



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

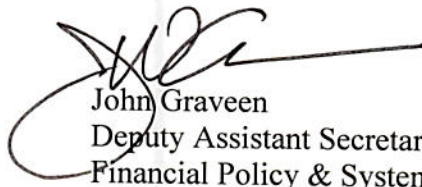
Subj: CALL FOR EXECUTIVE MASTERS OF BUSINESS ADMINISTRATION  
APPLICATIONS FROM THE DEPARTMENT OF THE NAVY FINANCIAL  
MANAGEMENT WORKFORCE

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

The purpose of this memo is to solicit nominations for the Executive Master of Business Administration (EMBA) Program, associated with the Graduate School of Business and Public Policy at the Naval Postgraduate School (NPS), Monterey, CA. The primary objective of the program is to provide an opportunity for civilians in the Financial Management (FM) community 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 Wednesday, 28 September 2016 through 26 September 2018 for the East Coast and on Thursday, 29 September 2016 through 27 September 2018 for the West Coast. The cohorts will consist of civilians and military officers to enrich the learning environment.

Enclosure (1) provides the basic information on the program. Enclosure (2) provides the business rules and roles and responsibilities of the various entities involved. Additional details are located on the NPS Admission website in enclosure (1).

The EMBA selectees are required to attend orientation at NPS from 19-23 September 2016 in Monterey, CA. Orientation travel and tuition are centrally funded by the Assistant Secretary of the Navy (Financial Management and Comptroller). Textbooks and other travel are funded by the nominating Command. By nominating a candidate, Commands are 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 8 July 2016. The NPS staff will use its graduate school application process to determine eligibility for acceptance into the program. The FM Community is committed to the continued success of the EMBA program and will provide final approval of the candidate's acceptance prior to the program commencement date. NPS will directly notify applicants of their acceptance into the program.

  
John Graveen  
Deputy Assistant Secretary  
Financial Policy & Systems

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APPLICATIONS FROM THE DEPARTMENT OF THE NAVY (DON) FINANCIAL  
MANAGEMENT (FM) WORKFORCE

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### **Defense-Focused Executive MBA Degree**

The Naval Postgraduate School offers Naval and Federal civilians the opportunity to enroll in a part-time graduate degree program developed by the Graduate School of Business and Public Policy (GSBPP). During the rigorous 24-month program, students acquire the latest knowledge and skills in financial management, acquisition, program management, policymaking, and decision making. The course curriculum is tailored to include the latest in Defense-concentrated studies. Curriculum requires 56 credit hours of graduate study, consisting of 39 hours of core business management courses and 17 hours of DoD concentrated course work.

### **EMBA Program Goals**

The EMBA is designed to meet the professional military education needs of future naval leaders. It provides students with the ability to think analytically and critically, and develop the skills necessary to synthesize information from a wide number of sources. The NPS degree awarded to each student signifies achieving the goal of educating senior DoD employees to make strategic decisions under conditions of uncertainty. With this new career perspective, EMBA graduates are prepared to address the critical resource allocation decisions facing the Navy's 21st century vision and challenges.

### **Program Description**

Students accepted into the EMBA program meet for classes once a week during duty hours in their local area. Students enter as a "team," taking all classes together during the 24 months of instruction.

The program starts with a one-week Orientation at the NPS Monterey campus, which includes a two credit hour course in Managing Teams. Teams then return to their locations and the remainder of the curriculum is taught using a blended program of distance learning approaches, which allows the EMBA to be offered to virtually any command equipped with appropriate video teleconferencing facilities.

Students remain at their current locations and carry out their assigned duties, while taking two graduate courses during eight successive academic quarters. Students must pay for course texts and materials, but tuition is fully funded by DON.

### **Program Overview**

The Executive Master of Business Administration (EMBA) is a defense-focused general management program for senior Department of the Navy civilians. The non-resident program design and course work capitalizes on the current managerial and leadership experience of program participants.

In addition to a degree in Executive Master of Business Administration, graduates will acquire:

- DAWIA Academic Level II Certificate
- A solid background in management fundamentals;
- Financial management and acquisition knowledge and abilities;
- The analytical-and critical-thinking skills necessary to make decisions under conditions of extreme uncertainty;
- Opportunities for interaction so that managers can learn from each other; and
- Projects and activities relevant to today's knowledge-driven, team-based environment

The EMBA is a 24-month, part-time, distance learning degree program. Classes meet once a week, approximately 6-7 hours per day, depending on course units.

### Selection Criteria

- Civilians GS-12 and above, or the full performance equivalent
- Employed within the FM community; generally employees is the 501, 505, 510 or 511 job series assigned to a comptroller or financial office, or those assigned to a business financial management position.
- Have a minimum of seven years of experience, preferable with at least 3 years in an FM position
- Undergraduate degree from an accredited four-year college
- Grade Point Average of 2.6 on a four-point scale
- Two pre-calculus courses with a grade of B or better
- Strong potential for promotion

### How to Apply for the EMBA

- Meet minimum criteria
- Complete the NPS EMBA Application Online at: [www.nps.edu/Admissions/AMS/Login.aspx](http://www.nps.edu/Admissions/AMS/Login.aspx)
- Submit official undergraduate transcripts and signed Participation Agreement to the NPS Admissions Office.
- Submit a signed Application Letter and a letter of endorsement from your command to the NPS EMBA Office.

### How to Reach Us:

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

Bill Hatch, CDR, USN (Ret.)  
EMBA Program Director  
E-mail: [wdhatch@nps.edu](mailto:wdhatch@nps.edu)  
Telephone: (831) 656-2463  
Fax: (831) 656-3630 or DSN 756

Ms. Christina Taschner  
EMBA Administrative Assistant  
E-mail: [cmtaschn@nps.edu](mailto:cmtaschn@nps.edu)  
Telephone: (831) 656-3176  
Fax: (831) 656-3630 or DSN 756

### Accreditation Information:

The Naval Postgraduate School and the Graduate School of Business and Public Policy 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:

**Financial Management & Comptroller (FM&C)** shall:

1. Centrally fund orientation travel and tuition;
2. Approve nominating EMBA student.

**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 additional travel to 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 in a timely manner;
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 complete and or if government employment does not continue in accordance with the agreement, restitution of program costs by the student will be required.