Memorandum for Board Members, Commission Directors and Deputy Directors

Subject: General meeting of the Board, 13-15 February, 1969

1. I am pleased to enclose for your review the just-completed agenda for the subject meeting. Your attention is invited particularly to the Executive Sessions. These sessions have been very valuable to us in recent meetings but to assure their maximum use, it would be well to have an agenda for each of the sessions. This applies especially to the Executive Session scheduled for 1430 hours on 14 February at which time we meet with the Preventive Medicine Officers and the R&D Command. Suggestions about items to be discussed in this Session would be welcomed by Colonel Prior, so that our military colleagues can prepare themselves should specific items requiring a presentation of data be desired. The Executive Sessions listed for 1030 on the 13th and 1545 on the 14th will undoubtedly be as important for us at this meeting as they have in the past. If you have specific items for discussion at these sessions, please communicate them to Colonel Prior and to me.

2. At the present time, of our 13 commissions, only 5 commissions have deputy directors. It would seem appropriate for each director to have a deputy, hopefully having one who would be most likely commission member to succeed to the directorship. For the larger commissions, it would be particularly advisable because of the many responsibilities of the commission director, which he should share, not only because of their magnitude but because of the experience which the deputy can gain in commission affairs. I hope that during the coming meeting, we can discuss this matter further, hopefully with the Board being offered names of candidates for deputy director positions and also candidates who may be considered as successors to commission directors who have expressed a wish to relinquish their positions.

3. We have many events of importance listed in the agenda, but one which deserves our collective attention is the social hour scheduled for the afternoon of the 13th. This will be our opportunity to greet those of our military colleagues who are new on the AFEB scene. They are several since we had our last meeting of the Board nine months ago.

4. For the benefit of all commission directors and deputy directors, I have tabulated the commission names and identified with each, the Board member who has agreed to maintain a particular familiarity with the work of the commission indicated:
Commission

Acute Respiratory Diseases
Cutaneous Diseases
Enteric Infections
Environmental Hygiene
Epidemiological Survey
Immunization
Influenza
Malaria
Military Accidents
Parasitic Diseases
Rickettsial Diseases
Streptococcal & Staphylococcal Diseases
Viral Infections

Board Member

Dr. Jordan
Dr. Rammelkamp
Dr. Cheever
Dr. Jordan
Dr. Sabin
Dr. Cheever
Dr. Woodward
Dr. MacLeod
Dr. Hammon
Dr. Snyder
Dr. Snyder
Dr. Rammelkamp
Dr. Hammon

5. Commission directors who may have general recommendations which should be considered by the Board at the February meeting, should distribute copies of these general recommendations to Board members, commission directors and deputy directors in the very near future so that they can be studied before being considered at the Board meeting.

Gustave J. Dammin, M.D.
President AFB3