

ACC

10000/141/610

10000/141/610

TOPAZIA CAETANI
OCT. 1944 - MAR. 1945

1251

AC 4/9/1/LG

TREATMENT OF SUSPENDED
STATE EMPLOYEES.

1232

Declassified E.O. 12356 Section 3.3/NND No. 785021

10000

141

610

THIS FOLDER
CONTAINS PAPERS
FROM OCT. 1944
TO MAR. 1945
ALOGUE.

12

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AD/16/25/1G.

Tel: 286.

SUBJECT: Signorina Topazia Gaetani.

TO : G-1 (Civilian)

4th March, 1945.

1. This is to confirm that Signorina Topazia Gaetani terminated her employment as technical interpreter with Local Government Sub-Commission on 3rd March, 1945.

2. This employee has left at her own request in order to take up work as an ambulance driver for the Italian Red Cross.

3. She is sent to your office for clearance in accordance with Daily Bulletin No. 56, para. 8.

for *RRT*

R.G.B. SPICER,
Colonel,
Director,
Local Government Sub-Commission.

PCW.

3320

3627

(11)

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

Tel: 286.

31st January, 1945.

AQ/16/25/1G.

SUBJECT: AC Pass.

TO : Security (Printing)

1. Signorina Topazia CAETANI, an employee of this Sub-Commission reports that she has lost her AC pass.

2. May a new pass be issued please.

PEW.

[Signature]
R.O.B. SPICER,
Colonel,
Director,
Local Government Sub-Commission.

Received and handed to Signorina Caetan on 2/2/45. JFW.

Received duplicate pass.

Topazia Caetan
2/2/1945.

3319

1255

CAETANI Topazia

10

Address: Via Luciani 11-A.

3318

1238

Declassified E.O. 12356 Section 3.3/NND No. 785021

AC 3/6 LG MONTECATINI TERME (PISTOIA)
PEOPLE'S COURT

SL 4/11

C.A. ~~9~~ 4/11

W 7/11

SL 7/11

CA 8/11

6/1
HEADQUARTERS
ALLIED CONTROL COMMISSION
G.-I. SECTION CIVILIAN PERSONNEL
APO 394

10 DEC 1944

10 December 1944

SUBJECT: Reclassification.

TO : Local Government S/C

1. Reference your letter Civ Pers Form 2 dated 9 December 1944

XXX 2. Approval is granted for the reclassification of Caetani, Topazia

Interp/Gen. to the status of Interpreter Technical salary to
range from 2860 to 5390 per ~~day~~ month.

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

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.

3317

Civ Pers Form 5

Aug 44

16/1
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 Topazia CAETANI**

Present job title **General Interpreter.** Proposed title **Technical Interpreter**

Job description **My duties, among others, consist of accompanying the Director to interviews, with the Prime Minister, Under Secretaries, Inspectors General, Prefects and Vice Prefects. This involves a high standard of education including a knowledge of local government and all its technicalities.**

3316

I wish to express the highest appreciation of Donna CAETANI's work, both as interpreter and as translator, which latter work she carries out without supervision.

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 Topazia CAETANI

Present job title General Interpreter. Proposed title Technical Interpreter

Job description by duties, among others, consist of accompanying the Director to interviews, with the Prime Minister, Under Secretaries, Inspectors General, Prefects and Vice Prefects. This involves a high standard of education including a knowledge of local government and all its technicalities.

3316

I wish to express the highest appreciation of Donna CAETANI's work, both as interpreter and as translator, which latter work she carries out without supervision.

Use back of sheet for additional remarks

Date 9th December, 1944.

Signature

R.G. B. Spicer
Sub-Commission or Section Head

Reference number

R.G. B. SPICER, Colonel,

Director, Local Government Sub-Commission.

Civ Pers Form 2

Aug 44

1280

I wish to express the highest appreciation of Donna CAZZANI's work, both as interpreter and as translator, which latter work she carries out without supervision.

R.G.B.S.

1280

10/23
7

My duties, among others, consist of accompanying the Director to interviews, with the Prime Minister, Under Secretaries, Inspectors General, Prefects and Vice Prefects. This involves a high standard of education including a knowledge of local government and all its technicalities.

Directa

Here is suggested job description for Donna Topazian Caetani.

Do you agree please.

8 Dec.

Robert and Carl
for Adit.

Yes. Put through with the highest possible appreciation of Donna Topazian's work
I will sign.

Dec/8

Director: 1. Praise, type phase.
2. Appreciation on back of each form.

9 Dec.

FQH.

3315

16/1
HEADQUARTERS
ALLIED CONTROL COMMISSION
G.-I. SECTION CIVILIAN PERSONNEL
APO 394

NOV 1944

6 November 1944

RRT

SUBJECT: Reclassification.

TO : Local Government S/C
(Att. Col. Spicer)

P 98.

1. Reference your letter AC/16/1/LG dated November 1944

XXX 2. Approval is granted for the reclassification of CAETANI. Topazia
to the status of Interpreter General salary to
range from / to 4290 per ~~XXX~~ month.

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

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

3314

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/16/1/LG

4 November 1944

SUBJECT: Signorina CAETANI, Topazia (Typist, English-Speaking)

TO : C-1 Civilian.

1. It is desired to reclassify the above named employee as an Interpreter, General.
2. Her duties consist of the translation into English of Italian documents received by this Sub Commission and acting as interpreter at interviews with Italian officials.
3. She has proved herself excellent at this type of work.

PGW/pec

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

3313

1264

858/4 54/cde

16/1

Office Space Section
(81)
(4)

HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL GOVERNMENT SUB COMMISSION
APO 394

ACC/16/1/LG

9th October, 1944.

SUBJECT: Feeding of Civilian

TO : HQ. Commandant (Office Space Section)

Reference Daily Bulletin No. 206 para 5, the following civilian employee of this Sub-Commission desires to partake of the soup meal commencing Tuesday, 10th October :

Signorina Topazia CAETANI.

May the necessary ration card please be issued.

J. Cunningham than to Capt
for R.G.B. SPICER,
Colonel,
Director,
Local Government Sub Commission.

pgw

10.10.44
① 281

Card delivered
to Mrs Caetani 12/10/44
B5.

HQ COMMANDANT
FILE H&C/5/2
10 OCT 1944
SEEN
COMDT
ASSIST.
C. C.

3312

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

3 October 1944

SUBJECT: Employment of Civilians.

TO : Interior S/C

1. Ref your ACC/16/1/Int dated 3 October 1944
2. Approval is given to the employment of Caetani, Topazia
as a Typist E.S. at a rate
not exceeding 120 Lire per day/month.

3. The minimum rate which is 80 Lire per day/month will
be paid for the first seven days, and may be increased commensurate with employee's
skill and ability set out in para 2 above. It is policy of this Headquarters, as determined
by the Civilian Personnel Policy Board, that salaries of civilian employees will be in-
creased gradually, in accordance with their performance, rather than immediately
increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo N° 15, this Headquarters, dated
1 August 1944.

5. ~~XXXXXX~~
~~XXXXXX~~

L.W. Stearns
I. W. STEARNS
Major, AGD
G-1 American

HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL & OVERSEAS SUB COMMISSION
APO 394

MX/16/1/Int

3 October 1944

SUBJECT: Civilian employment

TO : Employment Officer, BE APO

This Sub-Commission desires to employ the following named civilian for temporary service of about three weeks on probation, as English speaking shorthand typist:

Signorina CANTANI, Topazia

Please arrange for the necessary screening and advise if satisfactory.

TCW/jgt

for *B*
R. C. B. SPICER
Colonel
Director
Interior Sub-Commission

3310

