



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055 0791

REPORT NUMBER
FORMER ID
ACQUISITION
NAVAL SUPPLY SYSTEMS
12950
SUP 33B 213

14 Jan 04

From: Executive Director, Naval Supply Systems Command

Subj: POLICY GUIDANCE ON CONTINUOUS LEARNING FOR THE
NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) ACQUISITION
WORKFORCE

Ref: (a) USD (AT&L) Policy on Continuous Learning as of
13 Sep 02

Encl: (1) ASN(RD&A) memo of 4 Nov 02
(2) NAVSUP ltr 12400 Ser CWP3-214 of 14 Dec 01
(3) NAVSUP ltr 12430 Ser 33/139 of 19 Aug 02

1. Reference (a) issued the Continuous Learning Policy for members of the acquisition workforce and provides additional guidance for the implementation of subject policy.

2. The Continuous Learning Program continues to be an essential element to ensuring the NAVSUP acquisition workforce has the skills they require. Enclosure (1) is forwarded for your review and action. It issues policy guidance for crediting Continuous Learning points for the Department of the Navy's (DON) acquisition workforce. Several significant policy changes, effective FY 03, should be noted. They are as follows:

a. Department of Defense's policy on Continuous Learning extends the Continuous Learning standard to **all** acquisition workforce members, whether certified or not. This applies to both civilian and military personnel in designated acquisition billets.

b. The 3-month grace period and waiver provisions have been eliminated.

c. Cycle dates have been standardized to the greatest extent possible. Exceptions to these are identified in enclosure (1).

3. The significance of Continuous Learning is consistent with NAVSUP's philosophy that education, training and work experience must be priorities at all levels of the workforce. All NAVSUP acquisition workforce personnel are required to comply with the requirements specified in enclosure (1). Specifically, 40 Continuous Learning points per member is desired; however 80 Continuous Learning points per member is mandatory within 2 years.

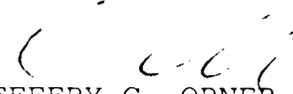
Subj: POLICY GUIDANCE ON CONTINUOUS LEARNING FOR THE
NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) ACQUISITION
WORKFORCE

4. Continuous Learning training is to be documented in each member's Individual Development Plan (IDP), as specified in enclosure (2). All Defense Acquisition Workforce Improvement Act and Continuous Learning training requirements are to be strictly monitored by supervisors to ensure certification and Continuous Learning requirements are being met. Periodic reviews of employee's IDPs should be conducted to ensure progress toward achieving Continuous Learning goals. Per enclosure (3), this requirement will be identified as a performance standard for all supervisors and managers within the NAVSUP claimancy. Employee noncompliance will be documented. Failure of the acquisition workforce member to meet the Continuous Learning standards may result in reassignment to a non-acquisition billet without reduction in grade or pay. Noncompliance may also affect incentive awards and promotions in the acquisition career field.

5. In addition, those members/supervisors who consistently meet the mandatory requirements will be recognized for their achievements in their annual performance evaluation.

6. Activities are reminded of your obligations under the Federal Service Labor-Management Relations Statute, Chapter 71 of Title 5, U.S.C., to fulfill any requirement for collective bargaining prior to implementation of subject policy.

7. Questions regarding this policy may be directed to Ms. Patricia Guest, 717-605-1861, DSN 430-1861, or e-mail patricia.guest@navy.mil or to your command acquisition training representative.


JEFFERY G. ORNER

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DEPARTMENT OF THE NAVY
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WASHINGTON DC 20350-1000
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 (I) 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(/)

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.

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
HPF/Special Project Leader	Maximum of 15 points per year
HPF/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)



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
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12400
CWP3/214
14 DEC 2001

From: Commander, Naval Supply Systems Command

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP) POLICY AND DEFENSE
ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)
CERTIFICATION

Ref: (a) NAVSUP ltr 12400 Ser CCMO/94 of 26 Sep 97
(b) NAVSUP ltr 12400 Ser CWP3/177 of 9 Sep 99

Encl: (1) NAVSUP IDP and DAWIA Certification Policy Statement

1. References (a) and (b), which directed that every member of the Naval Supply Systems Command (NAVSUP) team receive 40 hours of training, are hereby cancelled. The 40-hour requirement has been found to be too restrictive. There are employees that can have an effective IDP with less than 40 hours while some need more. The real responsibility of the activities is to ensure that meaningful training to close skill gaps is provided, not that a specific number of hours be required. While studies have shown that 40 hours of training is the recommended amount per employee, it will be the decision of the individual command to decide the type and amount of training their employees will be offered. Enclosure (1) provides the current IDP Policy Statement which includes the Requirements for DAWIA Certification and IDP Reporting.

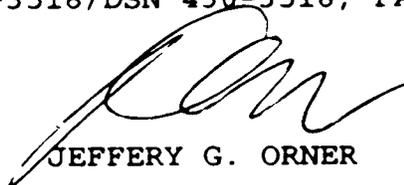
2. This policy is consistent with our philosophy that education, training and work experience must be priorities at all levels of the workforce. Management must actively lead in structuring an effective program that satisfies the requirement for meaningful training that will prepare individuals for possible advancement to key positions in the future. The DAWIA certification and continuous learning training requirements are to be included in the IDP, if applicable. The training is not to be solely focused on classroom training. Innovative and informal sessions should be scheduled to stimulate discussions and learning about new tools, business processes and leadership. Managers should encourage employees to take advantage of developmental assignments, correspondence courses, learning center classes, CD-ROM and Internet courses, distance learning, lunch and learn sessions, satellite seminars, and lending libraries of videotapes, audiotapes, books, periodicals, and professional journals. The IDP is to be an agreement between both the manager and the employee, taking into consideration the future of both the individual and the organization. Additionally, the IDP is to be jointly developed by both the

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP) POLICY AND DEFENSE
ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)
CERTIFICATION

employee and management with the understanding the time and effort of the employee and the time and resources of management will be utilized to execute the plan. Mandatory training, such as Security Refresher training, Prevention of Sexual Harassment, and HIV/AIDS training, does not count towards this training requirement. DAWIA training requirements are to be strictly monitored by the managers to ensure certification and continuous learning requirements are being met by employees in acquisition career fields.

3. This policy also includes the requirement for activities to report IDP data for all military and civilian employees in the NAVSUP enterprise. The purpose of this report is to ensure activities are complying with the IDP requirements set forth in the IDP Policy Statement. The reports are due by the 15th of October for the prior fiscal year and are to be sent to the Point of Contact, Mr. Robert Mitchem, CWP3. Data should be sent via e-mail to robert_f_mitchem@navsup.navy.mil.

4. Policy is effective immediately with implementation not later than 1 January 2002. Questions should be directed to Mr. Robert Mitchem at 717-605-3518/DSN 430-3518; FAX number 717-605-2081/DSN 430-2081.



JEFFERY G. ORNER

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Naval Supply Systems Command

Individual Development Plan

Policy

Background: The Commander, Naval Supply Systems Command (NAVSUP) has directed that all civilian employees will have an Individual Development Plan (IDP) reflecting meaningful training and development needs. The Commander's direction supports Goal # 2.1.4 of our Strategic Plan, to "develop meaningful Individual Development Plans (IDPs) for every member of the team (military and civilian)..." This investment in our workforce is a commitment to our future and to our most important resource, our employees. The IDP requirements will be constructed to take into consideration critical business area competency gaps and to enhance individual employee skills for future enterprise requirements. The Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for acquisition field personnel will be included in the training requirements.

IDPs: The IDP will document meaningful employee training and development needs that will lead to success in the employee's current position and longer term career goals in their chosen profession, while considering the skill needs of the command. The plan will provide employees with guidance on developmental needs and the types of training and opportunities to pursue. The developmental needs should be addressed as knowledge, skills, and abilities and should relate to the employee's career field and anticipated career progression. Specific courses/training required for DAWIA personnel will be included in their training plan. The IDPs of acquisition field personnel already certified would include continuous learning opportunities in the time frames allotted. Certification is normally required within an 18-month period for each level and 80 continuous learning points are generally required within a 2-year period.

Commands: Commands will establish IDPs for all employees and use the IDP to plan, budget and execute their employee development program. Employee IDPs should identify employee development needs while taking into consideration command goals and mission. The consolidation of all training requirements through the roll up of all employee IDPs provides information for annual training plans and budgets. Commands should designate an IDP champion to monitor the IDP process, who would periodically report to the command's Executive Board. Required DAWIA training will also be budgeted in the IDPs of acquisition field personnel. The command is ultimately responsible for providing the time and resources necessary for employees to execute these plans.

Supervisors: Supervisors will provide guidance on employee development needs and identify training, education, and work experiences to meet those needs. DAWIA certification and/or continuous learning requirements will be included in the IDP of and individual in the DAWIA Program. The employee and supervisor will agree on the IDP content, and the supervisor will approve the IDP. Supervisors will conduct periodic reviews with the employee. During the progress reviews, supervisors will review accomplishments, plans to complete the IDP, discuss changes, and amend the IDP as required, paying close attention that the DAWIA requirements are being satisfied in a timely manner.

Employees: Employees will document their career goals and development needs in their IDP. The IDP training and development opportunities will relate to their current position and anticipated career progression. Those individuals in DAWIA positions will ensure their IDPs include the necessary training certification and continuous learning requirements. Employees will participate in the training and opportunities identified in their IDPs, dedicating the necessary time and effort needed to execute these plans. Employees will meet with supervisors on a regular basis to review accomplishments and plans to complete their IDP. Employees will recommend IDP revisions based upon changes to goals, assignments, and tools. DAWIA personnel will ensure required training is being accomplished in a timely fashion.

Implementation: The keys to successful implementation of IDPs are commitment, realism, and accountability. Commitment from the command to make IDPs a valuable tool is imperative. Managers and employees must develop meaningful, realistic, affordable, and achievable plans and pursue opportunities for growth and development. Acquisition field personnel must monitor and DAWIA certification and continuous learning training on their IDP to ensure compliance with the DAWIA requirements.

Reporting: The commands, the managers and the employees must be accountable for building and executing meaningful IDPs. IDPs must be current and the results reported to the IDP Enterprise Manager at the NAVSUP Civilian Workforce Planning Office (CWPO). Reports are to be submitted by the commands for all their employees, by the 15th of October, for the prior fiscal year. The report is to include the number of civilians on board, the number of approved IDPs, and the number of IDPs fully executed for the year. The report is also to include the same information for military under a separate heading. Additionally, comments advising reasons for differences between the number of employees on board, the number of IDPs approved, and the number of IDPs fully executed are required.

12400
CWP3/214
14 Dec 2001

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IN REPLY REFER TO

12430
33/139

19 AUG 2002

From: Executive Director, Naval Supply Systems Command

Subj: STANDARD PERFORMANCE ELEMENTS FOR SUPERVISORS AND
MANAGERS

1. The following performance standards are to be included in the FY 03 performance rating cycle for all supervisors and managers within the NAVSUP claimancy:

a. Equal Employment Opportunity (EEO): Manages the organization's EEO proactively. As a supervisor or manager, is recognized as one who sets the example for a nondiscriminatory work environment.

(1) Accomplishments should include:

(a) Proactive participation in EEO/AEP to include development of alternatives to eliminate underrepresentation.

(b) Actively pursues all avenues to achieve parity to include recruitment, training, retention, recognition, and advancement opportunities.

(c) Ensures employees are aware of EEO/AEP issues.

(d) Maintenance of current EEO complaint awareness and participation in avoidance and resolution of EEO complaints.

(e) Takes proactive steps to further personal understanding of the value of diversity in the workplace and conveying the same to employees.

b. Individual Development Plans (IDPs): Develops and ensures execution of IDPs for all subordinate employees.

(1) Accomplishments should include:

(a) Takes the lead and ensures all subordinate employees who have been under their purview for at least 90 days have appropriate IDPs established.

(b) IDPs should consider the current needs of the employee as well as career goals of the employee and should be in line with the mission and functions of the organization.

(c) DAWIA certification and continuous learning requirements will be included in IDPs.

ENCLOSURE(3)

Subj: STANDARD PERFORMANCE ELEMENTS FOR SUPERVISORS AND MANAGERS

(d) Ensures funding is available and training is scheduled so that IDPs may be fully executed.

2. The NAVSUP POC is Ms. Crystal A. Kerns, 717-605-7051 or DSN 430-7051.



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