



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: ESTABLISHMENT OF 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 Memorandum for Distribution on DoN Policy Guidance on Continuous Learning for the Acquisition Workforce of 13 April 1999  
(c) DACM Memorandum on Policy Guidance for the DoN Continuous Learning Management System on Register-Now of 23 March 2001

Encl: (1) List of Centralized Continuous Learning Courses  
(2) Brochure on Register-Now for Continuous Learning

The Department of the Navy's (DoN) Continuous Learning Program has been expanded this fiscal year. Through increased levels of funding, we are now able to make available to your acquisition workforce members a multi-faceted program consisting of over 170 courses, career-field conferences, and career-field targeted training. These new initiatives are in addition to the funding we have provided to you in the past to support your unique internal requirements. To facilitate our expanded program, we have developed and are now initiating a centralized registration system for Continuous Learning. In addition to registering your employee for continuous learning activities, this web-based system will track the points your workforce members earn as required by references (a) and (b), and, in the near future, will be able to track all activities for which your employees earn Continuous Learning points. This will obviate the need for the manual tracking and reporting required by reference (b).

Enclosure (1) is a list of centralized Continuous Learning courses being offered in FY01. A complete description of the courses is available at [www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil). Enclosure (2) is a brochure that offers an overview of registration procedures for eligible employees and procedural guidance. It is recommended that widest dissemination of this brochure be given. Detailed policy guidance can be found in reference (c).

Continuous Learning is an excellent opportunity for employees to use training, education and professional activities to enhance their performance and to assume greater responsibility. By expanding the centralized portion of this program, we will be able to offer timely and required training throughout the DoN's acquisition community.

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CONTINUOUS LEARNING MANAGEMENT SYSTEM ON REGISTER-NOW

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



W. H. HAGENSTEIN  
Director, Acquisition  
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Director, CMS

DoN Acquisition Training Representatives

## Centralized Continuous Learning Courses

(Visit our website for course descriptions [www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil))

Alternative Dispute Resolution

Best Value

Contracting Officer's Representative (COR) Basic

Contracting Officer's Representative (COR) Refresher

Earned Value

Federal Appropriations Law

Leading Organizational Change

Market Research

Negotiation Strategies

Performance Based Contracting

Project Management (Basic)

Project Management (Advanced)

Requirements and Acquisition

Seven Habits of Highly Effective People

Strategic Issues in Major Systems Acquisitions

Value Chain Management

Writing Better Performance Statements of Work

**ENCLOSURE(1)**

## How do I register for Continuous Learning activities?

To register for Continuous Learning Activities, log on to the website at:

[www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil)

and click on:

**"Register-Now for Continuous Learning"**

You'll find that it's very easy to apply for enrollment! Much of the information required to request enrollment is already in the system, especially if you have registered for mandatory DAWIA training in the past. Once you get to the site, browse through the catalog to see what courses, conferences and activities are available at your location, and submit your application for the activities that best meet your needs. "Register-Now" will take it from there.

The system will request approval from your supervisor, and assign a priority rating to your request based on your workforce and certification status. Priority 1 personnel from the host command/location will receive preferred seating and can expect to receive enrollment confirmation no later than 50 days prior to the start of the activity. Priority 1 personnel not from the host command or location area will be enrolled within 50 days prior to the start of the activity. Personnel with other priority ratings will be enrolled based on priority status and space availability within 25 days prior to the start of the activity.

Once your priority status has been determined and your registration application has been approved, you and your supervisor will receive electronic confirmation notifying you of your enrollment.

Upon completion of any Continuous Learning activity, all you need to do to receive your electronic "Completion Certificate" is to complete the on-line "Register-Now" evaluation about the activity. Your opinion matters!

### Reminders:

If you find you are unable to attend, log on to the website and request that your enrollment be canceled.

Cancellation requests must be approved by your supervisor and processed through the "Register-Now" system a minimum of 14 days before the activity starts. This is to ensure that another workforce member can be accommodated. Cancellation after this time period may result in your activity being billed for the cost of your tuition, therefore, it is essential that you notify the registrar if you cannot attend!

If you are a workforce member who is not yet certified, you are encouraged to focus on achieving certification before enrolling in Continuous Learning activities.

Unlike mandatory certification training, travel and per diem are not centrally funded. You may, however, address your travel and per diem requirements with your parent organization.



Announcing...

REGISTER-NOW

for

## Continuous Learning

The Navy's new system for  
Continuous Learning registration and  
tracking.

VISIT OUR WEBSITE:

[www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil)

Click on: Register-Now for  
Continuous Learning