

OFFICE OF MEDICAL SERVICES

I. INTRODUCTION

The Director of Medical Services is responsible for developing and directing the Agency's medical programs, both in the United States and overseas. These programs are concerned with promoting and maintaining the physical and mental fitness of all Agency employees, and dependents when applicable; providing medical evaluations and psychological assessments for job suitability; and providing medical and psychological support to operational and intelligence production activities.

II. ASSUMPTIONS

A. The challenge which OMS will face during the next few years is a continued growth in Agency requirements which will result in demands for increased services. While OMS' resource base will increase modestly, there will be continued emphasis on cost effectiveness and efficiency. The creative management concept will not only be continued but more vigorously applied to all programs to permit OMS to support new Agency initiatives and requirements.

B. Continued and increased covert actions and operational requirements will place additional demands on medical support requiring OMS to plan and work more closely with Directorate of Operations.

C. Assumption that there will be increasing requirements for behavioral expertise during the next five years is already proven true. Indeed, all components of the Agency have been tasked in recent months to reorganize to deal with the international terrorist threat. Thus, the Psychiatric Operations Division will be required to support anti-terrorism and other operational capabilities.

D. Operating environments overseas will become increasingly hostile requiring expanded medical services overseas, particularly in those third world countries.

E. Within the next few years the Agency will be confronted with an increasing number of real and perceived health problems related to "occupational" exposures.

F. Over the next few years record-keeping and information-processing needs will continue to grow. The ability to integrate data in psychological, psychiatric, and medical files with relevant data in Human Resource System (HRS) will allow OMS to make needed adjustments in its programs and to target its responses more effectively.

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III. GOALS

A. Personnel continues to be the single most important resource of the Agency; consequently, our primary goal is to assist in the selection and retention of the most qualified and suitable individuals with emphasis being placed on streamlining and exploiting the state-of-the-art existing capabilities and equipment.

B. Review and broaden OMS' plans and capabilities in providing medical and psychological support to operational and intelligence production activities.

C. Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

D. Review current medical orientation and training programs, refine existing programs, and develop new programs to support the Agency mission.

E. Continue disaster/emergency planning which focuses attention on contingency planning and develop mechanisms and procedures which will maintain essential OMS support capabilities under adverse conditions.

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SUBMITTED:

[Redacted Signature Box]

Director of Medical Services

Signed: James H. McDonald

28 OCT 1983

APPROVED:

Deputy Director of Administration

Office: Joint Clinical Activities Division and Environmental Health and Preventive Medicine Officer, Office of Medical Services

Goal Statement: Personnel continues to be the single most important resource of the Agency; consequently, our primary goal is to assist in the selection and retention of the most qualified and suitable individuals with emphasis being placed on streamlining and exploiting the state-of-the-art existing capabilities and equipment. STAT

Objective: Create a computer based data system of employee diagnosis as they complete their current evaluations that will permit statistical analysis to assist OMS to make needed adjustments in its programs and to target its resources more effectively.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Evaluate adaptability of current and proposed OMS RAMIS software system to accomplish this objective	0			
(2) Update Diagnosis Form 4050 dated 3-78	0			
(3) Have item 2 printed by Printing and Photography Division	0			
(4) Complete Fundamental of VM	0			
(5) Run trial project with new FORM 4050 for 3-month period of collection of data		0		
(6) Modify Form 4050 as indicated from item 4			0	
(7) Complete RAMIS Report Writing I			0	
(8) Enter data into OMS RAMIS System			0	
(9) Evaluate ability of item 1 to analyze trial data as outlined in the goal			0	
(10) If trial successful, expand goal to include all employee examinees in a prospective manner				0

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Office: Alcohol Program, Office of the Director of Medical Services

Goal Statement: Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: Integrate the AP more fully into the Consultative Services Program in order to maximize the Alcohol Program's usefulness to Agency employees.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Staff: Fill the current Alcohol Program slot with an individual experienced in identifying alcohol problems, but trained to screen for other problems as well		0		
(2) Publicity: Produce brochure on Consultative Services		0		
(3) Training: Complete training of Agency supervisors in Alcohol Program use with continuing emphasis on access to the Alcohol Program through Consultative Services as well as other Consultative Services programs.			0	

Office: Training Branch, Field Operations Division, Office of Medical Services

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Goal Statement: Review current medical orientation and training programs, refine existing programs, and develop new programs to support the Agency mission.

Objective: Develop new training programs and implement them to support the Agency and the Office of Medical Services mission.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Establish an external M.D., R.N., and M.S.O. refresher training to suit OMS and individual requirements	0			
(2) Explore the need for medical training to Agency NOC personnel		0		
(3) Establish a worldwide overseas medical orientation program			0	
(4) Complete the OMS briefing presentations for Agency personnel				0
(5) Enter all OMS training files into the WANG world processor to effect office automation	0			

Office: Support Branch, Registrar and Support Division, Office of Medical Services

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Goal Statement: Personnel continues to be the single most important resource of the Agency; consequently, our primary goal is to assist in the selection and retention of the most qualified and suitable individuals with emphasis being placed on streamlining and exploiting the state-of-the-art existing capabilities and equipment.

Objective: See milestone below -- one-time presentation.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>● Coordinate the clinical and psychiatric facilities relocation of the applicant and dependent medical processing insuring minimal down time and a smooth transition of the Selection Processing Division and the Selection Support Branch to the <input type="text"/></p> <p>●</p>	0			

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Office: Support Branch, Registrar and Support Division, Office of Medical Services

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Goal Statement: Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: See milestone below -- one-time presentation

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Carry out recommended renovations to the Agency gym facility and Headquarters OMS				0

Office: Information Management Branch, Registrar and Support Division, Office of Medical Services

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Goal Statement: Personnel continues to be the single most important resource of the Agency; consequently, our primary goal is to assist in the selection and retention of the most qualified and suitable individuals with emphasis being placed on streamlining and exploiting the state-of-the-art existing capabilities and equipment.

Objective: To improve the management and accessibility of diverse information within OMS by expanding and exploiting the network capabilities of our existing systems, and by utilizing automation tools available to the Agency.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) GTE Telenet Medical Information Network access complete			0	
(2) Delta Data/lab equipment/VM interface complete			0	
(3) Wang/VM patient scheduling system complete			0	
(4) Wang/VM laboratory supplies system complete			0	
(5) Wang/VM immunization system initialized			0	

Office: Registrar Branch, Registrar and Support Division, Office of Medical Services

Goal Statement: Continue to develop a quality Agency Health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: See milestone below - one-time presentation

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Render administrative support in the implementation and enhancement of Agency Physical Fitness requirements and current and future exercise facilities		0		

Office: Psychiatric Division, Office of Medical Services

Goal Statement: Personnel continues to be the single most important resource of the Agency; consequently, our primary goal is to assist in the selection and retention of the most qualified and suitable individuals with emphasis being placed on streamlining and exploiting the state-of-the-art existing capabilities and equipment.

Objective: To refine and streamline psychiatric selection while updating screening instruments and making them more responsive to PD selection information needs.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Literature review and collection of input for staff and consultants	0			
(2) Institution of changes and reporting on revisions				0

Office: Clinical Activities Division, Office of Medical Services

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Goal Statement: Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: Develop an integrated Agency health and fitness program.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) First Quarter: Identify existing health/fitness-related resources and deficiencies	0			
(2) Second Quarter: Identify remedial options and define new options		0		
(3) Third Quarter: Formulate in detail the integrated Agency program which is most appropriate			0	
(4) Fourth Quarter: Where feasible initiate new elements in the formulated program and realign existing elements as part of the new approach				0

Office: Clinical Activities Division, Office of Medical Services

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Goal Statement: Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: Upgrade the quality of the fitness/exercise room program.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) First Quarter: (a) CEM Turfing of running track and exercise room (b) Installation of air handlers, lockers, and mirrors (c) Paint area	0			
(2) Second Quarter: (a) Installation of Nautilus equipment (b) Bring on board half-time exercise physiologist		0		
(3) Third Quarter: Develop exercise programs for special Agency target groups			0	
(4) Fourth Quarter: Integrate the exercise room into a broader health and fitness program				0

Approved For Release 2008/07/09 : CIA-RDP85B01152R000901260019-2

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Office: Selection Processing Division, Office of Medical Services

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Goal Statement: Review current medical orientation and training programs, refine existing programs, and develop new programs to support the Agency mission.

Objective: The ability of our MSO's and RN's to provide more detailed evaluations and examinations is important from a training, Health Service, and budgetary standpoint. The implementation of a formal physical diagnosis training program will facilitate this.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Obtain firm commitment regarding need for class and insure time for personnel to attend	0			
(2) Organize class-define objectives-obtain materials	0			
(3) Conduct weekly sessions X20	0	----->	0	
(4) Arrange for tutorials (a) coordinate with OMS training officer (b) arrange hands-on experience				0
(5) Assess effectiveness of program				0

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Office: Selection Processing Division, Office of Medical Services

Goal Statement: Continue to develop a quality Agency health service viewed by the employee as an additional benefit which will assist in the retention and productivity of Agency employees.

Objective: The health of Agency employees and dependents is of prime concern. To insure continued health maintenance, an Agency mammography screening program for all employees and dependents (according to American Cancer Society guidelines) will be established.

● Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
(1) Insure new X-ray equipment properly installed	0			
(2) Define eligibility criteria to American Cancer Society standards		0		
(3) Complete mammography training		0		
(4) Send out employee/dependent newsletter			0	
● (5) Implement program				0