

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

Don
Don
129
Nurnberg, Germany
27 October 1945

O.C.C.
INFORMATION
BULLETIN

Number 49

1. TRANSPORTATION DESK: The Transportation Desk has been moved from Room 172 to Room 182. The telephone number is 61182. The Transportation Desk is now equipped to handle also motor transportation for out-of town trips. Please note that 61672 is no longer the telephone number of the Transportation Desk.

2. SPACE ALLOCATION: Inquiries regarding space allocation should no longer be taken up with Captain Kiley. Please get in touch with Captain Paulson, Room 181. Telephone 61181.

3. LOST AND FOUND DEPARTMENT: A Lost and Found Department has been established in Room 115. If you lose or find something, go to Room 115.

4. DINNER-DANCE: The Enlisted Men of the 576 QM Bn and the 831 Gas Co hereby cordially invite the ladies of the Office of U. S. Chief of Counsel to attend their Company dinner-dance, to be held at 1930 Hrs, Saturday, November 3, 1945. Transportation will be provided. All those desiring to attend, will register their intent in Room 173, before 1730 Hrs., Wednesday, 31 October 1945. Further announcement later.

5. USE OF MOTOR CARS: Each accident in which a motor vehicle of this office is involved must be immediately reported to the Administrative Division, Extension 61178 by the person to whom the car is assigned, or by the senior person in the car at the time of the accident. This immediate report will be followed by a written report, which will include the essential facts, such as the names of occupants, time, place, mission or duty for which the car was being used, and the circumstances of the accident. In this connection, it is pointed out that motor vehicles are to be used for official purposes only and will not be used for unscheduled pleasure trips or other unauthorized purposes.

6. OUT OF TOWN TRIPS: Official travel out of Nurnberg must henceforth be cleared by the Administrative Division, and travel orders must be obtained. The procedure to meet these requirements is, first, request for travel orders (forms are available in the Administrative Division, Room 172); second, the chief of division or section must indicate approval on this form by appropriate indorsement. The forms will be submitted to Lt. F. Rowand, Assistant Adjutant, Administrative Division, Room 172. Except in cases of emergency, trips should be planned in time to allow one day for clearance and issuance of orders. This period is increased to five days for trips to Berlin, Vienna, and points in the Russian zone.

7. TELEPHONE AND ROOM CHANGES: Capt. Dan U. Kiley, Room 138, phone 61139; Lt. James Johnson, Room 138, phone 61138.

8. FOOTBALL GAME CANCELLED: The game scheduled for Sunday between 1st Division and 80th Division has been cancelled.

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9. CARRYING OF CAMERAS INTO COURT HOUSE: All personnel of this organization will please refrain from bringing cameras into the premises. Those insisting on bringing cameras must check them at the Security Office, Room 10, where they may be picked up in the evening when leaving the building.

10. EVENING SHUTTLE SERVICE: There will be C&R cars to run on a shuttle service from the Court House in the evenings between 1840-2400. These cars will be found in the Court Yard. No driver will be allowed to take on a load of less than three persons at one time.

11. NOTICE TO PERSONS WHO SIGNED FOR TRIPS: The following persons are notified that their names appeared on the register in excess of the number for whom accommodations were provided, but it is suggested that they appear in person at the hour on which the trip is to start, and they will be included if cancellations warrant. They will be given preference in the order of their names.

Munich and Dachau: Miss Florence Harris, Miss Edith Simon, Messrs. J. H. Herz, Josef Maier, Karl Lachman, Mark Schafer, Brady Bryson and Maj. B. D. Silliman.

Bayreuth: Miss Sheila Pursey, Messrs. W. E. Menke and M. Bortlin.

WILL PERSONS SIGNING FOR TRIPS PLEASE PRINT THEIR FULL NAMES AND PUT THEIR PHONE NUMBERS BESIDE THEIR NAMES, AS IT IS IMPOSSIBLE TO CONTACT SUCH PERSONS IN THE EVENT THEY ARE OVERSUBSCRIBERS.

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