

**DEPARTMENT OF ARMY
NAVAL POSTGRADUATE SCHOOL MASTER OF SCIENCE IN PROGRAM
MANAGEMENT (NPS-MSPM) POLICY/PROCEDURES**

1. **REFERENCES:** SEE APPENDIX 1.

2. **APPLICABILITY:** This policy and procedures applies to all current civilian Army Acquisition, Logistics and Technology (AL&T) workforce members.

3. **PURPOSE:** This document establishes the policy and procedures for application and selection of AL&T workforce members for the NPS-MSPM training opportunity and supersedes the Acquisition, Education, Training and Experience (AETE) Program Policy/Procedures dated November 18, 2002.

4. **RESPONSIBILITIES:**

a. **The Deputy Director, Acquisition Career Management (DDACM).**

(1) Has oversight and management of the announcement and board process.

(2) Has final approval authority for AL&T workforce members selected to participate in the NPS-MSPM program each year.

(3) Serves as convening authority for the Army-Sponsored NPS-MSPM program.

(4) Serves as approval authority for the NPS-MSPM program Relative Standing List (RSL).

b. **US Army Acquisition Support Center (USAASC).**

(1) USAASC, acting on behalf of the DDACM, has responsibility for the content of announcement, area of consideration, eligibility criteria and selection board process.

(2) Provides the NPS Program Manager a list of selectees each year no later than August 15th.

(3) Serves as primary consultant and sponsor of the NPS Program Management and System Acquisition Management curricula.

c. **Supervisor.**

(1) Endorses and recommends AL&T workforce members to participate in NPS-MSPM program each year through the Post Utilization Plan as part of the application process.

(2) Reviews and approves/disapproves the Individual Development Plan (IDP) submitted by AL&T workforce members for the NPS-MSPM program.

(3) Ensures employees have met current position certification requirement prior to participation in the NPS-MSPM program.

(4) Approves continuous learning points earned by AL&T workforce members who completed courses under the NPS-MSPM program.

(5) Notifies the USAASC Program Manager if an employee fails to complete the obligated service period specified on Agreement to Continue in Service. In the event the employee moves to another organization, the supervisor is responsible for notifying the gaining organization that a service obligation agreement is in effect.

(6) Reviews, approves or disapproves all program management courses for the NPS-MSPM program on the IDP. This approval endorses the applicant's participation in the program during duty, if selected. Ensures the employee is allowed the specified time to complete the 24-month distributed learning program. No employee will be required to use leave or make-up time devoted to completion of the program.

d. AL&T Workforce Member.

(1) Must gain acceptance into the NPS-MSPM prior to board date before USAASC can consider for funding.

(2) Must meet all eligibility requirements specified in the NPS-MSPM program announcement.

(3) Must meet their required Defense Acquisition Workforce Improvement Act (DAWIA) level of certification for their current acquisition position prior to participation in program.

(4) Must complete all the course requirements for graduation.

(5) Must submit all the required documentation and information requested in the announcement using the on-line application system.

(6) Must maintain a grade of at least a "B" in all courses. If two or more grades are received that are less than a "B"; individual will be removed from program. NPS-MSPM participants must reimburse the Federal Government for the cost of tuition for each incomplete, failed or withdrawn course within 30 days of notification. Failure to reimburse the Federal Government will result in removal from the program.

(7) Must submit grades to the USAASC Program Manager within 30 days of completion of each quarter. Failure to provide grades can result in removal from the program.

(8) Must notify supervisor, NPS Instructor, NPS Program Manager and USAASC Program Manager before withdrawing from the NPS-MSPM program.

e. NPS-MSPM Program Manager.

(1) Partners with the DDACM to offer the NPS-MSPM program.

(2) Evaluates candidates for admission to the NPS-MSPM program prior to close of the current announcement.

(3) Provides grade reports of all students enrolled in NPS-MSPM each quarter to the USAASC Program Manager.

f. USAASC Program Manager.

(1) Updates the policy and procedures for the NPS-MSPM program each year.

(2) Partners with NPS Program Manager in the execution of the NPS-MSPM announcement and selection board.

(3) Prepares annual announcement and conducts board for the NPS-MSPM program.

(4) Plans, schedules and conducts selection board.

(5) Notifies board selectees and non-selectees.

(6) Monitors grades and collects repayment of tuition.

g. USAASC Regional Customer Support Office.

(1) Market NPS-MSPM program to workforce at assigned region.

(2) Provide assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

5. POLICY:

a. NPS-MSPM program. NPS-MSPM is a 24-month Master's degree program conducted via distributed learning. Individuals selected for the program will be required to participate during normal duty hours.

b. NPS-MSPM Program of Study.

(1) The NPS-MSPM is an eight quarter, part-time program. It is designed to provide acquisition professionals in the Department of Defense and other federal agencies a defense-focused advanced degree in a distance learning format. The curriculum is designed to provide 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 using case studies, teaming exercises, hands-on applications, active participation, research and integrative exercises.

(2) Several Defense Acquisition University (DAU) course equivalencies are earned while attending this course of study. Students who complete the degree program earn DAWIA training requirements for program management (PMT 352); systems engineering (SYS 101, 202, 203); contracting (CON 100,110, 111 and 112); software acquisition management (SAM 201), and production and quality management (PQM 101 and 201). While completion of the MSPM provides some of the required training for certification in the above acquisition career fields, individuals must complete the additional DAU training, experience and education standards required for certification in the acquisition career field.

c. Funding.

(1) USAASC is the sponsor of the Program Management and Systems Acquisition Management curricula.

(2) Contingent upon funding and the needs of the Army, USAASC will provide funding each year for the NPS-MSPM program.

(3) The number of participants may increase or decrease each year based on funding constraints and the needs of the Army.

(4) Tuition and textbooks will be funded by USAASC.

d. On-line-Submission Requirement. The application and board process used to select individuals for the NPS-MSPM program will be AAPDS. AAPDS is an automated application system that can be accessed via the Career Acquisition Management Portal (CAMP). CAMP can be accessed at the following link:

<https://rda.altess.army.mil/camp>. AL&T workforce members should click on the "Career Acquisition Personnel and Position Management Information System" (CAPPMS). Once in CAPPMS, select "AAPDS" tab and then select the "Application Module" link to view current announcement. AL&T workforce members are required to submit their application in accordance with the requirements listed in the NPS-MSPM program announcement. Individuals may contact the Program Manager identified in the announcement or their regional Acquisition Career Manager at <http://asc.army.mil/organization/regional/default.cfm> for assistance with the application.

e. Reimbursement Requirement.

(1) Participants who receive a "withdrawal", "incomplete", "failed" or a grade less than a "B" in any course will be required to reimburse the Federal Government. If tuition is not paid in full or financial arrangements are not made within 30 days of notification of payment, the employee will be removed from the program and the supervisor will be notified regarding the debt owed to the Federal Government. All reimbursements for the NPS-MSPM will be made by personal check, money order or certified check. The

check or money order should be payable to US Treasury and mailed to: US Army Acquisition Support Center, ATTN: NPS-MSPM Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.

(2) Students who are unable to reimburse the Federal Government in full within 30 days may request a payment plan to resolve debt. The plan must be submitted to the USAASC Program Manager within 30 days of notification of the requirement to reimburse the Federal Government.

6. PROCEDURES.

a. Announcement Process.

(1) The USAASC will plan, manage and announce the NPS-MSPM program each year. The announcement will be advertised no later than April each year. The announcement will be posted on the USAASC web site at <http://asc.army.mil>.

(2) The announcement will be open a minimum of 30 days. Applications must be submitted before the closing date identified in the NPS-MSPM program announcement or applicant will not be eligible for consideration.

(3) AL&T workforce members must obtain approval from their supervisor to participate in the NPS-MSPM program during duty hours. Employees should update and submit the IDP to supervisor for approval.

(4) AL&T workforce members must apply and be accepted in the NPS-MSPM prior to applying for USAASC funding.

(5) AL&T workforce members are required to submit their application in accordance with the requirements specified in the announcement.

(6) Applicants must complete and submit all of the following documents for the NPS-MSPM program in AAPDS: (1) NPS-MSPM Applicant Data; (2) Acquisition Career Record Brief (ACRB) ; (3) IDP; (4) Resume; (5) Narrative; (6) Signed Post Utilization Statement and (7) Agreement to Continue in Service. The requested documents must be completed and the entire application submitted in AAPDS by the closing date of the announcement or the individual will not be considered.

(7) AL&T workforce members will be notified of AETE program announcements through direct email if their email address is listed correctly on their ACRB.

(8) AL&T workforce members who apply with sufficient lead-time before the closing date of the announcement will be notified if their application is incomplete; they will then be allowed to resubmit the correct or requested information provided it is submitted before the closing date of the announcement.

b. Board Process.

(1) USAASC will plan and conduct the review board to recommend, to the DDACM, AL&T workforce members to participate in NPS-MSPM program.

(2) The NPS-MSPM program board is a needs-based selection process. Individuals will be evaluated based on the need to complete the appropriate training and education. The board will evaluate and rate all applications of individuals determined eligible for the NPS-MSPM program.

(3) All individuals who apply for consideration for the NPS-MSPM program will receive fair and equitable evaluation under the announcement and board process.

c. NPS Letter of Acceptance. All AL&T workforce members must obtain a letter of acceptance from NPS. Individuals admitted to NPS-MSPM program as a result of prior NPS-MSPM program announcements can use the prior year's letter of acceptance to apply for the current announcement. Individuals should verify their current admission eligibility with NPS before using the prior year's acceptance letter. Only applications of individuals who have been admitted to the NPS-MSPM program by the closing date of the announcement will be considered by the board. Applicants may apply for admission at the following link: <http://www.nps.edu/Academics/Schools/GSBPP/DegreeProg/Non-Resident/MSPM/MSPMAdmissions.html>.

d. Master's Degree. AL&T workforce members may apply for consideration to obtain a second Master's degree under the NPS-MSPM; however, the applicant's request may be given lower priority in the needs-based board selection process. The DDACM has final review and approval authority for these selections. The DDACM's decision to approve and fund a second Master's degree will be based on funding constraints, the needs of the Army, the discipline and the source of the first degree.

e. Notification. Selectees will be notified by email of their selection for participation in the program within seven days after approval of the board results. Non-selectees will be notified within ten days of approval results. Selectees should notify their supervisor of their selection and of the required participation timeframes for completion of the 24-month program.

f. Organizational Assignment. AL&T workforce members selected for the NPS-MSPM program will remain on the rolls of their current organization.

g. Salary and Leave Administration. The individual's home organization is responsible for salary, administration of leave and maintenance of leave records.

h. Deferrals, Deployments and Compassionate Requests.

(1) AL&T Workforce members who are selected for the NPS-MSPM program must attend the NPS offering designated in the announcement. Deferrals will not be granted. Deployment and compassionate requests will be considered on a case-by-case basis. All requests must be in writing and forwarded to Branch Chief, Acquisition, Education and Training, US Army Acquisition Support Center, 9900 Fort Belvoir Road, Building 201, Fort Belvoir, VA 22060.

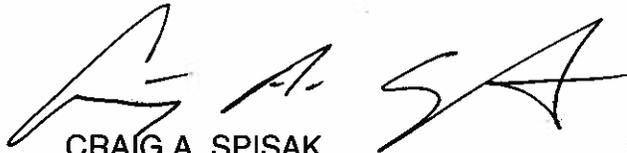
(2) AL&T workforce members who are deployed must provide a copy of their orders to the USAASC Program Manager. These individuals will be allowed to return to the NPS-MSPM program, if feasible, or will be placed in the next offering. These individuals are not required to reapply.

i. Agreement to Continue in Service. AL&T workforce members selected for non-government training in excess of 80 hours or long term training and developmental programs in excess of 120 calendar days must complete an Agreement to Continue in Service before assignment to the training. Supervisors will ensure the selectee is informed in advance of the obligation. A signed copy of the agreement must be maintained in the organization's case file. Reimbursement is also required upon departure from the Federal Government prior to completion of the service agreement. If the employee fails to complete the obligated service period, action can be taken to recover training costs.

j. Prerequisite Courses. Prerequisite courses and entrance exams will not be funded. Prerequisites must be taken prior to commencement of the program.

k. Time Period for Completion of Degree. AL&T workforce members admitted to a degree producing program must achieve the degree within the timeframe specified for the NPS-MSPM program.

7. EFFECTIVE DATE AND IMPLEMENTATION. The policy and procedures are effective immediately and will remain in effect until superseded.



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APPENDIX 1.

1. Title 10, United States Code, Chapter 87, "Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990", as amended (DAWIA II) – http://www.dau.mil/libray/2DAWIAPL108_375C1.pdf.
2. DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
3. DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", December 21, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006 – <http://www.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>.
5. Department of Army, "Acquisition Career Field Certification Policy and Procedures", October 1, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
6. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #1, December 22, 2006 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
7. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #3, October 31, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
8. Current Acquisition Education, Training and Experience Catalog - <http://asc.army.mil/career/pubs/aete/default.cfm>.