

\*Must be printed on Command/Organization letterhead

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

**Command Endorsement Letter**

DATE: 1 OCT 2019

FROM: (Commanding Officer/Supervisor)

TO: President, Naval Postgraduate School

ATTN: Dr. Christina Hart, EMBA Program Manager, Graduate School of Business and Public Policy

SUBJ: Application for March 2020 EMBA Program

1. I fully support [Candidate Name]'s application to the Naval Postgraduate School EMBA Program.
2. I approve of [Candidate Name] attending class one full day per week for up to eight hours. Official travel funding will be provided for his/her participation in the two one-week residency requirements at NPS in Monterey, CA (one per year). The first one-week residency is scheduled for 23-27 March 2020 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 to-be-determined.
3. I understand that if [Candidate Name] is selected for this program, he/she shall sign a Continued Service Agreement (CSA) that obligates service following completion of the program (or after disenrolling from the program if benefits were used) for a period computed in accordance with DoD guidance related to time and cost factors.
4. [Candidate Name] is a civilian and will be able to complete this 24-month program at his/her current duty station. [Candidate Name] recognizes that participation in the EMBA graduate education program represents a significant investment in his/her professional 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)