

**MASTER OF SCIENCE  
IN  
SYSTEMS ENGINEERING  
FROM  
NAVAL POSTGRADUATE SCHOOL**

**NAVAIR  
APPLICATION FORM**

**Fall 2013  
Cohort 12**

**PRIVACY ACT STATEMENT**

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) which requires that federal agencies inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

**1. Authority.** The Department of the Navy (DON), Career Development program and the related system are authorized by Title 5 USC 4103, 4115, and 4118, Executive Orders 3957 and 9397 with respect to the use of the social security number in the system. The application form is one of the records needed for administering the government funded career educational program.

**2. Principal Purposes.** The principal purposes of the application forms are to provide information to be used by management in the identification and appraisal of persons with recognized potential and as a basis for enrollment in a Master of Science in Systems Engineering (MSSE) from the Naval Postgraduate School.

**3. Routine Uses.** The application forms are used by NAVAIRSYSCOM as needed for official uses related to the identification and selection of individuals for career development programs. Information from the records is also used in preparing reports, replying to correspondence, responding to requests from regulatory agencies executing statutory requirements under the Freedom of Information Act and relating to questions of qualification determinations and non-selection for career development programs.

**4. Mandatory or Voluntary Disclosure.** Your response to the questions on the application form is entirely voluntary and any personal information you provide will be protected as to its confidentiality under the policies, procedures and safeguards adopted pursuant to the Privacy Act of 1974. Should you decide not to provide any or all of the information requested, there will be no adverse consequences to you. However, by providing complete information, you assure yourself of a more complete evaluation of your potential for selection to career development programs.

**MASTER OF SCIENCE IN  
SYSTEMS ENGINEERING FROM  
NAVAL POSTGRADUATE SCHOOL**

**NAVAIR APPLICATION FORM  
APPLICATION INSTRUCTIONS**

**1. GENERAL GUIDELINES**

a. Prospective students must submit this application, along with an endorsement from their immediate supervisor by **COB** . Prospective students should submit this application electronically (e-mail) to Debbie Greco, [deborah.greco@navy.mil](mailto:deborah.greco@navy.mil) and Ann Weisser, [ann.weisser@navy.mil](mailto:ann.weisser@navy.mil) . Candidates do NOT submit their application through Navy ERP. Note: Prospective students who applied for previous MSSE programs, but were not selected, must re-apply for this cohort that begins in September 2013.

b. Information given should be complete but brief. If additional space is required for any information, an additional page may be used. Indicate on the form that this information is continued on another page.

c. Most of the identifying information is self-explanatory. However, additional explanations are provided below to assist you in completing the application.

(1) **Government Service.** Under the Number of Years, include all government service time and location for each timeframe. Service time should be given as of the date the requested developmental period will begin.

(2) **Formal Study.** Formal Study refers to a degree which you have already obtained. If, however, you are currently pursuing a degree, you should reflect your progress within that program. The number of credits may be listed in the Degree column. Please include if a graduate of Test Pilot School (TPS)

(3) **Academic Honors/Awards Received.** Please enter all awards received from schools, colleges, universities or any training event.

(4) **Non-Academic Awards/Commendations/Recognition.** Enter appropriate, significant performance awards, letters of appreciation, etc.

(5) **Training/Education.** Refers to any training (academic or non-academic). Indicate whether the training was supported by the government or by you; e.g., "Employee has taken ten academic courses at night. Government supported tuition for eight courses, employee supported tuition for two." Include only the training you have had while a government employee. Note: You do not need to include mandatory/required training, such as Prevention of Sexual Harassment (POSH), Information Awareness (IA), etc. Applicants should list the DAU certification courses completed.

**MASTER OF SCIENCE IN SYSTEMS ENGINEERING (MSSE)  
FROM NAVAL POSTGRADUATE SCHOOL (NPS)  
APPLICATION FORM  
Cohort 12**

<b>Name</b>		<b>Position Title/ Series/Grade or Rank/Designator</b>			
<b>Org Code</b>	<b>Work Telephone No.</b>				
<b>Government Service</b>					
<b>Number of Years</b>			<b>Current Location</b>		
<b>NAVAIR Service</b>	<b>Civilian years</b>	<b>Military years</b> <b>If currently military include PRD:</b>	<b>Immediate Supervisor</b>	<b>Telephone Number</b>	
<b>Formal Study</b>					
<b>Level</b>	<b>School</b>	<b>Major</b>	<b>Degree</b>	<b>Year</b>	<b>GPA</b>
<b>Undergraduate</b>					
<b>Graduate</b>					
<b>Other (please include if TPS grad)</b>					
<b>Academic Honors/ Awards Received</b>			<b>Non-Academic Awards/Commendations/Recognition</b>		
<b>Professional Organizations / Publications</b>			<b>Self Development Efforts</b>		

DAWIA Information				
Primary Career Field (i.e., SPRDE, T&E, etc)		Level Achieved		Date Received
Additional Course Information				
Calculus	Yes	No	School	Date Completed

**RESUME OF EMPLOYMENT EXPERIENCE**

**TRAINING/EDUCATION**

*(Include training/education as Federal employee and as prior contractor if applicable)*

**Do NOT include mandatory training, such as Information Awareness, Prevention of Sexual Harassment, etc**

**DO include DAWIA/acquisition classes**

<b>Course Title</b>	<b>Date Complete Month/Year</b>	<b>School/Company</b>	<b>On Govt Time</b>	<b>On Own Time</b>	<b>Est'd % Funded by Govt.</b>

**MSSE FROM NAVAL POSTGRADUATE SCHOOL**

**MOTIVATION FOR ATTENDANCE AND POST UTILIZATION**

**Motivation for Attendance:** *What do you hope to achieve by participating in this program? Address how this developmental program will benefit your competency and what you expect to do at the conclusion of the training. (Response must not exceed this page).*

**Supervisory Endorsement:** *Please include feedback on applicant's job performance and ability to balance workload with class work.*

**Continuation Page**