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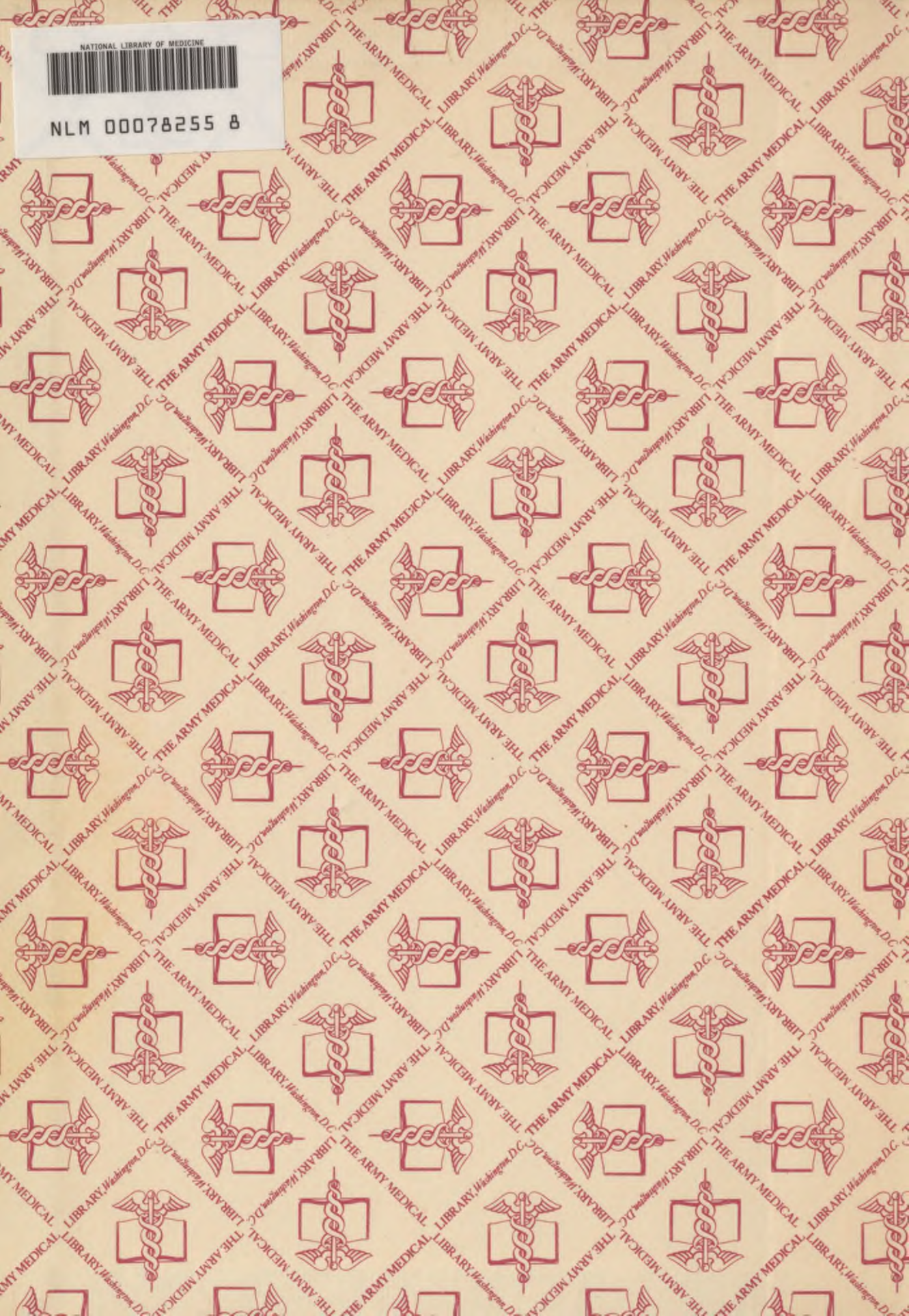
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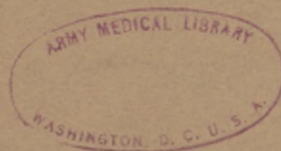






**MANUAL OF ORGANIZATION  
&  
STANDARD PRACTICES**

**OFFICE OF THE SURGEON GENERAL  
ARMY SERVICE FORCES**



**MANUAL NO. 271**

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ARMY SERVICE FORCES  
Office of The Surgeon General  
Washington 25, D.C.

15 March 1944.

OFFICE ORDER NO. 1: Manual of the Office of The Surgeon General.

1. Attached hereto is a registered, numbered copy of the Manual for The Surgeon General's Office. This Manual supersedes Office Order No. 441, dated 12 July 1943, and will be used as the official medium for describing the organization and general routines of The Surgeon General's Office. The Manual is intended for ready reference, and will not be removed from the office to which it has been assigned.

2. From time to time there will be issued new or corrected pages, or entirely new sections covering organization changes and office routines. Old pages will be destroyed in order that the Manual may be kept up-to-date and as complete as possible. Any errors will be reported to the Control Division (Extension 78275) at once. Any other necessary changes will be coordinated with the Control Division and submitted in writing to the Executive Office for approval, in accordance with Office Order No. 813, dated 16 October 1943.

3. In accordance with an AGO ruling, current assignments of officers will no longer be indicated herein, but will be shown in an SGO organization directory being issued concurrently with this Manual. Subsequent reassignments or transfers of officers, or the assignment of new officers will be coordinated with the Control Division and submitted in writing to the Executive Office for approval. The changes will be included in periodic revisions of the directory issued by the Executive Office. The General Service Branch, Office Service Division (Extension 79031) will be notified of any changes in rooms or telephone numbers.

4. This Office Order replaces Office Order No. 1, dated 22 January 1944.

By order of The Surgeon General:

416378

*Robert J. Carpenter*  
ROBERT J. CARPENTER,  
Lieut. Colonel, Medical Corps,  
Executive Officer.



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ARRANGEMENT OF MANUAL AND MAINTENANCE INSTRUCTIONS

## ARRANGEMENT

1. The material in The Surgeon General's Office Manual is arranged by use of the decimal system of classification, similar to that of the Organisation Manual, Army Service Forces.

2. Under the decimal system, each subject is given a number, i.e., Authority of The Surgeon General is 2.00. Each subject has been subdivided into sections, which in turn are given decimal numbers, i.e., The Surgeon General's Office is 2.01, Field Installations, 2.02. When a section runs into two or more pages, the page number is shown under the section number, i.e., 1.02.

3. Parts of two or more sections will never be found on the same page. Each section begins a new page although it may, of course, continue for several pages.

1.00

## MANUAL CHANGES

## GENERAL MANUAL INFORMATION

1. All changes in the Manual will be made by issuance of replacement pages which will be substituted for sections or parts of sections in which changes occur. The numbers in the upper right corner will indicate the location of the change in the Manual. The date in the lower right corner will indicate the date of issuance. The obsolete page to be replaced, and its date will be shown in parenthesis below the date of the new page.

2. In order that Manual holders may be assured of receipt of all new pages, consecutive numbers will be shown in the lower left corner on each page issued after the initial distribution of material dated 15 March 1944.

3. All replacement pages will be issued only from the Executive Office and may or may not be based on an Office Order.

4. For convenience in use, it is suggested that the following tabs be prepared and affixed to the white bond pages in the third section of the Manual:

Executive Office	Supply Service
Administrative Services	Preventive Medicine Service
Personnel Service	Professional Service
Operations Service	

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2

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2.00

## MANUAL CHANGES

## AUTHORITY

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## THE SURGEON GENERAL'S OFFICE

1. The S. G. O. is the central office in Washington which aids The Surgeon General in the discharge of the responsibilities assigned to him in the Army organization.

2. The several services within the S.G.O. and the Divisions which comprise such Services have only the authority delegated to them by The Surgeon General, but power has been so delegated to the Services to act for The Surgeon General within the scope of their respective fields. This does not include authority to decide important questions of policy, nor to take action upon any subject which affects the functions of another Service, except with the concurrence of each Service affected thereby. Matters not covered by such delegation of power are referred up with the Deputy Surgeon General.

2.00

**AUTHORITY**

**OF**

**THE SURGEON GENERAL**

15 March 1944



FIELD INSTALLATIONS

1. The following Class IV field installations are under the direct command and administrative supervision of The Surgeon General for operations, but are under the supervision of the Service Commander for housekeeping purposes, such as utilities, building security, etc.:-

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- d. Medical Field Service School  
Carlisle Barracks, Pa. - Commanding General -  
(Includes Medical Department  
Equipment Laboratory)
- e. Army Industrial Hygiene Lab.  
School of Hygiene & Public Health - Commanding Officer -  
Johns Hopkins University  
Baltimore, Md.
- f. Respiratory Diseases Commission Lab.  
Fort Bragg, N.C. - - - Director - - -
- g. Armored Medical Research Lab.  
Fort Knox, Ky. - Commanding Officer -
- h. Army Medical Purchasing Office  
32 Broadway - Commanding Officer -  
New York, N.Y.
- Chicago Br.-Army Med.Purch.Office  
1552 Civic Opera Bldg.  
20 W. Wacker Drive - Commanding Officer -  
Chicago, Ill.

15 March 1944

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FIELD INSTALLATIONS

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- |  | <u>Title of Official in Charge</u> |
|--|------------------------------------|
| a. Army Medical Center<br>Washington 25, D. C.<br>(Includes Walter Reed Gen.Hospital)  | - Commanding General -             |
| Biologic Products Lab.<br>U.S. Army Medical Dept.<br>Lansing, Mich.<br>(Exempted Station, reports<br>to Army Medical Center) | - Officer in Charge -              |
| b. Army Medical Museum<br>7th St. & Independence Ave., S.W.<br>Washington 25, D. C.  | - - - Curator - - -                |
| c. Army Medical Library<br>7th St. & Independence Ave., S.W.<br>Washington 25, D. C.   | - - Librarian - - -                |
| d. Medical Field Service School<br>Carlisle Barracks, Pa.<br>(Includes Medical Department<br>Equipment Laboratory)           | - Commanding General -             |
| e. Army Industrial Hygiene Lab.<br>School of Hygiene & Public Health<br>Johns Hopkins University<br>Baltimore, Md.           | - Commanding Officer -             |
| f. Respiratory Diseases Commission Lab.<br>Fort Bragg, N.C.  | - - - Director - - -               |
| g. Armored Medical Research Lab.<br>Fort Knox, Ky.   | - Commanding Officer -             |
| h. Army Medical Purchasing Office<br>52 Broadway<br>New York, N.Y.   | - Commanding Officer -             |
| Chicago Br.-Army Med.Purch.Office<br>1552 Civic Opera Bldg.<br>20 N. Wacker Drive<br>Chicago, Ill.                           | - Commanding Officer -             |

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FIELD INSTALLATIONS (Cont'd)Title of Official in Charge

## i. Medical Depots - - - - - Commanding Officer

(1) Binghamton Medical Depot  
Binghamton, New York.

(2) Chicago Medical Depot  
251 E. Grand Ave.  
Chicago, Ill.

(3) Denver Medical Depot  
3800 York St.,  
Denver, Col.

(4) Kansas City Medical Depot  
Kansas City Food Terminal  
Kansas City, Kansas.

(5) Los Angeles Medical Depot  
2001 S. Alameda St.,  
Los Angeles, Cal.

(6) Louisville, Medical Depot  
Louisville, Ky.

(7) St. Louis Medical Depot  
12th and Spruce Sts.,  
St. Louis, Mo.

(8) San Francisco Medical Depot  
1855 Folsom St.,  
San Francisco, Cal.

(9) Toledo Medical Depot  
W. Central Ave. at NYCRR,  
Toledo, Ohio.

2. The following ASF Depots are Class IV installations under the command of the Quartermaster General, but have Medical Sections which are under the technical supervision of, and have military personnel allotments under The Surgeon General:

a. Atlanta ASF Depot - - - - - Medical Supply Officer  
Atlanta, Ga.

b. Columbus ASF Depot - - - - - Medical Supply Officer  
Columbus, Ohio.

c. Richmond ASF Depot - - - - - Medical Supply Officer  
Richmond, Va.

d. San Antonio ASF Depot - - - - - Medical Supply Officer  
Fort Sam Houston,  
San Antonio, Texas.

FIELD INSTALLATIONS (Cont'd)

Title of Official in Charge

e. Savannah ASF Depot - - - - - Medical Supply Officer  
Savannah, Ga.

RELATION TO SERVICE  
Miami Med. Supply Point (subdepot)  
20th and Biscayne Blvd.,  
Miami, Fla. - - - - - Medical Supply Officer

f. Schenectady ASF Depot - - - - - Medical Supply Officer  
Schenectady, N.Y.

g. Seattle ASF Depot - - - - - Medical Supply Officer  
4735 E. Marginal Way  
Seattle, Washington.

h. Utah ASF Depot - - - - - Medical Supply Officer  
Ogden, Utah. (Acting)

3. The following Ordnance Depot is a Class IV field installation under the command of the Chief of Ordnance, but has a Medical Section which is under the supervision of, and has a military personnel allotment under The Surgeon General:

a. Pueblo Ordnance Depot - - - - - Medical Supply Officer  
Pueblo, Colorado.

4. The following Air Depots are Army Air Force installations, but have Medical Sections with civilian personnel allotments under The Surgeon General:

a. Brookley Field - - - - - Chief, Medical Supply Section  
Mobile, Alabama.

b. Hill Field - - - - - Chief, Medical Supply Section  
Ogden, Utah.

c. Patterson Field - - - - - Chief, Medical Supply Section  
Fairfield, Ohio.





RELATION TO SERVICE COMMANDS.

1. The Surgeon General acts as a staff officer for the Commanding General, Army Service Forces, in directing and supervising medical functions in the Service Commands. He issues instructions under the authority of the Commanding General, Army Service Forces, either with or without specifically invoking such authority.

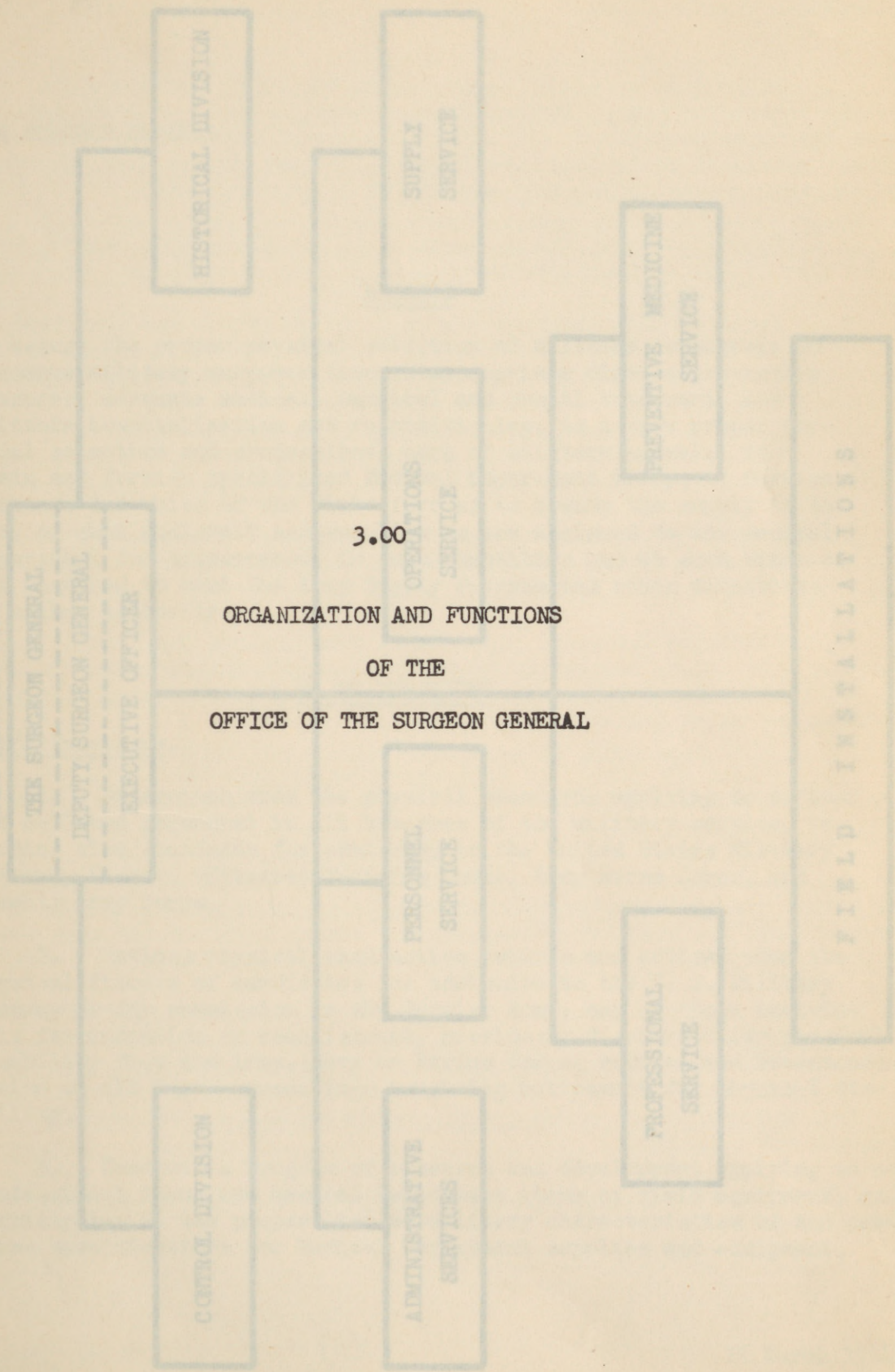
2. Instructions, including technical instruction, must, however, be issued to the Service Commander and not to subordinates of the Service Commanders.

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ORGANIZATION AND FUNCTIONS  
OF THE  
OFFICE OF THE SURGEON GENERAL



ORGANIZATION CHART  
OFFICE OF THE SURGEON GENERAL  
ARMY SERVICE FORCES



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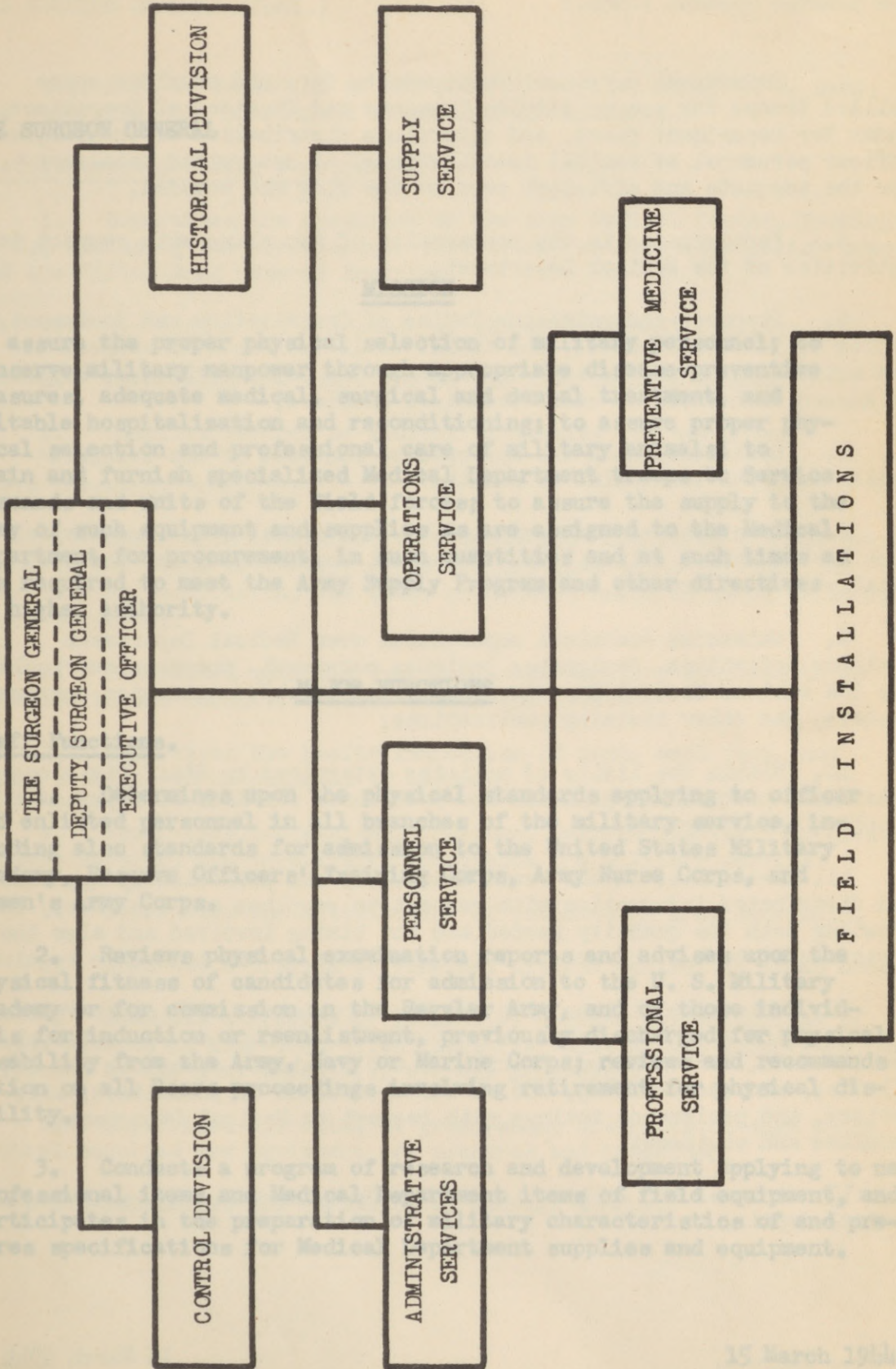
ORGANIZATION AND FUNCTIONS  
OF THE  
OFFICE OF THE SURGEON GENERAL

15 March 1944

(See Individual Organization Charts for Each Service)



ORGANIZATION CHART  
OFFICE OF THE SURGEON GENERAL  
ARMY SERVICE FORCES



(See Individual Organization Charts for Each Service)

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**THE SURGEON GENERAL****MISSION**

To assure the proper physical selection of military personnel; to conserve military manpower through appropriate disease-preventive measures, adequate medical, surgical and dental treatment, and suitable hospitalization and reconditioning; to assure proper physical selection and professional care of military animals; to train and furnish specialized Medical Department troops to Service Commands and units of the field forces; to assure the supply to the Army of such equipment and supplies as are assigned to the Medical Department for procurement, in such quantities and at such times as are required to meet the Army Supply Program and other directives of higher authority.

**MAJOR FUNCTIONS****Staff Functions.**

1. Determines upon the physical standards applying to officer and enlisted personnel in all branches of the military service, including also standards for admission to the United States Military Academy, Reserve Officers' Training Corps, Army Nurse Corps, and Women's Army Corps.
2. Reviews physical examination reports and advises upon the physical fitness of candidates for admission to the U. S. Military Academy or for commission in the Regular Army, and of those individuals for induction or reenlistment, previously discharged for physical disability from the Army, Navy or Marine Corps; reviews and recommends action on all Board proceedings involving retirement for physical disability.
3. Conducts a program of research and development applying to new professional items and Medical Department items of field equipment, and participates in the preparation of military characteristics of and prepares specifications for Medical Department supplies and equipment.

## THE SURGEON GENERAL (Cont.)

4. Determines personnel requirements for, and provides specialized troops for use by Service Commands and Theaters of Operations under War Department plans, and supervises distribution of specialized officer personnel at medical installations, as determined necessary for the adequate and efficient care of the sick and wounded.
5. Participates in the preparation of war plans with respect to activities of the Medical Department.
6. Prepares and maintains Tables of Organization and Equipment, Tables of Basic Allowances, and Tables of Allowances with respect to the activities of the Medical Department, and adjusts these as required to accord with those of other Technical Services.
7. Determines upon the appropriate contents of the soldiers' ration from the standpoint of health.
8. Investigates the desirability of hospital sites and advises upon the technical suitability of hospital construction for the hospitalization of men and animals.
9. Maintains technical supervision over Medical Department training activities, designates training personnel, prepares curricula for the various Medical Department schools, prepares extension courses, manuals, and other training publications.
10. Within the limits of policies determined by Staff Divisions determines procurement policies and procedures for Medical Department supplies and equipment.
11. Determines future requirements of, and periodically appraises and distributes information with respect to supplies and equipment, indicating both the quantity needed and the timing involved and also the breakdown of such requirements into quantities of raw materials required.
12. Maintains liaison with the War Department, with other Federal agencies, and with industries on problems of production, raw material requirements, conservation of critical and strategic materials and facilities, and stock-piling, and on the operations of priorities, allocations, and preference ratings with respect to Medical Department supplies and equipment.
13. Assures the application of War Department storage policies at medical depots.



## THE SURGEON GENERAL (Cont.)

14. Acts as custodian of the Central Hospital Fund, U. S. Army, and supervises the operations of field hospital funds.

Headquarters Operating Functions.

1. Supervises the operation of the Army Medical Center, Washington, D. C., including the professional service and enlisted specialist schools, and the Walter Reed General Hospital.
2. Supervises the operation of the Army Medical Library.
3. Supervises the operation of the Army Medical Museum.
4. Compiles records of medical statistics for the Army.

Field Operating Functions.

1. Based upon investigative studies and records of disease prevalence in all parts of the world, determines upon and supervises the vaccination, inoculation, and other protective measures required by military personnel.
2. Determines upon and supervises the sanitary measures to be enforced in all localities where troops are located.
3. Supervises the health inspection of meat, meat food, and dairy products to be consumed by troops.
4. Supervises professional treatment methods (medical, surgical, dental, nursing, and veterinary) throughout the military service.
5. Supervises the distribution of patients in Army hospitals.
6. Conducts a program of venereal disease control in troop areas.
7. Conducts a program of industrial hygiene and prevention of health hazards in Army-controlled industrial plants, and supervises the operation of the Army Industrial Hygiene Laboratory.
8. Supervises operation of procurement districts through which medical supplies and equipment are procured and inspected.
9. Supervises the operation of medical depots.

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THE SURGEON GENERAL (Cont.)

10. Makes periodical inspections of storage activities at medical depots to insure that War Department policies are carried out.

11. Supervises the operation of the Medical Department Equipment Laboratory and the Medical Field Service School at Carlisle, Pa.

ORGANIZATION

The Surgeon General performs the above mission and functions through the administration of the Office of The Surgeon General, consisting of the Executive Office, the Control Division, the Historical Division, the Administrative Services Divisions, the Personnel Service, the Operations Service, the Supply Service, the Professional Service and the Preventive Medicine Service.

## THE EXECUTIVE OFFICER

Functions

## THE DEPUTY SURGEON GENERAL

Functions

Acts for The Surgeon General in his absence; however, no major changes will be made in policies during this time which can await the return of The Surgeon General. He coordinates the work of the various services of The Surgeon General's Office with reference to the modification of existing or the establishment of new policies.

Military Intelligence Branch. Under supervision of the Executive Officer, performs duties in connection with domestic and foreign military intelligence and subversive activities as they pertain to the personnel of the Medical Department. Collects and evaluates military information and disseminates in the form of military intelligence.

Hospital Fund Branch. Under supervision of the Executive Officer, maintains the accounts and records of the Central Hospital Fund, U. S. Army, and of the hospital funds at installations in the field; assists in the formulation of policies and procedures respecting the operation, accounting, and reporting of these trust funds.

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## THE EXECUTIVE OFFICER

Functions

Supervises, under the instructions of The Surgeon General, the administrative operation of the entire office. He is essentially its routine coordinating officer. He announces policies and promulgates orders in the name of The Surgeon General and sees that they are executed. He acts on matters not specifically assigned to the respective divisions of the office; puts into effect known policies; approves travel and leave orders for office personnel; maintains O.D. roster; schedules S.G.O. conferences; clears all congressional communications and all incoming and outgoing telegrams except classified and security matters; follows up the execution of directives and approved recommendations. The Executive Office is Custodian of the Central Hospital Fund, U. S. Army, and administers the use of field hospital funds.

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## SGO MANUAL

3.04

## CONTROL DIVISION

Functions

Division. Provides an administrative management analysis and advisory service to The Surgeon General on matters of policy, organization and operating procedure.

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions. Directs the activities of the Procedures Branch and the Analysis and Reporting Branch.

Procedures Branch. Conducts studies of organization and operating procedures in order to effect improvements; reviews, recommends, and assists in preparation of organization charts and procedure changes; responsible for control, design, simplification and standardization of SGO and Medical Department forms; coordinates preparation of publications affecting Medical Department matters; reviews requests for recurring reports, requests A.S.F. Hq. approval of external reports, determines necessity for and approves internal reports; maintains liaison with the Control Division, Hq., A.S.F.

Analysis and Reporting Branch. Reviews statistical and other reports of progress prepared for the Office of The Surgeon General; prepares The Surgeon General's Notebook; prepares summaries reflecting the status of operations throughout the Medical Department; prepares the Health Section of the Monthly Progress Report.





## HISTORICAL DIVISION

Functions

Division. Coordinates historical activities of The Surgeon General's Office; collects, classifies, and indexes technical reports from field medical units, office publications, and other data having historical interest and value to the Medical Department in connection with the progress of the present emergency and state of war; prepares material for publication in historical volumes; prepares an account of the activities of The Surgeon General's Office for inclusion in the Annual Report of the Commanding General, ASF; coordinates the historical activities of The Surgeon General's Office with the Historical Branch, G-2, the Historical Section, Control Division, Headquarters, ASF, and the Subcommittee on Historical Records, Division of Medical Sciences, National Research Council.

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions. Directs the activities of the Division.

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## TECHNICAL INFORMATION DIVISION

Functions

Division. Compiles, analyzes and clears through the War Department Bureau of Public Relations information concerning the activities of the Medical Department of the Army; prepares speeches, maintains liaison with War Department Bureau of Public Relations; acts as sole public relations representative of The Surgeon General and all military and civilian personnel in The Surgeon General's Office.

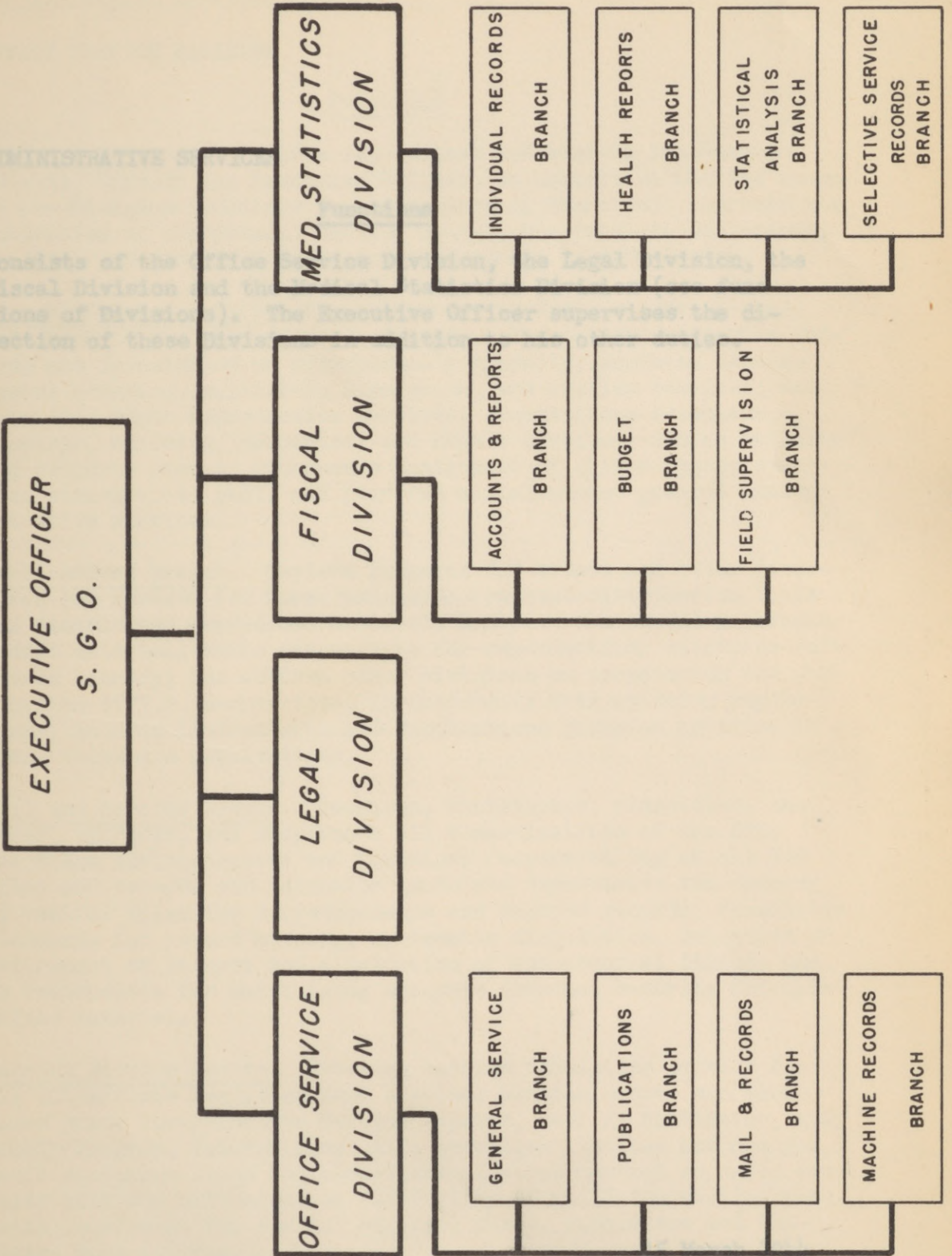
Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions. Directs the activities of the Planning Branch and the Army Nurse Branch.

Planning Branch. Plans and develops long-range public relations program for Army Medical Department; assists newspaper, magazine, radio and motion picture writers in obtaining material for their media; obtains answers to specific inquiries transmitted by War Department Bureau of Public Relations; processes professional manuscripts submitted for approval to The Surgeon General; maintains staff liaison in public relations matters with Army General Hospitals and Class IV Installations of The Surgeon General's Office.

Army Nurse Branch. Plans and develops long-range public relations program for the Army Nurse Corps; assists newspaper, magazine, radio and motion picture writers in obtaining material for their media; obtains answers to specific inquiries transmitted by War Department Bureau of Public Relations; edits "The Army Nurse", a bulletin for Army Nurse Corps personnel; maintains liaison with Morale Services Division, Officer Procurement Service, and Recruiting Publicity Bureau.



OFFICE OF THE SURGEON GENERAL  
ADMINISTRATIVE SERVICES





## ADMINISTRATIVE SERVICES (Cont.)

## OFFICE SERVICE DIVISION

Functions

## ADMINISTRATIVE SERVICES

Functions

Consists of the Office Service Division, the Legal Division, the Fiscal Division and the Medical Statistics Division (see functions of Divisions). The Executive Officer supervises the direction of these Divisions in addition to his other duties.

Publications Branch. Reviews proposed SGO orders and other directives for content and form; maintains approved distribution lists and distributes reproduced material; analyzes all incoming informational material; edits manuscripts for reproduction; maintains reference library; and advises other divisions on preparation and publication of W.D. manuscripts, in conformity with existing regulations; acts as liaison with AGO Publications Division relative to blank forms and publications.

Mail and Records Branch. Receives, distributes, classifies, indexes, extracts, and dispatches all communications of the SGO; maintains administrative and technical responsibility of all SGO files and records and maintains immediate supervision and custody of central files for correspondence and related records; formulates standards for record keeping, systematic disposition, retention or retirement of records and elimination of nonessential filing; and is responsible for maintaining adequate internal security for classified material.

Machine Records Branch. Provides machine tabulating service for all SGO offices requiring such service; punches, sorts and tabulates cards for Selective Service reports, medical statistics, Army Supply Program, International Aid, catalogue listings and charges, basic equipment lists and miscellaneous stock control reports; consults with SGO offices as to feasibility of utilizing machine tabulating equipment for special reports; plans, supervises and completes such reports.

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## ADMINISTRATIVE SERVICES (Cont.)

## OFFICE SERVICE DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Executive Officer, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the General Service Branch, the Publications Branch, the Mail and Records Branch, and the Machine Records Branch.

General Service Branch. Requisitions, receives, stores, issues, and accounts for all office equipment, and supplies; maintains records and inventories on nonexpendable property; procures departmental printing, multilith, mimeograph, and similar services, and furnishes minor reproduction services; requisitions telephone, electric, building, mechanical and repair services; issues building and property passes; recommends assignment of office space; operates stenographic pool; and performs miscellaneous general administrative services.

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Machine Records Branch. Provides machine tabulating service for all SGO offices requiring such service; punches, sorts and tabulates cards for Selective Service reports, medical statistics, Army Supply Program, International Aid, catalogue listings and changes, basic equipment lists and miscellaneous stock control reports; consults with SGO offices as to feasibility of utilizing machine tabulating equipment for special reports; plans, supervises and completes such reports.



## ADMINISTRATIVE SERVICES (Cont'd)

## LEGAL DIVISION

Functions

Division. Subordinate to the functions of The Judge Advocate General as legal advisor of The Surgeon General, acts as general counsel for The Surgeon General and the divisions within the Office of The Surgeon General, except as to matters pertaining to procurement of supplies, equipment, and services, legal advice as to which will be the responsibility of the Legal Division, Army Medical Purchasing Office. As to procurement matters, the Legal Division, Office of The Surgeon General, will nevertheless furnish counsel and legal advice as required in the Office of The Surgeon General, and will serve in a liaison capacity as to legal matters with Headquarters, ASF, and The Judge Advocate General. It will be the responsibility of the Legal Divisions, Office of The Surgeon General and Army Medical Purchasing Office, to coordinate with each other the legal advice as to matters of procurement. The Legal Division acts as liaison between the Office of The Surgeon General and higher authority on matters pertaining to Congressional inquiries. Incoming directives and other publications are examined by the Legal Division which recommends distribution thereof within the Office of The Surgeon General, indicates to the Executive Office those requiring action, and digests and indexes those of importance to the Office of The Surgeon General.

Division Director. Reports to, advises and assists The Surgeon General, through the Executive Officer, on matters within the scope of the division functions. Directs the activities of the division.

15 March 1944



## ADMINISTRATIVE SERVICES (Cont.)

## FISCAL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Executive Officer, on matters within the scope of the Division functions (see Branch functions). Directs the activities of the Accounts and Audits Branch, the Budget Branch, and the Field Supervision Branch.

Accounts and Audits Branch. Prepares allotment documents for all funds under the control of The Surgeon General and estimates of quarterly requirements of installations to which allotments are made; maintains all central bookkeeping records on status of appropriations and on funds allotted to the Office of The Surgeon General; prepares reports on status of appropriations, renegotiated contracts, and other related accounting matters; prepares statements for hospitalization and treatment of personnel of other agencies by the Medical Department; prepares all correspondence in connection with inquiries or actual donations received by The Surgeon General and makes required arrangements for equipment and personnel at presentation ceremonies. Audits and clears for payment all vouchers for (1) medical care and treatment of United States Army personnel in Government hospitals other than Army medical facilities, (2) services rendered the Medical Department by other Federal agencies, (3) medical research activities of authorized universities, (4) travel and per diem of civilian employees of The Surgeon General's Office, (5) purchases by Army Medical Library and Army Medical Museum. Conducts research in matters involving technical and medical points regarding unusual vouchers referred from the fiscal branch offices. Conducts necessary activities in connection with office services for the Fiscal Division.

Budget Branch. Prepares budget estimates covering all requirements of the Medical Department together with the defense and justification of such estimates; presents and defends the budget estimates at War Department, Bureau of the Budget, and other hearings; develops budget preparation procedure, factors for justifications, and methods of rapid calculation of such fund requirements; prepares drafts of proposed legislation affecting appropriations; maintains liaison with other divisions of the Office of The Surgeon General and other War Department agencies in matters relating to budget requirements; reviews appropriation acts and related legislative hearings and reports; prepares unit cost factors for estimates, justifications, and other purposes.

15 March 1944

## ADMINISTRATIVE SERVICES

## FISCAL DIVISION (Cont'd)

Functions

Field Supervision Branch. Supervises all fiscal functions in fiscal branch offices; assists field personnel in the execution of the fiscal program through interpretation of Fiscal policies, instruction and advice on methods and procedures; conducts general surveys of fiscal branch offices, prepares audit reports and makes appropriate recommendations for corrective action or changes in procedure. Prepares instructions relating to accounting and auditing policies and procedures within the Medical Department; reviews and makes recommendations for changes in existing accounting procedures; analyzes fiscal statistics when requested; prepares and currently maintains a Medical Department fiscal manual; coordinates the Medical Department fiscal procedures, activities and methods with appropriate policies and directives issued by higher War Department echelons; acts as liaison between the Fiscal Division and other divisions of The Surgeon General's Office on all technical fiscal matters; supervises the review of drafts of circulars, manuals and regulations submitted by Headquarters, Army Service Forces, for comment.

15 March 1944

## ADMINISTRATIVE SERVICES (Cont.)

## MEDICAL STATISTICS DIVISION

Functions

Division. Collects, compiles and analyzes statistical information concerning the health of the Army, including incidence of various diseases, injuries and battle casualties, causes of discharge of personnel separated from the Army for physical or mental reasons, number and causes of deaths, number of persons hospitalized and number of available beds, and results of physical examination of men and women inducted into the Army.

Division Director. Reports to, advises and assists The Surgeon General, through the Executive Officer, on matters within the scope of the Division functions. Directs the activities of the Individual Records Branch, the Health Reports Branch, the Statistical Analysis Branch, and the Selective Service Branch.

Individual Records Branch. Receives, checks for accuracy, and codes medical data on individual sick and wounded reports for every individual in the Army losing time from duty because of disease, injury, or battle casualty, and for each death of Army personnel and member of the Army discharged or retired for medical reasons.

Health Reports Branch. Collects current information concerning hospitalization, communicable and noncommunicable disease, injuries, and battle casualties in the Army; summarizes this information, prepares, and distributes the Weekly Health Report.

Statistical Analysis Branch. Analyzes and interprets statistical information concerning the health of the Army collected and processed by the Individual Records Branch, Health Reports Branch, and Selective Service Branch; prepares analytical reports based on this information for the use and guidance of Divisions in the Office of The Surgeon General and other offices in the War Department.

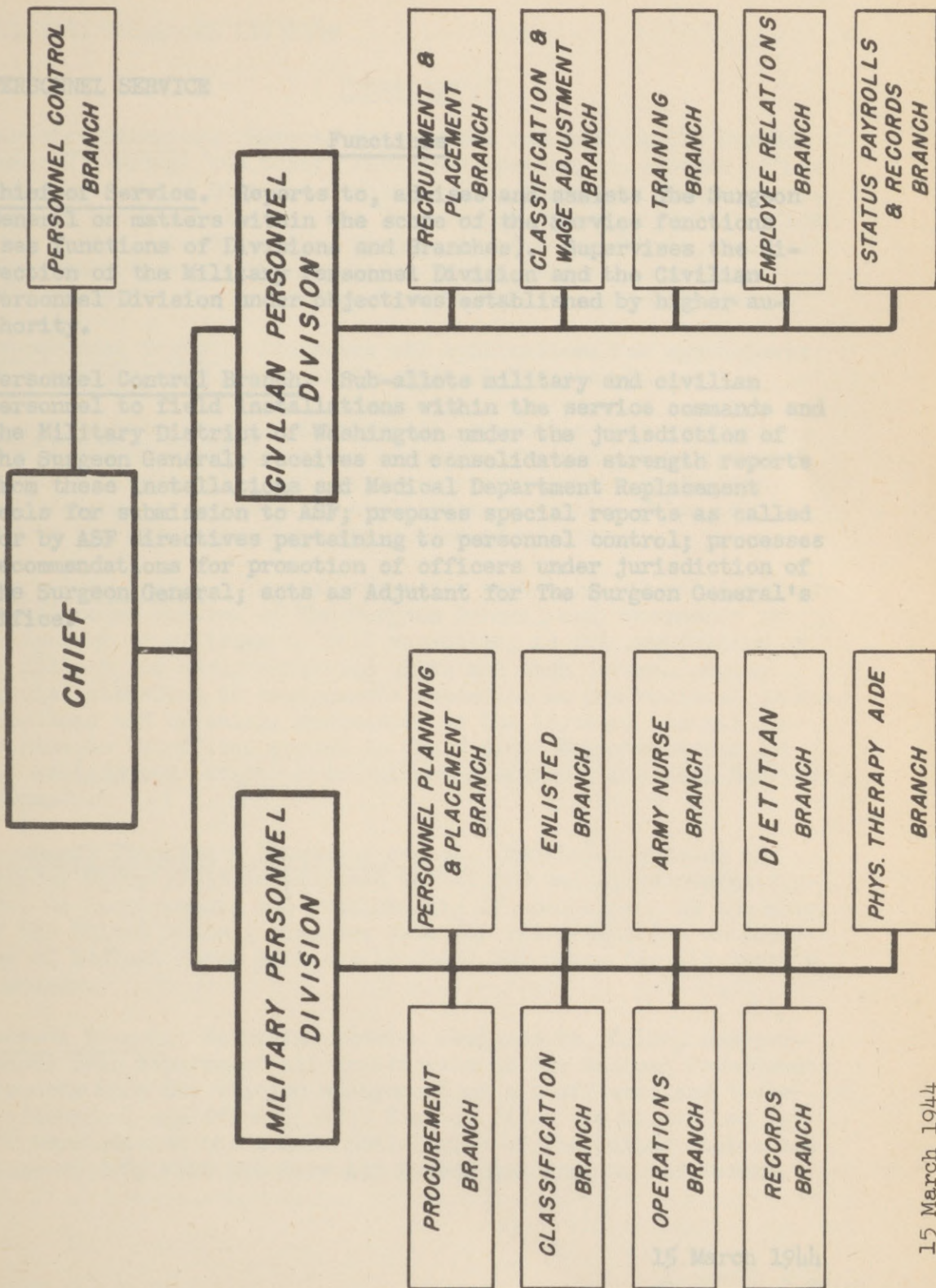
Selective Service Branch. Receives, checks, and codes medical data concerning individual physical examinations of men inducted into the armed services and of women inducted into the Army.

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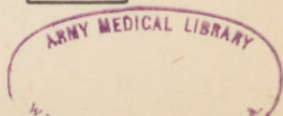




OFFICE OF THE SURGEON GENERAL  
PERSONNEL SERVICE



15 March 1944





## PERSONNEL SERVICE (Cont.)

## MILITARY PERSONNEL DIVISION

## PERSONNEL SERVICE

Functions

Division Director. Reports to and assists The Surgeon General through the Chief of Service, on matters within

Chief of Service. Reports to, advises and assists The Surgeon General on matters within the scope of the Service functions (see functions of Divisions and Branches). Supervises the direction of the Military Personnel Division and the Civilian Personnel Division under objectives established by higher authority.

Personnel Control Branch. Sub-allots military and civilian personnel to field installations within the service commands and the Military District of Washington under the jurisdiction of The Surgeon General; receives and consolidates strength reports from these installations and Medical Department Replacement Pools for submission to ASF; prepares special reports as called for by ASF directives pertaining to personnel control; processes recommendations for promotion of officers under jurisdiction of The Surgeon General; acts as Adjutant for The Surgeon General's Office.

Personnel Planning & Placement Branch. Maintains records of Medical Corps officers assigned to all T/O units; maintains figures on requirements and availability of specialists in the Army of the United States; prepares data for recommendation of transfer of Medical Corps officers to staff T/O units for all Service Commands.

Records Branch. Maintains station assignments, files, and personnel card reports of all individuals of the Medical Department (records show the station assignment of all officers and their professional qualifications). Station files are maintained for officers outside the continental limits of the United States and those on duty with the Army Air Forces and Army Ground Forces.



## PERSONNEL SERVICE (Cont.)

## MILITARY PERSONNEL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Personnel Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Procurement Branch, the Classification Branch, the Operations Branch, the Records Branch, Medical Department Physical Therapy Aides Branch, Medical Department Dietitians Branch, Army Nurse Branch, and the Enlisted Branch.

Procurement Branch. Processes all applications for appointment to a commissioned status in the Medical Department.

Classification Branch. Examines all available data concerning civilian occupation specialty of applicants and places them in proper professional group; recommends appropriate grades and professional assignments of applicants; maintains files pertaining to the classification specialties of officers.

Operations Branch. Issues orders for travel of all military personnel under control of The Surgeon General and recommends the assignment of officers to fill vacancies, as per requisition or as fillers for newly activated units and task forces, paying special attention to assignments according to professional qualifications and training; recommends to The Adjutant General appointments to officer grades in the Medical Department and for all assignments except those initiated within individual Service Commands.

Personnel Planning & Placement Branch. Maintains records of Medical Corps officers assigned to all T/O units; maintains figures on requirements and availability of specialists in the Army of the United States; prepares data for recommendation of transfer of Medical Corps officers to staff T/O units for all Service Commands.

Records Branch. Maintains station assignments, files, and personnel card reports of all individuals of the Medical Department (records show the station assignment of all officers and their professional qualifications). Similar files are maintained for officers outside the continental limits of the United States and those on duty with the Army Air Forces and Army Ground Forces.

15 March 1944

## PERSONNEL SERVICE

## MILITARY PERSONNEL DIVISION (Cont.)

Functions

Army Nurse Branch. Determines policies pertaining to the original procurement and assignment of nurses for the ANC; reassigns officers of the ANC under control of The Surgeon General; determines over-all War Department requirements and availability of nurses for assignment to larger forces and commands; recommends promotion of nurses in the United States; processes applications for retirement; authorizes discharge of nurses; maintains alphabetical files of all members of the Army Nurse Corps and station assignment for nurses assigned to the Army Service Forces, and a file pertaining to the classification specialties of nurses; furnishes information as required from 201 file of Army Nurse Corps which is maintained in Mail and Records Branch, Office Service Division of The Surgeon General's Office; no 201 files of Nurses are maintained in The Adjutant General's Office.

Medical Department Physical Therapy Aide Branch. Determination of policies relative to Medical Department Physical Therapy Aides; procures, appoints, promotes, and discharges this personnel; recommends assignment and reassignment; supervises training program in Physical Therapy for civilians and WAC students; assigns all student and apprentice PTA personnel; reassigns this personnel upon completion of training.

Medical Department Dietitians Branch. Determination of policies relative to Medical Department Dietitians; procures, appoints, promotes, and discharges this personnel; recommends assignment and reassignment; supervises training program in Dietetic Branch for civilians; assigns all student and apprentice Medical Department Dietitian personnel; reassigns this personnel upon completion of training.

Enlisted Branch. Exercises an administrative control of all activities pertaining to enlisted personnel in the Medical, Dental, and Veterinary services; recommends the assignment or source of cadres and personnel for medical units and installations; recommends changes in medical enlisted strengths in ZI installations; maintains liaison with The Adjutant General's office in the assignment of warrant officers for duty with the Medical Department; recommends, in cooperation with the Procurement Branch, the appointment of selected medical non-commissioned officers and warrant officers with medical service to commissioned grades in the Medical Administrative Corps.

15 March 1944

## SGO MANUAL

## PERSONNEL SERVICE (Cont.)

## CIVILIAN PERSONNEL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Personnel Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Recruitment and Placement Branch, the Classification and Wage Administration Branch, the Training Branch, the Employee Relations Branch, and the Status, Payroll, and Records Branch.

Recruitment and Placement Branch. Is responsible for the selection, appointment, placement, promotion, demotion, and development of qualification standards for employees and supervises efficiency rating and employee evaluation programs.

Classification and Wage Administration Branch. Approves, for the War Department, appropriate classification of all departmental service positions; makes periodic review of classification of all positions; reviews classification of field positions for conformity to standards; advises and assists field stations in problems of wage administration for ungraded positions, and in the application of wage administration techniques promulgated by the Industrial Personnel Division, A. S. F.

Training Branch. Develops and conducts centralized, divisional, and "Training-for-promotion" training programs; advises and assists field stations with respect to training problems.

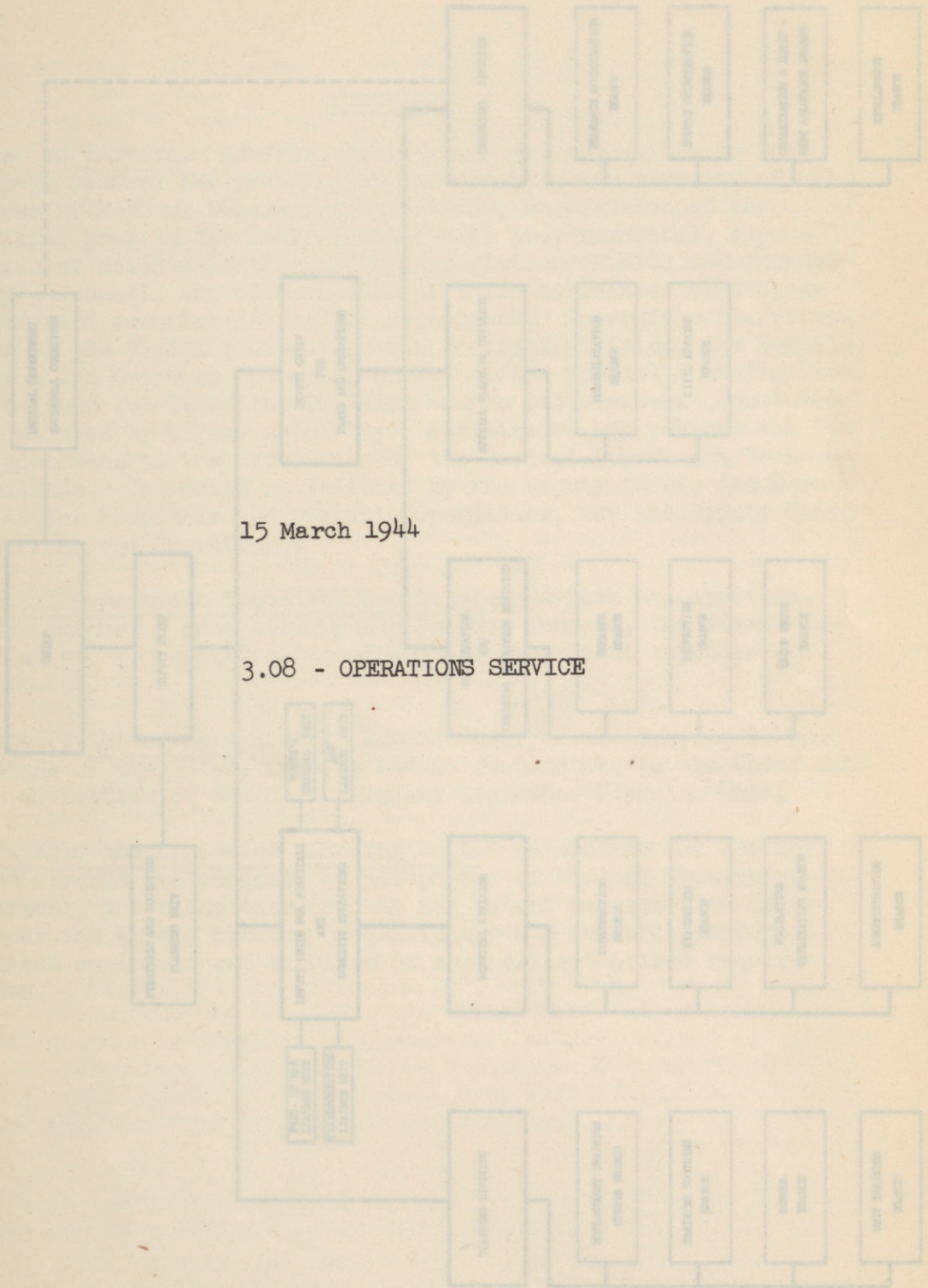
Employee Relations Branch. Counsels employees regarding various problems connected with their work, living and working conditions, health, recreation, and education; stimulates employee activities; formulates employee relations policies and procedures; advises and assists divisions and field stations in employee relation problems; reviews disciplinary cases and considers appeals from administrative decisions.

Status, Payroll, and Records Branch. Is responsible for the processing of personnel papers, the preparation of payrolls, the maintenance of personnel records, and the preparation of personnel reports.





OFFICE OF THE SURGEON GENERAL  
OPERATIONS SERVICE



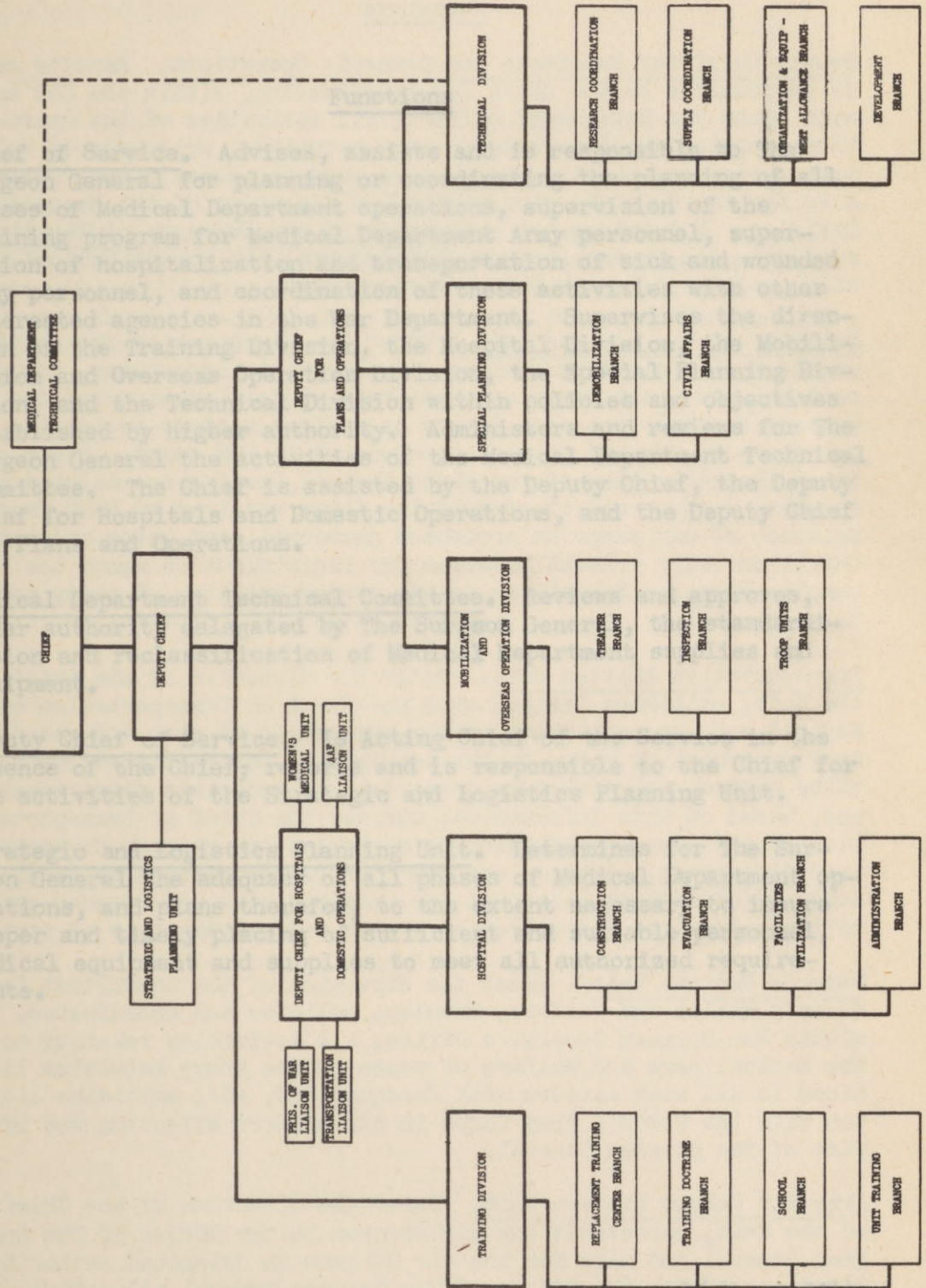
15 March 1944

3.08 - OPERATIONS SERVICE

15 March 1944



OFFICE OF THE SURGEON GENERAL  
OPERATIONS SERVICE



15 March 1944



## OPERATIONS SERVICE

Functions

Chief of Service. Advises, assists and is responsible to The Surgeon General for planning or coordinating the planning of all phases of Medical Department operations, supervision of the training program for Medical Department Army personnel, supervision of hospitalization and transportation of sick and wounded Army personnel, and coordination of these activities with other interested agencies in the War Department. Supervises the direction of the Training Division, the Hospital Division, the Mobilization and Overseas Operation Division, the Special Planning Division, and the Technical Division within policies and objectives established by higher authority. Administers and reviews for The Surgeon General the activities of the Medical Department Technical Committee. The Chief is assisted by the Deputy Chief, the Deputy Chief for Hospitals and Domestic Operations, and the Deputy Chief for Plans and Operations.

Medical Department Technical Committee. Reviews and approves, under authority delegated by The Surgeon General, the standardization and reclassification of Medical Department supplies and equipment.

Deputy Chief of Service. Is Acting Chief of the Service in the absence of the Chief; reports and is responsible to the Chief for the activities of the Strategic and Logistics Planning Unit.

Strategic and Logistics Planning Unit. Determines for The Surgeon General the adequacy of all phases of Medical Department operations, and plans therefor, to the extent necessary to insure proper and timely placing of sufficient and suitable personnel, medical equipment and supplies to meet all authorized requirements.

15 March 1944

## OPERATIONS SERVICE (Cont.)

Functions

Deputy Chief for Hospitals and Domestic Operations. Reports and is responsible to the Chief for coordinating, within the SGO and with other War Department offices, all activities of the Operations Service which pertain to Army hospitals, prisoners of war, transportation, the Army Air Forces, and the Women's Army Corps. Acts for the Chief in supervising the direction of the Hospital Division. Supervises the activities of the Prisoner of War Liaison Unit, the Transportation Liaison Unit, the Womens Medical Unit, and the Army Air Forces Liaison Unit.

Prisoner of War Liaison Unit. Under the direction of the Chief of the Unit, maintains liaison with the State Department, International Red Cross, American Red Cross, Swiss Legation and the Provost Marshal General's Office on medical matters pertaining to prisoners of war and protected personnel in POW camps. Supervises the activities of the Mixed Medical Commission; maintains reports, rosters and classification forms received by PMGO from prisoner of war camps on protected personnel, and keeps accurate charts on their present location for redistribution among the POW camps. Prepares directives on the proper handling of enemy medical personnel.

Transportation Liaison Unit. Under the direction of the Chief of the Unit, maintains liaison with the Chief of Transportation on Medical matters pertaining to the evacuation of sick and wounded Army personnel by water to the continental United States; maintains contact with overseas commanders to ascertain requirements and, based on this information, advises the Chief of Transportation on the adequacy of shipping schedules and recommends necessary divergence. Advises the Chief of Transportation as to the adequacy of medical personnel for handling sick and wounded evacuation. Prepares directives on proper medical practice at ports.

Women's Medical Unit. Under the direction of the Consultant for Women's Health and Welfare, develops policies and coordinates, within The Surgeon General's Office, all activities relating to the medical care and welfare of women in the Army; maintains liaison in all such matters with Headquarters, ASF; maintains liaison with the Women's Army Corps in all matters affecting the Office of The Surgeon General.

Army Air Forces Liaison Unit. Under the direction of the Chief of the Unit, represents the Air Surgeon in the Office of The Surgeon General and acts for the Air Surgeon on delegated authority; coordinates with the Office of The Surgeon General all activities peculiar to air medical service.

## OPERATIONS SERVICE (Cont.)

## TRAINING DIVISION

Functions

Division. Formulates and directs all Medical Department training policies, plans and programs.

Functions

Deputy Chief for Plans and Operations. Reports to and assists the Surgeon General. Reports and is responsible to the Chief. Acts for the Chief in supervising the direction and coordinating the activities of the Mobilization and Overseas Operations Division, the Special Planning Division and the Technical Division.

Replacement Training Center Branch. Prepares Mobilization Training Programs; makes training inspections of conduct of training in medical replacement training centers, special training units and schools therein; prepares plans for the establishment of new or additional expansion in medical replacement training centers.

Training Doctrine Branch. Initiates, develops, directs and coordinates the preparation of training doctrines for all types of medical units and submits for publication material for Field and Technical Manuals, Training Circulars, Training Films, Film Strips, and other Training aids.

School Branch. Initiates, develops and directs plans for the operation of the Special Service and enlisted technical schools of the Medical Department, and the Medical Administrative Corps officer candidate school; formulates policies and coordinates, supervises, and inspects the technical training of commissioned and enlisted Medical Department personnel in military installations and civilian educational and vocational institutions; coordinates the conduct of professional and technical training in hospitals.

Unit Training Branch. Prepares Mobilization Training Programs for, and coordinates and directs the training of, medical units assigned or attached to Army Service Forces; maintains records on the status of training and conducts training inspections of these medical units assigned or attached to Army Service Forces for training.

15 March 1944





## OPERATIONS SERVICE (Cont.)

## TRAINING DIVISION

Functions

Division. Formulates and directs all Medical Department training policies, plans and programs.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions. Directs the activities of the Replacement Training Center Branch, the Training Doctrine Branch, the School Branch, and the Unit Training Branch.

Replacement Training Center Branch. Prepares Mobilization Training Programs; makes training inspections of conduct of training in medical replacement training centers, special training units and schools therein; prepares plans for the establishment of new or additional expansion in medical replacement training centers.

Training Doctrine Branch. Initiates, develops, directs and coordinates the preparation of training doctrines for all types of medical units and submits for publication material for Field and Technical Manuals, Training Circulars, Training Films, Film Strips, and other Training aids.

School Branch. Initiates, develops and directs plans for the operation of the Special Service and enlisted technical schools of the Medical Department, and the Medical Administrative Corps officer candidate school; formulates policies and coordinates, supervises, and inspects the technical training of commissioned and enlisted Medical Department personnel in military installations and civilian educational and vocational institutions; coordinates the conduct of professional and technical training in hospitals.

Unit Training Branch. Prepares Mobilization Training Programs for, and coordinates and directs the training of, medical units assigned or attached to Army Service Forces; maintains records on the status of training and conducts training inspections of those medical units assigned or attached to Army Service Forces for training.

15 March 1944



## OPERATIONS SERVICE (Cont.)

## HOSPITAL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Construction Branch, the Evacuation Branch, the Facilities Utilization Branch, and the Administration Branch.

Construction Branch. Operates in close cooperation with the Office, Chief of Engineers, in approving hospital sites, development of plans for hospital buildings, changes in standard plans, survey of civilian facilities offered for medical use, and conversion where necessary; supervises installation of necessary technical Medical equipment in all construction; assists in preparation and defense of construction, repairs and maintenance estimates for the Budget; collaborates with representatives of the Transportation Corps in preparing plans for hospital ships and hospital facilities on other ships; prepares rough plans for special Medical Department facilities such as delousing plants, hospital trains and hospital equipment; makes necessary inspections. Maintains contact with Requirements Section, Headquarters, ASF, in determining hospital construction needs; maintains liaison with Headquarters, Army Air Forces, to determine hospital needs and layouts at AAF stations; represents The Surgeon General in contact with the Federal Board of Hospitalization.

Evacuation Branch. Establishes and controls bed credits for station and general hospitals, keeping current record of bed credits in general hospitals for station hospitals, and controlling transfer of patients from station to general hospitals and between general hospitals. Designates general hospitals for patients arriving from overseas. Receives and tabulates daily telegraphic reports of beds available, and makes monthly review of all credits for future planning.

Facilities Utilization Branch. Analyzes data and makes special studies for the purpose of standardizing utilization of facilities and personnel. To this end, estimates the needs, determines the means and formulates policies and plans pertaining to Army hospitalization in the Zone of Interior, evacuation of casualties from overseas, and the movement of patients within the continental United States.

15 March 1944

OPERATIONS SERVICE

(Cont.)

HOSPITAL DIVISION

Functions

HOSPITAL DIVISION (Cont.)

Functions

Administration Branch. Develops and promulgates policies for and maintains advisory supervision over administration of Army hospitals; makes inspections of hospital administrative functions and recommends measures to conserve time in treatment and discharge of patients. Advises on the establishment, operation and supplies of Medical Department laundry and dry cleaning establishments; maintains active liaison with other War Department and government agencies on all matters relating to the Medical Department laundry program; represents The Surgeon General on the Executive Committee, Federal Specifications Board.

Evacuation Branch. Establishes and controls bed credits for station and general hospitals, keeping current record of bed credits in general hospitals for station hospitals, and controlling transfer of patients from station to general hospitals and between general hospitals. Designates general hospitals for patients arriving from overseas. Receives and tabulates daily telegraphic reports of beds available, and makes monthly review of all credits for future planning.

Facilities Utilization Branch. Analyzes data and makes special studies for the purpose of standardizing utilization of facilities and personnel. To this end, estimates the needs, determines the means and formulates policies and plans pertaining to Army hospitalization in the Zone of Interior, evacuation of casualties from overseas, and the movement of patients within the continental United States.

## OPERATIONS SERVICE (Cont.)

## MOBILIZATION AND OVERSEAS OPERATIONS DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Theater Branch, the Inspection Branch, and the Troop Units Branch.

Theater Branch. Coordinates, for the Office of The Surgeon General, the technical operations as regards medical matters for all overseas theaters, departments and separate commands. Maintains pertinent files and records, including theater briefs, pertaining to medical matters for overseas forces. Prepares medical sections of war plans and recommends medical support essential for task forces. Maintains liaison with War Department General Staff (OPD), Hq., ASF (Planning Division), and other agencies.

Inspection Branch. Receives, reviews and circulates for necessary action to interested SGO and other War Department offices reports received from overseas regarding medical matters. Information is compiled and, where indicated, answers are prepared and coordinated with the Theater Branch. Conducts interviews with medical personnel returned from overseas and circulates reports of these interviews to interested offices of the SGO and to other major commands. Maintains current record of all inspection trips made by personnel of the SGO.

Troop Units Branch. Plans and recommends number and type of ASF medical units required for overseas duty and schedules of activation, and maintains current records of activations. Recommends locations and movements of all medical units under ASF control, and advises the Theater Branch as to theater requirements and the availability of units. Maintains liaison and coordinates these activities with other SGO and War Department offices. Currently maintains the War Department Six Months Projection List.



## OPERATIONS SERVICE (Cont.)

## TECHNICAL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions (see functions of Branches).

## SPECIAL PLANNING DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Demobilization Branch and the Civil Affairs Branch.

Demobilization Branch. Prepares plans for demobilization and coordinates the other planning activities of the Office of The Surgeon General which concern demobilization; maintains contact with Hq., ASF, and other agencies interested in demobilization plans.

Civil Affairs Branch. Operationally directs and coordinates under the Chief of the Operations Service all activities within the Office of The Surgeon General which relate to medical relief, including supplies, sanitation, training, personnel, and medical and veterinary service in occupied countries during the period of military responsibility. Maintains liaison with War Department offices and other agencies outside the Office of The Surgeon General on civil affairs matters.

Organization and Equipment Allowance Branch. Prepares Tables of Organization and Equipment, Tables of Allowances, and Equipment Lists for which The Surgeon General is responsible; reviews the Medical Sections of all Tables of Equipment and Tables of Allowances; operates the SXI Sample Room.

Development Branch. Investigates and tests commercial medical supplies and equipment; develops and improves Medical Department supplies and equipment; formulates military characteristics and prepares outlines of proposed specifications for new items and makes recommendations to Supply Coordination Branch regarding all specifications; prepares test directives for test of medical items; represents The Surgeon General on technical committees of other arms and services.

15 March 1944

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## OPERATIONS SERVICE (Cont.)

## TECHNICAL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Operations Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Research Coordination Branch, the Supply Coordination Branch, the Development Branch and the Organization and Equipment Allowance Branch.

Research Coordination Branch. Coordinates the administrative details of the Medical Department Research Program; obtains authorization from Headquarters, ASF, for initiation or suspension of research projects; prepares consolidated status reports, budget estimates and recommendations for allocation of funds and priorities for research and development; maintains liaison with appropriate governmental and civilian research agencies; conducts administrative and clerical activities of the Medical Department Technical Committee.

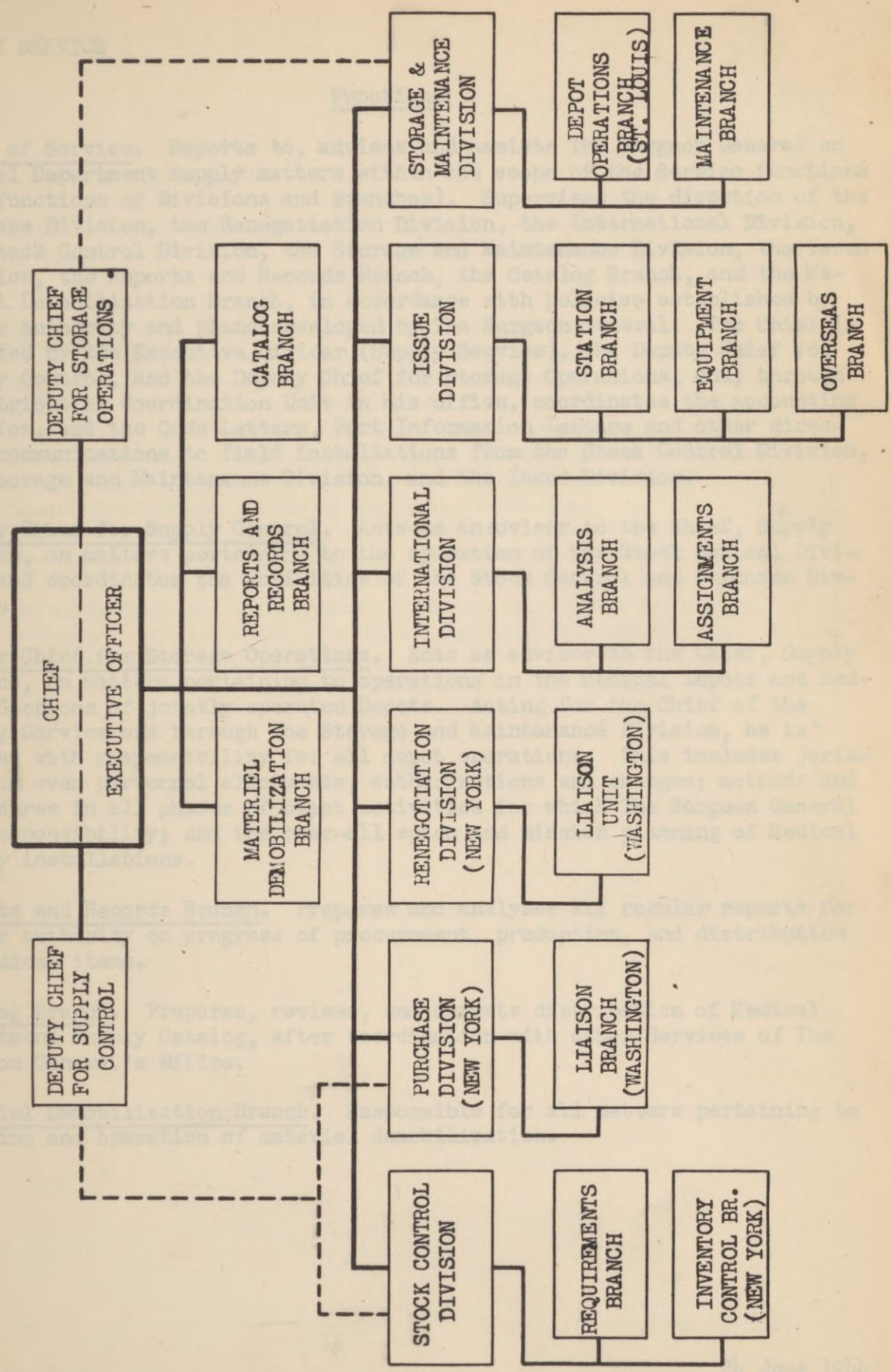
Supply Coordination Branch. Obtains, analyzes and reports data pertinent to proposed standardization, reclassification or modification of items of supply, including effect on related items; transmits to Supply Service information necessary to guide preparation of new specifications or changes in specifications; reviews and obtains clearances for specifications; maintains current files of all Federal, Army and Tentative Medical specifications and purchase descriptions; maintains liaison with other governmental agencies on specification matters; prepares completed case records of each approved change in an item, in form for immediate action by the Supply Service and other interested organizations.

Organization and Equipment Allowance Branch. Prepares Tables of Organization and Equipment, Tables of Allowances, and Equipment Lists for which The Surgeon General is responsible; reviews the Medical Sections of all Tables of Equipment and Tables of Allowances; operates the SGO Sample Room.

Development Branch. Investigates and tests commercial medical supplies and equipment; develops and improves Medical Department supplies and equipment; formulates military characteristics and prepares outlines of proposed specifications for new items and makes recommendations to Supply Coordination Branch regarding all specifications; prepares test directives for test of medical items; represents The Surgeon General on technical committees of other arms and services.



OFFICE OF THE SURGEON GENERAL  
SUPPLY SERVICE



24 June 1944

(Replaces organization chart 3.09 dated 15 March 1944)



## SUPPLY SERVICE

Functions

Chief of Service. Reports to, advises and assists The Surgeon General on Medical Department supply matters within the scope of the Service functions (see functions of Divisions and Branches). Supervises the direction of the Purchase Division, the Renegotiation Division, the International Division, the Stock Control Division, the Storage and Maintenance Division, the Issue Division, the Reports and Records Branch, the Catalog Branch, and the Materiel Demobilization Branch, in accordance with policies established by higher authority and plans developed by The Surgeon General. The Chief is assisted by the Executive Officer (Supply Service), the Deputy Chief for Supply Control, and the Deputy Chief for Storage Operations, and, through a Distribution Coordination Unit in his office, coordinates the accounting work for, and the Code Letters, Port Information Letters and other directive communications to field installations from the Stock Control Division, the Storage and Maintenance Division, and the Issue Division.

Deputy Chief for Supply Control. Acts as an advisor to the Chief, Supply Service, on matters pertaining to the operation of the Stock Control Division and coordinates the activities of the Stock Control and Purchase Divisions.

Deputy Chief for Storage Operations. Acts as advisor to the Chief, Supply Service, on matters pertaining to operations in the Medical Depots and Medical Sections of jointly operated Depots. Acting for the Chief of the Supply Service and through the Storage and Maintenance Division, he is charged with responsibility for all depot operations. This includes jurisdiction over personnel allotments, authorizations and changes; methods and procedures in all phases of depot activities for which The Surgeon General has responsibility; and the over-all space and mission planning of Medical Supply installations.

Reports and Records Branch. Prepares and analyzes all regular reports for higher authority on progress of procurement, production, and distribution of medical items.

Catalog Branch. Prepares, revises, and directs distribution of Medical Department Supply Catalog, after coordination with other Services of The Surgeon General's Office.

Materiel Demobilization Branch. Responsible for all matters pertaining to planning and operation of materiel demobilization.



## SUPPLY SERVICE (Cont.)

## SUPPLY SERVICE (Cont.)

## PURCHASE DIVISION (New York City, N. Y.).

## RENEGOTIATION DIVISION (New York City, N. Y.)

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Supply Service, on matters within the scope of the Division functions. Responsible for all activities involving production and purchase of medical supplies and equipment; contract terminations, redistribution, salvage, and price analysis; assisting industry on problems involving the Controlled Materials Plan, priority matters, and labor problems; liaison with American Red Cross on prepared surgical dressings.

Liaison Branch (Washington, D. C). Maintains contact with offices in The Surgeon General's Office; with other technical services and higher authority; with government agencies on matters pertaining to production and purchase of medical supplies and equipment; with American Red Cross.

Liaison Unit (Washington, D.C.). Maintains control records of all assignments to The Surgeon General for renegotiation, maintains records for and prepares the Weekly Progress Report to the War Department Price Adjustment Board; prepares the disposition of all assignments for the Renegotiation Division; receives and distributes to the field offices all correspondence from the War Department Price Adjustment Board.





## SUPPLY SERVICE (Cont.)

## RENEGOTIATION DIVISION (New York City, N. Y.)

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Supply Service, on matters within the scope of the Division functions. Assembles cost and price data on firms assigned to The Surgeon General by War Department Price Adjustment Board; analyzes this data and uses it where appropriate as a basis to renegotiate contracts; conducts renegotiations and submits necessary or required data to appropriate divisions and other agencies; conducts price and profit studies for the use of purchasing and contracting officers and presents to appropriate divisions or other agencies; defines duties of and supervises renegotiation branches established in field agencies; represents The Surgeon General in dealings with the War Department Price Adjustment Board and the Renegotiation Division of the Army Service Forces; coordinates renegotiation activities of the division with those of the Termination and Price Analysis Branches of the Purchase Division.

Liaison Unit (Washington, D.C.). Maintains control records of all assignments to The Surgeon General for renegotiation, maintains records for and prepares the Weekly Progress Report to the War Department Price Adjustment Board; prepares the disposition of all assignments for the Renegotiation Division; receives and distributes to the field offices all correspondence from the War Department Price Adjustment Board.

15 March 1944



## SUPPLY SERVICE (Contd.)

## STOCK CONTROL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Supply Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Requirements Branch and the Inventory Control Branch. Develops the accounting procedures necessary for Supply Control operations.

Requirements Branch. Determines supply requirements of the Medical Department and prepares the Medical Section of the Army Supply Program and other programs as required.

Inventory Control Branch. Sets depot stock levels and controls depot inventories; computes estimated issues; initiates purchase authorizations; determines distribution of supplies due in from procurement, makes necessary inter-depot transfers and directs extracts to meet issue requirements and maintain desired levels; plans and directs the program of unit assemblies; controls the determination and disposition of surplus medical property.



## SUPPLY SERVICE (Cont.)

## INTERNATIONAL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Supply Service, on matters within the scope of the Division functions (see functions of Branches).

Analysis Branch. Analyzes and coordinates foreign government Lend-Lease programs and requirements; obtains information relative to availability of requirements for presentation to International Supply Committee; coordinates approved programs with the Distribution and Requirements Division for issue from United States Army stocks.

Assignments Branch. Prepares bids for all countries other than the United Kingdom to be presented before the Munitions Assignments Committee (Ground), Medical Subcommittee; prepares requisitions for Lend-Lease; maintains liaison with Lend-Lease Depot.



## SUPPLY SERVICE (Contd.)

## ISSUE DIVISION

Functions

Division. Supervises the issue of medical supplies and equipment.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Supply Service, on matters within the scope of the Division functions. Directs the activities of the Equipment Branch and the Overseas Branch.

Equipment Branch. Supervises the issue of medical supplies and equipment to all Zone of Interior fixed installations; supervises the issue of medical field equipment (including unit assemblies) to tactical units in Zone of Interior; supervises the issue of initial medical maintenance supplies for units ordered overseas; maintains records of the status of Medical Department field equipment in the hands of all tactical units in the Zone of Interior; stock checks all requisitions received in Issue Division.

Overseas Branch. Supervises the issue of supplies to troops overseas; exercises technical supervision over overseas port medical supply officers; prepares material status report for all units overseas.





SUPPLY SERVICE (Contd.)

STORAGE AND MAINTENANCE DIVISION

Functions

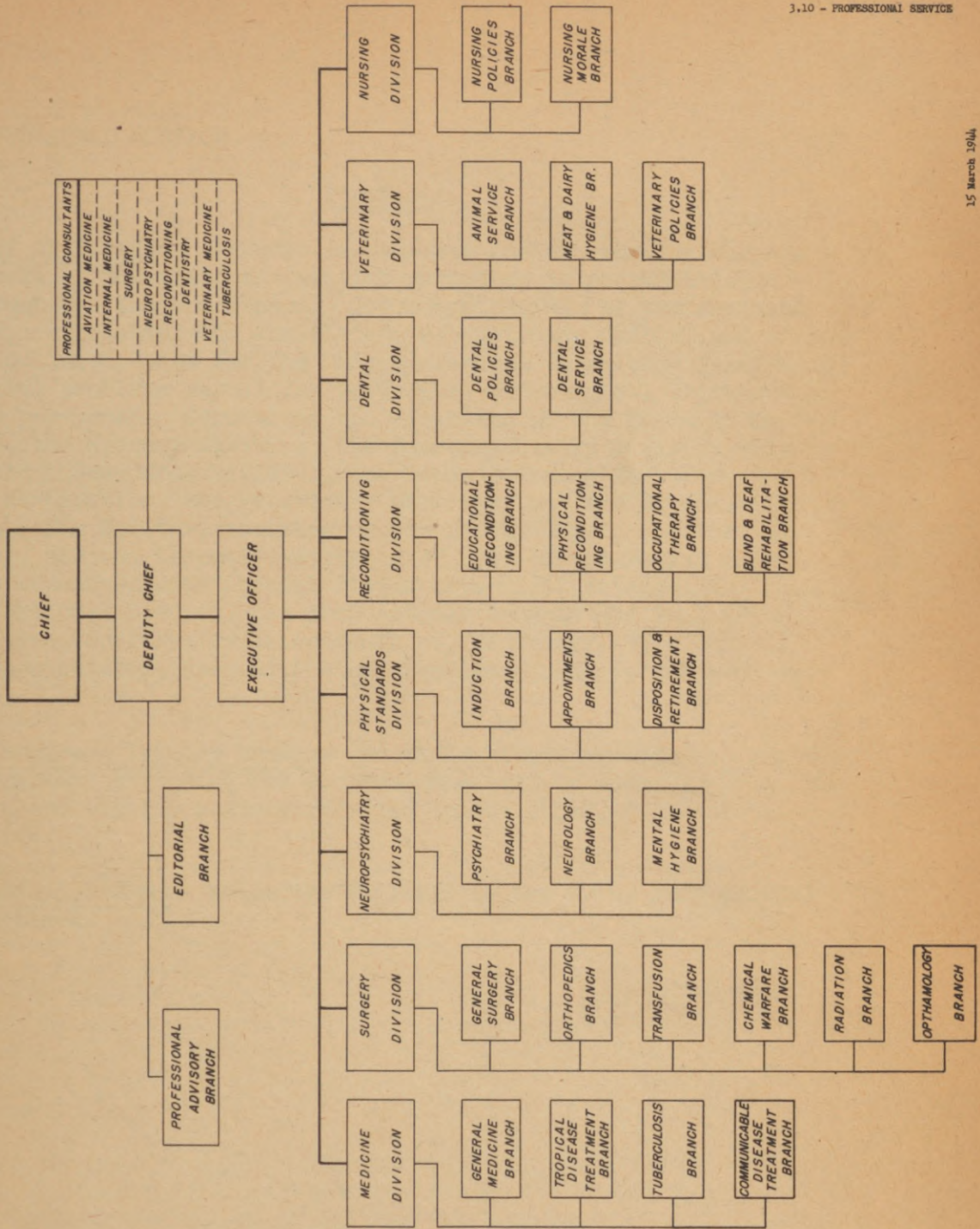
Division Director. Reports to, advises, assists and is responsible to The Surgeon General, through the Chief, Supply Service, for direction and coordination of depot operations. Directs the activities of the Depot Operations Branch and the Maintenance Branch.

Depot Operations Branch. Supervises the operation of Medical Depots, including planning space requirements, warehousing, packing, crating and operational procedures; supervises station stock levels by actual contact with posts, camps and stations through the depots.

Maintenance Branch. Supervises the maintenance and repair of medical equipment, including the operation of repair shops under the jurisdiction of The Surgeon General, prepares spare parts lists and repair manuals.



# OFFICE OF THE SURGEON GENERAL PROFESSIONAL SERVICE





## PROFESSIONAL SERVICE (cont.)

## MEDICINE DIVISION

## PROFESSIONAL SERVICE

Functions

Chief of Service. Reports to, advises and assists The Surgeon General in the field of curative medicine; is responsible, through The Surgeon General, for coordinating the professional aims, correlating the activities, establishing medical and surgical policies; acts for The Surgeon General in solving general and special problems pertaining to medical and surgical treatment of Army personnel. Supervises the direction of the Medicine Division, the Surgery Division, the Neuropsychiatry Division, the Physical Standards Division, the Reconditioning Division, the Dental Division, the Veterinary Division, and the Nursing Division. The Chief is assisted by the Deputy Chief, the Assistant Chief, and two Executive Assistants. For consideration of matters concerned with special fields of medical science, the Chief, Professional Service, has professional consultants in Internal Medicine, Surgery, Aviation Medicine, Radiology, Tuberculosis, Neuropsychiatry, Reconditioning, Dentistry, and Veterinary Medicine.

Professional Inquiry Branch. Receives, investigates, and replies to requests regarding the professional care of individuals in the Army, and similar matters referred to the Chief, Professional Service.

Editorial Branch. Edits the Bulletin of the U. S. Army Medical Department.

Tuberculosis Branch. Establishes policies and procedures for the control of tuberculosis in the Army; cooperates with the National Headquarters of the Selective Service System and the Veterans Administration in problems relating to tuberculosis; acts in a consulting capacity with respect to problems in the diagnosis and treatment of chest diseases; maintains liaison between the Office of The Surgeon General and civilian groups in tuberculosis.

15 March 1944

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## PROFESSIONAL SERVICE (cont.)

## MEDICINE DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions (see functions of Branches), advising the Chief, Professional Service, of actions taken. Acts autonomously under the Chief of Professional Service in a supervisory capacity over the practice of internal medicine in the Army; directs the activities of the General Medicine Branch, the Tropical Disease Treatment Branch, the Tuberculosis Branch, and the Communicable Disease Treatment Branch; maintains liaison between the Office of The Surgeon General and civilian groups in internal medicine; maintains liaison with the Military Personnel Division of the Office of The Surgeon General in the selection and assignment of medical specialists in internal medicine; takes direct action for The Surgeon General on professional matters pertaining to internal medicine which arise in Service Commands and overseas theaters.

General Medicine Branch. Establishes policies and procedures in diagnosis and treatment of general medical diseases in the Army; advises on the assignment of qualified medical officers in the field of internal medicine; correlates information from medical consultants; plans and evaluates clinical studies of general medical diseases; maintains liaison between the Office of The Surgeon General and civilian groups in general medicine.

Tropical Disease Treatment Branch. Establishes policies and procedures for the diagnosis and treatment of tropical diseases in the Army; plans and evaluates studies for the improvement of such treatment; prepares instructional material on the course and treatment of tropical diseases; furnishes consultant advice to Army hospitals in the therapy of tropical infections; advises on the assignment of qualified personnel in the clinical practice of tropical medicine; maintains liaison with the Tropical Disease Control Division of Preventive Medicine Service, and between the Office of The Surgeon General and civilian groups in tropical diseases.

Tuberculosis Branch. Establishes policies and procedures for the control of tuberculosis in the Army; cooperates with the National Headquarters of the Selective Service System and the Veterans Administration in problems relating to tuberculosis; acts in a consulting capacity with respect to problems in the diagnosis and treatment of chest diseases; maintains liaison between the Office of The Surgeon General and civilian groups in tuberculosis.

PROFESSIONAL SERVICE

PROFESSIONAL SERVICE (cont.)

MEDICINE DIVISION

Functions

MEDICINE DIVISION (Cont.)

Functions

Communicable Disease Treatment Branch. Establishes policies and procedures for the diagnosis and treatment of communicable diseases in the Army; plans and evaluates studies for the improvement of such treatment; prepares instructional material on the course and treatment of communicable diseases; furnishes consultant advice to Army hospitals in the therapy of communicable diseases, advises on the assignment of qualified personnel for the treatment of communicable diseases; maintains liaison with the Epidemiological and Venereal Disease Control Divisions of Preventive Medicine Service, and between the Office of The Surgeon General and civilian groups in communicable diseases.



## PROFESSIONAL SERVICE (Cont.)

## SURGERY DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions (see functions of Branches), advising the Chief, Professional Service, of actions taken. Acts autonomously under the Chief of Professional Service in a supervisory capacity over the practice of surgery in the Army; directs the activities of the General Surgery Branch, the Orthopedics Branch, the Transfusion Branch, the Chemical Warfare Branch, the Radiation Branch, and the Ophthalmology Branch; maintains liaison between the Office of The Surgeon General and civilian surgical groups; maintains liaison with the Military Personnel Division of the Office of The Surgeon General in the selection and assignment of surgical specialists; takes direct action for The Surgeon General on professional matters pertaining to surgery which arise in Service Commands and overseas theaters.

General Surgery Branch. Establishes policies and procedures in general surgery in the Army; advises on the assignment of qualified specialists in the field of surgery; correlates information and affords consultation and advice on matters pertaining to surgery; maintains liaison between the Office of The Surgeon General and civilian surgical groups.

Orthopedics Branch. Exercises general supervision over orthopedic care and physical therapy throughout the Army; affords consultation and advice on all matters pertaining to orthopedics and physical therapy; assists in the identification and proper assignment of qualified specialists in orthopedic surgery and of physical therapists.

Transfusion Branch. Affords consultation and advice on matters pertaining to blood transfusions, plasma, albumin, albumin by-products, and intravenous solutions. Acts as liaison with the American Red Cross Blood Donor Service, the Public Health Service and the Navy on matters referred to above.

Chemical Warfare Branch. Acts as liaison with the Medical Division, Chemical Warfare Service, on matters pertaining to chemical warfare as related to the Medical Department; prepares information and directions for the care of chemical warfare casualties; assists in the planning of field equipment pertaining to the prevention and treatment of chemical warfare casualties.

15 March 1944

PROFESSIONAL SERVICE

(Cont.)

SURGERY DIVISION

Functions

SURGERY DIVISION (Cont.)

Functions

Radiation Branch. Exercises general supervision of radiology throughout the Army; affords consultation and advice to all departments of The Surgeon General's Office on matters pertaining to radiology; assists in the identification and proper assignment of qualified commissioned specialists in radiology.

Ophthalmology Branch. Establishes policies and procedures in general ophthalmology in the Army; advises on the assignment of qualified specialists in the field of ophthalmology; correlates information and affords consultation and advice on matters pertaining to ophthalmology; maintains liaison between the Office of The Surgeon General and civilian ophthalmological groups.

Orthopedics Branch. Exercises general supervision over orthopedic care and physical therapy throughout the Army; affords consultation and advice on all matters pertaining to orthopedics and physical therapy; assists in the identification and proper assignment of qualified specialists in orthopedic surgery and of physical therapists.

Transfusion Branch. Affords consultation and advice on matters pertaining to blood transfusions, plasma, albumin, albumin by-products, and intravenous solutions. Acts as liaison with the American Red Cross Blood Donor Service, the Public Health Service and the Navy on matters referred to above.

Chemical Warfare Branch. Acts as liaison with the Medical Division, Chemical Warfare Service, on matters pertaining to chemical warfare as related to the Medical Department; prepares information and directions for the care of chemical warfare casualties; assists in the planning of field equipment pertaining to the prevention and treatment of chemical warfare casualties.

## PROFESSIONAL SERVICE

## SURGERY DIVISION (Cont.)

Functions

Radiation Branch. Exercises general supervision of radiology throughout the Army; affords consultation and advice to all departments of The Surgeon General's Office on matters pertaining to radiology; assists in the identification and proper assignment of qualified commissioned specialists in radiology.

Ophthalmology Branch. Establishes policies and procedures in general ophthalmology and care of the blind in the Army; advises on assignment of qualified specialists in these fields; correlates information and affords consultation and advice on matters pertaining to ophthalmology and care and management of the blind; maintains liaison with the Navy Department, Veterans Administration, Federal Security Agency and civilian ophthalmological groups.

Otolaryngology Branch. Establishes policies and procedures in general otolaryngology and care of the deaf in the Army; advises on assignment of qualified specialists in these fields; correlates information and affords consultation and advice on matters pertaining to otolaryngology and care and management of the deaf; maintains liaison with the Veterans Administration and civilian otolaryngological groups.

## PROFESSIONAL SERVICE (Cont.)

## SURGERY DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions (see functions of Branches), advising the Chief, Professional Service, of actions taken. Acts autonomously under the Chief of Professional Service in a supervisory capacity over the practice of surgery in the Army; directs the activities of the General Surgery Branch, the Orthopedics Branch, the Transfusion Branch, the Chemical Warfare Branch, the Radiation Branch, the Ophthalmology Branch, and the Otolaryngology Branch; maintains liaison between the Office of The Surgeon General and civilian surgical groups; maintains liaison with the Military Personnel Division of the Office of The Surgeon General in the selection and assignment of surgical specialists; takes direct action for The Surgeon General on professional matters pertaining to surgery which arise in Service Commands and overseas theaters.

General Surgery Branch. Establishes policies and procedures in general surgery in the Army; advises on the assignment of qualified specialists in the field of surgery; correlates information and affords consultation and advice on matters pertaining to surgery; maintains liaison between the Office of The Surgeon General and civilian surgical groups.

Orthopedics Branch. Exercises general supervision over orthopedic care and physical therapy throughout the Army; affords consultation and advice on all matters pertaining to orthopedics and physical therapy; assists in the identification and proper assignment of qualified specialists in orthopedic surgery and of physical therapists.

Transfusion Branch. Affords consultation and advice on matters pertaining to blood transfusions, plasma, albumin, albumin by-products, and intravenous solutions. Acts as liaison with the American Red Cross Blood Donor Service, the Public Health Service and the Navy on matters referred to above.

Chemical Warfare Branch. Acts as liaison with the Medical Division, Chemical Warfare Service, on matters pertaining to chemical warfare as related to the Medical Department; prepares information and directions for the care of chemical warfare casualties; assists in the planning of field equipment pertaining to the prevention and treatment of chemical warfare casualties.

## PROFESSIONAL SERVICE (Cont.)

## NEUROPSYCHIATRY DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions (see functions of Branches), advising the Chief, Professional Service, on actions taken. Acts autonomously under the Chief of Professional Service in a supervisory capacity over the practice of neuropsychiatry in the Army; directs the activities of the Psychiatry Branch, the Neurology Branch, and the Mental Hygiene Branch; maintains liaison between the Office of The Surgeon General and civilian groups in neuropsychiatry; maintains liaison with the Personnel Division of the Office of The Surgeon General in the selection and assignment of psychiatric and neurological specialists in neuropsychiatry; takes direct action for The Surgeon General on professional matters pertaining to neuropsychiatry which arise in service commands and overseas theaters, reporting such action to the Chief of Professional Service.

Psychiatry Branch. Establishes policies and coordinates psychiatric activities throughout the Army; assists in the training and assignment of qualified medical officers in the field of psychiatry; reviews proceedings of neuropsychiatric boards; prepares instructional information on psychiatric care and treatment; provides psychiatric consultation to the Army and other Government agencies.

Neurology Branch. Establishes policies and coordinates neurologic activities throughout the Army; assists in training and assignment of qualified medical officers in the field of neurology; establishes uniform diagnostic techniques; coordinates the activities of this division with those of neurosurgical specialists, with particular reference to head, spine, and nerve injuries.

Mental Hygiene Branch. Prepares instructional material on principles of mental hygiene for dissemination to military personnel; maintains liaison and collaborates with the Morale Services Division, Army Service Forces, in the preparation of material for radio programs, newspaper articles, motion pictures, posters, and other media for the purpose of fostering healthy mental attitudes; collaborates in the formulation and interpretation of opinion surveys; collects, interprets, and disseminates statistical information regarding mental health and morale; acts in an advisory capacity to War Department staff divisions on problems of morale, discipline, and mental stamina as they pertain to mental health.



## PROFESSIONAL SERVICE (Cont.)

## PHYSICAL STANDARDS DIVISION

Functions

Division. Formulates physical standards for the Army; exercises general supervision over physical examinations concerned with admission to and separation from the military forces.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Professional Service, on matters within the scope of the Division functions. Directs the activities of the Induction Branch, the Appointment Branch, and the Disposition and Retirement Branch.

Induction Branch. Coordinates information regarding methods and procedures of armed forces induction stations; formulates physical standards for all military personnel; acts as liaison with the Selective Service System and other government agencies in matters pertaining to physical standards, their interpretation and application; handles special problems relating to the physical qualifications of officers and warrant officers of the Regular Army, applicants for admission to the U. S. Military Academy, nurses, dietitians, physical therapy aides, nurse cadets and members of the WAC, and all miscellaneous matters referred to The Surgeon General's Office pertaining to the physical condition of enlisted personnel. Works with and advises the Military Personnel Division, ASF, on problems concerning the utilization of manpower; coordinates with the Navy Department with regard to the above activities.

Appointment Branch. Handles matters concerning the physical qualifications of officers and applicants for the Reserve, Army of the United States and the National Guard of the United States; acts as liaison between The Surgeon General's Office and personnel branches of The Adjutant General's Office in matters relating to appointment.

Disposition and Retirement Branch. Reviews and makes recommendations on Disposition and Retirement Board proceedings; takes action on matters relating to the separation or retirement of personnel because of physical disqualification.

15 March 1944





## PROFESSIONAL SERVICE (Cont.)

## RECONDITIONING DIVISION

Functions

Division. Exercises general supervision over the Physical Reconditioning Programs and the social rehabilitation of blind and deaf casualties occurring in the military service.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Professional Service, on matters within the scope of the Division functions. Directs the activities of the Physical Reconditioning Branch, the Educational Reconditioning Branch and the Occupational Therapy Branch.

Physical Reconditioning Branch. Develops and promulgates policies governing the physical reconditioning of Army personnel during hospitalization.

Educational Reconditioning Branch. Develops plans and promotes the use of educational activities in the reconditioning program; is responsible for the policies and for the planning of the program for patients to be discharged from the Army; maintains liaison with the Special Service Division and the Morale Services Division, War Department, and the many agencies in the field of vocational rehabilitation.

Occupational Therapy Branch. Is responsible for policies and plans governing the over-all program of occupational therapy throughout the Army; assists in the procurement and assignment of properly qualified therapists and instructors; advises on the equipment, supplies and operation of occupational therapy.



## PROFESSIONAL SERVICE (Cont.)

## DENTAL DIVISION

Functions

Division. Exercises general supervision over dental care of Army personnel.

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions, advising the Chief, Professional Service, of actions taken. Directs the activities of the Dental Service Branch and the Dental Policies Branch.

Dental Policies Branch. Prepares administrative regulations for the dental service; makes recommendations as to the number, type, construction, and repair of dental clinics, and for the selection and distribution of dental equipment and supplies; makes recommendations on inspection reports, curricula for Army dental schools.

Dental Service Branch. Reviews dental articles for publication; reviews professional reports; supervises the tabulation of statistical data; establishes dental qualifications and procedures; assists in the selection and proper allocation of qualified dental personnel



## PROFESSIONAL SERVICE (Cont.)

## VETERINARY DIVISION

Functions

Division. Exercises general supervision over the Veterinary Service of the Army.

Division Director. Reports to, advises and assists The Surgeon General on matters within the scope of the Division functions, advising the Chief, Professional Service, of actions taken. Directs the activities of the Animal Service Branch, the Meat and Dairy Hygiene Branch, and the Veterinary Policies Branch.

Animal Service Branch. Establishes professional veterinary policies and procedures pertaining to animal service; sets service standards to insure adequate care of Army animals; compiles data concerning animal diseases and treatment; makes field inspections in connection with veterinary installations; maintains liaison with Remount Division, Office of The Quartermaster General.

Meat and Dairy Hygiene Branch. Establishes policies for the operation of the meat and dairy hygiene service of the Army; plans program for meat and dairy inspection in occupied and liberated territories; compiles data concerning food items passed and rejected; makes field inspections; maintains liaison with The Quartermaster General's Office; maintains representation on the Federal Specification Committee in connection with foods of animal origin.

Veterinary Policies Branch. Prepares administrative regulations for veterinary service; establishes veterinary qualifications and procedures; makes recommendations as to appointment and assignment of veterinary personnel; recommends as to selection and distribution of veterinary supplies and equipment; makes recommendations as to type and construction of veterinary installations; reviews veterinary articles for publication; reviews professional reports; supervises the tabulation of statistical data; collaborates with Technical Division on Tables of Basic Allowances and Equipment for veterinary units and inclusion of veterinary personnel and equipment in tables of other units.



PROFESSIONAL SERVICE (Cont.)

NURSING DIVISION

Functions

Division. Exercises general supervision over the Nursing Service of the Army.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Professional Service, on matters within the scope of the Division functions. Directs the activities of the Nursing Policies Branch.

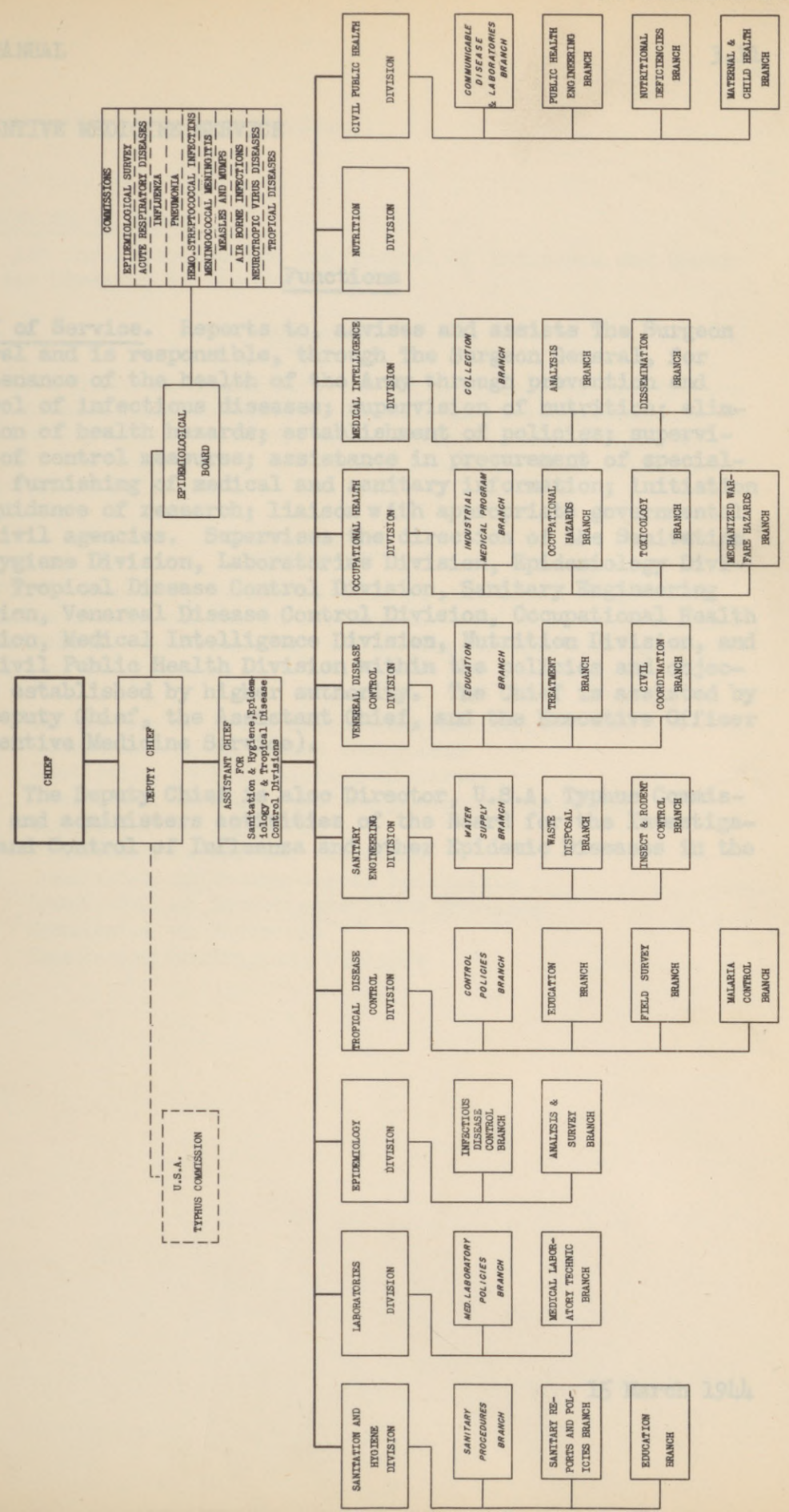
Nursing Policies Branch. Establishes professional policies governing Army Nurses and exercises supervision over the application of those policies; establishes procedures and policies, and affords consultation and advice in training of U. S. Cadet Nurses.





OFFICE OF THE SURGEON GENERAL

# PREVENTIVE MEDICINE SERVICE





## PREVENTIVE MEDICINE SERVICE (Cont.)

EPIDEMIOLOGICAL BOARD

(Board for the Investigation and Control of Influenza and Other Epidemic Diseases in the Army)

Functions

Chief of Service. Reports to, advises and assists The Surgeon General and is responsible, through The Surgeon General, for maintenance of the health of the Army through prevention and control of infectious diseases; supervision of nutrition; elimination of health hazards; establishment of policies; supervision of control measures; assistance in procurement of specialists; furnishing of medical and sanitary information; initiation and guidance of research; liaison with appropriate governmental and civil agencies. Supervises the direction of the Sanitation and Hygiene Division, Laboratories Division, Epidemiology Division, Tropical Disease Control Division, Sanitary Engineering Division, Venereal Disease Control Division, Occupational Health Division, Medical Intelligence Division, Nutrition Division, and the Civil Public Health Division within the policies and objectives established by higher authority. The Chief is assisted by the Deputy Chief, the Assistant Chief, and the Executive Officer (Preventive Medicine Service).

Note: The Deputy Chief is also Director, U.S.A. Typhus Commission, and administers activities of the Board for the Investigation and Control of Influenza and other Epidemic Diseases in the Army.

Commission on Meningococcal Meningitis  
 Commission on Neurotropic Virus Diseases  
 Commission on Pneumonia  
 Commission on Tropical Diseases

## PREVENTIVE MEDICINE SERVICE

Functions

Chief of Service. Reports to, advises and assists the Surgeon General and is responsible, through the Surgeon General, for maintenance of the health of the Army through prevention and control of infectious diseases; supervision of nutrition; elimination of health hazards; establishment of policies; supervision of control measures; assistance in procurement of special data; furnishing of medical and sanitary information; initiation and guidance of research; liaison with appropriate governmental and civil agencies. Supervises the direction of the Sanitation and Hygiene Division, Laboratories Division, Epidemiology Division, Tropical Disease Control Division, Sanitary Engineering Division, Venereal Disease Control Division, Occupational Health Division, Medical Intelligence Division, Nutrition Division, and the Civil Public Health Division within the policies and objectives established by higher authority. The Chief is assisted by the Deputy Chief, the Assistant Chief, and the Executive Officer (Preventive Medicine Service).

Note: The Deputy Chief is also Director, U.S.A. Typhus Coma-  
tion and Control of Influenza and other Epidemic Diseases in the  
Army.

## PREVENTIVE MEDICINE SERVICE (Cont.)

EPIDEMIOLOGICAL BOARD

(Board for the Investigation and Control of Influenza and Other Epidemic Diseases in the Army)

Functions

Serves as a Board of Consultants to the Secretary of War for the purpose of assisting The Surgeon General in investigation and control of infectious diseases in the Army; conducts field and laboratory investigations; advises on the control of epidemics and threatened epidemics.

Organization

The Board is headed by an Administrator, and consists of seven Board Members with one Member serving as President. The following Commissions, each headed by a Director, assist the Board in carrying out its mission:

- Commission on Acute Respiratory Diseases
- Commission on Air-Borne Infections
- Commission on Epidemiological Survey
- Commission on Hemolytic Streptococcal Infections
- Commission on Influenza
- Commission on Measles and Mumps
- Commission on Meningococcal Meningitis
- Commission on Neurotropic Virus Diseases
- Commission on Pneumonia
- Commission on Tropical Diseases

15 March 1944



## PREVENTIVE MEDICINE SERVICE (Cont.)

## SANITATION AND HYGIENE DIVISION

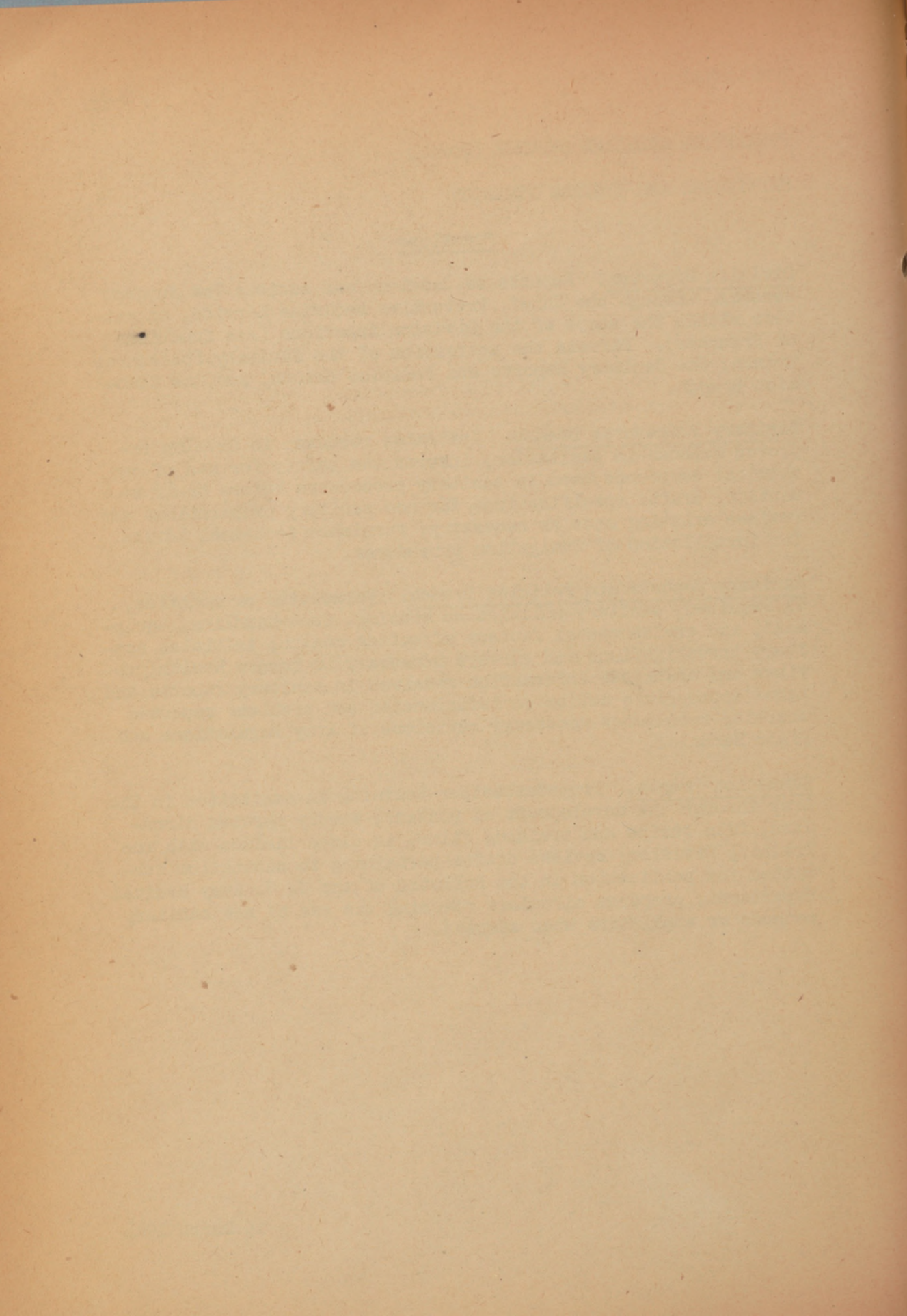
Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Sanitary Procedures Branch, the Sanitary Reports and Policies Branch, and the Education Branch.

Sanitary Procedures Branch. Initiates research to develop improved methods in sanitation; insures the safety for man of new chemical compounds used in sanitary procedures before their adoption; drafts specifications for new sanitary preparations and revises existing ones as necessary; furnishes technical advice for installation of fumigation procedures.

Sanitary Reports and Policies Branch. Formulates or modifies, as required, sanitary policies on housing, food-handling, equipment, and environmental factors affecting health; initiates sanitary investigations and surveys necessary to insure health; reviews and abstracts information received in sanitary reports and takes appropriate action on deficiencies and problems reported therein; recommends necessary revisions of Army Regulations and Field Manuals.

Education Branch. Promotes better training in sanitation in the Army through the development of posters, simply phrased circulars, film strips and training films, in close liaison with the Training Division; reviews drafts pertaining to sanitation submitted for publication in the Bulletin of the U. S. Army Medical Department; prepares circulars covering the use of new sanitary methods or appliances when adopted.





## PREVENTIVE MEDICINE SERVICE (Cont.)

## LABORATORIES DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Medical Laboratory Policies Branch, the Medical Laboratory Technic Branch, and assists in the selection and assignment of qualified laboratory personnel.

Medical Laboratory Policies Branch. Formulates and assists in the organization and operation of medical diagnostic laboratories in the Army.

Medical Laboratory Technic Branch. Advises on technical laboratory methods and equipment.



## PREVENTIVE MEDICINE SERVICE (Cont.)

## EPIDEMIOLOGY DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Infectious Disease Control Branch and the Analysis and Survey Branch.

Infectious Disease Control Branch. Establishes policies and prepares directives with respect to control measures to be employed against communicable diseases; reviews and takes appropriate action on epidemiological phases of monthly sanitary and other reports. Establishes policies with respect to immunization of Army personnel. Advises Supply Service on problems concerned with biological standards and probable requirements for vaccines and other immunizing agents.

Analysis and Survey Branch. Prepares routine and special analyses of the current incidence of communicable diseases in the Army. Maintains charts, tables and graphs of the incidence of various special diseases. Receives telegraphic and other special reports of outbreaks of communicable diseases and takes appropriate action on such reports. Notes current incidence and trends of communicable diseases in civilian communities. Maintains liaison with Medical Statistics Division. Initiates, Supervises and conducts field investigations of control measures and of outbreaks of communicable diseases.

15 March 1944



## PREVENTIVE MEDICINE SERVICE (Cont.)

## TROPICAL DISEASE CONTROL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Control Policies Branch, the Education Branch, the Field Survey Branch, and the Malaria Control Branch.

Control Policies Branch. Establishes policies and procedures for the prevention and control of tropical diseases in the Army in this country and overseas. Maintains liaison with governmental and civilian agencies concerned with tropical disease control; analyzes data and reports dealing with the morbidity and mortality from tropical diseases in the Army; recommends investigations of special tropical disease situations when indicated.

Education Branch. Initiates informative circulars, posters, pamphlets and other materials; arranges programs of special training for selected personnel needed for tropical disease control.

Field Survey Branch. Maintains contact with field investigations and field conditions; participates in special field investigations dealing with tropical diseases.

Malaria Control Branch. Exercises general advisory supervision over activities related to malaria control in the Army; advises in the investigations of new drugs, materials and equipment applicable to the control of malaria and makes recommendations as to their use.



## PREVENTIVE MEDICINE SERVICE (Cont.)

## SANITARY ENGINEERING DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Water Supply Branch, the Waste Disposal Branch, the Insect and Rodent Control Branch. Formulates policies in relation to procurement, assignment, and training of sanitary engineers and entomologists of the Sanitary Corps.

Water Supply Branch. Direction of engineering inspections and surveys of Army stations and military industrial establishments water facilities from the standpoint of protection of the health of military personnel, and initiation of corrective action when necessary; the development of field water purification equipment and methods and engineering advice on the design, construction and operation of swimming pools.

Waste Disposal Branch. Direction of engineering inspections and surveys of sewage treatment and garbage and waste disposal at Army stations from the standpoint of protection of the health of military personnel and avoidance of health hazards to nearby civilian population, and initiation of corrective action when necessary.

Insect and Rodent Control Branch. Plans and directs insect and rodent control campaigns at Army stations, and acts as liaison on extra-military insect and rodent control as it affects Army personnel.

15 March 1944.





## PREVENTIVE MEDICINE SERVICE (Cont.)

## OCCUPATIONAL HEALTH DIVISION

Functions

## VENEREAL DISEASE CONTROL DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Education Branch, the Treatment Branch, and the Civil Coordination Branch. Assists in the selection and supervision of qualified personnel; determines significant trends by analysis of data on venereal disease incidence; develops plans concerned with venereal disease prevention and treatment.

Education Branch. In coordination with the Training Division, establishes policies, studies methods and prepares materials relating to the education of the soldier in the prevention of venereal disease.

Treatment Branch. In coordination with Professional Service, exercises general supervision over treatment and recommends standards of practice in venereal disease control throughout the Army.

Civil Coordination Branch. Establishes policies concerning the integration of the Army's venereal disease control program with the control programs of various governmental and civilian agencies; maintains liaison with civilian health and law enforcement authorities.

Mechanized Warfare Hazards Branch. Maintains supervisory control over the Armed Medical Research Laboratory; initiates and arranges for research studies pertaining to the physiological effect of environmental conditions upon military personnel from a preventive medicine standpoint.



## PREVENTIVE MEDICINE SERVICE (Cont.)

## OCCUPATIONAL HEALTH DIVISION

Functions

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Army Industrial Hygiene Laboratory and the Armored Medical Research Laboratory; maintains active Liaison Officer in the Office of the Chief of Ordnance; directs the activities of the Industrial Medical Program Branch, the Occupational Hazards Branch, the Toxicology Branch, and the Mechanized Warfare Hazards Branch.

Industrial Medical Program Branch. Administers and supervises medical service and hygiene for civilian workers in Army and contractor-operated arsenals, depots and industrial plants; analyzes and compiles reports of surveys and inspections; assists in determining supply requirements for the operation of this program.

Occupational Hazards Branch. Supervises and administers program of inspection and improvement of working conditions in Army and contractor-operated arsenals, depots and industrial plants with respect to environmental health hazards, supervises operations of the Army Industrial Hygiene Laboratory in this connection; analyzes and compiles reports of surveys and inspections.

Toxicology Branch. Receives and handles requests pertaining to the toxicologic effects of clothes and other materials coming into contact with military personnel, including protective lotions, and creams, fuels, insecticides, fumigants, drugs and chemical warfare agents.

Mechanized Warfare Hazards Branch. Maintains supervisory control over the Armored Medical Research Laboratory; initiates and arranges for research studies pertaining to the physiological effect of environmental conditions upon military personnel from a preventive medicine standpoint.



## PREVENTIVE MEDICINE SERVICE (Cont.)

## MEDICAL INTELLIGENCE DIVISION

Functions

Division. Collects, analyzes and disseminates information on medical, health, and sanitary conditions in foreign areas, information on medical experiences of co-belligerent and of enemy forces and on medical developments in other countries.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). Directs the activities of the Collection Branch, the Analysis Branch, and the Dissemination Branch.

Collection Branch. Maintains liaison with Military Intelligence Service for collection of documents of potential interest to the Medical Department, which pass through G-2; maintains similar liaison with Office of Strategic Services, Office of Coordinator of Inter-American Affairs, National Research Council, and other agencies receiving information of medical interest from overseas areas.

Analysis Branch. Prepares studies of medical, health, and sanitary conditions in foreign areas; prepares medical section of War Department Strategic Surveys and of Joint Army Navy Intelligence Studies, including recommendations as to health precautions for forces going abroad; examination of captured materiel and preparation of reports thereon.

Dissemination Branch. Arranges for dissemination of technical information collected by Medical Intelligence Division, including routing of documents obtained through Military Intelligence Service and other channels; preparation of Medical Intelligence Abstracts.



## PREVENTIVE MEDICINE SERVICE (Contd.)

## NUTRITION DIVISION

Functions

Division. Develops plans, determines policy and exercises general supervision of nutritional problems throughout the Army as they affect the health of the soldier and civil population under Army control.

Division Director. Reports to, advises and assists The Surgeon General through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches).

Military Nutrition Branch. Advises the Director of the Division with regard to the activities of the nutrition officers, their training and duties. Makes recommendations for their procurement and assignment in this country and overseas. Maintains liaison with other agencies in this field, particularly the Quartermaster Corps, Army Medical School, and Service Commands. Reviews reports of the activities of nutrition officers. Supervises the analysis of dietaries and recommends changes based on such analyses. Gathers, reviews, and analyzes research data in the field of nutrition. Correlates and maintains contact with current investigations. Advises the Director of the Division with regard to the initiation and direction of new research projects through such agencies as the National Research Council. Represents The Surgeon General's Office in projects conducted by The Surgeon General's Office and The Quartermaster General's Office, and other branches of the Army. Maintains liaison with the Director of the Army Medical School in reference to the nutrition laboratory research projects.

Civilian Nutrition Branch. In co-ordination with Civil Public Health Division prepares, plans and advises regarding the nutrition of civil populations, their nutritional requirements, the relief of nutritional deficiencies and nutritional deficiency disease. Recommends the selection, training and assignment of personnel for such service. Acts as liaison officer with other agencies in this field including Quartermaster Corps, Civil Affairs Division, and Civil Affairs Branch of Operations Service.





## PREVENTIVE MEDICINE SERVICE (Cont.)

## CIVIL PUBLIC HEALTH DIVISION

Functions

Division. Formulates policies and develops plans for health programs in occupied and liberated territories. Assists in the selection of specialized personnel. Maintains contact with field operations. Integrates programs with those of other agencies operating in this general field.

Division Director. Reports to, advises and assists The Surgeon General, through the Chief, Preventive Medicine Service, on matters within the scope of the Division functions (see functions of Branches). In conformity with policies established by the Civil Affairs Division of the War Department, directs the activities of the Communicable Disease and Laboratories Branch, the Public Health Engineering Branch, the Nutritional Deficiencies Branch, and the Maternal and Child Health Branch.

Communicable Disease and Laboratories Branch. Plans programs directed to the control of communicable diseases among civilians in occupied territories with particular reference to immunization, diagnostic and therapeutic problems, and entomological problems concerned in the control of insect vectors of disease. Formulates plans for the rapid reestablishment and maintenance of public health and hospital laboratory facilities in occupied and liberated countries, or providing essential laboratory services when these are lacking.

Public Health Engineering Branch. Formulates plans for reestablishment and maintenance and operation of essential sanitary facilities in occupied and liberated countries, including public water supplies, sewerage systems, sewage and garbage disposal, and control of insect and rodent vectors of disease by engineering methods.

Nutritional Deficiencies Branch. Prepares plans pertaining to nutritional requirements of civilian population in occupied and liberated countries in relationship to anticipated or known dietary deficiencies and available food supplies immediately following occupation, with special reference to requirements for vitamins and food concentrates for children, expectant mothers and workers.

Maternal and Child Health Branch. Prepares plans for the reestablishment and maintenance of essential medical and nursing services and facilities for the protection of the health of children and expectant mothers in occupied and liberated countries.



## RED CROSS LIAISON UNIT

Functions

Maintains liaison activities between the American National Red Cross and The Surgeon General in matters pertaining to the administration of sanitary services and medical aid, as rendered by the American Red Cross.

5.00

STANDARD OFFICE PRACTICES

OF THE

OFFICE OF THE SURGEON GENERAL

15 March 1944



5.00

STANDARD OFFICE PRACTICES  
OF THE  
OFFICE OF THE SURGEON GENERAL



CLEARANCE OF REPORTS

1. In order to eliminate duplication of information being prepared by units of the Army Service Forces, A.S.F. Circular No. 62, dated 17 August 1943, directs that all recurring reports on any subject, as well as one-time reports requiring personnel information, must have clearance before being initiated. This includes all such reports except those prepared for the internal use of the originating division or field installation of The Surgeon General's Office.

2. Before initiating such reports, the originating division or field installation will submit a request for clearance of the report to the Control Division, S. G. O. This clearance will be indicated by the assignment of a Control Approval Symbol.

3. Directives initiating reports must show the Control Approval Symbol, and each issue of the report will show the same symbol in the upper right corner of the 1st page.

4. All recommendations for initiating, revising, or discontinuing recurring reports will be submitted to the Control Division, S. G. O., and will provide the following information:

- a. Exact title of report.
- b. Its classification (secret, confidential, restricted, or unclassified).
- c. Frequency of preparation.
- d. Control approval symbol, if assigned.
- e. Office required to prepare report, number of copies prepared, and their distribution.
- f. Copy of directive or proposed directive requiring report, and copy of report form.
- g. Justification of need for report.





CORRESPONDENCE SYMBOLS, S. G. O.

1. A system of symbols, for use in identifying the point of origin of War Department correspondence, has been devised for general use throughout the Army. The Symbol SP has been reserved for use by all Army Service Forces Units; MD and MC have been reserved for the use of The Surgeon General's Office; and each division of The Surgeon General's Office has been given an individual letter. For example:

SP - Army Service Forces  
MC - The Surgeon General's Office  
L - Legal Division

Thus, SPMCL means the Legal Division originated the correspondence upon which this symbol appears. In a similar manner, ME and MF have been reserved for installations under the jurisdiction of The Surgeon General. Supply Service installations have been assigned individual letters under the F series, and other installations have been assigned individual letters under the E series.

2. Symbols are to be placed in the upper left hand corner of all correspondence at the time of its preparation. The symbol to be used is that of the division originating such correspondence, regardless of what officer will sign the letter. As an example, a letter prepared in the Training Division for the signature of The Surgeon General, the Executive Officer, the Chief of Operations Service, or the Director of the Training Division, will carry the symbol SPMCT. The only correspondence which will bear the symbol SPMDA is that prepared by the officers attached to the Executive Office.

3. ASF Circular No. 29, dated 26 January 1944, gives the symbols assigned to units of the Army Service Forces in addition to those of the SGO. SGO symbols are shown on pages  $5.\underline{03}$  and  $5.\underline{03}$ .

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CORRESPONDENCE SYMBOLS

Office of The Surgeon General, Headquarters, - - - - SPMC, SPMD

The Surgeon General - - - - - SPMDA  
 Control Division- - - - - SPMCQ  
 Office Service Division - - - - - SPMCA  
 Legal Division- - - - - SPMCL  
 Fiscal Division - - - - - SPMCF  
 Medical Statistics Division - - - - - SPMCS  
 Historical Division - - - - - SPMCG

Personnel Service (Chief) - - - - - SPMDC  
 Military Personnel Division - - - - - SPMCM  
 Civilian Personnel Division - - - - - SPMCK

Operations Service (Chief)- - - - - SPMDD  
 Training Division - - - - - SPMCT  
 Hospital Division - - - - - SPMCH  
 Mobilization and Overseas Operation Div.- - - - - SPMCP  
 Special Planning Division - - - - - SPMDK  
 Technical Division- - - - - SPMDH

Supply Service (Chief)- - - - - SPME  
 Purchase Division - - - - - SPMCO  
 (Liaison Branch)  
 Renegotiation Division- - - - - SPMCU  
 Distribution and Requirements Division- - - - - SPMCW  
 International Division- - - - - SPMCY

Professional Service (Chief)- - - - - SPMDF  
 Medicine Division - - - - - SPMCB  
 Surgery Division- - - - - SPMCR  
 Dental Division - - - - - SPMCD  
 Veterinary Division - - - - - SPMCV  
 Nursing Division- - - - - SPMCN  
 Reconditioning Division - - - - - SPMDG  
 Neuropsychiatry Division - - - - - SPMDU  
 Physical Standards Division - - - - - SPMDP

Preventive Medicine Service (Chief) - - - - - SPMCE  
 Sanitation and Hygiene Division - - - - - SPMDY  
 Laboratories Division - - - - - SPMDL  
 Tropical Disease Control Division - - - - - SPMDT  
 Sanitary Engineering Division - - - - - SPMDS  
 Venereal Disease Control Division - - - - - SPMDV  
 Occupational Health Division- - - - - SPMDO  
 Medical Intelligence Division - - - - - SPMDI  
 Nutrition Division - - - - - SPMDN  
 Civil Public Health Division - - - - - SPMDW  
 Epidemiology Division - - - - - SPMDR

CORRESPONDENCE SYMBOLS (Cont'd.)

Office of The Surgeon General, Field Installations - SPME -- SPMF

Army Medical Center - - - - -	SPMEC
Army Medical Library - - - - -	SPMEL
Army Medical Museum - - - - -	SPMEM
Medical Field Service School - - - - -	SPMES
Respiratory Diseases Commission Laboratory- - - - -	SPMER
Armored Medical Research Laboratory - - - - -	SPMEA
Army Industrial Hygiene Laboratory- - - - -	SPMEI
Army Medical Purchasing Office- - - - -	SPMFP
Binghamton Medical Depot- - - - -	SPMFB
Chicago Medical Depot - - - - -	SPMFC
Denver Medical Depot- - - - -	SPMFD
Kansas City Medical Depot - - - - -	SPMFK
Los Angeles Medical Depot - - - - -	SPMTA
Louisville Medical Depot- - - - -	SPMFL
St. Louis Medical Depot - - - - -	SPMFS
San Francisco Medical Depot - - - - -	SPMFF
Toledo Medical Depot - - - - -	SPMFT

15 March 1944

INCOMING ACTION MAIL.

1. All letters, memoranda and radio communications from Headquarters Army Service Forces, other higher War Department authority, and Service Command Headquarters (other than routine indorsements) which require action by any unit other than The Surgeon General's office, will be handled strictly as follows:

a. Mail Room will direct this type mail to the Mail Control Unit of the Executive Office regardless of the division to which it is addressed. The envelope will remain attached.

b. Mail received by Special Messenger will be delivered to the office to which it is directed, but it will be the duty of the Director of the receiving division to send any mail from the above named sources which calls for action by The Surgeon General's office to the Mail Control Unit of the Executive Office for recording and when necessary, for proper routing.

c. Mail addressed to individual officers will be delivered by the Mail Room to the officer to whom it is addressed, but it will be the duty of that officer to send any mail from the above sources which calls for action by The Surgeon General's office to the Mail Control Unit of the Executive Office for recording and when necessary, for proper routing.

d. Classified mail will be received and recorded in the same manner as at present, but all such mail requiring action will be routed first to the Mail Control Unit.

e. Security mail will be received and recorded by the Security Officer in the same manner as at present. The Security Officer will be responsible for notifying the Mail Control Unit of any action communications, giving classification number, date of communication, date received and the date action is due.

2. Any officer receiving or responsible for the receipt of mail of the above types, whether coming in by Special Messenger or addressed to such officer individually, or which through error has not previously been routed to the Mail Control Unit is charged, not only with taking the appropriate action called for in the communication by the required time, but also for the immediate reporting to the Executive Office the receipt of such communication.

3. Form SG-513 will be prepared by the Mail Control Unit, and the yellow copy will be attached to the incoming communication. This form will accompany the communication at all times and will be returned with the reply to the Mail and Record Room (in the event of Security Mail, to the Security Officer). If the reply is transmitted by Special Messenger, this yellow form will be attached to the Record Room copy.

INCOMING ACTION MAIL.

4. A pink copy of Form SG-513 will also accompany the correspondence to the Division to which responsibility for action has been assigned. This pink copy may be used in maintaining a divisional follow-up system, if such system is desired.

5. It will be the responsibility of the Mail Control Unit to maintain a follow-up system and to check with all units of The Surgeon General's Office to determine that timely action will be taken. It is further the duty of the Mail Control Unit to notify the Mail and Record Room of such incoming correspondence as is covered in the three categories mentioned above.

6. In addition to the foregoing, the Mail Control Unit will be responsible for following up action required by multi-copy or mimeographed directives emanating from Headquarters A.S.F. or War Department.

7. All reports of action taken must be submitted to the Mail Control Unit which is located temporarily in Room 1120, Extension 78275.



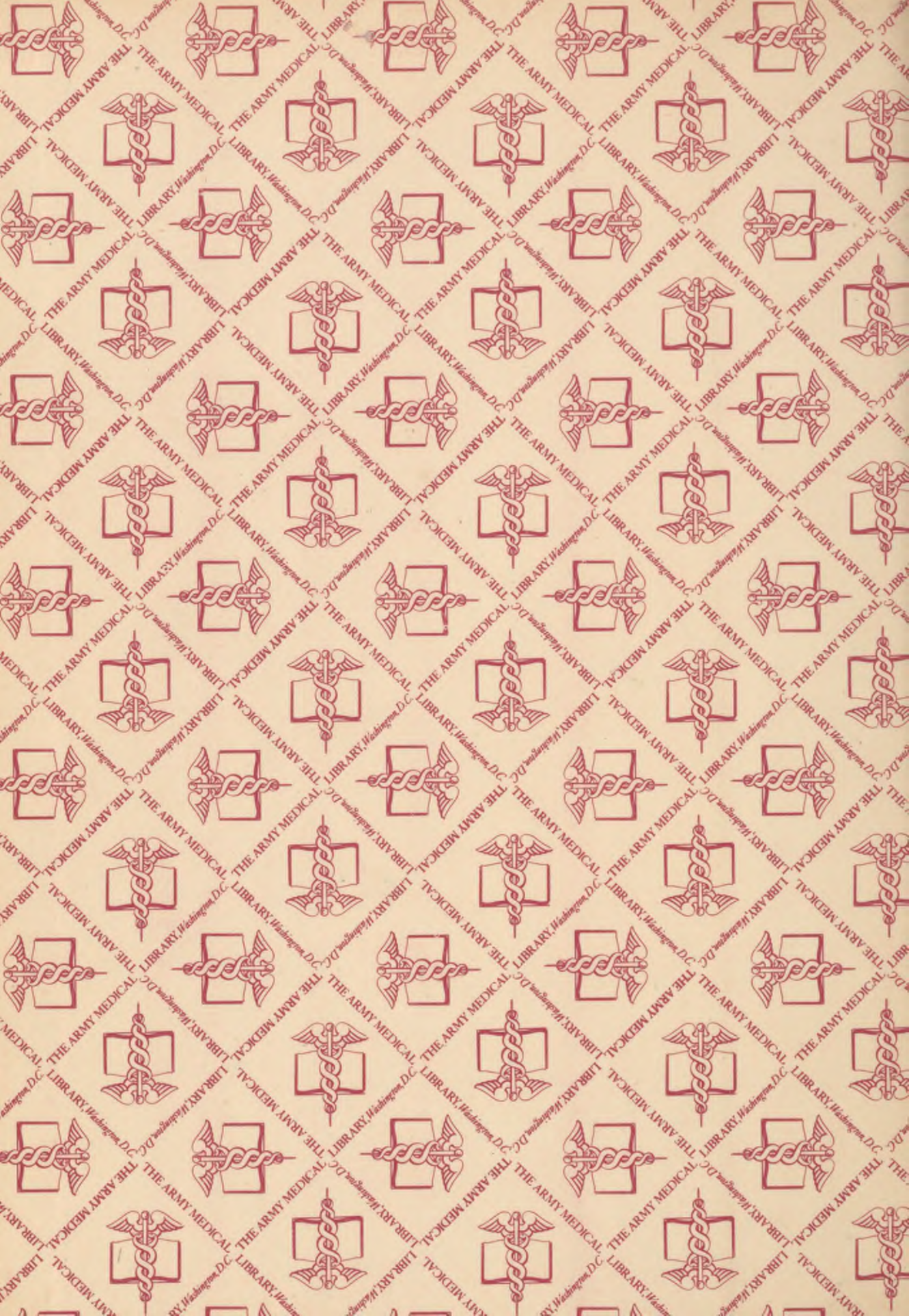


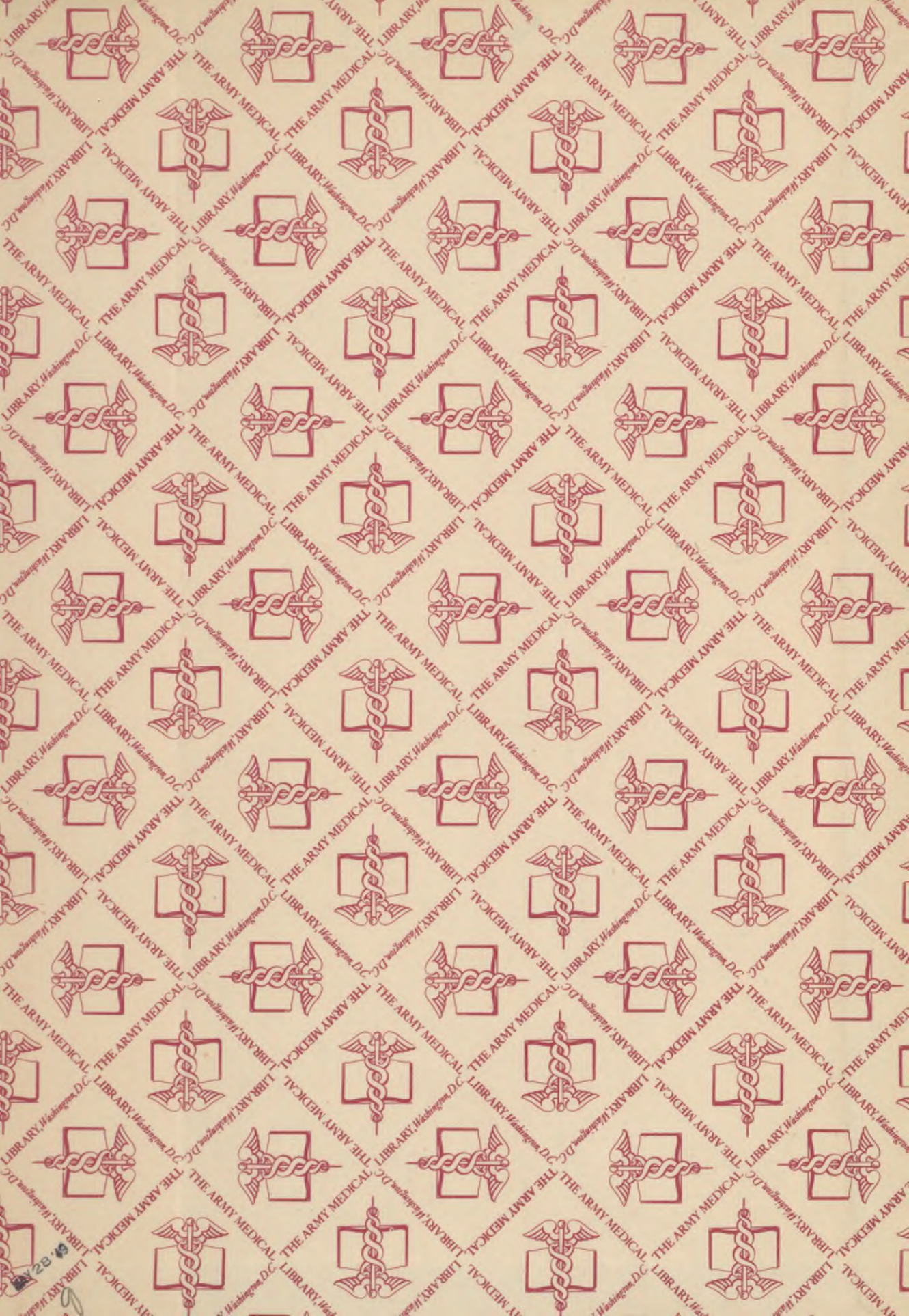












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