

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

Memorandum
Number 15-16

10 March 1992

Boards, Commissions, and Committees
RADIATION CONTROL COMMITTEE

1. PURPOSE. This memorandum establishes a U.S. Army Medical Department Center and School (AMEDDC&S) Radiation Control Committee to review recommended rules and procedures necessary to minimize hazards due to radiation and to ensure compliance with regulations and standards established by regulatory bodies. Specifically the committee will:

- a. Advise the Commander on radiation hazards
- b. Review and recommend rules and regulations pertaining to receipt, possession, use, storage, transfer, release, and/or disposal of radioactive material(s), and/or radiation producing devices.
- c. Provide for the review and approval of uses of radioactive materials and/or radiation producing devices.
- d. Review incidents involving the use of radioactive materials and/or radiation producing devices which result in either overexposure or unwarranted exposure to personnel.
- e. Recommend appropriate action be taken when there is a failure to observe radiation protection recommendations, rules, or regulations.

2. MEMBERSHIP AND HOW APPOINTED. The committee is composed of the following staff members or their designated representatives.

- a. C, Preventive Medicine Division (Chairperson, Commander's Representative).
- b. Radiation Protection Officer (RPO), AMEDDC&S (Member)
- c. Safety Officer, AMEDDC&S (Member)
- d. C, Dental Science Division, Medical Field Service School (MFSS) (Member).
- e. Director of Logistics, AMEDDC&S (Member).
- f. C, Medicine & Surgery Division, MFSS (Member).

*Supersedes AHS Memo 15-16, 1 May 86.

g. NCOIC, 91X20, Health Physics Specialist Course, Academy of Health Sciences, U.S. Army (AHS) (Member).

h. Additional members as designated by the Commander.

(1) Each member will designate to the RPO an alternate to sit in the member's absence.

(2) Quorum: The presence of a simple majority of the voting members shall constitute a quorum. For approval of any committee action, an affirmative vote by a majority of committee members present shall be required. When, in the opinion of the committee chairman, an item on the agenda is particularly sensitive or requires detailed technical medical review, the chairman may designate committee members and/or consultants with specialized training or special competence to review specific aspects of the issue. This review will be submitted to the chairman verbally or in writing as designated by the chairman prior to the final approval/disapproval by the committee.

3. OFFICE OF RECORD. RPO, AMEDDC&S.

4. MINUTES. A written record of committee proceeding will be prepared by the recorder for submission by the chairman through channels to the Commander, AMEDDC&S, for approval. These minutes shall be submitted within 15 calendar days of the committee meeting and include a record of all actions taken by the committee, copies of the training and experience record of all individuals appointed as RPO and/or assistant/alternate RPO, and documentation of each committee member's medical/professional specialty, specific training and/or clinical experience with radioactive materials as appropriate. After initial record of a member is submitted, subsequent minutes will document any change in qualifications. Additionally included will be information on unsolved problems, unusual occurrences, accidents, or improved developments or comments on the support rendered by higher headquarters.

5. APPROVING AUTHORITY. Commander, AMEDDC&S

6. DISTRIBUTION OF MINUTES. Distribution is made to each member

7 SCHEDULE OF MEETINGS. Quarterly or as called by the chairperson

8. AUTHORITY FOR APPOINTMENT. AR 40-1, paragraph 5e(4), 15 Mar 82, Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials.

(HSHA-MP)

FOR THE COMMANDER:

OFFICIAL:

WALTER L. WELLS
LTC, MS
Secretary of the General Staff



DOREEN KAE NELSON
CPT, MS
Adjutant General

DISTRIBUTION:

A, plus:
50-HSMC-IAP
2-HSMC-IAA
10-HSHA-MP
10-HSC (HSCL-P)