



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

AUG 08 2017

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Naval Postgraduate School (NPS) Master of Science in Program Management (MSPM) and Master of Science in Systems Engineering (MSSE) With a System of Systems Focus 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 Aug 14.
- c. Department of the Army, Continuous Learning Policy and Implementation Guidelines for Acquisition Employees and their Supervisors, 8 Jan 14.
- d. Memorandum, USAASC, SFAE, 30 Mar 12, subject: Consequences of Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses.
- e. Memorandum, USAASC, SFAE, 30 Jan 12, subject: Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8.
- f. Memorandum, USAASC, SFAE, 10 Jul 15, subject: Senior Rater Potential Evaluation (SRPE) Policy-Expansion of Acquisition Workforce Employees Subject to Completion of SRPE.

2. APPLICABILITY: This policy and procedures applies to all current Army Acquisition Workforce (AAW) civilians.

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

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

4. RESPONSIBILITIES:

a. The Deputy Director, Acquisition Career Management (DDACM):

(1) Provides oversight and management of the Army Deputy Director, Acquisition Career Management (DDACM) Office NPS annual announcement and Review Board selection process.

(2) Serves as final approval authority for AAW civilians selected to participate in the program.

(3) The NPS programs are centrally funded by the Army DDACM Office.

b. Army DDACM Office, NPS Program Manager:

(1) Develops, implements and publishes the program policy, procedures and announcement on the Army DDACM Office website.

(2) Partners with the NPS Program Administrator in the execution of the announcement.

(3) Announces the program to eligible AAW civilians through social media, the Army DDACM Office website, and valid work email addresses. Email addresses must be listed correctly in the Career Acquisition Personnel and Position Management and Information System (CAPPMIS) in order to receive the official email blast.

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

(5) Reviews and determines completeness and eligibility of all submitted applications.

(6) Plans, coordinates and conducts the Review Board selection process.

(7) Compiles data and briefs the DDACM of the results of the Review Board.

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

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

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

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

(11) Tracks the progress of each student ensuring that the grade requirement of a "B" is maintained in each class. Collects repayment of tuition only if in default.

(12) Retains a copy of each signed Continued Service Agreement (CSA) and monitors execution and fulfillment of the period of obligated service.

c. USAASC, G-8:

(1) Processes requests for submitted MIPRs.

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

(3) Receives the Acceptance of MIPR from the NPS points of contact in Monterey, California and forwards a copy to the Army DDACM Office program manager.

d. The Naval Postgraduate School (NPS):

(1) Partners and coordinates with the Army DDACM Office program manager to offer the education opportunity.

(2) Evaluates candidates for admission to the NPS program prior to close of the posted announcement.

(3) Provides official grades to the Army DDACM Office program manager within 30 days of course completion of all student sponsored by the Army DDACM Office.

(4) Receives and reviews MIPRs from the USAASC G-8. Approves and returns Acceptance of MIPR to the USAASC G-8.

e. Participant:

(1) AAW civilians 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, Army DDACM Office, ATTN: Branch Chief, Acquisition, Education and Training, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

(2) Current participants who are pending deployment must provide a copy of their orders to the Army DDACM Office program manager. These participants will be allowed to return to the program, if feasible, or will be placed in the next offering. These individuals are not required to reapply.

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

(4) Notifies the Army DDACM Office program manager immediately when a change in employment no longer qualifies the participant to participate in the program or if acceptance into another Acquisition, Education and Training opportunity will interfere with participating in NPS.

(5) Must complete all requirements for graduation within the specified 24 month academic period identified in the curriculum.

(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. Provide a copy of unofficial transcript showing grades to the Army DDACM Office program manager no later than 30 days after the course completion date.

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

(8) Will obtain approval from their organization and the person responsible for authorizing government training requests of any proposed change in the approved training program involving course and scheduled changes, withdrawals, drops or incompletions, and increased costs.

f. Participant's Organization/Current Supervisor:

(1) Responsible for salary, administration of leave and maintenance of leave records. The AAW civilians selected for the program will remain on the Table of Distributions and Allowances of their current organization.

(2) Ensures AAW civilians applying to the program have met the Defense Acquisition Workforce Improvement Act (DAWIA) certification level required for the current position. The employee must maintain eligibility requirements throughout entire participation in the program.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

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

(4) Ensures individual courses are accurately submitted and approved by the supervisor on the Individual Development Plan (IDP) in CAPPMS.

(5) Approves continuous learning points (CLPs) in CAPPMS earned by AAW civilians who successfully complete courses in the program. The number of CLPs awarded are identified on the program's curriculum.

(6) Immediately notifies the Army DDACM Office program manager when a change in employment no longer qualifies the AAW civilian to participate in the program.

(7) Notifies and provides the AAW civilian'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 CSA is in effect, if applicable. Informs the Army DDACM Office program manager if an AAW civilian will fail to complete the period of obligated service, if applicable.

g. Army DDACM Office: Coordinates with Organizational Acquisition Points of Contact (OAPs) and Acquisition Career Management Advocates (ACMAs) to ensure widest dissemination of the NPS education opportunity.

5. POLICY:

a. Program: The NPS programs are highly competitive, each consisting of 24-months designed to provide permanent AAW civilians an opportunity to earn a Master Degree in either Program Management or Systems Engineering. The Army DDACM Office announces the NPS education opportunity and conducts the selection process through a Review Board once every fiscal year (FY).

b. Eligibility Requirement: AAW civilians must meet both the NPS eligibility requirements and the Army DDACM Office eligibility requirements outlined in the posted announcement. AAW civilians must maintain eligibility throughout the program or risk removal from the program.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

(1) AAW civilians who no longer meet DAWIA certification level required for their current position due to a promotion or where the promotion resulted in them not being eligible to participate will be inactive until they have met their DAWIA certification level required for that current position. Employees who, through reorganization, are converted to a non-acquisition position will be made inactive in the program.

(2) AAW civilians will remain inactive in the program until their Acquisition Career Record Brief (ACRB) reflects the appropriate change required to make them active and resume participation in the program.

c. Program of Study:

(1) Both programs consist of 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 program is delivered exclusively over the internet using two three-hour sessions a week (Tuesdays and Thursdays) from 0800-1100 (Pacific Standard 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. Refer to the announcement for the specific curriculum that each program is designed to provide to the acquisition professional.

(2) Students who complete the degree program earn several Defense Acquisition University (DAU) course equivalencies as indicated in the program. While completion of the NPS education opportunity 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. Refer to the announcement for the specific DAU equivalencies earned for each program.

d. Academic Standards: Participants must complete all courses with at least a grade of "B" for each course. Participants must reimburse the government for all costs associated with dropped, withdrawn, failed or incomplete courses.

e. Funding: The program is centrally funded by the Army DDACM Office. Tuition for the MSPM program is \$2,000.00 per course and \$200.00 for the cost of books. Tuition for the MSSE program is \$2,250.00 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. There are no TDY costs associated with participating in the program. The Army DDACM Office will not fund a second master's

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

degrees for any AAW civilians who already has a master's degree in a business or acquisition related discipline.

f. Continued Service Agreement (CSA): Department of the Army (DA) requires civilian employees selected to non-Government training in excess of 80 hours or for long training in excess of 120 calendar days to complete a CSA before assignment to the training. The Army DDACM Office requires that permanent AAW civilians selected to participate in the NPS program will complete a CSA during the application process. AAW civilians will be denied the opportunity to have their application reviewed if the AAW civilian fails to sign and submit a CSA within the application process. Supervisors will ensure the AAW civilian is informed in advance of the obligation. The AAW civilian who completes a CSA affirms the following statements:

(1) Agrees that upon completion of the training received, they will serve the period of obligated service within the Department of Defense (DoD) three times the length of the training period. The length of the training period for the NPS is two years (or 24 months). Therefore, the period of obligated service will be 6 years (three multiplied by the two years length of the training period). DoD agencies include Army, Navy, Air Force, and Marines.

(2) Acknowledges that the CSA does not in any way commit the Federal Government to continue their employment. The AAW civilian understands that if there is a transfer of their service obligation within DoD the agreement will remain in effect until the period of obligated service has been completed at the new DoD agency or organization.

(3) Understands that if they leave DoD prior to fulfilling the period of obligated service they will be held liable to reimburse the Federal Government for course tuition, books and materials, and lab and technology fees (EXCLUDING salary in connection with the training.)

(4) Understands that any amounts which may be due to the Federal Government as a result of any failure on the employee's part to meet the terms of this agreement may be withheld from any monies owed the employee by the Federal Government and will be recovered by such other methods as are approved by law.

g. Acknowledgment of CSA:

(1) Supervisors at all levels are charged to protect the Federal Government's interests should an AAW civilian fail to successfully fulfill his/her signed CSA. The AAW civilian is in full pay status while participating in the program.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

(2) The supervisor, or a designated official, will review the status and circumstances of each unexpired agreement to recommend whether to transfer, waive or require repayment of expenses incurred other than salary costs.

(3) Supervisors must contact the Civilian Personnel Advisory Center (CPAC) and the Army DDACM Office program manager immediately if it appears that a CSA will not be fulfilled. A completed copy of the CSA must be maintained in the organization's case file.

h. Reimbursement: Balance must be paid in full if financial arrangements are not made within 30 days of notification to reimburse. Otherwise, the AAW civilian will be removed from the program and the supervisor will be notified regarding the balance owed to the Federal Government. AAW civilians are required to reimburse the Federal Government in connection with the training under the following situations:

(1) An "incomplete", "failed", or a grade less than a "B" in a course.

(2) "Drop" or "withdraw" from a course after the course start date.

(3) Withdrawal from the entire program after commencement of the program.

(4) Voluntarily leave DoD to enter Service of another Federal agency (i.e. Homeland Security) or other organization in any branch of the Federal Government before completing the period of obligated service.

(5) Retire from DoD before completing the period of obligated service.

(6) Full reimbursement is required prior to departure from the DoD. The amount of the reimbursement will not be reduced on a pro rata basis for the percentage of completion of the period of obligated service.

(7) All reimbursements 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, Army DDACM Office, ATTN: NPS Program Manager, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567.

i. Non-Reimbursement: AAW civilians will not be held liable to reimburse the Federal Government under the following situations:

(1) Drops or withdraws from a course prior to the course start date as long as the course will be completed at a later date.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

(2) Withdraws from the program prior to the program commencement date.

(3) Unusual circumstances such as serious illness or death of the AAW civilian.

(4) Involuntary separation (i.e. reduction in force) from the DoD due to no fault of their own are neither liable to reimburse the Federal Government nor to fulfill the period of obligated service on the CSA.

j. Voluntary Separation:

(1) AAW civilians who voluntarily leave the DoD to enter service of another Federal agency outside the DoD before completing the period of obligated service agrees to provide their servicing personnel office or training office of the losing agency advance notice of at least 45 working days. During this timeframe, a determination concerning reimbursement to the losing agency prior to departure to the non DoD gaining agency will be made.

(2) AAW civilians who voluntarily leave the DoD to enter service with another DoD agency or organization before completing the period of obligated service will provide their servicing personnel office or training office advance notice of at least ten working days. During this timeframe, notification concerning the remaining period of obligated service will be identified and enforced. The employee and supervisor of the losing DoD agency will place a copy of the CSA to the gaining DoD agency and a copy placed in the employee's official personnel file of the new agency.

(3) AAW civilians who voluntarily withdraw from the program after the program commencement date and remain within the Army will be restricted from applying to any future NPS programs for three years.

(4) AAW civilians who voluntarily withdraw from the program will be restricted from applying to any Army acquisition education opportunities sponsored by the Army DDACM Office for one year. The date of the restriction is effective the date the program manager receives the notification from the participant to withdraw from the program.

k. Consequences for No-Shows: AAW civilians 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 DDACM Office and DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show" AAW civilians will remain ineligible to apply to the program for a period of one year starting on the last day of the scheduled resident course for which they failed to appear.

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

6. PROCEDURES:

a. Application Process: Applying to the program is a two part process. First, an admission application must be submitted directly to NPS to receive a conditional letter of acceptance. Second, an application must be submitted in accordance with instructions in the posted announcement for consideration of funding.

b. Applying to NPS:

(1) AAW civilians must first submit an admission application to NPS and obtain a "conditional" letter of acceptance to the NPS program. A copy of the "conditional" letter of acceptance must be uploaded in AAPDS housed in CAPPMS as part of the official Army DDACM Office application.

(2) Follow the procedures in the posted announcement to obtain a "conditional" letter of acceptance. Obtaining a "conditional" letter of acceptance does not guarantee attendance to the program or approval of funding.

c. Applying to the Army DDACM Office:

(1) The application process for consideration of funds is an automated process. After obtaining a "conditional" letter of acceptance from NPS, AAW civilians must log into CAPPMS, navigate to AAPDS and completed application in accordance with the instructions in the posted announcement.

(2) After the application has been submitted in AAPDS, the Army DDACM Office program manager reviews eligible applications for accuracy and completeness. The program manager will return incorrectly submitted applications to the AAW civilian to correct errors. The AAW civilian must resubmit their corrected application in CAPPMS no later than the closing date of the announcement. The program manager will forward correctly completed applications to the Review Board for evaluation.

d. Review Board Process:

(1) The Review Board considers the best qualified AAW civilian for funding and participation into the program. The best qualified AAW civilians are those applicants who have been identified by their organization as demonstrating the potential for selection into senior leadership positions and programs.

(2) All applications going before the Review Board will receive fair and equitable evaluation under the current announcement and Review Board process. The Review

SFAE

SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems Focus Policy and Procedures

Board evaluates and prepares an Order of Merit (OML) of submitted applications and provides the OML to the Army DDACM Office program manager.

(3) The Army DDACM Office program manager compiles application statistics, and briefs the DDACM on the results from the Review Board. The DDACM approves the results of the OML based on availability of funds and the needs of the Army. The DDACM is the final approval authority of the board results.

(4) The Army DDACM Office notifies applicants, the Program Administrator, OAPs and ACMAs of the approved board results. New participants and non-selected applicants are responsible for notifying their supervisor of the approved board results.

e. Acceptance: Upon selection into the program, the AAW civilian must acknowledge their selection via email or phone call no later than the date identified in the notification email or forfeit their selection into the program. If all requirements are not met the AAW civilian will have to reapply for the next NPS program education 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**: This policy and procedures document supersedes the previous NPS policy effective immediately.

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

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



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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SUBJECT: Naval Postgraduate School MSPM and MSSE With a System of Systems
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