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

SFAE

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Naval Postgraduate School Master of Science in Program Management (NPS-MSPM) Policy and Procedures

1. REFERENCES:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).

b. Department of the Army, Acquisition Career Field Certification Policy, 20 Jun 14.

c. Department of the Army, Continuous Learning Policy and Implementation Guidelines, 8 Jan 14.

d. Memorandum, USAASC, SFAE, 30 Mar 12, subject: Consequences for Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses.

e. Memorandum, USAASC, SFAE, 18 Aug12, subject: Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8.

f. Memorandum, USAASC, SFAE, 18 Aug12, subject: Enforcement of Mandatory Acquisition Certification Requirements.

2. APPLICABILITY. This policy and procedures applies to all current civilian Army acquisition workforce members.

3. PURPOSE. This document establishes the policy and procedures for application and selection of Army acquisition workforce members into the program. All instructions in this NPS-MSPM policy and the annual announcement must be followed. Failure to comply may result in non-selection or removal from the program.

4. RESPONSIBILITIES:

a. The Deputy Director, Acquisition Career Management (DDACM). The DDACM provides oversight and management of the Army Director, Acquisition Career Management (DACM) Office NPS-MSPM annual announcement and Review Board

process and serves as final approval authority for Army acquisition workforce members selected to participate in the program.

b. DDACM, NPS-MSPM Program Manager (PM):

(1) Develops, issues and implements the NPS-MSPM program policy and procedures.

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

(3) Announces the NPS-MSPM program to the Army acquisition workforce. Army acquisition workforce members will be notified of the NPS-MSPM program announcement through social media, the Army DACM Office website and valid work email addresses. Email addresses must be listed correctly in Career Acquisition Personnel and Position Management and Information System (CAPPMIS) in order to receive the official email blast.

(4) Publishes the NPS-MSPM program announcement on the Army DACM Office website. Ensures information on the NPS-MSPM program announcement and its policy and procedures is widely disseminated to the workforce.

(5) Provides administrative assistance and technical support with submission of the NPS-MSPM application process via the online Army Acquisition Professional Development System (AAPDS).

(6) Reviews and determines completeness and eligibility of all NPS-MSPM program applications.

(7) Plans, organizes and conducts the NPS-MSPM program selection process.

(8) Provides DDACM with the Relative Standing List (RSL) for approval.

(9) Notifies selectees and non selectees of the Review Board's results immediately after the RSL has been approved by the DDACM.

(10) Provides the Program Administrator at NPS a list of new participants.

(11) Manages the NPS-MSPM budget and processes all funding using the Military Interdepartmental Purchase Requests (MIPRs).

(12) Receives grades and collects repayment of tuition.

(13) Tracks the progress of each NPS-MSPM student ensuring that the grade requirement of a "B" is maintained in each class.

c. DDACM, Resource Management (RM):

(1) Completes fund-cite on submitted MIPRs.

(2) Forwards the completed MIPR to the Budget Office at the NPS budget points of contact in Monterey, California.

(3) Accepts the final approved MIPRed funds document from the NPS points of contact in Monterey, California for records keeping and forwards the approved copy to the NPS-MSPM PM.

d. The Naval Postgraduate School (NPS):

(1) Partners with the DDACM NPS-MSPM PM 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 each quarter to the DDACM NPS-MSPM PM of all students enrolled in the NPS-MSPM.

(4) Receives and reviews MIPRs from the DDACM RM. Approves and returns accepted funding document to the DDACM RM for records keeping.

e. NPS-MSPM Participant:

(1) Army acquisition workforce members who are selected to participate in 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 the U.S. Army Acquisition Support Center, ATTN: Branch Chief, Acquisition Education and Training, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060.

(2) Army acquisition workforce members who are pending deployment must provide a copy of their orders to the NPS-MSPM PM. 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.

(3) Ensures the first and second line supervisors are made aware of academic or other challenges that might interfere with success in the program.

(4) Notifies the NPS-MSPM PM immediately when a change in employment no longer qualifies the participant to participate in the program or if acceptance into another AET training opportunity will interfere with the NPS-MSPM participation.

(5) Must complete all the course requirements for graduation within the specified timeframe identified in the announcement and curriculum for that academic year.

(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", the employee will be removed from program.

(7) Must notify supervisor, NPS instructor, NPS Program Administrator and the Army DDACM Office NPS-MSPM PM prior to making a decision to withdraw from the NPS-MSPM program.

f. Participant's Organization/Current Supervisor:

(1) Responsible for salary, administration of leave and maintenance of leave records. Army acquisition workforce members selected for the NPS-MSPM program will remain on the rolls of their current organization.

(2) Ensures employees have met current position Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements prior to participation in the NPS-MSPM program.

(3) Ensures employees are allowed the specified time to complete the 24-month distributed learning program. No employee will be required to use leave or make up time when devoted to completion of the program.

(4) Ensures individual courses are accurately included and approved on the Individual Development Plan (IDP).

(5) Approves continuous learning points (CLPs) earned by Army acquisition workforce members in CAPPMS who successfully complete courses under the NPS-MSPM program.

(6) Immediately notifies the NPS-MSPM PM when a change in employment no longer qualifies the employee to participate in the program.

(7) Notifies and provides the employee's servicing civilian personnel office a copy of the Continued Service Agreement (CSA) for entry into the Defense Civilian Personnel Data System and placement into the employee's official personnel management file.

(8) Notifies the new supervisor that a service obligation agreement is in effect, if applicable. Informs the NPS-MSPM PM if an employee will fail to complete the period of obligated service specified in the CSA.

g. DDACM, Workforce Management (WM). Coordinates with Organizational Acquisition Points of Contact (OAPs) and Acquisition Career Management Advocates (ACMAs) to ensure widest dissemination of the NPS-MSPM career opportunity.

5. POLICY:

a. NPS-MSPM Program. NPS-MSPM is a highly competitive 24-month master's degree program. It is designed to provide permanent Army acquisition workforce members GS-11 through GS-15 or broadband/pay band who have met their current position certification requirement (minimum level II) an opportunity to pursue a Master's Degree in Program Management. The Army DDACM Office announces the NPS-MSPM training opportunity each year and conducts the selection process through a Review Board process.

b. NPS-MSPM Program of Study:

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

(2) The curriculum is designed to provide acquisition professionals with 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.

(3) Students who complete the degree program earn several Defense Acquisition University (DAU) course equivalencies as indicated in the curriculum. While completion of the NPS-MSPM program provides some of the required training for certification in other acquisition career fields (ACFs), individuals must still complete the additional DAU training, experience and education standards required for certification in each specific ACF.

c. Academic Standards. The NPS-MSPM program participant must complete all courses with at least a grade of "B" for each course. The participant must reimburse the government for all costs associated with withdrawn, failed or incomplete NPS-MSPM program funded courses.

d. Funding. Funding for the NPS-MSPM program will be centrally funded by the Army DDACM Office for Army acquisition workforce participants during each year they are in the program. Tuition is $2000.00 per course and $200.00 for the cost of books. The number of participants may increase or decrease each year based on funding constraints and the needs of the Army.

e. Continued Service Agreement (CSA):

(1) Permanent Army acquisition workforce members selected to participate in the NPS-MSPM program must complete a CSA during the application process. Applicants will be denied training if they fail to sign and submit a CSA within the application process. Supervisors will ensure the employee is informed in advance of the obligation. A signed copy of the agreement must be maintained in the organization's case file. The period of obligated service begins at the completion of the program. The employee is in full pay status while participating in NPS-MSPM.

(2) Supervisors at all levels are charged to protect the Federal Government's interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation period. The supervisor, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Managers should contact the Civilian Personnel Advisory Center (CPAC) immediately if it appears that an obligated service agreement may not be fulfilled.

(3) The applicant is agreeing to the terms and period of obligated service. The period of continued service obligation is equal to three times the length of the training period. For example, if the training period is 24 months the obligated continued service would be 72 months or 6 years (24 months times 3).

(4) An employee is required to continue in service for three times the amount of time the employee participated in the program even if the employee voluntarily drops out of the program. Employees dropped from the program do not have to reimburse funds but need to continue service within the Federal Government.

f. Reimbursement:

(1) The NPS-MSPM participant is required to reimburse the Federal Government if the participant departs from the Federal Government prior to completion of the CSA. Training costs include course tuition, books and materials, lab and technology fees. Salary and benefits are not included in the cost of training. If the employee fails to complete the obligated service period, action can be taken to recover training costs. The DDACM Office has the option of recovering the cost of training by setoff against accrued pay, compensation, retirement credit, or other monies due the employee if the employee fails to serve in the Federal Government for the agreed amount of time.

(2) 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 balance is not paid in full or financial arrangements are not made within 30 days of notification to repay, the employee will be removed from the program and the supervisor will be notified regarding the balance owed to the Federal Government.

(3) Full reimbursement is required prior to departure from the Federal Government. This reimbursement does not include unusual circumstances, such as serious illness or sudden death. All reimbursements for NPS-MSPM will be made by money order or certified check and payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, ATTN: NPS-MSPM Program Manager, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567.

g. Consequences for No-Shows. Army acquisition workforce members who are enrolled in any resident DAU course (regardless if the course is required for certification or not) and fail to show up for the class will be considered a "no-show". The Army DACM Office and DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show" Army acquisition workforce members will remain ineligible to apply for NPS-MSPM for a period of one

year starting on the last day of the scheduled resident course for which they failed to appear.

6. PROCEDURES:

a. NPS-MSPM Eligibility and Admissions.

(1) NPS-MSPM has two eligibility criterions and requires two separate steps. The first step is to meet eligibility criteria for the NPS-MSPM at Monterey, California, and to submit an admissions application directly through the school. Second, the applicant must meet DDACM eligibility criteria as established in the current announcement and submit an application for consideration of funding directly through that office.

(2) Applicants are required to have a bachelor's degree with a minimum quality point rating of 2.20 on a 4.0 scale. The applicant must be certified at level II or higher in one of the 13 ACFs as identified in the DAU Interactive Catalog. Finally, the completion of a college Algebra or pre-Calculus course is required for acceptance into the NPS.

(3) Army acquisition workforce applicants must be accepted in the NPS-MSPM program prior to applying for Army DACM Office funding. All permanent Army acquisition workforce applicants must obtain a conditional letter of acceptance from NPS. A conditional letter of acceptance from NPS is required for funding application. A copy of the conditional letter of acceptance must be uploaded into AAPDS as part of the official DACM Office application.

(4) Individuals admitted to the NPS-MSPM program in Monterey, California as a result of prior NPS-MSPM program announcements can use the previous year's letter of acceptance to apply for the current announcement. Individuals should verify their current admission eligibility with NPS before using the previous year's acceptance letter.

(5) Applicants may apply for admission to NPS at the following website http://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/Prospective.html. For additional information on NPS-MSPM please contact Professor Brad Naegle, Program Manager/Academic Associate, at bnaegle@nps.edu, (831) 656-3620, or Ms. Ronda Spelbring, Program Administrator, at rlspelbr@nps.du, (831) 656-2091.

b. DDACM Eligibility and Consideration of Funding:

(1) All applicants must meet current position certification requirement; must be a permanent civilian member of the Army acquisition workforce; must be a GS-11 through GS-15 or broadband equivalent; and must have obtained a letter of acceptance from

NPS. The DDACM will not fund second master's degrees for any workforce member who already has a master's degree in a business and/or acquisition related discipline.

(2) Permanent Army acquisition workforce members must obtain approval from their supervisor to participate in the NPS-MSPM program during duty hours. Eligible applicants must submit an application for consideration of funding in accordance with posted announcement instructions. The Army DACM NPS-MSPM program application is an automated process using CAPPMIS. Once logged into CAPPMIS, eligible applicants must complete and submit their application in accordance with the posted announcement instructions.

(3) The DDACM NPS-MSPM PM receives and reviews all submitted applications for eligibility, accuracy and completeness. The PM will return any applications to the applicant to correct administrative errors identified by the PM. The applicant must resubmit their corrected application in CAPPMIS no later than the closing date of the announcement. The PM will forward correctly completed and submitted applications to the Review Board for consideration of funding.

c. Review Board Process:

(1) The Review Board considers the highest performing workforce member for funding and participation into the program. Highest performing workforce members are those applicants who have been identified by their organization as demonstrating the potential for positions of increased responsibility and their lack of education is impeding their career progression.

(2) All applications going before the Review Board will receive fair and equitable evaluation under the current announcement and Review Board process. The Review Board evaluates and compiles a RSL of eligible applications and provides the RSL to the NPS-MSPM PM.

(3) The NPS-MSPM PM will compile application statistics and provide the RSL to the DDACM. The DDACM approves applicants to participate in NPS-MSPM based on the RSL and availability of funds. The DDACM is the final approval authority.

(4) The NPS-MSPM PM sends an email of selected applicants to the NPS Program Administrator and WM. The WM forwards the list of selectees to the OAPs and ACMAs for widest dissemination to the acquisition workforce.

(5) The NPS-MSPM PM sends an email notification to selectees and non-selectees and courtesy copy their current supervisor of approved results.

d. NPS-MSPM Acceptance. Upon acceptance, selectees must acknowledge receipt of acceptance via email or phone no later than 14 business days from notification or risk having to reapply for the next opportunity.

7. LABOR RELATIONS. Organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

8. EFFECTIVE DATE AND IMPLEMENTATION. The policy and procedures supersedes the previous NPS-MSPM policy effective immediately.

9. POLICY SUPPORT. For questions regarding your individual requirements outlined within this policy, please contact the USAASC Army DACM Office via the Career Acquisition Portal:
https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest, or Commercial: (575) 678-2247.

10. PROPONENT. The proponent for this policy is the NPS-MSPM PM, Ms. Uhura Smith, of the Army DDACM Office, email: uhura.n.smith.civ@mail.mil, or commercial: (703) 805-1241.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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