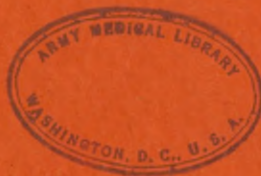


PROGRAM OF INSTRUCTION
FOR
ASSOCIATE ADVANCED
MEDICAL DEPARTMENT OFFICER'S COURSE



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

1947



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

BROOKE ARMY MEDICAL CENTER

FORT SAM HOUSTON, TEXAS

PROGRAM OF INSTRUCTION

FOR

ASSOCIATE ADVANCED MEDICAL DEPARTMENT OFFICER'S COURSE

25 SEPTEMBER 1947

(REVISED)

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ASSOCIATE ADVANCED MEDICAL DEPARTMENT OFFICER'S COURSE

MEDICAL FIELD SERVICE SCHOOL

PURPOSE:

To train Medical Department officers of the Reserve Corps and National Guard, officers of other arms and services of the Regular Army, and officers of the Navy in the advanced duties and functions of the Medical Department.

PREREQUISITES:

1. Commissioned officer of the Regular Army, the Reserve Corps, the National Guard, or the Navy.

2. Officers of the various components of the Army must have completed the basic branch course of the arm or service to which the officer is assigned or possess equivalent qualifications from experience.

ASSOCIATE ADVANCED MEDICAL DEPARTMENT OFFICER'S COURSE

MEDICAL FIELD SERVICE SCHOOL
(8 Weeks, 320 Hours)

| SUBJECT | HOURS |
|--|-------|
| <u>ADMINISTRATION</u> | 33 |
| Army Administration (General) | (3) |
| Medical Supply Records and Procedures | (9) |
| Mess Administration | (3) |
| Records for Morbidity and Mortality | (7) |
| Military Law | (6) |
| Personnel Management | (5) |
| <u>COMMANDANT'S TIME</u> | 38 |
| Aviation Medicine | (2) |
| Class Organization | (3) |
| Clearance and Graduation | (12) |
| Holiday | (8) |
| Morale and Character Building | (1) |
| Subjects to be Announced | (12) |
| <u>DENTAL SERVICE</u> | 2 |
| Dental Service in the Army | (2) |
| <u>LOGISTICS</u> | 23 |
| Automotive Maintenance | (2) |
| Transportation of the Sick and Wounded | (3) |
| Troop Movements | (4) |
| Staff Supply Procedures in a Theater of Operations | (6) |
| Medical Supply | (8) |
| <u>NEUROPSYCHIATRY</u> | 8 |
| Special Aspects of Military Neuropsychiatry | (1) |
| Special Problems in Military and Combat Neuropsychiatry | (5) |
| Practical Application of Military Neuropsychiatry | (2) |
| <u>PHYSICAL MEDICINE</u> | 4 |
| Introduction to Physical Medicine | (1) |
| Physical Reconditioning Section | (1) |
| Occupational Therapy Section | (1) |
| Physical Therapy Section | (1) |

| SUBJECT | HOURS |
|--|-------|
| <u>PREVENTIVE MEDICINE</u> | 43 |
| Introduction and Immunization | (2) |
| Environmental Physiology | (5) |
| Global Epidemiology of: | |
| Respiratory Diseases | (3) |
| Intestinal Diseases | (5) |
| Arthropod Borne Diseases | (7) |
| Venereal Diseases | (6) |
| Sanitary Engineering | (11) |
| Radiant Energy | (2) |
| Examination | (2) |
| <u>TACTICS AND TECHNIQUES</u> | 103 |
| Organization | (5) |
| Map Reading | (4) |
| Command and Staff Procedures | (4) |
| Tactics and Techniques of Combined Arms and Weapons | (21) |
| Organization and Employment of Medical Units | (24) |
| Medico-Military Trends and Developments | (3) |
| Staff Planning and Special Problems | (37) |
| Miscellaneous | (5) |
| <u>TRAINING</u> | 66 |
| Physical Training | (40) |
| Information and Education | (8) |
| Training Techniques and Methods | (10) |
| Training Management | (8) |
| <u>ADMINISTRATION, SUBSTITUTE SUBJECTS</u> | 57 |
| (For Pharmacy Corps and Medical Administrative Corps Officers in Lieu of Professional Medical Subjects) | |
| Administrative Organization of Army Hospitals | (14) |
| Medical Supply Records and Procedures | (15) |
| Mess Administration | (4) |
| Accounting Procedures for Funds | (6) |
| Personnel Management | (18) |
| <u>DENTAL SERVICE, SUBSTITUTE SUBJECTS</u> | 3 |
| (For Dental Corps Officers in Lieu of three hours of Neuropsychiatric subject "Special Problems in Military and Combat Neuropsychiatry") | |
| Dental Administration | (3) |

PROGRAM OF INSTRUCTION

ASSOCIATE ADVANCED MEDICAL DEPARTMENT OFFICER'S COURSE

PART I

ADMINISTRATION

33 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|---|
| Army Administration (General) ANNEX NO. 1 | (3) | Instruction in line of duty determination, records and reports of death, and recruiting aims and objectives. |
| Medical Supply Records and Procedures ANNEX NO. 2 | (9) | During this course it is intended to indoctrinate the officers with supply activities and procedures encountered in Divisions, Hospitals, Posts, Camps and Stations, and Depots, and given on the level of Hospital Commanders and Division Surgeons. |
| Mess Administration ANNEX NO. 3 | (3) | Duties, qualifications and projected training of all personnel concerned with food service and inspection thereof. A study of rations, requisitioning, menu planning, principles of cooking and baking, basic principles of food preparation, serving and conservation. Importance of mess planning and construction. Importance of all phases of sanitation. |
| Records of Morbidity and Mortality ANNEX NO. 4 | (7) | Instruction in the purpose, preparation and routing of records and reports peculiar to the Medical Department with special emphasis on the responsibilities of commanding officers. |
| Military Law ANNEX NO. 5 | (6) | Source and agencies of military jurisdiction; disciplinary power of the commanding officer; courts-martial jurisdiction, |

PART I (Cont'd)

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|-------------------------------------|-------|--|
| Personnel Management ANNEX NO. 6 | (5) | <p>composition, and limitations; procedure before, during, and after trial; administrative procedures of boards of officers with emphasis on those boards peculiar to the Medical Department or involving Medical Department Officers; orientation in the organization and function of civil affairs and military government detachments, and the medical aspects thereof.</p> <p>To provide a working knowledge of the principles of personnel management; how they are obtained, through what means are they exercised; and how they are applied in the Medical Department. Of the principles of personnel management, emphasis will be placed on the classification assignment, selection and training of Medical Department personnel.</p> |

PART II

COMMANDANT'S TIME
38 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|--|-------|--|
| Aviation Medicine ANNEX NO. - None | (2) | <p>Orientation to Aviation Medicine presented by The School of Aviation Medicine, Randolph Field, Texas.</p> |
| Class Organization ANNEX NO. - None | (3) | <p>Processing of students, issue of textbooks, organization of students into groups for instructional purposes, address by the Commandant, and such other administrative procedure as announced by the Commandant.</p> |

PART II (Cont'd)

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|--|-------|--|
| Clearance and Graduation ANNEX NO. - None | (12) | Turning in of supplies and equipment, including pay, transportation, processing, and formal graduation exercise. |
| Holiday ANNEX NO. - None | (8) | Labor Day. |
| Morale and Character Building ANNEX NO. 7 | (1) | Orientation as regards the moral aspect of the program for venereal disease control in the Army. |
| Subjects to be Announced ANNEX NO. - None | (12) | Conferences with professional consultants of The Surgeon General's Office and Brooke Army Medical Center. |

PART III

DENTAL SERVICE
2 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|--|
| Dental Service in the Army ANNEX NO. 8 | (2) | Lectures designed to familiarize the entire class of Medical Department officers with the organization, function and mission of the Dental Corps and the role of the dental service within the Medical Department. |

PART IV

LOGISTICS
23 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---------------------------------------|-------|--|
| Automotive Maintenance ANNEX NO. 9 | (2) | Review of the Army system of motor maintenance; facilities for the salvage and reclamation of automotive parts and vehicles in garrison and in combat. |

PART IV (Cont'd)

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|--|-------|--|
| Transportation of the Sick and Wounded ANNEX NO. 10 | (3) | The methods of transportation of the sick and wounded. Staff planning of the transportation of the sick and wounded from areas of combat based on a medical estimate of the situation. |
| Troop Movements ANNEX NO. 11 | (4) | Staff planning for movement of troops; the role of the Transportation Corps in the movement of troops. The movement of troops in tactical and non-tactical situations; march orders. |
| Staff Supply Procedures in a Theater of Operations ANNEX NO. 12 | (6) | Training in theater supply requirements, procurement, storage, distribution, and documentation to include shipping documents, levels of supply, stock control, and inventories. |
| Medical Supply ANNEX NO. 13 | (8) | Review of theater medical supply procedures and instruction in advanced procedures. Methods of depot operation; computation of requirements; packing, crating, and marking; and duties of medical supply officers. |

PART V

NEUROPSYCHIATRY
8 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|--|
| Special Aspects of Military Neuropsychiatry ANNEX-NO. 14 | (1) | The role of military neuropsychiatry in war time; attitudes and motivations; stresses of military life; special stresses of combat. |
| Special Problems in Military and Combat Neuropsychiatry ANNEX NO. 15 | (5) | Problems, special treatment, and handling of neuropsychiatric casualties at different levels during war time; special neuropsychiatric techniques used in combat casualties. |
| Practical Application of Military Neuropsychiatry ANNEX NO. 16 | (2) | Demonstration of case material with emphasis on the military problems involved. |

PART VI

PHYSICAL MEDICINE

4 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|---|
| Introduction to Physical Medicine ANNEX NO. 17 | (1) | Organization of the Physical Medicine Service of a hospital including purposes, objectives and procedures emphasizing coordination and cooperation between the sections of the service. |
| Physical Reconditioning Section ANNEX NO. 18 | (1) | An understanding of the objectives of the Physical Reconditioning Section, and the types of activities provided by this Section. |
| Occupational Therapy Section ANNEX NO. 19 | (1) | To present objectives of the Occupational Therapy Section covering theory and program of treatment, and the use of prescription for patients in corrective Occupational Therapy. |
| Physical Therapy ANNEX NO. 20 | (1) | To acquaint the students with the type of therapy and objectives of the Physical Therapy Section. |

PART VII

PREVENTIVE MEDICINE

43 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|--|
| Introduction and Immunization ANNEX NO. 21 | (2) | The principles of preventive medicine and their application to Army methods. Discussion of immunization, and the specific materials used for the Armed Forces. |

PART VII (Cont'd)

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|---|
| Environme, Physiolo ANNEX NO. 22 | (5) | Physiological features particularly adapted to special problems of the Army in the Arctic, tropic and temperate zones, and in the air. |
| Global Epidemiology of Respiratory Diseases ANNEX NO. 23 | (3) | The study of respiratory diseases, their mode of spread, the world endemic areas and control problems of quarantine, immunization and prevention. |
| Global Epidemiology of Intestinal Diseases ANNEX NO. 24 | (5) | Discussion of the incidence of intestinal diseases throughout the world, and the problems of control as encountered by the Army. |
| Arthropod Borne Diseases ANNEX NO. 25 | (7) | Relation of arthropods to disease, and the global study of the ecology, mode of spread and special control problems. |
| Venereal Diseases ANNEX NO. 26 | (6) | The current principles of venereal disease control, and the interpolation of the Army program into the national and international prevention program. |
| Sanitary Engineering ANNEX NO. 27 | (11) | The command, engineering and medical responsibilities for water, sewage disposal and swimming pool sanitation. The technical control of operation of post sanitary utilities. |
| Radiant Energy ANNEX NO. 28 | (2) | Conference on the preventive and protective materials and methods against radiant energy. |
| Examination. ANNEX NO. 29 | (2) | Epidemiological problems given as an examination. |

PART VIII

TACTICS AND TECHNIQUES

103 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|---|
| Organization ANNEX NO. 30 | (5) | Organization of the Army of the United States, to include the organization of the various Arms and Services. |
| Map Reading ANNEX NO. 31 | (4) | A general review of the fundamentals of Map Reading. |
| Command and Staff Procedures ANNEX NO. 32 | (4) | The principles of leadership, including air-ground cooperation and liaison, combat intelligence, and an "Estimate of a Situation and Combat Orders." |
| Tactics and Techniques of Combined Arms and Weapons ANNEX NO. 33 | (21) | The principles involved in the employment of combined Arms in a given situation. |
| Organization and Employment of Medical Units ANNEX NO. 34 | (24) | Organization and employment of Medical Department units, including Medical support of Infantry, Armored, Airborne, Arctic, and Amphibious operations. |
| Medico-Military Trends and Developments ANNEX NO. 35 | (3) | Effect of new developments in tactics and equipment on the Medical Department. |
| Staff Planning and Special Problems ANNEX NO. 36 | (37) | The staff planning and development of a plan in special operations. |
| Miscellaneous ANNEX NO. 37 | (5) | This section to include Troop Movements, Communications, Preparation of a CPX, Umpiring, New Developments, and Psychological Warfare. |

PART IX

TRAINING
66 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|--|-------|---|
| Physical Training ANNEX NO. 38 | (40) | Instruction to orient and teach the over-all physical training and athletic program of the Army which will include the adjustments of programs to meet the needs and capabilities of the individual, and provisions to be made for a gradual increase in the intensity of training as the physical condition of the man improves. |
| Information and Education ANNEX NO. 39 | (8) | History and development of the major countries of the world today. The Mission, Need and Organization of Information and Education; Information Centers and Media; The Army Educational Program; and Problems of the World Today. |
| Training Techniques and Methods ANNEX NO. 40 | (10) | Instruction to emphasize the importance of proper military training, to include the mechanisms and methods of instruction, techniques of training, instructional aids, visual aids, and practice teaching. |
| Training Management ANNEX NO. 41 | (8) | Instruction to enable the student to plan and carry out a program in military training which will include T/O & E's, estimate of the training situation, preparation of master schedules, preparation of weekly schedules, and applicatory exercises in training problems as apply to staff officers. |

PART X

ADMINISTRATION, SUBSTITUTE SUBJECTS
 (For Pharmacy Corps and Medical Administrative Corps
 Officers in Lieu of Professional Medical Subjects)
 57 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---|-------|--|
| Administrative Organization of Army Hospitals ANNEX NO. 42 | (14) | Instruction in the administrative organization of Army hospitals to include instruction in the functions of the administrative divisions and professional services of a hospital. |
| Medical Supply Records and Procedures ANNEX NO. 43 | (15) | This course is designed for the purpose of assisting Medical Department commanders and staff officers in supply planning at post and depot levels. |
| Mess Administration ANNEX NO. 44 | (4) | Comprehensive instruction in methods of food storage, stock control, issue and distribution of food; food preparation and service and menu planning. A study of food conservation program with methods of eliminating excessive wastes. |
| Accounting Procedure for Funds ANNEX NO. 45 | (6) | A study of accounting procedures of hospital, unit, sundry and non-appropriated funds, and an outline of accounting for Post Exchange Funds. |
| Personnel Management ANNEX NO. 46 | (18) | Administrative procedures and methods in applying the principles of personnel management to accomplish the maximum efficient utilization of manpower through proper classification and assignment, increasing availability for work, stimulating will to work, increasing ability to produce, and full utilization on essential tasks. |

PART XI

DENTAL SERVICE, SUBSTITUTE SUBJECTS
(For Dental Corps Officers in Lieu of Three Hours
of Neuropsychiatric Subject "Special Problems in
Military and Combat Neuropsychiatry")
3 Hours

| SUBJECT AND ANNEX NUMBER | HOURS | SCOPE |
|---------------------------------------|-------|--|
| Dental Administration ANNEX NO. 47 | (3) | Orientation of field medical units and duties of Dental Corps officers serving therein, types of dental service provided and the equipment available. Organization of the dental service in a theater of operations, a communications zone and in a combat zone. A discussion of problems encountered in providing adequate dental service under the above conditions and type solutions to such problems. |

ANNEX NO. 1

ARMY ADMINISTRATION (GENERAL)
(3 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Line of Duty Determination | 1 | To discuss the meaning of Line of Duty, permissible entries to indicate Line of Duty and factors influencing the selection of each entry. | C | ARs 35-1440, 40-1025, 345-415; AW 107; Digest of Opinions, Judge Advocate General |
| Administrative Procedures in Case of Death | 1 | To instruct the students in the administrative procedures required in cases of death: hospital, unit, and post commander's duties and responsibilities, notification of nearest relative, and the appointment and duties of the Summary Court Officer. | C | AR 600-550; TM 12-240 |
| Recruiting Aims and Objectives | 1 | The postwar program and manpower requirements of the Regular Army, Organized Reserves, National Guard, and Universal Military Training; the recruiting program and the commander's role in publicizing and emphasizing the benefits and advantages of serving in the Medical Department. | C | Army Talk Nos. 145, 154, 155, 158; WD Cir No. 119, 1946; WD Cir No. 31, 1947, as amended |

ANNEX NO. 2

MEDICAL SUPPLY RECORDS AND PROCEDURES
(9 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--------------------------------------|-------|---|------------------------|---|
| Property Responsibility | 1 | Definitions and applicability of supply accountability and responsibility, types of responsibility, exercise of command responsibility, individual responsibility, and responsibility of company or detachment commander. | C | AR 35-6520 |
| Organization Medical Supply I | 1 | To familiarize all officers in a general way with the organization and system established for supply in a Division to include: (1) Division Medical Supply Officers duties, responsibility, and records; (2) Organization Supply Officers duties, records and responsibilities; (3) Company commanders and similar unit supply records and responsibilities; (4) Activation of new units. | C | ARs 35-6520, 35-6620, 35-6640; TMs 38-220, Secs I, II, III, pars 6-9; 38-205, Part 1, Secs I, II; Part 2, Secs I, II, V, pars 1-4; WD Cir 133; Sec II, 138, as amended, 1946 |
| Organization Medical Supply II | 1 | Acquaint all officers with organization and supply system of numbered hospitals during activation and training. Covering records, | C | ARs 35-6520, 35-6620, 35-6640; Medical Supply Catalog-- Med 1, 2, 3, |

ANNEX NO. 2 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|--|
| | | procurement and storage of material while in Zone of Interior. | | 10-1 to 10-5; TMs 38-220, Secs I, II, III, pars 6-9; 38-205, Part I, Sec I, II; Part 2, Secs I, II, III; WD Cir 133, 1946; 138, Sec II, as amended, 1946 |
| Hospital Medical Supply and Stock Control | 1 | Familiarize officers with organization of the supply division of a fixed hospital to include functions of different branches, records, and procedures, theory of accounting, and stock control. | C | TMs 8-262, Chap X; 38-403, Secs IV, V, VI, VII, VIII, IX, X, XI; 38-205; AR 35-6520 |
| Local Hospital Procedure | 1 | Acquaint officers with purchasing branch of supply division of a fixed hospital including personnel, records, procedures, contracting with local agencies and existing regulations. | C | TM 8-262, Chap X; 38-403, Sec III; War Department Procurement Regulations |
| Inspection and Inventory of Property | 1 | Impress upon all officers the necessity for inventory, particularly with a view to determining serviceable and un-serviceable property, and thoroughness of inventory. | C | ARs 35-6520, par 29; 35-6640, 35-6680, 35-6520, C 2; FM 21-8; TMs 14-904, 38-403, 38-220 |

ANNEX NO. 2 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------------|-------|--|------------------------|---|
| Report of Survey | 1 | Acquaint officers with methods of preparing surveys and the need for immediate adjust- ment of any loss, damage, or destruction to government property. | C | TM 14-904; WD Cir 48, 1946; FS 1-491; ARs 35-6640, 345-300 |
| Report of Survey | 1 | A thorough indoctrination of officers on preparation of the Report of Survey. | PE | WD Cir 48, 1946; TM 14-904; ARs 35-6640, 345-300 |
| Supply Depots and Procedures | 1 | Indoctrination of officers in records classifica- tion, storage, issue, repair or salvage of supplies, and performance of other special functions directed by higher authorities for Depots. | C | ARs 700-10, 700-25, 705-5, 40-1 705. |

ANNEX NO. 3

MESS ADMINISTRATION
(3 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|--|
| Personnel; Food, its Preparation | 2 | Principles of Mess Management; importance, objectives and functions. Classification, training, and utilization of mess personnel. Food, its pre- paration, service and conservation. | C | TMs 10-205, 10-405 |
| Equipment, Care, Main- tenance, Sanita- tion and Mess Layout | 1 | Equipment, authorized allow- ances and main- tenance. Sanitation of mess, inspections, food handling and sanitation of area. Mess layouts, general and specific con- struction plans. | C | ARs 30- 2210, 40- 205; FM 21-10; TMs 10-205, 10-405 |

ANNEX NO. 4

RECORDS OF MORBIDITY AND MORTALITY
(7 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|--|
| Hospital Administration | 1 | To outline for the students the various types of hospitals operated by the Army, and to discuss their location, identification, function, size and control. To discuss the usual organization of an Army hospital. | C | AR 40-590; FMs 8-5, 101-10; TMs 8-260, 8-262; WD Cir 12, 187, 1946; SGO Cir No. 30, 1946 |
| Medical Records, 1 Dispensaries, Zone of Interior | | To instruct the student in the function of dispensaries, the various types operated by the Army. Types of patients received and records maintained on each type. | C | ARs 40-550, 40-1025; WD Cir 387, Sec II, 1945. |
| Medical Records, 1 Hospitals, Zone of Interior | | To discuss the various records and reports maintained by hospitals, and the commanding officer's responsibilities in regard to these records. Instruction in procedures required in the case of seriously ill. Instruction in the composition and routing of the report of Sick and Wounded. | C | AR 40-1025; TM 8-262 |

ANNEX NO. 4 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|-----------------------------------|
| Medical Records, Field Installations, Theater of Operations | 1 | To discuss the records maintained by various medical installations in a Theater of Operations as to their preparation, routing and disposition. | C | AR 40-1025; FM 8-5 |
| Statistical Health Reports, Tables and Charts | 1 | Discussion of the Statistical Health Report, WD AGO 8-122, to include sources of information, routing and disposition. Discuss telegraphic reports in the Zone of Interior and overseas. Special reports of epidemic disease, acute communicable diseases prevailing at stations when troops are transferred or occurring among troops enroute; reports to civil authorities, and tables and charts of morbidity and mortality rates. | C | AR 40-1080 |
| Patients' Administrative Records | 1 | Discussion of maintenance of personnel records on patients, patients funds and valuables, patients passes and leaves, and administrative procedures in the case of patients absent without leave. | C | TM 8-262, Chaps IV, V, VIII |

ANNEX NO. 4 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|----------------------------|
| Examination, Records of Morbidity and Mortality | I | A comprehensive written examina- tion covering all of the phases of Records of Morbidity and Mortality pre- sented in the preceding hours. | E | All previous references |

ANNEX NO. 5

MILITARY LAW
(6 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Military Jurisdiction; Disciplinary Power of the Commanding Officer | 1 | Source of military jurisdiction; the agencies of military jurisdiction; mili- tary government, martial law, and military law; the disciplinary power of the commanding officer, authority, policy, effect of errors, authorized punish- ments, procedure, appeals, action by higher authority, preparation of record. | C | MCM, pars 1, 2, 7, 8, 9, 10, 11, and Chap XXIV; TM 27-255, Chaps 1, 2, 3 |
| Courts-Martial Procedure | 3 | Composition and jurisdiction of General, Special and Summary Courts- Martial; procedure before trial; arrest and confinement, preferring and forwarding charges, investigation reference to Staff Judge Advocate, decision of Com- manding Officer, preparation by Defense and Trial Judge Advocate; procedure during trial: preliminary matters, challenges, arraignment, pleas, presentation of case, rights of accused, voting by court, | C, TF | MCM, Chaps II-XXIII, incl; TM 27-255, Chaps 4-19, incl; TF 15-992, "Adminis- tration of Military Justice and Courts- Martial." |

ANNEX NO. 5 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|--|
| | | findings and sentence; procedure after trial: preparation and forwarding of record, action by reviewing authority, rehabilitation of prisoners. | | |
| Boards of Officers | 1 | Function; types, including those involving Medical Department officers; appointing authorities, member- ship, duties, pro- cedure, findings, recommendations, record of proceedings, action by appoint- ing authority. | C | ARs 420-5, 40-590, 345-415, 600-500, 600-550, 605-230, 605-250, 615-361, 615-368, 615-369 |
| Civil Affairs and Military Government | 1 | Orientation in the organization and function of civil affairs and military govern- ment detachments; necessity for coordination and cooperation between these units and the combat and service forces; the medical aspects thereof. | C | FMIs 27-5 (tentative), 27-250, 27-251 |

ANNEX NO. 6

PERSONNEL MANAGEMENT
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Principlos of Personnel Management | 1 | Instruction in the general principles of personnel management. | C | Selected references |
| Selection and Assign- ment | 1 | To instruct the student in classification and assignment of Medical Department officers with emphasis on qualification card; record of service entries; evaluation prota- type. | C | TM 12-425, Sec VIII; TM 12-406, Appendix II |
| Efficiency Report | 1 | To orientate the officer in the preparation of efficiency reports, when made, by whom, and how. | C | AR 600-185 |
| Education and Training | 1 | To orientate the student in the program for specialized training of Medical Depart- ment personnel. | C | Selected references |
| Utilization of Manpower | 1 | To instruct the student in the proper utilization of personnel in accordance with physical capabilities, interests, mental capabilities; aptitudes, skills, education, leadership, and morale considerations. | C | TMs 12-405, 12-406, 12-425, 12-426, 12-427; WD Pamphlet 12-8, 1944 |

ANNEX. NO. 7

MORALE AND CHARACTER BUILDING
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|-------------------------------------|-------|--|------------------------|---|
| Morale and Character Building | 1 | To acquaint students with the importance of the venereal disease program stressing the building of the morale of the individual soldier by emphasizing self-discipline in conformity with the teachings of home and church, and by inculcating a pride in self and in the unit to which he belongs. | L | SGO Cir No. 9, 1947; Scheduled Outlines of Lectures from Office of Chief of Chaplains, Washington, D. C. |

ANNEX NO. 8

DENTAL SERVICE IN THE ARMY
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|-------------------------------|-------|---|------------------------|---|
| Dental Service in the Army | 2 | Lectures designed to familiarize the entire class of Medical Department officers with the organization, function and mission of the Dental Corps, and the role of the dental service within the Medical Department. | L | ARs 40-5, pars 1,2,3; 40-15, 40-510; FM 8-5, Chaps 2,4, 9,11,12, 13,17 |

ANNEX NO. 9

AUTOMOTIVE MAINTENANCE
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|---|
| Automotive Maintenance in the Field | 2 | Review of the Army system of automotive main- tenance; salvage and replacement of Ordnance automotive parts and vehicles in the field. Methods used by units other than Regular Army. | C | WD Cir 336, 1946, Sec II; AR 850-15, Sec IV; TM 37-250, Chaps 1, 2, 4, 5, 6; Special References |

ANNEX NO. 10

TRANSPORTATION OF THE SICK AND WOUNDED
(3 Hours)

| SUBJECT AND FM 8 NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|--|
| Methods of Transporting the Sick and Wounded | 1 | Brief review of the methods and means employed in the transporta- tion of the sick and wounded. | D | FM 8-35 |
| Staff Planning | 2 | Planning and prep- aration necessary for the transporta- tion of the sick and wounded; the general logistical aspects of various situations involving the movement of patients. | C, PE | FM 8-35; WD Cir 59, 1947, WD Cir 61, Sec IV, 1945 |

ANNEX NO. 11

TROOP MOVEMENTS
(4 Hours)

| SUBJECT AND FILE NUMBER. | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Staff Planning for Troop Movements | 1 | Basic logistical data and formulae for staff planning in the movement of personnel; the role of the Transporta- tion Corps in troop movement. | C | FMs 101-10, Chap 2; 25-10, Chap 3; 9-10, Chap 4, Sec I; TM 71-210 CTB No. 6 |
| March Orders | 2 | The preparation, composition termin- ology and execution of March Orders, graphs, tables, and annexes. | C, PE | FMs 101-10, Chap 2; 25-10, Chap 3 |
| Movement of Units | 1 | Movement of troops and units within the Zone of Interior and in tactical situations; route reconnaissance, procurement of necessary repairs, services and supplies enroute. | C | WD Pamphlet 29-10, Feb 1947; WD Memo 55-130-2, 22 Oct 1946; WD Cir 84, 1946 |

ANNEX NO. 12

STAFF SUPPLY PROCEDURES
IN A THEATER OF OPERATIONS
(6 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Supply Responsibility and Require- ments in a Theater of Operations. | 1 | Review of basic supply doctrine; presentation of the principles governing respon- sibility, discip- line, maintenance, and requirements of supply at staff levels. | C, PE | FM 100-10, pars 1-8, 38-42, 50-64, 85-92, 97-103, 181-188 |
| Procurement, Storage, and Distribution of Supplies in a Theater of Operations | 1 | resentation of the principles to be applied in procurement, storage, and distribution of supplies at staff level; oversea requisitioning procedures; shipping documents. | C, PE | FM 100-10, pars 58-84 |
| Communication Zone Supply Stock Control and Inventories | 3 | Training in the methods of taking physical inven- tories of depots, to include inventory adjustments and depot stock status reports and control; levels of supply in a theater. | C, PE | TM 38-205, Parts I, III; Technical Service Catalogs |
| Examination | 1 | Examination questions to cover the scope of General Supply in a Theater of Operations | E | All references referred to in General Supply in a Theater of Opera- tions |

MEDICAL SUPPLY
(8 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Review of Theater Medical Supply | 1 | Review of medical supply procedures in the Theater of Operations, with emphasis on the Theater Surgeon and Communication Zone Surgeon. | L | FMs 8-5, 8-10, 8-55, 7-30, 100-10; TM 38-205, Part 3 |
| Medical Supply Organizations | 1 | Review the various field medical supply organizations; their organization, function and personnel. | C | FM 8-5, pars 159-165, 178-180, 277-285; T/O & Es 8-187, 8-500, 8-667 |
| Medical Supply Procedures in the Division, Corps and Army | 1 | Medical supply procedures at all tactical levels, with emphasis on the duties of the medical supply officer of the Division, Corps and Army. | C, PE | FMs 8-5, 8-10, 8-55, 100-10, 101-10, Chap 3; TM 38- 205, Part 3 |
| Property Accounting in the Field | 1 | Accountability and responsibility of medical property in the field, and methods by which maintained. | C, PE | FM 100-10; TM 38-205, Part 3; TM 38-403, Secs I, VIII |
| Stock Control in Field Medical Depots | 1 | Methods of stock control in the field, including the stock record account. | C, PE | TMs 38-205, Part 3; 38-403, Secs I, IV |
| Storage Methods in Field Depots | 1 | Methods of ware- housing and storage in field medical depots. | C | FM 8-5, par 161 |

ANNEX NO. 13 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------------|-------|--|------------------------|--|
| Packing, Crating and Marking | 1 | Proper methods of packing, crating and marking of medical equipment and supplies in the field to insure safe transportation and shipment. Emphasis on both functional and non- functional packing of smaller hospitals. | C, D | SB 8-2, TMs 38-413 38-414 |
| Examination | 1 | Examination to cover the questions asked at the end of each hour, and the scope of the entire course. | E | All previous references in Medical Supply (Logistics) |

ANNEX NO. 14

SPECIAL ASPECTS OF
MILITARY NEUROPSYCHIATRY
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Special Aspects of Military Neuropsychiatry | 1 | Types of clinical entities commonly encountered by the military neuro-psychiatrist in peace time; accepted methods of handling and treatment. Special aspects of attitudes, motivations, and morale. Special aspects of combat casualties and factors in special treatment required. | L | TB Meds 156, 201, 203 MR 1-9 and Supplement. ARs 40-100, 40-105, 40-110, 40-1045, 600-500, 605-230, 605-250, 615-360, 615-361, 615-366, 615-368, 615-369; WD Pamphlet 21-35 |

ANNEX NO. 15

SPECIAL PROBLEMS IN MILITARY AND COMBAT
NEUROPSYCHIATRY
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--------------------------------------|-------|---|------------------------|------------|
| Stresses of Combat | 4 | MF 1241, "Let There Be Light"; MF 1197, "Combat Exhaustion", "Okinawa"; TF 8-1402, "Introduc- tion to Combat Fatigue"; FB 184, "Psychiatric Procedures in the Combat Area". | MF, FB, TF | None |
| Treatment in Combat Psychiatry | 1 | A question and discussion period covering neuro- psychiatric casualties peculiar to combat stress with special reference to treatment implications. | C | None |

ANNEX NO. 16

PRACTICAL APPLICATION OF MILITARY NEUROPSYCHIATRY
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|--|------------------------|------------|
| Clinical Demonstration | 3 | Class to attend staff conference in medical installations having neuro-psychiatric service to see typical cases presented and discussed. Cases will be presented in such a manner as to emphasize various specialists, social worker, psychologist, nurse, and psychiatrist in the proper evaluation and in outlining the best possible treatment program. | C, PE | None |

ANNEX NO. 17

INTRODUCTION TO PHYSICAL MEDICINE
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|---|
| Introduction to Physical Medicine | 1 | Organization of the Physical Medicine Service of a hospital including purposes, objectives and procedures emphasizing coordination and cooperation between the sections of the service. | L | WD Cir 349, 28 Nov 1946; WD Memo No. 40-590-7, 7 Dec 1946 |

ANNEX NO. 18

PHYSICAL RECONDITIONING SECTION
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---------------------------------------|-------|---|------------------------|--|
| Physical Reconditioning Section | 1 | An understanding of the objectives of the Physical Reconditioning Section, and the types of activities provided by this section. | L, D | TB Med 137, 1945; TMs 8-292, 21-220 |

OCCUPATIONAL THERAPY SECTION
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------------|-------|--|------------------------|---------------------------------|
| Occupational Therapy Section | .1 | To present objectives of the Occupational Therapy Section covering theory and program of treatment, and the use of prescription for patients in corrective occupational therapy. | L | TB Med 84, 1944; TM 8-291 |

PHYSICAL THERAPY
(1 Hour)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|---|------------------------|--|
| Physical Therapy | 1 | To acquaint the students with the type of therapy and objectives of the Physical Therapy Section. | L | TM 8-293; "Physical Medicine", Krusen |

ANNEX NO. 21

INTRODUCTION AND IMMUNIZATION
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|--|------------------------|--|
| Introduction | 1 | An introduction to the military preventive medicine program. | L | FM 21-10 |
| Immunization | 1 | Discuss and illustrate the initial and special immunizations used in the Army. | D, C | TB Med 114; Departmental Abstract 1.04a; WD Cir 129, 1946 |

ANNEX NO. 22

ENVIRONMENTAL PHYSIOLOGY
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------------|-------|---|------------------------|---------------------------------------|
| Hot and Cold Weather | 1 | Water, salt and protein require- ments for the human body, with special emphasis on extremely hot weather and cold weather problems. | L, TF | FM 70-15; TB Med 175; TF 8-2057 |
| Hot and Cold Weather | 1 | Wind chill and body cooling, body heat pro- duction, conserva- tion and loss. | L, TF | FM 70-15, FM 21-10; TF 8-1391 |
| Altitude | 1 | The effects of high altitude on the human body. | C | Departmenta Abstract |
| Environmental Physiology (CO) | 1 | The cause, effects and methods for the detection and prevention of carbon monoxide poisoning in Army operations. | C | Departmenta Abstract |
| Hard Radiation | 1 | The physics and principles of radium, X-Ray and atomic energy with special reference to commercial and military applications. | C | Departmenta Abstract |

ANNEX NO. 23

GLOBAL EPIDEMIOLOGY-RESPIRATORY DISEASES
(3 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|--|
| Airborne and Droplet Infections | 2 | The control measures currently used in civilian and military institutions, and the factors yet to be investigated. | L, C | TB Med 47; Departmental Abstract Nos. 1.07, 1.12; "The Control of Communicable Diseases", American Public Health Association, 8th Edition, 1946, pp 1-16 |
| Special: Upper Respiratory Disease Problems | 1 | The methods, spread, epidemiological investigations of, and control measures for the common cold and influenza. | C | TB Meds 47, 85 |

ANNEX NO. 24

GLOBAL EPIDEMIOLOGY-INTESTINAL DISEASES
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|----------------------------------|
| Typhoid and Paratyphoid Global Distribution | 1 | Conference on the typhoid-paratyphoid group of enteric diseases; special reference to control measures. | C | TB Med 119 |
| Cholera and Epidemic Hepatitis | 1 | Review of the recent information on the epidemiology of these diseases. | C | TB Meds 138, 206 |
| Salmonellosis | 1 | Epidemiology and spread of salmonella infections in troops; the rodent factor, control principles. | C | To be given by instructor |
| Food Poisoning | 1 | Group discussion of the food poisoning group, including the bacterial endo and exo toxins, the heavy metals and other inorganic and organic poisons. | C, PE | Departmental Abstract 2.05 |
| Control Principles in Civilian and Army Communities | 1 | The principles of intestinal disease control as applied to troops and civilian communities; the importance of fly and rodent control. | C | To be given by instructor |

ANNEX NO. 25

GLOBAL EPIDEMIOLOGY-ARTHROPOD BORNE DISEASES
(7 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Global Distribution and Epidemiology Malaria | 1 | Malaria - its etiology, mode of transmission, host-parasite- vector relation- ships, distribution, epidemiology, and the effects of environmental factors. | C | "Manual of Tropical Medicine", Mackie, Hunter & Worth, pp 213-250; "Introduc- tion to Malariology", Boyd |
| Yellow Fever, Dengue, Virus Encephalitis | 1 | Epidemiology of yellow fever, dengue, and virus encephalitis, modes of trans- mission and control; jungle vs urban yellow fever. | C | "Virus and Rickettsial Diseases", Harvard Symposium, pp 349-364, 713-766. "Manual of Tropical Medicine", Mackie, Hunter & Worth, pp 11-22, 328- 349 |
| Plague and Rodent Borne Diseases | 1 | Epidemiology and control of plague, endemic (murine) typhus, scrub typhus and other rodent borne diseases. | C | Departmental Abstracts 4.24, 4.24A |
| Typhus and Louse Borne Diseases | 1 | Typhus, relapsing fever and trench fever; problems of epidemiology and control as they apply to the Armed Forces. | C | Departmental Abstract 4.21 |

ANNEX NO. 25 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Flies and the Enteric Diseases | 1 | Review of the flies that carry disease, the mechanism of infection, life histories and control measures. | C | Departmental Abstract 4.08 |
| Control Principles and the Methods Used in the Army | 2 | Discussion and demonstration of the principles of insect control, control methods and equipment, insecticides as they apply to arthropods of medical importance. | C, D | TM 5-632; Departmental Abstract 4.02 |

ANNEX NO. 26

GLOBAL EPIDEMIOLOGY-VENEREAL DISEASES
(6 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|---|
| Civilian and Army Venereal Disease Control Methods | 2 | The integrated program of venereal disease control by Army, Navy, USPHS and civilian agencies; the role of the Provost Marshal, Chaplain, Special Service Officer and the Medical Officer. | C | SGO Cir 19, 6 Feb 1947; TB Med 157 |
| Overseas Venereal Disease Control | 1 | Special problems in venereal disease control of the Army in overseas areas; nationalistic methods of control. | C | None |
| Epidemiology of Gonorrhea, Applicatory Exercise | 1 | Study of a family outbreak of venereal disease, the epidemiological considerations as they apply to similar problems. | PE | To be given by instructor. |
| Reporting Records and Rates | 1 | Methods and forms used in reporting, recording and in calculating rates; the use of the rate slide rule, the interpretation of rate data. | C | To be given by instructor |
| Educational Measures - TF, FS, Posters, etc. | 1 | The use of training films, film strips, posters, and other visual aids as educational measures in venereal disease prevention and control. | C, D, FS | FS 8-57, FS 8-58; TB Med 157 |

SANITARY ENGINEERING
(11 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|---|------------------------|---|
| Water Supply | 1 | The Army water supply, its sources and procurement. | L, MF | FM 21-10; MF 1174 |
| Water Procurement | 1 | The handling, treatment and testing of water supplies. | L, D | TB Meds 37, 163, 190; TM 5-295 |
| Water Treatment | 1 | Field equipment used in the purification and handling of water. | D, TF | TM 5-295; TF 5-237 |
| Sewage Disposal | 1 | The principles and methods for the disposal of human wastes. | L | Departmental Abstract |
| Sewage Treatment | 1 | The various treatment processes used by the Army, general design principles and responsibility for operation. | C | "Military Preventive Medicine", by Dunham |
| Water and Sewage | 4 | A field trip to study and inspect water supply and sewage disposal plants. | D | None |
| Swimming Pool Designs | 1 | The various types and designs of swimming pools found at Army installations. | L | "Military Preventive Medicine", by Dunham |
| Swimming Pool Sanitation | 1 | Sanitation of swimming pools, bathing loads, water treatment, etc. | D | TB Meds 163, 190 |

ANNEX NO. 28

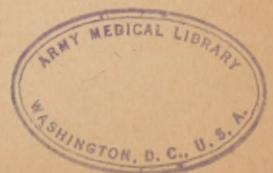
RADIANT ENERGY
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|---|------------------------|--------------------------|
| Radiant Energy | 2 | The principles and effects, and methods for protection from radiant energy. | L, C | Departmental Abstract |

ANNEX NO. 29

EXAMINATION
(2 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------|-------|--|------------------------|-------------------------------|
| Examination | 1 | Written examina- tion covering all material presented by the Department of Preventive Medicine. | E | All previous references |
| Discussion of Examination | 1 | Discussion of above examination. | C | None |



ANNEX NO. 30

ORGANIZATION
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Organization of the Army of the United States | 1 | Organization of the War Department, organization of commands of the next lower echelon, organization of the field forces down to the corps inclusive, and territorial organization. | C | FM 100-5, pars 1-7, 9-70, incl. Mimeo 2.0015 |
| Organization of the Infantry Division | 1 | Organization and role of the division and its component units with emphasis on field artillery and infantry regiments; the relation of principle com- manders to their staffs and sub- ordinate units. | C | FM 100-5, pars 1010- 1017; Mimeos 2.0015 and 2.0546 |
| Organization of the Armored Division | 1 | Organization of the armored division to include its characteristics. Emphasis will be placed on the role of the combat commands. | C | FM 17-100, pars 1-31, incl.; Mimeos 2.0015 and 2.0756 |
| Organization of the Army Air Forces | 1 | Organization of the Army Air Forces in general. Tactical employment of the Air Force. | C | FMs 31-35, 100-5 |

ANNEX NO. 30 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|---|
| Organization of the Medical Department | 1 | A brief outline of the over-all organization of the Medical Department. Include the internal organiza- tion of the office of The Surgeon General. At the beginning of this hour give an introduction to the Department of Tactics and Techniques. | C | FM 8-5; WD Cirs 138, 170, 1946; ARs 40-5, 40-10, 40- 15, 40-20, 40-21, 40-25, 40-26, 40-30, 40-2005, 140-30, 605-20; Manual, Office of The Surgeon General. |

ANNEX NO. 31

MAP READING
(4 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|--|------------------------|-------------------------------|
| Map Reading | 4 | Review of the fundamentals of Map Reading. | C, PE | FMs 21-25, 21-26, 21-30 |

ANNEX NO. 32

COMMANDS AND STAFF PROCEDURES
(4 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|--|
| Combat Intelligence | 1 | Production and processes of combat intelligence; essential steps in the production and utilization of combat intelligence; G2 cooperation in staff planning. | C | FMs 100-5, Chap 6; 101-5, Appendix I |
| Estimate of the Situation and Combat Orders | 1 | The commander's estimate of the situation in the preparation of a field order; technique of preparation of operation orders. | C | FM 101-5, pars 57-67, Chap 2, and page 75; Mimeo 2.0306 |
| Leadership | 1 | Prerequisite of a leader. Analysis of character, intelligence, alert- ness and knowledge of men. The role of the leader in attaining morale, esprit de corps, discipline and efficiency. | C | FM 22-5, Chap 2 |
| Tactical Air Support to Ground Forces | 1 | Tactical employment of air power and its relationship to ground forces; tactical air force; joint air-ground planning to include agencies and pro- cedure; <u>forward</u> (air) control teams. | C | FMs 31-35, Chaps 4, 5; 100-5, pars 81-89 |

ANNEX NO. 33

TACTICS AND TECHNIQUES OF COMBINED ARMS AND WEAPONS
(21 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------------|-------|---|------------------------|---|
| Employment of Armored Units | 1 | Tactical employment of armored force units to include the armored division and separate tank battalions. | C | FMs 17-100, pars 19-40, incl; 17-10, Sec 1 Chap 2. Mimeo 2.0666 |
| Defensive Combat | 1 | Basic principles of the defense applicable to all units of com- bined arms; terminology peculiar to the defense to enable students to under- stand plans and orders; and conduct of the defense with definitions and a few principles of retrograde movements. | C | FM 100-5, pars 578- 593, 595, 597-604, 607-608, 610, 613- 619, 621- 633, 640- 652; Mimeo 2.0655 |
| Infantry Division in Defense | 1 | Combat principles of an infantry division and its major subordinate units in the defense through defense phases commencing with "Reconnaissance and Occupation of Position" and ending with "Termination of the Defense", and basic principles of retrograde move- ments applicable to the infantry division. | C | FM 100-5, pars 26-31, 42-52, 59- 63, 591-594, 596, 605, 606, 609, 611, 612, 620, 634- 639, 653- 662, 671, 672, 1010- 1017; Mimeo 2.0646 |

ANNEX NO. 33 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|---|
| Organization and Employment of an Airborne Division | 1 | Organization of an airborne division. A comparison of its characteristics and capabilities with an infantry division. | C | FM 100-5, Chap 14 |
| Jungle Warfare | 1 | A comparison to normal offensive and defensive combat including historical examples of units of various sizes in various types of jungle. | C | FM 100-5, pars 158, 956-967; FM 7-20, pars 164- 168 |
| Operations in Desert Area and Under Conditions of Snow and Extreme Cold | 1 | Combat in desert areas and under conditions of snow and extreme cold, including climatic and terrain analysis of these areas and their effect upon the technique of infantry and other arms. | C | FM 31-5, pars 1-3, 6, 7, 44, 159, 160, 165-177, 184; FM 31-25, pars 1-13 |
| Weapons of all Arms, Including Air Force | 2 | A brief discussion of small arms, rocket launchers, hand and rifle grenades, flame throwers, machine guns, mortars, recoilless guns, self-propelled weapons, and bombs; airplane armament followed by showing of TF 7-1266 and TF 7-1416. | C, TF | Mimeo 2.0576 |

ANNEX NO. 33 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|--|------------------------|---|
| Mountain Warfare | 1 | A comparison to normal offensive and defensive combat emphasizing the influence of terrain, organization and the use of supporting arms. | C | FM 100-5, pars 873-912, 951-955 |
| Amphibious Operations | 2 | Coordination in the joint execution of ground, naval, and air forces; explanation of ship to shore movement; tactical planning of an assault, to include mission, objectives, reorganization, and employment of air and naval gun fire support. | C | FMs 100-5, pars 979-986; 7-20, pars 200-205 |
| River Crossing | 1 | Historical example from European campaign, preceded by brief general introductory to subject. | C | FM 100-5, pars 786-820 |
| Offensive Combat | 1 | Basic principles of the offense applicable to all units; terminology peculiar to the offense to enable students to understand plans and orders and offensive movements, deployments, and maneuvers to visualize for students' combat formations through all phases of the offense. | C | FM 100-5, pars 135, 195-199, 236-237, 433-464, 467-469, 475-476, 554, 559; Mimeo 2.0635 |

ANNEX NO. 33 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------------|-------|--|------------------------|--|
| Infantry Division in Attack | 2 | A map exercise to familiarize the student with the mechanics of map problems, and illustrate the basic principles of the attack of an infantry division. | ME | FM 100-5, pars 433-490 |
| Reconnaissance and Security | 1 | The basic principles of reconnaissance and security, enumerating the reconnaissance agencies, and discussion of the necessity of continuous reconnaissance and employment of necessary security measures at all times. Security on the march, during halts, in the offensive and defensive phases of combat. | C | FM 100-5, pars 195- 275, 291- 315; Mimeo 2.0636 |
| Joint Operations, Task Force | 5 | Demonstrate the landing of a "Task Force" on an enemy shore. Include the manning of landing craft, order in which the units will go ashore, air support of the operation, and medical service of the operation. | D | To be announced |

ORGANIZATION AND EMPLOYMENT OF MEDICAL UNITS
(24 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|---------------------|---|
| The Medical Company, Infantry Regiment | 1 | Organization and function of the Medical Company, Infantry Regiment, to include its employment in garrison and in combat. | C | FMs 7-30, 8-5; T/O & E 8-7 |
| The Medical Battalion, Infantry Division | 1 | Organization and function of the Medical Battalion, Infantry Division. Include the duties of the Division Surgeon. | C | FM 8-5; T/O & Es 8-15, 8-16, 8-17, 8-18 |
| Medical Detachments of the Infantry Division | 1 | Introduction to the Medical Detachments of the Division Artillery, Engineering Battalion, and Division Headquarters. Include employment and evacuation. | C | FM 8-5; T/O & Es 5-15, 6-10, 7-3 |
| Medical Service of the Armored Division | 1 | Present both first and second echelons of medical service within the Armored Division. Discuss general characteristics peculiar to the Armored Force. | C | FMs 8-5, 17-80; T/O & Es 8-75, 8-76, 8-77, 17-25, 7-25, 5-215, 2-25, 17-2, 17-20-1, 17-60, 9-65 |
| Medical Service of the Infantry Division | 3 | Demonstration of the medical service of the Infantry Division presenting the establishment and operation of an aid station, | D | FM 8-5 |

ANNEX NO. 34 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|------------------------------|
| | | collecting station, and the ambulance and clearing com- panies of the medical battalion. | | |
| Principles and Doctrines of Medical Service | 2 | Discuss the basic principles of medical service. The problems encountered in evacuation and supply within the combat zone. | C, TF | FMs 8-5, 8-10 |
| Medical Service, Airborne Division | 1 | Compare the Airborne Division to the Infantry Division. Discuss the medical support of airborne operations. | C | FMs 8-5, 100-5, 101-10 |
| Medical Service, Arctic Operations | 2 | Introduction to medical support of an arctic operation. The special problems as a result of extreme cold and wet weather conditions. | C | None |
| Review of Medical Service of Selected World War II Campaigns | 6 | This period to be used for research and discussion of the "Medical Plan" of selected campaigns. | C, PE | To be announced |
| Medical Support of the Infantry Division in the Attack | 2 | Prepare the Medical Plan for the support of an Infantry Division in an attack situation. | ME | FMs 8-5, 8-10 |

ANNEX NO. 34 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|--|------------------------|------------|
| Air Evacuation | 4 | An introduction to evacuation by air to include personnel and equipment. Discuss special occasions where evacuation by air is required. Demonstrate evacuation of a casualty. | C, D | None |

ANNEX NO. 35

MEDICO-MILITARY TRENDS AND DEVELOPMENTS
(3 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Casualties Resulting from Atomic Warfare | 1 | Discussion of problem of classification, transportation, shelter, treat- ment, and disposition of atomic warfare casualties. | C | Reports from "Operation Crossroads", The Bulletin of the U. S. Army Medical Department. |
| Effects of New Develop- ments in Weapons and Equipment on Medical Department Activities | 2 | The influence of increased speed and range of planes, rockets and guided missiles; biological warfare, and atomic bombs upon the characteristics, function and dis- position of Medical Department units and personnel. | C | To be announced |

ANNEX NO. 36

STAFF PLANNING AND SPECIAL PROBLEMS
(37 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|--|
| Staff Planning, General | 1 | The relation of the general and special staff in planning an operation. | C | FM 100-5 |
| Planning of a Communication Zone | 4 | Develop the Medical Plan for a Theater of Operations less the 1st and 2d echelon medical units. | C, PE | FMs 8-5, 100-5 |
| Development of Medical Plan for an Amphibious Operation | 10 | Orientation and development of Medical Plan by committee. Discuss the various plans. | C, PE | To be announced |
| Medical Service of a Field Army | 8 | Organization and employment of Medical Depart- ment units of a Field Army. | C, D | FMs 8-5, 8-10, 101-10 |
| Tables of Organization of Medical Units of a Communication Zone | 4 | Committee work. Prepare suggested changes in T/O & Es for Medical Department units in a communication zone. | C, PE | Current T/O & Es; Medical Department Unit Histories |
| Medical Plan, Airborne Operation | 10 | Develop the Medical Plan for an airborne operation. | C, PE | FM 8-5 |

ANNEX NO. 37

MISCELLANEOUS
(5 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---------------------------------------|-------|---|------------------------|--|
| Troop Movement | 1 | Types of move- ments, preparatory measures, march technique, day and night marches, motor movements and rates and lengths of marches. | C | FMs 7-40, pars 77-92, 101-110, 112-125; 101-10, pars 204, 206; Mimeo 2.0637 |
| Communications | 1 | The importance of communications, and the agencies and means avail- able in the infantry division. | C | FM 7-24, Chap 3 |
| Preparation of C.P.X., Umpiring | 1 | Procedure and mechanics involved in preparation of a command post exercise. A dis- cussion of the operation of the exercise. | C | FMs 21-250, pars 5, 10, 64, 65, 67, 98; 105-5, pars 1-12, 41-49; 21-5, pars 2, 4, 9 |
| New Developments | 1 | Guided missiles, rockets and latest developments and trends in infantry weapons. | C | None |
| Psychological Warfare | 1 | The methods and functions of, organization for, and future value of psychological warfare. Citation of historical examples of political and military usage prior to and during World War II. The role of psychological warfare in time of peace and in possible future military operations. | C | Military Review, Jan 47, Feb 47, March 47 |

ANNEX NO. 38

PHYSICAL TRAINING
(40 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---------------------|
| Introduction to Physical Training | 1 | Training film to demonstrate types of conditioning exercises, grass drills and guerrilla exercises that are conducted in accordance with Training Circular 87. | TF | None |
| Formations and Starting Positions | 1 | Explanation and demonstration of various formations, starting positions and warm-up exercises used in Physical Training. Application of each under super- vision of the instructor. | D, PE | FM 21-20, Chap 4 |
| Warm-up and Conditioning Exercises | 1 | Explanation, demonstration and application of various warm-up and conditioning exercises described in Training Circular 87. | D, PE | FM 21-20, Chap 4 |
| Conditioning Exercises | 1 | Demonstration and application of conditioning exercises. | D, PE | FM 21-20, Chap 4 |
| Guerrilla Exercises | 1 | Explanation, demonstration and application of various types of guerrilla exer- cises. | D, PE | FM 21-20, Chap 8 |

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|------------------------|
| Conditioning and Guerrilla Exercises | 5 | Explanation, demonstration and application of conditioning and guerrilla exercises. | D, PE | FM 21-20, Chaps 4-8 |
| Team Competition | 1 | Explanation, demon- stration and application of various types of athletics and mass games. | D, PE | FM 21-20, Chap 13 |
| Conditioning Exercises | 3 | Explanation, demonstration and application of various types of conditioning exercises. | D, PE | FM 21-20, Chap 4 |
| Competitive Sports | 1 | Class divided into teams to par- ticipate in various competitive sports. | PE | TM 21-220 |
| Conditioning Exercises | 3 | Period of instruction to be conducted by members of the student body under the supervision of the instructor and in accordance with Training Circular 87. | D, PE | FM 21-20, Chap 4 |
| Competitive Sports | 1 | Class divided into teams to participate in volleyball, softball and touch football. | PE | FM 21-20; TM 21-220 |
| Conditioning and Guerrilla Exercises | 1 | Explanation, demonstration and application of various types of conditioning and guerrilla exercises. | D, PE | FM 21-20, Chaps 4-8 |

ANNEX NO. 38 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|------------------------|
| Conditioning and Guerrilla Exercises, Mass Games and Competitive Sports | 18 | Explanation, demonstration and application of various types of exercises and athletics. | D, PE | FM 21-20; TM 21-220 |
| Physical Fitness Test | 2 | Class divided into groups to participate in tests 2-3-4-5 as described in FM 21-20. | PE | FM 21-20, Chap 17 |

ANNEX NO. 39

INFORMATION AND EDUCATION
(8 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|--|
| China (1600-1947) | 1 | History and develop- ment of China from 1600 through the Second World War. | L | None |
| The Mission, Need and Organization of I & E | 1 | The use of ideas as weapons, mission of I & E, I & E as a command function, authoriza- tion and organization, personnel and duties, need of I & E in com- bat and peace time, I & E for inductees, volunteers, outbound and incoming troops. | L | WD Cirr 360, 367, Sec X; 392, Sec VI; 1944; 193, Sec I, 1945; 18, Sec II; 111, Sec 1; 138, par 20; Ltr, I&E Div, WDSS 29 Apr 46, Subject: "Troop Information Program"; WD Pamphlet 20-3; Army Information Digest |
| Russia (1682-1947) | 1 | The history and development of Russia from 1682 to the present time. | L | None |
| Troop Information Program | 1 | A panel will be pre- sented to discuss their views of a subject of timely and current interest. After the main speaker has completed his talk, the hour will be opened to questions from the audience, directed to any one of the members of the panel under the supervision of the instructor. | L | WD Cirr 360, 1944; 100, Sec IX, 1946; TM 28-210; EM-1 (GI Roundtable); Army Information Digest; Discussion & Information Training Handbook (proposed) |

ANNEX NO. 39 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--------------------------------------|-------|--|------------------------|---|
| Germany (1618-1947) | 1 | History develop- ment and background of Germany from 1618 to the present time. | L | None |
| Information Centers and Media | 1 | The purpose, means and methods of developing, locating and maintaining a live information center, and a tour of a Battalion Information Center. | L | WD Cirr 360, 1944; 100, Sec IX, 1946; TM 28-210; EM-1 (GI Roundtable); Army Information Digest; Discussion & Information Handbook (proposed) |
| Problems of the World Today | 1 | Open forum dis- cussing any problem that might arise regarding current affairs and problems of interst. | C, PE | Current Magazines; Army Talks; Guide of Current Affairs; "A Weekly Digest of Public Opinion", prepared by the Analysis Division. Beards, "American Government and Politics" Hicks, "A Short History of the American Democracy" |

ANNEX NO. 39 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|------------------------------|-------|---|------------------------|--|
| Army Education Program | 1 | The Mission of Education in the Army, organization and administration of the Educational Program, USAFI and its operation, off-duty educational programs, educational counsellors, and publicizing educational programs. | L | VD Cir 360, 367, Sec X; 392, Sec VI, 1944; 193, Sec I, 1945; 111, Sec I, 1946; TM 28-210; USAFI Information Bulletin; USAFI Catalog |

ANNEX NO. 40

TRAINING TECHNIQUES AND METHODS
(10 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|-----------------------------------|-------|--|---------------------|---|
| Introduction to Military Training | 1 | Introduction to Military Training, and the course of instruction presented by the School. | L | FM 21-5, pars 1-10, 61-76 |
| Mechanism of Instruction | 1 | The six steps in the mechanism of instruction, and the five methods of instruction are discussed, and how they should be applied in instruction is explained and demonstrated. | D | FM 21-5, pars 64-76 |
| Technique of Training | 1 | A discussion of the various factors which make for good instruction, with emphasis on the approach to instruction, the actual lecture itself and some of the pitfalls to be avoided in instruction. | C | TM 21-250, pars 33-36; TM 1-1000, pars 22, 24, 34, 36; FM 21-5, pars 88-103 |
| Instructional Aids | 1 | Discussion of some of the instructional aids that are available for use in supplementing lecture material. Particular emphasis is placed upon aids furnished by the Army especially those listed in FM 21-8. | C | FMs 21-5, pars 81-87; 21-8; TMs 1-1000, pars 19, 20; 21-250, pars 22-24 |

ANNEX NO. 40 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|---|------------------------|---|
| Visual Aids | 1 | Presentation of the various visual aids that are available to Army instructors such as celluloids along with an explanation of how to use them, where they can be obtained, and their value in instruction. | C, D | FMs 21-5, pars 78-80; 21-7, pars 1-12; TMs 1-1000, pars 20f, 25, 29; 21-250, pars 164-166 |
| Examination | 1 | Examination covering important points of Training Techniques and Methods. Discussion of examination. | E, C | All previous references |
| Practice Teaching | 4 | Students to prepare and deliver lectures taking into consideration all factors covered in previous hours regarding training techniques and methods. | PE | All previous references |

ANNEX NO. 41

TRAINING MANAGEMENT
(8 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|--|------------------------|---|
| Steps in Training Management | 1 | Conference explaining the various steps taken in planning a program of train- ing, namely; The Estimate of the Training Situation, The Training Plan, The Training Pro- gram, The Master Schedule, and The Weekly Schedule. | C | FM 21-5, Sec 2, Appendix II; pars 15-24, 25-27, 122, 130, Sec IX, Appendix III; pars 131, 132, Appen- dix IV; AR 310-60 |
| The Estimate of the Training Situation | 1 | Conference emphasizing in detail the factors considered in the Training Estimate, and the employ- ment of these factors in an applicatory exer- cise by the students. | C, PE | FM 21-5, pars 15-24 |
| Mobilization Training Programs | 1 | The value of Mobilization Training Programs as an aid to the conduct of Mobilization Training. | C | FM 21-5; Current War Depart- ment Publications |
| Mobilization Training Programs | 1 | Discussion by various members of each committee group, who will present their solution to the problem assigned during the previous hour of instruction. | D | Previous references |

ANNEX NO. 41 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Master and Weekly Schedules | 1 | The purpose and preparation of the Master and Weekly Schedule, and an explanation of the applicatory problem to follow the conference. | C | FM 21-5, pars 25-27, 122, 130, Sec IX, Appendix III; pars 131, 132, Appen- dix IV. |
| The Setting Up of the Training Program for the Divisional Medical Service | 3 | Orientation by the instructor, and a general discussion by the group, after which the students will be formed into committee groups. Each committee leader will assign a part of the problem to each member of his group. The problem will require research work by each student. Classroom committee group discussions will be held to coordinate the problem. | C | FM 21-5; Current War Depart- ment Publications |

ANNEX NO. 42

ADMINISTRATIVE ORGANIZATION OF ARMY HOSPITALS
(14 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Organization of Hospital Headquarters | 2 | A brief review of the usual organization of Army hospitals. Instruction in the duties and responsibilities of the commanding officer, executive officer, and public relations officer. | C | AR 40-590; TM 8-262, Chap I; FM 101-5, Chap I |
| Organization and Function of the Adjutant's Office | 1 | An outline of the various sections of the adjutant's office, and the function of each section. An explanation of the relation- ships of the adjutant to the commanding officer, executive officer, and the other divisions of the hospital. | C | TMs 8-262, Chap I; 12-250, Part 2, Chaps 1, 2, 3 |
| The Personnel Division | 1 | To acquaint the student with the functions of the personnel division within the hospital; the various sections of the personnel division, and the duties and responsibilities of each. | C | TMs 8-262, 12-250, Chaps 4,5, 6 |

ANNEX NO. 42 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| The Supply Division and the Office of the Engineer | 1 | An outline of the organization and function of the supply division to show how this division fits into the supply procedure as taught by the Department of Administration. To show the function of the office of the Engineer as to inspection, plans and repairs. | C | TM 8-262; ARs 35-6520, 100-80, 100-90, 700-10, Sec IV, 700-25 |
| Organization of the Registrar's Office | 2 | An outline of the duties and responsibilities of the Registrar in the admission of patients, care and preservation of medical records, as custodian of the patients' fund, and as commanding officer, detachment of patients. | C | ARs 40-590, 40-1025; TM 8-262, Chaps I, II, V, VIII |
| The Command- ing Officer, Station Complément | 1 | Describe the relationships of the commanding officer, station complément to the other divisions and services of the hospital. Define his responsibilities as far as training, supply and administration (including assignment of personnel) are concerned. | C | TMs 8-262, 12-250, 12-255 |

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|---|
| Organization and Function of the Fiscal Division | 1 | To explain the organization and function of the fiscal division of the hospital. To discuss activities connected with appropriated funds, budget estimates, payment of patients and duty personnel, and the proper utilization of the audit branch. | C | TM 8-262, Chap I; ARs 35-5, Sec IV; 35-6740 |
| Security and Intelligence Division and the Judge Advocate | 1 | To instruct the students in the proper utilization of the security and intelligence division, and its relationship to the rest of the command. To provide an orientation into the duties of the Judge Advocate. | C | TM 8-262, Chap I; ARs 25-5, 25-20 |
| The Convalescent Services Division | 1 | To provide an orientation on the organization and function of the convalescent services division; instruction in the function and responsibilities of each branch of this division and its relation- ship to the professional services. | C | WD Memo 40-590-6, 1946; TM 8-262 |

ANNEX NO. 42 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|-------------------------|
| The Organiza- tion and Function of the Pro- fessional Services of the Hospital | 2 | An outline of the organization of each of the professional services. A discussion of the relationships of the professional services to the administrative divisions within the hospital, and the flow of records, reports, and information between the various professional services, and administrative divisions. | C | AR 40-590; TM 8-262 |
| Examination- Administrative Organization of Hospitals | 1 | A comprehensive written examination covering the previous hours on the organization of hospitals. | E | All previous references |

MEDICAL SUPPLY RECORDS AND PROCEDURES
(15 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|---|------------------------|---|
| Post Medical Supply Organization | 2 | During these two hours give the organization as to the section in the office, relationship with the post commander and director of supply. Number of stock record accounts. Consolidated property office. Relationship with troops at post, camps and stations. | C | TMs 38-220, 38-403; AR 35-6520 |
| Stock Record Accounts | 3 | Procedures in setting up a stock record account, authority, definitions, vouchers, register, stock record cards, forms, and variations, analysis of information on card, packing and posting rules, stock level. | C, PE | TMs 38-403, 38-220; FS 38-8, FS 38-9; AR 35-6520; WD Cir 35, 1946 |
| Requisitioning Property | 2 | Ordering schedules, types of requisitions, determination of requirements; preparation of requisitions, WD AGO 445, required data, cue-in record and notations; special requisitioning. | C | TMs 38-220, 38-403; AR 35-6520 |
| Property Adjustment | 2 | Principles of property adjustment, cause of transit discrepancies; average shortages and damages; use of the WD AGO Form 15-1, rules of preparation, data on | C | ARs 35-6520, 35-6640; TMs 14-904, 38-403, 38-220 |

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|-------------------------------------|-------|--|------------------------|---|
| | | form, exhibits, appointing authority, surveying officer, action taken; inventory adjust- ment reports, preparation, approval, filing. | | |
| Issue and Shipments | 2 | Issuing schedules; editing of requisitions; due- out procedures; issue to officers, nurses and warrant officers; issue to established organizations, special requirements for station medical issue; shipments from station. | C | ARs 35-6520, 35-6620; TMs 38-403, 38-220 |
| Memorandum Receipts Procedure | 2 | Posting memorandum receipt to stock record cards, vouchering, voucher number, consolidation, property transferred with troops; transfers, effect on stock records. | C, FE | TM 38-403; AR 35-6520 |
| Turn-In Procedures | 1 | Use of WD AGO Form 447; preparation, distribution, effect on stock records, exchanges and replacements, items worn out through fair wear and tear; items turned in for repairs. | C | TM 38-403; AR 35-6520; WD Cir 35, 1946 |
| Reports Submitted | 1 | Station stock status reports; schedule of submission, preparation, contents, source, | C | TM 38-220; WD Cir 35, 1946 |

ANNEX NO. 43 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|-------------------------|------------------------|------------|
|----------------------------|-------|-------------------------|------------------------|------------|

distribution, use;
 excess stock reports,
 determination,
 classification,
 disposition;
 required reports
 and responsibilities.

ANNEX NO. 44

MESS ADMINISTRATION
(4 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--------------------------------------|-------|---|------------------------|------------------------------------|
| Food Storage and Stock Control | 1 | A study of methods of food storage and arrangement of stores, methods of stock control, receipt of food and supplies, inventories, and distribution of meats and baking products, issue of foods. | C | TM 8-262, Secs 5, 6, Chap VI |
| Issue and Food Preparation | 1 | A study of forms and records required for issue and inventory of foods. Importance of proper timing in food pre- paration and pre- paration of cooks worksheet; methods of preparing uncooked items, short orders and ward kitchen preparation. A discussion of food service (meal periods, individual service, special diet patients and food cart service). | C | TM 8-262, Secs 6, 7, Chap VI |
| Food Service | 1 | Methods of service in cafeteria; control of silver- ware supply, pre- heating of dishes and counter supply. Instruction to be given to serving personnel regarding portion control and proper tray arrange- ment. Discussion | C | TM 8-262, Sec 7, Chap VI |

ANNEX NO. 44 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|----------------------------|-------|---|------------------------|--------------------------------|
| Food Conservation | 1 | of methods of food service where personnel is limited and feeding of civilians. A study of and preparation of food con- servation pro- gram, causes of edible food waste and their control, food conservation posters, strip tables, left- over food, ward waste, fat conservation and food waste computation. | C | TM 8-262, Sec 8, Chap VI |

ANNEX NO. 45

ACCOUNTING PROCEDURES FOR FUNDS
(6 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|---|
| Accounting Procedures for Hospital Funds | 1 | A discussion and review of sections on general ledger, accounting for income and cash receipts, accounting for expenses and cash disbursements, record of daily gain or loss from subsistence, and food control. | C | TM 8-262, Secs 1-6, Chap VII |
| Accounting for Non- expendable Property | 1 | A study of account- ing for non-expendable property pertaining to the fund, main- taining an inventory record, methods of issuing property, disposition of property, physical inventory and issue of property on memorandum receipt. | C | TM 8-262; Sec 7, Chap VII. |
| Transactions with Hospital Trains, Accounting Procedures Aboard Hospital Trains | 1 | A study of the procedure of trans- actions with hospital trains, accounting procedures aboard the hospital trains, accounting procedures at home terminals of hospital trains. | C | TM 8-262, Secs 8, 9, 10, Chap VII |
| Unit Funds | 1 | To give instruction in the basic principles prescribed in TM 20-221 and AR 210-50 for handling of the accounting records, forms, and reports of the unit form. | C | AR 210-50; TM 20-221 |

ANNEX NO. 45 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|-------------------------------------|
| Accounting Procedures for Post Trust, Central Post, Special Welfare and Sundry Funds, Post Exchange | 2 | To give instruc- tions in pro- cedures to be established and maintained by custodians of Post Trust Funds, Central Post, Special Welfare Funds and Post Exchanges. Instructions given in methods to standardize so far as practicable accounting and reporting pro- cedures of the above funds. | C | ARs 210-50, 210-65; TM 20-220 |

ANNEX NO. 46

PERSONNEL MANAGEMENT
(18 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|--|-------|--|------------------------|--|
| Classification and Assignment | 6 | Having the right man in the right place by maintaining and utilizing the service record, enlisted man's and officers' qualifica- tion cards, selection by tests and interviews, personnel processing and assignment. | C, PE | ARs 345-5, 345-125; TMs 12-230A, 12-260, 12-405, 12-406, 12-425, 12-426, 12-427; WD Pamphlet 12-8 |
| Increasing Availability for Work | 4 | Controlling absence from the job through understanding the causes of AWOL and applying preventive measures, including discipline; providing for welfare and increasing morale through personal contact and interest, and communication with families by progress reports and letters of sympathy in case of serious illness, injury and death; leaves and working hours. | C, PE | ARs 40-590, 600-115, 600-10, 600-550, 605-300, 615-300; WD Pamphlet 20-5; TMs 3-262, 12-240; EM 783, Chap XI, XVII, XXIII |
| Stimulating Will to Work | 2 | Providing incentives by promotions, awards, and assignments of greater responsibility. | C | ARs 140-5, 605-12, 605-50, 605-145, 610-10, 610-15, 615-5, 615-200; EM 783, Chap XV |

ANNEX NO. 46 (Cont'd)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---------------------------------------|-------|---|------------------------|---|
| Increasing Ability to Produce | 1 | Training and education in the Army for officers and enlisted men; the Army school system. | C | AR 350-5; EM 783, Chap IX |
| Maximum Utilization of Manpower | 3 | Obtaining full utilization of all available personnel, including the limited service, WAC, Negro, and civilian employees. | C | WD Cir's 105, 119, 124, 132, 136, 142, 182, 220, 225, 259, 272, 1946; WD Pamph- lets 12-8, 35-2; Civilian Personnel Procedures M-1, Civilian Personnel Regulation No. 10 |
| Examination | 2 | A one hour examination followed by a one hour dis- cussion, designed to review the course in personnel manage- ment, stimulate thinking, and clarify any points of confusion. | E, C | All previous references |

ANNEX NO. 47

DENTAL ADMINISTRATION
(3 Hours)

| SUBJECT AND FILE NUMBER | HOURS | SCOPE OF INSTRUCTION | TYPE OF INSTRUCTION | REFERENCES |
|---|-------|---|------------------------|---|
| Organization of the Dental Service in a Theater of Operations | 1 | Discussion of the dental service in a type theater of operations designed to familiarize the student with the administrative network through which technical supervision of the dental service is exercised and the duties of Dental Corps officers connected therewith. | L | None |
| Organization of the Dental Service in a Communications Zone | 1 | Discussion of the organic arrangement of a type communica- tions zone, the various types of organizations found therein and their employment. | L | FM 8-5, Chaps 2, 3, 11, 13, 17 |
| Organization of the Dental Service in a Combat Zone | 1 | Discussion of the type units employed in the combat zone and the facilities available therein. A discussion of the duties of Dental Corps officers serving in units in the combat zone. | L | FM 8-5, Chaps 2, 3, 4, 9, 11, 13 |

