

## SUMMARY OF CHANGES

### TITLE: CONTINUOUS LEARNING POINT POLICY AND IMPLEMENTATION GUIDELINES FOR THE ARMY ACQUISITION WORKFORCE

**SIGNED DATE:** 11 January 2019

**SIGNATORY:** Mr. Craig Spisak, Army DACM

PARA	SIGNIFICANT CHANGES
1	Updated references to reflect more recently published or revised editions
4	Army Acquisition Functional Leaders (AAFLs) and Army Acquisition Functional Advisors (AAFAs) have shared responsibility of updating the "AAFL Recommended CLP Memorandum" before the start of each two-year Continuous Learning Point (CLP) cycle
5	Included a paragraph about Civilian Acquisition Career Field (ACF) Career Models, discussing what these documents are and where they can be found.
7c	Added a statement about CLPs not being awarded if the individual did not successfully pass or complete the course of activity.
7i	Table 1: Added "Publication (reading relevant publications)" as an Acquisition Professional Activity for which AAW professionals can earn a maximum of 8 points per year.
7i	Table 1: Added "Coach/Coachee" as an Acquisition Professional Experience for which AAW professionals can each a maximum of 10 points per year
7i	Table 1: Deleted 0.5 points as possible award, instead rounding this figure up to 1 point since it is not possible to enter fractions or decimals into CAPPMS
8	Table 2: Developed an easier way for supervisors to determine the number of CLPs that can be credited (pro-rated), based on the quarter and fiscal year when an AAW professional encumbers an acquisition-coded position.
8c	Added a statement that "if an AAW professional moves from one acquisition-coded position into another acquisition-coded position, regardless of any changes in ACF, certification level, grade or organization, their CLP balance transfers with them."
9	Added statement about non-compliance: "Failure to obtain the required 80 CLPs at the end of the two-year cycle is a direct violation of Reference 1b."
Encls	Each AAFL will update and distribute an "AAFL Recommended CLP Memorandum" before the start of the two-year cycle, which will provide guidance on specific courses and/or activities that AAW members assigned to the ACF should take, in order to increase their knowledge and skills and maintain technical proficiency.



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**SUBJECT: Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce**

**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. Department of Defense Instruction 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," July 27, 2017.

c. Department of the Army Pamphlet 600-3 (Officer Professional Development and Career Management), 26 June 2017.

d. Memorandum, Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), 4 November 2010, subject: Revised Continuous Learning Policy & Guidance.

e. Memorandum, USD(AT&L), 8 November 2013, subject: Key Leadership Positions and Qualification Criteria.

f. Memorandum, Director for Army Acquisition Career Management, 04 September 2018, subject: Army Acquisition Functional Leaders (AAFL) and Army Acquisition Functional Advisor (AAFA) Policy.

g. Army Acquisition Workforce 2017-2021 Human Capital Strategic Plan (HCSP).

**2. Purpose.** The purpose of this policy is to outline the requirements and implementation guidelines for Army Acquisition Workforce (AAW) professionals to attain 80 Continuous Learning Points (CLP) every two years, pursuant to Reference 1b. Continuous Learning is necessary to ensure that AAW professionals remain current in their primary Acquisition Career Field (ACF), cross-functional proficiencies, and leadership and management skills.

**3. Applicability.** This policy applies to military and civilian AAW professionals.

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SUBJECT: Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce

4. Responsibilities.

a. Director, Acquisition Career Management (DACM). Provide oversight and management of this policy.

b. Army Acquisition Functional Leader (AAFL). Update the applicable "AAFL Recommended CLP Memorandum" (see Enclosures 1 through 10), prior to the start of each two-year CLP cycle, to identify current and emerging technical areas and Continuous Learning opportunities that will provide AAW professionals in the AAFL's ACF with increased skillsets and ensure relevancy to the ACF.

c. Army Acquisition Functional Advisor (AAFA).

(1) Provide acquisition functional advice and recommendations to AAFL for input into the appropriate Civilian ACF Career Model.

(2) Assist AAFL in drafting and updating the "AAFL Recommended CLP Memorandum" for the ACF.

d. Supervisors.

(1) Ensure AAW professionals have sufficient duty time and resources to plan, schedule, and complete Continuous Learning courses or activities within the prescribed two-year CLP cycle.

(2) Ensure the Individual Development Plan (IDP) of AAW professionals are discussed and updated every six months (or more frequently as needed) and include opportunities for participating in Continuous Learning courses or activities.

(3) Monitor the CLP accumulation of AAW professionals regularly to ensure that they will meet the 80 CLP minimum requirement by the end of the two-year CLP cycle. Notify AAW professionals who are at risk of not meeting their 80 CLP minimum requirements within the required timeframe, and work with them to develop a plan that will ensure compliance.

e. AAW Professionals.

(1) Maintain currency in assigned ACF and attain at least 80 CLP within the two-year CLP cycle. Follow the AAFL recommendations for ACF-specific CLP attainment.

(2) Work with current supervisor to develop an IDP which includes Continuous Learning courses and/or activities and outlines an achievable schedule

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to meet the 80 CLP minimum requirement within the prescribed timeframe.

(3) Monitor CLP accumulation on the IDP in Career Acquisition Personnel and Position Management Information System (CAPPMIS) regularly to ensure their records are up to date and reflect accurate information.

#### 5. ACF Career Models.

a. The Civilian ACF Career Model, developed by the Army DACM Office in conjunction with AAFLs and AAFAs, identifies current and emerging technical areas, as well as specific Continuous Learning opportunities. These ACF models are designed to provide civilian AAW professionals with the requisite skillsets to succeed in current and future acquisition missions. AAW professionals and their supervisors should check these ACF models regularly for updates and continuous learning recommendations. Civilian ACF Career Models can be found in CAPPMIS (<https://rda.altess.army.mil/camp/>) under the Senior Rater Potential Evaluation (SRPE) or IDP tab, or the US Army Acquisition Support Center (USAASC) website (<https://asc.army.mil/web/career-development/civilian/career-models/>).

b. Functional Area 51 officers should consult Reference 1c for ACF career guidance. Non-commissioned officers (NCOs) within the 51C Military Occupational Series should see the NCO Career Development Timeline located on USAASC website at <https://asc.army.mil/web/wp-content/uploads/2015/08/NCO-Career-Map.pdf>

6. IDP. The IDP is the Army Acquisition Corps' primary planning tool that allows AAW professionals to discuss, plan, and manage their continuing education, training, and/or special experience needed to meet the certification requirements of their position. It is also used by AAW professionals to plan Continuous Learning courses or activities, request CLP credit, and track their CLP balance. These features can be found in CAPPMIS under the IDP tab.

#### 7. Continuous Learning.

a. The Army DACM's CLP standard is 100 percent compliance. Each AAW professional is required to attain at least 80 CLP by the end of the two-year CLP cycle. The Army DACM strongly recommends that AAW professionals set a goal of earning 40 CLPs per year and follow the published glide path for accumulating CLPs, instead of waiting until the last minute to complete training or request credits. This glide path is available on the USAASC website at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

b. The start and end dates of the two-year CLP cycle is the same for every AAW professional. The cycle begins October 1<sup>st</sup> of each even year and runs through

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September 30<sup>th</sup> of the following even year (for example: 1 October 2018 through 30 September 2020).

c. AAW professionals will only be awarded CLPs during the two-year CLP cycle in which the course or activity was completed or published. However, CLPs will not be awarded if the individual did not successfully pass or complete the course or activity.

d. Continuous Learning efforts should focus on developing and enhancing acquisition skills and/or leadership development. Supervisors should only award CLPs for successfully completed education and training, and/or professional participation in acquisition and/or leadership specific activities. Both supervisors and employees are strongly encouraged to consult the applicable "AAFL Recommended CLP Memorandum" (Enclosures 1 through 10), in order to view the specific courses or activities that their ACF's AAFL recommends for more focused professional development.

e. AAW professionals should add a Continuous Learning goal on their annual civilian performance objective or military evaluation support form to ensure adherence and accountability in meeting the mandatory CLP requirements. Supervisors can then ensure, to the maximum extent possible, the CLP requirement is linked to the employee's development as an Army acquisition professional.

f. Support of the CLP standard should be included as a major objective on civilian and military AAW supervisors' support forms. Leadership involvement is a critical component for employees to successfully meet their CLP requirements.

g. AAW professionals who are not certified for their current acquisition position, should concentrate on obtaining DAWIA certification and may count certification training toward CLPs.

h. Attainment of the required CLPs may be a factor considered in selecting AAW professionals for advanced acquisition development/retention opportunities, assignments, and promotions. Examples include the Defense Senior Leadership Development Program; Competitive Development Group/Army Acquisition Fellowship Program; and other Acquisition, Education, and Training opportunities sponsored by the Army DACM Office.

i. Table 1 "Chart of Recommended CLP" below serves as a guide to assist supervisors in determining the appropriate number of CLPs to credit for Continuous Learning courses or activities.

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**TABLE 1: CHART OF RECOMMENDED CLP**

<b>ACQUISITION ACADEMIC COURSES</b>	
Quarter Hour	10 points per Quarter Hour
Semester Hour	15 points per Semester Hour
Continuing Education Unit (CEU)	10 points per CEU
Equivalency Exams	1 point per hour of exam
<b>ACQUISITION TRAINING COURSES / MODULES</b>	
DAU Courses / Modules	10 points per 1 CEU (see DAU catalog)
Awareness Briefing	1 point per hour of instruction
Continuous Learning Modules	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
<b>ACQUISITION PROFESSIONAL ACTIVITIES</b>	
Professional Exam/License/Certificate	10-30 points; 30 points maximum per year
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	1 point per hour; maximum of 4 points per day and 20 points per year
Publications (authoring publications)	Maximum of 40 points
Publications (reading relevant publications)	Maximum of 8 points per year
<b>ACQUISITION PROFESSIONAL EXPERIENCES</b>	
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/Mentee	Maximum of 10 points per year
Coach/Coachee	Maximum of 10 points per year
<b>MANDATORY ARMY TRAINING</b>	
AR 350-1 Army Training and Leader Development	Maximum of 10 points per year

j. Supervisors are expected to use the guidelines and their own professional judgment in determining the appropriate number of points to award. Verification

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and award of an AAW professional's CLPs, especially those where no type of certification or proof of attendance is offered, is at the supervisor's discretion. While supervisors have the authority to establish points for courses or activities, any questions or requests for clarification of this Continuous Learning Policy may be directed to the Army DACM Office via the Career Acquisition Management Portal (CAMP) help desk at the following link:

<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

8. Pro-Rating CLPs.

a. Supervisors of individuals who are entering into their first AAW position at any time during a CLP cycle will have the ability to pro-rate CLPs.

b. Supervisors will determine the number of CLPs that can be credited, based on the quarter (Q) and fiscal year (FY) when the AAW professional encumbers the position (Column A from Table 2 below), using a scale of 10 CLP credits per quarter (Column B). For example: A new employee enters an acquisition position on 7 April 2019 which falls in the third quarter of the first fiscal year (3QFY#1) within the two-year Continuous Learning cycle. Per the table below, the supervisor can automatically approve 30 CLP credits in the employee's IDP, based on this arrival date. However, the employee still needs to attain 50 more CLP before the end of the two-year cycle (Column C).

**TABLE 2: PRO-RATING CLP**

<b>QUARTER WHEN AAW PROFESSIONAL ENTERED INTO ACQUISITION POSITION (COLUMN A)</b>	<b>NUMBER OF CLPs SUPERVISORS CAN CREDIT (COLUMN B)</b>	<b>NUMBER OF CLPs THAT STILL NEED TO BE ATTAINED (COLUMN C)</b>	<b>TOTAL</b>
1Q FY#1 (first FY of the two-year cycle)	10	70	80
2Q FY#1	20	60	80
3Q FY#1	30	50	80
4Q FY#1	40	40	80
1Q FY#2	50	30	80
2Q FY#2	60	20	80
3Q FY#2	70	10	80
4Q FY#2	80	0	80

c. CLP attainment is tied to the individual, not the acquisition position. If an AAW professional moves from one acquisition-coded position into another

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acquisition-coded position, regardless of any changes in ACF, certification level, grade, or organization, their CLP balance transfers with them. They are not eligible to claim pro-rated CLPs.

d. For further information on how to request pro-rated CLPs, go to CAPP MIS, click on the IDP tab, and select "Standard CLP Cycle and Prorated CLP Guidance."

9. Non-Compliance.

a. Failure to obtain the required 80 CLPs at the end of the two-year cycle is a direct violation of Reference 1b. Such failure may impact enrollment into AAW educational opportunities, developmental assignments, acquisition training, retention opportunities (such as Student Loan Repayment Program), and may affect promotions and annual appraisals.

b. AAW professionals who do not meet the CLP requirement during a two-year cycle should not be considered eligible to participate in Department of Defense Acquisition or Army Acquisition Executive award programs.

10. Compliance Reports.

a. Organizational Acquisition Points of Contact (OAPs) can access detailed reports with lists of the individual, by names, who do not meet the CLP standard. The reports are available to the OAPs in CAPP MIS.

b. As required at the end of each quarter, the Army DACM Office provides a report to the Under Secretary of Defense for Acquisition and Sustainment, which includes CLP metrics for the AAW.

11. 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.

12. For questions about this memorandum, please contact the Army DACM Office via the Career Acquisition Management Portal Help Desk at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

Encls



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