

ACC 100001146111

LSC/31

AMERICAN CIVILIAN PERSONNEL

AUG. - DEC. 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

Cross Reference Sheet

File: LSC/31
Subject: Request for Orders (Mr. J. DiFede)
Date: 90 Dec. 44
To: Directa Transportation d/C **1343**
From: G.I. - A.
Documents Filed: LSC/43 -

R E S T R I C T E D

LSC/31

HEADQUARTERS
ALLIED COMMISSION
APO 394

17 December 1944.

SPECIAL ORDERS)

NUMBER 320)

E X T R A C T

8. Mr. Oratio A. Cerrito, American civilian, Labor Sub-Com, this Hq, accompanied by Mr. Enrico La Loggia, Italian civilian, atchd Labor Sub-Com, this Hq, WP Naples and Avellino, Italy; Palermo, Sicily, and vicinity, o/a 18 Dec 44 on temp dy for a period of approximately fifteen (15) days in connection w activities of the above-mentioned Sub-Com and upon completion thereof will ret to proper sta. Rat will be provided for two (2) men for fifteen (15) days. Travel by mil aircraft and/or any other available transport is atzd.

By command of Rear Admiral STONE:

NICHOLAS PIOMBINO,
CWO, USA,
Asst Adjutant.

OFFICIAL :

NICHOLAS PIOMBINO
CWO, USA,
Asst Adjutant.DISTRIBUTION:2 - Ea civ coned
1 - Dispatch (ATO)
1 - FilesR E S T R I C T E D

3342

134

FOREIGN ECONOMIC ADMINISTRATION

Authorization

No. T-6d

LETTER OF AUTHORIZATION - TRAVEL

11 December 1944

Name Crosetto, Michael J. Title Mediation and Conciliation Specialist
Office Field Service Official Station Rome, Italy

You are authorized to travel and incur necessary expenses in accordance with law, Board regulations and Standardized Government Travel Regulations, except as otherwise provided below:

Beginning on or about: 14 December 1944 Ending on or about: arrival

Itinerary: From Rome, Italy to Washington, D. C.

Purpose: Termination of assignment in Italy as per Cable from State Department dated Dec. 6, 1944, No. 556.

Per diem allowance: \$7.00 outside the continental limits of the United States and while on vessels where the price of passage does not include meals. On vessels where the price of passage includes meals, per diem is authorized at the rate of \$3.00, unless furnished without charge by the Government, in which case it shall be furnished without charge by the Government. (refer to reverse side of sheet)
1 - 3 - 4 - 5 - 6 (indicate paragraphs)

1. Travel is to be performed by common carrier. (Including airplane)

2. Receipts will not be required for miscellaneous expenditures outside continental limits of the United States which do not exceed \$5.00.

3. Excess baggage is authorized.

See reverse side of sheet for paragraphs 4, 5 and 6.

Appropriation: 1154400.012

Code: 5850.02

Business Manager, FEA.

1341

rate of \$7.00 for each meal and/or lodging furnished. \$6.00 within the continental limits of the United States, to end upon arrival in Washington, D. C.

.. 1311

4. Vouchers claiming reimbursement for expenses incurred under this authorization are payable by the Finance Office, Washington, D. C. • 1310

5. Shipment of your personal effects, exclusive of household furniture, by express or otherwise is hereby authorized, such shipment to begin within six months from the date of this order.

6. This authorization cancels all previous letters of travel authorization.

FILE COPY

150/31

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

JRS/rmw

TEL : 478904 7 December 1944
REF : LSC/34
SUBJECT: Duty Tour for Lt. C. F. Mason.
TO : Assistant Adjutant

1. Referring to your notice of 7 December detailing Lt. C. F. Mason as Staff Duty Officer starting Tuesday, 12 December 1944, please be advised that Lt. Mason is at present on duty for an undetermined period as Regional Labor Officer for Sicily, with Headquarters at Palermo.

2. This arrangement was cleared with Col. Parren and Brig. Carr.

JUNIOR R. SMITH
Colonel, GAC
Acting Director
Labor Sub-Commission

• 134340

HEADQUARTERS
ALLIED COMMISSION
APO 394

(B)

Date 7 December 1944

SUBJECT: Duty Tour.

TO : Lieut C. F. MASON - LABOR SUB-COMMISSION.

1. You are informed that your tour as Staff Duty Officer in this Headquarters commences at 1800 hours on Tuesday, 12 December 1944.

2. You will report to the office of the Assistant Adjutant, Hq AC, room 36, 1st Floor, Ministero delle Corporazioni Building, at 1000 hours on the above date for instructions.

3. Please sign and return immediately original of this notification which will then serve as acknowledgment that you have received notice of your duty tour.

4. Excuses or request for relief from assignment as duty officer, will be submitted in writing, with an accompanying certificate from the senior officer, or his deputy, of the section, branch, or sub-commission concerned that the assigned officer is unable to perform duty as Duty Officer by reason of absence from the city, or other valid reason.

VERBAL EXCUSES OR REQUESTS FOR RELIEF WILL NOT BE ACCEPTED.

By command of Commodore STONE:

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Assistant Adjutant

Receipt acknowledged:

• 1339

Name

Rank

File

SEC STATE WASHINGTON

December 6, 6 p.m., 1944

556

OOEWI

December 7, 9:30 a.m., 1944

C O P Y

True Reading

Termination of Crossetto's assignment in Italy
and return to U. S. by air approved. (Confidential
from Crowley and Hunt, FEA for Antolini. Your 860,
December 2).

STETTINIUS

cc: FEA

44-1338

RESTRICTED

LSC/31

HEADQUARTERS
ALLIED COMMISSION
APO 394

9 December 1944

SPECIAL ORDERS)

NUMBER 312)

EXTRACT

15. Miss Mildred A. Avallone, FEA (American civilian) is held for present assignment and by Labor Sub-Com, this HQ, and is assigned to Industry Sub-Com, this HQ, for duty.

By command of Commodore STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst AdjutantDISTRIBUTION:2 - Civilian concd
1 - File

1337

• 1336

RESTRICTED

FILE COPY

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

JRS/rmw

TEL : 478904 2 December 1944
REF : LSC/31
SUBJECT: Reassignment of Miss Mildred A. Avallone.
TO : Col. L. D. Densmore
Economic Section

1. Reference is made to letters from your office dated 20 November (ES/2.02) and 27 November (ES/2.04) regarding the assignment of Mildred A. Avallone of this Sub-Commission to the Industry Sub-Commission.

2. Miss Avallone was assigned to Major Babcock and Mr. Sachs, who operate the very important Wages and Hours Section of this Sub-Commission, and which Section is under full pressure at all times. Her job has, therefore, been a full-time one and to lose Miss Avallone without a qualified replacement will seriously handicap the work of this Sub-Commission. Will you please, therefore, arrange that a qualified secretarial replacement be made without delay.

JUNIUS R. SMITH
Colonel, GMC
Acting Director
Labor Sub-Commission

• 13361335

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

LSK/34
DSL/cmt

ES/2.04

27 November 1944

File
Rec'd - Nov 29

SUBJECT: Reassignment of Miss Mildred A. Avallone

TO : Col. J. R. Smith, Acting Director, Labor Sub-Commission

1. It is requested that Miss Mildred A. Avallone be released from the Labor Sub-Commission, effective this date. Miss Avallone is to be transferred to the Industry Sub-Commission as secretary to the Director.

L. D. Densmore
L. D. DENSMORE
Colonel, FA
Chief Staff Officer
Economic Section

Nov. 29/44
Advised Millic
to report to
Mr. Vaughn
TVS

1335

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB COMMISSION

File

LSC/22
ALD/ee

File

ES/2.02

23 November 1944

SUBJECT: Reassignment of Civilian Personnel

TO : Col. L. D. Densmore
Chief Staff Officer, Economic Section.

1. In reply to your letter of 20 November 1944
Ref: ES/2.02, as above, it is with sincere regret that we
are requested to release Miss Mildred A. Avallone.

2. Miss Avallone has been assigned to Major Babcock
and Mr. Sachs whose Wages and Hours Section of the Labor Sub-
Commission is of paramount importance to all A.C. and Allied
and Italian functions and which is under full pressure at all
times. To remove Miss Avallone without a qualified replacement
will of course increase the burden of that Section.

3. It is therefore urged that a qualified secretarial
replacement be made to the Labor Sub-Commission until such time
as we can obtain an Italian Civilian, before the release of Miss
Avallone is accomplished, for the convenience of all concerned.

JUNIUS R. SMITH
Colonel (MC)
Acting Director,
Labor Sub-Commission

Not sent

1334

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

28/32
Zrh
DSL/pmt
written by
Lehman

ES/2.02

20 November 1944

SUBJECT: Reassignment of Civilian Personnel

TO : Col. J. R. Smith, Acting Director, Labor Sub-Commission

1. It is regretted that a misunderstanding occurred relative to the temporary assignment requested of Miss Mildred A. Avallone of the Economic Staff Section for a two-day period for the purpose of completing an essential report. Mr. Lehman who arranged the preliminary negotiations was called to Naples by the American Consul General in the midst of the situation, and was unable to communicate with you as would have been done under normal conditions.

2. A survey of the assignment of FEA personnel assigned to the Economic Section reveals that the Labor Sub-Commission has had two secretaries assigned it.

3. In view of a very serious shortage of qualified personnel, it becomes apparent that reassignments must be made in the interest of the entire section. For your information, no FEA stenographers have been assigned to the Industry, Public Works or Food Sub-Commissions. The Labor Sub-Commission is the only unit that has more than one stenographer.

4. It is requested, therefore, that the services of Miss Mildred A. Avallone be made available to Mr. William Vaughan, Director of the Industry Sub-Commission, as soon as it is convenient and possible.

1333
L. D. Densmore
L. D. DENSMORE
Colonel, FA
Chief Staff Officer
Economic Section

Distribution:
Files (1)

No "misunderstanding" - No chance
was given - Lehman just phoned Avallone
directly and gave order without any JCS
clearances!

HEADQUARTERS ALLIED COMMISSION
APO 334
LABOR SUB-COMMISSION

FILE COPY ✓

LSC/43

JRS/rsw

TEL : 478304

17 November 1944

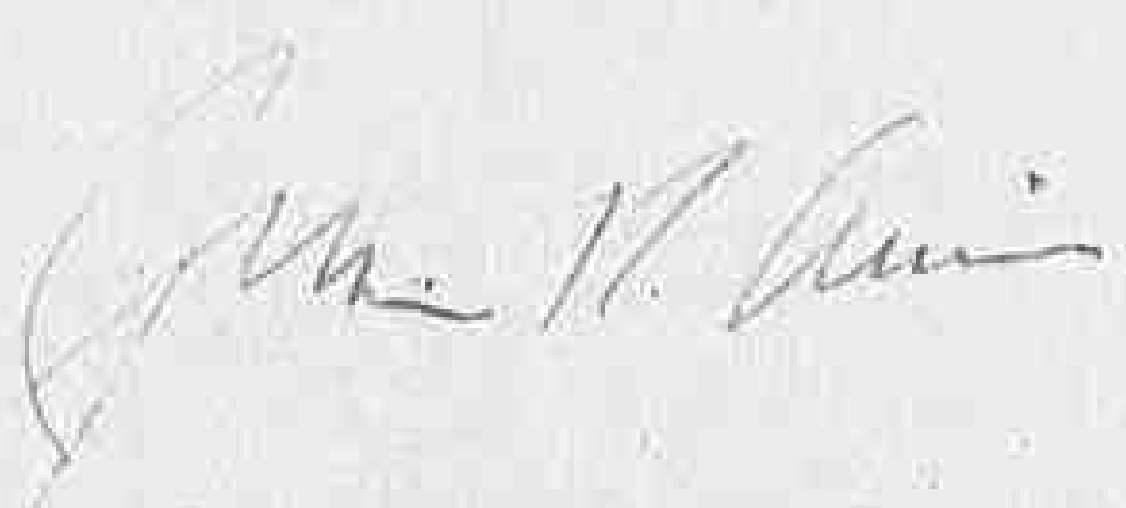
SUBJECT: Orders given to Personnel.

TO : A. G. Antolini
Economic Section

1. I wish to make strong protest against the action of Mr. Lehman's office in ordering Miss Avallone of this Sub-Commission to report for two days' duty to the Economic Section, without prior clearance with anyone in this Sub-Commission.

2. This is unquestionably the poorest type of administrative procedure and would wreck any office in short order.

3. I called in person at Mr. Lehman's office this afternoon in order to discuss the matter, but he had gone out of town.


JUNIUS R. SMITH
Colonel, GAC
Acting Director
Labor Sub-Commission

1332

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394

LSC/31

1 November 1944

SPECIAL ORDERS)

NUMBER 274)

EXTRACT

* * * * *

30. Miss Mildred A. Avallone, American civilian, Labor Sub-Com, this Hq, WP Naples, Italy, without delay on temp dy for a period of approximately four (4) days in connection with activities of the above-mentioned Sub-Com and upon completion thereof will ret to proper sta. Rat will be provided for civilian for four (4) days. Travel by mil aircraft and/or any other available transport is atzd.

* * * * *

By command of Commodore STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:

2 - Miss Avallone
1 - Dispatch (ATO)
1 - Hq Supply
1 - File

RESTRICTED

R E S T R I C T E DHEADQUARTERS
ARMED COMMISSION
APO 394

LSC/31

29 October 1944

SPECIAL ORDERS)

NUMBER 271)

E X T R A C T

25. The fol named O and Civilian, Labor Sub-Com, this, WP Naples, Italy, without delay on temp dy for a period of approximately four (4) days in connection with activities of the above-mentioned Sub-Com and upon completion thereof will ret to proper sta. Rat will be provided for two (2) men for two (2) days. Travel by govt NT is ated and will be furn by Labor Sub-Com.

Capt C.G. BUCKWELL 145219 IO (M)
Mr Davis C. Sachs (Civilian) (A)

By command of Commodore STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

Nicholas Piombino

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:

2 - Ea O & Civ coned
1 - Hq Supply
1 - File

1320
1320

R E S T R I C T E D

tel 307

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

LSC/31
DRI/TER

E/23

17 October 1944

SUBJECT: Nation Cards - American civilians.

TO: 1 All Sub-Commissions, Economic Section.

1. Sub-commissions are requested not to draw P.A. Nation Cards for American civilians on their staff.

2. P.A. Nation Cards for American civilians will be drawn and distributed by the Administrative Office, Economic Section.

David S. Lehman
DAVID S. LEHMAN
Administrative Officer,
Economic Section.

Copy: 1-2.

1329

1328

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

76
LSC/31

16 October 1944

MEMORANDUM

TO Col. J. R. Smith
Chief, Labor Sub-Commission

FROM David S. Lehman

This will present Miss Roberta M. Wollenhaupt,
a clerk-stenographer, who has been assigned to the
Labor Sub-Commission.

David S. Lehman
David S. Lehman
Administrative Officer

1328

URGENT 1000Z 12 OCT 44
FROM HQ 111733A
TO LHM
BT

DIST
(Act) LABOUR Sec
(Info) ALL
Excluded
FILE (u)
PLANT

7661
N129/11
LABOUR
HEADQUARTERS
12 OCT 1944
A.C.C.

RESTRICTED PD DAVID SAGHS REFUSED SEAT ON PLANE TODAY PD
(SUGAR ROBIN SEANT THREE FIVE ONE PD FROM HQ SOUTHERN REGION
NO ACC FOR LABOUR SUBCOMMISSION FOR COLONEL SMITH PD) WILL RETURN
HOME TOMORROW AFTERNOON BT 111733A
SENT HQ 12 11/2243A AMF DE
RECD HQ 12 2243A CBY

ACTION

RESTRICTED
ALLIED CONTROL COMMISSION
INCOMING MESSAGE

7641
11/31

TO: HQ ACC FOR LABOUR SUB COMMISSION FOR COLONEL SMITH SIGNAL MESSAGE CENTER No: 129/11
 FROM: HQ SOUTHERN REGION ACC CLASSIFICATION: _____
 REFERENCE No: SR/351 PRECEDENCE: NONE
 DATE AND TIME OF ORIGIN: OCT 111708 OFFICE OF ORIGIN: NONE

RESTRICTED. DAVID SACHS refused seat on plane today. Will return ROME tomorrow afternoon

*Note to
 Clerk*

*Offices Status
 hereafter on
 all travel
 orders
 Capt Dnf*



D/S
Sist
 Act: *Labour* ②
 Inf: *Alce*
Rem Sa
 File ②
 2227

RESTRICTED

OCT 12

DATE and Time of RECEIPT

Distribution:

Labor.

45c/31

DSL/emg

File

ADMINISTRATIVE MEMORANDUM NO. 3

Effective Date: 1 October 1944

TO ALL CHIEFS OF SUB-COMMISSIONS

SUBJECT: Office Hours.

Please be advised that working hours for American civilian employees are from 0830 hours to 1230 hours; from 1330 hours to 1730 hours, 6 days per week. If Sunday work is to be performed, overtime pay will be approved by Administrative and Personnel Office subject to the Chief of the Sub-Commission's request in the interest of clerical employees. If Sunday work is to be performed, another day may be granted as compensatory in lieu of overtime pay. In accordance with Civil Service regulations, compensatory leave must be granted within 30 days of the overtime work period.

Periods of overtime worked in amounts of one hour and less will not be considered for overtime pay, but may be compensated for by extra leave at the discretion of the Chief of the Sub-Commission.

A. G. ANPOLINI
Acting Deputy Chief of Staff


By: DAVID S. LEHMAN
Administrative Officer

13283

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

26 September 1944

SPECIAL ORDERS)

NUMBER 238)

EXTRACT

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*

30. Mr. Oratio A. Cerrito, American civilian, is reld fr present asgmt and dy with Econ Sec, this Hq, is asgd to Labor Sub-Com, this Hq, and will report without delay to the Director for dy.

*

*

*

*

By order of Captain STONE (USNR):

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:

2 - Mr. Cerrito
1 - File

RESTRICTED

1325

1325

RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
AID 394*copy for travel orders*

24 September 1944

SPECIAL ORDERS)

NUMBER 236)

EXTRACT

1. The fol named O and civilian, Labor Sub-Com, this HQ, WP Sardinia, o/a 26 Sept 44 on temp dy for a period of approximately three (3) days in connection with activities of the above-mentioned Sub-Com and upon completion thereof will ret to proper sta. Rat will be provided for two (2) men for three (3) days. Travel by all aircraft and/or any other available transport in atad.

Capt WILLARD R. SOLENNBERGER 0516007 Sp Res (A)
 MC. Joseph Di Fede (A)

By order of Captain STONE (USNR):

L.T. MONTANT, Jr.
 1st Lt. AGD
 Adjutant

OFFICIAL:

L.T. MONTANT, Jr.
 1st Lt. AGD
 Adjutant

DISTRIBUTION:

2 - O coned
 2 - Civ coned
 1 - Dispatch (ATO)
 1 - HQ Supply
 1 - Files

RESTRICTED

RESTRICTED
 REQUISITION
 AIRLINE CONTROL COMMISSION
 APO 994

Hg Supply
File
LSC/31

ACJ: 304

21 September 1944

SUBJECT: Travel Orders

TO: All Concerned

1. The following armed American civilians, attached to Labor Sub-Commission this HQ, accompanied by Pvt Patrick McGarry, (driver), attached, will proceed to Naples, Italy, on or about 23 September 1944 on temporary duty for a period of approximately six (6) days in connection with activities of the above-mentioned Sub-Commission and upon completion thereof will return to this station.

Mr. Luigi Antonini
 Mr. Michael Grosse
 Mr. Serafino Gennaro

2. Rations will be provided for three (3) men and driver for six (6) days.

3. Travel by government motor transport is authorized and will be furnished by Labor Sub-Commission.

By order of Captain STONE (JMF):

Nicholas Piccolino
 NICHOLAS PICCOLINO
 JCO, US
 Asst Adjutant

1 - HQ
 2 - SA Civ Com'd
 2 - SA Com'd
 1 - Labor Sub-Com
 1 - Hg Supply ✓
 2 - File

132

1333

RESTRICTED

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394*150/31*
*American Civilian
Employees*

20 September 1944

SPECIAL ORDERS)

NUMBER 232)

EXTRACT

19. Miss Mildred A. Avallone, American civilian, having reported this HQ PAC in Ltr FEA Files BA-802, dtd 4 Sept 44 is asgd to the Labor Sub-Com this HQ for dy.

By order of Captain STONE (USNR):

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst AdjutantDISTRIBUTION:
2 - Civ coned
1 - Files

RESTRICTED

1322
1321

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

/fg

19 September, 1944

SUBJECT: Day Leave

TO : All American Civilian Staff Personnel

Unless otherwise ordered, or required, and subject to interchange with proper notice to this office, the following schedule of "leave for the day" pursuant to Daily Bulletin 25, Para. 8, dated 24 June, 1944 will prevail:

Mr. M. Crosetto	Hotel Roma - Room 539	Tuesday
Mr. D.G. Sachs	Hotel Roma - Room 8	Wednesday
Mr. G. Di Pede	Hotel Roma - Room 322	Friday
Mr. R. Cerrito	Hotel Roma - Room 322	Thursday

J. T. R. BAIN,
Colonel
Director Labor Sub-Commission

1000
1321

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
AIO 394

File

22 August 1944

Adj: 230.

SUBJECT: Assignment.

TO : All concerned.

1. Having reported this Headquarters pursuant to Authority Contained in letter. FEA, dated 23 June 1944, Mr. Michael J. Crosette, (American Civilian), is assigned to Labor Sub-Commission this HQ, for duty.

By order of Captain STONE (USAR):

Nicholas Pombing
NICHOLAS POMBING
CWO, USA
Asst Adjutant

DISTRIBUTION:

2 - Civilian concd
1 - Labor sub-Com
2 - Estab Br
1 - Exec O (A)
1 - Exec O (B)
1 - G-1 (A)
1 - G-1 (B)
1 - Econ Sec
2 - Files

1320

RESTRICTED

RESTRICTED
HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

7.6

AAJ: 230.

22 August 1944

SUBJECT: Assignment.

TO : All concerned.

1. Having reported this Headquarters pursuant to Authority Contained in letter, FEA, File: HS-630-1ER, dated 10 August 1944, Mr. David C. Sachs, (American Civilian), is assigned to Labor Sub-Commission this Hq. for duty.

By order of Captain STONE (USNR):

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - Civilian coned
1 - Labor Sub-Com
2 - Hstab Dr
1 - Exec O (A)
1 - Exec O (B)
1 - G-1 (A)
1 - G-1 (B)
1 - Econ Sec
2 - Files

1319

RESTRICTED

DRAFT

DRAFT

16 May, 1944

SUBJECT: Request for Authorization to Employ United States Civilians
for Headquarters, Allied Control Commission, Naples, Italy.

LSC/31

TO : G-5, War Department, Washington, D.C.

1. This is a request for authority to employ at least twelve female citizens of the United States for high grade secretarial and administrative duty in Headquarters, Allied Control Commission, Italy.

2. There are two sources of employment, known to exist to this Headquarters:

a. Qualified female citizens now residing in Italy presently working for such agencies as the Red Cross, and other civilian establishments who wish to remain in or transfer to work similar to that being done by the Allied Control Commission;

b. Federal Government agencies, or important War Establishments in the United States.

3. It is believed that about four of the twelve positions can be filled at the CAF-5 level from such sources as mentioned in 2 (a) above. It will be necessary that the higher ranking grades be sent from the United States.

4. Allied officers, under whose supervision these persons would be employed will all be either Directors of Sub-Commissions, Deputy Directors of Sub-Commissions, or Staff Officers heading major sections.

5. It is proposed that:

a. Authorization be given for the employment of twelve persons for duties such as those described in Appendix "A" attached;

b. Orders be placed for qualified personnel with the United States Civil Service Commission for the four CAF-7 and CAF-9 proposed positions; and

c. The personnel be employed by the War Department and immediately be sent to this Headquarters.

6. The need for this personnel is most urgent.

1318

2243

J O B

DRAFT

APPENDIX "A"

16 May, 1944

TYPICAL JOB DESCRIPTIONADMINISTRATIVE AND EXECUTIVE ASSISTANTS

Proposed Civil Service Grades:

GAF-5	basic 2000	(4 females)
GAF-7	" 2600	(4 ")
GAF-9	" 3200	(4 ")

Duties: Under the very general direction of Allied Army Officers (British and American) of the rank of Lt. Colonel or higher, to supervise a staff of enlisted personnel or civilian stenographers and clerks in the performance of the full range of normal office duties; to personally act as confidential secretary, when necessary, including the taking of shorthand notes and the transcribing therefrom, material of a complex and technical nature on civilian and military subjects and rated as confidential, secret, and top secret; to arrange for conferences with various Ministries in the Italian Government, with high ranking officers in other Army, Navy and Air Corps Headquarters, and with Allied Control Commission Headquarters staff officers and heads of Sub-Commissions; to receive high ranking officers or official civilian callers wishing to interview the superior officer and to direct such persons to appropriate places or to the superior officer with great tact and diplomacy; to insure that all written materials originating in the office are in proper form and in conformity with British and American Army regulations and in ~~harmony~~ with international diplomatic standards; and, to perform other important and highly confidential duties, as assigned.

Minimum Standards for the Proposed Position:

1. An employment record indicating outstanding tact and diplomacy;

2. Excellent stenographic ability;
3. Federal Government or Army or Navy office experience;
4. Proven and outstanding ability to supervise the work of others;
5. Foreign language skill is preferable, but not essential.

T O B

