



FREQUENTLY ASKED QUESTIONS



Important dates to remember:

December 6 2019 (Fri): Deadline to receive registration AND tuition.

December 9 2019 (Mon) Notice of acceptance into the program

December 9 2019 (Mon): Notice of program cancellation if insufficient enrollment

December 13 2019 (Fri): Last day to cancel registration and receive refund

ENROLLMENT

Who can enroll?

The program is designed specifically for senior supervisors – USN/USMC GS13-14, active duty O-5/LtCol and E7-9/GySgt – MGySgt/SgtMaj. We expect that participants have experience as a senior supervisor. Experienced supervisors in other ranks may attend with permission from the registrar and/or the instructors. If you don't meet these requirements, send us a request and if our requirements change, we can notify you.

What is the minimum enrollment?

Minimum enrollment is 19 participants. If the program does not meet minimum enrollment, NPS will notify applicants 9 December 2019 and return the tuition in full, but is not responsible for travel, accommodation, or other expenses incurred by the participant.

Are non-Navy employees eligible to attend the program?

Due to the number of interested Naval personnel, we currently are not accepting non-Naval employees for this program.

Why is there a max limit of three seats per command?

Due to the current high demand and limited class size (26 seats), we are allowing commands to "reserve" up to three seats to ensure the program is available to a larger Navy and Marine population.

What is the waitlist policy?

The maximum number of participants is 26. After 26 people register for the program, we will begin a waitlist. If registrants drop out or do not pay their tuition by December 6, we will begin contacting people on the waitlist.

PAYMENT AND CANCELLATION

What is the cost of the LCSS program?

Tuition is \$2450 per person. The cost covers instruction and program materials, including the administration of two instruments – the TKI (conflict management style) and EQi-2.0 (emotional intelligence). Tuition does NOT include lodging, food, or other travel expenses. Each participant should be on orders and is responsible for their own travel costs (flight, meals, lodging, incidentals).

How do I secure a seat?

To secure your seat, please have your comptroller send funding to the Naval Postgraduate School (NPS).

Why is tuition charged for this program?

Currently, the LCSS does not have mission-funded seats. All participants must be funded by their command/agency to attend (i.e., tuition and travel).

NPS can receive tuition in the form of:

- Navy to Navy: NAVCOMPT Form 2275, 2276A
- Non-Navy to Navy: DD Form 448
- Non-Appropriated Funds Navy to NPS Navy: Check made out to U.S. Treasury
- Traditional SF-182

Any funding questions: NPS Budget Officer: Mr. Dave Roberts, derobert@nps.edu

Electronic copies of funding documents can be emailed to:

Funds Receipt Section, Comptroller

FAX: 831.656.2843

Email: Funds@nps.edu, cc: Dave Roberts derobert@nps.edu

Does NPS accept traditional SF182?

Yes – Required information on a funding document: Agency name or billing address, Valid line of accounting, Period of performance or expiration date, Amount Purpose or funding description
Authorized Officer name and signature

Does NPS accept Credit Card payment?

Not at this time.

Is NPS part of Navy Working Capital Fund?

No - NPS is not.

Can NPS accept payments directly from individual students?

- Payments will not be accepted from individual students.
- NPS does NOT accept money from tuition assistance, the Montgomery GI bill, the Post 9/11 GI bill, and VA Benefits.

9/3/2019

What is the cancellation policy?

Cancellations must be submitted in writing prior to 13 December 2019. Full funding will be returned to command.

PROGRAM SPECIFICS

Who are the instructors?

Instructors for this class are Dr. Gail Fann Thomas and Dr. Frank (Chip) Wood. Each have more than 20 years of experience teaching executive education in the private and public sectors. Our instructor bios can be found at: <https://my.nps.edu/web/cee/lcss>

What is policy for class attendance?

Participants are admitted on the understanding with their management that they will be free from company duties during the full period of their program and that they will, therefore, devote their full time to the program. The faculty considers attendance by every participant at every class essential if the program is to make its maximum contribution to the individual and to the group. Accordingly, attendance at all classes, discussion groups, and program events is required.

May I audit the program?

We are not able to accept any students on an audit basis in order for us to foster an environment for free and open dialogue. We expect all participants to complete the multiple personal assessments and contribute to class discussion where these assessments will be discussed.

What is the program schedule? All sessions require attendance.

Monday, January 13– Program Kick-off – Ingersoll Hall 387

1500-1600	Introductions Tablet Brief
1600-1700	Instrument Administration Conflict Inventory - TKI Emotional Quotient Inventory – EQi 2.0
1730-1830	Welcome Reception (no-host) in Trident Room Herrmann Hall

Tuesday, January 14 – Day 1

0800-1100	Role of the Senior Supervisor
1100-1200	No-host lunch
1200-1600	Critical Conversations
1600-1700	Leadership Development Planning

Wednesday, January 15 – Day 2

0800-1100	Conflict Management (TKI)
1100-1200	No-host lunch
1200-1430	Emotional Intelligence (EQi 2.0)
1430-1630	Peer Coaching
1630-1700	Leadership Development Planning

Thursday, January 16– Day 3

0800-1100	Upward Communication
1100-1200	No-host lunch
1200-1400	Performance Feedback
1400-1600	Your Leadership Development Plan
1600-1700	Program Close

LOGISTICS

What is the Center for Executive Education?

The Center for Executive Education (CEE) designs and delivers both standing and customized executive education programs that address the strategic needs of Navy and joint organizations. The Center offers these programs at their facilities at the Naval Postgraduate School in Monterey, California or at off-site locations near major Navy concentration areas. All programs are designed to enable Navy leaders to manage and lead more effectively by engaging participants in case studies, team exercises, practical applications, and focused lectures.

Do I need to make my own lodging reservations?

Yes - Students for this program will be required to find their own lodging and are requested to reserve accommodations as soon as possible once selected for the program.

Are there lodging options on base at Naval Postgraduate School?

Yes - the Navy Gateway Inns and Suites-Monterey

1 University Circle, Monterey, CA 93943

<https://my.nps.edu/web/navy-gateway/>

831-920-0974

What if Navy Gateway Inns and Suites-Monterey has no availability?

For your convenience, recommended off-base hotels with government rates and in close proximity to the Naval Postgraduate School are listed below.

*Additionally, please remember to contact NGIS at 1-877-NAVY-BED (628-9233) to receive a certificate of non-availability prior to booking off – base lodging.

Navy Lodge

1100 Farragut Rd, Monterey, CA 93940

https://www.navy-lodge.com/lodge_page.html?p_lodge_number=9

831-372-6133

Hyatt Regency

1 Old Golf Course Rd, Monterey, CA 93940

<https://monterey.regency.hyatt.com/en/hotel/home.html>

831-372-1234

Hilton Garden Inn

1000 Aguajito Rd, Monterey, CA 93940

<http://hiltongardeninn3.hilton.com/en/hotels/california/hilton-garden-inn-monterey-MRYMHGI/index.html>

831-373-6141

Hampton Inn

2401 Del Monte Ave, Monterey, CA 93940

<http://hamptoninn3.hilton.com/en/hotels/california/hampton-inn-monterey-MRYHXHX/index.html>

831-373-7100

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Embassy Suites by Hilton

1441 Canyon Del Rey Blvd, Seaside, CA 93955

<http://embassysuites3.hilton.com/en/hotels/california/embassy-suites-by-hilton-monterey-bay-seaside-MRYESES/index.html>

831-393-1115

Holiday Inn Express at Monterey Bay

1400 Del Monte Boulevard, Seaside, CA 93955

<https://www.ihg.com/holidayinnexpress/hotels/us/en/seaside/mryca/hoteldetail>

831-394-5335

Monterey Bay Lodge

55 Camino Aguajito, Monterey, CA 93940

<http://www.montereybaylodge.com/>

800-558-1900

How do I get to Naval Postgraduate School?

The Monterey Peninsula Airport (MRY) is located approximately 4 miles from NPS. San Jose (SJC) and San Francisco (SFO) Airports are 76 and 106 miles respectively from NPS.

From Monterey Peninsula Airport: The road leading out of the airport is Olmstead Road. Follow Olmstead Road to Garden Road - first street on the right turn right onto Garden Road take Garden Road to 3-way traffic light; turn left onto Mark Thomas Drive turn right onto Sloat Avenue at first traffic light. Turn right at stop sign to enter the Main Gate.

From San Francisco and San Jose Airports: Exit the airport and follow directions to US Route 101 South toward Los Angeles. At Prunedale, take CA Route 156 West then onto CA Route 1 South. Proceed on CA Route 1 South to Monterey. Take the "Del Monte Avenue" exit and follow the signs to Del Monte Avenue and enter the Del Monte Gate. If it is closed, drive further to the next traffic light, turn left onto Sloat Avenue. At stop sign, turn left to enter the Main Gate.

What about Gate Access?

Entry onto the Naval Postgraduate School campus requires a current Active Duty/Retired/Dependents' Military ID or CAC. If you are entering the Naval Postgraduate School in a rental vehicle, your rental contract must be displayed on the dashboard and remain there while the vehicle is on campus.

What if I need a taxi or other transportation to the base?

Taxi: "Yellow Cab Company" is the only taxicab authorized to enter NPS for arriving/departing guests. Their telephone number is 831-646-1234.

Commercial Airport Shuttle: Monterey Airbus provides transportation from SJC/SFO and will provide a drop-off outside the main gate, which is approximately a 5-minute walk to Herrmann Hall.

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Where can I park when on base?

If you have a rental vehicle, please note that parking spaces are available behind the NGIS/Herrmann Hall and in open parking lots (found on NPS Parking Map provided by NGIS). Parking tickets will be issued for violators illegally parked.

What is the CEE class dress code?

Business casual dress is appropriate for classes. Classroom temperature may vary per individual, recommend dressing in layers for comfort. Suits, ties or uniforms are not required for any function.

Will meals be provided during the program?

Catered meals will not be provided during the program. Ample time will be provided during lunch breaks. An honor system coffee mess is maintained in the CEE Galley for snacks and refreshments.

Are meals available on campus?

Yes, there is dining facilities on Campus:

El Prado Room (Basement of Herrmann Hall) - Mon-Fri 0645-1045, breakfast and lunch.

Cafe Del Monte (Parking lot of Dudley Knox Library) - Mon-Fri 0630-1400, breakfast and lunch.

Trident Room (Basement of Herrmann Hall) - Mon-Sat 1600-2100, dinner only.

Starbucks (Dudley Knox Library) - Opens Mon-Fri 0630, Sat-Sun 0830.

Note: Meal service is not available on campus on Sundays.

After Hours: The Trident Room is located at the basement of Herrmann Hall, which provides a pleasant environment to have beverages, play billiards and darts, and watch television. Dinner service is also available.

What is the contact information during the program?

Each room at NGIS is equipped with a telephone with voicemail, the number will be provided upon check-in. During class hours, emergency messages can be left with the NEDP Registrar at 831-656-3850.

Mailing Address during the Program: Your Name, Center for Executive Education Naval Postgraduate School 555 Dyer Road, Bldg 330, Rm 345 Monterey, CA 93943 Fax Number: 831-656-2580

Computer Information: The classroom is equipped with Tablet PC's for participant usage during the program. Participants will have access to external email/websites before/after class and during breaks. The computers are not NMCI, a few tablets with CAC readers are available to access NMCI via webmail.

Free wireless internet connectivity is available in your room at NGIS for your personal computer.

What exercise facilities are available on campus?

NPS has a full-service gym on campus at the MWR Fitness Center. There are also on/off-campus running routes. Tennis courts are available on a first-come, first-served basis. Monterey Pines, Bayonet and Black Horse golf courses offer military rates and rental clubs.