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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415
Oct. 16, 1967

Executive Registry

IN REPLY PLEASE REFER TO

YOUR REFERENCE

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Alcoholism is a serious social problem. The National Council on Alcoholism estimates that \$2 billion annually are lost to the nation as a result of alcoholism and conditions related to it. Researchers tell us that no segment of society is immune from its effect.

Our occupational health program provides a unique opportunity to act in this area. Accordingly, the Civil Service Commission has scheduled a Conference on Drinking Problems on November 7 and 8, 1967. It will bring together in the Civil Service Commission Auditorium experts from science, industry, community organizations, and Government to present the latest information and experience on alcoholism and drinking problems, and ways to deal with them. It will also present an opportunity for each agency to share in developing a Federal program that is realistic and workable.

I ask that you designate a responsible person to represent you and your agency at the conference. He could be a member of your personal staff, your agency's Personnel Director or Occupational Health Officer or other person who can speak for your agency. Preferably, he should be the person who will be assigned continuing administrative responsibility in your agency for work in this area. So that there can be meaningful interchange with speakers and effective work groups, participation will have to be limited to your administrative representative and, if your agency has one, your Medical Director or other professional medical person.

There is no charge for attending the conference but for planning purposes, I would appreciate your letting me know the name, title, address and phone number of your administrative and medical representatives as soon as possible but not later than October 25.

Sincerely yours,

John W. Macy, Jr.
John W. Macy, Jr.
Chairman