

TAB

Attachment 1

OFFICE OF MEDICAL SERVICES REGULATION
NO. 1-2

ORGANIZATION
Revised 2 December 1968

SELECTION PROCESSING DIVISION

Rescission: OMS Regulation No. 1-2, 13 October 1967

1. GENERAL

This regulation sets forth the policy, responsibilities, organization, and procedures for the operation of the Selection Processing Division (SPD), and is published at this time in order to permit the SPD to continue its development as a fully integrated selection processing unit. Since, however, the additional resources required for the SPD have not yet been provided, the SPD must rely on other OMS components for personnel and other types of support.

2. POLICY AND PURPOSE

The Selection Processing Division is established in the Ames Building as a separate component of the Office of Medical Services. The mission of the SPD is to conduct initial-type (pre-employment and entrance-on-duty) medical evaluations, conduct medical evaluations and provide immunizations for dependents, provide health services support for Agency personnel and activities in the Rosslyn area, and perform other functions as may be later prescribed.

3. RESPONSIBILITIES

a. Chief, SPD, is responsible for the overall development and accomplishment of the SPD mission.

b. Chiefs of Clinical Division, Psychiatric Staff and Support Division will provide continuing support necessary for the operation of the SPD. This includes personnel, consultant and referral services, supplies, and professional and administrative assistance in general.

4. ORGANIZATION

a. Until such time as the additional staff positions required for the SPD are forthcoming, the SPD will be comprised of (1) staff employees detailed from other OMS components, and (2) full-time contract employees. All such personnel, however, will be under the supervision of the Chief, Selection Processing Division,

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even though -- as in the case of detailed staff personnel -- they remain assigned to other OMS components. Medical Officers detailed to the SPD are however encouraged to discuss any problem case being evaluated with the Clinical Division and/or Psychiatric Staff in order to ensure the necessary and appropriate consideration by the specialties concerned.

b. The attached chart shows the organization of the SPD. The organization is subject to change as experience warrants.

5. PROCEDURES

a. The SPD will issue appropriate Reports of Medical Evaluations for those evaluations it conducts. No referral to any other OMS component is required for this. Recommendations for disqualification will be forwarded directly to the DD/MS or to such other senior OMS official as may be designated by the D/MS.

b. C/CD and/or C/PS will be afforded the opportunity to review disqualifications on a "sample screen" basis, with the further understanding that C/SPD will seek their consultative assistance whenever this is appropriate.

c. The SPD will prepare the necessary memorandum for D/MS concurrence whenever as a result of medical evaluation it is the recommendation of the OMS that a dependent not accompany an employee on field assignment. Such memorandum will be forwarded to DD/MS or to such other senior OMS official as may be designated by the D/MS.

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JOHN R. TIETJEN, M.D.
Director of Medical Services

Attachment:
SPD Organizational Chart

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