
Army Director of 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 836-161)**

Announcement Opening Date: 23 February 2015
NPS Admissions Deadline: 24 March 2015
Army DACM Announcement Closing Date: 7 April 2015
Board Review Dates: 20 April – 8 May 2015
Course Start Date: 29 September 2015

The U.S. Army Acquisition Support Center (USAASC) Army DACM Office is pleased to announce the offering of the NPS-MSPM Program Class 836-161. This degree program at NPS is the premier Army DACM Office funded master's degree program. The 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 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, "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. 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 Collaborate. There is no special software required for Collaborate.

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 may 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 an acquisition 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. In addition, 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 **29 September 2015** and will conclude with graduation on **14 September 2017**. 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 Army DACM Office. Previous letters of acceptance may be used for this training opportunity.

The NPS-MSPM application is a two-part process. As detailed below, you must first apply to the NPS for admissions and be accepted in the Master's of Science Program. Second, you must be eligible and submit an application in the Army Acquisition Professional Development System (AAPDS) located within the Career Acquisition Management Portal (CAMP) for consideration of funding. Individuals may begin the Army DACM Office application process in AAPDS while they await their letter of acceptance from the NPS.

Who May Apply?

Permanent civilian members of the Army acquisition workforce must meet the NPS eligibility requirements **and** the USAASC Army DACM Office eligibility requirements below to apply for consideration of funding to the NPS-MSPM Program.

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 ACF
- 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 be Level III certified in primary ACF
- Must have a Letter of Acceptance from NPS
- Must not currently have a master's degree in an acquisition or business related discipline

How to Apply for Admissions to NPS:

- 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-MSPM program is curriculum 836. Candidates are applying for Academic Year (AY) 2016, 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 to NPS must be submitted to NPS no later than 24 March 2015.**

For additional information on letters of acceptance or the NPS-MSPM curriculum, you may contact Ms. Ronda Spelbring, Program Administrator, at rspelbr@nps.edu, (831) 656-2091, or Professor Brad Naegle, Program Manager/Academic Associate at 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 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 Submit an Application to the 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 (836-161),” and
- Follow the instructions within each section identified below 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 any required documents below to NPS.

- **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: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>. **Remember to 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):** You must individually add all 16 classes on your IDP for the MSPM program and obtain supervisor approval. Enter the sixteen courses under the “Education Plan” section of the IDP. To obtain a copy of the NPS-MSPM curriculum go to <https://www.nps.edu/Academics/Schools/GSBPP/Academics/MSM/MSPM836/Prospective.html>. After the page loads, click the drop down arrow for USAASC Applicants Only.” Next select the link for “Course Schedule and Matrix (PDF): Cohort 836-161” to view 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 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 (CAPPMIS);
- ✓ Click on the IDP tab;
- ✓ Click on “Planning;”
- ✓ Click on “Add Course” under the “**Education Plan**” section located in the middle of the page

Clicking on “**Add Course**” will take you to the “**Add Course**” screen. Please complete all required fields on the screen using the information below:

- ✓ Course ID: Retrieve Course ID from NPS curriculum (i.e. MN3303)
- ✓ Course Title: Retrieve Course Title from NPS curriculum (i.e. Contracting)
- ✓ Projected Start: Retrieve from NPS curriculum
- ✓ Projected End: Retrieve from NPS curriculum
- ✓ Status: Select “Planned” from the drop down menu
- ✓ Provider: Naval Postgraduate School, Monterey, CA
- ✓ Objective: Required Course to complete the NPS-MSPM program
- ✓ Point of Contact: Leave Blank
- ✓ Continuous Learning Points (CLPs) Requested: Retrieve from NPS curriculum (i.e. 4-0 would equal to 4.0 CLPs)
- NOTE: .3 CLPs for both MN4090**
- ✓ Course Hours: Leave blank
- ✓ Course Type: Leave blank
- ✓ Estimated Book Cost: \$200.00
- ✓ Estimated Tuition Cost: \$2000.00
- ✓ Planned Funding Source: Select “AETE-NPS” from the drop down menu
- ✓ Click the “**Save and Finish**” button after each class.
- ✓ Complete the required fields for each class until **all** 16 courses from the NPS 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 and approved by your supervisor.

NOTE: MN4090/Joint Applied Project (JAP) is offered in the fall and summer quarters. Both JAP courses (**.3 CLPs**) for each quarter must be added to the IDP with its corresponding beginning and ending dates.

- **Supervisor Verification:** Remember to check the small box next to the supervisor’s verification link within the application verifying that 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.
- **Supervisor Endorsement:** Your supervisor must endorse your participation in the NPS-MSPM by preparing a memorandum in accordance with Army Regulation 25-50 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 of 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 and your application will be considered incomplete. The Supervisor Endorsement is limited to one page and must:

- ✓ Directly comment on the applicant's current performance; and
- ✓ List strengths of the applicant; and
- ✓ Be unique to the specific 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."

- **Command Endorsement:** Your command must endorse your participation in the NPS-MSPM by preparing a memorandum in accordance with Army Regulation 25-50 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 of 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 and your application will be considered incomplete. The Command Endorsement is limited to one page and must:

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

- **Statement of Interest:** The applicant must create a Statement of Interest on organizational letterhead in accordance with Army Regulation 25-50 and address it to the Deputy Director of 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:** 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 29 September 2015 to 17 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. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.
 - **Conditional 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. **Individuals who obtained conditional letters of acceptance for prior year admission can submit their conditional letter of acceptance for the current NPS-MSPM announcement.** 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. **Please do not upload a document that is password-protected or that contains macros.** An application that has a password protected document or one that contains macros will be considered incomplete and will be returned. **Please do not submit documents in lieu of a required document in an attempt to submit your application.** The application will be considered incomplete and will not go before the Review Board.

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.
- ACRB - Provide your name and encrypted SSN to Uhura N. Smith at uhura.n.smith.civ@mail.mil. Your ACRB will be retrieved from CAPPMIS.
- 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, the 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 by clicking [here](#).
- Applicants will be notified by email of the status of their application after final results have been approved by the DACM.
- Please contact Ms. Uhura N. Smith, NPS-MSPM Program Manager, at uhura.n.smith.civ@mail.mil or (703) 805-1241 for additional information.