

USAID/VIETNAM

MEMORANDUM

TO : Mr. Ogden Williams, CORDS
FROM : USAID Personnel Office
SUBJECT: Medical Examination
REF : 3 FAM 684.1b

Date: October 17, 1967

Each Foreign Service employee, and/or dependent, departing on home leave, transfer or resignation is encouraged to have his required medical examination 60 to 90 days prior to departure from post in order that the report of the examination can be forwarded to the Department at least 30 days before departure from the post.

Our records indicate that your ETD is January 1968. You are, therefore, requested to call the State Department Medical Officer, Dr. Harold J. Holleran, at the 17th Field Hospital Dispensary, 148 Tran Hung Dao, telephone 93934, Ext. 117, and make an appointment to have the examination. Enclosed are Forms SF-88 and SF-89. The entire Form SF-89 and through item 17 on Form SF-88 should be completed before you go for your appointment.

Item 5 on both forms should show Purpost of Examination to be "In Service" unless you are being completely detached from the Foreign Service. The following additional information should be given on the back of Form SF-89:

1. Present Post: SAIGON (or whatever post it is in Vietnam)
2. Approximate date of departure on home leave or transfer:
3. Home leave address:
4. Next Post or Assignment:

If you plan to have yours and your family's examination in Washington at the State Department Medical Division, you must write in advance requesting an appointment for the laboratory and X-ray portion of the examination on the first work day of consultation and examination by the physician two work days later. Children under 12 years of age are examined by a family physician or pediatrician.

Enclosure:

1. Form SF-88 (1 copy)
2. Form SF-89 (3 copies)