



**Naval Postgraduate School (NPS)
Systems Engineering Non-Resident Master's Degree Program (MSSE)
With a Model-based Systems Engineering (MBSE) and System of
Systems Focus Education Opportunity Announcement
(Cohort 311-241G)**

Army DACM Office Announcement Opening Date: 3 April 2023

Army DACM Office Announcement Closing Date: 11 July 2023

NPS Application Deadline: 5 July 2023

Board Review Dates: 31 August 2023

Cohort will commence on 25 September 2023

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 Director, Acquisition Career Management (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 Model-based Systems Engineering (MBSE) and System of Systems Focus Program 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 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 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 & Mission Engineering, MBSE Design & Development.

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.

NPS Academic Requirements:

- Baccalaureate degree in engineering or related science or technical field.
- GPA of 2.2 or better
- Successful completion of a college calculus sequence (3 quarter or 2 semester classes).

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-11 through GS-15 or broadband/pay band equivalent
- Must meet certification level required for current position in one of the following Functional Areas:
 - Engineering & Technical Management
 - Test & Evaluation
- Must have a Conditional Letter of Acceptance from NPS
- Must not currently have a master’s degree in a business/acquisition/technical 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 and academic requirements above 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 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 311-241G Cohort, commencing Academic Year 2024, quarter 1 under “call for applicants”.

- NPS application deadline is 5 July 2023. 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 5 July 2023. Institutions can send official transcripts by electronic transfer to admissions@nps.edu.
- **NPS FUNDING POINT OF CONTACT:**
Funding POC Last Name: SMITH
Funding POC First Name: UHURA
Funding Mail Address: 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060
Funding POC Email: uhura.n.smith.civ@army.mil
Funding POC Phone: NA
- **PARTICIPATIVE AGREEMENT INFORMATION:**
AO Title: Education and Training Manager
AO Last Name: Smith
AO First Name: Uhura
AO Phone: NA
AO Email: uhura.n.smith.civ@army.mil

The Program Manager at the Army DACM Office will provide one Participative Agreement to the bursar’s office at NPS for those applications approved to participate in the program under the Army DACM Office Announcement.

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 the “NPS-MSSE (311-241G)” 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. Please contact the DACM Office Program Manager at 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 CAPPMMIS, 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 CAPPMMIS. For the areas on the ACRB that cannot be changed by the applicant, please request assistance using our Army DACM Office online [help request](https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest) at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest> link located in CAPPMMIS. 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 the DACM SRPE Policy at https://apps.asc.army.mil/camp/apps/cappmmis/modules/srpe/assets/documents/SRPE_Policy_JUL2020.pdf and the SRPE Guidance at https://apps.asc.army.mil/camp/apps/cappmmis/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 CAPPMMIS. 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 CAPPMMIS to assist the rater and Senior Rater in completing the SRPE. The SRPE form must be completed in CAPPMMIS by your supervisor and senior rater and will automatically upload into your online application. The SRPE must be completed/finalized in CAPPMMIS 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 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.

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, 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 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, 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 25 SEP 2023 and ending 26 SEP 2025.*” 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/wp-content/uploads/2021/03/RESUME-FORMAT.pdf> 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 5 July 2023. 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. Please confirm with NPS that there are no additional requirements. 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 or Dr. Wally Owen, Program Officer at wowen@nps.edu.

- Continued Service Agreement (CSA):** The Army DACM 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 24 months from the completion date of the program. A copy of the required CSA can be obtained at <https://asc.army.mil/web/wp-content/uploads/2022/03/Army-DACM-Office-NPS-Continued-Service-Agreement.pdf>. Complete the form as follow:
 - ✓ **Enter 26 September 2025 to 25 September 2027** as the period of obligated service
 - ✓ Print, digitally sign and date the CSA
 - ✓ Upload the completed CSA into your 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 AY24 25 Sep – 15 Dec 2023

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

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

Quarter 2: Winter AY24 8 Jan – 29 Mar 2024

SE 3100 Fundamentals of Systems Engineering (3-2)

SE3011 Engineering Economics & Cost Estimation (3-0)

Quarter 3: Spring AY24 1 Apr – 21 Jun 2024

SI3400 Fundamentals of Engineering Project Management (3-2)

SE3250 Capability Engineering (3-2)

Quarter 4: Summer AY24 8 July – 27 Sep 2024

SE3302 Systems Suitability (3-2)

SE4354 Verification & Validation (4-0)

Quarter 5: Fall AY25 30 Sep – 20 Dec 2024

SE4150 Systems Architecting & Design (3-2)

SE4003 Systems Software Engineering (3-2)

Quarter 6: Winter AY25 6 Jan – 28 Mar 2025

SE4151 Systems Integration & Development (3-2)

SE3201 Engineering Systems Conceptualization (2-4)

Quarter 7: Spring AY25 31 Mar – 20 Jun 2025
SE4930 Model-Based Systems Engineering (3-2)
SE3202 Engineering Systems Design (3-2)

Quarter 8: Summer AY25 7 Jul – 26 Sep 2025
SE4950 System of Systems Engineering (4-0)
SE3203- Engineering Systems Implementation & Operations (2-4)

NPS-MSSE graduation – 26 Sep 2025

- 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. OSXXXX (3-2) will be 40 CLPs and OSXXXX (4-0) will be 40 CLPs).
Participants are responsible for requesting CLPs after completion of each course throughout the program. You must wait until after grades for each course have been posted in CAPP MIS/AAPDS before marking courses as “completed” on the IDP and requesting CLPs to be awarded by your supervisor.
- ✓ 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 completed 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-MSSPM 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 inform the NPS-MSSE Program Manager, via email, of their successful completion of the program. The NPS-MSSE Program Manager is responsible for updating graduates' ACRBs to reflect graduation status.

Selection Process:

The Army DACM Office NPS-MSSE Program Manager will review all submitted applications. Successfully completed applications will be forwarded to the Board for evaluation.

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 for administrative questions about information in this announcement.
- ✓ Ms. Heather Hahn, Distance Learning Education Technician at hlhahn@nps.edu or Dr. Wally Owen, Program Officer at wowen@nps.edu for additional information on the curriculum.