



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

13 SEP 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Continuous Learning Policy for the Department of Defense Acquisition, Technology, and Logistics Workforce (DoD AT&LWF)

Our DoD AT&LWF members are doing very important work. However, their working environment is dynamic, challenging, and changing. To keep pace, the DoD AT&LWF must operate as a continuous learning community, continually striving to improve their professional knowledge and performance. Accomplishing continuous learning as well as Defense Acquisition Workforce Improvement Act (DAWIA) certification training is critical to achieving acquisition, technology, and logistics excellence. DoD AT&LWF members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L initiatives areas, and leadership and management skills. Continuous learning also includes career broadening assignments, as well as completing initial or additional certification training.

Members of the DOD AT&LWF shall acquire a minimum of 40 continuous learning points (CLP) every fiscal year as a goal and 80 CLP's being mandatory within two years. Members may count certification training towards continuous learning points. Components should give priority to providing certification training over other continuous learning activities. Data on the number of personnel required to meet standards and the percentage of attainment will be reported annually. Attachment I provides additional information for implementing this revised and streamlined policy. A Continuous Learning Guide (ADS-00-10-BR [rev tbd]) will be published separately. This guide will also be on the DAU web site, <http://cle.dau.mil>

This revised policy augments the DAWIA education and training certification process in support of our strategic goal to "revitalize the quality and morale of the DoD AT&LWF" and replaces *Reform Through Learning, Continuous Learning for the Defense Acquisition Workforce Policy*, dated December 1998. I encourage the Secretaries of the Military Departments and the Heads of the DoD Components to review their practices to leverage the efficacy of continuous learning to all members of the DoD AT&LWF.

My point-of-contact is Mr. Dan Dennison, OUSD(AT&L)AI/AET&CD, 703.681.3464.

E. C. Aldridge, Jr.

Attachment(s):
As Stated



Distribution:

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Department of Navy (DON) Acquisition Workforce Continuous Learning Policy Overview

Reference: DACM Memorandum of November 4, 2002, "DON Guidance on Continuous Learning (CL) for the Acquisition Workforce" which cancels the DON Policy of April 13, 1999 and became effective as of October 1, 2002. (Note: The new DoD Policy was approved on September 13, 2002).

Who this applies to: All civilian and military personnel in designated acquisition positions are required to earn continuous learning points (CLPs).

The Standard: All acquisition workforce personnel must earn a minimum of 80 CLPs every two years, with a goal of earning 40 CLPs each year. There is **NO** grace period or extension to the two year time period.

The Cycle: There are three variations of the certification period (cycle):

1. Those members with an original baseline date of October 1, 2000 (as recorded in Register-Now) will retain the start date of October 1st.
2. Those members with an original baseline start date of other than October 1, 2000 will retain their two year cycle.
3. Those members who enter the DON acquisition workforce after October 1, 2002 will begin their two year cycle effective the date they enter the DON workforce.

Priority Designations: Priority designations are not changed by the new policy. Priority designations still apply to all CL events sponsored by the Director, Acquisition Career Management (DACM).

Priority 1 - Those DON acquisition workforce members who are certified to the level required by their position and have not met their 80 CLP requirement.

Priority 2 - Those DON acquisition workforce members who are not currently certified to the level required of their position, or those who are certified to the level required of their position and have already met their 80 CLP requirement

Priority 3 - Those DON employees who are not members of the acquisition workforce.

Responsibilities: Commands and Activities are required to monitor attainment of the CL standard, provide incentives for compliance, and take appropriate action for non-attainment.

Reporting: Annually, end of fiscal year data on the number of workforce members and the percentage of those who attain the 80 CLPs will be reported to OSD.

Implementation of the Continuous Learning Policy for the Department of Defense Acquisition, Technology, and Logistics Workforce (DoD AT&LWF)

APPLICABILITY: The policy applies to all civilian and military DOD AT&LWF personnel, designated as members of the acquisition workforce pursuant to 10 U.S.C. §172. For additional information support, see the Continuous Learning Guide (ADS-00-10-BR [rev tbd]) and <http://clc.dau.mil>. Components may provide additional guidance. This policy will be incorporated into DoD 5000.52-M during the next revision.

RESPONSIBILITIES:

Director, Acquisition Education, Training and Career Development (AET&CD), Office of the Director, Acquisition Initiatives, OUSD(AT&L): The Director is responsible for oversight of this policy.

President, Defense Acquisition University: To maximize DoD resources and eliminate duplication, DAU, working with the Functional Advisors and all Components, will review proposed continuous learning modules from all sources to identify duplication with existing or planned modules and will report the results to all sources. DAU will provide continuous learning module development as requested, within budget limitations. DAU will also consolidate and publish a listing of courses or learning modules available to members of the DoD AT&LWF, including Component developed or purchased courses available to all.

Components: The Components will implement procedures that provide appropriate continuous learning activities for their DOD AT&LWF members and ensure compliance, as well as provide funding for Component-sponsored continuous learning activities. Opportunities will be provided for civilian and military personnel to meet the continuous learning standards. Components will record attainment, as well as take appropriate action for non-attainment. Records and metrics to document compliance must be maintained to enable future data transfer or data entry into enterprise-wide systems such as the Modern Defense Civilian Personnel Data System (DCPDS) and Military personnel systems. Annually, Components will provide end of fiscal year compliance data to the Director, AET&CD, on the number required to meet and percentage of workforce members who met the CLP requirement. Military Departments will also provide funding support for continuous learning activities of their military and civilian personnel assigned to other military departments or agencies.

Director, Defense Contract Audit Agency (DCAA): The Director will ensure that implementation of this policy for DCAA workforce members is in accordance with continuing education standards established for auditors by the General Accounting Office, and consistent with existing procedures and practices for meeting the current standards of the agency.

Supervisors: Supervisors play a key role in continuous learning. They will ensure, within organizational workload and funding constraints, that individuals are provided duty time for planned continuous learning activities. They will allow telework for continuous learning web based training, as appropriate. They must also ensure that the annual Individual Development Plans or comparable documents prepared for their

personnel include opportunities for participating in continuous learning activities, and then document workforce members' records for completion of continuous learning requirements. The Continuous Learning Guide assists supervisors and members in helping determine the points to be credited for continuous learning activities.

DOD AT&LWF Members: It is each member's responsibility to meet the goal of 40 CLPs each year or the mandatory requirement of 80 CLPs within two years. Each person will identify and discuss with his or her supervisor during an annual review the types of continuous learning activities to pursue. Individuals should also verify records to ensure accomplishment of continuous learning requirements have been recorded.

EXPANDED POLICY INFORMATION AND POINT GUIDELINES:

The purpose of this section is to provide further information to implement the continuous learning policy for the Department of Defense Acquisition, Technology, and Logistics Workforce (DoD AT&LWF) signed by USD(AT&L), September 13, 2002.

DEFINITIONS

- ***Certification Training.*** Training required for certification in accordance with DAWIA.
- ***Continuous Learning Activities.*** Personal and professional growth accomplishments by DOD AT&LWF members resulting in improved professionalism and better contributions to the mission.
- ***Continuous Learning Points (CLPs).*** Points awarded for successful completion of Continuous Learning Activities.
- ***Continuous Learning Currency (CLC).*** Currency achieved by meeting the continuous learning goal of 40 CLPs each year or mandatory requirement of 80 CLPs within two years.

SPECIFIC GUIDELINES

Professional improvement is a continuing cycle. It includes certification training and the full range of continuous learning activities. The following sections describe the guidelines for determining CLPs. These are only guidelines and supervisors have flexibility in assigning points. The supervisor, in conjunction with the DoD AT&LWF member, should use these guidelines to determine points credited for any given training or developmental activity.

1. *Staying current in functional areas; acquisition, technology and logistics initiatives; and, leadership and management.*

The majority of the workforce will participate in continuous learning activities in this area. They require the most judgement by supervisors. A number of activities make up this category. Examples include, but are not limited to:

- A. Training Activities

1) *Completing awareness training.* Periodically DoD and the Components conduct briefing sessions to acquaint the workforce with new or changed policy. There is no testing/assessment of knowledge gained.

2) *Completing learning modules and training courses.* These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions or personnel demonstration projects, which include some form of testing/assessment for knowledge gained.

3) *Performing Self-Directed Study.* An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

4) *Teaching.* DoD AT&LWF members are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

5) *Mentoring.* Helping others to learn and become more productive workers or managers benefits DoD and the individuals involved. Mentoring is also a part of the Experience category.

B. Professional Activities

1) *Participating in Organization Management.* Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes, when they meet the restrictions in DoD 5500.7-R (Joint Ethics Regulation), elected/appointed positions, committee leadership roles, or running an activity for the organization.

2) *Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.* A DOD AT&LWF member can receive points for attending professional seminars or conferences. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Due to the effort involved in preparation and delivery, making presentations should get full credit for each hour involved in preparation and presentation.

3) *Publishing.* Articles for publication normally will meet the criteria for continuous learning. Points will be awarded only in the year published. Compliance with DoD publication policy is required.

4) *Participating in Workshops.* Points should be awarded for workshops with planned learning outcomes.

5) *Professional Examination, License or Certificate.* This includes such activities as passing the CPA exam, licensing as a Professional Engineer, or Project Manager Certification from the Project Management Institute. CLPs will be credited only in the year awarded.

C. Educational Activities

1) *Formal training.* Supervisor should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 points per CEU.

2) *Formal academic programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 points, assuming that it is applicable to improving performance or increasing professional knowledge.

3) *The policy is to award points for activities that increase performance capabilities.* The supervisor makes these determinations at the time that the workforce member's IDP is prepared. An engineer who is taking an accounting class leading to a Masters of Business Administration degree probably would get full credit for the semester hours. On the other hand, if the engineer is taking courses not related to his/her current or future duties, the courses would not be counted as continuous learning.

The following is a summary chart of recommended points:

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul style="list-style-type: none"> • Awareness Briefing/Training—no testing/assessment associated • Continuous Learning Modules—testing/assessment associated 	.5 point per hour of instruction 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
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/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
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

2. Certification training and cross-training

Certification training is required by DAWIA and is a very important, if not the most important, facet of professional training for the DOD AT&LWF member. It should be the priority for those not certified to the level of their assignment. However, there are times, such as those while waiting for a class date or fulfilling the experience time requirements after training is complete, when other continuous learning activities are appropriate. Certification training will count for continuous learning points.

A. For professional growth and preparation for other opportunities, it is suggested that members of the DOD AT&LWF strive to achieve Level III certification in his or her career field. However, funding for certification training above that required for the position is not normally available.

B. It is understood that some members of the workforce may strive to achieve Level III certification in multiple career fields. Therefore, any formal training or developmental assignments that complete a requirement for certification in a different career field will be awarded continuous learning points. Funding for multiple certifications is normally not available. The guidelines for awarding points for this kind of activity are generally the same as those used for achieving Level III certification in one's primary career field.

3. Experience

The Experience category includes on-the-job experiential assignments, and intra/inter-organizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/ developmental assignment, the supervisor should consider both the long-term benefit to DoD, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization should be highly encouraged.

The following is a summary chart of recommended points:

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Experience	
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
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry)	Recommended Points
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

APPLICATION OF GUIDELINES

It is expected that supervisors will use the Guidelines and their own professional judgment in arriving at points to be awarded for any activity undertaken to meet the standards. While supervisors have the authority to establish points for activities, any concerns of employees or disputes may be addressed through applicable dispute resolution procedures.