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Army Director of Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

**Naval Postgraduate School (NPS)  
Systems Engineering Non-Resident Master's Degree Program (MSSE)  
With a System of Systems Focus Announcement  
(USAASC 311-171G)**

Announcement Opening Date: 22 February 2016

NPS Admission Deadline: 23 March 2016

Army DACM Announcement Closing Date: 11 April 2016

Board Review Dates: 29 April – 9 May 2015

Course Start Date: 27 September 2016

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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. The program offers an opportunity to complete a Master's of Science Degree in Systems Engineering on a part-time basis, within a two-year timeframe. The NPS-MSSE program is scheduled to commence **27 September 2016** and will conclude with graduation on **21 September 2018**. The Army DACM Office is the sponsor of the NPS-MSSE program and will fund the cost of books and tuition. There is no travel involved.

The NPS-MSSE is an eight-quarter, 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-MSSE 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-MSSE program is designed for 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 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 program will earn the following:

- Earn either 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.]
- Earn a “NPS Systems Engineering Certificate”
- Earn DAU equivalency for DAWIA training requirements of the Engineering (ENG) Acquisition Career Field (ACF):
  - **SYS 101** – Fundamentals of Systems Planning, Research, Development & Engineering [SE3100 Fundamentals of Systems Engineering]
  - **SYS 202** – Intermediate Systems Planning, Research, Development & Engineering, Part I [SE3100 Fundamentals of Systems Engineering]
  - **SYS 203** – Intermediate Systems Planning, Research, Development & Engineering, Part II [SE3100 Fundamentals of Systems Engineering]
  - **SYS 302** – Technical Leadership in Systems Engineering [SI3400 Fundamentals of Engineering Project Management]
- An equivalent course listing for Department of Defense (DoD) schools may be viewed at the [DAU iCatalog](#) page. While completion of the MSSE provides some of the required training for certification in the Engineering, Test & Evaluation, and Science & Technology Manager ACFs, 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.

### **Who May Apply:**

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

### **NPS Eligibility Requirements:**

- ABET accredited Baccalaureate degree in Engineering (annotated on ACRB) for Master of Science in Systems Engineering (MSSE) degree OR Non-ABET Accredited Baccalaureate Degree for Master of Science in Engineering Systems (MSES) degree
- GPA of 2.2 or better
- Completion of ACQ 101 and 201 (desired but not required)
- Successful completion of a 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 be at least Level II certified in **current acquisition position**, in one of the following three ACFs:
  - Engineering (S)
  - Test & Evaluation (T)
  - Science & Technology Manager (I)
- Must have a Letter of Acceptance from NPS
- Must not currently have a master's degree in an acquisition related discipline

### **The NPS-MSSE 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 or official 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 letter of acceptance from the NPS.)

### **Part 1: How to Apply for Admissions to NPS-MSSE**

- ✓ Applicants should visit the [SE Non-Res website](#)
- ✓ **To apply for admissions**, select the "Apply Now" link (under "Quick Links", top left)
- ✓ Click on the hyperlink "click here"
- ✓ Select the radial button for "New Applicant", then "U.S. Applicant". The MSSE Non-Resident program is "Curriculum 311". Applicants are applying for "Academic Year 2017", Quarter 1 and should type the sponsor

code “USAASC 311-171G Candidate” in the “Comments” section of the application. The application deadline, which includes receipt of all official transcripts by the NPS Admissions Office, is 23 March 2016. Complete the online form and ensure you hit the “Register” radial 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.

For additional information on letters of acceptance or the NPS-MSSE curriculum, you may contact Ms. Heather Hahn at [hlhahn@nps.edu](mailto:hlhahn@nps.edu) or visit the NPS program website below:

[http://www.nps.edu/Academics/DL/DLPrograms/Programs/degProgs\\_SE\\_nonRes.html](http://www.nps.edu/Academics/DL/DLPrograms/Programs/degProgs_SE_nonRes.html)

Once you have begun the process of obtaining your Letter of Acceptance from NPS, you can begin or continue your application to the Army DACM Office in CAPP/MIS/AAPDS. Your application must be accurate and 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**

### **HOW TO ACCESS AAPDS**

- ✓ Login to the CAMP using the following link: <https://rda.altess.army.mil/camp/>
- ✓ Click on CAPP/MIS
- ✓ Once in CAPP/MIS, select the “AAPDS” tab
- ✓ Click on “Apply” and the event entitled “NPS-MSSE Program (311-171G)”
- ✓ Follow the instructions within each section identified below and click the “Submit” button to submit your application for consideration of funding

The following documents must be submitted in AAPDS with accurate information. You must either select information from the drop down menu in each section or upload the necessary documents. **Do not submit any required documents below to NPS.**

- **NPS-MSSE 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 “Systems Engineering” for the major.
  - ✓ Double check that there is an accurate work number and valid email address entered on your application.
- **Verifications:** Remember to check the small boxes next to “Applicant’s Email Address” and “Supervisor Information” in the application to certify 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 must match the information on your resume.
  - ✓ 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 CAPPMS. 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 MSSE program and obtain supervisor approval. Add the 16 courses under the “Education Plan” section of your IDP in CAPPMS. To add the courses onto your IDP do the following:
  - ✓ Login to the CAMP using the following link: <https://rda.altess.army.mil/camp/>
  - ✓ Click on CAPPMS
  - ✓ 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. Please complete all required fields on the screen using the information below:

- ✓ Course ID: Retrieve Course ID from NPS-MSSE course listing below (i.e., SE3100)
- ✓ Course Title: Retrieve Course Title from NPS-MSSE course listing below (i.e., Fundamentals of Systems Engineering)
- ✓ Projected Start: Retrieve from NPS-MSSE course listing below
- ✓ Projected End: Retrieve from NPS-MSSE course listing below
- ✓ 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 (CLPs) Requested: Based on the Defense Acquisition Workforce Continuous Learning Policy & Guidance, it is recommended that supervisors credit 15 CLPs per semester hour (45 CLPs per class). <http://www.dau.mil/CLC/Pages/policyguidance.aspx>
- ✓ Course Hours: Leave blank
- ✓ Course Type: Leave blank

- ✓ Estimated Book Cost: \$200.00
- ✓ Estimated Tuition Cost: \$2250.00
- ✓ Planned Funding Source: Select “Section 852” 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 from the NPS-MSSE curriculum (listed below) are added onto your IDP.
- ✓ Once all 16 courses are listed in CAPP MIS, **request supervisor**
- ✓ To request supervisor approval, check the box by each of the 16 classes and click the “Submit for Supervisor Approval” box. [Don’t forget to update your IDP status as “complete” during the 2 year period as you complete classes in order to earn CLP credit.]

AADPS will automatically generate all courses from your IDP into your application only after the steps above have been completed and approved by your supervisor.

**Courses NPS-MSSE Degree Program with a “System of Systems” Domain Track (Worth 45 CLPs for each class):**

- **QTR 1; AY17/Fall:** 27 SEP 2016 – 16 DEC 2016
  - ✓ SE3100 Fundamentals of Systems Engineering
  - ✓ OS3180 Probability & Statistics for Systems Engineering
- **QTR 2; AY17/Winter:** 10 JAN 2017 – 31 MAR 2017
  - ✓ SE3250 Capability Engineering
  - ✓ SE3011 Engineering Economics & Cost Estimation
- **QTR 3; AY17/Spring:** 4 APR 2017 – 16 JUN 2017
  - ✓ SE3302 Systems Suitability
  - ✓ SE4150 Systems Architecting & Design
- **QTR 4; AY17/Summer:** 4 JUL 2017 – 22 SEP 2017
  - ✓ SE3303 System Assessment
  - ✓ SE4151 System Integration & Development
- **QTR 5; AY18/Fall:** 26 SEP 2017 – 15 DEC 2017
  - ✓ SI3400 Fundamentals of Engineering Project Management
  - ✓ \*SE3910 Systems Evolution and Technology Assessment
- **QTR 6; AY18/Winter:** 9 JAN 2018 - 30 MAR 2018
  - ✓ \*SE4003 Systems Software Engineering
  - ✓ SE3201 Engineering Systems Conceptualization (Capstone Project)
- **QTR 7; AY18/Spring:** 3 APR 2018 – 15 JUN 2018
  - ✓ \*SE4930 Model-Based Systems Engineering
  - ✓ SE3202 Engineering Systems Design (Capstone Project)
- **QTR 8; AY18/Summer:** 3 JUL 2018 – 21 SEP 2018
  - ✓ \*SE4950 System of Systems Engineering
  - ✓ SE3202 Engineering Systems Implementation & Operation (Capstone Project)

\* *System of Systems 4 “Domain Track Courses”*

**PLEASE UPLOAD ALL OF 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-MSSE program. Please present the statement in accordance with Army Regulation 25-50.  
[http://www.apd.army.mil/jw2/xmldemo/r25\\_50/cover.asp](http://www.apd.army.mil/jw2/xmldemo/r25_50/cover.asp)  
The Statement of Interest Memorandum is limited to one page and must include all of the following:
  - ✓ Be on organizational letterhead
  - ✓ Be addressed to the following (but DO NOT MAIL):  
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 document into AAPDS
  - ✓ Do not mail the Statement of Interest Memorandum
  
- **Resume (PDF file):** Upload your resume. Use the format attached at Appendix A of this announcement. Please use Times New Roman font and 12 point with a 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.
  
- **Supervisor Endorsement Memorandum (PDF file):** Your supervisor must endorse your participation in the NPS-MSSE program by preparing a memorandum, in accordance with Army Regulation 25-50.  
[http://www.apd.army.mil/jw2/xmldemo/r25\\_50/cover.asp](http://www.apd.army.mil/jw2/xmldemo/r25_50/cover.asp)  
**Important:** It is recommended that you request the Supervisory Endorsement as soon as possible to ensure completion and submission no later than the closing date of this announcement. The Supervisor Endorsement Memorandum is limited to one page and must include all of the following:
  - ✓ Be from either your 1<sup>st</sup> or 2<sup>nd</sup> level supervisor. The supervisor's name must match the name in CAPPMS.
  - ✓ Be on organizational letterhead
  - ✓ Be addressed to the following (but DO NOT MAIL): 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-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 27 SEP 2016 and ending 21 SEP 2018."*
- ✓ Be digitally or physically signed and dated by the completing official
- ✓ When complete, upload document into AAPDS
- ✓ Do not mail the Supervisor Endorsement Memorandum

- **Command Endorsement Memorandum (PDF file):** Your command must endorse your participation in the NPS-MSSE program by preparing a memorandum, in accordance with Army Regulation 25-50.  
[http://www.apd.army.mil/jw2/xmldemo/r25\\_50/cover.asp](http://www.apd.army.mil/jw2/xmldemo/r25_50/cover.asp)

**Important:** It is recommended that you request the Command Endorsement as soon as possible to ensure completion and submission no later than the closing date of this announcement. No exception will be granted. The Command Endorsement Memorandum is limited to one page and must include all of the following:

- ✓ Be 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 **DO NOT MAIL**): 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, upload the document into AAPDS
- ✓ Do not mail the Command Endorsement Memorandum

- **Senior Rater Potential Evaluation (SRPE): DOCUMENT NEW TO APPLICATION. REQUEST EARLY IN THE APPLICATION PROCESS.**

**IMPORTANT: SRPE MUST BE FINALIZED AND UPLOADED IN CAPP MIS NO LATER THAN THE CLOSING DATE OF THE ANNOUNCEMENT. A COMPLETED SRPE MEANS THAT THE SRPE HAS BEEN SIGNED BY THE APPLICANT, RATER AND SENIOR RATER.**

In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 10 July 2015 found here:

<http://asc.army.mil/web/alt-workforce-policy-procedure/>. The applicant's Senior

Rater (SR) is the rater of the employee's rater. 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) no later than one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. Instructions are available in CAPPMS to assist the SR in completing the SRPE. Of particular note, the SR should not use bullet comments, but narrative comments to support the overall rating. 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 and to obtain the new SRPE form (AAC Form 1), log into [CAPPMS](#). Navigate to the SRPE tab after logging into CAPPMS. Applicants should print and retain a signed copy of the completed SRPE for their records. A signed copy (applicant, rater, senior rater) of the completed SRPE is required to be submitted with the application and must be finalized in CAPPMS.

Upload a copy of the completed SRPE into CAPPMS/AAPDS as part of your application no later than the closing date of the announcement. Failure to have a completed SRPE uploaded in the CAPPMS/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 MSSE 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 before 23 March 2016.

Individuals who obtained conditional letters of acceptance for prior year admission can submit their conditional letter of acceptance for the current NPS-MSSE 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 service in the DoD required will equal at least three times the length of the training. The period of obligated service for the NPS-MSSE 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](http://cpol.army.mil/library/train/catalog/acs_form.pdf). Complete the form as follow:

- ✓ **Enter 14 September 2018 to 13 September 2024** as the period of obligated service.
- ✓ Print, 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 complete 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.

- ✓ Acceptable file types for uploads are PDF files.
- ✓ Do not mail any of the required documents. They all must be uploaded into AAPDS as part of your completed application.
- ✓ Do not submit documents in lieu of a required document in an attempt to submit your application. The application will be considered incomplete and will not be considered for funding.

### **Additional NPS-MSPM Information and Requirements**

- The [NPS-MSPM Policy and Procedures](#) apply to the NPS-MSSE program. Please perform “control plus click” function to follow the link above. Scroll down to the page and click “Policy” to view. In accordance with the NPS-MSPM Policy and Procedures, students will be required to reimburse the government for classes with an incomplete grade, withdrawal, or grades that are not at least a “B” in each of the courses. 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-MSSE Program Manager, at [uhura.n.smith.civ@mail.mil](mailto: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

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#### 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 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.)