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Army Director, Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

**Naval Postgraduate School (NPS)  
Master's of Science in Program Management (MSPM) Announcement  
(Class 836-151) for Academic Year 2015**

Announcement Opening Date: 3 February 2014  
NPS Admissions Deadline: 4 March 2014  
USAASC Announcement Closing Date: 18 March 2014  
Board Review Dates: 24 March - 18 April 2014  
Course Start Date: 30 September 2014

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The U.S. Army Acquisition Support Center (USAASC) Army DACM Office is pleased to announce the 2015-2016 offering of the NPS-MSPM Program. This degree program at NPS is the premier DACM funded Master's Degree program. This program offers an opportunity to complete a Master's of Science Degree in Program Management on a part-time basis within a two-year timeframe. The USAASC Army DACM Office is the sponsor of the NPS-MSPM program and will fund the cost of books and tuition.

The NPS-MSPM is an eight-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, three-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.

Students who complete this degree program will earn the following Defense Acquisition University (DAU) course equivalencies:

- Program Management (PMT 352)
- Software Acquisition Management (SAM 201)
- Systems Engineering (SYS 101, SYS 202, SYS 203)
- Test & Evaluation (TST 204)
- Contracting (CON 100, CON 121, CON 124, and CON 127)
- PQM 101 and PQM 201
- LOG 101

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.

### **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 **30 September 2014** and will conclude with graduation on **17 September 2016**. 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 the USAASC Army DACM Office.

The NPS-MSPM application is a two-part process. As detailed above, you must first apply to the NPS for admissions and be accepted in the Master's of Science Program. Second, you must submit an application in the Army Acquisition Professional Development System (AAPDS) for consideration of funding. Individuals may begin the USAASC Army DACM Office application process in AAPDS while they wait for their letter of acceptance from the NPS. See the "How to Apply" instructions listed in this announcement.

### **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 acquisition position at the required level by the date of application submission. Certification status must be reflected on the individual's Acquisition Career Record Brief (ACRB). You must meet the NPS eligibility requirements **and** the USAASC Army DACM Office eligibility requirements below to be considered for funding. **Due to limited funding, this program is primarily intended for our Army acquisition applicants who do not currently have a master's degree in an acquisition or business related discipline.**

**NPS Eligibility Requirements:**

- A baccalaureate degree (annotated on ACRB) with a minimum undergraduate quality point rating (QPR) of 2.20 (on a 4.0 scale)
- Be certified at Level II or higher in any acquisition career field
- Completed a course in statistics or a pre-calculus course

**USAASC Army DACM Office Eligibility Requirements:**

- Must be a permanent civilian member of the Army acquisition workforce
- Must be a GS-11 through GS-15 or broadband/pay band equivalent
- Must meet certification requirement level in current acquisition position
- Must have a Letter of Acceptance from NPS

**How to Apply to the NPS for Admission:**

- Applicant must click on or copy and paste the entire following link into your browser:  
<http://www.nps.edu/Academics/Schools/GSBPP/Academics/MSPM.html>
- Select the **NPS Application Management System** link to apply online to the NPS. The NPS-SPM program is curriculum 836. Candidates are applying for Academic Year (AY) 2015, Quarter 1
- Select the radial button for "New Applicant"
- Select the radial button for "U.S. Applicant"
- Complete the online form and ensure you hit the "Register" radial button to submit the admissions application to NPS. **Applications for admission must be submitted to the NPS no later than 4 March 2014**

Please note: The NPS admission process requires a Participation Agreement (PA). Applicants should type in their last and first name in the applicant information fields of the PA. Applicants should type in the "Command/Company" field the following statement: "If I am board selected, the USAASC Army DACM Office will fund my tuition for AY 2015 – 2016 NPS-MSPM program." Note: Applicants do not need to obtain a PA from their command. Complete the remaining fields with Ms. Ronda Spelbring's information.

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

After you receive your Letter of Acceptance from NPS, your next step is to begin or continue your application to the USAASC Army DACM Office in AAPDS for consideration of funding. Your application must be accurate and completed in accordance with all instructions in this announcement and submitted in AAPDS for consideration of funding.

### **How to Apply to the USAASC Army DACM Office for Consideration of Funding**

- 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 (836-151 for Academic Year 2015);” and
- Follow the instructions within each section and click the “submit” button to submit your application for consideration of funding.

The following documents must be submitted and information must be accurate in AAPDS. You must either upload or select information from the drop down menu in each section. Do not submit the documents below to NPS; these documents are only intended for consideration of funding.

- **AET/NPS-MSPM Applicant Data:** An accurate work number and valid email address must be entered on your application. Select “Master’s” for the degree. This information must be entered in order to proceed to the next tab. Select “Naval Postgraduate School” for the school. Select “Program Management” for the major.
- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting your application. Your assignment history, training, education, and certification must match the information on your resume. Your ACRB must reflect any degrees you have obtained and the name of the school and year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMIS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using the online help request at: <http://asc.army.mil/web/contact/help-desk/>. **Please check the small box next to the ACRB verification link in the application to verify your ACRB is correct.** If this block is not checked, you will receive an error message when you attempt to submit your application.

- **Individual Development Plan (IDP):** Please add the entire course of study for the NPS-MSPM program on your IDP and submit your IDP to obtain your supervisor's approval. To obtain a copy of the NPS-MSPM curriculum go to <https://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/Perspective.html>. After the page loads, select the link for "Course Schedule and Matrix (PDF): Cohort 836-151" to obtain a copy of the NPS-MSPM curriculum that corresponds to this offering. Print a copy of the curriculum and add each course from the curriculum to your IDP. To add the courses onto your IDP, log into CAPPMS and do the following:
  - ✓ Login at 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 (CAPPMS);
  - ✓ Click on the IDP tab;
  - ✓ Click on "Planning;"
  - ✓ Under "Other Training Plan" section of the IDP select "Add Non-DAU Training;"
  - ✓ Under "Search Non-DAU Training Results," select the first course from the NPS curriculum; and
  - ✓ Click "Add Items" to complete the next section on the IDP.

Complete the IDP section using the curriculum you printed earlier from the NPS website in this step. The corresponding beginning and ending dates are identified in the curriculum you retrieved from the link above. Status is "Planned." Enter "Required course to complete the NPS-MSPM" for the objective. Contact the point of contact identified in this section for any questions you may have. The number of Continuous Learning Points (CLPs) is completed for you. Estimated tuition is \$2200 (\$2000 tuition; \$200 books). Enter "AETE-NPS" as the funding source. Click the "Save and Continue" button. Complete the steps above until all courses from the curriculum are added onto your IDP. AADPS will automatically generate all courses from your IDP into your application only after these steps above have been met.

**NOTE:** MN4090/Joint Applied Project (JAP) is offered in the fall and summer quarters. Both JAP courses for each quarter must be added to the IDP with its corresponding beginning and ending dates.

- **Supervisor Verification:** Applicants must check the small box next to the supervisor's verification link within the application verifying their current supervisor's information is correct. If this block is not checked, you will receive an error message when you attempt to submit your application.

- **Command Endorsement:** Your command must endorse your participation in the NPS-MSPM by preparing a memorandum on organizational letterhead. The command endorsement must be digitally or physically signed and dated by the completing official. It is recommended that you request the Command Endorsement as soon as possible to ensure completion and submission **prior** to close of the announcement. The Command Endorsement must be from the applicant's first General Officer or Senior Executive Service Civilian in their chain of command. Address the Command Endorsement to the Deputy Director, Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060. **Do not mail the command endorsement. It must be uploaded into AAPDS as part of your application.** Do not attempt to upload a document that is password protected or that contains macros. This will cause the process to fail. The Command Endorsement is limited to one page and must:

- ✓ Directly comment on the applicant's leadership ability and potential;
- ✓ List top 3 qualities of the applicant; and
- ✓ Identify how the training will be utilized in the command upon completion of the program

- **Supervisor Endorsement:** Your supervisor must endorse your participation in the NPS-MSPM by preparing a memorandum on organizational letterhead. The supervisor endorsement must be digitally or physically signed and dated by the completing official. It is recommended that you request the supervisory endorsement as soon as possible to ensure completion and submission **prior** to close of the announcement. Address the supervisor endorsement to the Deputy Director, Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060. **Do not mail the supervisor endorsement. It must be uploaded into AAPDS as part of your application.** Do not attempt to upload a document that is password protected or that contains macros. This will cause the process to fail. The Supervisor Endorsement is limited to one page and must:

- ✓ Directly comment on the applicant's current performance;
- ✓ List strengths of the applicant; and
- ✓ Include the following 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."*

- **Statement of Interest:** The applicant must create a Statement of Interest on organizational letterhead and address it to the Deputy Director, Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060. The Statement of Interest must be digitally or physically signed and dated by the applicant. **Do not mail the Statement of Interest. It must be uploaded into AAPDS as part of your application.** Do not attempt to upload a document that is password

protected or that contains macros. This will cause the process to fail. The Statement of Interest is limited to one page and must:

- ✓ Directly address applicant's career goals and leadership path;
  - ✓ Address reasons for desired selection in the program; and
  - ✓ Explain the benefits Army acquisition will gain upon applicant's completion of the program
- **Resume:** Cut and paste a copy of your resume in this section. The resume is limited to 30,000 characters allowing you to address your current position and three previous positions. Your assignment history, training, education, and certification must match the information on your ACRB. Ensure to address any other positions to highlight your leadership capabilities. Limit each experience entry description to no more than fifteen (15) Lines. Times New Roman font, 12-point is preferred. Use the [NPS-MSPM Program Application Resume Format](#).
  - **Continued Service Agreement (CSA):** The CSA must be printed, physically or digitally signed and dated, and uploaded in AAPDS. **Enter 18 September 2015 to 18 September 2021** as the period of obligated service. A copy of the CSA can be acquired at the following link: [http://cpol.army.mil/library/train/catalog/acs\\_form.pdf](http://cpol.army.mil/library/train/catalog/acs_form.pdf). Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.
  - **Letter of Acceptance:** You must first apply to the NPS for admission to the MSPM program. Applicants must upload in AAPDS a copy of the Letter of Acceptance obtained from the NPS. Please confirm with the NPS that there are no additional requirements. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

After all sections are completed and required documents are uploaded, you must hit the "submit" button to submit your completed application in AAPDS. The uploaded documents must be in .doc, .docs, .pdf, or .txt formats. Also, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

### **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:

- Electronically submitted applications are acceptable. The email address is [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil).

- ACRB - Provide your name and encrypted SSN to Uhura N. Smith at [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil). Your ACRB will be retrieved from CAPPMS.
- Statement of Interest - Required as noted above;
- Resume – Required as noted above;
- Post Utilization Statement/Command Endorsement - Required as noted above;
- Conditional Letter of Acceptance – Required as noted above; and
- 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).
- Applicants will be notified by email of the status of their application after final results have been approved by the DDACM.
- Please contact Ms. Uhura N. Smith, NPS-MSPM Program Manager, at [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil) or (703) 805-1241 for additional information.