

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

O.C.C.
INFORMATION
BULLETIN

Number 53.

Nurnberg, Germany
1 November 1945

1. GRAND HOTEL: The following policies will become effective Saturday, 3 November 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 the Club. Each person will be responsible for his or her guest, and will be obliged 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 meals at such location. The only persons who should be taking breakfast and supper meals at the Grand Hotel are those residing at 17 Uhland Strasse, 9 Prinzregenten 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.

2. CALL FOR VOLUNTEERS: A critical situation has developed because of inability to recruit sufficient typists to produce the large volume of documents which must be ready by 15 November 1945 in order to avoid delaying the beginning of the Nurnberg trials on 20 November 1945. It is therefore necessary to ask for volunteers to perform typing work nights during the next two weeks. It is proposed to form two teams of 10 typists each -- each team working every other night from 1930 to 2130. Anyone who is a qualified typist, regardless of their normal assignment, is urged to communicate with Captain E. L. White, (Ext. 61171) or Lt. Florence Rowand, (Ext. 61172), today in order to meet this emergency. If at all possible, it is desired that the first volunteer team be available for such additional work tonight and that the second volunteer team start tomorrow night. It is pointed out that these volunteers will be in addition to the regular personnel of the office concerned, which is already performing such overtime work every night. Transportation and snack bar facilities will be provided as per Para 4

3. COURT HOUSE CAFETERIA: 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, effective 2 Nov. 1945. With this additional half hour, it is believed that the lunch periods of employees of each individual office can be staggered in such a way as to provide adequate coverage in each office at all times during the official office hours from 0900 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.

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4. SNACK BAR HOURS: Due to the fact that there will be considerable night work during the next few weeks, effective 5 November 1945 the Snack Bar at the Court House will be open from 1900 to 2200, Monday through Friday.

5. STARS & STRIPES - LOST & FOUND - SUNDAY TRIPS business is now being conducted in Room 115. Persons desiring to take the Sunday trips will register here, instead of in Rm 172, as they have done in the past. Announcements on the trips for this coming Sunday will be made later.

6. COPIES OF INFORMATION BULLETIN: Effective this date, there will be a supply of this bulletin in Rooms 182 and 115 for those persons who by chance do not receive their copy.

7. ANNOUNCEMENT: Announcement is made of the assignment of the following named officers to Headquarters, 6850th Internal Security Detachment, International Military Tribunal:

				<u>Phone No.</u>
Lt.Col.	Robert B. Franklin	Executive Officer	Rm 38	61038
Major	Clayton R. Hunt	Operations Officer	37	61037
Capt.	George D. Henry	Ass't Opns Officer	37	61037
Capt.	John Leake, Jr.	Actg Chief Prison Officer	Prison	
Capt.	Hermann Moyse, Jr.	S-4	--	61473
1st Lt	James T. Garlick	Prison Officer	Prison	

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