
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 Education Opportunity
Announcement
(Cohort 311-191G)**

Announcement Opening Date: 23 March 2018

NPS Admission Deadline: 9 May 2018

Army DACM Office Announcement Closing Date: 10 May 2018

Board Review Dates: 30 June 2018

Cohort will commence the week of 24 September 2018

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 Army DACM Office is the sponsor of the NPS-MSSE program and will fund the cost of books and tuition. Graduation expenses and travel are not included in the funding.

The NPS-MSSE 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, "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 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 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 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.]
- Certificate in Systems Engineering
- DAU in the following areas
 - **ENG 101** – Fundamentals of Systems Engineering [SE3100 Fundamentals of Systems Engineering]
 - **ENG 202** – Applied Systems Engineering in Defense Acquisition , Part I [SE3100 Fundamentals of Systems Engineering]
 - **ENG 301** – Leadership in Engineering Defense Systems [SI3400 Fundamentals of Engineering Project Management- currently in DAU review process]
- An equivalent course listing for 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:

Army acquisition workforce (AAW) civilians must meet both the NPS and the Army DACM Office eligibility requirements listed below to be considered for funding.

NPS Eligibility Requirements:

- Baccalaureate degree in engineering or related science or technical field. GPA of 2.2 or better
- Successful completion of a calculus course

Army DACM Office Eligibility Requirements:

- Must be a permanent Army Acquisition workforce civilian
- Must be a GS-11 through GS-15 or broadband/payband equivalent
- Must meet certification level (minimum Level II) required 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 possess a master's degree in a business discipline

How to Apply for NPS Admissions – Part 1:

- The NPS-MSSE 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 2019, quarter 1.
- Applications for admissions and all requests for official transcripts (sealed) from all undergraduate/graduate schools attended must be received by NPS no later than 9 May 2018. NPS Admission also accepts official transcripts by electronic transfer from institutions that provide that service.
- For additional information on letters of conditional acceptance and the NPS-MSSE curriculum, you may contact Ms. Heather Hahn at hlhahn@nps.edu or visit the NPS program website below:
http://www.nps.edu/Academics/DL/DLPrograms/Programs/degProgs_SE_nonRes.html
- You can begin part 2 of the application process by logging into CAPPMS at <https://rda.altess.army.mil/camp/>. Click the AAPDS tab. Click “apply” next to the “NPS-MSSE 311-191G Cohort Announcement” to access the online Army DACM Office NPS-MSSE application.
- For helpful hints on preparing your application, see [Application Best Practices](#).

How to complete the Army DACM Office NPS-MSSE Application – Part 2:

- **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):** AAPDS pulls in the latest version of your ACRB automatically into your 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 CAPPMS. For the areas in the ACRB that cannot be changed by the applicant, please request assistance using our Army DACM Office online [help request](#). 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.
- **Individual Development Plan (IDP):** You must individually add all 16 courses below onto your IDP and obtain supervisor’s approval.

QTR 1- Fall AY19 25 Sep - 13 Dec 2018

Course

SE3100 - Fundamentals of Systems Engineering (3-2)

OS3180 - Probs & Stats for Systems Engineers (4-1)

QTR 2- Winter AY19 3 Jan - 28 Mar 2019

Course

SE3250 - Capability Engineering (3-2)

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

QTR 3 - Spring AY19 2 Apr - 13 Jun 2019

Course

SE3302- Systems Suitability (3-2)

SE4150 - Systems Architecting & Design (3-2)

QTR 4- Summer AY19 4 Jul - 26 Sep 2019

Course

OS3401 - Human Factors in Systems Design (3-1)

SE4151- Systems Integration & Development (3-2)

QTR 5- Fall AY20 30 Sep - 13 Dec 2019

Course

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

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

QTR 6- Winter AY20 6 Jan - 27 Mar 2020

SE4003- Systems Software Engineering (3-2)

SE3201- Engineering Systems Conceptualization (2-4)

QTR 7- Spring AY20 30 Mar - 12 Jun 2020

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

SE3202- Engineering Systems Design (3-2)

QTR 8- Summer AY20 6 Jul - 25 Sep 2020

SE4950- System of Systems Engineering (4-0)

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

NPS Graduation- Master of Science in Systems Engineering

- To add the above courses to your IDP, log into CAPP MIS at <https://rda.altess.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 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: \$200.00

- ✓ Estimated Tuition Cost: \$2250.00
- ✓ 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 CAPPMIS, request supervisor to approve

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

NOTE: Please wait until AFTER your grade for each course has been posted in AAPDS before you request your CLPs. Remember to provide grades for your completed courses no later than 30 days after the course completion date.

Required Documents:

- **NPS Conditional Letter of Acceptance:** Applicants must upload into CAPPMIS a copy of the “Conditional Letter of Acceptance” obtained from NPS. NPS online admissions application must be completed no later than 9 May 2018. 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):** 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 length of training for the MSSE program is 24 months or 2 years. The period of obligated service for the NPS-MSSE degree program will be 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 27 September 2020 to 26 September 2026** as the period of obligated service.
- ✓ Print, physically or digitally sign and date the CSA
- ✓ Upload the completed CSA into CAPPMIS/AAPDS
- **Resume:** Upload your resume using this [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:** 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 guidelines below:

- ✓ Be on organizational letterhead and;
- ✓ Be addressed to the following (but DO NOT MAIL):
Deputy Director of Acquisition Career Management, 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 CAPPMS/AAPDS

- **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, dated 10 July 2015, 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) within no later than 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 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.
 - ✓ Failure to have a completed/finalized SRPE in the CAPPMS system at the time of announcement closing will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

- ✓ Instructions are available in CAPPMIS to assist the rater and Senior Rater in completing the SRPE. This form must be completed online by your supervisor and senior rater into your online application package. After the senior rater completes the SRPE, it will not be available online for 7 days. The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. Failure to have a completed/finalized SRPE in the CAPPMIS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.
- **Supervisor Endorsement:** The Supervisor Endorsement is limited to one page and must adhere to 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): Deputy Director of Acquisition Career Management, 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 24 SEP 2018 and ending 26 SEP 2020."* and;
 - ✓ Be digitally or physically signed by the required completing official and;
 - ✓ Applicant uploads the completed Supervisor Endorsement into CAPPMIS/AAPDS
- **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 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): Deputy Director of Acquisition Career Management, 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

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 DDACM. Approved results from the Review Board will be provided to the Army Acquisition workforce no later than the board review listed in this announcement. The Army Deputy DACM is the final approval authority of the board results.

Contact:

The point of contact for administrative questions about this action is the Army DACM Office NPS-MSSE Program Manager, Ms. Uhura Smith, Commercial (703) 664-5732, Email: uhura.n.smith.civ@mail.mil.