

and awards, for the Department. The Division also prepares revenue estimates for Departmental facilities and programs.

OFFICE OF PERSONNEL MANAGEMENT

Frank C. Zoll, *Chief*

201 W. Preston St.
Baltimore 21201 Telephone: 225-6386

The Office of Personnel Management provides manpower resource services and management to Department program administrators, institutions, and county health departments. The Office helps all levels of the Department recruit, appoint, and maintain skilled and motivated employees.

DIVISION OF STAFF DEVELOPMENT AND TRAINING

Francis W. Green, *Chief*

Building "G"
Spring Grove Hospital Center
Baltimore 21228 Telephone: 788-7811

The Division implements all out-service training for over 14,000 Department employees and also works closely with those Department agencies that provide in-service training.

OFFICE OF EDUCATION AND TRAINING FOR ADDICTION SERVICES

Ludwig Lankford, *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 225-6933

The Office of Education and Training for Addiction Services (OETAS) was created in 1976. It provides alcohol and drug abuse training for health care workers and administrators who are in contact with addicts. The Office's primary responsibility is to provide this training to agencies functioning under the auspices of the Addictions Administration. It also provides addiction training to community organizations, as well as to other State and local agencies, such as local school systems (Code 1957, Art. 41, sec. 206D).

FISCAL SERVICES ADMINISTRATION

Harry G. Beck, Jr., *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 225-5820

The Fiscal Services Administration plans, organizes, and directs the activities of the divisions of Reimbursements, General Accounting, Audit Operations, Grants Administration, Cost Accounting, and Procurement. The director and staff analyze and provide all necessary fiscal, accounting, and contracting services for a statewide operation of major program administrations and health care facilities. The Administration develops Department-wide systems, policies, and procedures for fiscal management in coordination with regulatory/control agencies, the legislature, and the federal government.

DATA INFORMATION SYSTEMS ADMINISTRATION

Hugh C. Carrington, *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 225-6830

The Data Information Systems Administration plans, organizes, and directs the activities of the divisions of Data Processing Planning, Data Processing Operations, and WIC (Supplemental Food Program for Women, Infants, and Children) Information Systems. The director and staff provide highly technical support services, computer programming, and data processing. These services are provided to the entire Department, other agencies, and the general public, and are statewide in scope.

GENERAL SERVICES ADMINISTRATION

Joseph R. Noll, *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 225-5830

The General Services Administration plans, organizes, and directs the activities of the divisions of Central Services, Vital Records, and Engineering and Maintenance, as well as the Telecommunications Office and the Library. The director and staff provide support services in such areas as supplies and procurement, space allocation, fleet