Army DACM Office is pleased to announce the offering of the Naval Postgraduate School Systems and Program Management Non-Resident Master's Degree Program (NPS-MSSPM). The Army DACM Office is the sponsor of the NPS-MSSPM program and will fund the cost of books and tuition. Graduation expenses and travel are not included in the funding.

The NPS-MSSPM is a part-time degree program conducted by distant learning. Students take two distance learning courses per quarter for eight consecutive quarters. 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-MSSPM 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.
Program Information:

The NPS-MSSPM 2-year program is designed for Department of Defense (DoD) and other federal agencies to obtain an acquisition defense-focused advanced degree in a distance learning format.

The MSSPM is an interdisciplinary program combining systems engineering with program management knowledge and skills. The program is intended to broaden the technical capabilities of the acquisition workforce who may have non-technical backgrounds so they are able to successfully manage and lead programs/projects in support of the Defense Acquisition System. Students in this program learn the systems engineering process from establishing system requirements through test and evaluation. Simultaneously students learn how to manage, schedule, and budget programs as well as work with DoD suppliers through contracts to meet program obligations.

Educational Credit Information:

Students who successfully completing the MSSPM program will earn the following:
- A Master of Science in Systems Engineering Management (MSSEM)
- Certificate in Systems Engineering
- DAU Equivalencies in the following areas:
  - PM level 3
  - ENG level 3
  - TST level 2
  - PQM Level 2
  - LOG level 1
  - IRM level 1
  - CON Series

Who May Apply:
Eligible Army acquisition workforce (AAW) civilians must meet both the NPS eligibility requirements and the Army DACM Office eligibility requirements listed below to be considered for funding.

NPS Eligibility Requirements:
- Any undergraduate degree (BA, BS, other) with 2.2 GPA

Army DACM Office Eligibility Requirements:
- Must be a permanent Army acquisition workforce civilian
- Must be a GS-11 through GS-15 or broadband/payband equivalent
- Must meet certification level (minimum Level II) required for current acquisition position in any acquisition career field
- Must have a Letter of Acceptance from NPS
- Must not currently possess a master’s degree in a business discipline
How to Apply for NPS Admissions – Part 1:

- The NPS-MSSPM online application is a two-part process: Part 1 consists of submitting an admissions application directly to NPS by visiting http://my.nps.edu/web/dl/degProgs_MSSPM_nonRes and following the instructions for Army DACM Office applicants. Candidates should apply for 722 curriculum, commencing academic year 2019, quarter 1. Requests for officially sealed transcripts from all schools attended (undergrad/grad) must be sent directly to NPS.

- Applications for admissions and all requests for official transcripts (sealed) from all undergraduate/graduate schools attended must be received by NPS no later than 9 May 2018. NPS Admission also accepts official transcripts by electronic transfer from institutions that provide that service.

- For additional information on letters of acceptance and the NPS-MSSPM curriculum, you may contact Ms. Heather Hahn, Distance Learning Education Technician at hlhahn@nps.edu or Dr. Wally Owen Program Officer at wowen@nps.edu.

- You can begin part 2 of the application process by logging into CAPPMIS at https://rda.altess.army.mil/camp/. Click the AAPDS tab. Click “apply” next to the “NPS-MSSPM 722-191G Cohort Announcement” to access the online Army DACM Office NPS-MSSPM application.

- For helpful hints on preparing your application, see Application Best Practices.

How to complete the Army DACM Office NPS-MSSPM Application – Part 2:

- **NPS-MSSPM Applicant Data:**
  - Select “Masters” for the degree.
  - Select “Naval Post Graduate School” for the school.
  - Select “Systems and Program Management” for the major.
  - A valid work number and email address are required on your application.

- **Verifications:** Check the small boxes next to “Applicant’s Email Address”, “Supervisor Information”, and ACRB in the application to certify your email address, Supervisor’s information and ACRB are correct. If these boxes are not checked, you will receive an error message when you attempt to submit your application.

- **Acquisition Career Record Brief (ACRB).** AAPDS pulls in the latest version of your ACRB automatically into your application. Ensure your ACRB is updated and correct prior to submitting your application. Applicants may update and correct specific fields of their ACRB using the edit functions within CAPPMIS. For the areas in the ACRB that cannot be changed by the Applicant, please request assistance using our Army DACM Office online help request. Applicants will
want to pay particular attention to the training, education, and assignment history sections of the ACRB, ensuring that the information is accurate. The training section should only reflect top level relevant training completed; recommend not including any DAU continuous learning modules or annual Army required training.

- **Individual Development Plan (IDP):** You must individually add all 16 courses below onto your IDP and obtain supervisor’s approval.

  **QTR 1- Fall AY19 25 Sep - 13 Dec 2018**
  - SE3100 - Fundamentals of Systems Engineering (3-2)
  - MN3155 - Financial Management for ACQ Managers (2-0)

  **QTR 2- Winter AY19 3 Jan - 28 Mar 2019**
  - SI3400 - Fundamentals of Engineering Project Management (3-2)
  - MN3309 - ACQ of Embedded Wpn Systems Software (4-1)

  **QTR 3 - Spring AY19 2 Apr - 13 Jun 2019**
  - SE3302 - Systems Suitability (3-2)
  - MN3303 - Contracting (4-0)

  **QTR 4- Summer AY19 4 Jul - 26 Sep 2019**
  - SE4354 - Test and Evaluation (4-0)
  - MN4470 - Strategic Planning & Policy for LOG Managers (4-0)

  **QTR 5- Fall AY20 30 Sep - 13 Dec 2019**
  - SE3011 - Engineering Economics & Cost Estimation (3-0)
  - MN4307 - Program Management Policy & Control (4-0)

  **QTR 6- Winter AY20 6 Jan - 27 Mar 2020**
  - TBD - Cyber Security (3-2)
  - MN3384 - Principles of Production & Quality Mgmt (4-1)

  **QTR 7- Spring AY20 30 Mar - 12 Jun 2020**
  - MN4474 - Organizational Analysis (4-0)
  - SE3201 - Engineering Systems Conceptualization (2-4)

  **QTR 8- Summer AY20 6 Jul - 25 Sep 2020**
  - TBD - Effective Interpersonal & Team Communications (3-2)
  - SE3202 - Engineering Systems Design (2-4)

  **NPS Graduation - MS in Systems Engineering Management**

- **To add the above courses log into CAPPMIS at [https://rda.altess.army.mil/camp/](https://rda.altess.army.mil/camp/).**
  Click on the IDP tab. Click the planning tab. Courses must be added under the “Education Plan” section of your IDP in CAPPMIS. Once you have confirmed you are in the “Education Plan” section of your IDP, click “Add Course” and complete the following fields:

  - ✔ Course ID: Retrieve Course ID from NPS-MSSPM curriculum
Course Title: Retrieve Course Title from NPS-MSSPM curriculum
Projected Start: Retrieve from NPS-MSSPM curriculum
Projected End: Retrieve from NPS-MSSPM curriculum
Status: Select “Planned” from the drop down menu
Provider: Naval Postgraduate School, Monterey, CA
Objective: Required Course to complete the NPS-MSSPM program
Point of Contact: Leave Blank
Continuous Learning Points Requested: Student earn 10 CLPs per credit hour. Use the first number in parenthesis (lecture hours) after each course on the curriculum as a full credit and the second number in parenthesis (lab hours) as 1/2 credit when requesting the number of CLPs for each course (i.e. SEXXXX (3-2) will be 40 CLPs and SEXXXX (4-0) will be 40 CLPs).
Course Hours: Leave blank
Course Type: Leave blank
Estimated Book Cost: $200.00
Estimated Tuition Cost: $2,250.00
Planned Funding Source: Select “AETE-NPS” from the drop down menu
Click the “Save and Finish” button after entering each class
Complete the required fields for each class until all 16 courses from the NPS-MSSPM curriculum are added onto your IDP
Once all 16 courses are listed in CAPPMIS, request supervisor to approve

CAPPMIS will automatically generate all courses from your IDP into your application only after the steps above have been completed and approved by your supervisor.

NOTE: Please wait until AFTER your grade for each course has been posted in AAPDS before you request your CLPs. Remember to provide grades for your completed courses no later than 30 days after the course completion date.

**Required Documents:**

- **NPS Letter of Acceptance:** Applicants must upload into AAPDS a copy of the “Letter of Acceptance” obtained from NPS. NPS online admissions application must be completed no later than 9 May 2018. Individuals who obtained conditional letters of acceptance for prior year admission can submit their conditional letter of acceptance for the current NPS-MSSPM announcement. Please confirm with NPS that there are no additional requirements.

- **Continued Service Agreement (CSA):** Department of the Army (DA) policy requires civilian employees selected for long-term training programs in excess of 120 calendar days to complete a CSA prior to the start of the training. The period of service in the DoD required will equal at least three times the length of the training. The length of training for the MSSPM program is 24 months or 2 years. The period of obligated service for the NPS-MSSPM degree program will be 6 years. The 6 years begin after the ending date of your last completed class.
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). Complete the form as follow:

- **Enter 27 September 2020 to 26 September 2026** as the period of obligated service.
- Print, physically or digitally sign and date the CSA
- Upload the completed CSA into CAPPMIS/AAPDS

### Resume:
Upload your resume using this [format](#). Resumes may not exceed 4 pages and must be submitted in a .pdf format. This is the applicant's opportunity to highlight educational achievements, work experiences, skills, and accomplishments, which are key indicators to the preparation for and success as an acquisition professional. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Ensure experience descriptions and dates match those in the ACRB.

### Statement of Interest:
The applicant must create a personal “Statement of Interest” describing why you want to participate in the NPS-MSSPM program. Please complete the statement of interest in accordance with Army Regulation 25-50.

The Statement of Interest is limited to one page and must adhere to the guidelines below:

- Be on organizational letterhead and;
- Be addressed to the following (but DO NOT MAIL):
  - Deputy Director of Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060 and;
- Directly address applicant’s career goals and leadership path and;
- Address reasons for desired selection in the program and;
- Explain the benefits Army acquisition will gain upon applicant's completion of the program and;
- Be digitally or physically signed and dated by the applicant and;
- Applicant must upload completed Statement of Interest into CAPPMIS/AAPDS

### Senior Rater Potential Evaluation (SRPE)
The SRPE is a critical piece of the application. In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 10 July 2015, the applicant's Senior Rater (SR) is the rater of the employee's rater. The SR must be a supervisor and senior in grade/organizational position to the rated employee.

- The SRPE must have an ending date (the “thru” date) within no later than one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMIS. Of particular note, the SR should not use
bullet comments; rather, narrative comments to support the overall rating are highly suggested. Senior Raters should view a SRPE as the equivalent to a “complete the record OER”, and should provide supporting comments accordingly.

✓ For additional information on the completion of the SRPE, Senior Raters should refer to the USAASC policy webpage under the SRPE section. The link to the new SRPE form (AAC Form 1) and instructions are also located on the USAASC policy webpage under the SRPE section. Applicants should print and retain a signed copy of the SRPE for their records.

✓ Failure to have a completed/finalized SRPE in the CAPPMIS system at the time of announcement closing will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

✓ Instructions are available in CAPPMIS to assist the rater and Senior Rater in completing the SRPE. This form must be completed online by your supervisor and senior rater into your online application package. After the senior rater completes the SRPE, it will not be available online for 7 days. The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. Failure to have a completed/finalized SRPE in the CAPPMIS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

• **Supervisor Endorsement:** The Supervisor Endorsement Memorandum is limited to one page and must adhere to the guidelines below:

✓ Be from either your 1st or 2nd level supervisor. The supervisor's name must match the supervisor's name in CAPPMIS and;

✓ Be on organizational letterhead and;

✓ Be addressed to the following (but DO NOT MAIL): Deputy Director of Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060 and;

✓ Be unique to the specific applicant and;

✓ Directly comment on the applicant's current performance and;

✓ List strengths of the applicant and;

✓ Include the following statement:  
    “I approve [insert applicant's name] to participate in the NPS-MSSPM 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, starting the week of 24 SEP 2018 and ending 26 SEP 2020.” and;

✓ Be digitally or physically signed by the required completing official and;

✓ Applicant uploads completed Supervisor Endorsement into CAPPMIS/AAPDS
• **Command Endorsement:** Your command must endorse your participation in the NPS-MSSPM program by preparing a memorandum in accordance with Army Regulation 25-50.

The Command Endorsement Memorandum is limited to one page and must adhere to the guidelines below:

- Be completed by and from the applicant’s first General Officer or Senior Executive Service Civilian in your chain of command and;
- Be on organizational letterhead and;
- Be addressed to the following (but DO NOT MAIL): Deputy Director of Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060 and;
- Be unique to the specific applicant and;
- List top 3 qualities of the applicant and;
- Directly comment on the applicant’s leadership ability and potential and;
- Identify how post utilization training will be utilized in the command upon completion of the program and;
- Include at least one potential thesis/capstone project research topic for the applicant to address while in school that has benefit to your organization and;
- Be digitally or physically signed by the required completing official and;
- Applicant uploads completed Command Endorsement into CAPPMIS/AAPDS

**Selection Process:**
The Army DACM Office NPS-MSSPM Program Manager will review all applications that have been submitted in CAPPMIS. Successfully completed applications will be forwarded to the Review Board for evaluation.

The Army DACM Office NPS-MSSPM Program Manager will compile data from the results of the Review Board. The Army DACM Office NPS-MSSPM Program Manager will brief and provide a recommendation of the Review Board results to the Army DDACM. Approved results from the Review Board will be provided to the Army Acquisition workforce no later than the board date listed in this announcement. The Army Deputy DACM is the final approval authority of the board results.

**Contact:**
The point of contact for administrative questions about this action is the Army DACM Office NPS-MSSPM Program Manager, Ms. Uhura Smith, Commercial (703) 664-5732, Email: uhura.n.smith.civ@mail.mil.