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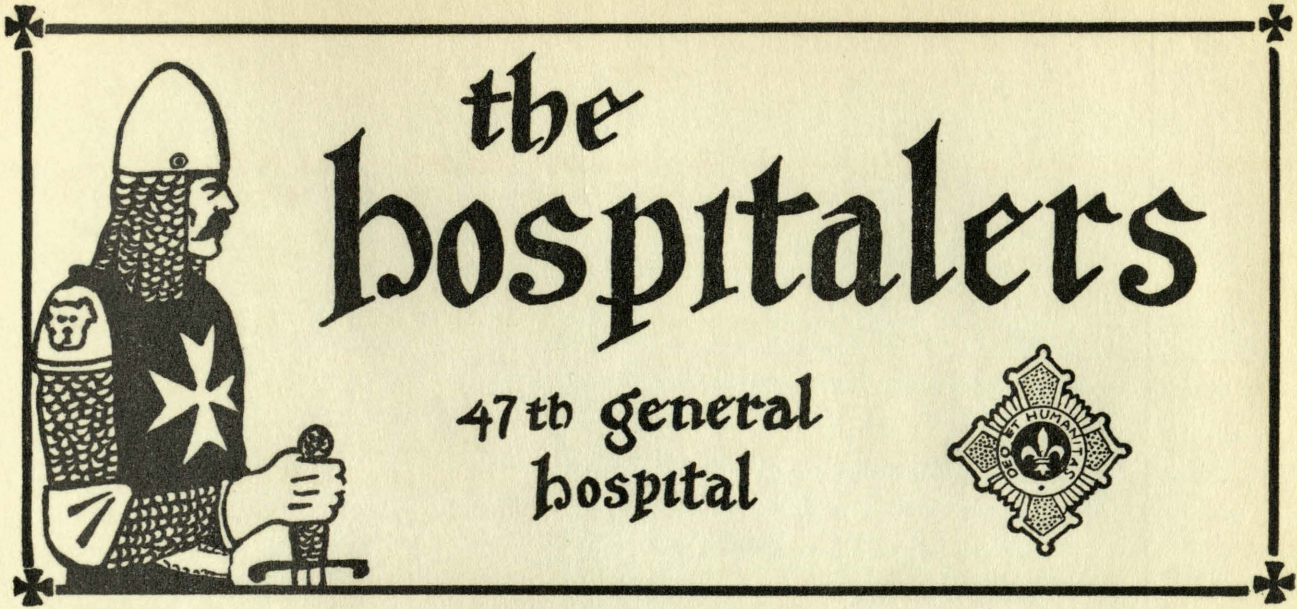
47th General Hospital

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Vol. III

Feb. 14, 1940

No. 5

TRAINING OF ENLISTED MEN FOR HEADQUARTERS SERVICE

Special Lesson No. 5
(Series 1939-40)

Training of Enlisted
Men for Headquarters
Service in a General
Hospital.

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ESTIMATED TIME	2 hours
TEXT ASSIGNMENT	None
MATERIALS REQUIRED	None
MAXIMUM WEIGHT	100

EXERCISE:

GENERAL SITUATION: War was declared between Red and Blue on May 1, 1940. The boundary line between the two countries is in the general line: Monterey-Fresno-Independence (California), Red lying to the north of this boundary and Blue to the south. After preliminary invasion of the Blue territory by mechanized Red forces, the enemy was driven north by the fully mobilized Blue

Army. Both forces are now holding well intrenched lines defended by elaborate field fortification and action is largely stalemated and is likely to be for some time.

SPECIAL SITUATION: The 47th General Hospital, a Blue reserve unit, is ordered to mobilize in a Los Angeles hotel. It is now July 1, 1940, and this unit has received the full quota of 400 enlisted men and the technical training program is about to start. It is expected that patients will be received by the hospital within 60 days.

The enlisted men have now been assigned to the various services for more detailed technical training in those services. A Period of four weeks is allotted to this special training. The morning hours (8-12 a.m.) will be given over to instruction and demonstration. The afternoon hours (2-5 p.m.) will be devoted to actual practice, as far as possible.

Twenty men are to be assigned to special training for headquarters service.

SPECIAL SITUATION No. 1

WEIGHT: 20

You are Adjutant of the 47th General Hospital and are asked to advise in the assignment of men.

REQUIREMENT:

1. From the following list, which 20 men would you recommend for assignment to training for headquarters service? Take into consideration the requirements of other departments of the hospital.

Bookkeepers, 2	Licensed chauffeurs, 15
Carpenters, 10	Osteopathic students, 3
Chemistry teachers, 2	Musicians, 4
Clerks, 12	Photographer, newspaper, 1
Cobblers, 2	Photographer, amateur, 1
College Chem. completed, 8	Pharmacists, 2
College Phys. completed, 5	Plumbers, 7
Dental technician, 1	Hospital attendants, 3
Electricians, 2	Premedical students, 5
Farmers, 15	Salesmen, 10
First aid men, (Ind.), 2	Stenographers, 10
Grad. nurses, male, 5	Teachers, 4
Hospital orderlies, 3	Truck drivers, 4
Janitors, 10	X-ray technicians, 1
Jewelers, 2	Mechanics, more or less skilled, 100
Laboratory technicians, 1	Laborers, no special qualifications, 100

2. A first sergeant and one or two other sergeants thoroughly familiar with headquarters functions and technique are highly desirable to a beginning unit. If these men were available, from what sources might they be obtained? What effect would the possibility of this help have on your plans?

SPECIAL SITUATION No. 2

WEIGHT: 20

You are Plans and Training Officer of the 47th General Hospital. The hour from 7-8 a.m. has been assigned for close order drill and setting up exercises for all the men. The remaining seven hours a day for the four week period amount to 168 hours actual training time available. The following subjects have been given you by the commanding officer of the unit as necessary in the course of training to be given the men assigned to headquarters:

- Morning report
- Duty roster
- military correspondence
- Sick report
- Service records
- Pay rolls
- Routine forms
- Stock records
- Tables of organization
- Preparation of orders

REQUIREMENT:

1. Indicate on the above list the order in which you would take up the study of the topics indicated.
2. Out of the 168 hours allotted for training, approximately how many hours would you devote to each subject listed above?

SPECIAL SITUATION No. 3.

WEIGHT: 15

You are Executive Officer for the 47th General Hospital. Your responsibility from now on deals especially with the 20 men who are to be trained for headquarters service. General training principles should be observed, as well as special training methods for your department.

REQUIREMENT:

1. What principles must always be kept foremost in the training of all enlisted personnel?

2. Would you select the most capable man assigned to you for training to be your personal stenographer? Why?

3. What personal qualifications should the men assigned to headquarters for training possess?

4. Who is ultimately responsible for the actions of the staff personnel?

5. What officer is responsible for rating of specialists of the medical corps?

SPECIAL SITUATION No. 4

WEIGHT: 15

You are Adjutant of the 47th General Hospital. Certain subjects fall to you for instruction and explanation. In training the men assigned to your department it is necessary to emphasize certain aspects of the material assigned.

REQUIREMENT:

1. Why is the morning report of great importance to a military organization?

2. What, in general, is included in each of its four sections?
 - a. Strength

 - b. Remarks

 - c. Station and record of events

 - d. Ration accounts

3. What is the purpose of the duty roster?

4. Why is the subject of pay roll and pay records of so much importance to the entire organization?

5. Who is responsible for the completeness and correctness of service records, and why are they important?

SPECIAL SITUATION No. 6.

WEIGHT: 15

You are assigned as Medical Supply Officer of the 47th General Hospital. Supplies not classified as medical are obtained by the attached officer of the Quartermaster Department, and your instruction to the men assigned to your department will be concerned largely with medical supply.

REQUIREMENT:

1. What types of supplies will your department be called on to handle, and from what sources will they be obtained?

2. Who is accountable, and who is responsible, for supplies handled by your department? Distinguish between the two terms.

3. What is your responsibility concerning inventories?

4. What is your relation to the hospital laundry?

5. From what source will soap be obtained for hospital use?

6. How is replacement of supplies used in the operating rooms provided for?