OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND
TECHNOLOGY

12 AUG 1996

MEMORANDUM FOR CHAIRS, ACQUISITION CAREER MANAGEMENT
FUNCTIONAL BOARDS
DIRECTORS, ACQUISITION CAREER MANAGEMENT
DEPUTY DIRECTOR, ACQUISITION CAREER MANAGEMENT,
OUSD(A&T)
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

SUBJECT: Continuing Acquisition Education and Training

I am forwarding two memoranda recently issued by the Deputy Under Secretary of Defense (Acquisition Reform). These memos: (1) establish an interim policy on Continuing Acquisition Education and Training effective for FY 1997; and (2) ask us to arrive at a permanent policy on continuing education and training by October 1997, as part of a comprehensive policy on professional development for the workforce.

Ms. Jeanne Carney on my staff is responsible for coordinating this long-term project. Assisting her are staff at the Logistics Management Institute (LMI) who are conducting three studies relevant to the establishment of education and training standards for the workforce, including those for continuing education and training. These studies are designed to lay the foundation for a professional development program for the workforce; validate the "mandatory" and "desired" degree requirements established by the Functional Boards for specific career fields; and (3) examine the core requirements for the Defense Acquisition University.

As a first step in accomplishing the tasks Mrs. Preston has outlined in her memorandum to us asking that we develop a permanent policy, we will soon be contacting you to arrange a time when Ms. Carney and the LMI researchers can brief you (and your staff or board members, as appropriate) on the three studies and what we need to do to accomplish Mrs. Preston's tasking.

In the interim until we are able to arrange these briefings, please feel free to contact Ms. Carney at 602-8703 if you have questions.

James S. McMichael
Director, Acquisition Education,
Training and Career Development

Attachments

ACQUISITION AND
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07 AUG 1996

MEMORANDUM FOR DIRECTOR, ACQUISITION EDUCATION, TRAINING AND CAREER DEVELOPMENT
CHAIRS, ACQUISITION CAREER MANAGEMENT FUNCTIONAL BOARDS
DIRECTORS, ACQUISITION CAREER MANAGEMENT
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

SUBJECT: Attached Interim Policy on Continuing Acquisition Education and Training

I have just issued the attached interim policy establishing continuing acquisition education and training requirements for the acquisition workforce for Fiscal Year 1997. I have reviewed the comments we received in response to an earlier draft policy on continuing education and training, and realize that there are a number of issues which you and others have raised that must be resolved before we can establish a permanent standard for continuing education and training for workforce members.

As noted in the attached policy, during FY 1997 I am asking you to participate in assessing the possible approaches to establishing a program of continuing education and training for the acquisition workforce as part of a comprehensive program of professional development, and arrive at a coordinated policy and proposed program by October 1997. Specifically,

1. To support the development of a comprehensive policy and program, the Functional Boards are asked to provide an analysis of the types of courses that should comprise a program of continuing education and training applicable to each career field. This analysis should encompass a review of existing standards for education and training courses established as "desired" for each career field and consideration of additional disciplinary or functional courses desired for workforce members not now a part of standards published in DoD 5000.52M. The Boards' review should include: (a) accredited courses offered by post-secondary educational institutions in the academic disciplines (e.g., the sciences, engineering, business) that underpin acquisition functions; (b) courses in specific acquisition functional areas (e.g., contracting) offered by post-secondary educational institutions, DoD schools (including DAU), other governmental organizations, professional societies and associations, and private organizations; and (3) courses in management and leadership skills required by the workforce. The Functional Boards shall complete this review and forward their recommendations to the Director, AET&CD by January 15, 1997. Thereafter, the Functional Boards will conduct this review of additional continuing education and training needs as part of their annual review and certification of career field standards for the USD(A&T) required by DoDI 5000.58.

2. The DAU will obtain the accreditation necessary to award Continuing Education Units (CEUs) for DAU and non-DAU courses. Upon certification of DAU's status as a CEU-granting institution, DAU will establish and publish the number of CEUs that will be granted for the successful completion of each DAU mandatory and assignment-specific course, and for training offered through DAU's Acquisition Reform Communications Center. In addition, DAU will establish and publish a procedure for the Components and others to use in requesting DAU's evaluation of training courses, conferences and other continuing education activities for the purpose of obtaining CEUs for workforce members.

3. In conjunction with the Functional Boards and the Directors of Acquisition Career Management, the Director AET&CD will develop by October 1997 a policy addressing continuing education and training as part of a comprehensive policy and program for continuing professional development of the acquisition workforce. In developing this policy and program the Director, AET&CD will take into account the results of the following efforts: the recommendations of the Functional Boards; the results of two studies now underway, one validating non-statutory academic standards established by DoD Functional Boards for certain positions and the other making recommendations for the design of a professional development program; preliminary results of the Personnel Demonstration; and lessons learned during the implementation of this Interim Policy. Besides substantive issues of program standards and content, the policy shall provide for funding support if it is determined that continuing education and training are to be part of the mandatory program, as well as a process for ensuring that personnel are credited with either continuing acquisition education and training hours or CEUs, as is appropriate. The Director, AET&CD and the President DAU will seek additional funding necessary to implement the recommended comprehensive program of professional development and continuing education.

Colleen A. Preston

Colleen A. Preston
Deputy Under Secretary of Defense
(Acquisition Reform)

Attachment

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07 AUG 1996

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Continuing Acquisition Education and Training for Acquisition Workforce Members - Interim Policy

This memorandum establishes interim policy on continuing acquisition education and training for members of the Department's acquisition workforce.

This interim policy will enable acquisition workforce members who have completed all training and education requirements for the positions they encumber to have the opportunity to maintain their currency via continuing education and training courses. Final policy development defining acquisition workforce standards and a comprehensive program for professional development, including continuing education and training, is expected to be completed in 1997.

The attached interim policy is effective immediately for FY 1997.

Colleen A. Preston

Colleen A. Preston
Deputy Under Secretary of Defense
(Acquisition Reform)

Attachment

DISTRIBUTION:
Deputy Assistant Secretary of Defense (Civilian Personnel Policy)
Deputy Assistant Secretary of Defense (Military Personnel Policy)
Component Acquisition Executives
Director, Acquisition Career Management, OASA(RD&A)
Director, Acquisition Career Management, OASN(RD&A)
Director, Acquisition Career Management, OASAF(A)
Deputy Director, Acquisition Career Management, OUSD(A&T)
Chairs, Acquisition Career Management Functional Boards
President, Defense Acquisition University

INTERIM POLICY
ON CONTINUING ACQUISITION EDUCATION AND TRAINING

INTRODUCTION: DoD 5000.52M, *Career Development Program for Acquisition Personnel*, establishes the education, training and experience standards through Level III for acquisition personnel in each career field. The "Interim Policy on Continuing Acquisition Education and Training" which follows will test the feasibility of adding a new dimension of continuing acquisition education and training to existing education and training standards.

INTERIM POLICY: It is OUSD(A&T) policy that members of the acquisition workforce, who have completed all training and education requirements for the positions they encumber, be afforded the opportunity to receive an average of 40 contact hours annually of continuing education and training, or 80 contact hours over a two-year period. This policy is inapplicable to acquisition workforce personnel who have not yet completed mandatory training required for the positions they encumber. However, such personnel are encouraged to participate in continuing education activities to stay current with new acquisition policy initiatives. This interim policy is in effect for the period of FY 1997.

Continuing education and training hours may be satisfied in a variety of ways to be agreed upon between the workforce member and the supervisor, including participation in:

1. a recommended 16 hours annually of acquisition reform training, e.g., conferences, roadshows, satellite broadcasts, and AR Day activities;
2. academic course work to meet statutory standards for either the individual's career field or for membership in an Acquisition Corps;
3. mandatory and assignment-specific training required for higher levels of certification in one's career field;
4. course work to meet standards considered "desired" in one's career field, until both mandatory and desired education and training standards through Level III have been satisfied;
5. cross-training to attain certifications in multiple acquisition career fields; and
6. other acquisition-related courses, training conferences, seminars, distance learning, and comparable activities sponsored by DoD, its Components and schools, or by private and public organizations, institutions of higher education, and professional associations representative of acquisition career fields.

COSTS: During FY 1997, in keeping with current practice, costs for students attending Defense Acquisition University (DAU) mandatory or assignment-specific acquisition courses will be borne by the DAU, while the Components will pay tuition, travel and per diem for participation in all non-DAU courses. The DAU should program resources for a major expansion of continuing education offerings for future years in anticipation of a permanent policy requiring an average of 40 hours of continuing education and training annually for members of the Acquisition Corps and others who have completed all mandatory training.

RESPONSIBILITIES: Workforce supervisors shall ensure that FY 1997 Individual Development Plans prepared for their personnel include opportunities for participating in continuing acquisition education and training. The Director, Acquisition Education, Training and Career Development (AET&CD), together with the Chairs of the Functional Boards, the Directors of Acquisition Career Management, and the President DAU will assess possible approaches to establishing a program of continuing education and training for the acquisition workforce, and arrive at a coordinated policy and proposed program by October 1997.