/when any in-person acquisition ethics training will be offered locally.

2. **TRACKING INFORMATION.**

a. The IDP is located in the Career Acquisition Personnel and Position Management Information System (CAPP MIS), which is a database within the Career Acquisition Management Portal (CAMP)(<https://apps.asc.army.mil/camp/>). The IDP 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 Total Employee Development (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 from TED or CAPP MIS to track and maintain their workforce members' training records. Regardless

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of the training system used, upon completion of ethics training, AAW professionals must document the training completion on their IDP in TED or CAPP MIS.

3. STEPS TO RECORD ANNUAL ACQUISITION ETHICS TRAINING COMPLETION IN YOUR IDP VIA CAPP MIS.

The below instructions apply to AAW professionals who use CAPP MIS or a different system (other than TED) to record their training requirements.

- a. Log into CAMP (<https://apps.asc.army.mil/camp/>)
- b. Go to the CAPP MIS homepage
- c. Select IDP from the menu
- d. Select the “Planning” tab
- e. Click “Add Non-DAU Training”
- f. Search by title for “Ethics”
- g. Click the box next to “ETH 2025 – 2025 Acquisition Ethics Training” (please note that this course number changes annually to correspond with the current fiscal year).
- h. Upload training certificate as applicable.
- i. Click “Save and Finish”
- j. Submit to your supervisor for approval
- k. Ensure your supervisor approves the request in a timely manner.

4. STEPS TO RECORD ANNUAL ACQUISITION ETHICS TRAINING COMPLETION IN TED.

- a. Check with your Training Coordinator to ensure the completed course meets the annual requirement.
- b. Show the course as completed in TED.

Important instructions for TED system administrators: For FY25, please set up the course title for all annual acquisition ethics training courses as “MAN-ETH25” in TED. This way, there is only one course title (MAN-ETH25) used by AAW professionals in the system to record completion of their annual ethics training requirement. If you have any questions or need assistance, please contact the Army DACM Office Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

5. COMPLIANCE TRACKING.

- a. The DACM Office’s CAPP MIS administrators will search for the keywords “ETH 2025” and “MAN-ETH25” to compile workforce compliance data for various reports sent to the DACM and commands/organizations. They will not query CAPP MIS for all

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completed courses that have the word “ethics” in the title or for other course numbers -- just these two keywords. It is therefore imperative that AAW professionals carefully follow the above instructions in paragraphs 3 or 4 above, based on whichever training management system they use.

b. The Army DACM Office tracks annual acquisition ethics training completion compliance by command or Program Executive Office. As noted in the policy, it is the responsibility of senior leaders and supervisors, with support from Training Coordinators, Acquisition Career Management Advocates, and Organizational Acquisition Points of Contact within the commands/organizations, to ensure their AAW professionals complete annual acquisition ethics training.