



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Contracting Functional Area Workforce Development and Continuous Learning
Recommendations for 2025

The Department's Contracting professionals are a force-multiplier in delivering and sustaining defense capabilities to the Warfighter. Our defense mission requires a highly skilled, capable, and resilient Contracting workforce. The Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) recently issued a memorandum "Defense Acquisition Workforce Professional Currency" that directs the defense acquisition workforce to prioritize continuous learning (CL) with a focus on innovation and to comply with the professional currency requirements of the DoD Instruction 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program."

I encourage all Contracting professionals to proactively manage their careers and to have a discussion with your supervisor in tailoring individual development plans (IDPs) for: functional or cross-functional training, education, rotational programs, broadening assignments, experiential learning, leadership development, upskilling, and other learning and professional development opportunities. For our Contracting community, I recommend at least 40 of the required 80 continuous learning (CL) hours focus on Contracting topics or competencies relevant to an individual's current responsibilities. The USD(A&S) memorandum provides updated guidelines for creditable CL activities and may be reviewed on the Defense Acquisition University (DAU) website at: [Continuous Learning Point Credit Guidance](#). In addition to the CLP guidance, Contracting professionals should follow Component procedures and schedule for obtaining and documenting CLPs.

I recommend the following resources in identifying relevant training, learning, and professional growth activities to include in IDPs and to earn CLPs:

- 1) The [Defense Pricing, Contracting, and Acquisition Policy \(DPCAP\) Workforce](#)

[Development webpage](#) provides Functional Area Leader guidance, the DoD Contracting Competency Model (published update in December 2024), and Contracting certification information and Frequently Asked Questions.

- 2) Defense Acquisition Credential Program – DAAU in collaboration with the Component subject matter experts have developed and deployed twenty-nine credentials for the Contracting workforce. I encourage all Contracting professionals to complete a credential available at: [Defense Acquisition Credentials](#). Supervisors or organizations may recommend that individuals or a specific group of individuals earn a particular credential, dependent upon current job assignments or mission need.
- 3) The DoD Contracting Workforce Functional Integration Team (CON FIT) continually updates the [Contracting Job Assignments webpage](#) in the DAAU iCatalog. This helpful resource includes recommended functional and interdisciplinary/cross-functional training courses and credentials specific to Contracting mission areas. Over the past several months, the CON FIT has added the following new innovation-focused categories with recommended training: Adaptive Acquisition Framework, Agile Acquisition, Data Analytics/Digital Literacy, and Innovation.
- 4) The [DoD Contracting Career Field Model](#) (published update in Nov 2024), located on the DPCAP Workforce Development webpage, is a one-page representation of the Contracting career continuum with professional growth and leadership development information and links.
- 5) [Civilian Leader Development and Broadening Programs](#), overseen by the Defense Civilian Personnel Advisory Services, provide information and policies regarding civilian development programs within government and private-sector organizations.
- 6) The DAAU Acquisition Series offers weekly topical webinars and Contracting sessions such as CONNECT Live!, which provide virtual opportunities to engage with senior leaders, acquisition experts, industry leaders, DAAU faculty, and the Contracting workforce. The DAAU schedule of events may be viewed at: [DAAU Events Schedule](#). Also, the Contracting [blogs](#) help announce new DAAU assets, events, and training that can support learning needs while earning CLPs.
- 7) The [DAAU Virtual Campus - Commercial Learning Opportunities](#) offers classes, at no cost, from DAAU's commercial partners to include Coursera, Harvard Manage Mentor, LinkedIn Learning, MIT Horizon in partnership with the Air Force Digital University, and Skillsoft Percipio.
- 8) [DPCAP Pricing Training Plan Framework](#) - I am pleased to announce a new training plan framework for the Pricing professionals in the Contracting workforce. This resource was developed by the DPCAP/Price, Cost and Finance team, in collaboration with DAAU and the DoD Pricing Cadre. The notional, non-mandatory framework can assist supervisors and pricing professionals with navigating the various DAAU pricing courses and credentials. It includes recommended courses and potential credentials for trainees,

journeymen, experienced and senior (technical expert/supervisor) Pricing professionals.

I express my sincere appreciation to each of you for your dedication and contributions to military readiness. It is critical that all of us invest the time in professional development and lifelong learning that cultivates the skilled and confident Contracting workforce we need to efficiently execute the defense mission and support our national security innovation base now and in the future.

If you have workforce development recommendations you would like to share, please contact Ms. Susan Pollack, my senior policy lead for workforce policy and the Executive Secretary for the CON FIT, at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil.

Sincerely,

John M. Tenaglia
Principal Director,
Defense Pricing, Contracting, and
Acquisition Policy

cc:
President, Defense Acquisition University
Director, Human Capital Initiatives
Army Director, Acquisition Career Management
Navy Director, Acquisition Talent Management
Air Force Director, Acquisition Career Management
Fourth Estate Director, Acquisition Career Management