

ARMED FORCES RADIOBIOLOGY RESEARCH INSTITUTE
DEFENSE ATOMIC SUPPORT AGENCY
BETHESDA, MARYLAND 20014

ORIGINAL

AFRRI STAFF MEMORANDUM
NUMBER 10-1

8 November 1968

ORGANIZATION

AFRRI Organization

1. PURPOSE. To promulgate the organization, mission and functions of the Armed Forces Radiobiology Research Institute (AFRRI).

2. EXTERNAL ORGANIZATION. In accordance with the provisions of reference 7.a., AFRRI is an operational field element of the Defense Atomic Support Agency (DASA). In exercising command and administrative control of AFRRI, the Director, DASA, is assisted in matters of professional policy direction and related matters by a Board of Governors consisting of himself and the Surgeons General of the Army, Navy and Air Force.

3. MISSION. The AFRRI mission is set forth in reference 7.a.

4. INTERNAL ORGANIZATION. The internal organization of the Institute is depicted in Inclosure 1.

5. FUNCTIONS. The functions of the Institute are set forth in references 7.a. and b. and further amplified in Inclosure 2.

6. CHANNELS OF AUTHORITY AND COMMUNICATION. Channels are indicated in Inclosure 1 and are bi-directional in nature. In the absence of a Deputy Director, all departments and offices normally reporting to that Deputy will report to and receive direction from the Office of the Director. In the absence of the Director, the Deputy Director, Operations will assume the duties of Acting Director. In the absence of both the Director and the Deputy Director, Operations, the Assistant Deputy Director, Scientific, will assume the duties of Acting Director.

7. REFERENCES.

- a. Department of Defense Directive 5105.33, 20 November 1964,

This Memorandum supersedes AFRRI Staff Memorandum 10-1, 1 July 1968.

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w/Change 1, 27 April 1966, subject: Armed Forces Radiobiology
Research Institute (AFRRI).

b. Appendix IV to DASA Circular 10-1, 6 June 1968. (RMO)

OFFICIAL:

HUGH B. MITCHELL
Colonel, USAF, MC
Director

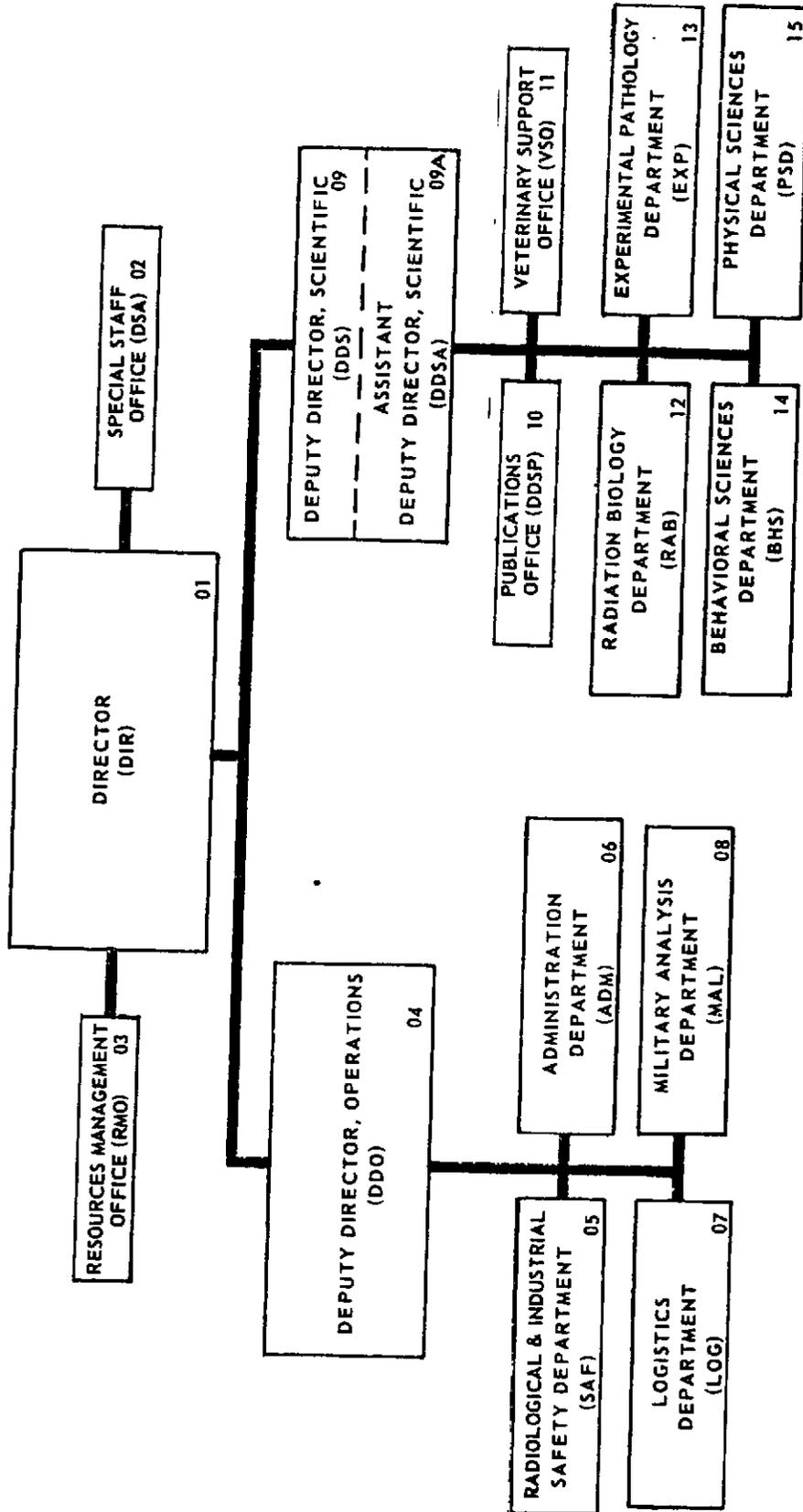


A.F. SHEDLOSKY
Lieutenant Commander MSC USN
Head, Administration Department

2 Incl

1. Org. Chart
2. Functional Statements

AFRRI ORGANIZATION CHART



Incl 1 to AFRI STAFF MEMORANDUM 10-1

Hugh B. Mitchell
 HUGH B. MITCHELL
 COLONEL USAF MC
 Director AFRRI

DATE:

FUNCTIONAL STATEMENTS

01. DIRECTOR, ARMED FORCES RADIOBIOLOGY RESEARCH INSTITUTE

1. Commands, under the military command and administrative control of the Director, DASA, the Armed Forces Radiobiology Research Institute (AFRRI).

2. Provides within AFRRI, over-all surveillance, direction, coordination, advice and assistance on major actions affecting scientific research in the field of radiobiology and related matters that are essential to the medical support of the United States military services, to national welfare and to the well-being of mankind, as specified in DOD Directive 5105.33, Paragraph V., Functions.

3. Formulates plans and policies to accomplish all phases of the AFRRI activities.

02. SPECIAL STAFF ASSISTANT TO THE DIRECTOR

1. Within policy guidance provided by the Director, plans, develops and carries out special projects in the nature of problem and program analysis, staff studies, evaluation of current policy, new policy development and concept formulation.

2. Supervises and provides general guidance to the Institute's Information Officer.

03. RESOURCES MANAGEMENT OFFICE

1. Subject to the authority, direction and control of Director AFRRI, responsible for:

a. Programming and Budgeting, to cover development, coordination and assimilation of short and long range expenditure information, projection of fiscal resource requirements, recommending resource allocations, and allotment administration.

b. Accounting and Reporting, to cover appropriation accounting and preparation of financial and non-financial reports on status and results of operations and investments.

c. Systems and Procedures, to include development and maintenance of systems and procedures designed to support the DOD management cycle and Resources Management concepts.

d. Internal Auditing, to cover systems review related to efficient management and utilization of all AFFRI resources and compliance with established budget and fiscal policies and procedures.

e. Manpower, to cover developing and monitoring the AFFRI Manpower Program.

f. Travel, transportation and directly related services.

04. DEPUTY DIRECTOR, OPERATIONS

1. Responsible for the organization, effective operation, administration and supervision of assigned personnel, subject to the authority, direction and control of the Director, for the Industrial Medical Program and the departments of: Administration, Radiological and Industrial Safety, Military Analysis, and Logistics.

2. Provides assistance and guidance, as necessary, to technical and scientific panels and committees organized within AFFRI in the area of administration and support functions, and serves in a liaison capacity with Headquarters, DASA, the AEC, National Institutes of Health, Colleges and Universities, other Federal Organizations and the civilian community.

05. RADIOLOGICAL AND INDUSTRIAL SAFETY DEPARTMENT

1. Responsible for the development and maintenance of a Radiation Protection and Industrial Safety service as required to support the AFFRI research program. This service is to include:

a. Environmental and personnel monitoring.

b. Hazards analysis.

c. Source accountability and control.

d. Training.

e. Coordination with regulatory groups (other than those concerned with the reactor facility and operator functions).

f. Compliance monitoring.

06. ADMINISTRATION DEPARTMENT

1. Responsible for all administrative matters related to the internal administration of the AFRRI, to include:

- a. Central stenographic and clerical support services.
- b. Military personnel functions of the AFRRI (records, reports, allowances and liaison with supporting services organizations).
- c. Records, forms and files management.
- d. Classified document control and personnel and physical security.
- e. Illustrative, photographic, and reproductive services.
- f. The technical reference collection, and such services as literature searches, bibliography preparation, etc.

07. LOGISTICS DEPARTMENT

1. Responsible for:

- a. Provision of AFRRI logistics support, encompassing supply, transportation, procurement, maintenance, communications, animal husbandry and engineering (civil, electronic, mechanical) services.
- b. Execution of certain agreements/contracts for which AFRRI is a signatory agent.
- c. Establishing, operating and maintaining the Institute's television system.
- d. Compliance with Public Law provisions pertaining to the acquisition, maintenance, distribution and disposition of experimental biological specimens.

08. MILITARY ANALYSIS DEPARTMENT

1. Responsible for:

- a. Studying and analyzing, with respect to military radiobiology research, the tactics, organization, doctrine, plans, maneuvers, exercises, and published requirements of the three Services for interpretation to the research departments of AFRRI.

b. Assisting the research departments in relating their research efforts and their research output to military requirements, and to develop ways and means to apply radiobiological research data to military situations in a militarily usable form.

c. Consulting with appropriate elements of the Military Services which participate in or contribute to the development of doctrine, policies, concepts, training and equipment pertaining to military radiological hazards, to include furnishing research information and progress applicable to the military requirements.

d. Providing a military consultant service to all other elements of the AFRRI and other agencies as required.

09. DEPUTY DIRECTOR, SCIENTIFIC

1. Responsible for organization, effective operation, administration and supervision of assigned personnel, subject to the authority, direction and control of the Director, for the Behavioral Science, Radiation Biology, Experimental Pathology, and Physical Sciences departments and the Veterinary Support and Publications Offices.

2. Performs the scientific and technical planning of the AFRRI research program and advises the Director, AFRRI, on technical and scientific matters within the broad field of radiobiology and related scientific disciplines necessary to support radiobiological research programs.

3. Provides assistance and guidance to technical and scientific panels and committees organized within the AFRRI and serves in a scientific liaison capacity with Headquarters, DASA, the AEC, National Institutes of Health, Colleges and Universities, other DOD and other Federal laboratories and the civilian scientific community.

09A ASSISTANT DEPUTY DIRECTOR, SCIENTIFIC

1. As requested by the Deputy Director, Scientific assists in the supervision of all functions of the Departments of Behavioral Science, Experimental Pathology, Physical Sciences and Radiation Biology and of the veterinary Support and Publications Offices. Specific responsibilities include:

a. Coordination of the research efforts of the AFRRI research departments and of AFRRI research projects conducted at other facilities.

b. Preparation of preliminary plans for new research projects.

c. Coordination and evaluation of Service, DASA and AFRRRI requirements, and assistance in determining AFRRRI capability to pursue specific research projects to satisfy these requirements.

10. PUBLICATIONS OFFICE

1. Responsible for the editing, preparation and dissemination of technical reports, papers and other written materials describing the Institute's research programs and the results obtained therefrom.

11. VETERINARY SUPPORT OFFICE

1. Responsible for the establishment and maintenance of a program of laboratory animal care. This includes:

a. The provision of research quality animals.

b. Advising and monitoring on the problems pertaining to veterinary medicine.

c. Providing veterinary medical and/or surgical support and/or microbiological support.

d. Providing consultation services on research procedures utilizing experimental animals.

12. RADIATION BIOLOGY DEPARTMENT

1. Responsible for conception and execution of radiobiological research, utilizing various animal species, and with specific emphasis on early biological responses to acute doses of ionizing radiation.

13. EXPERIMENTAL PATHOLOGY DEPARTMENT

1. Responsible for the conception and execution of radiobiological research, utilizing various animal species, and with specific emphasis on the acute effects of radiation on sensitive cellular and organ systems and associated recovery and residual injury factors, principally employing dose levels where recovery is possible.