DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SAAL-ZP

30 January 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY24 Recommended Continuous Learning Points and Credentials for the Contracting Functional Area

1. References:

a. DoD Instruction 5000.66: Defense Acquisition Workforce Education, Training, Experience, and Career Development, 27 July 2017 (Change 3, 25 March 2022).

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

c. Memorandum, Director for Acquisition Career Management, SFAE, 11 January 2019, subject: Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce.

d. Memorandum, Army Acquisition Functional Leader - Contracting, 4 October 2022, subject: Recommended Continuous Learning Points and Credentials for the Contracting Functional Area

2. The Army Acquisition Workforce (AAW) is charged with the critical mission of cultivating innovation, designing the impossible, and providing our Warfighters with what they need for success. As technology continues to advance at a rapid pace, it is critical that our Contracting workforce maintain currency through self-development and continuous education. The continuous learning point (CLP) requirement for the AAW is 40 points annually and 80 CLPs in a two-year period. Acquiring CLPs is an important activity for our workforce in keeping an edge and meeting the ever-changing challenges.

3. For fiscal year 2024, within the two-year CLP cycle which runs from 1 October 2022 through 30 September 2024, I recommend that members of the Contracting workforce focus 20 percent of the required 80 CLPs (i.e., 16 hours) in the critical areas and related course offerings listed below:

a. Data Analytics/Literacy

b. Agile Acquisition

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Course / Types of Activities	Number of CLPs	Category / Skill Area
Udemy*: Data Literacy and Analytics for Business Leaders	4	Data Analytics/Literacy
Udemy*: Beginner's Guide to Data & Data Analytics	1.5	Data Analytics/Literacy
Udemy*: Digital Transformation Masterclass	11.5	Data Analytics/Literacy
Udemy*: Product Management for AI & Data Science	5	Data Analytics/Literacy
Udemy*: The Agile Samurai Bootcamp	3	Agile Acquisition
DAU ACQ 1700V: Agile for DoD Acquisition Team Members	14	Agile Acquisition
DAU CLE 076: Introduction to Agile Software Acquisition	5	Agile Acquisition
DAU CON 0120 – Contracting for Modern Software	2	Agile Acquisition
DAU CENG 004 – Agile DoD Team Member Credential	21	Agile Acquisition

*Note: To obtain your 'Udemy Business' license, go to https://armyciv.udemy.com/ and enter your @army.mil, @mail.mil, or @usace.army.mil email address.

4. Additionally, DAU offers Functional Area Guides that provide the current certification standards needed for Defense Acquisition Workforce members to meet their position requirements. The guides also provide up-to-date training recommendations based on specific functional area assignment types (e.g., Services, Research and Development, Construction, etc.). To compliment the DAU recommendations, the Enclosure provides additional cross-functional training opportunities tailored to job-centric, niche, and/or emerging functions in the Department of Defense acquisition environment. *(Please visit https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx to view the DAU Functional Area Guides and click on the 'Contracting' tile for certification requirements and training opportunities).*

5. As emergent needs continue to be assessed, a similar memorandum will be issued bi-annually to maintain and continue to grow a skilled and competent Contracting workforce.

6. Thank you for the work that you do every day to support the Army Warfighter and to expand the capabilities of the Contracting Functional Area.

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7. The point of contact is Colleen Sweeney, (703) 697-0887, or e-mail: colleen.p.sweeney.civ@army.mil.

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Enclosure

Megan R. Dake
Army Acquisition Functional Leader
 Contracting

DISTRIBUTION:
Heads of the Contracting Activity:
 Army Contracting Command
 National Guard Bureau
 U.S. Army Corps of Engineers
 U.S. Army Medical Command
 Army Rapid Capabilities and Critical Technologies Office
 Small Business Innovative Research Center of Excellence

Cross-Functional Training Opportunities

1. The DAU Functional Area Guides provide the current certification standards needed for Defense Acquisition Workforce members to meet their position requirements. The guides also provide up-to-date credential and training recommendations based on specific functional area assignment types. To view the DAU Functional Area Guides, please visit https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx and click on the 'Contracting' tile for certification requirements, Defense Acquisition Credential Program recommendations, and other interdisciplinary training opportunities.

2. The following cross-functional training opportunities align to mission area/job assignment categories, and job-centric, niche, and/or emerging functions in the Department of Defense acquisition environment.

- **Systems Acquisition Contracting**

  o DAU CLE 019: Modular Open Systems Approach (MOSA). Describes MOSA principles from a business and a technical perspective and provide program examples of successful MOSA implementation, as well as sources that can assist an organization in implementing MOSA. *(3hrs)*

  o DAU CLE 068: Intellectual Property and Data Rights. Provides fundamental information about IP and the effective management of rights in technical data and computer software and their contribution to programmatic success. *(4hrs)*

  o DAU STM 101: Introduction to Science and Technology Management. Introduces the various technology management processes involved with developing and transitioning new technologies, and an overview of the role of science and technology in the systems acquisition life cycle. *(4hrs)*

- **Services Contracting**

  o DAU CLM 005: Industry Proposals and Communication. Identifies actions that the Government can take to create an environment conducive to industry developing better, more timely solutions to meet Government needs at affordable prices. *(2hrs)*

- **Contracting in a Logistics & Sustainment Environment**

  o DAU LOG 0390: Additive Manufacturing Overview. Provides a multi-disciplinary overview of additive manufacturing and its application within the Department of Defense, including product support and intellectual property considerations for each of the twelve integrated product support elements. *(3hrs)*

  o DAU LOG 0620: Counterfeit Prevention Awareness. Provides an entry-level introduction to the issues of counterfeit materiel and counterfeiting's impact on DoD programs and products as well, as to provide information into the identification, reporting, and disposal of known or suspected counterfeit items. *(2hrs)*

- **Construction and Architect-Engineering Contracting**

  - DAU HBS 435: Project Management. Learn the nuts and bolts of project management, including project planning, budgeting, team-building, execution, and risk analysis. Learn about useful tools and techniques such as GANTT and PERT charts, Work Breakdown Structure, and variance analysis. *(2hrs)*

- **Operational Contracting**

  - Army Regulation 715-9: Operational Contract Support Planning and Management. Prescribes policy and responsibilities for planning and managing operational contract support from the nonacquisition force. *(http://www.apd.army.mil)*

  - Army Techniques Publication (ATP) 4-10: Multi-service Tactics, Techniques, and Procedures for Operational Contract Support. Serves as the primary reference document for planning and execution of operational contract support (OCS) functions and tasks at the tactical level. *(http://www.apd.army.mil)*

  - ATP 4-10.1: Logistics Civil Augmentation Program Support to Unified Land Operations. Provides doctrinal techniques on logistics civil augmentation program (LOGCAP) support related organization and operations. *(http://www.apd.army.mil)*

- **Cloud Computing**

  - DAU CLE 074: Cybersecurity Throughout the DoD Acquisition. Provides foundational understanding of basic principles of cybersecurity and cybersecurity risk management in the defense acquisition field. *(3hrs)*

  - DAU CLE 075: Introduction of DoD Cloud Computing. Explains what cloud computing is, how cloud services work, and some of the legal and cybersecurity concerns when choosing a cloud service offering. *(4hrs)*

- **Agile Acquisition**

  - DAU CLE 076: Introduction to Agile Software Acquisition. Explains agile software acquisition and how it works for DoD software development, the benefits and risks to your program, and pre-award contracting considerations (to include how to manage an Agile contract after contract award and cultural enablers and inhibitors to Agile). *(5hrs)*

  - DAU ETM 1080: Software Literacy Fundamentals. Provides the software literacy foundations needed to operate in a Modern DoD Software Factory/Program environment. *(3hrs)*

- **DevSecOps**

  - DAU WSA 001: DevSecOps for the DoD – Fundamentals. Provides an overview of how DevSecOps assists DoD organizations transition from

existing policies, processes and procedures into a more efficient, effective and automated process using secure, reliable, and rapid software development, delivery, and deployment. *(Foundations Workshop: 21hrs – 2-day classroom; 3-day virtual)*

- o <u>WSA 002 DEVSECOPS for the DoD: Security Focus</u>. Provides an understanding of the capabilities required to secure software developed using a DevSecOps methodology; and the cultural transition that must take place to successfully enable the continuous evaluation of security for DoD programs. *(14hrs – 3 day in-person class)*

- **Data Management**

  - o <u>DAU CLM 071: Introduction to Data Management</u>. Explains why an Intellectual Property Strategy is required by DoDI 5000.02 and Defense Acquisition Guidance, to identify and manage the full spectrum of Intellectual Property and related issues including the technical data, computer software deliverables, patented technologies, and appropriate license rights with these forms of Intellectual Property from the inception of a program through the complete life cycle. *(2hrs)*

  - o <u>DAU CLM 075: Data Acquisition</u>. Presents the activities and requirements associated with drafting a Request for Proposal (RFP), the process for responding to proposals, and the data management considerations after contact award. *(4hrs)*