

*Case File:*  
*Medical*

17 August 1962

TO : Medical Staff, and  
CIA Records Administration Officer

SUBJECT: Preliminary study of Registrar Staff/Medical Staff  
conducted 6 August to 16 August.

Following a meeting on 3 August with [redacted] and myself, we decided that the operations, procedures, clerical activities and related paperwork flow in the Office of the Registrar be observed for above period to determine areas where paperwork and clerical procedures could be reduced, altered or eliminated. At the end of the period, the results would be discussed, and a determination made as to which findings should be explored in detail.

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After looking over the statistical reports, I selected the procedures relating to the initial processing of applicants for employment with the Agency. Related activities in other support offices of the Agency were not included at this time. The procedures relating to Pre-employment and E.O.D. examinations were studied. Each employee was interviewed and asked to describe in detail his job. Personal observations were also made in collecting facts on the present processing function. Diagrams, flow charts and process charts were prepared; forms collected and analyzed. Other observations not directly related to the procedure are included. Some of these the Medical Staff is aware of and expects to take action at the most opportune time.

In general, as part of the recruiting process, the Office of Personnel includes a Form 89 Report of Medical History to be filled in and returned by the applicant. When the form is received by the Office of Personnel it is forwarded to the Medical Staff with a request for pre-employment evaluation. This initiates the processing procedure within the Medical Staff. Attached are my general observations in following this procedure through the Office of the Registrar and in some instances remedial actions.

[redacted]

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Remarks: *Bill - Attached are 2 articles on automation which I believe you and Ed should read. Both were written by one of the leaders in Super work Dept, Robert Huff - Pres of the National Records Mgmt Council*

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<b>Remarks:</b>  Attached is report I submitted to [Redacted] on my brief interlude at Medical. He said he would wait until [Redacted] returned from vacation then they would review the report, discuss with Dr. Tietjan and let me know.					
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