

OFFICE OF U. S. CHIEF OF COUNSEL
APO 408, U. S. Army
ADMINISTRATIVE DIVISION

Read + Destroy

O.C.C.
INFORMATION
BULLETIN

Number 55.

Nurnberg, Germany
3 November 1945

1. TELEPHONE NUMBERS: To avoid the necessity of inquiring over a long distance telephone circuit to determine the number of the required party, it is recommended that all members of this organization have their telephone number typed in the lower left hand corner of their outgoing correspondence, i.e., Telephone: NURNBERG 61178, etc.

When the letter is prepared by one officer but signed by another, the telephone number of the person actually dealing with the subject will be quoted, rather than that of the officer signing the letter.

(This procedure conforms with USFET Circular 144 dated 26 October, 1945).

2. MILITARY GOVERNMENT: It is recommended that all contacts between members of this organization and Military Government and/or the Town Major be channeled through the Administrative Division. Direct requests put up to the Military Government by members of this organization have created some confusion in the recent past and caused some embarrassment.

3. TYPISTS: There are now working in this building a number of German typists who can type in both English and German with various degrees of proficiency. These typists are "booked" until early next week. Word is received, however, from their present user that approximately ten of them should be available Tuesday or Wednesday, although the Administrative Division cannot make a firm commitment on this subject. Anyone interested in having a straight typing job done after Tuesday, please contact Pers. Sec. of the Administrative Division, Room 17B.

4. VOLUNTEER TYPIST POOL: In spite of the assistance of a German typist force as announced in Para 3 of this Bulletin, the volunteer typist pool will be continued for a few days, in order to take care of material that cannot be handled by the Germans. Volunteers please contact Adm. Div., Telephone 61178.

5. SUNDAY TRIPS: Due to the transportation shortage there is no space left in the cars and bus for the excursions this coming Sunday. This goes to show that the Sunday trips of the Administrative Division are extremely popular, and that those interested in going on these trips had better register their names in Room 115 early each week for the following Sunday.

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7. GRAND HOTEL; The following policies will become effective Saturday, 3 Nov. 1945 : Members of the Office of U. S. Chief of Counsel and of the International Military Tribunal will each be permitted to invite one guest of officer or civilian status to enjoy the facilities of this hotel. Each person will be responsible for his or her guest, and will be obligated to register the guest on a roster at the entrance of the Hotel lobby.

As the capacity of the Hotel Dining Room is static, it is imperative that persons having mess facilities at or near their residence take their meals at such location. The only persons who should be taking breakfast and square meals at the Grand Hotel are those residing at 17 Uhland Strasse, 9 Printregenten Ufer, Grimm. Strasse, and the Grand Hotel.

Any special usage of the Hotel facilities such as group parties, meetings, lectures, or group dining, will have to be negotiated for at least three days in advance with the Accommodations Office, Room 173.

8. COURT HOUSE CAFE. As in order to better accommodate the employees of the Office of U. S. Chief of Counsel, the cafeteria in the Court House will open at 1130 rather than 1200, with an additional half hour, it is desired that the lunch periods of employees of each individual office can be staggered away as to provide adequate coverage in each office at all times during the official office hours from 0300 to 1730. All employees of the same office should not take their lunch period simultaneously, leaving no one to answer telephones or transact business which may arise during the noon period.

ARTHUR A. KIMBALL
Lt. Col., GSC
Chief, Adm. Div.