

ACC

10000/141/601

10000/141/601

MARCELLA MANCIA
AUG. 1944 - MAY 1946

Jan 20 -

①

Addit

(1) I am responsible to me for all matters pertaining to the clerical staff.

(2) I require your specific recommendation in this regard. I do hold you actually at the time you interviewed me. As shown in this matter.

②

23

Director.

(1) Recommended that application be made to have Anguina Marcella MANCIA reclassified as Top Secret.

(2) If approved please sign Classification Questionnaire.

D. R. J.

3262

HEADQUARTERS ALLIED COMMISSION

LOCAL GOVERNMENT Sub-Commission
(SECTION)

A P O 884

Reference AC/16/16/LC

Date 1 May 1946

SUBJECT: ~~Dismissal~~ ^{Resignation} of Civilian Employees.

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

1. The following named employee of this Division ^{is leaving} ~~will be dismissed~~ with effect from

Name of Employee: ~~Sigma~~ ^{Sigma} Marcella MANDIA

Classification : ~~Interpreter~~ ^{Interpreter} Typist

Wage Rate : ~~L~~ ^L 9230 (including bonus) ^{leaving}

2. Employee is being ~~dismissed~~ ^{leaving} for the following reasons:

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

Take up position with UNRRA.

3261

3. Employee has been instructed to report to Civilian Personnel Section
1 May 1946 (date) for the purpose of obtaining required clearance.

Name: ~~RALPH E. TEMPLE~~ ^{R. P. Temple}

Rank: ~~Major~~ ^{Major}

Title: Director of Local Government S/C

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

16/16 16
4 JAN 1946

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME MANCIA MARCELLA IDENT NO. 148672
 EMPLOYED BY LOCAL GOV. SUB/COMM
 DATE EMPLOYMENT BEGAN 31-8-44

Check
one

Requesting authority & Reason

Leaves taken, granted or requested

(Show inclusive date)

With Pay
(W/P)Without Pay
(W/O P)

From to Total Days

21-46 5-1-46 4 ^{RWD}

yes.

R.R. Temple

(See Reverse Side)

(1)

SUBJECT. Leave of absence for 1st Ind.
MANCIA, MARCELLATO Local Government Sub Commission ~~XXXXXXXX~~

1. Leave with pay for 4 days commencing 1 Jan to 5 Jan 46
~~XXXXXXXX~~
 hereby authorized.

Date 31 Dec 1945
 (To be submitted in duplicate)

XXXXXXXXXXXX
 N.P. THEODORE
 1st Lt. X X X
 X X X X X X X X X X

3260

CIV PERS FORM 17
 July 45

Max E. Johnson
 MAX E. JOHNSON
 Capt. Inf.
 Asst. G-1 Amer.

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.

Marcella Marcia
(Signed)

6888

0888

15

(Incl. 1, Ltr Civ Pers/894 dtd 3 July 1945.)

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME MANLIO MARLELLA IDENT NO. 148678
 EMPLOYED BY LOCAL GOV SUB-COMM.
 DATE EMPLOYMENT BEGAN 1-8-44

Check one

Requesting authority & Reason

Leaves taken, granted or requested
 (Show inclusive date)

With Pay
 (W/P)

Without Pay
 (W-Q/P)

From to Total Days

2-1-46 - 5-1-46 24

R R Temple

(See Reverse Side)

(1)

1st Ind.

SUMMARY. Leave of absence for

TO

Sub Commission or Section

1. Leave with pay for days commencing
without
 hereby authorized.

3259

Date 1945
 (To be submitted in duplicate)

N.P. THEODORE
 1st Lt. AGO
 Asst. G-1 (A)

CIV PERS FORM 17
 July 45

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.

Marcella Marcia
(Signed)

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

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME MARCELLA MARCELLA IDENT NO. 148672

EMPLOYED BY LOCAL GOVT SUB COM

DATE EMPLOYMENT BEGAN 31 Aug 44

Leaves taken, granted or requested (Show inclusive Date)	Requesting authority & Reason With Pay or Without Pay (W/P)
From To Total Days	

19 Oct 45 20 Oct 45 2

2

R. R. Temple, Major
RALPH R TEMPLE MAJOR
13 Oct 45 DIRECTOR,
LOCAL GOVT SUB COM

(See Reverse Side)

(1)

1st IND.

3258

SUBJECT. Leave of Absence for MARCELLA, Marcella.
To . Local Government S/C. Sub-Commission or Sect.

1. Leave ~~with~~ pay for 2 days commencing 19 October 1945

hereby authorized.

N. P. Theodore
N. P. THEODORE
1st Lt. AGD.
Ass't G-1 (A)

Date 15 October 1945

(To be submitted in duplicate)

EMPLOYED BY Local Govt Sub ComDATE EMPLOYMENT BEGAN 31 Aug 44

Leaves taken, granted or requested (Show inclusive Date)		Requesting authority & Reason With Pay or Without Pay (W/P) (W-O/P)
From	To	
19 Oct 45	20 Oct 45	2

19 Oct 45 20 Oct 45 2

2

R. R. Temple, Major
RALPH R TEMPLE MAJOR
13 Oct 45 DIRECTOR,
LOCAL GOVT SUB COM

(See Reverse Side)
(1)

1st IND.

3258

SUBJECT. Leave of Absence for MANCIA, Marcella.To . Local Government S/C. Sub-Commission or Sect.1. Leave ~~with~~ pay for 2 days commencing 19 October 1945

hereby authorized.

Date 15 October 1945

(To be submitted in duplicate)

CIV PERS FORM 17

July 45

N. P. Theodore
N. P. THEODORE
1st Lt. AGD.
Ass't G-1 (A)



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.

Marcella Mancino
(Signed)

Marcella Marcia
(Signed)

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

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME MANCIA MARPELLA IDENT NO. 148672

EMPLOYED BY LOCAL Govt Sub Com

DATE EMPLOYMENT BEGAN 31 Aug 44

Check one ☐ ☐ ☒ 2

Requesting authority & Reason.

Leaves taken, granted or requested
(Show inclusive date)

With Pay
(W/P)

Without Pay
(W-O/P)

From to Total Days

19 Oct 45 20 Oct 45

2

2

-

Ralph R Temple
RALPH R TEMPLE MAJOR
DIRECTOR,
LOCAL GOVT SUB COM

13 Oct 45

(See Reverse Side)

(1)

1st Ind.

SUBJECT. Leave of absence for

TO . Sub-Commission or Section

1. Leave with pay for days commencing
without
hereby authorized.

Date 1945

(To be submitted in duplicate)

N.P. THE 3257
1st Lt. AGD
Ass't G-1 (A)

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.

Marcella Mauria
(Signed)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 MAY 1945

3 May 1945

SUBJECT: Reclassification.

To : Local Government S/C
Maj. Temple

1. Reference your letter Civ. Pers. Form 2 dated 2 May 1945
2. Approval is granted for the reclassification (*) of MANCIA, Marcella

Typist to the status of Interpreter/Typist Salary to

range from 2420 to 4290 per day/month.

(Plus Living Bonus)

Effective 1 May 45

J. C.
R. T. UHLER
Lt. Col. AGD
G-1 American

Copy to; Internal Security.

(*) It is the policy of this Headquarters, as determined by A.F.H.Q. Administrative Memorandum No. 47, dated 16 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 seven day probationary period.

Civ. Pers. Form 5
Aug. 44

A. C. 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 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 LOCAL GOVERNMENT SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name Signorina Marcelle MANCIA

Present job title Typist Proposed title Interpreter/Typist
with effect from 1st May, 1945

Job description English speaking typist and registration clerk.

In my opinion this employee has attained sufficient proficiency in
the English language to warrant her reclassification as Interpreter/Typist

All my officers speak to her in English and are fully satisfied with
her knowledge of the language

3255

tion (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.

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Classification requested by LOCAL GOVERNMENT SUB COMMISSION.
(Sub-Commission or Section)

Employee's or applicant's name SIGNORINA MARCELLA MANCIA

Present job title Typist

Proposed title Interpreter/Typist

Job description English speaking typist and registration clerk
with effect from 1st May, 1945

In my opinion this employee has attained sufficient proficiency in
the English language to warrant her reclassification as Interpreter/Typist

All my officers speak to her in English and are fully satisfied with
her knowledge of the language

3255

Use back of sheet for additional remarks

Date 2nd May, 1945.

Signature

Reference number

Civ Pers Form 2

Aug 44

Sub Commission or Section Head.

RAJAH E. TEMPLE, Major,
Deputy Director,
Local Government Sub-Commission.

16/16
HEADQUARTERS ALLIED COMMISSION
APO 394

G-1 Section Civilian Personnel

Ref 355
Mancia, Marcella

30 January 1945

Subject. Social Insurance.

30 JAN 1945

TO . Local Government SubCommission,

- P.8.
1. Ref your ltr AC/16/16/LG, dtd 29 January 45.
 2. Atchd hereto Form SI-2 as requested.

R. T. Uhler, Jr.
R. T. UHLER
Lt. Col AGD.
G-1(A)

Handed to Signa Mancia on 30/1/45. T/PN.

3254

4848

16/16.
HEADQUARTERS
ALLIED CONTROL COMMISSION
G.-I. SECTION CIVILIAN PERSONNEL
APO 394

8 JAN 1945

29 January '45

SUBJECT: Reclassification.

TO : Local Government

1. Reference your letter Civ. Pers. Form. No. 2 dated 27 January '45
- XXX 2. Approval is granted for the reclassification of MANCIA, Marcella
Clerk to the status of Typist N.E.S. salary to
range from 2200 to 3960 per day, month. (plus
living bonus)

L. W. STEARNS
Major, AGD
G-I American

Effective as of 1st February 1945

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

3253

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AG/16/16/LG

Tel: 286

SUBJECT: Social Insurance for Italian civilians.

29 January 1945

TO : G-1 Civilian Personnel.

1. Reference your Civ. Pers/268 dated 8 January 1945.
2. Signorina Marcella MANCIA, an employee of this Sub Commission, was married to Signore Carmelo CRISTALDI on 16 December 1944.
3. Her father's name is Giulio.
4. Will you please forward the necessary certificate to enable Signorina MANCIA to claim any benefits to which she may be entitled under the Italian Government scheme.

for
R. G. B. SPICER
Colonel
Director
Local Government Sub Commission

PGW/pec

3252

3295

A. C. 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 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.

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Classification requested by LOCAL GOVERNMENT SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name Signora Marcella MANCIA

Present job title Clerk General Office. Proposed title Typist

Job description Signora Marcella MANCIA is now performing the duties of copy typist in addition to her registration and filing duties.

251

Use back of sheet for additional remarks

R. R. Temple
Major

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 LOCAL GOVERNMENT SUB COMMISSION

(Sub-Commission or Section)

Employee's or applicant's name Signora Marcella MANCIA

Present job title Clerk General Office. Proposed title Typist

Job description Signora Marcella MANCIA is now performing the duties of copy typist in addition to her registration and filing duties.

3251

Use back of sheet for additional remarks

Date 15th January, 1945

Signature for R. G. B. SPICER, Colonel
Sub Commission or Section Head

Reference number Director,
Local Government Sub Commission.

Civ Pers Form 2

Aug 44

(6)

SUBJECT: Signora Marcella MANCIA. Reclassification.

TO : Adjutant.

15th January, 1945.

Sir,

I strongly recommend the reclassification of Signora Marcella MANCIA from "Clerk, Gen. Office" to that of "Typist". She has recently been doing copy typing work very neatly and satisfactorily in addition to her normal duties and I consider her correct classification to be that of "typist". Such reclassification would result in avoiding the deduction of 15% from her salary as from the 1st February.

P. G. Wright
S/Sgt.
Chief Clerk.
Local Government Sub-Commission.

pgw

2250

MANCIA, MARCELLA

(5)

Address:

Lungotevere Flaminio 46 - Tel. 394622.

3249

16/16 (4)
ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Civilian Employee

20 NOV 1944
FILE NO. ~~XX~~ Mancila Marcella

TO : Civil Affairs Section

25 November 1944

1. Ref. your 3/3.9/CA dated 23 Nov.44
2. This office acknowledges transfer of MANCIA Marcella from your section to Local Government S/C. with same status and wages (Clerk Gen. Office - 2200/3960, present wages 3744)

Copy to:
Local Government ✓

R.T. Uhler 3248
R.T. UHLER Sg
Lt.Col. AGD
G-1 American.

4910

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

(3)

Ref : 3/3.9/CA

23 Nov 44.

SUBJECT : Employment of Miss Marcella Manoia.

TO : G-1 Civilian Personnel Section.

With effect from 16 November 1944 the above mentioned civilian employee, was transferred from this Section to Local Government Sub-Commission and is now employed by them.

Ext : 383

/jw

W.A.S. Dollard
W.A.S. DOLLARD, Major.
CA Section.

3247

(4896)

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

1 Sept, 1944.

SUBJECT: Employment of Civilians.

TO : Admin. Section (Col Argyros) *5th Flr*
Room 31

1. Ref your Letter 3/3.9/AS
dated 31 Aug 44.

2. Approval is given to the employment of Marcella Mancusa
as a Clerk - (E.S.)
at a rate not exceeding 90 Lire per day/month.

3. The minimum rate which is 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limits set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M R Paneli

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers. **3246**

Copy to:
Employment Officer
S/C in Reference.

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.

NF

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APD 394
ADMINISTRATIVE SECTION

3/3.9/45

31 Aug 44

SUBJECT : Employment of Miss Marcella Mancio.

TO : Civilian Employment Officer.

- 1 It is requested that the bearer Miss Marcella Mancio be employed with this section as a clerk at a daily rate of pay of 70/90 lire w.e.f. 31 Aug 44 inclusive. Pay due for the one day, 31 Aug will be claimed on the first pay sheet in September.
- 2 May the necessary formalities be completed please, pass issued as soon as possible and Miss Mancio returned to Admin Section 5th Floor, Room 31 as soon as possible.

R. R. Cripps

R. R. CRIPPS, Colonel
CSD Admin Section

Ext. 608
WB/mt

3245

