

0913

Declassified E.O. 12356 Section 3.3/NND No. 785016

ACC

10000/142/413
(VOL. II)

INSTRUCTIONS & DIRECTIONS
(SEPT. - NOV. 1944); (MAY -

0914

Declassified E.O. 12356 Section 3.3/HND No. 785016

10000/142/413
(VOL. II)

INSTRUCTIONS & DIRECTIONS TO CIVILIAN EMPLOYEES
(SEPT. - NOV. 1944); (MAY - NOV. 1945); NOV. 1946 - JUN. 1947

L.H.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

6 June 1947 ~~xxxxxx~~

SUBJECT: Transfer.

TO : Archives Branch

1. Reference your letter **Letter** Dated **5 May 1947**
2. Approval is granted for the transfer (") of **Manzotti Fiorella** employed in **Legal Div.** ~~Sub-Commission~~, to **Archives Branch** ~~Sub-Commission~~.

3. Classification and wage rate to remain the same **2 Cat Sr Adm. Asst HF** (Grade) at **10625** to hire per month **plus** ~~plus~~

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

Civ. Pers. Form 6

Nov. 44

Copy to: Internal Security
File
Legal

Roy R. Walker
AC

AC
G-1 CIVILIAN

RECD

7 JUN 1947

G-1 SECTION CIVILIAN PERSONNEL

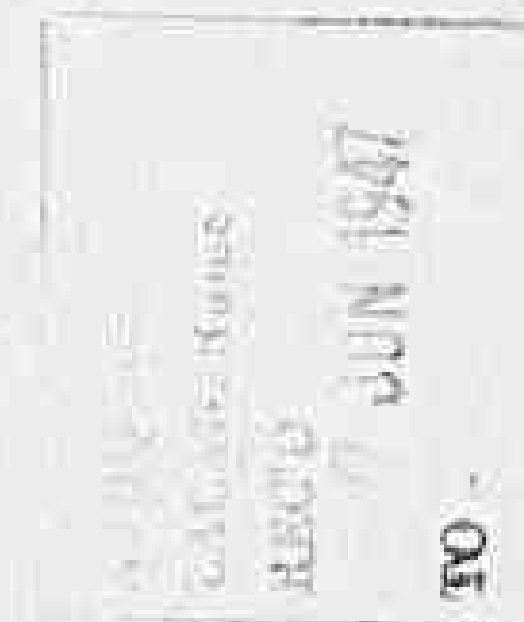
6 June 1947 ~~xxxxxx~~

SUBJECT: Transfer.

TO : Archives Branch

1. Reference your letter **Letter** Dated **5 May 1947**
2. Approval is granted for the transfer (*) of **Manzotti Fiorella** employed in **Legal** **Div.** **Sub-Commission** to **Archives Branch** **Sub-Commission**.
3. Classification and wage rate to remain the same **2 Cat. Sr. Adm. Asst. HF**
 (Grade)
 at **10625** to lire per ~~month~~ month. **plus 948**

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

Civ. Pers. Form 6
Nov. 44Copy to: Internal Security
File
Legal ✓

Roy R. Walker
 ROY R. WALKER AC
 CLINT
 6-1 CIVILIAN
RC

DR. NISSIM ALHADEFF
MEDICO - CHIRURGO
ROMA - ALBERGO ELISEO, TEL. 45771
ALESSANDRIA (EGITTO)
VIA YOUNG NO. 2 - TEL. 21887

Roma - 13-5-47 -

limitata a 1-2 piccole
frangini, che trovate
sufficienti di "osteite
cronica riattivata", per cui
si consiglia il riposo assoluto
fino a scomparsa completa
della sintomatologia dolorosa
e febbrile -

In fede
Dr. Nissim Alhadeff

Si rilascia in carta-litiera per gli usi consentiti dalla
legge -

HEADQUARTERS ALLIED COMMISSION**SECTION CIVILIAN PERSONNEL****ARO 894**

LIAISON AND CIVIL AFFAIRS BRANCH

APO 794

G-1 Civilian Personnel Section

Date 13 March 1947SUBJECT: **Reclassification.**

TO : Legal Division

1. Reference your letter dated 4 March 1947.....XXX 2. Approval is granted for the reclassification of FIORILLA MANZOTTI.....Junior..... to the status of Senior Administrative Assistant 2 Cat. HF..... salary torange from 8500..... to 10625..... per ~~day~~ month. plus 10868

Effective as of 16 March 1947

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

Civ Pers Form 5

Aug 44

Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

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 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 "assist", "handles", "difficult", "complexion", 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."

Classification requested by **Legal Division** (Sub-Commission on Section)

Employee's or applicant's name **FIORELLA MANZOTTI**

Present job title & pay **Junior Administrative Assistant** **18,680 Lira**

Proposed title **Senior Administrative Assistant**

Job description .. Under general direction of Statistical and Prisons Officer; maintains records of prisoners in Italian penal institutions for the account of the Allies, prepares statistics regarding such prisoners, handles correspondence in English and Italian as to the status of such prisoners. Extreme accuracy is required in the work.

Remarks: Signora Manzotti has been employed by Allied Commission since 18 March 1946 and has been a Junior Administrative Assistant since 1 November 1946. She is a lawyer and hence of additional value to the Legal Division. She was transferred from the Economic Division to the Legal Division in January 1947 as a replacement for a Senior Administrative Assistant, and has amply proved her worth in such position.

LACAB

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL



Date 10 February 1947

SUBJECT: *Employment of Civilians.*

TO : Legal Division

1. Ref. your AC/4046/1 dated 21 Jan. 47
2. Approval is given to the employment of Manzotti Fiorella
as an Jr. Adm. Asst. Cat. 3rd HF at a rate
not exceeding 7812 Lire per day/month plus 8944 CLB
3. The minimum rate, which is 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 as of 1 Feb. 47

Copy to : Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

0922

Declassified E.O. 12356 Section 3.3/NND No. 785016

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HEADQUARTERS AIRLINE COMMISSION
APO 394
LEGAL SUB-COMMISSION

/ada.

AS/1046/1.

16 January 1946.

SUBJECT : Civilian employees.

TO : C-1 (Civilian Personnel).

1. Request is made for the employment of WOLCHIMERO Igor alias Igino VOLCHINI to be employed by this Sub-Commission. The above named is professional and should be paid as our other employee at L. 9000 per month plus the present bonus of L. 1050 per month.

2. Name and address is as follows.

WOLCHIMERO Igor alias Igino VOLCHINI
35 Via Alessandro Torlonia

ROME - Tel. 865272

JOHN F. WATSON
Colonel, Infantry,
Chief Legal Advisor.

571

CURRICULUM VITAE (SUMMARY)

of WOLODIMEROW IGOR - IGINO VOLSINI -
alias

Born on April 14th 1892, in Moscow, Russia.
Finished the Moscow Classical Lyceum and, later, the Moscow University - Law Faculty, in 1914, obtaining a doctor's degree in the same year.

During World War I against the Germans - after a year as Justice of the Peace in a rural district near Moscow and, later, as Deputy Manager of a First-Aid Relief, Food and Red Cross Unit immediately behind the Front-Line in Poland east of Warsaw - served as Lieutenant of the Navy on the Light Cruiser Division of the Black Sea Fleet.

After the Bolshevik Revolution went to Constantinople, then to France, where he lived in Nice and Paris until 1936, when he went over to Italy, for family reasons, and established himself in Rome. He lives with his family, composed of his mother, aged 75 years, his wife aged 47 years, and his three children, aged respectively 15, 18 and 21 years, all of whom, except the latter, being at his complete dependence.

Has worked in France as: Manager of a Real-Estate Agency in the South of France; as Manager of a Marmon Car Distribution Office on the French Riviera; as Secretary General (for 8 years) to an important French Relief Committee, which assisted, in a permanent way, over two hundred (200) men, women and children with school, board and lodging, cheap apartment, cheap dinners, handiwork for women, etc. (from 1921-1929).

Afterwards went over to Paris, where he worked for 3 years as Cashier and Accountant for the American Associated Merchandising Corporation, a big Combine of 18 Department Stores with offices for it's buyers all over Europe, which he was obliged to leave because of a serious illness.

He knows, perfectly, Russian, French and English, also, though less well, German, Spanish and Rumanian, and naturally, Italian.

Would like to obtain Relief or Secretarial work, where his previous experience of chancery work and excellent knowledge of the principal European languages could prove useful. Would be ready to work, if need be, out of Rome.

He is Stateless and has a Nansen passport.

His address is: 35, Via Alessandro Torlonia, Rome. Tel: 865272

VISCHETTI

Tiziana

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 894



Date 16 December 1946

SUBJECT: Reclassification.

TO : Legal Division

1. Reference your letter Civ Pers Form 2 dated 25 Nov 46

XXX 2. Approval is granted for the reclassification of Vische++i Tiziano

Clerk to the status of Jr Admin Asst Cat 3 NHP salary to
plus 5590 CLB
range from 4420 to 5980 per ~~day~~ month.

Effective as of 16 Dec 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

5980
5590
1157

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

Vite to Major Gilbride

Sir - Attached recommendation
for promotion of one of the
employees in Col Vygaards Section.
He has initialed it to indicate
his approval.

Sgt Wells

A. CIVILIAN PERSONNEL C-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 employee is brought to civilian Personnel after completion the form. A carbon copy of this job description by the employee or applicant concerned 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 supervisory duties or to be done. 3. A factual word picture of "handles", "difficult", "complexion", etc. 4. A simple job description of the position of the interviewer (Junior Administrative Assistant of the Personnel Office follows: "Under general direction of the head 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 check interview and placement referral."

Classification requested by .. LEGAL DIVISION ..

(Sub-Commission or Section)

Employee's or applicant's name .. VISCONTI Miano

Present job title & pay .. 4th. Cat. General Office Clerk .. 4420 lire per mo

Proposed title .. 1st. Cat. Asst. .. 6590. CUB

Job description .. Under direct supervision of non commissioned officer in charge of indexing section supervises 2 other civilian employees engaged in preparing material in base records in the proper order. His ability to understand written English as pertains to legal case records, with which Mr. VISCONTI has been working for the past 9 months enables him to determine which documents pertain to a certain case in the process of indexing and should be retained and those which should be laid aside to be incorporated in the appropriate case record. ..

REW

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 another form.

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", "complexion", 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."

Classification requested by ..LEGAL DIVISION.....
(Sub-Commission or Section)

Employee's or applicant's name	VINCENZI MIZANO
.....	

Present job title & pay 4th. Genl. Office Clerk . 4420 lire per mo
..... 6590. lire

Proposed title **JR. Adm. Assn.**.....

Job description Under direct supervision of non commissioned officer in charge of indexing section supervises 2 other civilian employees engaged in preparing material in case records in the proper order. His ability to understand written English as pertains to legal case records; with which Mr. WISCHOFF has been working for the past 9 months enables him to determine which documents pertain to a certain case in the process of indexing and should be retained and those which should be laid aside to be incorporated in the appropriate case record.

Use back of sheet for addition remarks.

Date Signature Sub-Commission or Section Head.

Reference number
Civ. Pers. Form 2

FILE

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

4 November 1946

SUBJECT: Transfer.

TO : Archives Branch1. Reference your letter //// Dated 2 November 462. Approval is granted for the transfer (*) of vischetti, Tizianovemployed in Archives Branch Sub-Commission, to Legal

Sub-Commission.

3. Classification and wage rate to remain the same Clerk Gen Off
(Grade)at /// 1420 to 1420 lire per day month. (Plus 6590 Lire GLB)

Effective as of 1 November 46

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

Civ. Pers. Form 6
Nov. 44Copy to: Legal S/C
Internal Security

CHECKED BY



4420
6590
11010

TOSTI

Matilda

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

/Lc.
25 July 1945.

TO : when it may concern.

Sig.ra Matilde TOSTI is leaving this Sub-Commission at her own request after nine months service with this Sub-Commission.

This Sub-Commission would like to express its appreciation for the loyal, efficient and intelligent work performed by Sig.ra TOSTI during the period of her employment with the Allied Commission.

Sig.ra TOSTI has displayed understanding and perseverance in the performance of her duties and has earned the respect and the friendship of all members of the staff.

G. C. HANNAFORD,
Lt. Col.,
for Chief Legal Advisor.

(traduzione)

* * * * *

A : chi di competenza.

La Sig.ra Matilde TOSTI lascia a sua richiesta questa Sottocommissione dopo nove mesi di servizio qui prestato.

Ci è gradito esprimere tutto l'apprezzamento di questa Sottocommissione per il lavoro attivo, efficiente ed intelligente svolto dalla Sig.ra TOSTI nel periodo durante il quale ha collaborato con la Commissione Alleata.

La Sig.ra TOSTI ha dimostrato comprensione e perseveranza nello svolgimento dei suoi doveri ed ha meritato la stima e l'amicizia di tutti i membri di questo ufficio.

G. C. HANNAFORD,
Ten. Col.,
per Capo Consulente Legale.

HEADQUARTERS ALLIED COMMISSION
ASO 394
LEGAL SUB-COMMISSION

AS/4046/L/ (G)

/rip.
25 July 1945.

OGGETTO : Sig.na TOSTI Matilde.

Al : Signor Capo del Personale, Ministero dell'Industria, Commercio e Lavoro, ROMA.

La Sig.na TOSTI Matilde lascia a sua richiesta questa sotto-commissione per riprendere servizio presso codesto Ministero.

Ci e' gradito esprimere tutto l'apprezzamento di questa sotto-commissione per il lavoro attivo, efficiente ed intelligente svolto dalla Sig.na TOSTI nel periodo durante il quale ha collaborato con la Commissione Alleata.

La Sig.na TOSTI ha dimostrato comprensione e perseveranza nel svolgimento dei suoi doveri ed ha meritato la stima e l'amicizia di tutti i membri di questo ufficio.

Sig.na Matilde TOSTI, is leaving this sub-commission at her own request in order to resume her duties with your Ministry.

This sub-commission would like to express its appreciation for the loyal, efficient and intelligent work performed by Sig.na TOSTI during the period of her employment with the Allied Commission.

Sig.na TOSTI has displayed understanding and perseverance in the performance of her duties and has earned the respect and the friendship of all members of the staff.

W. E. NEHRING,
Colonel,
Chief Legal Advisor.

4046 ✓

191A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

23 July 1945

Ref/G-1/Civ/Pers/910

SUBJECT. Civilian Employee - Matilde TOSTI

TO . Legal Sub-Commission.

1. Reference your letter AC/4046/L/G, dated 21 July 1945.
2. Normal full working week which entitles civilian employees of private industries to a full salary is six days a week, at 6 hours per day.
3. Dual personalities are not permissible, where it is established that employee is already in receipt of full salary for services being rendered.



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

Sub-Commission	
Chief Counsel	
CIO	
Italian Section	
CL RKS	
Capt. Ben RCB	
24 JUL	

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

AC/1046/L (G)

16 July 1945.

OGGETTO : Sig.na TOSTI Matilde.

AL : Signor Capo Del Personale -Ministero dell'Industria,
Commercio e lavoro, ROMA.

1. All'atto in cui la vostra impiegata Sig.na Matilde TOSTI lascia a sua richiesta la Commissione Alleata per riprendere servizio presso codesta Amministrazione, ci e' gradito esprimere a codesto Ministero i ringraziamenti della Sottocommissione Legale per aver consentito a distaccare la suddetta Signorina presso di essa.

2. Ci e' gradito parimenti esprimere tutto l'apprezzamento della Sottocommissione Legale per il lavoro attivo ed intelligente svolto dalla Sig.na TOSTI nel periodo durante il quale ha collaborato con la Sottocommissione stessa.

3. L'impiegata in oggetto lascerà la Commissione Alleata il 31 corrente.

W. E. BEHRENS,
Colonel,
Chief Legal Advisor.

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

AC/4046/L.(G)

16 July 1945.

SUBJECT : Civilian Employee.

TO : G - 1 (Civilian Personnel).

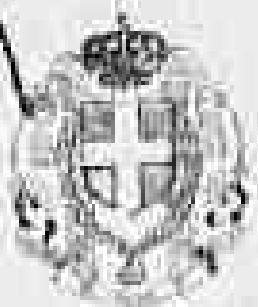
1. Sig.ra Matilde TOSTI has requested her release from this Sub-Commission to resume her duties with the Ministry of Industry on the 1st August 45 and her request has therefore been granted.

2. Sig.ra TOSTI will terminate her employment with HQ Allied Commission on 31 July and this Sub-Commission has sincere regrets in parting with her. Her work has always been admirable.

3. Replacement will be necessary and steps are being taken accordingly.

Lester C. BERT,
Capt. Inf.
for Chief Legal Advisor.

140461



Ministero delle Corporazioni

Roma 30 APR 1945 1945 A

Quartier generale Com-
missione alleata - Sotto-
commissione legale A.P.O.
394 = ROMA =

Prot. N. 1991/187 Reg.

OGGETTO: Signorina Tosti Matilde.

Si prega di far conoscere se e quali
assegni mensili codesta A.C. corrisponda
alla signorina Tosti Matilde, alunna d'or-
dine di questo Ministero, attualmente alle
dipendenze di codesta Commissione.

IL MINISTRO

Sur - Shall I tell them?

No
do not
answer

SA/L.

✓

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.6/AS.

1 Oct 44.

SUBJECT: Civilian Employee - TOSTI Mathilde.

TO : G-1 American (Attn: Major L.W. STEARNS)

Ref our 3/3.6/AS of 29 Sep 44 and your G-1/Civ Pers./63 dated 30 Sep.

Signorina Tosti has been transferred to Legal Sub-Commission and will be employed there in the same capacity as she was employed with this Section. It is desired therefor that she be transferred from the pay roll of Admin Sec wef 1st Oct 44 and be placed on the pay roll of Legal Sub-Commission at the same rate of pay i.e 120 lire per day.

RAP/gal
EXT 608

ROBERT A. PERSILL,
Lt Col Infantry,
Admin Sec.

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

30 September 1944

Ref/G-1/Civ.Pers./63

SUBJECT; Civilian Employee (Tosti, Maria)

TO ; Administrative Section.
(Lt.Col. Persell)

1. Reference your 3/3.6/AS, dated 29 Sept. '44.
2. Please have Miss Matilde Tosti come to Room 5 for an interview. If she is found suitable for any vacancies, we will gladly place her.
3. Please forward her ACC pass to this office.


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

1896

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.6/45

29 September 44.

SUBJECT : Employment of Signorina Mathilda TOSTI.
TO : Captain Panelli, Civilian Personnel Branch.

Reference the above mentioned employee.

This Section has to dispense with her services as we understood that she was due to return to her former employment with an Italian Ministry on 30th Sept and we therefore made arrangements to replace her; arrangements which we do not wish to cancel.

Signorina Tosti has however received permission to continue her work with A.C.C. and we strongly recommend that she be found employment in some other office.

She is an efficient and hard working typist with a fair knowledge of English, a very conscientious employee.

Ext, 410
RAP/JW

Robert A. Persell
ROBERT A. PERSSELL
Lt.Col. Inf.
Admin Section.

Translation No. 148

Ministry of Industry, Commerce and Labor

File No. 42/187 P.C.

11 August 1944

Subject: Matilde Tosti.

To : Hq. Allied Control Commission - Admin. Section

Reply to letter 3.3.6/AS of 31 July 1944

In reference to the above letter we wish to inform you that this Ministry needs all its personnel in order to satisfy the requirements created by the present reorganization. However, in compliance with the Commission's request, it shall permit Miss Matilde Tosti, who belongs to the "ruoli" of this central Administration (with grade VIII, group C) to remain temporarily in service with your office.

The Minister
/s/.....

219

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.6/AS

31 July 1944

SUBJECT : Miss Matilde TOSTI (Gr. XIII c)

TO : His Excellency Avv. Giovanni GRONCHI
Minister for Industry, Commerce and Labor
Italian Government.

The stenographer Miss Matilde TOSTI is a regular employee of Your Ministry (Gr. XIII C) and is at the moment doing useful work with this Section of the Allied Control Commission.

Miss TOSTI should now resume her work with You, but it is our desire to keep her in our employ until her services are no longer required.

It is requested that Your Excellency give approval for Miss TOSTI to remain temporarily at our disposal, adopting that Regulation which prevents any disadvantage coming to her as a result, in regards to her position as an employee of your Ministry.

An early reply would be appreciated.


R.A. PERSELL,
Lt. Col. Inf.,
For A/Head Adm. Sec.

0943

Declassified E.O. 12356 Section 3.3/NND No. 785016

TORTI

Plena

L. A. C. A. B.

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947

SUBJECT: Transfer.

TO : LEGAL DIVISION

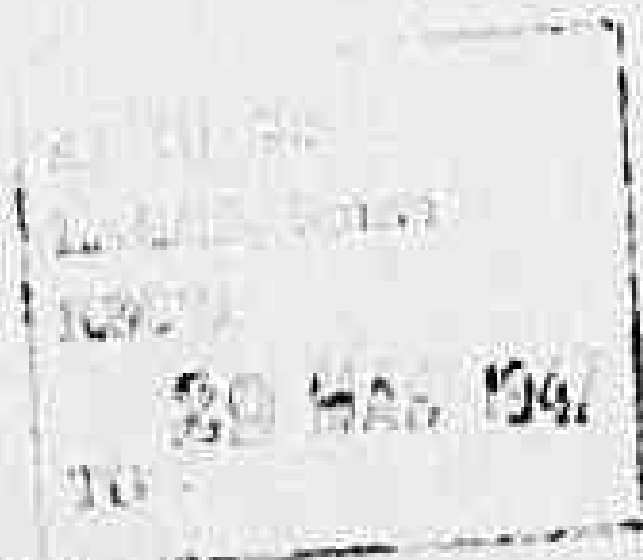
1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of TORTI CLELIA
employed in Legal Division ~~Sub-Commission~~ to Archives Division
~~Sub-Commission~~
3. Classification and wage rate to remain the same 4 Cat Clerk NHP
(Grade)
at 5250 to 6562 lire per ~~day~~ month plus 7800 cost of living
bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
Archives Division
File



Roy R. Walker
ROY R. WALKER
CAPT
G-1 CIVILIAN
AC

L.H.C.H.D.

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNELDate 19 February 1947

RE-

SUBJECT: *Employment of Civilians.*TO : Legal Division

1. Ref. your request dated 17 February 1947
2. Approval is given to the employment of TORTI Clelia
as a 4 Cat Clerk NHF at a rate
not exceeding 6562 Lire per day/month. plus 5876 cost of
living bonus
3. The minimum rate, which is 5250 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 as of 17 February 1947

Copy to: Internal SecurityJohn R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

SERPIERI
loewi

L. A.C. A. B.

HEADQUARTERS SUBARMBED COMMISSION

APO 304

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LAGAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of SERFERI NOEMI employed in LEGAL Division ~~Sub-Commission~~ to Archives Division ~~Sub-Commission~~.
3. Classification and wage rate to remain the same 4 Cat Clerk MFF (Grade) at 5250 to 6562 lire per month. Plus 7800 cost of living bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6

Nov. 44

Copy to: Internal Security
Archives Division
File

14HQ G-5
LAGAB, Rome
REC'D
14 MAR 1947
TO

Roy R. Walker
CAPT AC
G-1 CIVILIAN

HEADQUARTERS ARMY AIR FORCE COMMISSION

APO 304

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LACAB/AR/9 Dated 27 March 1947

2. Approval is granted for the transfer (*) of SERPTEI NOELT
employed in LEGAL Division ~~Sub-Commission~~ to Archives Division~~Sub-Commission~~3. Classification and wage rate to remain the same 4 Cat Clerk NHF
(Grade)
at 5250 to 6562 hire per month plus 7800 cost of living
bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6

Nov. 44

Copy to: Internal Security
Archives Division
File

AFHQ G-5	TO
LACAB, Rome	
REC'D	
60 MAR 1947	

Roy R. Walker
ROY R. WALKER
AC
CAPT
G-1 CIVILIAN
Self

L. A. C. A. B.~~HEADQUARTERS ALLIED COMMISSION~~

APO 894

G-1 SECTION CIVILIAN PERSONNEL

19 February 1947

Date

RE-

SUBJECT: *Employment of Civilians.*TO : Legal Division

1. Ref. your request dated 17 February 1947

2. Approval is given to the employment of SERPIERI Noemias a 1 Cat Clerk NHF at a ratenot exceeding 6562 Lire per ~~day~~ month, plus 5876 cost of living bonus

3. The minimum rate, which is 5250 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.

Effective as of 17 February 1947

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

0950

Declassified E.O. 12356 Section 3.3/NND No. 785016

11

00

SCODELLINI

Olivera

(SECTION)

APO 834

Reference 3/4046/L.

Date 25 March 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 26 March 1946.

Name of Employee: SOCCOLINI ELIA

Classification : Intep. Technical.

Wage Rate : 4500 plus 4940 Bonus per month.

2. Employee is being dismissed for the following reasons:

() Ceased operation.

() Inefficiency.

() Insubordination.

() Dishonesty.

() Security.

() Reduction in staff.

() Remarks.

Ceased Voluntary.

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

Name: W. J. Thompson

Rank: Lt. Col. S. P.

Title:

Civ. Pers. Form 8
Feb. 45

25 March 1946

TO : The Staff-Officer of the Legal Sub-Commission

I wish to advise you that due to particular circumstances I am with regret resigning from the position kindly entrusted to me.

In this occasion I also wish to express my thanks for the confidence you and all the officers of the Legal Sub-Commission have always placed upon the work performed by me.

Yours sincerely

Stenshoell

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

12 February 1946

SUBJECT: Reclassification.

TO : Legal S/C

1. Reference your letter AC/4046/L dated 6 Feb. 46
2. Approval is granted for the reclassification (*) of SCODELLINI Elena

Int. TYP to the status of Interp. Tech. Salary to
 range from 2430 to 4580 per ~~day~~ month.

(Plus living bonus)

Effective 1 Feb. 46

Harry Galkin
HARRY GALKIN
 1st Lt. Air Corps
 G-1 Amer.

(*) It is the policy of the 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 fourteen day probationary period.

Copy to; Internal Security

Civ. Pers. Form 5

Aug. 44

LEGAL SUBCOMMISSION

CLO

DCLO

Chief Counsel

CJO

Italian Section

CLERKS

→ *Capt Ben* RC, 3
 12-2-46

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 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 Legal Sub Commission
(Sub-Commission or Section)

Employee's or applicant's name Elena SCODELLINI

Present job title & pay Inter/typist Proposed title Interpreter (Technical)

Job description

Interpreting and translating legal documents and
petitions for pardon etc.

Use back of sheet for additional remarks

Date 8 February 1946

Signature

Sub Commission or Section Head

Reference number AC/4046/L

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

1 Nov. 45 1944

SUBJECT: *Employment of Civilians.*TO : Legal S/C.
Sgt. Papps

1. Ref. your AC/4046/L. dated 30 Oct. 45
2. Approval is given to the employment of SCODELLINI, Elena
as a Interp/Typist at a rate
not exceeding 4290 Lire per ~~day~~/month. Plus living bonus.
3. The minimum rate which is 2420 Lire per ~~day~~/month will
be paid for the first seven days, and may be increased commensurate with em-
ployee's skill and ability 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 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.

Effective 2 Nov. 45

Edward D. S. Sullivan
EDWARD D. S. SULLIVAN,
Major, Air Corps, USA
G-1 American.

PISTORESI
Liliana

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947 191

SUBJECT: Transfer.

TO : LEGAL DIVISION

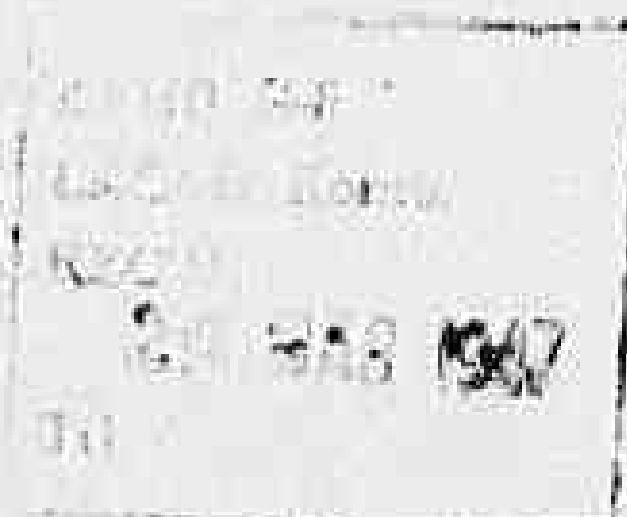
1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of PISTORESI SILVIA
employed in LEGAL DIVISION ~~Sub-Commission~~ to Archives Division
~~Sub-Commission~~
3. Classification and wage rate to remain the same 3 Cat Jr. Adm. Asst. HF
(Grade)
at 6250 to 7812 lire per ~~mo~~ month. plus 10868 cost of living
bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
Archives Division
File



Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

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

CIVILIAN EMPLOYEE'S LEAVE-APPLICATION FORM

NAME PIETOMESI SilviaEMPLOYED BY LEGAL DIVISIONDATE EMPLOYMENT BEGAN 1 November 1946Check
one

☐	☐	☐
--------------------------	--------------------------	--------------------------

Requesting authority & Reason

Leaves taken, granted or requested
(Show inclusive date)

From	to	Total Days	With Pay (W/P)	Without Pay (W-O/P)
11 Nov 46	1 Dec 46	<u>9</u> <u>(TW)</u>	W/P	

Request authority to pay a/m employee
for period indicated during which she
was absent on sick leave.*Original signed by*L. J. CILBRIDE
Major, IGD
Chief Counsel
for Chief Legal Advisor

(See Reverse Side)

(1)

1st Ind.

*on file Spt
chief clerk*SUBJECT: Leave of absence for PIETOMESI SilviaTO : LEGAL DIVISION Sub-Commission or Section1. Leave with pay for 9 days commencing 11 Nov 46
without
hereby authorized. (TW)Date 12 ^{Dec} ~~Nov~~ 1946

(To be submitted in duplicate)

CIV PERS FORM 17

July 45

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 General

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.

Philie Piobres
(Signed)

PROF. DOTT. MARIO COPPO

INSEGNANTE DI UNIVERSITÀ - ROMA

Corso Trieste N. 175 - Telef. 881.009

2. XII. 1946

Certifico che la figlia Silvia Costa
 res. per Ernesto è sofferente
 da oltre un mese di colicisti
 te malattia febbre e di epidemi
Crisipolite. Per tale infermità
 ha dovuto mantenere grande infe
 e stretto regime di dieta. Si
 ritiene che per almeno ancora
prenti giorni debb mantere
un regime relativo e un vite
molto custodito.
 In caso liber per un anni
termina

Maniolo

TO DISBURSING LEGAL OFFICE

The undersigned Silvia Pistoressi makes a
request in order that the period from
11
22 November to 30 November be paid as
period on leave.

Thanks

Silvia Pistoressi -

12 December 1946

FILE

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 November 1946

SUBJECT: Transfer.

TO : ~~Archives Branch~~

1. Reference your letter /// Dated 2 November 46
2. Approval is granted for the transf(*) of Pistoresi, Silvia
employed in Archives Branch Sub-Commission, to Legal
Sub-Commission.
3. Classification and wage rate to remain the same 3 Cat. Jr. Superv. ST
(Grade)
at /// to 4160 lire per ~~day~~ month. (plus 7202 lire CLB)

Effective as of 1 November 46

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

Civ. Pers. Form 6
Nov. 44

Copy to: Legal S/C
Internal Security

CHECKED BY



PIECENET
Gang Mania

1

ALLIED FORCE HEADQUARTERS
G-5 (Legal) Section
Legal Branch

Enter and
✓ File

LACAH/4046/4

LJC/ns
27 March 1946

SUBJECT : Civilian Staff -
PICCHETTO Anna Maria and
DE ANTONIS Paolo.
TO : Director, Archives Division.

1. Reference is made to letter of
your Division LACAH/4046/4, dated 25 March 1946,
subject as above.

2. Information contained therein
regarding termination of employment of the above
named persons in Archives at the end of this week
has been noted. Inasmuch as this Branch has no need
for their services it is requested that, subject to
the approval of G-1 Civilian Personnel, they be
notified that their service with the G-5 Section
terminates as of the time mentioned.

JOHN K. WEBER,
Colonel, Infantry.
Chief Legal Advisor.

Copy to: G-1 Civilian Personnel

ALLIED FORCE HEADQUARTERS
G-5 (LACAB) Section
ROME
APO 794
Archives Division

Ref. : LACAB/AR/9.

25 March 1947

Subject: Civilian Staff.

To : Legal Division.

PICCHETTI Annamaria - De ANGELOIS Paolo.

The services of the above 2 Italian civilians will not be required at the end of this week.

In accordance with the instructions from this Headquarters that civilian staffs shall be reduced wherever possible, it is regretted that their employment with ALCON Archives must be terminated, as they are not on the payrolls of Archives it is suggested that they shall be returned to Legal Division for whatever action you may think fit.

F.M. Harrison
F.M. HARRISSON, *Major*

Major,
Director,
Archives Division.

Copy to: G-4 Civilian Personnel.

AFHQ G-5
LACAB, Rome
REC'D
26 MAR 1947
TO .

HEADQUARTERS ALLIED COMMISSION

L A C A B - LEGAL DIVISION
(SECTION)

A P O 334

Reference 4046/L Date 28 March 1947

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 1 April 1947

Name of Employee: Picchetti Anna Maria

Classification : 4 Cat Int/Typist NRR

Wage Rate : 6562 plus 7800 p. m.

2. Employee is being dismissed for the following reasons:

() Ceased operation.

() ~~Inefficiency~~

() ~~Insubordination~~

() ~~Disloyalty~~

() ~~Security~~

() ~~Unsuitable staff~~

() Remarks

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

Name: L.J. GIBBONS,

Rank: Major, ICD,

Title: Chief Counsel

1

ALLIED FORCE HEADQUARTERS
G-5 Section
Liaison and Civil Affairs Branch
APO 794
Legal Division

FILE

LACAB/4045/1.

/ns
12 February 1947.

SUBJECT : PICCHETTO Anna Maria and
 ARRESTI Giorgio.

THROUGH : G-1 Civilian Personnel.

TO : Chief of Branch.

1. Request is hereby made that the two above-mentioned civilian employees, working with the Archives Division (Legal), be replaced by two other employees who know English well and have experience with archives work.

2. The reason for such replacement is that their absence from work is exceeding the normal period of time allowed without sufficient justification therefor.

L.J. GILBRIDE,
Major, IQD,
Chief Counsel,
for Chief Legal Advisor.

OTT. L. SABBATUCCI

MEDICO CHIRURGO

LUNGO TEVERE MELLINI, 17
TELEFONO 33.908

CONSULTAZIONI: ORE 15.30-16.30

L. S. - XII - 1946

Certifico che la ~~L. S.~~ ^{signora} ~~Anna~~
~~Maria~~ Picchetti è affetta da
febbre influenzale e gastralgia
per cui non può recarsi in ufficio
per qualche giorno.

M. Sabbatucci

PICCHETTI -

HEADQUARTERS ALLIED COMMISSION
 APO 894
 G-1 SECTION CIVILIAN PERSONNEL

Date 4 November 46

RE-
 SUBJECT: *Employment of Civilians.*
 TO : *Legal S/C*

1. Ref. your *through Archives Br* dated 2 November 46
2. Approval is given to the employment of *re- Picchetto, Anna Marie*
 as a 4 Cat Qual NHF (Interp/Typist) at a rate
 not exceeding 3220 Lire per ~~day~~ ^{month} (Plus
 7310 lire CLB)
3. The minimum rate, which is //// 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 as of 1 November 46

Copy to: Internal Security



John R. Hayes
 JOHN R. HAYES
 Major A.G.D.
 G-1 Civilian

0971

Declassified E.O. 12356 Section 3.3/NND No. 785016

PIA 2204A

Automietta

HEADQUARTERS ALLIED COMMISSION

LEGAL DIVISION
(SECTION)

APO 384

Reference 4046/L

Date 22 March 1947

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 22 March 1947

Name of Employee: PLAZZOLA Antonietta

Classification : 4th Cat- Clerk

Wage Rate : 6562 plus 7800

2. Employee is being dismissed for the following reasons:

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

HEALTH REASONS

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

Name: L.J. GILBRIDE,

Rank: Major, IGD

Title: Chief Counsel.

Dr. IGELLO PAOLUCCI

Dott. Enrico Colaninno, direttore della Università
di Roma - Ospedale, Roma - Roma

ICMA

Via Vigna Nuova, 15 - Tel. 763.416

Orario: 15-18 e nei appuntamenti

Medicina Interna - Dermatologia - Ostetricia
Neurologia - Fisiologia - Ginecologia e ginecologia
Chirurgia Generale - Radiologia - Radiodiagnostica
Dermatologia

10.3-4.2

Carissimo Dr. Le
 ho ricevuto la vostra lettera
 e' stato effettuato nel 3 m.
 al 7 c.m. da malattie
 stagionali.

Da e' guarita e può
 riprendere il lavoro

x.u. l.u.

M. l.u.
 Paulucci

I. A. C. A. E.
HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 20 February 1947

SUBJECT: ~~RE-~~ *Employment of Civilians.*

TO : Legal Division

1. Ref. your request dated 17 February 1947
2. Approval is given to the employment of PIAZZOLA antonietta
as a 1 Cat Clerk NHP at a rate
not exceeding 6562 Lire per day/month plus 5876 cost of
living bonus
3. The minimum rate, which is 5250 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 as of 17 February 1947

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

ORTIS

Tavernio

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

28 March 19 47

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LACAB/AR/9 Dated 27 March 1947

2. Approval is granted for the transfer (*) of ORTIS TARCISIO

employed in LEGAL DIVISION Sub-Commission to ARCHIVES DIVISION

Sub-Commission

3. Classification and wage rate to remain the same 4 Cat Clerk NHF
(Grade)at 6150 to 7687 lire per day/month. plus 8970 cost of living
bonus

Effective as of 1st April 1947

(*) No employee will be permitted to change from one Section to another without
the agreement of the respective employing Sections.Copy to: Internal Security
Archives Division
FileCiv. Pers. Form 6
Nov. 44AFHQ GS
LACAB, Rome
RECD
28 MAR 1947
TORoy R. Walker
CAPT
G-1 CIVILIAN
JLfa

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNELDate 19 February 1947RE-
SUBJECT: *Employment of Civilians.*

TO : Legal Division

1. Ref. your request dated 17 February 1947
2. Approval is given to the employment of ORTIS Tarcisio
as a 4. Cat. Clerk NHP at a rate
not exceeding 7687 Lire per ~~day~~ month, plus 6760 cost of
living bonus
3. The minimum rate, which is 6150 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 as of 17 February 1947

~~Copy to: Internal Security~~*J.R.H.*
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

NICOLINI
Laura

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

5 October 45 1944

SUBJECT: *Employment of Civilians.*TO : Legal S/C.
Chief Clerk

1. Ref. your Form 3 dated 1 Oct. 45
2. Approval is given to the employment of Nicolini, Laura
as a Interp/Typist at a rate
not exceeding 4290 Lire per ~~day~~ month. Plus living bonus.
3. The minimum rate which is 2420 Lire per ~~day~~ month will
be paid for the first seven days, and may be increased commensurate with em-
ployee's skill and ability 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 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.

Effective 8 Oct. 45

N. P. THEODORIS
1st Lt. AGC EC4
Ass't G-1 (A).

Pan: V013500

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: NICOLINI LAURA

TO : Legal Sub/C.

8 October 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.

C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

Bongarzone

IVATALI
Enrica

L.A.C.A.B.
~~HEADQUARTERS~~
ALLIED COMMISSION

LEGAL DIVISION
 (SECTION)

APO 834 794

Reference Cy 3/4 Q 6/1

Date 1 March 1947

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 of March 1947

Name of Employee: NATALI Mexica

Classification : Clerk Cat. 4 NHP

Wage Rate : Lira 5562 + 5376 OLB

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section
1 March 1947 for the purpose of obtaining required clearance.
 (date)

Name: Lionel Mann
LIONEL MANN

Rank: Major, Inf.

Title: _____

L A C A B
HEADQUARTERS ALLIED COMMISSION
~~AFHQ~~
G-1 SECTION CIVILIAN PERSONNEL



Date 10 February 1947

SUBJECT: *Employment of Civilians.*

TO : Legal Division

1. Ref. your AC/4046/L..... dated 24 Jan. 47
2. Approval is given to the employment of Natali Enrica
as a Clerk Cat. 4 MFR at a rate
not exceeding 6562 Lire per day/month. plus 5876 GLB
3. The minimum rate, which is 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 as of 1 February 1947

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

0984

Declassified E.O. 12356 Section 3.3/NND No. 785016

NAPOLÉONE
Constantino

file

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

11/10/61.

/ada.

28 January 1966.

SUBJECT: Civilian employee.

TO: G-1 (Civilian Personnel).

1. Request is made for the employment of NAPOLONE COSTANTINO who we understand is now employed in Public Health Sub-Commission. The above named is professional and should be paid as our **other** employee at \$ 9000 per month plus the present bonus of \$ 4000 per month.

2. Above to commence on February 1/66. *Did not*

3. Name and address as follows: -

NAPOLONE COSTANTINO - Via Virgilio Orsini 25

ROME - Tel. 361705

LESTER C. BERN,
Captain Infantry,
for Chief Legal Advisor.

MONTANARO
Romana

HEADQUARTERS ARABIAN LEADER COMMISSION

G-1 SECTION CIVILIAN PERSONNEL

10

TO : LEGAL DIVISION

- AC for
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

L. A. C. A. B.**HEADQUARTERS ALLIED COMMISSION****APO 894****G-1 SECTION CIVILIAN PERSONNEL**Date 19 February 1947SUBJECT: ^{RE-}Employment of Civilians.TO : Legal Division1. Ref. your request dated 17 February 19472. Approval is given to the employment of MONTANARO Rosariaas a 4 Cat Clerk NHF at a rate
not exceeding 6562 Lire per day/month plus 5876 cost of living bonus

3. The minimum rate, which is 5250 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.

Effective as of 17 February 1947

Copy to; Internal SecurityCiv. Pers. Form 4
Aug. 44

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

MIROSLAV
G
Gumpel

HEADQUARTERS ALLIED COMMISSION

(SECTION)

APO 384Reference 4046Date 30 April 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 1 MAY 1946.

Name of Employee: MIROSLAV ENGELClassification : JUN. ADMIN. ASST.Wage Rate : 4,500 Plus 5,850 Bonus

2. Employee is being dismissed for the following reasons:

- ☐ ~~Excess operation~~
- ☐ ~~Inefficiency~~
- ☐ ~~Insubordination~~
- ☐ ~~Disobedience~~
- ☐ ~~Security~~
- ☐ Reduction in staff.
- ☐ Remarks.

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

Name: Lester C. BarnRank: Capt.Title: Staff Officer

File 4046

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

218A

SUBJECT: ENGEL MIROSLAV

TO : LEGAL S/C

6 November 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.

[Signature]

Internal Security Officer

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

6 November 45..... 1944

SUBJECT: *Employment of Civilians.*TO : Legal S/C
Sgt. Papps

1. Ref. your AC/4046 dated 1 Nov 45
2. Approval is given to the employment of Miroslav, Engel
as a Jr. Adm. A sst. at a rate
not exceeding 5940 Lire per ~~day~~ month. Plus living bonus.
3. The minimum rate which is 2420 Lire per ~~day~~ month will
be paid for the first seven days, and may be increased commensurate with em-
ployee's skill and ability 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 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.

Effective 5 Nov. 45

Edward D. S. Sullivan
EDWARD D. S. SULLIVAN,
Major, Air Corps,
G-1 American.

217A

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

AC/4046/L

3rd November 1945

SUBJECT : Personnel

TO : G-1 (Civilian Personnel)

1. As no application has yet been sent to this sub-commission to fill the request made by us for a Jnr Adm Asst, though of course we appreciate that only a very short time has elapsed since making such request, may we nevertheless recommend the bearer of this letter for such post subject to your approval.

2. His name is MIROSLAV EIGEL, a Czech subject, 25 years of age and with his excellent English and Italian and experience in accountancy and bookkeeping we feel that he will eminently suit our requirements.

3. If you approve will you kindly send him back to Room 44 - 5th Fl., with the usual documents for his employment.

Lester C. Bern,
Captain.
for Chief Legal Advisor.

0994

Declassified E.O. 12356 Section 3.3/NND No. 785016

HC1N0221

Manlio

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: MINDZZI, MANLIO
TO : LEGAL SEC

15 May 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.

Read: [Signature]

Abnerdetehie, Jr.
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 May 1945 1944

SUBJECT: Employment of Civilians.

To : Legal Sub-Commission.
Col. Behrens.

1. Ref. your AC/4046/L (J) dated 1 May 1945

2. Approval is given to the employment of MINOZZI Manlio

as a Professional at a rate
not exceeding 12100 Lire per ~~day~~ month. (Plus Living Bonus)

3. The minimum rate which is 4400 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.

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

Can arrangement for first
7 days be amended please?
J.C.

4046 150A

Professor MANLIO MINOZZI

Roma - Via Po 16 B -

- Doctor of jurisprudence and political sciences.
- Professor of History of treaties and International law at the University and the "Istituto Orientale" of Naples.
- Member of the "Partito democratico Cristiano".
- Full knowledge of english, french and german.
- General Secretary of the Italian Association affiliated to the "League of Nations Union", among whose Presidents Lord Cecil.
- Delegate of the above mentioned "Associazione Italiana" at the Assemblies of the "League of Nations Union" which were held at Budapest, Geneva, Paris, Montreux, Folkestone (1932-38).
- During the same period 1932-38 he took part in many international conferences for peace and international cooperation, as the conference for peace at Birmingham and that held by the "International law Association" at Oxford.

HEADQUARTERS ALLIED COMMISSION
APO 394
LEGAL SUB-COMMISSION

AG/4046/L (J)

/lrh.
2 May 1945.

SUBJECT : Civilian Employees.

TO : G-1 (Civilian Personnel).

1. Request is made for the employment of Professor Manlio MINOZZI to be employed by this Sub-Commission with effect from 1 May 1945 in place of Dott Bruno FORTI who terminated his employment on 30 April 1945.

2. Prof MINOZZI is a University Professor of Law and International Policy of a high grade. Classification Questionnaire is enclosed.

3. Prof MINOZZI will be employed under the same terms and conditions as Dott Forti - salary 12,100 lire per month plus bonus, full salary to be effective from 1st May 1945.

4. Full name and address is as follows:

Prof Manlio MINOZZI
Via Po, 16 B,
Roma
Telephone 849637

Incl: Questionnaire

W. E. BEHRENS,
Colonel,
Deputy Chief Legal Adviser.

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 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

Employee's or applicant's name

MINOZZI MARLIO

(Sub-Commission or Section)

Present job title

Proposed title Professional

Job description Replaces Dott Bruno Forti (Professional) as

expert adviser to Legal Sub-Commission on Italian Law.

Use back of sheet for additional remarks

Date 2 May 1945

Signature



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. 13, 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

(Sub-Commission or Section)

Employee's or applicant's name

MINOZZI ENRICO

Present job title

Proposed title Professional

Job description

Replaces Dott Bruno Fonti (Professional) as

expert adviser to Legal Sub-Commission on Italian Law.

Use back of sheet for additional remarks

Date 2 May 1945

Signature

Reference number AC/4046/L (J)

Sub Commission or Section Head.

W. E. BEHRENS,
Colonel,

Deputy Chief Legal Adviser.

Civ. Pers. Form 2

Aug. 44

MATARELLI

Giovanna

L.A.C.A.B.

~~HEADQUARTERS ALLIED COMMISSION~~

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947 191

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LACAB/AR/9 Dated 27 March 1947

2. Approval is granted for the transfer (*) of MATARELLI GIOVANNA

employed in LEGAL DIVISION Sub-Commission to ARCHIVES DIVISION

~~Sub-Commission.~~3. Classification and wage rate to remain the same 4 Cat Clerk NHF
(Grade)at 5250 to 6562 lire per ~~month~~ month. plus 7800 cost of living
bonus

Effective as of 1st April 1947

(*) No employee will be permitted to charge from one Section to another without
the agreement of the respective employing Sections.Civ. Pers. Form 6
Nov. 44Copy to: Internal Security
Archives Division
File

AFHQ G-5
LACAB, Rome
RECD
29 MAR 1947
TO

Roy R. Walker
 ROY R. WALKER
 CAPT AC
 G-1 CIVILIAN

L. A. C. A. E.~~HEADQUARTERS ALLIED COMMISSION~~~~APO 894~~G-1 SECTION CIVILIAN PERSONNELDate 19 February 1947SUBJECT: ~~RE -~~ *Employment of Civilians.*TO : Legal Division

1. Ref. your request dated 17 February 1947
2. Approval is given to the employment of MATARELLI Giovanna
as a 4 Cat Clerk NHF at a rate
not exceeding 6562 Lire per day/month. plus 5876 cost
of living bonus
3. The minimum rate, which is 5250 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 as of 17 February 1947

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

MARCHETTI

August

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947 ~~na~~

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of MARCHETTI AUGUSTO.....
employed in LEGAL DIVISION ~~sub-commission~~, to ARCHIVES DIVISION
~~sub-commission~~
3. Classification and wage rate to remain the same 3 Cat. Jr. Adm. Asst. HF
(Grade)
at 7350 to 9187 lire per day/month. plus 12038 cost of living
bonus

Effective as of 1st April 1947

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

Copy to: Internal Security
Archives Division
File

Civ. Pers. Form 6

Nov. 44

AFHQ 6-5

LACAB, Rome

RECU

28 MAR 1947

TO

Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

FILE

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 SECTION CIVILIAN PERSONNEL

64A

4 November 1946

SUBJECT: Transfer.

TO : ~~Archives Branch~~

1. Reference your letter // Dated 2 November 46
2. Approval is granted for the transfer (*) of Marchetti, Augusto
employed in Archives Branch Sub-Commission, to Legal
Sub-Commission.
3. Classification and wage rate to remain the same Jr. Admin. Asst.
(Grade)
at /// to 5980 lire per day/month (plus 6780 lire CLB)

Effective as of 1 November 46.

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

Copy to: Legal S/C
~~Internal Security~~Civ. Pers. Form 6
Nov. 44

CHECKED BY



LOPEZ

Manila Luzon

L. A. C. A. B.

~~HEADQUARTERS ALLIED COMMISSION~~

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28th March 1947

SUBJECT: Transfer.

TO : LEGAL DIVISION

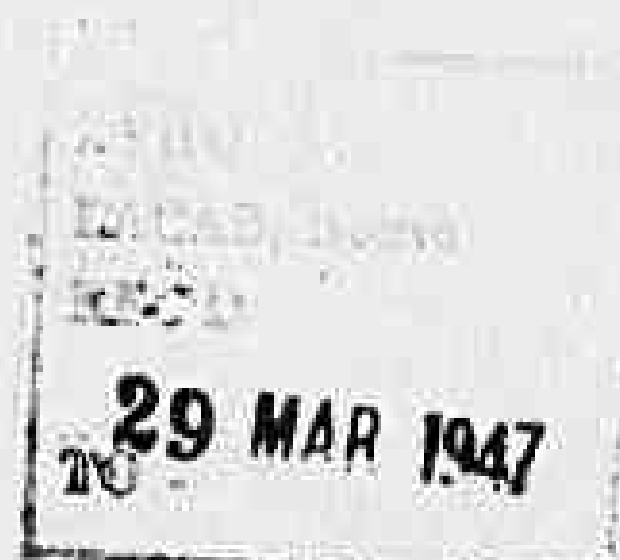
1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of LOPEZ MARIA LUISA
employed in Legal Division ~~Sub-Commission~~, to ~~Archives Division~~
~~Sub-Commission~~
3. Classification and wage rate to remain the same 4 Cat Interp/Typist NHF
(Grade)
at 5250 to 6562 lire per ~~day~~ month, plus 7800 cost of living bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
Archives Division
File



Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

L.A.C.A.B.~~HEADQUARTERS UNITED STATES ARMY~~

APO 894

G-1 SECTION CIVILIAN PERSONNEL

19 February 1947

Date

RE-

SUBJECT: *Employment of Civilians.*

TO : Legal Division

1. Ref. your request dated 17 February 1947.....
2. Approval is given to the employment of LOPEZ Maria Luisa
..... as a 4 Cat Interp/Typist at a rate
not exceeding 6562 Lire per ~~day~~ month. plus 5876 cost of
living bonus
3. The minimum rate, which is 5250 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 as of 17 February 1947

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

LODRINI

Giuseppina

L. A. C. A. B.

~~HEADQUARTERS, U.S. ARMY, 1000 G. I. DIVISION~~

APO 394

G-1 SECTION CIVILIAN PERSONNEL28 March 1947 ⁴⁹

SUBJECT: Transfer.

TO : LEGAL Division

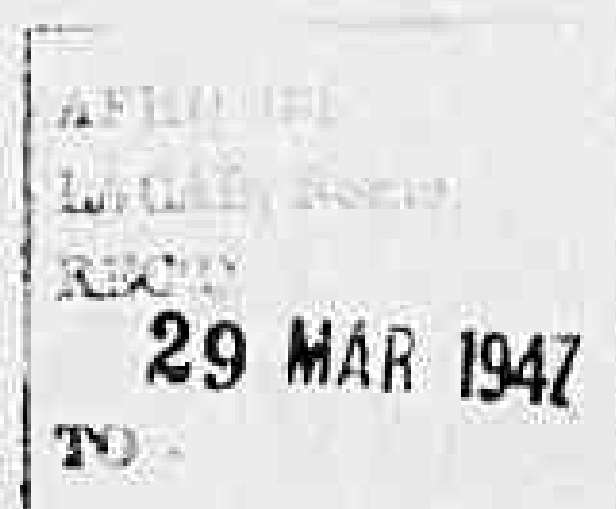
1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of LODRINI Giuseppina
employed in LEGAL Division ~~sub-Commission~~ to Archives Division
~~sub-Commission~~
3. Classification and wage rate to remain the same 3 Cat Jr. Adm. Asst. NHP
(Grade)
at 6250 to 7812 lire per ~~day~~ month. plus 7800 cost of living bonus

Effective as of 1st April 1947

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

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
Archives Division
File



Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

1012

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 19 February 1947

SUBJECT: *Employment of Civilians.*
TO : Legal Division

1. Ref. your request dated 17 February 1947
2. Approval is given to the employment of LODRINI Jose
as a 3 Cat. Jr. Adm. Asst. III at a rate
not exceeding 7312 Lire per day/month, plus 5876 cost of
living bonus
3. The minimum rate, which is 6250 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 as of 17 February 1947

Copy to : Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

1013

KNIRSCHA

Quisha

HEADQUARTERS
ALLIED. COMMISSION
LEGAL DIVISION
(SECTION)
APO 384

Reference 4046/LDate 21 March 1947SUBJECT: *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 26 March 1947.

Name of Employee: KNIRSOHA AndreaClassification : ExecutiveWage Rate : 15625 plus 12038

2. Employee is being dismissed for the following reasons:

- () Ceased operation.
- () ~~RETERIX~~
- () ~~RETERIXION~~
- () ~~RETERIXION~~
- () ~~RETERIXION~~
- () ~~RETERIXION~~
- () ~~RETERIXION~~
- () Remarks.

*The services of this man
have been very satisfactory*

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

Name: JOHN K. WEBER,Rank: Colonel, Infantry,Title: Chief Legal Advisor.

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

CIVILIAN EMPLOYEE'S LEAVE-APPLICATION FORM

NAME ANDREA KNIRSCHAEMPLOYED BY Legal DivisionDATE EMPLOYMENT BEGAN March, 1946Requesting authority &
ReasonCheck
oneLeaves taken, granted or requested
(Show inclusive date)

From	To	Total Days	With Pay (W/P)	Without Pay (W-O/P)
21.2.47	10.3.47	15	w/p	

L. J. Albright, Maj.

(See Reverse Side)

SUBJECT: Leave of absence for 1st Ind. Andrea KnirschaTO : Legal Division Sub-Commission or Section1. Leave with pay for 15 days commencing 21.2.47
without
hereby authorized.Date 20-2- 1947
(To be submitted in duplicate)CIV PERS FORM 17
July 45*John R. Hayes*
JOHN R. HAYES
A.G.D.
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 : Legal S/C

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 Knirscha AndreaClassification 1 Cat Executive H/P (Executive)Basic Pay 8580/11180 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 2/Pd	C. L. B. for 2/Pd	Amount paid	
1/15 Aug 46	13 days	6050	2745	8795	
16/31 Aug 46	13 days	6050	2745	8795	17590
Re- adjustment	26 days	11180	7930	-	19110
REIMBURSEMENT DIFFERENTIAL					1520

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

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

CIVILIAN EMPLOYEE'S LEAVE-APPLICATION FORM

NAME ANDREA KNIRSCHA

EMPLOYED BY Legal Division

DATE EMPLOYMENT BEGAN March, 1946

Check one _____ Requesting authority & Reason

Leaves taken, granted or requested
(Show inclusive date)

From	To	Total Days	With Pay (w/P)	Without Pay (w-o/P)
21.2.47	10.3.47	15	w/P	

(See Reverse Side)

L. J. Albright, Maj.

SUBJECT: Leave of absence for 1st Ind. Andrea Knirsch
TO : Legal Division Sub-Commission or Section

1. Leave with pay for 15 days commencing 21.2.47
without pay for _____ days commencing _____
hereby authorized.

Date 20-2- 1947
(To be submitted in duplicate)
CIV PERS FORM 17
July 45

John R. Hayes
JOHN R. HAYES
for A.G.D.
G-1 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.

W. Sturmsch

(Signed)

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

57A

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

SUBJECT: New Rate of Pay

TO : Legal S/C

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 Knirscha AndreaClassification 1 Cat Executive H/F (Executive)Basic Pay 3580/11180 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 B for P/d	Amount paid	
1/15 Aug 46	13 days	6050	2745	8795	
16/31 Aug 46	13 days	6050	2745	8795	17590
Re- adjustment	26 days	11180	7930	-	19110
REIMBURSEMENT DIFFERENTIAL					1520

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

look

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: *Knirshs Audri*
TO: *Legal S/C*

14 March 194*6*

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

- ☒ suitable for employment, subject to final report from F. S. S.
- ☐ not suitable for employment.
- ☐ may be employed subject to further checking.
- ☐ employment held in abeyance for further investigation.

M.H. Brown
M. H. BROWN
Captain

Internal Security Officer

KNIRSCHIA Andrea - P.zza Annibaliano 18 -
R o m a - Tel. 884273

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 SECTION CIVILIAN PERSONNEL

7 March 1946

SUBJECT: Employment of Civilians.

TO : Legal S/C-----

1. Ref. your AC/4046/L. dated 5 March 46
2. Approval is given to the employment of KNIRSCHA Andrea
----- as a Executive ----- at a rate
not exceeding 12100 ----- Lire per ~~xxx~~/month.. Plus living bonus.
3. The minimum rate which is 5500 ----- Lire per ~~xxx~~/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
APO 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.

Effective 10 March 1946.

Civ. Pers. Form 4
Mar 46

Harry Galstin
HARRY GALSTIN
Capt. Air Corps
Asst. G-1 (A).

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 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 **Legal Sub-Commission**

(Sub-Commission or Section)

Employee's or applicant's name **KHIESCHA Andrea**

Present job title **Senior Adm/Asst.**

Proposed title **Executive**

Job description

Translation of AMG cases, opinion on legal matters. Study of petitions for review, assisting Reviewing Board in general.

Use back of sheet for additional remarks

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 **Legal Sub-Commission**

(Sub-Commission or Section)

Employee's or applicant's name **KWIRSCHA Andrea**

Present job title **Senior Adm/Asst.**

Proposed title **Executive**

Job description **Translation of AMG cases, opinion on legal matters. Study of petitions for review, assisting Reviewing Board in general.**

Use back of sheet for additional remarks

Date **5 March 1946**

Signature

Lt. Colonel,

Sub Commission or Section Head.

Reference number **AC/4046/L.**

Deputy Chief Legal Advisor

Civ. Pers. Form 2

Aug. 44

1025

Declassified E.O. 12356 Section 3.3/NND No. 785016

ISI AORI

Mano

1026

HEADQUARTERS
ALLIED COMMISSION

(SECTION)
APO 384

Reference LACE /4046/L. Date 25 February 1947

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 March 1947

Name of Employee: EDORI Mario
Classification : 4th Category - Book Keeper
Wage Rate : 7587 - 12038

2. Employee is being dismissed for the following reasons:

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

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

Name: Paul Revere
Rank: Lt. Colonel, AGD
Title: Statistical and Prisons Officer.

L A C A B

HEADQUARTERS ALLIED COMMISSION

AFHQ/804

G-1 SECTION CIVILIAN PERSONNEL



Date 10 February 1947

SUBJECT: *Employment of Civilians.*

TO : Legal Division

1. Ref. your AC/4046/L dated 24 Jan. 47
2. Approval is given to the employment of Isidori Mario
as an Bookkeeper 4 Cat. H/F at a rate
not exceeding 7687 Lire per day/month, plus 9828 CLB
3. The minimum rate, which is _____ 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 as of 1 Feb. 47

Copy to: Internal Security

John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

Self

GIANNONI

Mgo

HEADQUARTERS ALLIED COMMISSION LEGAL DIVISION

(SECTION)

APO 384Reference **4046/L**Date **26 March 1947**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 **27 March 1947.**

Name of Employee: **GIANNONI Ugo.**Classification : **Senior Administrative Assistant**Wage Rate : **12562 plus 12038**

2. Employee is being dismissed for the following reasons:

() Ceased operation.

() ~~Inefficiency~~() ~~Insubordination~~() ~~Reluctance~~() ~~Stagnancy~~() ~~Reduction in staff~~

() Remarks.

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

(date)

Name: **L.J. GILBRIDE,**Rank: **Major, IGD,**Title: **Chief Counsel.**

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

12 December 1946

SUBJECT: Transfer.

TO : ARCHIVES BRANCH

1. Reference your letter ~~request~~ Dated 10 December 19462. Approval is granted for the transfer (*) of ~~GIANNI UGO~~employed in ~~archives~~ Sub-Commission, to Legal Division~~Sub-Commission~~3. Classification and wage rate to remain the same 2 col sr. Admin. Asst. HF
(Grade)

at 6530 to lire per day month. plus 7930 cost of living bonus

effective as of 1st December 1946

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

Civ. Pers. Form 6
Nov. 44Copy to: Internal security
Legal Division
FileJohn R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

GAZZERA

Linda

1032

HEADQUARTERS
ALLIED COMMISSION

LEGAL SUB-COMMISSION
(SECTION)

APO 334

Reference AC/4016/L. Date 17 March 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 18 March 1946.

Name of Employee: LINDA GAZZERA
Classification : Senior Admin Asst
Wage Rate : L. 6360 plus 4680 per month.

2. Employee is being dismissed for the following reasons:

- () ~~Ceased operation.~~
- () ~~Inefficiency.~~
- () ~~Insubordination.~~
- () ~~Dishonesty.~~
- () ~~Security.~~
- () Reduction in staff.
- () Remarks Efficient, but surplus to our requirements.

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

Name: Sgt. (E.G.H.)
Rank: Lt. Col.
Title: D. C. L. D.
Legal Sub-Commission.

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT:

TO

Garrard Zumbardo
Legal S/C

16 March 1946

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

- ☒ suitable for employment, subject to final report from F. S. S.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

M. H. Brown
M. H. BROWN
Captain

Internal Security Officer

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 SECTION CIVILIAN PERSONNEL

12 March 46 1946

SUBJECT: Employment of Civilians.

TO : Legal S/C.
Capt. Bern

1. Ref. your AC/4046/L dated 4 March 46
2. Approval is given to the employment of GAZZERA Linda
Sr. Admin. Asst. at a rate
not exceeding 6360 Lire per ~~day~~ month., Plus living bonus.
3. The minimum rate which is 3365 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
AFQU. 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 probation-
ary period.
4. Your attention is directed to Office Memo. No. 15, this
Headquarters, dated 1st August 1944.

Effective 12 March 46

Civ. Pers. Form 4
Mar 46

Harry Galkin
HARRY GALKIN
Capt. Air Corps
Asst. G-1 (A).

GAZZERA Linda - Via Chioggia 2 -
presso NALLA - Roma -
Tel. 771519

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: PR/BD/16
 Date/Time of Origin: MAR 081400 A

Message Centre No: H/365
 Date Time Rec'd: MAR 090910
 Precedence: ROUTINE

FROM: AC LO PIEMONTE
 TO : ALCOM CITE ALLSC

UNCLASSIFIED.

1. For COL HANNAFORD
2. SIGNORINA GAZZELLA LINDA leaving TURIN by train
 Friday 8 March. Departure delayed due to bad
 weather.

AC DIST

ACTION ~~LEGAL~~
 INFO CHIEF COMMISSIONER
 FILE 2
 FLOAT

ACTION

CLO	
DCLO	
Chief Counsel	
CJO	
Italian Section	
CLERKS	

9 March 46



Miss Goyner

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 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 *Legal Sub-Commission*
 Employee's or applicant's name *Quinda Garzera* (Sub-Commission or Section)
 Present job title *Senior Admin. Asst.* Proposed title *Executive*
 Job description *will be in charge of Italian office. Supervise all its activities together with general Secretariat & confidential work. Prepare cases for reviews. Correspondence with various branches of Italian administration etc.*

position and use 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 *Legal Sub-Commission*
Employee's or applicant's name *Dr. Linda Garza* (Sub-Commission or Section)
Present job title *Senior Admin. Asst.* Proposed title *Executive*
Job description *will be in charge of Italian office. Supervise all its activities together with the general Secretariat & confidential work. Prepare cases for reviews. Correspondence with various branches of Italian administration etc.*

Use back of sheet for additional remarks

Date _____ Signature _____ Sub Commission or Section Head.

Reference number

1039

Declassified E.O. 12356 Section 3.3/NND No. 785016

FRANCHI
Enrico

L.A.C.A.B.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28 March 1947 1947

SUBJECT: Transfer.

TO : LEGAL DIVISION

1. Reference your letter LACAB/AR/9 Dated 27 March 1947
2. Approval is granted for the transfer (*) of FRANCHI ENRICO
employed in LEGAL DIVISION Sub-Commission, to ARCHIVES DIVISION
Sub-Commission.
3. Classification and wage rate to remain the same 4 Cat. Clerk NHF
6150 (Grade)
at 6150 to 7687 lire per day/month. 8970 cost of living bonus

Effective as of 1st April 1947.

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

Copy to: Internal Security
Archives Division
Civ. Pers. Form 6
Nov. 44 File



Roy R. Walker
ROY R. WALKER
CAPT AC
G-1 CIVILIAN

4046 ✓

HEADQUARTERS ALLIED COMMISSION
APO 794
G-I Section Civilian Personnel

Ref:- G-I Civ Pers/1342

19 December 1946

SUBJECT: Reclassification of employee (Franchi Enrico)

TO : LEGAL DIVISION

1. Reference your Civ.Pers. Form 2, dated 4 December 1946.
2. Duties being performed do not meet with those required of a Jun. Adm. Asst. as set forth in preliminary job Standard I, Ref. ltr. G-I Civ Pers/136, dated 8 November 1946.
3. Reclassification is disapproved.



John R. Hayes
JOHN R. HAYES
Major AGD
G-I Civilian

HEADQUARTERS ALLIED COMMISSION
APO 894
G-1 SECTION CIVILIAN PERSONNEL

Date 9 November 46

RE-
SUBJECT: *Employment of Civilians.*
TO Legal S/C

1. Ref. your request dated 7 November 46
2. Approval is given to the employment of re- Franchi, Enrice
as a 4 cat qualified (Clerk) at a rate
not exceeding 4420 Lire per ~~day~~ month. plus 5590 CLB
3. The minimum rate, which is //// 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 as of 1 November 46.

Copy to: Internal Security

Civ. Pers. Form 4
Aug. 44



John R. Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian
SL for

1043