Army Director of Acquisition Career Management (DACM) Office

UNITED STATES ARMY

DACM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

Acquisition, Education and Training (AET) Opportunity

Naval Postgraduate School (NPS)
Master of Science in Program Management (MSPM) Education
Opportunity Announcement
(Cohort 836-181)

Announcement Opening Date: 22 February 2017
NPS Admissions Deadline: 23 March 2017
Army DACM Announcement Closing Date: 11 April 2017
Board Review Dates: 31 May 2017
Course Start Date: 26 September 2017

The Army DACM Office is pleased to announce the NPS-MSPM program (Cohort 836-181) education opportunity. The NPS-MSPM program is a 24 month, part-time distance learning program conducted from **26 September 2017 – 13 September 2019.** The Army DACM Office is the sponsor of the NPS-MSPM program and will fund the cost of books and tuition. There is no travel involved.

Program Information:

The MSPM program provides knowledge, skills and abilities to lead and manage more effectively. The curriculum consists of eight-quarters with two courses per quarter. The curriculum focuses on problem-solving and decision-making within the program management environment using case studies, team exercises, hands-on-applications, active participation and other similar activities.

Classes are delivered exclusively over the internet using two, three-hour sessions a week (Tuesday and Thursday) from 0800-1100 (Pacific Standard Time). 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. 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.

Defense Acquisition University (DAU) Equivalency:

Students who complete this degree program will earn the following DAU course equivalencies:

- Software Acquisition Management (IRM 101)
- Systems Engineering (SYS 101, SYS 202, SYS 203)
- Test & Evaluation (TST 204)
- Contracting (CON Series)
- PQM 101 and PQM 201
- LOG 103

An equivalent course listing for Department of Defense (DoD) schools may be viewed at http://icatalog.dau.mil/appg.aspx. While completion of the NPS-MSPM provides some of the required training for certification in the above Acquisition Career Fields (ACFs), individuals must complete the additional DAU training (along with education and experience requirements) for certification in their specific ACF. **Note:** DAU training certification changes made after the establishment of this program for this two year period will be reviewed and accommodated if and where feasible.

Who May Apply?

Permanent civilian members of the Army acquisition workforce must meet the NPS eligibility requirements **and** the USAASC Army DACM Office eligibility requirements below to be considered for funding.

NPS Eligibility Requirements:
- A baccalaureate degree (annotated on ACRB) with a minimum undergraduate quality point rating (QPR) of 2.20 (on a 4.0 scale)
- Be certified at Level II or higher in any ACF
- Completed a course in statistics or a pre-calculus course

USAASC Army DACM Office Eligibility Requirements:
- Must be a permanent civilian member of the Army acquisition workforce
- Must be a GS-11 through GS-15 or broadband/pay band equivalent
- Must meet certification level (minimum Level II) required for current position
- Must have a "conditional" Letter of Acceptance from NPS (previous year's letters of a acceptance can be used)
- Must not currently have a master's degree in an acquisition or business related discipline

The NPS-MSPM Application is a two-part process:

1. To be considered for this Army DACM Office board-selected opportunity, you must **first** apply directly to NPS, meet NPS admission requirements, and be accepted by receiving a "conditional" letter of acceptance from NPS. **Note**: Acceptance by NPS does **not** guarantee funding approval by the Army DACM Office. Previous letters of acceptance may be used for this training opportunity.
2. In the Army Acquisition Professional Development System (AAPDS) located within the Career Acquisition Management Portal (CAMP), you must determine eligibility based on the criteria listed and then submit an application online. (Individuals may begin the Army DACM Office application process in AAPDS while they await their "conditional" letter of acceptance from the NPS.)

Part 1: How to Apply for Admissions to NPS-MSPM:

- ✓ Click on or copy and paste the entire following link into your browser: http://my.nps.edu/web/gsbpp
  Scroll down the page and select "How to Apply"
- ✓ Scroll down the page and Select the link "USAASC (U.S. Army Acquisition Center) Application Details".
- ✓ **To apply for admissions**, click on NPS Application Management System link. The NPS-MSPM program is curriculum 836. Candidates are applying for Academic Year (AY) 2018, Quarter 1
- ✓ Select the radial button for "New Applicant"
- ✓ Select the radial button for "U.S. Applicant"
- ✓ Complete the online form and ensure you hit the "Register" button to submit the admissions application to NPS.
- ✓ After completing the online application, follow the instructions to request officially sealed transcripts from all schools attended (undergrad/grad) be sent directly to NPS.

Applications for admission to NPS must be submitted to NPS no later than 23 March 2017. This includes receipt of all official transcripts to the NPS Admissions office.

For additional information on letters of acceptance or the NPS-MSPM curriculum, you may contact Ms. Ronda Spelbring, Program Administrator at rlspelbr@nps.edu, or Professor Brad Naegle, Academic Associate at bnaegle@nps.edu.

Once you have begun the process of obtaining your "conditional" Letter of Acceptance from NPS, you can begin and/or continue your application to the Army DACM Office in AAPDS for consideration of funding. Your application must be completed in accordance with all instructions in this announcement and submitted in AAPDS for consideration of funding.

Part 2: How to Submit an Application to the Army DACM Office for Consideration of Funding:

- ✓ Login at the Career Acquisition Management Portal (CAMP) using the following link: https://rda.altess.army.mil/camp/
- ✓ Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS);
- ✓ Once in CAPPMIS, select the "AAPDS" tab;
- ✓ Click on "Apply" and the event entitled "NPS-MSPM Cohort 836-181 Announcement"
- ✓ Follow the instructions within each section identified below. Finally, click the "submit" button to submit your application for consideration of funding.

The following documents and information make up the entire application in CAPPMIS/AAPDS. You must either select information from the drop down menu in each section or upload the required documents in the online application process. **Do not submit any of the documents below to NPS.**

- • **NPS-MSPM Applicant Data:**
  - ✓ Select "Masters" for the degree.   (This information must be entered in order to proceed to the next tab.)
  - ✓ Select "Naval Post Graduate School" for the school.
  - ✓ Select "Program Management" for the major.
  - ✓ Ensure an accurate work number is indicated on your application.

- • **Verifications:** Remember to check the small boxes next to "Applicant's Email Address" and "Supervisor Information" in the application to verify your email address and supervisor's information 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)**: Remember to check the small box next to "verification" in the application to verify your ACRB is correct. If this block is not checked, you will receive an error message when you attempt to submit your application. Ensure the following information on your ACRB is accurate prior to submitting your application:

  - ✓ Your assignment history, training, education, and certification <u>must match the information on your resume</u>.
  - ✓ Your ACRB must reflect any degrees you have obtained and the name of the school and the year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMIS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using the online help request in CAMP at: https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest

- **Individual Development Plan (IDP):** You must add all 16 classes individually onto your IDP for the MSPM program and obtain supervisor approval. Enter the 16 courses under the "Education Plan" section of the IDP in CAPPMIS/AAPDS. Make sure either your 1st or 2nd level supervisor is available to approve your IDP in CAPPMIS/AAPDS. To add the courses onto your IDP do the following:

  - ✓ Login at Career Acquisition Management Portal (CAMP) using the following link: https://rda.altess.army.mil/camp/;
  - ✓ Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS);
  - ✓ Click on the IDP tab;
  - ✓ Click on "Planning;"
  - ✓ Click on "Add Course" under the **"Education Plan"** section located in the middle of the page

  Clicking on **"Add Course"** will take you to the **"Add Course"** screen. Complete the required fields for each course until **all** 16 courses from the MSPM (Cohort 836-181) curriculum below are added onto your IDP. Please complete all required fields on the screen using the information below:

  - ✓ Course ID: Retrieve Course ID from NPS curriculum below (i.e. MN3303)
  - ✓ Course Title: Retrieve Course Title from NPS curriculum below (i.e. Contracting)
  - ✓ Projected Start: Retrieve from NPS curriculum below
  - ✓ Projected End: Retrieve from NPS curriculum below
  - ✓ Status: Select "Planned" from the drop down menu
  - ✓ Provider: Naval Postgraduate School, Monterey, CA
  - ✓ Objective: Required Course to complete the NPS-MSPM program
  - ✓ Point of Contact: Leave Blank
  - ✓ Continuous Learning Points (CLPs) Requested: Use the whole number in parenthesis after each course on the curriculum when requesting the number of CLPs for each course. (i.e. MN3172 (3-0) will be 3 CLPs.) **IMPORTANT NOTE**: Please wait until AFTER your grade for each course has been posted in CAPPMIS before you request your CLPs. Remember to provide grades for your completed courses no later than 30 days after the course completion date.
  - ✓ Course Hours: Leave blank
  - ✓ Course Type: Leave blank
  - ✓ Estimated Book Cost: $200.00
  - ✓ Estimated Tuition Cost: $2000.00
  - ✓ Planned Funding Source: Select "AETE-NPS" from the drop down menu
  - ✓ Click the "**Save and Finish**" button after each class.
  - ✓ Request supervisor approval after all 16 courses are listed on your IDP. To request supervisor approval, check the box by each of the 16 classes and click the "Submit for Supervisor Approval" box. AADPS will automatically transfer all courses from your IDP into your application

<u>only after</u> the steps above have been completed and approved by your supervisor.

NPS-MSPM (Cohort 836-181) Curriculum:

QTR 1; AY17/Fall: 26 SEP 2017 – 14 DEC 2017
- ✓ MN3172 Resourcing Nat'l Security: Policy & Process (3-0)
- ✓ MN3302 Advanced Program Management (2-0)

QTR 2; AY17/Winter: 4 JAN 2018 – 23 MAR 2018
- ✓ MN3303 Contracting (4-0)
- ✓ MN4602 Test & Evaluation (2-0)

QTR 3; AY17/Spring: 3 APR 20187 – 14 JUN 2018
- ✓ SE4011 Systems Engineering for Acq Mgrs (3-2)
- ✓ MN3001 Economics for Managers (3-0)

QTR 4; AY17/Summer: 3 JUL 2018 – 15 SEP 2018
- ✓ MN3012 Communications Strategy for Leaders (3-0)
- ✓ MN3309 Software Acquisition Management (4-1)

QTR 5; AY18/Fall: 25 SEP 2018 – 13 DEC 2018
- ✓ MN3384 Production & Quality Management (4-1)
- ✓ MN4090 Joint Applied Project (0-6)

QTR 6; AY18/Winter: 3 JAN 2019 - 22 MAR 2019
- ✓ MN4105 Strategic Management (3-0)
- ✓ MN4470 Logistics Strategy (4-0)

QTR 7; AY18/Spring: 2 APR 2019 – 13 JUN 2019
- ✓ MN3155 Financial Mgmt for Acqn Managers (2-0)
- ✓ MN4474 Organizational Analysis (3-1)

QTR 8; AY18/Summer: 3 JUL 2019 – 13 SEP 2019
- ✓ MN4307 Prog Mgmt Policy & Control (4-0)
- ✓ MN4090 Joint Applied Project (0-6)

NOTE: MN4090/Joint Applied Project (JAP) is offered in the fall and summer quarters. Both JAP courses for each quarter must be added to the IDP with its corresponding beginning and ending dates.

NPS Graduation – Master of Science in Program Management

PLEASE UPLOAD THE FOLLOWING DOCUMENTS INTO AAPDS:

- **Statement of Interest Memorandum (PDF file):** The applicant must create a personal "Statement of Interest" memorandum describing why you want to participate in the NPS-MSPM program. Please present the statement in accordance with Army Regulation 25-50.

  The Statement of Interest Memorandum is <u>limited to one page</u> and must <u>include all of the following</u>:
  - ✓ Be on organizational letterhead

- ✓ Be addressed to the following (but <u>DO NOT MAIL</u>):
  Deputy Director of Acquisition Career Management, 9900 Belvoir Road,
  Fort Belvoir, VA 22060
- ✓ Directly address applicant's career goals and leadership path
- ✓ Address reasons for desired selection in the program
- ✓ Explain the benefits Army acquisition will gain upon applicant's completion
  of the program
- ✓ Be digitally or physically signed and dated by the applicant
- ✓ When complete, upload the document into AAPDS
- ✓ Please do not mail the Statement of Interest Memorandum

- **Resume´:** Upload your resume. Use the format attached at Appendix A of
  this announcement. Please use Times New Roman Font and 12 point with 1 inch
  margin and a maximum of 3 pages. Ensure to address positions that highlight your
  leadership capabilities or military experience. Applicants should also highlight their
  qualities and strengths instead of listing responsibilities. Ensure experience
  descriptions and dates match those in the ACRB.

IMPORTANT: It is recommended that you request the Supervisor Endorsement and the
Command Endorsement as soon as possible to ensure completion and submission in
AAPDS no later than the closing date of this announcement. **No exceptions will be
granted.**

- **Supervisor Endorsement Memorandum (PDF file):**
  Your supervisor must endorse your participation in the NPS-MSPM program by
  preparing a memorandum in accordance with Army Regulation 25-50.

  The Supervisor Endorsement Memorandum is <u>limited to one page</u> and must
  <u>include all of the following</u>:
    - ✓ Be signed by and from the applicant's 1st or 2nd level supervisor. The
      supervisor's name must match the name in CAPPMIS.
    - ✓ Be on organizational letterhead
    - ✓ Be addressed to the following (but <u>DO NOT MAIL</u>): Deputy Director of
      Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA
      22060
    - ✓ Be unique to the specific applicant
    - ✓ Directly comment on the applicant's current performance
    - ✓ List strengths of the applicant
    - ✓ Include the following statement:
  *"I approve [insert applicant's name] to participate in the NPS-MSPM 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*
  26 SEP 2017 and ending 13 SEP 2019.
    - ✓ Be digitally or physically signed and dated by the required completing
      official

- ✓ When complete, the applicant uploads the document into AAPDS
- ✓ Do not mail the Supervisor Endorsement Memorandum

- **Command Endorsement Memorandum (PDF file):** Your command must endorse your participation in the NPS-MSPM program by preparing a memorandum in accordance with Army Regulation 25-50.

  The Command Endorsement Memorandum is <u>limited to one page</u> and must <u>include all of the following</u>:

  - ✓ Be signed by and from the applicant's first General Officer or Senior Executive Service Civilian in their chain of command
  - ✓ Be on organizational letterhead
  - ✓ Be addressed to the following (but <u>DO NOT MAIL</u>): Deputy Director of Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060
  - ✓ Be unique to the specific applicant
  - ✓ List top 3 qualities of the applicant
  - ✓ Directly comment on the applicant's leadership ability and potential
  - ✓ Identify how post utilization training will be utilized in the command upon completion of the program
  - ✓ Be digitally or physically signed and dated by the required completing official
  - ✓ When complete, the applicant uploads the document into AAPDS
  - ✓ Do not mail the Command Endorsement Memorandum

- **Senior Rater Potential Evaluation (SRPE):** In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 10July2015 found here: http://asc.army.mil/web/alt-workforce-policy-procedure/ a SRPE is required for Army acquisition workforce members in the grade of GS-12 and higher, broadband equivalents. In addition, the completion of a SRPE for GS-11 and lower /broadband equivalents is required for a selection board.

  The SRPE is based on the potential demonstrated during the previous fiscal year. The SRPE must be completed and generated using CAPPMIS. For additional information on the completion of the SRPE log into CAPPMIS and navigate to the SRPE tab. Applicants should print and retain a signed copy of the completed SRPE for their records.

  Generate a copy of the completed SRPE into CAPPMIS/AAPDS as part of your application no later than the closing date of the announcement. Failure to have a completed SRPE uploaded in the CAPPMIS/AAPDS online application no later than the closing date of the announcement **will** result in the application being declared incomplete and will not go forward to the Board for consideration of funding.

- **NPS Letter of Acceptance (PDF file):** As noted above, you must first apply to the NPS for admission to the MSPM program. Once accepted, applicants must upload into AAPDS a copy of the "Letter of Acceptance" obtained from the NPS. You must complete the NPS application process no later than 23 March 2017. Individuals who obtained "conditional" letters of acceptance for the year prior can submit their "conditional" letter of acceptance for the current NPS-MSPM announcement. Please confirm with NPS that there are no additional requirements.

- **Continued Service Agreement (CSA) (PDF file):** 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 obligated service in the DoD required will equal at least three times the length of the training. The length of training for the NPS-MSPM program is 24 months or 2 years. Therefore, the period of obligated service for the NPS-MSPM degree program is 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. Complete the form as follow:

  - ✓ **Enter 14 September 2019 to 13 September 2025** as the period of obligated service.
  - ✓ Printed, physically or digitally sign and date the CSA
  - ✓ Upload the completed CSA into CAPPMIS/AAPDS

  After all sections of the application are completed and required documents have been uploaded, you must hit the "Submit" button to generate the application in AAPDS. Completion of the on-line application must be finalized and submitted NLT 11:59 pm by the closing date of the announcement. Please adhere to the following guidelines when uploading documents.

  - ✓ Please only upload .pdf files.
  - ✓ Please do not mail any of the required documents. They all must be uploaded into AAPDS as part of your application.
  - ✓ Please do not submit substitute documents in lieu of a required document in an attempt to submit your application. The application will be considered incomplete and will not go before the Review Board.

Additional NPS-MSPM Information and Requirements

- In accordance with the NPS-MSPM Policy and Procedures students will be required to reimburse the government for courses with an incomplete grade, withdrawal from a course or withdrawal from the program, or grades that are not at least a "B" in each course. Students will be required to reimburse the government within 30 day of notification. If payment is not received within the specified time, the student will be removed from the program and supervisor will be informed of the debt their employee owes to the government.

- Applicants will be notified by email of the status of their application after final results have been approved by the DACM.

- Please contact Ms. Uhura N. Smith, NPS-MSPM Program Manager, at uhura.n.smith.civ@mail.mil or (703) 805-1241 for additional information.

APPENDIX A

Suggested Resume Format

First Name, Middle Initial, Last Name
Mailing Street Address (Home or Work**)**
City, State Zip Code
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX–XX

Experience

Start - End Dates Employing Office/Organization   Location
MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines!)**

Start - End Dates Employing Office/Organization   Location
MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines)**

Instructions - Suggested Resume

Write the resume that portrays an image setting you apart from other candidates. Helpful points follow:

- Focus on relevant experience, skills, and abilities.
- Write your resume to demonstrate that you can best execute and succeed in senior level assignments
- Write descriptions in the active voice, including your strengths, skills and accomplishments that would indicate success as a Product/Project Manager.
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge, and abilities to build into your resume. Quantify results achieved.
- **Each Experience entry description should not exceed fifteen (15) lines**
- TYPE your Resume or use a word processor, ensuring it is clear and legible.
- Use a minimum margin of 1 inch on all sides of your printed Resume.

- Times New Roman font, 12 point is preferred.
- You may use boldface or all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume.
- **Do not use:**
  - Vertical lines, graphics and boxes.
  - Two-column format or resumes that look like newspapers.
  - Fancy fonts such as italics, underlining, or shadows.
  - Acronyms or abbreviations, other than to describe type of systems used.
  - **Do not submit:**
  - Your Resume´ on colored paper.
  - Any documentation not specifically requested.

TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).
Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series. Position Titles. Use position titles that relate your specific primary job responsibilities and critical skills levels to best descriptive advantage.

ENSURE YOUR POSITION TITLE ON THE RESUME MATCHES THE TITLES ON THE ACRB!
Example: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."

Position Pay Plan, Series, Grade/Pay or Broad Band, Level and Series
Examples: GS-855-14; NH III, Series 855.
If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

Major Tasks and Accomplishments.

Provide substance and depth in areas which will be important to the board members.
- Limit the length of experience descriptions - **LESS THAN OR EQUAL TO 15 LINES per item is optimal**.
- Use numbers, quantities, and specifics to create vivid images.
- Describe:
- Supervisory, managerial, team leader or other leadership roles and accomplishments;
- Special programs you have managed;
  Systems, projects, and programs you have worked on;
- Explain how use of your skills benefited mission/ organizational accomplishment; Functional and multi-functional job assignments.
- Organizational levels of experience.

MORE TIPS:

- DO energize entries with contributions, accomplishments*, programs and projects currently in progress.
- DO show diversity of organizational levels, jobs, and types of experience.
- DO make descriptions clear and quantifiable.
- DO NOT repeat information included on ACRB (awards, education etc.)
- DO NOT quote job descriptions for duties, responsibilities.

(*Accomplishment: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)