



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 5420.5D  
09 Oct 2003

NMRC INSTRUCTION 5420.5D

From: Officer-in-Charge  
To: Distribution List No.2

Subj: ADMINISTRATION OF BOARDS AND COMMITTEES

1. Purpose. To assign responsibility for the staffing and administration of NMRC Boards and Committees and to establish guidelines for the preparation of reports originating from those Boards and Committees.

2. Cancellation. NMRCINST 5420.5C

3. Action.

a. Establishment of Boards and Committees. The Officer-in-Charge (OIC) is responsible for appointing all Boards and Committees and other collateral duties and for keeping membership current.

b. Report Preparation. The numerous reports of Boards and Committees requiring review and approval by the Officer-in-Charge require that a standard format be prescribed. By following a standardize format, the quality of report preparation and subsequent review will be enhanced. Reports shall be recommendations of meetings. Reports of Boards and Committees will be submitted within five working days following meetings. All reports will be prepared in Naval letter format and shall include, but not be limited to, the following:

- (1) Date of meeting to include time convened and adjourned.
- (2) List of attendees.
- (3) Abstract of each topic discussed.
- (4) Appropriate statistical of background data.
- (5) Recommendations presented in a clear and concise format.

c. Board and Committee Chairpersons. Chairpersons of Boards and Committees will ensure that this instruction is complied with when signing board/committee reports.

J. K. BAIRD