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24 January 1967

Dr. Tietjen:

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The following is a resume of the attached memoranda from Dr. [REDACTED] Chairman of the Committee on Alcohol:

2 December 1966: This memorandum deals with the Navy document, "Alcoholism, A Supervisory Guide". The Committee recommends the issuance of this Guide, with appropriate modifications, by the Office of Personnel. It further recommends discussions be held between the Office of Personnel and the Office of Medical Services for the purpose of determining specific modifications to the Guide and referral procedures.

21 November 1966: This memorandum also deals with the Navy's "Alcoholism, A Supervisory Guide", stating that many of the points would be of value to the program of the Medical Office. No recommendations are made in this memorandum.

27 October 1966: Attached to this memorandum is another of the same date, in which it is proposed that, as an initial effort, the Medical Office present a 1-hour lecture and discussion to Career Trainees in the Operations Familiarization Course of their training. A second proposal is that the Medical Director of the Foreign Service be invited to discuss his office's experience with their program of detection and treatment of the problem drinker. With reference to the Navy document, "Alcoholism, A Supervisory Guide", the memorandum states it is an example of the type of program which can be formulated in which the interest of senior management is represented. The use of sick leave for individuals pursuing a recognized rehabilitation program should certainly be adopted in the Agency along similar lines. In addition, it is suggested that the Medical Office program might consist of the following areas:

a. Educative seminars concerning the subject of the medical aspects of supervision--possibly to start with the DD/S in groups small enough to permit interchange among participants. This aspect of the program could be developed jointly with the Office of Training or with their consultation and advice.

b. The Medical Office itself might establish a defined program of procedure in concerning itself with those individuals with known problems related to alcohol.

c. The Medical Office Counseling Service for supervisors and employees could be established as previously recommended.

Peggy

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