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Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE MILITARY SERVICES
CHIEF, NATIONAL GUARD BUREAU
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SUBJECT: Category Management – Requirement to Initially Determine Whether
USALearning® Assisted Acquisition Services will Satisfy Training and Education
Capabilities Requirements and to Leverage Such Services to Optimize Cost Savings

Purpose. In accordance with the Reform Management Group (RMG) Decision Memorandum of July 25, 2018, for the “Rationalize Business Systems – Learning Management – Information Technology Reform,” this memorandum:

- Directs all DoD Components to initially determine whether training and education capabilities (systems, hardware, software, course ware, course content, training and other associated products and services) requirements can be met in a timely and cost efficient manner by USALearning’s assisted acquisition process. Such a determination is required in order to support enterprise-wide solutions and achieve more cost-efficient outcomes consistent with the DoD Category Management Strategy. Individual training requests and purchase card transactions for individual and group training are currently excluded from the process.
- Directs all DoD Components to make training and education course data available, in keeping with any proprietary considerations, by actively participating in the phased implementation of automated, interoperable course catalog(s) that will make available descriptions of unclassified courses into a common on-line portal accessible by applicable entities and operated by USALearning.
- Directs all DoD Components to maintain current and accurate training and education data and to actively participate in the phased implementation of a mechanism to digitally aggregate

learning outcome data into a “Common Learning Record Repository,” operated by USA Learning.

- Establishes a strategic goal to leverage USA Learning to support the modernization of DoD Components learning ecosystems and optimize cost savings from assisted acquisition and shared services.
- Recognizes that USA Learning will provide cybersecurity accreditation on hosted offerings.
- Recognizes that the use of USA Learning does not supersede the requirement for Components to comply with Business Systems Requirements and Acquisition as defined in DoDI 5000.75. USA Learning will be utilized for training and education products and services covered under this directive unless another mandatory source is otherwise required by law or regulation.
- This policy is effective April 1, 2019. This memorandum will expire effective April 1, 2020.

Applicability: This memorandum applies Department-wide, to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”). Applies to training and education capabilities used for Active and Reserve Component and National Guard personnel, Defense civilians, and DoD-operated systems for Defense contractors. Currently does not apply to classified learning services and applications.

Responsibilities.

DoD Component Heads shall ensure that prior to making new or continued investments in the development or modernization of training and education capabilities, they make a determination of whether such capabilities can be met through USA Learning.

My point of contact on this matter is Ms. Kathy Cutler, the Business Systems Reform Lead. Please direct all inquiries regarding using USA Learning’s assisted acquisition process to Ms. Kelly Sims, Program Manager, Category Management for Training and Education, kelly.f.sims.civ@mail.mil, 571-372-2057.

// Original Signed // 26APR19

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