

18 October 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 and for the coming week in priority order.

A. Past week:

1. As a development of the recent visit of the Director of Medical Services to the Washington Hospital Center Counseling Center (reported in our 20 September weekly report), the director of that counseling center (Dr. N. Burton Grace) and one of his staff psychiatrists (Dr. Albert E. Herman) visited the OMS yesterday to discuss that center's approach to the management of cases of problem drinking. It is possible that the WHC Counseling Center may be of assistance in individual Agency cases. Some of their procedures might also be considered for Agency application.

2. Psychological Services Staff activities:

25X1A

a. [REDACTED] met this week with Dr. [REDACTED] Applications Division of OJCS to discuss the feasibility of conducting organizational development activities with the "A" Branch of that Division. [REDACTED] is the chief of "A" Branch. Further discussions of possible avenues of PSS involvement are planned.

25X1A

25X1A

b. [REDACTED] Chief, Research Branch met on 16 October with officials of the Systems

CL BY: 011950

31 December 1980

SUBJECT: Weekly Report

Analysis Branch/Plans and Analysis Division/
Technical Services Group/NPIC to discuss two
forthcoming projects which will require PSS/RB
human factors and data analysis support.

25X1A

c. [REDACTED] met on 8 October with officials
of the [REDACTED] Communication Activity/OC to dis-
cuss possible PSS/RB human factors evaluation of
several items of equipment that activity plans to
purchase in the near future.

25X1A

25X1A

d. [REDACTED]
[REDACTED] of the Assessment Branch on 11 October met
with the Director of Joint Computer Support and
his entire management staff to brief them on the
forthcoming OJCS Management Development Center.

25X1A

25X1A

e. On 17 October, [REDACTED]
met with [REDACTED] NPIC/Human Resources
Staff, to discuss PSS support to evaluation of
minority applicants for professional level positions
in NPIC.

25X1A

3. Charles Wells, M.D., Professor of Psychiatry
at Vanderbilt University and a board certified neurolo-
gist, is meeting with the OMS today to review OMS pro-
fessional policies and procedures concerning epilepsy
and other alterations of consciousness.

4. D/MS met on 15 October with the COS, [REDACTED]

25X1A

25X1A

5. [REDACTED] was here for dis-
cussions yesterday after accompanying a medical evacua-
tion to headquarters.

25X1A

[REDACTED]

7. The OMS Records Officer [REDACTED]

25X1A

CONFIDENTIAL

SUBJECT: Weekly Report

25X1A
25X1A

and the Supervisor of our File Room [REDACTED] attended the Records Management Conference this week at the [REDACTED]

25X1A

B. Coming week:

25X1A

1. Chief, Field Support Staff [REDACTED] will visit [REDACTED] 22-25 October for a medical survey.

25X1A

25X1A

2. Chief, Selection Processing Division (Dr. [REDACTED]) will attend the Annual Convention of the American Academy of Pediatrics 19-23 October in San Francisco.

STAMPED

[REDACTED]
JOHN R. TIETJEN, M.D.
Director of Medical Services

25X1A

25X1A

OMS/ExO [REDACTED]:ned
Distribution:
Orig & 2 - Addressee
✓ 2 - D/MS Files