



DEFENSE INFORMATION SYSTEMS AGENCY

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IN REPLY
REFER TO:

Component Acquisition Executive (AE)

MAY 13 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Continuous Learning Certification Program for the DISA Acquisition Workforce

Reference: DISA Memo dated 15 June 1999, Subject: Notification of Continuous Learning Policy for the DoD Acquisition Workforce

1. In compliance with the Under Secretary of Defense, Acquisition, Technology, & Logistics (USD (AT&L)) policy, the DISA Acquisition Career Management Program (ACMP) is updating the DISA Acquisition Workforce Continuous Learning (CL) Certification Program. This program shall be executed in conjunction with the Component Acquisition Executive (CAE) workforce professionalization initiatives.
2. The DoD AT&L Continuous Learning Certification Policy requires that each member of the DISA Acquisition Workforce acquire a minimum of 40 continuous learning points (CLP) every fiscal year as a goal and 80 CLP required as a mandatory standard within a 2-year period.
3. Enclosed are specific guidelines for DISA acquisition workforce members and supervisors providing information on the Acquisition Training Application System (ACQTAS). The ACMP will notify those individuals to which this policy applies and ensure they have implementing instructions. Continuous learning is an ongoing developmental responsibility of both management and acquisition workforce members. Professional development and training opportunities need to be made available during the course of an acquisition professional's career.
4. If there are any questions, or if further information is required, please contact Ms. Allison LaPlume, Chief, ACMP on (703) 607-4493 or DSN 327-4493.

1 Enclosure a/s


DIANN L. MCCOY
Acquisition Executive

DISA memo, CAE, Continuous Learning Certification Program and Baseline Review of Skills/Competency Levels of the DISA Acquisition Workforce

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DISA Guidelines for Continuous Learning Certification Program

1. New Mandatory Reporting System and Reporting Cycle for Continuous Learning:

The Acquisition Training Application System for Continuous Learning (ACQTAS for CL) has been recently deployed and is now available at URL <https://www.atrrs.army.mil/channels/acqtas>. Effective immediately, all DISA acquisition workforce members shall utilize the new ACQTAS for CL reporting and tracking.

Reporting Cycle for the 2-year period began effective 1 Oct 2002. Those who achieved CL certification up to Dec 2002 may report any CL activities from 1 Oct 02 through 30 Dec 2002 again in the system above. All CL certifications are considered still valid and will remain so through October 2004.

Any employee who entered on duty prior to 1 Oct 2002 will have 2 years to achieve the 80 CL points. Employees or newly identified acquisition personnel who entered on duty subsequent to 1 Oct 2002 will be required to meet the CL standards 2 years after the first day of the month following their entrance on duty (EOD) or 2 years following the date of position designation. As an example, an employee who EODs 15 Jan 2003 will be required to meet the CL standards (80 points) no later than 31 Jan 2005.

Future enhancements are planned for DISA customizing the CL module to include internal CL activities registration and automated tracking of CL points. This enhancement is envisioned to be a cost-effective, centralized management tool to which DISA can use the system for announcement, registration, collection, and reporting of all CL activities.

2. Supervisors Responsibilities:

Ensure that the annual Individualized Development Plans for their acquisition workforce employee's include opportunities for participating in continuous learning activities as appropriate and defined within the policy.

Ensure, to the extent practicable within organizational, workload and funding constraints, that acquisition workforce personnel are enabled to participate in the activities planned.

Determine points to be credited for continuous learning, verify acquisition employee records for CL activities, and electronically approve employee submission through ACQTAS for CL (web site: <https://www.atrrs.army.mil/channels/acqtas>).

Allow telework for duty time continuous learning web-based training, as appropriate.

3. Acquisition Workforce Employees shall:

Identify and discuss with supervisor the types of CL they wish to pursue, consistent with the organizational and funding constraints, during annual review of the IDP process.

Report participation in CL activities through the ACQTAS for CL web site (listed above).

4. The DISA ACMP shall:

Implement this policy under the purview of the DISA Component Acquisition Executive (CAE).

Monitor procedures for verifying individual's attainment of the continuous learning standards and continuous learning certifications.

Report annually to USD(AT&L) on component continuous learning activities.

Assist supervisors and/or acquisition workforce employees in providing career development counseling, continuous learning sources, and evaluation of CL points that may not be clearly defined (if assistance is requested).

5. Definitions.

Certification Training: Training required for certification in accordance with DAWIA. All certification training count for continuous learning points.

Continuous Learning Activities: Personal and professional growth accomplishments by acquisition workforce members resulting in improved professionalism and better contributions to the mission.

Continuous Learning Points: Points awarded for successful completion of Continuous Learning Activities.

Continuous Education Unit (CEU): Standard measured units commonly used in DOD schools and academic activities. CEUs may be converted to CLPs by multiplying each CEU by 10.

Continuous Learning Currency (CLC): Currency achieved by meeting the continuous learning goal of 40 CLPs each year or mandatory requirement of 80 CLPs within 2 years.

The DAU Continuous Learning Center (CLC) has available approximately 47 self-paced modules on various topics that may be used to satisfy some continuous learning activities. To access, visit: <http://clc.dau.mil/>.