

*Historical
SECTION*

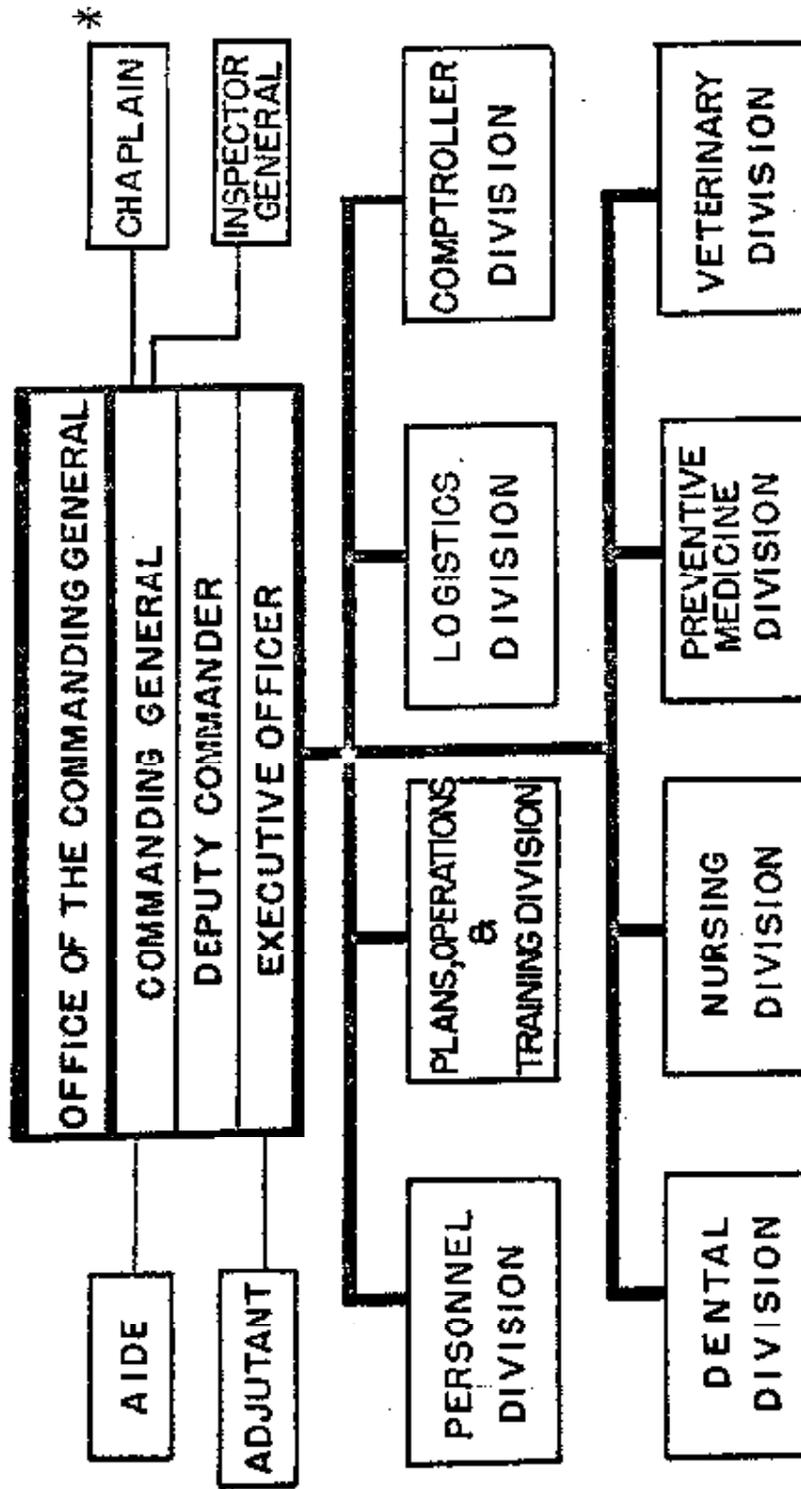
ORGANIZATION & FUNCTIONS



HEADQUARTERS
9th HOSPITAL CENTER

U.S. Army - Medical Units

ORGANIZATIONAL CHART
HEADQUARTERS, 9TH HOSPITAL CENTER



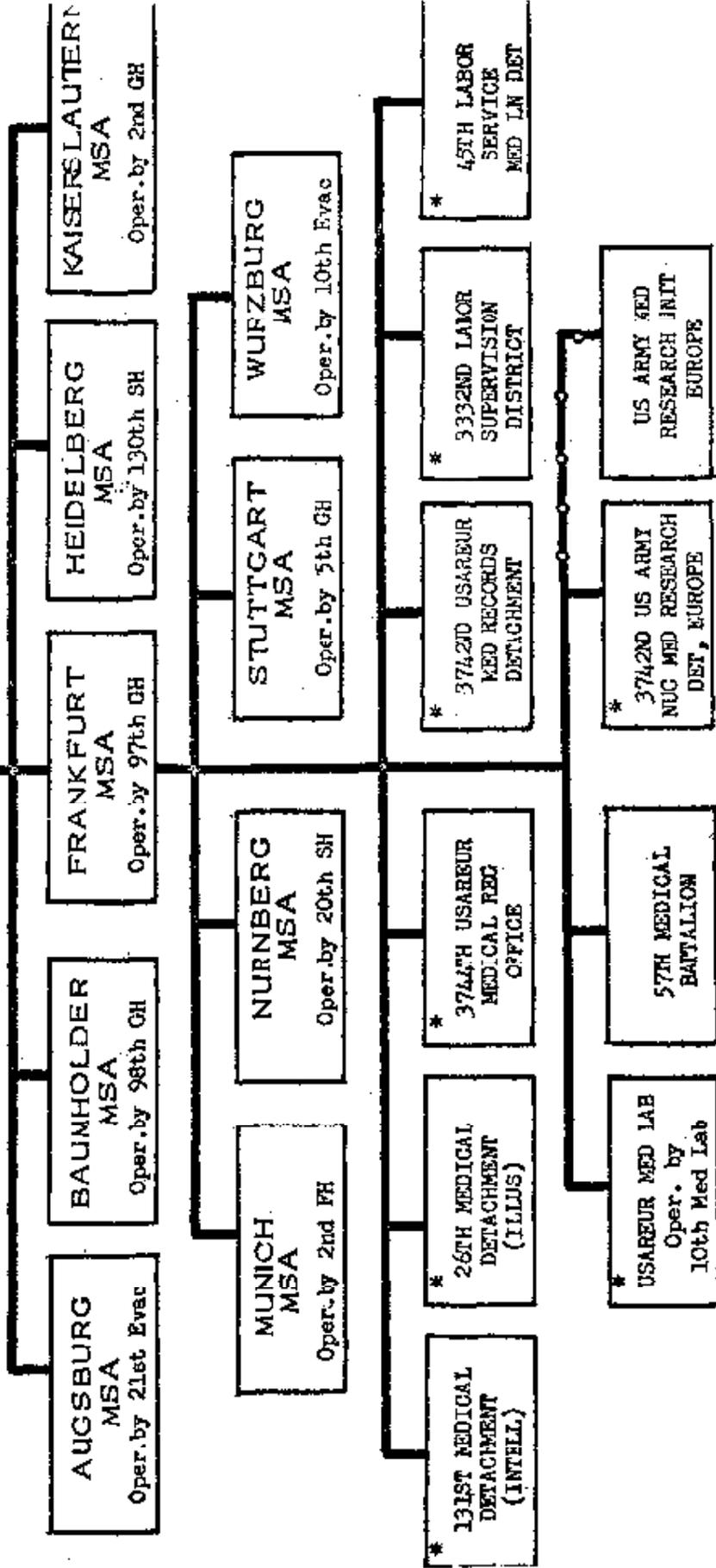
LEGEND:
* UNDER STAFF SUPERVISION
OF PERSONNEL DIVISION

APPROVED: *[Signature]*
BRIGADIER GENERAL, MC
DATE: 1 JULY 1964
PREPARED BY: COMPT. DIV.

9TH HOSPITAL CENTER

HEAD QUARTERS
UNITED STATES ARMY, EUROPE

HEADQUARTERS
9TH HOSPITAL CENTER



ASSIGNED 9TH HOSPITAL CENTER

ATTACHED HQ 9TH HOSPITAL CENTER FOR COMMAND SUPERVISION, TECHNICAL SUPERVISION RETAINED BY OTSG

* TECHNICAL SUPERVISION SURGEON USAREUR

ORGANIZATION AND FUNCTIONS MANUAL

COMMANDING GENERAL

The Commanding General is responsible to the Commander in Chief, United States Army, Europe, and the Surgeon, United States Army, Europe, for the efficient accomplishment of all missions and responsibilities assigned to Headquarters, 9th Hospital Center.

COMMAND RESPONSIBILITIES

1. Exercise command jurisdiction over all personnel and units assigned or attached to Headquarters, 9th Hospital Center.
2. Assure the most economical utilization of resources in the accomplishment of assigned missions and responsibilities.

DEPUTY COMMANDER

The Deputy Commander is the principal coordinating agent and advisor to the Commanding General. He performs such duties as may be assigned him by the Commanding General. In this capacity, he is responsible for the overall planning, coordination, and direction of all activities of the Center. He supervises the activities of the professional services elements of the Headquarters staff, and he ensures that orders and decisions of the Commanding General are disseminated and complied with by appropriate commanders, heads of headquarters staff sections, and individuals.

EXECUTIVE OFFICER

The Executive Officer advises and assists the Commanding General and the Deputy Commander in the accomplishment of all missions assigned to Headquarters, 9th Hospital Center. He performs duties assigned by the Commanding General and the Deputy Commander. He advises, represents, and acts for the Commanding General on administrative matters pertaining to the command, and is supervisor of all administrative divisions of the Headquarters. He reviews directives issued by Headquarters, 9th Hospital Center, to assure that they are current and in accord with the policies and plans of the Commanding General. He coordinates and approves all administrative activities of the Headquarters staff, to include preparation and dissemination of schedules of command inspections, liaison visits, and conferences. He serves as Program Coordinator for the 9th Hospital Center Command Program, and is a member of the Program Budget Advisory Committee. He ensures that the Commanding General and Deputy Commander are informed of the status of discipline, morale, manpower, security, training, logistics, and other matters peculiar to those areas over which the Commanding General has jurisdiction. He coordinates and supervises the execution of readiness tests, emergency plans, and similar requirements for the Headquarters staff of the 9th Hospital Center.

ADJUTANT

The Adjutant performs administrative duties assigned by the Executive Officer and provides office services to the Office of the Commanding General.

OPERATIONAL RESPONSIBILITIES.

1. Reviews all correspondence originating within the Headquarters for correctness prior to submission to the Executive Officer, and authenticates official correspondence as authorized.

2. Maintains suspense files to insure timely reply to controlled correspondence.

3. Operates central mail room and message center for this Headquarters, the 45th Labor Supervision District, and the 131st Medical Detachment (I).

4. Maintains supplies and blank forms and publications, and master file of official directives.

5. Provides mail delivery and collection service for this Headquarters, 45th Labor Supervision District, 131st Medical Detachment (I), General Education Group and operates unit mail room in accordance with AR 65-75.

6. Is responsible for the Records Management Program ~~for~~ the 9th Hospital Center to include all assigned or attached units.

7. Provides machine duplicating and drafting services, to include typing of stencils from drafts of directives submitted from organizational elements of the Headquarters, and the preparation of charts and graphs.

8. Publishes and makes distribution of approved bulletins, memoranda, circulars, and other directives of this Headquarters.

9. Maintains schedules and records of all absences of officer and enlisted personnel of the Headquarters, to insure that the number of personnel absent at any one time does not exceed prescribed limitations.

10. Maintains duty rosters applicable to the Headquarters, and instructs the staff duty officer and charge-of-quarters.

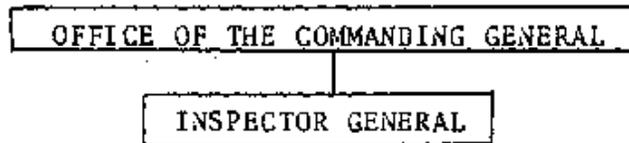
11. Provides for the police and custodial services requirements of the Headquarters offices.

12. Performs additional duties as Telephone Control Officer, Customs Control Officer, Unit History Officer, Postal Officer and Public Information Officer.

13. Receives, interviews and assists official and distinguished visitors and arranges for quarters, messing facilities, and for transportation.

INSPECTOR GENERAL

1. ORGANIZATION.



2. MISSION. As a special staff officer, serves as confidential agent of the Commanding General, 9th Hospital Center, in conducting inspections, investigations, and studies as required by law or regulations and as directed. Receives and processes complaints and requests for assistance from individuals.

3. OPERATIONAL RESPONSIBILITIES.

a. Advises, represents, and acts for the Commanding General on matters pertaining to inspections, investigations and complaints.

b. Inspects units assigned to the 9th Hospital Center.

c. Inquires into and reports upon matters pertaining to the status of discipline, performance of duty, and morale of personnel.

d. Inquires into those matters or activities that affect the efficiency and economy of operations.

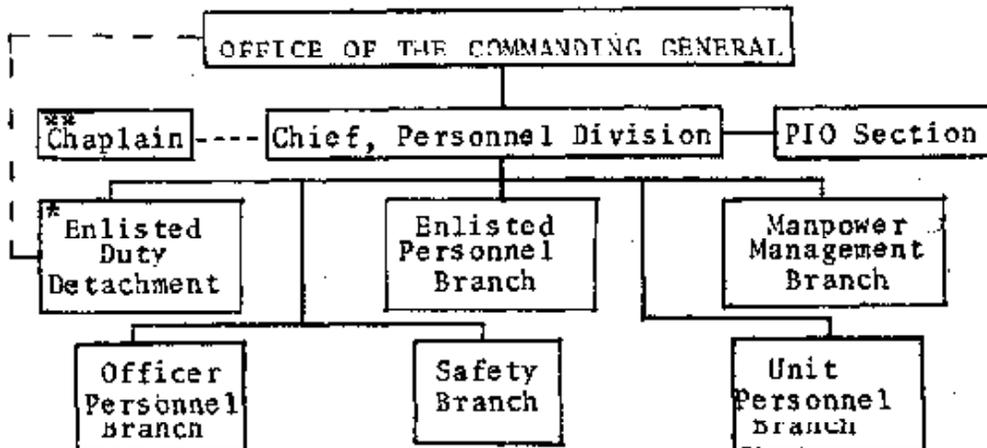
e. Reports on all observed deficiencies and irregularities, and recommends appropriate action.

f. Receives, inquires into, and reports upon complaints and requests for assistance from individuals.

g. Provides technical guidance to acting Inspectors General of this command and reviews their activities.

PERSONNEL DIVISION

1. ORGANIZATION.



* See paragraph 3b(6)
**See paragraph 3a(12)

2. MISSION. To advise and make recommendations to the commander to assure that the manpower resources and the personnel structure of the command are adequate; that the authorized numbers of personnel (military and civilian) are obtained and distributed by proper MOS, COS, and grade; that appropriate manpower and personnel management policies and procedures are in effect throughout the command; and that an active, progressive, career planning and management program is in operation for all categories of personnel. To develop, organize, and administer the safety program to insure maximum results in the prevention of accidents. To assure that an active, productive public information program is in effect. To provide command administration of the enlisted duty detachment.

3. OPERATIONAL RESPONSIBILITIES.

a. Chief, Personnel Division.

(1) Advises, recommends, and acts for the commander on personnel matters pertaining to the command.

(2) Makes recommendations on assignments and transfers of individuals to provide equitable distribution of available personnel.

(3) Formulates policies and plans on all phases of personnel management; directs execution of military and civilian personnel actions.

(4) Coordinates all activities within the Personnel Division.

(5) Supervises the development of all phases of the AMEDS Officers Career Planning and Management Program in the 9th Hospital Center.

(6) Reviews personnel reports emanating within the command for compliance with pertinent regulations.

(7) Exercises staff and technical supervision of the Command Public Information Program.

(8) Exercises staff supervision of the Command Safety Program.

(9) Advises and coordinates matters pertaining to personnel actions with higher, parallel, and subordinate headquarters.

(10) Exercises staff supervision over AMEDS Regular Army Officer Procurement Program.

(11) Exercises staff supervision of the Department of the Army Savings Program.

(12) Exercises staff supervision over Chaplain activities.

(13) Exercises staff supervision over welfare, morale, and recreational activities.

(14) Promotes the educational development of military personnel.

(15) Serves as member of the Program Budget Advisory Committee.

(16) Exercises staff supervision of the Incentive Awards Program for the command.

(17) Exercises staff supervision only over the detachment commander of the enlisted duty detachment. For

the purpose of this directive, staff supervision is defined as follows:

Staff supervision is the process of advising other staff officers and commanders of the commander's plans and policies. Staff supervision includes the interpreting of plans and policies; the furnishing of assistance to elements of the command in the implementation of command directives and in the supervising of their execution; and, through inspections, determining the extent of compliance so that the commander is fully informed and properly advised.

(18) Exercises staff supervision of the Mobilization Assignee Program,

b. Enlisted Duty Detachment.

(1) The Detachment Commander will exercise command duties and responsibilities as set forth in AR 600-20.

(2) Assures the proper administration, preparation of reports, and keeping of records of the detachment.

(3) Is responsible for the Unit Training Program, to include preparation and implementation of program and maintenance of appropriate training records.

(4) Discharges command responsibilities relative to clothing and equipment for enlisted personnel and issues organizational clothing and equipment to officer personnel of the Headquarters and attached units.

(5) Assures that supply and accounting procedures for organizational clothing and individual and organizational equipment, and other supplies issued to personnel of the detachment and attached units conform to the provisions of AR 735-35 and other related directives.

(6) Is responsible for the discipline of the enlisted personnel of the detachment and has direct access to the Hospital Center Commander on this and other matters.

(7) Discharges command responsibilities relative to welfare, morale, and recreational activities of enlisted personnel.

(8) Serves as custodian of the unit fund.

c. Enlisted Personnel Branch.

- (1) Effects assignments of enlisted replacements to subordinate units of the command.
- (2) Conducts the Intra-Command Reenlistment Program; processes reenlistment actions.
- (3) Controls intra-command reassignments of enlisted personnel.
- (4) Maintains Enlisted Personnel MOS Status Chart depicting MOS and grade authorization/distribution by each Medical Service Area and command totals.
- (5) Maintains "Little 45 Report" (Inventory and Projection of Army Strength) from statistical data extracted from command personnel reports.
- (6) Monitors the command enlisted promotion program. Consolidates command reports for temporary appointments. Distributes appointment allocations received from USAREUR to Medical Service Area commands and the 57th Medical Battalion.
- (7) Monitors classification and reclassification actions of the command.
- (8) Processes multi-personnel actions such as reassignments, hardship discharges, oversea separations, retirements, extensions and curtailments of foreign service tours, assignments to special forces or airborne troops, school applications, letters of indebtedness, delinquency reports, etc.
- (9) Reproduces and relays enlisted directives and other personnel data from higher headquarters to the Medical Service Area commands and the 57th Medical Battalion.
- (10) Develops and announces policies and procedures on enlisted personnel management, administration and records maintenance. Provides assistance and guidance to subordinate commands.
- (11) Conducts the command Soldier Voting Program and operates the program for the Headquarters.
- (12) Distributes Advance Overseas Returnee List (AOR) to the Medical Service Area commands and the 57th Medical Battalion. Relays name assignments to the

Medical Service Area commands, based on the AOR List.

(13) Administers the command Savings Program and monitors command fund campaigns.

d. Manpower Management Branch.

(1) Prepares estimates of manpower requirements by analysis of missions and workloads, and justifies requirements to higher headquarters.

(2) Administers the distribution of personnel spaces, maintains records, and submits required reports pertaining thereto.

(3) Prepares the troop basis for the command and maintains records on TOE modifications, TD, and officer manning levels.

(4) Administers civilian personnel space authorizations and controls distribution.

(5) Maintains statistical data on manpower utilization in the command and performs review and analysis of workload and other summary reports as they affect the distribution of manpower.

(6) Exercises staff supervision over the civilian personnel program of the Hospital Center. Provides civilian personnel services for the Headquarters and maintains liaison with the local Civilian Personnel Office. Assists unit commanders in recruitment of civilian personnel.

e. Officer Personnel Branch.

(1) Prepares monthly officer and warrant officer requisitions required to maintain the command at authorized ceilings.

(2) Prepares and maintains assignment and career planning data pertaining to AMEDS officer and warrant officer personnel assigned to the command, and on LN physicians.

(3) Establishes and maintains MC, DC, VC, and MSC RA Evaluation Boards under the provisions of AR 601-124 and Headquarters USAREUR directives.

(4) Makes recommendations and processes requests for extension of categories, appointments in the

Reserves, Regular Army appointments, extension and curtailment of overseas tours, change of MOS, TDR, hardship and dependency discharge and other miscellaneous personnel actions from officer personnel in the command.

(5) Processes officers' applications for schools in CONUS and USAREUR and Medical Corps officers' requests in connection with Specialty Board examinations.

(6) Prepares and maintains statistical data and charts in the management and distribution of officer personnel.

(7) Provides administrative processing for officer efficiency reports within the command.

(8) Develops policies and procedures on officer personnel management, administration, and record keeping. Provides assistance and guidance to subordinate commands.

(9) Implements the Mobilization Assignee Program within the command.

f. Safety Branch.

(1) Provides for the establishment and continued implementation of plans, policies, and procedures for the administration of the Safety Program of the 9th Hospital Center and its conduct at all levels of the command.

(2) Advises the commander and subordinate commanders on all matters pertaining to safety management and engineering.

(3) Supervises accident reporting, the evaluation of accident experience, and ensures that adequate corrective action is taken to preclude accident recurrence.

(4) Supervises and conducts surveys and inspections of unit safety programs to ensure their effectiveness.

(5) Initiates, supervises, and conducts safety training for subordinate safety personnel and supervisors, working towards the indoctrination of all personnel.

(6) Establishes and maintains close liaison with other safety authorities of the US Army and Air Force, German state, and industrial agencies to the extent neces-

sary for the administration of this program; ensures close cooperation with fire protection, traffic safety, and preventive medicine authorities on matters of mutual concern.

g. Unit Personnel Branch

(1) Is responsible for and performs the following type personnel actions for officer and enlisted personnel assigned and attached to Headquarters, 9th Hospital Center:

(a) Preparation, posting, and maintenance of military personnel records and financial data records.

(b) Preparation and processing of payrolls, individual military pay vouchers, PCS and TDY travel vouchers, allotment documents, Soldiers' Deposits, requests for separate rations and miscellaneous correspondence.

(c) Classification, assignment and utilization of Headquarters personnel.

(d) Preparation and processing of requests for reassignment, separation, oversea extension/curtailment, movement of dependents, foreign travel, retirement, CONUS schools, special assignment and other miscellaneous actions.

(e) Administrative functions of the RAPOD Program for non-combatants.

(f) Processing of reenlistees and oversea separatees.

(g) Preparation and maintenance of personnel action suspense cards and accomplishment of the personnel actions that are suspended.

(h) Preparation, issuance and accountability of identification and USAREUR ration cards.

(i) In- and out-processing of individual personnel and their records.

(j) Preparation and issuance of NEO letters of instruction for non-combatants. Furnishing guidance to sponsors and their dependents concerning NEO.

(2) Prepares unit morning reports for the Headquarters and the Medical Regulating Office. Verifies and processes monthly personnel rosters for the Headquarters

and the Medical Regulating Office.

(3) Operates the Personal Affairs Program for the Headquarters and attached units.

(4) Furnishes the Chief, Personnel Division, information and advice intended to promote job satisfaction for and optimum utilization of personnel of the Headquarters.

(5) Publishes special, general and letter orders for the Headquarters.

(6) Processes travel requests for Headquarters personnel.

h. Office of the Chaplain.

(1) Provides religious worship services for all faiths and for all units of the command.

(2) Administers sacraments and ordinances for all faiths.

(3) Solicits services of civilian clergy as required.

(4) Supervises religious education programs of the command.

(5) Provides character guidance coverage and religious film presentations.

(6) Arranges for chapel supplies, equipment and budgeting for these items.

(7) Coordinates funding for auxiliary chaplain service.

(8) Submits required reports on chaplain activities.

(9) Assists in USAREUR Religious Retreats and arranges for attendance of personnel thereat.

(10) Counsels and assists US military personnel and dependents in religious matters.

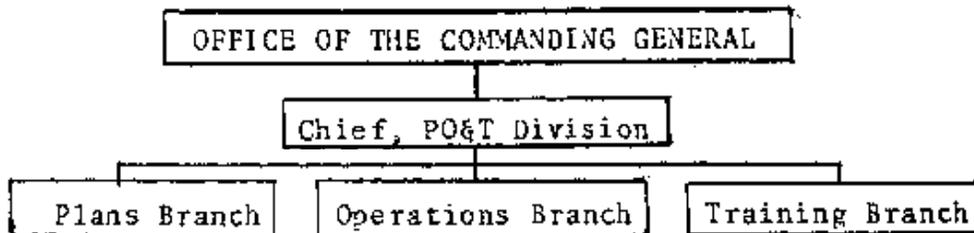
(11) Visits and supervises the visitation of the sick and injured.

(12) Conducts and coordinates burials at Army Cemeteries as required.

(13) Insures complete seriously ill coverage.

PLANS, OPERATIONS & TRAINING DIVISION

1. ORGANIZATION.



2. MISSION.

a. Formulates plans and directives to implement the policies of the Commanding General and exercises staff supervision over activities that pertain to medical care, patient evacuation, and to emergency and related planning and training.

b. To provide technical and administrative guidance to subordinate commanders on the operation of medical facilities under their command.

3. OPERATIONAL RESPONSIBILITIES.

a. Chief, Plans, Operations and Training Division.

(1) Advises, represents and acts for the commander on matters pertaining to the mission of the division.

(2) Plans and coordinates Command Inspection Program.

(3) Revises reports of Command and Medical Technical Inspections of assigned units and follows up on corrective action required.

(4) As a member of the Program Budget Advisory Committee, reviews improvement projects and makes recommendations as to their necessity and adequacy in performing assigned missions to the PBAC.

(5) Supervises the functions of the 45th Labor Supervision District.

(6) Serves as a member of the Project Planning Committee. Responsible for preparation of the official record of committee actions.

b. Plans Branch.

(1) Exercises staff supervision over the military security program of the command, and issues detailed instructions for the maintenance and disposition of classified files, and for the control of classified repositories of each operating unit. Staff supervision extends to personal visits, guidance, and inspections.

(2) Coordinates with other staff divisions of this Headquarters, subordinate, parallel, and USAREUR Headquarters on all matters pertaining to the medical portion of long and short range plans, USAREUR contingency plans for certain units of this command, and issues appropriate implementing instructions.

(3) Issues Letters of Instructions (LOI's) to subordinate units and reviews plans prepared by them in accordance with LOI's.

(4) Reviews the Troop Program of this Headquarters as it affects the capability of units to perform their emergency missions.

(5) Reviews USAREUR, area commands, Seventh Army, and USACOMZEUR emergency plans as they pertain to medical units subordinate to this Headquarters, and advises higher Headquarters on problem areas incident to instructions contained in these plans.

(6) Develops, reviews, and maintains the emergency plans of this Headquarters.

(7) Maintains the Hospital Center SECRET and TOP SECRET repository, performs all administrative functions in connection with it, and operates the classified message center for this Headquarters.

(8) Monitors the implementation of the Emergency Plans of major medical units subordinate to this Headquarters.

(9) Coordinates with Seventh Army Traffic Headquarters, and the 594th Transportation Group, USACOMZEUR, on matters pertaining to movement instructions for subordinate units.

c. Operations Branch.

(1) Furnishes staff advice on organizational and operational matters as pertains to the subordinate units of the command.

(2) Exercises staff supervision, in coordination with the appropriate professional personnel of this Headquarters, in matters pertaining to medical care and evacuation within the command.

(3) Coordinates medical regulating activities with the USAREUR Medical Regulating Office.

(4) Prepares and reviews directives to implement policy relative to the operation of subordinate medical units and activities that pertain to the branch functions and responsibilities.

(5) Coordinates and prepares orders covering troop movements, assignments, attachments of subordinate units, and establishment and discontinuance of facilities and activities.

(6) Maintains a station list of all subordinate units, facilities and activities.

(7) Evaluates requirements as to size and type of fixed medical facilities within the command.

(8) Prepares mission letters for all assigned units under the operational control of this Headquarters.

(9) Takes necessary action on matters pertaining to dependent medical care with the exception of claims for civilian medical care.

(10) Processes inquiries and complaints pertaining to medical treatment except those referred to the Inspector General.

(11) Coordinates and supervises, in conjunction with the Comptroller Division, the submission and accuracy of medical records and reports within the command.

(12) Prepares schedules, makes necessary arrangements and supervises the preparation of final inspection reports for the Command Inspection Program.

(13) Plans and coordinates all conferences and training institutes conducted by this Headquarters.

(14) Reviews and coordinates equipment allowance documents (IA's) and recommends authorized levels.

(15) Approves requests for WABTOC and WABCO items when such items are required for performance of requesting unit's peacetime mission.

d. Training Branch.

(1) Exercises staff supervision over the training activities of the command.

(2) Prepares training directives for guidance of subordinate units and conducts training inspections to determine compliance with directives and the degree of proficiency attained from training received.

(3) Prepares annual Field Proficiency Tests for all units subordinate to this Headquarters, supervises all administrative details such as test dates, umpire teams and their orientation, and monitors the test in the field.

(4) Coordinates allocation of USAREUR school quota requirements of the command with the Assistant Chief of Staff, G3, USAREUR, and the Chiefs, USAREUR School Training Agencies.

(5) Supervises all administrative details of the USAREUR Service Schools Program as it pertains to personnel of subordinate units.

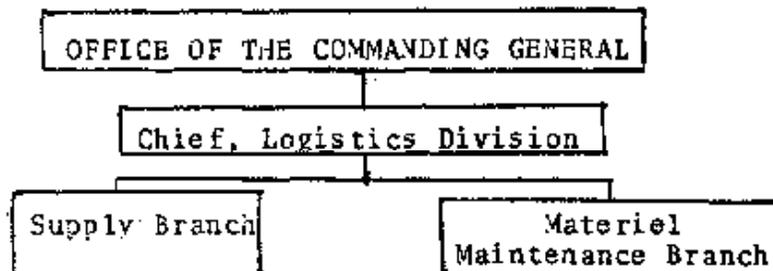
(6) Inspects alert procedures of major medical units during readiness tests.

(7) Supervises and coordinates the military security program, processes all requests and applications for personnel security investigations, issues clearances and performs all administrative functions incidental to the program.

(8) Performs all S2-type functions of this Headquarters as pertains to intelligence matters down to detachment level, including the maintenance of maps for this Headquarters.

LOGISTICS DIVISION

1. ORGANIZATION.



2. MISSION. To advise and make recommendations to the commander on matters pertaining to logistical support. Assists and advises the commander, staff and subordinate units on all aspects of supply, maintenance, materiel readiness, and other logistical support, and exercises technical supervision over the performance of these functions throughout the command. Operates the Medical Library, DCP 1547, Headquarters, 9th Hospital Center.

3. OPERATIONAL RESPONSIBILITIES.

a. Chief, Logistics Division.

(1) Advises, represents and acts for the commander on matters pertaining to logistical support.

(2) Maintains continuous liaison with operators and custodians of Medical Supply European Command Property accounts assigned to the Hospital Center, to assure adequate and efficient operation of these accounts and to insure proper utilization of available consumer credits in support of assigned mission.

(3) Maintains coordination of activities with appropriate area commands and/or Seventh Army support units concerning required planning and policies on matters pertaining to logistical support functions, to assure sufficiency and continuity of these functions. Recommends remedial action on complaints of inadequate support.

(4) Serves as member of the Program Budget Advisory Committee.

(5) Serves as a member of the Project Planning Committee.

(6) Serves as 9th Hospital Center Materiel Readiness Officer.

(7) Coordinates all activities within the Logistics Division.

b. Supply Branch

(1) Administers the Hospital Center consumer credit system utilized for the procurement of medical materiel, including allocation of credits to the European Command Property accounts. Maintains liaison with the Office of the Surgeon, ComZ, and the various elements of the USAREUR wholesale medical supply system.

(2) Compiles pertinent data for command use relating to consumer credits, inventories and requisitioning objectives, consolidates MIA reports received from subordinate units and forwards required reports to higher headquarters.

(3) Prepares logistical portion of the 9th Hospital Center Quarterly Review and Analysis.

(4) Reviews and processes Reports of Survey submitted by subordinate units

(5) Monitors and supervises the Hospital Center program for the re-distribution of excess supplies and equipment.

(6) Reviews requests for authority to initiate supplies and equipment.

(7) Conducts required inspections of all records of the ECP accounts assigned to the command; insures proper implementation of regulations pertaining to property accountability and responsibility; inspects unit and activity property books and supporting records; inspects medical libraries; and inspects individual and organizational equipment, including basic loads of supplies, of all assigned units.

(8) Monitors the administration of medical library supply accounts within the 9th Hospital Center.

(9) Coordinates, with the materiel maintenance branch, the Hospital Center equipment replacement program.

(10) Monitors the logistical aspects of the Hospital Center optical services.

c. Materiel Maintenance Branch.

(1) Supervises and coordinates the command materiel readiness program.

(2) Schedules and conducts command maintenance management inspections of subordinate units.

(3) Receives and processes Unit and Organizational Equipment Status Reports and Materiel Readiness of Selected Equipment Reports received from subordinate units.

(4) Supervises the implementation and operation of the Army Equipment Record System.

(5) Serves as staff advisor on maintenance management procedures.

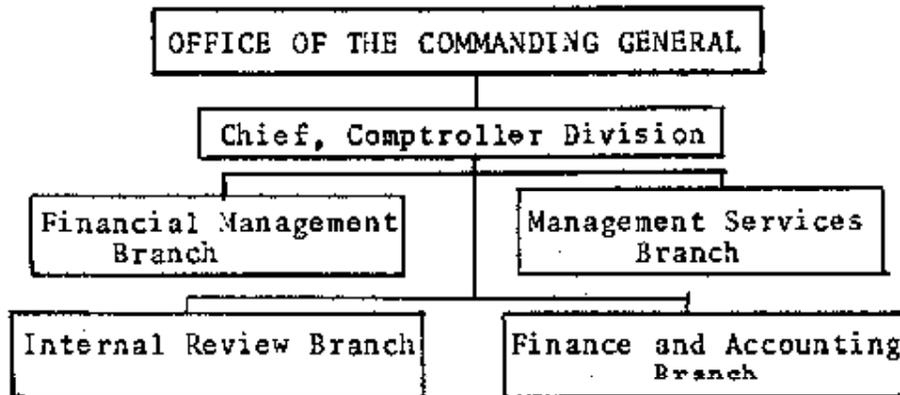
(6) Supervises and coordinates the command medical equipment maintenance program; conducts necessary liaison visits to provide technical assistance to subordinate units.

(7) Furnishes technical advice for the accomplishment of the Hospital Center equipment replacement program.

(8) Maintains appropriate records on the status of vehicles throughout the command and supervises the orderly replacement of vehicles of all types.

COMPTROLLER DIVISION

1. ORGANIZATION.



2. MISSION. To advise and make recommendations to the commander on matters pertaining to budgeting, accounting, internal review, programming, review and analysis, and management services activities. Assists and advises the commander, staff and subordinate commands on financial and management matters, and exercises technical supervision over the performance of comptroller functions throughout the command.

3. OPERATIONAL RESPONSIBILITIES.

a. Chief, Comptroller Division.

(1) Advises, recommends and acts for the commander on comptroller matters pertaining to the command.

(2) Serves as consultant to all elements of the command in matters pertaining to organization, administrative methods and procedures, space and equipment utilization, expenditure of appropriated and non-appropriated funds, and finance and accounting activities.

(3) Coordinates the development and publication of the Command Operating Program.

(4) Serves as Secretary of the Program Budget Advisory Committee.

(5) Coordinates all activities within the Comptroller Division.

b. Financial Management Branch.

(1) Develops plans policies, and procedures relating to budgeting and accounting.

(2) Develops budget plans and schedules to support command programs.

(3) Distributes funds to major units and subordinate units, as approved by the Program Budget Advisory Committee.

(4) Exercises staff supervision over budget execution at subordinate levels, interprets trends and rates of obligation, and recommends funding adjustments.

(5) Prepares analytical summaries and reviews of operations in the utilization of financial resources.

(6) Reviews and processes claims for medical care furnished military and dependent personnel in civilian medical facilities.

(7) Reviews and processes reimbursement billing actions submitted to TSG-DA (DD Forms 7 and 7a) received from subordinate units.

c. Management Services Branch.

(1) Reviews current organization, systems, methods and procedures to assure effective utilization of all resources.

(2) Maintains the Headquarters Organization and Functions Manual.

(3) Provides technical assistance on management practices to all elements of the command.

(4) Is responsible for the Work Simplification, Forms Management, and Reports Control programs of the command.

(5) Develops guides and criteria for the collection, processing, summarization, and interpretation of statistical data.

(6) Exercises staff supervision over the implementation of the Army Command Management System (ACMS) in the command, including analysis of data submitted on Cost and Performance Reports and review of financial statements submitted by Finance and Accounting Offices.

(7) Serves as representative of Comptroller Division on Manpower Survey teams, as required.

d. Internal Review Branch.

(1) Administers the internal review program for the command, and advises on policies and procedures pertaining thereto.

(2) Conducts periodic internal reviews and examinations of accounting operations of both appropriated and non-appropriated funds, at each Medical Service Area.

(3) Serves as reviewing authority on investigations relating to non-appropriated fund losses occurring in the command.

e. Finance and Accounting Branch.

(1) Maintains accounts reflecting the status of funds allotted to the command, and performs all accounting and disbursing functions pertaining to appropriated funds and miscellaneous receipts.

(2) Certifies availability of appropriated funds, and accuracy and entitlement with respect to civilian and military payrolls, travel and commercial vouchers.

(3) Provides accounting and disbursing service to all command elements as directed.

(4) Develops and employs accounting procedures designed to provide accounting data required for commercial budgets and cost and performance reports.

(5) Prepares and submits financial and accounting reports.

(6) The Chief, Finance and Accounting Branch, is personally liable and responsible for the security of all funds entrusted to him.

DENTAL DIVISION

1. ORGANIZATION.

OFFICE OF THE COMMANDING GENERAL

Chief, Dental Division

2. MISSION. To advise and make recommendations to the commander on matters relating to the dental health and dental activities of the command.

3. OPERATIONAL RESPONSIBILITIES.

a. Advises, represents, and acts for the commander on matters pertaining to the dental service within the command.

b. Formulates plans and policies affecting assigned dental units and their operations.

c. Recommends to the commander the requirement for and assignment of supportive personnel, dental supplies and equipment.

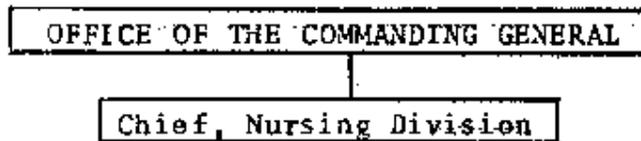
d. Exercises staff supervision over organization, methods of operation, and training of dental units and personnel. This includes the fluoridation program, professional training program, Hygienist training program, improvement of facilities and equipment, reduction of appointment waiting time and staff visits to outlying clinics.

e. Reviews and analyzes accomplishments of dental units and appraises utilization of resources in accomplishment of dental workloads.

f. Reviews, analyzes and consolidates quarterly Dental Service Reports (MED-85) and in Regional Dental Activity and Central Dental Laboratory Report [MED-24 (R2)].

NURSING DIVISION

1. ORGANIZATION.



2. MISSION. To advise and make recommendations to the commander on matters pertaining to nursing activities of the command.

3. OPERATIONAL RESPONSIBILITIES.

a. Advises and represents the commander on matters pertaining to the nursing service of the command.

b. Performs staff visits to and inspection of nursing activities to insure adherence to established professional standards and policies.

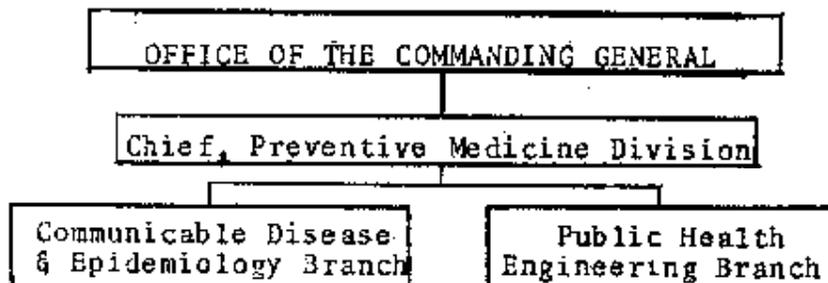
c. Reviews and advises on personnel actions.

d. Implements policies and directives, and disseminates technical information to subordinate units.

e. Reviews and comments on applicable portions of mobilization, emergency, disaster, and training plans and exercises.

PREVENTIVE MEDICINE DIVISION

1. ORGANIZATION.



2. MISSION. To advise and make recommendations to the commander on matters relating to preventive medicine activities of the Hospital Center.

3. OPERATIONAL RESPONSIBILITIES.

a. Chief, Preventive Medicine Division

(1) Advises, represents, and acts for the commander on matters pertaining to preventive medicine and aviation medicine.

(2) Develops plans and policies relating to preventive medicine activities to be conducted in the Medical Service Areas which are a responsibility of the command.

(3) Coordinates the medical care and preventive medicine support provided Army aviation within 9th Hospital Center facilities.

(4) Maintains liaison regarding health problems with civil and military health authorities, including Headquarters, Seventh US Army, and the US Army Construction Agency, Germany.

(5) Provides technical supervision over personnel engaged in preventive medicine and aviation medicine activities within the command.

b. Communicable Disease and Epidemiology Branch

(1) Evaluates and maintains data relative to incidence of disease and other conditions in military and adjacent civilian communities.

(2) Formulates and maintains epidemiological data showing past and current health conditions and disease incidence.

(3) Investigates or directs subordinate units to investigate all unusual occurrences of disease and injuries.

(4) Conducts special epidemiological studies as required.

(5) Submits studies and makes recommendations for prevention and control of disease and other conditions which may cause non-effectiveness.

c. Public Health Engineering Branch.

(1) Plans, develops, and evaluates comprehensive environmental health engineering programs for personnel within the Medical Service Areas of the command.

(2) Provides technical supervision to sanitary engineers and preventive medicine technicians in subordinate units.

(3) Provides consultation services in all phases of public health and sanitary engineering.

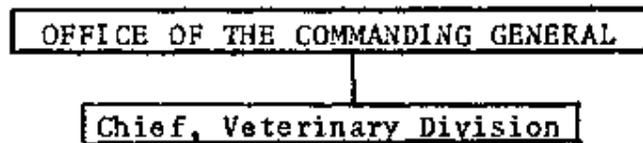
(4) Maintains continuous sanitary surveillance of all approved water supplies in the command.

(5) Reviews for adequacy with regard to health hazards, plans and projects for Army Construction and applications for approval of fixed water supplies, and recommends changes and corrections where necessary.

(6) Provides complete sanitary engineering service to Heidelberg Medical Service Area.

VETERINARY DIVISION

1. ORGANIZATION.



2. MISSION. To advise and make recommendations to the commander on matters relating to veterinary services of the command.

3. OPERATIONAL RESPONSIBILITIES.

a. Advises, represents, and acts for the commander on matters pertaining to the veterinary mission of the command.

b. Exercises staff and technical supervision over veterinary food inspection activities and sanitary inspection of establishments.

c. Exercises staff and technical supervision over veterinary animal disease control and care and treatment of animals.

d. Collects, maintains, and disseminates data on food inspections and communicable diseases of animals, particularly those transmissible to man.

e. Formulates plans and policies for the veterinary service of the command.

f. Makes recommendations to change or improve the veterinary service of the command.

g. Continuously surveys unit workloads in an effort to provide the most economical use possible of manpower and resources.

h. Reviews all reports of sanitary inspection of food products at origin, in intermediate storage and at issue. Also reviews zoonoses, pet care, and public owned animal status reports for treatment, disease incidence and projected effect on the health of the command.

i. Makes recommendations concerning veterinary personnel assignments.

j. Formulates policy and procedure for training programs and to provide for periodic reviews of the effectiveness of training in Veterinary units to include one joint training period per year for all Veterinary unit commanders and NCOIC's.

k. Maintains liaison, regarding Veterinary activities, with civil and military health authorities, including Headquarters, Seventh Army, and the USAREUR Medical Laboratory.