

1 November 1974

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Weekly Report  
REFERENCE : DD/A Administrative Instruction No. 74-5,  
8 October 1974

Following is a report of significant activities for this office for the past week and for the coming week in priority order.

A. Past week:

1. Chief, Clinical Division and [redacted] of Graphics and Visual Aids, Office of Logistics are showing the Agency's Heart Disease Detection Exhibit at the Annual Scientific Assembly of the D. C. Medical Society at the Greenbrier, White Sulphur Springs, West Virginia, 1-3 November.

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2. [redacted] of the Psychological Services Staff on 30 October conducted a debriefing of Ms. Barbara Hutchinson of the United States Information Service concerning her recent kidnapping in Santo Domingo. This was at the request of Ambassador Hoffacker, Chairman of the Cabinet Committee to Combat Terrorism.

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3. Chief, Psychological Services Staff on 30 and 31 October joined [redacted] at the Center for Creative Leadership in Greensboro, North Carolina, where an Assessment Center is being conducted for the Office of Training. The latter two psychologists are serving as consultant observers, as reported in our last weekly report. [redacted] the OMS MSDO, is also there as a student in the Agency course (Advanced Management) for which the activity is being conducted.

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4. Deputy Director of Medical Services and Mr. [redacted] of the Office of General Counsel met on 30 October with a lawyer and a physician representing the widow of a former Agency employee concerning the settlement of an insurance policy on her husband.

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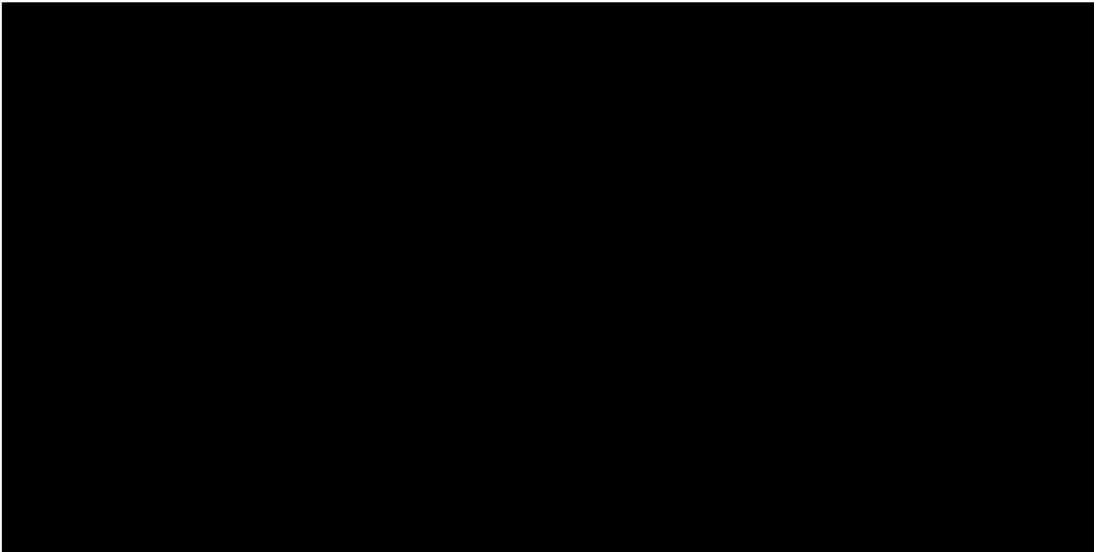
5. [redacted] of the PSS Assessment Branch attended the Conference on Interaction Modeling in Chicago, 28-30 October. Interaction modeling is a new type of supervisory training which focuses on the development of skills critical in the handling of a variety of employee problem situations.

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7. Field support activities:

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JOHN R. TIETJEN, M.D.

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Director of Medical Services