DEPARTMENT OF DEFENSE
Armed Forces Epidemiological Board

MEMORANDUM TO: MEMBERS, ASSOCIATE MEMBERS, OF THE VIRAL INFECTIONS COMMISSION, AND RESPONSIBLE INVESTIGATORS UNDER THE SPONSORSHIP OF THIS COMMISSION

FROM: W. McD. Hammon, Director, Viral Infections Commission

SUBJECT: 1. Requirement for Annual Progress Reports and Final Reports on Contracts with the Surgeon General, D/A.

DATE: January 17, 1957

1. May I call your attention to the memorandum dated 3 January 1957 on the above subjects, which you should have received by now from Captain Babione.

2. Annual reports should be prepared in the number shown under paragraph 3 of the memo referred to above, namely 129. Four of these should be sent directly to: Chief, Preventive Medicine Research Branch
   Research and Development Division
   Office of the Surgeon General, D/A
   Washington 25, D.C.

The remaining copies (125) should be sent to me to arrive not later than 28 February.

3. The form of this report is specified in paragraph 5 of the memo of 3 January. You will note that an abstract is to be written and that in addition to the abstract which is a part of each of the 129 reports, 25 additional copies of this abstract should be sent to me. Please note that as indicated in paragraph 5-c, if the abstract exceeds 200 words, 10 copies of a separate summary in 200 words or less is required.

4. Applications for grant renewals on the forms supplied are required by 28 February in the AFEB office.

5. The date of our annual spring meeting has been set for 28 and 29 March in Washington, D.C.
6. I wish to extend an invitation for you to suggest any special topics for the agenda of the spring meeting. In addition to the usual, such as the reports of the President of the Board, of the Executive Secretary, of the Chairman, reports of members and principal investigators on their research, appointments and re-appointments of members and associate members, contract renewals, new contract applications, meeting of the Hepatitis Sub-Committee and the Taiwan hepatitis project of Capt. Phillips, I would like to have a complete agenda prepared to circulate prior to the meeting, and any help you can give me will be appreciated.

*reports from the three Armed Services

cc: Dr. Dingle
    Capt. Babione