



DIRECTOR ACQUISITION CAREER MANAGEMENT  
FOURTH ESTATE  
9820 BELVOIR ROAD, BLDG 205  
FORT BELVOIR, VA 22060



April 6, 2020

MEMORANDUM FOR FOURTH ESTATE ACQUISITION WORKFORCE MEMBERS

SUBJECT: Working From Home Resources

Due to the COVID-19 pandemic, our day-to-day work cadence has been upended, not only across DoD, but throughout the federal government and private sectors. To slow its spread across the country, some businesses have temporarily shuttered, entire school districts have closed for the remainder of the academic year, and almost two-thirds of Americans are under some form of shelter-in-place or stay-at-home order. As we adjust to the new “normal” in both our personal and professional lives, we must use all resources at our disposal to facilitate not only our job-based interactions, but to continue maintaining the level of service that our customers – and critically, the Warfighter – deserve. We encourage you to focus on the triad of “Self, Environment, and Professional Development” to guide your daily activities as we continue navigating these uncharted waters.

1. **SELF:** You will not be able to help others unless you address your own needs first.
  - i. **Do the Five** (per the World Health Organization):
    - a. Hands: Wash them often for at least 20 seconds
    - b. Elbow: Cough into it
    - c. Face: Do not touch it
    - d. Space: Keep safe distance of at least six feet
    - e. Home: Stay home if you can
  - ii. **Hand Washing – Do It Right:** <https://youtu.be/d914EnpU4Fo>
  - iii. **Keep Active:** Take walks or perform other safe exercise regularly:  
<https://www.cnbc.com/2020/03/16/best-home-workout-streaming-services-to-try-during-covid-19-pandemic.html>
  - iv. **Coping with Stress:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
  - v. **Get the COVID-19 Resources:**
    - a. CDC: [https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html)
    - b. DoD: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>
    - c. DPC: <https://www.acq.osd.mil/dpap/pacc/cc/COVID-19.html>
    - d. DAU:
      1. Coronavirus Acquisition Guidance and Resources:  
<https://www.dau.edu/News/Acquisition-Guidance-and-Resources>
      2. Coronavirus Course Impacts: <https://www.dau.edu/News/Coronavirus-Course-Impacts>
      3. Coronavirus Information for DAU Students:  
<https://www.dau.edu/News/Coronavirus>

- e. **NEW!** Chief Learning Officer COVID-19 Resources:  
<https://www.chieflearningofficer.com/coronavirus-resources/>
2. **ENVIRONMENT:** Our work and home environments have changed. Here are a few “best practices” to ensure maximum efficiency.
- i. **Make team connections a daily priority:** Use technology to connect not just via texts or IMs, but engage regularly in phone/telecon and video conferencing to maintain that critical person-to-person collaboration.
    - a. How To Be a Great Remote Teammate: <https://www.td.org/videos/how-to-be-a-great-remote-teammate>
    - b. Remote Teams Need Real Communication: <https://www.td.org/insights/remote-teams-need-real-communication>
  - ii. **How To Be Productive at Home:**
    - a. 7 Dos and Don'ts of Working from Home: <https://www.phillymag.com/business/2018/11/26/be-productive-working-from-home/>
    - b. 9 Tips to be Productive When Working at Home During COVID-19: <https://www.forbes.com/sites/bryanrobinson/2020/03/14/9-tips-to-be-productive-when-working-at-home-during-covid-19/#4b9d2bac5a38>
  - iii. **Become A Virtual Environment Ace:** In the process, always keep security at the forefront by not using free versions on Government Furnished Equipment (GFE).
    - a. SANS Security Awareness: <https://www.sans.org/security-awareness-training/sans-security-awareness-work-home-deployment-kit>
    - b. WebEx Tips and Tricks: <https://www.youtube.com/watch?v=bseff9T5PyI>
    - c. Zoom Tips and Tricks: <https://www.cnet.com/how-to/13-zoom-video-chat-tips-tricks-and-hidden-features/>
    - d. Skype for Business: <https://youtu.be/-ZwIgLyrQVw>
3. **PROFESSIONAL DEVELOPMENT:** As time permits, take advantage of the free training opportunities available for professional credentials and continuous learning.
- i. **Career Development:** Make time to achieve professional goals.
    - a. DAU Online Training (OLT) via Cornerstone: <https://dau.csod.com>
    - b. DAU Virtual Instructor-Led Training (VILT) via DATMS (CAC login): <https://www.atrrs.army.mil/datms>
    - c. DAU Credentials: <https://www.dau.edu/training/pages/credentials.aspx>
    - d. DoD Financial Management (FM) Online (CAC login): <https://fmonline.ousdc.osd.mil/>
    - e. Life Cycle Logistics PD: <https://www.dau.edu/cop/log/Pages/Topics/Professional%20Development.aspx>
    - f. DoD Product Support Manager (PSM) Resource Repository: <https://www.dau.edu/cop/log/Pages/Topics/Product%20Support%20Manager%20PSM.aspx>
  - ii. **Continuous Learning:**
    - a. DAU Webcasts: <https://www.dau.edu/p/DAU-Webcasts>
    - b. DAU iCatalog Continuous Learning Modules: <https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx>

- c. Harvard Business School Modules: <https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx?tab=HBS>
- d. **NEW!** DAU Alumni Association “Hot Topics”: <https://dauaa.org/training/>
- e. LinkedIn Learning: <https://www.linkedin.com/learning>
- f. Alison: <https://alison.com>
- g. Carnegie Mellon Open Learning Initiative: <http://oli.cmu.edu/independent-learner-courses/>
- h. Course Buffet: <https://www.coursebuffet.com/>
- i. Coursera: <https://www.coursera.org/>
- j. Free Ivy League Courses: <https://www.classcentral.com/collection/ivy-league-moocs>
- k. Future Learn: <https://www.futurelearn.com/>
- l. IBM Big Data University: <https://www.ibmbigdatahub.com/tag/500>
- m. MIT OpenCourseWare: <https://ocw.mit.edu/index.htm>
- n. **NEW!** Udemy Free Courses: <https://www.udemy.com/courses/free/>

Bottom-line, stay in touch with teammates, supervisors, leadership, and contractors. While we do not know how long the changes will remain in place, let us never forget our overall mission – supporting the Warfighter.



Scott Bauer  
Director, Acquisition Career Management  
4th Estate  
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