ACQ Now

For Continuous Learning Events

Student Guide

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1 Introduction

1.1 What is Continuous Learning?

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

http://www.safaq.hq.af.mil/acq_workf/career_training/cl.html

1.2 The Air Force is Committed to Continuous Learning

The Air Force is committed to helping all acquisition workforce members stay up-to-date in both their technical discipline and their acquisition professional development. To assist you in that endeavor, the Director, Acquisition Career Management (under the Assistant Secretary of the Air Force for Acquisition) has developed a new system to advertise Continuous Learning Events and encourage on-line registration and tracking of Continuous Learning credits for all members of the Acquisition Workforce.

1.3 What is ACQ Now Continuous Learning?

ACQ Now for Continuous Learning is the AF's web-based system for registering for Continuous Learning Events and obtaining credit for a wide variety of CL Events you have already attended. By using the ACQ Now CL system, you can submit requests to participate in upcoming

Continuous Learning Events as well as keep track of the Continuous Learning points you may have already earned.

1.4 How Can I visit the ACQ Now CL website?

https://www.atrrs.army.mil/channels/acqnowcl

Then click on **ACQ Now CL** to start. Once you've entered the **ACQ Now CL** site, you'll be able to find CL Events, local classes and other Events like Brown Bag lunches that can help you meet your CL requirement. You'll be able to request enrollment in a wide variety of Events, obtain your supervisor's permission to attend the activity, check your registration and keep track of how many "points" you've earned toward your Air Force Continuous Learning requirement. Most CL Events are offered at no cost to you or your unit.

1.5 How do I meet the CL Goal?

Workforce members who are working on certification requirements by taking DAU classes will automatically be credited with CL points for those Events. When you complete a Continuous Learning activity, ACQ Now CL will ask you to complete a short evaluation of that Event. Then ACQ Now will automatically update your CL point total and notify you and your supervisor of your progress. After you have earned at least 80 points within two years, ACQ Now CL will again notify your supervisor and you of your success. And you'll receive an AF Continuous Learning Certificate of Achievement. Everyone must "renew" their CL certificate every 2 years by earning 80 more points to meet the goal.

1.6 Who May Participate in Continuous Learning Events

AF Continuous Learning Program is targeted for members of the acquisition workforce. All AF members may participate in CL Events but only acquisition workforce members need to track their CL points to meet AF and DoD requirements. ACQ Now CL will automatically screen workforce members' personnel records to verify your acquisition workforce status and your DAWIA certification level when you apply for CL credit.

Graduation from DAU classes will automatically be credited to your CL point total for those Events.

1.7 How Do I Register for Continuous Learning Events?

You'll find that it's very easy to apply for enrollment in Continuous Learning Events. Much of the information needed to request enrollment is already in the ACQ Now system, especially if you have registered for mandatory DAWIA training from DAU. Once you log onto the ACQ Now site; just click on Continuous Learning; browse through the catalog to see what Events are available; and submit your application for the Events that best meet your needs. ACQ Now CL will take it from there!

ACQ Now CL will help you request approval from your supervisor. If you have completed a CL Events in the last 12 months, just type that Event into the ACQ Now CL log, and request your supervisor's approval of those points – when he / she approves CL points, you retroactively get credit towards the 80 point goal. And if you have completed a DAU course for certification in the last year, that course will automatically be entered into your CL record too. You can also request an electronic "Completion Certificate" for any approved CL Event.

1.8 Other Useful Links

SAF/AQX and AFATO: **www.safaq.hq.af.mil/acq_workf/training**

DAU: **www.dau.mil**

ACQ Now CL Program Manager:

(via email) - **Email: acqnowcl@randolph.af.mil**

For Additional Information Contact:

Air Force Acquisition Training Office
555 E Street West Suite 5
Randolph AFB TX 78150-4530
DSN 487-6580, Comm (210) 652-6580

1.9 The ACQ Now CL Websites

The ACQ Now for Continuous Learning Events website actually consists of three web pages:

* the Training Manager page at:

  www.atrrs.army.mil/channels/acqnowcl/registrar

* the Student page at:

  www.atrrs.army.mil/channels/acqnowcl/

* and the Supervisor page at:

  www.atrrs.army.mil/channels/acqnowcl/supervisor

1.10 Things You Need To Know To Use This Guide

There are only three other things you need to keep in mind to understand how this Student Guide is to be used:

1. **Event** -- An Event is a type of learning activity or class, like Chemistry 101, or Discovery Map Training. But since CL points can be awarded for learning done in a non-classroom setting as well, we prefer to use the term “Event” instead.
2. **Location –** The same Event can be held at many different locations and on different days at each location. Discovery Map Training has the same learning content whether it’s taught at Wright-Patterson AFB or at the Pentagon, and could be taught once a year or every month. The ACQ Now CL website is designed to quickly show you when a Continuous Learning Event is scheduled and allows you to register for it in seconds.
3. **Bolding** – In this SUM, wherever a word is printed in **bold letters** that means that those bolded words appear exactly that way on the website.

3 Student Section

The first time a student uses the ACQNOW-CL system he/she **must** create a **profile**. This profile will save you time later on because the information the student provides on the profile page will automatically populate the registration pages.

Once your profile has been created, you can:

* Search for and register for a CL event
* Check on the status of your CL event applications
* Request cancellation of a CL event application or registration
* Request CL points for prior training
* Provide evaluations of a CL event

3.1 QUICKSTART: What Do I Need To Get Started?

As a student, you will find the ACQNow-CL system very easy to use. But you will need four things to get started:

* Your Social Security Number (SSN),
* Your Date of Birth (DOB),
* Your .mil email address,
* Your supervisor's .mil email address.

Once you have these four things, all you need to do is to create your profile, which will take about 2 minutes, then you can sign up for a class (we call it an Event) in seconds.

3.2 QUICKSTART: How Do I Create My Profile?

1. To enter your Profile for the first time, under the **Student Menu**, click on the **Update Profile** link. The **Student Profile** window is displayed (see Fig. 137).

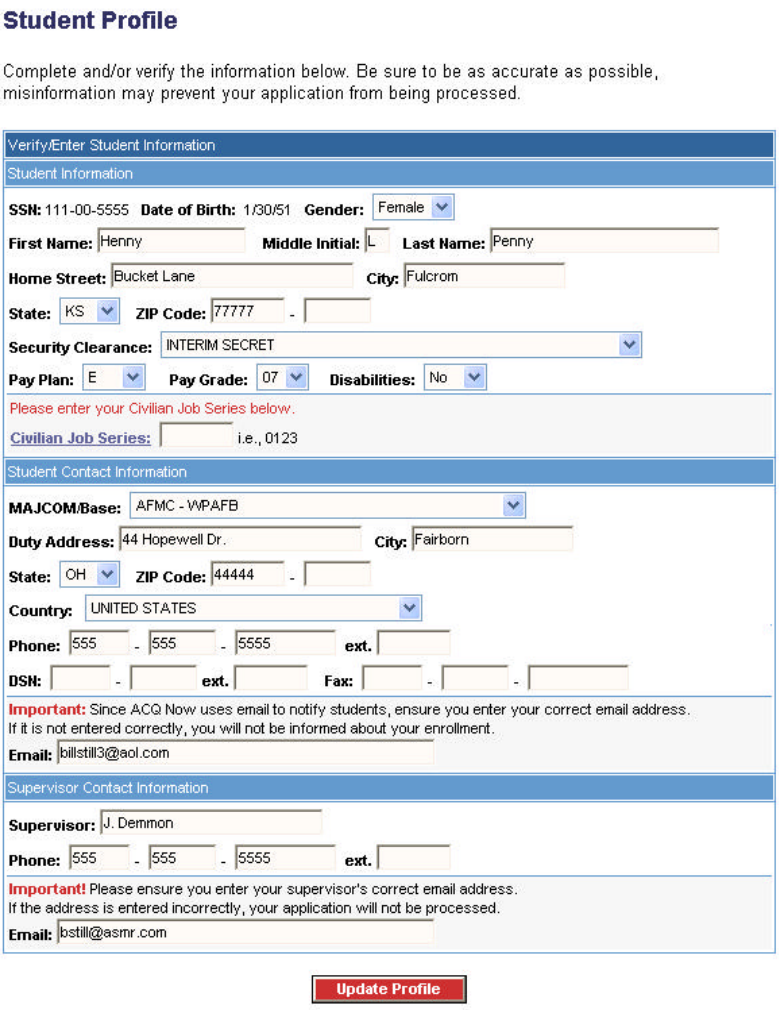


Fig. 137: Student Profile

2. Please be sure to insert all of your data, including your phone numbers and email address, and your Supervisor's phone number and email address. You will not be allowed to register for a CL event without this information.

3. Click on the **Update Profile** button to continue.

4. A confirmation window that states: **Your profile has been successfully updated** appears. Click on **OK** to continue.

   Congratulations! Your new Profile page has been created. Now, let's find and register for a CL Event.

3.3 QUICKSTART: How Do I Find or Register for a CL Event

After you have filled in your Profile, getting registered for a CL Event is fairly easy.

1. In the Student **Main Menu**, under the **Catalog** menu, click on the **Find/Register for a CL Event** link.

   If you logged off the system between the time you filled out your Profile and now, the Sign In window will be displayed (see Fig. 138).

Fig. 138: Sign In window

2. In the first dropdown box, select **Military Air Force Acquisition Workforce**.
3. In the **Social Security No** field, enter your social security number.
4. In the **Date of Birth** dropdown boxes, enter the Month, Day, and Year of your birth.
5. Click on the **Sign In!** button.

   The **Find A Continuous Learning Event** window is displayed (see Fig. 139).

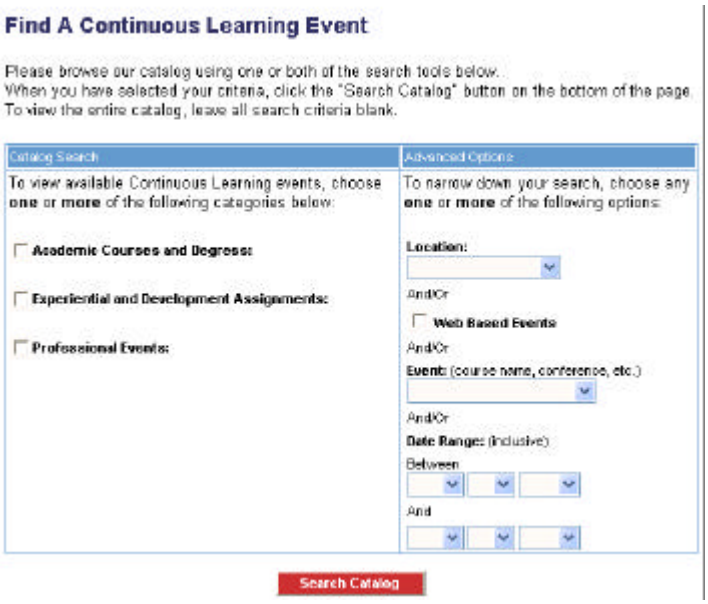


Fig. 139: Find A Continuous Learning Event window

6. Here is where you can narrow your search for appropriate events.

   Note: None of these search fields are required. If you want the broadest possible search, merely click on the **Search Catalog** button. Making selections from this page narrows your search.

   Under the **Catalog Search** heading, you can check any or all of the available categories:

   * **Academic Courses and Degrees**
   * **Experiential and Development Assignments**
   * **Professional Events**

   For this example, check **Professional Events**.

7. Under the **Advanced Options** heading, notice that you can narrow your search by selecting from any or all of the available fields:

   * **Location**
   * **Web Based Events**
   * **The name of the Event or**
   * **Date Range**

8. In the **Event** dropdown list select your Event.

9. Click on the **Search Catalog** button.

   The search results window is displayed with one event listed that matched your search criteria (see Fig. 140).

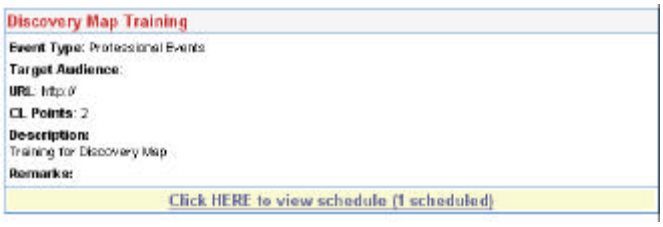
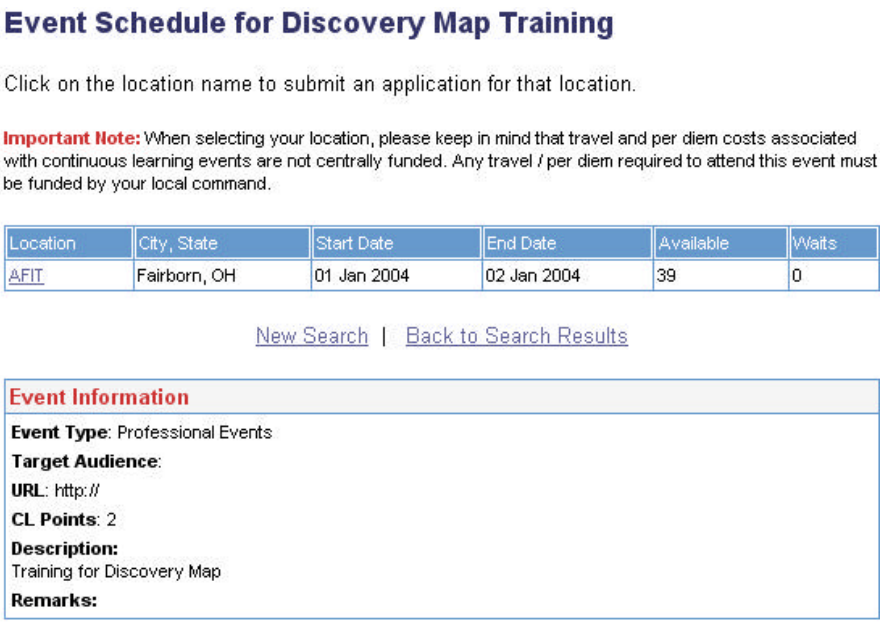


Fig. 140: Continuous Learning Events search results window

10. At the bottom of this window, click on the **Click HERE to view schedule (1 scheduled)** link.

    The **Event Schedule for Discovery Map Training** window is displayed (see Fig. 141).



Event Schedule for Discovery Map Training

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

Location	City, State	Start Date	End Date	Available	Waits
AFIT	Fairborn, OH	01 Jan 2004	02 Jan 2004	39	0

New Search | Back to Search Results

Event Information

Event Type: Professional Events
Target Audience:
URL: http://
CL Points: 2
Description:
Training for Discovery Map
Remarks:

Fig. 141: Event Schedule for Discovery Map Training window

11. To sign up for this Event, under the **Location** header, location link..

The **Student Continuous Learning Application** window is displayed (see Fig. 142).

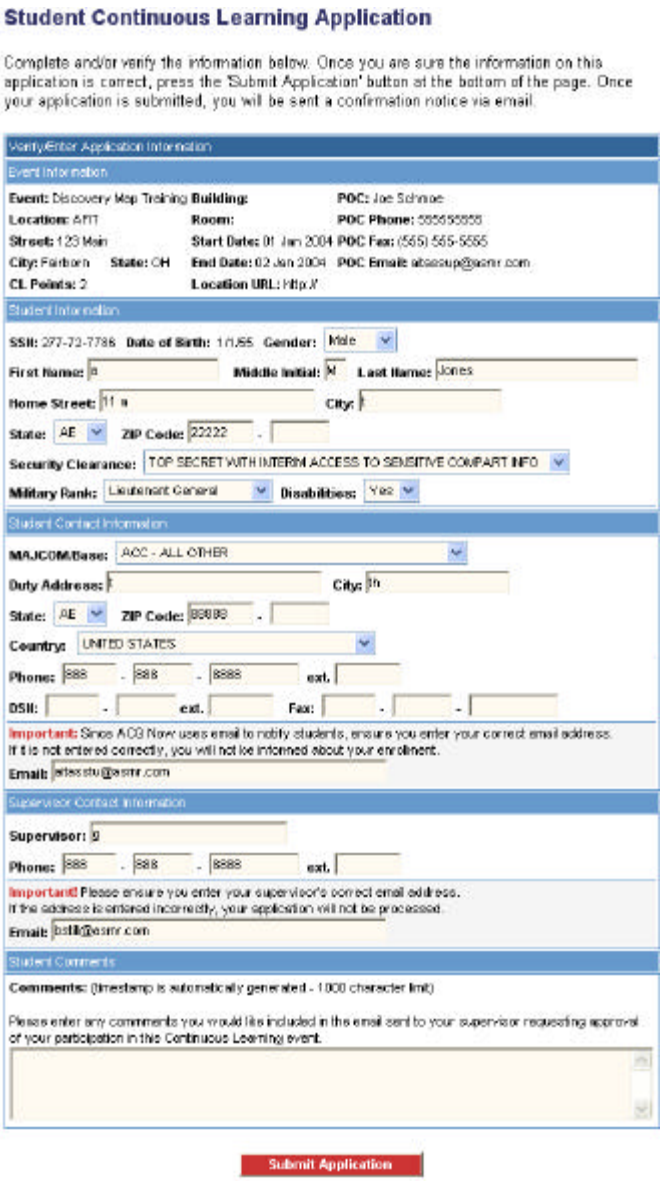
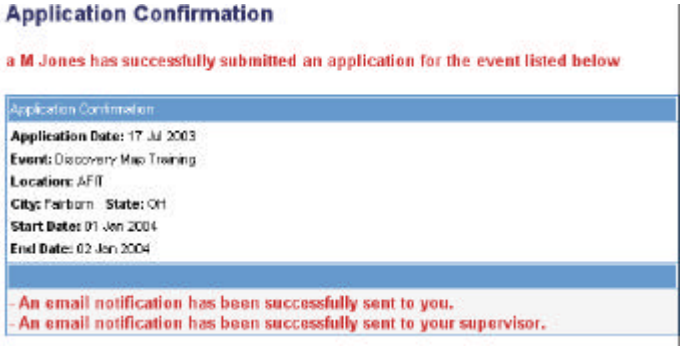


Fig. 142: Student Continuous Learning Application window

12. Notice that all your Student Profile information has automatically populated this application. It's just that easy! If all of your information is correct, all you have to do to apply for this Event is to click on the **Submit Application** button (see Fig. 143).



Application Confirmation

a M Jones has successfully submitted an application for the event listed below

Application Confirmation

Application Date: 17 Jul 2003
Event: Discovery Map Training
Location: AFIT
City: Fairborn **State:** OH
Start Date: 01 Jan 2004
End Date: 02 Jan 2004

- An email notification has been successfully sent to you.
- An email notification has been successfully sent to your supervisor.

Fig. 143: Application Confirmation

Notice that an email has been sent to both you and your Supervisor. Now, your Supervisor must approve your application. When your Supervisor approves, then your application is forwarded to the Training Manager for the Event. The Training Manager then approves or disapproves your application. When the Training Manager approves your application, you get a confirmation email that looks like this (see Fig. 144):

From: aitassup@asmr.com[SMTP:AITASSUP@ASMR.COM]
Sent: Thursday, July 17, 2003 2:28:52 PM
To: Continuous_Learning_Recipient@atrrs.army.mil
Subject: Enrollment Notice

APPLICATION SUMMARY:

NAME: Jones a M
EVENT: Discovery Map Training
CLPOINTS: 2
LOCATION: Fairborn, OH
START: 01 Jan 2004 END: 02 Jan 2004
This is to notify you that the above employee has been enrolled by the Air Force Registrar in this event.

Comments:
Since this employee is not eligible for centralized travel funding to attend this event, they must make local arrangements for funding of travel orders (if travel is required).
They should also visit the Continuous Learning website at:
https://www.eval.asmr.com/channels/acqnowcl
to become familiar with the new policies on cancellation and "no show" consequences. In the event they are unable to attend this event as scheduled, they must process a cancellation request at the earliest possible time to avoid a "no show" status and permit a substitute to be enrolled in their place.

Fig. 144: Confirmation email

Congratulations! You are now registered for this CL Event.

3.4 QUICKSTART: How Do I Request a Cancellation?

If you need to cancel your reservation for a CL Event, in order to avoid being counted as a “No Show” you must submit a Cancellation Request and it must be approved by your Supervisor, and then approved by the Training Manager before the Event begins. Here’s all you have to do:

1. Under the **Student Menu**, click on the **Request Cancellation** link.

   If you are not logged into the ACQ Now CL system, you must first sign in at the **Please sign in below** window. If you are already logged into the system, jump down to step 6 now.

2. To log in, make a selection from the **Please select a category** dropdown box.

3. Next, enter your Social Security Number in the **Social Security No** dialog boxes (do not insert dashes).

4. Enter your date of birth in the dropdown boxes.

5. Click on the **Sign In!** button.

   The **Cancellation Options** window displays (See Fig. 145).

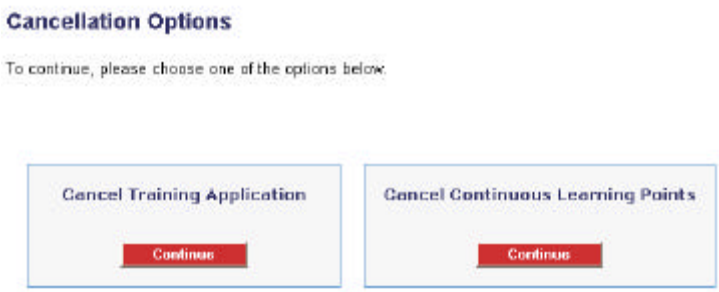


Fig. 145: Cancellation Options window

6. If you already logged in to the ACQ Now CL system, under the **Student Menu**, click on the **Request Cancellation** link.

   The **Cancellation Options** window displays (See Fig. 145 above).

7. In the **Cancel Training Application** sub-window, click on **Continue**.

Your **Student Applications** window displays (see Fig. 146).

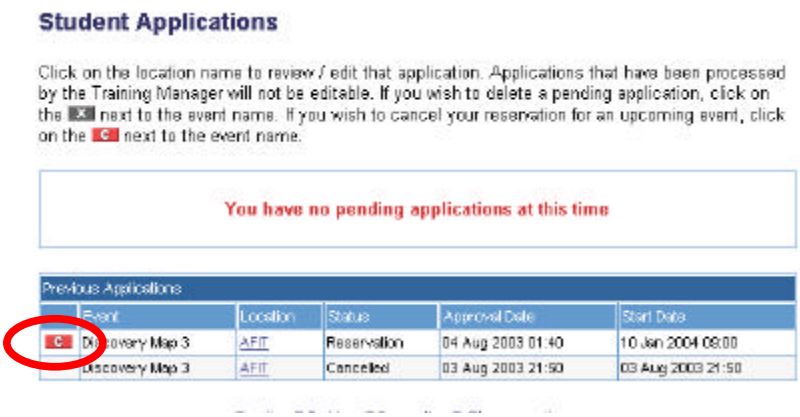


Fig. 146: Your Student Applications window

8. Under the **Previous Applications** header, select the Event you want to cancel by pressing the red **C** button in the field on the far left.

   The **Cancellation Request** window displays (see Fig. 147).

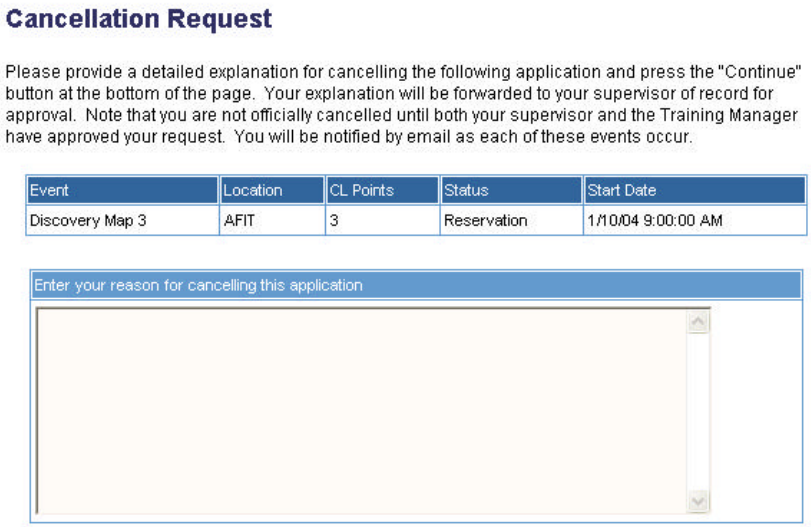


Fig. 147: Your Student Applications window

9. In the **Enter your reason for canceling this application** dialog box, enter the reason you want to cancel your reservation to this Event, then click on **Continue**.

The **Cancellation Request Confirmation** window displays (see Fig. 148).

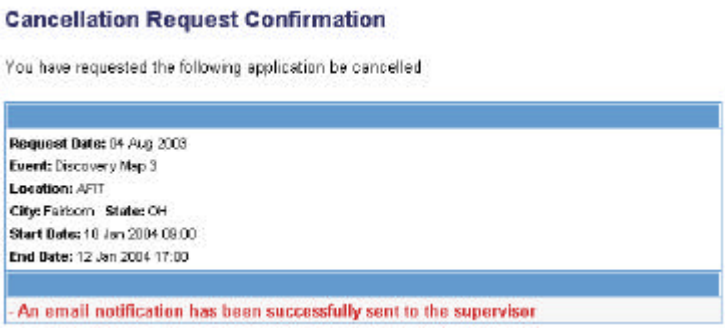


Fig. 148: Cancellation Request Confirmation window

Once your Supervisor has approved your cancellation request, and then the Training Manager has approved as well, you will get an email confirming your cancellation.

Congratulations! You have just cancelled your reservation for a CL Event.

3.5 Student Menu

Here, students can create profiles, search for CL Events and register for them and click, and obtain CL points (see Fig. 149).

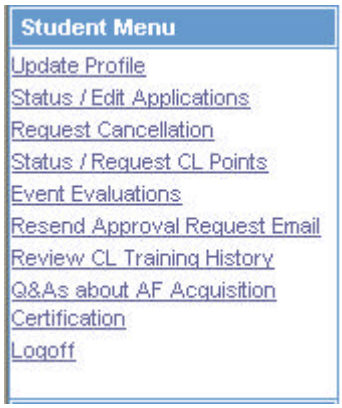


Fig. 149: Student Menu

3.5.1 Update Profile

The first thing a student needs to do the first time he opens the ACQ Now CL system is to create a profile. To do that, first you must log in. When you first call up the student page, the **Please sign in below** message appears (see Fig. 150).

Fig. 150: Login page

1. From the **Please select a category** dropdown menu, select from the following list:

   * **Civilian Air Force Acquisition Workforce**

* **Military Air Force Acquisition Workforce**
* **All other Dept of the Air Force employees**
* **Foreign Local National (assigned to a civilian Air Force billet)**
* **Contractors working with the Air Force**

2. In the **Social Security No** dialogue boxes, enter your Social Security Number (SSN).
3. In the **Date Of Birth** dropdown boxes, select your date of birth.
4. Click on the **Sign In!** button.

   The **Student Profile** window displays (see Fig. 151).

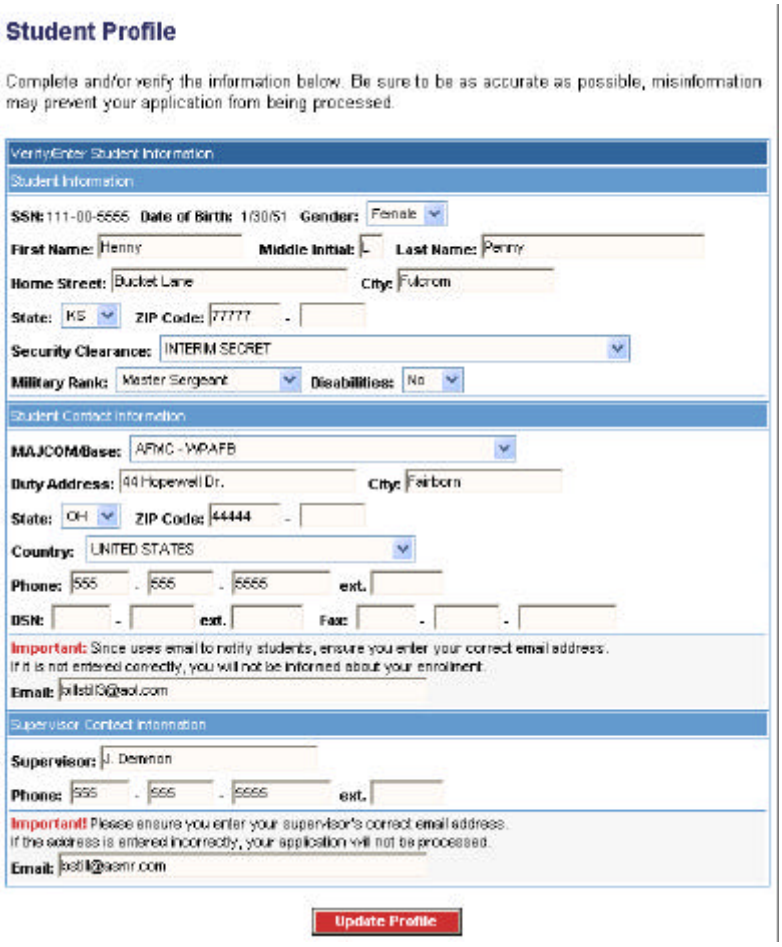


Fig. 151: Student Profile window

5. Be sure to fill in all the information possible, including your email address as well as that of your Supervisor.
6. When finished, click on the **Update Profile** button.

   If you fail to fill in necessary fields, an error message will display at the top of the **Student Profile** window (see Fig. 152).

Fig. 152: Error Message

3.5.2 Status/Edit Applications

Students can quickly determine what Events they have registered for, what Event Applications they have canceled, and which are still pending supervisor or training manager approval by clicking on this link. After a Student applies for an Event, the file produced by the system is known as an Application until approved by both the student's Supervisor and his Training Manager. Once both approve the application, it becomes a Reservation. Students can cancel either Applications or Reservations. Students can edit their Applications until they have been processed by the Training Manager. Once the Training Manager approves a Reservation, the only action a Student can take is to cancel the Reservation.

3.5.2.1 Editing an Application

1. In the Student Main Menu, under the **Student Menu**, click on the **Status/Edit Applications** link (see Fig. 153).

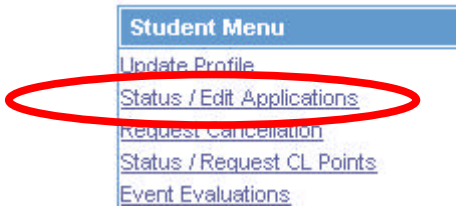
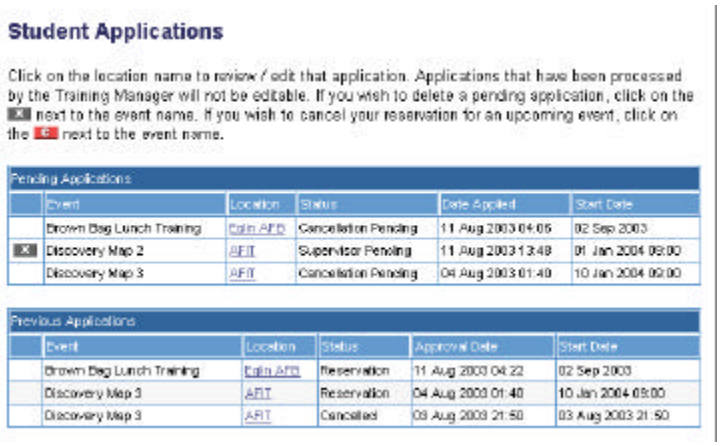


Fig. 153: Status / Edit Applications link

The **Student Applications** window appears (see Fig. 154).



Student Applications

Click on the location name to review / edit that application. Applications that have been processed by the Training Manager will not be editable. If you wish to delete a pending application, click on the X next to the event name. If you wish to cancel your reservation for an upcoming event, click on the C next to the event name.

Pending Applications

	Event	Location	Status	Date Applied	Start Date
	Brown Bag Lunch Training	Eglin AFB	Cancellation Pending	11 Aug 2003 04:05	02 Sep 2003
X	Discovery Map 2	AFIT	Supervisor Pending	11 Aug 2003 13:48	01 Jan 2004 09:00
	Discovery Map 3	AFIT	Cancellation Pending	04 Aug 2003 01:40	10 Jan 2004 09:00

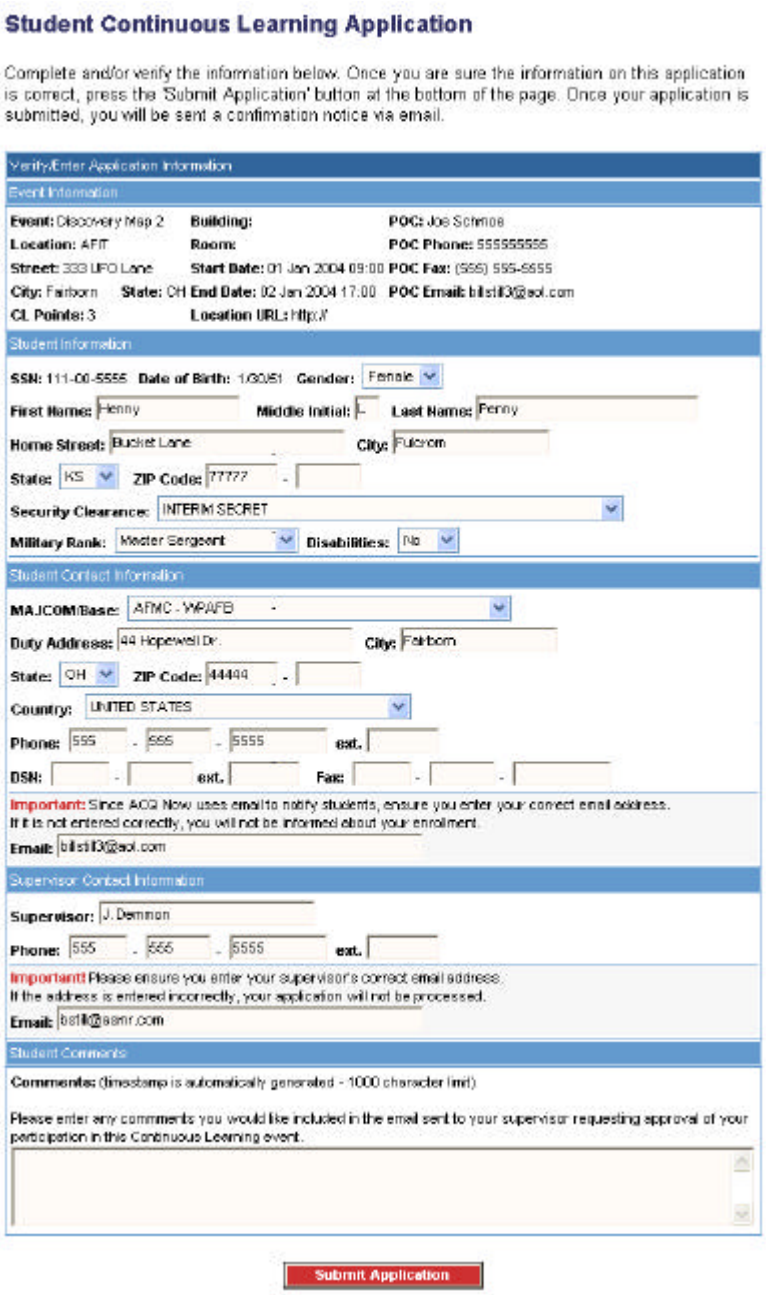
Previous Applications

	Event	Location	Status	Approval Date	Start Date
	Brown Bag Lunch Training	Eglin AFB	Reservation	11 Aug 2003 04:22	02 Sep 2003
	Discovery Map 3	AFIT	Reservation	04 Aug 2003 01:40	10 Jan 2004 09:00
	Discovery Map 3	AFIT	Cancelled	03 Aug 2003 21:50	03 Aug 2003 21:50

Fig. 154: Student Applications window

1. To edit a pending application, under the **Pending Applications** heading, in the **Location** field, click on the **Location** name to review or edit that Application.

   The **Student Continuous Learning Application** window appears (see Fig. 155).



Student Continuous Learning Application

Complete and/or verify the information below. Once you are sure the information on this application is correct, press the 'Submit Application' button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.

Verify/Enter Application Information

Event Information

Event: Discovery Map 2 **Building:** **POC:** Joe Schmoe
Location: AFIT **Room:** **POC Phone:** 555555555
Street: 333 UFO Lane **Start Date:** 01 Jan 2004 09:00 **POC Fax:** (555) 555-5555
City: Fairborn **State:** OH **End Date:** 02 Jan 2004 17:00 **POC Email:** billstill3@aol.com
CL Points: 3 **Location URL:** http://

Student Information

SSN: 111-00-5555 **Date of Birth:** 1/30/51 **Gender:** Female
First Name: Henny **Middle Initial:** - **Last Name:** Penny
Home Street: Bucket Lane **City:** Fulcrom
State: KS **ZIP Code:** 77777 -
Security Clearance: INTERIM SECRET
Military Rank: Master Sergeant **Disabilities:** No

Student Contact Information

MAJCOM/Base: AFMC - WPAFB
Duty Address: 44 Hopewell Dr **City:** Fairborn
State: OH **ZIP Code:** 44444 -
Country: UNITED STATES
Phone: 555 - 555 - 5555 **ext.**
DSN: - **ext.** **Fax:** - -
Important: Since ACQ Now uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.
Email: billstill3@aol.com

Supervisor Contact Information

Supervisor: J. Demmon
Phone: 555 - 555 - 5555 **ext.**
Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.
Email: bstill@asmr.com

Student Comments

Comments: (timestamp is automatically generated - 1000 character limit)

Please enter any comments you would like included in the email sent to your supervisor requesting approval of your participation in this Continuous Learning event.

Submit Application

Fig. 155: Student Continuous Learning Application window

Here you can review or make necessary changes.

2. When finished, click on the **Submit Application** window.

   The **Application Confirmation** window displays confirming that your Application has been updated (see Fig. 156).

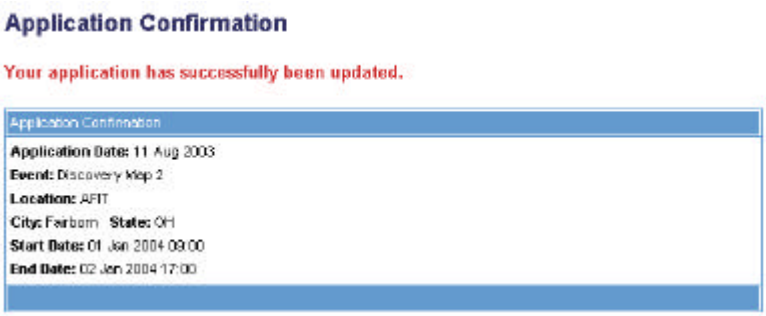


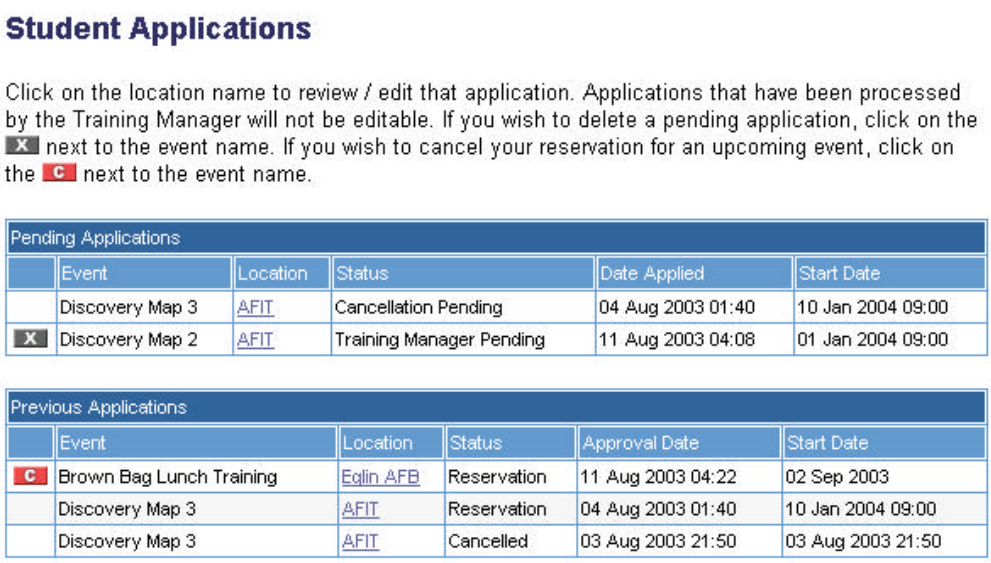
Fig. 156: Application Confirmation window

Congratulations! You've just edited an Application.

3.5.2.2 Delete Pending Application

1. In the Student Main Menu, under the **Student Menu**, click on the **Status/Edit Applications** link (see Fig. 153).

   The **Student Applications** window appears (see Fig. 157).



Student Applications

Click on the location name to review / edit that application. Applications that have been processed by the Training Manager will not be editable. If you wish to delete a pending application, click on the X next to the event name. If you wish to cancel your reservation for an upcoming event, click on the C next to the event name.

Pending Applications

	Event	Location	Status	Date Applied	Start Date
	Discovery Map 3	AFIT	Cancellation Pending	04 Aug 2003 01:40	10 Jan 2004 09:00
X	Discovery Map 2	AFIT	Training Manager Pending	11 Aug 2003 04:08	01 Jan 2004 09:00

Previous Applications

	Event	Location	Status	Approval Date	Start Date
C	Brown Bag Lunch Training	Eglin AFB	Reservation	11 Aug 2003 04:22	02 Sep 2003
	Discovery Map 3	AFIT	Reservation	04 Aug 2003 01:40	10 Jan 2004 09:00
	Discovery Map 3	AFIT	Cancelled	03 Aug 2003 21:50	03 Aug 2003 21:50

Fig. 157: Student Applications window

2. Under the **Pending Applications** heading, in the **Status** field, notice that this student has a **Cancellation Pending** for a **Discovery Map 3** Event. Just below that, a **Discovery Map 2** Event is listed as **Training Manager Pending**. If you would

like to cancel the **Discovery Map 2** Event application, click on the **X** to the left of the Event name.

3. A confirmation window appears. Click on **OK** to continue.
4. The **Delete Confirmation** window appears (see Fig. 158).

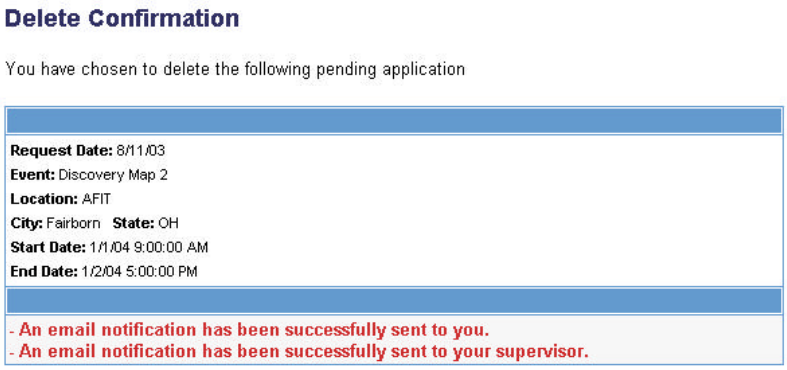


Fig. 158: Delete Confirmation window

5. Now, when you click on **Status/Edit Applications**, under **Pending Applications**, the **Discovery Map 2** Event is gone from this student's list of Applications (see Fig. 159).

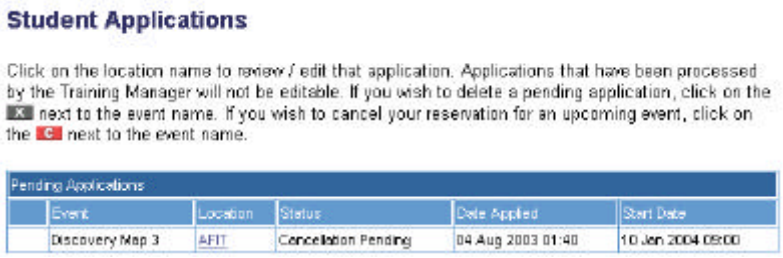


Fig. 159: Student Applications window

Congratulations! You've just deleted a pending Application.

3.5.2.3 Cancel Reservation

1. To cancel a reservation for an Event, in the Student Main Menu, under the **Student Menu**, click on the **Status/Edit Applications** link (see Fig. 160).

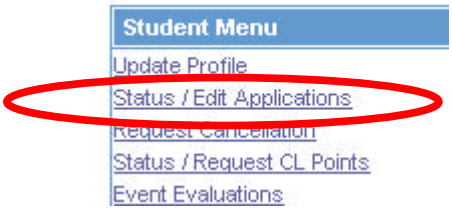
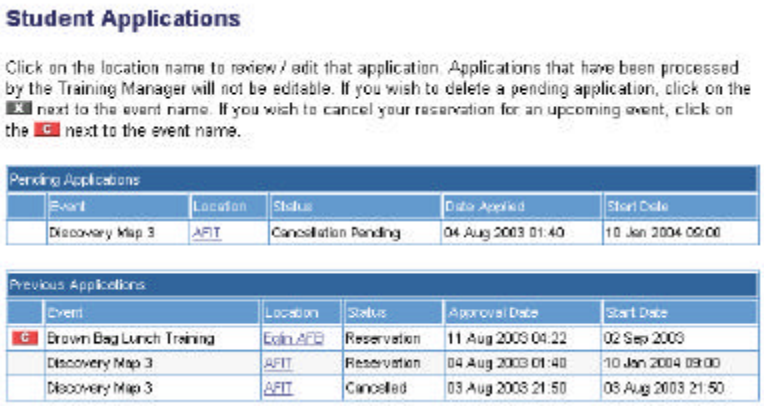


Fig. 160: Status/Edit Applications link

The **Student Applications** window appears (see Fig. 161).



Student Applications

Click on the location name to review / edit that application. Applications that have been processed by the Training Manager will not be editable. If you wish to delete a pending application, click on the X next to the event name. If you wish to cancel your reservation for an upcoming event, click on the C next to the event name.

Pending Applications

	Event	Location	Status	Date Applied	Start Date
	Discovery Map 3	AFIT	Cancellation Pending	04 Aug 2003 01:40	10 Jan 2004 09:00

Previous Applications

	Event	Location	Status	Approval Date	Start Date
C	Brown Bag Lunch Training	Eglin AFB	Reservation	11 Aug 2003 04:22	02 Sep 2003
	Discovery Map 3	AFIT	Reservation	04 Aug 2003 01:40	10 Jan 2004 09:00
	Discovery Map 3	AFIT	Cancelled	03 Aug 2003 21:50	03 Aug 2003 21:50

Fig. 161: Student Applications window

2. Under the **Previous Applications**, in the **Status** field, notice that this student has two Reservations and a Cancellation listed.

   To cancel the **Brown Bag Lunch Training** reservation, click on the red C next to it.

   The **Cancellation Request** window appears (see Fig. 162).

Fig. 162: Cancellation Request window

3. In the dialog box under the header **Enter your reason for canceling this application**, you must type in your reason for canceling your reservation.
4. When finished, click on the **Continue** button.

   The **Cancellation Request Confirmation** window displays (see Fig. 163).

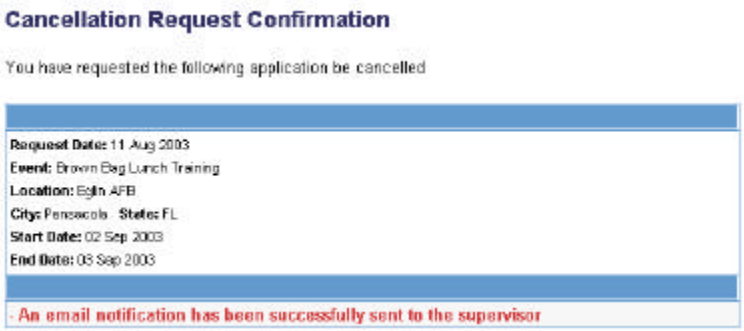


Fig. 163: Cancellation Request Confirmation window

Congratulations! You've just canceled a Reservation.

3.5.3 Request Cancellation

Students can cancel requests for Continuous Learning points, and also cancel Applications or Reservations to CL Events by clicking on Request Cancellation link under the Student Menu.

1. In the Student Main Menu, under the **Student Menu**, click on the **Request Cancellation** link (see Fig. 164).

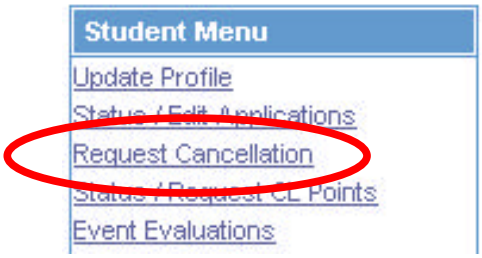


Fig. 164: Request Cancellation link

2. The **Cancellation Options** window is displayed (see Fig. 165).

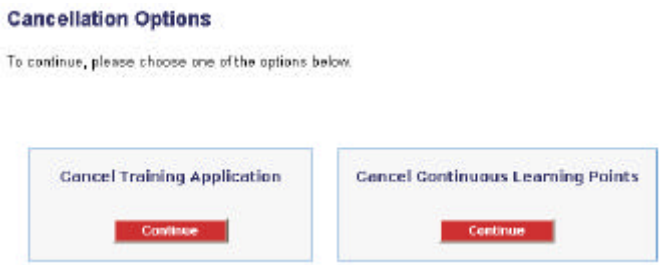


Fig. 165: Cancellation Options window

3.5.3.1 Cancel Training Application

1. To cancel a Training Application, in the **Cancellation Options** window, under the **Cancel Training Application** header, click on the **Continue** button.

   The **Student Applications** window is displayed. Here you can review, edit or delete an Application, or cancel a Reservation. See Section 3.5.2 for details.

3.5.3.2 Delete Continuous Learning Points Request

1. To delete a request for CL points, in the Student Main Menu, under the **Student Menu**, click on the **Request Cancellation** link (see Fig. 166).

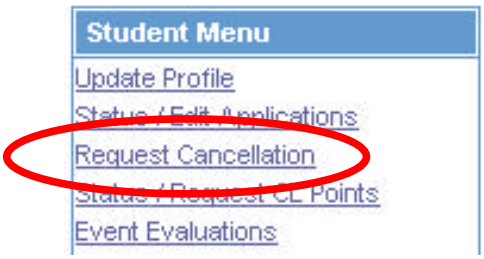
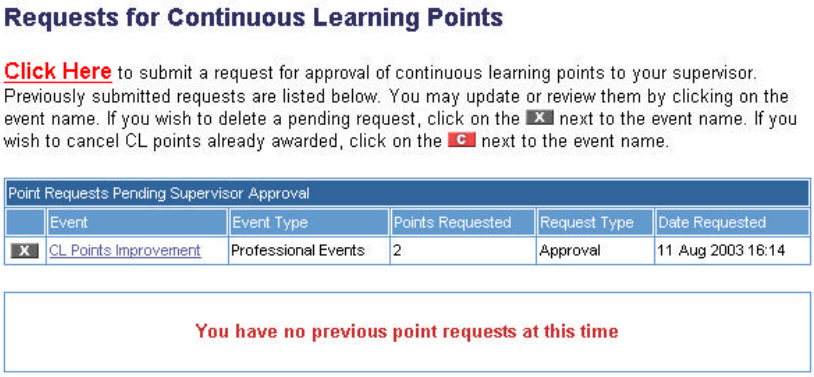


Fig. 166: Request Cancellation link

The **Cancellation Options** window displays (see Fig. 165 above).

2. Under the **Cancel Continuous Learning Points** header, click on the **Continue** button.

   The **Requests for Continuous Learning Points** summary window displays. Here you can review any pending point requests (see Fig. 167).



Requests for Continuous Learning Points

Click Here to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the X next to the event name. If you wish to cancel CL points already awarded, click on the C next to the event name.

Point Requests Pending Supervisor Approval					
	Event	Event Type	Points Requested	Request Type	Date Requested
X	CL Points Improvement	Professional Events	2	Approval	11 Aug 2003 16:14

You have no previous point requests at this time

Fig. 167: Requests for Continuous Learning Points window

3. To review your previously submitted CL points requests, click under the **Event** heading, on the CL Event name. The **Update Requested Continuous Learning Points** window displays (see Fig. 168).

Update Requested Continuous Learning Points

Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.

You should not request approval of points earned by attending events you registered for using ACQ Now. This includes courses offered by the Defense Acquisition University (DAU). The points you earned in those events were approved during the registration process and are automatically added to your official record in ACQ Now. To review your current point status, click on "Review CL Training History" on the Student Menu.

Event Information

Name of CL Event	CL Points Improvement
Event Description *(1000 character limit)*	improved my CL points
Event Type	Professional Events
Start Date	Aug 11 2003
End Date	Aug 11 2003
Number of Points Requested	2
Comments *(1000 character limit)*	

Student Information

SSN: 111-00-5555 **Date of Birth:** 1/30/51 **Gender:** Female

First Name: Henny **Middle Initial:** L **Last Name:** Penny

Home Street: Bucket Lane **City:** Fulcrom

State: KS **ZIP Code:** 77777 -

Security Clearance: INTERIM SECRET

Military Rank: Master Sergeant **Disabilities:** No

Student Contact Information

MAJCOM/Base: AFMC - WPAFB

Duty Address: 44 Hopewell Dr. **City:** Fairborn

State: OH **ZIP Code:** 44444 -

Country: UNITED STATES

Phone: 555 - 555 - 5555 **ext.**

DSN: - **ext.** **Fax:** - -

Important: Since ACQ Now uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email: billstill3@aol.com

Supervisor Contact Information

Supervisor: J. Demmon

Phone: 555 - 555 - 5555 **ext.**

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email: bstill@asmr.com

Update Request

Fig. 168: Update Requested Continuous Learning Points window

4. After reviewing and editing your request, click on the **Update Request** button.

   The **Update Point Request Confirmation** window displays (see Fig. 169).

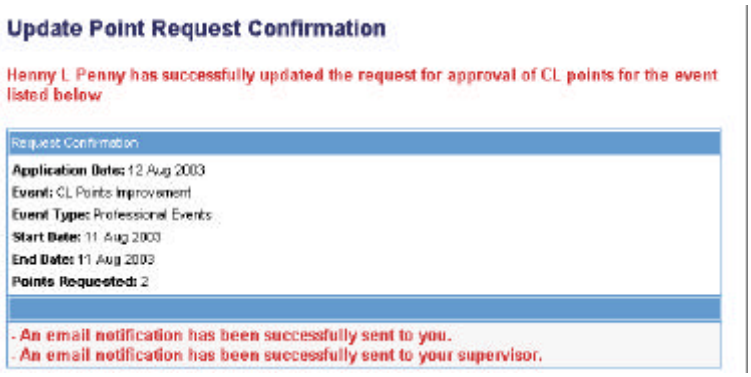


Fig. 169: Update Point Request Confirmation window

5. To proceed with canceling your CL Points request, click on the **Back** button of your browser twice (or, alternatively, under the **Student Menu**, click on the **Request Cancellation** link). The **Requests for Continuous Learning Points** summary window displays again (see Fig. 170).

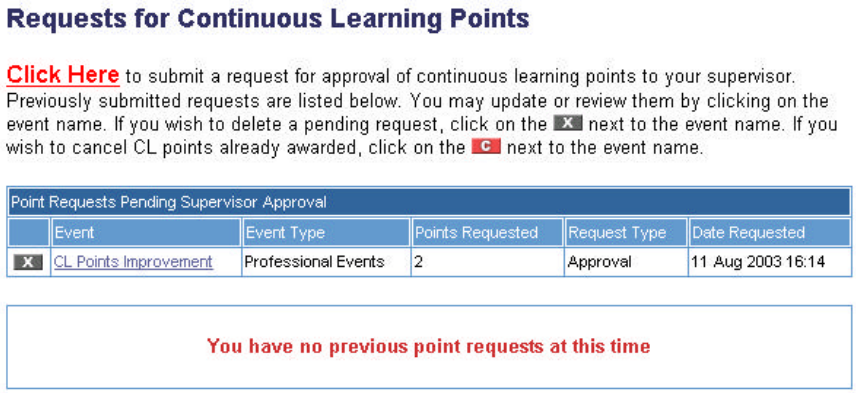


Fig. 170: Requests for Continuous Learning Points

6. Now, click on the X button besides the **Event**.

7. A confirmation window displays which asks: **Are you sure you want to delete this point request? Press OK to continue**. Click on the **OK** button.

8. The **Delete Confirmation** window is displayed (see Fig. 171).

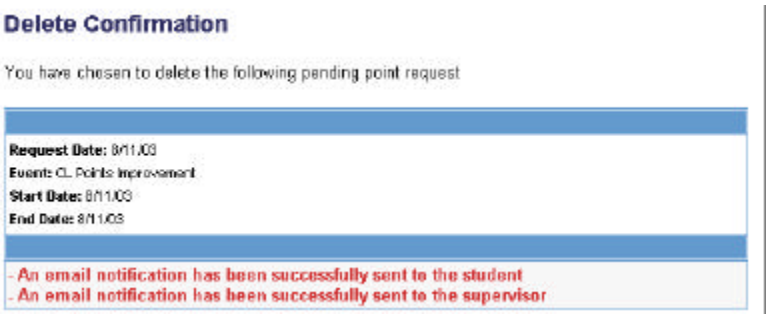


Fig. 171: Delete Confirmation window

Congratulations! You've just deleted your CL point request.

3.5.4 Status/Request CL Points

Students can check on their status or request CL points by clicking on the **Status / Request CL Points** link under the **Student Menu**.

1. In the Student Main Menu, under the **Student Menu**, click on the **Status / Request CL Points** link (see Fig. 172).

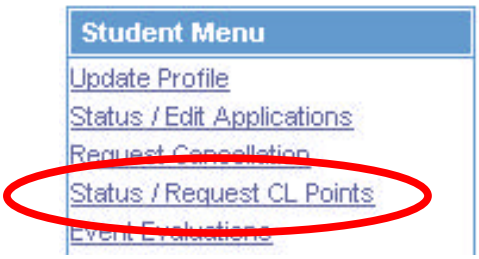


Fig. 172: Request Cancellation link

2. The **Requests for Continuous Learning Points** window is displayed (see Fig. 173).

Requests for Continuous Learning Points

Click Here to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the X next to the event name. If you wish to cancel CL points already awarded, click on the C next to the event name.

Point Requests Pending Supervisor Approval					
	Event	Event Type	Points Requested	Request Type	Date Requested
X	CL Points Improvement	Professional Events	2	Approval	11 Aug 2003 16:44

Fig. 173: Requests for Continuous Learning Points

3. To submit a request for approval of CL points to your Supervisor, click on the Click Here link .

   The **Request Continuous Learning Points** window appears (see Fig. 154 above).

4. Under the **Event Information** heading, fill out the necessary information, then click on the **Submit Request** button.

   The **Point Request Confirmation** window displays notifying you that an email request has been sent to your Supervisor (see Fig. 174).

Point Request Confirmation

Henny L Penny has successfully submitted a request for approval of CL points for the event listed below

Request Confirmation
Application Date: 12 Aug 2003
Event: Points improvement 1
Event Type: Professional Events
Start Date: 11 Aug 2003
End Date: 11 Aug 2003
Points Requested: 2
- An email notification has been successfully sent to you.
- An email notification has been successfully sent to your supervisor.

Fig. 174: Point Request Confirmation

Congratulations! You've just requested CL points from your Supervisor.

3.5.5 Event Evaluations

Before you can get CL points for attending an Event, you must fill out an Event Evaluation form. It only takes a minute.

1. In the Student Main Menu, under the **Student Menu**, click on the **Event Evaluations** link (see Fig. 175).

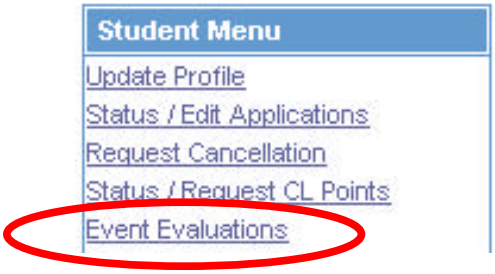
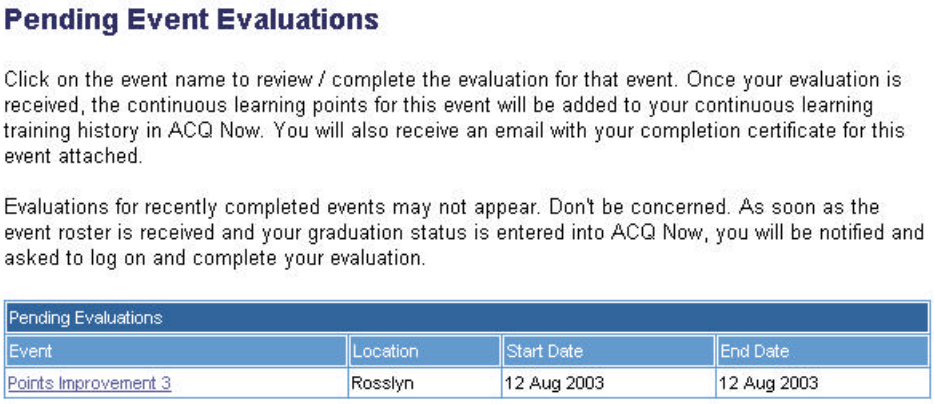


Fig. 175: Event Evaluations link

2. The **Pending Event Evaluations** window displays (see Fig. 176).



Pending Event Evaluations

Click on the event name to review / complete the evaluation for that event. Once your evaluation is received, the continuous learning points for this event will be added to your continuous learning training history in ACQ Now. You will also receive an email with your completion certificate for this event attached.

Evaluations for recently completed events may not appear. Don't be concerned. As soon as the event roster is received and your graduation status is entered into ACQ Now, you will be notified and asked to log on and complete your evaluation.

Pending Evaluations			
Event	Location	Start Date	End Date
Points Improvement 3	Rosslyn	12 Aug 2003	12 Aug 2003

Fig. 176: Pending Event Evaluations window

3. Under the **Pending Evaluations** heading, under the **Event** field, click on the name of the **CL Event** link.

   The **AF Continuous Learning Event Evaluation** window displays (see Fig. 177).

AF Continuous Learning Event Evaluation

Event Title: Points Improvement 3
Location: Rosslyn
Dates: 6/12/03 11:15:00 AM to 6/12/03 11:17:00 AM

Please take a few minutes to complete this event evaluation. Your feedback will help us improve the quality and suitability of continuous learning opportunities in the Air Force. A space for comments is included at the end of this evaluation. Please use it to provide whatever additional information you feel we need to know about your experience in this CL event. Once your evaluation is received, you will receive an email from ACQ Now CL with your completion certificate for that event attached.

CL Event:

1. The event objectives were clearly defined and presented at the beginning of the event.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
2. The event objectives were achieved.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
3. The content of this continuous learning event was current.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
4. The event content was accurate.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
5. The event content was targeted to my grade level and career field.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
6. If you "disagree" or "strongly disagree" with #5, please tell us what grade level(s) and career field(s) you think would benefit from this event.
7. The length of the CL event was:
   Too Long Too Short Just Right
8. I have a better understanding of this topic after completing this CL event.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
9. The information presented in this CL event will be useful on the job.
   Strongly Agree Agree Neutral Disagree Strongly Disagree
10. I would recommend this CL event to others.
    Strongly Agree Agree Neutral Disagree Strongly Disagree

CL Event Materials:

11. Were CL event materials provided?
    Yes No
12. The CL Event materials improved my understanding of the subject.
    Strongly Agree Agree Neutral Disagree Strongly Disagree

Instructor:

13. The instructor or leader was well prepared for the CL event.
    Strongly Agree Agree Neutral Disagree Strongly Disagree
14. The instructor had the latest information on the topic being presented.
    Strongly Agree Agree Neutral Disagree Strongly Disagree
15. The instructor was responsive to questions and comments.

Fig. 177: AF Continuous Learning Event Evaluation window

4. Fill out the form, then at the bottom of the window click on the **Submit Evaluation** button.

   The **Evaluation Confirmation** window displays (see Fig. 178).

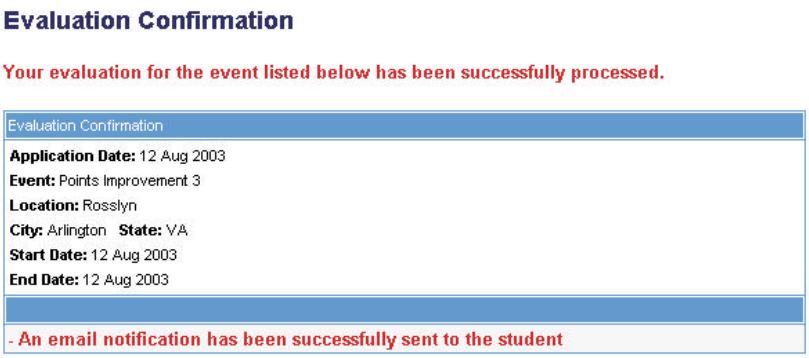


Fig. 178: Evaluation Confirmation window

Congratulations! You've just submitted an evaluation.

3.5.6 Resend Approval Request Email

Sometimes emailed requests get lost, accidentally deleted, and never read. So, there will be times when Students will need to resend their approval requests.

1. To resend an approval request, under the **Student Menu**, click on the **Resend Approval Request Email** link (see Fig. 179).

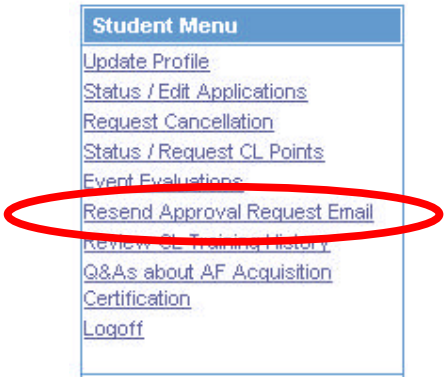
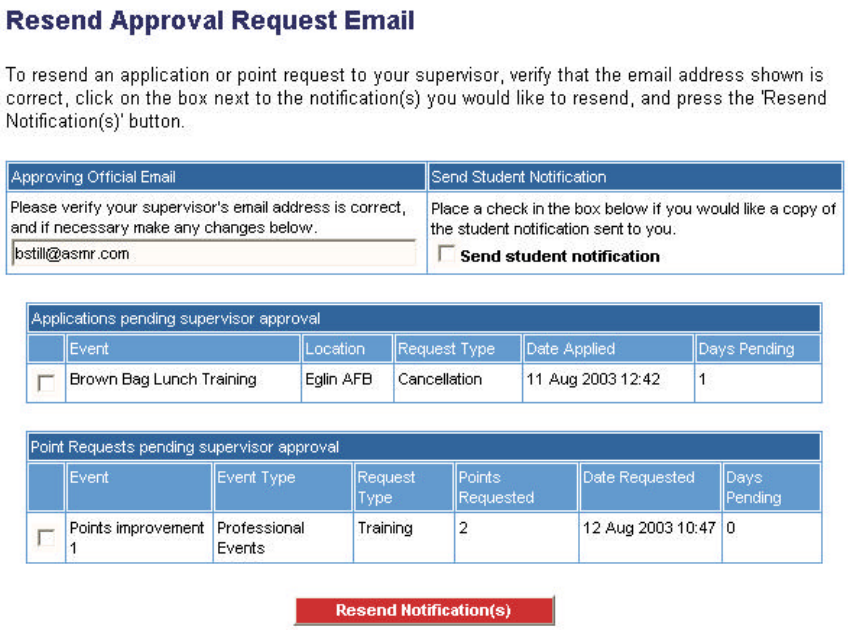


Fig. 179: Resend Approval Request Email link

The **Resend Approval Request Email** window displays (see Fig. 180).



Resend Approval Request Email

To resend an application or point request to your supervisor, verify that the email address shown is correct, click on the box next to the notification(s) you would like to resend, and press the 'Resend Notification(s)' button.

Approving Official Email	Send Student Notification
Please verify your supervisor's email address is correct, and if necessary make any changes below. bstill@asmr.com	Place a check in the box below if you would like a copy of the student notification sent to you. ☐ **Send student notification**

Applications pending supervisor approval

	Event	Location	Request Type	Date Applied	Days Pending
☐	Brown Bag Lunch Training	Eglin AFB	Cancellation	11 Aug 2003 12:42	1

Point Requests pending supervisor approval

	Event	Event Type	Request Type	Points Requested	Date Requested	Days Pending
☐	Points improvement 1	Professional Events	Training	2	12 Aug 2003 10:47	0

Resend Notification(s)

Fig. 180: Resend Approval Request Email window

2. To resend an email to your Supervisor, first be sure that the email address is correct. Then click on any pending requests you want to resend.
3. When finished, click on the **Resend Notification(s)** button.

   The **Approval Request Resend Confirmation** window displays (see Fig. 181).

Approval Request Resend Confirmation

Successfully resent 1 supervisor notification(s).

Fig. 181: Approval Request Resend Confirmation window

Congratulations! You've just submitted a resend request.

3.5.7 Review CL Training History

From time to time, you will want to check on the number of points you have accumulated, and the amount of time you still have to reach your required point total.

1. To check on your point totals, under the **Student Menu**, click on the **Review CL Training History** link (see Fig. 182).

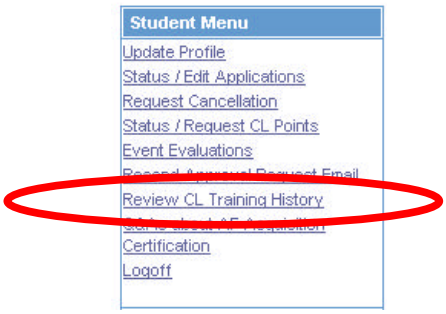


Fig. 182: Review CL Training History link

The **Continuous Learning Training History** window displays (see Fig. 183).

Continuous Learning Training History

Click here to display the instructions for this page.

Continuous Learning Training History for:	Penny, Henny L
Current Continuous Learning Certification Period Ends:	10/1/04
Total Points Earned for Current Certification Period:	127.0
Points Still Needed to Meet 80 Point Requirement:	0.0
Total Points Pending Completion of Evaluation(s):	0.0
Total Points Requested Pending Supervisor Approval:	2.0

Click here to receive a copy of your most current Continuous Learning Certificate via email

CL Events Scheduled for the Current Certification Period

Event Name	Status	Points	Start Date	End Date
Discovery Map 3	Reservation	3	1/10/04 9:00:00 AM	1/12/04 5:00:00 PM
Brown Bag Lunch Training	Reservation	1	9/2/03	9/3/03

CL Events Completed for the Current Certification Period

Event Name	Points	Eval. Completed	Start Date	End Date
Points Improvement 3	43	Y	8/12/03 11:15:00 AM	8/12/03 11:17:00 AM
CL Points Improvement 1	2	Y	8/11/03 4:00:00 PM	8/11/03 4:05:00 PM
Points Improvement 2	80	Y	8/11/03 4:06:00 PM	8/11/03 4:11:00 PM
CL Points Improvement	2	N/A	8/11/03	8/11/03

*Points will not be awarded until event evaluation is completed.

Fig. 183: Continuous Learning Training History window

2. Review your history carefully to be sure you have received credit for all of your completed Events. Please note that you will not be awarded points until you have filled out an Event Evaluation form.

   If you registered for the Event via this website, you may print a duplicate completion certificate from this window. Events that have a certificate available are listed under the **CL Events Completed for the Current Certification Period** heading with the Event name underlined (see Fig. 184).

CL Events Completed for the Current Certification Period

Event Name	Points	Eval. Completed	Start Date	End Date
Points Improvement 3	43	Y	8/12/03 11:15:00 AM	8/12/03 11:17:00 AM
CL Points Improvement 1	2	Y	8/11/03 4:00:00 PM	8/11/03 4:05:00 PM
Points Improvement 2	80	Y	8/11/03 4:06:00 PM	8/11/03 4:11:00 PM
CL Points Improvement	2	N/A	8/11/03	8/11/03

*Points will not be awarded until event evaluation is completed.

Fig. 184: CL Events Completed for the Current Certification Period field

   Just click on the underlined Event name to have an email sent to you with the certificate attached.

Congratulations! You've just checked your training history.

3.5.8 Q&As about AF Acquisition

The Air Force's Acquisition Career Management has put up a Web Guide to answer your questions.

1. To access the Web Guide, under the **Student Menu**, click on the **Q&As about AF Acquisition** link (see Fig. 185).

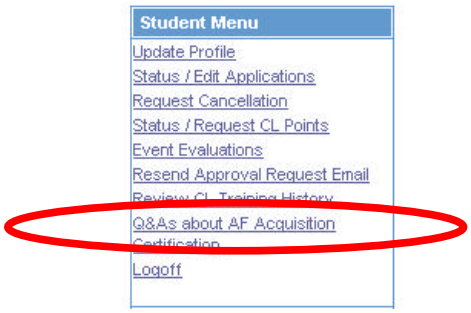


Fig. 185: Q&As about AF Acquisition link

The **Acquisition Career Management APDP Web Guide** displays (see Fig. 186).

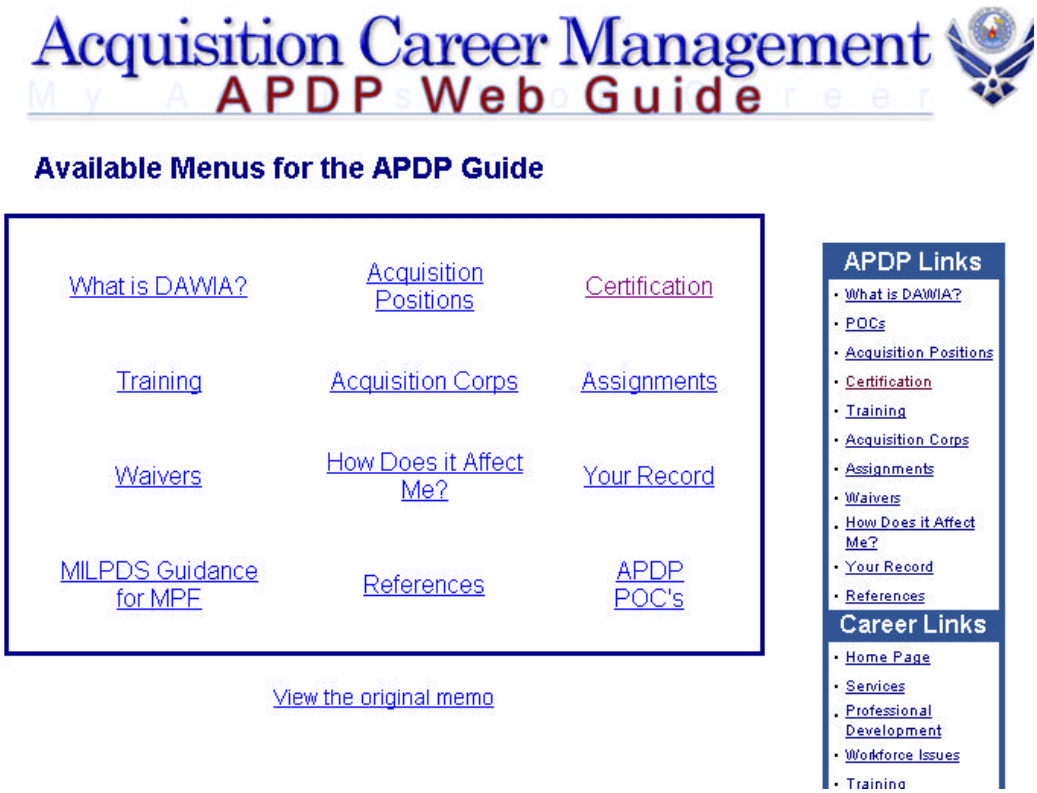


Fig. 186: Acquisition Career Management APDP Web Guide

3.5.9 Certification

This is another way to get to your Training History and check on your certification status. Follow the procedure in 3.5.7.

3.5.10 Logoff

When you click under the **Student Menu** on the Logoff link, you are immediately logged off the system.

3.6 Catalog

Any time you find and register for a CL Event, you will need to start here.

3.6.1 Find/Register for a CL Event

1. To find a CL Event, under the **Catalog Menu**, click on the **Find / Register for a CL Event** link (see Fig. 187).

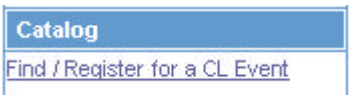


Fig. 187: Find / Register for a CL Event

The **Find A Continuous Learning Event** window is displayed (see Fig. 188).

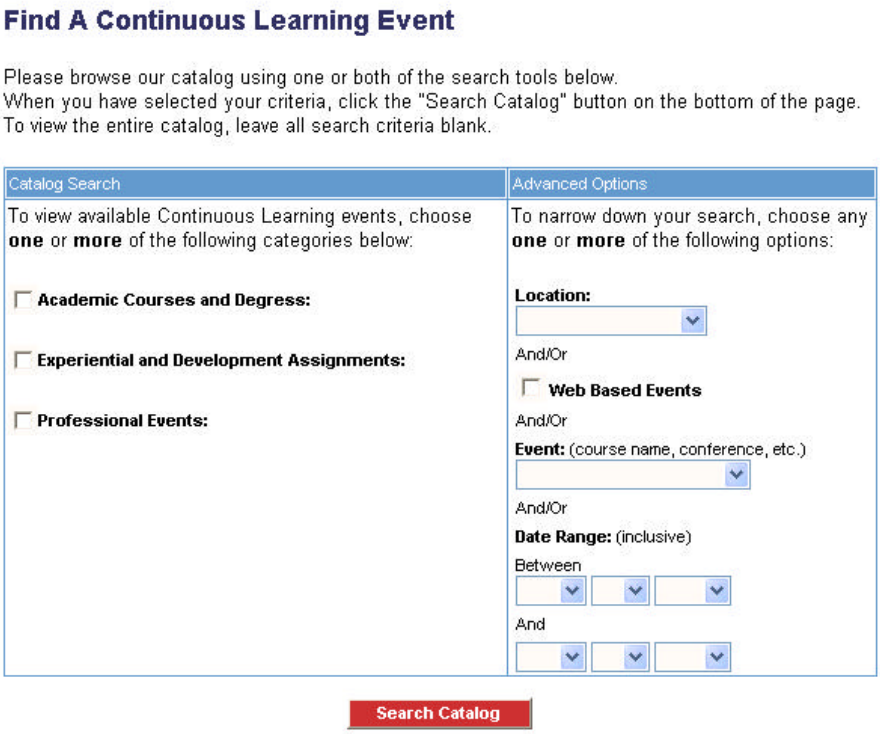


Fig. 188: Find A Continuous Learning Event window

2. Here, you can search through the system's database of Events for one you may want. You are not required to make any selections in this window. You can simply click on the **Search Catalog** button and the system will list every CL Event anywhere in the world.

   Therefore, it is best to narrow your search somewhat by entering at least of the information in the **Find A Continuous Learning Event** window.

3. When complete, click on the **Search Catalog** button.

   The **Continuous Learning Activities** window displays (see Fig. 189).

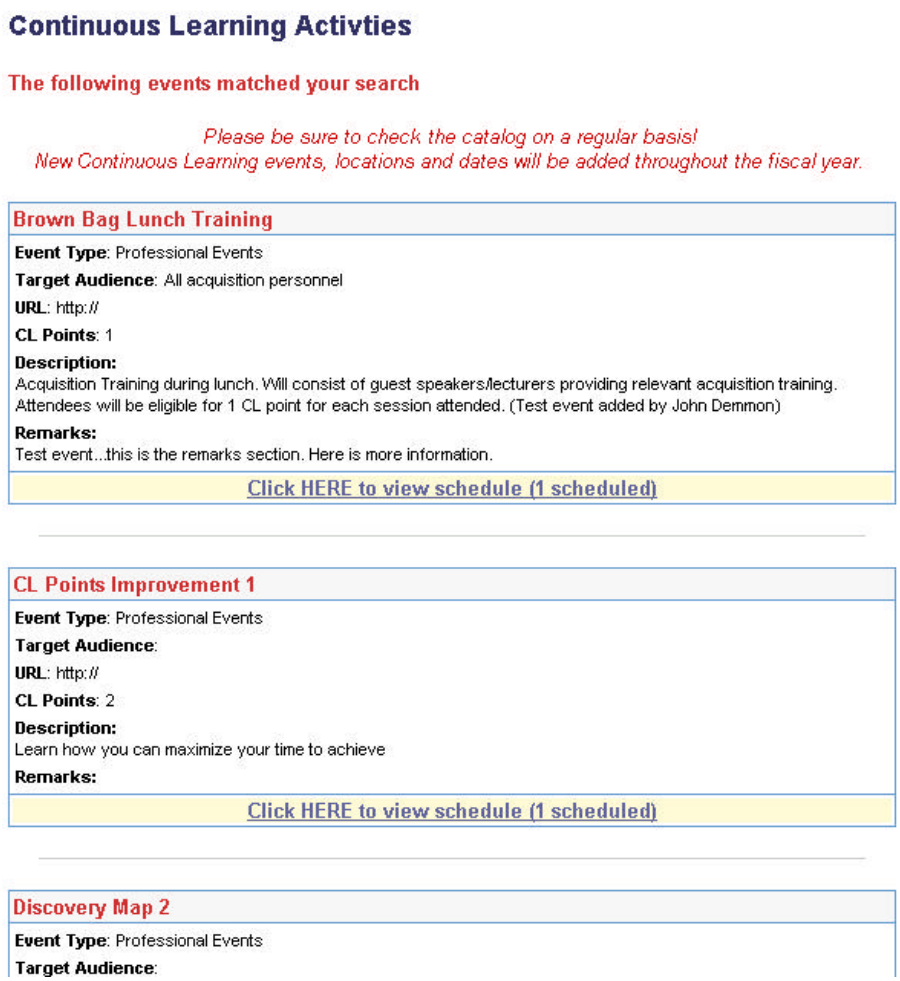


Fig. 189: Continuous Learning Activities window

4. You can scroll down through this list. When you find an Event for which you want to sign up, click the link below the event summary that says **Click HERE to view schedule**.

   The **Event Schedule for [Event Name]** window appears (see Fig. 178). As you see, there are likely to be many locations for the same Event.

Event Schedule for Brown Bag Lunch Training

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

Location	City, State	Start Date	End Date	Available	Waits
Eglin AFB	Pensacola, FL	02 Sep 2003	03 Sep 2003	24	0
Randolph AFB	Paw Paw, VA	26 Dec 2003	28 Dec 2003	0	0
ASC/PM Conference Room	Flag, IA	29 Dec 2004	30 Dec 2004	0	0

New Search | Back to Search Results

Event Information

Event Type: Professional Events
Target Audience: All acquisition personnel
URL: http://
CL Points: 1
Description:
Acquisition Training during lunch. Will consist of guest speakers/lecturers providing relevant acquisition training. Attendees will be eligible for 1 CL point for each session attended. (Test event added by John Demmon)
Remarks:
Test event...this is the remarks section. Here is more information.

Fig. 190: Event Schedule for [Event Name] window

5. To apply for an Event, under the **Location** heading, click on the Event you want to apply for.

   The **Student Continuous Learning Application** window is displayed (see Fig. 191).

Student Continuous Learning Application

Complete and/or verify the information below. Once you are sure the information on this application is correct, press the 'Submit Application' button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.

Verify/Enter Application Information

Event Information

Event: Brown Bag Lunch Training **Building:** Big Training Building **POC:** Joe Schmoe
Location: Eglin AFB **Room:** 34 **POC Phone:** 555555555
Street: 123 Eglin Avenue **Start Date:** 02 Sep 2003 **POC Fax:** (555) 555-5555
City: Pensacola **State:** FL **End Date:** 03 Sep 2003 **POC Email:** aitassup@asmr.com
CL Points: 1 **Location URL:** http://

Student Information

SSN: 111-00-5555 **Date of Birth:** 1/30/51 **Gender:** Female
First Name: Henny **Middle Initial:** L **Last Name:** Penny
Home Street: Bucket Lane **City:** Fulcrom
State: KS **ZIP Code:** 77777 -
Security Clearance: INTERIM SECRET
Military Rank: Master Sergeant **Disabilities:** No

Student Contact Information

MAJCOM/Base: AFMC - WPAFB
Duty Address: 44 Hopewell Dr. **City:** Fairborn
State: OH **ZIP Code:** 44444 -
Country: UNITED STATES
Phone: 555 - 555 - 5555 **ext.**
DSN: - **ext.** **Fax:** - -

Important: Since ACQ Now uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.
Email: billstill3@aol.com

Supervisor Contact Information

Supervisor: J. Demmon
Phone: 555 - 555 - 5555 **ext.**

Important! Please ensure you enter your supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.
Email: bstill@asmr.com

Student Comments

Comments: (timestamp is automatically generated - 1000 character limit)

Please enter any commments you would like included in the email sent to your supervisor requesting approval of your participation in this Continuous Learning event.

Submit Application

Fig. 191: Student Continuous Learning Application window

6. Review the information if you have already entered a profile. If not, then enter all the requested information, then click on the **Submit Application** button.

   The **Application Confirmation** window displays (see Fig. 192).

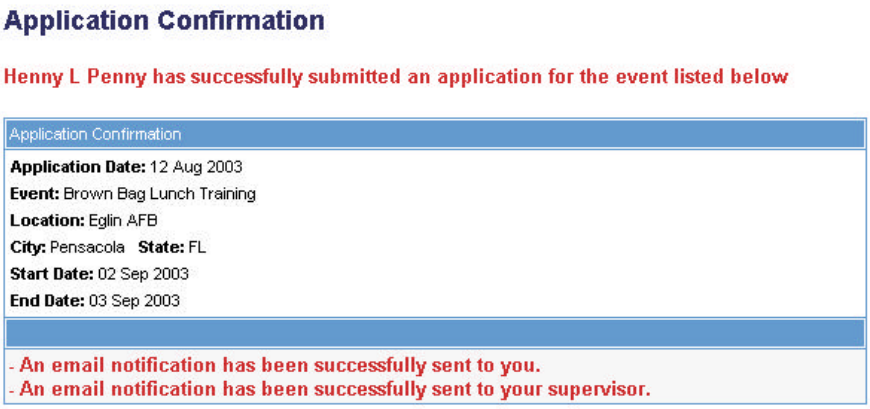


Fig. 192: Application Confirmation window

Congratulations! You've just applied for a CL Event.

3.7 Help

If you need help, there are a variety of ways to get it.

3.7.1 How To Use ACQ Now CL

The quickest way to get help is to consult the index in the ACQ Now for Continuous Learning Events Software Users Manual (SUM). It's filled with QuickStart instructions for the most frequently used features to get you going fast.

1. To access the ACQ Now CL SUM, under the **Help** menu, click on the **How To Use ACQ Now CL** link.

   The opening page of the SUM will be displayed (see Fig. 193).

Fig. 193: ACQ Now CL SUM

3.7.2 Contact Air Force Help Desk

The Air Force maintains an email help desk. You can access it by clicking under the **Help Menu** on the **Contact Air Force Help Desk** link (see Fig. 194).

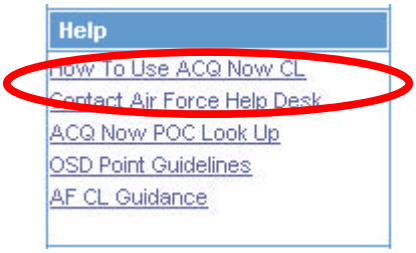


Fig. 194: Contact Air Force Help Desk link

1. A link to the correct email address displays. Click on the email address link to send an email.

3.7.3 ACQ Now POC Look Up

To look up the POC (Point of Contact) for any event, under the Help Menu, click on the **ACQ Now POC Look Up** link (see Fig. 195).

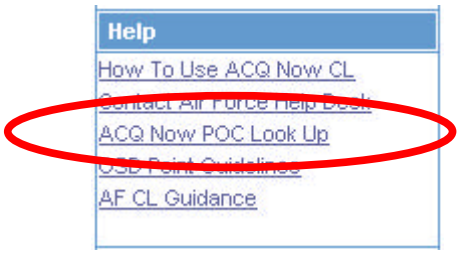


Fig. 195: ACQ Now POC Look Up link

The **ACQ Now Registration System** window displays (see Fig. 196).

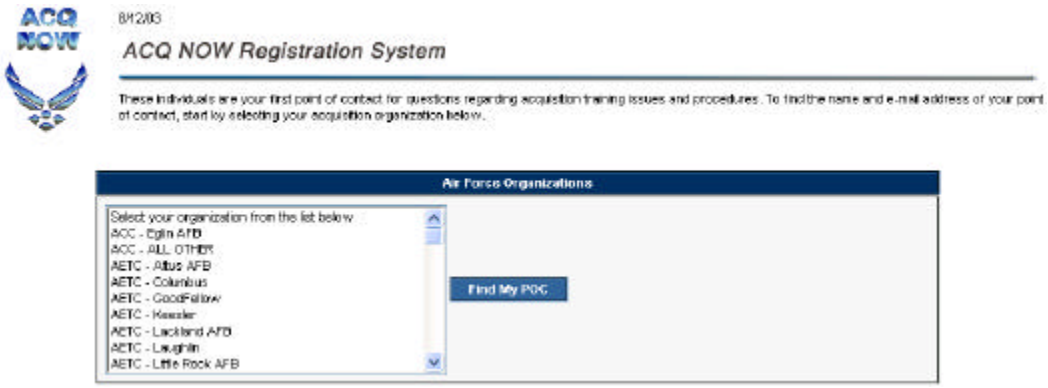


Fig. 196: ACQ Now Registration System window

2. To find the name and email address of your POC, start by selecting your acquisition organization under the **Air Force Organizations** heading.

   The **Air Force Organization Point of Contact** window displays (see Fig. 197).

Fig. 197: Air Force Organization Point of Contact window

Congratulations! You've just found your POC.

3.7.4 OSD Point Guidelines

Clicking on this link under the **Help Menu** directs you to the DPAP Website (see Fig. 198).

Fig. 198: DPAP Website

3.7.5 AF CL Guidance

Clicking on this link under the **Help Menu** takes you to the **Acquisition Career Management** website (see Fig. 199).

Acquisition Career Management
Continuous Learning

Continuous Learning for the Defense Acquisition Workforce

(NEW) On 13 Sep 2002 USD (AT&L) issued a streamlined Continuous Learning (CL) policy for the DAWIA acquisition workforce. This policy replaces the original 15 Dec 98 policy memorandum. This policy augments the minimum mandatory and desired education, training and experience standards of the acquisition workforce and ensures acquisition professionals are afforded a full range of developmental opportunities. Major changes in CL implementation are as follows:

- CL applies to all individuals on DAWIA acquisition-coded positions, whether they are already certified or not
- Certification training can count toward CL points
- A goal of 40 CL points per year is established with the mandatory number of 80 CL points every two years
- AF is now required to annually report compliance data to AET&CD

The CL policy allows a great deal of flexibility for meeting this requirement. Methods for gaining CL points include taking acquisition-related courses, academic courses at institutions of higher education, leadership training, performing experiential and developmental assignments, and accomplishing professional activities such as teaching, consulting, and attending conferences.

SAF/AQ will provide additional implementation guidance to supplement this new policy. A continuous learning tracking tool is under development and expected release is late summer of 2003 (please click here for more information).

For those MAJCOMs choosing not to use CL Tracker, the following link provides additional information on the required data that will need to be collected and reported (please click here for CL Statistical Requirements).

For more information including guidelines for requesting or awarding CL points, please click on one of the following subject areas:

- 13 Sep 2002 USD (AT&L) Continuous Learning Memorandum
- 13 Sep 2002 USD (AT&L) Continuous Learning Policy

CAREER LINKS
- Home Page
- Services
- Professional Development
- Workforce Issues
- Training
- Initiatives
- Knowledge Management
- AQ Links
- Career Guide
- Recognition

Fig. 199: Acquisition Career Management website

3.8 Links

The **Links** section of the **Student Menu** provides three self-explanatory links (see Fig. 200).

Fig. 200: Links Menu

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