OFFICE OF THE UNITED STATES CHIEF OF COUNSEL

ORGANIZATION CHART—ADMINISTRATIVE DIVISION

LIAISON WITH
Hq. Commander,
26th Infantry Regiment
(Administrative Facilities and Services)

OFFICE OF THE CHIEF
Lt. Col. A. A. Kimball, Chief
Capt. H. N. Hackett, Deputy Chief
Capt. E. White, Adjutant
Lt. Lt. Florence Howland, Asst. Adj. 112

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CONSTRUCTION
Capt. E. U. Kiley, Consultant

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Lt. Col. H. Brickson,
Consultant

PERSONNEL SECTION
Capt. E. White, Chief (Adj.)

ADJUTANT'S OFFICE AND PERSONNEL SECTION
Capt. E. White, Chief (Adj.)

MILITARY PERSONNEL UNIT
Lt. Lt. K. Howard
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CIVILIAN PERSONNEL UNIT
Capt. K. White
Miss M. Ness
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PERSONAL ACCOMMODATIONS SECTION
Capt. J. C. Vosset, Chief
Lt. Lt. B. Estes
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DEPARTMENT AND WATER HOUSE
Capt. L. C. Paulson, Chief
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SUPPLIES AND FACILITIES SECTION
Capt. L. C. Paulson, Chief
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EQUIPMENT AND SUPPLY UNIT
Capt. L. C. Paulson
171

TRANSPORTATION UNIT
1st. Lt. S. J. Siroeaou
Mr. M. J. Curtis
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FOREIGN VISITORS CLEARANCE UNIT
Lt. Lt. R. J. Siroeaou
Mr. W. J. Curtis
(now)
180

DEFENDANT AND WITNESS CONTROL UNIT
Lt. Lt. R. B. Wolf
180

REPRODUCTION UNIT
1st. Lt. H. McCracken
180

STAFF MESSAGE CENTER
Miss I. E. Lindegren
180

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 temporary and administrative 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); messes and billeting facilities; construction (including allocation of office space); and communication 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.