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

ACC 10000/146/13 LSC/33 CIVILIAN EMPLOYEES

Feb. - Dec. 1944

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

LSC/33

RECEIVED FROM CAPT ALFRED L. DORF LIRE 2.948, SALARY FOR PAY-

PERIOD 16 DEC. 1944 to 31 DEC. 1944

MRS. BORIS BATCELS

1789

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

TG/tr

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

Tel.: 478809

REF.: LSC/33 29 December 1944

SUBJECT: Payment of Civilian Driver Boris Batgels.

TO : Super Garage (Administration Office).

1. Confirming our telephone conversation with regard to payment of Boris Batgels, civilian driver, assigned to this Sub-Commission, who is at present on temporary duty in Livorno, Toscana Region, he should receive the pay of 8 hours per day overtime for the period 16 December to 31 December.

2. In case he has been dring any extra overtime, same will be paid at a later date after detailed information has been furnished your office.

ALFRED L. DORF
Captain, QMC
Executive Officer

1788

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

LSC/33

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

28 December 1944

SUBJECT: Reclassification.

TO : Labor Sub-Comm.

1. Reference your letter Request dated 28 Dec. 44

XXX 2. Approval is granted for the reclassification of RIVA. San SEVERINO Sub-Prof. to the status of Professional (Lawyer) salary to range from 9000 to 10285 per ~~day~~, month.

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

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

1787

Civ Pers Form 5
Aug 44

A.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

ESC/33

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."

Reclassification requested by LABOR SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Sub Prof. Asst Proposed title Professional (Lawyer) L.9000 Mth

Job description ~~to work independently and to perform difficult and responsible office work.~~

The duties require considerable training and experience in all phases of social insurance categories i.e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc. 1786

Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

Has to search publications, reports and data prepared by other

sections to obtain labour and social material such as wage data,

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

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."

Reclassification requested by LABOR SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Sub Prof. Asst Proposed title Professional (Lawyer) L.9000 Mth

Job description To work independently and to perform difficult and responsible office work.

The duties require considerable training and experience in all phases of social insurance categories i.e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc. 1786

Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

Has to search publications, reports and data prepared by other sections to obtain Labour and Social material such as wage data, family income data, unemployment figures, contribution estimates and mortality and census data required.

(See back)

Use back of sheet for additional remarks

Date 28-Dec.-1944 Signature JUNIUS R. SMITH Labor S/Commission
Sub Commission or Section Head.

Reference number

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

Has to attend conferences and submit reports on the subject matter.

Has to review the work of the office for accuracy, adherence to instructions, and conformity with designated procedures.

Has to initiate individually the more difficult and responsible correspondence required and to reply to requests for information available in the office.

Attend conferences between AC and Italian officials, with responsibility for ~~taking notes on~~ participating in questions discussed and decisions reached and preparing such notes as minutes for sub-sequent consideration and action.

To take over and handle all of the social insurance work now been done by the Social Insurance Officer, handle all routine matters in accordance with general instructions and exercise responsible judgement in the making of appointments, ranting of urgent or unusual matters, etc.

JUNIUS R. SMITH
Colonel, Q.M.C.
Acting Director

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

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

LSC/33

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

28 December 1944

SUBJECT: Reclassification.

TO : Labor S/C.

1. Reference your letter Request dated 28 December 44

XXX 2. Approval is granted for the reclassification of TOMASSETTI. Roberto

Steno-Typist to the status of Jr.Admin.Asst. salary to

range from 2420 to 5940 per ~~MX~~ month.

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

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5
Aug 44

1785

LSC/33

A. C. C. CIVILIAN PERSONNEL G-1 SECTION
CLASSIFICATION QUESTIONNARIE

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 werk.* 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».

Re Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name TOMASSETTI ROBERTO

Present job title Steno Typist Proposed title Junior Administrative Assistant.

Job description Under the immediate supervision of the Assistant to the Assistant Director.

Secretarial duties consisting of shorthand and typing. 1784
With responsibility for making tactful and accurate replies to all inquiries received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, back-

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

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».

Re Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name TOMASSETTI ROBERTO

Present job title Steno Typist Proposed title Junior Administrative Assistant.

Job description Under the immediate supervision of the Assistant to the Assistant Director.

Secretarial duties consisting of shorthand and typing. 1784

With responsibility for making tactful and accurate replies to all inquiries received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section.

Has to disseminate information in response to telephonic and personal inquiries of the public concerning section functions and activity.

Use back of sheet for additional remarks (See back)

Date 28 - Dec - 1944 Signature JUNIUS R. SMITH Labor S/Commission
Sub Commission or Section Head.

Reference number

Civ Pers Form 2
Aug 44

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

Has to obtain from other sections, by correspondence or telephone contact, information relative to their functions or personnel.
Has to direct the preparation of daily activity reports, and the maintenance of current personnel directories, records and special files of names and identification of informational material incident to the work of the section.
In an administrative and research program affecting the conservation, development and use of an important resource, has to review, collect, select from publications articles, clippings and other sources, material for use in the preparation of information.
Has to digest, assemble and prepare material on specific phases of the section work.
Individually has to read 12 daily newspapers for news articles and editorials, relating to subjects of particular interest to the section.

Junius R. Smith

JUNIUS R. SMITH
Colonel, Q.M.C.
Acting Director

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

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

45C/31

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

28 December 1944

SUBJECT: **Employment of Civilians.**

TO : Labor S/C.

1. Ref your Request dated 28 December 44

2. Approval is given to the employment of Adriano Simonetti as a Professional at a rate not exceeding 12100 Lire per ~~XXX~~month.

3. The minimum rate which is 4400 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 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.

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

~~XXXX

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

LSC/33

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by Labor Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name ADRIANO SIMONETTI

Present job title Professional Proposed title Professional (Engineer)

Job description To work independently and to perform difficult and responsible office work .

The duties require considerable training and experience in all phases of technical trade classification, job descriptions of category listings with complete definitions.

Has to exercise independent judgement and to exhibit skill in dealing with specialised terms of trade.

1782

Has to search publications, reports and data prepared by other

lian Personnel, Room [illegible]. [illegible] should be retained and future [illegible]
A carbon copy of this job description should be retained and future [illegible] 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 LABOUR SUB-COMMISSION Labour Commission
(Sub-Commission or Section)

Employee's or applicant's name ADRIANO SIMONETTI

Present job title Professional Proposed title Professional (Engineer)

Job description To work independently and to perform difficult and responsible office work .

The duties require considerable training and experience in all phases of technical trade classification, job descriptions of category listings with complete definitions.

Has to exercise independent judgement and to exhibit skill in dealing with specialised terms of trade.

1782

Has to search publications, reports and data prepared by other sections to obtain labour material and all census data.

Has to attend conferences and submit reports on the subject matter.

Has to review the work of the office for accuracy, adherence to instructions, and conformity with designated procedures.

(See back)

Use back of sheet for additional remarks

Date 28-Dec.-1944 Signature JUNIUS R. SMITH Labor S/Commission
Sub Commission or Section Head.

Reference number

Civ Pers Form 2
Aug 44

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Has to initiate individually the more difficult and responsible correspondence required and to reply to requests for information available in the office.

Attend conferences between AC and Italian officials, with responsibility for taking notes on questions discussed and decisions reached and preparing such notes as minutes for sub-sequent consideration and action.

The preparation of statistics definitions and compilation of a labor dictionary of all labor titles, including occupational terms. Handles all routine matters in accordance with general instructions and exercise responsible judgment in the making of appointments, ranting of urgent or unusual matters, etc.

JUNIUS R. SMITH
Colonel, Q.M.C.
Acting Director

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LSL/33

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: LAURO, Giovanni

TO : LABOR S/C.

28 Dec. 1944

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

- [X] suitable for employment.
- [ ] not suitable for employment.
- [ ] may be employed subject to further checking.
- [ ] employment held in abeyance for further investigation.

Adriano Falcioni 1/4

C. A. BONGARZONE
1st LT. AUS W 1781
Internal Security Officer

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

LSC/33

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: LAURO, GIOVANNI.

TO : LABOR S/C.

21 Dec. 1944

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

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

LSC/33

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: LAURO, Giovanni.

TO : Labor Sub-Commission.

19 December 1944

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.
- [X] employment held in abeyance for further investigation.

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

1579

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

19 December 1944

SUBJECT: **Employment of Civilians.**

TO : Labor S/C

1. Ref your LSC/33 dated 18 Dec 44

2. Approval is given to the employment of LAURO, Giovanni

as a Book keeper at a rate

not exceeding 6540 Lire per~~XXX~~/month.

3. The minimum rate which is 3760 Lire per ~~day~~/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N 15, this Headquarters, dated 1 August 1944.

5. ~~XXXX

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

Confidential

HQ Allied Commission
Labor Sub-Commission

LSC/33

23 Dec. 44

Subject: Miss Luisa Rita Sansevrino—
Recommendation for Reclassificatin

To: Col. Smith

1. For some time it has been apparent that the classificatin of Miss Sansevrino as a Sr. Administratin Assistant, Sub-Professional, is not commensurate with the dutias and the degree of responsibility attached to the positin she is, in fact, filling.

2. This positin is, in my judgment, clearly that of a Professional Worker. It calls for a very high degree of professional ability and experience, not only in the field of Social Insurance, but in the general field of Italian Labor and Contract Law. The person holding the positin must be able to conduct independent investigatins and studies, analyze wage

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and social insurance problems, and furnish trustworthy information and advice to staff officers of the Sub Commission.

3. As you are aware, with the present shortage of officer personnel and with Mr. Di Lodi's activities more concentrated in the Transportation field, Miss Lancerino's responsibilities have necessarily increased. At the same time, she has not only remained in the classification of Sub-Professional (a classification not descriptive of her duties) but she has actually received a reduction in Pay from L. 7480 to L. 7408, monthly, due to the application of the 15% differential simultaneously with the cost of living bonus.

1776

4. In view of the above facts, it is my recommendation that she be re-classified as a Professional Worker (Lawyer) at a base salary of L. 8500

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monthly. This will result in a net monthly compensation of L. 8987.50 after computation of 15% differential, Kerne differential and cost of living bonus. I further recommend that this reclassification be made effective for the current pay period.

W. E. Salsburger
Capt. Sigc - Res.
Labor Sub-Commissioner

1775

Affirmed by Colonel Best
Asst Dir Civ Aff

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

File

LSC/33

Received from Captain Alfred L. Dorf the sum of

L. 5.690, salary for Boris Batgels for pay period from

16 November 1944 to 30 November 1944

Mrs. BORIS BATGELS
For BORIS BATGELS
Elisa Adelson

12/21/44

1774

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

250/33

20 December 1944

Received from Captain Alfred L. Dorf the sum of L. 5.300, salary for Boris Batgels for pay period from 1 December 1944 to 15 December 1944.

Mrs. BORIS BATGELS
For BORIS BATGELS

Adele Batgels

1773

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

843010

1 Dec - 15 Dec

Capt. DORFA

Labor Pub- Communication

1772

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

To the Civilian Personel
A. E. C. Super Garage
Rome. -

I certify By this that Mistress
Adele Sforsu can draw up my
pay-roll from the 15th November
to 30th November & if I don't
come back to 31st December. —

Jugoslav Civilian Driver
1766
Batgels A. Boris

Io certifico con questo che la Signora Adele
Sforsu può ritirare con questo scritto la mia
paga dal 15 Novembre al 30 Dicembre e se non
torno a Roma anche più al 31 Dicembre. —

Batgels A. Boris

1771

The above signature is that of Batgelo A. Boris
my civilian driver

James A. Babcock
Lt. Col. - Labor S/C AC Hq.
4 Dec. 44

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

84 3010

Intergarage

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

Fil

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

ABP/fg

Ext: 204

REF : LSC/33

18 December, 1944

SUBJECT: Release of Civilian Employee

TO : G-1 Civilian Personnel

Request that Mr. Aldo Mariani be dropped from the rolls of Labor Sub-Commission Employees. He is leaving at his own free will.

ALFRED L. DORF
Captain QMC.
Executive Officer

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

LSC/33

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

ALD/rmw

18 December 1944

TO WHOM IT MAY CONCERN:

This is to advise that Avv. Enrique LaLoggia, #141735, Italian civilian, is in the employ of the Labor Sub-Commission Headquarters, Allied Commission, with the equivalent rank of Lieutenant Colonel.

It is requested that he be given appropriate accomodations of quarters and rations in all cases while so employed by this Headquarters.

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

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

ALD/tr

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

Tel. : 204

REF. : LSC/33 18 December 1944

SUBJECT: Employment of Bookkeeper

TO : G-1 Civilian Personnel

Request that Giovanni Lauro be employed as bookkeeper for Labor Sub-Commission.

JUNIUS R. SMITH
Colonel QMC
Acting Director

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

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HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

ABP/pm

Ext. 204

REF. : LSC/33 13 December 1944

SUBJECT : Soup meal for Civilians.

TO : Office Space Section.

The following named Italian civilian employed in the Labor Sub-Commission is desirous of partaking in the noon-day meal beginning on Thursday 14 December 1944.

CAPPARUCCI FRANCO

T/5 A. PIRANI
Chief Clerk

1767

~~1766~~ 1767

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

LSC/33

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: CAPPARUCCI, FRANCO.

TO : LABOR S/C.

13 Dec. 1944

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

- [X] suitable for employment.
- [ ] not suitable for employment.
- [ ] may be employed subject to further checking.
- [ ] employment held in abeyance for further investigation

Abbiadetebio, 14

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

1766

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

11 December 1944

SUBJECT: **Employment of Civilians.**

TO : Labor S/C

1. Ref your LSC/33 dated 11 December 1944

2. Approval is given to the employment of Capparucci, Franco

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~day~~/month.

3. The minimum rate which is 2200 Lire per ~~day~~/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N° 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applications for additional assistants submitted~~

~~XXXXX~~

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

Civ Pers Form 4
Aug 44

1765

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

AHP/tr

Folo

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

Ext.: 204

REF. : LSC/33

11 December 1944

SUBJECT: Employment of Typist.

TO : G - 1 Civilian Personnel.

Request that Franco Capparucci be employed as steno-typist, English speaking, for Labor Sub-Commission.

ALFRED L. DORF
Captain, QMC
Executive Officer

1764

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

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

EXT. 204

REF. : LSC/33

11 December 1944

SUBJECT : Noon Day Meal.

TO : Office Space Section (Att. Capt. Sinclair)

This is certification that the bearer of this letter, Pandolfi Marcello, is employed in the Labor Sub-Commission as a messenger and is therefore entitled to the extra bread ration granted to that category of employees.

JUNIUS R. SMITH,
Colonel, QMC
Acting Director

1763

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

/tr File

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB COMMISSION

Tel. 489081

REF. : LSC/33 21 November 1944

SUBJECT : Italian Civilian Employees Children

TO : G-1 Civilian Personnel

As per Daily Bulletin Number 300, 21 November, we report that the Civilian Employees in our Sub-Commission have a total of 15 children under 12 years of age.

ALFRED L. DORF
Captain, QMC
Executive Officer

1762

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

Labor
LAC/33

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

Ref. Civ Pers/179 21 November 1944

SUBJECT. Children in Civilian Employee Families.

TO . All Sub-Commissions and Sections.

1. Request that this office be furnished information as to the number of children in the families of Rome civilian employees in your section or Sub-Commission who are not older than twelve years of age. This is to include, sons, daughters, brothers and sisters.

2. This information should reach this office not later than Thursday 23 November 1944.

G-1 Civilian Personnel Section.

1761

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

ltr

File
250/33

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB COMMISSION

Tel. 475809

REF. : ~~L66/52~~ 18 November 1944

SUBJECT: Transporting Civilian Female Employees to their Home each night.

TO : Dispatch Office

Herewith is the list of female employees as per your request of 18 November 1944, with the day off noted:

DE CHANAZ Anna	Sunday - Viale Giappone 77
SANSEVERINO-RIVA Luisa	Sunday - Via Rubicone 6
AMBROGI Francesca	Sunday - Via Ruggero Fauro ?
CAO-PINNA Vera	Sunday - Via Capitanata 8
BARBIANI Geltrude	Sunday - Piazza Confienza 3
DEL SETTE Elda	Tuesday - Via Fucino 6
PESCARMONA Marcella	Friday - Via Forli 22
GIUSTINIANI Franca	Sunday - Via Isonzo 42

ALFRED L. DORF
Captain, QMC
Executive Officer

1769

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO UMBRIA REGION
APO.394

8th November 1944

To : Labor Sub-Commission. Hq. AC
Attention : Colonel Junius R.Smith

From : Labor Division - Hq.Lazio Umbria Region

Subject: Italian Occupational Dictionary

1.- Attention is directed to the Italian Occupational Dictionary which project has off and on been under the supervision of Captain Robertson, Captain Moffitt Captain Buchwell and Major Albright.

2-.Aside from the fact that this is properly a project on national level and has for some time been under supervision of Labor Sub-Commission Hq.AC, Professor Simonetti is employed by this region.

3.- We have no exact knowledge of his presence each day and cannot properly certify for purposes of payroll that he has worked. Consequently it is requested he be picked upon payroll of Sub-Commission and in this connection we attach paper respecting him.

WM.A.HOLSTEN
Captain QMC
Regional Labor Officer

1759

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

LABOR

GOVERNO MILITARE ALLEATO

N. B. - Penalità severissime, di prigione e di ammenda sono previste per chiunque facesse delle dichiarazioni false nella, presente scheda.

SCHEDA PERSONALE

1. Nome e cognome Simonelli Adriano di~~o~~ fu Francesco

   a) Luogo di nascita Roma b) Data di nascita 30 Novembre 1899

2. Indirizzo attuale Via Vittoria Colonna 39 a) Residenza permanente Roma

3. Professione Architetto

4. Eravate iscritto al P.N.F.? Si a) Da quando? 1940

5. Appartenevate ad uno dei seguenti gruppi (Si o No): no

   a) Sansepolcristi no b) Squadristi no c) M. V. S. N.? no

   d) Se eravate nella Milizia, in quale delle seguenti unità avete prestato servizio? (Indicate con un SI od un NO l'unità e la data negli spazi rispettivi):

	PERIODO DI SERVIZIO (Specificare se servizio effettivo o nei quadri)
Milizia ordinaria?	
Milizia Ferroviaria?	
Milizia Postale?	
Milizia Portuale?	
Milizia Forestale?	
Milizia Stradale? no	
Milizia Confinaria?	
Milizia Universitaria?	
Milizia Antiaerea?	
Milizia Artiglieria Marittima?	
« Moschettieri del Duce »?	

1758

8 - NOV 1944

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

1. Nome e cognome Simonetti Adriano ~~di~~ fu Francesco

a) Luogo di nascita Roma b) Data di nascita 30 Novembre 1899

2. Indirizzo attuale Via Vittoria Colonna 39 a) Residenza permanente Roma

3. Professione Architetto

4. Eravate iscritto al P.N.F.? si a) Da quando? 1940

5. Appartenevate ad uno dei seguenti gruppi (Si o No): no

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	PERIODO DI SERVIZIO (Specificare se servizio effettivo o nei quadri)
Milizia ordinaria?	
Milizia Ferroviaria?	
Milizia Postale?	
Milizia Portuale?	
Milizia Forestale?	
Milizia Stradale?	no
Milizia Confinaria?	
Milizia Universitaria?	
Milizia Antiaerea?	
Milizia Artiglieria Marittima?	
« Moschettieri del Duce »?	
Battaglioni « M »?	

1758

8 - NOV 1944

e) Se avete militato solo in tempo di guerra, siete entrato nella milizia da volontario o in seguito a regolare chiamata?

6. Avete ricoperto una delle seguenti cariche nel Partito Fascista (rispondete SI o NO e indicate i periodi di servizio o di ciascuna carica negli spazi rispondenti):

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

PERIODO DI SERVIZIO

a) Segretario del P. N. F.? .....

b) Membro del Direttorio Nazionale? .....

c) Segretario Federale? .....

d) Membro del Direttorio Federale? .....

e) Ispettore del Partito? .....

f) Ispettore Federale? .....

g) Segretario politico di un Fascio? .....

h) Fiduciario di un Gruppo Rionale? ..... no

i) Membro di un Gruppo Rionale? .....

j) Capo-settore? .....

k) Capo-nucleo? .....

l) Una posizione autorevole nella G. I. L.? .....

.....

m) Una posizione autorevole nel G. U. F.? .....

.....

n) Una posizione autorevole nei Fasci Femminili? .....

.....

o) Qualche altra carica nel Partito ..... no

Quale? .....

7. Siete stato in qualche periodo membro dell'OVRA? ..... Quando? .....

8. Avete fatto parte dell'Ufficio politico dei CC. RR.? ..... no Quando? .....

9. Avete fatto parte di un ufficio politico della P. S.? ..... Quando? .....

10. Siete stato in qualche periodo funzionario in una delle seguenti organizzazioni:

PERIODO DI SERVIZIO

a) in una Corporazione? .....

Quale? .....

Denominazione della carica .....

b) di una Unione Sindacale? .....

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

c) Ispettore del Partito? .....

f) Ispettore Federale? .....

g) Segretario politico di un Fascio? .....

h) Fiduciario di un Gruppo Rionale? ..... no

i) Membro di un Gruppo Rionale? .....

j) Capo-settore? .....

k) Capo-nucleo? .....

l) Una posizione autorevole nella G. I. L.? .....

.....

m) Una posizione autorevole nel G. U. F.? .....

.....

n) Una posizione autorevole nei Fasci Femminili? .....

.....

o) Qualche altra carica nel Partito ..... no

Quale? .....

7. Siete stato in qualche periodo membro dell'OVRA? ..... Quando? .....

8. Avete fatto parte dell'Ufficio politico dei CC. RR.? ..... no Quando? .....

9. Avete fatto parte di un ufficio politico della P. S.? ..... Quando? .....

10. Siete stato in qualche periodo funzionario in una delle seguenti organizzazioni:

a) in una Corporazione? .....

Quale? .....

Denominazione della carica .....

b) di una Unione Sindacale? .....

Quale? ..... no

Denominazione della carica .....

c) In un Consorzio Agrario? .....

Quale? .....

Denominazione della carica .....

PERIODO DI SERVIZIO

.....

.....

.....

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

PERIODO DI SERVIZIO

d) In qualche altra organizzazione corporativa o sindacale? no

Quale? //

Denominazione della carica //

11. Indicate le cariche nazionali, provinciali e comunali - governative o parastatali - occupate da voi dal 1921, come segue:

NOME DELL'ISTITUTO	PERIODO DI SERVIZIO	MODO DI ASSUNZIONE
/	/	/

12. Indicate le principali fonti dei vostri introiti durante il regime Fascista:

FONTI	MEDIA ANNUALE	INTROITO DEL 1942
Esercizio libera professione	£ 60.000 circa	£ 30.000 circa

13. Avete prestato servizio militare? si a) In quale arma? Artiglieria

b) Quando? 1940 - 44 c) Quale grado rivestivate ultimamente? Tenente

d) Dove avete prestato servizio? Roma - Direzione di Commissariato Militare -

e) Siete stato « volontario » nella guerra civile Spagnola? no

f) Siete stato « volontario » nella campagna dell'Africa Orientale? no Del Nord Africa? no

g) Avete goduto di qualche esonero dal servizio militare? no

Per quale motivo? /

14. Avete fatto parte dal 1922 in poi di qualche organizzazione politica diversa dal Partito Fascista? /

Nome dell'organizzazione /

Periodo di appartenenza?

15. Se siete stato con qualsiasi attività impiegato con qualsiasi comando, agenzia, o qualsiasi sorte di organizzazione tedesca, data, pieni particolari. no

1753

In caso di risposta negativa un appunto firmato a tale riguardo sarà scritto nel tergo della « Sche-

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

1921, come segue:

NOME DELL'ISTITUTO	PERIODO DI SERVIZIO	MODO DI ASSUNZIONE
/	/	/

12. Indicate le principali fonti dei vostri introiti durante il regime Fascista:

FONTI	MEDIA ANNUALE	INTROITO DEL 1942
Esercizio libera professione	£ 60.000 circa	£ 30.000 circa

13. Avete prestato servizio militare? si a) In quale arma? Artiglieria

b) Quando? 1940 - 44 c) Quale grado rivestivate ultimamente? Tenente

d) Dove avete prestato servizio? Roma - Direzione di Commissariato Militare.

e) Siete stato « volontario » nella guerra civile Spagnola? no

f) Siete stato « volontario » nella campagna dell'Africa Orientale? no Del Nord Africa? no

g) Avete goduto di qualche esonero dal servizio militare? no

Per quale motivo? /

14. Avete fatto parte dal 1922 in poi di qualche organizzazione politica diversa dal Partito Fascista? /

Nome dell'organizzazione /

Periodo di appartenenza?

15. Se siete stato con qualsiasi attività impiegato con qualsiasi comando, agenzia, o qualsiasi sorte di organizzazione tedesca, data, pieni particolari. no

1753

In caso di risposta negativa un appunto firmato a tale riguardo sarà scritto nel tergo della « Scheda Personale ».

GIURO CHE LE PRECEDENTI DICHIARAZIONI SONO VERE.

Data ..... *Firma* Prof. Adriano Bruschetti

N. B. - Rileggete prima di consegnare la scheda, e se avete scritto il falso, correggete. Vi ricordiamo che le superiori dichiarazioni sono state fatte sotto giuramento, e che pene severe sono stabilite per il falso giuramento.

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

Pagina riservata alle annotazioni dell'Ufficiale degli Affari Civili

Il sottoscritto non ha mai appartenuto o è stato impiegato presso Comandi, agenzie o qualsiesi sorta di organizzazioni tedesche. Prof Adriano Simonetti

Adriano Simonetti, Professor of Architecture has exercised his profession as an Architect planning and directing the building of private and public edifices. He has collaborated, in Rome, in the preparation of the ~~Es~~ Exposition for the Columbus Memorial Lighthouse undertaken by the Pan America Union.

Recalled in the army in 1940 he was inscribed in the National Fascit Party (to which he had never desired to belong) by the National Veterans Association.

He held service, during the war, at the Military Quarter Master Corps of Rome

Prof. Adriano Simonetti.

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

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

R E S T R I C T E D

HEADQUARTERS
ROME REGION
ALLIED CONTROL COMMISSION
A.P.O. Nº 394, U.S. ARMY

C E R T I F I C A T E

The undersigned officer certifies that Prof. Simonetti Adriano is required for immediate employment and accepts responsibility for the good conduct and integrity of this employee, pending security check.

Date _____ _____ (Signature)

1757
_____ (Division)

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

File No. _____ EMPLOYMENT OF CIVILIANS FORM C

Name Simonetti Adriano

Date of Commencement 29 Luglio 1944
Dismissal

Division . . . . . .

Nature of Employment . . . . . Wage . . . .

(Sign.)
.....
Chief, _____ Division

File No. _____ EMPLOYMENT OF CIVILIANS FORM C

Name Simonetti Adriano . . . .

Date of Commencement 29 Luglio 1944
Dismissal

Division . . . . . .

Nature of Employment . . . . . Wage . . . .

(Sign.)
.....
Chief, _____ Division

File No. _____ EMPLOYMENT OF CIVILIANS FORM C

Name Simonetti Adriano . . . .

Date of Commencement 29 Luglio 1944
Dismissal

1756

Division . . . . . .

Nature of Employment . . . . . Wage . . . .

(Sign.)
.....
Chief, _____ Division

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

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
AIO 394

FORM B

ACCEPTANCE OF EMPLOYMENT
ACCETTAZIONE D'IMPIEGO

1. I, *Adriano Simonetti* hereby accept the offer
I *Adriano Simonetti* per questo mezzo accetto

of employment made by the Allied Military Government and
l'offerta d'impiego del Governo Militare Alleato, ed ac-

agree to accept all the terms and conditions of employ-
cetto tutti i termini e condizioni d'impiego o modifiche

ment or modifications thereto which it may impose.
che potranno essere imposte.

2. I undertake not to disclose to any unauthorized
M'impegno di non riferire a nessuna persona non

person any information of official matters disclosed to
autorizzata informazioni d'ufficio a me fatte note duran-

me in the course of my employment and I understand that
te l'impiego e mi rendo conto che tale rivelazione mi

such disclosure may render me liable to instand dismissal,
renderebbe responsabile di licenziamento, seguito da pro-

and subsequent trial and punishment by an Allied Military
cesso e punizione del Tribunale Militare sotto l'articolo

Court under Article 2 of Proclamation N°2.
2 della proclamazione N°2.

1755

Date
Data

Signature
Firma *Prof. Adriano Simonetti*

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
AIO 304

CIVILIAN EMPLOYEES

FORM A

1. Simonetti — Surname (Cognome)
Adriano — Christian name (nome)
Italiana — Nationality (Nazion.)

2. 30 Novembre 1899 — Date of Birth (Data di nascita)
Sposato — Married/Single (Sposato o celibe)
Roma — Place of Birth (Luogo di nascita)

3. Roma - Via Vittoria Colonna 39 — Residence (domic.)
Architetto — Profession (Profess.)

(2) domiciliato in Via Vittoria Colonna dal 1914 — Previous two addresses (with dates) (Due indirizzi precedenti con data)

4. Francesco — Father's name (Later.)
Residence (domic.)
Profession (Profess.)
Alive (vivente)
Dead (morto) morto

5. Tessera ferroviaria — Identity papers (Docum. d'identità)
0106161 — Number (numero)
15/12/41 — Date (data)
Ministero Guerra — Issuing Office (ufficio di rilascio)

6. Libero professionista — Previous employment to cover period of past five years (Impieghi occupati negli ultimi cinque anni)
With whom (presso chi)

7. Altezza m. 1.72 - Capelli neri - occhi castani - normale — Brief physical description (Breve descrizione fisica)

8. Application for employment as

9. 1754 (Signature: Chief of..... Division

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

1. Simonetti — Surname (Cognome)
Adriano — Christian name (nome)
Italiana — Nationality (Nazion.)

2. 30 Novembre 1899 — Date of Birth (Data di nascita)
Sposato — Married/Single (Sposato o celibe)
Roma — Place of Birth (Luogo di nascita)

3. Roma - Via Vittoria Colonna 39 — Residence (domic.)
Architetto — Profession (Profess.)

(2) domiciliato in Via Vittoria Colonna dal 1914 — Previous two addresses (with dates) (Due indirizzi precedenti con date)

4. Francesco — Father's name (Pater.)
Residence (domic.)
Profession (Profess.)
Alive (vivente) —
Dead (morto) morto

5. Tessera ferroviaria 0106161 15/12/41 Ministero Guerra
Identity papers (Docum. d'identità)
Number (numero)
Date (data)
Issuing Office (Ufficio di rilascio)

6. Libero professionista — Previous employment to cover period of past five years (Impieghi occupati negli ultimi cinque anni)
With whom (presso chi)

7. Altezza m. 1.72 - Capelli neri - occhi castani - normale — Brief physical description (Breve descrizione fisica)

8. Application for employment as

9. 1754 (Signature: Chief of..... Division)

10. Date

11. Signature: Approved (Security)

12. REMARKS:

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

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

ALD/fg

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

REF : LSC/33

3 November, 1944.

Mr. De Graan
President, Comitato Italiano Petroli
Via del Tritone, 181
Rome

Dear Mr. De Graan,

We wish to express our sincere thanks for the temporary loan of your Mr. Gioacchino Di Rienzo, in connection with the work of the Labor Sub-Commission.

Mr. Di Rienzo has been most helpful in the work performed as Business Analyst and his services were duly appreciated by all of his associates.

Again many thanks for the favor and with personal regards.

Very truly yours

JULIUS R. SMITH
Colonel QMC,
Acting Director

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

LSC/33

Received from Capt. Alfred L. Dorf the sum of L. 3,218

which covers pay period from 16 October to 31 October 1944

Gioacchino Di Rienzo

Gioacchino Di Rienzo

1751

L. 3,218

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

/tr

Fab

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB COMMISSION

Tel: 489081

3 November 1944

REF. : LSC/33

SUBJECT: Release of Civilian Employee

TO : G-1 Civilian Personnel

1. Pursuant to Administrative Instruction N° 1 A of 14 July 1944, it is requested that Mr. Johann Heslinga be dropped from the nominal roll of Labor Sub-Commission employees.

2. Mr. Heslinga was employed as a driver, and has been released at his own request without prejudice.

3. We also request that an English speaking replacement for Mr. Heslinga be sent to our Sub-Commission for interview at once.

ALFRED L. DORF
Captain QMC
Executive Officer

1750

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

Folder

ABP/fg

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

Tel:

3 November, 1944

TO WHOM IT MAY CONCERN:

Mr. Johann Heslinga was employed by the Labor Sub-Commission, Allied Commission from September 1944 to November 1944 at which time he was released without prejudice at his request.

From September to November, Mr. Heslinga was employed by the Labor Sub-Commission as a driver rendering valuable service because of his excellent knowledge of English. His services were very satisfactory and he was loyal and conscientious in his work, cooperative and well liked by his associates.

On the basis of his work with the Sub-Commission, I am glad to recommend him for other Military or for Civilian employment.

ALFRED L. DORF
Captain QMC
Executive Officer

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

Ltr /tr

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB COMMISSION

Tel: 489081
3 November 1944

REF. : LSC/33

SUBJECT: Release of Civilian Employee

TO : C-1 Civilian Personnel

1. Mr. Lauro Canevezzi an Italian Civilian typist employed in our Sub-Commission resigned his position as of October 15th, 1944, in order to report for duty with the Italian Armed Forces.

2. Please withdraw him from the nominal roll of civilians employed in our Sub-Commission.

ALFRED L. DORF
Captain QMC
Executive Officer

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

LSC/53

HEADQUARTERS ALLIED COMMISSION
LABOR SUB-COMMISSION
APO 394

ALD/fg

30 October, 1944

SUBJECT: Transportation for Female employees.

TO : C-1 Civilian Personnel Section

Attached hereto are the forms required for transportation of our female personnel.

ALFRED L. DORF
Captain QMC,
Executive Officer

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

LSC/33

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

25 October 1944

SUBJECT: **Employment of Civilians.**

TO : Labor S/C

1. Ref your request dated 16 October 44

2. Approval is given to the employment of DI RIENZO. GIOACCHINO

as a Business Analyst at a rate

not exceeding 12100 Lire per~~XXX~~/month.

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 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.

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

5. [illegible]

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

Civ Pers Form 4
Aug 44

1746

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

LSC/33

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

25 October 1944

SUBJECT: Reclassification.

TO : Labor Subcommission

1. Reference your letter Civ. Pers. Form dated 24 October '44

XXX 2. Approval is granted for the reclassification of GARIGIET; Corrado

to the status of Technical Translator salary to

range from 2860 to 5390 permonth.

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

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5
Aug 44

1745

File

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 LABOR SUB- COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name CARIGIET CORRADO

Present job title OFFICE CLERK Proposed title TECHNICAL TRANSLATOR

Job description To work in translation department under the direct supervision of the Chief translator. Capable of working on all types of translations, and would take over the clerical end of the department in the Chief absence. His work would consist of doing techincal translations on documents, decrees, etc.

17/4

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

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 LABOR SUB- COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name CARIGIET CORRADO

Present job title OFFICE CLERK Proposed title TECHNICAL TRANSLATOR

Job description To work in translation department under the direct supervision of the Chief translator. Capable of working on all types of translations, and would take over the clerical end of the department in the Chief absence. His work would consist of doing techincal translations on documents, decrees, etc.

17-1/4

See back of sheet for additional remarks

Date _____ Signature (Signed) (Signed by Capt Dorf on 10-27-47 Tpl. Piani)
Sub Commission or Section Head.

Reference number _____

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

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

LSC/33

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

24 October 1944

SUBJECT: **Employment of Civilians.**

TO : **Labor S/C**

1. Ref your **request** dated **2 October'44**

2. Approval is given to the employment of **PANDOLFI, Marcello**

as a **Messenger** at a rate

not exceeding **70** Lire per ~~xxxxxxx~~**day.**

3. The minimum rate which is ..... Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 11 as soon as possible for necessary~~ action.

I. W. STEARNS
Major, AGD
G-1 Amer...

1743

Civ Pers Form 4
Aug 44

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

LSC/33

24 October 1944

TO WHOM IT MAY CONCERN:

Signorina Letizia Costa, of Naples, was employed by the Allied Control Commission from November, 1943 to October, 1944 when because of food and housing difficulties in Rome she was released to return to her home in Naples.

From March to October, 1944, Signorina Costa was employed in the Labor Sub-Commission as a stenographer, taking dictation in Italian and doing typing in both English and Italian. Her services were very satisfactory and she was loyal and conscientious in her work, cooperative and well liked by her associates.

On the basis of her work with this Sub-Commission, I am glad to recommend her for other military or for civilian employment.

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

1742

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

File c - 33

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ALD /js

21 Octobre 1944

SUBJECT : Employment of messenger

TO : G - I / Civilian.

Request that a messenger, English speaking be employed for this Sub-Commission, 7th Floor, Room 2.

ALFRED L.DOHF
Captain,
Executive Officer.

1741

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

20 October 1944

SPECIAL ORDERS)
:
NUMBER 262)

E X T R A C T

o o o o o

10. Maj JAMES O. BABCOCK, 0523504, AUS, (A), Labor Sub-Com, this Hq, accompanied by Giocchino di Rienzo, Italian civilian, and Johann Heslinga, (Dutch Civilian Driver), atchd, WP Florence, Pisa, Siena, Leghorn and Lucca, Italy, o/a 21 Oct 44 on temp dy for a period of approximately fourteen (14) 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 O for six (6) days. Travel by govt MT is atzd and will be furn by Labor Sub-Com.

o o o o o

By command of Commodore STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant 1740

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - O concd
2 - Es Civ concd
1 - Hq Supply
1 - File

R E S T R I C T E D

fg

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB COMMISSION
APO 394

/tr

LSC/33

20 October 1944

SUBJECT: Civilian Employees.

TO : G-1 Civilian Personnel Section.

In answer to your request regarding two of our civilian employees (Miss Cinque Sara - Mr. Porzio Goffredo) Mr. Porzio has been working for us in Naples - no civilian Rome ACC pass was ever issued to him. His work for us terminated on September 15th. Miss Cinque has left her employment here, and has returned to her home in Naples. At the time of departure she did not have her ACC pass in her possession, as a result it was never turned in to your office.

JAMES O. BABCOCK
Major A.U.S.
Deputy Director

1739

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

Date 19 October 1944

SUBJECT: Civilian Employees

TO : **LABOR S/C**

1. Our Records show that the below listed employee or employees, did not appear on your Civilian Payroll submitted for the last pay period:

NAME	PASS No.	REMARKS
CINQUE. SARA	436	**TYPIST E.S**
PORZIO. GOFFREDO	=	**SR. ADMIN. ASST**
		1738

2. If any of the a/m have been seperated from your rolls, a letter of seperation is requested, accompanied by the ACC Civilian employee pass(if issued).

G-1 Civilian Personnel

Remarks:

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

TO : LABOR S/C

1. Our Records show that the below listed employee or employees, did not appear on your Civilian Payroll submitted for the last pay period:

NAME	BASE NO.	REMARKS
CINQUE. SARA	436	TYPIST E.S
PORZIO. GOFFREDO	"	SR. ADMIN. ASST

1738

2. If any of the a/m have been separated from your rolls, a letter of separation is requested, accompanied by the ACC Civilian employee pass(if issued).

G-1 Civilian Personnel

Remarks:

OK Gil Perini

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

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

LSC/33

Tel 307

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

EI/FC

EI/20

18 October 1944

SUBJECT: Italian Civilian Employees.

TO : Agriculture S/C - Finance S/C
Food S/C - Transportation S/C
Commerce S/C - Industry S/C
Labor S/C - Pub. Wks. & Util. S/C

Effective this date administration of civilian personnel affairs will be assumed by the Administrative and Personnel Office, Economic Section. This authority includes preliminary processing and preparation of payrolls for Italian nationals employed in the Economic Section.

A. C. ANTOLINI
Acting Deputy Chief of Staff
Economic Section

Copy: Req Division

1737

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Internal Security
APO 394

17 October 1944

HQC/13

SUBJECT: DI RIENZO, Gioacchino.

TO : Labor S/C, Hq. ACC.

1. Pending completion of investigation, employment of the above-mentioned civilian, by this Headquarters, must be held in abeyance.

2. Your office will be notified as to results of investigation.

C. A. BONGARZONE,
1st Lt., AUS,
Security Officer.

Copy to: G-1, Civilian Personnel.

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

L.S.C/33

A.C.C. - CIVILIAN PERSONNEL , G-1 Section
CLASSIFICATION QUESTIONNAIRE

CLASSIFICATION REQUESTED BY Labor Sub-Commission
EMPLOEE'S OR APPLICANT'S NAME: D I R I E N Z O
Gioacchino Vincenzo

PROPOSED TITLE: Business analist.

JOB DESCRIPTION: Under broad general supervision of a field grade officer: to (1) conduct wage studies in private industry and in industries under the general direction of the Allied Armed Forces in Italy; (2) to interview high ranking officials in those industries regarding wage and working conditions; (3) to consult with the Labor Sub-Commission on wage matters;(4) to recommend corrective wage adjustment action where necessary to assure the maintenance of Industrial peace and (5) to carry out other broad general assignment as required and assigned.

Date: 16/10/1944.

SIGNATURE: MAJ.BABCOCK

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

154/33

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

16 October 1944

SUBJECT: **Employment of Civilians.**

TO : **Labor S/C (Att: Major BABCOCK)**

1. Ref your **request** dated **16 October 1944**

2. Approval is given to the employment of **Roberto Tomassetti**

as a **Steno/Typist E.S.** at a rate

not exceeding **2310** Lire per day/month.

3. The minimum rate which is **4290** Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 11 as soon as possible for necessary action~~

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

1734

Civ Pers Form 4
Aug 44

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

/tr

16 October 1944

LSC/33

SUBJECT: Employment of typist.

TO : G-1 Civilian Personnel.

Request that Roberto Tomassetti be employed as steno-typist, English speaking, for Labor Sub-Commission.

JAMES O. BABCOCK
Major AUS
Deputy Director

LSC/33

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by Labor Sub Commission
(Sub-Commission or Section)

Employee's or applicant's name DI RIENZO, Gioacchino, Vincenzo

Present job title _____ Proposed title Business analist

Job description Under broad general supervision of a field grade Officer: to (1) conduct wage studies in private industry and in industries under the general direction of the allied Armed Forces in Italy; (2) To interview high ranking officials in those industries regarding wage and working conditions; (3) to consult with the Labor Sub Commr. in wage matters; (4) To recommend corrective wage adjustment action where necessary to assure the

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

lian 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 Labor Sub Commission
(Sub-Commission or Section)

Employee's or applicant's name DI RIENZO, Gioacchino, Vincenzo

Present job title _____ Proposed title Business analist

Job description Under broad general supervision of a field grade Officer: to (1) conduct wage studies in private industry and in industries under the general direction of the allied armed forces in Italy; (2) To interview high ranking officials in those industries regarding wage and working conditions; (3) to consult with the Labor Sub Commission in wage matters; (4) To recommend corrective wage adjustment action where necessary to assure the maintenance of industrial peace and (5) to carry out other broad general assignments as required and assigned.

Use back of sheet for additional remarks

Date 16 - 10 - 1944 Signature Maj. Babcock
Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

1732

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

JOB/tr

LSC/33 October 13, 1944

SUBJECT: Back Pay for Avv. La Loggia.

TO : G. - 1 Civilian Personnel.

This certifies that Avv. La Loggia has been employed by the Labor Sub-Commission as an executive since August 7th 1944 and is entitled to all back pay and current pay to date as recorded on payroll for period covering October 1 to October 15.

James O. Babcock

JAMES O. BABCOCK
Major AUS
Deputy Director

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

LSC/33

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

SUBJECT: Assignment of Dr. Orlando Salmeri for temporary dution with A.C.C.

12 October, 1944

TO : Intendenza di Finanza - Roma

Request that Dott. Orlando SALMERI, Secretary of the Commissione Distrettuale delle Imposte Dirette, be assigned for temporary duties with A.C.C. - Labor Sub-Commission.

JUNIUS R. SMITH,
Colonel,
Acting Director.

1730

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

LSC/33

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

12 Oct 44 1944

SUBJECT: **Employment of Civilians.**

TO : Labor Sub-Commission

1. Ref your Civ. Pers. Form 2 dated 11 Oct 44

2. Approval is given to the employment of SALMERI, Orlando

as a Sr Admin Ass't at a rate not exceeding 6800 Lire per day/month.

3. The minimum rate which is 3960 (2400) Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N° 15, this Headquarters, dated 1 August 1944.

5. Please have applicant report to Room 11 as soon as possible for necessary action.

L W Stearns

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

Civ Pers Form 4
Aug 44

1729

LSC/53

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, shown 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 ~~Labor Sub-Commission~~ (Sub-Commission or Section)

Employee's or applicant's name Dr. Orlando SALMERI

Present job title ~~xxxxx~~ Proposed title Senior Administrative Assistant L.6000

Job description To work in the office dealing with highly specialised Statistical and Legislation Labor Subjects under General supervision. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the Social problems Involved.

Has to verify the computations and charts of several others and gather data for studies.

Has to prepare statistical forms for both the Italian Labor and Employment Offices.

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

lian 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, shown 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 ~~Labor Sub-Commission~~
(Sub-Commission or Section)

Employee's or applicant's name Dr. Orlando SALMERI

Present job title ~~xxxx~~ Proposed title Senior Administrative Assistant L.6000

Job description To work in the office dealing with highly specialised Statistical and Legislation Labor Subjects under General supervision. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the Social problems Involved.

Has to verify the computations and charts of several others and gather data for studies.

Has to prepare statistical forms for both the Italian Labor and Employment Offices.

1728

Use back of sheet for additional remarks

Date _____ Signature _____

Sub Commission or Section Head.
JUNIUS R. SMITH
Colonel, AMC
Acting Director

Reference number _____

Civ Pers Form 2
Aug 44

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

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

Col Smith:

Appointment recommended

as Civilian expert, Labour Subcommittee,

1st year at £.6000 per annum - £7000.-

Remarked by Sir La Hogge

Rules for Sir Alwyn Rogers

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

Translation Lat[illegible]raca

DR. ORLANDO SALMERI

Born in S. Domenica Vittoria (Messina) on 7.9.1904, actually residing in Rome - Via Alessandria, 119.

Doctor in Law

Syndical Organizer since June 1929.

Director of the Industrial Employment Office for the province of Messina from 1930 to 1935.

Has successively performed many duties in the syndical organizations. In 1939 was appointed director of the Employment Offices in the head office of the "Confederazione dei Lavoratori dell'Industria", first as head of the Migration Service and afterwards as Central Chief Inspector of the Employment offices.

During this period he wrote a book for the Confederazione containing provisions for the establishment and functioning of Employment offices (see attachments)

Took care of the experimental phase if the practical application of the provisions contained in the said book by personally directing the establishment and functioning of the employment office in the province of Venice and afterwards also directed the employment office of Milano.

Successively was called to direct the "Central Organization Service" of the said Confederazione.

In September 1943, when the fascist government came up again, he abandoned the "Confederazione" and came to Rome awaiting liberation. During the 9 months of Nazi occupation he refused to move up North although the "Confederazione" had offered him a 20.000 lire monthly salary.

Since June 1944 is employed as secretary of the District Tax Commission.

1726

fg/

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

11 Oct 44 1944

SUBJECT: **Employment of Civilians.**

TO : Labor Sub-Commission

Effective as of 7 Aug.

1. Ref your Civ Pers Form 2 dated 4 Oct 44

2. Approval is given to the employment of LA LOGGIA, Enrico as a Executive at a rate not exceeding 12100 Lire per ~~XXX~~/month.

3. The minimum rate which is 4400 Lire per ~~XX~~day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be 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 N° 15, this Headquarters, dated 1 August 1944.

5. ~~Please advise as possible for necessary action.~~ XXXXX

L. W. Stearns

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

Civ Pers Form 4
Aug 44

1725

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ABF/fs

LSC/33

11 October, 1944

SUBJECT: Translator

TO : G-1 Civilian Personnel

Request that a thoroughly competent technical translator (Italian and English) be sent to us for interview as soon as possible.

JUNIUS R. SMITH
Colonel,
Acting Director

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

File
150/83

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

6 October 1944

This is certification that Mr. Lauro CANEVAZZI, of Giuseppe, is employeed as a typist in the office of the Labor Sub-Commission, Allied Control Commission.

JUNIUS R. SMITH
Colonel, Q.M.C.
Acting Director

==========

TRANSLATION = TRADUZIONE

Si certifica che il Sig. Lauro CANEVAZZI, di Giuseppe, presta servizio presso questa Sottocommissione del Lavoro, Commissione Alleata di Controllo, in qualità di dattilografo.

JUNIUS R. SMITH
Colonel, Q.M.C.
Acting Director.

1723

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

LSC/33

2 October 1944

I declare that Miss Cinque has worked for me in this Sub-Commission both in Naples and in Rome. Her services have been satisfactory.

J. R. Smith,
Colonel,
D/Director Labor Sub-Commission

TRANSLATION:

Dichiaro di aver avuto alle mie dipendenze in questa Sotto-Commissione la Signorina Cinque a Napoli ed in seguito a Roma. Ha prestato servizio in maniera soddisfacente.

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

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

2 Oct. 1944

SUBJECT: **Reclassification.**

TO : Labn S/c

1. Reference your letter Civ Pers Form # 2 dated ——→

XXX 2. Approval is granted for the reclassification of Dr Francesca Amerogi

to the status of Sub Professional salary to

range from to £5000 per ~~day~~, month.

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

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5

Aug 44

1721

LSC/33 file

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Reclassification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name (Dr. Francesca AMBROGI

Present job title bookkeeper-stat. Proposed title Sub-Professional Asst. L.5000 month

Job description To work in the office dealing with highly specialized Statistical and Logistical ~~Labor SUBJECTS UNDER GENERAL SUPERVISION~~. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of techniques relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the social problems involved.

~~Has to compile statistical tables for studies of rates~~, and to prepare charts and graphs based on data and computations relative to Labor rates.

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

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."

Re Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name (Dr. Francesca AMBROGI

Present job title bookkeeper-Stat. Proposed title Sub-Professional Asst. L.5000 month

Job description To work in the office dealing with highly specialized Statistical and Legistical Labor SUBJECTS, UNDER GENERAL SUPERVISION. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the social problems involved.

Has to compile statistical tables for studies of rates, and to prepare charts and graphs based on data and computations relative to Labor rates. Has to verify the computations and charts of several others and to gather data for studies.

[illegible]

e back of sheet for additional remarks

te _____ Signature ALFRED L. DORF

Sub Commission or Section Head.
Captain, A.U.S.

ference number 720

Civ Pers Form 2
Aug 46

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

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

File
LSC/30

Sept. 30-1944

Labor Sub-Commission.
Executive Officer

I beg to inform that office that I am resigning from my position as Technical Translator for the Labor Sub-Commission of my own free will, today, Sept-30-1944

Mrs Madeline d'Amato

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

Cross Reference Sheet

File: LSC/33

Subject: Civilian Labor - Exemption from Military Service

Date: 30 Sept 44

To: All Sub-commissions

From: Economic Sec. 1718

Documents Filed: 4463

File

ESC/33

Executive Officer
Labor Sub-Commission
A. E. C. Rome - Sept. 30, 1944

I wish to communicate to this Sub-Commission that I am resigning the position as interpreter of my free will on September 30, 1944.

Anatole Benjamin

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

I wish to communicate to this Last Commission that I am resigning the position as interpreter of my free will, on September 30, 1944.

Beatrice Benjamin

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

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

LS/23

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

20 September 1944

SUBJECT: Employment of Civilians.

TO : Labor S/C .

1. Ref your Reclassification dated 25 September 1944.

2. Approval is given to the employment of Gatto, Tomaso as a Sr. Admin. Asst.

at a rate not exceeding 5000 Lire per ~~diem~~/month.

3. The minimum rate which is _____ 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 Head-Quarters, 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.

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

5. ~~Please have applicant report to Room 11 as soon as possible for necessary action.~~

L. W. Stearns
F.C. for: ~~R.R. SMALL~~
Major, ~~CAO~~ A&D
G-1 Section
Civilian Personnel.

1716

L5C/33

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, shown 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."

Re Classification requested by Labor Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name Tommaso GATTO

Present job title Jr.Admin.Asst. Proposed title Senior Admin.Asst.L.5000/month

Job description General supervision of all clerical and typist staff consisting of 18 employees. Supervision of all kind of office work including translations, copy work, registering of documents and planning. Control and regulates the office staff of the several labor divisions. Under the immediate supervision of the executive officer on details concerning office and field operations.

Secretarial duties consisting of shorthand, typing and ability to traslate English and Italian.

1715

With responsibility for making tactful and accurate replies to all

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

lian Personnel, Room 11, Ground Floor, by the employee or applicant. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, if any, 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."

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(Sub-Commission or Section)

Employee's or applicant's name Tommaso GATTO

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Secretarial duties consisting of shorthand, typing and ability to 1715 translate English and Italian.
With responsibility for making tactful and accurate replies to all inquiries received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section. (See back)

Use back of sheet for additional remarks

Date _____ Signature _____
Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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

Has to disseminate information in response to telephonic and personal inquiries of the public concerning section functions and activity. Has to obtain from other sections, by correspondence or telephone contact, information relative to their functions or personnel. Has to direct the preparation of daily activity reports, and the maintenance of current personnel directories, records and special files of names and identification of informational material incident to the work of the section.

Has to digest, assemble and prepare material on specific phases of the section work.

JUNIUS R. SMITH
Colonel, Q.M.C.
D/Director.

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

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

LSC/33 24

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

29 September 1944

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your Reclassification dated 25 Sept.'44.

2. Approval is given to the employment of Rivo Sanseverino as a Sub/Professional at a rate not exceeding 6000 Lire per ~~day~~/month.

3. The minimum rate which is _____ 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 Head-Quarters, 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.

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

5. Please have applicant report to Room 11 as soon as possible for necessary action.

L. W. Stearns
~~R.R. SMALL~~
S.e. for Major, ~~G-1~~ A&D
G-1 Section
Civilian Personnel.

1714

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Re Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Jr.Admin.Asst. Proposed title Sub Professional Asst. L.6000 Mth.

Job description To work under general supervision and to perform difficult and responsible office work.

The duties require considerable training and experience in all phases of social insurance categories i.e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc.

Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

1713

Has to search publications, reports and data prepared by other sections

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

lian 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."

Re Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Jr.Admin.Asst. Proposed title Sub Professional Asst. L.6000 Mth.

Job description To work under general supervision and to perform difficult and responsible office work.

The duties require considerable training and experience in all phases of social insurance categories i.e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc.

Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

1713

Has to search publications, reports and data prepared by other sections to obtain Labour and Social material such as wage data, family income data, unemployment figures, contribution estimates and mortality and census data required.

(See back)

Use back of sheet for additional remarks

Date _____ Signature _____
Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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Has to attend conferences and submit reports on the subject matter.
Has to review the work of the office for accuracy, adherence to instructions, and conformity with designated procedures.
has to initiate individually the more difficult and responsible correspondence required and to reply to requests for information available in the office.
Attend conferences between ACC and Italian officials, with responsibility for taking notes on questions discussed and decisions reached and preparing such notes as minutes for subsequent consideration and action.
In the absence of the social insurance officer, handle all routine matters in accordance with general instructions and exercise responsible judgment in the making of appointments, ranting of urgent or unusual matters, etc.

JUNIUS R. SMITH,
Colonel, Q.M.C.
D/Director.

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Ext. 280

25 September 1944.

SUBJECT: Proper Administration of Civilian Personnel Office.

MEMO TO: Director, Labor Sub-Commission (through Economic Section)

1. In reply to your letter of 26 September and further to our conversation of yesterday on the same subject, I submit the following:

2. The Civilian Personnel Section of G-1 has been organised and is functioning on a smooth basis, due largely to the efforts of your Maj. Small.

3. Both Maj. Small and Capt. Panelli are now available for further assignment and the Civilian Personnel Office will pass to direct control of G-1 (A). The latter assures me that, since the bulk of personnel transfers to the new Regions has now been accomplished, he has sufficient time to devote to the supervision of Civilian Personnel matters.

4. I assure you that I am thoroughly familiar with the type of work being done and required to be done by this Section. As Chairman of the Civilian Personnel Policy Board, I am conversant with the enunciation of policies in these matters. Inasmuch as G-1 (A) is involved in the replacement of military personnel by civilian personnel, it is felt that the new arrangement more closely integrates the personnel movements.

5. If at a later date the situation should change, we will take steps to reinforce the Civilian Personnel Section by the addition of another officer. At present, an experienced non-commissioned officer will remain in direct charge.

6. I will be glad to discuss this further with you at any time you might desire.

E. L. CLOUGH,
Colonel, A.G.D.
Executive Officer.

1712

cc. to:
G-1 (A)

Nothing pasted above Nepotism

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

26 September 1944

SUBJECT : Proper Administration of Civilian Personnel Office.

TO : Vice President, Administrative Section (Through Economic Section)

1. This Sub-Commission has been informed by G-1 (A) that it is proposed to attach the Civilian Personnel office directly to G-1, eliminating the Employment Officer and leaving a Corporal in charge.

2. G-1 (A) already has its hands full without acting as Employment Officers. It is urged that the matter be reconsidered continuing the present civilian personnel set-up and an Employment Officer be retained to perform the functions listed below:

a. Recruit and test qualified persons for civilian employment in ACC. When ACC functions are eventually turned over to the Italin Government the calibre of civilian employees will be of critical importance. Experience here has shown that many of the offices wish assistance in finding and testing employees and for want of such assistance unqualified persons have been employed, resulting in waste of time and public funds.

b. Examine and rule on reclassifications of present employees and classifications of new ones. Experience again has shown that many offices need assistance in determining classifications, not only to remove pressure from the officer in charge but also to prevent high classifications based on sympathy and other personal reasons. Classifications based on personal reasons cause dissatisfaction among other employees and illegal expenditure of AFA funds.

c. Supervise the audit of civilian payrolls to insure that payments are in accordance with AFHQ directives. A recent audit disclosed many errors, in one case an overpayment of 12,000 Lire per month for several months, concealed by incorrect job titles.

d. To furnish special information, such as the recent report on key personnel receiving quarters and rations. Matters that require officer attention are continually being referred to the Civilian Personnel Office.

1711

3. The Labor Sub-Commission has an officer, Major Small, at present heading the Civilian Personnel office, and believes the efficient operation of that office of sufficient importance to leave him in that assignment, if desired by higher authority.

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

He has an employment background, including college training and five years experience and is a Personnel Examiner in civil life. In any case, without regard to any particular officer, it is our belief that a serious mistake would be made if the ACC Civilian Personnel office were not continued as a separate entity and headed by a fully qualified officer.

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

DISTRIBUTION:

Economic Section
Finance Sub-Commission
G-1 (A)
Col. Clough

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

C O P Y

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION

26 September 1944

Lab. LSC/32
SUBJECT; Civilian Employee

TO ; G-1 Civilian Personnel Officer.

1. Pursuant to Administrative Instructions N. 1 A of 14 July 1944, it is requested that Dr. Armando Carta be dropped from the employment list of the Allied Control Commission, Labor Sub-Commission effective 30 September 1944.

2. Dr. Carta has been released at his own request and without prejudice.

3. Request that transportation be made available for his return to Naples on or about October 1st, 1944.

/s/
/t/ J. T. R. BAIN,
Colonel,
Director

Ref/G-1/Civ.Pers./55 1st Ind.
G-1 Section Civ. Pers. HQ ACC, 28 Sept. '44.

LWS/sec
1709

TO ; Adjutant's Department.

Employee was brought to Rome by ACC and is entitled to Government Transportation to Naples with lugguage of 300 pounds. Request that travel orders be issued and sent to Labor Sub-Commission.

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

Copy to
LABOR S/C

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

SUB-

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION

LSC/33

22 September 1944

SUBJECT: Reclassification of Dr. Riva Sanseverino

TO: Captain Dorf

6900

1. It is recommended that Dr. Riva Sanseverino be reclassified as Professional Assistant, Labor Sub-Commission, (Social Insurance Section) at a monthly salary of L.7,000, effective with the current pay period ending 30 September,1944. She completed her first month of service at the provisional entrance salary of L.4500 on 7 September, 1944. Her professional work since joining the staff has been of exceptionally high quality, demonstrating thorough technical competence, initiative, objectivity, trustworthiness,and ability to perform all assigned duties.

2. The position referred to involves the following duties and responsibilities, which Dr. Riva Sanseverino is presently carrying in my office:

a. Under general direction, with minimum supervision, undertake investigations of social insurance agencies, programs, and procedures by means of independent interviews with responsible officials and examination and analysis of documentary material.

b. Make written or verbal reports, as directed, on specific social insurance problems referred to the Labor Sub-commission, exercising responsible judgment in the collection and analysis of pertinent facts and considerations.

c. Attend conferences between ACC and Italian officials, with responsibility for taking notes on questions discussed and decisions reached and preparing such notes as minutes for subsequent consideration and action.

d. Assume general responsibility for maintenance of files of Social Insurance Section and handling of routine office details, including proper routing of incoming and outgoing correspondence and documents.

1708

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

W. Solenburger, Capt.
Insurance Division
Labor Sub-Commission

e. At the direction of the social insurance officer, prepare letters and memoranda to social insurance agencies in the Italian language, on routine matters, on the basis of verbal instructions in English.

f. Assist the social insurance officer as interpreter and translator, as required, utilizing requisite knowledge of the technical vocabulary of the labor and social insurance fields in both English and Italian.

X g. In the absence of the social insurance officer, handle all routine matters in accordance with general instructions and exercise responsible judgment in the making of appointments, ranting of urgent or unusual matters, etc. Y

Robert Lynch
for
Capt SOLENBURGER

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

ALLIED CONTROL COMMISSION
LABOUR SUB-COMMISSION
STATISTICAL DIVISION

L5C/33

To: The Executive Officer
Labour Sub-Commission

Subject: Dr. Francesca Ambrogi

I- The above named is employed in the Statistical Division of the Sub-Commission as a "Bookkeeper". She has worked consistently well and now is throughly conversant with the scope of this office.

2- In my opinion she is capable of continuing the work that is at the moment being performed by Dr. A. Carta and therefore I propose that she take over from Dr. Carta on his departure.

3- I would point out that Dr. Ambrogi has excellent academic and technical qualifications and has published original work in leading Italian Economic magazines.

4- Therefore I ask that Dr. Ambrogi be reclassified and placed in a higher grade with a corresponding increase of salary.

J. Topliss, Capt. R.A.
S.O.3 (C.A.)
Statistical Division
Labour Sub-Commission

28 Sept. 44

Approved -
Capt Long

1706

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

LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

26 September 1944

SUBJECT: Civilian Employee

TO : G-1 Civilian Personnel Officer

1. Pursuant to Administrative Instructions N. 1 A of 14 July 1944, it is requested that Dr. Armando Carta be dropped from the employment list of the Allied Control Commission, Labor Sub-Commission effective 30 September 1944.

2. Dr. Carta has been released at his own request and without prejudice.

3. Request that transportation be made available for his return to Naples on or about October 1st, 1944.

J. T. R. BAIN,
Colonel,
Director

/sc

1705

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

accepted Bain Col. 26/9/44

Rome, 25 September 1944

To: Col. J.L.R. Bain
Director, Labour Sub-Commission
Allied Control Commission

1- I have been employed in this Labour Sub-Commission since 1 May 1944 but regret that, after considering the letter which stated that food and hotel accomodation could not longer be provided, I must request by this letter that my resignation will be accepted from 30 September.

2- In accord with the promise of the Allied Control Commission in the above mentioned letter, I request transportation to Naples for myself and my baggage which I brought to Rome from Naples by military transport, when this Labour Sub-Commission was transferred to Rome, on 4 July 1944.

1704

Armando Carta

(Armando Carta)

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

26 September 1944

SUBJECT: Civilian Employee

TO : G-1 Civilian Personnel Officer

1. Pursuant to administrative Instructions N. 1A of 14 July 1944, it is requested that Mrs. Adelina D'Amato be dropped from the employment list of the Allied Control Commission, Labor Sub-Commission effective 30 September 1944.

2. Mrs. Adelina D'Amato has been released at her own request and without prejudice.

J. T. R. BAIN,
Colonel,
Director

/BR

1703

1702

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

accepted

Rome, 25 September 1944

To: Col. J.I.R. Bain
Director, Labour Sub-Commission
Allied Control Commission

1- I have been employed in this Labour Sub-Commission since 1 May 1944 but regret that, after considering the letter which stated that food and hotel accomodation could not longer be provided, I must request by this letter that my resignation will be accepted from 30 September.

2- In accord with the promise of the Allied Control Commission in the above mentioned letter, I request transportation to Naples for myself and my baggage which I brought to Rome from Naples by military transport, when this Labour Sub-Commission was transferred to Rome, on 4 July 1944.

1704

(Armando Carta)

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

Copy Inclosure
Flower - Radio
Low tracks.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

26 September 1944

SUBJECT: Civilian Employee

TO : G-1 Civilian Personnel Officer

1. Pursuant to administrative Instructions N. 1A of 14 July 1944, it is requested that Mrs. Adelina D'Amato be dropped from the employment list of the Allied Control Commission, Labor Sub-Commission effective 30 September 1944.

2. Mrs. Adelina D'Amato has been released at her own request and without prejudice.

J. T. R. BAIN,
Colonel,
Director

/日置

1703

1702

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

HEAQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

26 September 1944

SUBJECT: Civilian Employee

TO : G-1 Civilian Personnel Officer

1. Pursuant to Administrative Instructions N 1A of 14 July 1944, it is requested that Dr. Donato Miami Calabrese be dropped from the employment list of the Allied Control Commission, Labor Sub-Commission effective 30 September 1944.

2. Dr. Donato Miami Calabrese has been released at his own request and without prejudice.

J. T. R. BAIN,
Colonel,
Director

/sc

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

25/9/1944

Colonel J.T.R. B A I N
Director Labour Sub-Commission
Allied Control Commission
R O M E

Sir :

Since August IO th, 1944 I have been employed in your Sub-Commission. I was hired to do analytycal statisticak work, a field to which I have devoted several years, also as a professor.

Unfortunately the work has not materialized as previously outlined. Moreover, perhaps through some misunderstanding, the salary which was originally promised to me has not been paid to me.

In view of these circumstances and because it is impossible for me to adequately provide for my family on my present salary, I beg you to accept my resignation from my present position.

Respectfully yours

1701

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

Colonel J.T.R. B A I N

Director Labour Sub-Commission

Allied Control Commission

R O M E

Sir :

Since August IO th, 1944 I have been employed in your Sub-Commission. I was hired to do analytycal statisticak work, a field to which I have devoted several years, also as a professor.

Unfortunately the work has not materialized as previously outlined. Moreover, perhaps through some misunderstanding, the salary which was originally promised to me has not been paid to me.

In view of these circumstances and because it is impossible for me to adequately provide for my family on my present salary, I beg you to accept my resignation from my present position.

Respectfully yours

1701

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

LSC/33

Copy

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name PAOLO DONELLI

Present job title — Proposed title DRIVER MECHANIC

Job description DRIVER-MECHANIC - performing all the duties of chauffeur and 1st & 2nd Echelon repairs on the civilian cars of this SUB-COMMISSION

1700

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

described by quoting reference number, shew 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 LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name PAOLO DONELLI

Present job title — Proposed title DRIVER MECHANIC

Job description DRIVER-MECHANIC - performing all the duties of chauffeur and 1st & 2nd echelon repairs on the Civilian cars of this SUB-COMMISSION

1700

Use back of sheet for additional remarks

Date 9/25/44 Signature [signature]
Sub Commission or Section Head.

Reference number

Civ Pers Form 2
Aug 44

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

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

1 1699 33

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ALS/ec

21 September 1944

SUBJECT: R&/ED 1.4. your G-1/ Civ. Pers./ 20 of 9 September
Civilian Personnel. Rations and Quarters.

TO : G-1. H&. A.C.C.
Att: Major Small

1. This office wishes to protest the giving up of rations and quarters in behalf of Avv. Enrico La Loggia, who is and has been employed with this Sub-Commission as assistant to deputy director, both in Naples and in Rome.

2. Avv. La Loggia was ordered from Palermo with the definite understanding of H&. A.C.C. that he would be provided with quarters and rations. It being well known that quarters and rations in Rome were unobtainable and at a high premium.

3. Avv. La Loggia is an extremely valuable administrator of this office, performing highly technical legal work and in close liaison with the Italian Ministry. He has performed his many duties superiorily and cannot be readily replaced. Avv. La Loggia has been engaged in our Labor Sub-Commission many months and we do not have any intention of relieving him of his assignment.

4. Avv. La Loggia's academic and educational backgrounds are of the highest, and admirably suited for this labor subcommission. Avv. La Loggia is the best our civilian specialist. Any enforcement of your order in this regard would be tantamount to asking Avv. La Loggia to resign from this Sub-Commission and which we are certainly not prepared to accept.

5. This office therefore requests that a modification or rescission of your order as above stated be made in regards to Avv. La Loggia.

1699

J. T. R. BAIN.
Colonel
Director

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

AMD/SC 24

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

20 September 1944

Lab. L5C/3

SUBJECT: H4/ED 1.4, Your G-1/Civ. Pers./20 of 9 Sept.
Civilian Personnel, Rations and Quarters.

TO : G-1, HQ. A.C.C.
Att: Major R. E. Small.

1. This Office wishes to go on record in behalf of Dr. Armando Carta, who is and has been employed with this Sub-Commission as Economic Statistician, both in Naples and in Rome.

2. Dr. Carta was ordered to Rome and did come to Rome with the understanding of HQ. A.C.C. that he would be provided with quarters and rations, knowing full well that quarters and rations were unobtainable and at a premium.

3. Dr. Carta is a valuable adjunct of this office, performing highly technical statistical work and in the research of wages and wage rates for all of Italy. He has performed his duties admirably and his place cannot be readily replaced. We have no intention of replacing Dr. Carta as the several months engaged in our Labor Sub-Commission work makes him quite indispensable.

4. His academic and educational requisites are of the highest, and cannot be easily found in the labor field. Dr. Carta is one of our best and most qualified civilian specialist especially with all his background and experience. To enforce your order would be tantamount to ask Dr. Carta to resign from this Labor Sub-Commission which we are not prepared to accept.

5. This office requests a modification or recission of the order for the relinquishing of quarters by the said Dr. Carta and the giving up of the rations received.

1698

J. T. R. HAIN,
Colonel
Director

LSC/33

1a/

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

19 Sept 1944

SUBJECT: Day Leave

TO : All Civilian Personnel in Labor Sub-Commission

Unless otherwise ordered, or required, and subject to interchange with proper notice to this office, the following schedule of "leave for the day" will prevail:

TYPISTS POOL

Barbiani	Sunday
Costa	Sunday
Giustiniani	Sunday
Pescarmona	Friday
Aletta	Monday
Canevazzi	Tuesday
Barne	Sunday
Cinque	Sunday

TRANSLATORS POOL

Latorraca	Sunday
Baldazzi	Monday
D'Amato	Sunday
Benjamin	Monday

GENERAL OFFICE EMPLOYEES

Catto	Thursday
Gianoglio	Sunday
Mariani	Sunday
Carigiet	Wednesday
Del Sette	Tuesday

Secretaries

Miss Avallone	Sunday
Miss Chanas	Thursday

WAGES AND HOURS SECTION

Carta	Thursday
Miani	Sunday

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

Unless otherwise ordered, or required, and subject to interchange with proper notice to this office, the following schedule of "leave for the day" will prevail:

TYPISTS POOL

Barbiani	Sunday
Costa	Sunday
Giustiniani	Sunday
Pescarmona	Friday
Aletta	Monday
Canevazzi	Tuesday
Sarno	Sunday
Cinque	Sunday

TRANSLATORS POOL

Latorraca	Sunday
Baldazzi	Monday
D'Amato	Sunday
Remington	Monday

GENERAL OFFICE EMPLOYEES

Catto	Thursday
Gianoglio	Sunday
Mariani	Sunday
Carigiet	Wednesday
Del Sette	Tuesday

Secretaries

Miss Avallone	Sunday
Miss Chanaz	Thursday

WAGES AND HOURS SECTION

Carta	Thursday
Miani	Sunday
Cao Pinna	Sunday
Ambrogi	Sunday

SOCIAL INSURANCE SECTION

Riva Sanseverino	Sunday

1697

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

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

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

LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ALD/ea

16 Sept 1944

SUBJECT: Soup meal for Civilians

TO : HQ. Comd't (Office Space Section)

The following additional italian civilian employed in this Sub-Commission is desirous of partaking in the noon-day soup meal, to begin on Sunday 17 September 1944.

1. De Chanaz, Anna.

ALFRED L. DORF
Captain, QMC
Executive Officer.

1696

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

(2 Inclosures
Ltr 5 Oct 44)

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

5 Oct 1944

SUBJECT: Reclassification

TO : Lt. E. E. Capt AAF

1. Reference your letter Per Conference dated 5 Oct 1944.

XXXX 2. Approval is granted for the reclassification of Earlham, Detroit to the status of Admin Asst. salary to range from 2100 to 4500 per day, month.

By direction

M. R. PANELLI
Capt, CAC
G-1 Civilian Personnel.

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.

1695

COPY

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by LABOR SUBCOMMISSION
(Sub-Commission or Section)

Employee's or applicant's name BARBIANI GELTRUDE

Present job title Translator Typist Proposed title Clerk Supervisor L.4500/month

Job description General supervision of all clerical and typist staff consisting of 11 employees. Supervision of all kind of office work including translation, copy-work, registering of documents and planning. Control and regulates the office staff of the several labor divisions. Under immediate supervision of the Executive Officer on details concerning office and field operations.

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

lian Personnel, Room 11, Ground Floor, [illegible]
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 LABOR SUBCOMMISSION
(Sub-Commission or Section)

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Present job title Translator Typist Proposed title Clerk Supervisor L.4500/month

Job description General supervision of all clerical and typist staff consisting of 11 employees. Supervision of all kind of office work including translation, copy-work, registering of documents and planning - Control and regulates the office staff of the several labor divisions Under immediate supervision of the Executive Officer on details concerning office and field operations.

16.6.4

Use back of sheet for additional remarks ---

Date 15 September 1944 Signature Alfred L. DORE Capt. Q.M.C.
Sub Commission or Section Head.
Reference number _____ Executive Officer

Civ Pers Form 2
Aug 44

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

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

Labor Sub-Commission

Barbiani, Gertrude

Translator-Typist Clerk - Supervisor L. 4500/month

General supervision of all clerical and typist staff consisting of 11 employees. Supervision of all kind of office work including translation, copy-work, registering of documents and planning. Control and regulates the office staff of the several labor divisions. Under immediate supervision of the Executive Officer on details concerning office and field operations.

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

File LSe/32

/lmc

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

15 September 1944

SUBJECT: Pay from 31 August - 15 September for Driver: Heslinga Johan and Bensi Lorenzo of this Sub-Commission

TO : Super Garage.

HESLINGA Johan - 13 days and 3 days overtime -rate per day 1.10

gross and net salary L. 19.25

BENSI Lorenzo - 13 days and 2 days overtime -rate per day 1.10 -

gross and net salary L. 17.60

ALFRED L. DORF
Captain,
Executive Officer
Labor Sub-Commission

1692

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

LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

13 September, 1944

SUBJECT: Certificate

TO : Whom it may concern

This is to certify that Mr. Johann Hessinga is employed by the Labor Sub-Commission, Allied Control Commission, as a driver.

Si Certifica che Sig.r HESSINGA Johann è impiegato presso il Comando Alleato di Controllo (A.C.C.) quale autista.

JUNIUS R. SMITH,
Colonel, Q.M.C.,
D/Director, Labor Sub-
Commission

1691

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

LSC/32

ALD/js

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

13 September 1944

LCS/32

SUBJECT : Soup meal for Civilians.

TO : Hq. Comd't (Office Space Section)

The following additional italian civilian employed in this Sub-Commission is desirous of partaking in the noon-day soup meal, to begin on Thursday 14 Septem ber 1944.

1. D'Amato Adeline.

ALFRED L. BORF
Captain, QMC
Executive Officer

1690

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

CCC 32

ALLIED CONTROL COMMISSION
Labor Sub-Commission

Roma, 13 settembre 1944.

Oggetto: Lancia "Aprilia" targata Roma 67508.

Al : prof. V.M.Romanelli,Commissario Istituto prev.sociale.

I. Con riferimento alla sua lettera del 2 settembre, nella quale si comunicava la restituzione all'Istituto della Previdenza sociale della sopramenzionata automobile, che era stata precedentemente requisita dall'A.C.C.;

II. La Commissione alleata di controllo restituì l'automobile, perchè riconobbe l'assoluta necessità, per l'Istituto, di avere a propria disposizione mezzi di trasporto per l'attività della direzione generale e del servizio ispettivo.Apprendiamo quindi con molto rincrescimento che l'automobile é stata successivamente requisita dal Ministero dell'Interno. Poichè non avremmo certo lasciato libera la macchina per scopi diversi da quello di permetterne l'uso da parte di un Istituto esercente un pubblico servizio, ma consigliamo di far presente questa circostanza al Ministero degli interni, raccomandando caldamente che esso dia seguito positivo alla richiesta di una immediata derequisizione della automobile in questione.

W. E. Solenberger
Captain, S. R.
Social Insurance Officer

1689

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

(In gmc file) LSC/32

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

12 Sept 1944

SUBJECT; Employment of Civilians.

TO ; Labor S/C (Capt Dorf

1. Ref your Letter dated 4 Sept 44.

2. Approval is given to the employment of Di Amato Adelene as a Technical Translator at a rate not exceeding 150 Lire perbday/~~month~~.

3. The minimum rate which is 100 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy board, that salaries of civilian employees will be 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 1 August 1944.

5. Please have applicant report to Room 11 as soon as possible for necessary action.

By fo R.R. Small
R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

1688

ad - d returned this ltr on 6 Sept. 1944

12/9/44

Miss. ADELINE D'AMATO
(Mrs. Q. OTTAVIO D'AMATO)

LSC/33

Subj. - Technical Translator (or interpreter)

Born - Boston, Mass. - Private education.
Lived in U.S. and Italy. (Prof. trained
Speak fluent Italian and English). Jan 1941
came to U.S., owns business and
lives on income from it and
on U.S. bonds 1941 value estimated
Divorced residency of Canada (separation).
Never married before. Children 7 & 9 years
Asst. Financial Officer in Consulate
and Chm. Fin. Com. (Major Relation - Mrs
in Washington).

Comments - About 40 yrs old. Speaks
English fluently, not clear as accent.
probably translates many colloquialisms than one
would think. She is however more interested
in getting a job for her husband who is
now with Italian consular service but who
wants a job with A.C.C. She has good
appearance and personality.

1687

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

LSC/32

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

10 Sept. 1944

SUBJECT; Employment of Civilians.

TO ; Labor S/C.

1. Ref your Classification Questionnaire dated 8 Sept. 44.

CHANGE 2. Approval is given to the employment of De Rhonar, Anna as a Sr. Admin. Ast.

at a rate not exceeding 6000 Lire perbday/month.

3. The minimum rate which is _____ 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 Head-Quarters, 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.

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

5. ~~Please have applicant report to Room 11 as soon as possible for preliminary action.~~

R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

1686

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

AID/1a

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

10 Sept 1944

LSC/32

SUBJECT: Soup meal for Civilians.

TO : Hq. Comd't (Office Space Section)

The following additional italian civilians employed in this Sub-Commission are desirous of partaking in the noon-day soup meal, to begin on Monday 11 September 1944.

1. Barbiani Geltrude
2. Pescarmona Marcella
3. Giustiniani Franca
4. Sarno Januario

ALFRED L. DORF
Captain, QMC
Executive Officer

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

Below SIC
ESE/32

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Adj:300.4 9 September 1944

SUBJECT: Travel Orders.

TO : All Concerned.

1. Mr. Emelio Latorraca, Italian civilian, attached to Labor Sub-Commission, this headquarters, will proceed to Naples, Italy, on or about 10 September 1944 for a period of approximately one (1) week in connection with activities of the above-mentioned Sub-Commission and upon completion thereof will return to this station.

2. Travel by government motor transport is authorized. (Courier).

By order of Captain STONE (USNR):

Nicholas Fiorentino
NICHOLAS FIORENTINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - Mr. Latorraca
1 - Dispatch (MTO)
1 - Labor Sub-Com
2 - Files

1684

RESTRICTED

LSC/32

A. T.

Dear Capt. Dorf.

I am very sorry that I not came to day, but as you know, it was not to well with my stomach.

I got this night a high fiebre and I shall stay in my bed to day

This all is very painfull, but I hope of your excuse.

If it is possible, I shall be back in they H.Q. to morrow morning.

Dnr. 1683

J. SHESLINGA

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

I am very sorry that I not
came to day. but as you know, it was
not to well with my stomach.
I got this night a high fiebre
and I shall stay in my bed to day
This all is very painfull,
but I hope of your excuse.
If it is possible, I shall be
back in they H.Q. to morrow morning.

Dno. 1683

J. SCHESLING

Rome, 9 Sept. 1944.

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

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

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

Mr Lorenzo file
CSC/32

7 September 1944

SPECIAL ORDERS)
)
NUMBER 219)

EXTRACT

* * * * * *

10. Lt Col THOMAS A. LANE, 0172300, CE, (A). Labor Sub-Com, this HQ, accompanied by MR. Ben Lorenzo, (Italian civilian driver), atchd, WP Duplex, Caserta, Bari, Taranto, Salerno, and such other ports in Italy as his duties may direct without delay en temp dy for a period of approximately twelve (12) days in connection with activities of the above-mentioned Sub-Com and upon completion thereof will rpt to proper stn. Rat will be provided for O and driver for twelve (12) days. Travel by govt MT is atzd and will be furn by Labor Sub-Com.

* * * * * *

By order of Captain STONE (USN):

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - O concd
1 - Driver
1 - Hq Supply
1 - Files

1682

RESTRICTED

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

RESTRICTED

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

LSC/32

5 September 1944

SPECIAL ORDERS)
NUMBER 217)

EXTRACT

* * * * *

2. Capt ALFRED L. DORF, 0356375, QMC (A), Labor Sub-Com, this HQ, accompanied by Mr. Johann Heslinga, Dutch civilian, atchd, WP to Naples, Italy, without delay on temp dy for a period of approximately five (5) days in connection with activities of the above-mentioned Sub-Com and upon completion thereof will ret to proper stn. Rat will be provided for two (2) men for five (5) days. Travel by govt MT is atzd and will be furn by Labor Sub-Com.

* * * * *

By order of Captain STONE (USNR):

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - G concd
1 - Civ concd
1 - Pit Supply
1 - Files

1681

RESTRICTED

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

4 September 1944

SUBJECT: Request for Civilian Personnel

TO : Civilian Personnel Office, Hq. ACC.
Attention Major SMALL

1. Request the following personnel for this Office. Brief job description attached.

(a) 1 Jr. Administrative Asst.
(b) 2 Secretary- Stenographers
(c) 1 Translator- Technical
(d) 1. Jr. Clerk Typist

2. Please refer the applicants to the writer at Room I4, 7th Floor.

Alfred L. DORF
Capt. QMC.
Executive Officer

1680

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by Labor Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name _____

Present job title _____ Proposed title Jr Administrative Assistant (1)-

Job description To work indipendently without supervision except with the Director and Deputy Director and for difficult and responsible office work dealing with Labor relations, Liaison and wage rates. Has to supervise clerks and typists. Make preparation of reports, tables and charts on operations and various projects. Is responsible for the completition of projects and work assegnments and for the preparation of operational material for all employees of the Sub Section -Supervisor approximately 8 employees.- English speaking.

1679

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

Italian Personnel, Records, Graduate Officer

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 Labor Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name _____

Present job title _____ Proposed title Jr Administrative Assistant (1)

Job description To work indipendently without supervision except with the Director and Deputy Director and for difficult and responsible office work dealing with Labor relations, Liaison and wage rates. Has to supervise clerks and typists. Make preparation of reports, tables and charts on operations and various projects. Is responsible for the completition of projects and work assegnments and for the preparation of operational material for all employees of the Sub Section -Supervisor approximately 8 employees.- English speaking.

1679

Use back of sheet for additional remarks

Date 5 September 1944 Signature Executive Officer
Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by ~~Labor Sub-Commission~~ (Sub-Commission or Section)

Employee's or applicant's name

Present job title _____ Proposed title Translator - Technical. - (1)

Job description Under limited supervision with office routine experience. ~~Must be able to translate documents from English to Italian and Italian to English and to deal with higher specialized and technical studies.~~ Requires a general ~~knowledge of statistics~~ and economic with appropriate methods and procedures. ~~English Speaking.~~

1678

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

described by quoting reference number, shown 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 ~~Labor Sub-Commission~~ (Sub-Commission or Section)

Employee's or applicant's name _____

Present job title _____ Proposed title ~~Translator - Technical. - (1)~~

Job description ~~Under limited supervision with office routine experience. Must be able to translate documents from English to Italian and Italian to English and to deal with higher specialized and technical studies. Requires a general knowledge of statistics and economic with appropriate methods and procedures. English Speaking.~~

1678

Use back of sheet for additional remarks

Date ~~5 September 1944~~ Signature ~~Executive Officer~~ Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by Labor Sub-Commission (Sub-Commission or Section) 1677

Employee's or applicant's name _____

Present job title _____ Proposed title Secretary -Stenographer (2)

Job description (1) Under the immediate supervision of the Director and Deputy Director and (1) also Officer in charge of wages and hours on Secretarial duties including shorthand, Stenography and Filing with responsability for making tactful and accurate replies to all inquires received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section. Has to review the work of the office for accurancy adherence to instructions and conformity with the designated procedures. Must be able to translate Italian and English. Has to initiate individually the more difficult and responsible correspondence

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

officer fills out the form. After completion the form should be brought [illegible]
lian 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."

1627

Classification requested by Labor Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name _____

Present job title _____ Proposed title Secretary -Stenographer (2)

Job description (1) Under the immediate supervision of the Director and Deputy Director and (1) also Officer in charge of wages and hours on Secretarial duties including shorthand, Stenography and Filing with responsability for making tactful and accurate replies to all inquires received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section. Has to review the work of the office for accurancy adherence to instructions and conformity with the designated procedures. Must be able to translate Italian and English. Has to initiate individually the more difficult and responsible correspondence required in the office- Supervises one clerk Typist - English speaking.

Use back of sheet for additional remarks

Date 5 September 1944 Signature Executive Officer
Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by ~~Labor Sub-Commission~~ (Sub-Commission or Section)

Employee's or applicant's name

Present job title _____ Proposed title ~~Clerk Typist - (I)~~

Job description ~~General knowledge applicable. Must know filing and typing. Must speak english.~~

1676

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

A carbon copy of this job description should be retained and [illegible]
described by quoting reference number, shown 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 ~~Labor Supply Commission~~ (Sub-Commission or Section)

Employee's or applicant's name _____

Present job title _____ Proposed title ~~Clerk Typist - (1)~~

Job description ~~General knowledge applicable. Must know filing and typing.~~

~~Must speak English.~~

1676

Use back of sheet for additional remarks

Date ~~5 September 1945~~ Signature ~~Executive Officer~~ Sub Commission or Section Head.

Reference number _____

Civ Pers Form 2
Aug 44

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

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



5° UFF ROMA PALERMO 2212-21-7-13H10

COMPLETATA CURA PARTIRO ' SABATO PER

ROMA , LALOGGIA ENRICO DIRETTORE UFFICIO

REGIONALE LAVORO -

1675

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

Fatevi correntisti postali.

Pagamenti e riscossioni in tutte le località del Regno. Fra correntisti i pagamenti e le riscossioni mediante postagiro sono eseguiti senza limitazione di somma ed in esenzione da qualsiasi tassa

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
AEO 394

18

2 September 1944

L30/31

SUBJECT: Resignation of Civilian Employee

TO : G-1 Section (Civilian personnel)

1. This will serve to inform you of the fact that Di Tempora Domenico has resigned as of August 31st.

2. His identification card will be found attached.

Alfred L. DORF
Captain Q.M.C.
Labor Sub-Commission

1674

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

Sgt U. Pat Rec. Con't Dept 31/8/44

LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

31 Aug 44, 1944.

SUBJECT: Employment of Civilians.

TO : Capt Dorf. Lab S/C

1. Ref your V.O.,

dated 30 Aug xx.

2. Approval is given to the employment of Healinga, Johann

as a Chauffer - Mechanic

at a rate not exceeding 110 Lire per day/~~month~~.

3. The minimum rate which is _____ Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

***

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M.R. Panelli

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

1673

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.

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

LSC/32

CIVILIAN EMPLOYEES

AMERICAN CIVILIAN

Mr. ORAZIO A. CORRETO
" JOSEPH DI PAOLO
" MICHAEL J. CROSETTO
" DAVID C. SACCO

ITALIAN CIVILIAN

Miss. GAIA CLERICI
" LEDA COSTA
" SANTA ALBERTA
" MARCELLA PESCARUSOLA
" FRANCA GIUSTINIANA
" BENIAMINA MUTTILLI
" ELDA DEL GATTO
Mr. LATORRACA, ORELIO
" BARBAGLI, GIOVANNI
" GIANGELLO, GIUSEPPE
" CANNIZZI, CORRADO
" GATTO, TOMMASO
" MARTONI, ALDO
" CARNEVALI, LAURO

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

L.5 C/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

28 August 1944

SUBJECT; Discontinuance of Civilian Employees' Quarters and Rations.

TO ; Labor S/C.

1. At the August 25th meeting of the Civilian Personnel Policy Board it was ruled that it is no longer possible to furnish quarters and rations to a number of A.C.C. employees, including Allotta, Santa (Typist E.S.), Cinque, Sara (Typist E/S) in your office. These employees will be required to vacate present quarters on/or before September 15, 1944.

2. It is hoped that the a/m employees will be able to privately procure quarters and rations in Rome and continue employment in this Headquarters. If it is not possible for the employees to do so, transportation will be furnished to the place of original employment as to prior agreement.

3. This office is prepared to refer suitable applicants for employment interview if replacement becomes necessary.

R.R. Small

R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

Copy to:
Billeting Officer.

1671

Asst. Sect.
Capt. A.C.

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

AID/sa

29 August 1944

LSC/32

SUBJECT: Soup meal for Civilians

TO : Hq. Comd't (Office Space Section)

The following additional civilian is desirous of partaking in the noon-day soup meal commencing Wednesday 30 August.

1. Gatto Tommaso.

ALFRED L. DORF
Captain,
Labor Sub-Commission.

1 (16

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ALD/sa

LSC/32

24 August 1944

SUBJECT: Soup meal for Civilians

TO : Hq. Comd't (Office Space Section)

The following additional civilian is desirous of partaking in the noon-day soup meal commencing Saturday 26 August:

1. Del Sette Elda

ALFRED L. DORF
Captain,
Labor Sub-Commission.

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

LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

28 August, 1944.

SUBJECT: Employment of Civilians.

TO : Labor Hq. ATT- Maj- Washer

1. Ref your _____,

dated 17/8/44.

2. Approval is given to the employment of Del Pette Bolo

_____ as a File Clerk

at a rate not exceeding 90 Lire per day/month.

*** 3. The minimum rate which is 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. ~~Please have applicant report to Room 11 for necessary action, as soon as possible.~~

Please have Miss Giles young lady Captassof

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

1668

Copy to:
Employment Officer
S/C in Reference.

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.

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

Fallshirm

Ing. Ebermalle

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

File

JOB/lo LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

23 August 1944

SUBJECT: Civilian Employees brought up from Naples and Salerno

TO : G-1 Section Civilian Personnel

Pursuant to your memo of 20 August 1944 in the above there herewith follows the information desired.

1. La Loggia Enrico - Professional - retain - most important for this Sub-Commission and certainly not to be replaced.

2. Carta Armando - Sr. Admin. Asst. - retain - important for Statistical work and not to be replaced.

3. Costa Letizia - Typist, and

4. Aletta Santa - Typist - retain - not absolutely essential but cannot be disposed of as they have been working for this Sub-Commission for sometime and know the labor work. Can be replaced at some future time.

5. Cinque Sara - Typist - need not be retained - and can be replaced.

JAMES O. BABCOCK
Major, Spec. Res.,
A/D/ Director, Labor Sub-Commission

1667

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

20 August 1944

SUBJECT; Civilian Employees brought up from Naples and Salerno.

TO ; Labor S/C.

1. On request by the Executive Commissioner it is necessary to make a review of the Italian personnel brought up from Naples and Salerno since their accomodation here involves extra billeting difficultiea, extra expense and removes from Naples and Salerno many who might be useful to other organizations there.

2. Are the below listed employees essential in your section ? If so please state reasons why they are not to be replaced by local civilians.

1. CARTA, ARMANDO (Sr. Admin. Asst.)
2. GIORDANO, ARTURO (Professional)
3. LA LOGGIA, ENRICO (Typist ES)
4. AILETTA, SANTA " "
5. COSTA, LETIZIA " "
6. CINQUE, SARA " "

R. R. Small

R. R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

1666

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

Pursuant to your memo of 20 Aug 1944 in the above mentioned subject the following information is furnished.

1. La Logan, Enrique — Professional — retain — most important for the Sub Commission and certainly not to be replaced.

2. Carta, Armando - Sr. Admin Asst. retain - important for Statistical Work and not to be replaced.

3. Cota, Letizia - Typist, can

4. Alcala, Santa - Typist - retain - not absolutely essential but cannot be dispensed with as they have been working for the S/C for some time and know the Cota work. Can be replaced at some future time.

5. Campos, Luis, Typist - need not be retained — they can be replaced

1665

J.O.B.

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

H.Q A.C.C. ECONOMIC SECTION

22/8/44
(Date)

From		To
✓	ECONOMIC SECTION	
	AGRICULTURE	
	COMMERCE	
	FINANCE	
	FOOD	
	INDUSTRY	
	LABOUR	✓
	PUBLIC WORKS & UTILITIES	
	REQUISITION DIVISION	
	TRANSPORTATION	
	SECRETARY GENERAL	
	EXECUTIVE COMMISSIONER	
	ADMINISTRATIVE SECTION	BRANCH

For:	
	Signature
	Remarks/Recommendation
	Information
	Approval/Disapproval
	Appropriate Action
	Investigation & Report
	Noting and Return
	Noting and Retention
✓	Dispatch

Remarks:

1664

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

ESE/32

SECRET

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

21 August 1946

SUBJECT: Civilian Pay Deduction for Rations.

TO : Vice President, Economic Section.

1. This office has been directed to furnish the three sections with the information below for the purpose of securing correction of incorrect payroll practices.

2. Although AFHQ has prescribed that 500 lire per month be charged civilians for rations, audit payrolls disclose that the deduction has seldom been made in this headquarters.

3. The deduction, 250 lire semi-monthly must be made in the future and this office has been directed to pre-audit payrolls and return improper ones for correction. This will be done at the end of this pay period, latter half of Aug. '46.

/s/ H.D. SHALL

H. D. SHALL
Major, CAC
G-1 Section
Civilian Personnel

Also sent to:
Executive Commissioner, DCOMS Section.
Vice President, Administrative Section.

1663

SECRET

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

BEST COPY POSSIBLE

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

File 450/32

1st Ind.

Internal Security Officer, Hq. ACC, APO 394.

TO: Labor Sub-Commission, Attn: Capt. A. L. DOHF.

1. Attention is directed to par. 3, Daily Bulletin 195, Hq. ACC, dated 8 August 1944.

For the Headquarters Commandant:

C. A. BONGIORNE,
1st Lt., AUS,
Security Officer.

File

Authentication Keyed to
Temp Cer Pers for Genl
Hdqtrs Comd

Sh & Fd Army Comd
Capt Fenelon
Capt Powell
1st Lt Fr

1662

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

B3 DB195
8Aug

HEADQUARTERS
ALLIED CONTROL COMMISSION
MAJOR SUB-COMMISSION
APO 394

ASO/33

27 August 1944

ASO/30

SUBJECT : Guarding of bicycles

TO : Captain Sinclair, Office Space Section

1. Civilian employees of this Sub-Commission find that their bicycles are being tampered with while they are at work.

2. These same employees are willing to participate in any fund for the employment of a guard over such bicycles.

3. Please advise at your earliest convenience.

ALFRED L. ROPP
Captain, Q. M. C.,
Executive Officer

HQ ALLIED CONTROL COMMISSION
FILE AGC 13.
23 AUG 1944
SIGN
ROOM
BLDG
CC

H Bongaarts

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

Cen Pers
For your files
LSC/32

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

21 August 44, 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C (Capt Rof)

1. Ref your Approved Referral form,
dated 21 Aug 44.

2. Approval is given to the employment of Gatto Tommaso
as a Jr Admin Asst
at a rate not exceeding 150 Lire per day/~~month~~.

*** 3. The minimum rate which is 110 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M R Panelli
M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers. 1660

Copy to:
Employment Officer
S/C in Reference.

XXXX 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.

To start work (28 August)

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

Tel. 638

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION

28 Jul 44

EE/2c

SUBJECT: Civilian Payrolls.

TO : Agriculture S/C - Food S/C
Industry S/C - Commerce S/C
Labor S/C - Transportation S/C
Finance S/C - Pub Works & Utilities S/C

Ref. Daily Bulletin No. 183, Para. 3, 27 July 44.

1. It is requested by this Section that the Sub-Commissions prepare one extra copy of the Civilian Payroll Schedule for submission to this office on the same date that the payrolls are sent to Payment Officer.

2. It would be appreciated if the same procedure would be followed on each succeeding payroll date.

Wallace M. Washer
WALLACE M. WASHER,
Major C.E.,
Staff Officer,
Economic Section.

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

Certain Personnel
LCC/32
76

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

21 August, 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your letter ES/LCC

dated 21 August.

2. Approval is given to the employment of Gertrude Bo[illegible] Bi[illegible]

Rutt[illegible] as a translator Gr 2 1st

at a rate not exceeding ~~750~~ 720 Lire per day/~~month~~.

*** 3. The minimum rate which is 120 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, ~~as soon as possible.~~

M R Panelli 1658
M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

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.

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

Tel. 422

HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

21 Aug 44

EX/2C

SUBJECT: Employment - Civilian.

TO : Employment Officer. (Capt. Panelli).

Mrs. Gertrude Barbiani Linoli has been interviewed by the Labor S/C (Typist) and it is requested that she be employed as Translator. It is requested that Mrs. Linoli be employed at once. at a salary of .

GABRIELLA LEIBL
Civ. Pers. Off.,
Economic Section.

Put her on list 1657 will do the work of Lt. Woodward - checking all typing + keeping all records

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

Secretary
Mrs. Linda Fairbairn
Wednesday 9 o'clock
7th floor Room 14
Capt. Day

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

25.

ESC/32

Geltrude Linoli Barbiani, born and residing in Rome – Piazza Confienza 3/11 , is the daughter of the late Comm/ Giovanni Barbiani, ex proprietor of the Regina Carlton Hotel – Via Vittorio Veneto –Rome . Her husband Alberto Linoli, is a civil officer of the Italian Tobacco Monopoly. Owing to financial difficulties, she accepted an employment as translater at the " Ente Nazionale del Tabacco – Via Nazionale 66 –Rome, where she is occupied since August 1932 ; she also worked in these years as translater, for the Confederazione degli Industriali and for the Federazione Nazionale Trasporti Automobilistici. She speaks and writes English ,French ,German in addition to a good knowledge of Spanish and of bureau's work. She was at school in England (Sacred Heart Convent and The Misses Oliver School in Eastbourne) and in Germany (Englisches Institut B.V.M. in Lindau – Bavaria) . Copies enclosed of statements of the above mentioned offices.

References :

Famiglia Ing. Renato Mariani – Via Panama 16 – Roma
Rev. Mother Superior of the English Ladies of the B.V.M. Via Abruzzi 11 Roma
Famiglia Comm/De Gasperis Proprietors of the Londra & Cargill Hotel Via Collina23 Roma (Mr. and Mrs De Casperis are well known by General Hume)
Comm/Dr/ Carmine De Martino Via Barnaba Oriani 30 Roma
Dr/Comm/Giuseppe Botti – Director of the " Ente Nazionale per il Tabacco"–Via Nazionale 66 –Roma

Tel. 494980

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

FEDERAZIONE NAZIONALE ESERCENTI IMPRESE
DI TRASPORTI AUTOMOBILISTICI

Roma 5 Agosto 1940
Salita S.Nicolò da Tolentino 1– B

Dichiaro che questa Federazione ha ripetutamente avuto occasione – dal 1934 ad oggi – di servirsi dell'opera della Signora Geltrude Linoli Barbiani per la traduzione di opuscoli, di modalità per concorsi di appalti, nonchè articoli di indole tecnica, dal Tedesco, Francese ed Inglese e corrispondenza nelle predette lingue e che la Signora stessa ha assolto il suo compito con piena soddisfazione di questa Federazione .

IL DIRETTORE

Ftº Albanese

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

CONFEDERAZIONE DEGLI INDUSTRIALI

Roma 11 Agosto 1941

Piazza Venezia 11

SERVIZI GENERALI DELLA DIREZIONE
Ufficio Estero & Biblioteca

Dichiaro che alla Signora Geltrude Linoli Barbiani sono state affidate, da parte di questa Confederazione, varie traduzioni di carattere tecnico e legislativo : dal Tedesco, Inglese, Francese, Spagnolo ed anche Portoghese – traduzioni che sono state fatte be = nissimo e con piena soddisfazione di questo Ufficio dal 1938 al 1941 .

Ftº E. GILARDI

(Capo dell'Ufficio Estero)

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
ECONOMIC SECTION
APO 394

ALV/sem

ES/20

20 July 44

SUBJECT: Employment of Mrs. Barbiani

TO : Employment Office (attn: Captain Pinelli)

Your consideration is requested of the attached case history of Mrs. Gertrude Barbiani. This office is immediately concerned with the employment of this person for translation and typing. In view of the fact that she is only available in the afternoons, it is suggested that she be hired for the period from 1330 hrs to 1730 hrs each day. Her salary should be at least 2100 lira per month which is the smallest remmeration that she will accept. We wish to emphasize that there is a very great need for translators in this Section.

W. M. WASHER
Major, C. E.
Staff Officer
Economic Section

1 Encl: Case History of Mrs. Barbiani

1653

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

EJS/AM

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

19 August, 1944

SUBJECT: Request for Dr. La Loggia's secondment for temporary duties with A.C.C.

TO : H.E. Gronchi, Minister for Industry, Commerce and Labor.

THROUGH: Liaison Officer to Italian Government.

FROM : Director Labor Sub-Commission.

Reference your letter Prot. No. 275 dated 7 Aug. 44.

1. Your Excellency's answer to this Sub-Commission's request for the secondment of Dr. Enrico La Loggia, Regional Labor Director Sicily, for duties with A.C.C. makes reference to the fact that

(a) Your Excellency is opposed, on principle, to the secondment of Labor Ministry personnal to other Departments or other Authorities; and

(b) Your Excellency, by way of exception, was placing Dr. La Loggia at our disposal but for a period not to go beyond Aug. 25th.

On receipt of this communication, on Aug. 8th., Dr. La Loggia proceeded by air transcort to Palermo in order to make necessary arrangements at home and at the Regional Labor Office for his period of absence from Sicily. He is still away and, owing to a number of Labor matters that still called for his final attention at the Regional Office Sicily he is not expected in Rome until early next week.

2. Your Excellency's decision in respect of Dr. La Loggia - especially in view of the unexpected limitation of time that Your Excellency considered it opportune to introduce - leads me to believe that perhaps the important and urgent considerations which render Dr. La Loggia's presence necessary at this H.Q. have not been fully taken into account. The Labor Sub-Commission has been in contact with Dr. La Loggia from the earliest A.M.G. days and consequently has learned to appreciate not only his uncommon ability, his preparation in all matters affecting the Labor field and his deep sense of responsibility but also his sincerity and integrity as well as his loyalty to the Italian cause and to our common interests. At a time when so many important decisions involving Labor policy are at stake, the Labor Sub-Commission can ill-afford to forego the collaboration and advice of one in whom we have gradually acquired full confidence and who undoubtedly is best fitted to interpret to us the characteristics.

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the mentality, the traditions and the aspirations of the Italian people.

3. An important practical reason why Dr. La Loggia should unreservedly be made available at this Head Quarters may be found in the conditions that have arisen in the Labor field as a result of the expeditious liberation of Italian Territory.

A primary function of this Sub-Commission is the creation and organization of Labor Offices, through which the State may act in the solution of urgent labour problems wherever the Corporative-Syndical machinery is abolished on the suppression of Fascist organizations and on the abrogation of Fascist legislation by A.M.G.

It is essential that these Offices should be brought into being in a uniform manner according to a given administrative pattern, with clear and defined uniform functions. Any discrepancies that might arise from lack of coordination at the early stages - whether it is in matters of personnel, of salaries, or of Office organization - these would only create unnecessary difficulties for the Ministry of Labor, on whom the control of these Offices would eventually devolve. No better man than Dr. La Loggia could undertake the task of organising the Labor Offices on a sound and uniform basis.

4. In the light of the foregoing considerations, I wish to suggest that Your Excellency may see your way to instructing Dr. La Loggia to remain at this H.Q. for such time as is considered necessary by this Sub-Commission for the solution of certain labor problems of national importance and for the attainment of our common aims in an effort to reestablish law and order in the labor field.

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

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

Ministero dell'Industria del Commercio e del Lavoro

IL MINISTRO

Roma addì 7 agosto 1944

Al LA COMMISSIONE ALLEATA DI CONTROLLO-Sottocommissione per il Lavoro R O M A

(Rif.a nota del 31-7-944)

e, per conoscenza:

ALL'UFFICIO REGIONALE DEL LAVORO PER LA SICILIA PALERMO

Prot. N. 275 *Allegati* *Risposta al f. N.* *del*

OGGETTO Direttore Ufficio Regionale del Lavoro per la Sicilia: Avv. Enfico LA LOGGIA.=

In accoglimento della richiesta avanzata da codesta Sottocommissione, si comunica che questo Ministero, pur essendo contrario di massima al distacco presso altri Enti e Autorità dei propri funzionari, acconsente, in via eccezionale che l'Avv. Enrico La Loggia, direttore dell'Ufficio Regionale del Lavoro per la Sicilia, sia temporaneamente distaccato a prestare servizio costà, per collaborare nel campo del lavoro, ma comunque per un periodo di tempo che vada non oltre il 25 agosto p.v.

IL M I N I S T R O
F/to - Gronchi -

p. c. c.
IL CAPO DI GABINETTO
(Prof. Scoca)

1650

Recd 11 Aug 1944 Roma.

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

Translation : A TORRACA Rome 7 August 1944

MINISTRY OF INDUSTRY, COMMERCE AND LABOR

To the A.C.C.
Labor Sub-Commission
R O M E

To Regional Labor Office of Sicily
P A L E R M O

SUBJECT: Avvocato La Loggia.-

We are agreeing with the request submitted by this Sub-Commission and, although it is aganist our usual policy to have our functionaries working in other organizations, we are making an exception in this case by permitting Avvocato La Loggia to work with you, however for a period not over the 25th of August 1944.

THE MINISTER
Gronchi

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File
L.S.C. 52

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

19 August 1944

SUBJECT: Soup meal for Civilians

TO : Hq Comdt (Office Space Section)

The following civilians are desirous of partaking in the proposed noon-day meal commencing Monday, 21 August:

1 - Latorraca Oneglio

2 - Di Tempora Domenico

3 - Beniamin Matilde

4 - Baldazzi Giovanni

5 - Riva Sanseverino

6 - Canevazzi Lauro

7 - Carigiet Corrado

ALFRED L. DORF
Captain,
Labor Sub-Commission

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

LIFE RECORD OF PROF. D. M I A N I - C A L A B R E S E WITH A LIST OF REPORTS AND PAPERS PUBLISHED BY HIM AND REFERRING TO MANY PROBLEMS OF L A B O U R S T A T I S T I C S AND ECONOMIC STATISTICS.

oooooooooooo

I) Prof.Donato MIANI-CALABRESE, born in I909,has taken the degree of "Dottore in Scienze Economiche e Commerciali" in I930.

2) In the academical year I932-33,having taken the degree of Voluntary Assistant to the Chair of Economic Statistics of University of Naples and having been confirmed for the Academical years I933-34 ; I934-35 I935-36 ; I936-37 ; I937-38, he began to be attracted by some problems of Labour Statistics,to which,after a short time,he dedicated his main activity.

3) In I935 he has passed the State Examination for qualification in Statistical Science,with marks 60 out of 60.

4) In the Academical year I935-36 he has been charged with the teaching of Statistics at the Economic Branch of University of Naples.

5) Meanwhile he was engaged in the development of an inquire,organised by him,on the industrial accidents and in I937 he could propose some modifications to the method of construction of industrial accidents severity rates (See List of Reports N.I and 3)

6) In I938 he brought to end the said inquire on the industrial accidents (See List of Reports N.2),for which he was in correspondence also :

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

LIFE RECORD OF PROF. D. MIANI-CALABRESE

REPORTS AND PAPERS PUBLISHED BY HIM AND REFERRING TO MANY PROBLEMS OF

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6) In I938 he brought to end the said inquire on the industrial accidents (See List of Reports N.2),for which he was in correspondence also :

a) with the Bureau of Labor Statistics of the U.S.Department of Labor and its Secretary by whom he received the reports on the standardisation of industrial accidents statistics ;

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PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

b) with the Medical Research Council and Department of Scientific and Industrial Research(Board of Industrial Fatigue Research) of London and its Member Major Dr.Greenwood F.R.C.P.,who sent to him some papers of his pupils Ethel M.Newbold B.A.;M.Sc. and M. Hilda Woods B.A.

c) with the International Labour Office of the League of Nations

7) Since April 15th,1936 to July 30th,1937 he has given his activity to the Commission for Food Problems Study of the National Council of Researches.

8) Since July 1937 to May 1939 he has been the General Secretary of the Italian Scientific Committee for the Population Problems Study and he has been the Responsible Editor of "Genus",the Review of said Committee.

9) Since May 1939 he has been the Chief of Labour Statistics Section of the Italian Manufacturing Association. In this charge he could address his studying activity on a great number of Labour Statistics problems and over all :

a) on the calculation of the amount of manufacturing workers wages and clerks appointments

b) on the calculation of the social charges amount,i.e.of the rent of all the social contributions for Social Insurance,Syndical dues, Sickness Insurance,Family allowances,Dismissal compensation,etc.

c) on the dynamics of the industrial wages and social charges

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

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c) on the dynamics of the industrial wages and social charges

d) on the strikes statistics with reference to the methods and to the the trend of them

1646

e) on the manufacturing workers health and diseases.

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

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

f) on the causes of the intellectual unemployment considered by the differential crowding of the University Branches

g) on the index numbers of retail prices and some interesting aspects arising by the making of synthetic correlation coefficients.

I0) For the Academical years I937-38 ; I938-39 ; I939-40 ; I940-4I ; I94I-42 ; I942-43 ; I943-44 he has been charged with the teaching of SOCIAL STATISTICS (enclosed LABOUR STATISTICS) in the University of Rome.

II) In the I938 he has been charged by the Statistical Section of the It.Soc.for Science Advancements to draw up a report on "The advancements attained in the field of the Statistical applications to the Social Science.

I2) In I938 he has obtained the "Libera Docenza" in Statistics and this degree has been conferred to him unanimously.

I3) In I942 he has obtained a "certificate of maturity" for the official teaching.

I4) In I942 he has published a report entitled "Giovanni Montemartini, a Labour statistician",which contains a review of the great activity in the field of Labour organisation and studies in Italy,BEFORE the fascism.

I5) On December I943 he was invited by the Italian Manufacturing Association to go to the Northern Italy,but,though he had a large family

Declassified E.O. I2356 Sec. 3.3/NND No. 785021

f) on the causes of the intellectual unemployment considered by the differential crowding of the University Branches

g) on the index numbers of retail prices and some interesting aspects arising by the making of synthetic correlation coefficients.

10) For the Academical years 1937-38 ; 1938-39 ; 1939-40 ; 1940-41 ; 1941-42 ; 1942-43 ; 1943-44 he has been charged with the teaching of SOCIAL STATISTICS (enclosed LABOUR STATISTICS) in the University of Rome.

11) In the 1938 he has been charged by the Statistical Section of the It.Soc.for Science Advancements to draw up a report on "The advancements attained in the field of the Statistical applications to the Social Science.

12) In 1938 he has obtained the "Libera Docenza" in Statistics and this degree has been conferred to him unanimously.

13) In 1942 he has obtained a "certificate of maturity" for the official teaching.

14) In 1942 he has published a report entitled "Giovanni Montemartini, a Labour statistician",which contains a review of the great activity in the field of Labour organisation and studies in Italy,BEFORE the fascism.

15) On December 1943 he was invited by the Italian Manufacturing Association to go to the Northern Italy,but,though he had a large family to his charge (his wife,daughter,mother,sister and grand-mother),he refused and consequently he was dismissed.

1645

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

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

LIST OF REPORTS AND PAPERS PUBLISHED BY PROF. D. MIANI-CALABRESE

L A B O U R S T A T I S T I C S

I) On the method of construction of industrial accidents severity rates
(Rend.R.Acc.Sc.Fis.Mat.Soc.R.Napoli,S.IV,vol.VI,I937)

2) The industrial accidents phenomenon in the South of Italy manufactures
(Quest.Merid.A.IV,n.I/2,mag.I938)

3) On the industrial accidents severity
(Atti Soc.It.Statist.Pisa,I939)

4) The calculation of the total amount of manufacturing workers wages
(Atti V Riun.Soc.It.Dem.Stat.,Napoli,I939)

5) The financial aspects of accidents insurance
("Ord.Corp.,Feb.I940)

6) Social Insurances by the balance sheets of the Nat.Inst.for S.I.
("Econ.Naz.",mar.I940)

7) An inquire on the manufacturing clerks appointments in I938
(Atti Soc.It.Dem.Stat.,Napoli,I939)

8) On the frequence and severity of industrial accidents with reference to the international comparisons
(Atti Soc.It.Statist.,I940)

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

LIST OF REPORTS AND PAPERS PUBLISHED BY PROF. D. MIANI-CALABRESE

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(Atti Soc.It.Statist.,I940)

9) On the Strikes Statistics

(Atti Soc.It.Statist.,I940)

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PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

10) On the Strikes

("La Vita econ.ital", I trim. 1942)

11) Thinking to the past : the Strikes

(Il Not.del Dir., mar. 1941)

12) On the Strikes Statistics

("Statistica"ott/dic. 1941-gen/mar. 1942)

13) The dynamics of manufacturing wages total amount and the incidence of the social charges

(Atti Soc. It. Statist., 1941)

14) The amount of the social charges applied to the national productive activity

(Atti Soc. It. Statist., 1942)

15) Giovanni Montemartini, a Labour Statistician

("Statistica"apr. giu. 1942

16) The Beveridge Plan

("Il Notiz.del Dirig.mar. 1943)

17) Last researches on the social charges amount

("L'industria", mag. 1943)

18) The main results attained in Italy, in the last years, by applying Statistics to social Sciences

(Atti XXi Riun. S.I.P.S., Venezia 1937)

16/

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

I0) On the Strikes

("La Vita econ.ital.",I trim.I942)

II) Thinking to the past : the Strikes

(Il Not.del Dir.,mar.I94I)

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I3) The dynamics of manufacturing wages total amount and the incidence of the social charges

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I8) The main results attained in Italy,in the last years,by applying Statistics to social Sciences

(Atti XXi Riun.S.I.P.S.,Venezia I937)

1645

I9) Some aspects of manufacturing workers diseases

("Econ.ital.,dic.I940)

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

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

20) On the manufacturing workers diseases

(Atti Soc.It.Statist.I94I)

2I) On the marriage grants and maternity benefits laid out in the manufacturing branch during the period I932-I939

(Atti soc.It.Statist.I940)

22) The differential crowding of the University Branches and the intellectual unemployment

(Atti Soc.It.Statist.,I94I)

23) What we can learn by University statistics

(Not.d.Dir.nov.I94I)

E C O N O M I C S T A T I S T I C S

24) The world market of the milk

(Quad;d.nutr.vol.IV,n.2,giu.I937)

25) Fishing in the Lybia sea-waters

("Esp.imp.set.I939)

26) Railway tours

("Ord.corp.lug/ago I939)

27) The Fishery Census

("Econ.ital.apr.I940)

28) Synthetic coefficients of correlation and analysis of variance of

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

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25) Fishing in the Lybia sea-waters

("Esp.imp.set.I939)

26) Railway tours

("Ord.corp.lug/ago I939)

27) The Fishery Census

("Econ.ital.apr.I940)

28) Synthetic coefficients of correlation and analysis of variance of index numbers series relating to retail prices

(Atti Soc.It.Statist.I943)

1642

Many book reviews of american,english;french;and italian books of Labour Statistics,appeared in the main italian scientific reviews.

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

PROF. DONATO MIANI CALABRESE
Incaricato di Statistica Sociale nella R. Università
ROMA - VIA FERRATELLA 7

REFERENCES

I) Gr.Uff.Prof.Avv.Luigi CAMBONI - Consigliere della Corte di Cassazione
Largo Tapino 5,Roma,Tel.850-968

2) Gr.Uff.Prof.Avv.Giuseppe PAPI - Segretario Generale dell'Istituto Internazionale d'Agricoltura
Via Plinio 7,Roma,Tel.36I-25I

3) Gr.Uff.Ing.Luigi VELANI - Senatore del Regno,Già Direttore Generale delle Ferrovie dello Stato
Via Nomentana I33,Roma,Tel.849-785

4) Rag.Angelo PERVERSI
Via S.Costanza 7,Roma,Tel.882-I45

5) Comm.Avv.Carlo GIOVANNINI
Viale Giappone,86,Roma,Tel.859-763

6) Comm.Ing.Ruggiero Jappelli
Via Bellini,2,Roma,Tel.854-5I5

1641

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

REFERENCES

1) Gr.Uff.Prof.Avv.Luigi CAMBONI - Consigliere della Corte di Cassazione

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2) Gr.Uff.Prof.Avv.Giuseppe PAPI - Segretario Generale dell'Istituto Internazionale d'Agricoltura

Via Plinio 7,Roma,Tel.361-251

3) Gr.Uff.Ing.Luigi VELANI - Senatore del Regno,Già Direttore Generale delle Ferrovie dello Stato

Via Nomentana 133,Roma,Tel.849-785

4) Rag.Angelo PERVERSI

Via S.Costanza 7,Roma,Tel.882-145

5) Comm.Avv.Carlo GIOVANNINI

Viale Giappone,86,Roma,Tel.859-763

6) Comm.Ing.Ruggiero Jappelli

Via Bellini,2,Roma,Tel.854-515

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

Luisa Riva Sanseverino (Via Rubicone 6. phone 866.463)

- degree in law and in political sciences. abtained at the University of Roma.
- From 1927 to 1930 employed in the Industrial Employers' Confederation (bureau for foreign relations)
- from 1930 to 1934 assistant for industrial and social legislation in the Public Law Institute of the University of Rome.
- From 1934 lecturer for industrial and social legislation formerly at the University of Sassari, then at the University of Modena and since 1940 at the University of Pisa.
- Member of the Commistee for Women and Children Labour by the International Labour Organisation of Geneva: editor of the italian section of the "Recueil international de Jurisprudence du Travail" from 1932 to 1936.
- knowledge of English, French and German, and type-writing.
- is asking for a job, in which her special studies and activities may be utilised: for instance, in the Labour Sub-Commission of the A.C.C. (Allied Central Commission).
- References: Carlo Scialoia. Piazza Borghese 3. member of the Governente.

Nicola Spano, Managing Director of the University of Rome.

Giacomo Perticone. Viale delle Milizie 76, lecturer at the University of Pisa.

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

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- Member of the Committee for Women and Children Labour by the International Labour Organisation of Geneva: editor of the italian section of the "Recueil international de Jurisprudence du Travail" from 1932 to 1936.
- knowledge of English, French and German, and type-writing.
- is asking for a job, in which her special studies and activities may be utilised: for instance, in the Labour Sub-Commission of the A.C.C. (Allied Central Commission).
- References: Carlo Scialoia. Piazza Borghese 3. member of the Governmente.

Nicola Spano, Managing Director of the University of Rome.

Giacomo Perticone, Viale delle Milizie 76, lecturer at the University of Pisa.

1640

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

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Reclassification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Jr. Admin. Asst Proposed title ~~Jr Administrative Assistant~~ Sub Professional Assistant Lit 6000/mese

Job description To work under general supervision and ~~to perform difficult and~~ to perform difficult and responsible office work.

The duties require considerable training and experience in all phases of social insurance categories i. e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc.
Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

Has to search publications, reports and data prepared by other sections to obtain Labour and Social material such as wage data, family income data, unemployment figures, contribution estimates and mortality and census data required.
Has to supervise a stenographic and clerical staff, of five or more persons, typist, clerical and statistical qualifications.

Has to attend conferences and submit reports on the subject matter.
Has to review the work of the office for accuracy, adherence to instructions.

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

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."

Reclassification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name RIVA SANSEVERINO

Present job title Jr. Admin. Asst Proposed title ~~Jr Administrative Assistant~~ Sub Professional Assistant Ld 6000/annum

Job description To work under general supervision and ~~to perform difficult and~~ to perform difficult and responsible office work.

The duties require considerable training and experience in all phases of social insurance categories i. e. workmen compensation and professional diseases, health insurance, unemployment insurance, old age pension, maternity allowances, family allowances, etc.

Has to exercise independent judgement and to exhibit skill in dealing with specialised social insurance subject matter.

Has to search publications, reports and data prepared by other sections to obtain Labour and Social material such as wage data, family income data, unemployment figures, contribution estimates and mortality and census data required.

+ ~~Has to supervise a stenographic and clerical staff, of five or more persons,~~ typist, clerical and statistical qualifications. X

Has to attend conferences and submit reports on the subject matter.

Has to review the work of the office for accuracy, adherence to instructions, and conformity with designated procedures.

Has to initiate individually the more difficult and responsible correspondence required and to reply to requests for information available in the office.

X Has to confer with the office head on matters pertaining to the work and the personnel of the office and has to act as head of the office inthe absence of the section head. X

Use back of sheet for additional remarks

Date _____ Signature (S/) Junius R. SMITH
Sub Commission or Section Head.

Reference number _____ D/Director

CSC 1966 Form 2
Aug 64

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

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name D. MIANI-CALABRESE

Present job title _____ Proposed title ~~Jr Administrative Assistant~~

Job description ~~To work Independently without supervision except the Director and~~ for difficult and responsible office work DEALING WITH LABOR RELATIONS, LIAISON AND RATES.
The duties require considerable training and experience in all phases of labour and ~~Social Statistics, i.e. wages statistics, workers life conditions, social insurance~~ statistics, manufacturies turn over, employment statistics, industrial accidents ~~rates, professional, COMMERCIAL AND SURVEY LAWS~~, etc.
Has to excercise independent judgment and to exhibit skill in dealing with statistical ~~methods applied to Labour and Social problems.~~
Has to understand mathematical computations requisite to the preparation by subordinates of ~~charts and graphs showing the relationship between different~~ statistical phenomena. By required methods has to make correlation analyses which are essential ~~to Labour and social studies.~~
Has to supervise Jr. Administrative Assistants ~~[illegible]~~ in the preparation of reports ~~tables and charts on operations and various projects~~ and is responsible for the completion of ~~subprojects~~ needed in the preparation of operational material prepared ~~by these employees.~~
Has to supervise a clerical staff of ten or more persons, typist, stenographic and

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

...ilian 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, shown 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 LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name D. MIAMI-CALABRESE

Present job title _____ Proposed title ~~Jr Administrative Assistant~~

Job description ~~To work Independently without supervision except the Director and~~ for difficult and responsible office work DEALING WITH LABOR RELATIONS, LIAISON AND DUTIES.
The duties require considerable training and experience in all phases of labour and ~~Social Statistics, i. e. wages statistics, workers life conditions, social insurance~~ statistics, manufacturies turn over, employment statistics, industrial accidents ra~~tes, professional, OF SPECIAL AID SURVEY LAWS, etc.~~
Has to exercise independent judgment and to exhibit skill in dealing with statisti~~cal methods applied to labour and Social problems.~~
Has to understand mathematical computations requisite to the preparation by subor~~dinates of charts and graphs showing the relationship between different statistical~~ phenomena. By required methods has to make correlation analyses which are essen~~tial to labour and social studies.~~
Has to supervise Jr. Administrative Assistants engaged in the preparation of reports ~~tables and charts on~~ operations and various projects and is responsible for the completion of ~~all~~ projects needed in the preparation of operational material prepa~~red by three employees.~~
Has to supervise a clerical staff of ten or more persons, typist, stenographic and ~~statistical qualifications.~~
Has to review the work of the office for accuracy adherence to instructions and confor~~mity with designated procedures.~~
Has to ~~find~~ individually the more difficult and responsible correspondence re~~quired in the office.~~
Has to attend conferences pertaining to the LABOR FIELD.

See back of sheet for additional remarks

Date _____ Signature (S) J. R. SMITH, Colonel
Sub Commission or Section Head.
Reference number _____ D/Director

CAC Form 2
AUG 44

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

12 Aug, 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your Classification Questionnaire,
dated 11 Aug 44.

2. Approval is given to the employment of W. Cao Pino
_____ as a Senior Admin Clerk
at a rate not exceeding 6000 Lire per ~~day~~/month.

*** 3. The minimum rate which is 3600 Lire per ~~day~~/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. ~~Please have applicant report to Room 11 for necessary action as soon as possible.~~ Complied with !

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

1637

XXXX 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.

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name W. CAO PIDEM

Present job title _____ Proposed title Economic Statistician

Job description ~~To work in the office dealing with highly specialised Statistical and Logistical Labor SUBJECTS UNDER GENERAL SUPERVISION. Thedutios require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the Social problems Involved.~~

~~Has to compile statistical tables for studies of rates, and to prepare charts and graphs based on data and computations relative to Labor rates.~~

~~Has to verify the computations and charts of several others and gather data for studies.~~

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

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 LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name W. CAO PINNA

Present job title _____ Proposed title Economic Statistician

Job description ~~To work in the office dealing with highly specialised Statistical and Logistical Labor SUBJECTS UNDER GENERAL SUPERVISION. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the Social problems Involved.~~

(~~Has to compile statistical tables for studies of rates, and to prepare charts and graphs based on data and computations relative to Labor rates.~~

~~Has to verify the computations and charts of several others and gather data for studies.~~

~~Occasionally has to supervise employees detailed from other sections to help with special projects.~~)

See back of sheet for additional remarks

Date _____ Signature (S) J. R. SMITH 1946
Sub Commission or Section Head.

Reference number _____ D/Director

AMG Form 2
Aug 44

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

12 Aug, 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your Clarification Questionnaire, dated 11 Aug. 44.

2. Approval is given to the employment of Dr. Armando Carta as a Senior Admin. Asst. at a rate not exceeding 6000 Lire per ~~day~~/month.

*** 3. The minimum rate which is 3600 Lire per ~~day~~/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M.R. Panelli

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

1635

XXXX 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.

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Re-classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name [illegible]

Present job title _____ Proposed title ~~ACCOUNTS CLASSIFIER~~

Job description ~~To work in the office dealing with highly specialized Statistical and Logistical Labor SUBJECTS UNDER GENERAL SUPERVISION. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the social problems Involved.~~

~~Has to compile ststistical tables for studies of rates, and to prepare charts and graphs based on data and computations relative to Labor rates.~~

~~Has to verify the computations and charts of several others and to gather data for studies.~~

1634

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

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."

Re-classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name [redacted]

Present job title _____ Proposed title ~~[redacted]~~

Job description ~~To work in the office dealing with highly specialized Statistical and Logistical Labor SUBJECTS UNDER GENERAL SUPERVISION. The duties require a general knowledge of statistical methods and procedures; a good knowledge of office practices and of technics relating to the treatment of statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to Labor of the social problems Involved.~~

Has to compile statistical tables for studies of rates, and to prepare charts and graphs based on data and computations relative to Labor rates.

Has to verify the computations and charts of several others and to gather data for studies. 1634

Occasionally has to supervise employees detailed from other sections to help with special projects.

See back of sheet for additional remarks

Date _____ Signature ( ) J R. SMITH
Sub Commission or Section Head.

Reference number _____ D/Director

Civ Pers Form 2
Aug 44

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

12 Aug. 1944

SUBJECT: Reclassification

TO : Labor S/C

1. Reference your ~~letter~~ classification questionnaire dated 11 Aug 44.

XXXX 2. Approval is granted for the reclassification of Marion Aldo to the status of Sp. Advisor Asst salary to range from 2100 to 4500 per ~~day~~, month.

M. R. PANELLI
Capt, CAC
G-1 Civilian Personnel.

XXXX 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.

1623

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

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Classification requested by ~~LABOR SUB-COMMISSION~~
(Sub-Commission or Section)

Employee's or applicant's name ~~ADDO MARIANI~~

Present job title _____ Proposed title Secretary Stenographer

Job description Under the immediate supervision of the Assistant to the Assistant Director.
Secretarial duties consisting of shorthand, typing and ability to translate English and Italian.
With responsibility for making tactful and accurate replies to all inquiries received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section.
Has to disseminate information in response to telephonic and personal inquiries of the public concerning section functions and activity. Has to obtain from other sections, by correspondence or telephone contact, information relative to their functions or personnel. Has to direct the preparation of daily activity reports, and the maintenance of current personnel directories, records and special files of names and identification of informational material incident to the work of the section.
In an administrative and research program affecting the conservation, development and use of an important resource, has to review, collect, select from publications articles, clippings and other sources, material for use in the preparation of information. Has to digest, assemble and prepare material on specific phases of

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

described by quoting

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 _____

Present job title _____ Proposed title _____ Secretary Stenographic

Job description _____ Under the immediate supervision of the Assistant to the Assistant Director.

1. Secretarial duties consisting of shorthand, typing and ability to translate English and Italian.

2. With responsibility for making tactful and accurate replies to all inquiries received and for acquainting callers with the procedures to be followed in requesting particular types of information, has to provide information regarding the general provisions, background and scope of the section.

3. Has to disseminate information in response to telephonic and personal inquiries of the public concerning section functions and activity. Has to obtain from other sections, by correspondence or telephone contact, information relative to their functions or personnel. Has to direct the preparation of daily activity reports, and the maintenance of current personnel directories, records and special files of names and identification of informational material incident to the work of the section.

4. In an administrative and research program affecting the conservation, development and use of an important resource, has to review, collect, select from publications articles, clippings and other sources, material for use in the preparation of information. Has to digest, assemble and prepare material on specific phases of the section work.

5. Individually has to read 12 daily newspapers for news articles and editorials, relating to subjects of particular interest to the section.

6. Has to supervise one clerk.

(2) 10-2

See back of sheet for additional remarks

Date _____ Signature (S) J R. SMITH

Sub Commission or Section Head.
D/Director

Reference number _____

CAF Form Form 2
May 44

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

12 Aug., 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your Classification Questionnaire,

dated 11 Aug 44.

2. Approval is given to the employment of D. Miani Calabrese

as a Sr. Admin Asst.

at a rate not exceeding 4500 Lire per ~~day~~/month.

*** 3. The minimum rate which is 2100 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M R Panelli

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

1631

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.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

12 Aug, 1944.

SUBJECT: Employment of Civilians.

TO : Labor S/C.

1. Ref your Classification Questionnaire,
dated 11 Aug 44.

2. Approval is given to the employment of W. Cao Pinto.
as a Senior Asstnt. Asst.
at a rate not exceeding 6000 Lire per day/month.

3. The minimum rate which is 3600 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

1630

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.

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

LABOR SUB-COM
Col. Smith

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

RRS/ja
9 August 1944

SUBJECT : Activities of Civilian Personnel, G-1 Section

Memo to : Chairman, Civilian Personnel Policy Board.

1. Herewith the second weekly report on the work performed and proposed for Civilian Personnel Section of this Hdqrs.

2. The application form was submitted to the printer for final print and is expected during the week.

3. A classification questionnire was devised and is in use where by the subcommission have definite instructions to follow when asking for reclassification of a civilian employee.

4. Approximately 200 civilians were interviewed and accepted for future reference. The predominant classifications were accountants and general clerks. Approximately 15 English speaking typists are on file.

5. Post audit of payrolls is proceeding satisfactorily and about 90 % of them have been checked. Many instances have been found of employee separations which had not been cleared through Personnel and Security.

6. The next priority is preparation of classification and compensation plans for civilian employees. Some specifications have been prepared. It is proposed to put clerical and supervisory classes on a monthly basis.

Ralph R. Small

RALPH R. SMALL
Major CAC
G-1 Section
Civilian Personnel

1629

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44.) For reclassification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name ENRICO LA LOGGIA

Present job title _____ Proposed title Italian General Counsel and Chief ~~xxSubdescription~~ Administrative Assistant to the Director Labor Sub-Commission.

Job description: Acts as administrator of this office, performing highly technical legal work and in close liaison with the Italian Ministry. He supervises all Italian personnel in connection with all activities of the Labor Sub-Commission and co-ordinates the activities of all Labor Offices in AMG Territories. 1628

The duties require a general knowledge of labor relations, of the labor movement, of industrial management, and of general industrial conditions; good knowledge of office practices; and of technics relating to the treatment of wage and cost of living statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations

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

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 LABOR SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name ENRICO LA LOGGIA

Present job title _____ Proposed title Italian General Counsel and Chief Administrative Assistant to the Director Labor Sub-Commission.

Job description: Acts as administrator of this office, performing highly technical legal work and in close liaison with the Italian Ministry. He supervises all Italian personnel in connection with all activities of the Labor Sub-Commission and co-ordinates the activities of all Labor Offices in AMG Territories. 1683

The duties require a general knowledge of labor relations, of the labor movement, of industrial management, and of general industrial conditions; good knowledge of office practices; and of technics relating to the treatment of wage and cost of living statistical data; a familiarity with the laws, rules, regulations, provisions, interpretations and terminology pertaining to labor and social legislation in Italy and abroad.

Works under the direct instructions of the Director of the Labor Sub-Commission, and has wide latitude for independent action and decision within the bounds of broad policy; also is given specific assignments by the Director who issues general procedure and specific instructions on more difficult matters as required.

Use back of sheet for additional remarks

Date _____ Signature Irwin R. Gantt
Sub Commission or Section Head.
Acting Director
Labor Sub-Com.

Reference number _____

Civ Pers Form 2
Aug 44 Effective date August 7, 1944

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FILES

LSC/33

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

5 August 1944

Adj/300.4

SUBJECT: Travel Orders

TO : All Concerned

1. Dott. Emilio de Lorenzo (Italian civilian) attached to Labor Sub-Commission this HQ, will proceed to Palermo, Sicily on or about 7 August 1944 on temporary duty for a period of approximately one (1) week in connection with activities of above-mentioned Sub-Commission and upon completion thereof will return to this station.

2. Travel by military aircraft and/or any other available transport is authorized.

By order of Captain STONE (USN):

Nicholas Leombruno
NICHOLAS LEOMBRUNO
CWO, USA
Asst. Adjutant

DISTRIBUTION:
2 - Dott De Lorenzo
1 - G-5 (ACC)
1 - Labor Sub-Com
2 - Files

1627

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BEST COPY POSSIBLE

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Copy

FONOGRAMMA 30/8/44

AZIENDA SERVIZI ANNONARI
UFFICIO PERSONALE

TO: Quartiere Generale Commissione Alleata di Controllo
Sottocommissione del Lavoro - APO 394

Con riferimento alla lettera n. 091.4612 LAB. del 2/8/44 si comunica che con provvedimento in corso la Dottoressa Cao Finna Vera è comandata temporaneamente a prestare servizio presso la Commissione Alleata di Controllo.

IL COMMISSARIO
Marzi Marchesi

1625

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File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

2 August 1944

LAB 091.4612

SUBJECT: Dotoressa Vera Cao - Pinna

TO : Commissario dell'Azienda Servizi Annonari
Via Cardlucci #3
Roma

1. Sua Eccellenza Ruini very thoughtfully brought to our attention the qualifications and experience of Dottoressa Vera Cao - Pinna, who has specialized in statistical studies on cost of living. In view of the urgent work which is being carried out by us in this field, it is requested that Dottoressa Cao - Pinna be temporarily seconded for duties with this Sub-Commission, with effect from 1st August 1944.

2. It has been brought to our notice that some formal difficulty had arisen with regards to her occupying a post with A.C.C., and it has been suggested that this Sub-Commission should now ask for her services in writing. May arrangement please be made to order in writing Dottoressa Cao - Pinna to transfer to our services, without pay but retaining her present post and seniority. It is understood that her Departmental Head fully appreciates the urgency and importance of the work Dottoressa Cao - Pinna has been called upon to perform, and considers it opportune to release her forthwith from her present work. Capt. Lister has also expressed the view that he has no objection to raise.

Junius R. Smith

JUNIUS R. SMITH,
Colonel,
D/Director, Labor Sub-Commission

1625

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LSC/33

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 794

JRB/TBK

LAB C91.476

1 August 1944

COPY : LSC/33

SUBJECT : Soup Kitchens for Italian Impiegati Employed by Armed Services in Rome Area

TO : Labour & Wages Control Committee, HQ AAI

1. It is proposed to make available in Rome and a six mile area surrounding Rome, soup kitchens for Italian impiegati (clerical help) in all Armed Services offices where there are sufficient number of such help to warrant organizing such a kitchen, and where working and transportation conditions are such as to make it difficult torretain such help when they are on the job the entire day.

2. Considerable difficulty has been experienced by the ACC Headquarters in retaining competent clerical help because of the fact that many must travel as far as 6 miles to work, under grossly inadequate transportation facilities, making it impossible for these people to return to their homes during the luncheon hour. In addition with the present bread ration at a 200 gram level and other items in short supply, assistance in the form of a soup kitchen is clearly indicated. It is known that units other than ACC are experiencing similar difficulty. Since the Food Sub-Commission has an adequate supply of dehydrated soup and dehydrated vegetables, it is able to meet the demands within the area proposed to the extent of furnishing per capita 28 grams of dehydrated soup, 28 grams of dehydrated vegetables (this latter item interchangeable with fresh vegetables, if available), and a lesser quantity of other items as may be in excess, to make a total of approximately 70/75 grams of ingredients which total will result in a palatable minestrone soup mixture; this soup to be furnished on the job at a cost of 2 Lire. All supplies will be furnished out of ACC stocks, and will be served without bread.

3. It is requested that this matter be given immediate considera 1824

(Sgd.) J. F. R. BAIN Colonel,
Director,
Labour Sub-Commission

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File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

1 August, 1944

SUBJECT: Civilian Personnel

TO : Employment Office, G-1 (A) (Att: Capt. Panelli)

1. This Alberto CASTAGNOLI is being discharged as of the date, without prejudice. The reason, that he is unsuited to the type of work employed and required by the Sub-Commission.

ALFRED L. DORF,
Capt., Q.M.C.,
Labor Sub-Commission

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

D A Y S O F F

(GIORNI LIBERI)

LATORRACA	—				
DI TEMPORA	—	DOMENICA, MERCOLEDI'	—	SUNDAY, WEDNESDAY	(°)
BENIAMIN	—	MARTEDI'	—	TUESDAY	
MARIANI	—	DOMENICA, MERCOLEDI'	—	SUNDAY, WEDNESDAY	(°)
GIANOGLIO	—				

(°) ALTERNATE EVERY OTHER SUNDAY AND WEDNESDAY
UNA DOMENICA ALTERNATA CON UN MERCOLEDI'

CANEVAZZI	—	MARTEDI'	—	TUESDAY
CINQUE	—	DOMENICA	—	SUNDAY
COSTA	—	SABATO	—	SATURDAY
ALETTA	—	LUNEDI'	—	MONDAY
GUISTENIANI	—	GIOVEDI'	—	THURSDAY
PESCARMONA	—	VENERDI'	—	FRIDAY

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Folder Cooper

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
A.C.O. 394

31 July, 1944

SUBJECT: Temporary assignment of Dr. La Loggia

TO : Italian Ministry of Industry, Commerce and Labor

1. This letter confirms the verbal request for the assignment of Dr. La Loggia, Regional Director of Labor for Sicily, to the Labor Sub-Commission A.C.C. for an indefinite period to assist in an advisory capacity in legal matters.

2. It should be understood that Dr. La Loggia will remain in active duty status for the Italian Ministry without prejudice to any of the rights and privileges of his present position to which he will return upon completion of this assignment.

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

Translation.

Roma, 31 Luglio 1944.

OGGETTO: Assegnazione temporanea del Dr. La Loggia presso l'A.C.C.

Al. : Ministero dell'Industria, del Commercio e del Lavoro - Roma

1. La presente serve di conferma alla richiesta verbale gia' fatta per l'assegnazione del Dr. Enrico La Loggia, Direttore Regionale per la Sicilia, presso la Commissione del Lavoro, A.C.C., per un periodo indeterminato, per dare la sua assistenza quale consigliere tecnico per questioni legali.

2. Rimane inteso che il Dr. La Loggia continuera' a mantenere integralmente il suo stato di servizio presso codesto Ministero, senza alcun pregiudizio d'ogni diritto e privilegio della sua attuale posizione, alla quale ritornera' quando sara' terminato il periodo di assegnazione in oggetto.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

28 July, 1944

CIVILIAN EMPLOYEES THIS OFFICE

NAME	NATIONALITY	POSITION	SALARY
Onelio LAZZERACA	ITALIAN	Interpreter-Translator	£. 140 per day
Domenico DI TEMPORA	"	" "	" 140 " "
Matilde BENJAMIN	"	" "	" 140 " "
Aldo MARIANI	"	Transl.-Stenog.-Typist	" 140 " "
Armando CARTA	"	Economic Statistician (Professional)	" 6000 " month
Alberto GASPAGHOLI	"	Chief Clerk	" 140 " day
Giuseppe GIANOGLIO	"	File-Clerk	" 140 " "
Lauro CANEVAZZI	"	Typist	" 120 " "
Francesco AMBROGI	"	Book-keeper & Statist.	" 120 " "
Sara CINQUE	"	Typist - Engl. Speak.	" 120 " "
Letizia COSTA	"	Book-keeper	" 120 " "
Santa ANATTA	"	Stenog.-Typist	" 110 " "
Franca GIUSTINIANI	"	" "	" 110 " "
Marcella PESCARMONA	"	Typist	" 110 " "

It is contemplated that with the following additional persons the requirement of this office will be met:

Clerk-Typist
Junior Clerk
Translator-Typist ([redacted])
Secretary-Stenographer
Junior Clerk-Typist

1620

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION

23 July 1944

CIVILIAN EMPLOYEES THIS OFFICE

NAME	NATIONALITY	POSITION	SALARY
Onelio LATORRACA	ITALIAN	Interpreter Translator	L. 140 per day
Aldo Mariani	ITALIAN	English-speaking " "	" 120 " "
Matilde Bonfiglini	ITALIAN	" "	" 140 " "
Giuseppe Gianoglio	ITALIAN	File Clerk	" 140 " "
Sarah Cinque	ITALIAN	Typist Eng. Speaking	" 120 " "
Letizia Costa	ITALIAN	Book-keeper	" 120 " "
Santa Aletta	ITALIAN	Steneg. Typist	" 120 " "
Franca Giustiniani	ITALIAN	Typist	" 110 " "
Marcella Pescarmona	ITALIAN	Typist	" 110 " "
Lauro Canevazzi	ITALIAN	Typist	" 120 " "
Armando Carta	ITALIAN	Economic Statistician (Professional)	" 6.000 per month
Francesca Ambrogi	ITALIAN	Book-keeper & Statistician	120 per day
Alberto Castagnoli	ITALIAN	Chief Clerk	" 140 " "
Domenico Di Tempora	ITALIAN	Interpreter Translator	" 140 " "

1619

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25 July 1944

I Aburano Lucia consent that my daughter Santa Aletta work for the A.C.C. Labor Sub-Commission in Rome, and relieve the A.C.C. and Labor Sub-Commission of any responsibility, in connection with her employment.

Witnessed

Pfc. A. Pisani 31339157
Ouelio Latorraca

Signed

Aburano Lucia

M E M O R A N D U M

Dpct. GIANOGLIO Giuseppe=5 via Varese ROMA = Tleph.492377

1. He was born in Udine on the I2.9.I9I5
2. His dependents are his wife and child
3. He is a High School (Scientific Course) graduated.
4. He has a degree as Doctor of Politic-Social Sciences from the University of Roma.

A brief resumee of his carrier follows:

1. From I938 to I939 employed at the ISTITUTO CENTRALE DI STATISTICA
2. From I939 to I940 " " " "at the ENTE ECONOMICO DELLE FIBRE TESSILI (Foreign Trade Office)
3. From I94I to I943 " " " "at the DIREZIONE GENERALE DELLA AZIENDA AUTONOMA STATALE DELLA STRADA.

From the later he was discharged because he would not accept a transfer to Northern Italy (December I943).

- He has studied the English language and at present is acquiring a thorough working knowledge.

- He also is a typist and a stenographer.

Gianoglio Giuseppe

1617

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

Title.

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

16 July 1944

SUBJECT: Personnel Requirements

TO : Capt. Panelli, Employment Officer

Request that you make available for duty with this office the following persons. Wherever possible, it is desired that they be, at least, English speaking:

1. Interpreter - high type - with commercial background
2. Bookkeeper - Statistician
3. Typists (2)
4. File clerk, general office.
5. Secretary, Junior Administrative (1)

Have them report to Capt. Dorf this office for interview and final acceptance.

JAMES O. BABCOCK
Major, Spec. Res.
A/D/Director,
Labor Sub-Commission

1616

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

F&L

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

15 July 1944

SUBJECT: Civilian Employees

TO : Maj. Farrar, G - 1 (British)

Request that authority be granted for employment of the following civilian at the specified rate:

Signora Angelina Giorgi, Translator-Interpreter @ $ 1.20 per day commencing 13 July 1944.

Matthew Adams Capt.

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

1615

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File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

13 July, 1944

SUBJECT: Civilian Employee

TO : G-1 British

1. Sig.na Letizia Costa was employed for a considerable time by the Labor Sub-Commission in Naples, and was brought to Rome as per authority granted in Par. 3, SO No. 162, Headquarters, A.C.C., dtd 13 July, 1944, to continue her work with this Sub-Commission.

2. It is requested that her name be entered on the payroll and that a permanent pass be issued.

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

1614

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

ALD/mv

9 July 1944

SUBJECT: Civilian Employee

TO: Employment Officer

Please put the name of Miss Letizia Costa on your list for employment on Region III as she definitely is not going to Rome with the Labor Sub-Commission.

JAMES O. BABCOCK,
Major, Spec. Res.,
A/D/Director,
Labor Sub-Commission.

1613

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

RESTRICTED

Fm
LSC/33

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

7 July 1944

SPECIAL ORDERS)
NUMBER 156) EXTRACT

* * * * *

2. The fol named O and Italian civilian, Labor Sub-Com, this Hq, MP Rome Italy o/a 8 July 44, on temp dy for a period of approximately six (6) days in connection with activities of the above-mentioned Sub-Com. Upon completion of temp dy will return to proper sta. Rat will be provided for three (3) men and driver for two (2) days. Travel by govt MT is atzd.

Maj	JAMES O. BABCOCK	0523504	Sp Res	(A)
Capt	F. SCIACCHA	195555	GL	(B)
Dott	Goffredo Porzio	(Italian Civilian)		

* * * * *

By order of Captain STONE (USNR):

ROGER B. DERBY,
Capt, AGD,
Deputy Adjutant.

OFFICIAL:

ROGER B. DERBY,
Capt, AGD,
Deputy Adjutant.

1612

DISTRIBUTION:
2 - Ea O concd
1 - Civ concd
1 - G-4 (MTO)
1 - Files

RESTRICTED

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File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

JOB/mmd

7 July 1944

SUBJECT: Civilian Employee

TO: Major Farrar, G-1 (British)

1. Pursuant to conversation had, this office is in accord with and makes the following recommendation: "That Dott. Goffredo Porzio, now employed as part-time employee as Professional Economist, be increased in salary from 3000 lire to 3750 lire. This salary can be made effective on the payroll on 16 July, but it is desired that it may be made retro-active to 15 May."

2. If necessary, a separate check covering the above increased amount from 16 May to 15 July, inclusive, be made.

3. Please expedite.

JAMES O. BABCOCK,
Major, Spec. Res.
A/D/Director,
Labor Sub-Commission.

1611

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

R E S T R I C T E D

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

5 July 1944

Adj 300.4

SUBJECT: Travel Orders

TO : All Concerned

1. Miss Sara Cinque (Italian Civilian) attached to Labor Sub-Commission this Hq will proceed to Adv Hq ACC without delay on a permanent change of station reporting upon arrival to the Director of Labor Sub-Commission thereat for duty.

2. Rations will be provided for one (1) civilian and driver for one (1) day.

3. Travel by govt motor transport is authorized.

By order of Captain STONE (USNR):

Roger B. Derby

ROGER B. DERBY
Captain, AGD
Deputy Adjutant

DISTRIBUTION:
2 - Miss Cinque
1 - G-4 (MTO)
1 - Econ Sec
1 - Labor Sub-Com, Adv Hq ACC
2 - Files

1610

R E S T R I C T E D

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

Capt. Boyd

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
APO 394

5 July 1944

Ref. : SB/648.01/238.

Subject : Rome Passes.

To : Labor Sub-Commission.

1. Reference your letter of 4 July 1944.

2. Enclosed herewith Rome pass in respect of Dott. Goffredo Porzio. Pass No.141298.

John A. McKay
Major
JOHN A. McKAY,
Major,
SECURITY BRANCH

1609

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

File

HEADQUARTERS
ALLIED CONTROLCCOMMISSION
LABOR SUB-COMMISSION
APO 394

4 July 1944

SUBJECT: Pass to Rome

TO: Major McKay, Security Branch

1. Request permission for Dott. Goffredo Forzion Economic Statistician, Labor Sub-Commission, who is an Italian Civilian, to procedd to Rome on a tour of official duty in the interests of this Sub-Commission.

2. Further request that he be issued a pass for thirty-days effective 5 July 1944.

JAMES O. BABCOCK,
Major, Spec. Res.,
A/D/Director,
Labor Sub-Commission.

1608

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

29 June 1944

SUBJECT: Travel for Civilian

TO : Executive Officer, Economic Section

1. Request travel authorization to Rome, on or about 30 June 1944 for Sig. Sara Cinque, who is employed by the Labor Sub-Commission. Wages and Hours Section.

2. Sig. Cinque has been employed by Region III as Secretary, since December of 1943, and has worked in conjunction with our wages and Hours Section most satisfactorily.

3. Her name is on the list that is now before G-1 (B).

JAMES O. BABCOCK
Major Spe.Res.
A/D/Director
Labor Sub-Commission

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

29 June 1944

SUBJECT: Civilian Employee

TO : G-1(British)

1. It is requested that the following civilian employee of this Sub-Commission be authorized to proceed to Rome City when this office completes the move:

Miss Sara Cinque— Secretary Wages & Hours Section

2. Miss Cinque Sara has been employed by Region III as Secretary, since December of 1943, and has worked in conjunction with our wages & Hours Section most satisfactorily.

3. It would be greatly appreciated if this matter could be attended to expeditiously, and necessary orders issued.

JAMES O. BABCOCK
Maj. Spec. Res..
A/D/Director
Labor Sub-Commission

1606

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

To Allied Control Commission

Naples

Riferimento Vs. lettera del 29/6/44 acconsento che mia figlia Sara Cinque si trasferisca con la Commissione Alleata di Controllo a Roma secondo le condizioni da voi proposte nella vostra lettera.

Elisa Cinque

Via Giuseppe Ricciardi 28 Elisa Cinque

Napoli

Testimonio che la firma di sopra è della Signora Elisa Cinque

Napoli 29/6/44 Mario Cinque

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

SARA CINQUE - (father, Gioacchino, mother Elisa Leopoldo

Date of Birth 22 June 1923

Place of Birth Cava dei Tirreni (Salerno)

Education Diploma di Abilitazione Magistrale
Enrolled in 2nd year at Naples University (Istituto Universitário Orientale)

Employed in Social Insurance Section, Labor Division, Region 3, A.C.C. since 28 December 1943 as English-speaking typist - secretary, with present salary of L. 3.600.

Sara Cinque
Via Giuseppe Ricciardi, 28
N A P L E S

Naples 29 June, 1944

1604

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

SARA CINQUE fu Gioacchino e di Elisa Leopoldo - nata a Cava dei Tirreni (Salerno) il 1923 del 22 Giugno.

Diploma di Ablitazione Magistrale con la frequenza al II anno di lingua e letteratura Inglese al Regio Istituto Universitario-Orientale in Napoli.-

Impiegata presso La Social Insurance Section, Labor Division dal 28 Dicembre con manzioni di interprete e di dattilografa, con lo stipendio di L. 3.600.

Sara Cinque

Sara Cinque
Via Giuseppe Ricciardi, 28
N A P O L I

Napoli 28 giugno 1944

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

U.S.A.E.C. ECONOMIC SECTION

JULY 1 1944
(DATE)

From		To
	ECONOMIC SECTION	
	AGRICULTURE	
	FINANCE	
	FOOD	
	INDUSTRY & COMMERCE	
	LABOR	✓
	MINES DIVISION	
	PUBLIC WORKS & UTILITIES	
	REQUISITION DIVISION	
	SHIPPING	
	TRANSPORTATION (RAILS)	
	TRANSPORTATION (ROADS)	
For:		
	SIGNATURE	
	REMARKS/RECOMMENDATION	
	INFORMATION	
	APPROVAL/DISAPPROVAL	
	APPROPRIATE ACTION	
	INVESTIGATION & REPORT	
	NOTE AND RETURN	
	DISPATCH	

1662

Remarks: Put "Sara" on a regular Travel Order form and she's as good as gone!

W. M. Vaden

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
A-O 394

29 June 1944

SUBJECT: Travel for Civilian

TO : Executive Officer, Economic Section

1. Request travel authorization to Rome, on or about 30 June 1944 for Sig. Sera Cinque, who is employed by the Labor Sub-Commission, Wages and Hours Section.

2. Sig. Cinque has been employed by Region III as Secretary, since December of 1943, and has worked in conjunction with our wages and Hours Section most satisfactorily.

3. Her name is on the list that is now before G-1 (B).

James O. Babcock.

JAMES O. BABCOCK
Major Spe.Res.
A/D/Director
Labor Sub-Commission

Travel Order
Made Up on June 2nd 1944
By Pvt

1601

12 June 44

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
SECURITY BRANCH
APO 394

29 June 1944

Ref : SB/648.01/172

Subject : Passe s for Rome.

To : Labor Sub-C ommission.

1. Ref your letter of 28 June 1944.

2. Herewith as requested pass in respect of Dott. Arman do Carta. The pass number is 141076.

1610

JOHN A. McKAY,
Major,
SECURITY BRANCH.

Arman de Carta
Dott. ARMAN DO CARTA
29 June 1944
Copy

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

Feb

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOUR SUB-COMMISSION
APO 394

28 June 1944

SUBJECT: Travel for Civilian

TO : Executive Officer, Economic Section

1. Request travel authorization to Rome, on or about 30 June 1944, for Dott. Armando Carta, who is employed by the Labor Sub-Commission, Wages and Hours Section as professional Economic Statistician.

2. Dott. Carta has been employed by this office since early May and is a necessary adjunct of this office.

3. His name is on the list that is now before G - 1 (3).

JAMES O. BABCOCK
Major Spec. Res.
A/D/Director Labor Sub-Commission

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

JOB/mf

17 June 1944

SUBJECT: Personnel Recruiting and Placement (Civilian)

TO: Major Farrar, G-1 (British)

1. Attached is a personal record on Florenza Carta who is the wife of Dott. Armando Carta. Dott. Armando Carta is scheduled to move to Rome as a civilian employee of this Sub-Commission. He is anxious for Mrs. Carta to receive employment. This Sub-Commission has ruled that she cannot be employed in the same office with her husband. She has, however, qualifications which might be useful to some of the other Sub-Commissions, and after we have finally established Headquarters in Rome, you might wish to interview her with that thought in Mind.

2. In conversation a few days ago, you stated that it was the wish of the Headquarters that there be a very active placement program designed to place employees of the Allied Control Commission at this Headquarters who might be left behind when the headquarters finally moved. Lt. Grindle, Finance Officer for the Royal Navy, stated yesterday that he would be very happy to receive from you lists of qualified employees whom you might wish to place.

3. The Administrative Wage Scale proposal for A.C.C. was submitted to the Wage Sub-Committee, A.A.I., 16 June 1944, and was accepted by them. It will be presented next on 26 June 1944, to the Labor and Wage Control Committee. As soon as action has been taken by that Committee you will be informed.

JAMES O. BABCOCK,
Major, Spec. Res.,
A/D/Director, Labor Sub-Commission

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

Fiorenza CARTA (Via Eduardo Suarez - 5) - Vomero.
husband - Dott. Armando Carta
father - Rag.Nicolo' Emanuele
born - at Pisa - Aug. 4, 1919.

Received a degree for Economics and Commerce at R.Naples University with maximum marks, in Niv. 21, 1941.
The course for the degree included the following subjects:

Civil Law
Commercial Law
International Law
Financial Law
Law of Public Administration
Economic Theory
Political Economy
Statistical Method
Statistics of Economics
Populations Statistics
Economics of Agriculture
Economic Geography
Economic History
General Mathematics
Actuarial Mathematics
Financial Practice
Mercantile Practice
Banking Practice
Agricultural Marketing Practice
Accountancy
English Language
French Language

Thesis for Doctorate as follows: "Economic and social condition and questions of the Kingdom of the two Sicilies during the Risorgimento (1815-1860)"

Employed at Banco di Napoli (Current Account Office) from Nov.II, 1941 to Mar, 15, 1942.
From such date has taught technical subjects (Accountancy, Commercial Practice) at R.Istituto Tecnico "Salvator Rosa".

Political antedents - Antifascist activity since 1939

1597

References: Prof. Corrado Barbagallo of R.Naples University
Via Luca Giordano 69 E -
Prof. Arturo Pellis of R.Naples University
Piazza Leonardo - Palazzo Persichetti
Dott. Marcello Pugliese - Carratelli
Viale S.Anna all'Arenella 1
Prof. Ennio Villone of R.Liceo Ginnasio "G.B.Vico"
Via Nuova Montedonzelli, 1 - Arenella

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

15 June 1944

SUBJECT: Civilian Employees

TO : Maj. Farrar, G - 1 (British)

Request that authority be granted for employment of the following civilian at the specified rate:

Rag. Donadio Pasquale, Economic Statistician at rate 4500 Lire per month commencing 16 June 1944.

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE : 16036/G-1

16 June 1944

SUBJECT : Employment of Civilians

TO : Labour Sub Commission

Reference your letter dated 15/6/44.

Approval is given to the employment of Rag. Donadio Pasquale at a rate not exceeding 4500 Lire pre month.

Your attention is directed to Executive Memorandum No.5 dated 11 Feb 44.

ASF/mf

A.S. FARRAR,
Major.

Copy to:- Employment Officer.

1595

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

15 June, 1944

SUBJECT: Civilian Employees

TO : G - 1 (British)

1. It is requested that the following civilian employees of this Sub-Commission be authorized to proceed to Rome City when this office completes the move:

Dott. Armando Carta — Professional Economic Statistician

Rag. Donadio Pasquale — Economic Statistician

Sig.na Letizia Costa — Book-Keeper Typist

2. The abovenamed are quite accustomed to the needs of this office, and are, therefore, essential in our work. The first two, named above, are important professional and technical employees engaged in the compilation of important wage information. The third, has proven herself to be most capable as an office worker. The above move was requested by the persons concerned.

3. It would be greatly appreciated if this matter could be attended to expeditiously, and necessary orders issued.

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

1594

APPENDIX "B"

In lieu of A.F.C. 370.

INCREMENT CERTIFICATE
WAR DEPARTMENT CIVILIAN EMPLOYEES.

1593

I certify that the efficiency, conduct and timekeeping of the u/m employees during the period of employment have been satisfactory and that the service rendered during that period is approved.

Identity Number	NAME (Surname first)	Grade	Scale of Pay	Date of Birth	Date of Engagement	Date of last increment	Present rate of pay	Proposed new rate of pay	Effective date of new rate
40	Costa Letizia	Typist changed to Book-Keeper	60 - 90	12-5-15	29-12-43	-	90	100	6-1-44

Signature of Officer i/c employing unit. James O. Babcock Unit Labor Sub-Commission Date 13 June 1944.

Signature of Approving Officer. [signature] Appointment Major G.S. (B) Date 19/6/44

To Labour Sub Com.

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

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

NOTE:- READ INSTRUCTIONS CAREFULLY (SEE REVERSE SIDE) BEFORE INITIATING REQUEST.

REQUESTS FOR TRAVEL AND/OR ASSIGNMENT ORDERS

SUBJECT: Orders. Date .....

TO : G-1 (A) or (B)/ Adjutant, Hq ACC *

1. The undermentioned personnel are authorized to proceed to _____

_____
(Give Destination)

2. Status: Temporary duty/Permanent Change of Station *

(a) If temporary duty, complete the following:

RANK, NAME (IN FULL) & SERIAL NUMBER	BRANCH OF SERVICE	A or B	ATCHD TO/ASGD TO: - *

(1) Approximate period of absence: _____

(2) Brief statement of mission: _____

_____

(3) Importance of journey (state classification as prescribed under para 5 a of Estab Memo #4, this Hq, dtd 19 Feb 44: _____

(b) If permanent change of station (i.e. asgmt, reasgmt, or transfer) complete the following:

RANK, NAME (IN FULL) & SERIAL NUMBER	~~BRANCH OF~~ SERVICE	~~A or B~~	ATCHD TO/ASGD TO: *
MISS. SARA CINQUE	ITALIAN	CIVILIAN	LABOR SUB-COMMISSION

3. Travel by mil ~~aircraft~~/motor/~~rail~~/~~sea~~ is requested *

4. Transport to be made available on or about: 3 JUNE 1944 (Date)

5. Remarks or Recommendations: 1592

Copies to:
G-4
Hq Comdt

D. S. ADAMS (Signature)
COLONEL C. E. (Rank)
EXECUTIVE OFFICER (Destination)
ECONOMIC SECTION

* Strike out words not applicable

NOTE:- READ INSTRUCTIONS CAREFULLY (SEE REVERSE SIDE) BEFORE INITIATING REQUEST.

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

INSTRUCTIONS

1. Print plainly or type. DO NOT WRITE.

2. Prepare Form in TRIPLICATE.

3. Request for Orders involving travel on temporary duty status only, shall be forwarded direct to the Adjutant, Hq ACC.

4. Requests for Orders involving travel on a permanent change of station shall be forwarded to the Adjutant, Hq ACC, through G-1. ("A" or "B" depending on nationality)

5. Copy to Hq Comdt is only required in the case of motor transportation.

6. Requests will be forwarded at least 24 hours prior to the date of departure. Orders are closed at 1530 hours each day. All requests received after this time will be published the following day.

7. Travel performed under the provisions of para 2, Estab. Memo, #4 dated 19 Feb 44, does not require travel orders. However, if travel into hazardous area is contemplated, orders should be secured.

8. It will be the responsibility of the officer or personnel concerned to insure that travel arrangements are made with G-4 before or after publication of orders.

9. Full particulars must be submitted. Failure to include necessary and pertinent information will be cause for return to originating office.

10. In order to insure efficient handling of order requests, it is requested that special care be given to the correct spelling of names, ranks, serial number and branch of service.

11. If pertinent information cannot fit the space provided, use space under item 5, "Remarks or Recommendations."

12. In indicating assignments or attachments of personnel, (e.g. Public Works, Finance, etc.) be sure to include parent unit, i.e. Headquarters, ACC, Headquarters (Rear) or the various Regional Headquarters.

13. If rations are required for proposed journey, be sure to indicate, under item #5, "Remarks or Recommendations", number of persons for whom rations will be required and approximate number of days for which rations will be drawn. (e.g. Rations required for two (2) men for five (5) days).

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

2 June 1944

SUBJECT: Civilian Employment

TO : Major Farrar, G - 1

1. Request approval of employment of Miss Gomez D'Ajala Ines as typist-stenographer effective this date.

2. Request further that she be issued a pass to get into the building.

JAMES O. BABCOCK,
Major, Spec. Res.
Labor Sub-Commission

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE : 16036/G-1

5 May 1944

SUBJECT : Employment of Civilians

TO : Labour Sub Commission

Ref your letter dated 29/4/44.

Approval is given to the employment of the undermentioned civilians with effect from 1/5/44 and at the rates not exceeding the amounts shown:-

— OFF. STATUS —

Dott. PORZIO Goffredo	4,000 Lire per month
Dott. CARTA Armando	4,000 Lire per month

Attention is directed to Executive Memo No 5 dated 11/2/44.

Sgt :- What is this? → J.O.B.
O.K. Thanks.
P.O.S

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

J.I. JONES,
Major,
G-1 (B).

ASP/mf

Copy to:- Employment Office.

1590

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION

2 May 1944

SUBJECT : Civilian Employment

TO : Captain Furraf. G-1

1. Request approval of employment of Miss Carmela Lenoi as typist effective this date.

2. Request further that she be issued a pass to get into the building.

JAMES O. BABCOCK
Major. Spec. Res.
Labor Sub-Commission

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
G-1

REFERENCE : 16036/G-1

SUBJECT : Employment of Civilians

TO : Lab Unit 6

Reference your letter dated 2. 5. 44.

Approval is given to the employment of Miss Carmela Lenci

at a rate not exceeding 90 Lire per day.

Your attention is directed to Executive Memorandum No.5 dated 11 Feb 44.

BY COMMAND OF LIEUT GENERAL MASON MACFARLANE

A.S.F.

A.S.FARRAR,
Captain,
Staff Captain.

ASF/ES

Copy to:- Employment Officer.

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

ALLIED CONTROL COMMISSION.

HQ. 28 Via SIRTORI
ST MARIA C.V.
(REAR OF CATHEDRAL)

NORTHERN DIVISION
NAPLES PROVINCE
SANTA MARIA C.V.

File

The bearer Massimo Vitagliano was employed recently by ACC as an interpreter - Translator, He was discharged owing to the reassignment of Officers to distant parts. His pay was L 90 per day with mid-day dinner, He had started at the lower rate of pay and would have risen to higher rates in a short time.

H.B.SIMSON (?)
Lt - Col.
Deputy Provincial Commissioner
Naples Province.

Certified that this is a true copy of the original letter

H.P.LANGER Capt.,

W.S.AUSTIN Capt.,

Foreign Branch 1587

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

Telecon Empl.

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

4 April, 1944

SUBJECT: Civilian Employees

TO : Employment Section, Room 1, Provincie Building

In compliance with Paragraph 3, A.C.C. Daily Bulletin No. 69, dated 4 April, 1944, the following is submitted:

Sig.na Santa Aletta (Typist - Stenographer) L. 90 per day

MV/tbw

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

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

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
Labor Sub-Commission
APO 394

29 April 1944

SUBJECT : Civilian Employees

TO : Capt. Farrar, G - 1 (British)

Request that authority be granted for employment of the following civilians at the specified rates:

Dott. Porzio Goffredo Professional Wage Economist at half-time basis of monthly rate of 4000 Lire, commencing 1 May 1944;

Dott. Armando Carta, Professional Economic Statistician at rate 4000 Lire per month commencing 1 May 1944.

J. T. R. Bain

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

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

DOTT. PORZIO GOFFREDO, Son of late ALFREDO

Born at Bologna on the 4th day of October 1909

Orphan in consequence of the war 1915-18.

Certificate of classic competence reached near the "R.Liceo Genovesi" of Naples on 1929.

Bachelor of Economic and Commercial Science since 1933 (Degree reached near University of Naples.

Candidate for degree in Law (University of Naples)

Chief of Technic-Economic and Statistic Office of "Unione Lavoratori dell'Industria" since November 1935, first at Venice and then at Naples from 1939.

During this period of time, he has made studies about the situation of Industry and Work in the Province of Naples.

Chief of Economic-Statistic Section of the "Ufficio Unico di Collocamento di Napoli" directly dependent on A.M.G. Labour Division-Region III - from November 1943 to December 1943.

Chief Service of Regional Labour Office's Economic-Statistic Division from January 1944.

O.K.: Start May 1: Prof. Wage Economist — Start Dec. 4000 Fr. to start w ½ time basis. → 2000 Fr.

Professional

James O. Babcock, Major - Spec. Br.

1584

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

Q.

1. 80-100.
2. 100-120.
3. 120-150.

	1	2		
a	18	18	6	6
K	10	10	15	15
Q	8	8	8	12 +4
J	3	3	6	6
10	2	2	4	6 +6
9	-	-	1	1
FH	26	24	-	18 +4
H	-	20	-	20 +4
L	-	-	-	-
4	-	24	16	16
5	-	-	-	-

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

CONFIDENTIAL

ALLIED CONTROL COMMISSION
LABC SUB-COMMISSION

29 April 1944

SUBJECT: Dr. Armando Carta
Via Eduardo Suarez, 5
Vomero, Naples

(Proposed as Statistician for Special Study of Wage Structure by Dr. Porzio.)

TO: Major Babcock
FROM: 1st Lt. W. E. Solenberger, Social Insurance Officer

1. In accordance with your request, I interviewed Dr. Carta, who is recommended by Dr. Porzio as civilian assistant and statistician on the study of wage structure. Dr. Porzio's "memorial" concerning the candidate is attached.

2. Since taking his degree at Naples University in Economics and Business in November 1940, Dr. Carta has been what is known as a "free professional." In this status he has been an assistant in research in the Economics Dept. of the University (non-teaching) and has pursued a number of researches of his own, working mainly with reports, documents and studies in the University Library. He has not published anything on his own, although he states that he has been accumulating material which he hopes to prepare for publication. He and his wife have worked on translation of English economic works into Italian. He does not, however, speak English, although he has some reading knowledge.

3. Dr. Carta professed "social economics" to be his major field of interest. Questions from me brought out ample evidence of his familiarity with the complexity of the Italian wage structure, the way it has been built up, the theoretical vs. the actual nature of the indemnities and other trimmings, and the chaotic situation at present. Without prompting, he characterized the present progressive increments in family allowances as "ridiculous".

4. Dr. Carta has had two years of service with the Italian Army as a conscripted soldier. He stated that he enrolled in the University Fascist Party youth group since it was a requirement for all students but that he has been an anti-Fascist consistently. He offered Dr. Carratelli (one of his three references) as a person who could testify on this point, Dr. Carratelli being a Socialist anti-Fascist leader here. He expressed complete willingness to have his political background investigated.

1583

5. Dr. Carta gives the impression of being an alert, competent and highly intelligent person, with a good grasp of his field. I would have no hesitation in recommending him for the job you have in mind.

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

MEMORIAL

CARTA ARMANDO son of SILVERIO and of the late VINCENTELLI ROSALIN= DA, born at Santadi (Cagliari) on the 25th day of December of 1916, living in Naples - Eduardo Suarez Street (Vomero) n°5-Interno 13.

He took Economics and Business degree on November 1940 near Na= ples University.

Professional activity displayed: near Cagliari's Branch of Rome-Bank (Banco di Roma) since April 1936 till Jun 1937 (in the Offices: Bills on hend - Branch Offices - Saving Deposit (Portafoglio -Filiali- Deposito a risparmio). Experienced in Statistics and calculating works.

Political precedents:he has displayed antifascist activity, since the year 1938.

References: Mr.Corrado Barbagallo-Professor near the University of Naples- Luca Giordano- Street N°69 E.

Mr.Arturo Pellis - Professor near the University of Naples-Leonardo Square -Persichetti Building.

Mr.Eugenio Pugliesi Carratelli- Avenue S.Anna all'Are= nella N°2.

Naples 28 Aprile 1944

Via Eduardo Suarez, 5, 1
Vomero

1582

O.K.
full time - start May 1 -
(Examinatore Statistica B)
Prof. ~~Semerari~~ - Sal. 4,000 L. t. start
James O. Babcock
Major, Spec. Res.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
LABOR SUB-COMMISSION
APO 394

File

26 February 1944

SUBJECT: Civilian Employment

TO: Captain Farrar, G-1

1. Request approval of employment of Miss Aletta Santa as typist-stenographer effective this date.

2. Request further that she be issued a pass to get into the building.

JAMES O. BABCOCK,
Major, Spec. Res.
Labor Sub-Commission.

J.O.B.

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

Q. M. C. Form 353 (Old No. 490)
Revised July 25, 1918

LIST OF PAPERS

File under No. _____

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS

INSTRUCTIONS.—When papers on a subject become numerous they will be numbered serially and brief entries made on this form.