



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
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WASHINGTON DC 20350-1000

SEP 28 2010

MEMORANDUM FOR DISTRIBUTION

Subj: CALL FOR APPLICATIONS TO THE DON CIVILIAN-EXECUTIVE MASTER IN BUSINESS ADMINISTRATION (EMBA) PROGRAM

Ref: (a) FMH Memorandum of 29 Jan 2009

Encl: (1) Civilian-EMBA Information Sheet  
(2) Business Rules for the DON Civilian-EMBA Program

The Civilian-Executive Master in Business Administration (EMBA) Program, associated with the Graduate School of Business and Public Policy at the Naval Postgraduate School (NPS), Monterey, California, was announced in reference (a). Since inception of the program, there have been three cohorts. The purpose of this memorandum is to announce the intent to have a fourth third cohort which will begin in January 2011. Unlike the prior EMBA cohorts, this cohort is for students from either coast. Time zone differences between classroom sites and the NPS will be worked out as each section of the cohort is established.

Enclosure (1) provides basic information on the program. Enclosure (2) provides the business rules, and roles and responsibilities of the various entities involved. Additional details can be found at the NPS website cited in enclosure (1).

The fourth cohort will begin classes on 4 January 2011, with mandatory attendance at an introductory program at the NPS from 18-22 October 2010. All costs are funded by the DON (text books and travel are funded by the nominating Command; tuition and most materials are centrally funded). **Nominations for the fourth cohort should be sent to the NPS without delay.** NPS staff will use its normal graduate school application processes to review applications as they are received to determine eligibility and acceptance into the program. Applicants will be notified of acceptance by NPS.

**Gaye L. Evans**  
Special Assistant for Human Capital

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BUSINESS ADMINISTRATION (EMBA) PROGRAM

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NAVAL POSTGRADUATE SCHOOL  
MONTEREY, CA

# Civilian-Executive Master of Business Administration (Civilian-EMBA) Degree Program

## **Defense-Focused EMBA Degree**

The Naval Postgraduate School EMBA offers Department of the Navy civilians the opportunity to enroll in a part-time graduate degree program developed by the Graduate School of Business and Public Policy (GSBPP). This program fully funds tuition and uses distance-learning at the student's current duty locality. During the rigorous 24-month program of instruction, students acquire the latest knowledge and skills in financial management (FM), acquisition, program management, policymaking and change management; all within a curriculum tailored to include the latest in Defense-concentrated course work.

## **EMBA Program Goals**

The EMBA is designed to meet the professional financial management education needs of the DON's cadre of future FM leaders. It provides students with the ability to think analytically and critically, and to develop the skills necessary to synthesize information from a wide number of sources. The NPS degree awarded to each graduate signifies achieving the goal of educating DON civilians to make strategic decisions that affect the Department under conditions of uncertainty. With this new career perspective, EMBA graduates are better prepared to address the critical resource allocation decisions facing the DON's 21st century vision and challenges.

## **Program Description**

Students who are accepted into the EMBA program meet for classes once a week during duty hours in their local area. Students enter as a "cohort," taking all classes together during the 24-months of instruction. A cohort is defined as up to 25 students at no more than four video teleconferencing (VTC) sites. The EMBA program begins with a one-week introductory program at the NPS Monterey campus – which includes a two credit-hour course in "Managing Teams" – after which the Cohorts return to their duty stations. The rest of the curriculum is taught via VTC. Students remain at their current duty stations and carry out their assigned duties, while taking two graduate courses during eight successive academic quarters. All costs are funded by Department of the Navy (text books and travel are funded by the nominating command; tuition and most materials are centrally funded).

The Defense-focused EMBA curriculum requires 54 credit hours of graduate study, consisting of 36 hours of core business management courses and 18 hours of Department of Defense concentrated course work. Upon successful completion of all requirements, each student is awarded an Executive Master of Business Administration degree from the Naval Postgraduate School.

## Application Process

To be considered for the EMBA program, each applicant should meet the following criteria; exceptions will be made on a case-by-case basis:

- Minimum grade level of GS-13 (or the full performance equivalent)
- First priority is the FM community; generally employees in a 501, 505, 510, or 511 job series assigned to a comptroller or financial office, or those assigned to a business financial management position.
- Employees from other communities may also apply and will be given due consideration
- Have a minimum of seven years of experience, preferably with at least three years in an FM position
- Undergraduate degree from an accredited four-year college
- Grade Point Average of 2.6 on a four-point scale
- Strong potential for promotion
- Commitment to complete the 24 month program

*(Exceptions may be made for GS-12 applicants with strong command endorsements.)*

## How to Apply for the EMBA

The application process requires that you submit a letter requesting entrance to the program, with a forwarding endorsement from your commanding officer. The command endorsement is required to ensure that the chain of command has approved attending classes one day each week during normal working hours, and that command TDY funding will be available for the orientation trip to NPS required at the start of studies. The application package (letter, command endorsement, and required supporting undergraduate transcripts) can be submitted by fax or email to the EMBA Program Office. One copy of your official transcript must be sent to the NPS Registrar's Office.

If you are interested in applying, complete the on-line Application Form at:

<https://www.nps.edu/Admissions/AMS/Login.aspx>. With this application in hand, the NPS staff will be able to gauge interest in all locations, and will contact applicants to assist them in the application process. New EMBA cohorts are planned to be formed semiannually and a memorandum will be issued announcing each new cohort. Additional program information is also provided on the NPS EMBA web page at:

<http://www.nps.edu/Academics/GSBPP/EMBA/index.html>.

## How to reach us:

Questions should be directed to the EMBA Program Office at the Naval Postgraduate School:

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EMBA Program Director

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## Accreditation Information:

The Naval Postgraduate School and the Civilian-EMBA degree program are accredited by:



**DEPARTMENT OF THE NAVY**

***Civilian – Executive Master of Business Administration (EMBA) Program  
Business Rules***

The Civilian EMBA Program was created to provide Navy and Marine Corps civilians with knowledge and skills needed to be successful in future resource management positions. The roles and responsibilities of Commands and students are described below:

**Sponsoring Command** shall:

1. Endorse each Civilian-EMBA student's application, including a statement regarding the applicant's promotion potential;
2. Commit to the student's attendance at the orientation and each weekly day-long academic session, as arranged by NPS, for the duration of the two-year degree program;
3. Adjust the student's work schedule as necessary to allow class attendance (e.g. cancel alternative/compressed work schedule while in the program)
4. Fund costs associated with TDY for the week-long introductory program at the NPS campus, textbooks, and the student's salary while they are in the program;
5. If desired, fund TDY costs for the student to attend graduation ceremonies at NPS;
6. Have the potential to commit to a VTC site for the two-year program should one be needed in the geographic area; and,
7. Be responsible to initiate and enforce the service payback agreement that the selected student will sign; copies of all agreements will be provided to FMH.

**Civilian-EMBA Students** shall:

1. Be responsible to provide all necessary information to NPS in a timely manner;
2. If accepted, attend orientation at NPS and be fully committed to the program; attend weekly class sessions for the two-year program and complete the degree requirements;
3. Communicate any issues associated with NPS requirements in a timely manner;
4. Agree to change their work schedule in accordance with command needs while in the program; and,
5. Agree to sign a Continued Service Agreement with the understanding that if the EMBA program is not completed and or if government employment does not continue in accordance with the agreement, restitution of program costs by the student will be required.