MEMORANDUM FOR: ALL AFEB PERSONNEL

SUBJECT: Revised Operating Procedures of the Armed Forces Epidemiological Board

1. Enclosed is a copy of the Operating Procedures of the AFEB revised 20 January 1967 for your use.

2. Request previous issues of the Operating Procedures be removed from your files and destroyed.

SIDNEY A. BRITTEN
Captain MC, USN
Executive Secretary
OPERATING PROCEDURES
of the
ARMED FORCES EPIDEMIOLOGICAL BOARD

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(Revised - 20 January 1967)
CHAPTER I
ORGANIZATION OF THE ARMED FORCES EPIDEMIOLOGICAL BOARD

The Armed Forces Epidemiological Board was established by DOD Directive 5154.8, dated 8 October 1953 which is as follows:

A. INTRODUCTION

Pursuant to the authority vested in the Secretary of Defense by the National Security Act of 1947, as amended, there is hereby reconstituted within the Department of Defense the Armed Forces Epidemiological Board (hereinafter referred to as "The Board"). The Board shall function as a joint agency of the three Military Departments under the management control of the Secretary of the Army, subject to the authority, direction and control of the Secretary of Defense. The purpose of this Board is to provide the Military Departments with scientific and research assistance and advice on matters pertaining to problems in preventive medicine.

B. ORGANIZATION

1. The Board shall be composed of nine members, selected from civil life on the basis of their national standing in fields allied to the functions of the Board. Members of the Board shall be selected and appointed on a consultant basis by the Secretary of the Army, as management agent, based on nominations made by the three Surgeons General of the Military Departments. Each member shall be appointed for a period of four years. A top secret security clearance will be requested (See Chapter V). The members of the Board shall elect a President from among themselves who will serve in this capacity for a period of two years unless extended by re-election.

2. The Board may establish such commissions as it deems necessary from time to time to assist in the performance of its functions. Members of commissions shall be selected and appointed on a consultant basis by the Secretary of the Army, as management agent, based on nominations of the Board. Such members shall serve during the life of the commission or for two years, whichever is the shorter period. The Board shall designate one of the members of each commission to serve as its director.

3. The Board shall be assisted by an Executive Secretary and such qualified military and civilian personnel as may be required in the administration of the activities of the Board. The Executive Secretary shall be a medical corps officer of the Army, Navy or Air Force, selected on the basis of high professional qualifications and demonstrated medical administrative ability in fields allied to the functions of the Board. The Executive Secretary shall be appointed by the Secretary of the Army, subject to the approval of the Secretary of Defense, based on nominations received from the Army, Navy and Air Force. Normally, such appointment shall be for a period of four years and shall be made on a rotating basis in the order of Army, Navy and Air Force, provided that the Military Department next in line has an individual who meets the qualifications of the position and is acceptable to the nominating and approving authorities. The Executive Secretary
shall be responsible to the Secretary of the Army, as management agent, on administrative matters and to the Board on professional matters.

C. FUNCTIONS AND RESPONSIBILITIES

1. Under established Department of Defense policies, the Board shall:

   a. Serve as a consultant body to the Military Departments on technical aspects of the prevention and control of disease and injury.

   b. Through research, field investigation and active working participation with members of the medical services of the Military Departments, study communicable diseases and other preventive medicine problems, and based upon findings furnish the Military Departments with specialized scientific advice and recommendations.

2. The commissions shall assist the Board in the performance of its functions by undertaking studies, field and laboratory investigations, and making recommendations to the Board on such specific technical problems as are assigned.

3. In the investigation of preventive medicine problems of the Armed Forces, the Board shall take into consideration research conducted by other governmental and non-governmental agencies on similar problems, the propriety of methods of research recommended to be employed by the military medical services, and the pertinent practices employed by the Military Departments in the preventive medicine program.

4. It shall be the responsibility of the Board to make certain that the standards of ethics and scientific safeguards are maintained in the performance of these functions, particularly with respect to programs involving medical research and that such are consistent with the highest standards of military and civilian medicine, and further that unnecessary duplication of effort be avoided.

D. ADMINISTRATION

1. The Secretary of the Army, as management agent, shall be responsible for the determination and provision, within the limits of resources available to the Department of the Army for such purposes, of adequate administrative support required for the operation of the Board and its commissions. The term "administrative support" as used in this directive, is defined to include budgeting, funding, fiscal control, manpower control and utilization, personnel administration, security administration, space, facilities, supplies and other administrative services. The Secretary of the Army, as management agent, may redelegate his authority in connection with these responsibilities within the command structures of the Department of the Army. (The Secretary of the Army, as management agent, redelegated the administrative responsibilities to The Surgeon General, Department of the Army, in a Memorandum dated 19 February 1954).
2. The Assistant Secretary of Defense (Comptroller) shall arrange with the three Military Departments for the financing of the Board and its activities.

3. The Board shall meet as frequently as is necessary with the provision that a minimum of one formal meeting be held annually. At each annual meeting the Board will review and discuss any existing problems and requirements referred to it by the Military Departments which are related to its functions, evaluate the past year's work and activities of the Board and its commissions in each particular field and plan for future work. The President will report the findings of the Board to the three Military Departments.

4. The Executive Secretary shall supervise the administrative staff of the Board, provide such other assistance and services as the Board and its commissions may require and perform such other pertinent duties as may be specified from time to time by the Secretary of the Army, as management agent, and by the Board.

E. RELATIONSHIPS

1. The President, the Board, its commissions, and the Executive Secretary are authorized to communicate directly with other agencies of the Department of Defense and the Military Departments and appropriate subdivisions thereof, concerning any matter within its jurisdiction and in which there exists a mutual interest or responsibility.

2. The Board and its commissions shall coordinate their efforts with all agencies within and outside the Department of Defense which have a mutual interest or responsibility with respect to any of its programs.
CHAPTER II

ORGANIZATION OF COMMISSIONS OF THE AFEB

A. MEMBERSHIP OF COMMISSIONS

1. Members

Members of a commission are nominated to the Board by the director on the basis of the competences required to carry out the mission of the commission. The number of members of a commission will depend upon its work, but in general will be not more than 10. After approval by the Board, members will be appointed as consultants to The Surgeon General of the Army, and may be employed as consultants by any of the three Surgeons General. (Ordinarily a secret security clearance will be requested (See Chapter V).

2. Associate Members

Associate members may be nominated to the President of the Board by the director and appointed with the approval of the President. Such members may represent special fields of research, or geographical or organizational areas which the director wishes to include in order to provide broad advice and prompt assistance when problems arise.

3. Responsible Investigator

Scientists doing research under contracts sponsored by a commission are designated as responsible investigators under the commission. They may or may not be members or associate members of the commission.

B. TERMS AND METHODS OF APPOINTMENT

1. Full Members of a commission are appointed to two-year terms by the Surgeon General, Department of the Army, upon the recommendation of the Armed Forces Epidemiological Board. There is no limit to the number of terms that a member may serve. The director is designated by the Board. The director selects, with or without the advice of other commission members, the persons who are to be nominated for commission membership and submits their names to the Board for approval.

2. Associate Members are appointed by a commission director, with the concurrence of the President of the Board, and are formally notified by the Office of the Executive Secretary. Terms are for two years, ending 30 June of the appropriate year, and there is no limit to the number of terms an associate member may serve. Appointments to committees, task groups, etc., are made by commission directors with the concurrence and approval of the President of the Board.
3. Responsible Investigators hold appointments for the duration of their contracts. The status of responsible investigator is for an indefinite period, ending when the commission-sponsored research is terminated, or sooner if either party wishes to withdraw from the arrangement.

C. MEETINGS

1. Commissions will hold at least one meeting each year. At this meeting the progress made by its investigators should be reviewed, the future work of the commission outlined, and an estimate made of the funds necessary to support these endeavors. The representatives from the Armed Forces should be requested to present current problems that come within the competency of the commission. Recommendations may be prepared for submission to the Board. Commissions will hold such additional meetings each year as are deemed necessary.

2. Ad Hoc Committees can be formed within a commission to deal with specific problems, or from the membership of two or more commissions to deal with broader problems. Committees of some permanency and joint committees should be approved by the President of the Board. As many meetings may be held as are deemed necessary to accomplish their mission. The chairmen of such committees can call such meetings after notifying the directors of the commissions concerned. However, if such meetings involve travel orders or other expenses, the approval of the President of the Board must be obtained in advance, and the Executive Secretary notified so that appropriate orders may be issued, service representatives notified and other necessary meeting arrangements made. A commission director is normally afforded membership, ex officio, in such a committee.

3. Field Teams. The Board may at any time, when requested to assist the Armed Forces in a specific situation, organize a team for field investigation. Such investigations may last from one day to ninety days or more, depending entirely on the problem.
CHAPTER III
DUTIES AND PRIVILEGES OF MEMBERS, ASSOCIATE MEMBERS AND RESPONSIBLE INVESTIGATORS

A. MEMBERS OF THE BOARD

Members of the Board are expected to attend the meetings of the Board, take part in its discussions and vote on questions and recommendations put before it. They will be appointed as consultants to The Surgeon General of the Army and may be employed as consultants by any of the three Surgeons General. They may receive consultant honoraria for attendance at meetings, plus expenses (travel and per diem) involved.

B. MEMBERS OF COMMISSIONS

Members of a commission are expected to attend the meetings of the commission, and to take part in its discussions. They are expected to review research reports and research applications in advance of meetings, and to be fully familiar with the program of studies under the sponsorship of their commission, as well as the relationship of these to other studies in the general area of interest of the commission. They will also be expected to respond within reason in emergency situations when called upon to assist in field investigations or control of epidemic situations. They will be appointed as consultants to The Surgeon General of the Army and may be employed as consultants by any of the three Surgeons General. They may receive consultant honoraria for attendance at meetings, plus expenses (travel and per diem) involved.

C. ASSOCIATE MEMBERS OF COMMISSIONS

Associate members of a commission are expected to attend meetings of the commission and to take part in its deliberations. They may be asked to assist in field investigations of epidemic situations, and to serve on ad hoc committees. They will not be appointed as consultants to The Surgeon General for purposes of this membership, but may be consultants in other relationships. If they have no research contract with the U.S. Army Medical Research & Development Command they will receive invitational orders for per diem and travel expenses for attendance at meetings; if they have a research contract, they should use travel funds therein for defraying expenses to attend commission meetings.

D. RESPONSIBLE INVESTIGATORS

Responsible investigators who are not commission members or associate members may attend commission meetings upon invitation of the director. They should use travel funds available in their contracts for attendance at commission meetings. They will submit the oral and written reports to the commission each year as described in separate correspondence.
CHAPTER IV

DUTIES OF COMMISSION DIRECTORS

Commission directors are appointed by the Board for a two year term of office and there is no limit to the number of terms that a director may serve. Commission directors may, with Board approval, appoint a deputy director.

A commission director is responsible for defining, directing and coordinating the program of his commission. He shall call at least one commission meeting per year and as many additional meetings as may be necessary. It is the responsibility of each commission director to inform the Executive Secretary of the Board of the proposed date of each meeting well in advance, and to provide a list of those who are to attend either by virtue of membership or associate membership, or by special invitation. Meeting dates must be coordinated with other commissions to prevent conflict with other meetings at which representation from the Armed Forces is mandatory. Early setting of dates allows time for issuance of travel orders and transportation requests, and for making reservations for conference rooms, hotels, etc.

The directors shall prepare an agenda prior to each commission meeting and forward thirty-five (35) copies to the Executive Secretary of the Board for distribution to interested divisions and offices of the Military Service so that appropriate representatives can be prepared to discuss the subjects to be presented. At least a tentative agenda should be prepared for all meetings other than full commission meetings and a similar number of copies furnished the Executive Secretary of the Board.

Commission directors are responsible for keeping the minutes of each meeting which should contain as a minimum a record of persons present, description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the committee. Two copies should be sent to the Office of the Executive Secretary.

Each commission director shall submit to the Board an annual report composed of individual reports prepared by the responsible investigators under the commission, and shall prepare a summary of commission activities to forward with the report. Recommendations regarding the program and personnel of the commission are to be submitted separately to Executive Secretary in accordance with separate correspondence.

In most cases commission directors will attend the meeting of the Board and present a summary of their commissions' activities. In general they are expected to take part in discussion and to vote on recommendations or related matters during the open sessions of the Board meeting. They are not expected to be present at executive sessions of the Board, but may be called upon to attend at times.
The duty of the deputy director is to assist the director. His attendance at the Board meetings is decided on consultation between the commission director and the President of the Board.

CHAPTER V

CONSULTANT STATUS AND CLEARANCE
OF BOARD AND COMMISSION MEMBERS

Members of the Board and of commissions are appointed as consultants to The Surgeon General, Department of the Army, as soon as practicable after their appointments as members.

It is the policy of the Board to obtain security clearances for these individuals in order that they may be ready to act or advise on matters involving classified material.

The process of initiating consultant appointments and security clearances involves the detailed completion of several forms and a related fingerprint form. It is to a member's advantage to complete these forms as soon as possible after receipt and to return them to the Executive Secretary of the Board, as no official action can be taken until the forms have been processed. For initial clearance, the processing may take six months or longer. When his security clearance is granted, each member will be notified by the Executive Secretary of the Board as to the date and the degree of the clearance. The security clearance granted to a consultant has no bearing on and is not the same as a clearance granted under a contract. They are separate clearances and are not interchangeable.

CHAPTER VI

RELEASE OF INFORMATION

Through the media of scientific and professional journals, the results of scientific research are made available universally for the benefit of the national defense effort as well as for the public welfare. As used here the word "information" includes press releases, speeches, abstracts of a written presentation and the publication of scientific and professional articles.

Unless specifically prohibited in a contract, the following types of information may be released to the public without prior clearance by the Department of Defense:

a. Statements to the effect that a contract has been negotiated.

b. The nature of the contract. (Scope of study, name of investigator, etc.)
c. Information of a public or professional interest pertinent to research accomplished under the contract.

The release of classified information or information developed as a result of research performed under a classified contract will not be released without prior clearance by the Department of Defense. Such material will be submitted to this office for necessary clearance.

A copy of all information released to the public should be made available to this office, and the U.S. Army Medical Research and Development Command immediately when the material pertains to the results of efforts accomplished under a contract sponsored by the AFEB, and supported by the Command.

CHAPTER VII

PUBLICATIONS AND REPRINTS

PUBLICATION OF DATA ON WORK CONDUCTED UNDER SPONSORSHIP OF THE ARMED FORCES EPIDEMIOLOGICAL BOARD OR ITS COMMISSIONS

Since most work done under the sponsorship of the Board for one of the Military Departments is devoid of matters affecting national security, military clearance prior to publication is rarely required. It may sometimes be difficult for an investigator to determine whether publication (and here "publication" is used in its legal sense: printed, verbal, radio, or television, etc.) of specific data comes under the restrictions and meanings of the Espionage Laws, Title 18, U.S.C., Sections 793, 794 and contains information affecting national defense. The following basic criteria may be applied to determine whether or not the manuscript, abstract of speeches or reports, radio or television scripts requires prior clearance.

A. MILITARY CLEARANCE REQUIRED when:

1. Doubt exists about security classification or national policy aspects.

2. A military person (Army, Navy, or Air Force) is the author or co-author.

3. Specific military bases are named, or troop strengths furnished.

4. Military statistics are quoted.

If the publication fits into one of the above categories, the paper should be submitted to the Executive Secretary of the Board through the commission director with a request for military clearance. For this purpose a minimum of
four (4) copies are required. The Executive Secretary will arrange for
clearance by the appropriate military agency and return the original copy,
clearly stamped as cleared by the Department of Defense, to the author or
other person, as stated in the request for clearance. A period of several
weeks should be allowed for obtaining this clearance. Material published
(as defined above) without prior clearance is at the responsibility of the
individual who so published it, and cannot be subsequently cleared.

B. NO MILITARY CLEARANCE REQUIRED when the author is reasonably certain that
the above criteria do not apply.

If the publication does not require military clearance, only two (2) copies
of the manuscript should be sent to the commission director for his review
and determination as to sponsorship acknowledgment. If accepted as under
commission sponsorship, the director will forward one copy to the Executive
Secretary of the Board.

C. PUBLICATIONS INVOLVING ANIMAL EXPERIMENTS

In view of the regulations governing laboratory animal facilities and
care, and the concern voiced by various groups about the treatment of lab-
oratory animals, manuscripts describing experiments involving the use of
experimental or laboratory animals should carry a footnote similar to the one
furnished below:

"In conducting this study the investigator(s) adhered to
the "Guide for Laboratory Animal Facilities and Care",
as promulgated by the Committee on the Guide for Lab-
oratory Animal Resources, National Academy of Sciences-
National Research Council."

D. ACKNOWLEDGMENTS

All publications based on, or referring in a significant measure to
data derived from work performed under the sponsorship of the Armed Forces
Epidemiological Board, its commissions, field teams, etc., should acknowledge
such sponsorship. The acknowledgment should be made to fit the case in hand.
The following phraseology is to be considered as a guide:

This work was done under the sponsorship of the Commission
on (exact name of the commission) of the Armed Forces Epi-
demiological Board, and was (were) supported (in part) by
the U.S. Army Medical Research & Development Command,
Department of the Army, under research contract No._________
E. REPRINTS FOR THE AFEB

Reprints of articles based on work sponsored by the commissions of the Armed Forces Epidemiological Board are collected and bound annually in "Collected Reprints of the Armed Forces Epidemiological Board". For this purpose, after an article based on work sponsored by a commission of the Board has been published, the author(s) are responsible for sending thirty-five (35) reprints, without covers, to the Executive Secretary of the Board.

CHAPTER VIII
CORRESPONDENCE

A. LETTERHEADS AND ENVELOPES

The Executive Secretary of the Board, upon request, will furnish to each member of the Armed Forces Epidemiological Board and its commissions appropriate official Armed Forces Epidemiological Board letterhead stationery and government franked ("postage and fees paid") envelopes for use in all AFEB or commission correspondence. The user should further identify the origin by using an appropriate stamp made to fit the case, such as:

Commission on Acute Respiratory Diseases
Office of the Director
School of Medicine
University of Virginia
Charlottesville, Virginia

B. COPIES OF CORRESPONDENCE

In order to keep the persons concerned informed and to avoid the necessity of added correspondence, as well as to make it possible to maintain a central file of all correspondence in Washington, D.C., it is urgently requested that copies of all correspondence be furnished the following:

a. The President of the Board

b. The director(s) of the commission(s) concerned

c. The Executive Secretary of the Board

d. The Chief, Preventive Medicine Research Branch, U.S. Army Medical Research & Development Command (correspondence related to research contracts)

e. All other persons or offices deemed necessary to expedite the business at hand.
CHAPTER LX

OFFICE OF THE EXECUTIVE SECRETARY

A. PERSONNEL

The Charter of the Board provides that the Executive Secretary shall be a medical officer of the Army, Navy, or Air Force, selected on the basis of high professional qualifications and demonstrated medical administrative ability in fields allied to the functions of the Board. While the Board is actually a Department of Defense activity, administratively the Office of the Executive Secretary comes under the Secretary of the Army, and is attached to the Surgeon General of the Army, as management agent, while it is responsible to the Board on professional matters.

B. GENERAL FUNCTIONS

1. The Office of the Executive Secretary is established to administer the activities of the Board. It exists to provide the channels through which the Military Departments lay their problems in preventive medicine before the Board, and through which in turn the advice and recommendations of the Board are formally presented to the Department of Defense and the three Military Departments.

C. ADMINISTRATIVE FUNCTIONS

1. The Office of the Executive Secretary prepares or initiates necessary correspondence to accomplish all personnel actions including appointments of members and associate members, obtaining consultant appointments, and security clearances, notifying appointees of appointment or change in status, maintenance of a directory, and permanent files of the Board and commissions.

2. The Office of the Executive Secretary maintains schedules of meetings, makes local arrangements for Washington meetings, sends out announcements, prepares travel orders for those attending meetings or performing services under consultant or invitational travel orders, makes arrangements for reimbursement for travel or service performed.

3. The Office of the Executive Secretary prepares announcements for submission of reports and research applications, assembles and distributes such of these items as are to be considered at Board meetings, maintains files of such action pending and completed. It receives renewal applications, and commission-sponsored new applications, duplicates and distributes them, and establishes timetables for timely receipt of such applications.

4. The Office of the Executive Secretary receives from directors the annual reports of commissions and distributes them to military activities having interest in them. It similarly receives, sometimes duplicates, and distributes other special reports as these arise.
5. The Office of the Executive Secretary receives copies of all manuscripts based on work sponsored by the Board, initiates action to procure reprints, receives, stores, assembles, indexes and arranges for binding these reprints annually, and distributes the bound volumes.

6. The Office of the Executive Secretary provides official contacts for investigators doing work in military settings, and for military supplies such as gamma globulin, for research sponsored by the Board. It provides official stationery for use by those having significant amount of official correspondence, and prepares forms and form letters as needed.

7. The Office of the Executive Secretary provides information and assistance in all matters as needed by members and investigators in their dealings with governmental agencies.

8. The office of the Executive Secretary maintains the official files of the Board and its commissions.