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TM 8-262  
Chapter 1  
Section I  
C 1

TECHNICAL MANUAL

ADMINISTRATION OF FIXED HOSPITALS, ZONE OF INTERIOR

CHANGES  
No. 1 }

DEPARTMENT OF THE ARMY  
WASHINGTON 25, D. C., 24 October 1950

TM 8-262, 1 February 1945, is changed as follows:

Section I, chapter 1, issued 1 July 1945, Standard Functional Organization for Named General Hospitals, is rescinded.

[AG 300.7 (27 Sep 50)]

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Major General, USA  
The Adjutant General

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TECHNICAL MANUAL  
ADMINISTRATION OF FIXED HOSPITALS  
ZONE OF INTERIOR

WAR DEPARTMENT  
Washington 25, D. C., 1 July 1945

Add Section 1, Chapter I.

Add Chapter V.

[AG 300.7 (25 Jun 45)]

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## CHAPTER I. HOSPITAL ORGANIZATION

### Section 1. STANDARD FUNCTIONAL ORGANIZATION OF NAMED GENERAL HOSPITALS

#### GENERAL

This section describes the organization of named general hospitals by organization chart and by text. On the two succeeding pages is a detailed chart showing the standard organization of named general hospitals. Following the chart is a textual explanation giving the functions of all divisions, branches, services, and sections of such named general hospitals. The branches of the administrative divisions are discussed in detail while the sections of the professional services are covered only in general terms since these function solely in a professional manner and are subject to constant variation by reason of changes in types of patients treated.

It is intended that this description of the organization and functions will serve as the basis for standardization of all such activities at named general hospitals. Wherever practicable, the functions of more than one division will be performed by one individual; on the other hand, combina-

tions of duties within divisions will be effected wherever possible in order that personnel economies may be accomplished. As an example of the former, in certain hospitals the Adjutant may, by reason of training and experience, be designated also as Director of the Personnel Division. As an example of the latter, the Registrar may also act as Commanding Officer of the Detachment of Patients. At the same time, certain duties, such as those of the Director of the Supply Division, may involve such extensive activity as to require the designation of a Deputy Director or Executive Officer of the Supply Division.

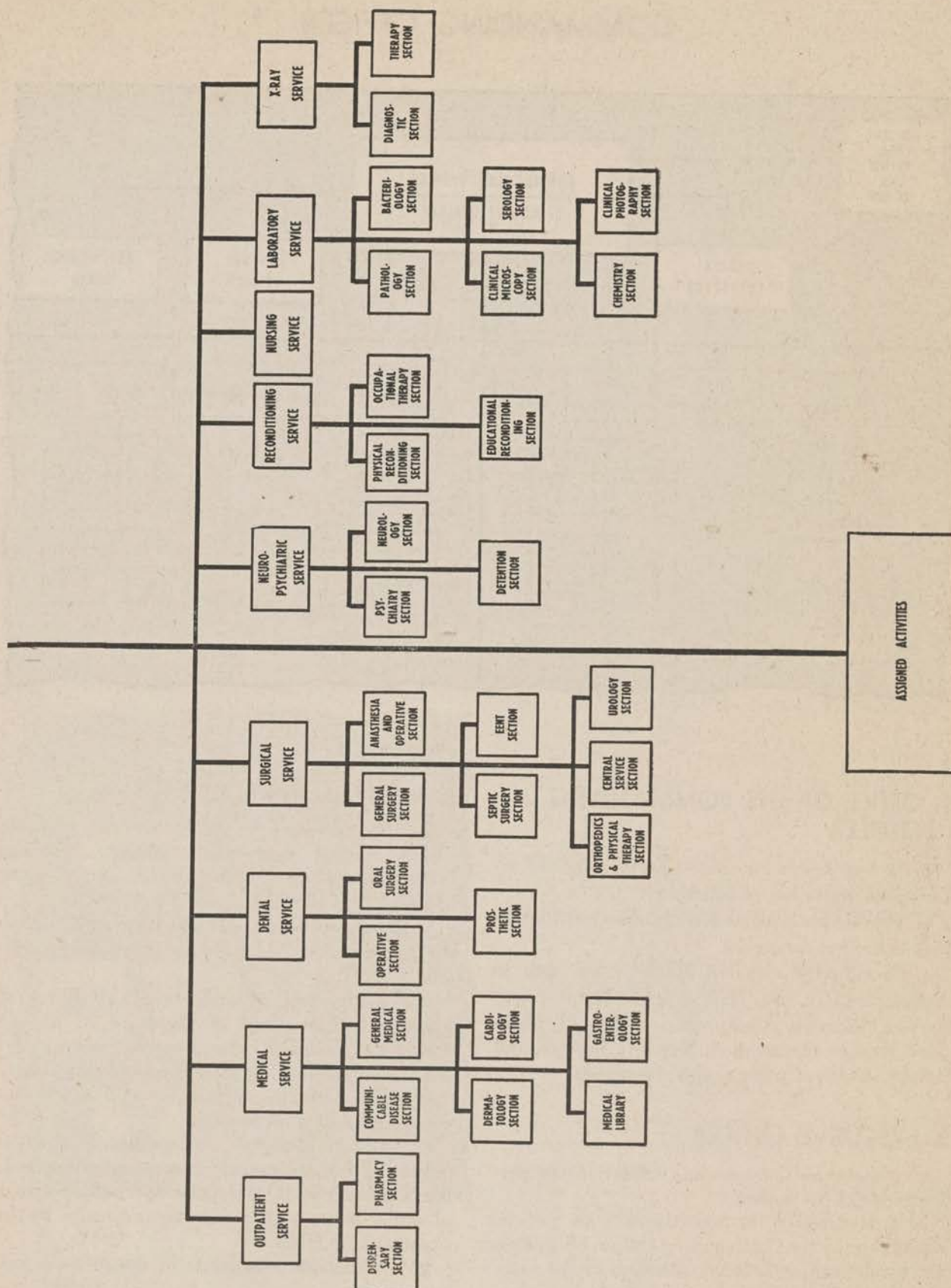
While hospitals vary as to the type of specialized medical treatment offered, their primary mission and general functions are the same. The adoption of a standard organization will result in improved operation, make possible more effective utilization of personnel, and permit simplification of procedure. Deviations from this standard organization will not be permitted unless prior authorization is granted individual installations by the Service Commander having jurisdiction.



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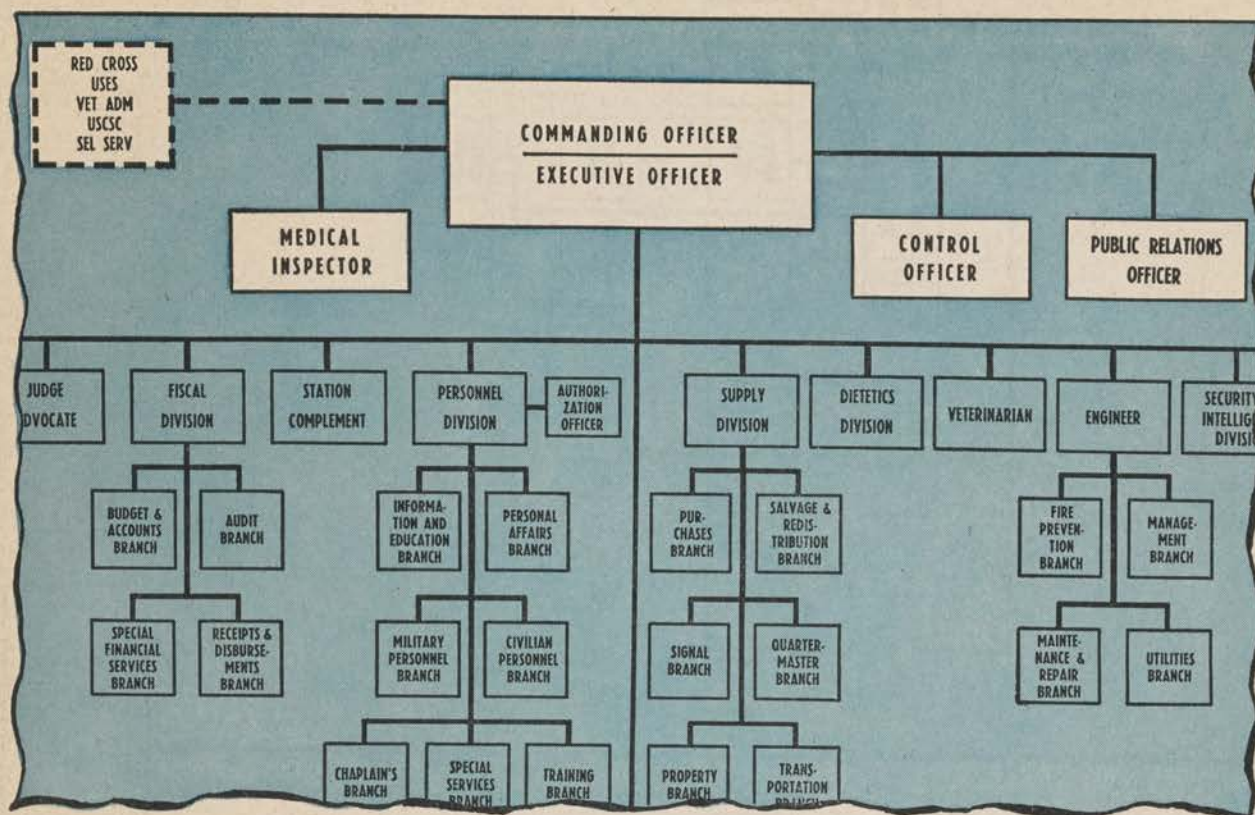
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## COMMANDING OFFICER



### 1. OFFICE OF THE COMMANDING OFFICER

- Is responsible for proper performance of all functions under his jurisdiction.
- Establishes policies for and directs all activities under his command.
- Coordinates with outside activities such as American Red Cross, United States Employment Service, Veterans Administration, United States Civil Service Commission, Selective Service, and liaison officers of other major commands.

### 2. EXECUTIVE OFFICER

- Assists the Commanding Officer in the performance of his duties.
- Acts directly, in accordance with policies established by the Commanding Officer, on matters not requiring the personal attention of the Commanding Officer.

### 3. MEDICAL INSPECTOR

- Inspects quarantines and other communicable disease control measures; sanitation, including sewage and sewage disposal, water supply, waste disposal, and housing.
- Supervises insect and rodent control, makes entomological studies, and assists in malarial control instruction.
- Prepares reports and statistical charts of health conditions and of incidence of disease within the command.
- Conducts venereal disease control program.
- Makes periodic audits of inventories and records of alcohol and narcotics.
- Conducts inspections of conditions of discipline, training, and morale; inspects physical facilities and equipment; and makes special inspections of audits of funds and property, as directed by the Commanding Officer.
- Investigates complaints of complement and patient personnel.

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#### 4. CONTROL OFFICER

a. Gathers, analyzes, and evaluates data regarding the efficiency of operations of elements of the command.

b. Evaluates the efficiency and progress with which plans of the Commanding Officer are executed.

c. Recommends changes to the Commanding Officer for improvement and simplification of policies, organization, procedure, and methods.

d. Acts as consultant to all elements of the command on matters of organization and procedure.

e. Conducts work simplification studies, instructs and supervises operating personnel in the application of work simplification techniques.

f. Reviews all recurring reports for essentiality, form design, and content, and recommends changes when necessary.

g. Prepares or supervises analyses necessary to control the over-all progress of the work of the command.

h. Conducts such special studies as are directed by the Commanding Officer.

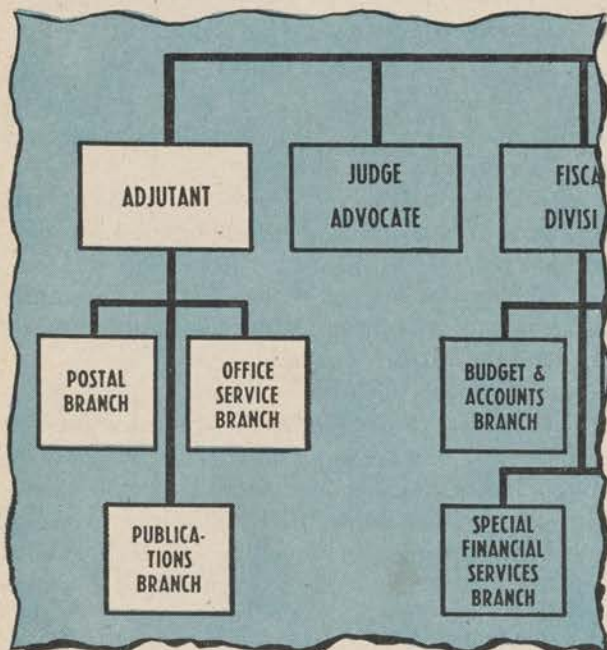
#### 5. PUBLIC RELATIONS OFFICER

a. Advises the Commanding Officer and his staff on public relations matters. Develops and maintains public understanding, prepares material for use in public informational media, and maintains liaison with representatives of the press and other groups.

b. Clears all requests for public appearances of military personnel and reviews the contents of speeches.

### ADMINISTRATIVE STAFF DIVISIONS

#### 6. THE ADJUTANT



##### a. OFFICE OF THE ADJUTANT

(1) Assists the Commanding Officer and the Executive Officer as directed.

(2) Assigns male and female officers of the complement to quarters, under direction of the Commanding Officer.

(3) Authenticates orders and instructions, and signs correspondence and reports for and in the name of the Commanding Officer.

##### b. POSTAL BRANCH

(1) Operates the postal service, including the registering, insuring, delivering, collecting of mail, and selling of stamps.

(2) Operates postal locator service.

(3) Maintains contact with postal authorities to insure compliance with postal regulations and adequate service.

##### c. OFFICE SERVICE BRANCH

(1) Operates message center and provides mail, messenger, stenographic, and other office services for Headquarters.

(2) Operates the hospital information service.

(3) Provides ration service for the complement personnel.

(4) Issues orders for leaves of absence, appointment of boards, travel, assignment and reassignment.

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ment of officers, enlisted men, and patients.

(5) Maintains files on all correspondence, reports, Army Regulations, Circulars, Bulletins, and other official papers for which this office is an office of record.

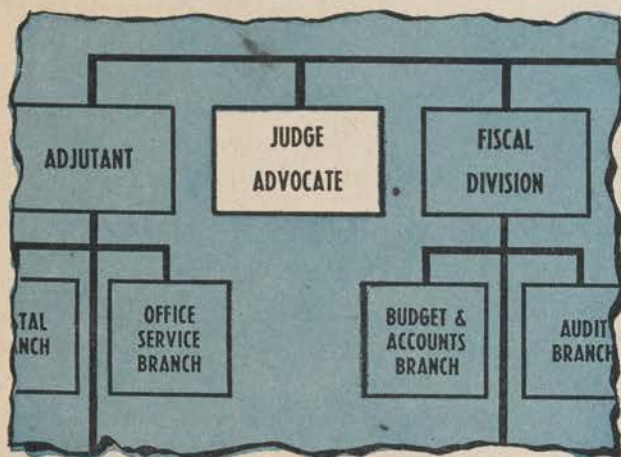
#### d. PUBLICATIONS BRANCH

(1) Reviews requests for publications and provides reproduction service for the command.

(2) Requisitions, receives, stores, and issues all War Department publications, blank forms, and intraservice forms.

(3) Publishes daily bulletins and rosters.

### 7. JUDGE ADVOCATE



a. Acts as legal advisor for the command.

b. Reviews claims and reports of investigations of claims.

c. Instructs members of general and special courts martial on duties and procedures.

d. Reviews proceedings of courts martial within local jurisdiction.

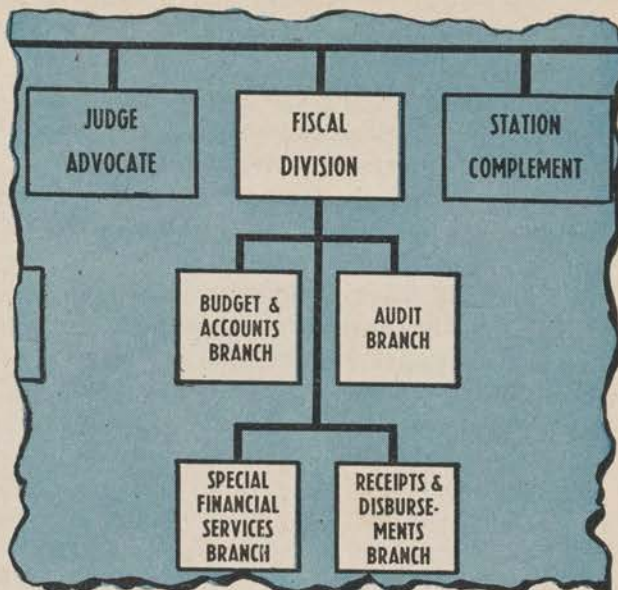
e. Reviews reports as to the length of confinement of prisoners charged, but not tried, and recommends action to insure early trial.

f. Supervises or provides legal assistance for complement and patient personnel.

(The Judge Advocate's duties may be performed by a Judge Advocate stationed in the area. If a Judge Advocate is not assigned to the com-

mand, a legal assistance officer will provide legal counseling service.)

### 8. FISCAL DIVISION



#### a. DIRECTOR

(1) Supervises and coordinates the activities of the division.

(2) Advises the Commanding Officer on fiscal matters.

#### b. BUDGET AND ACCOUNTS BRANCH

(1) Supervises control of all appropriated funds; maintains accounts and prepares reports of their use and current status.

(2) Determines the proper funds to be charged and sufficiency thereof prior to obligation by operating agencies.

(3) Prepares budget estimates for using agencies; approves or disapproves requests for funds by agencies of the command.

(4) Prepares graphs, charts, and reports to reflect fiscal trends, to effect economy, and to prevent unnecessary expenditures of appropriated funds.

(5) Maintains advisory service of availability and use of funds and a file of technical directives for operating agencies regarding accounting methods, procedures, and preparation of justifications for budget estimates.

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### c. RECEIPTS AND DISBURSEMENTS BRANCH

(1) Checks vouchers and claims for completeness, legality, and adequacy of supporting papers.

(2) Computes individual pay vouchers for military and civilian personnel.

(3) Computes mileage, ration, and travel allowance vouchers for military and civilian personnel.

(4) Makes cash disbursements in payment of vouchers; balances books daily with Budget and Accounts Branch.

(5) Maintains records of all disbursements and indicates payment on vouchers.

(6) Receives and deposits all money collected for deposit to credit of the Treasurer of the United States.

(7) Requisitions, receives, and accounts for war bonds for issue to military and civilian personnel.

(8) Inspects all allotments and deductions of pay of military personnel for correctness; insures that proper deductions are entered on pay rolls; processes and forwards allotment forms to the appropriate allotment office.

(9) Follows up to insure that corrective action is taken on "Notices of Exception" received from the General Accounting Office.

### d. SPECIAL FINANCIAL SERVICES BRANCH

(1) Provides information and advice for complement and patient personnel regarding pay and allowances, including travel allowance.

(2) Furnishes advice regarding allotments and allowances, war bonds, soldiers' deposits, and mustering out pay.

(3) Promotes sales of war bonds and National Service Life Insurance.

(4) Promotes Soldiers' Deposit System.

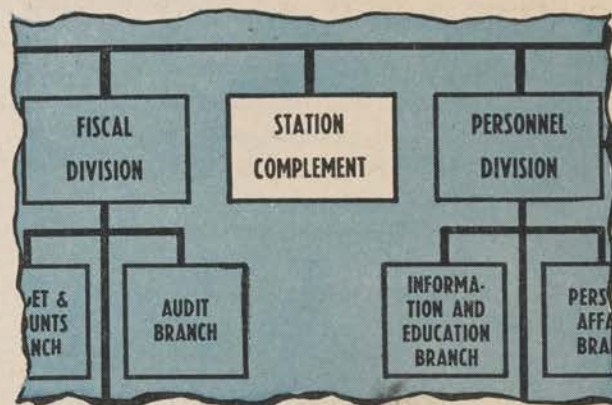
### e. AUDIT BRANCH

(1) Audits all funds, property, sales, and laundry accounts, civilian pay records, and prisoner of war contract labor accounts for which audit responsibility is delegated to the Commanding Officer.

(2) Instructs and advises custodians of funds and accountable officers in the prescribed accounting procedures and maintenance of records.

(3) Insures that audits are adequate in order to detect irregularities, inefficiency, and waste in recorded figures and accounts.

## 9. STATION COMPLEMENT, COMMANDING OFFICER



a. Commands detachment, or commands and coordinates detachments if there are more than one.

b. Coordinates administrative and supply functions of complement personnel.

c. Details all enlisted personnel to duty.

d. Conducts military training for all complement personnel.

e. Makes inspections of enlisted personnel, messes, and quarters.

## 10. PERSONNEL DIVISION

### a. DIRECTOR

(1) Advises the Commanding Officer on personnel matters and directs all personnel activities of the command.

(2) Supervises the assignment of military and civilian personnel and prisoners of war to staff officers, directors of divisions, and chiefs of services who will determine duty assignments.

### b. AUTHORIZATION OFFICER

(1) Studies and recommends personnel subauthorizations of military and civilian personnel and prisoners of war to all activities under the jurisdiction of the Commanding Officer.

(2) Maintains records of bulk authorization re-

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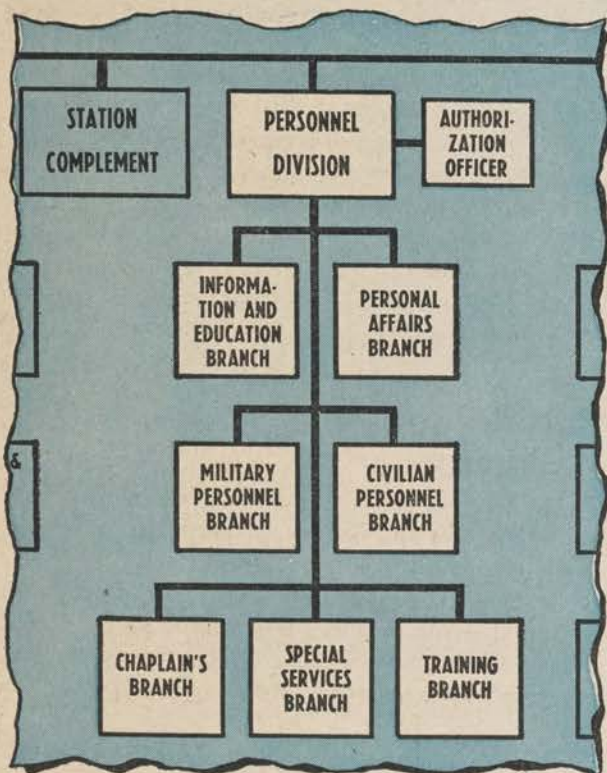
ceived from the Service Commander, and all sub-authorizations by number, grade, and SSN.

(3) Conducts studies and prepares plans on military and civilian personnel and prisoner of war requirements; analyzes data derived from work measurement studies.

(4) Reviews military and civilian personnel and prisoner of war strength reports, and prepares consolidated reports.

(5) Makes surveys and spot checks regarding the use of personnel and personnel records to insure compliance with policies and directives from higher authority; recommends corrective action when necessary.

(6) Makes work measurement studies of activities and operations to improve efficiency and to provide data necessary for keeping work and personnel employed thereon in balance.



#### c. INFORMATION AND EDUCATION BRANCH

(1) Plans and supervises orientation programs for all complement and patient personnel.

(2) Supervises publication of the authorized newspaper.

(3) Prepares news summaries; maintains information centers and distributes informational posters, maps, foreign language instructional guides, exhibits, discussion materials, and publications.

(4) Promotes participation in United States Armed Forces Institute and college extension courses and conducts off duty educational programs for complement and patient personnel.

#### d. PERSONAL AFFAIRS BRANCH

(1) Establishes and maintains liaison with all Army and governmental agencies affecting the personal affairs of members and former members of the Army and their dependents.

(2) Furnishes information and counsel on personal affairs to all military personnel, including former members of the Army and, upon request, to their dependents.

(3) Supervises the activities of the Women's Volunteer Committee to insure compliance with approved policies.

(4) Interviews military personnel applying for Army Emergency Relief; prepares and forwards applications to the Army Emergency Relief Board with recommendations for appropriate action.

(5) Utilizes the facilities of the American Red Cross to the greatest extent possible consistent with its mission in conducting Personal Affairs Activities.

#### e. MILITARY PERSONNEL BRANCH

(1) Requisitions, assigns, reassigns, and processes promotion of complement personnel.

(2) Prepares orders pertaining to all military personnel.

(3) Maintains personnel records of complement and patients.

(4) Consolidates and reviews military personnel strength reports.

(5) Maintains pay data cards; prepares pay rolls; processes applications for pay deductions for complement and patient personnel.

(6) Supervises maintenance of personnel records administered by the station complement.

(7) Edits and consolidates all morning reports.

(8) Maintains classification of prisoners of war.

(9) Prepares records of educational and occupational experience of all personnel separated from the service.

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(10) Counsels military personnel whose condition indicates probable separation as to their future civilian activities.

(11) Insures that each soldier who is to be separated is referred to the authorized civilian or government agency able to assist or responsible for assisting him to achieve his objectives.

(12) Classifies military personnel as to their occupational skills and recommends proper assignment.

#### **f. CIVILIAN PERSONNEL BRANCH**

(1) Procures, places, evaluates, promotes, transfers, and separates civilian personnel.

(2) Prepares civilian pay rolls, War Bond schedules, pay roll certifications, time, and leave records.

(3) Classifies new positions; reallocates class and grade of previously classified positions; maintains allocations and grading of positions.

(4) Secures, reviews, and forwards accident and compensation forms to appropriate compensation bureaus.

#### **g. CHAPLAIN'S BRANCH**

(1) Promotes the religious and moral welfare of personnel.

(2) Arranges religious services for all faiths.

(3) Counsels personnel on religious and social problems.

(4) Advises American Red Cross and Army Emergency Relief personnel on welfare activities.

(5) Visits hospital patients and prisoners in confinement.

(6) Maintains liaison with civilian organizations and families of military personnel on religious matters.

(7) Directs the utilization of chapels.

#### **h. SPECIAL SERVICES BRANCH**

(1) Plans, schedules, and supervises all athletic and recreation programs for complement personnel.

(2) Operates libraries, theatres, service clubs, guest houses, field houses, and other recreation facilities for complement personnel.

(3) Maintains liaison with American Red Cross

and other volunteer agencies to eliminate duplication of activities.

(4) Arranges transportation, reception, and publicity for and assists in the production of United Service Organization shows.

(5) Secures and develops military talent for the purpose of producing entertainment for complement personnel and patients.

(6) Coordinates with Reconditioning Service in planning and directing those recreation activities, including music and soldier shows, which are part of the required reconditioning program.

(7) Operates post exchanges, cafeterias, civilian messes, and service stations.

(8) Contracts for and supervises such concessions as are beneficial to military personnel.

#### **i. TRAINING BRANCH**

(1) Plans, schedules, and supervises or conducts all training activities for the command.

(2) Supervises and coordinates on-the-job training, and special training programs.

(3) Schedules and supervises military training for complement personnel; exercises staff supervision over the training of T/O units and prisoners in the guard house.

(4) Arranges and conducts technical training classes.

(5) Secures, develops, and distributes training aids and supplies.

(6) Conducts safety and training programs for the promotion of safe and more effective work practices.

(7) Promotes War Department principles and policies for more effective employer and employee relationships.

### **11. SUPPLY DIVISION**

#### **a. DIRECTOR**

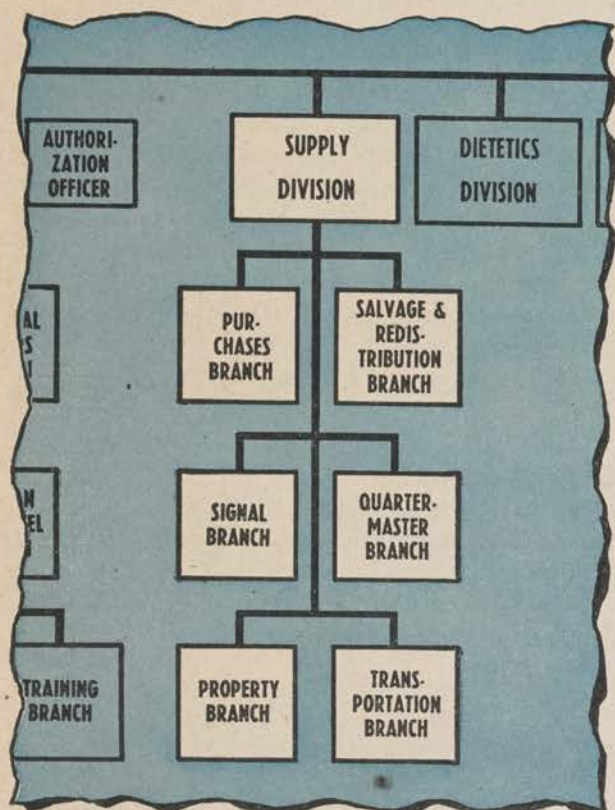
(1) Directs and coordinates the activities of the division and advises the Commanding Officer on all supply matters, except those enumerated in paragraph 14 as being under the jurisdiction of the Engineer.

(2) Supervises stock control, storage, and materials-handling activities; recommends stock levels.

(3) Supervises the disposition of unserviceable, surplus, and excess stocks.

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- (4) Assigns and controls utilization of all warehouse, shed, and open storage space.
- (5) Operates labor and materials-handling equipment pools and determines priority for use.
- (6) Instructs and supervises inventory teams.
- (7) Coordinates supply activities in accordance with "Preparation for Overseas Movements."
- (8) Is responsible for all technical service activities except those of the Engineer.
- (9) Operates all maintenance shops except Engineer shops and insures efficient utilization of all shops and shop equipment.
- (10) Is responsible for the proper distribution, use, care, and safeguarding of all property issued by this division for the command.



#### 6. PURCHASES BRANCH

- (1) Operates central purchasing and contracting service for local procurement of all supplies for which government funds are appropriated.
- (2) Makes purchases from nonappropriated funds when requested.
- (3) Prepares and negotiates all contracts for the command and for units attached for supply.
- (4) Assigns priority ratings for procurement activities.

- (5) Prepares salvage contracts and invitations for bids from data furnished by the Salvage and Redistribution Branch; reviews executed salvage contracts and bids for legal sufficiency.

#### c. SALVAGE AND REDISTRIBUTION BRANCH

- (1) Directs all salvage operations; supervises the redistribution of certain types of excess, obsolete, and nonstandard supplies and equipment and the sale of nominal quantities of property declared surplus.
- (2) Disposes of unserviceable supplies and equipment as scrap.
- (3) Evaluates useful and convertible items in salvage to determine utilization, saleability, or disposition as scrap.
- (4) Segregates and classifies salvage for sale or shipment.
- (5) Provides Purchases Branch with specifications and conditions to be included in contracts or invitations for bids.
- (6) Awards and completes salvage contracts; submits completed contracts to Purchases Branch for review.
- (7) Maintains current information on salvage marketing conditions.
- (8) Develops and promotes the command conservation programs, except food programs.

#### d. SIGNAL BRANCH

- (1) Advises director on Signal supply matters, and performs all Signal activities.
- (2) Operates and maintains all fixed signal communications facilities.
- (3) Operates all photograph laboratories, except those specifically operated by X-ray and Laboratory Services. Processes all film except X-ray and color film; stores and issues all supplies, including printing and developing.
- (4) Operates film library.
- (5) Operates Program Distribution System.
- (6) Encodes, decodes, and safeguards all cryptographic material.

#### e. QUARTERMASTER BRANCH

- (1) Advises director on Quartermaster activities and performs all Quartermaster functions except food service supervision.

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(2) Computes and prepares ration returns; requisitions, stores, and issues all subsistence items; draws rations in bulk and delivers them as directed by Dietetics Division.

(3) Operates the sales commissary for subsistence, clothing, and equipment.

(4) Maintains records of sales and operating costs; collects receipts from sales and deposits them with the Finance Officer.

(5) Operates laundry and dry cleaning facilities or arranges for laundry and dry cleaning service.

#### f. PROPERTY BRANCH

(1) Establishes control levels for supplies included in the consolidated property account.

(2) Maintains liaison with technical service officers for advice and assistance.

(3) Records and Accounts.

(a) Maintains consolidated property accounts and accountability for all supplies.

(b) Edits, registers, and posts requisitions and property vouchers; prepares consolidated requisitions for submission to appropriate depots.

(c) Maintains Memorandum Receipt Accounts.

(d) Maintains schedule of inventory dates.

(4) Warehousing.

(a) Receives, stores, issues, inventories, packs, and ships supplies.

(b) Operates warehouses.

(5) Unserviceable Property.

(a) Maintains unserviceable property records.

(b) Segregates property for classification by designated technical service officers.

#### g. TRANSPORTATION BRANCH

(1) Issues transportation requests, meal tickets; prepares itineraries; obtains accommodations for official travel.

(2) Arranges for outgoing freight shipments, prepares and checks bills of lading, and files claims for lost and damaged shipments.

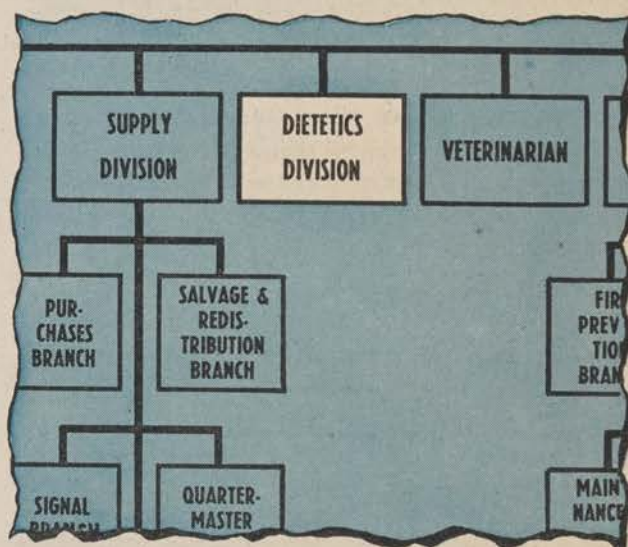
(3) Coordinates the entraining and detraining of personnel and the loading and unloading of military impedimenta.

(4) Arranges for packing, crating, and shipment of household goods of military personnel and other authorized personnel.

(5) Operates motor pool, controls and dispatches all vehicles except Engineer and Signal special purpose vehicles.

(6) Arranges for adequate commercial transportation.

### 12. DIETETICS DIVISION



a. Prepares menus.

b. Receives, stores, and distributes food supplies for current use; conducts food conservation activities.

c. Supervises and trains personnel in hospital mess management and food preparation.

d. Collects, accounts for, and disburses all funds accruing to the Hospital Subsistence Account.

e. Operates and inspects all messes and diet kitchens and supervises ward diet kitchens.

f. Operates central bakery and meat cutting shops.

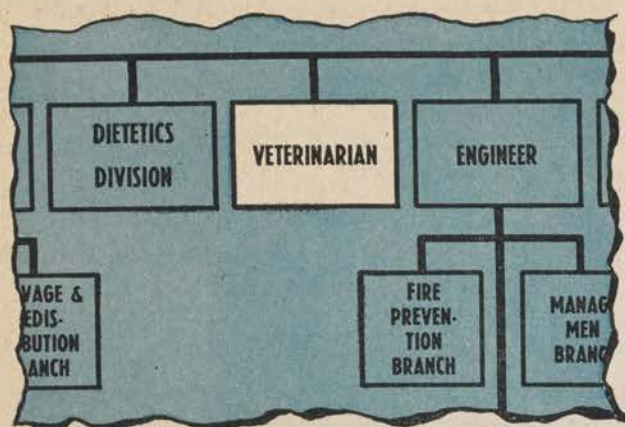
g. Makes reports on menus; and reports on the progress on elimination of food waste as required.

### 13. THE VETERINARIAN

a. Inspects all food products of animal origin received within the command and assigned areas.

b. Makes sanitary inspections of local sources of food supplies except where authorized inspectors

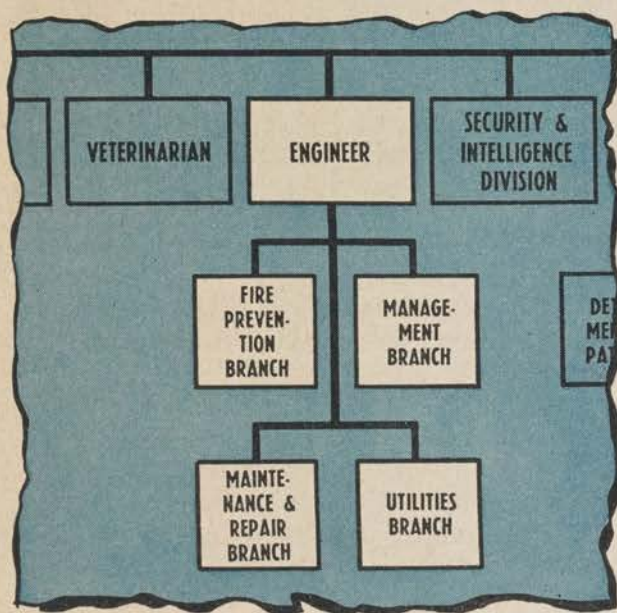
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are assigned; makes recommendations based on inspections, and prepares required reports.

c. Treats and supervises care of animals; orders quarantines when necessary.

## 14. THE ENGINEER



### a. OFFICE OF THE ENGINEER

(1) Advises the Commanding Officer on all Engineer matters; conducts necessary inspections to insure that policies and instructions of higher authority are applied and carried out.

(2) Advises the Supply Division on maintenance and repair of Engineer troop equipment; classifies such equipment as serviceable or unserviceable.

(3) Reviews plans and cost estimates for all repairs and utilities projects.

### b. FIRE PREVENTION BRANCH

(1) Maintains and operates fire fighting equipment, conducts fire prevention inspections, and tests automatic fire alarm and sprinkler systems.

(2) Trains personnel in the use of fire fighting equipment.

(3) Recommends and enforces fire prevention policies.

### c. UTILITIES BRANCH

(1) Maintains and operates water filtration and sewage disposal plants, and arranges for the analysis of sewage and water.

(2) Operates and maintains cold storage and ice manufacturing plants and refrigeration equipment.

(3) Operates and maintains central boiler plants, heating distribution systems, domestic heating plants, including warm air barracks-type furnaces; trains furnace firemen in proper firing methods.

(4) Operates and maintains electrical distribution system.

(5) Procures utility services and controls sale of surplus utility services such as water, sewage disposal, gas, electricity, and steam in accordance with regulations.

(6) Requisitions, receives, stores, inspects, and distributes all solid fuels.

(7) Maintains all permanently installed petroleum products receiving and dispensing systems.

(8) Provides janitorial and cleaning services.

### d. MANAGEMENT BRANCH

(1) Maintains Engineer Stock Record Unit, cost accounting system, budget, records, and reports.

(2) Prepares requisitions for local and central procurement.

(3) Receives and stores repairs and utilities supplies and equipment.

(4) Prepares work orders for Maintenance and Repair Branch.

(5) Maintains maps and records of buildings and structures, roads, walks, grounds, and other topographical data.

(6) Prepares Inventory Adjustment Reports, War Department Shipping Documents, Reports of Survey, and Memorandum Receipts.

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(7) Prepares reports on destruction or damage of buildings.

#### e. MAINTENANCE AND REPAIR BRANCH

(1) Maintains and repairs buildings, miscellaneous structures, fixed training aids, wharves and approaches, grounds (including dust and erosion control), airfield turf and pavements, roads, culverts, drainage, parking and open storage areas, walks, railroads, shop equipment, furniture, and heavy maintenance machinery.

(2) Operates the Engineer shops; directs and supervises labor crews performing maintenance and repair work.

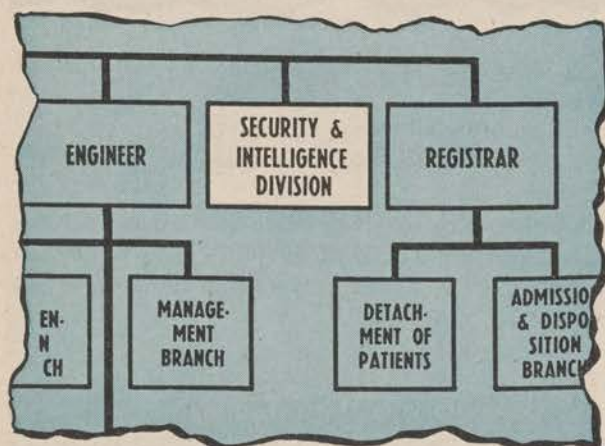
(3) Prepares plans, specifications, and cost estimates for projects covering maintenance and repair, alterations, additions, disaster restoration, and construction, for all work performed by the Engineer. Provides layouts, supervision, inspection, and progress reports on such projects.

(4) Operates or supervises solid waste disposal facilities.

(5) Performs insect and rodent control.

(6) Provides technical data for maps, real property records and reports, and cost analyses of maintenance and repair, and new work activities.

### 15. SECURITY AND INTELLIGENCE DIVISION



a. Conducts intelligence activities.

b. Provides interior guards, town patrols, and guards for prisoner details.

c. Enforces traffic regulations and maintains order within the command.

d. Apprehends absentees and returns them to military control.

e. Operates guard house and assigns prisoners to work details.

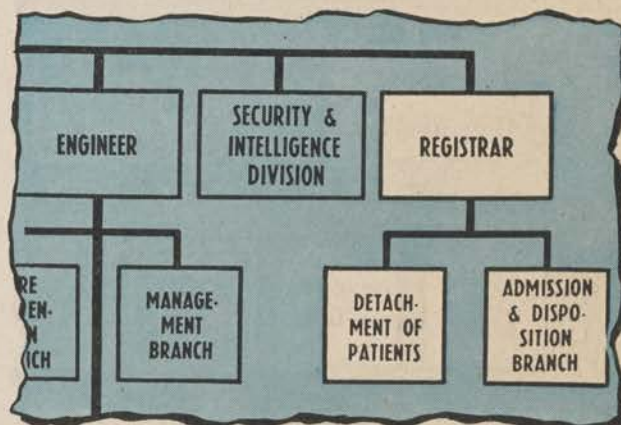
f. Provides security control for safeguarding of military information.

g. Maintains liaison with civil law enforcement agencies.

h. Conducts loyalty investigations of certain civilian and military personnel of the hospital.

i. Conducts investigations of incidents.

### 16. THE REGISTRAR



#### a. OFFICE OF THE REGISTRAR

(1) Is custodian of all medical records except those of the outpatient service; checks clinical records for completeness; prepares and submits statistical tables, charts, records of the sick and wounded, and all reports pertaining to the sick and wounded.

(2) Coordinates and expedites CDD proceedings.

(3) Acts as custodian of patients' funds and valuables.

#### b. DETACHMENT OF PATIENTS' BRANCH

(1) Commands detachment of patients and prepares morning report.

(2) Acts as unit supply officer and operates patients' baggage room.

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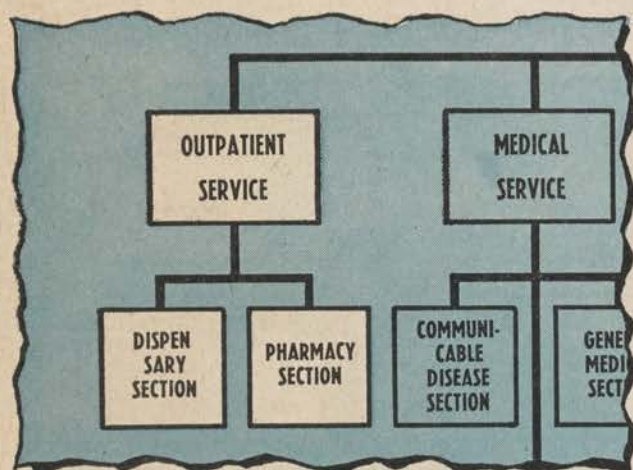
### c. ADMISSION AND DISPOSITION BRANCH

(1) Examines patients prior to admission for determination of type of hospitalization required; calls on chiefs of medical or surgical services for personnel when necessary.

- (2) Assigns patients to proper wards.
- (3) Prepares admission records, Consolidated Ward Morning Reports, Admission and Disposition Sheets; keeps clinical records suspense file of absentee patients.
- (4) Checks all patients arriving at, or departing from, hospital on admission, discharge, pass, leave, and furlough.

## PROFESSIONAL STAFF DIVISIONS

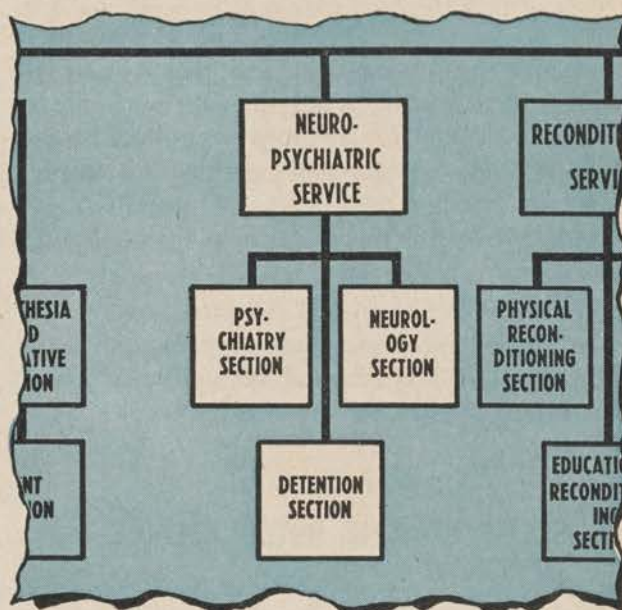
### 17. OUTPATIENT SERVICE



- a. Provides outpatient, sick call, and emergency treatment services; operates dispensaries and maintains necessary records.
- b. Provides an Attending Physician when required.
- c. Performs miscellaneous physical examinations.
- d. Operates all pharmacies; stores, manufactures, compounds, and dispenses pharmaceuticals for use in treatment of patients; maintains records of stored and dispensed medication, alcohol, and narcotics.
- e. Performs all immunizations and maintains necessary records.
- f. Routes outpatients requiring admission through Admission and Disposition Branch with necessary authorization and data.

### 18. NEUROPSYCHIATRIC SERVICE

- a. Furnishes treatment for all patients assigned or referred to the service.

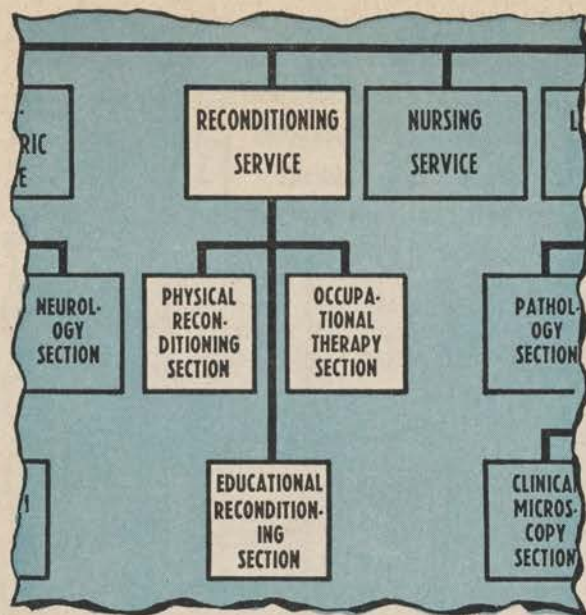


- b. Operates psychiatry, neurology, and detention sections.
- c. Operates all assigned wards.
- d. Provides necessary clinical and consultant services.

(Neuropsychiatry will be designated as a service at neuropsychiatric centers only; in all other instances it will appear as a section under Medical Service.)

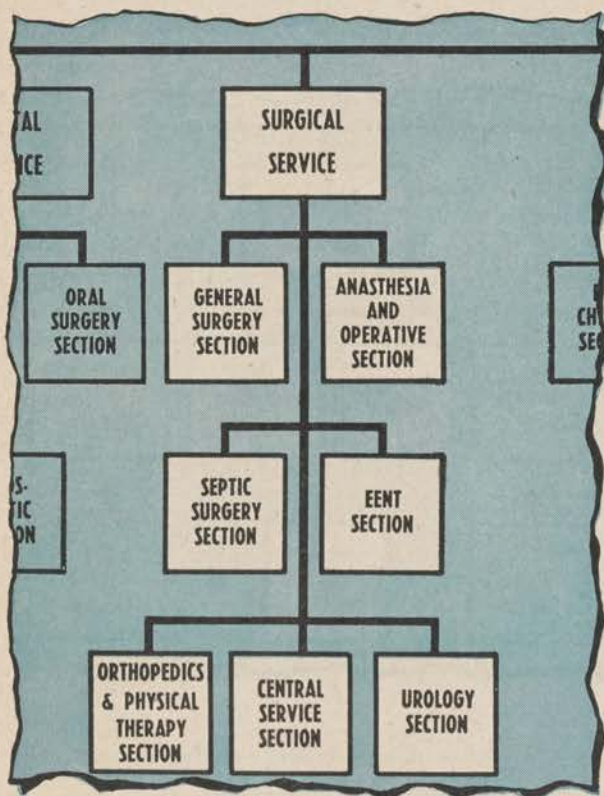
### 19. RECONDITIONING SERVICE

- a. Operates reconditioning services for patients according to individual prescriptions by chiefs of services.
- b. Operates physical reconditioning, occupational therapy, and educational reconditioning sections.



c. Operates special occupational therapy programs for neuropsychiatric patients.

## 20. SURGICAL SERVICE



a. Furnishes treatment for all patients assigned or referred to surgical service.

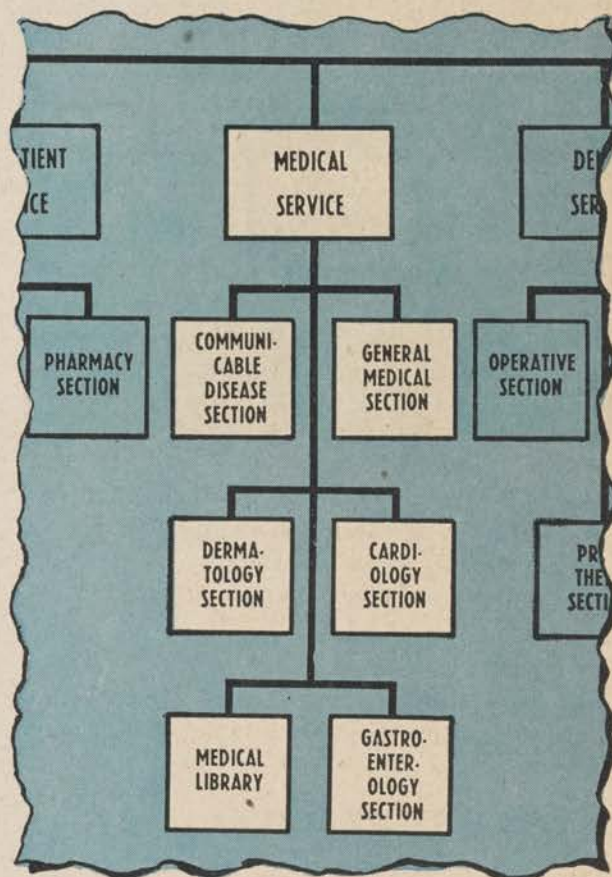
b. Operates general surgery, septic surgery, anesthesia and operative, EENT, central service, and such other sections as may be required by specialized functions of the hospital.

c. Operates an orthopedic section including brace shop and physical therapy subsections.

d. Operates all assigned wards.

e. Provides necessary clinical and consultant services.

## 21. MEDICAL SERVICE



a. Furnishes treatment for all patients assigned or referred to the service.

b. Operates general medical, communicable disease, cardiology, dermatology, gastro-enterology, and such other sections as may be required by specialized functions of the hospital. Venereal disease treatment will be provided by either communicable disease or dermatology section.

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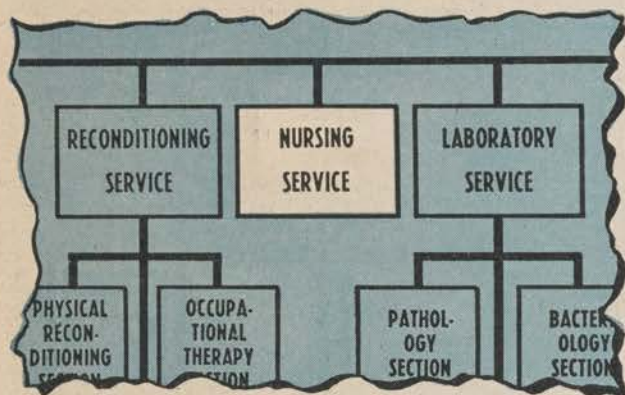
c. Operates a neuropsychiatric section except at neuropsychiatric centers where it will be established as a service.

d. Operates all assigned wards.

e. Provides necessary clinical and consultant service.

f. Supervises medical library.

## 22. NURSING SERVICE



- Provides nursing service for the hospital.
- Assists in the technical training of nurses.
- Supervises nurses' quarters.
- Conducts cadet nurse training program.

## 23. LABORATORY SERVICE

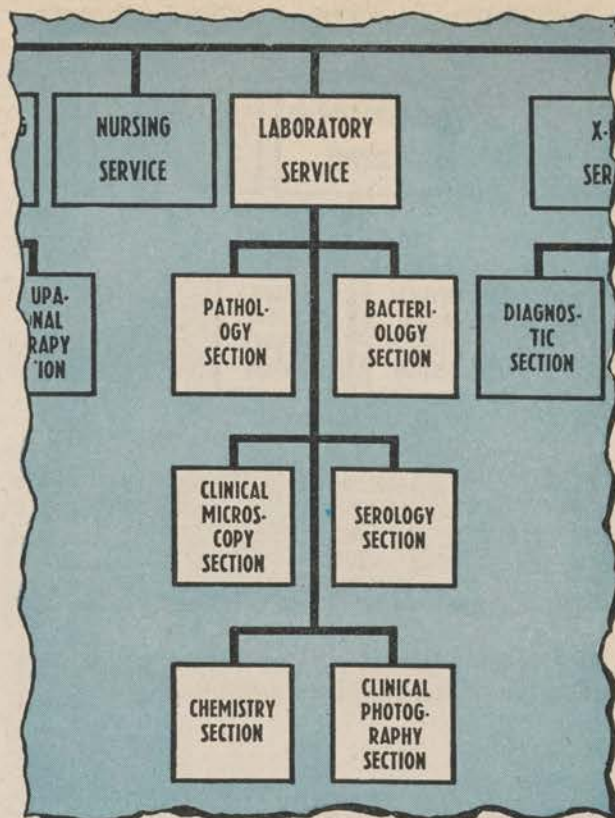
a. Operates pathology, clinical microscopy, chemistry, bacteriology, and serology sections; prepares reports and records incident thereto.

b. Operates clinical photographic section, including processing exclusive of color film.

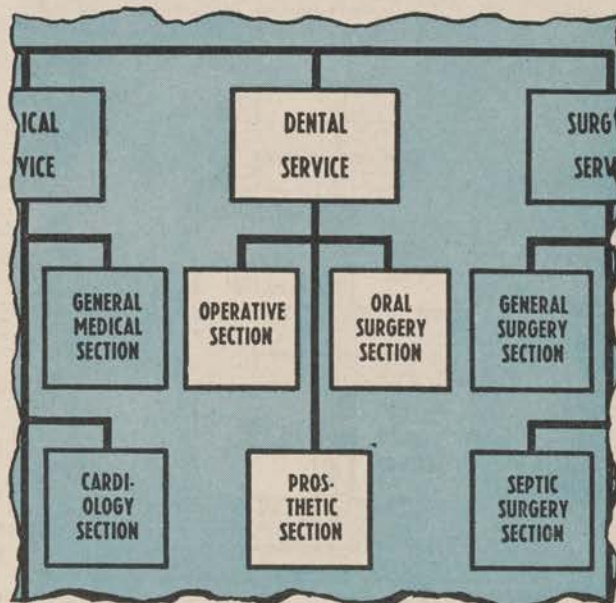
c. Performs autopsies; prepares protocols; operates the morgue.

d. Maintains list of qualified blood donors.

e. Forwards representative samples of specimens to higher echelon laboratories for technique evaluation, as directed.



## 24. DENTAL SERVICE



a. Furnishes dental treatment for all patients assigned or referred to the service.

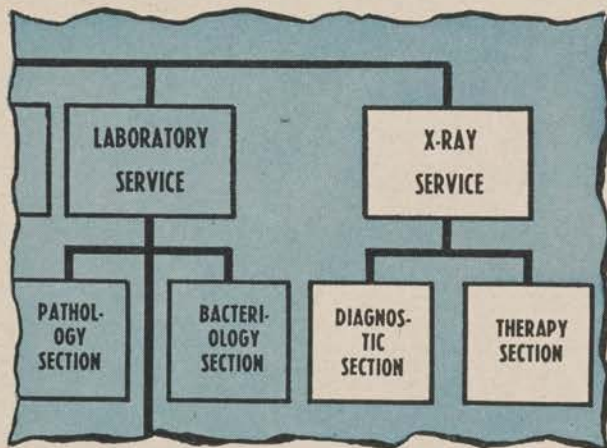
b. Operates oral surgery, prosthetic, and operative section.

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- c. Performs dental examinations and surveys.
- d. Keeps necessary dental reports and records.
- e. Operates stock room for dental supplies for current use.
- f. Trains dental personnel.

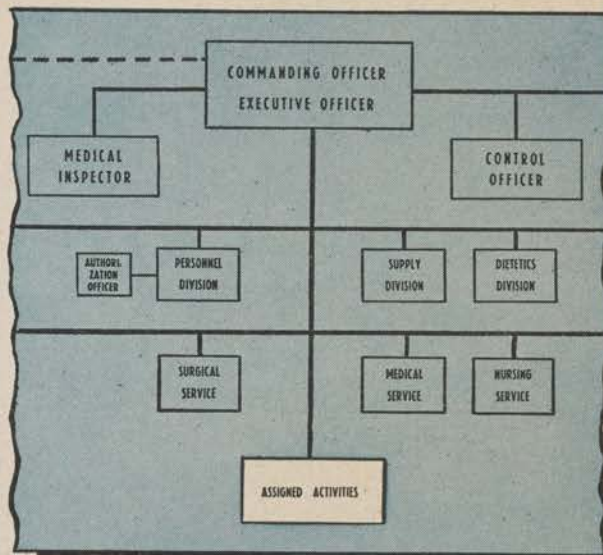
## 25. X-RAY SERVICE



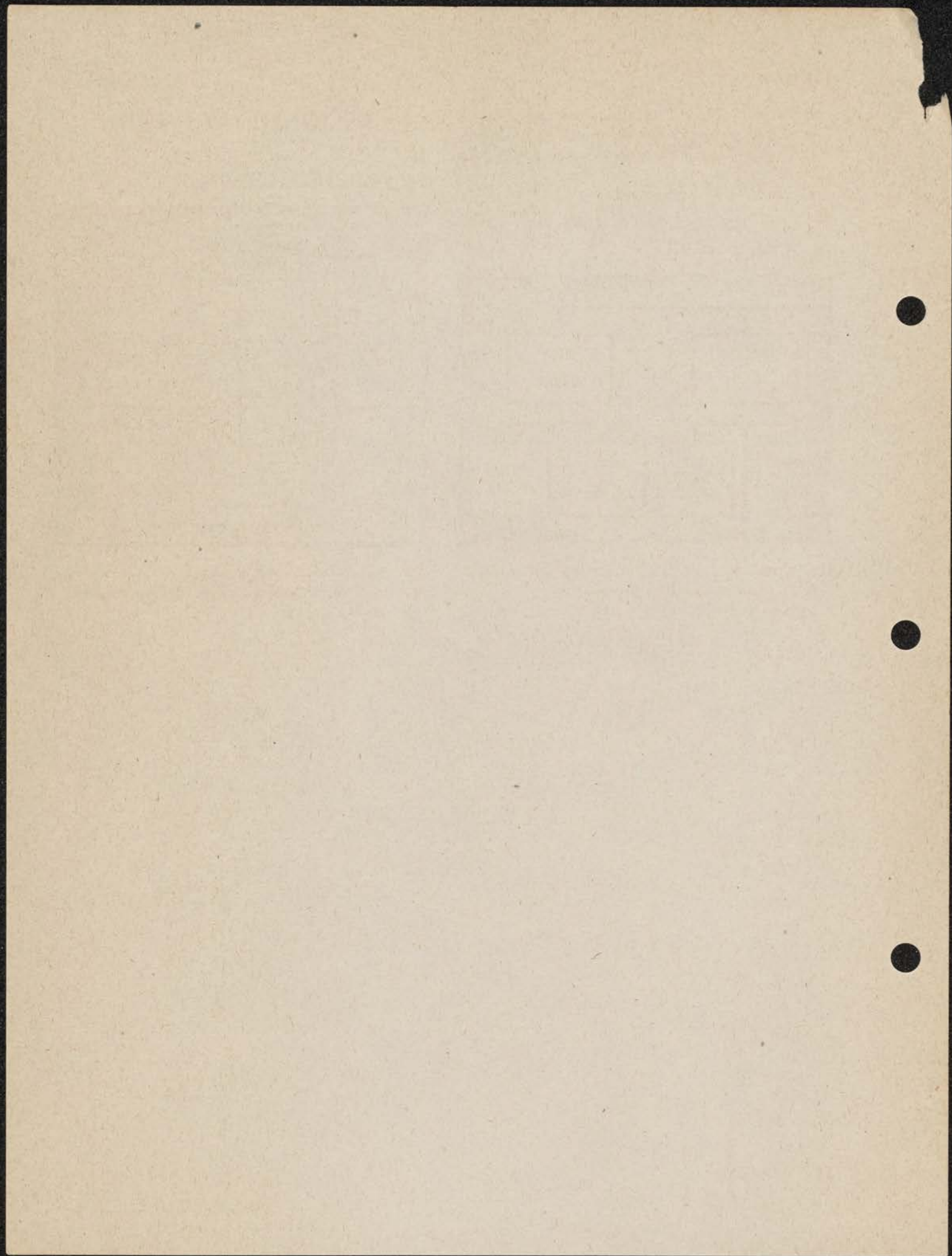
- a. Operates diagnostic and therapeutic sections.
- b. Maintains necessary records.
- c. Files and disposes of X-ray films as directed.

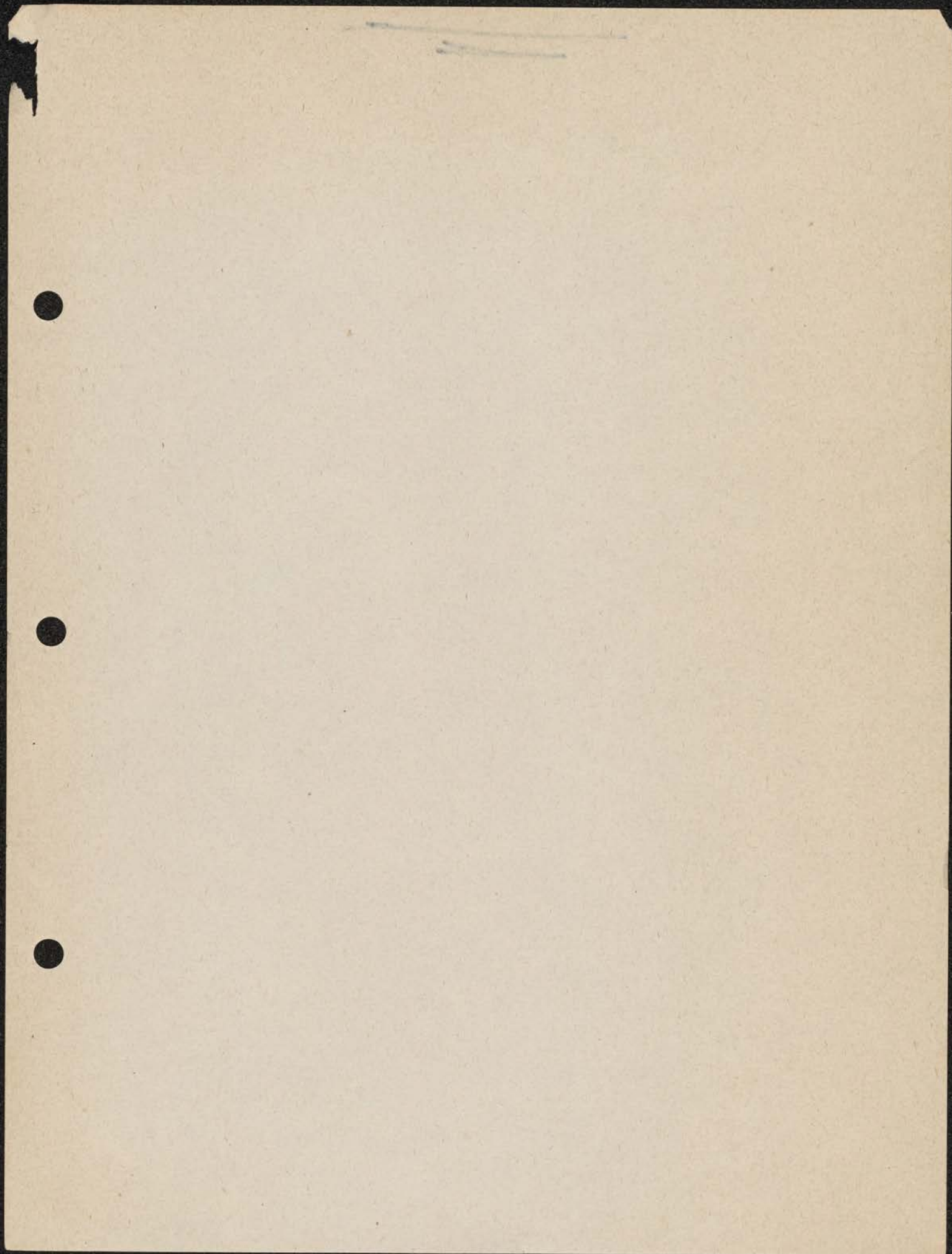
## ASSIGNED ACTIVITIES

### 26. ASSIGNED ACTIVITIES



Includes T/O units, Prisoner of War Camps, and other organizations or activities assigned to the command.



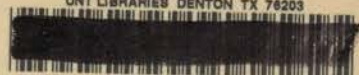


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