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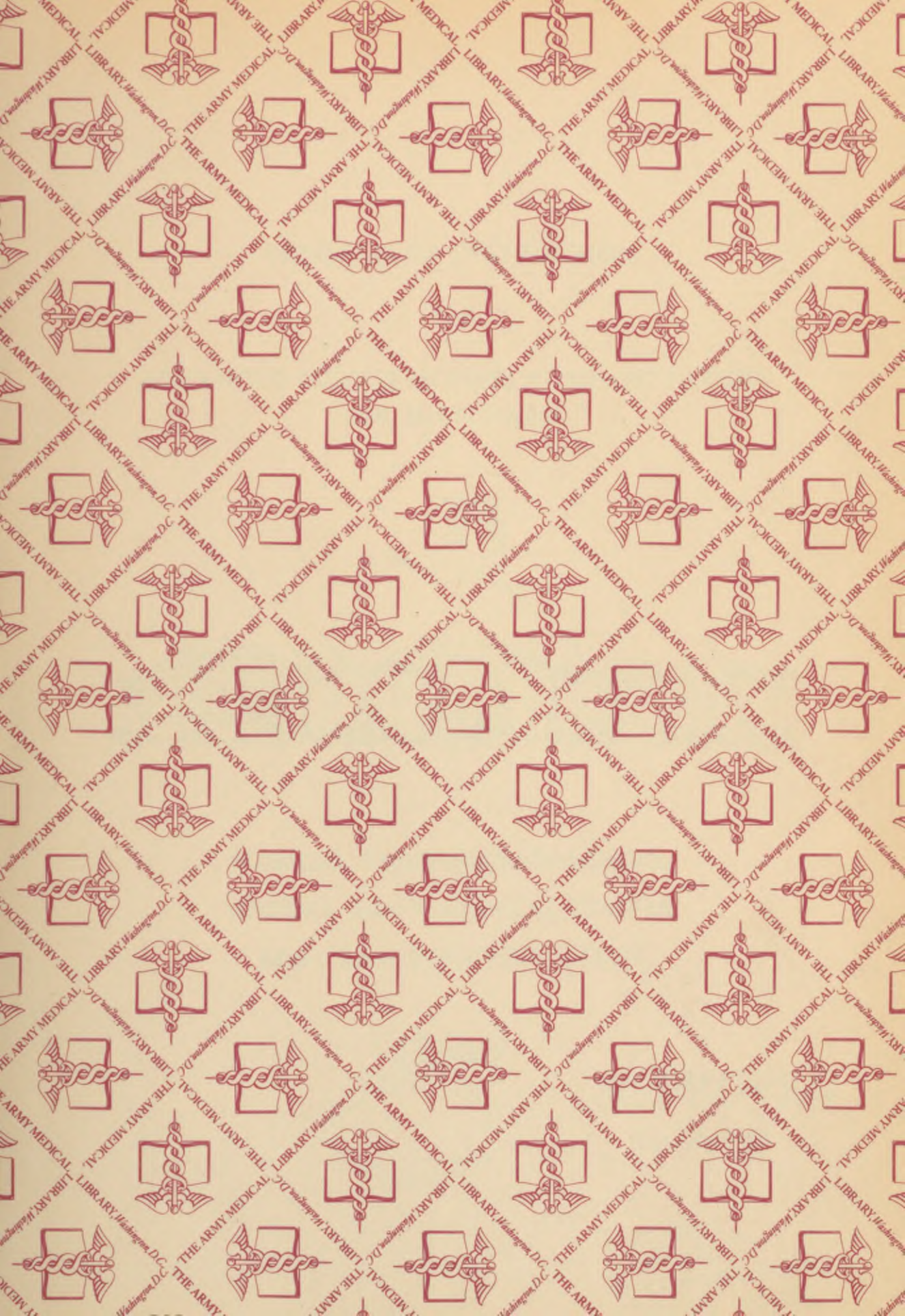
U.S. MEDICAL FIELD SERVICE SCHOOL,
Fort Sam Houston, Tex.

PROGRAM OF INSTRUCTION no.8

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PROGRAM OF INSTRUCTION
FOR
ADVANCED COURSE IN MESS ADMINISTRATION
FOR DIETITIANS



MEDICAL FIELD SERVICE SCHOOL
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS

1947



APPROVED

15 AUG 1947

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Colonel, MC
Chief, Education and
Training Division

U.S. MEDICAL FIELD SERVICE SCHOOL, *Fort Sam Houston, Tex.*

BROOKE ARMY MEDICAL CENTER

FORT SAM HOUSTON, TEXAS

PROGRAM OF INSTRUCTION

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ADVANCED COURSE IN MESS ADMINISTRATION FOR DIETITIANS

MEDICAL FIELD SERVICE SCHOOL

PURPOSE:

To give additional training to dietitians in regard to procurement of food, cost accounting and equipment so that they can more efficiently carry out the duties assigned to them and to acquaint them with newer trends in other matters pertaining to the functioning of the Dietetics Division in the Zone of Interior Hospitals.

PREREQUISITES:

Medical Department Dietitians with one or more years of commissioned service who have signified a desire to remain in the Army.

ADVANCED COURSE IN MESS ADMINISTRATION FOR DIETITIANS
(2 weeks, 80 hours)

SUBJECT	HOURS
<u>ACCOUNTING PROCEDURES</u>	9
Basic Accounting	(1)
Hospital Fund Accounting	(8)
<u>ADMINISTRATION OF THE DIETETIC DEPARTMENT</u>	4
Army Regulations and Publications	(1)
Food and Cost Control	(2)
Food Storage and Inspection Within the Hospital	(1)
<u>COMMANDANT'S TIME</u>	3
Orientation and Processing	(1)
Clearance	(1)
Subject to be Announced	(1)
<u>EQUIPMENT</u>	9
Procurement and Responsibility for Equipment	(2)
Maintenance of Equipment	(2)
Equipment Allowances and Mess Layouts	(5)
<u>EXAMINATION</u>	2
Written Examination	(2)
<u>FOOD INSPECTION</u>	9
Inspection of Food Products by Veterinary Service	(1)
Meats	(6)
Marine, Poultry and Dairy Products	(2)
<u>FOOD PREPARATION</u>	9
Standardization of Recipes	(5)
Food Preparation and Service	(4)
<u>FOOD PROCUREMENT</u>	10
Procurement Methods and Procedures	(7)
Availability of Foods	(3)

SUBJECT HOURS

FOOD SERVICE 5

Food Conservation and Control (2)

Ward and Mess Hall Food Service (3)

MENUS 7

Menu Planning (5)

Diet Therapy (2)

ORGANIZATION OF THE DIETETICS DIVISION 3

Organization of the Dietetics Division (3)

PERSONNEL MANAGEMENT 7

Selection and Assignment of Personnel (1)

Personnel Training and Relations (4)

Tools of Management (2)

TRAINING 1

Military Courtesies, Customs and Dress (1)

TROOP INFORMATION 2

Subjects to be Announced (2)

PROGRAM OF INSTRUCTION

ADVANCED COURSE IN MESS ADMINISTRATION FOR DIETITIANS

PART I

ACCOUNTING PROCEDURES

9 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Basic Accounting ANNEX NO. 1	(1)	Instruction in the fundamental principles of accounting, double entry bookkeeping.
Hospital Fund Accounting ANNEX NO. 2	(8)	Regulations pertaining to the Hospital Fund, the General Ledger, accounting for income and cash receipts; expenses and cash disbursements; the daily record of gain and loss from subsistence; accounting for Hospital Fund Property.

PART II

ADMINISTRATION OF THE DIETETIC DEPARTMENT

4 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Army Regulations and Publications ANNEX NO. 3	(1)	Review of regulations and publications pertaining to mess administration, methods of obtaining, standard and non-standard books and magazines for the dietetic reference library.
Food and Cost Control ANNEX NO. 4	(2)	Food inventory, stock control; recipe and menu costing.
Food Storage and Inspection Within the Hospital ANNEX NO. 5	(1)	Proper storage of foods in the mess, inspection of mess operation and sanitation.

PART III

COMMANDANT'S TIME

3 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Orientation and Processing ANNEX NO. NONE	(1)	Address by Commandant; issue of notebooks, supplies, schedules, and discussion of administrative procedures for the course
Clearance ANNEX NO. NONE	(1)	Processing for departure.
Subject to be Announced ANNEX NO. NONE	(1)	Time to be used for time lost due to interruptions in the schedule or to introduce features considered desirable by the Commandant.

PART IV

EQUIPMENT

9 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Procurement and Responsibility for Equipment ANNEX NO. 6	(2)	Types of available equipment; methods of requisitioning expendable, non-expendable, and non-standard property; accounting for and responsibility for property.
Maintenance of Equipment ANNEX NO. 7	(2)	Preventive and cleaning maintenance responsibility; types of service offered by post engineers.
Equipment Allowances and Mess Layouts ANNEX NO. 8	(5)	Equipment allowances; principals of layout of equipment, work areas, flow charts covering the Army mess.

PART V

EXAMINATION

2 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Examination ANNEX NO. NONE	(2)	Final written examination covering material presented during the course.

PART VI

FOOD INSPECTION

9 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Inspection of Food Products by Army Veterinary Service ANNEX NO. 9	(1)	Veterinary Corps responsibilities; food inspection in the Army; types of veterinary inspection.
Meats ANNEX NO. 10	(6)	Classes and grades of meats; Federal Specifications for meats; cutting of carcass meats; cured and smoked meats; curing and smoking methods; canned meats.
Marine, Poultry, and Dairy Products ANNEX NO. 11	(2)	Classes and grades of poultry, spoilage factors; grades of eggs, quality factors; types of marine products purchased by the Army; types of milk and other dairy products.

PART VII

FOOD PREPARATION

9 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Standardization of Recipes ANNEX NO. 12	(5)	Techniques of standardization; recipe standardization in the Special Diet kitchen; applicatory assignment in standardization.
Food Preparation and Service ANNEX NO. NONE	(4)	Tour of hospital to observe central coordination of mess activities; food preparation and service in large and small messes, and ward food service.

PART VIII

FOOD PROCUREMENT

10 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Procurement Methods and Procedures ANNEX NO. 13	(7)	Quartermaster specifications; methods of requisitioning from Quartermaster; methods of making commercial purchases; Quartermaster storage and issue; the commissary.
Availability of Foods ANNEX NO. 14	(3)	Availability of fresh fruits and vegetables; climatic and transportation problems involved; availability, selection and care of frozen foods.

PART IX

FOOD SERVICE

5 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Food Conservation and Control ANNEX NO. 15	(2)	Food conservation and waste studies, (elimination of waste), use of the Cook's Work Sheet.
Ward and Mess Hall Food Service ANNEX NO. 16	(3)	Ward food service; serving personnel; cafeteria and table service; service of paraplegic patients; ambulatory special diet patients; control of nourishments.

PART X

MENUS

7 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Menu Planning ANNEX NO. 17	(5)	Factors which influence the menu; drafting the menu; special diet menus; preparation of the menu; nutritional evaluation by the short method calculation.
Diet Therapy ANNEX NO. 18	(2)	New trends in Diet Therapy; sources of current information; dietary problems within the hospital.

PART XI

ORGANIZATION OF THE DIETETICS DEPARTMENT

3 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Organization of the Dietetic Department ANNEX NO. 19	(3)	Organization of the department; duties and responsibilities of the key personnel; mess manage- ment responsibilities; relation of the dietitian to other ser- vices and personnel.

PART XII

PERSONNEL MANAGEMENT

7 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Selection and Assignment of Personnel ANNEX NO. 20	(1)	Types of Civil Service positions; procedures of selection, assign- ment, reports and efficiency ratings.
Personnel Training and Relations ANNEX NO. 21	(4)	Instructional techniques and re- sponsibilities; supervisor's re- sponsibility for good personnel relations; handling personnel problems.
Tools of Management ANNEX NO. 22	(2)	Work Schedules, job descrip- tions and analyses.

PART XIII

TRAINING

1 Hour

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Military Courtesies, Customs, and Dress ANNEX NO. 23	(1)	General customs of the Service; female personnel as officers of the Army; proper wearing of the uniform; saluting and other military courtesies.

PART XIV

TROOP INFORMATION

2 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Subjects to be Announced ANNEX NO. NONE	(2)	Current Army talks and/or training films of current interest are presented.

ANNEX NO. 1

BASIC ACCOUNTING
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Basic Accounting	1	Fundamental prin- ciples of account- ing, double entry bookkeeping with emphasis as applied to Hos- pital Fund accounting.	L	EM 767; AR 40-590, par 18.

ANNEX NO. 2

HOSPITAL FUND ACCOUNTING
(8 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Daily Gain and Loss Sheet	2	Sources of income and expense as ap- plied to Hospital Fund; historical data concerning the Hospital Fund.	L, PE	TM 8-262, Chap VII; AR 40-590, par 18.
Registers	2	Source of entries of following Reg- isters and how made: Accounts Receivable, Cash Receipts, Accounts Payable and Cash Disbursements.	L, PE	TM 8-262, Chap VII; AR 40-590; par 18.
General Ledger	2	Accounts contained in the General Ledger; sources of posting; bal- ancing of the General Ledger;	L, PE	TM 8-262, Chap VII; AR 40-590; par 18.
Hospital Fund State- ments	2	Hospital Fund Fi- nancial Statement of Income and Ex- pense; Statement of Liabilities, Assets, and Net Working Capital; Statement of Mis- cellaneous Sub- sistence Account; Statement of Wel- fare Expense; transmittal of Excess Working Capital.	L, PE	TM 8-262, Chap VII; AR 40-590; par 18.

ANNEX NO. 3

ARMY REGULATIONS AND PUBLICATIONS
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Army Regula- tions and Publications Pertaining to Mess Administration	1	Need for a basic reference file; methods of check- ing material al- ready published; keeping abreast of new regula- tions and pub- lications; books and magazines available for the dietitians† reference li- brary; discussion of current regu- lations and pub- lications of par- ticular signifi- cance in mess management.	L,0	AR 1-10; FM 21-6; SB 8-4; WD Supply Catalog MED 3.

ANNEX NO. 4

FOOD AND COST CONTROL
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Food and Menu Costing	1	Food cost control as a direct responsibility of the dietitian; recipe and menu costing; food cost accounting and control systems.	L,C	Food Service in Institutions, West and Wood; TM 8-262, Chap VI.
Food Inventory and Stock Control	1	Controlled ordering, receiving and issuing of food; the central storeroom; individual mess storeroom; Receiving Report; responsibilities of Mess Administrator, Dietitian, and Mess Sergeant; Perpetual Inventory Card; Inventory Report; report of discrepancies.	L,C	TM 8-262, Chaps VI and VII; AR's 40-590 and 210-60.

ANNEX NO. 5

FOOD STORAGE AND INSPECTION WITHIN THE HOSPITAL
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Food Storage and Inspection Within the Hospital	1	Inspection and storage of food supplies in the mess; types of inspection; inspection routine.	L	TM's 10-210, 10-250; SB 10-119; The School Cafeteria, Bryan; Food Service in Institutions, West and Wood.

ANNEX NO. 6

PROCUREMENT AND RESPONSIBILITY FOR EQUIPMENT
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Types of Available Equipment. Methods of Requisitioning. Expendable and Non-Expendable Property	1	Discussion of types of technical service and Hospital Fund properties available for hospital messes; expendable and non-expendable property forms, and procedures for requisitioning.	L,C	AR's 35-6520, 35-6620, 35-6640; SGO Cir 70, 1947; TM 38-403; MED Supply Catalog
Accounting for Non-Expendable Property. Responsibility for Property	1	Responsibility and accountability for non-expendable property; property records maintained; memorandum receipts; issue slips; turn-in slips; reports of survey; statements of charges; transfer of property; property inventories.	L,C	SGO Cir 70, 1947; AR's 35-6520 and 35-6640; TM 38-403.

ANNEX NO. 7

MAINTENANCE OF EQUIPMENT
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Care of Equipment (Preventive Maintenance)	1	Maintenance respon- sibility, general; responsibilities of using services; responsibilities of the Post Engineer; routine scheduling of inspection; in- spection and ser- vice records; types of service offered by the Post En- gineers; starting and shutdown, re- pair and replace- ment service; in- struction of using personnel; presenta- tion of illustrative material by use of a training film.	L, C,D	TF 10-1215 TM's 5-637, 5-671.
Care of Equipment (Cleaning Maintenance)	1	Purpose of cleaning maintenance; general characteristics of materials used in construction of food service equip- ment, and the proper cleaning and care of; cleaning agents and their correct use; cleaning of specific items of kitchen equipment.	L,C	TM's 5-637, 10-405; Care of Food Ser- vice Equip- ment, Amer. Dietetic Association.

ANNEX NO. 8

EQUIPMENT ALLOWANCES AND MESS LAYOUTS
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Equipment Allowances and Mess Layouts	4	Equipment allowances for messes of different sizes; architectural considerations in laying out mess equipment; space allowances; arrangement of equipment; flow charts; work areas; presentation of a problem to be worked out by the template method by each student.	L,C, PE	US Engineer (SA District); Reference Charts of OM and Engineering Equipment; Journals of the American Dietetic Association for Jan, Feb, and Mar, 1947.
Equipment Allowances and Mess Layouts	1	Discussion of mess layout problem as completed by each student.	C	As above.

INSPECTION OF FOOD PRODUCTS BY ARMY VETERINARY SERVICE
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Inspection of Food Products by Army Veterinary Service	1	Veterinary Corps responsibilities; subsistence pro- curement; Veteri- nary food inspect- ion in the Army; other inspection agencies; types of Veterinary inspections; Veterinary Corps as an operating agency.	L,C	AR's 40-2005, 40-2150, 40- 2010; TM 8- 540.

ANNEX NO. 10

MEATS
(6 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Classifying and Grading Carcass Meats	1	Definitions of classes and grades of meats; reasons for classifying and grading; classes of carcass meats; grading carcass meats; presentation of illustrated ma- terial through use of the baloptican.	L,C, D	OPA Regulations; Federal Specifications.
Types, Classes and Grades of Carcass Meats	1	Discussion of grad- ing systems and grades in each; illustration of USDA grades by use of slides; reasons for es- tablishing grades; illustration of grades of beef, veal, lamb, using slides.	L,C, D	OPA Regulations; Federal Speci- fications; USDA Bulletins 1246, 1470; USDA Cir 103.
Wholesale Cuts of Beef, Veal, Lamb and Mutton	1	Standard methods of dividing carcass meats into whole- sale cuts: varia- tions of whole- sale cuts in sec- tions of the country; standard method used in Federal Specifica- tions and Army purchases; illus- tration of methods of dividing with pictures, charts, and by use of skeletons.	L,C, D	OPA Regulations; USDA Bulletin 1246.

ANNEX NO. 10 (continued)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Wholesale Cuts of Pork; Spoilage Factors of Carcass Meat	1	Discussion of standard method of dividing pork car- cass into whole- sale cuts with use of charts; spoil- age of meats from the standpoint of causes; recognition and prevention.	L,C	OPA Regula- tions; TM 10- 210; Military Meat & Dairy Hygiene, Eakins; USDA Cir 288; Military Pre- ventive Medi- cine, Dunham.
Cured and Smoked Meats	1	Object of curing meats; curing agents, kinds of meats cured; curing methods; smoking meats; keeping qualities and spoilage; pre- sentation of illustrative material by use of strips.	L,C, D	TM 10-210, pars 81-83, 89, 90; FS's 8-94, 8-95; Military Meat and Dairy Hy- giene, Eakins.
Canned Meats	1	Processing and inspection of canned meats; recognition of defective or spoiled meats; history of canning.	L,C	TM 10-210; Military Meat and Dairy Hygiene, Eakins; Military Preventive Medicine, Dunham.

ANNEX NO. 11

MARINE, POULTRY AND DAIRY PRODUCTS
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Poultry Products	1	Definitions of different types of poultry; quality factors; grading of poultry; spoil- age factors; classes of poultry; grades of eggs.	L,C	TM 10-210; Federal Specifica
Marine and Dairy Products	1	Types of marine pro- ducts purchased by the Army; inspection of marine products; types of milk and other dairy pro- ducts; laboratory tests used in the analysis of milk; recombined milk.	L,C	TM 10-210; Military Meat and Dairy Hygiene, Eakins.

STANDARDIZATION OF RECIPES
(5 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Use of Standardized Recipes	1	Necessity for recipe standardization; recipe standardization in the special diet kitchen; requirements for successful standardization; techniques of standardizing old and new recipes; discussion of recipes to be standardized in the experimental kitchen in succeeding class.	L,C	TM's 10-412, 8-262, Chap VI; Food Service in Institutions, West and Wood; Quantity Cookery, Treat and Richards; Food for Fifty, Fowler and West.
Standardi- zation of Recipes	4	Standardization of a large quantity recipe by means of application of techniques presented in previous class.	PE	TM 10-412; Food Service in Institutions, West and Wood; Quantity Cookery, Treat and Richards; Food for Fifty, Fowler and West.

ANNEX NO. 13

PROCUREMENT METHODS AND PROCEDURES
(7 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Methods of Requisitioning from the Quartermaster	1	Outline of Quartermaster procurement of foods, central, regional and local; types of bidding; requisition forms and procedures for individual unit.	L,C	TM 10-215, Chaps I-IV; WD Form 445; AR 30-2210.
Methods of Making Commercial Purchases	1	Circumstances under which commercial purchases may be made; certificate of non-availability; procedure for getting bids; purchases of certain items through the Medical Supply Officer.	L,C	TM 8-262, Chap's VI, VII; AR 40- 590, par 18.
Quarter- master Specifications	2	Definition of specifications; purpose of Quartermaster specifications; general requirement in Federal Specifications; classification of subsistence; varieties, types and grades; phases and types of inspection; presentation of illustrative material by use of a sound film strip.	L,C, D	TM 10-210; Federal Standard Stock Cata- log; QM Tentative Specifica- tions; SFS 10-154.
Procurement	3	Visit to the Quartermaster storage and Commissary; visit to bakery and post fat-rendering plant.	D	None

ANNEX NO. 14

AVAILABILITY OF FOODS
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Frozen Foods	1	Quick-freeze and slow-freeze methods; types of commercial quick-freeze methods; quality factors of frozen foods; storage and availability of frozen foods.	L,C	QM Food and Container Institute Manual #1.
Availability of Foods	2	Factors involved in the availability of fresh produce, seasons, shipping, refrigeration, packing; present availability and future outlook on fruits and vegetables; discussion of grades and availability of specific items of fresh produce.	L,C	The Blue Goose Buying Guide, published by the American Fruit Growers Inc; current market information.

ANNEX NO. 15

FOOD CONSERVATION AND CONTROL
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Food Conservation and Waste Studies	1	History of food service; causes of food waste; receiving points, storage, in preparation, prior to cooking, in cooking, in serving, from leftovers, early messing, and unattractive surroundings.	L,C	Food Conservation Bulletin, Hq 4th Army and Supplement; TC 32, 1945; WD Cir 322, 1946; TM 8-262, Chap VI; SGO Cir's 3, 70, 1947.
Food Control	1	Proper use of the Cook's Work Sheet with detailed discussion of all items to be entered and methods of entering; discussion of mess management.	L,C	Food Conservation Bulletin, Hq 4th Army and Supplement; QMC, S & FS Ltr #2, ASF Hq 8th SvC; WD Cir 322, 1946; SGO Cir 70, 1947.

ANNEX NO. 16

WARD AND MESS HALL FOOD SERVICE
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Ward Food Service	1	Discussion of me- chanics of ward food service; ward rounds; diet cards; training of ward diet kitchen person- nel; routines of charting food, check- ing food carts and trays; ward round reports; special diet patient records.	C	TM 8-262, Chap VI; SGO Cir's 3, 70, 1947.
Type of Food Service in Hospitals	1	Cafeteria service; order of foods on the counter, instruc- tion of personnel, portion control, self- service versus con- trolled service, short- order cooking on the line, posting of the menu; service of ambula- tory Special Diet Patients- mechanics of; types of diets served in mess hall; training of serving personnel; table service, mechan- ics of service for paraplegic and ortho- pedic patients.	C	Food Service in Institu- tions, West and Wood; Journal of the American Dietetic Association; Monthly Health Bulle- tin, Hq 1st SvC, Feb 1946.
Control of Nourishments	1	Methods of ordering and issuing nourish- ments; check on quanti- ties; restrictions as to type and quantities of nourishments; nour- ishments for paraplegic and orthopedic patients; evening nourishments- types and restrictions.		

ANNEX NO. 17

MENU PLANNING
(5 hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Menu Planning	2	Factors which influence menu making; drafting the menu; menu reference files and reminders; method and order of drafting; the special diet menus; preparation of the menu; checking the menu in action.	L	TM's 8-500, 8-262, Chap VI; Food Service in Institutions, West and Wood.
Menu Planning (Suggestions)	2	Menu forms used in various Army hospitals; Sunday night supper combinations; "different" food combinations or suggestions; adaptation of menus to local food habits and supplies; effective methods of checking consumer reactions.	C	Menu forms from Army hospitals; compilation of suggestions made by previous classes; commercial pamphlets.
Short Method Calculation of Dietary Analysis	1	Necessity for nutritional evaluation of menus; dietary analysis of the Master Menu on the per pound basis; short method analysis: sources of data, conversion factors, food composition charts, mechanics of calculation, corrections, reports.	C	WD Cir 33, 1946; TB MED 25, 1944.

ANNEX NO. 18

DIET THERAPY
(2 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Diet Therapy	2	Need for the dietitian to keep abreast of the latest trends; sources of material; suggested up-to-date references; responsibilities of the therapeutic dietitian; presentation of selected current trends in diet therapy.	L,C	TM 8-500; SGO Cir 70, 1947; TB MED 23; current copies of medical professional journals.
	1	Types of ward rounds and responsibility of the dietitian in relation to the ward; Chief Nursing Officer, Chief of Services, ward Officer, Chief Nurse, Ward Charge Nurse, ward diet kitchen personnel and to the patient.	I	
	1	General discussion of the principles of organization; specific application of basic principles of organization to the hospital ward, taking into consideration the aim, purpose, plan and management of the department and coordination of activities.	I	Coordination of these activities

ANNEX NO. 19

ORGANIZATION OF THE DIETETICS DEPARTMENT
(3 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of the Dietetics Department	1	Importance of efficient mess management; presen- tation and explana- tion of the organi- zational and func- tional chart of the hospital mess or- ganization for gen- eral and other hospitals in the Zone of the In- terior; specific duties of key mess personnel	L,C	AR 40-590; TM 8-262, Chap VI; SGO Cir's 3, 70, 1947.
Ward Rounds; Relation of the Dietitian to other Services and Per- sonnel	1	Types of ward rounds and re- sponsibility of the dietitian to partici- pate; relation of the dietitian to the Com- manding Officer, Chiefs of Services, ward Officer, Chief Nurse, Ward Charge Nurse, ward diet kitchen personnel and to the patient.	L,C	The Army Nurse, Vol 2, No 11, Jan 1945; TB MED 210; TM 8-262, Chap VI; SGO Cir's 3, 70, 1947; AR 40- 590.
Coordination of Mess Activities	1	General discussion of the principles of organization; specific application of basic principles of organi- zation to the Army hospital mess, taking into consideration the aim, purpose, plan, and management of the department and coordina- tion of activities.	L,C	TM's 10-205, 8-262, Chap VI; SGO Cir's 3, 70, 1947; Food Service in Institu- tions, West and Wood.

ANNEX NO. 20

SELECTION AND ASSIGNMENT OF PERSONNEL
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Selection and Assignment of Personnel	1	Types of Civil Service positions; importance of final selection of appli- cant; interviews; procedures of selection, assignment re- ports and effi- ciency ratings.	L,C	TM 8-262, Chap VI; Memo No. 68, Hq, Brooke AMC, 8 July 1946; Civ Personnel Famphlet No 24, 1946; Civ Personnel Manual No 2, 1945; Civ Personnel Form No 3823A, June 1945; Civ Personnel Form No 3823, Re- vised, 1944.

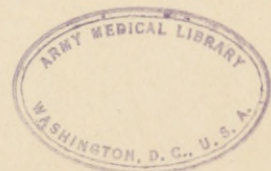
ANNEX NO. 21

PERSONNEL TRAINING AND RELATIONS
(4 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Job Instructor Training	2	Discussion of supervisory responsibilities with emphasis on the instruc- tional phase; the training time-table; the job breakdown; the four-step method of instruc- tion.	L,C	ASF Manual M217-1
Job Relations Training	2	Discussion of su- pervisor's re- sponsibility for maintaining good relations; four- step method for handling problems; showing film strip on "Foundations for Good Relations".	L,C, D	ASF Manual M217-2; SFS 80-16.

TOOLS OF MANAGEMENT
(2 Hours)

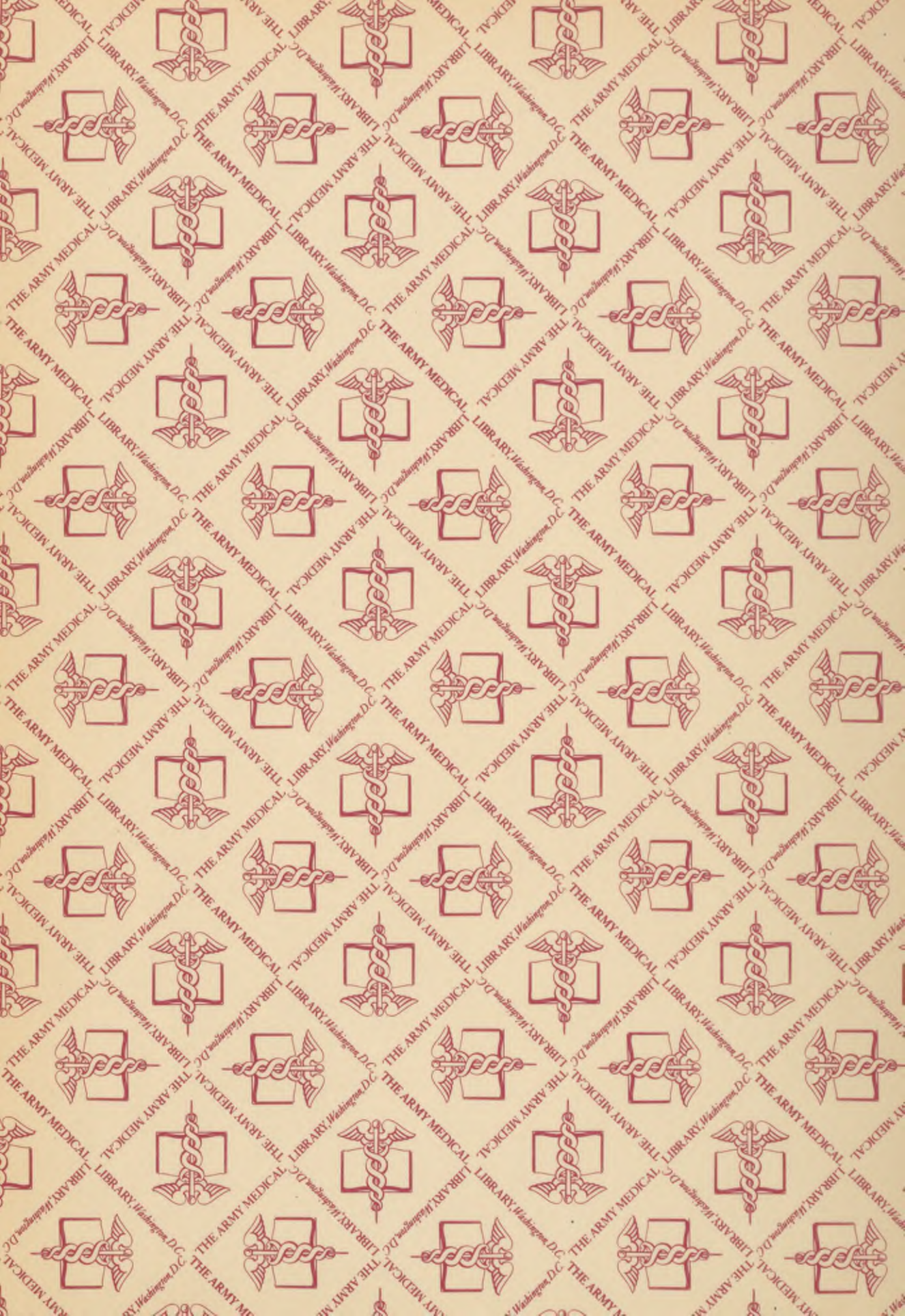
SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Job Descriptions, Job Analyses, Work Schedules	2	Discussion of purpose and meaning of good mess adminis- tration; the "tools" of good administra- tion; detailed out- line of the job description and its value to dietitian and employee; mechanics of making job analy- ses and the use of both individual and unit job analyses; the need for work schedules and the mechanics of its construction; con- struction of a work schedule by the class.	L,C, PE	TM 8-262, Chap VI; Food Service in Institutions, West and Wood.



ANNEX NO. 23

MILITARY COURTESIES, CUSTOMS AND DRESS
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Courtesies, Customs and Dress	1	General customs of the service; military cour- tesies; saluting; proper wearing of the uniform; female personnel as officers.	L,C	AR's 600-40, 600-37; FM 22-5.



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