MEMORANDUM FOR:  ALL DIRECTORS, MEMBERS, ASSOCIATE MEMBERS AND RESPONSIBLE INVESTIGATORS WORKING UNDER THE AEGIS OF THE ARMED FORCES EPIDEMIOLOGICAL BOARD

SUBJECT:  Official Letterhead of the Armed Forces Epidemiological Board

1. It is requested that addressees and their secretaries check their supplies of official letterheads, as well as, "penalty" envelopes used in correspondence pertaining to all projects sponsored by the Commissions of the Board.

2. All old letterheads bearing the imprint:

   Department of the Army
   Office of the Surgeon General
   Army Epidemiological Board

or

   Department of the Army
   Office of the Surgeon General
   Armed Forces Epidemiological Board

should be discarded and used for scrap and not used for official correspondence.

3. The letterhead to be used is similar to that used on this memorandum, with a return address provided by the use of a rubber stamp, such as:

   Office of the Director
   Commission on Immunization
   c/o Army Medical Service Graduate School
   Walter Reed Army Medical Center
   Washington 12, D. C.

or

   Commission on Acute Respiratory Diseases
   Doctor Charles H. Rammelkamp, Jr., Member
   c/o School of Medicine
   Western Reserve University
   2109 Adelbert Road
   Cleveland 6, Ohio
It is essential that such a stamp be used to provide a proper return address on the envelope otherwise undelivered communications are returned directly to this Office, or communications are addressed directly to this Office. The cost of such a stamp is a proper charge against contract funds.

4. If supplies of the official letterhead are not available, request that the Administrator be promptly informed, and he will supply them.

FOR THE ARMED FORCES EPIDEMIOLOGICAL BOARD:

ADAM J. RAPALSKI
Colonel, MC
Administrator
Armed Forces Epidemiological Board