

## SYSTEM FEATURES

- Employees are automatically awarded CL points for completion of DAU training events that use ACQTAS for registration including classroom training, online training courses, and CL modules.
- Employees can request CL points for any non-DAU event by clicking on "Request CL Points." These requests require approval from the employee's supervisor before points are awarded.
- E-mail reminders are automatically sent periodically if an employee is not on track to meet their 80 point CL requirement within two years.
- Employees meeting their 80 point requirement can print certificates of achievement.



## PARTICIPATING COMPONENTS

- Office of the Secretary of Defense
- The Chairman of the Joint Chiefs of Staff and the Joint Staff
- U.S. Special Operations Command
- The Department of Defense Inspector General
- Defense Advanced Research Projects Agency
- Missile Defense Agency
- Defense Commissary Agency
- Defense Contract Audit Agency
- Defense Finance and Accounting Service
- Defense Information Systems Agency
- Defense Intelligence Agency
- Defense Logistics Agency
- Defense Contract Management Agency
- National Geospatial-Intelligence Agency
- Defense Security Service
- Defense Threat Reduction Agency
- National Security Agency
- American Forces Information Service
- Tricare Management Activity
- Department of Defense Education Activity
- Washington Headquarters Services
- National Defense University
- Defense Acquisition University
- Defense Systems Management College
- Joint Simulation System Joint Program Office
- Business Transformation Agency
- Defense Human Resources Activity

# ACQTAS FOR CONTINUOUS LEARNING TRACKING SYSTEM



ENABLING THE



TO MAKE A DIFFERENCE  
IN ACQUISITION OUTCOMES

## WHAT IS CONTINUOUS LEARNING?

In 2002, the Under Secretary of Defense for Acquisition and Technology established new requirements for Defense Acquisition Workforce members to participate in Continuous Learning (CL) events. **Every Defense Acquisition Workforce member has a goal to earn 40 CL points each year and is required to earn 80 CL points every two years** through a variety of events, including DAU training opportunities, local training events, conferences, rotational assignments, and other professional events. To find out more about CL, please visit the ACQTAS-CL Web site:

<https://www.atrrs.army.mil/channels/acqtascl>

## THE 4<sup>TH</sup> ESTATE IS COMMITTED TO CONTINUOUS LEARNING

The 4<sup>th</sup> Estate is committed to helping Defense Acquisition Workforce members stay up to date in both their technical discipline and their acquisition professional development. To assist in that endeavor, the Director, Acquisition Career Management (under the 4<sup>th</sup> Estate for Acquisition) has developed a system that permits online request and tracking of CL credits for members of the Defense Acquisition Workforce.

## WHAT IS ACQTAS CONTINUOUS LEARNING?

**ACQTAS for Continuous Learning** is the 4<sup>th</sup> Estate's Web-based system for requesting credit for a wide variety of CL events you have already attended. By using the ACQTAS-CL system, you can submit credit requests for CL events as well as keep track of the CL points you may have already earned.

## HOW DO I MEET THE CONTINUOUS LEARNING REQUIREMENT?

Defense Acquisition Workforce members can demonstrate that they meet CL requirements by receiving credit for 80 CL points in the ACQTAS-CL system. DAU training events including classroom training, online training courses, and CL modules will automatically be credited with CL points in the ACQTAS-CL system upon event completion. Employees may also request points using ACQTAS-CL for other learning events that they have completed. When requests for a CL activity are approved, ACQTAS-CL will automatically update CL point totals and notify you and your supervisor of your progress. If 80 CL points are earned within two years, you will receive a 4<sup>th</sup> Estate CL certificate of achievement. All Defense Acquisition Workforce Members must renew their CL certificate every two years by earning 80 more points to meet the CL requirement.

## HOW DO I REQUEST APPROVAL FOR CONTINUOUS LEARNING EVENTS THAT ARE COMPLETED OUTSIDE OF DAU?

ACQTAS-CL will help you request approval from your supervisor for non-DAU training events. After you have completed a non-DAU training event, you can record this by logging into the system and clicking on "Request CL Points" on the left hand side of the screen. After entering your request, it will be sent to your supervisor for final approval. When these requests are approved, you are retroactively granted credit for the event towards the 80 point requirement. For more information on how to use the system, please visit the ACQTAS-CL Web site and click on ACQTAS-CL Tutorials under the Help section.

