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NAVAL AIR SYSTEMS COMMAND  
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## MEMORANDUM FOR DISTRIBUTION

Assistant Commander for Corporate Operations

### ACQUISITION WORKFORCE CONTINUOUS LEARNING GUIDANCE

- (a) DACM memo on Continuous Learning for the Acquisition Workforce of 4 Nov 02
- (b) DACM memo on Continuous Learning for the Acquisition Workforce of 13 Apr 99
- (c) COMNAVAIR memo AIR-7.3.3/00-007 of 17 Mar 00

#### (1) DoD guidelines for crediting Continuous Learning Activities (excerpts)

1. Reference (a) revises the DoD Policy on Continuous Learning (CL). The policy extends the continuous learning standard to all acquisition workforce members, whether certified or not, and supercedes reference (b). The guidance provided in reference (c) is hereby cancelled.

**Continuous Learning Policy** - Civilian and military personnel in designated acquisition billets have a mandatory requirement to obtain career field certification, and also to participate in continuous learning activities that augment the minimum education, training and experience standards established for their career field and specific acquisition assignments. Employees and supervisors are expected to work together to establish Individual Development Plans (IDPs) that: a) place priority on attainment of career field certification, and b) highlight a variety of CL activities and events in which the employee should participate annually. Enclosure (1) provides guidelines that are helpful in determining how many points should be assigned to various activities. It should be noted that all points earned through attendance at mandatory career field certification training can be applied toward the continuous learning requirement.

**Applicability** - All civilian and military personnel in designated acquisition positions are required to earn continuous learning points (CLPs). Supervisors are responsible for ensuring acquisition workforce members are in compliance with the continuous learning policy. Achievement of the CL Standard will be considered in determining merit promotion, incentive awards, and nominations for training programs. The following actions will be taken for non-attainment:

- Non-consideration for all other training
- 2 Unacceptable performance rating

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Continued non-attainment will ultimately result in reassignment to a non-acquisition position.

**Continuous Learning Standard** – All acquisition workforce personnel must earn a minimum of 80 CLPs every two years, with a goal of earning at least 40 CLPs each year. There are no “grace periods” or extensions to the two-year time period; points may not be “carried over” from one cycle to the next.

**Timeframes (Cycle)** – All civilian and military workforce members must earn 80 CLPs prior to the end of FY-04 and every 2 fiscal years thereafter (FY-06, 08, etc.). Two exceptions are described below.

**Exceptions to the Cycle** – Those acquisition workforce members who have previously established, in Register-Now, a continuous learning baseline date other than 1 October 2000, will retain their current two-year cycle. Employees designated as acquisition workforce members subsequent to 1 October 2002 will begin their 2-year cycle on the date they enter the DoN workforce. Continuous learning cycle dates are clearly documented in the employee’s training history in Register-Now.

**Priority Designations** – A priority is assigned to each person desiring to participate in continuous learning activities and events sponsored by the Director, Acquisition Career Management (DACM). These priority designations are used to determine the registration sequence, and will be determined by automatic scan of the employee’s automated data record in Defense Civilian Personnel Data System (DCPDS), the Officer Master File or Acquisition Workforce System of Management (AWSOM). The priority categories are:

- 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 and have already met their 80 CLP requirement.
- Priority 3 – Those DoN employees who are not members of the acquisition workforce.

**Continuous Learning Certificate** – Upon attainment of the 80 CLPs in the designated Two-year cycle, the employee will receive a certificate of achievement from the Director, Acquisition Career Management (DACM) to recognize this accomplishment. The certificate will expire at the end of the next two-year cycle unless the employee earns an additional 80 CLPs during that timeframe. For example, employees earning 80 points

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during the FY-03/04 cycle receive a certificate that expires at the end of the FY-05/06 cycle unless an additional 80 points are earned. Employees must not allow their certificate to expire.

**Tracking** – All points earned must be documented in Register-Now. Points earned through attendance at DAU courses, and through attendance at DACM-sponsored events using Register-Now will be entered automatically; all other points must be entered by the employee with supervisory concurrence.

**Reporting** – AIR-7.3.3 will monitor attainment and provide quarterly reports to supervisors and AIR-00.



PAMELA O'DELL  
Assistant Commander  
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## DoD Guidelines for Crediting Continuous Learning Activities

CREDITABLE ACTIVITIES	POINT CREDIT
<b>Academic Courses</b>	
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
<b>Training Courses/Modules</b>	
DAU Courses/Modules	10 per hour of instruction
Awareness Briefings/Training - no testing/assessment associated	5 point per hour of instruction
Continuous Learning Modules - testing/assessment associated	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
<b>Professional Activities</b>	
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
<b>Experience</b>	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training and 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
<b>Assignment Length (Rotational Assignments of Training with Industry)</b>	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Months	5