MEMORANDUM TO: Members, Associate Members and Principal Investigators of Commission on Viral Infections, AFEB

FROM: W. McD. Hammon, M. D., Director

DATE: 24 May 1960

SUBJECT: Report of Armed Forces Epidemiological Board Meeting of May 16-18, 1960

At the recent meeting of the Armed Forces Epidemiological Board attended by your Director a report was given by the Committee on Public Information for the AFEB which had to do with disseminating information, particularly to the military, regarding the activities of the AFEB and its Commissions. In addition to certain responsibilities formerly delegated to Commission Directors, there was one item which requires direct cooperation of investigators. I hope you will all take note of this and comply. The following is a quotation from the report.

"When a Principal Investigator is publishing a study which is of interest to the Armed Forces, he is urged to prepare an abstract account of the report as a spot item for the Armed Forces Medical Journal as he submits the paper to the Commission Director for publication. This summarizing paragraph should indicate the journal of anticipated publication. The item for the AFMJ will be held until notification of acceptance and indication of date of publication. Then the author will notify the Executive Secretary who will inform the Editor of AFMJ. These "spot items" might well be expanded for topics of special interest to the military into two or three page summarizations.

Appropriate papers may well be considered for original publication in the AFMJ."

Other items of interest to you which were brought out at the meeting are as follows:

No classified materials are to be presented at Commission meetings without previous clearance by the Secretary of the Armed Forces Epidemiological Board.

Any special travel duty on orders should be cleared well in advance. Any overseas travel, even on contract funds, should be cleared with the Commission Director prior to requesting such authority from the Secretary of the AFEB.

A new standard OPERATING PROCEDURES manual will be produced this summer as a result of the revision of the old but we are warned to hang on to the old one and follow it except for such additions or changes, such as those given above, until you receive the new one.
We were reminded that renewal contract applications frequently arrive incomplete in respect to (1) other sources of funds, (2) estimate of balance, and (3) estimate for future years. Some do not arrive on time. Any such deficiencies greatly hinder processing.

We were also reminded contract business should be addressed to Research and Development with copies to Colonel Rizzolo and to the Commission Director.

We were again advised that guests invited to Commission meetings whose transportation is to be paid with government funds must be restricted to a reasonable minimum. It would be appreciated if such invitations would be cleared through the Director prior to their issuance.

It may be of interest to you to know that Research and Development will be receiving $1,800,000 less this year than last year so it is obvious that Commission activities through contracts will not be expanded and curtailment will certainly occur. All contract renewals were assigned priorities and all who had requested a sum in excess of that of the previous year had to be assigned specific additional priorities for the excess. In view of this your Commission Director reduced the amount of his renewal request by $10,000 in his final recommendations.

W. McD. HAMMON, M. D.
DIRECTOR
COMMISSION ON VIRAL INFECTIONS