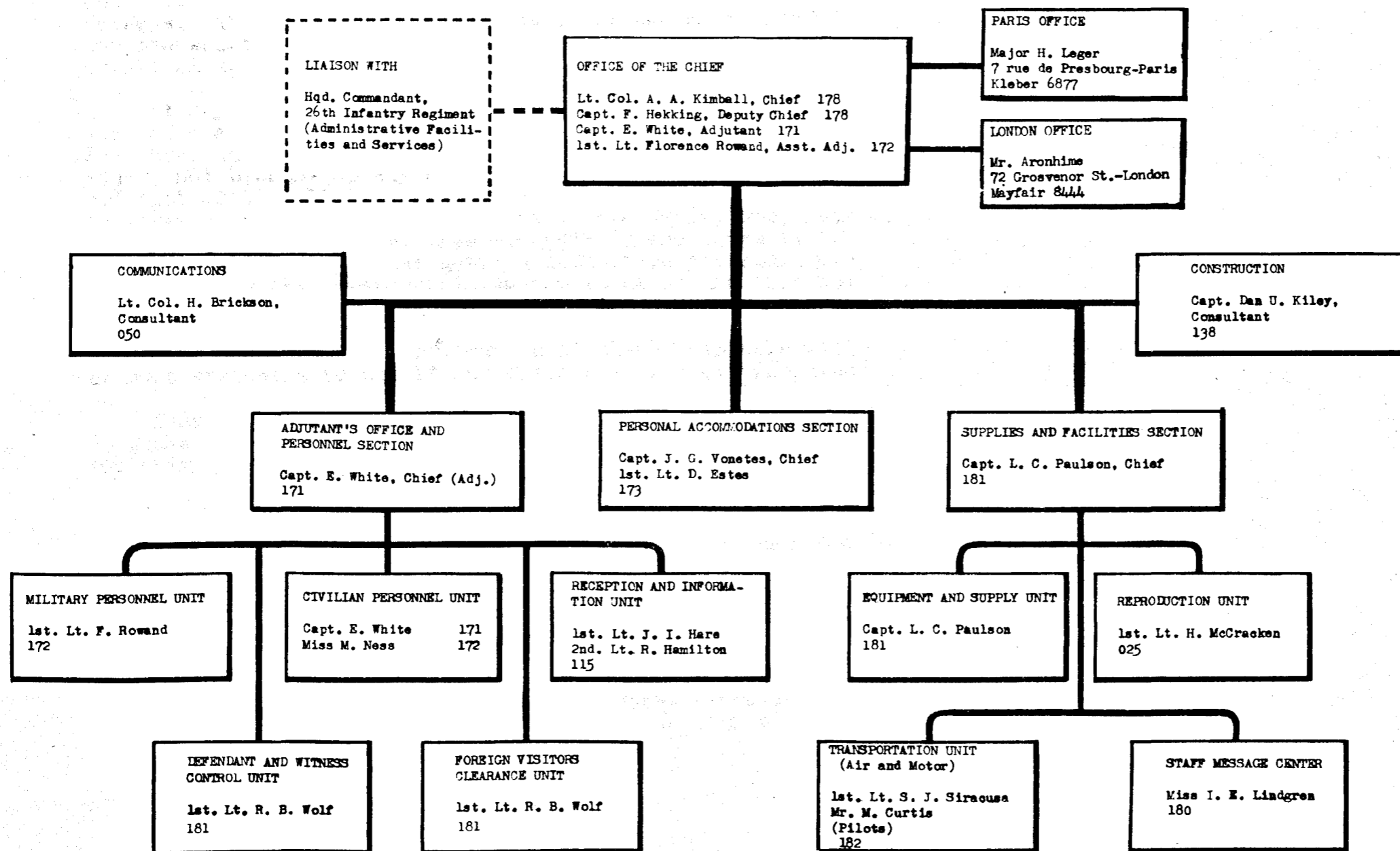




30 OCTOBER 1945

OFFICE OF THE UNITED STATES CHIEF OF COUNSEL ORGANIZATION CHART-ADMINISTRATIVE DIVISION



FUNCTIONS OF ADMINISTRATIVE DIVISION

Prepares plans and directs administrative activities of Office of U.S. Chief of Counsel, including military and civilian personnel administration (recruiting, assignment, promotions, payroll, reports and records); procurement and release of defendants and witnesses; clearance of foreign visitors; information and reception services; issuance of invitational and directive orders; procurement and distribution of equipment, supplies and facilities (including office equipment and supplies, air and motor transportation facilities,

reproduction facilities, staff message control, publications, and maintenance of central files); messing and billeting facilities; construction (including allocation of office space); and communications facilities and services; maintains liaison with military organizations responsible for furnishing supplies, facilities and services (security, post exchange, barber shop, Army Post Office, etc.); and maintains administrative liaison with staffs of British, French and Soviet delegations.

NOTE: Following each person's name appears his room number in the Palace of Justice. This number, when preceded by 61, is also his telephone number.

Presentation # 43.1
SPD-OCC