
**U.S. Army Acquisition Support Center (USAASC)
Acquisition, Education, Training, and Experience (AETE) Opportunity
Announcement**

**Naval Postgraduate School (NPS) Master of Science in Program Management
(MSPM) (2011 – 2013 Class)**

**Announcement Opening Date: March 17, 2011
NPS Admission Deadline: Applications accepted online through June 1, 2011
USAASC Announcement Closing Date: June 17, 2011
Board Review Date: June 27, 2011
Course Start Date: September 27, 2011**

USAASC is pleased to announce the offering of the NPS MSPM. This is an opportunity to complete a Master of Science degree in Program Management on a part-time basis within a 2-year period.

MSPM 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. MSPM is delivered exclusively over the Internet using two 3-hour sessions a week (Tuesdays and Thursdays) 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 program management (PMT 352); (SAM 201); systems engineering (SYS 202 & 203); contracting (CON 100, 101, 110, 111, and 112); Test and Evaluation management (TST 203); production and quality management (PQM 101 and 201). While completion of the MSPM 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/mspm/>.

A board will be conducted to select individuals. You must meet the NPS prerequisites and USAASC eligibility requirements to be considered for the program. You must apply and have a letter of acceptance from NPS before your application can be reviewed by the board.

Who May Apply?

Permanent civilian members of the Acquisition, Logistics, and Technology (AL&T) Workforce who are GS-11 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 MSPM is designed to provide acquisition professionals in DOD 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. Lecture and laboratory sessions require the application of critical thinking to problem solving within notional and actual situations.

The MSPM is scheduled to commence September 27, 2011, and will conclude with graduation on September 23, 2013. 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 conditional letter of acceptance from NPS. Individuals who were admitted to NPS MSPM 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 NPS and USAASC eligibility requirements.

NPS Eligibility Requirements.

Must have:

- A baccalaureate degree with a minimum undergraduate quality point rating of 2.20 on a 4.0 scale
- Be certified at Level II or higher in one of the following career fields (each of these certifications must have been accomplished under the provisions of *DAWIA* or the equivalent for non-DOD personnel):
 - program management
 - contracting
 - purchasing
 - production, quality, and manufacturing
 - business, cost estimating, and financial management
 - facilities engineering
 - information technology
 - life-cycle logistics
 - test and evaluation

- systems planning, research, development, and engineering (SPRDE) program systems engineer
 - SPRDE — development and engineering — science and technology manager
 - SPRDE —systems engineering
- Completed a college algebra or pre-calculus course

USAASC Eligibility Requirements:

- Must be permanent civilian member of the AL&T Workforce
- Must be a GS-11 through GS-15 or equivalent broadband within a Demonstration Project or the NSPS
- Must meet current position certification requirement
- Must have a conditional 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 USAASC. Individuals must meet the NPS admission requirements and have a letter of acceptance from NPS to apply for this opportunity. Individuals may begin the USAASC application process in the Army Acquisition Professional Development System (AAPDS) while they wait for their letter of acceptance from NPS.

Apply to NPS for Admission.

The first step is to apply to NPS for admission. Apply for admission at NPS at the following link:

<https://www.nps.edu/Academics/Admissions/Index.html>.

(Note: To apply, applicants should visit the MSPM website; select “Admissions” under the MSPM heading on the left. The MSPM program is Curriculum 836. Candidates are applying for Academic Year 2012, Quarter 1. **Applications for admission must be submitted to NPS before June 1, 2011.**

Please note: The NPS application/admission process requires a Command Endorsement. Applicants should type in “Section Part II Command Information” the following statement: “The US Army Acquisition Support Center is the sponsor of the NPS-MSPM Program. “If I am board selected, USAASC will fund my tuition for the 2011 – 2013 program”. Note: Applicants do not need to obtain a command endorsement from their command. The US Army Acquisition Support Center is the sponsor of the NPS MSPM program and will fund all tuition and book cost.

For additional information on the NPS MSPM, you may also contact Professor Brad Naegle, Program Manager/Academic Associate at brnaegle@nps.edu, (831) 656-3620, or Ms. Ronda Spelbring, Program Administrator, at rspelbr@nps.edu, (831) 656-2091. Once you receive your conditional letter of acceptance from NPS, you must apply to USAASC for board consideration and funding. A copy of the conditional letter of acceptance must be uploaded into the Army Acquisition Professional Development System (AAPDS).

Apply to MSPM program through AAPDS.

The MSPM application is an automated process. All applications must be submitted in AAPDS. To access AAPDS, first login at the Career Acquisition Management Portal (CAMP) using the following link: <https://rda.altess.army.mil/camp/> and click on Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, select the "AAPDS" tab, then select the "Application Module" link. Click on "Apply" and the event entitled "Naval Postgraduate School - MS in Program Management – 2011" and follow the tabs to submit your application requirements.

The following documents and information must be submitted in AAPDS. You must upload or type information in each section. Do not submit the documents above information to NPS.

- **AETE/NPS-MSPM Applicant Data:** Select Master's Degree, Program Management for the discipline. This information must be entered in order to proceed to the next tab.
- **Acquisition Career Record Brief (ACRB):** Update your ACRB. For assistance with updating sections that cannot be updated by applicant, call (575) 678-2247 – Or send email request to DAMI_AskAnACM.
- **Individual Development Plan (IDP).** You must include the entire course of study for the MSPM program 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 \$2,000 per course. Enter "AETE" as the funding source. The sixteen courses you will be required to complete are listed at the following link: <http://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/Prospective.html>. See section "Apply to MSPM program online through AAPDS, Individual Development Plan."

Please Note: Supervisors are responsible for review, approval or disapproval of all courses for the NPS MSPM program. This approval endorses the applicant's participation in the program during duty, if selected. Supervisors must allow the employee the specified times (Tuesday and Thursday, 8:00 to 11:00, Pacific Time) to complete the 24-month program.

- **Resume:** Prepare your resume using the Resumix format. Cut and paste your resume in this section. The resume should be in the Resumix format. Additional information on Resumix is available at www.cpol.army.mil.
- **Statement of Interest:** In 2000 characters or less, please address the three questions below:
 - What is your reason for participation in this training opportunity?
 - What contributions will you bring to the program?
 - What benefits to the Army do you feel is likely to result from your participation in the program?

- **Post Utilization Statement:** A post utilization statement must be prepared by the supervisor. The supervisor should complete the post utilization statement, sign it, and provide the signed document to the applicant. The applicant will upload the signed post utilization statement into AAPDS. For the post utilization statement, the supervisor's comments should address the following:
 - The reason an employee should participate in this training opportunity.
 - The contributions the employee will bring to the program.
 - The benefits the Army will likely receive from the employee's participation in the program.
- **Conditional Letter of Acceptance.** You must apply to NPS for admission to the NPS MSPM program. After you receive your letter, it must be uploaded into this section. Individuals who obtained conditional letter of acceptance for prior year admission and board processes can submit their letter of acceptance for the 2011 NPS MSPM board. Please confirm with NPS that no additional requirements are required.
- **Continued Service Agreement:** DA policy requires civilian employees selected for non-Government training in excess of 80 hours or long-term training and development programs in excess of 120 calendar days (Government or non-government training) to complete a service agreement before assignment to the training. Please sign and upload the agreement in this section. The agreement can be accessed at: http://cpol.army.mil/library/train/catalog/acs_form.pdf. Enter October 28, 2013 to October 28, 2019 as period of obligated service. The agreement must be signed and uploaded in this section.

Additional NPS-MSPM Information and Requirements

- In accordance with AETE policy and procedures, students will be required to reimburse the government for classes with an incomplete grade, withdrawal, or grades that are not at least a "B" in each of the courses. Students will be required to reimburse the government within 30 day of notification. If payment is not received within the specified time, student will be removed from the program and supervisor will be informed of the debt owed to the government. The policy can be reviewed at: http://asc.army.mil/docs/policy/NPS_MSPM.pdf.
- 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.
- Individuals will be notified by email of their selection for participation in program within ten days of approval of board results.
- 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 Gloria.King@us.army.mil, 703-805-1251.

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 CAMP/CAPPMIS as follows:

- Faxed and/or other electronically submitted applications are acceptable. The fax number is (703) 805-1256 and email address is Gloria.King@us.army.mil.
- ACRB - Provide your name to Gloria King at Gloria.King@us.army.mil. . Your ACRB will be retrieved from CAPPMIS.
- Resume - Required as noted above
- Statement of Interest - Required as noted above
- Post Utilization Statement - Required as noted above
- Conditional Letter of Acceptance
- 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.