MEMORANDUM FOR: COMMISION DIRECTORS

SUBJECT: Payment of Honoraria for attendance at Board and Commission-Sponsored Meetings

1. Because of misunderstandings concerning eligibility for payment of honoraria, the Board has seen the need for defining the categories of scientists whom it considers eligible for such payments for attendance at Board and commission-sponsored meetings, and has proposed the following guidelines, effective 1 July 1968.

2. Scientists associated with the Board and its commissions.
   a. Full members of commissions, as Consultants to The Surgeon General of the Army, will be entitled to honorarium payments when attending meetings of the commissions of which they are full members. Associate members of a Commission, whether or not they are also consultants, will not be considered to be acting in a consultant capacity when attending meetings of commissions of which they are associate members and will not be considered eligible for honoraria payments.
   b. When Board members, commission directors, full commission members, or other Consultants to The Surgeon General of the Army attend meetings of the Board or a commission by invitation, they will be considered entitled to honorarium payments. "By invitation" refers to an invitation extended by the President in the case of a Board meeting, and the Commission Director in the case of a Commission meeting.
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3. Specially invited guest participants.

Arrangements have been made with the U.S. Army Medical R&D Command for payment of honoraria to special guests who are outstanding scientists invited by the Commission Director with the concurrence of the President of the Board to present a paper or otherwise contribute significantly to the success of the meeting. Such arrangements must be initiated 2 months before the meeting since they require the approval of the President of the Board and special processing by the Contracting Officer of the U.S. Army Medical R&D Command.

It is expected that only occasionally will guests be included in this category.

4. Invited guests.

In general, scientists invited to attend and/or to report on their research in the field of interest of a commission will not be considered eligible for honoraria payments.

FOR THE ARMED FORCES EPIDEMIOLOGICAL BOARD:

SIDNEY A. BRITTEN
Captain MC, USN
Executive Secretary