



Department of Defense
Radiation Experiments Command Center
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JUL 17 1994

RECC

MEMORANDUM FOR COLONEL DAVID SUTTLE, USA

SUBJECT: Standardizing Categories for Responding to White House Advisory Committee Taskings

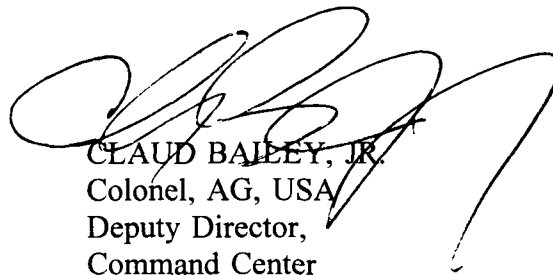
On 14 July 1994 I held a meeting with Defense Agency and Service representatives to discuss a coordinated and standardized system for sending information to the White House Advisory Committee. This meeting was precipitated by a general desire to establish better accountability and control over the massive amount of information being received by and leaving the RECC for that Committee.

To aid us all in this effort, we have determined that it is necessary to categorize and bibliographically index all documents we receive from the Services and Defense agencies prior to sending them to the White House Advisory Committee. This initial step will facilitate the accountability process by identifying for the Advisory Committee staff, and the RECC staff as well, what documents have been collected and which Committee tasking those documents address. Categorizing and indexing will minimize some of the confusion that is presently occurring between the DoD and the Advisory Committee as to what documents have been provided to the Committee and what documents remain outstanding.

To facilitate the categorization process, we have reviewed the Advisory Committees' letters to Dr. Soper dated 26 April, 23 May, 22 June and 11 July and have abstracted their requirements into a topical list, attached.

In the future, we request that all documentary information collected during your research be categorized using the attached list and bibliographically indexed by your office prior to being sent to the RECC.

If you have any questions, please call me at (703) 602-0434.


CLAUD BAILEY, JR.
Colonel, AG, USA
Deputy Director,
Command Center

Attachments
as stated