



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

5300
Ser 108/016
26 JAN 04

From: Executive Director, Naval Sea Systems Command

Subj: COMMAND POLICY FOR IMPLEMENTING DON REQUIREMENTS FOR
CONTINUOUS LEARNING FOR THE ACQUISITION WORKFORCE

Encl: (1) DCAM memo of 4 Nov 2002

1. Purpose: To provide NAVSEA direction and guidance on the implementation of the Department of the Navy (DON) Policy Guidance on Continuous Learning (CL) Program for the Acquisition Workforce, enclosure (1).

2. Coverage: The requirement to participate in continuous learning activities and earn CL points has been extended to all acquisition workforce members, whether certified or not. Previously this requirement applied only to those who had achieved primary career field certification at their current career level. Each current, but as yet uncertified, workforce member should be informed directly of this new requirement by email or memo. Additionally, each new acquisition workforce member should be notified of the CL requirements at the same time as being notified of primary career field certification requirements.

3. Planning: Supervisors and workforce members should be directed to include continuous learning activities as a mandatory element of the member's Individual Development Plan (IDP). The DON sponsored Continuous Learning Curriculum should be considered a primary source of planned CL activities. Defense Acquisition University (DAU) courses, either for primary or subsidiary career field certification, can be used to fulfill CL requirements. Other resources include academic courses required to meet statutory requirements, professional activities and educational activities. Supervisors cannot approve workforce member IDPs that do not include CL activities.

4. Monitoring and Delegation of Authority: The DON guidance requires Commands to monitor attainment of the CL standard by their workforce members. This letter delegates this responsibility to addressees. The responsibility to monitor attainment can be delegated further to Commanding Officers, Officers-in-Charge, or Civilian Directors of operating activities under your direction. The NAVSEA Command Learning and Development Division (SEA 108) will arrange for periodic status reports to activities showing progress toward attainment.

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5. Recognition and Compliance: Supervisors are responsible for assuring that workforce members achieve the CL standard of 80 CL points every two years. Achievement of the CL standard should be recognized by HQ/PEO organizations and Field Activities during awards ceremonies or similar public events. Supervisors should counsel any workforce member who is not actively participating in the attainment of the CL standard.

6. Action: Addressees are responsible for implementing the DON CL Policies contained in enclosure (1). Additional information regarding the Continuous Learning Program and policies can be found at the DACM web site, <http://dacm.secnav.navy.mil> and selecting "Register-Now!" Questions and clarification of these requirements should be addressed to Gary Guzman ((202)781-3152 or email guzmanga@navsea.navy.mil) in the Command Learning and Development Division, SEA 108.



PETER F. BROWN

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NOV 4 2002

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY POLICY (DON) GUIDANCE ON CONTINUOUS LEARNING FOR THE ACQUISITION WORKFORCE

Ref: (a) USD (AT&L) Continuous Learning Policy for the DoD Acquisition, Technology, and Logistics Workforce (AT& LWF) of 13 September 2002
(b) USD (A&T) Policy on Continuous Learning of 15 December, 1998
(c) DON Memorandum on Continuous Learning Guidance for the Acquisition Workforce of 13 April 1999

Encl: (1) DOD guidelines for crediting Continuous Learning Activities (excerpts)

It is essential now, more than ever, that our acquisition workforce members have the skills that they need to perform their jobs in an exceptional manner. The DON Continuous Learning (CL) Program provides workforce members with opportunities to keep their skills current and to stay abreast of acquisition procedures and policies.

Reference (a), the revised DoD Policy on Continuous Learning, extends the continuous learning standard to all acquisition workforce members, whether certified or not, and supercedes reference (b). This memorandum issues policy guidance for implementation of reference (a) within the Department of the Navy, and is effective as of 1 October 2002. Reference (c) is hereby cancelled.

Addressees are to implement revisions to the continuous learning program within their organizations in accordance with the guidance established in this memorandum. Further, addressees are to update their internal continuous learning implementation documents and forward a copy of the revised guidance to this office no later than 31 December 2002.

Continuous Learning Policy - Civilian and military personnel in designated acquisition billets have a mandatory requirement to obtain career field certification, and also to participate in continuous learning activities that augment the minimum education, training and experience standards established for their career field and specific acquisition assignments. Employees and supervisors are expected to work together to establish Individual Development Plans (IDPs) that: a) place priority on attainment of career field certification, and b) highlight a variety of CL activities and events in which the employee should participate annually. Enclosure (1) provides guidelines that are helpful in determining how many points should be assigned to various activities. It should be noted that all points earned through attendance at mandatory career field certification training can be applied toward the continuous learning requirement.

Applicability – All civilian and military personnel in designated acquisition positions are required to earn continuous learning points (CLPs).

Enclosure (1)

Continuous Learning Standard – All acquisition workforce personnel must earn a minimum of 80 CLPs every two years, with a goal of earning at least 40 CLPs each year. There are no “grace periods” or extensions to the two-year time period; points may not be “carried over” from one cycle to the next.

Timeframes (Cycle) – All civilian and military workforce members must earn 80 CLPs prior to the end of FY-04 and every 2 fiscal years thereafter (FY-06, 08, etc.). Two exceptions are described below.

Exceptions to the Cycle - Those acquisition workforce members who have previously established, in Register-Now!, a continuous learning baseline date other than 1 October 2000, will retain their current two-year cycle. Employees designated as acquisition workforce members subsequent to 1 October 2002 will begin their 2-year cycle on the date they enter the DON workforce. Continuous learning cycle dates are clearly documented in the employee’s training history in Register-Now!

Priority Designations – A priority is assigned to each person desiring to participate in continuous learning activities and events sponsored by the Director, Acquisition Career Management (DACM). These priority designations are used to determine the registration sequence, and will be determined by automatic scan of the employee’s automated data record in Defense Civilian Personnel Data System (DCPDS), the Officer Master File or Acquisition Workforce System of Management (AWSOM). The priority categories are:

Priority 1 - Those DON acquisition workforce members who are certified to the level required by their position and have not met their 80 CLP requirement.

Priority 2 – Those DON acquisition workforce members who are not currently certified to the level required of their position, or those who are certified and have already met their 80 CLP requirement.

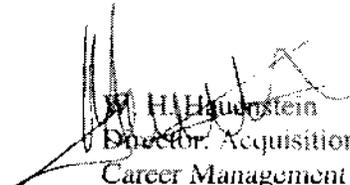
Priority 3 - Those DON employees who are not members of the acquisition workforce.

Continuous Learning Certificate – Upon attainment of the 80 CLPs in the designated two-year cycle, the employee will receive a certificate of achievement from the Director, Acquisition Career Management (DACM) to recognize this accomplishment. The certificate will expire at the end of the next two-year cycle unless the employee earns an additional 80 CLPs during that timeframe. For example, employees earning 80 points during the FY-03/04 cycle receive a certificate that expires at the end of the FY-05/06 cycle unless an additional 80 points are earned. Employees must not allow their certificate to expire.

Tracking – All points earned must be documented in Register-Now! Points earned through attendance at DAU courses, and through attendance at DACM-sponsored events using Register-Now! will be entered automatically; all other points must be entered by the employee with supervisory concurrence.

Responsibilities - Addressees are responsible for implementing policies contained in this memorandum, and for notifying workforce members of the requirement to document points in Register-Now!. Further, it is their responsibility to monitor attainment of the CL standard, provide incentives for compliance, and take appropriate action for non-attainment. Addressees are to clearly state both program incentives and actions to be taken for non-compliance in their revised guidance, which is to be forwarded to the DACM by 31 December 2002. Reports are available through Register-Now! to assist addressees in determining workforce compliance with CL policy.

Reporting – Annually, the Director, Acquisition Career Management (DACM) will provide the Director, Acquisition Education, Training and Career Development (AET&CD) with end of fiscal year data on the number of acquisition workforce members and the percentage of those members who attained the 80 point CLP requirement. Addressees will also be provided with reporting results for their use as appropriate.



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DoD Guidelines for Crediting Continuous Learning Activities

Ref: USD(AT&L) Policy on Continuous Learning of September 13, 2002.

CREDITABLE ACTIVITIES	POINT CREDIT
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or
*Awareness Briefing/Training - no testing/assessment associated	5 point per hour of instruction
*Continuous Learning Modules - testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour, maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour, maximum of 20 points per year
Workshop Participation	1 point per hour, maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	5 point per hour, maximum of 4 points per day and 20 points per year
Publications	10 to 40 points
Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training with Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry)	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

ENCLOSURE (1)