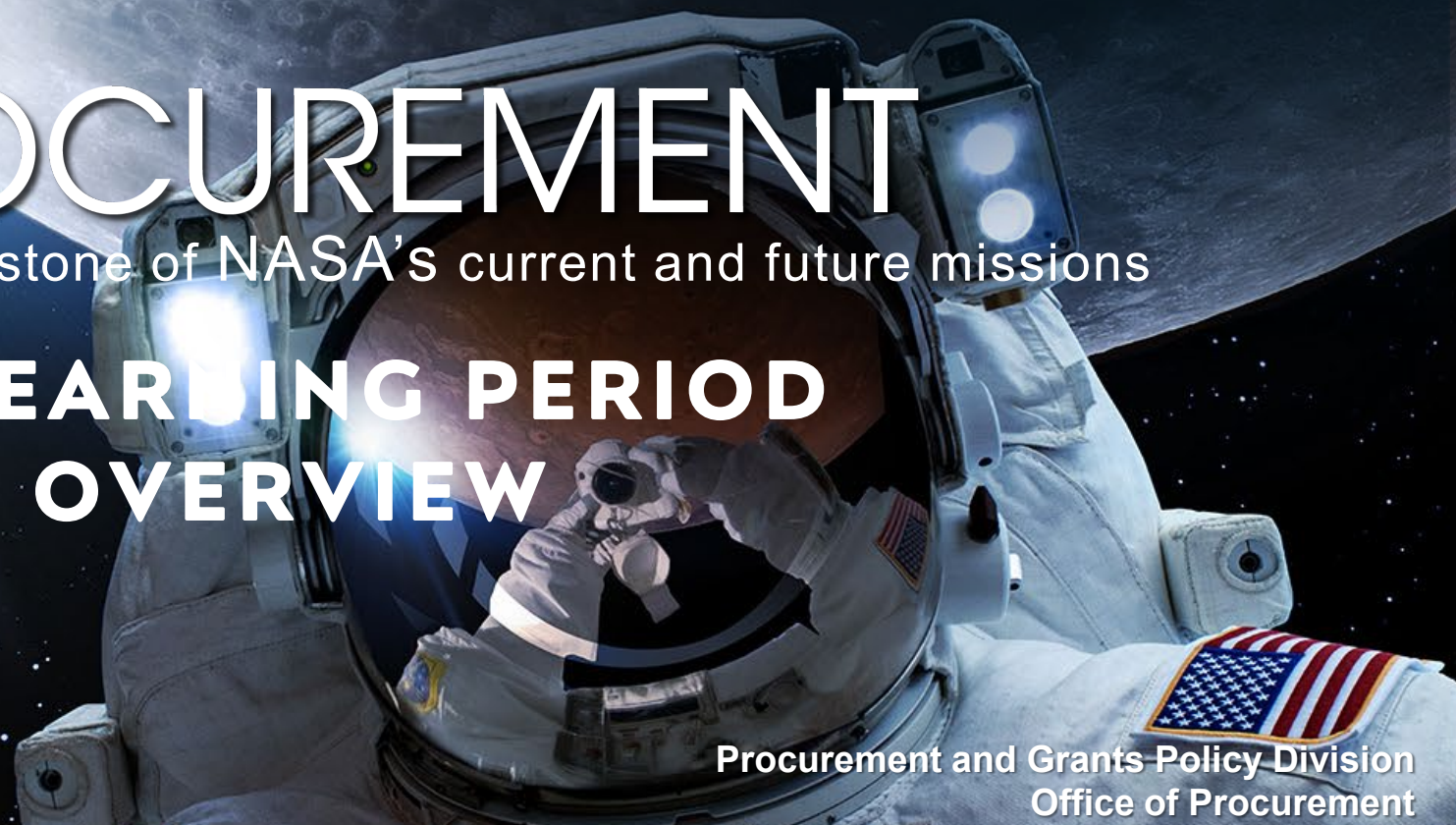
National Aeronautics and Space Administration

NASA

EXPLORE PROCUREMENT

The cornerstone of NASA's current and future missions

CONTINUOUS LEARNING PERIOD TRAINING OVERVIEW

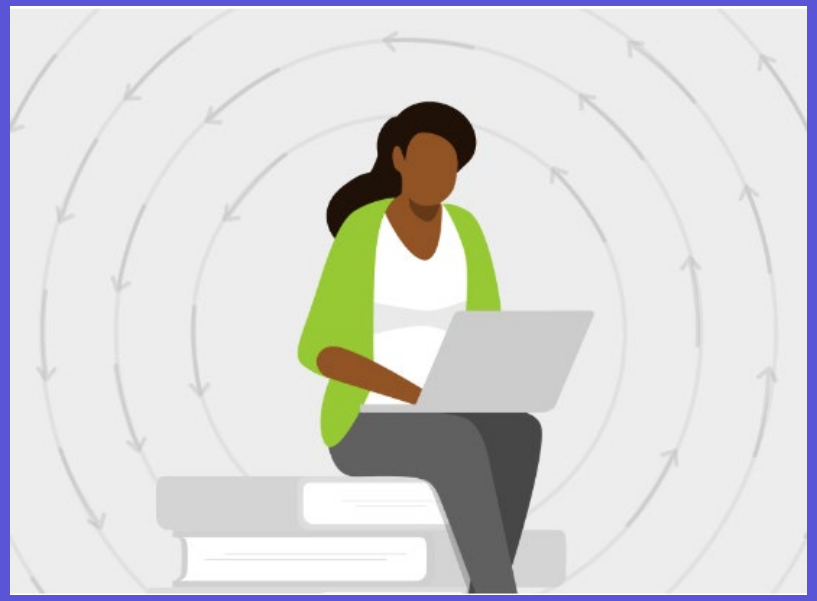


Procurement and Grants Policy Division
Office of Procurement

AGENDA

- Continuous Learning Period and Requirements
- How to Check CLP Status
- What counts as CLPs?
- Where to find training course for CLPs
- Continuous Learning Validation
- How to run a SATERN Learning History Report
- How to Submit an External CLP Request

CONTINUOUS LEARNING PERIOD AND REQUIREMENTS

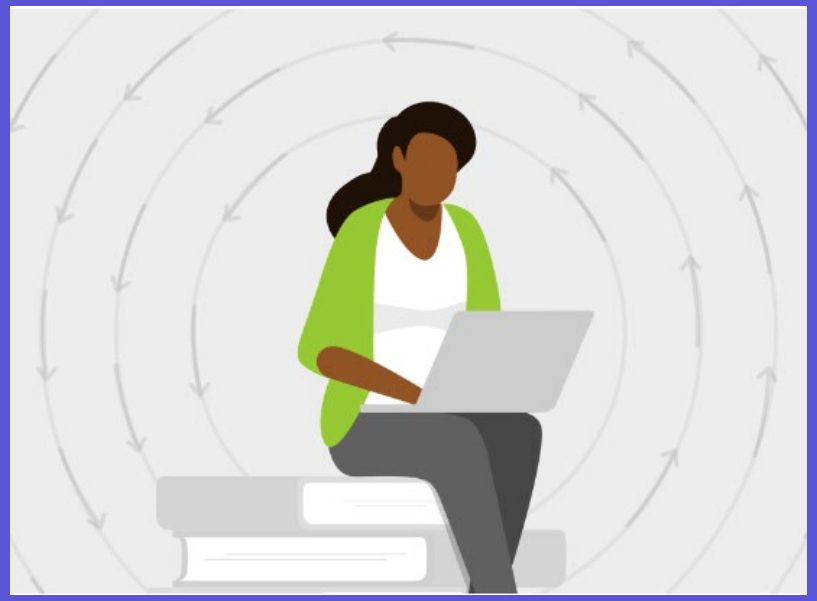


- Acquisition Workforce Professionals holding a FAC-C Pro, FAC-COR or FAC-P/PM certification are required to obtain the required continuous learning points (CLPs) within the two-year common continuous learning period.

FAC-C (Professional)	FAC-COR	FAC-P/PM
• 80 CLPs • 100 CLPs required beginning May 1, 2024	• Level I: 8 CLPs • Level II: 40 CLPs • Level III: 40 CLPs	• Level I: 80 CLPs • Level II: 80 CLPs • Level III: 80 CLPs

- **The current CLP period is May 1, 2022, through April 30, 2024.**
  - Only training during this period can count towards CLP requirements

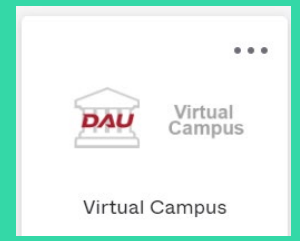
CONTINUOUS LEARNING PERIOD AND REQUIREMENTS



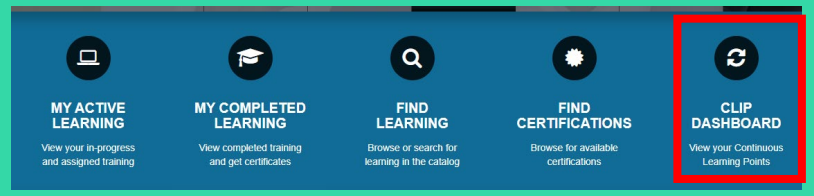
- CLPs earned above the requirement within any reporting period do not roll over to the subsequent period.
- In general, no single activity should be used to accumulate all CLPs required for certification maintenance.

HOW TO VIEW CONTINUOUS LEARNING POINTS?

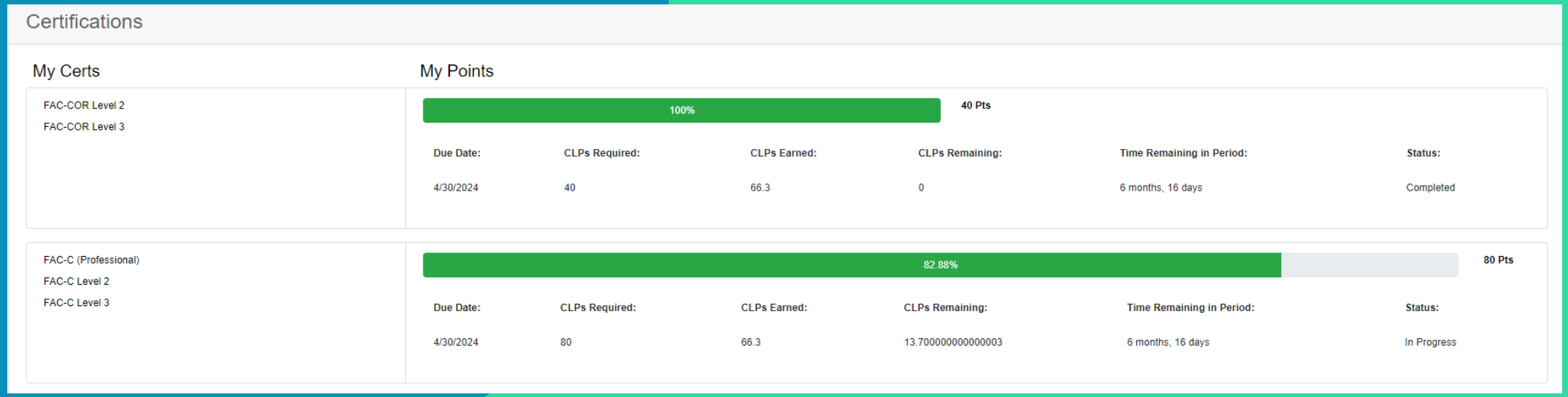
1. Log into DAU - Sign In
2. Click on "Virtual Campus"



3. Click on the Clip Dashboard from the Homepage



4. All of Certifications and Points Earned will be available to view



WHAT COUNTS AS CLPS?

PARTICIPATION IN
Seminars/Workshops

BROWN-BAG SESSIONS
Lunch & Learns

AGENCY-SPONSORED
SATERN Training

SELF ASSESSMENT MEMBER

- NASA Procurement Career Development and Training Program Handbook **Appendix E** focuses on Continuous Learning.
- CLPs can be earned through various activities such as:
  - Agency-sponsored training
  - Management/executive seminars
  - Special job or professional association related projects
  - Participation in seminars/workshops
  - Mentoring
  - Brown-bag sessions on work-related topics.
  - Giving a presentation on a work-related topic
  - Speaking at a conference or seminar
  - Participating as a member of the Self Assessment Team or a NASA- sponsored Procurement Management Review.

WHAT COUNTS AS CLPS?

Creditable Activities	Point Credit
Education/Academic Courses	
Quarter Hour	10 per Quarter Hour (not classroom hours)
Semester Hour	10 per Semester Hour (not classroom hours)
Continuing Education Unit (CEU)	10 per CEU (1 CEU equals 10 CLPs)
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
CON Courses/Modules	10 per CEU; max of 40 per year unless pursuing certification at the next level
• Awareness Briefing/Training – (whether a test is required or not) • All DAU Continuous Learning Modules	1 point per hour of instruction 1 point per hour of instruction
Other Functional Training/Brown Bag training events	1 point per hour of instruction
Leadership Training (FEI, Harvard, etc.)	1 point per hour of instruction; max of 40 points per year
Professional Activities	
Professional/Exam/License/Certificate	20 points
Teaching/Lecturing (OP Quarterly Webinar and Lessons Learned Presentation/Facilitators, etc.)	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations (Procurement Training Forum)	2 points per hour; maximum of 20 points per year
Publications/Publishing	30 points
Procurement Management Review Team participation	1 point per hour; maximum of 8 points per day and 20 points per year

- Summary Chart of CLP Credit found in Appendix E of the NASA Procurement Career Development and Training Program Handbook

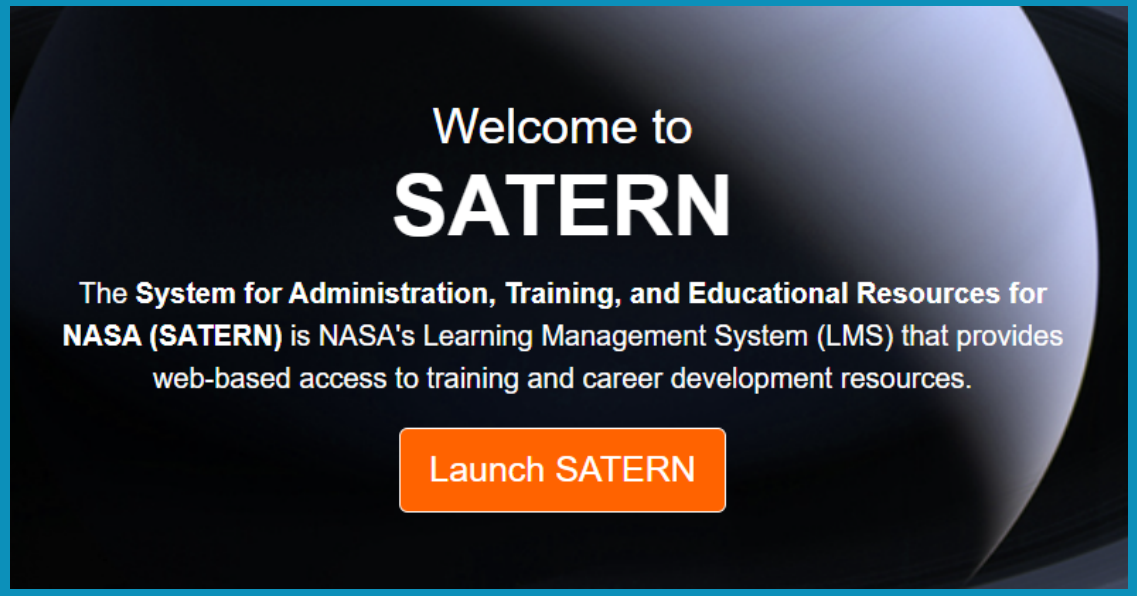
WHERE DO I FIND TRAINING COURSES?

Training Resources for Continuous Learning Points:

- NASA Sponsored **COR Training Calendar**
- Federal Acquisition Institute - **Training | FAI.GOV**
- Sign into **FAI CSOD,** Select ***Find Learning*** and ***Search*** by title, subject, or course ID (e.g., CCON, FCR, FPM)
- Federal Acquisition Institute - **Continuous Learning | FAI.GOV**
- NASA Training and Leadership Development - **Learning & Development (sharepoint.com)**
- **APPEL Knowledge Services**, check out the online **Course Catalog**
- **SATERN** (NASA's Learning Management System)

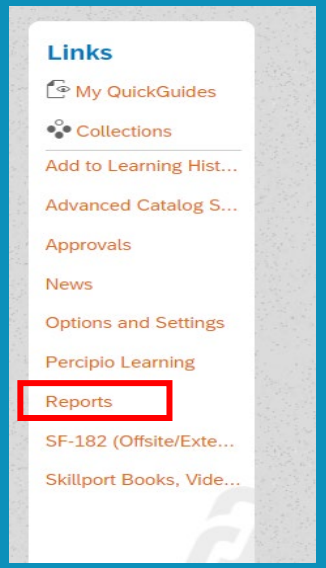
CONTINUOUS LEARNING VALIDATION

- SATERN is the agency's internal learning system that provides a wide variety of training to the NASA workforce.
- Although SATERN and FAI CSOD both serve as training resources for the agency, **only FAI CSOD** serves as the system of record for FAC-C maintenance.
- You can access a report in SATERN that summarizes the hours for learning activities earned in the system.
- It is recommended that you combine point request for consideration of training events that are earned in small increments.
- For training events that earn 8 CLPs or more, employees can submit a combined request as long as each event is accompanied by a completion certificate.
- Generic CL entries are NOT acceptable. CL point request submitted without detailed titles/topics will **NOT** be approved.

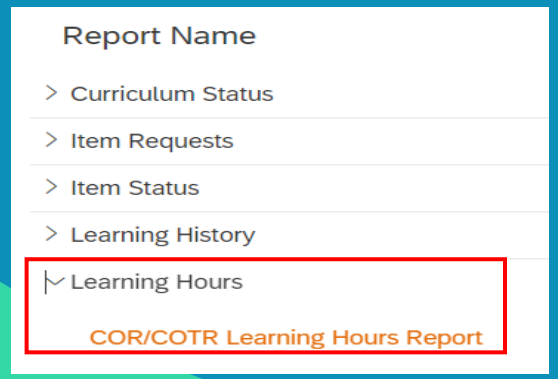


HOW TO RUN A LEARNING HISTORY REPORT IN SATERN?

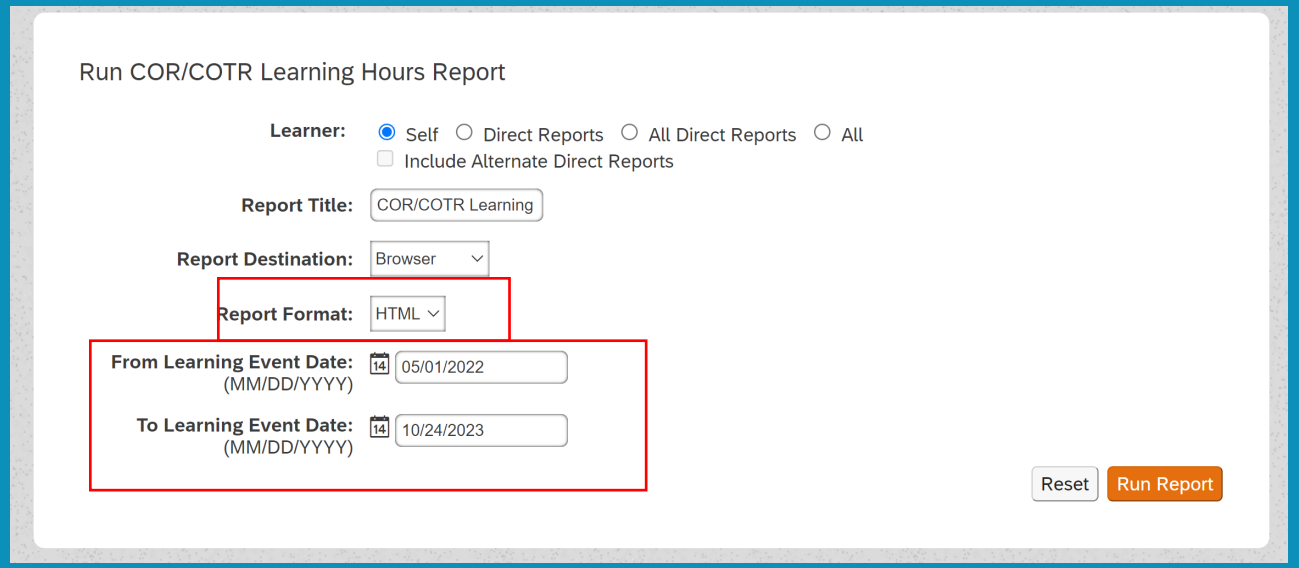
1. Click on Reports under the Links Menu



2. Select "Learning Hours" and choose the "COR/COTR Learning Hours Report,"



3. Fill in the Learning Dates for the Current CL Period and change the Report Format to HTML



4. View generated report showing "COR/COTR Hrs."
   - ❖ The grand total in the "COR/COTR Hrs." column can for used for consideration of the CLP requirement.

HOW TO RUN A LEARNING HISTORY REPORT IN SATERN? CON'T

- Recommend copying and pasting the information in an excel spreadsheet so you can easily manipulate the data.
- Be sure to remove the any duplication in your summary total.

COR/COTR Learning Hours Report for

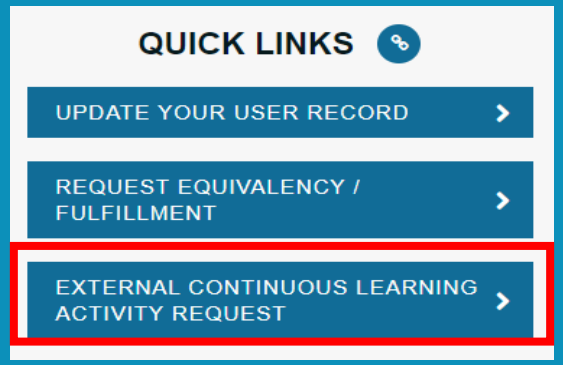
Item ID	Item Description	Date Completed	Total Hrs.	Contact Hrs.	Credit Hrs.	Item Length (Hrs.)	On-Duty + Off-Duty Hrs.	COR/COTR Hrs.
MCDONALD, KELSEY C								
ENT-LD-LDRCST22	LEADERCAST 2022: THE ONE THING	5/4/22	7.50	6.00	6.00	7.50	0	7.50
MSFC-SHE102-22	SHE 102: MSFC SHE PROGRAM REFRESHER TRAINING - 2022	5/6/22	0.00	1.00	0.00	0.00	0	1.00
MSFC-TRN12-MASRT	ANNUAL SECURITY REFRESHER TRAINING	5/20/22	0.00	1.00	0.00	0.00	0	1.00
ITS-022-001	CYBERSECURITY AND PRIVACY AWARENESS TRAINING	5/24/22	1.50	1.50	0.00	1.50	0	1.50
ITS-022-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/24/22	0.00	0.00	0.00	2.00	0	2.00
APPEL-vCC	APPEL-CRUCIAL CONVERSATIONS FOR MASTERING DIALOGUE	6/23/22	14.00	10.00	14.00	16.00	0	14.00
SMA-CORE-ILT-CC	CRUCIAL CONVERSATIONS	6/23/22	0.00	0.00	0.00	16.00	0	16.00
	NCMA WORLD CONGRESS 2022	7/22/22	40.00	0.00	0.00	0.00	40	40.00
AG-ETH-001-22	ETHICS FOR NASA EMPLOYEES (2022)	10/21/22	1.00	1.00	0.00	1.00	0	1.00
FY23-OP-Quarterly-Webinar	OP Quarterly Webinar	3/13/23	1.50	1.50	1.50	2.00	0	1.50
AG-AIPFA-AW-001-23	ACQUISITION INTEGRITY PROGRAM (AIP) TIER 3 FRAUD AWARENESS ACQUISITION WORKFORCE	3/28/23	1.50	1.50	1.50	2.00	0	1.50
AG-FA-23	NASA FRAUD AWARENESS TRAINING	3/28/23	0.00	0.00	0.00	0.00	0	
SMA-OV-WBT-121	COLUMBIA CASE STUDY	3/31/23	1.00	1.00	0.00	1.00	0	1.00
MSFC-SHE102-23	SHE 102: MSFC SHE PROGRAM REFRESHER TRAINING - 2023	3/31/23	0.00	1.00	0.00	0.00	0	1.00
MSFC-PACAEPOT-PA	PRICE ANALYSIS VS COST ANALYSIS-ENTERPRISE PRICING OFFICE TRAINING FOR MSFC (PART A)	4/11/23	2.00	2.00	2.00	2.00	0	2.00
FY23-OP-Quarterly-Webinar	OP Quarterly Webinar	4/27/23	2.00	1.50	1.50	2.00	0	2.00
ITS-023-001	CYBERSECURITY AND PRIVACY AWARENESS TRAINING	5/12/23	1.50	1.50	0.00	1.50	0	1.50
ITS-023-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/12/23	0.00	0.00	0.00	2.00	0	2.00
ITS-022-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/12/23	0.00	0.00	0.00	2.00	0	2.00
MSFC-TRN10-CMO	CATEGORY MANAGEMENT OVERVIEW	5/23/23	1.00	1.00	1.00	2.00	0	1.00
MSFC-TRN12-MASRT	ANNUAL SECURITY REFRESHER TRAINING	6/8/23	0.00	1.00	0.00	0.00	0	1.00
77097198	The No FEAR Act	9/19/23	0.00	0.00	0.30	0.00	0	0.30
							Total Hours	100.80

- For instance, training events such as Ethics, IT security, etc. can only count once per cycle.
- The OP Quarterly Webinar credit is uploaded by the NSSC so you will need to remove from your SATERN Learning History Report

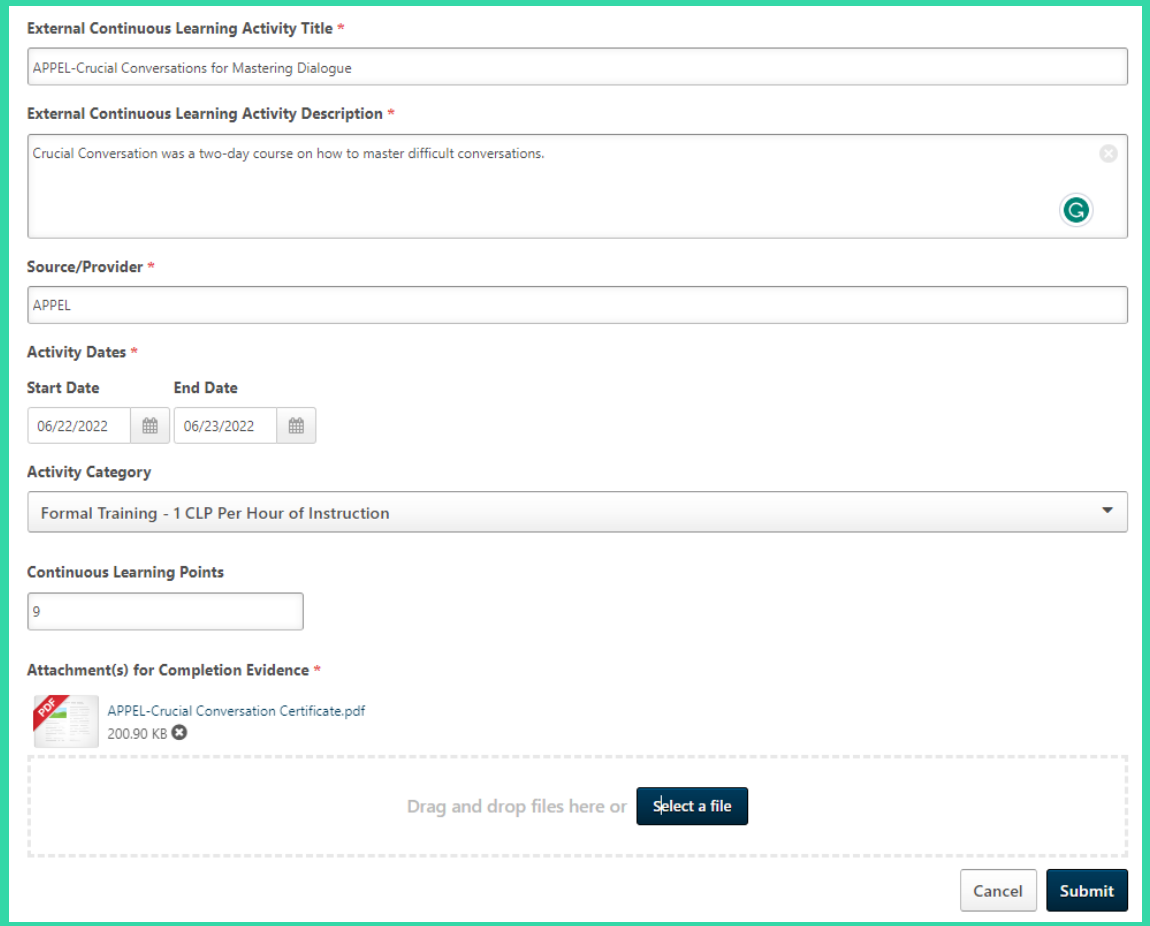
Item ID	Item Description	Date Completed	COR/COTR Hrs.
ENT-LD-LDRCST22	LEADERCAST 2022: THE ONE THING	5/4/2022	7.5
MSFC-SHE102-22	SHE 102: MSFC SHE PROGRAM REFRESHER TRAINING - 2022	5/6/2022	1
MSFC-TRN12-MASRT	ANNUAL SECURITY REFRESHER TRAINING	5/20/2022	1
ITS-022-001	CYBERSECURITY AND PRIVACY AWARENESS TRAINING	5/24/2022	0
ITS-022-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/24/2022	2
APPEL-vCC	APPEL-CRUCIAL CONVERSATIONS FOR MASTERING DIALOGUE	6/23/2022	0
SMA-CORE-ILT-CC	CRUCIAL CONVERSATIONS	6/23/2022	0
	NCMA WORLD CONGRESS 2022	7/22/2022	0
AG-ETH-001-22	ETHICS FOR NASA EMPLOYEES (2022)	10/21/2022	1
FY23-OP-Quarterly-Webinar	OP Quarterly Webinar	3/13/2023	0
AG-AIPFA-AW-001-23	ACQUISITION INTEGRITY PROGRAM (AIP) TIER 3 FRAUD AWARENESS ACQUISITION WORKFORCE	3/28/2023	0
AG-FA-23	NASA FRAUD AWARENESS TRAINING	3/28/2023	0
SMA-OV-WBT-121	COLUMBIA CASE STUDY	3/31/2023	1
MSFC-SHE102-23	SHE 102: MSFC SHE PROGRAM REFRESHER TRAINING - 2023	3/31/2023	1
MSFC-PACAEPOT-PA	PRICE ANALYSIS VS COST ANALYSIS-ENTERPRISE PRICING OFFICE TRAINING FOR MSFC (PART A)	4/11/2023	2
FY23-OP-Quarterly-Webinar	OP Quarterly Webinar	4/27/2023	0
ITS-023-001	CYBERSECURITY AND PRIVACY AWARENESS TRAINING	5/12/2023	0
ITS-023-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/12/2023	2
ITS-022-002	CYBERSECURITY AND PRIVACY AWARENESS TRAINING FOR NEW EMPLOYEES	5/12/2023	0
MSFC-TRN10-CMO	CATEGORY MANAGEMENT OVERVIEW	5/23/2023	1
MSFC-TRN12-MASRT	ANNUAL SECURITY REFRESHER TRAINING	6/8/2023	0
77097198	The No FEAR Act	9/19/2023	0.3
			19.8

HOW TO SUBMIT AN EXTERNAL CONTINUOUS LEARNING ACTIVITY REQUEST?

1. From the FAI Homepage click on External Continuous Learning activity request under Quick Links.



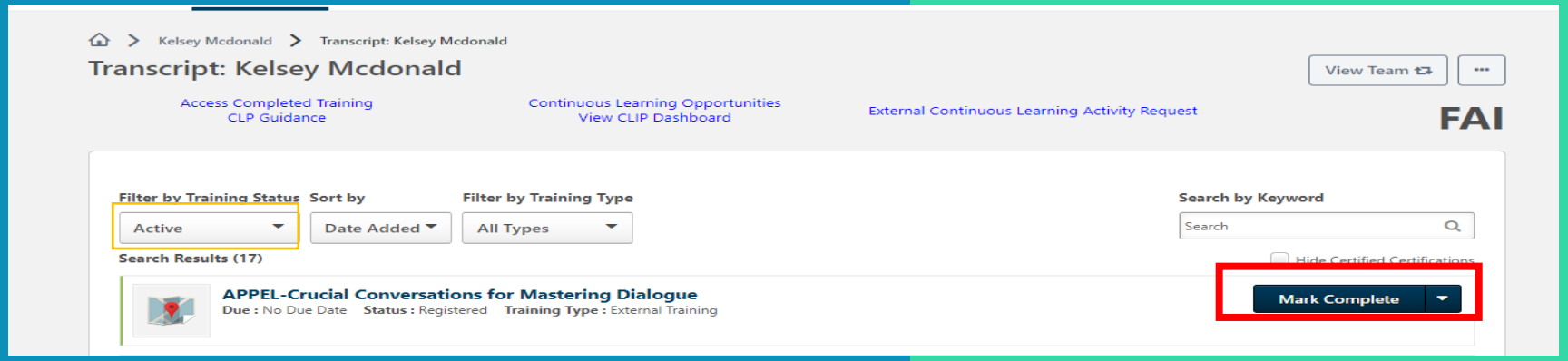
2. Enter all the required information and upload your Supporting Documents. Supporting Documents can be:
   A. Completion Certificate
   B. SATERN Learning Report
   C. Screenshot of Team Meeting in Progress
   D. Program Agenda



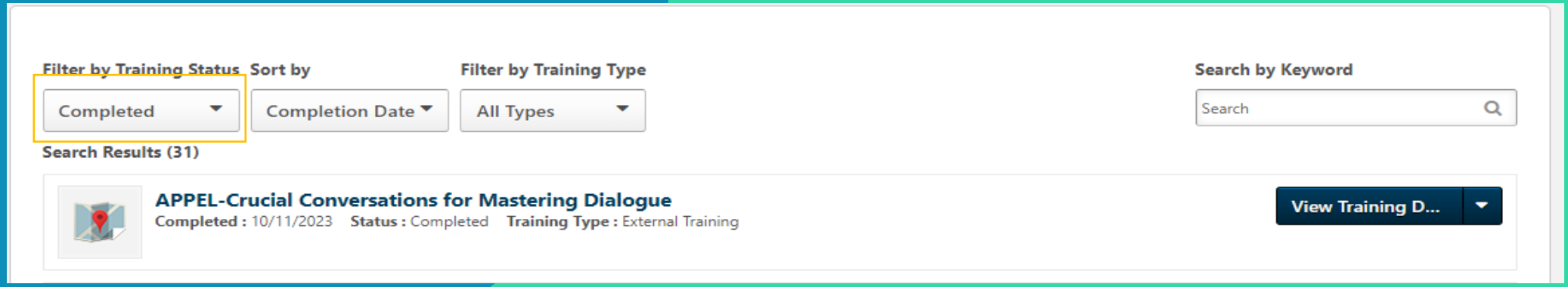
3. Click Submit

HOW TO SUBMIT AN EXTERNAL CONTINUOUS LEARNING ACTIVITY REQUEST? CON'T

4. The Learning Activity will show under your Transcript as Active



5. You MUST select **"Mark Complete"** on your transcript for the request to route for Approval
6. Once approved the course will show under the Completed Status on your Transcript



HELPFUL LINKS

- **NASA OP FAC-COR Career Development & Training page**

Career Development and Training - Contracting (sharepoint.com)

NASA Procurement Career Development & Training Policy Handbook - Appendix B for the NASA Agency Unique FAC-C Certification Requirements

For assistance/guidance with NASA's certification requirements, course/credential registration, and continuous learning, contact your **Center Training Coordinator (TC)** (TC). For all FAI CSOD technical issues/ questions (password resets, transcript inquiries, etc.) contact the DAU Help Desk **ServiceNow** Portal.

QUESTIONS