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

ACC 10000/148/157 133/TN/1 ITALIAN CIVILIANS - TRANSFER, RELEASE, AND PROMOTION

-Ap. 1945 - NOV. 1946

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref/G-1/Civ./Pers/1091 9 November 1945

SUBJECT. Reclassification to Jr.Admin.Asst. (Grossi Ada)

TO . Transportation S/C.

1. Ref. your Civ Pers Form 2 133/Tnl dated 15 Oct.45.

2. Duties being performed do not meet with those required of a Jr.Admin.Asst. as set forth in Preliminary Job Standard Statement 1, ref ltr G-1/Civ/Pers/136 dated 8 Nov.44.

3. Request disapproved.

Harry Galkin

HARRY GALKIN
1st Lt. Air Corps
Asst. G-1 (A)

1668

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

HEADQUARTERS ALLIED COMMISSION
TRANSPORTATION & SHIPPING SC

FROM	TO
DIRECTOR COL. P.D.G. BUCHANAN ADMINISTRATIVE DIVISION LT.COL. W.P. SCOGGINS CAPT. M. STEINBERG MOVEMENTS DIVISION MAJOR C.F. BERRIDGE MAJOR C.F. CONSTABLE MAJOR K.E. LARKIN RAIL DIVISION MR. ROY F. MOSS LT. COL. A.H. STREET MAJOR A.C. PING MAJOR F.G. MATSON MAJOR G.S. BARNES ROADS DIVISION MR. G.S. FRANKLIN CAPT. W.G. PETERSON CAPT. J.S. BILLINGHURST PORT & WHSE DIVISION MR. C.C. CROOKS MR. U.A. GRILLARDI DATE & TIME REC'D DEC 14 [illegible]	
Return back slip to Chief Clerk, Admin. Div., with reference of file on which attached has been put.	

REMARKS :

5582

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Perso. 1

Ex. 571

12 December 1945.

Ref/G-1/Civ Pers/1129
SUBJECT: Reclassification of employee (DELLA MURA, Marcella)

TO : Transportation & Shipping S/C

1. Ref.your Civ Pers Form 2, dtd 26 Nov. 45.

2. Duties being performed do not meet with those required of a Jr. Admin. Asst.,as set forth in Preliminary Job Standard I, Ref. ltr G-1/Civ Pers/136, dtd 8 Nov. 44.

3. It is suggested that recommendation for reclassification be again submitted at such time as the work performed by Miss DELLA MURA, Marcella comes within the set regulations.

Harry Galkin

HARRY GALKIN
1st Lt. Air Corps.
Asst. G-1 Amer.

1670

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

Tel. 462 HEADQUARTERS ALLIED COMMISSION WPS/lmr
APO 394
Transportation and Shipping Sub-Commission

AC/133/14/Tn.1 15 February 1946

SUBJECT : Italian Civilian Employees.

TO : Economic Section.

Attention: UNRRA Personnel Recruiting

The following Italian personnel of this Sub-Commission have not as of this date, been selected for transfer to UNRRA or any other agency and it is requested that all assistance and consideration possible be given for their employment with other divisions, sections or branches of UNRRA with whom this office has no contact :

Name	Classification	Total Salary
Miss Lowedana Rossi	Typist Inter.	7930 lire
Miss Francesca Lizzani	" "	7930 lire
Miss Marcella Talla Mura	Jr. Admin. Asst.	8630 lire
Mr. Mario Caniggia	Accountant	9970 lire
Mr. Mario Mei	"	9970 lire
Mr. Guerino Giuffrida	Sr. Admin. Asst.	11510 lire
Mrs. Margherita Badiali	Clerk	7085 lire
Miss Helen Nirchevic	Book keeper	8315 lire
Miss Laura Battistini	Jr. Admin. Asst.	8620 lire
Miss Andreina Facchini	Typist Int.	7930 lire
Mr. Fritz Becker	Typist Int.	8580 lire
Mr. Fabrizio Bencivenga	Clerk	8250 lire
Miss Elena Menicocci	Clerk	7085 lire

For the Director :

WALTER P. SCOGGINS
Lt. Colonel. QMC
Chief, Admin. Div.

3580

1671

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

JHH/mb

"Q" MOVEMENTS LIAISON OFFICE
(Advanced Element)

1/G/2

8 February 1946

SUBJECT : Civilian Staff

TO : "Q" (Movements)
G.H.Q. C.M.F.

1. Further to my AC 523/34/Tn.3., 29 January.

2. Your concurrence is requested to the transfer of the following staff from Allied Commission to Movements Rome for duty with "Q" Movements Liaison Office, Rome, w.e.f. 15 February '46.

Name	Classification	Total Salary	Proposed duties
Mr. Giuseppe Gandole	Business Executive	14,830	Liaison with I.S.R. on rail matters.
Mr. Gianni Fatera	Business Executive	14,830	Liaison with Ministry of Marine on shipping matters.
Mrs. Eveline Luzzi-Conti	Jr. Admin. Asst.	8,620	Typist/Secretary.
Miss. Matilde Biglicchi	Technical Translater	8,220	Clerk/Typist.
Mrs. Sara Liberi	Typist Interpreter	7,930	Registration and Filing.

B.A. COULSON.
L/Colonel, R.E.
A.Q.M.G. (M)

Copy to : H.Q. Movements, Rome.

1227
5579

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HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION and SHIPPING SUB COMMISSION

Tel. 290
Ref. AC/30/30/Tn6

CCC/mvm
7 February 1946

SUBJECT: Transfer of Italian Civilian Personnel from AC to UNRRA

TO : Col. P. D. G. Buchanan
Director

1. We are interested in having the following Italian civilian personnel now employed by the Transportation and Shipping Sub Commission, AC, transferred to the Ports and Shipping Division of UNRRA:

Miss Marga De Martino
Mr. Anthony Spota
Miss Ines Merola
Miss Silvana Giulini
Mr. Giorgio Nunes
Miss Lidia Bani
Mrs. Sara Liberi
Mr. Andrew Drutskoy
Mr. Gianni Patara
Mrs. Helen Soldatenkov
Mr. Bayard McDonnel
Miss Mary Georgewsky
Miss Liliana Paternostro
Mr. Vittorio Pellegrini
Mr. Benedetto Cuccio
Miss Gabriella Dimarsia

Charles C. Crooks

CHARLES C. CROOKS, Chief
Ports & Warehouse Division

5578

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

Rome 0 Rome 8

Santa Maria ✓ Denby

1674

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

Ext.470

HEADQUARTERS ALLIED COMMISSION
APO794
Transportation and Shipping Branch

AC/133/Tn.1

18 July 1946

CONFIDENTIAL

Subject: Reduction of Italian Civilian Employees.

To : Acting Vice - President
Economic Section.

1. Reference your ES/2.04 of 16 July.

2. Following is information requested .

a) Nicolas M.Bukvich,Technical translator and Interpreter Clerk.
Services will be required till the Branch is closed.
Is recommended for employment with any other branch,when this one closes.

b) Fiorella Manzotti,Typist-Clerk.
Services will be required till the Branch closes.
Is recommended for employment with any other branch,when this one closes.

c) Renata Mattei,Clerk in charge of Files.

This employee was taken on a temporary basis.Ref.AC/132/Tn.1 of March 29.Her services will not be required after 31st July and she has been given notice of termination of her employment with this branch as from that date.

A.M.STRENT 5576
Lt.Colonel,
Director.

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

Transp. S/C, A.C. HQ.
Admin. Div.

Not allowed
but
Lt Col Driggs

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

To: Sicilia file

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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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 Rail Section Transportation S/C
(Sub-Commission or Section)

Employee's or applicant's name Fritz Becker

Present job title & pay Interpreter-Typist Proposed title Jr.Admin.Asst.

Job description The above named employee will take over, the administration, Records etc., of the Stores Section when the present O.R.(Sgt.) leaves in a few days time. He will work under the supervision Of an officer, but will be entirely responsible for the running of the Stores Dept, and interviewing of italian civilian contractors.

In view of the above, and the responsibility of the position this man will assume, it is requested that every consideration be given to this applicant.

5575

Use back of sheet for additional remarks

Date 4 Feby. 1946. Signature J Barnes Maj: RE.
Sub Commission or Section Head

Reference number AC/Mat/43/Tn.4 Chief Mech.& Stores Sect.,Rail Div.

Civ. Pers. Form 2
Aug 44

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name Mr. J.O. Dodds

Present job title & pay _____ Proposed title Business Executive

Job description Assistant to Director, Roads Division, Transportation and Shipping Sub-Comm., to replace Capt. Billinghurst. Works under immediate supervision, Director, Roads Division. Supervises office staff of 4 in absence of Director. Deputises for Director in his absence with full responsibility. Advises Director on matters of policy. Initiates policy. Deals Direct with Heads of Italian State Departments.

5574

Use back of sheet for additional remarks

Date 9 February 1946

Signature Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, AUS
Chief, Admin. Div.
Sub Commission or Section Head

Reference number 130/Tn.1

Civ. Pers. Form 2
Aug 44

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

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La Standa

Tel. 480 HEADQUARTERS ALLIED COMMISSION WPS/gs
APO 394
Transportation and Shipping Sub-Commission

Our Ref :- 130/Tn.1. 4 February 1946

SUBJECT :- Request for Employee.

TO :- G-1 (A), Civilian Personnel Section.

1. It is requested that Mr. J.C. Dodds, British formally a Captain in the British Army, be employed for this Sub-Commission as a Business Executive at a total salary and living bonus of 14830 lire, effective today 4 Feb. 1946.

2. Mr. Dodds was formally assigned to this Sub-Commission in our Roads Division. The service of Mr. Dodds are required to fill the vacancy of Captain Billinghurst who was recently transferred away from A.C. to another unit.

3. No other qualified officer is available at present to fill this vacancy.

For the Director :-

5573

WALTER P. SCOGGINS
Lt. Colonel QMC
Chief, Admin. Div.

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by **Transportation and Shipping S/C**
(Sub-Commission or Section)

Employee's or applicant's name **ROSSI? Luciana**

Present job title **Clerk Supervisor** Proposed title **Sr.Admin.Asst.**

Job description **Acting Secretary to the Director, Transp. and Shipp.** 5572

Performs many confidential duties of the highest responsibility. Miss Rossi is in charge of the administration and makes out the payroll for the civilian staff of this S/C. She is in touch with ministerial representativ and gives informations regarding schedules for trains pertaining to the European Central Inland Transport Organization. She is the only stenograph in the Sub-Comm. capable of taking dictation both in English and Italian; does filing work and translations from Italian into English and vice-versa and has a good knowledge of the French language. Miss Rossi acts as interpreter for Col. Buchanan and interviews all the Italian civilians.

Use back of sheet for additional remarks

Date **6 February 1946** Signature **WALTER P. SCOGGINS**
Sub Commission or Section Head
Lt. Colonel, QMC
Chief, Admin. Div.

Reference number **130/Tn.1**

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She is in charge of the distribution and checking up of all the work performed by the typing pool. Miss Rossi has been employed with the Transportation and Shipp. S/C since July 1944 and her last reclassification dates from February 1945. Through her long experience with this Sub-Comm. she has shown a great deal of initiative and carried out her duties in a most efficient manner. Her reclassification is strongly recommended.

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

A. C. CIVILIAN PERSONNEL G[illegible] SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by TRANSPORTATION AND SHIPPING SUB-COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name Miss Marcella DALLA MURA

Present job title Typist Interpreter Proposed title Jr. Admin. Asst.

Job description Interviews all Italian Civilians and interprets for Director of Transportation and Shipping S/C

Registers all in-coming correspondence and despatches to officers concerned. Assists Chief Clerk of Transportation and Shipping Sub-Comm. in maintenance of files and records.

Miss Dalla Mura has shown a great deal of initiative in the performance of her duties. Speaks and writes English French and German fluently.

5571

Use back of sheet for additional remarks

Date 14 January 1946 Signature Walter P. Scoggins

WALTER P. SCOGGINS
Lt. Colonel, AGD
Sub Commission or Section Head
Chief Admin. Div.

Reference number 130/Tn.1

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by Transportation and Shipping Sub-Comm.
(Sub-Commission or Section)

Employee's or applicant's name PATARA, Gianni

Present job title Sr.Admin.Asst. Proposed title Business Executive

Job description

About his duties, see the attached memo.

Use back of sheet for additional remarks

Date 30 November 1945 Signature WALTER P. SCOGGINS 5570
Sub-Commission or Section Head.
Lt. Colonel, AGD
Chief, Admin. Div.

Reference number 133/Tn.1

Civ. Pers. Form 2
Aug. 44

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

INTER OFFICE MEMORANDUM MTL/lrv

Ref. AC/757/24/Tn 3

27 November 1945

SUBJECT: Promotion - Mr. Gianni Patara

TO : Administrative Division,
Transportation and Shipping Sub-Commission

1. Reference conversation Colonel Buchanan - Lt.Col. Scoggins on the subject of promotion of Mr. Patara.

2. The promotion of Mr. Patara from his present grade as Senior Administrative Assistant to that of Business Executive is especially recommended.

3. This assistant, who is an ex-officer of the Italian Army, has a perfect knowledge of English, is not only an extremely conscientious and hard working member of this Staff, but he shows considerable ability and can be left to exercise his own discretion and use his knowledge of our duties.

4. At present he is supervising the allocation of the Intra-Mediterranean and Italian Coastwise Shipping, which now amounts to 180-200,000 tons monthly. He acts as our Liaison Officer with the Italian Ministry of Marine and is in touch daily with the Allied Shipping Authorities, both of whom have complete confidence in him.

5. In view of the smallness of the Staff and the constant changes it is important to have a reliable Italian member of the Staff occupying an executive position. He uses his position tactfully and keeps a perfect balance between the viewpoints of AC, the Shipping Authorities and the Italian Ministry of Marine. The duties Mr. Patara is performing would in his absence have to be carried out by an officer.

6. I have no hesitation in recommending Patara's promotion.

For Chief, Movement Division,

M. P. LARAMAN, Major RE

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name DELLA MURA, Marcella

Present job title Typist - Int. Proposed title Jr.Admin.Asst.

Job description Interviews all Italian civilian. Registers all in-coming correspondence and despatches to officers concerned. Assists Chief Clerk of Transportation and Shipping Sub-Commission in maintenance of files and records. Miss Della Mura has been employed by the Allied since 2 January 1945. She speaks French and German fluently and her promotion is strongly recommended.

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

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 Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name DELLA MURA, Marcella

Present job title Typist - Int. Proposed title Jr.Admin.Asst.

Job description Interviews all Italian civilian. Registers all in-coming correspondence and despatches to officers concerned. Assists Chief Clerk of Transportation and Shipping Sub-Commission in maintenance of files and records. Miss Della Mura has been employed by the Allied since 2 January 1945. She speaks French and German fluently and her promotion is strongly recommended.

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Use back of sheet for additional remarks

Date 26 November 1945

Signature WALTER P. SCOGGINS
Sub Commission or Section Head.
Lt. Colonel, QMC

Reference number 133/Tn.1

Chief, Admin. Div.

Civ. Pers. Form 2
Aug. 44

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

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Classification requested by Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name LUZZI-CONTI, Eveline

Present job title Typist-Interpreter Proposed title Jr.Admin. Asst.

Job description Mrs. Luzzi-Conti is now performing duties of Chief Clerk Rail-Road Branch, Movements Division, duties formerly covered by a full corporal. Duties include supervision of filing, registration, and dispatch of correspondence. Interviewing and interpreting. 5567
Mrs. Luzzi-Conti has been working in the Movements Division, Transporta

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 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».

Classification requested by Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name LUZZI-CONTI, Evelina

Present job title Typist-Interpreter Proposed title Jr.Admin. Asst.

Job description Mrs. Luzzi-Conti is now performing duties of Chief Clerk Rail-Road Branch, Movements Division, duties formerly covered by a full corporal. Duties include supervision of filing, registration, and dispatch of correspondence. Interviewing and interpreting. 5567
Mrs. Luzzi-Conti has been working in the Movements Division, Transportation and Shipping Sub-Commission since 5 October 1944.

Use back of sheet for additional remarks

Date 26 November 1945

Signature WALTER P. [illegible]
Sub Commission or Section Head.
Lt. Colonel, CMC
Chief, Admin. Div.

Reference number 133/Tn.1

Civ Pers Form 2
Aug 44

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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

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Classification requested by Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name BIGLIOCCHI, Matilde

Present job title Typist Interpreter Proposed title Technical Transl.

Job description Interpreting and translating Italian-English and vice-versa. Personal assistant to Chief, Movements Division. Miss Bigliocchi has been working in the Transportation and Shipping Sub-Commission since August 1944.

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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 Transportation and Shipping Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name BIGLIOCCHI, Matilde

Present job title Typist Interpreter Proposed title Technical Transl.

Job description Interpreting and translating Italian-English and vice-versa. Personal assistant to Chief, Movements Division. Miss Bigliocchi has been working in the Transportation and Shipping Sub-Commission since August 1944.

5566

Use back of sheet for additional remarks

Date 26 November 1945 Signature WALTER P. SCOGGINS
Sub Commission or Section Head.
Lt. Colonel, QMC
Chief, Admin. Div.

Reference number

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Aug. 44

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IFC/em

TRANSPORTATION AND SHIPPING SUB-COMMISSION

INTER OFFICE MEMO

Ref. AC/757/23/Tn.3 19 November 1945

SUBJECT: Promotion.

TO : Chief, Administrative Division.

1. The following recommendations for promotion are forwarded for your consideration.

Eveline Luzzi-Conti (Typist English speaking)
to Junior Administrative Assistant.
Now performing duties of Chief Clerk Rail-Road Branch, Movements Division, duties formerely covered by a full Corporal.
Duties include supervision of filing, registration, and dispatch of correspondence. Interpreter.

Matilde Biglicchi (Typist English speaking) to Technical Translater and Interpreter.
Personal assistant to Chief, Movements Division, Interpreting and technical translator.

2. Owing to the removal of chief clerk of Movements Division (W.O.2 - British) Rail-Road Branch, work hitherto performed by him is now covered by these typists.

3. It is therefore requested that these recommendations be given special consideration.

C.R. WORTHINGTON, Lt.Col., R.E.
Chief, Movements Division.

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HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ex. 571
Ref/G-1/Civ/Pers/1119 29 November 1945

SUBJECT. Reclassification of employees.

TO . Transportation S/C
(Att. Lt.Col. Scoggins)

1. In accordance with our telephone conversation of this morning, the requests for reclassification of the following civilian employees are disapproved:

Azzariti, Anna
Silviani, Leila.

2. According to the recommendations, the duties being performed do not meet with those required of a Sr.Adm.Asst. as set forth in Preliminary Job Standard Statement II, Ref. Ltr G-1/Civ.Pers/136, dtd 8 Nov. 44, and of a Jr.Adm.Asst., as set forth in Preliminary Job Standard Statement I, Ref. Ltr G-1/Civ.Pers/136, dtd 8 Nov. 44.

3. It is suggested that the pertinent employing departments review the requirements contained in the Preliminary Job Standard Statements and resubmit their requests at such time when the requirements are met.

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

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by TRANSPORTATION AND SHIPPING SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name AZZARITI, Anna

Present job title Jr.Admin.Asst. Proposed title Sr.Admin. Asst.

Job description Miss Azzariti is responsible for the efficient operation of the file room of Roads Division. This entails the registering of all incoming and outgoing mail as well as classification and proper distribution of all mail. In addition to Miss Azzariti's duties as Chief Clerk in the Roads Division file room, she is also called upon

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

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 ».

FILE

Classification requested by TRANSPORTATION AND SHIPPING SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name AZZARITI, Anna

Present job title Jr.Admin.Asst. Proposed title Sr.Admin. Asst.

Job description Miss Azzariti is responsible for the efficient operation of the file room of Roads Division. This entails the registering of all incoming and outgoing mail as well as classification and proper distribution of all mail. In addition to Miss Azzariti's duties as Chief clerk in the Roads Division file room, she is also called upon daily to act as interpreter for numerous Italian Government officials in conferences held with the chief of this Division. In her present capac- she is filling the vacancy left by the American Sergeant who has been returned to the United States.

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In view of the duties performed by Miss Azzariti, which

Use back of sheet for additional remarks

Date 17 November 1945 Signature Walter P. Coggins
WALTER P. COGGINS
Sub Commission or Section Head.
Lt. Colonel, QMC
Chief, Admin. Div.

Reference number 133/WW.1

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exceed greatly those covered by her present classification, it is recommended that she be promoted to Senior Administrative Assistant.

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

INTER OFFICE MEMO

Roads Division
Transportation & Shipping Sub-Commission

Ref: AC/20/83/Tn5 15 November 1945.

SUBJECT: Promotion -- Anna Azzariti.

TO : Chief, Administrative Division.

1. ANNA AZZARITI, Junior Administrative Assistant, is responsible for the efficient operation of the file room of Roads Division. This entails the registering of all incoming and outgoing mail as well as classification and proper distribution of all mail. In addition to Miss Azzariti's duties as Chief Clerk in the Roads Division file room, she is also called upon daily to act as interpreter for numerous Italian Government officials in conferences held with the Chief of this Division. In her present capacity she is filling the vacancy left by the American Sergeant who has been returned to the United States.

2. In view of the duties performed by Miss Azzariti, which exceed greatly those covered by her present classification, it is recommended that she be promoted to Senior Administrative Assistant.

Gordon S. Franklin
GORDON S. FRANKLIN
Acting Chief, Roads Division.

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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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 TRANSPORTATION AND SHIPPING SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name Miss BASSETTA, Mirella

Present job title Book Keeper Proposed title Accountant

Job description This employee is now carrying on the functions formerly handled by American Military Personnel.

She is responsible for auditing of all accounting documents of warehouses at Naples, Ancona, Leghorn, Venice and Genoa. She is under direct supervision of Chief, Accounts Branch, Tn. and Shipp. Sv in the preparation of "Monthly Stock Movement Reports" and "Monthly Im... of Civilian Supplies for Italy, Sicily and Sardinia".

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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 TRANSPORTATION AND SHIPPING SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name Miss BASSETTA, Mirella

Present job title Book Keeper Proposed title Accountant

Job description This employee is now carrying on the functions formerly handled by American Military Personnel.

She is responsible for auditing of all accounting documents of warehouses at Naples, Ancona, Leghorn, Venice and Genoa. She is under direct supervision of Chief, Accounts Branch, Tn. and Shipp. Sv in the preparation of "Monthly Stock Movement Reports" and "Monthly Inventories of Civilian Supplies for Italy, Sicily and Sardinia".

5561

Miss Bassetta is a very able and conscentbous, and definitely qualified to hold the grade of accountant.

Use back of sheet for additional remarks

Date 17 November 1945 Signature WALTER P. SCOGGINS
Sub Commission or Section Head.
Lt. Colonel, AC
Chief, Admin. Div.

Reference number 13?/Tn.1

Civ. Pers. Form 2
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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by Transportation S/C
(Sub-Commission or Section)

Employee's or applicant's name Sig.na Baisetta Mirella

Present Job title Book Keeper Proposed title Accountant

Job description This employee is now carrying on the functions formerly handled by American Military Personnel.

She is responsible for auditing of all accounting documents of warehouses at Naples, Ancona, Leghorn Venice & Genoa. She is under direct supervision of Chief Accounts Branch, Tr S/C in the preparation of "Monthly Stock Movement Reports" & "Monthly Imports of Civilian Supplies for Italy, Sicily & Sardinia".

Sig.na Mirella is a very able & conscientious, & definitely qualified to hold the grade of accountant. 5900

Use back of sheet for additional remarks

Date 7/2000 Signature Walter Skeenbey
Sub Commission or Section Head.

Reference number Tr/S/C

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

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

Employee's or applicant's name SILVIANI, Lalla

Present job title Tech. Translator Proposed title Jr.Admin.Asst.

Job description Miss Silviani is responsible for the maintenance of the Central Registry of all permits issued for use of War Department tires in Italy: serves as interpreter for numerous interviews with representatives of Italian Government and/or business firms; makes translations of incoming and outgoing correspondence (English-Italian and Italian-English); maintains the files and does all typing [illegible] 9359 Supply Branch, Roads Division. In view of the duties of Miss Silviani

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

jobs described by quoting reference number, shown below.

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

Employee's or applicant's name SILVIANI, Leila

Present job title Tech. Translator Proposed title Jr.Admin.Asst.

Job description Miss Silviani is responsible for the maintenance of the Central Registry of all permits issued for use of War Department tires in Italy: serves as interpreter for numerous interviews with representatives of Italian Government and/or business firms; makes translations of incoming and outgoing correspondence (English-Italian and Italian-English); maintains the files and does all typing [illegible] 3559 Supply Branch, Roads Division. In view of the duties of Miss Silviani which exceeds greatly those covered by her present classification, it is recommended that she be promoted to Jr. Admin. Asst.

Use back of sheet for additional remarks

Date 8 November 1945 Signature WALTER P. SCOGGINS
Lt. Colonel, QMC
Sub-Commission or Section Head
Chief, Admin. Div.

Reference number 133/Tn.1

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Aug 44

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

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

INTER OFFICE MEMO

Ref: AC/20/76/TN.5 30 October 1945.

SUBJECT: Promotion.

TO : Lt. Col. W.P.Scoggins,
Chief, Admin. Divis.

1. LEILA SILVIANI is responsible for the maintenance of the Central Registry of all permits issued for use of War Department tires in Italy; serves as interpreter for numerous interviews with representatives of Italian Government and/or business firms; makes translations of incoming and outgoing Correspondence (English-Italian, Italian-English); maintains the files and does all typing for Supply Branch, Roads Division.

2. In view of the duties of Miss Silviani which exceed greatly those covered by her present classification, it is recommended that she be promoted to Junior Admin. Assistant.

WARNER G. PETERSON
Capt. C.A.C.
Roads Division.

5558

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

File

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by **Transportation Sub-Commission**
(Sub-Commission or Section)

Employee's or applicant's name **BOTTALINI, Gaetone**

Present job title **Senior Admin.Asst.** Proposed title **Business Executive**

Job description **Sig. Bottalini will replace Sig. Barocchi as Business Executive in charge for the Statistic Section, performing all duties which were formerly the responsibility of Sig. Barocchi. In addition due to the loss in officer and military personnel, Sig. Bottalini will assume even greater responsibility in the preparation and compilation of statistical reports and supervision of all civilian personnel in Accounts and Statistical Branch.**

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Use back of sheet for additional remarks

Date 8 November 1945 Signature WALTER P. SCOGGINS
Lt Colonel, GSC Section Head.
Chief, Admin. Div.

Reference number 133/Tn.1

Civ. Pers. Form 2
Aug. 44

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

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Classification requested by Accounts Branch, Transportation S/C
(Sub-Commission or Section)

Employee's or applicant's name BOTTALINI, Gastone

Present job title Junior Admin Asst Proposed title Bureau Executive

Job description Sig Bottalini will replace Sig Barocchi as Bureau Executive in charge of Statistics Section, performing all duties which were formerly the responsibility of Sig Barocchi. In addition, due to the lots in officer and military personnel, Sig Bottalini will assume such greater responsibility in the preparation and compilation

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

...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 Accounts Branch, Transportation S/C
(Sub-Commission or Section)

Employee's or applicant's name BOTTALINI, Gastone

Present job title Senior Admin Asst Proposed title Buyer-in-Charge

Job description Sig Bottalini will replace Sig Patocchi as Buyer-in-Charge of the Materials Section, performing all duties which were formerly the responsibility of Sig Patocchi. In addition, due to the lack of officer and military personnel, Sig Bottalini will assume greater responsibility in the preparation and compilation of Materiel reports and supervision of all civilian personnel in Accounts & Materiel Branch.

3556

Use back of sheet for additional remarks

Date 1 Nov. 1945 Signature Melker Hemberg.
Capt-Accounts Br.
Sub Commission or Section Head.

Reference number

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Aug 44

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

Q 1

HEADQUARTERS ALLIED COMMISSION
TRANSPORTATION AND SHIPPING SC.

FROM

TO

DIRECTOR
COL. P.D.G. BUCHANAN
ADMINISTRATIVE DIVISION
LT.COL. W.P.SCOGGINS
CAPT. M. STEINBERG
MOVEMENTS DIVISION
MAJOR C.F. BERRIDGE
MAJOR C.F. CONSTABLE
MAJOR M.P. LARAMAN
RAIL DIVISION
MR. ROY P. MOSS
LT.COL. A.H. STREET
MAJOR A.C. PING
MAJOR P.G. MATSON
MAJOR G.S. BARNES
MAJOR C.M. LONG
ROADS DIVISION
MR. G.S. FRANKLIN
MAJOR H.M. DOWNER
CAPTAIN W.G. PETERSON
CAPTAIN J.S.BILLINGHURST
PORT & WHSE DIVISION
MR. C.C. CROCKS
MR. U.A. GHILARDI
DATE AND TIME REC'D

DEC 3 - 1945 5?

Return buck slip to Chief. Clerk, Admin. Div., with reference of file on which attached has been put.

REMARKS :

2 Chief Clerk

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ex. 571

Ref/G-1/Civ/Pers/1120 30 November 1945

SUBJECT. Civilian employee

TO . Economic Section - Requisition Branch.

1. This office desires a written detailed statement of the actual duties performed by Mrs Erilda Remei-Querci in her new position with the Requisition Branch of the Economic Section.

2. The statement will be used in considering any request from your office to reclassify subject employee. A previous request submitted by the Transportation Sub-Commission has been cancelled by us at their request because of change of position of Mrs Remei-Querci.

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

Copy to: Transportation S/C.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

30 November 45

SUBJECT: **Transfer**

To Requisition Branch

1. Reference your letter RB-230 dated 27 Nov. 45

2. Approval is granted for the transfer of Erilda Ronei-Qumrci

employed in Transportation Sub-Commission, to Requisition Branch Sub-Commission (*).

3. Classification and wage rate to remain the same Jr.Admin.Asst.
(Grade)

at 5050 ~~XX~~ lire per ~~XX~~/month. Plus living bonus.

Effective 23 Nov.45

~~XXXXXXXXX~~
~~XXXXXXXXX~~
~~XXXXXXXXX~~

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

5553

Civ. Pers. Form 6
Nov. 44

Copy to. Transportation S/C
Internal Security.

Harry Galkin
HARRY GALKIN
1ST. Lt. Air Corps.
F.C. for Asst. G-1 Amer.

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.

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Classification requested by **Transportation Sub-Commission**
(Sub-Commission or Section)

Employee's or applicant's name **ROMEI-QUERCI, Erilda**

Present job title **Jr.Admin.Asst.** Proposed title **Sr. Admin. Asst.**

Job description **Mrs. Romei-Querci is familiar with the handling of ships manifests, and is capable of breaking them down, computing weights number of packages etc. She understands the preparation of Cargo Disposition Instructions, and is acquainted with the principals of ICE and Federazione Italiana dei Consorzi Agrari, who are charged with the handling; of most of the civil supplies imported into Italy. She speaks English and can act as an interpreter or translator. She has knowledge**

3352

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

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 **Transportation Sub-Commission**
(Sub-Commission or Section)

Employee's or applicant's name **ROMEI-QUERCI, Erilda**

Present job title **Jr.Admin.Asst.** Proposed title **Sr. Admin. Asst.**

Job description **Mrs. Romei-Querci is familiar with the handling of ships manifests, and is capable of breaking them down, computing weights, number of packages etc. She understands the preparation of Cargo Disposition Instructions, and is acquainted with the principals of ICE and Federazione Italiana dei Consorzi Agrari, who are charged with the handling of most of the civil supplies imported into Italy. She speaks English and can act as an interpreter or translator. She has knowledge of most of the technical terms (in English and in Italian) used in shipping and warehousing procedures. She is typist and understands how to prepare correspondence in military style.**

3352

Use back of sheet for additional remarks

Date **8 November 1945** Signature *Walter P. Scoggins*
WALTER P. SCOGGINS
Sub Commission or Section Head.
Lt. Colonel, CMC
Chief, Admin. Div.

Reference number **133/Tn.1**

Civ Pers Form 2
Aug 44

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HEADQUARTERS ALLIED COMMISSION
APO 394
TRANSPORTATION SUB COMMISSION
Port & Warehouse Division

Ref. W/1/1660/Tn6 — 22 October 1945

SUBJECT : Mrs. Erilda ROMEI

TO : Whom It May Concern

1. Mrs. Erilda ROMEI has been employed by the Allied Commission since 5 October 1944, under my direct supervision. She is now classified as Junior Administrative Assistant.

2. She is familiar with the handling of ships manifests, and is capable of breaking them down, computing weights, number of packages, etc. She understands the preparation of Cargo Disposition Instructions, and is acquainted with the principals of ICE and Federazione Italiana dei Consorzi Agrari, who are charged with the handling of most of the civil supplies imported into Italy.

3. She speaks English and can act as an interpreter or translator. She has a knowledge of most of the technical terms (in English and Italian) used in shipping and warehousing procedures. She is typist, and understands how to prepare correspondence in military style. 6551

4. I have found Mrs. Romei to be a willing, cooperative, industrious worker. I do not hesitate to recommend her wholeheartedly to any position whose qualifications are similar to her capacities as indicated above.

ROBERT H. KLEIN
Major, Med.Adm.C.
Port & Whse. Div.

File

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

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5550

Classification requested by TRANSPORTATION SUB COMMISSION (Admin. Div.)
(Sub-Commission or Section)

Employee's or applicant's name DE MARTINO, Marga

Present job title Jr.Admin.Asst. Proposed title Sr.Admin.Asst.

Job description Is understudy to Chief Clerk of Sub-Commission. Responsible for all incoming and out-going correspondence. Instructs in and out registry clerks, typing pool clerks, speaks english fluently. Responsible for the proper destribution of all in coming and out going signal messages. Employed by Tn. SC since July 1944, and carried out duties in a most efficient manner. This re-classification is strongly recommended.

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

This form is for a job description only

cation 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».

5550

Classification requested by TRANSPORTATION SUB COMMISSION (Admin. Div.)
(Sub-Commission or Section)

Employee's or applicant's name DE MARTINO, Marga

Present job title Jr.Admin.Asst. Proposed title Sr.Admin.Asst.

Job description Is understudy to Chief Clerk of Sub-Commission. Responsible for all incoming and out-going correspondence. Instructs in and out registry clerks, typing pool clerks, speaks english fluently. Responsible for the proper destribution of all in coming and out going signal messages. Employed by Tn. SC since July 1944. and carried out duties in a most efficient manner. This re-classification is strongly recommended.

Use back of sheet for additional remarks

Date 31 October 1945 Signature [signature] Sub-Commission or Section Head.
Lt. Colonel, GSC
Chief, Admin. Div.

Reference number 133/Tn.1

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

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

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Classification requested by Transportation Sub-Commission (Port & Warehouse Division) 33/9
(Sub-Commission or Section)

Employee's or applicant's name PELLEGRINI, Vittorio

Present job title essenger Proposed title Clerk, General

Job description Handles all files for the Ports section of the P. & W. Division. Registers in-coming and out-going correspondence. Runs errands within the headquarters building. Has worked for this office since February, 1945. Performs his duties in a very satisfactory manner.

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

cation 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 Transportation Sub-Commission (Port & Warehouse Division) 33/9
(Sub-Commission or Section)

Employee's or applicant's name PELLEGRINI, Vittorio

Present job title essenger Proposed title Clerk, General

Job description Handles all files for the Ports section of the P. & W. Division. Registers in-coming and out-going correspondence. Runs errands within the headquarters building. Has worked for this office since February, 1945. Performs his duties in a very satisfactory manner.

Use back of sheet for additional remarks

Date 19 October 1945 Signature

WALTER P. SCOGGINS,
Lt.Colonel, QMC,
Chief, [illegible] Division
Sub-Commission [illegible]

Reference number 133/Tnl

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

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

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Classification requested by Transportation Sub-Commission (Accounts Branch)
(Sub-Commission or Section)

Employee's or applicant's name BASSETTA, Mirella

Present job title Book-Keeper Proposed title Accountant 5528

Job description Audits all accounting documents received by the Accounts Branch for transmittal to the Chief Accountant. Responsible in helping compile the complete breakdown of all ships manifests for all ships carrying AC cargo. Has been employed by this office since Dec. 20, 1944.

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

This form is for a job description only and should not include the [illegible] cation 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 Transportation Sub-Commission (Accounts Branch)
(Sub-Commission or Section)

Employee's or applicant's name BASSETTA, Mirella

Present job title Book-Keeper Proposed title Accountant 5578

Job description Audits all accounting documents received by the Accounts Branch for transmittal to the Chief Accountant. Responsible in helping compile the complete breakdown of all ships manifests for all ships carrying AC cargo. Has been employed by this office since Dec.20, 1944.

Use back of sheet for additional remarks

Signature Walter P. Scoggins
WALTER P. SCOGGINS,
Lt.Colonel, AUS,
Sub-Commission Section Head.

Date 19 October 1945

Reference number 133/Tnl

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

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

INTER-OFFICE-MEMO

TO: Administration Division

FROM: Accounts Branch.

SUBJECT: Civilian Staff.

3/A/TN/1

11 October, 1945

Sig.na Baissette, M

Herewith application for a/m employee to be up-graded to Accountant. Please may this be forwarded to G-1 (Civilian).

For the Director:

W. E. BAYLIS, Major, R.A.S.C.

5547

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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Classification requested by Transportation
(Sub-Commission or Section)

Employee's or applicant's name Sig.na Baissetta Mirella

Present job title Bookkeeper Proposed title Accountant

Job description This employee has been employed by us since 20 Dec. 1944 as a Bookkeeper. All assignments have been carried out efficiently and conscientiously. This employee audits all accounting documents received by this office for transmittal to the Chief Accountant. She is also responsible in helping to compile the complete breakdown of all ships manifests for all ships carrying AC cargo.

5546

Use back of sheet for additional remarks

Date 11 October, 1945 Signature H. Hayden Hayden Rouse
Sub Commission or Section Head.

Reference number

Civ. Pers. Form 2
Aug. 44

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

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5545

Classification requested by Transportation Sub-Commission (Movements Division)
(Sub-Commission or Section)

Employee's or applicant's name GANDOLA, Giuseppe

Present job title Sr.Admin.Assistant Proposed title Bus.Executive

Job description Liaison Officer between Rail Branch (Mov.Division) and Italian State Railways. Works the Rail Bidding System. Distributes work to employees of the Rail Branch and instructs them in their duties. Translates rail documents and interprets for Rail Officers and I.S.R. Mr. Gandola has been employed

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cation 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».

5545

Classification requested by Transportation Sub-Commission (Movements Division)
(Sub-Commission or Section)

Employee's or applicant's name GANDOLA, Giuseppe

Present job title Sr.Admin.Assistant Proposed title Bus.Executive

Job description Liaison Officer between Rail Branch (Mov.Division) and Italian State Railways. Works the Rail Bidding System. Distributes work to employees of the Rail Branch and instructs them in their duties. Translates rail documents and interprets for Rail Officers and I.S.R. Mr. Gondola has been employed by theTransportation Sub-Commission since July of 1944 and has performed his duties in a most efficient manner. (Formerly a representative of the British Railway Service here in Italy). This promotion is strongly recommended.

Use back of sheet for additional remarks

Date 19 October 1945 Signature WALTER P. SCOGGINS, Lt.Colonel, QMC, Chief [illegible] Division Sub-Commission Section Head.

Reference number 133/Tnl

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

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

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

Employee's or applicant's name VICARI, Ada

Present job title Typist-Interp'r Proposed title Jr.Admin.Asst. 5544

Job description Translates all technical correspondence in the Stores Section of the Rail Division and assists the Chief Clerk with all incoming and out-going correspondence. She works hard and is pains-taking and conscientious.

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 Transportation Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name VICARI, Ada

Present job title Typist-Interp'r Proposed title Jr.Admin.Asst. 5544

Job description Translates all technical correspondence in the Stores Section of the Rail Division and assists the Chief Clerk with all incoming and out-going correspondence. She works hard and is psins-taking and conscientious.

Use back of sheet for additional remarks

Date 15 October 1945 Signature WALTER P. SCOGGINS,
Lt.Colonel, QMC,
Chief, Admin.Division
Sub Commission or Section Head.

Reference number 133/Tal

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Aug 44

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

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

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

Employee's or applicant's name GROSSI, Ada

Present job title Typist-Interp'r Proposed title Jr.Admin.Asst.

5543

Job description Has undertaken filing, general office routine, and handling of all in-coming and out-going correspondence for the Rail Division (located at Min. of Communications Bldg). Her understanding of the work makes her assistance valuable.

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

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

Employee's or applicant's name GROSSI, Ada

Present job title Typist-Interp'r Proposed title Jr.Admin.Asst.

5543

Job description Has undertaken filing, general office routine, and handling of all in-coming and out-going correspondence for the Rail Division (located at Min. of Communications Bldg). Her understanding of the work makes her assistance valuable.

Use back of sheet for additional remarks

Date 15 October 1945 Signature

WALTER P. DOUGLASS
Lt.Colonel, C.A.C.,
Chief, Admin.Division
Sub Commission or Section Head

Reference number 135/Tml

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TRANSPORTATION SUB-COMMISSION, A.C.,
(RAIL DIVISION)
C/o Transportation (Br) Main,
C.M.F.

Tel: 843402
Ref: AC/288/Tn4.

6 October, 1945.

SUBJECT: Civilian Employees.

TO : Chief,
Administative Division,
Transportation Sub-Commission.

1. Signorina ADA GROSSI, who has been employed by this Division since it became a separate Division of the Transportation Sub-Commission, has shown considerable ability in her work.

2. She has undertaken filing, general office routine, and handling of incoming and outgoing correspondence. Her understanding of the work makes her assistance valuable, and it would be appreciated if recognition of her services by an advancement in salary could be arranged.

Lefreen S/Sgt
Chief Clerk,
Rail Division.

5542

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TRANSPORTATION SUB-COMMISSION, A.C.,
(RAIL DIVISION)
C/o Transportation (Br) Main,
C.M.F.

Tel: 843402
Ref: AC/288/Tn4.

5 October, 1945.

SUBJECT: Civilian Employees.

TO : Chief,
Administrative Division,
Transportation Sub-Commission.

1. Signorina ADA VICARI who is employed in the Stores Section of this Division, has shown considerable interest and ability in her work and it is desired to obtain for her an advancement and increase in salary.

2. She has undertaken the difficult task of translating all technical correspondence in the Stores Section, and handles all incoming and outgoing post. She works hard and is pains-taking and conscientious.

Cohen, S/Sgt.
Chief Clerk,
Rail Division.

5541

A. C. C. CIVILIAN PERSONNEL G-[illegible] SECTION
CLASSIFICATION QUESTIONNARIE

Trans~~portation~~ C.C.

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».

Classification requested by Transportation Sub-Commission (Gov-Ordning)
(Sub-Commission or Section)

Employee's or applicant's name [illegible], Marina

Present job title Tec. Translator Proposed title Jr. Adm. Assistant 5540

Job description Translation of English/Italian and vice versa (correspondence) (~~correa/ponderan~~)

Classification and registration of outgoing correspondence

Understudy to the Chief Clerk, in the Branch (movements).

Performs all of her duties in an excellent manner.

Reclassification strongly recommended.

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cation 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 Transportation Sub-Commission (Coy-Shipping)
(Sub-Commission or Section)

Employee's or applicant's name [redacted], Marina

Present job title Tec. Translator Proposed title Jr. Adm. Assistant 5540

Job description Translation of English/Italian and vice versa (correspondence) (~~correspondence~~)

Classification and registration of shipping correspondence

Understudy to the Chief Clerk, Shipping Branch (covenants).

Performs all of her duties in an excellent manner.

Royal citization strongly recommended.

Use back of sheet for additional remarks

Date 31 August 1945

Signature Walter R. Goggin
Lt.Colonel, [redacted] C,
Chief Sub Commission or Section Head.

Reference number 13/Fnl

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A. C. C. CIVILIAN PERSONNEL G- SECTION

CLASSIFICATION QUESTIONNARIE

Transportation C.C.

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Classification requested by Transportation Sub-Commission (Movements Division) 5539
(Sub-Commission or Section)

Employee's or applicant's name [illegible], Gabrielle

Present job title Messenger (F) Proposed title Clerk-General

Job description Registers all in-coming and out-going mail for all of Movements Division. Assists Chief Clerk, Movements Division with filing and checking of files as they are passed from one Division to another. Employed as a Messenger since 19 February 1945, but was actually doing work of a General Clerk. This re-classification

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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 Transportation Sub-Commission (Movements Division) 5539
(Sub-Commission or Section)

Employee's or applicant's name [redacted], Gabriella

Present job title Messenger (F) Proposed title Clerk-General

Job description Registers all in-coming and out-going mail for all of Movements Division. Assists Chief Clerk, Movements Division with filing and checking of files as they are passed from one Division to another. Employed as a Messenger since 19 February 1945, but was actually doing work of a General Clerk. This re-classification is strongly recommended.

Use back of sheet for additional remarks

Date 31 August 1945 Signature Walter P. Sawyer
WALTER P. SAWYER
Lt.Colonel, FC,
Chief, Civilian Personnel Division
Sub Commission or Section Head.

Reference number 133/TM1

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

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Classification requested by Transportation Sub-Commission (Sub-Commission or Section) 5538.

Employee's or applicant's name SOLDATENKOV, Helen

Present job title Clerk General Office Proposed title Technical Translator

Job description Organisation and maintenance of office files.
Interpreting and translating Italian/English and vice-versa.
Interviews French Commercial representatives and French applicants
for passage overseas. General office duties as detailed by officers.
Performs all duties in an excellent manner.

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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 Transportation Sub-Commission 5538.
(Sub-Commission or Section)

Employee's or applicant's name SOLDATENKOV, Helen

Present job title Clerk General Office Proposed title Technical Translator

Job description Organisation and maintenance of office files.
Interpreting and translating Italian/English and vice-versa.
Interviews French Commercial representatives and French applicants
for passage overseas. General office duties as detailed by officers.
Performs all duties in an excellent manner.

Use back of sheet for additional remarks

Date 23 August 1945 Signature [signature]
Sub Commission or Section Head
WALTER P. SCOGGINS
Lt. Colonel, GSC
Chief, Admin. Div.

Reference number 130/TN1

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

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Classification requested by Transportation Sub-Commission (Accounts Branch)
(Sub-Commission or Section)

Employee's or applicant's name Roberto DELLA NOCE

Present job title Book keeper Proposed title Accountant 5537

Job description This employee has been working in the Accounts and Statistics Branch of Transportation Sub-Comm. since 20 March 1945. Prepares a breakdown analysis of road returns received from all AC/Civilian Truck Pools, G.T. Companies, Truck Battalions and Italian Government road transport agencies. Also prepares 10 day Statistical Report covering Road haulage of AC/Civil Supplies throughout all of Italy and

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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 Transportation Sub-Commission (Accounts Branch)
(Sub-Commission or Section)

Employee's or applicant's name Roberto DELLA NOCE

Present job title Book keeper Proposed title Accountant 5537

Job description This employee has been working in the Accounts and Statistics Branch of Transportation Sub-Comm. since 20 March 1945. Prepares a breakdown analysis of road returns received from all AC/Civilian Truck Pools, G.T. Companies, Truck Battalions and Italian Government road transport agencies. Also prepares 10 day Statistical Report covering Road haulage of AC/Civil Supplies throughout all of Italy and Sicily where above mentioned organisations are operating.

Use back of sheet for additional remarks

Date 26 July 1945 Signature Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, SC, AUS Head.
Chief, Admin. Div.

Reference number

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

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

Employee's or applicant's name Leila SILVIANI

Present job title Typist English speak. Proposed title Technical Interp.

Job description Leila Silviani is responsible for the maintenance of the Central Registry of all permits issued for use of War Department tires in Italy; serves as interpreter for numerous interviews with representatives of Italian Government and/or business firms; makes translations of incoming and outgoing correspondence (English-Italian,

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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».

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

Employee's or applicant's name Leila SILVIANI

Present job title Typist English speak. Proposed title Technical Interp.

Job description Leila Silviani is responsible for the maintenance of the Central Registry of all permits issued for use of War Department tires in Italy; serves as interpreter for numerous interviews with representatives of Italian Government and/or business firms; makes translations of incoming and outgoing correspondence (English-Italian, Italian-English); maintaine the files and does abl typing for Supply Branch, Roads Division.

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In view of the duties of Miss Silviani, which exceed greatly thase covered by her present classification, it is recommended that she be promoted as requested.

Use back of sheet for additional remarks

Date 5 July 1945 Signature Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief ADMIN. DIV.
Sub Commission or Section Head.

Reference number AC/133/TN.1

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

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

Employee's or applicant's name PECORELLA, Giulia

Present job title Typist-Interpreter Proposed title Jr.Admin.Assistant

Job description Interviews and interprets for all Italian Civilians for the Deputy Director. Registers and despatches all out-going correspondence. Assists Chief Clerk in filing and maintenance of records. 5535

Miss Pecorella was employed by this Sub-Commission in July, 1944

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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 TRANSPORTATION SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name PECORELLA, Giulia

Present job title Typist-Interpreter Proposed title Jr.Admin.Assistant

Job description Interviews and interprets for all Italian Civilians for the Deputy Director. Registers and despatches all out-going correspondence. Assists Chief Clerk in filing and maintenance of records. 5535

Miss Pecorella was employed by this Sub-Commission in July, 1944 and has shown a great deal of interest, as well as progress, in the performance of her duties. Miss Pecorella speaks and writes English & French fluently.

Use back of sheet for additional remarks

Date 29 June 1945 Signature WALTER P. SCOGGINS,
LT.COLONEL, QMC.,
CHIEF, ADMINISTRATIVE DIVISION.
Sub-Commission or Section Head

Reference number

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

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

Employee's or applicant's name COLETTA, Irene

Present job title Typist-Interpreter Proposed title Technical Interpreter

Job description Her duties with this sub-commission entail short-hand typing, translations from Italian into English and vice-versa. Acts as an interpreter for the Chief, Rail Division on many occassions.

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If you desire to quote reference number, show below.

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

Employee's or applicant's name COLETTA, Irene

Present job title Typist-Interpreter Proposed title Technical Interpreter

Job description Her duties with this sub-commission entail short-hand typing, translations from Italian into English and vice-versa. Acts as an interpreter for the Chief, Rail Division on many occassions.

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Use back of sheet for additional remarks

Date 29 June 1945 Signature WALTER P. SCOGGINS,
LT.COLONEL, QMC.,
CHIEF, ADMINISTRATIVE DIVISION
Sub Commission or Section Head

Reference number 133/Tml

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CG/Ic

TRANSPORTATION SUB-COMMISSION, AC
(RAIL DIVISION)
c/o Transportation (BR) Main
C.M.F.

Tel. 843402
Ref. AC/288/Tn 4

25 June 45

SUBJECT : Civilian Staff - Irene COLETTA.

TO : Chief,
Admin. Division,
Tn Sub-Commission HQ AC

1. Irene Coletta joined this Division as a Shorthand Typist on 22 November 44, and has worked well to prove herself a useful member of the Staff.

2. May she be considered please, for an increase of salary.

3. Her duties with this Division entail shorthand typing, translations from Italian to English and vice-versa. On occasions she also acts as interpreter.

Chief,
Rail Division.

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.

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

Employee's or applicant's name Eleonora Migone

Present job title Junior Admin. Asst. Proposed title Senior Admin. Asst.

Job description Under specific direction of Chief of Transportation Planning Staff. Supervises all office procedure, file clerk and stenographic staff. Compiles and coordinates statistical data used as basis for transport rehabilitation programs and requisition programs of imports. Maintains balance records of shipments and distribution of imported items. Directs Ministerial representatives as to required information for progra

5532

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cation 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».

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

Employee's or applicant's name Eleonora Migone

Present job title Junior Admin. Asst. Proposed title Senior Admin. Asst.

Job description Under specific direction of Chief of Transportation Planning Staff. Supervises all office procedure, file cherk and stenographic staff. Compiles and coordinates statistical data used as basis for transport rehabilitation programs and requisition programs of imports. Maintains balance records of shipments and distribution of imported items. Directs Ministerial representatives as to required information for progr[illegible] 3532 Analyses reports of Industry as they effect necessity for increasing or cancelling essential imports.

Use back of sheet for additional remarks

Date 23 June 1945 Signature Walter P. Scoggins

WALTER P. SCOGGINS
Lt. Colonel, QMC
Sub-Commission or Section Head
Chief, Admin. Div.

Reference number 133/TW1

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Aug 44

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INTER -OFFICE MEMO

CSW/lp

To : - Administration Division.-

From : - Accounts Branch.-

SUBJECT: - Civilian Staff.-

3/A/Tn.1

2 June 1945

Sig. MEI Mario

1 Herewith application form for a/m to be re-graded as Accountant.

2 Please may this be forwarded to G-1 (Civilian).

For the Director,

(C. S. WYATT) Capt. R.A.
Accountant

5530

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».

Classification requested by Transportation
(Sub-Commission or Section)

Employee's or applicant's name Sig. MEI Mario

Present job title Book-Keeper Proposed title Accountant

Job description This employee is now responsible for Import and Export Balance Sheets for an entire Rail-Served Area. He is carring out the assignment very efficiently and conscientiously.

This work is far greater responsibility than that for which he was originally engaged, and application is therefore made for him to be up graded to

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This form is for a job description only and should not include the incumbent's experience or 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 Transportation
(Sub-Commission or Section)

Employee's or applicant's name Sig. MEI Mario

Present job title Book-Keeper Proposed title Accountant

Job description This employee is now responsible for Import and Export Balance Sheets for an entire Rail-Served Area. He is carring out the assignment very efficiently and conscientiously.

This work is far greater responsibility than that for which he was originally engaged, and application is therefore made for him to be up graded to Accountant.

3529

Use back of sheet for additional remarks

Date 5 June 1945

Signature Walter P. Boggins
WALTER P. SOGGINS
Sub-Commission or Section Head
Lt. Colonel ORC
Chief, Admin. Div.

5531

Reference number

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

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

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Classification requested by Transportation Sub-Comm Shipping Branch.
(Sub-Commission or Section)

Employee's or applicant's name Marina del Proposto

Present job title Short-hand typist Proposed title Junior Admin. Assistant English speak.

Job description Short-Hand typist in English and Italian short hand used for Capt. Tosi Repr. Ministry of Marine attached to this office. Assists Chief Clerk and helps in maintenance of files and records, when available.
Translator of technical Shipping matters.

Interviewing and Interpreting.

5529

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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».

Classification requested by Transportation Sub-Comm Shipping Branch.
(Sub-Commission or Section)

Employee's or applicant's name Marina del Proposto

Present job title Short-hand typist Proposed title Junior Admin. Assistant English speak.

Job description Short-Hand typist in English and Italian short hand used for Capt. Tosi Repr. Ministry of Marine attached to this office. Assists Chief Clerk and helps in maintenance of files and records, when available.
Translator of technical Shipping matters.

Interviewing and Interpreting. 5529

Use back of sheet for additional remarks

Date 31 May 1945 Signature WALTER P. SCOGGINS
Sub Commission or Section Head.
Lt. Colonel USMC.
Chief, Admin. Div.

Reference number 130/Tn.

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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.

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Classification requested by TRANSPORTATION SC
(Sub-Commission or Section)

Employee's or applicant's name Miss Margaret DE MARTINO

Present job title Typist Interpreter Proposed title Jr. Admin. Asst.

Job description Interviews all Italian Civilian and interprets for Director and D/Director of Transportation Sub-Commission. Registers all in-coming correspondence and despatches to officers concerned. Assists Chief Clerk of Transportation Sub-Comm. in maintenance of files and records.

Was employed by Transportation [illegible] 5524

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 TRANSPORTATION SC
(Sub-Commission or Section)

Employee's or applicant's name Miss Margaret DE MARTINO

Present job title Typist Interpreter Proposed title Jr. Admin. Asst.

Job description Interviews all Italian Civilian and interprets for Director and D/Director of Transportation Sub-Commission.

Registers all in-coming correspondence and despatches to officers concerned. Assists Chief Clerk of Transportation Sub-Comm. in maintenance of files and records.

5528

Was employed by Transportation Sub-Commission on July 26, 1944 and has shown a great deal of initiative in the performance of her duties. Speaks and writes English fluently.

Use back of sheet for additional remarks

Date 31 May 1945 Signature Walter P. Scoggins

WALTER P. SCOGGINS
Lt. Colonel, CAC
Sub Commission or Section Head.
Chief, Admin. Div.

Reference number 130/Tn.1

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Aug 44

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

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

TRANSPORTATION S.C.

SUBJECT: Re-Classification - ALIBRANDI, Vanda FILE No. 130/Tnl

TO : C-1 (Civilian) 13 May 1945

Forwarded herewith is Re-Classification Questionaire re - ALIBRANDI, Vanda for your approval.

Trk

FOR THE CHIEF ADMIN OFFICER:

R Giardino

R. GIARDINO, Sgt.
Chief Clerk

5527

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

INTER - OFFICE MEMO

CSW/lp

To : - Administration Division.

From : - Accounts Branch.

SUBJECT: - Civilian Staff.

S/A/Tn.1.

18 May 1945

Sig.na Alibrandi V.

Herewith application for a/m employee to be up-graded to accountant. Please may this be forwarded to G-1 (Civilian).

For the Director,

(C.S. WYATT) Capt. R.A.
Accountant

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 **Transportation**
(Sub-Commission or Section)

Employee's or applicant's name **Sig.na ALIBRANDI, Vanda**

Present job title **Book-keeper** Proposed title **Accountant**

Job description **This employee has been employed by us since 15th Sept. 1944 as a book-keeper. All assignments have been carried out efficiently and conscientiously. Consequent upon the expansion of this Branch and extended commitments, this employee is now in charge of Issues and Receipts Ledgers of one of our stockpiles. Application is made, therefore, for her to be up-graded from book-keeper to accountant.**

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

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 **Transportation**
(Sub-Commission or Section)

Employee's or applicant's name **Sig.na ALIBRANDI, Vanda**

Present job title **Book-keeper** Proposed title **Accountant**

Job description **This employee has been employed by us since 15th Sept. 1944 as a book-keeper. All assignments have been carried out efficiently and conscientiously. Consequent upon the expansion of this Branch and extended commitments, this employee is now in charge of Issues and Receipts Ledgers of one of our stockpiles. Application is made, therefore, for her to be up-graded from book-keeper to accountant.**

5525

Use back of sheet for additional remarks

Date **18th May 1945** Signature Walter R. Haggquist
Sub Commissioner or Section Head.

Reference number

Civ. Pers. Form 2
Aug. 44

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

HQ. ALLIED COMMISSION
TRANSPORTATION SUB-COMMISSION

FROM: TO:

DIRECTOR
MR. MERRITT H. TAYLOR
DEPUTY DIRECTOR
COLONEL M.B.THOMAS
PLANNING STAFF
MR. CHARLIE RYAN
LT.COL. M. HARRIS
MAJOR F.P. RICHARDSON
ADMINISTRATIVE DIVISION
LT.COL. W.P. SCOGGINS
CAPT. C.S. WYATT
MOVEMENTS DIVISION
COL. M.J. SIEFF
LT.COL. J.W.BAKER
LT.COL. C.N. CHRISTENSEN
MAJOR G.B. GODFREY
RAIL DIVISION
LT.COL. O.H. LINDBERG
MAJOR A.C. PING
MAJOR M.G. MATSON
MAJOR A.H. STREET
MAJOR S.L. BAISTER
MAJOR C. M. LONG
ROADS DIVISION
MR. GEORGE G. GROSS
LT.COL. G. FERNYHOUGH
MAJOR D.C. MOYLE
MAJOR H.M. DOWNER
CAPT. W.G. PETERSON
PORTS & WHSE DIVISION
MR. R.M. BAZZANELLA
MR. JAMES D. HURLEY
MAJOR R.H. KLEIN
CAPT. G.W.E. WARLEY

DATE AND TIME REC'D

125 11 MAY 1945 1615

Return buck slip to Chief Clerk, Admin. Div. with reference of file on which attached has been put.

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

COL. M.J. SIEFF
LT.COL. J.W.BAKER
LT.COL. C.N. CHRISTENSEN
MAJOR G.B. GODFREY

RAIL DIVISION

LT.COL. O.H. LINDBERG
MAJOR A.C. PING
MAJOR M.G. MATSON
MAJOR A.H. STREET
MAJOR S.L. BAISTER
MAJOR C. M. LONG

ROADS DIVISION

MR. GEORGE G. GROSS
LT.COL. G. FERNYHOUGH
MAJOR D.C. MOYLE
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CAPT. W.G. PETERSON

PORTS & WHSE DIVISION

MR. R.M. BAZZANELLA
MR. JAMES D. HURLEY
MAJOR R.H. KLEIN
CAPT. G.W.E. WARLEY

DATE AND TIME REC'D

125 11 MAY 1945 1615

Return buck slip to Chief Clerk, Admin. Div. with reference of file on which attached has been put.

REMARKS :

Sgt Giardina -

Please handle

these.

WPS

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

Tel.529

3/A/Tn.1

INTER OFFICE MEMO

CSW/lr

TO : Administrative Division.
(Attn. Lt. Col. Scoggins)

11 May 1945

FROM : Accounts Branch.

SUBJECT : Civilian Staff

BOTTALINI G.

GIUFFRIDA G.

1. Ref. our even No. dated 27th April. The applications forwarded with that letter should have been prepared for up-grading to Senior Administrative Assistant.

2. Herewith fresh applications.

3. These two employees are covering important assignment and are carrying out their work in a very efficient way.

4. May these recommendations please be forwarded to G-1 (Civilian).

C.S. WYATT
Capt. R.A.
Accountant

5524

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

GIUFFRIDA G.

1. Ref. our even No. dated 27th April. The applications forwarded with that letter should have been prepared for up-grading to Senior Administrative Assistant.

2. Herewith fresh applications.

3. These two employees are covering important assignment and are carrying out their work in a very efficient way.

4. May these recommendations please be forwarded to G-1 (Civilian).

C.S. WYATT
Capt. R.A.
Accountant

5524

Forwarded to G1(Civ)
12/5/44

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

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

INTER OFFICE MEMO CSW/lr

TO : Administrative Division. (Attn. Lt. Col. Scoggins).

FROM : Accounts Branch.

SUBJECT : Civilian Staff. BOTTALINI, G. GIUFFRIDA G.

3/A/Tn.1 27 April 1945

1. Herewith applications in respect of a/m personnel for up-grading to Junior Administrative Assistant.

2. These two employees are covering important assignments and are carrying out the work in a very efficient way.

3. May these recommendations please be forwarded to G-1 (Civilian).

C.S. WYATT
Capt. R.A.
Accountant

DESPATCHED 29/4

5.523

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

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Classification requested by TRANSPORTATION (Sub-Commission or Section)

Employee's or applicant's name GIUFRIDA, Guerino

Present job title Accountant Proposed title Junior Admin. Asst.

Job description Under general direction of the O. i/c Section he is in charge of the Road Branch of Movements Statistics and has to work considerably on his own initiative and with no supervision other than of a general nature. Supervises two civilian accountants who check and analyse returns received from It.Govt.Tn. organisation (ENAC) and 3522 military and civilian truck Pools throughout Italy. Responsible for

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 TRANSPORTATION
(Sub-Commission or Section)

Employee's or applicant's name GIUFFRIDA, Guerino

Present job title Accountant Proposed title Junior Admin. Asst.

Job description Under general direction of the O. i/c Section he is in charge of the Road Branch of Movements Statistics and has to work considerably on his own initiative and with no supervision other than of a general nature. Supervises two civilian accountants who check and analyse returns received from It.Govt.Tn. organisation (ENAC) and 3522 military and civilian truck Pools throughout Italy. Responsible for preparation of statements and balance sheets of imports, exports and internal Regional movement by road of foodstuffs and staple supplies. These statements are required by the Director for the economic control and planning of Road Transportation throughout Italy.

Use back of sheet for additional remarks

Date

Signature Walter T. Stagg
Sub-Commission or Section Head
Lt-Col & M.C.
Chief Admin Off.

Reference number

Civ Pers Form 2
Aug 44

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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

Employee's or applicant's name [illegible]

Present job title JR. ADM. ASST. Proposed title SENIOR ADM. ASST.

Job description Deals with all shipments by schooners including screening of bids and interviewing shippers. Advises on procedure of all schooners movement. Liaison with Italian Shipping authorities and C.C.F.A. Agents. Interpreter and Translator for higher policy shipping matters. Checks allocation of schooners against bids submitted accepted by Transportation S.C. Supervises one Italian clerk in maintenance of schooners records and intelligence.

5521

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

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 Transportation Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name [redacted]

Present job title JR. ADM. ASST. Proposed title SENIOR ADM. ASST.

Job description Deals with all shipments by schooners including screening of bids and interviewing shippers. Advises on procedure of all schooners movements. Liaison with Italian Shipping authorities and C.M.C. Agents. Interpreter and Translator for higher policy shipping matters. Checks allocation of schooners against bids submitted & accepted by Transportation S.C. Supervises one Italian clerk in maintenance of schooners records and intelligence.

0521

Use back of sheet for additional remarks

Date 24 April 1945

Signature [redacted]
Chief, Sub Commission or Section Head.

Reference number 120/Tnl

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 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 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 Transportation Sub-Commission.
(Sub-Commission or Section)

Employee's or applicant's name GIOVANNI PATARA

Present job title Junior Admin. Ass. Proposed title Senior Admin. Ass.

Job description 1. Deals with all shipments by Schooners 520
including screening of bids and interviewing shippers.
2. Advises on procedure of all Schooner movement
3. Liaison with Italian shipping authorities and CO.GE.NA agents.
4 Interpreter and Translator for higher policy shipping

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

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 Transportation Sub-Commission.
(Sub-Commission or Section)

Employee's or applicant's name GIOVANNI PATARA

Present job title Junior Admin. Ass. Proposed title Senior Admin. Ass.

Job description 1. Deals with all shipments by Schooners 520 including screening of bids and interviewing shippers.
2. Advises on procedure of all Schooner movement
3. Liaison with Italian shipping authorities and CO.GE.NA agents.
4 Interpreter and Translator for higher policy shipping matters 5. Checks allocation of m/schooners against bids accepted by Tm S/C 6. Supervises one Italian clerk in maintenance of schooner records and intelligence.

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

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

AA/fd

HEADQUARTERS ALLIED COMMISSION
AFO 394
Transportation Sub-Commission

Tele : 482

23 February 1945

Our ref.: 132/4/Tn 1

SUBJECT : Civilian Personnel

TO : G-1 Civilian Personnel Section

1. From the personnel we have recently inteviewed we have selected the following and should like to have them available for duty on the dates indicated below:

Sig.na	M.A. SIMEONI	Intern/Typist	28 Feb.45
Sig.	Mario DIOMEDA	Book-keeper	1 Mar.45
Sig.	Giorgio CAPRARA	Book-keeper	1 Mar.45
Dr.	Nicolò STRACQUADAINI	Accountant	1 Mar.45
Sig.	Randolfo BAROCCHI	Bus.Executive	1 Mar.45
Sig.	Roberto DELLA NOCE	Book-keeper	20 Mar.45
Sig.	Alberto CALABRESI	Book-keeper	20 Mar.45

2. Attached is Civ.Personnel Form No.2 pertaining to classification of Sig. BAROCCHI.

For the Director:

5519

WALTER P. SCOGGINS
Lt.Colonel, C.M.C.,
Chief, Admin.Div.

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.

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

Employee's or applicant's name BARROCCHI Randolph

Present job title _____ Proposed title Business executive 5518

Job description Under general direction of the head of the Statistics Section supervises six accountants and book-keepers and two book-keeper/general clerks. The accountants and book-keepers will prepare statistics of "movement" by rail, road and sea thoroughout Italy and state ents of Imports and Exports fulfilled in relation to Loading programmes. The

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

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 Transportation Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name BARROCCHI Randolph

Present job title ..... Proposed title Business executive 5518

Job description Under general direction of the head of the Statistics Section supervises six accountants and book-keepers and two book-keeper/general clerks. The accountants and book-keepers will prepare statistics of "movement" by rail, road and sea thoroughout Italy and statements of Imports and Exports fulfilled in relation to Loading programmes. The two book-keeper/general clerks will help with the more elementary statistical work as well as maintaining records, files, charts and typing returns. In addition to supervision of this staff, Sig. Barocchi will be responsible for final checking and verification before finally passing statements on to the head of statistics section. Sig. Barrocchi is replacing Sig. Maurino who is classified in the same way as that for which request is now made. Sig. Maurino is resigning from AC employment.

Use back of sheet for additional remarks

Date ..... Signature .....
Sub Commission or Section Head

Reference number .....

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Chief, Admin. Div.

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

CST/fd

INTER OFFICE MEMO

Tele : 478303

Our ref.: 3/A/Tn 1

TO : Administration Division (Attn. Lt.Col.Scoggins)

FROM : " " Accounts Branch.

SUBJECT : Civilian Staff for Statistics.

1. From the personnel whom we have interviewed recently, we have selected the undermentioned and should like to have them available for duty on the dates shown.

2. Will you please arrange this with G-1 (Civilian), also the questions of Security vetting, etc.

C.S. HYATT
Capt. R.A.
Accountant

Sig. CARRARA, Via la Spezia 35, ~~Feb. 25th~~ March 1st.
Sig.na SIMEONI, Via Corfinio 18, Feb 28th
" LIONERA, Via Principe Amedeo 149 " March 1st.
Sig. BAROCCHI, P.V.B. Meron 1st
Dr. STRACQUADAINI, Via della Pigna 13 "
Sig. CALABRESI, Via Aurora 43 March 20th
DELLA NOCE Bookkeeper March 20th
Proberto

5517

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

130/24/TM

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref./G-1/Civ.Pers./445 19 Februery 1945

SUBJECT: Reclassification (Romei, Erilda)

TO , Transportation Sub-Commission.

1. Reference your letter AC/130/17/Tn.1 dtd 16 February 45.

2. Job description of duties to be performed under new classification is inadequate, to warrant approval.

3. Attention is invited to Preliminary Job Standard Statement I, dtd 8 Nov. 44, distributed by this office in conjunction with Labor Sub-Commission.

R.T. Uhler

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

Incl.(2)

(1) Ltr AC/130/17/Tn.1 dtd 16 Feb.45 (c.c.)
(2) Civ.Pers.Form 2 - Ref. 130/17/Tn.1 (Re:Romei cc)

6510

HEADQUARTERS ALLIED COMMISSION RG/lr
APO 394
Transportation Sub-Commission

AC/130/17/Tn.1 16 February 1945

TO : G-1 Civilian.

SUBJECT : Re-Classification - Mrs. Romei-Querci, Erilda.

1. It is requested that Mrs. Romei-Querci, Erilda be reclassified from Interpreter-Typist to Jr.Admin.Asst.

2. May this re-classification please be made w.e.f. 16 February 1945.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Admin. Officer

Incls.:
Re-Classification sheet
in duplicate.

3514
5515

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

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».

Classification requested by Port and Whse Division, Transportation S.C.
(Sub-Commission or Section)

Employee's or applicant's name Mrs. ROMEI-QUERCI, Erfida

Present job title Typist-Interpreter Proposed title J r Admin Asst.

Job description In addition to doing Typ-Int duties, Mrs. Romei-Queroi has been assisting in checking Whse Stock Returns, filing of non-classified correspondence and other Admin. Work. Mrs. Romei-Queroi performs her duties in a very satisfactory manner.

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

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 Port and Whse Division, Transportation S.C.
(Sub-Commission or Section)

Employee's or applicant's name Mrs. ROMEI-QUERCI, Erilda

Present job title Typist-Interpreter Proposed title J r Admin Asst.

Job description In addition to doing Typ-Int duties, Mrs. Romei-Querci has been assisting in checking Whse Stock Returns, filing of non-classified correspondence and other Admin. Work. Mrs. Romei-Querci performs her duties in a very satisfactory manner.

Use back of sheet for additional remarks

Date Signature WALTER P. SCOGGINS,
Lt.Colonel, QMC,
Admin. Officer, SCAP Hqs.

Reference number 130/17/Tnl

Civ Pers Form 2
Aug 44

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

HEADQUARTERS ALLIED COMMISSION RG/lr
APO 394
Transportation Sub-Commission

AC/130/17/Tn.1 16 February 1945

TO : G-1 Civilian.

SUBJECT : Re-Classification - Mrs. Romei-Querci, Erilda.

1. It is requested that Mrs. Romei-Querci, Erilda be reclassified from Interpreter-Typist to Jr.Admin.Asst.

2. May this re-classification please be made w.e.f. 16.February 1945.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC,
Admin. Officer

File

Incls.:
Re-Classification sheet
in duplicate.

5513

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

RG/mi

13

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Our Ref : AC/130/15/Tn.1 16 FEBRUARY 1945

SUBJECT : Civilian employee - BRUNI, Alba.

TO : G-1 (civilian)

For your information, Miss Bruni, Alba is no longer employed by the Transportation Sub-Commission, with effect from 9 February 1945.

WALTER P. SCOGGINS
Lt.Colonel Q.M.C.
Admin.Officer

File

5512

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

HEADQUARTERS ALLIED COMMISSION RG/lr
APO 394
Transportation Sub-Commission

AC/130/18/EN.1 16 February 1945

SUBJECT : Re-Classification - Miss Luciana Rossi.

TO : G-1 Civilian.

1. It is requested that Miss Luciana Rossi be re-classified from Interpreter-Typist to Jr. Admin. Asst.

2. Please make this re-classification W.e.f. 16 February 1945.

For the Director :

WALTER F. SCOGGINS
Lt. Colonel, QMC,
Admin. Officer

Incl.: Re-Classification sheet
in duplicate.

5511

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

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference ...AC/133/Tn.1..... Date 22 March 1946.....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~29 February~~ 1 March

Name of Employee: Maldi, Mary

Classification : Executive

Wage Rate : ¥400 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Now employed at American Embassy.

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

5510

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, AUS.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/T53/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~15 February~~ 16 February

Name of Employee: Lenor, Franco

Classification : Typist Int.

Wage Rate : 4290 per month plus bonus

2. Employee is being dismissed for the following reasons:

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

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

5509

Name: WALTER P. SOGGINS

Rank: Lt. Colonel, CMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Silviand, Leila

Classification : Tech. Trans.

Wage Rate : 4580 per month plus bonus

2. Employee is being dismissed for the following reasons:

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

5508

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/433/Tr.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: De Martino, Marga

Classification : Sr. Admin. Asst.

Wage Rate : 6360 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to CMAU 5507

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, CMP.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference ...AC/133/Tn.1... Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~15 March~~ 16 March

Name of Employee: Dini, Ilo

Classification : Jr. Admin. Asst.

Wage Rate : 5940 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

5506

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 334

Reference ... AC/133/Tn.1 ... Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~29 February~~ 1 March

Name of Employee: Mc Daniel, Bayard

Classification : Bus. Executive

Wage Rate : 12100 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER F. COGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

5505

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/153/Sec.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Giuffrida, Guarino

Classification : Sr. Admin. Asst.

Wage Rate : 7420 per month plus bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
(/) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER R. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Albert - Peccarella, Giulia

Classification : Jr. Admin. Asst.

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. SCOGGINS 5503

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH (SECTION)

APO 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Barbiani, Gertrude

Classification : Sr. Admin. Asst.

Wage Rate : 6360 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. SCOGGINS 5502

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION (SECTION) SHIPPING BRANCH

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~29 February~~ 1 March

Name of Employee: Merola, Inez

Classification : Jr. Admin. Asst.

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. [illegible] 5501

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Georgewsky, Mary

Classification : Jr. Admin. Asst.

Wage Rate : 5030 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, AUS.

Title: Director

5500

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Spota, Artemio

Classification : Tech. Trans.

Wage Rate : 5390 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. [illegible]

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

5499

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH (SECTION)

A P O 334

Reference AG/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Dionisio, Gabriella

Classification : Clerk

Wage Rate : 3365 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. ...Transferred to UNRRA

5498

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

Name: WALTER P. HIGGINS

Rank: Lt Colonel, A.G.D.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February 1946~~ 1 March

Name of Employee: Nurse, Ciccio

Classification : Clerk

Wage Rate : 3960 per month Plus Bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

5497

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~28 February~~ 1 March

Name of Employee: Giulini, Silvana

Classification : Typist Int.

Wage Rate : 4290 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. DOGGETT

Rank: Lt. Colonel, AUS.

Title: Director

5496

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Lizzani, Francesca

Classification : Typist Int.

Wage Rate : 4290 per month plus bonus

2. Employee is being dismissed for the following reasons:

(✓) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

5495

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Pellegrini, Vittorio

Classification : Clerk

Wage Rate : 3960 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

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

5496

Name: WALTER P. COGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 384

Reference AC/133Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Dalla Kura, Mirosila

Classification : Jr Admin.Asst.

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA

FILE

3. Employee has been instructed to report to Civilian Personnel Section ..... (date) for the purpose of obtaining required clearance. 5493

Name: WALTER P. DOUGLAS

Rank: Lt. Colonel, AUS.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

1st. Ind.

To : G-1 American, HQ AC
Attention: Captain Galkins

Forms signed and forwarded as requested in basic communication.

WALTER P. SCOGGINS
Lt. Colonel, QMC
Director

5492

Encl- N/C

133

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/133/Tn.1. Date 20 March 1946.

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 March 1946

Name of Employee: J.O. Dodds

Classification : Bus. Executive

Wage Rate : 12100 Lire per month (Plus Living Bonus)

2. Employee is being dismissed for the following reasons:

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

FILE

5491

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

Name: Walter P. Scoggins

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS ALLIED COMMISSION
APO 394

G-1 Section Civilian Personnel

5 March 19 46

SUBJECT: Transfer.

TO : Economic Section

1. Reference your letter Request Dated ---

2. Approval is granted for the transfer of BENCIVENGA Fabrizio

employed in Transportation Sub-Commission, to Economic Section

~~Sub-Commission~~.

3. Classification and wage rate to remain the same Clerk M
(Grade)

at 2420 to 3960 lire per ~~day~~/month. Plus living bonus.

Effective 1 March 46.

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

5490

Civ Pers. Form 6
Nov. 44

Copy to. Internal Security
Transportation S/C
File

HARRY GALKIN
Capt., Air Corps
Asst. G-1 Amer.

A

133/

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

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

Transportation S.C.

SUBJECT: Re-Classification - Ital. Civ's FILE No. 130/27/TM

27 February 1945

TO G-1 Civilian

1. The re-classification of the undermentioned Italian Civilians, employees of the Transportation S.C., is strongly recommended.

a. Mazzanti, Giannina - Clerk, General Office.
b. Nunes, Georgio - Messenger.

WALTER P. SCOGGINS,
Lt.Colonel, GSC,
Chief, Administration Div.

Incls: (2)
Form 2 - Mazzanti, G.
" " - Nunes, G.

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 Transportation Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name [redacted], Giannina

Present job title Clerk, Gen. Office Proposed title Typist

Job description Typist for the Movements (shipping) Division in addition to her present duties of Clerking. Speaks English fairly well, but not enough to be classified as a Typist-Interpreter.

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

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 Transportation Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name [redacted], Gemma

Present job title Clerk, Gen. Office Proposed title Typist

Job description Typist for the Movements (Shipping) Division in addition to her present duties of Clerking. Speaks Italian fairly well, but not enough to be classified as a Typist-Interpreter.

5489

Use back of sheet for additional remarks

Date 27 February 1945 Signature WALTER P. SCOGGINS,
Lt.Colonel, AGC,
Chief, Administration Div.
Sub Commission or Section Head.

Reference number 130/21/730

Civ. Pers. Form 2
Aug. 44

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

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 TRANSPORTATION SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name BONES, Georgio

Present job title Messenger Proposed title Clerk, Gen. Office

Job description Works as a messenger, little typing, filing of non-classified documents. Registers correspondence placed on files and keeps records of in and out-going files.

5488

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

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 TRANSPORTATION SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name NONES, Georgio

Present job title Messenger Proposed title Clerk, Gen. Office

Job description Works as a messenger, little typing, filing of non-classified documents. Registers correspondence placed on files and keeps records of in and out-going mail.

5488

Use back of sheet for additional remarks

Date 27 February 1945 Signature WALTER P. SCOGGINS,
Lt.Colonel, AUS,
Chief, Administration Div.
Sub Commission or Section Head.

Reference number 130/27/Tn1

Civ. Pers. Form 2
Aug. 44

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

1503

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

Tel. 462 HEADQUARTERS ALLIED COMMISSION WPS/lmr
APO 394
Transportation and Shipping Sub-Commission

AC/133/14/Tn.1 15 February 1946

SUBJECT : Italian Civilian Employees.

TO : Economic Section.
Attention : UNRRA Personnel Recruiting

The following Italian personnel of this Sub-Commission have not as of this date, been selected for transfer to UNRRA or any other agency and it is requested that all assistance and consideration possible be given for their employment with other divisions, sections or branches of UNRRA with whom this office has no contact :

Name	Classification	Total Salary
Miss Loredana Rossi	Typist Inter.	7930 lire
Miss Francesca Lizzani	" "	7930 lire
Miss Marcella Della Mura	Jr. Admin. Asst.	8620 lire
Mr. Mario Caniggia	Accountant	9970 lire
Mr. Mario Mei	"	9970 lire
Mr. Guerino Giuffrida	Sr. Admin. Asst.	11510 lire
Mrs. Margherita Badiali	Clerk	7085 lire
Miss Helen Nirchevic	Book keeper	8315 lire
Miss Laura Battistini	Jr. Admin. Asst.	8620 lire
Miss Andreina Facchini	Typist Int.	7930 lire
Mr. Fritz Becker	Typist Int.	8580 lire
Mr. Fabrizio Bencivenga	Clerk	8250 lire
Miss Elena Menicocci	Clerk	7085 lire

For the Director :

WALTER P. SCOGGINS
Lt. Colonel. QMC
Chief, Admin. Div.

5487 133

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

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 18 November 1946

SUBJECT: New Rate of Pay

TO : ECONOMIC SECTION
(Transportation)

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1st November 1946.

Name BUCKVICH NICK

Classification 2 Cat Sr. Adm. Asst. HF

Basic Pay 5980-8580 Monthly

Cost of Living Bonus 7930 Monthly

3. The reimbursement of the pay differential for the period 1 to 15 November 1946 will be made on the next payroll (~~15 September 1946~~ 16/30 November 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay for 1/Pd	C L B for P/Pd	Amount paid	
1-15 Nov 46	½ Mo.	4290	2795	7085	7085
Re-adjustment	½ Mo.	4290	3965	-----	8255
				REIMBURSEMENT DIFFERENTIAL	1170

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

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

5486

1805

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

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 18 November 1946

SUBJECT: New Rate of Pay

TO : ECONOMIC SECTION
(Transportation)

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name BUCKVICH NICK

Classification 3 Cat Interp/Tech. HF

Basic Pay 4420-5980 Monthly

Cost of Living Bonus 7930 Monthly

3. The reimbursement of the pay differential for the period 1 August 1946 to 31 Oct 1946 will be made on the next payroll (16-30 November 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Period	Basic Pay Per A/Pd	C.L. Bonus Per A/Pd	Amount Paid	
1 Aug -31 Oct 46	3 Months	17940	18720	36660	
					36660
Re-adjustment	3 Months	17950	23790	---	41730
					5070

REIMBURSEMENT DIFFERENTIAL

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

MARTIN E. DAVIS
Maj. Infantry
G-1 Civilian

5285

1804

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

File

File
ES/3.04

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

Date 12 November 1946

SUBJECT: Reclassification.

TO : TRANSPORTATION AND SHIPPING BRANCH

1. Reference your letter request 130/Tn.1 dated 15 Oct 46

XXX 2. Approval is granted for the reclassification of MANZOTTI FIORELLA

Interp/Typist to the status of 3 Cat Jr.Admin.Asst. HF salary to

range from 3120 to 4160 per ~~day~~, month plus 7202 cost of living bonus

Effective as of 1 November 46

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

Civ Pers Form 5
Aug 44

Copy to : Internal Security
File

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

5484

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

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 394

Date 23 October 1946

SUBJECT: Reclassification.

TO : Transportation S/C

1. Reference your letter 130/Tn.1 dated 15 October 1946

XXX 2. Approval is granted for the reclassification of Bukvich, Nick

Interp/Tech to the status of Sr. Admin. Asst. Cat 2 salary to

Plus 5590 lire CLB

range from 5980 lire to 8580 lire per day, month.

Effective as 1 Nov. 46

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

Civ Pers Form 5
Aug 44

Copy to; Internal Security
File

5483

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

J. Cfo.

130

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 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 available for local interview. The job description should include: 1.The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3.A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists" "handles" "difficult" "complexion" etc. A simple job description of the position of the interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the personnel Office interviews civilian applicants for employment. Supervises the 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."

TRANSPORTATION AND SHIPPING BRANCH

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

MANZOTTI, Fiorella

Employee's or applicant's name.....

Interpreter Typist (Salary 10,440 p.mo)

Present job title & pay.....

Junior Administrative Assistant

Proposed title.....

Job description: Does technical translations from French, German and Italian. Registers correspondence and keeps files and records and is assistant to Head clerk. There is no military personnel in this Branch.
Promotion is strongly recommended.

5482

Use back of sheet for addition remarks.

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

"complexion" etc. A simple job description of the position of [illegible] (Italian Interpreter Typist) in Civilian Personnel follows: "Under general direction of the 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."

TRANSPORTATION AND SHIPPING BRANCH

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

MANCINI, Fiorella

Employee's or applicant's name.....
Interpreter Typist (Salary 10,430 p.a.)

Present job title & pay.....
Junior Administrative Assistant

Proposed title.....

Job description: Does technical translations from French, German and Italian. Registers correspondence and keeps files and records and is assistant to Head clerk. There is no military personnel in this Branch.
Promotion is strongly recommended.

5482

Use back of sheet for addition remarks.

Date.....Signature.....
(Sub-Commission or Section Head)
A.H. STREET, Lt.Col.
Director.

130/Tn.1

Reference Number.....

v.Pers.Form. 2
June 46

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

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 ParIII and V Office Memorandum No 15, this Headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to civilian Personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education u less he is available for local interview. The job description should include: 1.The degree of supervision under which the employee will work. 2.Any supervision by the employee of other workers. 3.A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists" "handles","difficult" "complexion" etc. A simple job description of the position of the interviewer(Junior Administrative Assistant) in civilian Personnel follows: " Under general direction of the head of the personnel Office interviews civilian applicants for employment . Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps applications 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 chek interview and placement referral."

TRANSPORTATION AND SHIPPING BRANCH
Classification requested by .....
(Sub-Commission or Section)

BERVICH, Nick
Employee's or applicant's name .....

Technical Interpreter (Salary 12,220 p.mo.)
Present job title & pay.....

Senior Administrative Assistant
Proposed title.....

Job description: Since transfer of Headclerk has been in charge of all Office work. Is Interpreter translater in English, Italian, French, German, Russian and Yugoslav. Supervises one Italian clerk and since this office is without military personnel is responsible for organizing and running the office routine.
He interviews civilian visitors and does liaison work with the Ministries.
Promotion strongly recommended.

Use back of sheet for addition remarks.

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

2.Any supervision by the employes of other workers. 3.[illegible]
being done or to be done. Avoid ambiguous words such as "assists" "handles","difficult" "complexion" etc. A simple job description of the position of the interviewer(Junior Administrative Assistant) in civilian Personnel follows: " Under general direction of the head of the personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps applications 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 their interview and placement referral."

Classification requested by TRANSPORTATION AND SHIPPING BRANCH
(Sub-Commission or Section)

Employee's or applicant's name SUBVICH, Nick

Present job title & pay Technical Interpreter (Salary 12,220 p.mo.)

Proposed title Senior Administrative Assistant

Job description: Since transfer of Headgclerk has been in charge of all Office work. Is Interpreter translater in English, Italian, French, German, Russian and Yugoslav. Supervises one Italian clerk and since this office is without military personnel is responsible for organising and running the office routine. He interviews civilian visiters and does liaison work with the Ministries. Promotion strongly recommended.

Use back of sheet for addition remarks.

Date 15 October 46 Signature
(Sub-Commission or Section Head)
A.H.STREET, Lt.Col.
Director

Reference number 130/TR.1

Form. 2

5481

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

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

HEADQUARTERS
ALLIED COMMISSION

Transportation and Shipping Branch
(SECTION)

APO 334

Reference AC133/Sn.1 Date 17 July 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 31st July

Name of Employee: [redacted], Renata.

Classification : Clerk

Wage Rate : 3365 p.m. plus living bonus.

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(X) Reduction in staff.
( ) Remarks. During the time she has been employed her work has been entirely satisfactory.

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

Name: A.H. STREET

Rank: Lt. Colonel

Title: Deputy Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

5 July 1946 19....

SUBJECT: Transfer.

TO : Records Section Headquarters.

1. Reference your letter 2.94 Dated 3 July 1946

2. Approval is granted for the transfer of MARY VERALLO

employed in Transportation & Shipping Branch Sub-Commission to Records section

Sub-Commission.

3. Classification and wage rate to remain the same Interp/Typist
(Grade)

at to lire per month. Plus cost living bonus.

Effective 8 July 1946

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Civ. Pers. Form 6

Nov. 44

Copy to:- Internal Security
Transportation & Shipping Branch
File

Richard B Bulloch
RICHARD B. BULLOCK
Major Infantry
G-1 Civilian 5479

J.C. for

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

HEADQUARTERS
ALLIED COMMISSION

Transportation and Shipping Branch
(SECTION)

APO 384

Reference 133/Tn.1 Date 8 April 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1 March 1946

Name of Employee: LIBERI, Sara

Classification : Typist/Int.

Wage Rate : 4290 Plus living bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
(✓) Remarks. Transferred to "Q" Movements Liaison Office Rome.

FILE

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

Name: WALTER F. SCOGGINS

Rank: Lt. Colonel, AGC

Title: Director

Civ. Pers. Form 8
Feb. 45

5478

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

HEADQUARTERS

ALLIED COMMISSION

Transportation & Shipping Branch
(SECTION)

APO 334

Reference 133/Tn.1 Date 1 April 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from 4 April 1946

Name of Employee: CUTRI-ALIBRANDI, Vanda

Classification : ACCOUNTANT

Wage Rate : 5050 Plus cost of living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. On own request - Leaving for U.S.

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

Name: WALTER F. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

5472

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March. 46

Name of Employee: Nirchevic, Helen

Classification : Book Keeper

Wage Rate : 4675 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to Economic Section.

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

(date)

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

5476

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference ... AC/133/Tn.1 ..... Date 22 March 1946 .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~28 February~~ 1 March.

Name of Employee: Romei - Querci, Erilda

Classification : Sr. Admin. Asst.

Wage Rate : 6360 per month plus bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

3. Employee has been instructed to report to Civilian Personnel Section

..... for the purpose of obtaining required clearance.
(date)

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director 5475

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March.

Name of Employee: Battistini, Laura

Classification : Jr. Admin. Asst.

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Transferred to UNRRA.

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

Name: WALTER P. MCCONIHE

Rank: Lt.Colonel, CMP.

Title: Director

5474

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~28 February~~ 1 March.

Name of Employee: Caniggia, Mario

Classification : Accountant

Wage Rate : 5940 per month plus bonus

2. Employee is being dismissed for the following reasons:

(✓) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

3. Employee has been instructed to report to Civilian Personnel Section
(date) for the purpose of obtaining required clearance. 5473

Name: WALTER F. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

1820

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH (SECTION)

A P O 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~28 February~~ 1 March

Name of Employee: Noi, Mario

Classification : Accountant

Wage Rate : 5940 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

5472

Civ. Pers. Form 8
Feb. 45

1821

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Badiali, Margherita

Classification : Clerk

Wage Rate : 3365 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS 5421

Rank: Lt.Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

1822

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/153/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Bottalini, Gaetano

Classification : Bus. Executive

Wage Rate : 12100 per month plus bonus

2. Employee is being dismissed for the following reasons:

(✓) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. Transferred to Economic Section.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

5430

1823

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Biglioccchi, Matilde

Classification : Tech. Trans.

Wage Rate : 4580 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to "Y" Movements Liaison Office.

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

Name: WALTER P. SCOGGINS

Rank: Lt.Colonel, AUS.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference 40/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ~~28 February~~ 1 March

Name of Employee: Futaro, Gisni

Classification : Bus. Executive

Wage Rate : 12100 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to "Q" Movements Liaison Office.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

5469

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March.

Name of Employee: Cardola, Giuseppe

Classification : Bus.Executive

Wage Rate : 12100 per month plus bonus

2. Employee is being dismissed for the following reasons:

(✓) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. Transferred to "Q" Movements Liaison Office.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC 5468

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 334

Reference ..... AC/133/Tn.1 ..... Date ..... 22 March 1946 .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Lazzi - Conti, Evelina

Classification : Jr. Admin. Asst.

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to "Q" Movements Liaison Office.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, AUS.

Title: Director

Civ. Pers. Form 8
Feb. 45

5467

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH (SECTION)

APO 384

Reference AC/133/En.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Paternostro, Liliana

Classification : Typist Interp.

Wage Rate : 4290 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

5466

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, CE

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 19 46

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~29 February~~ 1 March

Name of Employee: Santa Maria, Renato

Classification : Bus. Executive

Wage Rate : 12100 per month plus bonus

2. Employee is being dismissed for the following reasons:

(//) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, AGC.

Title: Director

5465

Civ. Pers. Form 8
Feb. 45

1829

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

A P O 384

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Diamada, Mara

Classification : Accountant

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 384

Reference AC/135/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Bani, Lydia

Classification : Accountant

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt.Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Barreto, Mirella

Classification : Accountant

Wage Rate : 5050 per month plus bonus

2. Employee is being dismissed for the following reasons:

(/) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Transferred to TRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Director

Civ. Pers. Form 8
Feb. 45

1832

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING BRANCH
(SECTION)

APO 334

Reference AC/133/Tn.1 Date 22 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ~~28 February~~ 1 March

Name of Employee: Soldatenkov, Helen

Classification : Tech. Trans.

Wage Rate : 4520 per month plus bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Transferred to UNRRA.

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

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC.

Title: Director

Civ. Pers. Form 8
Feb. 45

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

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

Transportation Sub-Commission

FILE No. 130/A1/Tnl

SUBJECT: Reclassification - BARDIGOTTA, Giuseppe.

19 April 1945

TO : G-1 Civilian.

The attached Re-Classification form is forwarded for your approval.

WALTER P. SCOGGINS.
Lt.Colonel, QMC.
Chief, Admin. Division.

Incl. (1)
Civ.Pers.Form 2

5169

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 Transportation Sub-Commission, Administration Division.
(Sub-Commission or Section)

Employee's or applicant's name BARDIGOTTA, Giuseppe

Present job title Typist-Interpreter Proposed title Tech. Interpreter

Job description Translates all Rail, Sea & Road Transportation Technical Documents from Italian into English & vice versa. Mr. Bardigotta (a Doctor of Law) has been with this Sub-Commission since it has set up its' office in Rome and hasshown a great deal of capability in the performance of hisduties. This re-clasification is strongly recommended.

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

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 Transportation Sub-Commission, Administration Division.
(Sub-Commission or Section)

Employee's or applicant's name BARDIGOTTA, Giuseppe

Present job title Typist-Interpreter Proposed title Tech. Interpreter

Job description Translates all Rail, Sea & Road Transportation Technical Documents from Italian into English & vice versa. Mr. Bardigotta (a Doctor of Law) has been with this Sub-Commission since it has set up its' office in Rome and hasshown a great deal of capability in the performance of hisduties. This re-clasification is strongly recommended.

0159

Use back of sheet for additional remarks

Date 13 April 1945

Signature WALTER P. SCOGGINS,
Lt.Colonel, QMC.
CHIEF, ADMIN. DIVISION.
Sub Commission or Section Head.

Reference number 130/Tnl.

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

LB/lb

TRANSPORTATION & SHIPPING SUB-COMMISSION, A.C.
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

130/Tn 7

Tel:843402
Ref: AC/288/Tn 4.

SUBJECT: Termination of Employment-Italian Civilian

To: Lt. Col. W.P. Scoggins
Chief Admin. Division
Tn. Sub-Commission.

We beg to inform you that our civilian employee Laura Battistini has been transferred from our office to H.Q.A.C. Food & Agriculture Sub-Commission Section, with effect from Febr. 25th.

S.A. Steel Lt. Col.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

130/Ent

26 February 19 40

SUBJECT: Transfer

To : Transportation and Shipping S/C

1. Reference your letter ..... dated 2o February 4o

2. Approval is granted for the transfer of Erilda Romei Querci

employed in Requisition Division [redacted] to Transportation

Sub-Commission (*).

3. Classification and wage rate to remain the same Sr. Adm. Asst.
(Grade)

at ..... to 0300 lire per ~~day~~/month. (Plus Living Bonus)

Effective 15 February 4o

[redacted]

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

Copy to: Requisition Division
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

5157

HARRY GALKIN
1ST. Lt. Air Corps.
Asst. G-1 Amer.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

15 February 19 46

SUBJECT: Transfer.

TO : Labor S/C

1. Reference your letter Request Dated 12 February 46

2. Approval is granted for the transfer of GROSSI, Ada

employed in Transportation ~~S/C~~ Sub-Commission, to Labor ~~S/C~~

Sub-Commission.

3. Classification and wage rate to remain the same Int. Typist
(Grade)

at ..... to 4290 lire per ~~day~~ month. (Plus Living Bonus)

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Copy To: Transportation S/C
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

HARRY GALKIN
1ST. Lt. Air Corps.
Asst. G-1 Amer.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

13 February 1946

SUBJECT: Transfer.

TO : Economic Section

1. Reference your letter 2.0h/ES Dated 8 Feb.46

2. Approval is granted for the transfer of ROSSI Iniene

employed in Transportation S/C Sub-Commission, to Economic Section

Sub-Commission.

3. Classification and wage rate to remain the same Sr.Admin.Asst.
(Grade)

at 3365 to 6360 lire per ~~day~~ month. (Plus living bonus)

Effective as of 21 Feb.46

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Copy to: Transportation S/C
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

HARRY GALKIN
1ST. Lt. Air Corps.
Asst. G-1 Assn. 135

1340

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

LB/fb

TRANSPORTATION & SHIPPING SUB-COMMISSION, AC.
(RAIL DIVISION)
c/o Transportation (Br) Main,
C.M.F.

Tel: 843402
Ref: AC/288/Tn 4.

20 February 1946

SUBJECT: Termination of Employment -
Italian Civilian.

TO: Lt. Col. W.P. Scoggins
Chief Admin.Division
Tn. Sub-Commission.

We beg to inform you that our two civilian employees Andreina FACCHINI and Elena MENICOCCI have been transferred from our Office to H.Q.A.C. Archives Branch, with effect from to-day.

Chief,
Rail Division
Tn. Sub-Commission.

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

A.C.RAIL TRANSP.OFFICER

ROME DIVISION

Rome Feb.14th 1946

SUBJECT:Reduction in Office force

TO :Lt.Col.SCOGGINS A.C.Tn.Admin.

This is to notify you that the services of my interpreter and translator,Franco LENER,will not be needed after Feb.15 - 1946.

He has been employed in this Office since Feb.1945.

S. C. HALL, Capt. A.C.
A.C. RAIL T.N. OFFICER,
Rome DIV.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 February 1946

SUBJECT: Transfer

To : Industry Department

138

1. Reference your letter AC/5504/IND dated 21 February 46

2. Approval is granted for the transfer of Drutzkoy, Andrea employed in Transportation S/C Sub-Commission, to Industry Sub-Commission (*).

3. Classification and wage rate to remain the same Professional (Grade) at to 12100 lire per ~~day~~/month. (Plus Living Bonus)

Effective 1 March 46

~~RETURNED~~

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

3-52

Copy To: Transportation S/C
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

HARRY GALKIN
1ST. Lt. Air Corps
Asst, G-1 Amer.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

21 February 46 19....

SUBJECT: Transfer.

TO : Archives Branch
Capt. Rowlands

1. Reference your letter Request Dated -

2. Approval is granted for the transfer of MERICOOI Glenn employed in Transportation Sub-Commission, to Archives Branch Sub-Commission.

3. Classification and wage rate to remain the same Clerk (Grade) at 2035 to 3365 lire per ~~day~~ month. Plus living bonus.

Effective 20 February 46.

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Civ. Pers. Form 6
Nov. 44

Copy to. Internal Security
Transportation
File.

HARRY GALKIN
1ST. Lt. Air Corps
Asst. G-1 Amcc

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

21 February 45 19....

SUBJECT: Transfer.

TO : Archives Branch
Capt. Rowlands

1. Reference your letter Request Dated .....

2. Approval is granted for the transfer of PACCHIONI, Andreina

employed in Transportation Sub-Commission, to Archives Branch

Sub-Commission.

3. Classification and wage rate to remain the same Interp/Typist
(Grade)

at 4200 Plus Living bonus lire per ~~xxx~~ month.

Effective 20 February 45.

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Clv. Pers. Form 6
Nov. 44

Copy to. Internal Security
Transportation
File.

HARRY GALION
1ST. Lt. Air Corps.
Asst. G-1 Amer.

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

21 February 46 19....

SUBJECT: Transfer

TO : U.N.I.A.
Camp Oso.

1. Reference your letter Form 18 Dated 13 Feb.46

2. Approval is granted for the transfer of Rossi, Lorenzo

employed in Transportation Sub-Commission, to U.N.I.A.

Sub-Commission.

3. Classification and wage rate to remain the same Interp/Typist
(Grade)

at 4200 Plus Liv. Bonus lire per day/month.

Effective 1 March 46

+ No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

Civ. Pers. Form 6
Nov. 44

Copy to. Internal Security
Transportation
File.

HARRY GALKIN
1ST. Lt. Air Corps
Asst G-1 Amgot

HEADQUARTERS

ALLIED COMMISSION

Trasportation Sub Commission
(SECTION)

APO 334

Reference 130/58/Tn.1 Date 1 March 1946

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 28 February 1946

Name of Employee: Becker Fritz

Classification : Typist Interpreter

Wage Rate : 4290 plus Bonus

2. Employee is being dismissed for the following reasons:

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

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

Name: WALTER P. SOGGINS
Lt Col, OMC

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 28 February 1946

Name of Employee: Becker Fritz

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Wage Rate : 4290 plus Bonus

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

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

Name: WALTER P. SOGGINS

Rank: Lt Col, QMC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

18468

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

COPY

TRANSPORTATION AND SHIPPING SUB COMMISSION
(RAIL DIVISION)
c/o Transportation (Br) Main
CMF

AHS/af

Tel. : 843209

4 February 1946

SUBJECT : Civilian employees.

TO : Chief, Admin. Div. Tn. S/C

1. Signora Laura Battistini has now been employed by this Division for one month and has carried out the duties of Staff Supervisor as well as Technical Interpreter and Translator in both French and Italian.

2. She has performed these duties in addition to Filing General Office Routine and the handling of incoming and outgoing correspondence with zeal and ability.

3. As she was originally employed as a Supervisor to replace S/Sgt. Green, repatriated to U .K. on release; may she now be considered please for promotion to a Supervisor Grade as at the moment she is in the position of Supervising Staff who are drawing larger salaries than herself.

/s/ A.H. STREET
Chief
Rail Division

5 x 7

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

Luciana

AC/130/56/Tn.1 1st IND. WPS/lr

HQ.,Allied Commission, Transportation and Shipp. S/C. 11 Feb.46

TO : Chief, Rail Division, Transportation and Shipping Sub-Comm., HQ., AC.

1. Signora Laura Battistini now has the classification of Junior Administrative Assistant which is a Supervisor Grade.

2. There is only one (1) employee in the Rail Division, namely, Mrs. Nora Naldi, who has a higher rating than Signora Battistini, and her duties are of a different character.

3. If the request for an increase in grade and salary for Signora Battistini were approved by the Civilian Personnel Section, the effective date would not be before the 1st of March. Inasmuch as this Sub-Commission is stated to close on 1 March, the request for a promotion for Signora Battistini is not favorably considered.

For the Director :

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

3446

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

Luciana

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

139/Tn 1

Tel: 550 7 February 1946

Ref: ES/2.04

Subject: Miss Luciana Rossi

To : Col. P. D. G. Buchanan
Director Transportation & Shipping S/C

1. This will confirm our conversation of this morning, wherein you and I agreed that Miss Rossi, who is now assigned to your office, may be recruited by UNRRA for assignment to my office. Accordingly, her papers are now being processed.

2. Our understanding was that she may remain with you two weeks; therefore, we shall expect her to report to my office on 21 February 1946.

Harlan Cleveland Eit.
HARLAN CLEVELAND
Acting Vice President

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

Tel: 482 HEADQUARTERS ALLIED COMMISSION WPS/f1
APO 394
Transportation and Shipping Sub-Commission

AC/133/13/Tnl 29 January 1946

MEMORANDUM

SUBJECT : Release of Employees

TO : G-1 American
Attention: Civilian Personnel Section.

1. The following Italian Civilian employees of this Sub-Commission will be released effective 16 February 1946 due to reduction in staff:

Name		Classification
Irene Coletta	-	Technical Translator
Ada Grossi	-	Typist Interpreter

2. The employees concerned have been notified accordingly.

For the Director:

WALTER P. SCOGGINS
Lt. Col. QMC.
Chief, Admin. Div.

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

TRANSPORTATION SUB-COMMISSION, A.C.
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

28 January 1946

TO : Sig.na Irene COLETTA

Due to the reduction of staff it is regretted that your services will not be required after 14th Feb. 1946.

In seguito a riduzione del personale, si è dispiacente che dopo il 14 Febbraio 1946 i suoi servizi non sono più richiesti.

A. H. STREET, Lt. Col.
Chief of Rail Division

copy to : AC/TN/SUB-COM
Adm. Div.

3123

1353

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

TRANSPORTATION SUB-COMMISSION, A.C.,
(RAIL DIVISION)
c/o Transportation (Rr)Main
C.M.F.

28 January 1946

TO : Sig.na Ada GROSSI

Due to the reduction in work it is necessary to dispense with some of the staff.

Therefore, I regret to have to inform you that your services will not be required after the 14th Feb. 1946.

A causa di riduzione del lavoro si è reso necessario di diminuire il personale.

Perciò sono dispiacente di dovere informarla che dopo il 14 Febbraio 1946 i suoi servizi non sono più richiesti.

A. H. STREET, Lt. Col.
Chief of Rail Division.

copy to : AC/TN/SUB-COMM
Adm.Div.

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

LB/ic

TRANSPORTATION & SHIPPING SUB-COMMISSION, AC
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

Tel: 843402
Ref: AC/74/Tn 4

2 February 46

SUBJECT : Termination of employment - Italian civilian.

TO : Lt.Col. W.P. Scoggings
Chief Administration Div
Tn Sub-Commission

1. Reference to your letter dated 29 January concerning the termination of the employment here of an Italian civilian employee - Irene Coletta - whose services will not be required after 14th February.

2. She was supposed to work here till that date but, as she has found a new job in Allied Commission Economic Section, she will start work there on the 5th inst. Therefore I should be grateful if you would destroy my letter dated January 28th.

Chief
Rail Division

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

1553

10 duciaua 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.

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Classification requested by **Transportation and Shipping Sub- Commission**
(Sub-Commission or Section)

Employee's or applicant's name **Battistini Laura**

Present job title _____ Proposed title **Jr. Admin. Asst.**

Job description **Mrs. Battistini Laura is to be Chief Clerk, Rail Division of the Transportation and Shipping Sub-Commission. Preparing and despatch of all outgoing mail. Receiving and sorting all incoming mail. Care and maintenance of over 500 files and records. Distribution of work to 5 Sections. Supervision of civilian typists and clerks. Rendering of Returns to HQ AC for : Defascism, British Waelike Stores, Office equipment etc. Technical translations - French and Italian.**

Use back of sheet for additional remarks

Date **8 January 1946**

Signature Walter P. Scoggins
WALTER P. SCOGGINS
Lt. Colonel, CMC
Chief Admin. Div.
Sub-Commission or Section Head

Reference number **130/Tn.1**

Civ. Pers. Form 2
Aug. 44

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

CC/ic

TRANSPORTATION & SHIPPING SUB-COMMISSION, AC
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

7 January 45

Tel: 843402
Ref: AC/268/Tn 4

SUBJECT : Signa Laura Battistini.

TO : Chief,
Admin Div.
Tn Sub-Comn.

1. In anticipation of the departure of S/Sgt. Green, Chief Clerk of this Division, Signa Laura Battistini has been engaged w.e.f. 5.1.46, to fill his post.

2. Her duties will be to supervise the office work and all Italian personnel here.

3. As she has a very good knowledge of English and ability to translate both French and Italian, it is requested that she be engaged as Junior Administrative Assistant w.e.f. 5.1.46.

4. Will you please arrange.

Steel Lt. Col.
Chief,
Rail Division.

3.39

Indiana file

HEADQUARTERS

ALLIED COMMISSION

Transportation and Shipping Sub-Commission
(SECTION)

APO 394

Reference No. 130/Tn.1 Date 8 January 1946

SUBJECT: *Request for Civilian Personnel.*

TO : G-1 (A) Section Civilian Personnel.

1. Request that this office be assigned the following civilian personnel;

Proposed Grade Jr.Admin.Asst.

Total Required .....

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☑

(When requesting personnel in the grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.)

.....

.....

.....

.....

.....

.....

2. Applicants should be referred for interview to .....

..... located in room ..... on the ..... floor.

3. In compliance with your Ltr Civ Pers No. 892 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event

FILE

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

1. Request that this office be assigned the following civilian personnel:

Proposed Grade Jr.Admin.Asst.

Total Required

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☑

(When requesting personnel in the grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.)

FILE

2. Applicants should be referred for interview to ..... located in room ..... on the ..... floor.

3. In compliance with your Ltr Civ Pers No. 892 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available;

BATTISTINI, Laura

Name

Via Lima 51

Address

858324

Phone No.

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Designation: Chief, Admin. Div.

Civ Pers Form 18
July 45

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

HEADQUARTERS

ALLIED COMMISSION

Transportation and Shipping Sub-Commission

(SECTION)

APO 384

Reference 133/Tn.1 Date 31 December 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st January 1946

Name of Employee: AZZARITI, Anna

Classification : Jr.Admin.Asst.

Wage Rate : 5050 per month plus living bonus.

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. Miss Azzariti has new employment with UNRRA

TTE

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

Reference ..... Date 31 December 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st January 1946

Name of Employee: AZZARITI, Anne

Classification : Jr.Admin.Asst.

Wage Rate : 5050 per month plus living bonus.

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. Miss Azzariti has new employment with UNRRA

3. Employee has been instructed to report to Civilian Personnel Section 31 December 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

Transportation and Shipping Sub-Commission (SECTION)

APO 334

Reference 133/Tn.1 Date 4 December 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1 December 1945

Name of Employee: VICARI, Ada

Classification : Jr.Admin.Asst.

Wage Rate : 5050 per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. on her request.

F/7/14

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM H - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1 December 1945

Name of Employee: VICARI, Ada

Classification : Jr.Admin.Asst.

Wage Rate : 5050 per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. on her request.

3. Employee has been instructed to report to Civilian Personnel Section 5 December 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, CWC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

CG/ag

TRANSPORTATION SUB-COMMISSION, A.C.,
(RAIL DIVISION)
C/o Transportation (Br) Main,
C.M.F.

Tele : 843402
Our ref: AC/288/Tn.4

3 December 1945

TO : Chief,
Admin. Division.

SUBJECT: Civilian Staff.

1. Attached is resignation of Ada VICARI.

2. May a replacement be provided as soon as possible please.

3. Request is made for the services of Matilde BIGLIOCCHI, at present employed by Movements (Rail), if she can be spared from her present position.

R. P. Moss
Chief,
Rail Division.

1 Enclosure.

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

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

TRANSPORTATION AND SHIPPING SUB-COMMISSION, AC.
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

Tel: 843191-11
Ref: AC/Mat/43/6/Tn 4

30 November 1945

SUBJECT : Office Personnel

TO : Chief of Rail Division, Bldg.

1. Attached is letter dated 26 November 1945 from Miss Ada Viceri, Junior Administrative Assistant in the Chief of Supply Branch Office tendering her resignation to take effect 1 December 1945.

2. Miss Viceri's services have been very satisfactory and she has been a very faithful and valuable employe.

3. Her resignation is accepted as requested.

C.M. LONG, Major C.E.
Chief Stores Branch

Incl: Letter referred to in para 1.

5x34

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

TRANSPORTATION AND SHIPPING SUB-COMMISSION, AC.
(RAIL DIVISION)
c/o Transportation (Br) Main
C.M.F.

26 November 1945

SUBJECT : Resignation.

TO : Transportation and Shipping Sub-Commission AC.
Attn: Maj. C.M.Long Chief Stores Branch (Rail Div.)

Please accept my resignation as Junior Administrative Assistant in your office to take effect 1 December 1945.

Ada Vicari

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION AND SHIPPING Sc
(SECTION)

APO 334

Reference 133/Tn.1 Date 15 November 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 21 November 1945.

Name of Employee: MIGONE, Eleonora

Classification : Sr. Admin. Asst.

Wage Rate : 6360 lire per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Found new job paying higher wage

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

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ..... 21 November 1945.....

Name of Employee: MIGONE, Eleonora

Classification : Sr. Admin. Asst.

Wage Rate : 6360 lire per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Found new job paying higher page

3. Employee has been instructed to report to Civilian Personnel Section 20 November 1945 (date) for the purpose of obtaining required clearance.

Walter P. Scoggins

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

Folder

HEADQUARTERS

ALLIED COMMISSION

Transportation and Shipping Sc
(SECTION)

APO 334

Reference 133/Tn.1 Date 15 November 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from 16 November 1945

Name of Employee: SPENGLER, Walter

Classification : Sr. Admin. Asst.

Wage Rate : 7480 lire per month plus living bunus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(X) Remarks. Passing to ECITO (ORMOA) Italy

Has secured position with ECITO (ORMOA) Italy.

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

TO : Civilian Personnel Section, (Room [illegible])
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from 16 November 1945

Name of Employee: SPENGLER, Walter

Classification : Sr. Admin. Asst.

Wage Rate : 7480 lire per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(X) Remarks. Passing to ECITO (ORMOA) in Italy

Has secured position with ECITO (ORMOA) Italy.

3. Employee has been instructed to report to Civilian Personnel Section 19 November 1945 (date) for the purpose of obtaining required clearance.

Walter P. Sloggins

Name: WALTER P. SLOGGINS

Rank: Lt. Colonel, QMC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

[illegible] S.O.
(SECTION)

A P O 334

Reference 133/Tal

Date 1st October 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

Tal

1. The following named employee of this Division will be dismissed with effect from 18 October 1945

Name of Employee: LICCIARDI, Maria

Classification : Typist

Wage Rate : 3600 lire per mo. plus living bonus

2. Employee is being dismissed for the following reasons:

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

.....

.....

.....

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

Reference 133/Tml Date 1st October 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st October 1945

Name of Employee: LICCHINI, Maria

Classification : Typist

Wage Rate : 3600 lire per mo. plus living bonus

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section Cannot report (date) for the purpose of obtaining required clearance employed at Pisino

Name: Walter R. Scollins

Rank: Lt.Colonel, C.M.P.

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

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

HEADQUARTERS

ALLIED COMMISSION

Headquarters A.C.
(SECTION)

APO 384

Reference 1.3/Tnl Date 4 October 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 October 1945

Name of Employee: Marconi, Randolfo

Classification : Bus.Executive

Wage Rate : 12100 lire per month plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Marconi has new employment with UNRRA.

3. Employee has been instructed to report to Civilian Personnel Section 16 October 1945 (date) for the purpose of obtaining required clearance.

Name: Walter P. Scoggins

Rank: Lt.Colonel, AUS,

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

TRANSPORTATION SUB COMMISSION MS/lr

INTER OFFICE MEMO

3/A/Tn.1 4 October 1945

SUBJECT : Release of Civilian Employee.

TO : Administration Division.

FROM : Transportation Sub-Commission, Accounts Branch.

This is to advise you that Sig. Marocchi Randolfo will be released from Statistics Branch, Transportation Sub-Commission, effective 16 October 1945.

MILTON STEINBERG
Capt.-Accounts Branch

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

HEADQUARTERS

ALLIED COMMISSION

(SECTION)

APO 334

Reference 133/Tn.1 Date 8 October 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 October 1945

Name of Employee: BAROCCHI, Anna Maria

Classification : Accountant

Wage Rate : 5050 Lire per month, plus living bonus.

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section 15 October 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Chief, Admin. Div.

Civ. Pers. Form 8
Feb. 45

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

INTER OFFICE MEMO MS/gs

Our Ref :- AC/3/A/Tn.1. 5 October 1945

SUBJECT :- Release of Civilian Employee.

TO :-Administrative Division.

FROM :- Transportation Sub-Commission,
Accounts Branch.

1. This is to advise you that Sig.na Anna Maria Barocchi will be released from Statistics Branch, Transportation Sub-Commission effective 16 October 1945.

2. The required two weeks notice is being waived as UNRRA has agreed to employ Sig.na Barocchi effective her release date.

For the Director :-

MILTON STEIMBERG, Capt.
Accounts Branch.

Copy to :- UNRRA, Rome (Attn. Miss Grabowski)

3126

1875

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

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 TRANSPORTATION SUB COMMISSION
(Sub-Commission or Section)

Employee's or applicant's name MERCLA, Inez

Present job title Typist-Interpreter Proposed title Jr.Admin. Asst.

Job description Interviews and interprets for all Italian Civilians for the Deputy Director. Registers and despatches all out-going correspondence. Assists Chief Clerk in filing and maintenance of records.

Miss Merola was employed by this Sub-Commission in December 1944 and has shown a great deal of interest, as well as progress, in the performance of her duties. Miss Merola speaks and writes English fluently.

Use back of sheet for additional remarks

Date 29 September 1945 Signature

WALTER P. SCOTTEN
Lt. Colonel, CMP
Sub-Commission or Section Head.
CHIEF, ADMIN. SEC.

Reference number 133/TSI

Civ. Pers. Form 2
Aug. 44

3125

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

Tel. 390 HEADQUARTERS ALLIED COMMISSION WPS/Gs
APO?394
Transportation Sub-Commission

Our Ref :- AC/133/Tn.1. 29 September 1945

SUBJECT :- Transfer - Civilian Employee.

TO :- G-1 Civilian Personnel.

133/Tn/1

1. Approval is requested for the transfer of Drutskoy Andrew, Professional, rate of pay 12,100, lire from Industry Sub-Commission to Transportation Sub-Commission, effective 1 October 1945.

2. Attached is letter of concurrence from Industry Sub-Commission.

For the Director :-

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

1 - Incl.
ltr. AC/5508/IND

3.21

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

COPY

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission CF/as

Tel:489081 - ext. 237 28 Sept. 45

Ref. AC/5508/IND

SUBJECT : Civilian Employee.

TO : All Concerned.

Industry Sub-Commission concurs in the transfer of Drutskoy Andrew, Professional, rate of pay 12,100, to Transportation Sub-Commission effective 1 Oct. 1945.

CHARLES FEWINGS
Major RASC,
Deputy Director,
Industry Sub-Commission.

3223

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

1879

ENTER OFFICE ADDRESS

Our ref: 133/tnl 20 September 1946

SUBJECT: Release - GIUFFRIDA, Guerino

TO : G-1 Civilian
Attn: Chief Clerk

1. Reference Release Form dated 18 September - 133/tnl - re-above mentioned civilian.

2. Please cancel the release - Giuffrida to be used in the Shipping Branch of this office.

C/Sgt. R.Giardino
Chief Clerk,
Transportation A.C.

3422

HEADQUARTERS
ALLIED COMMISSION
Transportation S.C.

(SECTION)

APO 334

Reference 137/Tnl Date 24 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

2nd

1. The following named employee of this Division will be dismissed with effect from 26 September 1945

Name of Employee: Miss Del Proposto, Marina

Classification : Tech-Translator

Wage Rate : 4580 Plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Found new job paying higher wage

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

Reference 183/Tnl ..... Date 24 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 26 September 1945

Name of Employee: Miss Del Proposto, Marina

Classification : Tech-Translator

Wage Rate : 4500 Plus living bonus

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Found new job paying higher wage

3. Employee has been instructed to report to Civilian Personnel Section 25 September 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER F. [illegible]

Rank: Lt. Colonel, GSC

Title: Chief, Admin. Division

Civ. Pers. Form 8
Feb. 45

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

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

21 September 1945

SUBJECT : Request for release from A.C. for Marina Del Proposto.

TO : Major M.P. Iaraman.

1. The above named employee requests to be released from her duties with Transportation Sub-Commission on Tuesday 25 September.

2. She will be very grateful to you if this can be approved, as her new employer is anxious for her to commence work as soon as possible.

3. The reason for this transfer is that she will be receiving a higher salary than at present.

M Del Proposto

Approved
M Iaraman Maj

3129

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.
(SECTION)

APO 334

Reference ..... 133/Trl ..... Date ..... 24 September 1945 .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ..... 25 September 1945 .....

Name of Employee: ..... Miss Castelli-Gair, Camilla .....

Classification : ..... Sr.Admin.Assistant .....

Wage Rate : ..... 6360 (Plus living bonus) .....

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. ..... Found new job paying higher wage .....

.....

.....

.....

.....

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

Reference .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 25 September 1945

Name of Employee: Miss Castelli-Cair, Camille

Classification : Sr.Admin.Assistant

Wage Rate : 5360 (Plus living bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Found new job paying higher wage

3. Employee has been instructed to report to Civilian Personnel Section 25 September 1945 (date) for the purpose of obtaining required clearance.

Name: [redacted]

Rank: Lt.Colonel, [redacted]

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

21 September 1945

SUBJECT : Request for release from A.C. for Camilla Castelli Gair

TO : Major M.P. Laraman.

1. The above named employee is requesting to be released from her present post with Transportation Sub-Commission as from the 26 of September.

2. She will be very grateful to you if you agree to this date, as her new employers are anxious for her to begin work at the earliest possible date.

C. Castelli Gair.

I agree,
M Laraman Maj
24/9/45
L. Adams. D.V.

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HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION S.C.
(SECTION)

APO 334

Reference ..... 135/Tnl ..... Date 13 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from ..... 1st October 1945 .....

Name of Employee: ..... [redacted], Settimio .....

Classification : ..... Accountant .....

Wage Rate : ..... 5940 lire per month plus lire 4050 living wage

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. ..... During period of employment with this office

..... Mr. [redacted] performed his duties in a most

..... satisfactory manner. .....

.....

.....

3. Employee has been instructed to report to Civilian Personnel Section ..... 1st October 1945 ..... for the purpose of obtaining required clearance.

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

Reference ..... Employee

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st October 1945

Name of Employee: SCOGGINS, Walter

Classification : Accountant

Wage Rate : $240 live per month plus live 1030 living wage

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. During period of employment with this office Mr. Scoggins performed his duties in a most satisfactory manner.

3. Employee has been instructed to report to Civilian Personnel Section 1st October 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER F. SCOGGINS.

Rank: LT.COLONEL? QMC.

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION S.C.

(SECTION)

APO 334

Reference 15 /Trl

Date 1a September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission

1. The following named employee of this Division will be dismissed with effect from 1st October 1945

Name of Employee: DELLA NOCE, Roberto

Classification : Accountant

Wage Rate : 8240 lire per month plus lire 4050 living wage

FKF

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. During period of employment with this office Mr. Della Noce performed his duties in a most satisfactory manner.

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

Reference ..... Date .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st October 1945

Name of Employee: DELLA NOCE, Roberto

Classification : Accountant

Wage Rate : 8240 lire per month plus lire 4050 living wage

FILE

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. During period of employment with this office Mr. Della Noce performed his duties in a most satisfactory manner.

3. Employee has been instructed to report to Civilian Personnel Section 1st October 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. [illegible],

Rank: Lt.Colonel, AUS,

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.

(SECTION)

APO 384

Reference 130/Tnl Date 17 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: AVERSA, Angelo

Classification : Clerk General (G)

Wage Rate : 3630 Plus living wage of 4290

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Aversa gave no reason for leaving his job and decided to leave 15 September 1945.

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

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: AVERSA, Angelo

Classification : Clerk General (A)

Wage Rate : 3690 Plus living wage of 4290

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Aversa gave no reason for leaving his job and decided to leave 15 September 1945.

3. Employee has been instructed to report to Civilian Personnel Section 17 Sept 45 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS

Rank: Lt.Colonel, QMC,

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION SUB COMMISSION
(SECTION)

APO 334

Reference 133/Tal Date 3 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: BARDIGOTTA, Giuseppe

Classification : Tech-Translator

Wage Rate : 5390 plus living bonus (A979)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Bardigotta has been offered a chance to study for a position with the "Corpo Diplomatico". During 13 months of employment with this Sub-Commission he has performed his duties in an excellent manner.

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: BARDIGOTTA, Giuseppe

Classification : Tech-Translator

Wage Rate : 5390 plus living bonus (4070)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Bardigotta has been offered a chance to study for a position with the "Corps Diplomatico". During 13 months of employment with this sub-Commission he has performed his duties in an excellent manner.

3. Employee has been instructed to report to Civilian Personnel Section 15 September 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS.

Rank: LT.COLONEL, QMC.,

Title: CHIEF, ADMINISTRATION DIVISION

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION S.C.
(SECTION)

APO 334

Reference 133/Tnl Date 6 September 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: ALLEGRETTI, Albertina

Classification : Book-Keeper

Wage Rate : 4675 plus living bonus of 23%

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. Miss Allegretti has performed her duties in an excellent manner while employed by the Accounts Branch of Transportation S.C.

Tnl

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

Reference .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect

from ..... 15 September 1945 .....

Name of Employee: ..... ALIBRANDI, Albertine .....

Classification : ..... Book-Keeper .....

Wage Rate : ..... 4875 plus living bonus of 2340 .....

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(✓) Reduction in staff.
( ) Remarks. ..... Miss Alibrandi has performed her duties .....
..... in an excellent manner while employed by .....
..... the Accounts Branch of Transportation S.C. .....
.....
.....

3. Employee has been instructed to report to Civilian Personnel Section
15 September 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS.

Rank: Lt.Colonel, GSC.

Title: Chief, Admin. Division

Civ. Pers. Form 8
Feb. 45

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

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

INTER - OFFICE MEMO

WEB/lp

To : - Administration Division. (Attn. Lt.Col:Scoggins)

From : - Transportation Sub-Commission, Accounts Branch.

SUBJECT : - Civilian Employee.

3/A/Tn.1. 5th Sept.1945

This is to advise you that Sig.na Albertina Alibrandi will be released from employment in this Commission w.e.f. 16 Sept.45.

For the Director,

(W.E.BAYLIS) Major R.A.S.C.

3:12

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

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.
(SECTION)

APO 394

Reference 133/TN1 Date 28 August 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 SEPTEMBER 1945

Name of Employee: MARZANO, Bruno

Classification : Sr.Admin.Assistant

Wage Rate : 5954 (Plus living bonus)

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section 15 September 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS.

Rank: Lt.Colonel, AUS.

Title: Chief; Admin.Div.

~~NOTE: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

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

Tel: 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WPS/fl

AC/133/Tn1

27 August 1945

MEMORANDUM

SUBJECT : Release of Personnel

TO : Mr. Bruno Marsano

THRU : Chief, Roads Division

Attention: Mr. Franklin

This is to advise you that your services after 15 September 1945 will no longer be required and that you will be released without prejudice from employment with this Sub-Commission effective 16 September 1945.

For the Director:

WALTER P. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

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

Tel: 482

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

WFS/fl

AC/133/Tnl

27 August 1945

MEMORANDUM

SUBJECT : Release of Personnel

TO : Mr. Bruno Marzano

THRU : Chief. Roads Division

Attention: Mr. Franklin

This is to advise you that your services after 15 September 1945 will no longer be required and that you will be released without prejudice from employment with this Sub-Commission effective 16 September 1945.

For the Director:

WALTER F. SCOGGINS
Lt. Colonel, QMC
Chief, Admin. Div.

3209

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.

(SECTION)

APO 334

Reference 133/Tn1 Date 28 August 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: MICHETTI, Federica

Classification : Jr.Admin.Assistant

Wage Rate : 5050 (Plus Living Bonus)

2. Employee is being dismissed for the following reasons:

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

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 September 1945

Name of Employee: MICHETTI, Federico

Classification : Jr.Admin.Assistant

Wage Rate : 5050 (Plus Living Bonus)

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section 15 September 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. HOGGINS,

Rank: Lt.Colonel, AGD,

Title: Chief, Admin.Division

Civ. Pers. Form 8
Feb. 45

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

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

Tel: 482 HEADQUARTERS ALLIED COMMISSION WTS/EM
AFO 394
Transportation Sub-Commission

AC/133/Tn1 27 August 1945

MEMORANDUM

SUBJECT : Release of Personnel

TO : Mrs. Federica Michetti

THRU : Chief, Roads Division
Attention: Mr. Franklin

This is to advise you that your services after 15 September 1945 will no longer be required and that you will be released without prejudice from employment with this Sub-Commission effective 16 September 1945.

For the Director:

WALTER P. SCOGGINS
Lt.Colonel, QMC
Chief, Admin. Div.

3407

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

Tel: 482 HEADQUARTERS ALLIED COMMISSION WPS/f1
AFO 394
Transportation Sub-Commission

AC/133/Tn1 27 August 1945

MEMORANDUM

SUBJECT : Release of Personnel

TO : Mrs. Federica Michetti

THRU : Chief, Roads Division
Attention: Mr. Franklin

This is to advise you that your services after 15 September 1945 will no longer be required and that you will be released without prejudice from employment with this Sub-Commission effective 16 September 1945.

For the Director:

WALTER P. SCOGGINS
Lt.Colonel, CMC
Chief, Admin. Div.

3206

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.

(SECTION)

APO 334

Reference 133/Tnl Date 4 August 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 25 July 1945

Name of Employee: Mrs. DeNaro, Ilma

Classification : Sr. Administrative Assistant

Wage Rate : 6360 (Plus living bonus 2060)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Mrs. Denaro is returning to the U.K.

Title

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 25 July 1945

Name of Employee: Mrs. DeNARO, Ilma

Classification : Sr. Administrative Assistant

Wage Rate : 6360 (Plus living bonus 2080)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks. Mrs. Denaro is returning to the U.K.

3. Employee has been instructed to report to Civilian Personnel Section 4 August 1945 (date) for the purpose of obtaining required clearance.

Name: [redacted]
Rank: Lt.Colonel, AUS,
Title: Chief, Administrative Div.

Civ. Pers. Form 8
Feb. 45

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

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

5th

HEADQUARTERS
ALLIED COMMISSION

Transportation S.C.
(SECTION)

APO 394

Reference 133/Tnl Date 30 July 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named emplcyee of this Division will be dismissed with effect from 1st August 1945

Name of Employee: De Paolis, Flora

Classification : Typist-Interpreter

Wage Rate : 4290 (Plus living bonus2340)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(/) Remarks. Miss DePaolis is accepting a position offered her by the COGEMA (Italian Shipping Agency). While a member of this office her work has always been satisfactory.

3. Employee has been instructed to report to Civilian Personnel Section 30 July 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS,
Rank: Lt.Colonel, QMC,
Title: Chief, Administrative Div.

NOTE: This form must be submitted in duplicate.

Civ. Pers. Form 8
Feb. 45

3404

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

HEADQUARTERS
ALLIED COMMISSION
TRANSPORTATION SUB COMMISSION
(SECTION)

APO 394

Reference 133/Tn.1 Date 21 July 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1 August 1945

Name of Employee: MAZZANTI, Gianna

Classification : Typist

Wage Rate : 3960 (Plus Liv. Bonus)

2. Employee is being dismissed for the following reasons:

(✓) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Mazzanti can not be used in other divisions of Transportation Sub-Commission because of lack of knowledge of the English language.

3. Employee has been instructed to report to Civilian Personnel Section 28 July 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS

Rank: Lt. Colonel, QMC

Title: Chief, Admin. Div.

~~NOTE: This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

2203

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION S.C

(SECTION)

APO 334

Reference 133/Trl

Date 17 July 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 July 1945

Name of Employee: NINA CAMPESI

Classification : INTERPRETER TYPIST

Wage Rate : 4230 (PLUS LIVING QUARTERS)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
(✓) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Campesi asked for a five day leave without notice and when refused this leave she informed this office that she would take the leave without approval.

3. Employee has been instructed to report to Civilian Personnel Section 16 July 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER L. SPRAGUE

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

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 July 1945

Name of Employee: MINA CAMPESI

Classification : INTERPRETER TYPIST

Wage Rate : 4200 (PLUS LIVING BONUS)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
(✓) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Campesi asked for a five day leave without notice and when refused this leave she informed this office that she would take the leave without approval.

3. Employee has been instructed to report to Civilian Personnel Section 18 July 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. GRIFFIN.

Rank: LT.COLONEL, [illegible]

Title: Chief, Administrative Div.

3402

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION SUB COMMISSION
(SECTION)

APO 334

Reference 133/Tal Date 12 JUNE 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st July 1945

Name of Employee: Miss Tullia Paellezzi

Classification : Jr Admin Assistant

Wage Rate : 5050 (Plus 2270 Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Paellezzi is leaving Rome for several months and does not intend to return for duty with the Transportation Sub-Commission.

3. Employee has been instructed to report to Civilian Personnel Section

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st July 1945

Name of Employee: Miss Tullia Paellezzi

Classification : Jr Admin Assistant

Wage Rate : 5050 (Plus 2270 Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Paellezzi is leaving Rome for several months and does not intend to return for duty with the Transportation Sub-Commission.

3. Employee has been instructed to report to Civilian Personnel Section 27 June 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS,
Rank: LT.COLONEL., QMC.
Title: Chief, Admin. Division

Civ. Pers. Form 8
Feb. 45

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

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

Tel. 478303 TRANSPORTATION SUB-COMMISSION CSG/tp

INTER OFFICE MEMO

Ref. : AC/90/4/Tn3 II June I945

SUBJECT : Civilian Personnel.

TO : Administration Division.

I. Miss T. PAOLOZZI has requested that she be released from employment on 30 June '45 and tenders I5 days notice w. e. f. I5 June '45. Her notice is accepted by this Division.

2. It is requested that the necessary action be implemented for her release on 30 June '45.

For the Chief Movements Division:

C.N. CHRISTENSEN,
Lt. Col.,
Roads Branch.

133/TN1

File

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

130 Tan

NOTE: Reference the a/m Civilian Employee. Miss Morin was employed by the Rail Division of Transportation S/C and was paid for the pay period 1 - 15 May by that Division. Miss Morin was released by the Rail Division w.e.f. 16 May 1945.

For your information this office has taken over the responsibility of preparing the Rail Division Pay-Roll.

WALTER P. SCOGGINS,

Lt.Colonel, QMC,
Chief, Admin. Division.

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HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION SUB COMMISSION

(SECTION)

APO 334

133/Tnl — 13 June 1945

Reference ..... Date .....

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16th June 1945

Name of Employee: REMOTTI, Ghita

Classification : Book-Keeper

Wage Rate : 4250 (Plus 2340 Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
(/) Security.
( ) Reduction in staff.
( ) Remarks. Miss Remotti has performed her duties in a very satisfactory manner.

16 June 1945 Employee has been instructed to report to Civilian Personnel Section for the purpose of obtaining required clearance.
(date)

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

TO : Civilian Personnel Section, (Room 11 - G.H.Q. Block)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from .... 16th June 1945

Name of Employee: REMOTTI, Ghita

Classification : Book-Keeper

Wage Rate : 4250 (Plus 2340 Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
(/) Security.
( ) Reduction in staff.
( ) Remarks. Miss Remotti has performed her duties in a very satisfactory manner.

16 June 1945 Employee has been instructed to report to Civilian Personnel Section
(date) for the purpose of obtaining required clearance.

WALTER P. SCOGGINS,
Name: Lt.Colonel, GSC,

Rank:

Chief, Admin. Division
Title:

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION SUB COMMISSION
(SECTION)

APO 334

Reference 133/Tal Date 13 June 1945

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 June 1945

Name of Employee: LUONGO, Giuseppe

Classification : Clerk

Wage Rate : 3610 (Plus Living Bonus 4290)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Mr. Luongo has performed his duties with this sub-commission in a very satisfactory manner.

3. Employee has been instructed to report to Civilian Personnel Section 7
16 June 1945 (date) for the purpose of obtaining required clearance.

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

SUBJECT: *Dismissal of Civilian Employees.*

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 June 1945

Name of Employee: LUONGO, Giuseppe

Classification : Clerk

Wage Rate : 3610 (Plus Living Bonus 4290)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(/) Reduction in staff.
( ) Remarks. Mr. Luongo has performed his duties with this sub-commission in a very satisfactory manner.

3. Employee has been instructed to report to Civilian Personnel Section? 16 June 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS.

Rank: Lt.Colonel. QMC.

Title: Chief, Admin. Division

Civ. Pers. Form 8
Feb. 45

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

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

AC/133/10/Tn.1 1st Ind. WPS/mi

HQ. Allied Commission, Transportation Sub Commission, 25 May 1945

TO : - Regional Commissioner, Emilia Region, APO 394

1. Attention is invited to basic communication.

2. This office received a request from Emilia Region to transfer Dr. Cazzaroli from this Sub-Commission to Emilia Region which was approved, however, the manner in which he departed is not appreciated by this office. He was informed of the proper procedure in clearing this Headquarters.

3. It is requested that Dr. Cazzaroli be informed of this Communication and that appropriate action be taken by your Headquarters.

By Command of Rear Admiral STONE :-

WALTER P.SCOGGINS
Lt.Colonel AUS
Chief,Admin.Div.

F1/9

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

COPY

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

Tel. 290
Ref. AC/30/3/Tn6

19 May 1945

SUBJECT :- Dr. Gianni Cazzaroli

TO :- Administration Division
(Attn. Lt. Col. W.P. Scoggins)

1. I wish to report that Dr. Gianni Cazzaroli, member of the staff of this division, failed to report to duty on 16 May 1945.

2. Upon investigating his whereabouts, it appears that he has left for Bologna with a permit issued by Public Safety Sub-Commission. We were informed by the Public Safety Sub-Commission that this permit was issued on order from the 5th Army for Cazzaroli to join Emilia Region at Bologna.

3. Dr. Cazzaroli did not inform this division of his intended departure, nor have we received any word from his as to his whereabouts.

R.M. BAZZANELLA, Chief
Ports & Warehouse Division

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

Tele: 393 INTER-OFFICE MEMO RG/rg

Our Ref: 130/Tml 16 May 1945

SUBJECT: Release - Civilian Employees.

TO : G-1 (Civilian)

Attached hereto are two Civ. Pers. Forms No. 8 (Feb 45) re - release of Mr. Cassarolli, Gianni and Mr. Della Croce, Giuseppe for your information/or action.

FOR THE DIRECTOR:

WALTER P. SCOGGINS,
Lt.Colonel, GSC,
Chief, Admin. Division.

Incls: 2 Civ. Pers. Forms 8

Title

3391

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION S.C.
(SECTION)

APO 394

Reference XXXX 130/Tnl Date 18 May 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 16 May 1945

Name of Employee: CAZZAROLLI, Gianni

Classification : Sr. Admin. Assistant

Wage Rate : 7480 (Plus living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Mr. Cazzarolli has reported to Emilia Region for duty.

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

Name: WALTER P. SCOGGINS,

Rank: Lt.Colonel, GSC,

Title: Chief, Admin. Division

~~NOTE. This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION S.C.
(SECTION)

APO 894

Reference 130/Tnl Date 18 May 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st June 1945

Name of Employee: Della Croce, Giuseppe

Classification : Jr. Admin. Assistant

Wage Rate : 5940 (Plus Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks Mr. Dolla Croce has been called back for duty by his former employer (Italian).

3. Employee has been instructed to report to Civilian Personnel Section 28 May 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER P. SCOGGINS.

Rank: Lt.Colonel, AGC.

Title: Chief, Admin. Division

~~NOTE: This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS

ALLIED COMMISSION

Transportation S.C.

(SECTION)

APO 394

Reference 130/Tnl Date 12 May 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 13 May 1945

Name of Employee: ANZI, Romana

Classification : Interpreter-Typist

Wage Rate :

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
(/) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Anzi was employed with the agreement made by G-1 Civ. and Tn. S.C. for a seven day truck try-out - she speaks English fluently - but is very slow as a typist.

3. Employee has been instructed to report to Civilian Personnel Section 12 May 1945 (date) for the purpose of obtaining required clearance.

Name: WALTER F. SCOGGINS

Rank: Lt.Colonel, AC

Title: CHIEF, ADMINISTRATION DIV.

~~NOTE: This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

6391

1924

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

HEADQUARTERS

ALLIED COMMISSION

TRANSPORTATION SUB COMMISSION

(SECTION)

APO 394

Reference Tcc/Tnl Date 1 May 1946

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1st May 1946

Name of Employee: Meitzen, Dorothea

Classification : Typist-Interpreter

Wage Rate : 4200 (plus living bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Miss Meitzen gave notification in this date that she has found employment elsewhere.

3. Employee has been instructed to report to Civilian Personnel Section 1 May 1946 (date) for the purpose of obtaining required clearance.

Name: Walter P. Dodgens,

Rank: Lt.Colonel, AUS,

Title: Chief, Admin. Division

~~NOTE: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

TRANSPORTATION S.C.
(SECTION)

A P O 394

Reference 130/Tnl Date 24 April 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 20 April 1945

Name of Employee: [illegible] Giuseppina

Classification : Accountant

Wage Rate : 5050 (Plus Living Bonus)

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
(/) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks A.C. Pass No. 11636 and [illegible] is forwarded herewith.

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

Name: WALTER P. SCOGGINS,
Rank: Lt.Colonel, C.C,
Title: Chief, Admin. Division

~~NOTE: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

3389

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

INTER - OFFICE MEMO

CSW/lb

To :- Transportation Sub-Commission, Administration Division.

From :- Accounts Branch.

SUBJECT :- Civilian Staff.

3/A/Tn.1.

28 April 1945

Sig.na G. Lodrini

1. Please note that the a/m. ceased employment with this Branch on 19th April. In view of the short period she was employed, she has waived claim to any pay due to her for that period.

2. We enclose A.C. card N° 11696 and book of Meal Tickets.

3. Please may an English-speaking typist be sent to this office for interview as soon as possible.

(C.S. WYATT) Capt. R.A.
Accountant.

5388

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

HEADQUARTERS
ALLIED COMMISSION
Transportation S/C
~~SECTION~~
APO 394

Reference 3/A/Tn.1. Date 6th April 1/45.

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (ROOM II - GROUND FLOOR)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 7th April 1/45.

Name of Employee: Sig. CAPRARA
Classification : Book-keeper
Wage Rate : 6930. (including cost v/a)

2. Employee is being dismissed for the following reasons:

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

This man has tried very hard, but has not attained the standard of efficiency required. From the point of view of character, he is very honest and trustworthy.

3. Employee has been instructed to report to Civilian Personnel Section 7th April 1/45 (date) for the purpose of obtaining required clearance.

Name: [signature]
Rank: Capt.
Title: Accountant.

~~NOTE: This form must be submitted in duplicate.~~

0387

Civ. Pers. Form 8
Feb. 45

1928