

## DoD Continuous Learning Points (CLP) – Procedure/Policy

### **Steps 1-9**

1. Employee upon completion of the Course(s), Conference(s), Training, etc... see policy above
2. Go into their Individual Development Plan (IDP) to update
3. Go to the Other Training link and open it
4. Once open, the field is text free
5. Employee fills in information from #1 requesting desired amount of CLPs
6. Save and send email to supervisor
7. Supervisor approves CLPs - add/decrease CLPs
8. Employee's Acquisition Career Record Brief (ACRB) is populated with CLPs
9. Each workforce member is assigned an Acquisition Career Manager (ACM) who can assist in the process, call me when you get this and I can walk you through it and answer any questions you may have....hope this helps

### **DOD CL Policy**

[http://www.acq.osd.mil/dp/docs2002/Continue\\_Learn\\_Policy\\_ATL\\_Workforce.pdf](http://www.acq.osd.mil/dp/docs2002/Continue_Learn_Policy_ATL_Workforce.pdf)

### **CLP Policy is applicable to all members of AT&LWF.**

**Army AT&LWF Members:** It is each AT&LWF member's responsibility to achieve the annual goal of 40 Continuous Learning Points (CLPs) to meet the mandatory requirement of 80 CLPs within the two-year CL cycle. Each employee should identify types of continuous learning activities to pursue and ensure continuous learning requirements have been recorded on the IDP/CL.

**Supervisors:** Supervisors play a key role in continuous learning. Supervisors award CLPs for their employees. They will ensure, within organizational workload and funding constraints, individuals are provided duty time for planned continuous learning activities. They will allow telework for continuous learning web based training, as appropriate. They must also ensure that the annual Individual Development Plans are prepared for their personnel include opportunities for participating in continuous learning activities, and then document workforce members' records for completion of continuous learning requirements. The following Summary Chart of Recommended Continuous Learning Points assists supervisors and employees in determining the appropriate CLPs to be credited for continuous learning activities.

## Summary Chart of Recommended Continuous Learning Points

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
<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/Module	10 per CEU (see DAU catalog) or:
Awareness Briefing – No Testing/Assessment Associated	0.5 points per hour of instruction
Continuous Learning Modules – Testing/Assessment	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 points per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	0.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

**Note - All activities may earn points only in the year accomplished, awarded or published.**

### Experimental/Developmental Learning Activities

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
<b>Experience</b>	
On-the-job Experimental Assignment	Maximum of 20 points per year
Rotational Assignment	Maximum of 40 points per year
Training 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
<b>Assignment Length (Rotational Assignments or Training with Industry)</b>	
12 months	80
9 months	60
6 months	40
3 months	15
2 months	10
1 months	5

**Note - All activities may earn points only in the year accomplished, awarded or published.**