OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

02 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revision of Under Secretary of Defense, Acquisition, Technology & Logistics (AT&L) Continuous Learning Policy (Dec 1998)

The attached simplified and streamlined USD(AT&L) Continuous Learning Policy replaces the policy signed in October 1998.

Please review the attached draft policy and guidance and provide your comments and coordination by COB 19 July 2002 to my point of contact, Mr. Dan Dennison, Office of Acquisition Initiatives/AET&CD, Suite 750, 2001 Beauregard, Alexandria, VA 22311 or e-mail dan.dennison@osd-acm.dau.mil. If you have any questions please contact Mr. Dennison at 703-681-3464.

Donna S. Richbourg
Director, Acquisition Initiatives

Attachment:
As stated

Distribution:
Chairman of the Joint Chiefs of Staff (Colonel Michael Perrin, J8)
Under Secretary of Defense (AT&L) (Julie Bigler)
Under Secretary of Defense (Policy) (Darnell Bradley)
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Director, Department of Defense Education Activity (Rogelio Ramirez)
Director, TRICARE Management Activity (Alix Gayton)
Director, Washington Headquarters Services (Nancy Judd)
Director, Uniformed Services University of the Health Sciences (David Denton)
Director, Joint Simulation System/Joint Program Office (Carol Santilli)
President, Defense Acquisition University (Richard Reed)
President, National Defense University (Linda Heartley)

Note: "FA" is Functional Advisor

TAB A

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Continuous Learning Policy for the Department of Defense Acquisition, Technology, and Logistics Workforce

Our DoD Acquisition, Technology, and Logistics workforce (AT&LWF) members are highly qualified and productive professionals who are doing very important work in the Department of Defense. However, their working environment is dynamic, challenging, and change is continuous. 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 (AT&L) 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 developmental or rotational 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 year. Members may count certification training toward the 40-CLP standard. Components should give priority to providing certification training over other continuous learning activities. Data on the number and percentage of personnel who meet standards will be reported annually at the end of the fiscal year commencing in FY 2003. Attachment 1 provides further details for implementing the revised policy. Attachment 2, including the tables, will also be published separately as a Continuous Learning Guide (ADS-00-10-BR [rev tbd]) and on the DAU web site, http://clc.dau.mil

This simplified policy, effective October 1, 2002 supports my strategic goal to "revitalize the quality and morale of the DoD AT&LWF." It replaces *Reform Through Learning, Continuous Learning for the Defense Acquisition Workforce*, 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 for the continuous learning program is Mr. Dan Dennison, OUSD (AT&L/AI) AFT&CD, (703)681-3464, dan.dennison@osd-acm.dau.mil.

E. C. Aldridge, Jr.

Attachments:
As stated

DISTRIBUTION:
Office of the Joint Chiefs of Staff
Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)
Office of the Under Secretary of Defense (Policy))
Principle Assistant Deputy Under Secretary of Defense (L&R)
Director, Research & Engineering
Office of the Assistant Secretary of Defense (C3I)
Office of the Assistant Secretary of Defense (SOLIC)
Office of the Inspector General of the Department of Defense
Director, Acquisition Resources and Analysis
Director of Defense Procurement
Director Interoperability
Director, Investment and Acquisition
Director, Utilities and Energy Use (I&E)
Assistant Secretary of the Army (AL&T)
Assistant Secretary of the Navy (RD&A)
Assistant Secretary of the Air Force (Acquisition)
Director, Navy Acquisition Reform
Office of the Commander-in-Chief, U.S. Special Operations Command
Director, Defense Advanced Research Projects Agency
Director, Defense Commissary Agency
Director, Defense Contract Audit Agency
Director, Defense Contract Management Agency
Director, Defense Finance and Accounting Service
Director, Defense Information Systems Agency
Director, Defense Intelligence Agency

Director, Defense Logistics Agency
Director, Defense Threat Reduction Agency
Director, Missile Defense Agency
Director, National Imagery and Mapping Agency
Director, National Security Agency/Central Security Service
Director, American Forces Information Service
Director, Department of Defense Education Activity
Director, TRICARE Management Activity
Director, Washington Headquarters Services (Real Estate and Facilities)
President, Defense Acquisition University
President, National Defense University
Director, Uniformed Services University of the Health Sciences
Director, Joint Simulation System Joint Program Office

TAB B

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 members, as designated in United States Code title 10, chapter 87. 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. The Director will also serve as the Chair, Career Management Over-Arching Integrated Product Team (CMOIPT).

Components. The Components will implement procedures that provide appropriate continuous learning activities for their DOD AT&LWF members and ensure compliance, as well as providing funding for Component-sponsored continuous learning activities. Opportunities will be provided for civilian and military employees to meet the continuous learning standards and record attainment, as well as take appropriate action for non-attainment. Records and metrics to document compliance need to be maintained to enable 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, commencing in FY 2003, to the Director, AET&CD, on the number and percentage of workforce members who met the prescribed standard of 40 CLPs each year. Military Departments will also provide funding support for continuous learning activities of their military personnel assigned to other Components outside the Military Departments.

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, including DAWIA certification training, when it is appropriate. They must also ensure that annual workforce members Individual Development Plans or comparable documents include opportunities for participating in continuous learning activities, and document workforce members' records for fulfillment of continuous learning requirements. The Continuous Learning Guide assists supervisors

and workforce members to help determine the points to be credited for continuous learning activities.

DOD AT&LWF Members. It is each workforce member's responsibility to meet the requirement of 40 CLPs each year. 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.

MODULE DEVELOPMENT: Continuous learning courses and/or learning modules may come from three sources. Requirements to satisfy or changes in existing functional training will be identified by Functional Advisors (FAs) and funded, within budgetary limitations, by either DAU or the FA. Those using DAU funding will be presented to the CMOIPT for review and prioritization. Director, Acquisition Initiatives determines requirements created by DoD AT&L initiatives. Components may sponsor and fund new Component-specific requirements. Annually in May, DAU, working with all Components, will review proposed continuous learning modules from all sources to identify duplication with existing or planned courses and will report back to all sources on the results of the review. DAU will provide curriculum development and manage learning module or course development, and manage courses, 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.

AL&L Workforce Continuous Learning Policy Guide

EXPANDED POLICY INFORMATION AND POINT GUIDELINES

The purpose of this guide 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), July 2002.

DEFINITIONS

- Continuous Learning Activities– personal and professional growth accomplishments by DOD AT&LWF members resulting in improved professionalism and better performance and contributions to the mission.
- Continuous Learning Points (CLPs) – points awarded for successful completion of Continuous Learning Activities, nominally one point for each hour of active learning.
- Continuous Learning Currency (CLC) – currency achieved by meeting the continuous learning standard of 40 CLPs each year.

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. Supervisors should use a number of factors in assigning points for any particular individual's continuous learning activity accomplished.

The individual 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 these kinds of continuous learning activities, and 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. However, 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 includes 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.

5) Mentoring. Helping others to learn and become more productive workers or managers benefits DoD and the individuals involved.

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 elected/appointed positions, a committee leadership role, 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 be comfortable 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 presenting.

3) Publishing. Articles for publication normally will meet the criteria for continuous learning. Points will be awarded only in the year published.

4) Participating in Workshops. In workshops where there is a planned learning outcome, points should be awarded.

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. Credited only in the year awarded. (Employees cannot be reimbursed for these activities under current law.)

C. Educational Activities

1) Formal training. Formal training programs that have provisions for awarding Continuing Education Units (CEUs), the supervisor should use that number as a guide. 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 idea is to award points for activities that increase performance. The supervisor makes these determinations at the time that the workforce member's IDP is prepared. An engineer who is taking an accounting class on the way to an MBA probably would get full credit for the semester hours. On the other hand, if the engineer is working on an advanced degree taking courses not related to the acquisition, technology and logistics business 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	15 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:
• 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 10 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 10 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day
Publications	10 to 20 points
Patents	15 to 20 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 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. Both certification training and other activities may count for 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 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- and 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. The guidelines for assigning 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 above. In determining the points for a rotational/ developmental assignment, the supervisor should consider both the long-term benefit to DoD, 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.

Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Experience 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 year
Mentor	Maximum of 5 points per year
Assignment Length	**Points**
12 Months	40
9 Months	30
6 Months	20
3 Months	10
2 Months	5
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.

It should be noted that the 40-point standard is a minimum requirement however additional CL activities are encouraged.

TAB C

COORDINATION:

	NAME	DATE
JCS, J8 (Colonel Michael T. Perrin)		
OUSD (AT&L) (Mr. Julie Bigler)		
OUSD (Policy) (Mr. Darnell Bradley)		
OUSD (P&R) (Ms. Jeanne Raymos)		
DDR&E (Mr. Alan Shaffer)		
ODUSD (I&E) (Dr. Get W. Moy)		
PADUSD (L&MR) (Mr. Louis Kratz)		
OASD (C3I) (Mr. William Curtis)		
OASD (SOLIC) (Mr. Robert Doheny)		
DOD GC (Ms. Gladys Castro-Lester)		
DOD IG (Ms. Denise Baumgardner)		
Director, AR&A (Dr. Nancy Spruill)		
Director, DP (Ms. Deidre Lee)		
Director, IO (Dr. Vitalij Garber)		
ASA (AL&T) (Robert Minte)		
ASN (RD&A) (Ms. Cheryl Horn)		
SAF/HQ (Acquisition) (Master Sergeant Frison)		
Navy Acquisition Reform Executive (Ms. Christine Stelloh-Garner)		
US SOCOM, (Ms. Chris Ward)		
Director, DARPA (Mr. Tim Arnold)		
Director, DECA (Ms. Kristen Ogden/Ms. Deloris Jordan)		

Director, DCAA (Mr. William Reed)	_____	_____
Director, DCMA (Mr. John Brockman)	_____	_____
Director, DFAS (Mr. Gary Maxam)	_____	_____
Director, DISA (Ms. Allison LaPlume)	_____	_____
Director, DIA (Ms. Denise B. Carter)	_____	_____
Director, DLA (Mr. Jeffrey R. Neal)	_____	_____
Director, DTRA (Ms. Ann Steely)	_____	_____
Director, MDA (Mr. Raymond Vallee)		
Director, NIMA (Mr. Matt Worrick)	_____	_____
Director, NSA/CSS (Mr. Kenneth Phelps)	_____	_____
Director, AFIS (Ms. Pat Perry)	_____	_____
Director, DODEA (Mr. Rogelio Ramirez)	_____	_____
Director, TMA (Ms. Alix Gayton)	_____	_____
Director, WHS (Real Estate and Facilities) (Ms. Nancy Judd)	_____	_____
Director, USUHS (Mr. David Denton)	_____	_____
Director, JSS/JPO (Ms. Carol Santilli)	_____	_____
President, DAU (Mr. Rich Reed)	_____	_____
President, NDU (Ms. Linda Heartley)	_____	_____