



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2748 WORTH ROAD
JBSA FORT SAM HOUSTON, TEXAS 78234-8031

02 MAY 2014

MCCG-PAE

MEMORANDUM FOR COMMANDERS, MEDCOM MAJOR SUBORDINATE
COMMANDS

SUBJECT: Academic Year 2015 Civilian Attendance at the Army-Baylor University
Graduate Program in Healthcare Administration

1. The US Army Medical Command (MEDCOM) will select up to four civilian employees to attend the Army-Baylor University Graduate Program in Health and Business Administration for the 2015 academic year beginning in June 2015. Selected employees will attend a 54-week didactic program at the AMEDD Center and School, Joint Base San Antonio followed by a 52-week residency in a Military Treatment Facility either in San Antonio or their employers' facility. Upon successful completion of academic requirements they will receive a Masters in Healthcare Administration from Baylor University.

2. To qualify for consideration to attend the Army-Baylor University Graduate Program in Health and Business Administration Program, civilian employees must meet the following qualification criteria. Waivers will be considered as indicated:

a. Current Permanent Career Federal Service employment working for the MEDCOM in the grade of GS11 or GS12, or equivalent in another pay system. Waivers may be requested for employees at the GS9 and GS13 level. Physicians may apply up to GS14. The MEDCOM employment and permanent career status are not waivable.

b. More than 4 years but less than 15 years of federal civil service as of 15 June 2015. Waiverable to 20 years of federal civilian service.

c. A baccalaureate degree from an accredited college or university. Not waivable.

d. A Graduate Record Examination score in the 50th percentile or greater in both verbal and quantitative or a score of 525 on the Graduate Management Admission Test; standardized tests must have been taken within 5 years of 15 June 2015. Waivers may be requested for low standardized test scores but not for the absence of a test score.

e. Cumulative undergraduate grade point average of 2.9 on a 4.0 scale or a 3.0 on a 4.0 scale during the last 60 credit hours of undergraduate work. Waivers may be requested.

f. Have not received a Master's degree in a field related to Healthcare or Business Administration which was fully or partially funded by the Department of Defense. Not waivable.

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3. Civilians attending the Army-Baylor University Graduate Program in Health and Business Administration will be required to complete a worldwide mobility agreement and will incur a Federal Service Obligation totaling 214 weeks to be started upon completion of training. This Federal Service Obligation equals 3 times the didactic training period and 1 time the residency period.

4. The Army-Baylor University Graduate Program in Healthcare Administration is a fully-funded long-term education opportunity. The program is centrally funded by the MEDCOM to include permanent change of station (PCS) costs. Employees selected for training will PCS to Joint Base San Antonio and then PCS to their employment location, as required. In most cases, students will be assigned to the AMEDD Center and School for administration while in training.

5. Application packets for the Army-Baylor University Graduate Program in Health and Business Administration must be received by 31 October 2014 and must include the following documents and submit completed applications to: Commander, US Army Medical Command, ATTN: MCCG-PAE (Ms. JoAnne Cyr), Suite 23, 2748 Worth Road, JBSA Fort Sam Houston, TX 78234-6023.

a. Official transcripts from all undergraduate and graduate programs attended.

b. Copies of official GMAT or GRE standardized test score.

c. Copies of applicant's last three civilian performance appraisals.

d. Applicant's resume or curriculum vitae.

e. Copy of applicant's latest SF 50.

f. An essay on the topic "Why I Want to be an Army Healthcare Administrator", not to exceed 500 words.

g. Waiver requests in memorandum format, as required.

h. Command (O5 or above) endorsement of the candidate's application to include addressing waiver requests, as applicable; that includes a statement on potential and proposed utilization.

6. The MEDCOM Commander will convene a board to review applications and conduct interviews in November 2014. Selections will be announced in January 2015. Once selected, employees must gain admission to Baylor University.

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7. The points of contact for this program are Ms. Jo Anne Cyr, joanne.s.cyr.civ@mail.mil, (210) 221-7269, and Ms. Susana Rodriguez, susana.g.rodriguez2.civ@mail.mil, (210) 221-7930.

FOR THE COMMANDER:



ULDRIC L. FIORE, JR.
Chief of Staff