DEPARTMENT OF THE ARMY
CONTINUOUS LEARNING POLICY AND IMPLEMENTATION GUIDELINES FOR ACQUISITION EMPLOYEES AND THEIR SUPERVISORS

1. REFERENCES:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.

b. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD AT&L) revised CL Policy, 13 September 2002.

c. Amendment – Director, Acquisition Career Management (DACM) Memorandum #7 – Annual Acquisition Workforce Standards, 15 March 2013.

d. Director of Army Acquisition Career Management (DACM) Memorandum #8 – Enforcement of Department of the Army Defense Acquisition Workforce Improvement Act (DAWIA) Certification Compliance Policy, 30 January 2012.

2. APPLICABILITY: This policy applies to all civilian and military Department of the Army acquisition workforce personnel, designated as members of the acquisition workforce pursuant to Title 10, United States Code (U.S.C) §1732, reference 1a.

3. PURPOSE: The purpose of this policy is to ensure acquisition professionals develop and stay current in leadership and functional acquisition skills that augment the minimum education, training and experience standards established for certification purposes within their acquisition career fields.

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. The supervisors must also ensure that the Individual Development Plans (IDPs) of their acquisition personnel include opportunities for participating in CL activities. Once completed, training should be properly documented on the acquisition workforce member's IDP. The Chart of Recommended Continuous Learning Points (CLPs), (Para 5.c) assists supervisors and employees in determining the points to be credited for acquisition CL activities. Those courses required of Army personnel (i.e., human trafficking, information assurance, etc.) not related to acquisition or leadership development are not in support of this CLP guidance and are not acceptable training to ensure our personnel remain acquisition relevant.

c. Army Acquisition Workforce/Corps Members. It is each member's responsibility to work toward the goal of 40 CLPs each year and to meet the mandatory requirement of 80 CLPs every two years. Each acquisition employee will identify and discuss with his or her supervisor during their annual review the types of CL activities to pursue. Employees will verify records to ensure CL requirements have been documented. Supervisors and leaders can monitor the number of

CLPs on the IDP for each acquisition employee under their supervision. Only acquisition or leadership development courses and activities may count toward meeting the CL requirement.

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. 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.*

5. POLICY:

a. Reference 1b underpins the Defense Acquisition Workforce Improvement Act (DAWIA) requirement for an educational framework for the acquisition workforce. The DACM further identifies annual standards for Army acquisition workforce/corps members to achieve as articulated in reference 1c.

b. Individuals who are not certified for the acquisition position they encumber, should concentrate on obtaining DAWIA 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 primary vehicle used to annotate, award, and track CLPs in accordance with reference 1b. The Acquisition Career Record Brief (ACRB) is the official tool to help manage the acquisition career.

(2) The two-year CL cycle is standard for every Army acquisition workforce/acquisition corps member. For the Army, this cycle begins 1 October of the even year and runs through 30 September of the following even year (i.e., 1 October 2012 - 30 September 2014). 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 of CLPs achieved.

c. CL efforts should focus on developing and enhancing acquisition skills and/or leadership development. Therefore, supervisors should only award CLPs for successfully completed education and training, and/or professional participation in acquisition and/or leadership specific activities. CLPs will not be awarded if the individual did not successfully pass/complete the course or activity. The "Chart of Recommended Acquisition CLPs" on the next page is provided as a guide to assist supervisors and employees in determining the appropriate CLPs credited for acquisition CL activities.

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Chart of Recommended CLPs

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Acquisition 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
Acquisition 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
Acquisition 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 point per hour; maximum of 8 points per day and 20 points per year
Symposium/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.

Acquisition Professional 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

d. Supervisors are expected to 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 the U.S. Army Acquisition Support Center help desk by using the following link: https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest, or by calling Commercial (575) 678-2247 or DSN 258-2247.

6. STANDARD CLP CYCLE AND PRORATED CLP GUIDANCE:

a. Effective 1 October 2008, all Acquisition workforce CLP cycles were adjusted to the same two-year cycle and will reset every two-years thereafter. This was necessary to bring the Army Acquisition workforce into one standard CLP cycle timeframe.

b. Under the cycle date, supervisors of individuals entering an acquisition workforce position during the CLP cycle will have the ability to pro-rate CLPs based on the date the employee enters the position.

c. Details on *How to "Pro-rate" CLPs* is in the IDP Supervisor Module located using the following link: http://www.acq.osd.mil/dpap/Docs/CL%20Policy.pdf.

7. INCENTIVES:

a. Attainment of the required CLPs may 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 other Acquisition, Education, Training and Experience opportunities.

b. Support of the CL 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 DACM directed Army leaders be actively engaged in CLP attainment of their acquisition personnel and further ensure 100 percent of subordinates' IDPs are discussed with their supervisor and updated every six months.

b. Organizational Commanders are responsible for compliance and management of their Army acquisition 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, and negatively impact promotions and annual appraisals (Reference 1d.).

9. NOTIFICATION:

a The DACM instituted a quarterly General Officer/Senior Executive Service Civilian-level Acquisition Workforce Update forum to discuss with Commands/organizations the importance of their acquisition workforce obtaining DAWIA certification standards 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. The DACM highlights that this is Commander's business at every opportunity.

b. Organizational Acquisition Points of Contact (OAPs) can access detailed reports with lists of the individual, by name, who do not meet the CL standard. The reports are available by accessing the Career Acquisition Personnel and Position Management Information System (CAPPMIS) using the following link: https://rda.altess.army.mil/camp/.

c. As required at the end of each quarter, the U.S. Army Acquisition Support Center (USAASC) provides a report to the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)) with the number of acquisition workforce members who were certified during that quarter. CLP details are also reported per Army CLP cycle.

Note: *All Department of Army Acquisition Workforce Policies and DACM Memoranda can be found on the USAASC website: http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/.*

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

11. POLICY POINTS OF CONTACT: Please contact Ms. Diane L. Murtha, Commercial (703) 805-1234 or via email at diane.l.murtha.civ@mail.mil; or, Ms. Joyce B. Junior, Commercial (703) 805-2879 or via email at joyce.b.junior.civ@mail.mil.

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