



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000
MAR 23 2001

MEMORANDUM FOR DISTRIBUTION

Subj: POLICY GUIDANCE FOR THE DEPARTMENT OF THE NAVY
CONTINUOUS LEARNING MANAGEMENT SYSTEM ON REGISTER-NOW

Ref: (a) USD(A&T) Policy on Continuous Learning of 15 December 98
(b) DACM Policy Guidance on Continuous Learning for the Acquisition
Workforce of 13 April 1999
(c) DACM Memorandum on FY 2001 Command Unique Continuous Learning
Funding Allocations of 13 March 2001

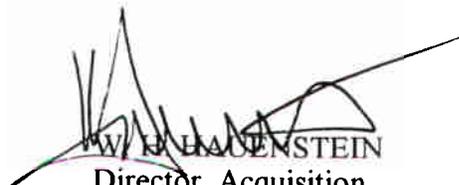
Encl: (1) Policy Guidance for DoN Continuous Learning Management
System on Register-Now

Revisions to the Register-Now Training Application System have been made to include Continuous Learning activities. The Department of the Navy's (DoN) Continuous Learning Management System (www.register-now.cms.navy.mil) will be used to register acquisition workforce members for all Continuous Learning activities funded by the Assistant Secretary of the Navy (Research, Development and Acquisition), Director, Acquisition Career Management (DACM). These include centralized and command unique training, career field conferences, and functional board sponsored courses. Further, it will track the Continuous Learning points required by reference (a). As discussed in reference (b), this system will be the DoN's official tracking system for crediting and recording workforce members' participation in Continuous Learning activities and will replace the manual report required to be submitted to the DACM on 15 November of each fiscal year.

Enclosure (1) describes step-by-step procedures that will assist your workforce in using the Continuous Learning Management System on Register-Now. Please ensure widest possible dissemination to those individuals.

The automated registration portion of the new system is online for Continuous Learning registrations. Tracking and reporting features of the system will be phased in over the next several weeks, with system completion targeted for 18 May 2001.

Questions regarding the Continuous Learning Program should be directed to Ms. Betty Moseley Brown at Moseley-Brown.Betty@hq.navy.mil or (703) 602-2358.


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Director, Acquisition
Career Management

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Registrar, Continuous Learning

Policy Guidance for Department of the Navy Continuous Learning Management System on Register-Now

Logon – Registration for all Assistant Secretary of the Navy (Research, Development and Acquisition), Director, Acquisition Career Management (DACM) funded activities will be accomplished through the Continuous Learning Management System on Register-Now. Before submitting a registration request, students should be encouraged to ensure that their automated military/civilian personnel record is current.

Registration on this system is mandatory for all activities that are funded by the Director, Acquisition Career Management including centralized and command unique training, career field conferences, and functional board sponsored courses. Reference (c) describes the procedures for Command Unique Training.

Priority Status - Workforce members who are in an acquisition billet and have a Continuous Learning requirement, that is, they have already met the mandatory certification requirements for the level of their position, will be assigned the highest priority (1) for enrollment. Workforce members who have already earned a minimum 80 points, or who are still working on certification requirements may also register, but will be priority (2) for enrollment. All other Department of the Navy personnel will be enrolled on a space-available basis (priority 3).

Host Command Priority – Each course (both centralized and command unique) is being hosted by a specific command. The host command must identify a point-of-contact for logistical support in offering the courses. The command “hosting” the course will be afforded the opportunity to fill their course with their Priority 1 students first. Fifty (50) days prior to the start of the course, Priority 1 students will be enrolled from other activities. Personnel with other priority ratings will be enrolled based on priority status and space availability within 25 days before the start of the activity.

Each course must have at least fifteen (15) Priority 1 participants for the course to be conducted. If this requirement is not met, the DACM will consider rescheduling or relocating the class. Registered students will receive status updates immediately.

Open Offerings – The DACM will also sponsor “open offerings” of popular courses. The offerings will not be hosted by one particular command but will be available to all local commands. Priority 1 students will be accommodated first following the above guidelines.

Registration Confirmation - Once a student has requested registration for an activity, an email will be immediately generated to his/her supervisor requesting approval. After supervisory approval has been submitted to the Continuous Learning Registrar, the student will be considered for enrollment. The student can track the status of his/her request throughout the process and will receive an email notification once registration has been approved by the Registrar. Any logistical/administrative information will also be included in the confirmation email from the Continuous Learning Registrar.

ENCLOSURE(/)

Registration Cancellation – If a student is unable to attend the activity, a cancellation request must be submitted via the registration system and approved by the employee's supervisor a minimum of 14 working days prior to the start date of the activity. Failure to cancel within this timeframe may result in the student's command being billed for the cost of the tuition.

Tuition, Travel and Per Diem – Tuition for all of the centrally funded activities will be provided by the Director, Acquisition Career Management. However, funding for travel and per diem associated with these activities is not centrally funded.

Evaluations – Following course completions (for command unique courses), the point of contact must provide a course roster to the Continuous Learning Registrar. The system will then forward an email to each student requesting a course evaluation. After the evaluation has been completed, a Continuous Learning Activity Completion Certificate can be printed out which will indicate the points earned for the activity.

Calculating Continuous Learning Baseline Date – Reference (a) requires certified acquisition workforce members to earn a *minimum* of 80 continuous learning points every two years. This system will track each employee's points, email eligible employees periodic status reports and award an official Continuous Learning Certificate of Achievement, good for two years, when the 80 point requirement has been achieved.

If an employee is eligible to earn Continuous Learning points, the system will ask for a baseline date (a one-time request) that starts the "two-year" clock in the system.

"Start the clock" by entering one of the following dates:

- The date you last achieved the 80-point continuous learning standard *if not more than two years ago*
- or-
- The date you met the DAWIA certification requirements for the level required by your position *if not more than two years ago*
- or-
- The default date: 1 October 2000

Certificate of Achievement – Once a student earns 80 points, the student and his/her supervisor will be notified that a Department of the Navy Continuous Learning Certificate of Achievement can be printed. Each certified acquisition workforce member will need to "renew" the certificate every two years by earning another 80 points. Keep in mind that 80 points is a minimum. Continuous Learning activities are still available for those employees who want to exceed 80 points. Once 80 points have been achieved, the employee falls under Priority 2 for enrollment in activities.

Registering for "Other" Activities – Registration for "other" DACM funded activities such as Career Field Conferences and Functional Board Sponsored Courses must also be done using the Continuous Learning Register-Now Management System. A point-of-contact for each activity will be listed if additional registration information is needed. Any unique registration and priority requirements will be reflected in the system.

Security – The Continuous Learning Register-Now Management System uses Secure Socket Layers (SSL) to protect personal information during transmission. SSL is a protocol developed for securing data transmission in commercial transactions on the Internet. Using public-key cryptography, SSL provides server authentication, data encryption, and data integrity for client/server communications.

Reporting Module – The Continuous Learning Register-Now Management System will include a password-protected reporting module that will show individual point status, current registration, history of continuous learning activities, periodic reminders to workforce members regarding their continuous learning status and major claimant/activity reports. These features will be made available to designated acquisition training representatives when the system is fully operational.

Tracking Non-DACM Funded Continuous Learning Points – To accurately track all continuous learning points earned, students will be requested to enter information on “other” activities in which they participate. These may be locally funded training activities, experiential assignments or professional activities. An input screen will be available for the student to provide details of the activity such as dates, description and points requested. The system will generate an email to the supervisor containing this information and requesting approval. If approved, the activity and corresponding points will be added to the student’s record.