

## FINAL ORGANIZATION

### ADMINISTRATIVE DEPARTMENT

1. Personnel.
  - a. Military.
  - b. Civilian.
2. Stenographic section.
3. Mail section.
  - a. Incoming mail.
  - b. Outgoing mail.
  - c. Central files.
4. Methods control section.
5. Plant protection section.
6. Utilities section.
7. Messengers.

### PURCHASING DEPARTMENT

1. Contracts.
2. Purchase orders.
3. General filing section.

### PRODUCTION DEPARTMENT

1. Production records section.
2. Priorities and raw materials section.
3. Direct routing section.

### INSPECTION DEPARTMENT

1. Specifications section.
2. Factory inspections section.
3. Warehouse inspections section.

### FINANCE DEPARTMENT

1. Accounts section.
  - a. Contracts.

1. Accounts section—Continued.
  - b. Purchase orders.
  - c. Pay rolls.
2. Disbursing section.

### REQUISITION DEPARTMENT

1. Editing section.
2. Billing section.
3. Service section.
4. Stock records section.
5. Panama Canal section.

### WAREHOUSING DEPARTMENT

1. Receiving section.
2. Warehousing section.
3. Packing section.
  - a. General hospital supplies.
  - b. Surgical instruments.
  - c. X-ray apparatus and supplies.
  - d. Dental equipment and supplies.
4. Shipping section.
  - a. Domestic shipments.
  - b. Overseas shipments.
5. Traffic section.
  - a. Rail.
  - b. Motor transport.
6. Property section.
7. Box making and printing section.

### SPECIAL DEPARTMENTS

1. Dental.
2. Surgical instruments.
3. X ray.