



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

SEP 7 2018


ACQUISITION  
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Required AbilityOne<sup>®</sup> Program Training for the Department of Defense  
Contracting and Purchasing Acquisition Career Fields

As a result of recommendations from the Department of Defense (DoD) Office of Inspector General, DoDIG-2016-097, "DoD Generally Provided Effective Oversight of AbilityOne Contracts," and from the Panel on DoD and AbilityOne Contracting Oversight, Accountability, and Integrity ("the Panel"), the Defense Acquisition University (DAU) has deployed a comprehensive update to the online Continuous Learning Module (CLM) 023, "DAU AbilityOne Training." The training includes information specified in section 898 of the Fiscal Year (FY) 2017 National Defense Authorization Act, and defines the contracting officer's roles and responsibilities when awarding contracts in accordance with the purchasing priorities of the Federal Acquisition Regulation, Part 8.002 and Subpart 8.7.

To comply with the training recommendations of the DoDIG and the Panel, I am requiring that all personnel assigned to the Contracting and Purchasing Acquisition Career Fields complete the DAU CLM 023 training in FY 2019, except for the workforce members who completed the CLM 023 training this fiscal year after May 7, 2018. I am asking the contracting senior leaders and supervisors to advise their employees to take the training, which may be counted towards the 80 hours of continuous learning requirements for workforce members assigned to acquisition-coded positions. DAU will report the number of course completions at the quarterly Panel meetings. The CLM 023 may be accessed on the DAU iCatalog website at [http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs\\_id=418](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=418). If you have any questions concerning the above, please contact my staff specialist for AbilityOne procurement policy, Ms. Susan Pollack, at 703-697-8336.

*for*   
Shay D. Assad  
Principal Director, Defense Pricing  
and Contracting