

**Systems Engineering Leadership Development Program (SELDP)
Developmental Assignment Form**

(Please submit one form for each developmental assignment)

PLEASE NOTE THIS FORM HAS BEEN CHANGED FROM DRAFT VERSION RELEASED EARLIER

1. Center		2. Office	
3. Assignment Point of Contact		4. Email	5. Phone
3a. Assignment Supervisor If Different from POC Above		4a. Email	5a. Phone
6. Assignment/Position Title		7. Systems Engineering Level of Assignment (i.e. subsystem, instrument, etc.)	
8. Assignment Description		9. SE Proficiency Level Needed to Perform Assignment (II, III or IV). See APPEL SE Competencies: http://www.nasa.gov/offices/oce/appel/pm-development/572.html	
10. Expected Length of Total Assignment Including S&MA Component, if Any:		11. Requested Start and End Dates	
10a. Expected Length of S&MA Component (If Applicable):			
12. Description of Systems Engineering Activities to be Supported. Include elements of the assignment that relate to Safety or Mission Assurance. (Add additional pages if needed.)			
13. Expected Assignment Mentor		14. E-Mail	15. Phone

Instructions for Completing the SELDP Developmental Assignment Form

Item(s)	Additional Instructions
1 & 2	Center and Office: Center submitting the assignment and the office under which the assignment will reside.
3, 4, & 5	Name, E-Mail and Phone: Person who has the most information about this assignment and their contact information. The person who can be contacted for additional information about the specifics of the assignment. Preferably the individual who will serve as the assignment supervisor.
3a, 4a, & 5a	Name, E-Mail and Phone: Provide assignment supervisor name and contact information if different from above.
6	Assignment/Position Title: Position title for the assignment.
7	Systems Engineering Level of Assignment: Note the level at which this participant will be working. Instrument, Sub-System, System, Spacecraft, etc.
8	Assignment Description: Provide a short, one-line, description of the work to be performed.
9	SE Proficiency Level: Using the APPEL SE Competencies, identify the proficiency level at which you determine this assignment to be. If there are significant elements of this assignment which stretch across two levels, note both levels.
10	Expected Length of Total Assignment Including S&MA Component: Note total months of assignment. This will be the total time needed for the individual to be away from home his/her home Center in order to perform this work.
10a.	Expected Length of S&MA Component: If there is an S&MA Component of this assignment note the amount of time within the total shown in number 10 above that will be spent in S&MA. For example: if the SE portion of the assignment is 11 months and the S&MA portion is 1 month – the total in Question 10 above will be 12 and 10a would be 1.
11.	Requested Start and End Dates: Note the best time for the participant to engage in this assignment that will provide him/her with the most robust learning experience within the next 18 months.
12.	Description of Systems Engineering Activities to be Supported Include Elements of the Assignment that Relate to Safety or Mission Assurance: Provide bullets that define the specific activities required for the participant to participate in/perform in this assignment. As SELDP is a leadership program note what leadership role, if any, is included as part of this assignment. Also, provide separate bullet(s) for the S&MA component, if applicable. Full or part-time S&MA developmental assignments may be proposed. Including S&MA development as part of this assignment is optional because participants may meet their SELDP S&MA requirement at their home Center either before their assignment starts or upon return. Add additional pages if needed or expand this box to provide a full description of the assignment.
13, 14, & 15	Mentor, E-Mail and Phone: Provide the name and contact information for the individual who will be overseeing this participant's day-to-day technical learning as part of this assignment. This should be the person who is the most technically knowledgeable and familiar with the program or project.