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B-19 A SCHOOL OF ADMIN. + WELFARE

1144  
1172

Oct. - Dec. 1946

Subject : Coursiers C.A.I.C. 1944

12 H. L. U.  
C. H. P.

(Tel : 4001 42001 Ext : 245)

G. 19

6 December 1946


To : Comandante  
Scuola Centrale Militare Servizi ed  
Assistenza,  
Rieti.

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Ref. your H. 351/Add. 61 prot. dated 5 November 1946.

1. It is regretted that it is impossible to trace any records showing results of courses at C.M.T.C. Desio in 1944.
2. However, as far as known, the officers listed in your above mentioned letter obtained satisfactory results.

33/1/46

  
Lt. Col.  
C.S.

BEST COPY POSSIBLE

CENTRAL MILITARY SCHOOL - ADMINISTRATION  
 - Training Office -

RIETI 25 Nov. 1946

Nº 2051/Add.

Subj.: - Courses by the C.M.T.C. of Benevento.-

To the 12 B.L.U.

Contr. Subcommission

R O M E

The following Officers, belonging to this School, have attended an Administration Course by the C.M.T.C. of Benevento during the year 1944:

- L.Col. GACHET Edoardo;
- Major AIELLI Amerigo
- Capt. CAPOZZA Gaetano.-

This School with the object of compiling the confidential report of the above Officers has applied to the H.Q. of the Central Military Schools but the Rear Party of above H.Q. has answered - with letter 03/27125/Ris. of the 17.11.1946 - that no data referring to the results obtained by the above Officers is available by the Cent. Milit. Schools.

You are kindly requested to supply the above data if possible.

The L.T.Col. Comm. the SCHOOL  
 (Edoardo GACHET)

72  
 1171

COMANDO SCUOLE CENTRALI MILITARI  
Training Office

N° 01/9565/Add.Ftr.

ROME 12/10/1946

Subj.: - Psychological Methods.

To the 12 B.L.U.

R O M E

Ref.lett.AQ/9A/4026 of the 27 September.

With reference to the wish expressed by Colonel Gachet to form a Psychological Section at the Administration and Welfare School, even considering the Psychological Teaching as essential, I am against the formation of an independent Section running special Courses of Psychology."

According to my opinion the teaching of the above science should be inserted in the program of the Courses for "Men management".

To improve the system for a better selection of the Personnel and make it more efficient is not a task considered among those assigned to this Commando, anyhow my opinion is that the training of the Personnel responsible for the selection of the Recruits could be done by special Courses to be run by the School of Administration & Welfare. In such Courses the Psychological teaching could be more extensively and conveniently imparted.

The W.E. worked out by Colonel Gachet for the Psychological Section, with very few changes, could be conveniently applied to Courses for the Personnel destined to the Selection of the Recruits.

The attached proposals (to be returned please), dealing with the organisation of above Courses were forwarded by this H.Q. to the S.M.E. on the 13 March 1946 and could be taken once more into consideration.

G. S. O. I	
G. S. O. III	
IAA & IAG	
Instr. Company	
Instr. B. E.	
Instr. B. Sigs	
Instr. Inf.	
Instr. Artillery	
Instr. P. & M.	
ROME	

25 OCT Entd. 1946 G19.

The GENERAL IN COMM.  
 (Ercole RONCO)

TO the C ANDO SCUOLE CENTRALI MIL.  
CESANO DI ROMA

Subj.: - Selection of Recruits.

The Course for the Selection of the Recruits was run at Benevento from the 1st to the 8th March 1946.

Instructor: Major PIKE Chief of Selection Center of Benevento.

Work done by the Instructor:

- Detailed study of rules given in the pamphlet attached to letter n° 195/c - 18 January 1946 of the S.M.R.E. - Segreteria Generale Ufficio Traduttori. (recapitulated in enclosure n° 1)
- Distribution of the rules to be followed during the examination.
- General instructions for the organisation of the above Service by the Italian Army. (Encl. n° 2)

Having been requested I have forwarded:

- A scheme of a "Formulary of qualification" similar to that used for the British Army;
- a Memorandum referring to the program to be followed for the Selection of Personnel in Italy (Enclosure n° 3).
- a Memo about the time required to get ready to start the above Selection (Enclosure n° 4)

All the documents forwarded have been previously approved by the Instructor. They must be considered definitively as the result of examinations given at the end of the Course.

(TEN. COLONELLO  
(Vittorio VASSALLO)

Enclosure n° 1

summary of the rules for the Selection of Personnel followed by the British Army.

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1° - Synthesis of the procedure:

- a) Determination of the "Type of work" (T.R. in the English text) for which the Recruit shows a particular aptitude;
- b) Assignment of a Recruit to the Arm or Service according to the "Type of work" decided for same.
- c) Suggesting of the specialisation for which the Recruit should be trained according to the particular aptitude shown by same.

2° - In particular:

a) Determination of the "Type of work"

Nearly all the Arms and Services have in common many tasks. All the tasks assigned to the soldiers can be divided in a few large groups (9 in England) and for each of same a MINIMUM LEVEL of EMPLOYMENT will be established corresponding to the particular importance of the following factors:

- category of ability : to be decided by a medical board
- group of selection : to be decided after 5 written examinations
- grade of culture : to be decided according to certificates in possession of the recruit.
- fighting spirit : resulting from the preliminary examination.
- capability of improvement : resulting from the preliminary examination.
- Leadership : resulting from the preliminary exam.
- "desiderata" of the recruit : to be specified in the "Formulary of qualification" and controlled during the preliminary examination.

b) ASSIGNATION

- Arms and Services will communicate to Ministry of War the number of Personnel requested according to the different "Types of work";
- the Selection boards will transmit to the War Ministry the "Formulary of qualification" of each Recruit that has been examined and will propose for each of them three "Types of work" (within the first two weeks of preliminary training)



- 3 -

- recapitulate the examination and point out all the essential or the exceptional characteristics of the examined.
- f) After the examination the Officer formulates three Types of Work for which he thinks the Recruit is particularly apt.
- g) All the data are then inscribed in column H of the "Formulary of qualification" to be sent to the Ministry of War for the assignation.
- h) The Ministry of War in accordance with the requests and the possibilities, using MECHANICAL MEANS (Hollerith Machines), will assign each of the recruits, fit for a certain Type of Work, to the Arm or Service that have requested them.  
The assignation is possible because for each recruits 3 Types of Work have been given.
- i) The Ministry of War returns the Formulary to the Officer in charge for the Selection who fills up column J suggesting one of the specialities comprised in the training proposal.
- 1) At the end of the preliminary training (4 weeks), the Training Office concerned decides the results obtained by the recruit in the above Proposal of Training classifying with:

- 1 the best ones
- 2 the sufficient ones

The above classifications are inscribed in column K  
The Recruit with its "Formulary of Classification" is then posted to the Regiment.

- l) The Training Office of the Regiment, after one month of training classifies again the soldier using the same system as above.
- m) A new classification must be done after one month of permanence by the Combat G.U. to which the soldier has been posted.
- n) The "Formulary of Qualification" so completed are returned to the Ministry of War to be used as material of study for the improvement of the entire system of Selection. 1167

Note : In Italy responsible for the qualification will be :

- for the first period of 4 weeks / Training Office of C.A.R.<sup>e</sup>.
- for the second period of 4 weeks : Training Office of the C.A.Rs or the Schools.
- for the third period of 4 weeks the Regiment by which the soldier is serving.

- 2 -

The Ministry of War returns to the Selection Boards (within the fourth week) the "Formularies of qualification" indicating for each man the Arm to which he has been assigned for the training according to one of the three "Types of Work" proposed.

- c) At the end of the fourth week of training the Selection Boards will send the recruit to the Unit for the second period of Training - 4 weeks - and will point out the specialisation of the "Type of work" for which the recruit has been found to be particularly apt.

The "Type of work" (after which the War Ministry has decided the assignment) must be considered as definitive while the suggesting of specialisation (see parag. c) is not so.

### 3) SELECTION.-

- a) The Recruit will undergo a medical examination with a view to decide its category (In England there are 12 categories; from A1 to C3);
- b) As soon as the category is decided, the Recruit will compile columns A-B-C-D of the "Formulary of qualification" assisted by the NCO in charge;
  - Column A: Name, Surname, etc.
  - " " B: Grade of culture
  - " " C: Trade as a civilian
  - " " D: Other activities
- c) The Recruit will undergo five written examinations. A certain number of points assigned to each examination will establish a particular classification. The total of the five classifications decides to which of the 6 Selection Groups the Recruit must be assigned.
 

For the normal conscription in the British Army it is not considered necessary to submit the Recruits to individual examinations.
- d) All the data as per above Paragraphs will be transcribed on the "Formulary of Classification".
- e) The Officer in charge of the Selection, using the "Formulary" (see parag. d) will question each Recruit during twenty minutes and then he will:
  - specify in column A to which Arm or Service the Recruit prefers to be assigned;
  - decide the grade of culture (with a special sign on column B)
  - verify the civilian trade of the recruit
  - inquire if the recruit can drive a motor vehicle or not.
  - decide about the Fighting Spirit
  - decide if there is any possibility that the recruit will improve in the new tasks assigned to him
  - find out if the recruit has any disposition to Leadership

ENCLOSURE N° 2Explanations:

Major PIKE has reckoned:

- for the Personnel in charge of the Selection by the C.A.Rs (12 C.A.Rs)  
2520 men to be selected by each C.A.R.  
Necessity to complete the Selection within the first two weeks of preliminary training so that the War Ministry may be allowed 15 days time for the assignation;
- premises : according to the experience made by the the British it is advised to put not more than 30 men in each room during the written examinations

If the number of the recruits to be examined by the C.A.Rs should augment, the personnel in charge of the Selection should be augmented accordingly.

Major Pike is of the opinion that owing to the experience made by them during 4 years the individual examinations are useless for the Selection of a contingent of recruits. Personnel for same has not been reckoned.

1165

ENCLOSURE No 2

CENTER FOR THE SELECTION OF PERSONNEL  
BY THE MINISTRY OF WAR

1	Recruits Selection Section	1	Section for per sonnel
2	Regulations Section	2	Various Offices Section.
3	Various tasks	3	Materials Section

12 Pers.Select.Centers -C.A.R.

Personnel Selection Center (C.A.R.)  
Senior Officer Chief of Selection Center

Medical Officer Chief of medical Center	8 Officers for the Selection	14 NCOs for the Selection	Clerks
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PREMISES:

- Offices : 1 for the Chief , 1 for the Medical Chief , 1 for the NCOs , 1 for the Clerks
- 5 small rooms for the examinations
- 4 bigger rooms for the collective examinations. 30 men - sitting, and sufficient distant from eachover to avoid copying.-

Work to be done:

- 1 - ~~to~~ prepare the questions for the collective examinations - 2) ~~to~~ prepare the "Formularies of Qualification" - 3) ~~to~~ prepare the minimum levels of employment
- 4) ~~to~~ find out and decide the various Types of Work (Conference attended by ~~the~~ Experts off all Arms) - 5) Conference attended by Experts of all Arms and by Medical Officers to decide about the types of aptitude.-

PROGRAM OF SELECTION:

- |                   |  |                            |
|-------------------|--|----------------------------|
| Weeks of Training | Procedure by the C.A.Rs  | Proc.by the W.M.           |
| 1                 | proposals of assignation for the 1st half of the contingent of Recruits.   | Verify the requests        |
| 2                 | As above for the 2nd half  |                            |
| 3                 | ..... )  | Assignment of the Recruits |
| 4                 | On reception of the assignation by the W.M., the suggestion for the 2nd Type <del>of</del> Work must be inscribed in Form J. Everything forwarded to the Regiment so that it gets there 48 hrs. before the arrival of the soldier. |                            |

PROBLEMS:

For the recruiting of Reserve Officers - See and study what is done in England and report to the Italian Authorities.  
 (Methods of selection, Individual inclinations - formation of a consultative Board)  
 Selection of Personnel for the Selection Centers - Course of psychology -duration 15-20 days - for 12 Chiefs of C.A.Rs Centers to be followed by one of the Universities.  
 Selecting Machine for the assignations to be done by the W.M.

ENCLOSURE N° 3Memo. for Major PIKE

premisses

- a) it is supposed that the Selection <sup>should</sup> be done for the recruits of the time of peace coscription (120.000 to be divided in 4 months periods)
- b) Everything must be begun from the scratch
- c) It is supposed that all the material difficulties will be easily overcome. (stationery, typewriters, Offices, etc.)

ORGANISATION OF THE WORK TO BE DONE

- 1) COURSE for Officers to be instructed as Chief of a C.A.R. Center. (1 Officer for each C.A.R.)
- 2) Course for NCOs - Capable to train and coach the other NCOs of the C.A.Rs ( 1 NCO for each C.A.R. )
- 3) Course for Medical Officers to become Chiefs of C.A.R. Center; ( 1 Medical Officer for each C.A.R. )
- 4) Compilation and printing <sup>of documents</sup> necessary for the 5 written examinations for the assignation to the Selection Groups.
- 5) Compilation and printing of the "Qualification Formulary" or any other document.
- 6) Course for the training of personnel for the regimental service of the C.A.Rs.
- 7) Successive Selection of groups of soldiers already trained.
- 8) Compilation - according to the results of N°6 - of the "minimum levels" for each task; 1162
- 9) First essay of Selection of a certain number of Recruits; -  
- to be done in the same time as what above -;  
a) setting up of the Central Organ of Selection.  
b) setting up of the Central Assignation Organ of the Recruits after the Selection.

FOR THE MEDICAL SIDE

- 1) Establish the W.E. of <sup>the</sup> specialized Medical Officers that will form the Recruiting Board - for the compilation of the "Grade of category";
- 2) Decide if Recruiting Medical Board

- 2 -

- 2) decide if the Recruiting Medical Board will assemble by the C.A.Rs or by the Recruiting Centers (number of specialised Medical Officers necessary);
- 3) compile a list of the physical imperfections (divided accordingly to the different Types of Work requested), that are not against the acceptance of the recruit for Service.
- 4) The Chief of Medical Center of the M.A.R. (see No 3 above) will:
  - a) give to the Medical Recruiting Board the right idea of what must be done;
  - b) decide after the recruiting about the real physical conditions of the recruit and establish the "Grade of category";
  - c) give psychiatric advice to the Board of Selection.

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1161

ENCLOSURE N° 4

Estimate of the time necessary for the setting up of the  
" Selection of Recruits "

Forword It is absolutely necessary ~~XXX~~ for the general organi-  
sation that at the beginning of the Courses (5th week)  
the British text of examination, schemes of each Train-  
ing proposal, etc. should be available.  
It is advisable that the assignation (on trial) of the  
soldiers already posted to the Regiment should be done  
with mechanical means (Hollerith).

- 
- A) Beginning of first week: 11 March 1946
- B) 1st week (report on Course  
(proposals accordingly  
orders to be imparted
- C) 2+3-4th week (Selection of personnel for the C.A.Rs  
(appointment of Boards - Arms, Services, Medical--  
(work to be started by the above Boards to decide  
about the training proposals and relative medical  
"Grade of category".
- D) 5 - 6th week (Course for Chiefs of C.A.Rs Selection Centers  
(continuation of preparatory works by Boards
- E) 7 - 8th week (Universitary Course for Chiefs of Selection  
Centers (C.A.Rs) /  
(continuation of wrks by the Boards; medical  
schemes for each training proposal (ability)
- F) 9-10-11-12th week (Drawing up by the Boards under the direction of  
the Chiefs of Center: of:  
( 1 - Training proposals a), medical schemes for  
each proposal b)  
( 2 - grades of culture (definition and points)  
( 3 - Texts of examination and points (collective  
examinations)  
( 4 - Formulary of Qualification
- G) 7 weeks ( Printing of texts and formularies
- H) 3 weeks Course for the remaining Personnel of the C.A.Rs
- I) 8 weeks ( Examination of 4000 soldiers already at the Re-  
giments to:  
a) establish the minimum levels for each train-  
ing proposal



ENCLOSURES N° 3 & 4Specifications:

- the Memorandums have absolutely no reference to what may have been done previously in Italy for the Selection of a contingent of recruits;
- the times have been reckoned considering the fact that no experiences have been done by us previously so that the work must be started from the very beginning;
- in the Memorandums the different problems have been set in natural order of sequence;
- Memorandums are only for information;
- The number of soldiers under-Arms to be examined to work out the proposals of training have been fixed by Major Pike.

ENCLOSURE 5

Recapitulation of the instruction to be given with reference to the Memos.-

=====

- == Ask the British War Office for
  - texts, for the collective examinations, used by the British Army;
  - Minimum levels and technical & medical schemes compiled by the British Selection Offices;
  - if possible Hollerith Selecting-machines
  
- == Decide about the Medical Boards (how many specialists?);
  - decide if the medical examination must be done by the C.A.Rs or by the Recruiting Centers;
  - establish their power of decision in matters of grading, revision, etc. to avoid excessive movements, crowding of hospitals, etc.
  
- == Compile a scheme of medical certificate for the assignation to the "grade of category"
  - divide in groups, according to their characteristics, those physical imperfections that are not completely against the Service
  - Appoint the Chiefs of Medical Centers for the C.A.Rs.
  - appoint Technicians to establish the grade of category for proposal of training - 1 adviser for each Arm or Service or a restricted and single Board for all the Arms and Services?
  - appoint a person or a restricted Board to collaborate to the works to be done during the 9-10-11-12th weeks.
  
- == Appointment of a restricted Arm and Service Board to decide - after having heard the opinion of the Medical Officer - about:
  - training proposals for every Arm or Service (technical schemes, medical schemes)
  - Selection of personnel in charge of the Selection by the C.A.Rs
    - a) immediately: 1 Senior Officer and 1 senior NCO
    - b) in a second time: the remaining Personnel
 For the above Personnel it is requested that they have:
    - served for a long period in the Army with a very good qualification\*
    - the necessary grade of culture (diploma for the Officers, 2nd class diploma for the NCOs)
  
- == Ask Professor Baniisoni ? (Istituto Nazionale delle Ricerche) to held a Course of psychology (about 15 days) for the Chiefs of C.A.Rs Centers and Chiefs of C.A.Rs Medical Centers. Before starting the Course it must be decided if the individual

- 2 -

examination are going to be applied in our Army - such examination are considered superfluous in the British Army for the recruits.

- == The C.A.Rs will see to the assignation of premises for the Selection of Personnel and eventually of premises for the Medical examination of the Recruits.
- == The ~~STATE~~ personnel for Central Selection Office will be appointed by the War Ministry
  - setting up of Offices and later on:
  - printing of texts, formularies, etc.
  - posting of 4000 men for the Selection experiment.-

1156

E

SUBJECT: War Establishment, School of Administration and Welfare

(3)

12 H. B. B.  
C. H. P.

(Reference APO 61 1st 245)

G. 19  
23 October 1946.

TO: H.Q.  
Land Forces G.H. Com. A.C.  
M.I.A.

Copy to: H.Q. Central Military Schools (less Appendix A)

1. Herewith 3 copies of proposed war E.S. for the School of Administration and Welfare at Rieti.
2. This proposal supersedes that forwarded to H.Q. M.I.A. under this E.S. G. 19 dated 7 Oct. 46.
3. The School of Administration and Welfare is the only Italian unit at Rieti, and therefore it has to be self-contained as well to perform any garrison duties. One senior N.C.O., one junior N.C.O., and one private are requested for garrison duties.
4. The proposal to use civilian personnel for fatigue duties is reiterated. In this way any O.N.'s can be dispensed with.

1154

1 Lt - Col.  
C.S.

1155

WCC/10.

APPROVALS

2154

Approved for the Board of Administration and Finance

Signature

Signature

Account	(a) Direct	(b) Indirect	(c) Indirect	(d) Indirect	(e) Indirect	(f) Indirect	(g) Indirect
Executive (11 total)	1	1	1	1	1	1	1
Advisory	1	1	1	1	1	1	1
Engineer	1	1	1	1	1	1	1
Junior Technical Officers	1	1	1	1	1	1	1
Asst. Engineer	1	1	1	1	1	1	1
Technician	1	1	1	1	1	1	1
Technician (1st Class)	1	1	1	1	1	1	1
Technician (2nd Class)	1	1	1	1	1	1	1
Technician (3rd Class)	1	1	1	1	1	1	1
Technician (4th Class)	1	1	1	1	1	1	1
Technician (5th Class)	1	1	1	1	1	1	1
Technician (6th Class)	1	1	1	1	1	1	1
Technician (7th Class)	1	1	1	1	1	1	1
Technician (8th Class)	1	1	1	1	1	1	1
Technician (9th Class)	1	1	1	1	1	1	1
Technician (10th Class)	1	1	1	1	1	1	1
Technician (11th Class)	1	1	1	1	1	1	1
Technician (12th Class)	1	1	1	1	1	1	1
Technician (13th Class)	1	1	1	1	1	1	1
Technician (14th Class)	1	1	1	1	1	1	1
Technician (15th Class)	1	1	1	1	1	1	1
Technician (16th Class)	1	1	1	1	1	1	1
Technician (17th Class)	1	1	1	1	1	1	1
Technician (18th Class)	1	1	1	1	1	1	1
Technician (19th Class)	1	1	1	1	1	1	1
Technician (20th Class)	1	1	1	1	1	1	1
Technician (21st Class)	1	1	1	1	1	1	1
Technician (22nd Class)	1	1	1	1	1	1	1
Technician (23rd Class)	1	1	1	1	1	1	1
Technician (24th Class)	1	1	1	1	1	1	1
Technician (25th Class)	1	1	1	1	1	1	1
Technician (26th Class)	1	1	1	1	1	1	1
Technician (27th Class)	1	1	1	1	1	1	1
Technician (28th Class)	1	1	1	1	1	1	1
Technician (29th Class)	1	1	1	1	1	1	1
Technician (30th Class)	1	1	1	1	1	1	1
Technician (31st Class)	1	1	1	1	1	1	1
Technician (32nd Class)	1	1	1	1	1	1	1
Technician (33rd Class)	1	1	1	1	1	1	1
Technician (34th Class)	1	1	1	1	1	1	1
Technician (35th Class)	1	1	1	1	1	1	1
Technician (36th Class)	1	1	1	1	1	1	1
Technician (37th Class)	1	1	1	1	1	1	1
Technician (38th Class)	1	1	1	1	1	1	1
Technician (39th Class)	1	1	1	1	1	1	1
Technician (40th Class)	1	1	1	1	1	1	1
Technician (41st Class)	1	1	1	1	1	1	1
Technician (42nd Class)	1	1	1	1	1	1	1
Technician (43rd Class)	1	1	1	1	1	1	1
Technician (44th Class)	1	1	1	1	1	1	1
Technician (45th Class)	1	1	1	1	1	1	1
Technician (46th Class)	1	1	1	1	1	1	1
Technician (47th Class)	1	1	1	1	1	1	1
Technician (48th Class)	1	1	1	1	1	1	1
Technician (49th Class)	1	1	1	1	1	1	1
Technician (50th Class)	1	1	1	1	1	1	1
Technician (51st Class)	1	1	1	1	1	1	1
Technician (52nd Class)	1	1	1	1	1	1	1
Technician (53rd Class)	1	1	1	1	1	1	1
Technician (54th Class)	1	1	1	1	1	1	1
Technician (55th Class)	1	1	1	1	1	1	1
Technician (56th Class)	1	1	1	1	1	1	1
Technician (57th Class)	1	1	1	1	1	1	1
Technician (58th Class)	1	1	1	1	1	1	1
Technician (59th Class)	1	1	1	1	1	1	1
Technician (60th Class)	1	1	1	1	1	1	1
Technician (61st Class)	1	1	1	1	1	1	1
Technician (62nd Class)	1	1	1	1	1	1	1
Technician (63rd Class)	1	1	1	1	1	1	1
Technician (64th Class)	1	1	1	1	1	1	1
Technician (65th Class)	1	1	1	1	1	1	1
Technician (66th Class)	1	1	1	1	1	1	1
Technician (67th Class)	1	1	1	1	1	1	1
Technician (68th Class)	1	1	1	1	1	1	1
Technician (69th Class)	1	1	1	1	1	1	1
Technician (70th Class)	1	1	1	1	1	1	1
Technician (71st Class)	1	1	1	1	1	1	1
Technician (72nd Class)	1	1	1	1	1	1	1
Technician (73rd Class)	1	1	1	1	1	1	1
Technician (74th Class)	1	1	1	1	1	1	1
Technician (75th Class)	1	1	1	1	1	1	1
Technician (76th Class)	1	1	1	1	1	1	1
Technician (77th Class)	1	1	1	1	1	1	1
Technician (78th Class)	1	1	1	1	1	1	1
Technician (79th Class)	1	1	1	1	1	1	1
Technician (80th Class)	1	1	1	1	1	1	1
Technician (81st Class)	1	1	1	1	1	1	1
Technician (82nd Class)	1	1	1	1	1	1	1
Technician (83rd Class)	1	1	1	1	1	1	1
Technician (84th Class)	1	1	1	1	1	1	1
Technician (85th Class)	1	1	1	1	1	1	1
Technician (86th Class)	1	1	1	1	1	1	1
Technician (87th Class)	1	1	1	1	1	1	1
Technician (88th Class)	1	1	1	1	1	1	1
Technician (89th Class)	1	1	1	1	1	1	1
Technician (90th Class)	1	1	1	1	1	1	1
Technician (91st Class)	1	1	1	1	1	1	1
Technician (92nd Class)	1	1	1	1	1	1	1
Technician (93rd Class)	1	1	1	1	1	1	1
Technician (94th Class)	1	1	1	1	1	1	1
Technician (95th Class)	1	1	1	1	1	1	1
Technician (96th Class)	1	1	1	1	1	1	1
Technician (97th Class)	1	1	1	1	1	1	1
Technician (98th Class)	1	1	1	1	1	1	1
Technician (99th Class)	1	1	1	1	1	1	1
Technician (100th Class)	1	1	1	1	1	1	1
Total Officers	7	3	4	5	7	10	6

- (1) Positions of the 'Officers' also described by the position codes for administration and operations are advisory only, positions and responsibilities, but do not include administrative functions and do not include the board in general.
- (2) List of total Officers will also be final distribution.
- (3) Also not official copies.



TABLE 1.1.1. - 1952.

Detail.	Jan. 1, 1952.	1952.	December	Increase
Telephone Operators	1	3	1	1
Cooks (U.S. Cookhouses)	1	1	1	1
Drivers	1	10	1	1
Motorcyclists	1	1	1	1
Cooks - Officers Mess	1	1	1	1
Cooks - H.Q. Mess	1	1	1	1
Waiters Officers Mess	1	1	1	1
Waiters H.Q. Mess	1	1	1	1
Batman - Officers (1)	1	1	1	1
" Selected Officer (1)	1	1	1	1
Glenn	1	1	1	1
Tailer	1	1	1	1
Cobbler	1	1	1	1
Barber	1	1	1	1
Coy Messman	1	1	1	1
Kitchen Messman	1	1	1	1
Barred Store Messman	1	1	1	1
Bath orderly	1	1	1	1
U.S. Man for Standards in Offices	1	1	1	1
in City	1	1	1	1
1st Aid and S.S.	1	1	1	1
Messenger	1	1	1	1
Electrician	1	1	1	1
Carpenter	1	1	1	1
Plumber	1	1	1	1
Wagon	1	1	1	1
Military Police	1	7	8	1
Reserve U.S. Man (3)	2	10	12	10
Orderly for maintenance of hygiene baths	1	1	1	1
Orderly for maintenance of 'dry stores for each section	1	1	1	1
Local Garrison S.	1	1	1	1
	4	127	61	1152

- (1) 1 per each senior officer and 1 per four junior officers.
- (2) 1 per six students.
- (3) To take the place of personnel on leave, in hospital etc.

Total Increase of Personnel.

	Increase	Decrease
Officers	1	1
H.Q. Co.	1	1
Jan. H.Q. Co.	5	1
Pts	55	1

Subject: ...

12 ...

(Total: ...)

G. 12

October 1946

To: ...

Copy to: ...

1. Reference telephone conversation Major ...
2. ...
3. The problem could be in many ways solved, if civilians could be used in ...
4. A proposal has been made to create a special training office for the reception, maintenance and use of students.
5. The special office ...

1151

Handwritten signature and initials



Appendix 'A'

Appendix 'A' for School of Administration & Welfare. Cooperative Tables.

Category

Detail

Proposed P.E.

Positions on old P.E.

Positions on old W.P.

• 1. 500  
 • 2. 500  
 • 3. 500  
 • 4. 500  
 • 5. 500  
 • 6. 500  
 • 7. 500  
 • 8. 500  
 • 9. 500  
 • 10. 500  
 Total

✓ Commander (Lt. Col.)	1 - - - - -	1	---	---
✓ Deputy Commander (Maj.)	1 - - - - -	1	---	---
Jr. Assistant Officers	3 - - - - -	3	1	---
Adm. Officer	1 - - - - -	1	---	---
Instructors Sec. Officers	- - 1 - 1 1	3	---	1
Instructors Jm. Officers	- - 1/2 1 6	16	---	3
Non. Instructors (1/2 1/2)	- - - 2 - -	2	---	---
(Unit Medical Officer)	1 - - - - -	1	1	---
✓ Co. under H. S. Coy	- 1 - - - -	1	---	---
2. ✓ Subalterns H. S. Coy	- 2 - - - -	2 + 1	1	---
<del>Adm. Officer for students</del>	- - - - - 2	2	2	---
✓ No. 1. Chaplain				
Total Officers	7.3.5.4.5.9	33	5	1150

+ chaplain

① Welfare Section too many staff?

② no unit medical officer

③ 2 for assistant officers

1 Coy capt

<u>Position</u>	<u>N.S.</u>	<u>N.S. Coy</u>	<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>Total</u>	<u>Increase</u>	<u>Decrease</u>
Instructors	-	-	-	-	-	15	15	-	3
Accountants <i>for HQ Coy</i>	-	1	-	-	-	-	1	-	-
Typists	-	2	-	-	-	-	2	-	-
Stenographers	-	1	-	-	-	1	2	-	-
Officers' Mess	-	1	-	-	-	-	1	-	-
WCOs' Mess	-	1	-	-	-	-	1	-	-
Medical Assistant	-	1	-	-	-	-	1	-	-
Training Office	1	-	-	-	-	-	1	1	-
Adm. Office	1	-	-	-	-	-	1	1	-
M.T. N.S.S.	1	-	-	-	-	-	1	1	-
Section N.S.C.s	-	-	1	1	1	1	4	4	-
Barack Stores	1	-	-	-	-	-	1	1	-
Notice Stores	1	-	-	-	-	-	1	1	-
<del>Reception of students</del>	1	-	-	-	-	-	1	1	-
<i>Garmon NCO</i> <del>Chief Clerk</del>	1	-	-	-	-	-	1	1	-
<del>Pay &amp; Adm. Clerk</del>	1	-	-	-	-	-	1	1	-
<b>Total N.S.C.s</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>38</b>	<b>12</b>	<b>3</b>

1149

*x temporary*

Appendix 'A'

Junior N.C. Co & Private

	Corporals	Privates	Increase	Decrease
Telephone Operators	1	3	2	-
Cooks (0.5 in cook-house)	1	3	5	-
Drivers	1	10	6	-
D.M.	-	2	1	-
Cooks - Office mess	-	6	1	-
NCOs mess	-	3	1	-
Officers Office mess	-	6	1	-
NCOs mess	-	3	1	-
Balcony - Officers (1)	-	2	20	4
Students (2)	-	16	9	-
Class	-	2/10	-	-
Volunteers	-	1	-	-
Coaching	-	1	-	-
Lawyers	-	2	-	-
University students	-	1	1	-
Stewards - national	-	2	2	-
- Westgate stores	-	2	1	-
Field Dr only	-	1	1	-
Greenwood priorities (50)	-	3	4	-
N.C. Office (40)	-	1	1	-
N.C. (20)	-	2	4	-
N.C. Coy	-	2	4	-
First Aid & P.A.C.	-	1	2	-
Ballists	-	1	2	-
Muleteers	-	1	4	-
Electricians	-	1	1	-
Carpenters	-	1	1	-
Plumbers	-	1	1	-
Mess	-	1	1	-
Billiard tables	-	1	1	-
Reserve on loan (3)	1	10	8	-
Maintenance of Hygiene	2	10	10	-
decontamination labels	-	1	1	-
Maintenance of big stores	-	1	1	-
Glenn Turner	-	1	1	-
Garrison clubs	-	1	1	-
<b>Total</b>	<b>10</b>	<b>123</b>	<b>106</b>	<b>5</b>

1148

Total increase in N.C.  
 Officers - 1  
 Senior P.C.Os - 2  
 Junior P.C.Os - 6



Enclosure No. 1

ASSISTANCE AND SERVICE SCHOOL  
- Training Office -

IMPROVEMENT OF THE W.E. FOR THE ASSISTANCE & SERVICE SCHOOL.

- A. The above W.E.s being absolutely inadequate to the necessities of the School have created such difficulties that it has been impossible to avoid for the past.
- B. The deficiencies of the W.E. are the followings:

SCHOOL H.Q.

The number of the Courses and their particular character requires a special training Office, dealing with all the different questions belonging to the training. The Training Office has been included in the W.E.

HYGIENE SECTION.

The two Medical Officers Instructors can not do the Regimental Medical Service as well, especially because from the School depends the whole garrison of Rieti. (considering that Rieti is the Chief Place of the Province)

H.Q. COY.

One Comm. and one subaltern Officer foreseen by the W.E. are not sufficient, one subaltern more, dealing with the regimental service, should be granted at least.

REGIMENTAL OFFICERS FOR THE PERSONNEL ATTENDING THE COURSES.

The Officers Instructors cannot possibly do the Regimental Service as well. Two more officers should be included in the W.E. (One each for the personnel of the H.Q. and Office Section and one for the Welfare Section)

N.C.Os

Owing to the fact that recently the School has been given the autonomy, new Offices had to be instituted so that it is necessary to increase the W.E. accordingly (see para C)

Three more N.C.O.s are urgently wanted besides (Hygiene, Services and Welfare Sections) for the care and maintenance of the increased training materials, for the correspondence and for the requirements of the various Sections.

TROOP.

A minimum of personnel is required for the daily Services and for the numerous works that are being done. The actual personnel is scarcely sufficient to get on with the cleaning of the barrack only excluding all the other premises that need badly to be kept in order. In fact the barracks covers an area of 12.000 square meters with about 5000 sq.m of buildings (400 premises). More personnel is moreover

One Comd. and one subaltern officer fereseen by the W.S. are not sufficient, one subaltern more, dealing with the regimental service, should be granted at least.

REGIMENTAL OFFICERS FOR THE PERSONNEL ATTENDING THE COURSES.

The Officers Instructors cannot possibly de the Regimental Service as well. Two more officers should be included in the W.E. (One each for the personnel of the H.Q. and Office Section and one for the Welfare Section)

N.C.Os

Owing to the fact that recently the School has been given the autanomy, new Offices had to be instituted so that it is necessary to encrease the W.E. accordingly (see para C)

Three more M.C.O.s are urgently wanted besides (Hygiene, Services and Welfare Sections) for the care and maintenance of the encreased training materials, for the correspondence and for the requirements of the various Sections.

TROOP.

A minimum of personnel is required for the daily Services and for the numerous works that are being done. The actual personnel is scarcely sufficient to get on with the cleaning of the barrack only excluding all the ether premises that need badly to be kept in order. In fact the barracks covers an area of 12,000 square meters with about 5000 sq.m of buildings (400 premises) More personnel is ~~needed~~ wanted for the care, the setting up, the cleaning and the custody of the many stores and show-rooms that constitute the demonstrative side of theoretic lessons. For the various show-rooms orderlies are also wanted for the custody and cleaning.

MEANS

M.T. - Quite sufficient. Only 1 car and 1 ambulance are wanted.

Typewriters required:

- 1. Typewriter for the H.Q. Coy.
- 1. " " " Area H.Q.
- 4. " " " (1 for each Section)

C. MODIFICATIONS AND SUGGESTIONS

I suggest that the following personnel should be added to the W.S:

- OFFICERS
- School H.Q. : 1 Captain for the Training Office
  - Hygiene Section : 1 Medical Officer for the S. Service
  - H.Q. Coy : 1 Subaltern
- For the Regimental Service
- (Students) : 2 Subalterns
  - TOTAL : 5 Officers

- N.C.O.S

For Training Office	: 1
Administrative Office	: 1
Sections	: 4
Per the material of the	
A - B - C - groups	: 1
Ration Stores	: 1
To receive the students	: 1
Area H.Q.	: 1
Inspector of Accounts	: 1
	<hr/>
Total	11

TROOP

The minimum of personnel required by the School is detailed in the attached tables No. 1. 2.





Senior Instructors	1	4	2	4	6	16
Junior "		4	2			2
Med. Off. "			2			1
" " Regim. Service	1					1
Comm. of H.Q. Coy.	2					1
Subalt. " " "				2		2
Regimental Officers						2
Total Officers:	7	5	4	5	9	33

<u>N.C.Os</u>						
Instructors					15	15
Accountant	1					1
Typists	2				1	2
Storekeepers	1					2
Officers Mess	1					1
N.C.Os Mess	1					1
Medical Assistant	1					1
Training Office	1					1
Administration Office	1					1
M.I.	1	1	1	1	1	5
For the Sections					1	4
A-B-C- Stores	1					1
Ration Stores	1					1
To receive the students	1					1
Area H.Q.	1					1
For the Inspector of account.	1					1
Total N.C.Os	8	7	1	1	17	35

4145

Table No 2

## DETAILS OF CORPORALS AND PRIVATES ACCORDING TO THEIR TASK.

Task	Corporals	Privates	Notes
Telephone operators	1	2	(1) One for each senior Officer and one for every two Junior Officers.
Cooks-Troop	1	6	
Drivers	1	10	
Motorcyclists		3	
Cooks - Officers Mess		6	
" - H.C.Os Mess		3	
Waiters - Officers Mess		6	(2) One for every 5 students
" - N.C.Os Mess		3	(3) To have personnel at hand in case of leave, hospital etc.
Batmen - Officers (1)		21	
" - Students (2)		20	
Clerks		13	
Tailors		1	
Cobblers		1	
Barbers		2	
Storekeepers		1	
Ration Stores		2	
A-B-C Stores		2	
Bath		1	
School-room Orderlies		3	
H.Q. Offices "		4	
H.Q. Coy "		1	
First Aid & Pro.S.	1	3	
Cyclists		2	
Carriage-drivers		4	
Electricians		1	
Carpenters		1	
Water supply		1	
Masons		1	
Assistants		2	
Watch - R.M.P.	1	7	
General Services and Barracks reserve (3)	3	15	
Maintenance of demonstrative Hygiene Camp.	1		
Maintenance of training Materials		5	
Area Command	1	1	
Total	10	154	

The suggested increase for the new H.E. would be of 1 Officer

A-P-C Stores			2
Bath			1
School-room Orderlies			3
H.Q. Offices "			4
H.Q. Coy "			1
First Aid & Pro.S.	1		3
Cyclists			2
Carriage-drivers			4
Electricians			1
Carpenters			1
Water supply			1
Masons			1
Assistants			2
Watch - R.M.P.	1		7
General Services and Barracks reserve	3		15
(3)			
Maintenance of demonstrative			
Hygiene Camp.			
Maintenance of training Materials			5
Area Command			1
Total	10		154

The suggested increase for the new W.E. would be of 1 Officer  
 7 N.C.Ob  
 6 Corporals  
 52 Privates

- 1144

164 102

Grant Am

SABRAM

Hospital

1st Division

1st Division

1st Division

1st Division

1st Division

1st Division

1st Division

G. S. O. I	
G. S. O. III	
DA & Q. 16	
Inst. Gunnery	
Inst. R.F.	
Inst. P. Sops	
Inst. M.I.	
Inst. M.I. 2	
Inst. D & M	
RE-311	

7 DCI Entd 101 File G/19a

532.

| i 3 6 7 |