



**Naval Postgraduate School (NPS)
Systems Engineering Non-Resident Master's Degree Program (MSSE)
With a System of Systems Focus Education Opportunity
Announcement
(Cohort 311-221G)**

Announcement Opening Date: 1 April 2021

NPS Application Deadline: 31 May 2021

Army DACM Office Announcement Closing Date: 31 May 2021

Board Review Dates: 31 July 2021

Cohort will commence the week of 28 September 2021

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 Engineering Non-Resident Master's Degree Program (NPS-MSSE) with a System of Systems Focus education opportunity. The Army DACM Office is the sponsor of the NPS-MSSE program and will fund the cost of books and tuition. Graduation and travel expenses are not included in the funding.

The NPS-MSSE 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)." 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-MSSE is delivered exclusively over the Internet using ZoomforGov (ZfG) sessions on Tuesday and Thursdays 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 ZfG. Students can connect directly into a ZfG session using their browser.

Program Information:

The NPS-MSSE 2-year program is designed for Department of Defense (DoD) organizations faced with a wide range of systems engineering and integration challenges. NPS educates and trains engineers with tools and technologies relevant to their work, resulting in employees with greater knowledge and expertise to better meet the needs of their customers.

Specific program educational objectives (i.e. skills and abilities that graduates can bring to their position after having graduated the from NPS-MSSE and having received three to five more years of on-the-job training and professional development) are:

- **Technical Leadership:** Graduates will apply their engineering knowledge in leadership roles along diverse career paths in government service.
- **Program Management:** Graduates will perform research, design, development, procurement, integration, maintenance, and life-cycle management of systems for defense and national security.
- **Operational Utilization:** Graduates will apply systems engineering in diverse military settings and understand its capabilities and limitations.

Educational Credit Information:

Students who successfully complete the NPS-MSSE program will earn the following:

- A Master of Science in Systems Engineering (provided they hold an ABET undergraduate engineering degree, or can establish equivalency) **OR** a Master of Science in Engineering Systems (all others).
[Note: For consistency, this announcement will refer to the degree program only as NPS-MSSE and not NPS-MSES.]
- Academic Certificates in Systems Engineering, Systems Capability & Design, System of Systems and Systems Engineering Capstone.
- DAU equivalencies include ACQ160, BCF110, ENG101, ENG201, ENG202, ENG302, EVM263 and ISA101,
- An equivalent course listing for DoD schools may be viewed at the [Defense Acquisition University Interactive Catalog](#) website. While completion of the NPS-MSSE provides some of the required training for certification in the Engineering, Test & Evaluation, and Science & Technology Manager Acquisition Career Fields (ACF), individuals must complete the additional required 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.

Reimbursement:

Reimbursement is required in connection with the NPS-MSSE 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. You are required to provide an unofficial copy of your transcript to the Army DACM Office NPS-MSSE 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 courses as “complete” on your IDP.

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 Requirements:

- Baccalaureate degree in engineering or related science or technical field.
- GPA of 2.2 or better
- Completion of ACQ 101 and 201 (desired but not required)
- Successful completion of a calculus course

Army DACM Office Eligibility Requirements: The eligibility requirements below must be met at the time the application is submitted in CAPPMS:

- Must be coded as “1 – Permanent - Tenure Group 1” in the Defense Civilian Personnel Data System at the time of submitting their application in CAPPMS
- Must be a GS-11 through GS-15 or broadband/pay band equivalent
- Must meet certification level (minimum Level II) required in current acquisition position in one of the following three ACFs:
 - Engineering
 - Test & Evaluation
 - Science & Technology Manager
- Must have a Conditional Letter of Acceptance from NPS
- Must not currently have a master’s degree in a business/acquisition discipline

Department of Defense laboratories designated as Science and Technology Reinvention Laboratories who meet the following eligibility requirements may apply to the NPS-MSSE 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-MSSE 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 (STRs).
- Term employees not appointed under Section 1109, FY16 NDAA are not eligible for the NPS-MSSE Program.
- All other eligibility requirements must be met

How to Apply for NPS Admissions – Part 1:

- The NPS-MSSE online application is a two-part process: Part 1 consists of submitting an admissions application directly to NPS by visiting the [SE Non-Res website](#) and following the instructions for “Army DACM Office” applicants. Candidates should apply for 311 curriculum, commencing Academic Year 2022, quarter 1.
- NPS application deadline is 31 May 2021. 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 31 May 2021. Institutions can send official transcripts by electronic transfer to admissions@nps.edu.
- For additional information on conditional letters of acceptance and the NPS-MSSE curriculum, you may contact Ms. Heather Hahn at hlhahn@nps.edu or Dr. Wally Owen Program Officer at wowen@nps.edu.
- Please use my contact information (Uhura Smith) when prompted to complete the Participation Agreement information.

How to complete the Army DACM Office NPS-MSSE 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-MSSE (311-221G)” Education Opportunity” to access the online Army DACM Office NPS-MSSE application. The blue “apply” link will only be available to those eligible AAW civilians. A message will be displayed stating reason(s) why an applicant is not eligible to apply to the program.
- **NPS-MSSE Applicant Data:**
 - ✓ Select “Masters” for the degree.
 - ✓ Select “Naval Post Graduate School” for the school.
 - ✓ Select “Systems Engineering” 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 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](#), 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 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 SRPE Section located on The Army DACM Office web page. Links to the SRPE Policy and Guidance, briefings, user manuals and SRPE Module are provided.
 - ✓ 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 upload 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 and part of the application no later than the closing date posted in the announcement 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-MSSE 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. If the person signing the command endorsement is not a GO or SES and 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): Army 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;
 - ✓ Be digitally or physically signed by the required completing official and;
 - ✓ Applicant uploads the completed Command Endorsement into AAPDS
- **Supervisor Endorsement (PDF file):** The Supervisor Endorsement is limited to one page and must adhere to all 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-MSSE 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 28 SEP 2021 and ending 22 SEP 2023." and;
 - ✓ Be digitally or physically signed by the required completing official and;
 - ✓ Applicant uploads the completed Supervisor Endorsement into CAPPMS/AAPDS
 - **Resume (PDF file):** Use this [resume format](#) when uploading your resume in the resume section of the online application. 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 highlight their qualities and strengths instead of listing responsibilities. Ensure experience descriptions and dates match those on 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-MSSE 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):
Army Director, 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 completing program and;
- ✓ Be digitally or physically signed and dated by the applicant and;
- ✓ Applicant must upload completed Statement of Interest into CAPP MIS/AAPDS

- **NPS Conditional Letter of Acceptance (PDF file):** Applicants must upload into CAPP MIS a copy of the Conditional Letter of Acceptance” obtained from Heather Hahn at NPS. NPS online admissions application must be completed no later than 31 May 2021. Individuals who obtained conditional letters of acceptance for prior year admission can submit their existing conditional letter of acceptance for the current NPS-MSSE announcement. Please confirm with NPS that there are no additional requirements. You must meet all NPS-MSSE 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):** 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 is three times the length of the training period. The length of the training period for the NPS-MSSE is 2 years. The period of obligated service equates to 6 years (i.e. three times 2 years training period). The period of obligated service begins after the ending date of the last course of the 2-year program.

A copy of the required CSA can be obtained by clicking [here](#). Complete the form as follow:

- ✓ **Enter 23 September 2023 to 22 September 2029** as the period of obligated service
- ✓ Print, physically or digitally sign and date the CSA
- ✓ Upload the completed CSA into your online application in CAPP MIS/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 AY22 28 Sep – 17 Dec 2021

SE3100 - Fundamentals of Systems Engineering (3-2)

OS3180 - Probability & Statistics for Systems Engineers (4-1)

Quarter 2: Winter AY22 4 Jan – 25 Mar 2022

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

SE3250 – Capability Engineering (3-2)

Quarter 3: Spring AY22 29 Mar – 17 Jun 2022

SE3302- Systems Suitability (3-2)

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

Quarter 4: Summer AY22 5 July – 23 Sep 2022

SE3050 – Introduction to Digital Engineering for MBSE (302)

SE4150 – Systems Architecting & Design (3-2)

Quarter 5: Fall AY23 27 Sep – 16 Dec 2022

SE3411 – Mission Engineering & Concept Development (3-2)

SE4151 – Systems Integration & Development (3-2)

Quarter 6: Winter AY23 3 Jan – 24 Mar 2023

SE3910 – Systems Evolution & Technology Development (4-0)

SE3201 – Engineering Systems Conceptualization (2-4)

Quarter 7: Spring AY23 28 Mar – 16 Jun 2023

SE4930 - Model-Based Systems Engineering (3-2)

SE3202- Engineering Systems Design (3-2)

Quarter 8: Summer AY23 5 Jul – 22 Sep 2023

SE4950- System of Systems Engineering (4-0)

SE3203- Engineering Systems Implementation & Operations (2-4)

- To add the above courses to your IDP, log into CAPP MIS at <https://apps.asc.army.mil/camp/>, click on the IDP tab; click on the planning tab. Courses must be added under the “Education Plan” section of your IDP in CAPP MIS. 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-MSSE curriculum
- ✓ Course Title: Retrieve Course Title from NPS-MSSE curriculum
- ✓ Projected Start: Retrieve from NPS-MSSE curriculum
- ✓ Projected End: Retrieve from NPS-MSSE curriculum
- ✓ Status: Select “Planned” from the drop down menu

- ✓ Provider: Naval Postgraduate School, Monterey, CA
- ✓ Objective: Required Course to complete the NPS-MSSE program
- ✓ Point of Contact: Leave Blank
- ✓ Continuous Learning Points Requested: Student earns 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
- ✓ 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.

Selection Process:

The Army DACM Office NPS-MSSE 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-MSSE Program Manager will compile data from the results of the Review Board. The Army DACM Office NPS-MSSE Program Manager will brief and provide a recommendation of the Review Board results to the Army 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-MSSE Program Manager, Ms. Uhura Smith at email: uhura.n.smith.civ@mail.mil.