



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TX 78234-6000

REPLY TO  
ATTENTION OF

15 FEB 2011

MCCG-PAE

MEMORANDUM FOR Commanders, MEDCOM Major Subordinate Commands

SUBJECT: Civilian Attendance at the Army-Baylor University Graduate Program in Health and Business Administration

1. In an effort to ensure a steady pipeline of civilians who are properly trained and have the appropriate skill sets to become Healthcare Administrators, four current MEDCOM highly-qualified candidates will be selected to attend the Army-Baylor University Graduate Program in Health and Business Administration beginning in FY12. The minimum prerequisites for matriculation into this rigorous program include:

a. Current Federal Service employment with the MEDCOM. Target group are journeyman-level GS 11-12. Waivers will be granted to highly-qualified candidates.

b. Baccalaureate degree from an accredited college or university.

c. Composite Verbal and Quantitative Graduate Record Examination (GRE) score of 1050 or a score of 525 on the Graduate Management Admission Test (GMAT) within the past five years.

d. Cumulative 2.9 undergraduate grade point average (GPA) on a 4.0 scale or a GPA of 3.0 on a 4.0 scale based on the last 60 hours of undergraduate work.

e. Candidates must have less than 15 years of federal service.

2. Qualified applicants must submit the following to Jo Anne Cyr, ATTN: MCCG-PAE, Suite 23, 2748 Worth Road, Fort Sam Houston, Texas 78234-6023:

a. All undergraduate transcripts with GPAs.

b. Official GMAT or GRE score.

c. A 500 word essay on the topic "Why I Want to be a Healthcare Administrator".

d. Last three performance appraisals.

e. Current Commander's endorsement of candidate's application.

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3. This program will be centrally funded by the MEDCOM and permanent change of station moves will be allowed. Selected individuals will be required to sign a mobility agreement and incur a three-year obligation for continued Federal Service. The deadline for applications is 31 October 2011. A board will be convened to select students in the November through December 2011 timeframe. Selected individuals will begin the Baylor Program in June 2012. I ask your assistance in marketing this opportunity to your civilian workforce.

4. My points of contact are Ms. Jo Anne Cyr, Program Analysis and Evaluation, DSN 471-7269, Commercial (210) 221-7269 and Ms. Susana Rodriguez, Program Analysis and Evaluation, DSN 471-7930, Commercial (210) 221-7930.

FOR THE COMMANDER:

  
HERBERT A. COLEY  
Chief of Staff