



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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14 February 2003

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOM CONTINUOUS LEARNING PROGRAM POLICY

Ref: (a) NAVFACENGCOM Ltr dtd 20 Dec 02

Encl: (1) ASN (RD&A) Memo dtd 4 Nov 02

1. It is now, more than ever, critical that our Acquisition Workforce (AWF) members have the skills necessary to perform their jobs in an exemplary fashion. The Continuous Learning (CL) program is an essential tool in ensuring that our AWF members have the most current knowledge and information available. With the issuance of this guidance, reference (a) is now superceded. Enclosure (1) forwards the new Department of the Navy revised guidelines for the CL program and the implementing guidance for the Naval Facilities Engineering Command. The new CL requirements are as follows:

a. All Acquisition Workforce (AWF) members, both civilian and military personnel, are required to earn 80 Continuous Learning Points (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 and points cannot be "carried over" from one cycle to the next.

b. Timeframes for earning points are as follows: 80 CLPs prior to the end of FY 04 and every two fiscal years thereafter (FY-06, 08, etc). There are two exceptions to this cycle:

(1) Those AWF members who have previously established in "Register-Now," a CL baseline date other than 1 October 2000, will retain their current two-year cycle.

(2) Employees designated as AWF 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.

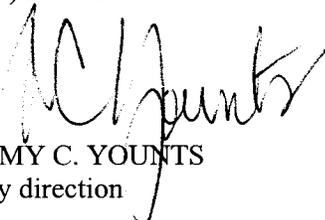
c. Tracking of CLPs must be documented in the "Register-Now! For Continuous Learning" website located at <https://www.atrs.army.mil/channels/clm/default.asp?qs=UM>. If you have registered for a course on the "Register-Now!" website, those points will automatically be awarded in your CL Training History after you have graduated from the course and completed the on-line evaluation form. Defense Acquisition University courses are also automatically incorporated in the CL training history (with no on-line evaluation requirement). If you have completed "other activities" such as conferences, locally funded training, experimental assignments, professional activities, technical or functional training, completion of college courses, etc., you are responsible for inputting these courses into the "Register-Now!" system to receive your points. Once your supervisor approves the points, they will be automatically incorporated into your CL training history in "Register-Now!" Instructions for inputting points can be accessed on the Community Management NavFacilitator website at: <http://navfacilitator.navfac.navy.mil/cm/trackingcl.pdf>.

d. Upon attainment of the 80 CLPs, AWF members 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, an employee earning 80 points during the FY-03/04 cycle receives 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.

2. Community Managers and supervisors play an important role in CL. Each Community Management Plan outlines both the required and desired training for its community members. The DACM is currently offering a wide range of courses, Command unique training, career-field conferences, and career-field targeted training. Acquisition Workforce members should avail themselves of these CL courses to meet any required acquisition and technical training. Additionally, Community Managers and Commanding Officers/Directors will receive quarterly updates on the CL status of their AWF members in order to better access their community's participation in CL activities.

3. Supervisors **must** ensure that:

- AWF members are provided duty time for planned CL activities.
 - Individual Development Plans for their personnel include opportunities for participating in CL activities.
 - **CL applications are processed in a timely manner.**
 - Achievement of the 80 CLP goal will be taken into consideration when employees' accomplishments are reviewed for performance ratings, awards, and other honors.
 - A written explanation is provided to NAVFAC HQ, Code CM (Ms. Joy Bird) within 30 days of notification for their employees failing to meet the CL standard. This information should include:
 - Reason for non-compliance
 - Actions taken to prevent future non-compliance
 - Revised IDP outlining training for upcoming CL two year reporting period
4. Non-compliance may affect an employee or supervisor's performance rating and may be cause for reassignment from their acquisition position. Contracting Officers must meet the CL standard to maintain their warrants in accordance with the NAVFAC Acquisition Supplement (NFAS) Part 1.603-3(c). Questions pertaining to NAVFAC's CL Policy may be directed to Ms. Joy Bird at (202) 685-9021 or Ms. Lana Lyskin at (805) 982-6550.


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By direction