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

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MEMORANDUM FOR DISTRIBUTION

Subj: CALL FOR EMBA APPLICATIONS FROM THE DEPARTMENT OF THE NAVY (DON) FINANCIAL MANAGEMENT (FM) WORKFORCE

Ref: (a) FMH Memorandum of February 19, 2009

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

The 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). A purpose of the program is to enable civilians in the financial management (FM) community the opportunity to attain an EMBA degree and thereby further the education level of the Department of the Navy (DON) FM community. The next cohorts will commence on 1 April 2014 for the East Coast and 2 April 2014 for the West Coast. The cohorts will continue to consist of civilians and military officers to enrich the learning environment.

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 cohorts will begin classes on 1 April 2014 and 2 April 2014, respective to coast, with mandatory attendance at an introductory program at NPS from 3-7 March 2014. All costs are funded by the DON (text books and travel are funded by the nominating Command; tuition and most materials are centrally funded). By nominating a candidate, Commands committing to supporting their nominees throughout the program regardless of future challenges, whether fiscal or schedule related. Applications/nominations are due to NPS no later than 17 January 2014. After receiving an application, the NPS staff will use its graduate school application processes to determine eligibility for and possible acceptance into the program. The FM Community is committed to the continued success of the EMBA program and will provide final approval of candidates' acceptances prior to the program start. Accepted applicants will be notified directly by NPS.

Gaye L. Evans

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Special Assistant for Human Capital

Subj: CALL FOR EMBA APPLICATIONS FROM THE DEPARTMENT OF THE NAVY (DON) FINANCIAL MANAGEMENT (FM) WORKFORCE

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GRADUATE SCHOOL
OF BUSINESS AND PUBLIC POLICY

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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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. Sessions are the students work site and the student will only be charged leave if they do not attend class;
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.