



**Naval Postgraduate School (NPS)  
Systems Engineering Non-Resident Master's Degree Program (MSSE)  
Announcement  
(Cohort 311-261G)**

Opening Date: 11 March 2025  
Closing Date: 13 May 2025  
NPS Application Deadline: 9 May 2025  
Board Review Dates: 31 July 2025  
Cohort dates: 29 September 2025 – 24 September 2027

**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.**

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The Army Director, Acquisition Career Management (DACM) Office is pleased to announce the offering of the Naval Postgraduate School (NPS) Systems Engineering Non-Resident Master's Degree (MSSE). 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) or MS Teams." 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 through 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 ZfG. 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 from NPS-MSSE) 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 a Master of Science in Systems Engineering (if ABET accredited undergraduate engineering degree or equivalent) or Master of Science in Engineering Systems (all others). Students will also earn the following academic certificates:

- 131 (Capability & Mission Engineering Certificate) - <https://online.nps.edu/w/131-capability-and-mission-engineering-certificate?inheritRedirect=true>
- 133 (MBSE Design & Development Certificate) - <https://online.nps.edu/w/133-model-based-systems-engineering-mbse-design-and-development-certificate?inheritRedirect=true>
- 282 (SE Fundamental Certificate) - <https://online.nps.edu/w/282-systems-engineering-fundamentals-certificate?inheritRedirect=true>

### **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.

All reimbursements must be made by money order, personal or certified check and payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, Army DACM Office, ATTN: NPS Program Manager, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567.

### **Applicants:**

Army acquisition workforce (AAW) civilians must meet both the NPS academic requirements, and the Army DACM Office eligibility requirements listed below to apply and be considered for funding sponsored by the Army DACM Office. Applicants who possess a bachelor's degree or doctorate may apply to the NPS-MSSE Program. Applicants who have a master's degree may apply to the NPS-MSSE Program for a second master's degree.

### **NPS Academic Requirements:**

- Baccalaureate degree in engineering or related science or technical field.
- GPA of 2.6 or better
- Successful completion of a college calculus sequence (one year of undergraduate courses – two semesters or three quarters).

**Army DACM Office Eligibility Requirements:** 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\*
- Must be a GS-12 through GS-15 or broadband/pay band equivalent
- Must meet certification level required for current acquisition position in one of the two acquisition functional areas (AFA) below OR
- Must be within their certification grace period required for their current acquisition position in one of the two AFAs below.
  - Engineering & Technical Management
  - Test & Evaluation
- Must have a Conditional Letter of Acceptance from NPS

\*Per Section 1109, of the FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 of Federal Register 43339, eligibility to participate in the 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. Tenure status is indicated on the SF-50, Notification of Personnel Action, Block 24. To apply to the NPS-MSSE Program, your supervisor must verify that you are an STR employee appointed under Section 1109, FY16 NDAA. Supervisor must submit verification email to the Army DACM Office NPS-MSSE Program Manager. STR employees must meet all other NPS-MSSE eligibility requirements.

### **How to Apply for NPS Admissions – Part 1:**

- The NPS-MSSE online application is a two-part process: Part 1 consists of applying directly to NPS by visiting the NPS Systems Engineering Non-Resident Master's Degree website at [311: Systems Engineering - NPS Online - Naval Postgraduate School](#). Once on the NPS website click the “Apply Now” link under “Quick Links” to the left of the screen and follow the instructions for applying.

You will be provided a Conditional Letter of Acceptance after applying to NPS admissions.

A link to the Army DACM Office NPS-MSSE Program Announcement is on the NPS Systems Engineer Non-Resident master's degree website. When applying via NPS, Army DACM applicants must apply for 311-261G Cohort, commencing Academic Year 2026, quarter 1 under "call for applicants".

- NPS application deadline is 9 May 2025. Official transcripts (sealed) from all undergraduate/graduate schools attended must be sent by mail or electronic transfer to the Admissions Office at NPS and received no later than 9 May 2025. Institutions can send official transcripts by electronic transfer to [admissions@nps.edu](mailto:admissions@nps.edu).
- **NPS FUNDING POINT OF CONTACT:**  
Funding POC Last Name: SMITH  
Funding POC First Name: UHURA  
Funding Mailing Address: 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060  
Funding POC Email: [uhura.n.smith.civ@army.mil](mailto:uhura.n.smith.civ@army.mil)  
Funding POC Phone: 520-671-0130

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

- You can begin part 2 of the application process by logging into CAPPMS at <https://apps.asc.army.mil/camp/>. Click the AAPDS tab. Click "apply" next to "NPS-MSSE (311-261G) Announcement" 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. Please contact the DACM Office Program Manager at [uhura.n.smith.civ@army.mil](mailto:uhura.n.smith.civ@army.mil) if your eligibility status is in error.
- **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 CAPPMS, 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 CAPP MIS. For the areas on the ACRB that cannot be changed by the applicant, please request assistance using our Army DACM Office online help request at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

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 reflect completion of top-level relevant training and formal leadership training (i.e. CES, ALCP).

- **Senior Rater Potential Evaluation (SRPE).** The SRPE is a critical piece of the application. In accordance with the DACM SRPE Policy at [https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE\\_Policy\\_JUL2020.pdf](https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE_Policy_JUL2020.pdf) and the SRPE Guidance at [https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE\\_Guidance\\_JUL2020.pdf](https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE_Guidance_JUL2020.pdf), 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 CAPP MIS. Of 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 CAPP MIS to assist the rater and Senior Rater in completing the SRPE. The SRPE form must be completed in CAPP MIS by your supervisor and senior rater and will automatically upload into your online application. The SRPE must be completed/finalized in CAPP MIS 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 CAPP MIS as 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 review.

- **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. Organizations who have multiple applicants applying to the current program announcement are required to rank order applicants IN EACH Command Endorsement Memorandum. Each 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 but 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, Bldg 201, Suite 101, 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 signed and dated by the required completing official and;
  - ✓ Applicant uploads the completed Command Endorsement into CAPPMS/AAPDS
  
- **Supervisor Endorsement (PDF file):** The Supervisor Endorsement is limited to one page and must adhere to all guidelines below:
  - ✓ Be from either your 1<sup>st</sup> or 2<sup>nd</sup> 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, Bldg 201, Suite 101, 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 29 SEP 2025 and ending 24 SEP 2027."* and;
  - ✓ Be digitally signed and dated by the required completing official and;
  - ✓ Applicant uploads the completed Supervisor Endorsement into CAPPMS/AAPDS
  
- **Resume' (PDF file):** Use this resume format at <https://asc.army.mil/web/career-development/programs/naval-postgrad-ms-sys-eng/> 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, Bldg 201, Suite 101,  
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 signed and dated by the applicant and;
- ✓ Applicant must upload completed Statement of Interest into  
CAPPMS/AAPDS

- **NPS Conditional Letter of Acceptance (PDF file):** Applicants must upload into CAPPMS/AAPDS a copy of the Conditional Letter of Acceptance NPS. NPS online admissions application must be received at NPS no later than 6 May 2024. Applicants who obtained conditional letters of acceptance for prior year admission can submit their existing conditional letter of acceptance for the current NPS-MSSE Announcement. You do not need an updated conditional acceptance letter from NPS. You must meet all NPS academic requirements and Army DACM Office eligibility requirements to participate in the program if you should be selected for participation by the Army DACM office.

For additional information on NPS conditional letters of acceptance you may contact Ms. Heather Hahn, Distance Learning Education Technician at [hlhahn@nps.edu](mailto:hlhahn@nps.edu) or Dr. Kristin Giammarco, Program Officer, at [kmgiamma@nps.edu](mailto:kmgiamma@nps.edu).

- **Service Agreement (SA):** The Army DACM Office requires that Army Acquisition Workforce (AAW) civilians complete a SA 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 24 months from the completion date of the program.

A copy of the SA can be obtained by copying and pasting the following URL into a browser: A copy of the SA can be obtained by copying and pasting the following URL into a browser: <https://asc.army.mil/web/career-development/programs/naval-postgraduate-school-master-of-science-in-program-management/>

Once on the NPS-MSSE website, scroll down the page and click on the .pdf Service Agreement. Complete the form as follow:

- ✓ **Enter 25 September 2027 to 24 September 2029** as the period of obligated service
  - ✓ Applicant and supervisor must digitally sign, date the SA
  - ✓ Applicant must upload the completed SA into the online application in CAPPMS/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 AY26 29 Sep – 19 Dec 2025

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

SE3050 – Introduction to Digital Engineering with MBSE (3-2)

Quarter 2: Winter AY26 5 Jan – 27 Mar 2026

SE 3100 Fundamentals of Systems Engineering (3-2)

SE3011 Engineering Economics & Cost Estimation (3-0)

Quarter 3: Spring AY26 30 Mar – 19 Jun 2026

SI3400 Fundamentals of Engineering Project Management (3-2)

SE3250 Capability Engineering (3-2)

Quarter 4: Summer AY26 6 July – 25 Sep 2026

SE3302 Systems Suitability (3-2)

SE4354 Verification & Validation (4-0)

Quarter 5: Fall AY27 28 Sep – 18 Dec 2026

SE4150 Systems Architecting & Design (3-2)

SE4003 Systems Software Engineering (3-2)

Quarter 6: Winter AY27 4 Jan – 26 Mar 2027

SE4151 Systems Integration & Development (3-2)

SE3201 Engineering Systems Conceptualization (2-4)

Quarter 7: Spring AY27 29 Mar – 18 Jun 2027

SE4930 Model-Based Systems Engineering (3-2)

SE3202 Engineering Systems Design (3-2)



Quarter 8: Summer AY27 5 Jul – 24 Sep 2027  
SE4950 System of Systems Engineering (4-0)  
SE3203- Engineering Systems Implementation & Operations (2-4)

NPS-MSSE graduation – 24 September 2027

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:** The supervisor no longer awards CLPs for completed civilian NPS courses. The formula for calculating CLPs for NPS courses are as follow: the first number in the parentheses is lecture hours and equals 1 credit and the second number is lab hours and equals ½ credit. For example, the total credit hours for SE3100 (3-2), is 4 (3 + 1 = 4 credit hours) which is the same as a course with (4-0) which is also 4 total credit hours. A course with a (4-1), OS3180, would then be 4.5 total credit hours. Students earn 10 CLPs per credit hour (i.e. SE3100 would be 40 CLPs and OS3180 (4-1) would be 45 CLPs. The program manager will award CLPs and officially post grades in AAPDS/Student Manager Module after the student provides an unofficial copy of their NPS transcript to the program manager via email at [uhura.n.smith.civ@army.mil](mailto:uhura.n.smith.civ@army.mil)
- ✓ 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 CAPP MIS, request supervisor to approve

CAPP MIS will automatically generate all courses from the IDP into the online application only after the applicant correctly complete the above steps.

**Unofficial Copy of NPS Transcript:** Participants are required to provide an unofficial copy of their NPS transcript to the Army DACM Office NPS-MSSE Program Manager

via email showing grades for completed courses no later than 30 days after each course completion date.

**Graduation/Completion of Program:** Graduates are required to upload an unofficial .PDF, .JPEG, .PNG, or .DOCX copy of their NPS transcript in AAPDS/Student Module. No further action is required. The Army DACM Office NPS-MSSE Program Manager will review and add the educational credits to the education portion (Section VII) of the ACRB. Please contact Uhura N. Smith at [uhura.n.smith.civ@army.mil](mailto:uhura.n.smith.civ@army.mil) if you have any questions.”

**Selection Process:**

The Army DACM Office NPS-MSSE Program Manager will review all submitted applications. Applications completed and submitted in accordance with instructions in this announcement will be forwarded to the Board for review. Applications not completed and submitted in accordance with instructions in this announcement will be denied.

The Army DACM Office NPS-MSSE Program Manager will compile data from the Board results, brief, and provide a recommendation to the Army DACM. Approved results 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 of selection to participate in the NPS-MSSE Program.

**Points of Contact:**

- ✓ Ms. Uhura N. Smith, Army DACM Office Program Manager at [uhura.n.smith.civ@army.mil](mailto:uhura.n.smith.civ@army.mil) for administrative questions about information in this announcement.
- ✓ Ms. Heather Hahn, Distance Learning Education Technician at [hlhahn@nps.edu](mailto:hlhahn@nps.edu) or Dr. Kristin Giammarco, Program Officer, at [kmgiamma@nps.edu](mailto:kmgiamma@nps.edu), for additional information on the curriculum.

Website at NPS for NPS-MSSE (Cohort 311)  
<https://online.nps.edu/w/311-systems-engineering>