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

Nurnberg, Germany 20 November 1945

1. <u>THE OPENING OF THE TRIAL</u> places a responsibility on each member of this Staff to do his part to maintain efficiency and avoid confusion.

Each person should read, understand and comply with the following instructions:

1) Effective Tuesday, 20 November 1945, the cafeteria in the Court House will be open from 1130 to 1400 hours on all days when the Tribunal is in session.

2) From 1230 to 1330 hours scrvice will be limited to persons attending the Tribunal (as indicated by Tribunal, Press or Visitors passes, which must be exhibited at the cafeteria service desk upon request).

3) To keep the cafeteria load within reasonable limits, it is requested that office heads arrange to permit as much of their personnel as possible to eat at other messes, and that those who cannot be spared from their work to go to another mess, eat before 1230 or after 1330.

4) All persons attending sessions of the Tribunal should arrive <u>early</u>. All passes will be carefully inspected and identification will be required of all persons. This will consume time.

5) Telephone facilities are overtaxed. Do not call unless necessary. Speak briefly and to the point.

6) Motor vehicles must be used only where necessary. Assigned cars are subject to recall to assist in transporting visitors.

7) Each person should eat at the mess where he is assigned to eat. The facilities of the hotel will be taxed by visitors. Persons who are not scheduled to mess at the hotel will not be permitted to eat there.

8) Until further notice, parties (two or more guests) at the hotel are forbidden.

9) The long hours and untiring efforts of most members of the Staff in preparing the case for trial are greatly appreciated. The time has now come for <u>all</u> to Help Win the Case.

2. <u>SUN GLASSES REQUIRED</u>: Three pairs of sun glasses are urgently needed for an official investigation trip lasting one week. Please call 61178 if you are able to lend glasses to an Administrative Division officer who will take full responsibility for their safe return to the owner.

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3. <u>UNCLAIMED ITEMS AT THE PX</u>: The following persons have not yet called at the PX to claim the items for which their names were drawh:

RAZOR: Pvt Francis Delorco. <u>WATCHES</u>: Capt. J. K. Murray, S/Sgt W. J. Gornik, Everett V. Cunningham, Cpl John W. Kingsley, Sgt. S. Frascinnella, Royer Dobrovits. <u>LIGHTERS</u>: Edwin Herman, B. A. Silliman, Capt. Kolomatsky, Weinberger, Everett Cunningham, Karl Lachmann, G. L. Hahn, I. Aekhoroeheff, Charles H. Kueny, and Edmond P. Fleming.

If your name is one of those listed above, please call at the PX as soon as possible. Be sure to bring your PX card with you.

4. LOST: One woman's OD wool knit glove. If found, please notify the Information Office, Ext. 61115.

5. <u>CURRENCY EXCHANGE BOOKS</u> have now been received. They are available in Room 115 daily from 1400 to 1700.

6. <u>IMMUNIZATION</u>: All OCC personnel who have not received an injection of influenza vaccine will do so from Monday through Friday of this week in Room 24. Please bring your immunization card with you to the Dispensary when you report for your influenza vaccine.

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