



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 12410.19
SPAWAR 00A-HR
21 Feb 03

SPAWAR INSTRUCTION 12410.19

From: Commander, Space and Naval Warfare Systems Command

Subj: CONTINUOUS LEARNING POLICY

Ref: (a) OASN (RD&A) Memorandum dtd 4 Nov 02

Encl: (1) DOD Guidelines for Crediting Continuous Learning Activities

1. Purpose. This instruction establishes policy and procedures for implementation of reference (a) within Space and Naval Warfare Systems Command.

2. Background. Reference (a) mandates that our acquisition workforce members maintain skills necessary to perform their jobs in an exceptional manner, and that they stay abreast of acquisition procedures and policies. All members of the Department of Defense Acquisition Workforce are required to obtain 80 continuous learning points (CLPs) every two years, with a goal of earning 40 points in each year. Points may be earned through a variety of activities, as outlined in enclosure (1). All civilian and military acquisition workforce members must earn their 80 CLPs prior to the end of FY-04, and every 2 fiscal years thereafter. There are two exceptions to this cycle. 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 two-year cycle on the date they entered the DON acquisition workforce.

3. Policy. Civilian and military personnel in designated acquisition billets have a mandatory requirement to obtain career field certification, and to participate in continuous learning activities that augment the minimum education, training, and experience standards established for their career field and specific acquisition assignments. Acquisition

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workforce employees will obtain 80 CLPs every two years, as outlined in reference (a). Achievement of this requirement will be taken into consideration when employees' and supervisors' accomplishments are reviewed for performance ratings, awards, and other honors. Non-compliance may affect an employee or supervisor's performance rating and may be cause for removal from the acquisition workforce or remedial action.

4. Applicability. This instruction applies to all employees currently occupying Defense Acquisition Workforce Improvement Act positions, regardless of whether the employee is currently certified to the level required by his or her position.

5. Responsibility.

a. Employee: It is each acquisition workforce member's responsibility to meet the goal of 40 CLPs each year or the mandatory requirement of 80 CLPs within two years. The employee is expected to work with his or her supervisor to establish an Individual Development Plan (IDP) that: (a) places priority on attainment of career field certification, and (b) highlights a variety of continuous learning activities and events in which the employee should participate annually with a goal of obtaining 40 CLPs. The employee is responsible for documenting his or her CLPs, as they are earned, in Register-Now! (<http://www.register-now.cms.navy.mil>).

b. Supervisor: It is the responsibility of the supervisor to ensure, within organizational workload and funding constraints, that individuals are provided duty-time for planned continuous learning activities. The supervisor will monitor employee progress in meeting CLP requirements, and will help identify potential continuous learning opportunities.

/s/

SCOTT R. RANDALL
Deputy Commander

Distribution:

SPAWAR List 4

PEO IT

PEO C4I

SNDL Part II:

FKA1B1 (SPAWAR SYSCEN, FACILITY AND ACTIVITY)

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**DOD Guidelines for Crediting Continuous
Learning Activities**

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
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 years
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry)	Recommended Points
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

Note - All activities may earn points only in the year accomplished, awarded or published.