Naval Postgraduate School (NPS)
Systems and Program Management (MSSPM) Non-Resident Master's
Degree Program Education Opportunity
Announcement (Cohort 722-231G)

Announcement Opening Date: 25 April 2022
NPS Application Deadline: 3 June 2022
Army DACM Office Announcement Closing Date: 3 June 2022
Board Review Dates: 31 July 2022
Cohort will commence the week of 26 September 2022

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 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, "ZoomforGov (ZfG)." 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 over the Internet using two, three-hour sessions a week using ZoomforGov (ZfG) sessions 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:
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. Students who successfully complete the NPS-MSSPM program earn a Master of Science in Systems Engineering Management Degree and a Certificate in Systems Engineering. An equivalent course listing for DoD schools may be viewed at the [Defense Acquisition University Interactive Catalog](#) webpage.

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 check 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.

Applicants:
Army acquisition workforce (AAW) civilians who meet both the NPS eligibility requirements and the Army DACM Office eligibility requirements listed below may apply to the NPS-MSSPM Program.

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

Army DACM Office Eligibility Requirements:
- Army acquisition workforce civilians must be coded as "1 – Permanent – Tenure Group 1" in the Defense Civilian Personnel Data System at the time of submitting their application in CAPPMIS
- Must be a GS-11 through GS-15 or broadband/pay band equivalent
- Must meet REQUIRED certification level for current position in any Functional Area
- Must not currently have a master's degree in a business/acquisition discipline
- Must have a Conditional Letter of Acceptance from NPS

Department of Defense laboratories designated as Science and Technology Reinvention Laboratories who meet the following eligibility requirements may apply to the NPS-MSSPM Program:
- Must be a permanent (non-temporary/non-term) civilian member of the Army Acquisition Workforce Exception: Per the Section 1109, FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 Federal Register 43339, eligibility to participate in the NPS-MSSPM Program 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 the NPS-MSSPM Program.
- All other eligibility requirements must be met

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 https://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 2023, Quarter 1**. Requests for officially sealed transcripts from all schools attended (undergrad/grad) must be sent directly to NPS.

- NPS application deadline is **3 June 2022**. 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 **3 June 2022**. 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 Mail Address: 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060
  Funding POC Email: uhura.n.smith.civ@army.mil
  Funding POC Phone: NA

- PARTICIPATIVE AGREEMENT INFORMATION:
  AO Title: Education and Training Manager
  AO Last Name: Smith
  AO First Name: Uhura
  AO Phone: NA
  AO Email: uhura.n.smith.civ@army.mil

Participative Agreement information will be provided to the bursar's office at NPS for those applications approved to participate in the program under the Army DACM Office announcement.

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 (722-231G) Education Opportunity" 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 link located in CAPPMIS. 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) <u>SRPE Policy</u> and the <u>SRPE Guidance</u>, 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 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 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 uploaded 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.
  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 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, 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 26 SEP 2022 and ending 20 SEP 2024." and;
  - ✓ Be digitally or physically signed by the required completing official and;
  - ✓ Applicant uploads completed Supervisor Endorsement into CAPPMIS/AAPDS

- **Resume (PDF file):** Upload your resume using this [resume 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 Acceptance" obtained from Heather Hahn at NPS. NPS online admissions application must be completed no later than 3 June 2022**.** 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. Please confirm with NPS that there are no additional requirements. You must meet all NPS academic requirements and Army DACM eligibility requirements in order 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. Wally Owen, Program Officer at wowen@nps.edu.

- **Continued Service Agreement (CSA):** The Army Director, Acquisition Career Management Office requires that Army Acquisition Workforce (AAW) civilians complete a Continued Service Agreement (CSA) 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 CSA can be obtained by clicking here. Complete the form as follow:

  - ✓ **Enter 21 September 2024 to 20 September 2026** as the period of obligated service
  - ✓ Print, 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 AY23 26 Sep – 16 Dec 2022
  SE3100 – Fundamentals of Systems Engineering (3-2)
  OS3111- Probability & Statistics for Human Systems Integration (HSC) (4-0)

  Quarter 2: Winter AY23 3 Jan – 24 Mar 2023
  SI3400- Fundamentals of Engineering Project Management (3-2)
  SE3050 – Introduction to Digital Engineering with BSE (3-2)

Quarter 3: Spring AY23 27 Mar – 16 Jun 2023
SE3302- Systems Suitability (3-2)
SE3011 – Engineering Economics & Cost Estimation (3-0)

Quarter 4: Summer AY23 5 Jul – 22 Sep 2023
SE4012 – Management of Advanced Systems Engineering (4-0)
SE3351 – Human Factors in Systems Design (3-1)

Quarter 5: Fall AY24 25 Sep – 15 Dec 2023
SE3910 – Systems Evolution and Tech Assessment (3-2)
MN3303- Contracting (4-0)

Quarter 6: Winter AY24 2 Jan – 22 Mar 2024
SE4420 – Modeling & Simulation in Acquisition (3-2)
CY3201- Foundation of Cyberspace Operations (3-2)

Quarter 7: Spring AY24 25 Mar – 14 Jun 2024
SE4520 – System Manufacturing, Development and Production (3-2)
SE3211- Systems Engineering Management Capstone I (2-4)

Quarter 8: Summer AY24 8 Jul – 20 Sep 2024
SE4354- Verification & Validation (4-0)
SE3212- Systems Engineering Management Capstone II (2-4)

NPS-DAU equivalencies are updated routinely to stay current with changes.

Log into CAPPMIS at https://apps.asc.army.mil/camp/ to add the above courses to your application. 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 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: 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 your IDP into your application only after the steps above have been correctly completed.

You must contact Ms. Heather Hahn, Distance Learning Education Technician at hlhahn@nps.edu or Dr. Wally Owen, Program Officer at wowen@nps.edu for additional information on the NPS-MSSPM curriculum.

Remember to provide an unofficial copy of your NPS 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 CAPPMIS/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 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, brief and provide a recommendation from the Review Board results to the DACM. 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.

Program Manager Contact Information:
The point of contact for administrative questions about this action is the Army DACM Office NPS-MSSPM Program Manager, Ms. Uhura Smith, Email: uhura.n.smith.civ@army.mil.