

\*Must be printed on Command letterhead

**Sample Military Executive Master of Business Administration (EMBA)**

**Command Endorsement Letter**

DATE: 2 MARCH 2017

FROM: Captain Allen Jones, USN, Commanding Officer, VFA-99

TO: President, Naval Postgraduate School  
Graduate School of Business and Public Policy  
555 Dyer Road Monterey, CA 93943

ATTN: Dr. Christina Hart, EMBA Program Manager

SUBJ: Application for September 2017 (AY2018) EMBA Program

1. I fully support LCDR William Smith's application to the Naval Postgraduate School EMBA Program.
2. I approve of LCDR Smith attending class one full day per week for up to eight hours. Official travel funding will be provided for his participation in the two one-week residency requirements at NPS in Monterey, CA (one per year). The first one week residency is scheduled for 28 AUG - 1 SEPT 2017 and includes an orientation and a graduate level course. The second week of resident instruction will be scheduled during year two of the program, dates TBD.
3. LCDR Smith's projected rotation date of MM/YY will permit completion of this 24 month program at his current duty station. He recognizes that participation in the EMBA program represents a significant investment in his professional officer career development, and that successful completion of the program within 24 months is required to be awarded the EMBA graduate degree.

NAME/GRADE/SIGNATURE  
Supervisor/Commanding Officer

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(Signature)