

1 NOV 1966

RESPONSIBILITY FOR: Director of Medical Services

SUBJECT: Counseling Center, Office of Medical Services

1. The following proposal is presented for the organization, operation, and over-all continuing review of a counseling service in OMS:

a. There is established in OMS a counseling service designated as Counseling Center, OMS.

b. The responsibility for the actual operation of the Counseling Center, OMS, will reside in C/AMS/OMS who will exercise technical and administrative supervision of the Center's operation. He will designate a member of his staff as Chief, Counseling Center, OMS.

c. The center will be physically located at 1000 Glebe Road specifically in the space soon to be vacated by the Dependents' Medical Facility.

d. The services of the Counseling Center/OMS will be available to Agency supervisors and employees at all levels in all components.

e. There is established within the OMS a Counseling Advisory Board with responsibility for providing policy guidance for and review of the operations of the Counseling Center. The membership of this group consists of DG/MS (Chairman), C/CD/OMS, C/PS/OMS, C/OD/OMS, C/AMS/OMS, and XO/OMS.

2. The Counseling Center, OMS, through appropriate intake and referral (to OMS components of primary concern) procedures, will concentrate its services to a major extent on problems relating primarily to personnel assignment as these problems impinge on job performance and behavior and involve matters of ability, skills, aptitudes, interest, attitude and general personality characteristics. The Counseling Center's primary concern, then, would be with non-incapacitating problems potentially amenable to vocational (career), educational (training both internal and external), rehabilitation (reassignment, retraining, retooling), human relations (supervisor-supervisee relationships), pre-employment, pre-retirement advice, guidance and counseling.

25X1A9a

OMS/AMS/ [redacted] Jv (26 Oct 66)

Distribution:

Orig & 1 - Addressee

1 - C/CD

1 - XO/OMS

1 - C/PS

Approved For Release 1999/08/01 : CIA-RDP78-06180A000300030002-0

✓ 2 - O-D/MS Files

2 - AMS/OMS Files

[redacted] Deputy Director of Medical Services

25X1A9a

~~SECRET~~