Naval Postgraduate School (NPS) Systems and Program Management Non-Resident Master's Degree Program (MSSPM) Program Education Opportunity Announcement (Cohort 722-261G)

Opening Date: 11 March 2025
Closing Date: 13 May 2025
NPS Application Deadline: 9 May 2025
Board Review Dates: 31 July 2025
Cohort dates: 29 September 2025 – 24 September 2027

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

The Army Director, Acquisition Career Management (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 degree program conducted via distant learning. Students take two distance learning courses per quarter for eight consecutive quarters. All classes use an internet tool called, "ZoomforGov (ZfG) or MS Teams." ZfG 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 through ZfG sessions on Tuesdays and Thursdays 0800 – 1100 (Pacific Time). Students will need Internet access, a personal computer (PC) microphone, and a PC camera (optional) to use ZfG. There is no special software required for ZfG. Students can connect directly via their internet browser.

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:
Students who successfully complete the NPS-MSSPM program will earn a Master of Science in Systems Engineering Management and the following:
- Fulfillment for the following DAU courses:
  - ACQ 1010
  - ACQ 2020
  - ACQ 0030
  - ACQ 2030/V
  - PMT 2570/V
  - PMT 0140
- 282 (SE Fundamental Certificate with the OS3111 P&S course) - https://online.nps.edu/w/282-systems-engineering-fundamentals-certificate?inheritRedirect=true
- 218 (Advanced Acquisition Studies) - https://online.nps.edu/w/218-advanced-acquisition-studies?inheritRedirect=true
- 171 (Systems Engineering Management Certificate) - https://online.nps.edu/w/171-systems-engineering-management-certificate?inheritRedirect=true

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 program after program start date.

All reimbursements must be made by money order, personal or certified check and payable to the U.S. Treasury and mailed to: Army DACM Office, U.S. Army Acquisition Support Center, ATTN: Acquisition Training and Education Manager (Uhura N. Smith) 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567

Applicants:
Army acquisition workforce (AAW) civilians must meet both the NPS academic requirements, and the Army DACM Office eligibility requirements listed below to apply and be considered for funding sponsored by the Army DACM Office. Applicants who possess a bachelor's degree or doctorate may apply to the NPS-MSSPM Program. Applicants who have a master's degree may apply to the NPS-MSSPM Program for a second master's degree.

NPS Academic Requirement:
- Any undergraduate degree (BA, BS, other)
- Minimum undergraduate quality point rating of 2.2 or better

Army DACM Office Eligibility Requirements: Eligibility requirements below must be met at the time the application is submitted in CAPPMIS:
- Must be coded as "1 – Permanent – Tenure Group 1" in the Defense Civilian Personnel Data System*
- Must be a GS-12 through GS-15 or broadband/pay band equivalent
- Must meet certification level required for current Army acquisition position in any acquisition functional area (AFA) OR
- Must be within their certification grace period required for their current Army acquisition position in any AFA.
- Must have a Conditional Letter of Acceptance from NPS

*Per Section 1109, of the FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 of Federal Register 43339, eligibility to participate in NPS-MSSPM is extended to flexible length and renewable term technical appointment employees in the Department of Defense laboratories designated as Science and Technology Reinvention Laboratories (STRLs). Term employees not appointed under Section 1109, FY16 NDAA are not eligible for NPS-MSSPM. Tenure status is indicated on the SF-50, Notification of Personnel Action, Block 24. To apply to the NPS-MSSPM, your supervisor must verify that you are an STRL employee appointed under Section 1109, FY16 NDAA. Supervisor must submit verification email to the Army DACM Office NPS-MSSPM Program Manager. STRL employees must meet all other NPS-MSSPM eligibility requirements.

How to Apply for NPS Admissions – Part 1:
- The NPS-MSSPM online application is a two-part process: Part 1 consists of applying directly to NPS website at https://nps.edu/web/dl/degProgs_MSSPM_nonRes.   Once on the NPS website click the "Apply Now" link under "Quick Links" to the left of the screen and following the instructions for Army DACM Office applicants. Army DACM applicants must apply for 722 curricula, commencing Academic Year 2026, Quarter 1. Requests for officially sealed transcripts from all schools attended (undergrad/grad) must be sent directly to NPS.

- NPS application deadline is 9 May 2025. Official transcripts (sealed) from all undergraduate/graduate schools attended must be sent by mail or electronic transfer to the Admissions Office and received no later than 9 May 2025. Institutions can send official transcripts by electronic transfer to admissions@nps.edu.

- **NPS FUNDING POINT OF CONTACT**:
  Funding POC Last Name: SMITH
  Funding POC First Name: UHURA
  Funding Mailing Address: 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060
  Funding POC Email: uhura.n.smith.civ@army.mil
  Funding POC Phone: 520-671-0130

How to complete the Army DACM Office NPS-MSSPM Application – Part 2:
You can begin part 2 of the application process by logging into CAPPMIS at https://apps.asc.army.mil/camp/. Click the AAPDS tab. Click "apply" next to the "NPS-MSSPM (722-261G) Announcement" to access the online Army DACM Office NPS-MSSPM application. A blue "apply" link will only be available to those AAW civilians who are eligible to apply to the program via the DACM announcement. A message will be displayed stating reason(s) why an applicant is not eligible to apply to the program. Please contact the DACM Office Program Manager at uhura.n.smith.civ@army.mil if your eligibility status is in error.

- **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 CAPPMIS, 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 CAPPMIS. For the areas on the ACRB that cannot be changed by the applicant, please request assistance using our Army DACM Office online help request at https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.help.

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 reflect the completion of top-level relevant training and formal leadership training, such as CES and ALCP.

- **Senior Rater Potential Evaluation (SRPE)**. The SRPE is a critical piece of the application. In accordance with DACM SRPE Policy at https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE_Policy_JUL2020.pdf and the SRPE Guidance at https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE_Guidance_JUL2020.pdf, both dated 1 July 2020, 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 CAPPMIS. Of 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 CAPPMIS to assist the rater and Senior Rater in completing the SRPE. The SRPE form must be completed in CAPPMIS by your supervisor and senior rater and will automatically upload into your online application. The SRPE must be completed/finalized in CAPPMIS 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 CAPPMIS 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. Organizations who have multiple applicants applying to the current program announcement are required to rank order applicants in each Command Endorsement Memorandum. Each

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 the chain of command. If the person signing the command endorsement is not a GO or SES but is "acting" in that capacity, "acting" must be shown in the signature block and;
- ✓ Be on organizational letterhead and;
- ✓ Be addressed to the following (but DO NOT MAIL): Director, Acquisition Career Management Office, Bldg 201, Suite 101, 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 signed and dated by the required completing official and;
- ✓ Applicant uploads completed Command Endorsement into CAPPMIS/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 CAPPMIS and;
  - ✓ Be on organizational letterhead and;
  - ✓ Be addressed to the following (but DO NOT MAIL): Army Director, Acquisition Career Management Office, Bldg 201, Suite 101, 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 29 SEP 2025 and ending 24 SEP 2027." and;
  - ✓ Be digitally signed by the required completing official and;
  - ✓ Applicant uploads completed Supervisor Endorsement into CAPPMIS/AAPDS

- **Resume (PDF file):** Upload your resume using the resume format at https://asc.army.mil/web/wp-content/uploads/2021/03/RESUME-FORMAT.pdf. 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, Bldg 201, Suite 101, 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 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 Acceptance" obtained from Heather Hahn at NPS. NPS online admissions application must be completed no later than 6 May 2025. Individuals who obtained letters of conditional acceptance for prior year admission can submit their existing letters of conditional acceptance for the current NPS-MSSPM Announcement. You do not need an updated conditional acceptance letter from NPS. You must meet all NPS academic requirements and Army DACM eligibility requirements to participate in the program if you should be selected for participation by the Army DACM Office.

For additional information on NPS conditional letters of acceptance you may contact Ms. Heather Hahn, Distance Learning Education Technician at hlhahn@nps.edu or Dr. Kristin Giammarco, Program Officer, at kmgiamma@nps.edu.

- **Service Agreement (SA):** The Army Director, Acquisition Career Management Office requires that Army Acquisition Workforce (AAW) civilians complete a SA as part of their application process. Supervisors will ensure the AAW civilian is informed in advance of this requirement. The period of obligated service will be 24 months from the completion date of the program.

  A copy of the SA can be obtained by copying and pasting the following URL into a browser: https://asc.army.mil/web/career-development/programs/naval-postgraduate-school-master-of-science-in-program-management/

Once on the NPS-MSSPM website, scroll down the page and click on the .pdf Service Agreement.

Complete the form as follows:
- ✓ **Enter 24 September 2027 to 24 September 2029** as the period of obligated service
- ✓ Digitally sign, date, and print the SA
- ✓ Upload the completed SA into CAPPMIS/AAPDS

- **Individual Development Plan (IDP):** You must add all 16 courses below to the "Education Plan" section of your IDP and obtain supervisor's approval.

  Quarter 1 – Fall AY26 29 Sep – 19 Dec 2025
  OS3111- Probability & Statistics for Human Systems Integration (HSC) (4-0)
  MN3301 Acquisition of Defense Systems (4-0)

  Quarter 2: Winter AY26 5 Jan – 27 Mar 2026
  SI3100- Fundamentals of Systems Engineering (3-2)
  MN3384 ACQ Production, Quality & MFG Decision Science (4-0)

  Quarter 3: Spring AY26 30 Mar – 19 Jun 2026
  SI3400 Fundamentals of Engineering Project Management (3-2)
  MN4470 Strategic Planning and Policy for the Logistics Mgr (4-0)

  Quarter 4: Summer AY26 6 Jul – 25 Sep 2026
  SE3302 Systems Suitability (3-2)
  MN4307 Defense Acquisition Program Mgmt Case Studies (4-0)

  Quarter 5: Fall AY27 28 Sep – 18 Dec 2026
  SE3011 Engineering Economics & Cost Estimation (3-0)
  SE3050 Introduction to Digital Engineering with MBSE (3-2)

  Quarter 6: Winter AY27 4 Jan – 26 Mar 2027
  SE4420 – Modeling & Simulation in Acquisition (3-2)
  MN3303 Contracting (4-0)

  Quarter 7: Spring AY27 29 March – 18 Jun 2027
  SE4354 Verification & Validation (4-0)
  SE3211 Systems Engineering Management Capstone I (2-4)

  Quarter 8: Summer AY27 5 Jul – 24 Sep 2027
  SE4520 System Manufacturing, Development and Production (3-2)
  SE3212 Systems Engineering Management Capstone II (2-4)

  NPS-MSSPM graduation - 24 September 2027

To add the above courses to your IPD, log into CAPPMIS at https://apps.asc.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: copy of curriculum is in this announcement
- ✓ Projected End: copy of curriculum is in this announcement
- ✓ 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: The supervisor no longer awards CLPs for completed civilian NPS courses. The formula for calculating CLPs for NPS courses are as follow: the first number in the parentheses is lecture hours and equals 1 credit and the second number is lab hours and equals ½ credit. For example, the total credit hours for SE3100 (3-2), is 4 (3 + 1 = 4 credit hours) which is the same as a course with (4-0) which is also 4 total credit hours. Students earn 10 CLPs per credit hour (i.e. SE3100 would be 40 CLPs. The program manager will award CLPs and officially post grades in AAPDS/Student Manager Module after the student provides an unofficial copy of their NPS transcript to the program manager via email at uhura.n.smith.civ@army.mil
- ✓ Course Hours: Leave blank
- ✓ Course Type: Leave blank
- ✓ Estimated Book Cost: Leave blank
- ✓ Estimated Tuition Cost: Leave blank
- ✓ 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
- ✓ Check boxes for supervisor's approval

CAPPMIS will automatically generate all courses from the IDP into the online application only after the applicant correctly completed the above steps.

Unofficial Copy of NPS Transcript: Participants are required to provide an unofficial copy of their NPS transcript to the Army DACM Office NPS-MSSPM Program Manager via email showing grades for completed courses no later than 30 days after each course completion date.

Graduation/Completion of Program: Graduates are required to upload an unofficial .PDF, .JPEG, .PNG, or .DOCX copy of their NPS transcript in AAPDS/Student Module.

No further action is required. The Army DACM Office NPS-MSSPM Program Manager will review and add the educational credits to the education portion (Section VII) of the ACRB. Please contact Uhura N. Smith at uhura.n.smith.civ@army.mil if you have any questions."

Selection Process:

The Army DACM Office NPS-MSSPM Program Manager will review all applications that have been submitted in CAPPMIS. Applications completed and submitted in accordance with instructions in this announcement will be forwarded to the Board for review. Applications not completed and submitted in accordance with instructions in this announcement will be denied.

The Army DACM Office NPS-MSSPM Program Manager will compile data from the Board results, brief, and provide a recommendation to the Army DACM. Approved results 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 selection to participate in the NPS-MSSPM Program.

Points of Contact:

- ✓ Ms. Uhura N. Smith, Army DACM Office Program Manager at uhura.n.smith.civ@army.mil for administrative questions about information in this announcement.

- ✓ Ms. Heather Hahn, Distance Learning Education Technician at hlhahn@nps.edu or Dr. Kristin Giammarco, Program Officer, at kmgiamma@nps.edu for additional information on the curriculum.

Website at NPS for NPS-MSSPM (Cohort 722):
https://online.nps.edu/web/online/-/722-systems-engineering-management---systems-and-program-management