

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

SUMMARY OF CHANGES

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM PREVIOUS POLICY</b>
General	Changed the term “Acquisition Career Field” to “Functional Area” throughout the document, in order to align with the Under Secretary Defense for Acquisition and Sustainment (USD(A&S))’s Back to Basics framework.
General	Updated weblinks within the document for the Career Acquisition Management Portal (CAMP), DACM Policy Library, and DACM Policy Mailbox.
4.a(2)	Responsibilities (DACM Office): Added new responsibility “Works directly with the Army Acquisition Functional Leaders and Army Acquisition Functional Advisors to promote Continuous Learning throughout the Army acquisition community.”
4.a(3)	Responsibilities (DACM Office): Added new responsibility “Monitors and reports AAW compliance to CLP standards to the Program Executive Offices, Commands, Acquisition Career Management Advocates, Organizational Acquisition Points of Contact, and other key stakeholders, as needed, in support of Reference 1.b and DACM Policies.”
4.e(2)	Responsibilities (AAW Professional): Added responsibility “Reads AAFL recommendations for Continuous Learning and follows this guidance as needed.”
9.a	Non-Compliance: Added the words “application eligibility” to this subparagraph.



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
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MEMORANDUM FOR SEE DISTRIBUTION

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

1. References: See Enclosure.
2. Purpose. This policy outlines the requirements and implementation guidelines for Army Acquisition Workforce (AAW) professionals to attain at least 80 Continuous Learning Points (CLPs) every two years, pursuant to Reference 1.b. It supersedes Reference 1.e. Continuous Learning is necessary to ensure that AAW professionals remain current in their primary Functional Area, cross-functional proficiencies, and leadership and management skills.
3. Applicability. This policy applies to all military and civilian AAW professionals.
4. Responsibilities.
  - a. Director, Acquisition Career Management (DACM) Office.
    - 1) Provides oversight and management of this policy.
    - 2) Works directly with the Army Acquisition Functional Leaders (AAFLs) and Army Acquisition Functional Advisors (AAFAs) to promote Continuous Learning throughout the Army acquisition community.
    - 3) Monitors and reports AAW compliance with CLP standards to the Program Executive Offices, Commands, Acquisition Career Management Advocates, Organizational Acquisition Points of Contact, and other key stakeholders, as needed, in support of Reference 1.b and DACM Policies.
  - b. AAFL. Updates and publishes Continuous Learning and credential recommendations and guidance for AAW professionals in their Functional Area, prior to the start of each two-year Continuous Learning cycle. This guidance identifies current and emerging technical areas, as well as Continuous Learning opportunities, that provide AAW professionals with increased skill sets and help them to maintain relevancy in their Functional Area.

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c. AAFA.

1) Provides acquisition functional advice and recommendations to the AAFL for input into the appropriate Civilian Functional Area Career Model.

2) Assists their AAFL in drafting and updating the Continuous Learning and credential guidance for the Functional Area.

d. Supervisor.

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

2) Reviews the Individual Development Plans (IDPs) of their AAW professionals within the Career Acquisition Personnel and Position Management Information System (CAPP MIS), which is located within the Career Acquisition Management Portal (CAMP)(<https://apps.asc.army.mil/camp/>). Ensures these IDPs are updated at least once every six months, or more frequently as needed. The IDPs should include opportunities for participating in Continuous Learning courses or activities to include credentials.

3) Monitors the CLP accumulation of their AAW professionals regularly to ensure that they will meet the 80 CLP minimum requirement by the end of the two-year cycle. Encourages their AAW professionals to follow the DACM Office's published glide path for accumulating CLPs. This glide path is available on CAPP MIS under the IDP tab (click on the CLP chart) or the US Army Acquisition Support Center (USAASC) DACM website at <https://asc.army.mil/web/clp-glidepath/>.

4) Notifies their AAW professionals who are at risk of not meeting the 80 CLP minimum requirement within the prescribed time frame, and works with them to develop a plan that will ensure compliance.

5) Includes support of the CLP standard as a major objective on the AAW supervisor's civilian annual performance objectives or military evaluation support form.

e. AAW Professional.

1) Maintains technical currency in assigned Functional Area and attains at least 80 CLPs by end of the two-year cycle.

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2) Reads AAFL recommendations for Continuous Learning and follows this guidance as applicable. See the USAASC Policy Library (<https://asc.army.mil/web/alt-workforce-policy-procedure/>) for the current AAFL Recommended CLP and Credentials memorandum for each Functional Area.

3) Works with their current supervisor to develop an IDP which includes Continuous Learning courses and/or activities and outlines an achievable schedule that will allow them to meet the 80 CLP minimum requirement by the end of the two-year cycle.

4) Adds Continuous Learning as a goal to their annual civilian performance objective or military evaluation support form to ensure adherence and accountability in meeting CLP requirements.

5) Monitors CLP accumulation on their CAPPMS IDP regularly to ensure their records are up to date and reflect accurate information.

#### 5. Civilian and Military Functional Area Career Models.

a. The Civilian Functional Area Career Models, developed by the Army DACM Office in coordination with AAFLs and AAFAs, provide an illustrative guide for professional growth and a well-rounded Functional Area experience. They identify current and emerging leader development programs that are applicable for Continuous Learning credit. AAW professionals and their supervisors should use these models as tools for developing a plan to advance throughout one's acquisition career. Civilian Functional Area Career Models can be found in CAPPMS under the Senior Rater Potential Evaluation (SRPE) or IDP tab, or the USAASC DACM website at <https://asc.army.mil/web/career-development/civilian/career-models/>.

b. Functional Area 51 officers should consult Reference 1.c for Functional Area career guidance.

c. Non-commissioned officers (NCOs) within the Military Occupational Series 51C should see the NCO Career Development Timeline located on USAASC Army DACM website at <https://asc.army.mil/web/wp-content/uploads/2021/09/NCO-Career-Map.jpg>.

6. IDP. The IDP is the primary planning tool that allows AAW professionals to discuss, plan, and manage their continuing education, training, and/or special experience needed to meet the DAWIA certification requirements of their position. It is also used by AAW professionals to plan Continuous Learning courses or

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activities, request CLP credit, and track their CLP balance. These features can be found in CAPPMS under the IDP tab.

## 7. CLPs.

a. The Army DACM's CLP standard for all AAW professionals is 100 percent compliance. Each AAW professional is required to attain at least 80 CLPs by the end of the two-year 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 CAPPMS under the IDP tab (click on the CLP chart) or the USAASC Army DACM website at <https://asc.army.mil/web/clp-glidepath/>.

b. The start and end dates of the two-year cycle is the same for every AAW professional. The cycle begins October 1st of each even year and runs through September 30th of the following even year (for example: October 1, 2022 through September 30, 2024).

c. AAW professionals will only be awarded CLPs during the two-year cycle in which the course or activity was completed or published. 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 Functional Area and job-specific technical knowledge, acquisition skills or leadership development. Supervisors should only award CLPs for successful completion of 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 Continuous Learning guidance, in order to view the specific credentials, courses or activities within the employee's Functional Area for more focused professional development. AAW professionals may view the AAFL Continuous Learning guidance on the USAASC Army DACM Policy Library website (<https://asc.army.mil/web/alt-workforce-policy-procedure/>).

e. AAW professionals should add a Continuous Learning goal to 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 AAW professional.

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f. Support of the CLP standard should be included as a major objective on AAW supervisors' civilian annual performance objectives or military evaluation support forms. Supervisory involvement is a critical component for AAW professionals to successfully meet their CLP requirement within the prescribed timeframe.

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 Leadership Excellence and Acquisition Development (LEAD) Program; Defense Acquisition University – Senior Service College Fellowship (DAU-SSCF) 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.

**TABLE 1: CHART OF RECOMMENDED CLPs**

<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

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**TABLE 1: CHART OF RECOMMENDED CLPs  
(CONTINUED)**

<b>ACQUISITION PROFESSIONAL ACTIVITIES</b>	
Professional Exam / License / Certificate	10-30 points; 30 points maximum per year
Teaching or 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) Leader or Special Project Leader	Maximum of 15 points per year
IPT Member or Special Project Member	Maximum of 10 points per year
Mentor/Mentee	Maximum of 10 points per year
Coach or Coached Member	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 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 by submitting a CAMP Help Desk ticket (<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 the two-year cycle will have the ability to pro-rate CLPs. The below

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table provides guidance on how to pro-rate CLPs, based on the quarter and fiscal year when an AAW professional enters into their acquisition-coded position:

**TABLE 2: PRO-RATING CLPs**

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

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 acquisition-coded position (Column A from Table 2 above), using increments of 10 CLP credits per quarter (Column B). For example: A new employee enters an acquisition-coded position on 7 April 2023 which falls in the third quarter of the first fiscal year (3QFY#1) during the two-year 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 CLPs before the end of the two-year cycle (Column C).

c. CLP attainment is tied to the individual, not to the acquisition position. If an AAW professional moves from one acquisition-coded position into another acquisition-coded position, regardless of any changes in Functional Area, DAWIA certification level, grade/rank, or organization, their CLP balance transfers with them. They are not eligible to claim pro-rated CLPs.



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d. For further information on how to request pro-rated CLPs, go to CAPPMMIS, click on the IDP tab, and select the “Continuous Learning Points” green circle or the “Continuous Learning Points” link.

#### 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 1.b and this DACM policy. Such failure may impact application eligibility or enrollment into DACM-sponsored programs and other AAW educational, training or developmental opportunities (such as Student Loan Repayment Program (SLRP)). It may also affect employment status, 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 by name, those individuals who do not meet the CLP standard via CAPPMMIS.

b. The Army DACM Office provides a quarterly report to the Under Secretary of Defense for Acquisition and Sustainment that includes CLP metrics for the AAW.

11. Effective Date and Implementation. This document is effective immediately and will remain in effect until rescinded or superseded. This signed policy supersedes the DACM Office’s previous CLP policy, dated 11 January 2019.

12. For individual workforce questions about CLPs or Continuous Learning, please contact your supporting OAP. AAW professionals may also reach out to the Army DACM Office by submitting a CAMP Help Desk ticket at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

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13. For general questions about this policy, please contact the Army DACM Office Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).



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Acquisition Workforce

ENCLOSURE - 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).
- c. Department of the Army Pamphlet 600-3 (Officer Professional Development and Career Management).
- d. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-ASC memorandum (Army Acquisition Functional Leader and Army Acquisition Functional Advisor Policy), 17 August 2022.
- e. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 11 January 2019 – hereby superseded.
- f. USAASC Policy Library <https://asc.army.mil/web/alt-workforce-policy-procedure/>
- g. Career Acquisition Management Portal (CAMP): <https://apps.asc.army.mil/camp/>
- h. Civilian Functional Area Career Model: <https://asc.army.mil/web/career-development/civilian/career-models/>.
- i. NCO Career Development Timeline: <https://asc.army.mil/web/wp-content/uploads/2021/09/NCO-Career-Map.jpg>.
- j. DACM Office Continuous Learning Glidepath: <https://asc.army.mil/web/clp-glidepath/>.