DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CD

31 March 2010

MEMORANDUM FOR Army Principal Assistants Responsible for Contracting (PARC's) and Acquisition (CP-14) Careerists

SUBJECT: Naval Postgraduate School, Master of Science in Contract Management

1. On behalf of the Functional Chief Representative (FCR) for the Contracting and Acquisition Career Program (CP-14), I am pleased to offer the opportunity for a Master of Science in Contract Management (MSCM) at the Naval Postgraduate School (NPS). The MSCM Program will be centrally funded through the ACTEDS Competitive Professional Development (CPD) Program.

2. A formal training announcement of the MSCM Program is enclosed with this memorandum. The NPS and its School of Business and Public Policy are pleased to present an eight quarter part-time MSCM by distributed learning beginning the week of 27 September 2010. Additional information on NPS may be found at http://www.nps.navy.mil/gsbpp/mscm and information on the 835-111 MSCM Program may be found at http://www.nps.edu/Academics/Schools/GSBPP/DegreeProgram/Non-Resident/MSCM/MSCM.html.

3. I am asking for your support of this unique educational experience. I request that you encourage applications from the very best in our community. The deadline for applications is 28 May 2010.

4. The point of contact is Mary Souviney, Career Program (CP-14) Contracting and Acquisition Programs, Competitive Professional Development (CPD), 703-805-1246 or email Mary.Souviney@us.army.mil.

Encl

MITCHELL COLSTON
Branch Chief
Acquisition Career Development Division

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CAREER PROGRAM 14, CONTRACTING & ACQUISITION

Army Academic Degree Training (ADT) Opportunity
Naval Postgraduate School (NPS)
Master of Science Contract Management (MSCM)
Class Number: 835-111
Program Dates: 27 September 2010 – 21 September 2012
Announcement Opening Date: March 31, 2010
NPS Admission Deadline: Applications accepted online through May 1, 2010
CPD, CP-14 Announcement Closing Date: May 28, 2010
Board Review Date: June 2, 2010
Course Start Date: Sept 27, 2010

United States Army, Army Civilian Training Education and Development Systems, Competitive Professional Development (CPD), Career Program (CP) – 14, Contracting & Acquisition are pleased to announce the offering of the NPS MSCM. This is an opportunity to complete a Master of Science degree in Contract Program Management (MSCM) on a part-time basis within a 2-year period.

MSCM is an 8-quarter part-time degree program that is conducted by distributed learning. All classes use an internet tool called "Elluminate." Elluminate uses Voice over Internet Protocol (VoIP) technology to send both video and audio over the Internet to any computer logged into the course site. MSCM is delivered exclusively over the Internet using two 3-hour sessions a week from 0800-1100 (Pacific Time). To use Elluminate, students will need Internet access, a personal computer (PC) microphone, and a PC camera (optional). There is no special software for Elluminate.

Several Defense Acquisition University (DAU) course equivalencies are earned while attending this course of study. Students who complete the degree program earn *Defense Acquisition Workforce Improvement Act* (*DAWIA*) training requirements for contract management (CON 120, 214, 215, 216, 217, 218, 234 and 353); ACQ 101, 201; and PMT 250. While completion of the MSCM provides some of the required training for certification in the above careers, individuals must complete the additional DAU training for certification in the career field. Additional information about the program can be reviewed at http://www.nps.navy.mil/gsbpp/mscm/.

A board will be conducted to select individuals. You must meet the NPS prerequisites and ACTEDS, CPD, CP-14 Contracting & Acquisition eligibility requirements to be considered for the program. You must apply to the NPS and have a letter of acceptance from NPS before your application can be reviewed by the board.

Apply for the admission letter using the following link:
http://www.nps.edu/Academics/Schools/GSBPP/DegreeProg/Non- Resident/MSCM/MSCM.html.

Note: Applicants should visit the MSCM website, select "Admissions" under the MSCM heading on the left, and then select "Student Application Form". The MSCM program is Curriculum 835. Candidates are applying for Academic Year 2011, Quarter 1. Applications for admission must be submitted to NPS before May 1, 2010.

Who May Apply? Permanent civilian members of the Acquisition, Logistics, and Technology (AL&T) Workforce who are GS-12 through GS-15 or equivalent broadband within a Demonstration Project or the National Security Personnel System (NSPS) may apply. Individuals must be certified in their current position by the date of application submission. Certification status must be reflected on the individual's Acquisition Career Record Brief (ACRB).

General Program Information: The MSCM Program is designed to provide contracting & acquisition professionals in DoD and other federal agencies a defense-focused advanced degree in a distance learning format. The curriculum is designed to provide contracting & acquisition professionals the knowledge, skills, and abilities to lead and manage effectively. Students will engage in the study of concepts, methodologies, and analytical techniques necessary for successful leadership of programs/projects within complex organizations. The curriculum focuses on problem solving and decision making within the acquisition environment utilizing case studies, teaming exercises, hands-on applications, active participation and other similar activities. Lecture and laboratory tasks require the application of critical thinking to problem solving within actual situations. The MSCM is scheduled to commence September 27, 2010, and will conclude with graduation on September 21, 2012. To be considered for this board-selected opportunity, you must first apply directly to NPS, meet NPS admission requirements and be accepted by receiving a letter of acceptance from NPS. Individuals who were admitted to NPS-MSCM program as a result of prior announcement can use the prior year's letter of acceptance to apply for this opportunity. See the "How to Apply" instructions listed in this announcement.

Eligibility Criteria: Listed below are ACTEDS, CPD, CP-14, Contracting & Acquisition & Acquisition eligibility requirements.

ACTEDS, CPD, CP-14, Contracting & Acquisition & Acquisition Eligibility Requirements:

- Nominees must be serving in or registered in a career program with career status appointments, Schedule A excepted appointments without time limitation, or accepted appointments in the Defense Civilian Intelligence Personnel System (DCIPS). In addition, nominees must have a minimum total of three years service in any one or a combination of such appointments.
- Employees selected for full-time continuous training in government facilities in excess of 120 calendar days or non-government facilities in excess of 80 hours must agree to continue in DA or DOD service for a period equal to three times the length of the training assignment.
- Must be a GS-11 through GS-15 or equivalent broadband within a Demonstration Project or the NSPS equivalent
- Must meet current position certification requirement
- Must have a letter of acceptance from NPS

How to Apply: You must apply to NPS and be accepted in the program before you can be selected and funded by ACTEDS, CPD, CP-14, Contracting & Acquisition. Individuals must meet the NPS admission requirements and have a letter of acceptance from NPS to apply for this opportunity. Individuals may begin the ACTEDS, CPD, CP-14, Contracting & Acquisition application process using the link: Army Civilian Training Education and Development System (ACTEDS), Chapter 4, Academic Degree Training (ADT) Checklist, http://cpol.army.mil/library/train/catalog/ch04adt.html while they wait for their letter of acceptance from NPS.

Apply to NPS for Admission. Apply for admission to the NPS-MSCM program using the following link: http://www.nps.edu/Academics/Schools/GSBPP/DegreeProg/Non-Resident/MSCM/MSCM.html (**Note:** To apply, applicants should visit the MSCM website, select "Admissions" under the MSCM heading on the left, and then select "Student Application Form". "The MSCM program is Curriculum 835. Candidates are applying for Academic Year 2011, Quarter 1.

For additional information on the NPS MSCM, you may also contact Dr. Wally Owen, Program Manager at WOwen@nps.edu, (636) 925-2982; Mr. Cory Yoder, Academic Associate (Advisor) at ECyoder@nps.edu, (831) 656-3619; or Ms. Ronda Spelbring, Program Administrator, at rlspelbr@nps.edu, (831) 656-2091.

Apply to MSCM Program through ACTEDS.

All MSCM Program applications forms are located at the ACTEDS site with a checklist of all documents which must be submitted to CPD, CP-14 Contracting & Acquisition office located at 9900 Belvoir Road, Bldg. 201, ATTN: Mary Souviney, Mail Stop 5567, Fort Belvoir, VA 22060-5567 which will be boarded before being forwarded to FCR for approval. The following is a description of what must be in a complete packet.

Do not submit MSCM Program application packets to NPS.

On Line Forms and Academic Degree Training Checklist located at http://cpol.army.mil/library/train/catalog/pkt_adt.html

All Academic Degree Training request applications, regardless of funding source, must provide the following information:

1. Academic Degree Training Application Form – For ACTEDS Funding (On Line Form)

2. Academic Degree Training Applicant Statement (500 words or less) (On Line Form)

3. Letter of Acceptance from NPS

4. Continued Service Agreement (On Line Form)
   The period of service will equal at least **three** times the length of the training, to begin upon the employee's return to duty following training completion.

Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Approving officials will retain a copy of each signed agreement and monitor execution of the obligation period.

****DO NOT SIGN AND DATE UNTIL YOU HAVE BEEN SELECTED BUT INCLUDE FORM WITH PACKET****

5. Resume (includes list of government-sponsored training and individual courses funded by ACTEDS). Prepare your resume using the Resumix format. Additional information on Resumix is available at www.cpol.army.mil.

6. Academic Degree Plan Form – (On Line Form)

7. Validation of Requirement/Utilization Plan from the Employee's Supervisor (NTE 500 words) (On Line Form) Supervisor must describe how the proposed Academic Degree Training will contribute significantly to meeting an identified agency training requirement; resolving an identified agency staffing problem; or accomplishing goals in the strategic plan of the agency. Further describe how you will utilize the new skills and knowledge your employee will acquire from this training opportunity in his/her current position or new position, and how this will benefit the Army.

8. Career Program Functional Review Form (On Line Form) This form should be completed by Activity Career Program Managers (ACPM) and MACOM Career Program Managers (MCPM). If ACPMs/MCPMs are not available because of organizational structure or the nominee is not in a series covered by a DA Civilian Career Program, this form should be completed by the second level supervisor(s) or functional official(s). Items 1c, 2c, and 3c will be completed after submission to OASA(M&RA).

9. Request for Central Resource Support Form (On Line Form)

10. Acquisition Career Record Brief (ACRB): Update your ACRB. Applicants should contact their Regional Acquisition Career Manager (ACM) to obtain assistance to review and complete their ACRB before completing application. A list of ACMs is located at the following link: https://asc.army.mil/organization/regional/default. NOTE: Ensure that your AKO e-mail address is up-to-date.

11. Update Individual Development Plan (IDP). You must include the entire course of study for the MSCM on the IDP and obtain supervisor approval. Enter the sixteen courses under the "Education Plan" section of the IDP. Click on "Add Courses." The estimated cost for the books is $200.00 per course. Tuition is $1,875 per course. Enter "CPD" as the funding source. The sixteen courses you will be required to complete are listed at the following link: https://rda.altess.army.mil/camp/apps/cappmis/modules/idp/index.cfm?fuseaction=cEmployee.plan

Submit all documents in sequence of the checklist located in the ACTEDS Training Catalog On-Line Forms and fax and/or FedEx to:

USAASC
ACDD, CPD
CP-14 Contracting & Acquisition Section
ATTN: Mary Souviney
9900 Belvoir Road, Bldg. 201
Mail Stop 5567
Fort Belvoir, VA 22060-5567

FAX: 703-805-1256

Please follow up with an email to ensure your packet has been received to Mary.Souviney@us.army.mil.

Additional NPS-MSCM Information and Requirements

• In accordance with ACTEDS, CPD policy and procedures, students are required to maintain a "B" average for graduate level courses and a "C" average for undergraduate level courses. Failure to maintain this grade point average may result in removal from the course of study. The Principal Assistants Responsible for Contracting & Acquisition (PARCs) will verify that the grade levels are being maintained and the students shall send a grade report after each semester/quarter to USAASC, Acquisition Career Development Division, Career Programs Branch. The policy can be reviewed at: http://cpol.army.mil/library/train/catalog/ch03cp14.html.

• The NPS-MSCM program board is a needs-based selection process. Individuals will be evaluated based on the need to complete the appropriate training and education.

• Individuals will be notified by email of their selection for participation in MSCM Program.

• This program can be used to fund a second Master's degree; however, the selection for a second master's will be given a lower priority in the board review process. The review board's decision to fund a second Master's degree will be based on funding constraints and the needs of the Army.

• For additional information contact Mary.Souviney@us,.army.mil or call 703-805-1246.

Procedures for Deployed Applicants

Civilians who are deployed in support of the contingency operations must also apply under this announcement to receive consideration; however, they may follow the modified application process if they do not have access to ACTEDS as follows:

• Faxed and/or other electronically submitted applications are acceptable. The fax number is (703) 805-1256 and email address is Mary.Souviney@us.army.mil.

• ACRB - Provide your name to Mary Souviney at Mary.Souviney@us.army.mil. Your ACRB will be retrieved from CAMPMIS.

• Resume - Required as noted above

• Statement of Interest - Required as noted above

• Post Utilization Statement - Required as noted above

• Continued Service Agreement – Required as noted above

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.