Mr DuBois

21 May 1947

SUBJECT: Berlin Branch, OCCWC

TO : Division Directors and Trial Team Chiefs

1. All Division Directors and Trial Team Chiefs are reminded of the organization of the Berlin Branch and the services theBranch may reasonably be expected to provide.

2. There are about 60 American, Allied and Indigenous persons working for OCCWC in Berlin. These are divided into four sections: (A) the Administrative Office supervised by the Liaison Officer, Lt. Colonel Wuest, with Mr. Klein as Administrative Officer (Phone:42094); (B) the Economics Section headed by Bert Heilpern (Phone:42105); (C) the Ministries Section headed by Mr. Flechtheim (Phone: 5746); (D) the SS Section headed by Mr. Sachs (Phone: 42396). Mr. Flechtheim will, in addition to his duties as Ministries Section Chief, act as Chief of the Branch on all legal matters which cannot be handled direct from Nurnberg. Each section has a staff of trained research analysts available for any work in the interest of that particular section.

3. Due to the limited billeting and transportation facilities available in Berlin, it is imperative that the Division Directors and Trial Team Chiefs make full use of the personnel regularly assigned to Berlin rather than sending people to Berlin for a few days on "special" tasks. The Section Chief in Berlin should be briefed on all new problems and the attorney in Nurnberg should coordinate with him on any work required. All new personnel going to Berlin will be immediately responsible to that Section Chief and must clear with him before contacting any outside agencies in Berlin. Mr. Ferencz will be available in room 220 for advice on the Berlin situation or orientation of new personnel going to Berlin.

4. Requests for travel orders to Berlin will have to be approved by Mr. Raugust who must obtain the necessary clearances. He will attempt to coordinate the trips to avoid congesting the facilities available to OCCWC in Berlin so that the work being done there may continue without interruption and persons who must be there on brief assignments can accomplish their mission expeditiously.

T. T.

cc. Rapp
Ervin
DuBois ✓
Sprecher
Thayer
Kaufman
Adams
Kempner
Denny
McHaney
Raugust
Russell
Ferencz
Flechtheim
Col. Maroun
Dr. Russell