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**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)  
(Class 836-141) for Academic Year 2014**

**Announcement Opening Date: 4 March 2013  
NPS Admissions Deadline: Applications accepted online through 1 May 2013  
USAASC Announcement Closing Date: 13 May 2013  
Board Review Dates: 20-24 May 2013  
Course Start Date: 1 October 2013**

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USAASC is pleased to announce the 2014 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 timeframe.

The NPS-MSPM is an 8-quarter part-time degree program 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. The NPS-MSPM is delivered exclusively over the Internet using two 3-hour sessions a week (Tuesday and Thursday) from 0800-1100 (Pacific Time). Students will need Internet access, a personal computer (PC) microphone, and a PC camera (optional) to use Elluminate. There is no special software required 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 352A&B)
- Software Acquisition Management (SAM 201)
- Systems Engineering (SYS 101, 202, 203)
- Contracting (CON 100, CON 121, CON 124, and CON 127)
- Production and Quality Management (PQM 101 and 201)
- Test and Evaluation (TST 203)

An equivalent course listing for Department of Defense (DoD) schools can be viewed at <http://icatalog.dau.mil/appg.aspx>. While completion of the NPS-MSPM provides some of the required training for certification in the above Acquisition Career Fields (ACFs), individuals must complete the additional DAU training (along with education and experience requirements) for certification in their specific ACF. Additional information about the program can be viewed at <http://www.nps.navy.mil/gsbpp/mspm/>.

You must apply and have a letter of acceptance from the NPS before you can submit a USAASC application for review by the board. USAASC will conduct a central board to select individuals. You must meet the NPS prerequisites as well as the USAASC eligibility requirements to be considered for the program.

### **Who May Apply?**

Permanent civilian members of the Army acquisition workforce who are GS-11 through GS-15 or broadband/pay band equivalent 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 NPS-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 more 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 NPS-MSPM is scheduled to commence **1 October 2013** and will conclude with graduation on **18 September 2015**. 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. Acceptance by NPS does not guarantee funding approval by USAASC. Individuals who were admitted to the NPS-MSPM program as a result of a 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:**

- A baccalaureate degree with a minimum undergraduate grade point average of 2.20 (on a 4.0 scale)
- Be certified at Level II or higher in an acquisition career field
- Completed a college algebra or pre-calculus course

#### **USAASC Eligibility Requirements:**

- Must be a permanent civilian member of the Army acquisition workforce
- Must be a GS-11 through GS-15 or equivalent broadband/pay band equivalent

- 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 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.**

To apply for admission at the NPS, applicants should follow the following steps:

- Click the following link: <https://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/index.html>.
- Select “**Prospective Students**” under the MSPM heading on the left.
- Scroll down to **Apply Online to NPS** and select the **NPS Application Management System** link to apply online to the NPS. The NPS-MSPM program is Curriculum 836. Candidates are applying for Academic Year 2014, Quarter 1.
- **Applications for admission must be submitted to the NPS no later than 1 May 2013.**

Please note: The NPS admission process requires a Participation Agreement (PA). Applicants should type in “Command/Company” the following statement: “If I am board selected, USAASC will fund my tuition for AY 2014 – 2015 NPS-MSPM program.” Note: Applicants do not need to obtain a Participation Agreement from their command. The USAASC is the sponsor of the NPS-MSPM program and will fund all tuition and cost of books.

For additional information on the NPS-MSPM, you may also contact Professor Brad Naegle, Program Manager/Academic Associate at [brnaegle@nps.edu](mailto:brnaegle@nps.edu), (831) 656-3620, or Ms. Ronda Spelbring, Program Administrator, at [rspelbr@nps.edu](mailto:rspelbr@nps.edu), (831) 656-2091.

Once you receive your conditional letter of acceptance from NPS, your next step is to apply to USAASC for board consideration and funding. A copy of the conditional letter of acceptance must be uploaded into AAPDS.

### **Apply to USAASC for Consideration of Funding.**

The NPS-MSPM application is an automated process. All applications must be submitted in AAPDS. To access AAPDS:

- Login at the Career Acquisition Management Portal (CAMP) using the following link: <https://rda.altess.army.mil/camp/>
- Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS)
- Once in CAPPMIS, select the “AAPDS” tab.
- Click on “Apply” and the event entitled “NPS-MSPM (836-141 for Academic Year 2014)”

- 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 below to NPS.

- **AETE/NPS-MSPM Applicant Data:** Select “Master’s Degree in Program Management” for the discipline. This information must be entered in order to proceed to the next tab. Applicants must check the small boxes next to the ACRB link and the supervisor’s verification link within the application verifying their ACRB and their current supervisor’s information are correct.
- **Acquisition Career Record Brief:** Please use the following link for updating sections of your ACRB that cannot be updated by the applicant: <http://asc.army.mil/web/contact/help-desk/>.
- **Individual Development Plan (IDP):** You must add the entire course of study for the NPS-MSPM program on your IDP and obtain supervisor approval. To obtain a copy of the NPS-MSPM curriculum go to <https://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/Prospective.html>. Click on “Course Schedule and Matrix” under the “Application Documents” to obtain a copy of the NPS-MSPM curriculum that corresponds to this offering. In AAPDS, click “Add Non-DAU Training” under the “Planned Non-DAU Training” Section of the IDP. Select the first course and click “add Items” to complete the next section on the IDP. The corresponding beginning and ending dates are identified in the curriculum you retrieved from the link above. Joint Applied Project is offered twice on different dates. Enter “Required course to complete the NPS-MSPM” for the objective. The estimated cost for the books is \$200.00 per course. Tuition is \$2,000.00 per course. Enter “AETE-NPS” as the funding source. Complete the steps above until all 17 courses are added onto your IDP. Submit your IDP for supervisor’s approval. AAPDS will automatically generate all 17 courses from your IDP into your application only after these steps above have been met.
- **Statement of Interest:** In 1,500 characters or less, applicant must describe his/her reasons for participating in this training opportunity, the benefits to the organization, and the benefits to the Army upon graduation.
- **Post Utilization Statement:** The current supervisor must prepare, physically sign and date, and provide the completed Post Utilization Statement to the applicant. The applicant will upload the Post Utilization Statement into AAPDS. 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.
  - NOTE: Supervisors must include the following within their Post Utilization Statement: “I approve [insert applicant’s name] to participate in this

program during duty time every Tuesday and Thursday from 0800 to 1100, Pacific Time) whenever class is in session for the duration of the 24-month program.

- **Conditional Letter of Acceptance:** You must first apply to the NPS for admission to the MSPM program. Applicants must upload a copy of the conditional letter of acceptance obtained from the NPS. Individuals who obtained conditional letters of acceptance for prior year admission can submit their letter of acceptance for the current NPS-MSPM announcement. Please confirm with the NPS that there are no additional requirements.
- **Continued Service Agreement (CSA):** Department of the Army 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. A CSA must be printed, completed, and uploaded in this section. The CSA can be accessed at the following link: [http://www.cpol.army.mil/library/train/catalog/acs\\_form.pdf](http://www.cpol.army.mil/library/train/catalog/acs_form.pdf). **Enter 18 September 2015 to 18 September 2021** as the period of obligated service.

### **Procedures for Deployed Applicants**

Civilians who are deployed in support of the contingency operations must also apply under this announcement to receive consideration. However, deployed applicants 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 [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil)
- ACRB - Provide your name to Uhura Smith at [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil). Your ACRB will be retrieved from CAPPMIS.
- Statement of Interest - Required as noted above
- Post Utilization Statement - Required as noted above
- Conditional Letter of Acceptance – Required as noted above
- Continued Service Agreement – Required as noted above

### **Additional NPS-MSPM Information and Requirements**

- In accordance with the NPS-MSPM 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 their employee owes to the government. The NPS-MSPM policy can be reviewed at the link below: [http://asc.army.mil/docs/policy/NPS\\_MSPM.pdf](http://asc.army.mil/docs/policy/NPS_MSPM.pdf).
- Individuals will be notified by email of their selection for participation in the program.

- For additional information contact the NPS-PM Program Manager at Email: [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil), or Commercial (703) 805-1241.

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## 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.