



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Contracting Workforce Development and Continuous Learning

Department of Defense (DoD) civilian and military contracting professionals perform a vital role in delivering and sustaining defense capabilities. Our contracting profession requires a confident, innovative, and proficient workforce to conceive and implement sound acquisition solutions. The following describes how we as a community are providing learning and developmental opportunities to meet emerging needs for specific skills and performance. This approach implements the National Defense Strategy goal to “Cultivate the Workforce We Need.”

As members of the defense acquisition workforce, the Department’s ~35,000 contracting professionals are assigned to the Contracting Functional Area. After completing certification requirements, the DoD Instruction 5000.66 “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program” requires an individual to earn 80 continuous learning points (CLPs) every two years to remain current in the contracting functional area. To achieve the CLPs, all contracting professionals must actively manage their careers and work with their supervisors to establish tailored individual development plans (IDPs) for training, education, rotational assignments, and developmental opportunities. In meeting that requirement, individuals and supervisors should plan for at least 40 of the required 80 continuous learning (CL) hours to pertain to contracting topics relevant to an individual’s current responsibilities.

Each of your respective organizations have talent management tools and resources to manage IDPs and assist our people in charting their career goals. CL opportunities include cross-functional training, leadership development, and rotational assignments in government organizations and the private sector. In collaboration with DAU, we have established common and specialty knowledge areas as “credentials” to complement acquisition courses and supplement functional area certification requirements. Although credentials are not mandatory, I strongly encourage all contracting professionals to start earning credentials, if you haven’t done

so already. Supervisors and/or organizations may require that individuals or a select group of individuals earn a particular credential, dependent upon current job assignments or mission need.

To assist our contracting workforce in identifying developmental activities beyond mandatory certification, the DoD Contracting Workforce Functional Integration Team (CON FIT), in collaboration with the Defense Acquisition University (DAU), developed the following resources:

- Defense Pricing and Contracting (DPC) Contract Policy's Workforce Development site (<https://www.acq.osd.mil/asda/dpc/cp/policy/workforce-development.html>): Functional Area Leader guidance, policy memorandums, and discussion on the DoD Contracting Competency Model
- DoD Contracting Career Field Model (CCFM) (<https://www.acq.osd.mil/asda/dpc/cp/policy/docs/wd/DoD%20Contracting%20Career%20Field%20Model.pdf>): visual guide of the contracting functional area with information and links for professional growth and leadership development
- Defense Civilian Personnel Advisory Services (DCPAS) (<https://www.dcpas.osd.mil/learning/civilianleaderdevelopmentbroadeningother>): information and policies regarding Civilian leader development and broadening programs within government and private-sector organizations
- Defense Acquisition Credential Program sites (https://icatalog.dau.edu/onlinecatalog/tabnav_credentials.aspx and <https://www.dau.edu/defense-acquisition-credentials>): information and FAQs about the Program, how to register for a credential, and a current list of available credentials
- DAU iCatalog (<https://icatalog.dau.edu/>): information on regular training courses, credentials, Contracting Functional Area certification and development guides, and alternate means of meeting training requirements
- DAU Events (www.dau.edu/events): virtual opportunities to engage with senior leaders, acquisition experts, Industry leaders, and DAU faculty
- DAU Functional/Interdisciplinary Developmental Recommendations (<https://icatalog.dau.edu/onlinecatalog/careercertguides.aspx?lvl=4&cflid=3>): recommended training for specific Contracting mission areas (e.g., construction contracting, contract administration)
- DAU Commercial Learning Opportunities (<https://www.dau.edu/partnerships/commercial-learning-opportunities>): access supplemental resources from DAU's commercial partners at no additional cost

DAU publishes guidelines for creditable CL training, professional, experiential, and educational activities and their associated point values at <https://www.dau.edu/defense->

[acquisition-credentials](#). For DAU courses, CLPs automatically get added to the contracting workforce member's CLP tracking system upon successful completion; for other CL activities such as conference attendance, symposiums, workshops, and training completed outside of DAU, contracting workforce members must manually request CLPs in their respective point tracking system. In addition to the DAU CLP guidance, contracting professionals should follow Component procedures for obtaining and documenting CLPs.

As all of us aspire to and embrace a culture of lifelong learning, communications between contracting professionals and their supervisors will be key to develop a more skilled, capable, and confident contracting workforce to support the defense mission. My senior staff lead for workforce policy and the Executive Secretary for the CON FIT is Ms. Susan Pollack, osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil.

Sincerely,

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting

cc:
President, Defense Acquisition University
Director, Human Capital Initiatives
Army Director, Acquisition Career Management
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Air Force Director, Acquisition Career Management
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