DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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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 (l) 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).

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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