

ARMY IMPLEMENTATION GUIDELINES DEFENSE ACQUISITION WORKFORCE CONTINUOUS LEARNING POLICY

I. SUMMARY:

A. The Under Secretary of Defense (Acquisition, Technology and Logistics) (USD, AL&T) revised Continuous Learning Policy, effective September 13, 2002, underpins the Defense Acquisition Workforce Improvement Act requirement for an educational framework for the acquisition workforce. The purpose of the policy is to ensure acquisition professionals develop and stay current in leadership, disciplinary and functional skills that augment the minimum education, training and experience standard established for certification purposes for their acquisition career fields. The augmentation of minimum career program standards provides for an expanded framework designed for career-long learning. The policy establishes the following standard:
It is each AT&LWF member's responsibility to achieve the annual goal of 40 Continuous Learning Points (CLPs) to meet the mandatory requirement of 80 CLPs within the two-year CL cycle.

The USD (AT&L) Policy on Continuous Learning may be found on the following website:

http://www.acq.osd.mil/dp/docs2002/Continue_Learn_Policy_ATL_Workforce.pdf. The purpose of this document is to provide clarification on various aspects of the policy and to provide implementing instructions specific to the Acquisition Workforce.

B. Individuals who are not certified for the position they encumber should concentrate on obtaining certification and may count certification training towards continuous learning points. Each employee should identify types of continuous learning activities to pursue and ensure continuous learning requirements have been recorded on the IDP/CL.

<https://rda.altess.army.mil/cappmis/index.cfm>

The IDP is the only vehicle used to annotate, award, and track Continuous Learning Points in accordance with USD Continuous Learning Policy. The two-year CL cycle is based on the date of the position encumbered or from the date of the prior two-year Continuous Learning Cycle. When 80 continuous learning points have been recorded on the IDP within the designated two-year cycle, the Acquisition Career Record Brief (ACRB) is automatically updated to indicate Continuous Learning Standard certification.

C. Supervisors play a key role in continuous learning. They will ensure, within organizational workload and funding constraints, that individuals are provided duty time for planned continuous learning activities. They must also ensure that the annual Individual Development Plans are prepared for their personnel include opportunities for participating in continuous learning activities, and then document workforce members' records for

completion of continuous learning requirements. The following Summary Chart of Recommended Continuous Learning Points assists supervisors and employees in determining the appropriate CLPs to be credited for continuous learning activities.

Summary Chart of Recommended Continuous Learning Points

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
DAU Courses/Module	10 per CEU (see DAU catalog) or:
Awareness Briefing – No Testing/Assessment Associated	0.5 points per hour of instruction
Continuous Learning Modules – Testing/Assessment	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 points per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	0.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published

Experiential / Developmental Learning Activities

The following guidelines apply:

CREDITABLE ACTIVITIES POINT CREDIT

Experience

On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training With Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year

Assignment Length (Rotational Assignments Or Training with Industry)	Recommended Points
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

APPLICATION OF GUIDELINES

It is expected that supervisors will use the Guidelines and their own professional judgment in arriving at points to be awarded for any activity undertaken to meet the standards. While supervisors have the authority to establish points for activities, any concerns of employees or disputes may be addressed through applicable dispute resolution procedures.

II. Crediting Continuous Learning Points: The following AAW Guidance for crediting continuous learning points supplements and clarifies that contained in the USD (A&T) policy:

- A.** Training sessions, workshops or other learning activities developed locally within organizations for the sole purpose of providing a learning experience, which earns continuous learning points, must be documented on a plan. The plan must include the following: explanation of the nature of the learning activity; the goals and expected outcomes; the leadership competencies and/or functional or technical skills to be developed; the total continuous learning points to be earned. These plans must be approved one supervisory level above the initiating organization and a copy of record furnished to and maintained by the Acquisition Career Management Advocate (ACMA). Continuous learning points awarded for locally developed training may not exceed 40 per two-year cycle.
- B.** For training or education courses offered through distance learning (Internet, CD ROM or other computer-based source) which do not have assigned academic credits or CEUs, one continuous learning point is awarded per 60 minutes of minimum running time.
- C.** Correspondence courses will be credited based on the total number of hours assigned to the course. (Example: The Supervisory Development Course, which is by correspondence, is listed as a 40-hour course and would count as 40 continuous learning points.)
- D.** Continuous learning points will not be granted for courses fulfilled under the provisions of the DoD Acquisition Career Management Mandatory Fulfillment Program.

III Waivers:

1. Grace Periods: Supervisors may approve a three-month grace period beyond the date established for meeting the Continuous Learning Standard. Grace periods should only be granted when work assignments, personal hardship or other circumstances beyond the workforce member and supervisor's control result in the inability to meet the standard within a two-year cycle. It is the responsibility of the supervisor to annotate approval of the three-month grace period on the workforce member's IDP, thereby extending the cycle to 27 months. The supervisor must maintain written justification for an extension. If the standard is not met within the grace period, previous Continuous Learning Standard certification will be lost and a new cycle will commence. Any points acquired in the previous cycle may not be carried over to the new cycle.
2. Under extraordinary conditions beyond the workforce member or supervisor's control, waivers may be issued when Continuous Learning certification cannot be obtained within the Grace Period (27 months). The waiver must have a finite expiration date and be based on the number of points, which the individual lacks in meeting the standard (e.g., two years for 80 points and one year for 40 points). As a general rule, the conditions justifying a waiver will be limited to the following:
 - a. Assignment to a highly work-intensive position for a designated length of time, such as Program, Project or Product Manager.
 - b. Assignment to a remote area, such as Korea, for a designated length of time due to the unavailability of opportunities to meet the standard within the required time period.
 - c. Authority for waiver approval resides with the Deputy Director, Acquisition Career Management (DDACM). Approved waivers must be forwarded to the Regional Customer Support Office who are responsible for annotating the ACRB/ORB and IDP to indicate a waiver is in place.

IV. Incentives:

1. Attainment of the Continuous Learning Standard shall be a factor considered in selecting workforce members for advanced acquisition development opportunities, assignments and promotions. (For example: Defense Leadership and Management Program; Competitive Development Group program; Acquisition Education, Training and Experience Selection Board.)
2. Support of the Continuous Learning Standard and the enhanced standard for those in leadership positions shall be included as a major objective on

civilian and military supervisors' support forms or as a contribution under the Leadership/Supervisor Factor for the Civilian Acquisition Workforce Demonstration Project.

3. At the end of each fiscal year, the Acquisition Support Center (ASC) will provide a report to the USD (AL&T) on the number of workforce members who were certified during that fiscal year. In conjunction with this report, ASC will issue a regional report for distribution to commands, which lists the names of individuals who did not meet the continuous learning standard.

V. Non-Attainment

Policy for workforce members who do not obtain the 80 continuous learning points within their two-year cycle is currently under review and will published in the near future.

DATE: June 3, 2003