

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OMS Off-Site

STAT

FROM: Gary E. Foster  
D/OMS  
1D4061 Hqs.

EXTENSION

NO.

DD/A Registry  
88-2145X

DATE

4 October 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
  
DDA

✓

Rae:  
  
Some thoughts on your talk to our OMS off-site. This is the first such meeting in OMS history. Only our applicant processing folks will remain at post at full strength.

Gary

*DDA REG.*

DDA REGISTRY  
~~FILED DD/A REGISTRY~~  
FILE: \_\_\_\_\_

*OFM - J - AR*

SUGGESTED TOPICS FOR DDA'S DISCUSSION AT OMS OFF-SITE

Tuesday 11 October 1988

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0900-1030

1. Anything that is on your mind.
2. Your concept of service and support.
3. Major Agency issues during upcoming transition.
4. Your thoughts on OMS - Helpful, etc.
5. Comparing DA to DI and DS&T - From your personal experience

(This will be the first whole office offsite ever)

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We will cover:

1. The Office over the past 18 months
  - a. achievements
  - b. areas for improvement
  - c. promotions, awards, etc.
2. Future plans
3. Recent changes in the rules for promotion, training, panel structure, etc. How is it working out?
4. Reinforcement of security practices and treatment of medically confidential information.

OMS OFF-SITE AGENDA

Tuesday, 11 October 1988

Gymnasium Building

[Redacted]

0830-1700 hrs

25X1

0830-0900 Welcome & Introduction of DDA Gary E. Foster, D/MS

0900-1030 R. M. Huffstutler, DDA  
A question & answer session will follow  
Mr. Huffstutler's address.

1045-1100 Break

1100-1200 State of the Office Posture Gary E. Foster, D/MS  
Long-term OMS directions;  
status of changes in OMS; strengths & weaknesses in  
OMS; management development program(s) for OMS and DA;  
significant initiatives in OMS worth developing; how  
OMS compares to other offices in DA in terms of morale,  
efficiency, appreciation, etc.; problem areas--patient  
and paper flow; management of HIV cases; in-house  
education/training, e.g., computers, seminars, etc.

1200-1300 Lunch

1310-1330 Stress Management [Redacted] 25X1  
Psychologist,  
Consulting & Clinical  
Psychology Branch/CAD

1330-1400 Current Status of the Two [Redacted] 25X1  
ADP programs, OMSBAR and  
Automated Scheduler, and their impact on OMS Divisions  
and the Agency; the Overseas Medical Benefit Program  
scheduled to come to OMS/RMD from OP on/about 4 Oct 88;  
responsibilities of newly assigned OIT/IMD officer who  
will serve as Chief, Records Branch/RMD.

1400-1415 Break

1415-1430 Security Violations within [Redacted] EXO 25X1  
OMS; handling of medically  
privileged information.

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- 1430-1450 Student Co-op Programs/ [redacted] 25X1  
Internships in OMS; C/Personnel/OMS  
OMS/Agency policy on  
tandem couple overseas assignments; Agency's  
Paternity/Maternity Leave-Sharing Program.
- 1450-1630 OMS Career Panel Chiefs; [redacted] DD/MS & 25X1  
functions and membership; OMS Career Panel Chiefs  
career development;  
Agency, DA & OMS guidelines for performance awards and  
career accomplishment recognition; OMS posture on  
rotational assignments.
- 1630-1700 Wrap-up D/MS & DD/MS  
Questions & Answers

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20 September 1988

MEMORANDUM FOR: Executive Assistant to the DDA

FROM: Gary E. Foster  
Director of Medical Services

SUBJECT: Status Report on DA Goals for 1988

REFERENCES: A. Memo to DCI from DDA dated 6 Jan 87  
subject: The DA - Goals for 1988  
(DDA 88-0066)

B. Memo to DCI and DDCI from DDA dated  
27 June 86, subject: The DA - An  
Action Agenda (DDA 86-1166)

1. The Office of Medical Services' response to References A and B is keyed to the relevant paragraphs of each reference and is presented below:

Reference A

b. During 1988, OMS launched a concerted effort to recruit minorities for its various occupational disciplines. We achieved moderate success in this endeavor by EODing two black female clericals and by the transfer into OMS from elsewhere in the Agency of one female Hispanic records clerk and one male Hispanic Medical Service Officer (MSO). We are currently processing two male Hispanic MSO applicants who are in various stages of the hiring pipeline, and who we anticipate EODing in early 1989. In addition, we will be sponsoring one "MUPIE" as a pre-medical student beginning in the summer of 1989.

e. OMS has placed increased emphasis on career development by encouraging employees to take advantage of the numerous internal Agency training courses, as well as promoting external sponsorship in academia. Up to the present time, [ ] OMS managers have attended one or more management training courses and [ ] OMS employees are being sponsored for full-time academic training for one year or more. This represents approximately [ ] of our total on-board full-time staff.

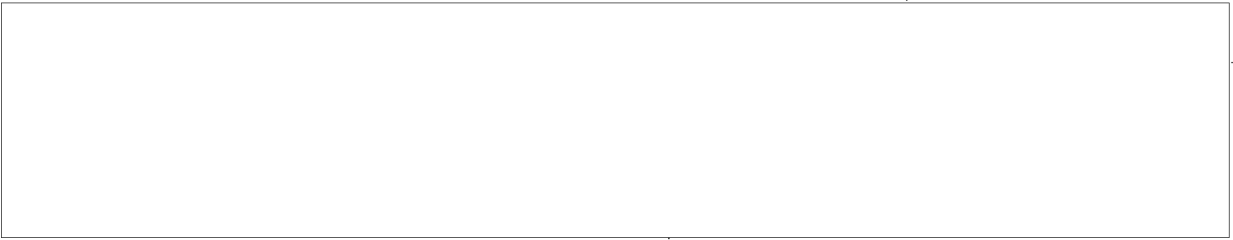
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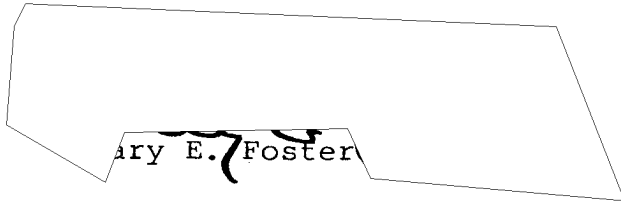
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2. OMS will continue to improve its progress toward accomplishing the goals that we established for ourselves in 1988 and will accomodate new goals for 1989 by shifting some of our existing resources and through acquisition of increased resources to meet our continuing challenges in support of Agency requirements.

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29 August 1988

MEMORANDUM FOR: Chief, DA Management Staff  
FROM: Gary E. Foster  
Director of Medical Services  
SUBJECT: OMS Major FY 1988 Accomplishments  
REFERENCE: DA 88-1706, dtd 15 Aug 88, Subject:  
IC Staff/OMB 1990/91 Budget Hearings

Office of Medical Services major accomplishments as of  
1 August 1988 included:

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--Undertook two studies: One of the 20-year history of the Career Trainee Class of 1967. The study is approximately half complete and analyzed. The second one focused on employee attitudes toward Wellness (carried out by Clinical Activities Division using a contractor).

--Conducted nine employee surveys for Agency customers including: Dolphin, Benefits, Banding, IC Production, two on Agency Couples (one for DS&T and one for OIG), Secretarial Career System, Employee Satisfaction and FBIS Product and Services. Effects were (a) better targeting of Agency resources in each of the areas surveyed and (b) more serious manager attention to employee issues identified.

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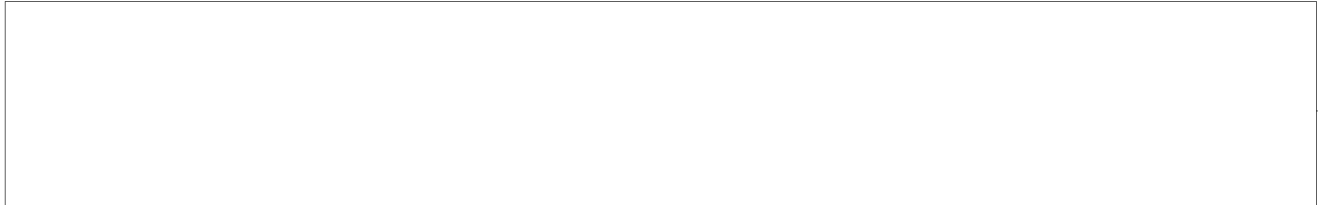


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--Initiated operation of a bar-coding system to track medical charts, ultimately speeding employee processing.

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--Acquisition of 256 new cases by the Employee Assistance Program (EAP), which includes 151 general counseling cases, 70 financial counseling cases, and 35 substance abuse counseling cases. This brings the total EAP caseload to 504 thus far in FY 1988.

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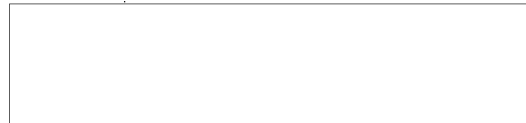
--Provision of  psychiatric and psychological consultations for employees and  management consultations

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--Provision of psychological testing and career, retirement and special counseling to  employees.

--Furnishing research and design support for OP's IS Career System Survey and OIG's Tandem Couple Investigation.

25X1



Gary L. Foster

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