

ACC

10000 | 120 | 1882

10000/120/1882

Camp/13

All Subjects Re. Italian Civilians

Sept. 1946

30

HEADQUARTERS ALLIED COMMISSION

.....
(SECTION)

APO 884

Reference Comp 48 Date 20th September 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
from 16th September 1946

Name of Employee: LESLIE Leslie
Classification : Chief Electrician
Wage Rate : 476 c. plus 613

2. Employee is being dismissed for the following reasons:

- Ceased operation.
- Inefficiency.
- Insubordination.
- Dishonesty.
- Security.
- Reduction in staff.
- Remarks.

Has been dismissed from Allied Commission payroll
and has been taken on payroll of this II - MIA.

3. Employee has been instructed to report to Civilian Personnel Section
for the purpose of obtaining required clearance. 575
(date)

Name: [Signature]
Rank: CAMP COMMANDANT CAPT. M.I.A.
Title:

29

HEADQUARTERS
ALLIED COMMISSION

111, MISSION TRAIL, APO
(SECTION)

APO 304

Reference No. Camp 18 Date October 30, 1946

SUBJECT: Request for Civilian Personnel.

TO : C-1 (A) Section Civilian Personnel.

- 1. Request that this office be assigned the following civilian personnel:

Proposed Grade Driver
 Total Required

LIST NECESSARY QUALIFICATIONS; Male Female

(When requesting personnel in the grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.)

Has been discussed with Mr. J. J. ... and has been taken on Allied Commission payroll.

- 2. Applicants should be referred for interview to Superpara located in room 05 on the 2nd floor.

3. In compliance with your Ltr Civ Pers No 892 dated 13 July 1945, may the

(When requesting personnel in the grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.)

has been discussed from H.S. WATA... and has been taken on Allied Commission payroll.

- 2. Applicants should be referred for interview to Superfanz on the 2nd floor.
- 3. In compliance with your Ltr Civ Pers No. 892 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available;

5744

PAULA GIOVANNI
Name

Corso Trieste
Address

Phone No.

Name: J. J. ...

Rank: CAMP COMMANDANT M.M.I.A.

Designation:

Civ Pers Form 1B
July 45

(29)

HEADQUARTERS ALLIED COMMISSION

MIL. MISSION ITALIAN ARMY

(SECTION)

APO 384

Reference Camp 18

Date 19th September 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
from 1st October 1946

Name of Employee: APRONIO ROSSETTA

Classification : Int/Typist

Wage Rate : 4290 plus OLB.

2. Employee is being dismissed for the following reasons:

() ~~Ceased operation.~~

() Inefficiency.

() ~~Insubordination.~~

() ~~Dishonesty.~~

() ~~Security.~~

() ~~Reduction in staff.~~

() Remarks.

MO

5713

3. Employee has been instructed to report to Civilian Personnel Section
for the purpose of obtaining required clearance.

(date)

Name: A. M. M. M. CAPT.

Rank: CAMP COMMANDANT M.M.I.A.

Title:

(28)

HEADQUARTERS
ALLIED COMMISSION
 MIL. MISSION ITALIAN ARMY
 (SECTION)
APO 384

Reference Camp 18Date 18th September 1946SUBJECT: *Dismissal of Civilian Employees.*TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
 from 21st SEPTEMBER 1946

Name of Employee: FOCANTI Maria AntoniettaClassification : Inter/TechWage Rate : 4580 plus CL.B.

2. Employee is being dismissed for the following reasons:

 Ceased operation. Inefficiency. Insubordination. Dishonesty. Security. Reduction in staff. Remarks.Private reasons;

3. Employee has been instructed to report to Civilian Personnel Section
 for the purpose of obtaining required clearance.

(date)

Name: *[Signature]*Rank: CAPT.Title: CAMP COMMANDANT M.I.A.

24

HEADQUARTERS
ALLIED COMMISSION
 MIL. MISSION ITALIAN ARMY
 (SECTION)
APO 384

Reference Camp 18Date 18th September 1946SUBJECT: *Dismissal of Civilian Employees.*TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
 from 1st September 1946

Name of Employee: DE ANGELIS ArmandoClassification : Kanag/Restaur.Wage Rate : 5000 plus CLB

2. Employee is being dismissed for the following reasons:

 Ceased operation. Inefficiency. Insubordination. Dishonesty. Security. Reduction in staff. Remarks.

..... Has been dismissed from Allied Commission Payroll
 and has been taken on payroll of this HQ-IMIA.

3. Employee has been instructed to report to Civilian Personnel Section
 for the purpose of obtaining required clearance.

(date)

Name: J. J. [Signature]

CAPT.

Rank: CAMP COMANDANT M.M.I.A.

Title:

26

Subject : Pancho.

Land Forces Sub Commission A.C.
(M.M.I.A.) HQS.
Camp 18
18th Sept 46

To : Internal Security,
H.Q. A.C.

WILFRED FRANCISCA

Please say a Allied Commission Pass be issued for the w/a
who commenced work with this Sub-Commission v.e.f. 16th Sept 46.

WFF

Capt.
Camp Commandant.

5710

/cga

25

Subject : Passes.

Land Forces Sub Commission A.C.
(M.M.F.A.) BOMB.
Camp/18
15th Sept 46.

To : Internal Security,
M.M.F.A.C.

APPENDIX ROSSANA

The a/n civilian employed by this Sub-Commission has
lost her Allied Commission Pass, may another one be issued please.

DAH
Capt.
Camp Commandant.

5709

/apw

A. C. CIVILIAN PERSONNEL G-1 SECTION

24

CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. *The degree of supervision under which the employee will work.* 2. *Any supervision by the employee of other workers.* 3. *A factual word picture of the being done or to be done.* Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral".

Classification requested by LAND FORCES SUB COM, A.C. (MMIA)
(Sub-Commission or Section)

Employee's or applicant's name CARMINATI, Laura.

Present job title & pay Interp/Typist (10430) Proposed title Technical Interpreter.

Job description (1) Works under general supervision of Chief Clerk

(2) In no supervisory capacity but is in position of considerable responsibility requiring great attention to detail.

(3) Employed with another civilian in the office of the Chief Clerk and is responsible for typing of correspondence produced in that office. Interviews ITALIAN military and civilian visitors and translates certain ITALIAN War Ministry and GHQ Carabinieri mail (containing technical words and phraseology) appertaining to the functions of the Mission. Work considerably increased of late due to wastage of military personnel formerly employed in the same office.

Use back of sheet for additional remarks

Date 17 September 1946

Signature

A. V. Carmini

Sub Commission or Section Head

Reference number CC/6/1

W.O. 1 Chief Clerk L.F.S.C., AC (MMIA)

26

A.C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with per. III and V Office Memorandum No. 15, this Headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the Form. After completion the form should be brought to Civilian Personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A simple job description of the position of the interviewer (Junior Administrative Assistant in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral".

Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral".

Classification requested by..... LAND FORCES SUB COMMISSION A.C. (M.H.I.A.)
(Sub-Commission or Section)

Employee's or applicant's name..... MATARELLI, Giovanna

Present job title & pay..... Interp/Typist (10.430)

Proposed title..... Technical Interpreter 5737

applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical traces directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral.

Classification requested by..... LAND FORCES SUB COMMISSION A.C. (N.M.I.A.)
(Sub-Commission or Section)

Employer's or applicant's name..... MACARRELLI, Giovanna

Present job title & pay..... Intarp/Typist (10.430)

Proposed title..... Technical Interpreter 5733

Job description..... 1) Employed only under general direction of Chief Clerk MIAA
..... (2) Does not supervise others but holds responsible position which requires
..... capability and accuracy to be effective.
..... (3) Employed in the office of the Chief Clerk and with a former civilian
..... employee is responsible for all typing emanating from that office. Is
..... responsible for interviewing ITALIAN military and civilian visitors and
..... maintaining registers of ITALIAN correspondence translating letter
..... headings into ENGLISH.
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.....

Use back of sheet for addition remarks.

Date..... 17 September 1946
Signature..... *Land Force*
Sub-Commission or Section Head.

Reference number..... CC/ 6/1
W.O. 1 Chief Clerk L.F.S.C.A.C. (N.M.I.A.)

Civ. Pers. Form 2
June 46

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 section Civilian Personnel

Ref/G-1/Civ Pers/ 201Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Land Forces NMIA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 20 August 1946.

Name FABBRI EvaristoClassification 2 Cat. Qual. Work H/F (Mechanic)Basic Pay 140/170 DailyCost of Living Bonus 305 Daily

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay period	Time worked	Basic Pay for P/d	Cost of Living Bonus	Amount paid
				5736
15-31 Aug. 46	11 days 8 hrs	1915	2700	4615
Re-adjustment	11 days 8 hrs	1915	3660	-
				5575
				960
				<u>REIMBURSEMENT DIFFERENTIAL</u>

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Land Forces MMIA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 46 1946.

Name Sindici, MarioClassification ⁴ Cat Semi skilled Worker H/F (Greaser)Basic Pay 125/140 dailyCost of Living Bonus 305 daily

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay For 2/Pd	C. L. B. for 2/Pd	Amount paid	
1/15 Aug 46	13 days	1495	3575	5070	
16/31 Aug 46	13 days	1495	3575	5070	10140
Re- adjustment	26 days	2990	7930	-	11570
					1430
					REIMBURSEMENT DIFFERENTIAL

5785

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

Camp (92)

HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 16 September 1946

SUBJECT: *Employment of Civilians.*

TO : M.M.I.A. Land Forces

1. Ref. your request dated 9 Sept 46
2. Approval is given to the employment of WEIDNER Francesca
as a 4 Cat qualified M/F (Interp/Typist) at a rate
not exceeding 3120 Lire per ~~day~~ month, plus 4862 CIB.
3. The minimum rate, which is 2600 Lire per ~~day~~ month, will
be paid for the first seven days, and may be increased commensurate with em-
ployee's skill and ability as set out in para. 2 above. It is policy of this Head-
quarters, as determined by AFHQ. Administrative Memorandum No. 47, dated
16th November 1944, that salaries of civilian employees will be increased gradual-
ly, in accordance with their performance, rather than immediately increased to
the maximum on completion of the fourteen day probationary period.
4. Your attention is directed to Office Memo. No. 15, this Headquarters,
dated 1st August 1944.

Effective 16 Sept 46

5734

Martin E. Davy
MARTIN E. DAVY
Maj. - Infantry
G-1 Civilian

J. E. P.

(21)

HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 394

Date 14 September 1946

SUBJECT: Reclassification.

TO : Land Forces Sub-Commission (MMAIA)

1. Reference your letter G/99/1 dated 9 Sept. 46

XXX 2. Approval is granted for the reclassification of VARNESI, Laura

Interp/Typist to the status of Jr. Adm. Asst. salary to

range from 2055 to 5050 per day, month.
 (Plus cost of Living Bonus)

Effective as of 1st October 46.

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5

Aug 44

Copy to;

Internal Security.
 File.

Martin E. Davy

MARTIN E. DAVY

Maj. - Infantry

G-1 Civilian

20

HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 894

Date 14 September 1946

SUBJECT: Reclassification.

TO : Land Forces Sub-Commission (MNFIA)

1. Reference your letter Camp 18 dated 12 Sept. 46

XXX 2. Approval is granted for the reclassification of CARLIERO Margherita

Interp/Type the status of Jr. Administrative Assisitant salary to
range from 2055 to 5050 per ~~day~~ month.
(Plus cost of Living Bonus)

Effective as of 1 October 46

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5
Aug 44

Copy to :
Internal Security
File.

Margherita Carliero
MAJ - Infantry 5732
G-1 Civilian

(19)

Land Forces Sub Camp AC
 Military Mission Italian Army
 A.P.O. 954
 Ref: Camp 18

Subject: Meal Tickets.

To: Office Space Section -
Allied Commission.

May Meal Tickets please be issued to the undermentioned personnel as they employed with the Military Mission Italian Army.

Argeli	U.	--	224	Lira
De Marchi	O.	--	"	"
Welser	F.	--	"	"
Bartoli	B.	--	"	"
Riccardi	R.	--	"	"
Miconsi	A.	--	"	"

182-187

TOTAL 1,326 Lira

for Capt *Westerman*
 Camp Commandant,
 Mil. Mission Italian Army.

Field
 16th September 1946
 no.

5731

(18)

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/civ Pers/ 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Level Forces MIA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.
2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 46 1946.

Name Ricci, BorisClassification 2 Cat Sr. Supervisory II/F (Sr Admin Asst)Basic Pay 5980/8580 monthlyCost of Living Bonus 7930 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay Per M/Pd	G. L. B. Ser. P/F	Amount paid	
1/15 Aug 46	13 days	4290	2925	7215	
16/31 Aug 46	13 days	4290	2925	7215	14430
Re- adjustment	26 days	8580	7930	-	16510
					2080
REIMBURSEMENT DIFFERENTIAL					<u>2080</u>

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Land Forces MMTA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.
2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name Riccardi, RiccardoClassification 4 Cat qualified H/F (Interp. Typist)Basic Pay 3640/4420 monthlyCost of Living Bonus 7930 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay period	Time worked	Basic Pay for P/Pd	C. L. B. for P/Pd	Amount paid	
1/15 AUG 46	13 days	2145	3525	5670	
16/31 AUG 46	13 days	2145	3525	5670	11340
Re-adjustment	26 days	4420	7930	-	12350
					1010
REIMBURSEMENT DIFFERENTIAL					

5724

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 section Civilian Personnel

Ref/G-1/Civ Pers/ 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Land Forces MMIA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.
2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name MELI, Lucia
Classification 3 Cat Jr Supervisory H/F (Techn Interp)
Basic Pay 3120/4160 monthly
Cost of Living Bonus 7202 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay period	Time worked	Basic Pay \$ <u>1/Pd</u>	C L B. for \$ <u>Pd</u>	Amount Paid	
1/15 AUG 46	13 days	2290	3070	5360	
16/31 AUG 46	10 days	1760	2361	4121	9481
Re- adjustment	23 days	3680	6371	-	10051
					570
REIMBURSEMENT DIFFERENTIAL					

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

5728

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/civ Pers/ 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Land Forces MIA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.
2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name Panone MargotClassification 3 Cat Jr Supervisory H/F (Jr AdminAsst)Basic Pay 3120/4160 monthlyCost of Living Bonus 7202 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P/Pd	C. L. B. for P/Pd	Amount paid	
1/15 Aug 46	13 days	2525	3035	5560	
16/31 Aug 46	13 days	2525	3035	5560	11120
Re-adjustment	26 days	4160	7202		11362

REIMBURSEMENT DIFFERENTIAL

242727

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers, 201Date 9 September 46

SUBJECT: New Rate of Pay

TO : Land Forces MTA

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.
2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 46 1946.

Name Angeli, UmbertoClassification 3 Cat Jr. Supervisory H/E (Interp/Techn)Basic pay 4420/5980 monthlyCost of Living Bonus 7930 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P'd	C.L. Bonus P'd	Amount paid	
1/15 Aug 46	13 days	2695	3415	6110	
16/31 Aug 46	13 days	2695	3415	6110	12220
Re-adjustment	26 days	5980	7930	-	13910
					1690 ⁵⁷¹⁶
					<u>REIMBURSEMENT DIFFERENTIAL</u>

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

17

C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral".

Classification requested by..... Land Forces Sub Commission (MIA) Rome
(Sub-Commission or Section)

Employee's of applicant's name..... OSWALD DEMARCHI

Present job title & pay..... TYPIST/INTERPRETER

Proposed title..... Technical Interpreter

applications and one clerk who administers tests and keeps records. Refers applicants directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral.

Classification requested by..... Land Forces Sub Commission (MIA) ROME
(Sub-Commission or Section)

Employee's or applicant's name..... OSWALD DEMARCHI

Present job title & pay..... TYPIST/INTERPRETER

Proposed title..... Technical Interpreter

Job description..... 1. Employed under the direction of the Chief Clerk of C. Branch of this HQ.
2. Supervises the function of three other civilians employed within the same branch as Interpreter typists.
3. Translates all single page ITALIAN corres. for the Branch. Is used as interpreter by officers of the branch interviewing ITALIAN officers of all ranks visiting the HQ. For the rest is employed as typist in the branch.
NOTES: DEMARCHI has an excellent command of the English language. is an excellent typist who can, if necessary type in English from writer drafts and also from dictation. It is considered in fact that this employee is well worthy of regarding to the title proposed above.

Use back of sheet for addition remarks.

Date..... 13. September 46..... Signature..... Sub-Commission or Section Head.

Reference number.....

15

HEADQUARTERS ALLIED COMMISSION

M.I. Mission Italian Army.....
(SECTION)

A P O 384

Reference ... Camp 18

Date ... 12th September 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
from w.e.f. 16th September 1946

Name of Employee: SCHNEIDER IRMA

Classification : ADM. AID. ASST.

Wage Rate : 5050 plus C.I.D.

2. Employee is being dismissed for the following reasons:

- () ~~Ceased operation.~~
- () ~~Inefficiency.~~
- () ~~Insubordination.~~
- () ~~Dishonesty.~~
- () ~~SECURITY.~~
- (X) Reduction in staff.
- () Remarks.

3. Employee has been instructed to report to Civilian Personnel Section
..... for the purpose of obtaining required clearance.
(date)

5726

Name: J.A. Lewis CAPT.

Rank CAMP COMMANDANT M.M.I.A.

Title:

(15)

HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 22 August 1946

SUBJECT: *Employment of Civilians.*

TO : ~~Headquarters~~

1. Ref. your ~~request~~ dated 22 August 1946
2. Approval is given to the employment of FUERST Isolde
 as a Intery/Typist at a rate
 not exceeding 3120 Lire per ~~day~~ month. Plus CLS. 2730
lire
3. The minimum rate, which is 2600 Lire per ~~day~~ month, will
 be paid for the first seven days, and may be increased commensurate with em-
 ployee's skill and ability as set out in para. 2 above. It is policy of this Head-
 quarters, as determined by AFHQ. Administrative Memorandum No. 47, dated
 16th November 1944, that salaries of civilian employees will be increased gradual-
 ly, in accordance with their performance, rather than immediately increased to
 the maximum on completion of the fourteen day probationary period.
4. Your attention is directed to Office Memo. No. 15, this Headquarters,
 dated 1st August 1944.

Effective 2 Sept 46

57'3

Civ. Pers. Form 4
 Aug. 44

Martin E. Davy
 MARTIN E. DAVY
 Maj. - Infantry
 G-1 Civilian

S.C. for

Camp (14)

**HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 394**

Date 10 September 46

SUBJECT: Reclassification.

TO : LAND FORCES S/C

1. Reference your letter Form 2 dated 5 September 46

XXX 2. Approval is granted for the reclassification of MARGOT PANONE

to the status of Senior Administrative Asst. salary to

range from 3365 to 6360 ~~per day~~ per month.
Plus Cost of Living Bonus

Copies to ; ~~Internal security~~
File

Effective as of 16 September 46

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5

Aug 44

5708

Martin E. Davy
MARTIN E. DAVY
Maj. - Infantry
G-1 Civilian

to: M.M.I.A.

Camp (13)

(Incl. 1, Ltr Civ Pers/864 dtd 3 July 1945)

CIVILIAN EMPLOYEE'S LEAVE-APPLICATION FORM

NAME RANGHI ULDERICA

EMPLOYED BY MILITARY MISSION ITALIAN ARMY

DATE EMPLOYMENT BEGAN

Check one

Three boxes for leave type selection, the third is checked with an 'X'.

Requesting authority & Reason

Leaves taken, granted or requested (Show inclusive date)

From	to	Total Days	With Pay (W/P)	Without Pay (W-O/P)
9 Sept	18vSept	9 Days	With pay.	

Authorized by this HQ: [Signature] CAMP COMANDANT M.M.I.A.

(See Reverse Side)

(1)

1st Ind.

SUBJECT: Leave of absence for RANGHI ULDERICA

TO : M.M.I.A. Sub-Commission or Section

1. Leave with pay for 9 days commencing 9 to 18 Sept 1946 hereby authorized.

Date 12 Sept. 1946

5721

(To be submitted in duplicate)

CIV PERS FORM 17

July 45

MARTIN E. DAVY Maj. - Infantry Civilian

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN:

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

(Signed)

12

CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with per. III and V Office Memorandum No. 15, this Headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the Form. After completion the form should be brought to Civilian Personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. 4. A simple job description of the position of the interviewer (Junior Administrative Assistant "in Civilian Personnel" follows. Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files.

Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral.

Classification requested by... **LAND FORCES, SUB. COM. (MTR)**
(Sub-Commission or Section)

Employee's or applicant's name..... **VARNER, Ierra**.....

Present job title & pay..... **Interpreter/Typist**.....

Proposed title..... **Junior Administrative Assistant**.....

Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referrals.

Classification requested by... IAMP. FORGES. NB.COM. (NITA)
(Sub-Commission of Section)

Employer's or applicant's name..... VARNESI, Laura

Present job title & pay..... Interpreter/Typist

Proposed title..... Junior Administrative Assistant

Job description..... Processing files in conjunction with ARCHIVES A.C. Is responsible for typing and checking of all list of records submitted to ARCHIVES A.C. and also for withdrawal and handing in of any files between IIA & A.C.
ARCHIVES

Use back of sheet for addition remarks.

Date..... SEPT. 46..... Signature..... Alberto F. Morse, Lt Col.
Sub-Commission of Section Head.

Reference number..... 6/99/1

8443

HQ., RAAC.
Tel: 478674
Ref: FM/9/1/DIR
10 Sept 46

Subject:- Attempt theft of W.D. property.

CAF

CAF

HQ Comdt M.M.I.A. & ROME.

1. The appended extract from British Military Police Daily Incident Report dated 9 Sept 46 is forwarded for

Information and
Action as necessary.

2.

CAMP. COMMANDANT M.M.I.A.	
RECEIVED:	11.9.46
FILE No:	CAF/18
SEEN	<i>CAF</i>

S.H. Bond
Lt-Col,
Assistant Provost Marshal.
(S.H. Bond).

Serial No.	Time	Incident	Further act.
118	1950	Civil Police report in with three civilians namely <u>LUCIANI Danilo</u> , Viale Parioli 60, driver of a WD Dodge 3 ton No. L5693702, <u>DI FABIO Domenico</u> ; Via Primavalle Lotto 16 int. 73, and <u>PALMA Rodolfo</u> , Via Pietralata Lotto 10 int. 50 all employed by M.M.I.A. Super-Garage Rome, found involved in an attempt to steal a W.D. 3 ton canopy.	Civilians handed over to Civil Police. MTO MMIA informed. Sgt. PLUMRIDGE informed. J1 submitted. See Entry No. 119
119	2015	Ref Serial 118, No. 3248732 Cpl. MATHIESON MMIA Super Garage reports in	For information.

Serial No.	Time	Incident	Further act
118	1950	<p>Civil Police report in with three civilians namely LUCIANI Danilo, Viale Parioli 60, driver of a WD Dodge 3 ton No. L5693702, DI FABIO Domenico; Via Primavalle Lotto 16 int. 73, and PALMA Rodolfo, Via Pietralata Lotto 10 int. 50 all employed by M.M.I.A. Super-Garage Rome, found involved in an attempt to steal a W.D. 3 ton canopy.</p> <p>Ref Serial 118, No. 3248732 Cpl. MATHIESON MMIA Super Garage reports in to collect WD Dodge 3 ton No. L5693702.</p>	<p>Civilians handed over to Civil Police. MTO MMIA informed. Sgt. PLUMRIDGE informed. J1 submitted. See Entry No. 119</p>
119	2015		For information.

5719

O.K.M.P.

2166

RECEIVED 11 SEP 1948

(8)

HEADQUARTERS ALLIED COMMISSION

MIL. MISSION ITALIAN ARMY
(SECTION)

A P O 384

Reference Camp 18,

Date 10th September 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect
from 1st September 1946

Name of Employee: WGLF ADA

Classification : Int/Typist

Wage Rate : 4290 plus O.D.L.

2. Employee is being dismissed for the following reasons:

Ceased operation.

Inefficiency.

Insubordination.

Dishonesty.

Security.

Reduction in staff.

Remarks.

..... Private reasons.

3. Employee has been instructed to report to Civilian Personnel Section
..... for the purpose of obtaining required clearance.
(date)

Name: J. J. J.
Rank: CAPT.
Title: CAMP COMANDANT M.M.I.A.

(7)

SUBJECT :- Leave - Civilians.Land Forces Sub Comm. A.C.
(M.M.I.A.) RCMESept. 46TO : - Camp Commandant.

Sir,

I beg to submit this my application for 9 days
leave w.e.f. 9 September to included 18 September 46.
Trusting this will meet with your approval

Your faithfully

Raufi Ulderica

ULDERICA RANGHI

Interpreters Section

No department objection. *& recommended**Granted
A.H.**Lde Turner
Major*

Camp. 18. (6)

HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 6 September 1946

SUBJECT: ^{RE-} *Employment of Civilians.*

TO: *Land Forces M.M.I.A.*

1. Ref. your CC/6/1 dated 4 September 46

2. Approval is given to the ^{re/} employment of *AMANITI, Marcella*
as a *Interp/Typist* at a rate
not exceeding *4290* Lire per ~~day~~ month. (Plus Living Bonus)

3. The minimum rate, which is *1111* Lire per day/month, will be paid for the first seven days, and may be increased commensurate with employee's skill and ability as set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

5713

Effective as of 16 September 1946

Copy to : Internal Security.
File

Martin E. Davy

MARTIN E. DAVY
Maj. - Infantry
G-1 Civilian

Camp

5

HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 894

Date 5 September 46

SUBJECT: **Reclassification.**

TO : LAND FORCES S/C.

1. Reference your letter request dated 31 August 46

XXX 2. Approval is granted for the reclassification of MICOZZI ANLETO

Clerk to the status of Bookkeeper salary to

range from 2420 to 5500 per day, month. Plus cost living bonus

Effective as of 16 September 1946

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Copy to: ~~Internal Security~~
File

5715

Civ Pers Form 5
Aug 44

Martin E. Davy
MARTIN E. DAVY
Maj. - Infantry
G-1 Civilian

4

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

Camp

3 August 19 46

SUBJECT: Transfer

To : ~~British Motor Pool~~

1. Reference your letter 20/B/4/2: 4 dated 29 Aug 1946

2. Approval is granted for the transfer of SINDICI NUNIO

employed in British Motor Pool Sub-Commission, to N.M.I.A.

Sub-Commission (*).

3. Classification and wage rate to remain the same Greaser
(Grade)

at 125 to 140 lire per day/month plus 250 CLB.

R. M. UHLER
PROBATION
COMMISSIONER

Effective 29 August 46

(* No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections.

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
N.M.I.A. ✓
File

5711
Martin E. Davy
MARTIN E. DAVY
Major, Infantry
G-1 CIVILIAN

2

HEADQUARTERS ALLIED COMMISSION

111, Mission 1st SECTION
A P O 334

Reference Date
Camp 18 5th September 1946

SUBJECT: Dismissal of Civilian Employees.

TO : Civilian Personnel Section, (Room II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from

~~7 September 1946~~
Name of Employee:

Classification : GUARDIAN Adale

Wage Rate : Int/Tech

2. Employee is being dismissed for the following reasons:
4580 plus C.I.B.

- () Ceased operation.
- () Inefficiency.
- () Insubordination.
- () Dishonesty.
- () Security.
- () Reduction in staff.
- () Remarks.

Private reasons.

3. Employee has been instructed to report to Civilian Personnel Section
..... for the purpose of obtaining required clearance.
(date)

Name: *A. J. Lewis*
Rank:
Title: **CAMP COMMANDANT M.M.I.A.**

SUBJECT : Civilian Employees

(3)

LAND FORCES SUB COM, A.C. (MCTA)

CC/6/4

H. Sep 46

TO : C-1 (Civilian Personnel)

1. This HQ is desirous of employing one civilian (male or female) as a typist and general clerk.
2. This person would replace one civilian leaving the employ of this HQ at the end of this week (GUERREY Avole).
3. Request that applicants, who should be good typists with a knowledge of office routine, please be sent to Room 48, 7th Floor, for interview.

ABC/cc

W. O. 1,
W.O. 1,
R.A.S.C.
Chief Clerk M.M.I.A.

Copy to : Camp Commandant MCTA ←

57.3

1

Subject: Civilian Employees

Land Forces Sub Comm A.C.
M.M.I.A. R O M-E.
ME/24/31

5 Sept 46

To : Camp Commandant.

ADELE GUARNERI

I : Please note that:

The above mentioned civilian typist ceases to be employed by this office w.e.f. 12.00 hrs. 7 Sept. 46.

A E Mockridge Cpt

A. E. MOCKRIDGE. Capt.
for Lt.-Col.
Assistant Director of Mechanical Engineering.
M.M.I.A.

0 8 2 0