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CONFIDENTIAL

Deputy Comptroller

12 July 1951

Chief, Medical Staff

Contracts for Personal Services under Approved Medical Office Projects

1. Reference is made to your memorandum of 10 July 1951 of above named subject.
2. Your attention is directed to Project DD/A 87-51 which authorizes the procurement, assignment and methods of payment in regard the establishment of certain medical personnel pools.
3. Contract concerned exists by reason of creation by the General Counsel's Office and, therefore, it is assumed that such contract is in conformity with Agency policies and procedures.
4. The Office of E & S is fully aware of the project and it is only after appropriate notification from such office that individuals are placed under contract. This fact can be confirmed by either calling [redacted] of I & S or [redacted] of Personnel.
5. It will be noted that each individual contract has been already personally approved by the Chief, Medical Staff.
6. It will also be noted that acceptance of the contract has been approved by each individual concerned.
7. No pseudonyms have been appointed in execution of these contracts.
8. Principles determining the amount of "retainer" fee are as follows:

Ordinarily, a hospital house staff physician is paid a monthly stipend, and room and quarters are furnished by the hospital. Inasmuch as the proposed tour of assignment at a hospital is of short duration and obviates the possibility of formal hospital relationships, the Medical Office is seeking to reimburse the contractee in lieu of payment ordinarily received by the hospital. Usual monthly stipend is determined and estimate made of the additional cost of board and quarters and a final sum thus determined.

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As an average, it is estimated that such sum will be in the neighborhood of \$300 per month. Sums less than that may be accounted for on the basis of differential and stipend or possibly on the contractor's ability to maintain separate income.

9. The Medical Office trusts that the above information is satisfactory and suggests that any further details that may be required may be obtained from [REDACTED] Administrative Officer, Medical Office.

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JOHN R. TISTJEN, M. D.

MO/JRT:njc

Distribution:

Orig & 1 Addressee
1 Project DD/A 87-51
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