MEMORANDUM FOR MR. ROBERT G. GOODALE:

The following is an outline of the manner in which it is deemed advisable that appeals from the War Department Board of Contract Adjustment should be handled, and of the services and recommendations desired from the group of special advisers appointed for this purpose.

1. Upon each record an appeal being received by the Recorder of the War Department Claims Board, notice to claimant or his attorney of the receipt of such appeal, together with notice of time allowed for filing brief or written argument, will be promptly prepared by the Recorder. Upon brief being filed, or upon expiration of the time allowed for filing the same, or on notice from claimant or his attorney that no brief or written argument is to be filed, the record, with all accompanying papers and correspondence, will be delivered to you by the Recorder of the War Department Claims Board.

2. Upon receipt of record in each case, you are requested to examine the same and to pass the same for examination to one or more of your associate advisers, namely, Judge E. Henry LaCombe, Mr. William H. Davis, and Colonel Herbert H. Lehman, and it is desired that you or one of the other advisers named to whom the record has been submitted for examination prepare a brief written recommendation as to the action which in your judgment ought to be taken upon the appeal, together with draft of such order as you recommend be entered. It is suggested that in case the two consultants first examining and making recommendation with regard to the case fail to agree as to the action which should be taken therein, the case be referred to at least one other of the advisers above named for examination and recommendation, so that in each case I may receive, if possible, the joint recommendation of at least two advisers.

3. Judge LaCombe has informed me that he will not be able to undertake a large part of the burden of this work, but that he is willing to be occasionally consulted. It is suggested that you request his opinion in such of the more difficult or doubtful cases as you consider his opinion will be most valuable in.

NEWTON D. BAKER
Secretary of War.