



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

22 DEC 1997

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Nominations for the MIT Sloan Fellows Program, 1998-99

Reference: Assistant Secretary of the Army (Manpower and Reserve Affairs)
Catalog of Army Civilian Training, Education and Professional Development
Opportunities FY 98

I am pleased to request nominations for participation in the prestigious MIT Sloan Fellows Program for 1998-1999. This is a highly selective year long program of study in the Sloan School of Management, Massachusetts Institute of Technology in Cambridge, Massachusetts. At the conclusion of the academic year, the student receives either a Master of Science (M.Sc.) in Management or a Master of Business Administration (MBA) degree [the Sloan Fellow has the option of choosing the degree designation], which is a by-product of the university training. The target audience are mid-career executives poised for promotion to leadership positions, i.e. high performing GS-13 and GS-14 personnel. Applicants must be certified at Level 3 in Contracting. In addition, applicants should be members of the Army Acquisition Corps (AAC) or meet the AAC criteria. Nominees will be screened and ranked by a Career Program 14 Professional Development Committee and approved by the undersigned. Our selection is subject to the final approval and acceptance of the MIT Sloan School of Management, Office of Executive Education.

Upon successful completion of the fellowship, the individual shall be reassigned to an approved Department of the Army operational assignment within the CP-14 career field. The operational assignment will consider the geographical preferences of the selectee, the post-training utilization plan of the selectee, and the best use by the Army of the new skills and competencies acquired through the MIT Sloan Fellows Program. Should the position left vacant by the selectee be backfilled with a temporary promotion or by someone outside the command, the increased cost incurred by the command will be reimbursed.

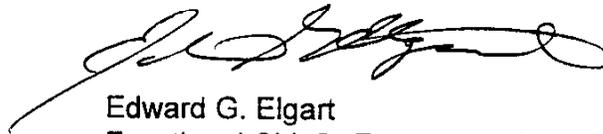
Enclosed is a brief course description and application instructions. Enclosure 1 is the CP-14 application instructions, Enclosure 2 presents the course description and Enclosure 3 is the MIT Sloan Fellows Program Application for Admission. This announcement is being simultaneously mailed, e-mailed and placed on the SARDA Homepage. If you obtain a copy from the e-mail or the SARDA Homepage, you will need to contact the point of contact below to obtain the MIT Sloan Fellows Program



Application for Admission. If you should have problems with the application procedures, please contact Dr. Jim Edgar at (703) 681-1043, DSN 761-1043 or email edgarj@sarda.army.mil. Applications should be mailed to arrive by February 2, 1998 at the following address:

HEADQUARTERS, DEPARTMENT OF THE ARMY
ATTN: SARD-PM, (Don Tucker)
Skyline 6, Suite 309
5109 Leesburg Pike
Falls Church, VA 22041-3201

I request your support in publicizing this career transforming opportunity and assuring that your best and brightest contracting professionals are nominated.



Edward G. Elgart
Functional Chief's Representative
Civilian Contracting and
Acquisition Career Program

Enclosures

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Redstone
Arsenal, AL 35898-5280
U.S. Army Chemical and Biological Defense Command, ATTN: AMSCB-PO,
Building E4455, Aberdeen Proving Ground, MD 21010-5423
U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,
Fort Monmouth, NJ 07703-5000
U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock Island,
IL 61299-6000
U.S. Army Soldier Systems Command, ATTN: AMSSC-AD, Kansas Street,
Natick, MA 01760-5011
U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-AQ,
Warren, MI 48397-5000
U.S. Army Test and Evaluation Command, ATTN: AMSTE-PR, Aberdeen
Proving Ground, MD 21005-5055

DISTRIBUTION: (CONT)
PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
U.S. Army Research Laboratory, ATTN: AMSRL-CS-PR, 2800 Powder Mill
Road, Adelphi, MD 20783-1197
Defense Supply Service - Washington, 5200 Army Pentagon, Washington,
DC 20310-5200
Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee Avenue
S.W., Fort McPherson, GA 30330-1062
Third United States Army/U.S. Army Forces Central Command, 1301 Anderson
Way S.W., Fort McPherson, GA 30330-1096
U.S. Army Medical Command, ATTN: MCAA, 2706 Dunstan Road, Building
2002, Suite 38, Fort Sam Houston, TX 78234-6038
U.S. Army Intelligence & Security Command, ATTN: IAPC, Fort Belvoir,
VA 22060-5246
U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,
820 Chandler Street, Fort Detrick, MD 21702-5014
U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN: ANPC,
103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058
Military Traffic Management Command, ATTN: MTAQ, 5611 Columbia Pike,
Falls Church, VA 22041-5050
U.S. Army Space and Strategic Defense Command, ATTN: CSSD-CM,
P.O. Box 1500, Huntsville, AL 35807-3801
U.S. Army Training and Doctrine Command, ATTN: ATBO-A, Fort Monroe,
VA 23651-5000
U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC),
Unit 29331, APO AE 09266
Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit 15237,
APO AP 96205-0010
U.S. Army, Pacific, ATTN: APAM, Fort Shafter, HI 96858-5100
U.S. Army South, ATTN: SOCS-CO, Unit 7101, APO AA 34004-5000
U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts Avenue,
N.W., Washington, DC 20314-1000
National Guard Bureau, ATTN: NGB-AQ, Skyline Building Six, Suite 401A,
5109 Leesburg Pike, Falls Church, VA 22041-3201

APPLICATION INSTRUCTION: You are required to prepare 10 standard forms with your application. These forms, except the DD Form 1556, are found in the Assistant Secretary of the Army (Manpower and Reserve Affairs) Catalog of Army Civilian Training, Education and Professional Development Opportunities FY 98 and may be found by logging in to the Internet address: <http://copl.army.mil>. The following forms must be submitted with an endorsement by the PARC in your chain of command:

- a. Request For Central Resource Support Form
- b. DA Form 2302-R (available in Informs)
- c. Application for ACTEDS Training Opportunities
- d. Functional Review Form
- e. Individual Mobility Agreement for Assignment to Senior Service Colleges (SSC)
- f. Nominee's Statement of Interest
- g. SF 181, Race and National Origin Identification
- h. Supplemental Information
- i. Utilization Plan
- j. DD Form 1556

In addition, applicants should submit a copy of the Acquisition Civilian Record Brief (if available).

Applicants are required to submit a copy of their three most recent performance appraisals.

Applicants must also submit a copy of the MIT Sloan Fellows Program Application Form (Enclosure 3 of this announcement). Note this nomination package includes two letters and the requirement for applicants to submit an official transcript of their record at the college from which they obtained the baccalaureate degree as well as any record of subsequent graduate work.

Enclosure 1

CAREER PROGRAM CP-14 LONG TERM TRAINING ANNOUNCEMENT FY 98-1.

MIT SLOAN FELLOWS PROGRAM

June 15, 1998 through June 4, 1999

The Sloan Fellows Program of the Massachusetts Institute of Technology is designed for a limited number of able mid-career executives who have demonstrated the potential for growth into major responsibilities. The core disciplines required in this 12 month course underpin what business leaders must understand: economics, accounting, marketing strategy, organizational behavior and finance. The required core subjects and related electives cover five major areas: Policy Formulation, External Environment, Managerial Decision Making, Organizational and Human Factors in Management, and Applied Research – the Thesis.

The academic year is divided into three terms. The Summer Term is from June 15 to August 14, 1998. All are core courses consisting of Applied Economics for Managers; Data, Models, and Decisions; and, Financial and Managerial Accounting. In the Fall and Spring Terms, Fellows take eleven required core subjects and 30 credits of electives. The Fall Term is from September 8 to December 18, 1998. Core courses include: Government Markets and International Competition, Macroeconomic Issues in International Management; Organizational Psychology and Sociology; Financial Management; Marketing Management; and, Strategic Management. Fall elective courses include: Seminar in Law; or, Seminar in Management of Information Systems. There is also a Seminar in Leadership I (including trip to New York area), and, thesis proposal and research. The January Interterm is dedicated to thesis research and development. The thesis affords participants the experience of working closely with faculty on in-depth analyses of specific management problems. The Spring Term runs from February 1, 1999 to May 28, 1999. The Spring Term includes a core course in International Business Environments (including an international trip) and a Seminar in Leadership II (including a trip to Washington to meet with government officials). Fellows may choose from the following Spring Term electives: Choice Points: Readings on the Exercise of Power and Responsibility; Human Resources Management, Manufacturing Management Operations; Service Operations Management; Managing Technological Innovation; Management and Industrial Relations; Power and Negotiation; and, completion of the thesis. Graduation is June 4, 1999.

Enclosure 2



The MIT Sloan
Fellows Program
1998-99

Application
for Admission

(To be typewritten
or neatly printed.)

If your application is not
for 1998-99, please
indicate the year for which
you are applying:

- 1999-00
- 2000-01

Applicant

Name _____
LAST FIRST MIDDLE INITIAL

Organization _____

To be considered, this application should be post-marked no later than February 1, 1998. Selection decisions may be expected by April 1.

The Sloan Fellows Program

The Sloan Fellows Program of the Massachusetts Institute of Technology is designed for a limited number of able executives in mid-career who show marked promise of growth into major responsibilities. Candidates are usually nominated by their present employers.

These men and women, who have approximately 10-15 years of experience, spend 12 months at MIT studying in depth the fundamentals that underlie sound management action.

A booklet describing the Program is available upon request.

Application

The application must be supported by other materials as indicated below.

All materials should be sent to:

Susan C. Lowance
Director of the Sloan Fellows Program
Massachusetts Institute of Technology
Sloan School of Management
50 Memorial Drive, Room E52-101
Cambridge, Massachusetts 02142-1347.
or
Fax: 617 252-1200

Each applicant should submit:

- a. A completed application form. (Please answer all questions in the space provided on this form.)
- b. A complete employment record as called for on page 3.
- c. A statement, approximately 500 words, prepared by you indicating your immediate and ultimate objectives in wishing to undertake this Program. Specifically, please indicate how your objectives fit with the purposes of the Sloan Fellows Program. Please also indicate the areas in which you feel you would make a primary contribution to the Program and to the other Sloan Fellows.

In addition, each applicant should arrange to have sent directly to the Director of the Sloan Fellows Program, Susan C. Lowance:

- d. Two letters as follows:
 - A nomination letter from a principal executive of your organization indicating approval of your candidacy, and willingness to provide a leave of absence, appropriate financial support, and a continuing interest in your career with the organization, should you be accepted.
 - A letter of endorsement from one of your superiors discussing your potential within the organization.
- e. Official transcripts of your record at the college from which you obtained your Bachelor's degree and of your record in any subsequent graduate work. This should be initiated promptly, preferably by telephone, fax, or telex.
- f. Candidates from non-English speaking nations must also demonstrate proficiency in English. MIT requires all such applicants to take the Test of English as a Foreign Language (TOEFL).

ENCLOSURE 3
PAGE 1 of 4

Personal Data

Name _____
LAST FIRST MIDDLE INITIAL

Home address _____

Home telephone _____
HOME FAX E-MAIL

Check one Mr. Ms. Mrs. Dr. Date of Birth _____
MONTH DAY/YEAR

Preferred first name for name badge _____

Country of birth _____ Citizenship _____

Family status Single Married Spouse/partner's name _____

Spouse/partner's preferred first name for name badge _____

Names and ages of children _____

Emergency contact _____
NAME

RELATIONSHIP _____
CELLPHONE

Organizational Data

Your present position _____
TITLE AND DEPARTMENT STARTING DATE

Organization _____
NAME

STREET ADDRESS _____

CITY STATE COUNTRY ZIP CODE _____

Business telephone _____
(INCLUDE COUNTRY AND CITY CODES) BUSINESS FAX E-MAIL

Organization's principal activity _____

Give a brief statement describing your present duties. _____

ENCLOSURE 3
PAGE 2 OF 4

Experience

List below, in chronological order, other principal positions you have held since leaving college.

| DATE | EMPLOYER AND CITY OF LOCATION | POSITION |
|------|-------------------------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

On an accompanying sheet, give a complete record of your employment since graduation, giving for each separate employer: **1.** Dates of service. **2.** The employer's name and address. **3.** The nature of the business or industry. **4.** Position(s) held, with a brief description of duties and annual compensation. **5.** Names and titles of immediate superiors. **6.** Reason(s) for leaving. (Military service, if any, should be included in this record.)

Education

Colleges and universities attended

| DATE ATTENDED | NAME OF INSTITUTION | MAJOR FIELD | DEGREE AND DATE |
|---------------|---------------------|-------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Indicate the approximate distribution (in percent) of your college training, including any graduate work.

Science and engineering _____ Liberal arts _____ Economics _____ Business administration _____

Other _____
SPECIFY

State, if possible, your relative academic standing (for example, fifth in a class of forty); list and describe your honors or other evidence of high scholarship.

Describe any courses you have undertaken since graduation.

**Other Activities
and Interests**

Describe your memberships and activities, if any, in trade, professional, and/or civic organizations.

Describe your avocational interests (hobbies, recreation, sports, books, club memberships, etc.), indicating the level of your activity.

References

Indicate the person in your organization who will write directly to the Director of the Sloan Fellows Program, Susan C. Lowance, regarding your potential within the organization.

NAME AND TITLE _____ TELEPHONE/FAX (INCLUDE COUNTRY AND CITY CODES) _____

COMPANY NAME AND ADDRESS _____

Indicate the principal executive in your organization who will be writing the nomination and sponsorship letter.

NAME AND TITLE _____ TELEPHONE/FAX (INCLUDE COUNTRY AND CITY CODES) _____

COMPANY NAME AND ADDRESS _____

Indicate the person in your organization to be contacted regarding billing and processing of this application.

NAME AND TITLE _____ TELEPHONE/FAX (INCLUDE COUNTRY AND CITY CODES) _____

COMPANY NAME AND ADDRESS _____

Applicant's signature _____

DATE OF THIS APPLICATION _____