

ACC

10000/141/615

10000/141/615

ARRIGO NICE
MAR. 1945 - OCT. 1946

Signore Nica,

Address: Viale Alfredo Rocco N° 26.

Telephone: 492345.

3360

Commenced. 16/3/45.

Civil Affairs

NO/15/30/1G.

1st October 1946

15th October 1946

Arrigo Nice

Executive H/F 1st Category

Wage 12,180.- plus bonus wage 7,930 per month

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Leaving on his own accord to take up a position with U.N.R.R. **3359**

15th October 1946

J. V. VELLA

Captain

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

6 July 1946 19

SUBJECT: Transfer

To : civil Affairs Section

1. Reference your letter AC/16/1/IG dated 3 Aug 46

2. Approval is granted for the transfer of NICE ARRIGO
employed in Local Govt Sub-Commission, to Civil Affairs

Sub-Commission (*).

3. Classification and wage rate to remain the same Executive
(Grade)at to 1200 8 lire per day/month.
plus cost of Living Bonus

3358

copies to : Local Govt
~~Internal Security~~
~~file~~

R. H. ORDER

~~1168148~~
~~1168148~~Effective 1 Aug 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. 44Richard B. Bullock
RICHARD B. BULLOCK
Major Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
LOCAL GOVERNMENT SUB COMMISSION

AG/16/30/16.

Ref : 286

SUBJECT : Mr. Arrigo Nice - "stato di famiglia" 17 July 1946
TO : G-1 Civilian.

1. Reference Para 2 of Daily Bulletin N.157 of 9 July.
2. The only married person among the staff of this Sub Commission is Mr. Nice and his "stato di famiglia" is enclosed herewith, as required.

CyV
O.C.R. WILLIAMS
Major
Local Government Sub Commission

WW

Encl. 1

3357

9129

13

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

Date 21 May 1946

SUBJECT: Reclassification.

TO : Local Government S/C.

1. Reference your letter request dated 13 May 1946

XXX 2. Approval is granted for the reclassification of NICE ARRIGO

Sen. Admin. Asst. to the status of Executive salary to
range from 5500 to 12100 per day, month. Plus cost
living bonus.

Effective 16 May 1946.

5356

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 : Internal Security.
File.

Civ Pers Form 5
Aug 44

Martin W. Haber
MARTIN W. HABER
P/O Air Corps
Asst G-1 American

12

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/16/30/LG

Tel: 286

SUBJECT: Use of Military Transport.

10 October 1945

TO : Adjutant.

1. May a permit please be issued to Signor Arrigo NICE (Identity Card No. 11921) Senior Administrative Assistant employed by this office to ride in WD vehicle.



RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

peo

5355

5302

16/30
HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ex. 571

21 June 1945

Ref/G-1/Civ.Pers./853

22 JUN 1945

SUBJECT: Rate of Pay - Civilian Employee (Arrigo Nice)

TO : Local Government S/C

1. Reference your letter AC/16/30/LG, dtd 19 June 45.

2. Your request for reclassification of the A/M was formally submitted on the 15th of June 1945 thereby making 1 July the effective date, if and when approved. In view of the circumstances as outlined in your above quoted letter, effective date of re-grading is hereby amended to read "16 June 1945".

3. Your attention is invited to par. 3, Daily Bulletin Number 37, dated 6 Feb. 1944.

This is what was expected. No.

N. P. Theodore
N. P. THEODORE
1st Lt. AGD
G-1 American

3354

6186 -

10

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AO/16/30/10.

Tel: 478190.

SUBJECT: Signor Arrigo NICE.

19th June, 1945.

TO : C-1 (Civilian)

1. Reference your form of approval to the reclassification of Signor Arrigo NICE to the status of Senior Administrative Assistant with effect from the 1st July, it would be appreciated if this reclassification could be back-dated to take effect from the 1st June.
2. The position is as follows: at the end of May, Sig. MODIANO, who was employed in the capacity of Senior Administrative Assistant, indicated his desire to leave his employment in order to join his father in North Italy. This request was granted and he was given fourteen days leave without pay for the purpose. This took the place of the usual notice.
3. Sig. NICE thereupon took over the duties of Senior Administrative Assistant. Since the 1st June he has carried out these duties in an entirely satisfactory manner; and it is felt that it would be hardly fair to withhold his reclassification until the 1st July.
4. In the circumstances and in view of the excellent work already performed by Sig. NICE, I should be glad if you could see your way to backdate his reclassification to the 1st June.

CGRW/pew.

E.R. CRIPPS,
Colonel,
Director,
Local Government Sub-Commission 335.3

16/
HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

9
1 JUN 1945

18 June 45 19

SUBJECT: Reclassification.

To : Local Govt. S/C.
Maj. Temple

1. Reference your letter Civ Pers FDD-2 dated 15 June 45 .
2. Approval is granted for the reclassification (*) of NICE. Arrigo

Int/Tech. to the status of Sr. Admin. Asst. Salary to
range from 3960 to 7480 per \$45/month.

(Plus liv. bonus)

Effective 1 July 45,

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

Copy to: Internal Security

3352

(*) 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

for N. W. DRAGNEFF
Lt. Col. AGD
G-1 American.

8

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 Signor Arrigo NIOE

Present job title Technical Interpreter Proposed title Senior Administrative Assistant

Job description Taking over duties of Signor Dario MODIANO who ceased employment with this HQ today.

22 ~

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 Signor Arrigo NICE

Present job title Technical Interpreter Proposed title Senior Administrative Assistant

Job description Taking over duties of Signor Dario MODIANO who ceased employment with this HQ today.

Use back of sheet for additional remarks

Date 15th June, 1945.

Signature

R.R. Temple Major
Sub-Commission of Section Head

Reference number

*R.R. TEMPLE, Major, Deputy Director,
Local Government Sub-Commission.*

Civ Pers Form 2

Aug 44

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

6 JUN 1945

Ref/G-1/Civ/Pers/815

5 June 1945

Subject. Reclassification

To. Local Government S/C. *p.b.*

1. Reference AC/16/30/LG dated 1 June 1945, requesting the reclassification of Mr Arrigo Nice (Interpreter Technical) to the grade of Senior Administrative Assistant.

2. It is appreciated that employee in reference has undertaken the responsibilities of Mr Modiano during his absence. This however appears to be only a temporary situation which will be remedied upon the return of Mr Modiano to his duties.

3. In view of the above, and of the recent increase in pay (Lire 2600 per month) for male employees of the HQ, reclassification cannot be favorably considered at this date.

N.W. Dragneff
N.W. DRAGNEFF
Lt.Col. AGP
G-1 American.

3350

6033

HEADQUARTERS ALLIED COMMISSION
AFO 394
LOCAL GOVERNMENT SUB COMMISSION

AC/16/30/LG.

Tel: 478706.

SUBJECT: Civilian Employees.

1st June, 1945.

TO : G.L. (Civilian personnel)

1. Reference AC/16/11/LG dated 1st June regarding grant of leave to Signor Dario MODIANO, Signor Arrigo Nice, has been requested and has agreed to take over the duties of Signor MODIANO during his absence.

2. Signor NICE is in my opinion fully capable of such duties and in fact has performed them during the past absences of Sig. MODIANO. It is therefore requested that he be reclassified as a Senior Administrative Assistant for that purpose. Appropriate form attached hereto.

3. He has been employed by this Sub-Commission as a Technical Interpreter and on being required by the Italian Ministry gave two weeks notice on the 15th May last. He has however agreed to continue employment with this Sub-Commission and the Dismissal Form rendered to you on the 28th May should therefore be regarded as cancelled.

FOR THE DIRECTOR:

RRT
RALPH R. TEMPLE,
Major,
Deputy Director,
Local Government Sub-Commission.

RRT/pd.

Enc. 1.

3349

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 Signor Arrigo NICE
Present job title Technical Interpreter Proposed title Senior Administrative Assistant.
Job description Taking over duties of Signor Dario MODIANO who was classified Senior Administrative Assistant on 16 December 1944 (This Sub-Commission letter AC/16/1/1G dated 7th December 1944)

3348

cer 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 Signor Arrigo NICE

Present job title Technical Interpreter Proposed title Senior Administrative Assistant.

Job description Taking over duties of Signor Dario MODIANO who was classified Senior Administrative Assistant on 16 December 1944 (This Sub-Commission letter AC/16/1/LG dated 7th December 1944)

3348

Use back of sheet for additional remarks

Date 1st June, 1945.

Signature

R. P. Temple Meyer

Sub-Commission or Section Head
R. P. Temple Meyer, Major, Deputy Director,
Local Government Sub-Commission.

Reference number

Civ Pers Form 2

Aug 44

HEADQUARTERS
ALLIED COMMISSION

LOCAL GOVERNMENT SUB COMMISSION

(SECTION)

APO 394

4

Reference AC/16/2/LG

Date 20th May, 1945.

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 June, 1945.

Name of Employee: Signore Arrigo NICE

Classification : Technical Interpreter.

Wage Rate : 5390

2. Employee is being dismissed for the following reasons:

☐ Ceased operation.☐ Inefficiency.☐ Insubordination.☐ Dishonesty.☐ Security.☐ Reduction in staff.☒ Remarks At own request on obtaining other employment.3. Employee has been instructed to report to Civilian Personnel Section
1st June, 1945

(date)

for the purpose of obtaining required clearance.

Name:

R.R. Temple, Major

Rank:

R.R. TEMPLE, Major.

Title:

Deputy Director,

Local Government Sub Commission

NOTE: This form must be submitted in duplicate.

Civ. Pers. Form 8

Feb. 45

3347

1322

16/30

float
3

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AO/16/1/16.

SUBJECT: Civilian employees.

Tel: 286

TO : G-1 (Civilian)

2nd May, 1945.

1. Signor Arrigo NICE, Technical Interpreter employed by Local Government Sub-Commission desires to terminate his employment with effect from 16th May, 1945. A vacancy has therefore occurred for a technical interpreter.

2. The applicant should have a thorough knowledge of the English language and be capable of acting as interpreter at conferences with high governmental officials. The duties consist of making and typing translations of all incoming correspondence and documents; answering telephone conversations in Italian and acting as interpreter at conferences with Italian Governmental officials.

3. This employee is urgently required and applicants should be sent to Major R.R. Temple, Room 50, 5th floor for interview.

FOR THE DIRECTOR,

RRT

RALEIGH R. TEMPLE,
Major,
Deputy Director,
Local Government Sub-Commission.

WRE/pgs.

3346

1323

16/30
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

2

16 MAR 1945

SUBJECT: *NICE, ARRIGO*

TO : *LOCAL GOVERNMENT S/C*

16 MAR 1945

Above named has been screened by this office and is judged:

- ☒ suitable for employment.
- ☐ not suitable for employment.
- ☐ may be employed subject to further checking.
- ☐ employment held in abeyance for further investigation.

3345

Abnerdelle, 174
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

8 - MAR 1945

8 March 45 1944

SUBJECT: Employment of Civilians.

To : Local Government
(Att: Col. Spicer)

1. Ref. your AC/16/1/LG dated 4 March 45

2. Approval is given to the employment of NICE, Arrigo

as a Tech/Interp M at a rate
not exceeding 5390 Lire per ~~day~~ month. (Plus living bonus)

3. The minimum rate which is 2860 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 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 seven day probationary period.

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

f.e.
R. T. UHLER
Lt. Col. AGD
G-1 American

3344

5205

