

Defense Acquisition Workforce

Continuous Learning Program Policy & Guidance

DoD Instruction 5000.66 establishes the standard that Defense Acquisition Workforce members must acquire 80 Continuous Learning Points (CLP) every two years from the date of entry into the acquisition workforce for as long as the member remains in an acquisition position. Members are encouraged to set a goal of achieving 40 CLPs within any 12-month period.

DOD Acquisition Workforce 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.

Supervisors: Supervisors play a key role in continuous learning. They:

- Ensure, within organizational workload and funding constraints, that individuals are provided duty time for planned continuous learning activities
- Permit telework for continuous learning Web-based training, as appropriate
- Ensure that annual Individual Development Plans or comparable documents prepared for their personnel include opportunities for participating in continuous learning activities
- Document workforce members' records for completion of continuous learning requirements

Director, Defense Contract Audit Agency (DCAA): The Director ensures that implementation of the Continuous Learning policy for DCAA workforce members is in accordance with continuing education standards established for auditors by the Government Accountability Office, and consistent with existing procedures and practices for meeting the current standards of the agency.

Components:

- The Components implement procedures that provide appropriate continuous learning activities for their acquisition workforce members
- Provide funding for Component-sponsored continuous learning activities
- Ensure and maintain records as appropriate to determine compliance
- Take appropriate action for non-compliance
- Report metrics to include compliance rate, as may be required

Professional improvement is continuous. It includes certification training and the full range of continuous learning activities that serve to increase the performance capabilities as an acquisition professional. Individual goals that support continuous learning may include:

- Learning about new acquisition, technology and initiatives
- Staying current on changes in a career field
- Completing training for higher certification levels
- Learning something about, or becoming certified, in other career fields
- Completing a degree program
- Broadening experience and expanding technical expertise
- Developing new leadership and management skills

Most workforce members will participate in a combination of continuous learning activities. These activities can be characterized as either:

- Training
- Educational
- Experience
- Professional

The following sections along with the Recommended Continuous Learning Point Award table describe the guidelines for determining CLPs. These are only guidelines. The supervisor, in conjunction with the workforce member, should use these guidelines to determine points credited for any given training or developmental activity that has not been predetermined by the sponsoring activity.

Training Activities

1. Career field certification training is required by DAWIA and is the most important facet of professional training for the workforce 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.
2. For professional growth and preparation for other opportunities, it is suggested that workforce members always strive to achieve Level III certification in his or her career field as well as certification in multiple career fields. Funding however, for certification training above that required for the position or for career fields other than the one identified with the position is not normally available from resources other than what may be available within the member's parent command. In all cases though, DAU courses taken towards career field certification will count for continuous learning points.
3. In addition to DAU courses, examples of continuous learning activities include:
 - a. *Completing awareness training.* Periodically DoD and the Components conduct briefing sessions to acquaint the workforce with new or changed acquisition policy. There is no testing/assessment of knowledge gained.
 - b. *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. If a course has been awarded Continuing Education Units (CEUs) for the successful completion, then these CEU should be used as the guide for awarding continuous learning points. The CEUs can be converted to points at 10 points per CEU.

- c. *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.
- d. *Teaching.* Acquisition workforce 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.
- e. *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.

Educational Activities

1. The continued development of the workforce through formal educational programs at institutions of higher learning is encouraged. For formal academic programs offered by educational institutions, each semester hour is equal to 15 CLPs and each quarter hour is equal to 10 CLPs. Accordingly, a 3 semester college credit course would be equal to 45 CLPs.
2. The supervisor makes the determination at the time that the workforce member's IDP is prepared as to which courses are appropriate for awarding continuous learning points. 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.

Experience

1. The Experience category includes on-the-job experiential assignments; intra/inter-organizational rotational career broadening and developmental experiences; mentoring; as well as serving on a special project or IPT that is outside your normal duty requirements. Supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments. 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.

2. Points are also earned when documenting proficiency achievements through the validation of Acquisition Workforce Qualification Initiative (AWQI) tasks in support of mission assignments. Task(s) must be validated by an independent subject matter expert (SME) attesting to the fact that the workforce member has met the AWQI standard. Like other options within the Experience category, supervisors and employees must use discretion in arriving at a reasonable point value for the area of proficiency. Most often the area of proficiency being validated should be valued at one point for every associated task. More complex tasks may warrant more points not to exceed three.

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 workforce 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.

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.

Sponsoring CL Activities and Assigning Points

Organizations that are sponsoring acquisition related events should assign the Continuous Learning Points (CLPs) associated with event completion for the participants. There is no external approval process. The sponsoring organization should follow the below point determination guidelines:

- Calculate each day separately
- Total the day values to obtain an event value
- If total CLPs for the event is a fraction, round to the closest whole number with .5 rounding up.
- Remember:
 - 1 point for each hour of instructor
 - ½ point for each hour participating in general sessions of conferences and symposiums
 - Do not count time spent on breaks or unstructured activities such as kiosk visiting

Sponsoring organizations should also provide the participants some form of documentation of the appropriate points individuals should be awarded for completing the event. This can take the form of a completion certificate with the CLPs listed, a letter or any other appropriate supporting document.

All Defense Acquisition University continuous learning modules and training courses have continuous learning points (CLPs) assigned to them. You can view the CLP value on the course concept card in the iCatalog. When Defense Acquisition Workforce members complete a DAU CLM or training, the CLPs assigned to the course will automatically flow from DAU to the members CLP tracking system.

- For other DAU sponsored activities, although DAU may assign a CLP value to the activity, the workforce member must enter the points manually into their respective point tracking system.

Point Relationships

The Recommended Continuous Learning Point Award guide provides an association of points to various types of continuous learning activities.

Many professional associations have continuous education/professional development requirements for its members that carry specific credentialing or certifications. For example, individuals certified as a Project Management Professional (PMP) by the Project Management Institute, are required to earn 60 Professional Development Units (PDS) every 3 years to maintain their PMP credentials. 1 PDU typically represents one hour (60 minutes) spent in a planned, structured professional development activity. This is consistent with the definition of CLPs. When converting CLPs to units of another organization, you will need to obtain the definition of the other organizations units in order to convert.

- When Continuing Education Units (CEUs) are offered by an IACET provider, then the relationship of CEUs to CLPs is 1 CEU to 10 CLPs. (DAU is an authorized IACET provider and all our training courses carry CEUs).

Execution of the acquisition continuous learning program is at the component/agency level. Each of the DoD components have systems in place for tracking Continuous Learning Points (CLPs) earned by their workforce members. Additionally, the Director, Acquisition Career Management (DCAM) for the 4th Estate (all other DoD agencies) has a system in place to support these organizations.

Facts on Tracking CLPs

Here are a few facts about tracking CLPs:

- All DAU continuous learning modules (CLMs) and training courses have CLPs assigned to them. You can view the CLP value on the course concept card in the iCatalog.
 - When Defense Acquisition Workforce members complete a DAU CLM or training, the CLPs assigned to the course will automatically flow from DAU to the members CLP tracking system.
 - For other DAU sponsored activities, although DAU may assign a CLP value to the activity, the workforce member must enter the points manually into their respective point tracking system.
- For all other types of activities, the components and the 4th Estate DACM have implemented systems for manual entry and validation of points entered into their tracking systems. Your component may have other programs and integrated these with their CLP tracking system so that CLPs earned will **automatically flow** into your record. You will have to consult with your unit representative or components acquisition career management office for these details.
- Each of the components implement CLP tracking in slightly different ways to ensure workforce members meet the standards set forth in DoD Instruction 5000.66. Regardless of tracking method:
 - Excess points cannot be credited or carried over to a future period.
 - Points earned are applied at the time earned, regardless of when the points are entered into the tracking system.
- When calculating points:
 - Calculate each day separately
 - Total the day values to obtain an event value
 - If total CLPs for the event is a fraction, round to the closest whole number with .5 rounding up.
 - Remember:
 - 1 point for each hour of instruction
 - ½ point for each hour participating in general sessions of conferences and symposiums
 - 2 points for each hour if the participant is the instructor or presenter
 - Do not count time spent on breaks or unstructured activities such as kiosk visiting