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VETTING/SCREENING OF ALLIED EMPLOYEES IN AUSTRIA
MAY 1945

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ALLIED FORCE HEADQUARTERS
AFO 512

AG 371.2/173 CBI-O

14424

New file

2 May 1945

Public Safety 3/0

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SUBJECT: CI/Security Instruction (AUSTRIA) No. 2
Vetting/Screening of Allied Employees in AUSTRIA.

TO: All Concerned.

1. All holders of Public Office and all persons, except serving members of the Allied Armed Forces, who are employed directly or indirectly by units, staffs or branches of formations of the Allied Forces, the Military Government, the Allied Control Commission, or associated units or agencies, and whether or not they are paid from public funds, will be subjected to Security/CI enquiry prior to employment. Examples of some of the types of persons included in this Instruction are:

a. Persons the nature of whose work may give them access to information or premises occupied by the Allied Forces, Military Government or Allied Control Administration, eg, contractors, interpreters, mess waiters, clerks, etc.

b. Officials who held positions in the following grades of the German Civil Service:

The Political Civil Service	(Der Politische Dienst)
The Upper Service	(Der Gehobene Dienst)
The Higher Service	(Der Hohere Dienst)

and whose services it is desired to retain. Also officials who are later engaged in corresponding positions.

c. The only permitted exceptions to the above examples are casual or unskilled labourers whose work does not give them access to information or premises occupied by the Allied Forces, the Military Government or the Allied Control Administration. In such cases, the foreman or ganger only will be subjected to Security/CI enquiry and will be held responsible for the bona fides and conduct of the workers under his control.

d. The types mentioned above are neither exhaustive nor mutually exclusive. They are intended to indicate only the type of person who will be submitted to a Security/CI check. Doubtful cases will be referred to the nearest Field Security/CIC Headquarters.

e. When, for urgent reasons, it is desired to employ individuals in essential services, before completion of CI screening, authority must first be obtained from the local FS/CIC who may, in such exceptional cases, authorize employment provisionally pending CI clearance.

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Ltr AFHQ AG 371.2/173 CH-0
2 May 1945 (Cont'd)

2. Procedure.

a. All Allied units or agencies desiring to employ, or to retain in employment, any individual falling into the category outlined in paragraph 1 will make use of the FRAGOGEN (PERSONAL QUESTIONNAIRE) FORM (Specimen at appendix 'A') and the EMPLOYMENT CERTIFICATE FORM (Specimen at Appendix 'B'), which are obtainable at MG Public Safety and FS/CIC offices. These will be dealt with as follows:

- (1) Part I of the Questionnaire will be completed by the proposed employee under supervision of the Allied unit or agency concerned.
- (2) Part II, stating clearly the specific nature of the proposed employment, will be completed by an Allied Officer of the unit or agency.
- (3) The name, address and identity card number of the individual and the designation of the unit or agency will be entered on the Employment Certificate.
- (4) The Questionnaire, with the Employment Certificate attached, will then be forwarded to the nearest Public Safety Officer.

b. If NO objection is raised by local Security/CI and MG Public Safety authorities, the unit or agency will in due course receive from the local MG Public Safety Officer a completed Employment Certificate countersigned and stamped by the local Field Security Section or CIC Detachment. This will be handed to the employee and be retained by him for the duration of his employment. Should his employment be terminated at any time, it is the responsibility of the unit or agency employing him to withdraw the Employment Certificate and return it to the nearest MG Public Safety Officer without delay, with the notification that the individual's services have been dispensed with. Should a change to proposed in the nature of the employment, the Employment Certificate will similarly first be forwarded to the nearest MG PSO together with details of the proposed new employment. It will be endorsed and returned.

c. Should there be OBJECTION to the employment of an individual, the unit or agency will be notified to this effect by the MG PSO. In such cases the individual will in NO circumstances be employed. The reason for rejection of the application will NOT be communicated to the person concerned.

3. All units and agencies will bear in mind that the issue of an Employment Certificate countersigned by FSS/CIC does not guarantee the security reliability of the holder. It is an indication that there is no present known objection to his employment in the capacity shown. All employees are subject to immediate dismissal should adverse information concerning them come to light at any time.

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Ltr AFHQ AG 371.2/173 GHI-O
2 May 1945 (Cont'd)

4. The above Instructions will be strictly obeyed by all Allied units, Staffs and Agencies in the US and British Zones of AUSTRIA, including the US and British portions of the Quadripartite Zone of VIENNA.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Robert M. ...
C. I. CHRISTENSEN
Colonel, AGD
Adjutant General

- 2 Incls
Incl 1 - Appendix 'A'
Personal Questionnaire
(Parts II, III, & IV only)
Incl 2 - Appendix 'B'
Employment Certificate

DISTRIBUTION:

1 - SACCS	1 - US COLAD	1 - MI 5 War Office
1 - G-1 (Am)	1 - ORE	London
1 - G-1 (Br)	2 - 1000 Balkans	10 - M.C.F.
2 - G-2 (OI)	1 - Br Res Min	10 - M.S.A.F.
50 - G-2 (CI)	1 - Claims and Hirings	
2 - G-2 (PI)	1 - Medical (Br)	2 - SO(M)
2 - G-3	1 - Medical (Am)	50 - M.S.F. (CIS (O))
10 - G-4	1 - New Zealand Liaison Officer	
10 - G-5	20 - Provost Marshal (Br)	
1 - Q Maint	1 - M.E. (Br)	
10 - G-4 M & Tn	1 - STE (Br)	
1 - AA & CD	1 - SMT (Br)	
2 - AFHQ Air Priority Board	1 - Transportation (Br)	
2 - AG Pers	1 - Jorks (Br)	
2 - AG Records	20 - Provost Marshal General (Am)	
1 - AG Med	10 - 16th Army Group	
2 - G-in-C Med	50 - Army Air Force/ATO	
1 - Asst Deputy Military Railway Service	10 - Army Air Force Engineer Command	
2 - COMNAVNAV	10 - Army Air Force Service Command	
2 - G-2 (CC)	10 - Balkan Air Force	
2 - INC	10 - Mediterranean Air Transport Service	
2 - JICA	10 - European Division ATO	
6 - Land Forces Sub Commission (Austria)	10 - Twelfth Air Force	
6 - Control Commission for Austria	10 - Twelfth Air Force Service Command	
6 - Control Commission for Germany	10 - Fifteenth Air Force	
2 - Liaison Section	10 - Fifteenth Air Force Service Command	
1 - Log Plans G-4	10 - Adriatic Base Command	
1 - MEDBO	1 - Chief Base Censor Detachment	
1 - Ministry of War Transport	2 - 2677 Regiment OSS	
1 - War Shipping Administration	2 - TILD	
1 - PRO	30 - ALCON	
1 - FWB	1 - A.C. of S, G-2 WD	
1 - UNTRA	10 - A.C. of S, G-2 ETOUSA	
2 - DMI War Office, London	10 - A.C. of S, G-2 SHLEF	
60 - Hq 8th Army	10 - HAVOC	
60 - Hq 5th Army	10 - HALEF	
60 - 6th Army Group		

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

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TO		
DIRECTOR	<i>[Signature]</i>	<i>[Signature]</i>
DEPUTY DIRECTOR	<i>1/2</i>	<i>16/5</i>
EXEC. OFFICER	<i>[Signature]</i>	<i>[Signature]</i>
<i>Reporting Area</i>	<i>12/5</i>	<i>10/5</i>
<i>Police</i>	<i>[Signature]</i>	<i>18/5</i>
PRISON		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

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APPENDIX "A"

PART II. TO BE COMPLETED BY AN JILIED OFFICER OF THE EMPLOYING
UNIT OR AGENCY

It is desired to employ.....(name in full) in the
capacity of.....(State exact nature of proposed
employment) for which I consider him/her suitable.

Date..... Signed.....

Rank.....

Unit/Agency Stamp.....

PART III. FOR USE OF MG PUBLIC SAFETY.

Date..... Signed.....

Office Stamp.....

PART IV. FOR USE BY FS/CIC

Date..... Signed.....

Office Stamp.....

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APPENDIX "B"

THIS DOCUMENT IS NOT VALID WITHOUT THE COUNTER-SIGNATURE OF FSS/CIC

EMPLOYMENT CERTIFICATE

No.....

Name

Address

Identity Card Type Number

Precise nature of intended employment

Employing Unit

The above named may be employed by the unit designated in the capacity of:

a. (In English) ONLY

(In German)

Date of issue Date of Expiry

: :
: MG PUBLIC :
: SAFETY STAMP :
: :

Signature of MG Public Safety Officer

.....

Location

.....

COUNTERSIGNED Date

THIS CERTIFICATE AUTHORIZES THE HOLDER TO BE EMPLOYED ONLY IN
THE CAPACITY SHOWN.: :
: FS/CIC :
: STAMP :
: :EMPLOYING UNIT OR MG BRANCH MUST SEND THIS CERTIFICATE TO THE
NEAREST MILITARY GOVERNMENT PUBLIC SAFETY OFFICER ON TERMINATION
OF, OR CHANGE OF EMPLOYMENT WITH APPROPRIATE NOTIFICATION.DIRECTION TO PERSON NAMED IN THIS CERTIFICATETHIS CERTIFICATE AUTHORIZES YOU TO BE EMPLOYED ONLY AS SHOWN AT (a) ABOVE.
IF SUCH EMPLOYMENT IS TERMINATED OR CHANGED, YOU WILL HAND THIS CERTIFICATE TO
THE ALLIED MILITARY UNIT OR AGENCY BY WHICH YOU ARE EMPLOYED OR SUPERVISED.ANWEISUNG AN DIE IN DIESER BESCHEINIGUNG GENANNTEN PERSONDIESE BESCHEINIGUNG GENEHMIGT IHRE ANSTELLUNG NUR WIE IM OBIGEN ABSCHNITT
(a) ANGEFUEHRT. WENN DIESE ANSTELLUNG BEENDIGT ODER ABGEANDERT WIRD, HABEN SIE
DIE BESCHEINIGUNG DER EINHEIT DER ALLIIERTEN STREITKRAEFTE, ODER DER STELLE BEI
WELCHER SIE ANGESTELLT, ODER VON WELCHER SIE BEAUFICHTIGT SIND, EINZUREICHEN.

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