



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

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MEMORANDUM FOR Acquisition Workforce Members of the Contracting Functional Area

SUBJECT: Recommended Continuous Learning Points 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, Principal Director, Defense Pricing and Contracting, 24 October 2023, subject: Contracting Workforce Development and Continuous Learning.
- c. The Army People Strategy, Secretary of the Army, October 2019.
- d. Memorandum, Director for Acquisition Career Management, SFAE, 31 October 2022, subject: Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce.

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. Our Contracting workforce must continue to maintain currency through self-development and continuous education. The continuous learning point (CLP) requirement for the AAW is 80 CLPs in a two-year period.

3. For the two-year CLP cycle which runs from 1 October 2024 through 30 September 2026 (FY 25 – FY 26), I highly recommend members of the Contracting Workforce focus 20 percent of the required 80 CLPs (i.e., 16 hours) in the following 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 the Contracting Functional Area:

- a. **Influencing/Negotiating.** Identified as an upskilling opportunity within the Contracting Community following through the successful implementation of the Talent Management and Career Mapping (TMCM) Tool in FY24. This goes beyond contract negotiations and focuses on the ability to persuade others, communicate, and find common ground.

- b. **Understanding Industry.** The Contracting Workforce should understand how our industrial base operates to create viable partnerships in delivering critical supplies and services on time worldwide.

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c. **Digital Literacy.** Technology is evolving at a rapid pace, and it is crucial to continue building a more digitally capable Contracting workforce to keep up with innovation and help the workforce navigate through this era of digital transformation.

4. The recommended training can be considered as continued professional development opportunities to enhance the knowledge and skills of the Contracting Workforce:

Course	Category / Skill Area	Time to complete	Link
DAU: ACQ 3160 Negotiation	Influencing / Negotiating	2 hours	https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=13331
DAU: CON 0010 Getting to Yes	Influencing / Negotiating	.5 hours	https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=13484
DAU: CON 1210 Contract Pre-Award: Industry Perspective	Understanding Industry	5 hours	https://icatalog.dau.edu/mobile/CourseDetails.aspx?id=12765
DAU: ACQ 3120 Defense Industry Strategy	Understanding Industry	1 hour	https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=13327
Coursera: HOS 0036 AI for Everyone	Digital Literacy	1 hour	https://dau.csod.com/ui/lms-learning-details/app/onlineContent/0fa847cd-bb87-5ba9-9aa7-a1a291bb5dd7
DAU: CLE 076 Intro to Agile Software Acquisitions	Digital Literacy	5 hours	https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=2147
DAU: ACQ 1700V Agile for DoD Acquisition Team Members	Digital Literacy	3 days	https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=12390
DAU: CON 0120 Contracting for Modern Software	Digital Literacy	2 hours	https://icatalog.dau.edu/onlinecatalog/co

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			urses.aspx?crs_id=12892
DAU: CENG 004 Agile DoD Team Member Credential	Digital Literacy	19 hours	https://icatalog.dau.edu/onlinecatalog/CredentialConceptCard.aspx?crs_id=3
The courses below are only available to Army Civilian Acquisition Workforce:			
* Udemy: Digital Foundations Learning Path	Digital Literacy	36 hours	https://armyciv.udemy.com/learning-paths/4528912/
* Udemy: Digital Transformation 2023 Masterclass	Digital Literacy	11 hours	https://armyciv.udemy.com/course/digital-transformation-masterclass/learn/lecture/20275558#overview
* Udemy: The Agile Samurai Bootcamp	Digital Literacy	3 hours	https://armyciv.udemy.com/course/the-agile-samurai-bootcamp/learn/lecture/993144?start=0#overview
* Udemy: Product Management for AI & Data Science	Digital Literacy	5 hours	https://armyciv.udemy.com/course/the-product-management-for-data-science-ai-course/learn/lecture/21840844?start=0#overview

**Note: Military personnel no longer have access to Udemy licenses (effective 31 July 2024, per Civilian Human Resource Agency – Army Civilian Career Management Activity). There are numerous other training opportunities available through Defense Acquisition University (DAU) virtual campus.*

5. DAU offers Functional Area Guides for 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.). 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. Additionally, you will find more Professional Development

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Opportunities in the Talent Management Center within Procurement.Army.Mil at <https://armyeitaas.sharepoint-mil.us/sites/ASA-ALT-PAM-TMC>.

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. 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.

7. The point of contact is Ms. Colleen Sweeney at colleen.p.sweeney.civ@army.mil.

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