



### **Defense-Focused Executive Master of Business Administration (EMBA) Degree**

The Naval Postgraduate School (NPS) offers civilian employees of the Department of Defense the opportunity to enroll in a part-time nonresident graduate degree program from the Graduate School of Defense Management (GSDM). During the rigorous 24-month (8 academic quarters) program, students acquire the latest knowledge and skills in financial management, acquisition, program management, policymaking, and decision-making. The team-based curriculum is tailored to include the latest in defense-relevant studies.

Classes are delivered via online technologies with synchronous, real-time interaction between faculty and students. These online technologies use collaborative communication tools that deliver learning opportunities to students regardless of geographical location.

### **EMBA Program Goals**

The EMBA is designed to meet the professional education needs of future leaders in defense management. 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. With this new career perspective, EMBA graduates are prepared to address the critical resource allocation issues facing the United States Armed Forces in the 21st century.

### **EMBA Program Details**

Through successful completion of the EMBA degree program, graduates acquire:

- Defense Acquisition University Level II equivalencies for all program management functional training;
- A solid background in management fundamentals;
- Financial management and acquisition knowledge and abilities;
- Increased collaboration and communication skills fostered by an online learning format;
- Opportunities for interaction so that managers can learn from each other; and
- Projects and activities relevant to today's knowledge-driven, team-based environment.

Civilian students accepted into the EMBA program are integrated into cohorts with active-duty military officers. Typically, a cohort numbers about 25 students, from which student teams are formed. The cohort takes all classes together during the 24 months of instruction. Students participate in classes one day per week, approximately 6-7 hours per day during regular CONUS duty hours.

The EMBA program starts with a required one-week resident session at the NPS campus in Monterey, CA. This week includes an orientation and a graduate-level course on management of teams. A second required week of resident instruction will be scheduled during the second year of the program. Other than these two visits to NPS in Monterey, students complete all instruction from their home locations.

Because courses are delivered via state-of-the art online learning technologies, students must have access to a computer with high-speed internet and audio-video capabilities suitable for web-enabled interactions (e.g., Skype) with instructors and other students.

The EMBA curriculum requires 56 quarter credit hours of graduate study, which includes a capstone project. The online delivery method permits students to remain at their current locations and carry out their assigned duties while taking two graduate courses during eight successive academic quarters.

Several important changes to the EMBA were introduced with the cohorts beginning in Fall 2017/AY18 and will continue in Spring 2020/AY20:

- Students will receive instruction via online educational software tailored for distance learning;
- EMBA online classes will be synchronous, with faculty teaching every session in real time;
- Admission to the EMBA is now available to applicants in any geographic location, regardless of the number of applicants in a location;
- Education will remain 'team based' and virtual teams will be formed for students in isolated locations.
- The EMBA program will be delivered in a hybrid mode with:
  - 15 of 17 courses delivered via synchronous online technology, and
  - Two week-long courses delivered in-residence at Monterey, CA (one course per year).

Tuition is centrally funded for select 500 job series by FM&C, and all other civilian job series are funded by their command. Students must pay for any required course texts and materials. The sponsoring command, however, may reimburse students for required materials. Travel expenses for the two week-long courses delivered in-residence at Monterey, CA are funded by each student's command.

### **Selection Criteria**

- Civilians GS-12 and above, or the full performance equivalent
- Employed within the FM community; generally employees in the 501, 505, 510 or 511 job series assigned to a comptroller or financial office
- Have a minimum of seven years of professional experience, preferably with at least 3 years in a FM position
- Undergraduate degree from a regionally accredited four-year college
- Grade Point Average of 2.6 on a four-point scale
- At least one college-level mathematics course
- Strong potential for promotion
- Commitment to complete the 24 month program

### **How to Apply for the EMBA**

- Meet minimum criteria.
- Complete the NPS EMBA Application online at: <https://my.nps.edu/web/admissions/apply1>. Select curriculum number 807.
- Submit official undergraduate and graduate transcripts and a signed Participation Agreement from your command to the NPS Admissions Office at [admissions@nps.edu](mailto:admissions@nps.edu).
- Submit a signed Applicant Letter and a Command Endorsement Letter to the NPS EMBA Office at [emba@nps.edu](mailto:emba@nps.edu). These forms can be found online at [www.nps.edu/emba](http://www.nps.edu/emba).

## How to Reach Us:

For more information, visit the EMBA website at [www.nps.edu/emba](http://www.nps.edu/emba).

Questions should be directed to the NPS EMBA Office at: [emba@nps.edu](mailto:emba@nps.edu), (831) 656-2562.

The NPS Graduate School of Business and Public Policy is 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 shall:

1. Centrally fund tuition;
2. Approve nominated EMBA student.

Sponsoring Command shall:

3. Endorse each Civilian EMBA student's application, including a statement regarding the applicant's promotion potential;
4. Commit to the student's attendance at the two one-week residency requirements (one per year) at NPS in Monterey, CA and each weekly day-long academic session, as arranged by NPS, for the duration of the two-year degree program;
5. Adjust the student's work schedule as necessary to allow class attendance (e.g. cancel alternative/compressed work schedule while in the program);
6. Fund costs associated with orientation travel and any additional travel to the NPS campus, and the student's salary while they are in the program;
7. If desired, fund TDY costs for the student to attend graduation ceremonies at NPS;
8. Allow student to attend classes via the open internet, potentially from non-work locations with sufficient internet bandwidth (broadband).
9. Be responsible to initiate and enforce the service payback agreement that the selected student will sign; copies of all agreements will be provided to ASN (FM&C) Human Capital Strategy office.

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.