

DEPARTMENT OF THE ARMY
CONTINUOUS LEARNING POLICY
AND IMPLEMENTATION GUIDELINES

1. REFERENCES: SEE APPENDIX 1.

2. APPLICABILITY: This policy applies to all civilian and military Department of the Army, Acquisition, Logistics and Technology (AL&T) workforce personnel, designated as members of the acquisition workforce pursuant to Title 10, United States Code (U.S.C) §1732. For additional information support, see the Department of Defense Instruction 5000.66 (DODI) and the Defense Acquisition University (DAU), Continuous Learning Policy (CLP) and Guidance at <http://www.dau.mil/clc/pages/policyguidance>.

3. PURPOSE: The purpose of this policy is to ensure acquisition professionals develop and stay current in leadership, disciplinary and functional skills that augment the minimum education, training and experience standards established for certification purposes within their acquisition career fields. The augmentation of minimum career program standards provides for an expanded framework designed for career-long learning.

4. RESPONSIBILITIES:

a. Deputy Director, Acquisition Career Management (DDACM) . The DDACM is responsible for oversight and management of this program and policy.

b. Supervisors. Supervisors will ensure, within organizational workload and funding constraints, that individuals are provided duty time for planned Continuous Learning (CL) activities. They must also ensure that the Individual Development Plans (IDPs) of their personnel include opportunities for participating in CL activities. Once completed, training should be properly documented on the workforce members' IDP. The Chart of Recommended CLPs, (Para 5c) assists supervisors and employees in determining the points to be credited for CL activities.

c. Army AL&T workforce. It is each member's responsibility to meet the goal of 40 CLPs each year and the mandatory requirement of 80 CLPs every two years. Each person will identify and discuss with his or her supervisor during the annual review the types of CL activities to pursue. It is the responsibility of employees to verify records to ensure CL requirements have been documented. Supervisors and leaders can monitor the number of CLPs on the IDP for each employee under their control.

Note: To ensure adherence and accountability in meeting this mandatory CL requirement, recommend all acquisition workforce members (military and civilian) add a CL objective on their annual appraisal clearly stating how the CLPs will be met.

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Supervisors can then ensure, to the maximum extent possible, the CLP requirement and learning objectives are linked to the employee's primary duties as an Army acquisition professional. In addition, supervisors are reminded that CL activities must be acquisition and/or leadership specific opportunities. Leadership involvement is a critical enabler to success in this area.

5. POLICY:

a. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD, AT&L) revised CL Policy, effective 13 September 2002, underpins the Defense Acquisition Workforce Improvement Act (DAWIA II) requirement for an educational framework for the acquisition workforce.

b. Individuals who are not certified for the position they encumber should concentrate on obtaining certification and may count certification training toward CLPs. Each employee should identify types of CL activities to pursue and ensure CL requirements have been recorded on the IDP at the Career Acquisition Management Portal (CAMP) <https://rda.altess.army.mil/cappmis/index.cfm>.

(1) The IDP is the only vehicle used to annotate, award and track CLPs in accordance with USD (AT&L) Continuous Learning Policy.

(2) The two-year CL cycle is standard for every acquisition workforce member. It begins at the start of every odd Fiscal Year (FY) and ends at the conclusion of every even FY (i.e. 1 October 2010 FY11 through 30 September 2012 FY12). When CLPs have been recorded on the IDP and approved by the supervisor, the Acquisition Career Record Brief (ACRB) is automatically updated to indicate the total amount achieved.

c. CL efforts should focus on developing and enhancing acquisition skills and/or leadership development. Therefore, supervisors should only award CLPs for education, training and/or professional participation in acquisition and/or leadership specific activities. The "Chart of Recommended CLPs" assists supervisors and employees in determining the appropriate CLPs credited for CL activities.

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Chart of Recommended CLPs

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 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 1 CEU (see DAU catalog)
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.

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d. Experiential/Developmental Learning Activities. The following guidelines apply:

Experience	
CREDITABLE ACTIVITIES	POINT CREDIT
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
Integrated Product Team (IPT)/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year

e. Application of Guidelines. It is expected that supervisors will use the guidelines and their own professional judgment in determining the appropriate number of points to award. While supervisors have the authority to establish points for activities, any concerns or clarification of the CL policy may be directed to DAMI_AskAnACM@conus.army.mil.

6. STANDARD CL CYCLE AND PRORATED CLPs GUIDANCE:

a. Effective 1 October 2008, all AL&T workforce CL cycles were adjusted to the same two year cycle and will reset every two-years thereafter. This is necessary to bring the AL&T workforce into one standard CL cycle date.

b. Under the one cycle date, supervisors of individuals entering a workforce position during the CL cycle will have the ability to pro-rate CLPs based on the date employee enters the position. Example:

(1) Individual enters the workforce on 15 March 2011.

(2) Supervisor can pro-rate from the beginning of the CL cycle (1 October 2010) through (15 March 2011).

(3) Using a scale of 3 CLPs per month, multiply 3 CLPs x 6 months for a total of 18 pro-rated CLPs.

(4) Supervisor records in the individual's IDP the 18 pro-rated CLPs.

(5) The individual would then be required to obtain an additional 62 CLPs within the remaining 18-month of the two-year cycle (62 + 18 = 80 CLPs)

c. How to "Pro-rate" CLPs in the IDP Supervisor Module:
<http://www.acq.osd.mil/dpap/Docs/CL%20Policy.pdf>

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(1) After accessing the Supervisor Module, find the employee you wish to prorate CLPs and to the right of the Employee's name click on "View Items" link, under the "Completed Items" column.

(2) From the Continuous Learning Cycles table, input the appropriate CLPs based on the Prorated CLPs Guidance for the current CL cycle. You may only prorate for the current CL cycle.

(3) Prorate the CLPs by inputting a number between 1 and 80 in the text field under the "Prorate CLP" column and click on "Save Prorated CLPs."

(4) The new prorated points will add to the "Total CLPs" column.

7. INCENTIVES:

a. Attainment of the required CLPs shall be a factor considered in selecting workforce members for advanced acquisition development opportunities, assignments and promotions. Examples include the Defense Senior Leadership Development Program, Competitive Development Group/Army Acquisition Fellowship Program; and Acquisition, Education, Training and Experience opportunities.

b. Support of the CL 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 objectives on the employee annual appraisal.

8. NON-ATTAINMENT:

a. The Director, Acquisition Career Management (DACM) Guidance Memorandum # 3, 31 October 2007, mandated all AL&T workforce to attain 40 CLPs points each year and 80 points by end of the two-year cycle. The DACM directed Army leaders to be actively engaged to make this happen and further ensure 100 percent of subordinates' IDPs are discussed with their supervisor and updated during each rating cycle.

b. Organizational Commanders are responsible for compliance and management of their AL&T workforce to ensure implementation of the DACM guidance. Failure to obtain the required CLPs may result in adverse actions that could deny employees enrollment into educational and developmental schools, acquisition training, promotions and negatively impact annual appraisals.

c. In the DACM Memorandum, Subject: Enforcement of Mandatory Acquisition Certification Requirements, 18 August 2010, a reference to meeting the mandatory CLPs is highlighted. As a result, the DACM has instituted a quarterly General Officer/Senior Executive Service level meeting to discuss with commands/organizations with acquisition workforce members the importance of obtaining certification standards

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along with IDP and CLP requirements. At the quarterly Acquisition Career Management Advocate (ACMA) meetings, commands and organizations are provided results of their acquisition workforce members' compliance with these standards.

d. Organizational Acquisition Points of Contact (OAPs) can access, detailed reports with lists of the individual names who do not meet the CL Standard. The reports are available at Career Acquisition Personnel and Position Management Information System (CAPPMS), at <https://rda.altess.army.mil/cappmis/index.cfm>.

e. At the end of each fiscal year, the U.S. Army Acquisition Support Center (USAASC) will provide a report to the USD (AT&L) with the number of acquisition workforce members who were certified during that fiscal year.

9. EFFECTIVE DATE AND IMPLEMENTATION: This document is effective immediately and will remain in effect until rescinded. This signed policy supersedes a;; previous CLP policy and implementation guidelines.



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APR 11 2011

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APPENDIX I. REFERENCES:

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.
2. Department of Defense (DoD) Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce, December 21, 2005.
3. DoD Desk Guide for the Acquisition, Technology and Logistics Workforce Career Management, January 10, 2006.
4. Director of Acquisition Career Management (DACM) Memorandum #3 (Improving ALT Workforce Certification Rates), October 31, 2007.
5. Department of the Army Acquisition Career Field Certification Policy and Procedures, June 1, 2010.
6. Army Supplement to the DoD Desk Guide, September 1, 2010.
7. DACM Memorandum, Subject: Enforcement of Mandatory Acquisition Certification Requirements, August 18, 2010.
8. Defense Acquisition University (DAU) icatalog (<http://icatalog.dau.mil/>)

Note: All Department of Army Acquisition Workforce Policies and DACM Memoranda can be found by accessing the following link:
<http://asc.army.mil/policies/policiesprocedures.cfm>