



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

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ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES
COMPONENT ACQUISITION EXECUTIVES
UNITED STATES SPECIAL OPERATIONS COMMAND
ACQUISITION EXECUTIVE
DIRECTORS OF THE DEFENSE AGENCIES AND FIELD
ACTIVITIES

SUBJECT: Defense Acquisition Workforce Professional Currency


The National Defense Strategy notes that “people execute the strategy,” making it essential that the Department cultivate the workforce it needs in our dynamic defense environment. One way the Department is meeting that challenge is by modernizing how the workforce obtains necessary skills. The top-down certification requirements the Department relied upon in the past were too slow and cumbersome for today’s workforce. The Department replaced that structure with a modernized Defense Acquisition Workforce Improvement Act framework that involves streamlined requirements and increased opportunities for self-directed continuous learning (CL).

To cultivate the workforce it needs, the Department must change its culture, processes, and incentives to prioritize CL and professional currency for all members of the acquisition workforce (AWF). Proactive CL must become part of the AWF culture. To this end, I direct the following measures.

- Add rigor to the workforce’s use of Continuous Learning Points (CLPs): Effective immediately, the biannual requirement for 80 CLPs includes guidelines for creditable activities of eligible learning (see attached Table 1). The Director, Human Capital Initiatives Office (HCI), will incorporate this change into DoD Instruction 5000.66 Change 4 and the AWS Program Desk Guide. The Director, HCI, will work with the DoD Components to determine the best approach for reporting on CLP compliance. I support the Functional Area Leaders’ annual release of tailored learning guidance with a focus on innovation.
- Integrate CL into performance considerations for the AWF: Within 90 days, the Office of the Under Secretary of Defense for Acquisition & Sustainment (OUSD(A&S)) will partner with the Office of the Under Secretary of Defense for Personnel & Readiness to determine a mechanism by which learning could be incorporated as a performance factor into civilian annual appraisal evaluation along with supervisor feedback to military and civilian personnel. This feedback should address:
 - On what topics did the employee learn or receive training during the performance cycle?
 - How did the employee incorporate learning and training into the execution of his/her/their duties?
 - What learning or training will the employee pursue in the next performance cycle?

- Establish CL as a key component of preparation for employees' next roles: The OUSD(A&S) staff will collaborate with the Services to consider if and how the pursuit of learning could support employee development or be included as promotion criteria for acquisition-coded positions.

Activities must satisfy any applicable collective bargaining obligations prior to implementation.

A handwritten signature in black ink, appearing to read 'WA LaPlante', with a stylized, cursive script.

William A. LaPlante

Attachment:
Table 1. CL Credit Guide

Table 1. CL Credit Guide

Standard Creditable Activities	Standard Recommended CL Credit
**See notes below on experiential learning and informal learning	
Formal Training / Academic/Education (Min. 20 points per 2-year period)	
DAU Courses / Learning Assets / Credentials / Playlists Credential Assessment / Exam / Certification Exam	As per iCatalog
Other Acquisition / Innovation / Functional Training	1 point per instruction hour
Other Leadership / Professional Training	1 point per instruction hour
Accredited University Course Quarter Hour	10 points per quarter hour
Accredited University Course Semester Hour	15 points per semester hour
Continuing Education Unit (CEU)	10 points per CEU
Equivalency Exams (ex: CLEP)	Same points awarded for course
**Informal Learning (Max. 60 per 2-year period)	
Acquisition Topics by: Workshop, Video, Webinar, Event Tools (ex: Services Acq Mall, Market Research Tool)	1 point per learning hour
Acquisition topics by: Reading (Book, Acquikipedia Article, Blog) Audio (Podcast, Lunch-n-Learn, Briefing)	1 point per hour; max 4 points per book/article/topic 20 points per 2-year period
Symposium / Conference Attendance	1 point per hour; Max. 24 points per 2-year period
Professional Activities* (Max. 60 per 2-year period)	
Professional Exam / License / Certificate (non-DAWIA)	10 to Max. 30 points
Teaching / Lecturing / Instructional Presentation	2 points per hour; Max. 20 points per 2-year period
Writing for Publication (includes patents and technical papers)	1 point per hour; Max 20 points per 2-year period
Experience* (Max. 60 per 2-year period)	
On-the-Job Experiential Assignments	Max 20 points per 2-year period
Rotational Assignments	Max 40 points per 2-year period
Industry Exchange / Training	Max 40 points per 2-year period
Mentoring / Coaching	Max 5 points annually
Integrated Product Team (IPT) Leader or Special Project	Max 10 points annually
IPT Member or Special Project Member	Max 5 points annually

*When experience or other non-assessed activities are to be used to earn CLPs, supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and learning opportunities to the extent practicable. The workforce members should be mentored during the assignment. Accomplishment of a product or other deliverable, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Workforce members reporting the knowledge and experience gained and/or sharing the deliverable with others in the organization is highly encouraged.

**When learning through methods without a formal assessment, employees should provide a short summary to supervisor, tying the learning to their acquisition professional development.