

2009 Carnegie Mellon University (CMU)
Master of Science in Information Technology (MSIT)-
Software Engineering Management (SEM)
Program Announcement

Opening Date: Dec. 11, 2008

CMU Admission Deadline: The admission deadline has been changed from Jan. 15 to Feb. 27, 2009

Closing Date: May 7, 2009

Announcement has been extended from March 23 to May 7, 2009, for submission of applications to the Army Acquisition Professional Development System (AAPDS)

Board Review Process: May 12, 2009

Course Start Date: August 2009

The U.S. Army Acquisition Support Center (USAASC) and CMU are pleased to announce the pilot offering of CMU's MSIT-SEM degree program. If you are eligible for the program, you are encouraged to apply.

Who May Apply: Open to Department of the Army (DA) civilian U.S. Army Acquisition Corps (AAC) workforce members who are certified in their current acquisition position.

NOTE: This program cannot be used to fund a second master's degree, regardless of the funding source for the previous master's degree.

General Program Information: The CMU MSIT-SEM degree program provides civilian AAC members an opportunity to complete a graduate degree within 3 years on a part-time basis. The MSIT-SEM degree program is a collaborative effort among CMU's Heinz School of Public Policy and Management, School of Computer Science, and the Software Engineering Institute (SEI). CMU offers state-of-the-art training in business, computer science, and software engineering and is ranked as one of the top 25 universities in the United States.

The MSIT-SEM program prepares professionals to manage within today's world, where technology is vital and businesses depend on one another. Managers must be prepared to work in organizations that take on new technologies as they become available — where software and systems are fully integrated, and projects are complex and have aggressive cost and schedule constraints. They must make decisions about outsourcing, taking care to base their decisions on empirical data. Managers are responsible for contract oversight, project management, risk management, and compliance with governmental regulations, privacy, and security. The MSIT-SEM program provides a toolkit for meeting today's challenges and preparing for those of tomorrow while offering flexible training options that make it easy for students to work while earning their degrees.

The MSIT-SEM is a part-time program that takes 3 years to complete. The workload is estimated at 18 hours per week. Students will be required to visit CMU in Pittsburgh, PA, each year and at the conclusion of the program. A minimum of 4 weeks at CMU is required. Depending on students' progress in the SEI professional courses, more time could be required.

Temporary duty funds will be provided. Tuition, travel, textbooks, lab fees, and per diem will be funded by USAASC. Maximum funding cap per student for the 3-year period is \$75,000.

The CMU admission process for the MSIT-SEM closes on Feb. 27, 2009. Interested individuals must first apply to CMU and receive an acceptance letter. For application instructions and to learn more about MSIT-SEM curriculum and other course information, visit the CMU Web site at <http://www.mse.cs.cmu.edu/sem/>.

Additional CMU and USAASC requirements are listed below.

CMU Eligibility Requirements:

- Baccalaureate degree from an accredited college or university.
- 5 years of work experience in information technology (IT)/software development and/or IT/software development management. The courses from CMU are technical and rigorous. This program is not for non-programmers. Programmers who develop software but lack formal management education are excellent candidates for this program.
- Completed Graduate Record Examination (GRE). The GRE general test scores can be sent directly to CMU using the 78 code. No other test scores (e.g., Graduate Management Admission Test scores) may be substituted. Test of English as a Foreign Language scores are required for international students.

USAASC Eligibility Requirements:

- Be a DA civilian AAC workforce member and certified in current acquisition position.
- Meet all requirements as outlined in this announcement.

How to Apply:

You must apply to CMU and be accepted in the program before you can be selected and funded by USAASC. Individuals must meet the CMU admission requirements and have a letter of acceptance from CMU.

1. Apply to CMU for admission

To learn more about CMU MSIT-SEM admission, curriculum, and other information, visit the CMU Web site at <http://www.mse.cs.cmu.edu/sem/>. If additional information regarding the CMU program and admission process is needed, contact Dr. Philip L. Miller, Sr., Member of Operational Staff, SEI, Pittsburgh, PA, at (412) 268-3560 or e-mail pmiller@sei.cmu.edu.

2. Update Individual Development Plan (IDP)

You must include the entire CMU MSIT-SEM course of study in the IDP and obtain supervisor approval. The CMU MSIT-SEM course of study can be found at <http://www.mse.cs.cmu.edu/sem/>.

3. Apply to CMU Acquisition Education, Training, and Experience (AETE) Program through AAPDS

You must complete the USAASC-automated CMU MSIT-SEM application located in the AAPDS. To access AAPDS, log in at <https://rda.altess.army.mil/camp/>, select Career Acquisition Personnel and Position Management Information System (CAPP MIS), then AAPDS, then Application Module, and, finally, Civilian 2009 CMU MSIT-SEM. AAPDS will retrieve all supervisor-approved courses in the education plan section of the IDP and load them into your CMU MSIT-SEM application package. You must also list AETE as the funding source for courses to be loaded into AAPDS.

4. AAPDS Application Requirements

- CMU Acceptance Letter: Individuals must upload acceptance letter received by CMU.
- Current Acquisition Civilian Record Brief (ACRB): For assistance in updating the ACRB, please contact your Regional Acquisition Career Manager (ACM) who can be found at <http://asc.army.mil/organization/regional/default.cfm>. ACRBs will be reviewed for accuracy, currency, and completeness.
- Current Resume: Please prepare the resume in accordance with the Office of Personnel Management's guidelines. Limit the resume to 10,000 characters.
- IDP Academic Plan: The IDP must include the courses required for completion of the MSIT-SEM degree. These courses are listed at <http://www.mse.cs.cmu.edu/sem/>. The CMU MSIT-SEM program and courses must be planned and approved by the supervisor. Applicants must choose AETE as the planned funding source for each course listed on the IDP.

REMINDER: IDP courses will only upload into the AAPDS application if:

- Listed in Education Plan section
- Status listed as Planned
- AETE listed as Planned Funding Source
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- IDP: IDP must be approved by the supervisor.
- Post-Utilization Plan: The post-utilization plan must be prepared by the supervisor.
- Agreement to Continue Service (civilian): The agreement must be signed and uploaded in AAPDS.

5. Additional Information

- Applicants should contact their ACM for any necessary application support. ACMs will only be able to view the sections of your application that you have saved.
- Applicants will be notified if their application packet is incomplete and will have the opportunity to fix any problems as long as the changes are submitted before

the closing date of the announcement. Requested changes to the application after the closing date of this announcement (May 7, 2009) will not be honored.

- Applicants' supervisors must approve the complete application package and provide any comments before the applicant submits the CMU MSIT-SEM package. Supervisor approval must be completed by May 7, 2009, or the application will not be considered.
- Students will be required to reimburse the government for classes with an incomplete grade, withdrawal, or grade below "B." All reimbursements for the CMU will be made payable to U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, ATTN: CMU, 9900 Belvoir Road, Suite 101, Bldg 201, Fort Belvoir, VA 22060-5567.
- For more information, applicants may also contact the USAASC CMU MSIT-SEM coordinators: Gloria King at (703) 805-1251, DSN 655-1251, or e-mail gloria.king@us.army.mil, or Veronica Gonzalez at (703) 805-1238, DSN 655-1238, or e-mail veronica.gonzalez1@us.army.mil.