

OFFICE OF U. S. CHIEF OF COUNSEL
APO 403, U. S. Army
ADMINISTRATIVE DIVISION

O.C.C.
INFORMATION
BULLETIN

Number 62.

Nurnberg, Germany
12 November 1945

1. ORGANIZATION CHART OF THE ADMINISTRATIVE DIVISION: Each division and section has received several copies of the organization chart of the Administrative Division. It is requested that this chart be looked at by persons who have dealings with the Administrative Division so that they can call directly upon the section or unit of that division which will take care of their case.
2. TELEPHONE NUMBER: Captain Francis Hekking's telephone number is 61178.
3. PRIORITY FOR REPRODUCTION WORK: To obtain a priority for a mimeograph or photostat job, please contact Captain Paulson, Chief of the Supplies and Facilities Section, Administrative Division, Phone 61181.
4. ATTENTION: ARMY OFFICERS: Quite a few officers have not yet filled in and returned to the Administrative Division, Personnel Section, Room 172, the questionnaire on their personal status issued several days ago. Those officers who have not returned this questionnaire will please do so at their earliest convenience, and if they have not received the forms through their division they may get them from Room 172 or Room 115.
5. IMMUNIZATION: All persons who have not received an injection of typhus vaccine within the last three (3) months must receive one immediately at the dispensary. Everyone will be required to take the influenza vaccine which has not as yet been received by this dispensary. Proper notice will appear in this bulletin when it has been received. Please bring your Immunization Card with you to the Dispensary when you report for your typhus vaccine.
6. FOUND: One pair of glasses and case have been found in the Documentation Division Library. Please pick them up at Room 115.
7. SHOE REPAIR; Correction: Shoes for repair may be left in Room 74, rather than in Room 72, as announced in Bulletin No. 61 of 10 November.
8. SUPPLY OF LETTER-HEAD STATIONERY: A supply of letter-head paper is now available in the Supply Room, Rm. 64. Envelopes for this paper will be ready in several days.
9. CHANGE IN LOCATION OF MIMEOGRAPH SECTION: The Mimeograph Section has moved to Room 276, ~~telephone Ext. 61276.~~
10. ATTENTION: ENLISTED MEN: All enlisted men on duty with the Office of U. S. Chief of Counsel having sixty points and over will please report to Lt. Florence Rowand, AC, Adjutant, in Room 172 for an interview.

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11. MESSENGER SERVICE: In order to conserve as many soldiers of the 26th Infantry Regiment as possible for guard duty throughout the City, and other important services which the 26th Infantry is rendering to this organization, the messenger service will be remodeled beginning Wednesday, 14 November. Details will be announced later.

All messengers now working in the organization, whether as general messengers, or as private messengers assigned to designated offices, will report to Captain J. Legow, Room 20 at 0830 on Wednesday, 14 November.

12. PARIS OFFICE POSTAL ADDRESS: The Adjutant General's Postal Division requests that everyone be informed that the mail address for the Paris Office of the Office of U. S. Chief of Counsel should be written as follows:

Office of U. S. Chief of Counsel
Paris Branch
APO 887, U. S. Army

There should be no street address given.

13. BOOKS SOUGHT: It is requested that anyone now in possession of several copies of the Organization Book of the NSDAP, translated into English, should immediately send them to the Justice's Office. Anyone knowing of their whereabouts should contact the Justice's Office.

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