



**Naval Postgraduate School (NPS)
Systems and Program Management (MSSPM) Non-Resident Master's
Degree Program Education Opportunity
Announcement
(Cohort 722-201G)**

Announcement Opening Date: 11 February 2019

NPS Application Deadline: 15 April 2019

Army DACM Office Announcement Closing Date: 16 April 2019

Board Review Dates: 31 May 2019

Cohort will commence the week of 30 September 2019

The Army DACM Office has the right to change/modify any dates listed in this document. Please check AAPDS within CAPPMS to confirm any program announcement dates.

The 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) education opportunity. The Army DACM Office is the sponsor of the NPS-MSSPM program and will fund the cost of books and tuition. Graduation and travel expenses 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 NPS-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:

The Systems and Program Management Non-Resident Master's Degree consists of a minimum of 48 academic quarter credits. All coursework is offered by the Naval Postgraduate School (NPS). The typical course of study reflects a sequence of two courses per quarter to meet Army acquisition workforce needs, degree requirements and DAU equivalencies for DAWIA in Program Management (PM), Contract Management (CON), Engineering (ENG), Test & Evaluation (TST), Production, Quality & Manufacturing (PQM), Life Cycle Logistics (LOG) and Information Resource Management (IRM). Students who successfully complete the NPS-MSSPM program earn a Master of Science in Systems Engineering Management (MSSEM).

Reimbursement:

Reimbursement is required in connection with the NPS-MSSPM education training under the following situations:

- An "incomplete", "failed", or a grade less than a "B" in a course.
- "Drop" or "withdraw" from a course after the course start date.
- Withdrawal from the entire program after commencement of the program.

Applicants:

Army acquisition workforce (AAW) civilians must meet both the NPS eligibility requirements and the Army DACM Office eligibility requirements listed below in order to submit an application and be considered for funding sponsored by the Army DACM Office.

NPS Eligibility and Admission Requirements:

- Any undergraduate degree (BA, BS, other) with minimum undergraduate point rating (QPR) 2.2.

Army DACM Office Eligibility Requirements:

- Must be a permanent Army acquisition workforce civilian

- Must be a GS-11 through GS-15 or broadband/pay band equivalent
- Must meet certification level (minimum Level II) required for current acquisition position in any acquisition career field
- Must have a Conditional Letter of Acceptance from NPS
- Must not possess a master's degree in a business/acquisition 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 2020, quarter 1. Requests for officially sealed transcripts from all schools attended (undergrad/grad) must be sent directly to NPS.
- NPS application deadline and all requests for official transcripts (sealed) from all undergraduate/graduate schools attended must be received by NPS no later than 15 April 2019. NPS also accepts official transcripts by electronic transfer from institutions providing that service. Institutions can send official transcripts by electronic transfer to admissions@nps.edu.
- For additional information on conditional 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 (722-201G) Education Opportunity” 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):** Within CAPPMS, the latest version of the ACRB will automatically be uploaded into AAPDS online 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 CAPPMS. For the areas on the ACRB that cannot be changed by the applicant, please request assistance using our Army DACM Office online [help request](#) link located in CAPPMS. 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.
- **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 SRPE must be completed by both the Rater and Senior Rater (SR). 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 one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. 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 web page under the SRPE section. The link to the new SRPE form (AAC Form 1) and instructions are also located on the USAASC policy web page under the SRPE section. Applicants should print and retain a signed copy of the SRPE for their records.
 - ✓ Instructions/tutorials are available in CAPPMS to assist the rater and Senior Rater in completing the SRPE. The SRPE form must be completed in CAPPMS by your supervisor and senior rater and will automatically uploaded into your online application. The SRPE must be completed/finalized in CAPPMS no later than the closing date posted in this announcement. Applicants should print and retain a signed copy of the SRPE for their records.
 - ✓ **Failure to have a completed/finalized SRPE in CAPPMS prior to the announcement closing date will result in the applicant being declared ineligible. The application will be denied and will not go forward to the Board for evaluation.**

- **Command Endorsement (PDF file):** 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 all 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): Director, Acquisition Career Management Office, 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 CAPPMS/AAPDS

- **Supervisor Endorsement (PDF file):** 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 CAPPMS and;
- ✓ Be on organizational letterhead and;
- ✓ Be addressed to the following (but DO NOT MAIL): Army Director, Acquisition Career Management Office, 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 30 SEP 2019 and ending 24 SEP 2021." and;
- ✓ Be digitally or physically signed by the required completing official and;
- ✓ Applicant uploads completed Supervisor Endorsement into CAPPMS/AAPDS

- **Resume (PDF file):** 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 (PDF file):** 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 all guidelines below:

- ✓ Be on organizational letterhead and;
 - ✓ Be addressed to the following (but DO NOT MAIL):
Deputy Director of Acquisition Career Management Office, 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
- **NPS Conditional Letter of Acceptance:** Applicants must upload into AAPDS a copy of the NPS “Conditional Letter of Conditional” obtained from NPS. NPS online admissions application must be completed no later than 15 April 2019. Individuals who obtained letters of conditional acceptance for prior year admission can submit their letters of conditional acceptance for the current NPS-MSSPM announcement. Please confirm with NPS that there are no additional requirements. You must meet all NPS eligibility requirements in order to participate in the program if you should be selected for participation by the Army DACM Office.
- **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 obtained by clicking [here](#). Complete the form as follow:

- ✓ **Enter 25 September 2021 to 24 September 2027** as the period of obligated service.
- ✓ Print, physically or digitally sign and date the CSA
- ✓ Upload the completed CSA into CAPPMIS/AAPDS

- **Individual Development Plan (IDP):** You must add all 16 courses below onto the “Education Plan” section of your IDP and obtain supervisor’s approval.

Quarter 1: Fall AY20 30 Sep – 20 Dec 2019

SE3100- Fundamentals of Systems Engineering (3-2)

MN3155- Financial Management for ACQ Managers (2-0)

Quarter 2: Winter AY 20 6 Jan – 27 Mar 2020

SI3400- Fundamentals of Engineering Project Management (3-2)

MN3309 -ACQ of Embedded Weapon Systems Software (4-1)

Quarter 3: Spring AY20 30 Mar – 12 Jun 2020

SE3302- Systems Suitability (3-2)

MN3303- Contracting (4-0)

Quarter 4: Summer AY20 6 Jul – 25 Sep 2020

SE4354- Test and Evaluation (4-0)

MN4470- Strategic Planning & Policy for LOG Managers (4-0)

Quarter 5: Fall AY21 30 Sep – 13 Dec 2020

SE3011- Engineering Economics & Cost Estimation (3-0)

MN4307- Program Management Policy & Control (4-0)

Quarter 6: Winter AY21 4 Jan – 26 Mar 2021

CY3201- Foundation of Cyberspace Operations (3-2)

MN3384- Principles of Production & Quality Mgmt (4-1)

Quarter 7: Spring AY21 30 Mar – 18 Jun 2021

MN4474 - Organizational Analysis (4-0)

SE3201- Engineering Systems Conceptualization (2-4)

Quarter 8: Summer AY21 5 Jul – 24 Sep 2021

TBD- Effective Interpersonal & Team Communications (3-2)

SE3202- Engineering Systems Design (2-4)

- To add the above courses log into CAPPMIS at <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 located at http://my.nps.edu/web/dl/degProgs_MSSPM_nonRes

- ✓ Projected End: Retrieve from NPS-MSSPM curriculum located at http://my.nps.edu/web/dl/degProgs_MSSPM_nonRes
- ✓ 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 are added onto your IDP
- ✓ Once all 16 courses are listed in CAPPMS, request supervisor to approve

CAPPMS will automatically generate all courses from your IDP into your application only after the steps above have been completed.

NOTE: Remember to provide an unofficial copy of your transcript to the Army DACM Office NPS-MSSPM Program Manager via email showing your grades for your completed courses no later than 30 days after the course completion date. Please wait until AFTER your grade for each course has been posted in AAPDS before you mark the course as completed on your IDP.

Selection Process:

The Army DACM Office NPS-MSSPM Program Manager will review all applications that have been submitted in CAPPMS. 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 review date posted in this announcement. The Army 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.