

Declassified E.O. 12356 Section 3.3/NND No. 785015

ACC

10000/101/256

Declassified E.O. 12356 Section 3.3/NND No. 785015

10000/101/256

CIVILIAN EMPLOYEES
APR. - DEC. 1944

785015

R-E-S-T-R-I-C-T-E-D

HEADQUARTERS HOME AREA, MTCUS.
APO 794, US Army

Adjutant	ADDJ.
Asst. Asst.	MP
Asst. Asst.	
Chief Clerk	RK

TEC/WES
29 December 1944

A 230

Subject: Civilian Employees.

To : See Distribution.

1. Attention is directed to a letter issued by this headquarters, subject as shown above, dated 11 July 1944, which reads in part as follows:

- "1. These instructions are applicable to H.C. Hq. and to assigned and attached units.
- "2. Authority to employ civilians will be secured from G-1 this Hq. Sections of this Hq. and CO's of assigned and attached units will submit requests showing the number of persons to be employed and the pay rate classification of each different type of laborer."

2. Budget requirements make compliance with the above directive mandatory and effective immediately, requests for such authority will include a detailed account of the conditions necessitating additional employees.

By command of Brigadier General BROWN:

J. E. G. Luck
L. E. GUTEN
Captain 3d
Adjutant General

DIST INSTRUCTION

"R"

(US Troops Only)

AC-DIST
G-1(A) Civilian Pers (5)
Exec. O. (A)
Hq. Comdt.

5148

R-E-S-T-R-I-C-T-E-D

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

785015

DUPLICATE

ALLIED MILITARY GOVERN

PAYROLL (Civilian Employees)

51

DISTRICT OF: ROME AC

SUB-COMMISSION: ADJUTANT DEPT

PERIOD FROM

	NAME OF EMPLOYEE	FUNCTION	TIME WORKED		RATE PER MONTH DAY OR HOUR	GROSS SALARY	DEDUC- TIONS
			Normal	Over Time			
1	LIMENTANI	TYPIST	13	0	4840	2420	26
2							
3	BOVE	TYPIST	12	0	4840	2234	24
4							
5	CAMPORALE	MESSANGER	10	0	145 per hr	1450	70
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

OVER FOR TOTAL

CARRIED FORWARD

Declassified E.O. 12356 Section 3.3/NND No. 785015

ED MILITARY GOVERNMENT

PAYROLL (Civilian Employees)

51

SUB-COMMISSION: ADJUTANT DEPT

PERIOD FROM 16 DEC. 1944 TO 31 DEC. 1944

P/F 4
(8-44)

File

FUNCTION	TIME WORKED		RATE PER MONTH SAT OR HOUR	GROSS SALARY	DEDUC- TIONS	NET AMT. DUE	RICEVUTO DA AMO in somma indicata nella colonna precedente
	Normal	Over Time					
TYPIST	13	0	4840	2420	26	2394	1
							2
TYPIST	12	0	4840	2234	24	2210	3
							4
MESSANGER	10	0	145 per da	1450	70	1380	5
							6
							7
							18
							9
							10
							11
							12
							13
							14
							15
							16
							17
OVER FOR TOTAL				CARRIED FORWARD			

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

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NAME OF EMPLOYEE	FUNCTION	TIME WORKED		RATE PER MONTH DAY OR HOUR	GROSS SALARY	DEDUC- TIONS
		Normal	Over Time			
BROUGHT FORWARD						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
TOTAL					6104	120

PAYMENTS AUTHORIZED

I CERTIFY THAT
EMPLOYEES ENTITLED

SIGNATURE AND BANK OF AUTHORIZING OFFICER

DATE

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

785015

FUNCTION	TIME WORKED		RATE PER MONTH DAY OF HOUR	GROSS SALARY	DEDUC- TIONS	NET AMT. DUE	RICEVUTO DA A.M.G. la somma indicata nella colonna precedente
	Normal	Over Time					
T FORWARD							
							18
							19
							20
							21
							22
							23
							24
							25
							26
							27
							28
							29
							30
							31
							32
							33
TOTAL				6104	120	5984	

I CERTIFY THAT THE ABOVE SALARIES HAVE BEEN PAID BY ME TO THE EMPLOYEES ENTITLED THERETO.

ANK 40 AUTHORIZING OFFICER

DATE

194

SIGNATURE AND RANK OF PAYING OFFICER

HEADQUARTERS UNITED NATIONS
APO 374
G-1 Section Civilian Personnel

File

Ref/G-1/Civilians/151

SUBJECT: Civilian Employees - Female.

TO : Sec Distribution.

1. Paragraph 2, Sec. 1000/245, is amended by the addition of the following:

25 December 1944	
Adjutant	<i>MP</i>
Asst. Asst.	
Asst. Asst.	
Chief Clerk	<i>[Signature]</i>

The following grade will also be closed as a separate female classification, and will not be subject to a 10% reduction.

"Typist"

2. All Sections are requested to make necessary adjustment on forthcoming payroll.

[Signature]
L. T. BULL
Lt. Col. AGD
G-1 (A)

DISTRIBUTION
100

Compensation

HEADQUARTERS ALLIANCE COMMISSION

25-304

0-1 Section Civilian Personnel

Ref/3-1/047280/245

23 December 1944

SUBJECT: Division Employees - Bonus.

TO : See Distribution.

1. Letter of Pay for Bonus.

a. Attention is directed to paragraph 3a of Administrative Memorandum No. 47, 47, 47, 3-3 16 Nov 44, whereby it is established that bonus employees shall be paid 15% less than the comparable rates and salaries for civil employees; except where separate bonus classification is shown.

b. The official policy is now approved by the Resources Board is that this deduction will be made. All calculations, and computations are made on the 1 Oct 44 basis. After such basis has expired, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15% deduction in the case of bonus employees, such deduction is made from the 1 Oct 44 base rate, and then the proper 16 Nov 44 bonus is added.

Example:

(1) Bonus rate of pay (base amount)	5400
(2) Plus 15% for bonus	+ 810
(3) Total salary - base pay (24 months)	6210
(4) Less 15% for bonus	- 931
(5) Bonus rate for 16 Nov 44	+ 5050
(6) Plus 15% for bonus	+ 757
(7) Total bonus	6250

c. The following example, as applied, give the completed calculation for bonus employees in the categories mentioned (figures include 15% deduction for bonus employees and 15% deduction for bonus). The November 16 Bonus is authorized in AFM, Admin. Serv. No. 40, and defined in letter Reference Div. Pers. No. 127 and 24 Nov 44 is to be added to the rates below.

that the comparable rates are added for all employees; except where separate family classification rates are listed.

b. The official ruling as now approved by the Personnel Board is that this deduction will be made. All calculations, and computations are made on the 1 Oct 44 rate. After such totals are arrived at, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15% deduction in the case of female employees, such deduction is made from the 1 Oct 44 rate, and then the proper 16 Nov 44 bonus is added.

Example:

(1) Regular rate of Pay (also accountants)	5400
(2) Plus 15% for Home Province	+ 810
(3) Total Salary-Home Prov. (also accountants)	6210
(4) Less 15% for Female	- 931
(5) Final Rate for F.M.E. Inv.	+5079
(6) Add 16 Nov 44 bonus	1210
(7) -Cash Payment Inv.	6280

c. The following figures, as supplied, give the completed calculation for female employees in the categories mentioned (figures include 15% deduction for Home Province and 15% deduction for females). The November 16 Bonus is authorized in AFHQ Admin. Comp. No. 400, and defined in letter Reference Civ. Pers. No. 167 Jtd 24 Nov 44. It is to be added to the rates below.

Grade	Rate	Pay
Accountant	2055	5050
Bookkeeper	1870	4675
Clerk, Office	1870	3365
Freightman	1870	4675
Executive	4675	10285
Inspector, Technical	2430	4980
Jr. Admin. Asst. Clerk Supervisor	2055	5050
Professional Worker	3740	10285
Sr. Admin. Asst. Jtd Professional	3365	6380
Secretary, P.E. Under 17	85	85
" " Over 17	85	85
Unskilled Labor	30	30
		5145

Ltr Civ Eng/245, 8+3 B3 Eng A4 (Cont'd)

2. The following orders will be issued as separate female classifications, and will not be subject to a 15% deduction.

Information Report 1

Telephone Survey 2

Typical Correlation 3

3. All Stations are requested to take necessary adjustments on for-housing payroll.

+ Home increment is 10% for Office workers, 10 lira for Artists' Prizes.

+ Computed to closed 5 lira - 5049 = 5050

W. J. Miller
R. J. UHLER
Lt. Col. ASD
G-1 (A)

DISTRIBUTION

"10"

785015

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

Ref Civ Pers/234

14 December 1944

Subject. Workmen's Compensation in Italian Territory.

To . All Concerned.

The following is based on Circular No. 74, HQ. NAPOUS, and is published for information and guidance of all concerned.

1. In the event of a Civilian employed locally by the Allied Commission in Italy, suffering death, injury or illness arising out of and in the course of such employment, the employing Section, Subcommission or Branch will:

(a) Cease paying his salary or wages as from the date he stops work.

(b) Give him, or his dependents, a certificate of injury in the form set out.

(c) Advise him, or his dependents to apply to the local Office of the Istituto per Assicurazioni Contro Ali Infornanti sul Lavoro for such medical attention and compensation as he or his dependents are entitled to receive. The address of the local Office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podesta). In case injured persons should if possible, be sent to Ospedale della Vittoria Nazionale Infornanti No. 5 via Monte Della Croce. Here no practicable, send to any civilian hospital.

2. No compensation or medical attention (other than first aid treatment) should be given as the above Instituto is organized to deal with them. It has an office in all towns of sufficient importance, and will arrange to have the injured person collected by ambulance or borne so requested.

3. The certificate of injury referred to in par. 1(b) above will be made out in quadruplicate and will be

The following is based on Circular No. 74 HQ VARIOUS. All copies and is published for information and guidance of all concerned.

1. In the event of a Civilian employed locally by the Allied Commission in Italy, such as a local, injury or illness arising out of and in the course of such employment, the employing Section, Sub-Commission or Branch will:

- (a) Cease paying his salary or wages as from the date he stops work.
- (b) Give him, or his dependents, a certificate of injury in the form set out.
- (c) Advise him or his dependents to apply to the local Office of the Istituto per le Assicurazioni Contra gli Infortuni and Lavoro for such medical attention and compensation as he or his dependents are entitled to receive. The address of the local Office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podestà). In case injured persons should if possible, be sent to Ospedaleiro dell' Istituto Nazionale Infortuni No. 9 via Santa Maria delle Grazie. Here no practicable, send to any civilian hospital.

2. No compensation or Medical attention (other than first aid treatment) should be given as the above Istituto is organized to deal with them. It has an office in all towns of sufficient importance, and will arrange to have the injured person collected by ambulance on being so requested.

3. The certificate of injury referred to in par. 1(b) above will be made out in quadruplicate and will be forwarded to Headquarters Allied Commission, 7-1 Civilian Personnel Section for proper signature (Form 3 on form) and further action. Two copies will be returned to respective Sub-Commission one of which will be handed to injured person (see par. 1 b) other to be retained for files.

4. A Declaration of Injury, Annex A, to HQ VARIOUS, Circular No. 132 (attached), signed by official supervisor of employee will be forwarded in triplicate with the certificate of injury referred to in above paragraph (3).

5144

5. These instructions will apply only to Headquarters of Allied Commission. Reports will comply with instructions set forth in WFOUSA Directives 74, 126, and 132 CS. Forms will be submitted directly to National Offices of the U.S. Claims Service. One copy of each to be forwarded to this office for information.

R. T. White
R. T. WHITE
Lt. Col. AGC.
9-1(A)

- 2-Incls.
1- Certificate of Injury.
1- Declaration of Injury.

DISTRIBUTION

"D"

WHITE CIRCULAR

DECLASSIFIED BY 12-05-2010

DECLASSIFIED BY 12-05-2010

1. I certify that [redacted]
is [redacted] [redacted]

of [redacted] [redacted]
de [redacted] [redacted]
(affirmative) (negative)

who was [redacted] [redacted]
[redacted] [redacted] [redacted]
(affirmative) (negative)

who killed/implicated at [redacted] [redacted]
[redacted] [redacted] [redacted]
(affirmative) (negative)

[redacted] [redacted]
(affirmative) (negative)

in an accident arising out of [redacted] [redacted]
[redacted] [redacted] [redacted]
(affirmative) (negative)

[redacted] [redacted]
(affirmative) (negative)

The accident occurred in the following circumstances:
[redacted] [redacted] [redacted]

[redacted] [redacted] [redacted]
[redacted] [redacted] [redacted]
[redacted] [redacted] [redacted]

(Date of birth)

(Date of birth)

was killed/undiscovered at _____ square of _____
 at _____/_____/_____ (Date)
 (Initial)

(Exact location of the accident)

In an attempt to determine the cause of the accident, the following information was obtained from the investigation of the accident:
 The accident occurred on _____/_____/_____.
 The accident occurred at _____.

_____ (Name of person involved in accident)
 _____ (Address of person involved in accident)

2. The accident occurred on _____/_____/_____.
 The accident occurred at _____.

The accident occurred on _____/_____/_____.
 The accident occurred at _____.

3. The daily morning routine for the accident was as follows:
 The accident occurred on _____/_____/_____.
 The accident occurred at _____.

Date	Time	Location	Description	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

5143

Signature of the U.C. Unit
Firma del Comandante Unita

Seen in, Blank letters
Visto in, cartas blancas

Date _____
Fecha _____
Reference Number
N. de Referencia

4. The Officers of the Institute have been instructed that should they require any further information they should communicate with the CIA Joint Office to Insure (A.C. should be likewise in any difficulty.

All pertinent information should be conveyed to the Bureau through the appropriate information channels that have been established for this purpose. In the case of any difficulty, please contact the Bureau in addition.

ANNEX "A" TO HQ ALCUSA CIRCULAR "132

REGISTRATION OF INJURY

(Rank, Full Name, and APO Number
 certify that
 residing at
 (Name of injured worker)
 who is employed as
 (Complete home address)
 by the American Army as
 (Show exact capacity, i.e., labor, Carpenter, etc.)
 born on at
 (date, month & year) (Place of birth)
 son of and
 (Father's name) (Mother's name)
 was injured (date and hour)
 while in the performance of duty.

The injury occurred in the following manner:

(Give facts briefly - indicate if injury was due to carelessness, intoxication or willful misconduct).

Nature of injury

(Give extent of injury and indicate whether injured stopped work)

(Date)

is a daily wage of

(Amount)

The witnesses are

(Give names & addresses, if military personnel give Serial No. and APO)

Attending physician

765015

by the American Army at _____
 (Name Town, City and area)
 born on _____ at _____
 (Date, month & year) (Place of Birth)
 son of _____ and _____
 (Father's name) (Mother's name)
 was injured _____
 (Date and hour)
 while in the performance of duty.

The injury occurred in the following manner: _____

(State facts briefly- indicate if injury was due to carelessness
 in execution or willful misconduct).

Nature of injury _____
 (Give extent of injury and indicate whether
 injured stopped work)

The injured worker has been employed by the American Army
 since _____

at a daily wage of _____
 (Amount)

The witnesses are _____

(Give names & addresses, if military personnel give serial No.
 and APO)

Attending physician _____

Name _____
 Address _____

Address of O.D.I. or U.I. _____
 nearest place of section _____

Declaration made _____
 (Place) on _____
 (Date)

Signed _____
 (Official Superior)

Rank _____ Serial No. _____

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

785015

DUPLICATE**ALLIED MILITARY GOVERN**

PAYROLL (Civilian Employees)

DISTRICT OF: ROME AC

SUB-COMMISSION: ADJUTANT DEPT

PERIOD FROM

NAME OF EMPLOYEE	FUNCTION	TIME WORKED		RATE PER MONTH DAY OF HOUR	GROSS SALARY	DEDUC- TIONS
		Normal	Overtime			
1 LIMENTANI ANNA	TYPIST	13	0	4840	2420	26
2						
3 BOVE ROSANNA	TYPIST	13	0	4840	2420	26
4				150		
5 CAMPORVALE MARIA	MESSENGER	121/2	0	per day	1875	91
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
OVER FOR TOTAL					CARRIED OVER	

Declassified E.O. 12356 Section 3.3/NND No. 785015

PF 4
(8-44)

ED MILITARY GOVERNMENT

PAYROLL (Civilian Employees)

SUB-COMMISSION: ADJUTANT DEPT

PERIOD FROM 1 DECEMBER 1944 TO 15 DECEMBER 1944

5147

FUNCTION	TIME WORKED		RATE PER MONTH DAY OR HOUR	GROSS SALARY	DEDUC- TIONS	NET AMT DUE	RICEVUTO DA A.M.O. la somma indicata nella colonna precedente
	Normal	Over time					
YPIST	13	0	4840	2420	26	2394	1
							2
TYPIST	13	0	4840	2420	26	2394	3
			150				4
MESSANGER	12 1/2	0	per day	1875	91	1784	5
							6
							7
							18
							9
							10
							11
							12
							13
							14
							15
							16
							17
OVER FOR TOTAL				CARRIED FORWARD			

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

765015

NAME OF EMPLOYEE	FUNCTION	TIME WORKED		RATE PER MONTH DAY OR HOUR	GROSS SALARY	DEDUC- TIONS
		Normal	Overtime			
BROUGHT FORWARD						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
					6715	143

PAYMENTS AUTHORIZED

I CERTIFY THAT
EMPLOYEES ENT

SIGNATURE AND RANK OF AUTHORIZING OFFICER

DATE

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

785015

FUNCTION	TIME WORKED		RATE PER MONTH DAY OR HOUR	GROSS SALARY	DEDUC- TIONS	NET AMT. DUE	RICEVUTO DA A.M.O. la somma indicata nella colonna precedente
	Normal	Over time					
BOUGHT FORWARD							
							18
							19
							20
							21
							22
							23
							24
							25
							26
							27
							28
							29
							30
							31
							32
							33
				6715	143	6572	

I CERTIFY THAT THE ABOVE SALARIES HAVE BEEN PAID BY ME TO THE EMPLOYEES ENTITLED THERE TO.

FOR BANK OF AUTHORIZING OFFICER

DATE

194

SIGNATURE AND BANK OF PAYING OFFICER

HEADQUARTERS ALLIED COMMISSION
APO 3/4
OFFICE OF THE HEADQUARTERS COMMANDANT

4 December 1941.

SUBJECT: Civilian Mess

TO : all Sub-Commissions, Branches, etc.

1. It is hoped that in the near future a restaurant will be opened at this Headquarters for use of Italian civilian employees.
2. To obtain a meal the ticket system will be introduced.
3. Booklets of tickets will be sold to employees bi-monthly at the rate of five ten (10) per ticket, which will be in addition to the five two (2) already being charged against employees on the payroll.
4. Further particulars in regard to sales will be made in the Daily Bulletin.
5. From the money received extra rationed food-stuffs will be purchased from the open markets. It should be appreciated however by all, that quantities and varieties are restricted, but every effort will be made to make the daily meal plentiful and appetizing.
6. To discuss full details a meeting will be held in Room 27, 1st Floor, on Friday, 8th December 1941, at 1600 hours, to which all addressees are asked to send a representative, and from whom a Civilian Mess Committee will be formed.
7. In order to make the running of the Restaurant a success, the strict compliance of instructions and co-operation of all is absolutely necessary.

Adjutant	<i>[Signature]</i>
Asst. Asst.	
Asst. Asst.	
Chief Clerk	

[Signature]
R. H. ROBERTSON,
Lt Col,
HQ Commandant

5140

IN ROME AREA ALLIED COMMAND
AIR 94 US ARMY

ADJ-7951

Ref: 743

5 Dec 44

HEADQUARTERS
AIR 94 US ARMY

Subject: Civilian Employees

Distribution:

List "P" (Dr)

The following instructions on the Medical Examination of Civilian Employees are issued for compliance by all units concerned:-

MEDICAL EXAMINATION OF CIVILIAN EMPLOYEES

1. FOOD HANDLERS.

All Civilians for employment in Cookhouses, Messes, Bakeries and elsewhere where they are required to handle unprotected food must be Medically examined to ensure that they are not carriers of typhoid, dysentery, etc; before they are engaged.

The examination requires at least four full days for completion.

2. GENERAL LABOUR.

Should be inspected by competent Medical Orderly or Nurse under the direction of a Medical Officer to ensure that they are not harbouring vermin. Examination before employment is not obligatory.

How to get your Civilian Employees examined.

(i) If you have a Medical Officer attached to your unit, make arrangements with him for the examination to take place.

(ii) If your unit does not have a Medical Officer, then -

(a) Arrange appointments for the examination by letter stating:

(i) Number to be examined - by sexes.

(ii) Whether Food Handlers or General Duties.

(b) When the appointment is arranged send nominal rolls in duplicate showing type of work performed or for which engaged.

Generally, examination for freedom from infectious diseases will be made in the mornings and examinations of Food Handlers in the afternoons.

Asst. Asst.	Asst. Asst.
Asst. Asst.	Asst. Asst.

1. FOOD HANDLERS.

All Civilians for employment in Cookhouses, Messes, Bakeries and elsewhere where they are required to handle unprotected food must be Medically examined to ensure that they are not carriers of typhoid, dysentery, etc; before they are employed.

The examination requires at least four full days for completion.

2. GENERAL LABOUR.

Should be inspected by competent Medical Officer or Nurse under the direction of a Medical Officer to ensure that they are not harbouring vermin. Examination before Employment is not obligatory.

How to get your Civilian Employees examined.

(1) If you have a Medical Officer attached to your unit, make arrangements with him for the examination to take place.

(2) If your unit uses the Medical Room -

(a) Arrange appointment for the examination by letter stating:

(i) Number to be examined - by sexes.

(ii) Whether Food Handlers or General Duties.

(b) When the appointment is arranged send nominal rolls in duplicate showing type of work performed or for which employed.

Generally, examination for freedom from infectious diseases will be made in the mornings and examinations of Food Handlers in the afternoons.

3. CERTIFICATE

All Food Handlers will be given a Certificate that they are Medically fit for employment. This Certificate should be retained by the individual concerned.

A nominal roll of Food Handlers will be displayed in the cookhouses, etc; showing date of inoculation (T.A.R.) and of Health Inspection.

The Regulations regarding Medical Fitness of Civilian Labour are designed to protect your own and the health.

AC-DIST
ACTION-HQ.COMDT- (5)
INFO-CA SEC

-PUBLIC HEALTH

-ECAN-SEC

-ESTAB-SEC

-G-1A/CIVILIAN EMP

-G-1(B)

London
A.L. LOUDEN
Major
Lt-Col
Lt-Col
Lt-Col

AT/er

785015

HEADQUARTERS ARMED GUARDIAN
APO 304
Office of the Chief of Staff

Message Center
1st Lt. Kamm
FILE

Tel: 289

14 November 44.

Ref : 256/17/CGS

SUBJECT : Civilian Employee

TO : G-1 (A) (Civilian Employment)

MARTIN, Alberto

1. Will you please note that the services of above noted civilian messenger have been terminated v.o.f. 13 November 44.
2. The employee in question has been discharged for being absent from his place of duty during working hours.

[Signature]
Chief Staff Officer,
to the Chief of Staff.

5133

0820

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

785015

Sgt. Pauer:

File complete
as is

P
National Archives
CWO 111
ADP 100-100

HEADQUARTERS
ALLIED COMMISSION
APO 394

MF/mrh

Adj: 230.

1 December 1944.

SUBJECT: Sig. Giordano Salmaggi - Interpreter

TO : Regional Commissioner, Sicilia Region

1. Reference your RE/230 dated 28 November and signal REO 394 dated 29 November 1944.

2. This headquarters has investigated the matter pertaining to the above named civilian employee and the following information is submitted:

a. Captain W. GLENN HALL, 221413, IC, British, was assigned to Frosinone Province, Lazio-Umbria Region and transferred to Sicilia Region per paragraph 14, Special Orders #284, Headquarters Allied Commission, dated 11 November 1944.

b. Prior to leaving Lazio-Umbria Region, he obtained permission with the concurrence of Lt Colonel Ames, Executive Officer, Lazio-Umbria Region, for his interpreter, Sig. Salmaggi, whose residence is in Sicily, to proceed with him to his new station, where he could continue to employ him.

c. Travel orders, accordingly, were requested by Lazio-Umbria Region for Sig. Salmaggi.

3. It is the opinion of this headquarters that, if the continued employment of Sig. Salmaggi is not warranted, he should be released and be allowed to remain in Sicily as it is his home. There is no obligation on the part of AMG to keep him employed. It is further believed that his transfer back to the mainland would be of little or no advantage to the Allied Commission, as this headquarters is completely staffed with interpreters.

4. It is hoped that this clears up the matter.

By command of Commodore STONE:

Nicholas Piombino
NICHOLAS PIOMBINO,
CWO, USA,
Asst Adjutant.

Declassified E.O. 12356 Section 3.3/NND No. 785015

INCOMING MESS. GE
HEADQUARTERS ALLIED COMMISSION

ADJ

Originator's Reference: CITE REQ-349
Date/Time of Origin: NOV 29 1630A

Message Centre No: C/2292
Date/Time Rec'd: NOV 30 0900A
Precedence: ROUTINE

FROM: ALLIED COMMISSION SICILIA REGION (CAIR)
TO: HEADQUARTERS ALLIED COMMISSION

ACTION

RESTRICTED.

1. Reference your cable 7043 dated 25 November.
2. See our letter RC 230 of 28 November enclosing copy ADJ 300.1 travel orders
SAIMAGGI signed NICHOLAS ITOMBINO, date 20 November.

DIST

ACTION: Adjutant 2
INFO: Chief Commissioner
Est Sec
File 2
Float

RESTRICTED

5136
NOV 30 1944
A. C.

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO UMBRIA REGION
APO 394

Capt. W. Glynn Hall, 221413, 1C, (B) (Par. 5 SO 223-11 Sept. 43)
was asgd to Frosinone Prov. Lazio Umbria Region and trfd to Sicily
Region per Par 14 SO 284 HQ AG dated 11 Nov. 44.

Prior to leaving for Sicily he asked Capt. Aulton this HQ
that his interpreter, Giordano Selmaggi, who is native of Sicily
be allowed to proceed with him to his new station (Sicily) where he
could continue to employ him. Seeing no objection Capt. Aulton sent
in request for travel orders for Sig. Selmaggi. Possibly Capt. Hall
was unable to employ Selmaggi in Sicily as his new station was completed
staffed and since Selmaggi was sent to Sicily on official orders the
RC at Sicily is wondering what disposition to make of him.

It would seem that the RC is not aware that Selmaggi is a native
of Sicily and that his transfer to Sicily was more of a convenience
to him rather than an obligation on the part of AMG to keep him
employed.

If such is case, RC should be advised that if no employment
available he could probably be released on the spot rather than
transport him back where he came from.

Information rec'd from Lazio Umbria Region

HEADQUARTERS ALLIED COMMISSION

A20 394

C-1 Civilian Personnel Section.

Ref. Civ. Pers/187

24 November 1944

Subject. Increase of Civilian Wages.

To. All Sections, Sub-Commissions, and Branches.

1. Effective 16 November 1944, a general increase in wages of all civilian employees of the Armed Forces in Italian Government territory is authorized. This new ruling has been put into effect by the Allied Forces Local Resources Board to meet the increased cost of living.

2. The increases range from 40 to 60 lire a day, the larger amount applying to employees in the lower pay categories. These increases constitute a temporary cost of living bonus which is added to the workers PRESENT pay predicated on the basic rate of October 1, 1944.

3. Examples of how the new increases will effect present pay scales follow:

- (A) A worker now receiving 85 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
- (B) A worker earning 105 lire and above per day will get a total increase of 40 lire bringing his wage up to 145 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

4. The following is submitted for your guidance and information.

DAILY WAGE SCALE

All figures below in the lire per day read in two columns.

5137

Adj. Asst.	MP
Asst. Asst.	
Asst. Asst.	
Chief Clerk	RLG

1. Effective 16 November 1944, a General increase in wages of all civilian employees of the Armed Forces in Italian Government territory is authorized. This new ruling has been put into effect by the Allied Forces Local Resources Board to meet the increased cost of living.

2. The increases range from 40 to 60 lire a day, the larger amount applying to employees in the lower pay categories. These increases constitute a temporary cost of living bonus which is added to the workers PRESENT pay predicated on the basic rate of October 1, 1944.

3. Examples of how the new increases will effect present pay scales follow:

- (A) A worker now receiving 85 lire a day will get a total increase of 40 lire, making his new wage 125 lire per day.
- (B) A worker earning 130 lire and above per day will get a total increase of 40 lire bringing his wage up to 170 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

4. The following is submitted for your guidance and information.

DAILY WAGE GROUP

All figures below in the lire per day read in two columns.

(A) Present Daily Wage	(B) Authorized Daily Increase.
85 to 120	60
125	57
130	55
135	52
140 to 165	50
170	47
175	45
180	42
185 and above	40

Ref. Civ Pers/187 24 Nov 44.

MONTHLY WAGE SCALE

All figures in lire per month read in two columns.

(A) <u>Present Monthly Wage</u>	(B) <u>Authorized Monthly Incr.</u>
Up to and including	
3000	1560
3100	1530
3200	1480
3300	1430
3400	1380
3500	1330
3600	1300
3700 to 5000	1300
5100	1230
5200	1180
5300	1130
5400	1080
5500	1030
5600 and over	1040

5. The cost of living bonus will operate as the Basic wage is increased within the set minimum and maximum. Extreme care should be taken when computing for entry on payrolls. Payrolls will be checked prior to payment of funds, by this office to insure that no payment is being made in excess of authorized increase.

6. All Sections are required to make adjustments in salaries to conform with this increase on the 1 October 1944 Basic Wage Scale.

R. T. Miller
R. T. MILLER
Lt. Col. A.D.
C-1(A)

LABOUR BRANCH (DR),
ROMA AREA ALLIED COMMAND.

16 November 1944

SALARY SCHEDULE FOR MESS AND CLUB
EMPLOYEES OF THE ALLIED ARMED
FORCES IN ITALY.

(effective 1st November 1944)

MONTHLY RATES.

Grade	ALLIED FORCES BASIC WAGE SCALE	
	Min. Lire	Max. Lire
Assistant Cook	2,500	2,800
Assistant Manager	3,000	5,000
Assistant Waiter	2,500	2,800
Barman	3,500	4,500
Cashier	2,500	3,600
Cook	2,700	4,000
Dish Washer	2,500	2,800
Handyman	2,500	2,800
Head Cook	2,900	5,500
Head Waiter	3,000	5,000
Housekeeper (female)	2,400	3,400
Laundry Hand (male)	2,700	3,500
Linen Keeper, Linen Hand (female)	2,100	3,400
Manager	3,900	6,500
Orderly (British Mess)	2,500	3,000
Waiter	2,700	3,700
Waitress	2,200	3,100
Juveniles (male and female under 17 years) all grades	-	1,500

NOTES:

- (1) All rates subject to deduction of 900 lire per month where meals are provided.
- (2) Overtime rates are not permissible for employees in Messes and Clubs.
- (3) Where female rates are not specified fifteen (15) per cent will be deducted from the male rate in the same classification. 5133
- (4) No increase in the above Scale is authorized for ROMS Province.

Schedule of Rates for Mess and Club Employees issued
by Rome Area Allied Command 10th October, 1944 is
hereby cancelled.

HEADQUARTERS
ALLIED COMMISSION
ADJUTANT'S DEPARTMENT
APO 394

18 November 1944

SUBJECT: Female Employees

TO : Dispatch Office

1. The following named female civilians are presently employed with the Orders & Bulletins Section.

Annelena Limentani
Rosanna Sove

DAY OFF

Sunday
Wednesday

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

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

File
7/11

14 Nov. 1944

SUBJECT: Employment of Civilians.

TO

Adjutant's Department

1. Ref your *Adj. 230* dated *14 November 1944*
2. Approval is given to the employment of *Camporeale, Maria*
as a *Messenger* at a rate

not exceeding *100* Lire per day ~~month~~.

3. The minimum rate which is *75* Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

5. ~~Please have applicant report to Room 44 as soon as possible for necessary~~

~~action.~~

L. W. STEARNS

S. E. Major, AGD
G-1 American *5131*

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Adjutant's Department)

File
NR/aru

Adj: 230.

14 November 1944.

SUBJECT: Civilian Employees

TO : G-1 Civilian Personnel Section

1. It is requested that civilian employee, Enzo Terradura, messenger employed in this office, be transferred to the Chief of Staff Section as a messenger to replace a messenger who has been discharged.

2. It is further requested that Maria Casporale of 109 Via Montebella, be employed as a messenger for this section at the rate of pay to start at ninety (90) lire per day. This civilian employee will commence her duties on 16 November 1944. Approval is requested for her employment.

NF
NICHOLAS FLOMINO,
CWO, USA,
Assistant Adjutant.

Adj: 327.22

1st Ind

file
LTH/ja

HEADQUARTERS, ALLIED CONTROL COMMISSION, APO 394, U. S. ARMY

16 October 1944

TO: Regional Commissioner, Southern Region, ACC

1. Attached are forms the completion of which is necessary to further action.
2. Request that these forms be accomplished and returned to this headquarters.

By command of Commodore STONE:

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

HEADQUARTERS
ALLIED COMMISSION
APO 394
Adjutant's Department

11 November 1944

SUBJECT: Employment

TO : G-1 Section, Civilian Personnel

1. Miss Amedea Cearelli, 54 Via Britannia, has taken a typing speed test in the Orders and Bulletins Section, Adjutant Department, this Hq, and qualifies for employment in said office. She also speaks English and her test has proven satisfactory.

2. It is requested that Miss Cearelli be employed by your section for employment in this office.


NICHOLAS FIORBINO
CFO, USA
Asst. Adjutant

HEADQUARTERS ALLIED COMMISSION
APC 394
G-1 Civilian Personnel Section

Ref/G-1/Civ Pers/136

8 November 1944

Subject. Job Standards.

To . All Sub-Commissions and Branches.

Adjutant	125
Asst. Asst.	
Asst. Asst.	
Asst. Asst.	125

1. For the guidance of offices employing civilian personnel, and to eliminate the possibilities of any person being paid in excess to his, or her, qualifications or duties, the following grades set forth by AGHQ Basic Wage Scale are desired, and will be adhered to as closely as possible.

MINIMUMARY JOB STANDARD STATEMENT I

TITLE.

Junior Administrative Assistants, Accountants, Clerk Super-
visors.
Salary: 2420 L. to 5040 L.

At the lower level of the grade an attempt should be made to place all those who are most comparable to the senior and principal clerical grades in the U.S. Civil Service. They should work under general supervision and perform difficult and responsible office work. Their duties should require considerable training and experience. They must prove that they can exercise independent judgment and exhibit outstanding skill in dealing with specialized sub-
ject matter. Their thorough knowledge of office procedure and practice should be unquestioned and should require but little supervision from officers.

They must exhibit marked ability to lead and supervise a stenographic and or clerical staff engaged in simple and elementary operations. This staff may be as small as two or three if the operations are difficult in character but considerably larger if the functions are pure routine in character. Persons recruited for these positions must be able to do simple planning for the organized lay-out of work, and able to effectively direct others in the operations

EXHIBITARY JOE STANDARD STATEMENT I

11112.

Junior Administrative Assistants, Accountants, Clerk Supervisors.
Salary: 2420 L. to 5940 L.

At the lower level of the grade an attempt should be made to place all those who are most comparable to the senior and principal clerical grades in the U.S. Civil Service. They should work under general supervision and perform difficult and responsible office work. Their duties should require considerable training and experience. They must prove that they can exercise independent judgment and exhibit outstanding skill in dealing with specialized subject matter. Their thorough knowledge of office procedure and practice should be unquestioned and should require but little supervision from officers.

They must exhibit marked ability to lead and supervise a stenographic and or clerical staff engaged in simple and elemental operations. This staff may be as small as two or three if the operations are difficult in character but considerably larger if the functions are pure routine in character. Persons recruited for these positions must be able to do simple planning for the organized lay-out of work, and able to effectively direct others in the operations along the most economical and efficient methods. A person in this type of post should be sufficiently skilled to replace a staff sergeant, a warrant officer, or a second Lt. depending upon the size and nature of the operations involved.

5.00

PRELIMINARY JOB STANDARD STATEMENT II

TITLE. Senior Administrative Assistant, Sub-Professional Workers, Junior Executive Officers.
Salary. 3960 I to 7460 I.

Persons recruited for these positions should be able to replace officers of Company grade and minimum should not be paid unless the replacement or addition to the staff can be measured in terms of the effective replacement of an officer of the rank of Captain. In terms of U. S. Civil Service standards such persons should be comparable to section supervisors (Major Sub-Division of a Bureau in a Small Department)

They must be able to efficiently manage an important office with the absolute minimum of supervision. The office in which engaged must deal with important specialized and technical work requiring lengthy experience and excellent educational qualifications. They must know how to give clear instructions to subordinate supervisors and be capable of objectively evaluating the work produced.

In the case of Sub-Professional Workers: they must possess skill, some experience, and important professional training in the subject matter with which the office deals. Their work must be of a professional: scientific, or technical character requiring thorough knowledge of the principles involved in the profession or technical skill. As required, they should demonstrate skill in supervising others and in planning and laying out work for others.

PRELIMINARY JOB STANDARD STATEMENT III

TITLE. Executives, Business Analysts, Exporters, etc.
Salary. 5500 I to 12000 I.

Persons recruited for these positions should be able to replace officers of the field grade of Major and Lt. Col. in terms of U. S. Civil Service Standards they should, as a minimum be capable of supervising an important section in a Bureau. Holding a Small Division within a Bureau, operate as a staff technical specialist, or as first assistant to the Chief of a Bureau or Department. The maximum salary, in terms of the civilian public service is equivalent to the

They must be able to efficiently manage an important office with the absolute minimum of supervision. The office in which engaged must deal with important specialized and technical work requiring lengthy experience and excellent educational qualifications. They must know how to give clear instructions to subordinate supervisors and be capable of objectively evaluating the work produced.

In the case of Sub-Professional Workers: they must possess skill, some experience, and important professional training in the subject matter with which the office deals. Their work must be of a professional; scientific, or technical character requiring thorough knowledge of the principles involved in the profession or technical skill. As required, they should demonstrate skill in supervising others and in planning and laying out work for others.

FRUIT HARRY JOH STANDARD STATEMENT III

TITLE: Executives, Business Analysts, Exporters, etc.
Salary: \$5000 I to 12100 I.

Persons recruited for these positions should be able to replace officers of the field grade of Major and Lt. Col. in terms of U. S. Civil Service Standards they should, as a minimum be capable of supervising an important section in a Bureau, heading a small Division within a Bureau, operate as a staff technical specialist, or as first assistant to the Chief of a Bureau or Department. The maximum salary, in terms of the Federal public service is equivalent to the highest grade of public servant.

All persons recruited for these positions must be specialists in the field in which employed. Specialized experience and training in the appropriate field should not be of less duration than five years. There should be no supervision of a routine character involved in their work. They should be capable of performing their duties under direct and general supervision. They must have a proven capacity for independent judgment, and be capable of producing carefully conceived and complete operational plans. They must possess outstanding skill in analysis and in making situation reports. They must be capable of advising high ranking

Ref Civ Para/135

officers on difficult and important matters. They must produce evidence to show that they can plan, organize and conduct independent investigations or act as consultants to Sub-Commission or Regional Directors as required.

R. T. Uhler

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

ALLIED COMMISSION

SFC 394

7-2 Section Civilian Personnel

7 November 1944

Subject: Civilian Labor Exemption from Military Service.

To : See Distribution.

Adj. Asst.	PP
Asst. Asst.	
Asst. Asst.	
Chief Clerk	PP

1. The Italian authorities have undertaken to provide beyond previous commissions, units for employment with the Forces. To the end that the organization of these units be facilitated it is essential that the military status of Italians now in Allied employ be scrutinized and stipulated conditions met with.

2. Applications for exemption from military service will only be granted when the services of the civilian employee is of such vital operational value as to transcend any use to which he might be put in the Armed Forces.

3. Applications for exemption will be submitted in triplicate by the Regional Commissioner or Director of Sub-Commission to HQ. 20. 7-1 Civilian Personnel. Civilians must not be sent to this HQ to make their own applications nor must they make out the form. This must be done by the aforementioned officials.

4. Column 10 on the attached form is to be used by the Regional Commissioner or Director of Sub-Commission for his certified confirmation and transcription of the job in question.

5. Exemptions will be valid for only a period of three months from date of granting. Applications for granting of extension of exemption will be made in the same form but marked "RENEWAL".

6. Upon the release from employment of any civilian employing exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and inform the employee to report to the nearest Carabinieri Headquarters for sending to the closest Italian Military District.

7. When an applicant's exemption is refused he may be

facilitated it is essential that the military status of Italians now in Allied employ be scrutinized and stipulated conditions met with.

2. Applications for exemption from military service will only be granted when the services of the civilian employee is of such vital operational value as to transcend any use to which he might be put in the Armed Forces.
3. Applications for exemption will be submitted in triplicate by the Regional Commissioner or Director of Sub-Commission to HQ. AF, 1-1 Civilian Personnel. Civilian must not be sent to this HQ to make their own applications nor must they make out the forms. This must be done by the aforementioned officials.
4. Column 10 on the attached form is to be used by the Regional Commissioner or Director of Sub-Commission for his certified confirmation and description of the job in question.
5. Exemptions will be valid for only a period of three months from date of granting. Applications for granting of extension of exemption will be made in the same form but marked "EXTENSION".
6. Upon the release from employment of any civilian enjoying exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and instruct the employee to report to the nearest Carabinieri Regale HQ for sending to the closest Italian Military District.
7. When an applicant's exemption is refused he may be employed until called up by Italian authorities.
8. All existing exemptions, regardless of validity, issued by this HQ prior to 1 October 1944 must be immediately returned to 3-1 Civilian Personnel for re-issuing or rejection and no certificate preceding 2 October 1944 will be valid unless subsequently endorsed.
9. Regional Commissioners and Directors of Sub-Commissions will submit a report to 3-1, Civilian Personnel by the first day of each month showing number of exempted personnel, employees as of last day of preceding month, number from whom exemption was withdrawn, and number of extensions granted in the case per

10. Original certification of exemption with Italian BV stamp will be kept on file at HQ AC I-1 Civilian Personnel where they say he spoken by an Allied Officer to Italian authorities when necessary. A "Certified True Copy" of each exemption will be sent to the person to whom it pertains.

11. Certs and be exercised in filling out applications as errors will cause refusal of application.

N. T. Miller
R. T. Miller
Lt. Col. USA
A-2(a)

Distribution: "4"

Sgt ANGELINI	<i>F. Angelini</i>
1st Lt GREGALDI	<i>R. GREGALDI</i>
1st Lt WALTON	<i>[Signature]</i>
Pfc KROGER	<i>[Signature]</i>

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

785015

MILITARY
NAVAL
AIR FORCE

APPLICATION FOR EXEMPTION FROM CALL-UP OF ITALIAN
PERSONNEL WITHIN 1914-22 CLASSES

1 Ident. No.	2 SUI NAME	3 CHRISTIAN NAMES	4 MILITARY CLASS	5 MILITARY NUMBER (if any)	6 HOME ADDRESS	7 NAME OF LAST ITALIAN UNIT IN WHICH SERVING	8 ITALIAN MILITARY DISTRICT TO WHICH ASSIGNED

(Signature)

5122

(Name of Employing Unit)

(Date)

(See Other Side)

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

785015

APPLICATION FOR EXEMPTION FROM CALL-UP OF ITALIAN

PERSONNEL WITHIN 1912-22 CLASSES

3 CHRISTIAN NAMES	4 MILITARY CLASS	5 MILITARY NUMBER (if any)	6 HOME ADDRESS	7 NAME OF LAST ITALIAN UNIT IN WHICH SERVING	8 ITALIAN MILITARY DISTRICT TO WHICH BELONGING	9 CIVIL TRADE	10 NATURE OF PRESENT EMPLOYMENT

(Name of Employing Unit)

(Date)

© Delete whichever is inapplicable

(See Other Side)

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 289

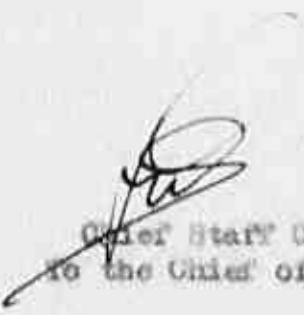
Ref. 256/9/COB.

6 November 1944

SUBJECT: ENZO TERZAGLIA.

TO : C-1 Civilian Personnel.

Reference our 256/6/COB of 5 November, will you please delete Enzo TERZAGLIA's name from the list as he is still on the Adjutant's payroll.


Chief Staff Officer,
to the Chief of Staff.

Copy to: Adjutant. ✓

5123

HEADQUARTERS UNITED COMMISSION
APO 394
Office of the Chief of Staff

Ref/256/6/COS.

3 November 1944

SUBJECT : Transfer of Civilian Employees.

TO : G-1 Civilian Personnel.

It is requested that commencing November 1st the under-mentioned civilian employees be transferred from the Adjutant's Department to the Office of the Chief of Staff, (Message Center). Their rates and classifications remain the same.

PIANTINI OSVALDO
DE ANGELIS PAOLO
LIURNI ALBERTO
TESTI FRANCO

SIMONELLI GIANNI
TERRADURA SIZO
MARTELLA ALBERTO
MARCHETTI AUGUSTO


Chief Staff Officer,
To the Chief of Staff.

Copy To Adjutant.

5122

HEADQUARTERS
ARMED COMMISSION
(Adjutant's Department)
APO 394

2 November 1944

Adj: 230.

SUBJECT: Discharge of Civilian Employee

TO : Q-1 (Civilian Personnel Section)

1. Please be advised that the civilian employee Giorgio Faletti, employed in the message center, Adjutant's Department, as a messenger has been discharged as of 23 October 1944 for violating the regulations set forth in the Black Market program.

2. This civilian has been paid for the number of days worked up until the day prior to his arrest.

3. Attached herewith is the civilian's food ration card. It is understood by this office that his AOC pass was picked up by the local carabinieri.

NICHOLAS FLORENO
CWO, USA
Asst Adjutant

Incl. 1 - Civilian food card

Adjutant	
Asst. Asst.	
Asst. Asst.	
Asst. Asst.	

File
MP

MISS ANNA PECE.

(Flag Officer Liaison, Italy, Rome's letter No. L.420
of 24th October, 1944.)

III.

No. L.420.

HEADQUARTERS ADJUTANT,
ALLIED COMMISSION.

This civilian is paid by the Royal Navy as
she carries out duties for Senior British Naval Officer,
Rome, as well as for Navy Sub Commission.

ROME.
30th October, 1944.

W. H. H. H.
SECRETARY TO
F.O.T.A.L.I., ROME.

5120

0847

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

785015

S.514

ON HIS MAJESTY'S SERVICE

Headquarters Adjutant

Allied Commission

ADMIRALTY SERVICE

If undelivered to
be returned to:-



CERTIFIED OFFICIAL

Sgd:

HEADQUARTERS
ALLIED COMMISSION
CMF
Adjutant's Department

F. B. [unclear]
NF/hft

Adj: 230

30 October 1944

SUBJECT: Civilian Employee.

TO : G-1 (Civilian Personnel)

This is to notify you that civilian employee 20111, MIRIAM
employed by this Department as Translator has been discharged as from
26 Oct 44.

For the Commanding Officer:

NH
NICHOLAS PICCIBINO
CWO USA
Adjt Adj

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

File
HP
27 October 1944

SUBJECT: Employment of Civilians

TO :

Adjutant Sec -

1. Ref your

request

dated

27 October 44

2. Approval is given to the employment of

Alberto Martella

as a

Messenger

at a rate

not exceeding

80

per day/month

3. The minimum rate which is

per day/month will

be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

1 August 1944.

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

~~action.~~

L. W. STEARNS
Major, AGD
G-1 American *J.R.*

5117

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

File
MP
27 October 1944

SUBJECT: Employment of Civilians.

TO : *Adjutant's Dep.*

1. Ref your *request* dated

2. Approval is given to the employment of

as a *messenger*

not exceeding *100* Lire per day/month

3. The minimum rate which is

75

Lire per day/month will

be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

~~action.~~

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

J. R.
5115

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

LTM/hft

Adj: 230

27 October 1944

SUBJECT: Civilian Employees.

TO : Civilian Employment Officer.

AUGUSTO MARCHETTI
(Address- Via Savoia No. 33)

ALBERTO MARTELLA
(Address- Via Nomentana No. 201)

1. The above named men are considered suitable for employment in this Department as Messengers and it is proposed to start them under that classification at the rate of 75 Lire per day w.e.f. today, 27 October 1944.

2. May approval be given please and the necessary arrangements made,


NICHOLAS BIOMBINO
CWO, USA
Asst Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 384

26 October 1945

Adjutant	AM
Asst. Asst.	
Asst. Asst.	
Chief Clerk	RS

SUBJECT: Payrolls.

TO : All Sub-Commissions, Branches, and HQ.
(ATTN: Authorizing Officer for Civilian Pay)

1. The manner in which payrolls are at present prepared is highly unsatisfactory, and a great amount of unnecessary work and loss of time is entailed in consequence.

2. In order that the present standards may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

(a) Employees on a daily rate will not be paid for Sundays, unless they work on those days.

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) in each payroll. Payrolls will be submitted for 15-day periods, the working month being 25 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-five (25) to determine the daily rate.

(c) It is to be the greatest importance that the exact nature of the work of each employee be entered on payroll, and the function as shown must coincide with one of the official grades.

(d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is requested that no such grade exists in AEC/ACC/Officers do not have "Secretaries" and it is requested that the function of employees who have been so described should be accurately stated, e.g., typist, clerk.

(e) The basic currency for AEC/ACC accounting purposes is the Lira, and foreign currencies must not under any circumstances appear on payroll.

(f) Official maximum rates of pay must be strictly adhered to in every grade.

(g) Payroll payrolls must be prepared for each date of work. In each case, checks, vouchers, etc., are included on the payroll.

(h) Dates of pay must be clearly shown, and the period worked on that date must be clearly stated.

Asst. Asst.

Asst. Asst.

Chief Clerk

SUBJECT: Payrolls.

TO : All Sub-Commissions, Branches, and HQ.

(ATTN: Authorizing Officer for Civilian Pay.)

1. The manner in which payrolls are at present prepared is highly unsatisfactory, and a great amount of unnecessary work and loss of time is entailed in consequence.

2. In order that the present standard may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

(a) Employees on a daily rate will not be paid for Sundays, unless they work on these days.

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 15-day periods, the working month being 28 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.

(c) It is of the greatest importance that the exact nature of the work of each employee be entered on payrolls, and the function as shown must coincide with one of the official grades.

(d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is emphasized that in such grade exists in AM/ACC (officers do not have "Secretaries") and it is requested that the function of employees who have been so described be accurately stated, e.g. typist, clerk.

(e) The basic currency for AM/ACC accounting purposes is the lira, and foreign currencies must not enter any calculations shown on payrolls.

(f) Official maximum rates of pay must be strictly adhered to in every grade.

(g) Separate payrolls must be prepared for each class of worker. In some cases clerks, laborers, drivers, etc. are included on one payroll.

(h) Rates of pay must be clearly shown, also the period worked so that accumulation may be easily checked.

(i) It is emphasized that the arithmetical accuracy of payrolls is the responsibility of the authorizing officer, and any overpayments are the personal financial liability of that officer.

FOR THE VICE-PRESIDENT, ESTABLISHMENT'S BRANCH:

[Signature]
N. E. SCHERER, Col.
HQ. Command 5111

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Adjutant's Department)
APO 394

F. L.
NP/anh

Adj: 230.

21 October 1944.

SUBJECT: Civilian Employee

TO : Headquarters Commandant (Attn: Capt SINCLAIR)

1. Civilian employee, Ernesti Giorgio, was transferred from Civil Affairs Branch by WO I A. R. H. Picken to the Message Center as a messenger.

2. He now holds a civilian food ration card entitling him to soup only. Request that this messenger be issued a food ration card entitling him to the regular meal as other messengers are now getting.

3. It is understood that he will pay the seven (7) lire per day instead of two (2) lire per day for the new allowance.

Nicholas
NICHOLAS PIOMBINO,
CWO, USA,
Assistant Adjutant.

511

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

F. L. ...
NP/mrh

Adj: 230.

17 October 1944.

SUBJECT: Civilian Employee

TO : O-1 (Civilian Personnel)

1. Please be advised that civilian employee, Alberto Banal, employed by the Adjutant's Department as Registry Clerk, was discharged as of 15 October 1944.
2. This employee was not discharged due to his own fault but rather that work in this department of the type he was performing had slackened.
3. This civilian has performed his work in a most satisfactory manner and if he is needed at a future date, we will call on your office to re-employ him.

NICHOLAS PIOMBINO,
CWO, USA,
Assistant Adjutant.

Incl-1
Civilian Identity Card.

5112

785015

R-E-S-T-R-I-C-T-E-D

ROME ALLIED AREA COMMAND
APO #194, US Army

Adjutant	<i>[initials]</i>
Asst. Asst.	<i>[initials]</i>
Asst. Asst.	<i>[initials]</i>
Chief Clerk	<i>[initials]</i>

IEC/wes
26 September 1944

MEMORANDUM:

TO : Gen Distribution.

CIVILIAN LABOR - EXEMPTION FROM MILITARY SERVICE

1. Application for exemption from military service of Italian civilians is to be made by US units of Rome Allied Area Command and will be considered only in the case of highly skilled technical labor.

2. Application for exemption of exceptional cases will be made by the commanding officer of the military unit in writing, to Command General, RAC. Civilians will not be sent to this Headquarters in person for this purpose.

By command of Brigadier General BROWN:



[Signature]
I. E. CHICK
Colonel AGC
Adjutant General

ACC-DIST

INFO-ACTION - G-1 (A)

INFO-Admin Sec

- Econ Sec

- C.A.B.

- Dispers & B. Sec

- Exec O. (A)

- G-4 (A)

- Hyg Comdt

- Comm. Sec

DISTRIBUTION

"R"

(US Troops only)

R-E-S-T-R-I-C-T-E-D

785015

530

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

File

APO 394

Adjutant

Asst. Asst.

Asst. Asst.

Chief Clerk

4 October 1944

SUBJECT: Employment of Civilians.

TO : Adjutant
(Att: Lt. Montant)

1. Ref your dated

2. Approval is given to the employment of ZOLLI, Miriam

as a Interpreter at a rate

not exceeding 120 Lire per day/month.

3. The minimum rate which is 80 Lire per day/month will

be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

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

785015

HEADQUARTERS ALLIED CONTROL COMMISSION

G-1 Section Civilian Personnel

230

APO 394

Asst. Asst.	by
Asst. Asst.	
Chief	

2 October 1944

SUBJECT: Employment of Civilians.

TO : Adjutant

1. Ref your **Request** dated **2 October 1944**2. Approval is given to the employment of **Terradura Enzo**as a **Messenger**

at a rate

not exceeding **70** Lire per day/month.

3. The minimum rate which is **60** Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

L. W. Stearns

f.l. for
L. W. STEARNS
Major, AGD
G-1 American

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Adjutant's Department)

HP/mrh

2 October 1944.

Adj: 230.

SUBJECT: Civilian Employee

TO : G-1 (Civilian Personnel)

1. Request that the following named civilian be interviewed with a view towards employment by this department as messenger.

Enso Terradura
Via Sesse #4
Roma

This civilian will take the place of Antonio Sarno who was given a three day leave on or about 21 September 1944, and has not returned to date. Upon his return, he will be discharged.

2. Attached herewith is pass and food ration card formerly held by civilian employee, Angelo Dina, who has left the employ of this department of his own volition to return to school.

NICHOLAS PICCHINO,
CWO, USA,
Assistant Adjutant.

Incl-2:
Pass
Food Ration Card

5103

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

File

LTM/hft

Adj: 230

29 September 1944

SUBJECT: Civilian Employees.

TO : Civilian Employment Officer.

SIMONELLI, JOHNNIE

(Address - Via Sistina 118)

1. The above named is considered suitable for employment in this Department as a Messenger and it is proposed to start him under that classification at the rate of 65 Lire per day w.e.f. today, 29 Sep 44.

2. May approval be given please and the necessary arrangements made.

[Signature]
L. T. MONTANT, Jr.
1st Lt. AGC
Adjutant

V

5107

For your files.

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

29 Sept. 1944

SUBJECT: Employment of Civilians.

TO : Adjutant.

1. Ref your Adj. 230 dated 29 Sept 44

2. Approval is given to the employment of Immerelli,

Johnnie as a Messenger
at a rate not exceeding 70 Lire per day/month.

3. The minimum rate which is 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

R. R. Small

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

S.C. for:

5106

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

File
JP
25 September 1944

SUBJECT: Employment of Civilians.

TO : Adjutant Depart. (Lt. Montant)

1. Ref your Request dated 25 Sept 44.

2. Approval is given to the employment of _____

Bove, Rosanna as a Typist E.S

at a rate not exceeding 120 Lire per day/~~month~~.

3. The minimum rate which is 80 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

5. ~~Please have applicant report to Room 4 as soon as possible for necessary action~~

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

5103

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

25 September 1944.

SUBJECT: Recommendation

TO : Whom It May Concern

1. This is to introduce Ellen Akmentins, Russian civilian, who has been in the employ of this Headquarters, in the Adjutant's Department for a period of six weeks, in which time she has demonstrated qualities of reliability, initiative and an aptitude for grasping the many intricate technicalities involved in the functions of an Adjutant's Department in a Headquarters such as ACC.

2. She has comported herself in a manner which has shown that she can be trusted with many responsibilities, and her position in this office as a typist, her only qualification which was utilized here, is worthy of the highest praise.

3. In view of the fact that the high living costs make it impossible for her to cope with the many problems in a city such as Rome, with the salary offered her, she seeks employment in a place where the cost of living will in some way be balanced by the salary she might be receiving. She leaves our employ voluntarily, and I sincerely regret the loss of her abilities. At no time, will I hesitate to rehire Miss Akmentins should the occasion present itself.

4. In addition to her typing ability, Miss Akmentins possesses the knowledge of several languages, and can very easily be utilized as an interpreter. I am sure that she will prove a distinct asset to any office that makes full use of her qualifications.

L. T. Wortant, Jr.
L. T. WORTANT, Jr.,
1st Lt, AGD,
Adjutant.

510

HEADQUARTERS
ALLIED CONTROL COMMISSION
(Adjutant's Department)
APO 394

NP/arn

Adj: 230.

20 September 1944.

SUBJECT: Civilian Employee

TO : G-1 Civilian Personnel Section, Hq ACC

1. It is requested that the following named employee, employed by this department, be given a two-week trial period effective from the above date:

Signa Anna Limentani

2. This civilian is employed as a clerk-typist at the rate of 90 lire per day.

NICHOLAS PIOMBINO,
CWO, USA,
Assistant Adjutant.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

File

LTM/ARP/hft

Adj: 230

11 September 1944

SUBJECT: Civilian Employees.

TO : Civilian Employment Office.

COLASANTI, ANDREA

1. Employment of the above mentioned civilian has been terminated w.e.f. today 11 Sep 44.
2. Authority in his respect to enter this Headquarters is returned herewith. Please acknowledge on the duplicate copy hereof.

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

Acknowledged
1st Lt M R Panella Capt
GI Civilian Personnel

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

(for your files)

11 Sept 44 1944

SUBJECT: Employment of Civilians.

TO : Admiral

1. Ref your ADS 230 dated 11 Sept 44.

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

as a messenger (M) over 17 years
at a rate not exceeding 70 Lire per day/month.

3. The minimum rate which is 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

to for R. R. Small

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

5101

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

LTM/hft

11 September 1944

Maj: 230

SUBJECT: Civilian Personnel.

TO : Civilian Personnel Officer.

TESTI, FRANCO

(Address: VIA FARINI 52)

1. The above named is considered suitable for employment in this Department as a Messenger and it is proposed to start him at under that classification at the rate of 65 Lire per day w.e.f. tomorrow, 12 September 1944.

2. May approval be given please and the necessary arrangements made.


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

5113

OFFICE MEMORANDUM)

NUMBER 15)

CIVILIAN PERSONNEL(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 2 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, Ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

- II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description -- that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be referred to Civilian Personnel. Those who are accepted will be screened by the Security

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-II -

Recruitment Procedure

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- III -

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- 1 -

Headquarters, ACC
Office Memo 15, 1 Aug 44, cont'd

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Rates of Pay

The following rates of pay are extracted from Government No. 5, Army, Army and Navy Order and Instr. No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	Min Rate	Max Rate	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
Bookkeeper (male)	2,000	4,000	" "
Bookkeeper (female)	1,800	3,500	" "
Cashier, Chief (male)	2,500	3,500	" "
Clerk, Office (male)	70	110	per day
Clerk, Office, (female)	60	90	" "
Draftsman, Chief	2,500	4,500	per month
Draftsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior administrative assistants, Clerk Supervisors	2,100	4,500	per month
Professional man (doctor, lawyer, dentist, civil	4,000	9,600	" "
mechanical engineer, construction)			
Senior administrative assistants, sub-professional	3,600	6,000	" "
workers, Junior executive officers, etc.	70	110	per day
Telephone Operator, English-speaking (female)	55	75	" "
Telephone Operator, Non-English-speaking (female)	70	110	" "
Typist (male)	60	90	" "
Typist (female)			
Typist, shorthand, (steno), English-speaking	80	120	" "
(male or female)			

- V -

Declassification

Declassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter

for examination in the Civilian Personnel Office.

	Min Hire	Max Hire	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
Bookkeeper (male)	2,600	4,000	" "
Bookkeeper (female)	1,800	3,500	" "
Cashier, Chief (male)	2,500	3,500	" "
Clerk, Office (male)	72	110	per day
Clerk, Office, (female)	60	90	" "
Draftsman, Chief	2,500	4,500	per month
Draftsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,500	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2,100	4,500	per month
Professional man (doctor, lawyer, dentist, civil	4,000	9,600	" "
mechanical engineer, construction)			
Senior administrative assistants, sub-professional	3,600	6,000	" "
workers, junior executive officers, etc.	70	110	per day
Telephone Operator, English-speaking (female)	55	75	" "
Telephone Operator, Non-English-speaking (female)	70	110	" "
Cypist (male)	60	90	" "
Cypist (female)			
Cypist, shorthand, (steno), English-speaking	80	120	" "
(male or female)			

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum \$600 hire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Payroll, badges, and other orders of ID identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Command's Office. Payrolls will be submitted to Headquarters

Headquarters, AGC
Office Memo 15, 1 Aug 44, cont'd

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to re-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH *W. J. A. S.*
Colonel, AGC
Executive Officer

DISTRIBUTION:
"C" - Modified

7735 SQ. 7664 020
GFTL 00 1000 0000 0000

2.30

Subject: Women's Organization in India Territory.

To : See Distribution.

1. in the event of a civilian employed locally by the Allied Forces in Italy, Sicily and Sardinia, sustaining death, injury or illness arising out of and in the course of such employment, the C. O. C. employee must still:

- e. Class paying his salary or wages as from the date he stops work.
- f. Give him, or his dependents, a certificate of injury in the form set out.
- g. Advise him, or his dependents, to apply to the local Office of the Instituto for Investigaciones Cientificas, Medicas y Sociales, for such medical attention and compensation as he or his dependents are entitled to receive. The address of the local office of the Instituto and of the doctors employed by them can be ascertained from the Mayor (Poderes). In case injured persons should, if possible be sent to Caspadero del Instituto Nacional de Informacion - No. 9 via Monte Solis Chico - where not practicable send to any civil town nearest.

2. No compensation or medical services (except those that are provided in connection with the treatment) shall be given, and the above Institute is obligated to pay for the treatment of the patient with them. It has an office in all towns of national importance and will attempt to have the injured person collected by ambulance on being so requested.

3. The certificate of injury referred to in par. 1 above will be in the following form. It will be made out in quadruplicate and signed by the S.O. of the employing unit. The first copy, on which another his lack of unit will be shown, will be given to the injured person or his dependents, to be handed to the Institute.

The second copy, on which the tank, hull and its location will be added, will be sent to the Gladius Cdn. testing, CMC, Fort Bris-
tol, Gladius Service, Section 5, 420 7th Ave. S. 7th St. S. Units.

5-14027

- b. Give him, or his dependents, a certificate of injury in the forms set out.
 - c. Advise him, or his dependents, to apply to the local Office of the Istituto per l'Assicurazione contro gli infortuni sul lavoro, for such medical attention and compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Mayor (Podesta). In Rome injured persons should, if possible be sent to Ospedale degli Infortuni Assicurazione Infortuni - No. 9 via Monte delia Gioia - where not practicable send to any civilian hospital.
2. No compensation or medical attention (other than first-aid treatment) should be given, as the above Istituto is organized to deal with them. It has an office in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.
 3. The certificate of injury referred to in par. 1 above will be in the following form. It will be made out in quadruplicate and signed by the G.O. of the employing unit. The first copy, on which neither his rank nor his unit will be shown, will be given to the injured person or his dependents, to be handed to the Istituto.

The second copy, on which the rank, unit and its location will be added will be sent to the Claims Commission, CME, for British Units and U.S. Claims Service, Region 8, APO 794 for US Units.

The third copy, similarly completed, will be sent to 5093. Labor (Civil) at Area or Formation HQ for British Units, and to Labor Supply Office, Rome Region, R-3 APO 794, for US Forces. The

The fourth copy will be kept for unit records.

By command of Director General 1-1-1

Acc. Dist.

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

EX OFFER (A)

1 - Incl:

Certificate of Injury

DISTRIBUTION:

"A"

R-3-S-T-R-I-C-T-E-D

CERTIFICATO D'INFORTUNIO CERTIFICATE OF INJURY

1. I certify that I am
the owner of the vehicle

of
da
address
indirizzo

born on
nato il

(date)
(data)

the son of
figlio di

(father's name)
(nome del padre)

and of
e di

(mother's name)
(nome della madre)

was killed/injured at
è morto/è ferito

on
il giorno

at
data

at
a

(name of the accident)
(luogo dove è avvenuto)

in an accident arising out of and in the course of his employment with the United States
infortunio è avvenuto mentre lavorava sotto dipendenza delle Forze Armate degli Stati Uniti

is
quello di

(name of the employee)
(nome dell'impiegato)

2. The accident occurred in the following circumstances:
(L'infortunio è avvenuto nelle seguenti circostanze)

(Give short particulars and state whether the accident was attributable to any fault or negligence of the employee.
Dare dettagliate e brevi descrizioni circa l'infortunio precisando se è stato causato da una colpa dell'impiegato.)

3. His duty earnings for each of the fifteen days immediately prior to the accident were as follows:
Paga giornaliera per gli ultimi quindici giorni precedenti l'infortunio

Day Giorno	Date Data	Gross earnings including overtime (compensazione straordinaria)	Day Giorno	Date Data	Gross earnings including overtime (compensazione straordinaria)
1			11		
2			12		
3			13		
4			14		
5			15		

Signature of the O. C. Unit
Firma del Comandante (Unità)

Name in block letters
Nome in stampello

Date
Data

Personal Number
N. di matricola

4. The Officers of the Institute have been instructed that should they require any further information they should communicate

1. Give short particulars and state whether the accident was attributable to any willful negligent act of the employee.
 (Informazione e brevi descrizione circa l'incidente precisando se è stato causato da negligenza dell'operaio).

2. The accident occurred in the following circumstances:
 L'incidento è avvenuto nelle seguenti circostanze:

3. His daily earnings for each of the fifteen days immediately prior to the accident were as follows:
 I suoi giornali per gli ultimi quindici giorni precedenti l'incidento:

Day Giorno	Date Data	Gross Earnings Including overtime (compreso straordinario)	Day Giorno	Date Data	Gross Earnings Including overtime (compreso straordinario)
1			11		
2			12		
3			13		
4			14		
5			15		

Signature of the O. C. Unit
 Firma del Comandante l'Unità

Name in block letters
 Nome in stampello

Date
 Data

Personnel Number
 N. di matricola

4. The Officers of the Institute have been instructed that should they require any further information they should communicate with the Civil Joint Claims Commission. E. A. C. should do likewise in case of any difficulty.
 Gli Ufficiali dell'Istituto sono a conoscenza che se hanno bisogno di ulteriori informazioni o esperienze devono comunicare con Joint Claims Commission. Le Unità E. A. C. devono fare lo stesso in difficoltà.

5098

765015

Vol. 24, 292

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

CONFIDENTIAL

REFERENCE : 16055/2-1

15 August 1944

SUBJECT : Employment of PN and IED Personnel.

TX : Distribution below.

1st Lt.	1st Lt.
2nd Lt.	2nd Lt.
3rd Lt.	3rd Lt.
4th Lt.	4th Lt.
5th Lt.	5th Lt.
6th Lt.	6th Lt.
7th Lt.	7th Lt.
8th Lt.	8th Lt.
9th Lt.	9th Lt.
10th Lt.	10th Lt.
11th Lt.	11th Lt.
12th Lt.	12th Lt.
13th Lt.	13th Lt.
14th Lt.	14th Lt.
15th Lt.	15th Lt.
16th Lt.	16th Lt.
17th Lt.	17th Lt.
18th Lt.	18th Lt.
19th Lt.	19th Lt.
20th Lt.	20th Lt.
21st Lt.	21st Lt.
22nd Lt.	22nd Lt.
23rd Lt.	23rd Lt.
24th Lt.	24th Lt.
25th Lt.	25th Lt.
26th Lt.	26th Lt.
27th Lt.	27th Lt.
28th Lt.	28th Lt.
29th Lt.	29th Lt.
30th Lt.	30th Lt.
31st Lt.	31st Lt.
32nd Lt.	32nd Lt.
33rd Lt.	33rd Lt.
34th Lt.	34th Lt.
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36th Lt.	36th Lt.
37th Lt.	37th Lt.
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39th Lt.	39th Lt.
40th Lt.	40th Lt.
41st Lt.	41st Lt.
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50th Lt.	50th Lt.
51st Lt.	51st Lt.
52nd Lt.	52nd Lt.
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73rd Lt.	73rd Lt.
74th Lt.	74th Lt.
75th Lt.	75th Lt.
76th Lt.	76th Lt.
77th Lt.	77th Lt.
78th Lt.	78th Lt.
79th Lt.	79th Lt.
80th Lt.	80th Lt.
81st Lt.	81st Lt.
82nd Lt.	82nd Lt.
83rd Lt.	83rd Lt.
84th Lt.	84th Lt.
85th Lt.	85th Lt.
86th Lt.	86th Lt.
87th Lt.	87th Lt.
88th Lt.	88th Lt.
89th Lt.	89th Lt.
90th Lt.	90th Lt.
91st Lt.	91st Lt.
92nd Lt.	92nd Lt.
93rd Lt.	93rd Lt.
94th Lt.	94th Lt.
95th Lt.	95th Lt.
96th Lt.	96th Lt.
97th Lt.	97th Lt.
98th Lt.	98th Lt.
99th Lt.	99th Lt.
100th Lt.	100th Lt.

1. The present difficulties that are being experienced owing to the extreme seriousness of the existing manpower situation are quite apparent.

2. In order to ensure the best use of all available personnel, it is essential that every man, whether he be of low medical category for reasons of sickness or wounds sustained in action or psychoneurosis as a result of his former service, be employed in the type of employment to which he is best suited.

3. This letter is being given a full distribution in order to ensure that the IED and IED personnel, who are now being posted to this function in replacement of high medical category personnel, receive every A.C.C. consideration and are not treated as unwanted personnel thrust upon us.

4. All IEDs have undergone a month's training with a view to adjusting their mental outlook. They have been encouraged to feel that they are still useful members of His Majesty's Army and that their services are valuable. They have not been allowed to feel, or given the impression, that they are failures.

5. In many cases their mental condition has been created because of family troubles. These have been investigated, and in many cases remedied, with the result that the men's efficiency has greatly increased. It has been proved that if such personnel feel that an interest is being taken in them as individuals, they become enthusiastic soldiers, with a greater determination to prove to the Officer or A.C.C. who has given them a helping hand, that they are efficient members of that unit.

6. It has also been proved that where IEDs have been made to feel that they are welcome members of their new unit and that their work is essential and valuable, they have proved to be reliable and efficient soldiers. All these factors will for the tactical advantage of both officers and senior A.C.C.s in command.

5095

1. The present difficulties that are being experienced owing to the extreme seriousness of the existing manpower situation are quite apparent.

2. In order to ensure the best use of all available personnel, it is essential that every man, whether he be of low medical category for reasons of sickness or wounds sustained in action or psycho-neurosis as a result of his former services, be employed in the type of employment to which he is best suited.

3. This letter is being given a full distribution in order to ensure that the IAD and its personnel, who are now being posted to this location in replacement of high medical category personnel, receive appropriate consideration and are not treated as unwanted personnel thrust upon us...

4. All this has undergone a month's training with a view to adjusting their mental outlook. They have been encouraged to feel that they are still useful members of His Majesty's Army and that their services are valuable. They have not been allowed to feel, or given the impression, that they are failures.

5. In many cases their mental condition has been created because of family troubles. These have been investigated, and in many cases eradicated, with the result that the men's efficiency has greatly improved. It has been proved that if such personnel feel that an interest is being taken in them as individuals, they become enthusiastic soldiers, with a greater determination to prove to the Officer or S.C.O., that has given them a helping hand, that they are efficient members of that unit.

6. It has also been proved that where the men have been made to feel that they are welcome members of their new unit and that their work is essential and valuable, they have proved to be reliable and efficient soldiers. All these factors will for the tactical advantage of both officers and men. S.C.O. is in connection with their mental problems.

7. Regarding IAD personnel. These soldiers have also to adjust themselves to their new circumstances. In many cases they have been fighting soldiers, a fact of which they are very rightly proud. They do not always take the trouble to adjust for themselves the important aspects of their new employment, and are apt initially to feel some quite understandable sense of inferiority vis-a-vis their late front-line comrades.

8. Here again they should be made to feel that they are valuable members of their new unit, and that here also there exists that

Sheet 2

cooperation and esprit de corps which they had formerly known. They must also be made to realize the value which their own employment contributes to the war effort and to the well-being of their former comrades, all of whom are dependent on L. of C. units.

9. Before posting, both PWs and LMCs are interviewed by Personnel Selection Staff who assess their qualifications and recommend them for various types of employment. With the exception of S.D. men, these men are being assigned in the trades or tasks as recommended by the F.S.S. On no account will such personnel be otherwise employed without first reference to this Headquarters.

10. All PWs and LMC personnel who are now being posted will be given every opportunity to settle down in their new surroundings as efficient soldiers. No efforts should be spared by Officers and WOs to ensure that these men are afforded the encouragement and the personal interest which is so necessary to enable them to prove themselves to be efficient members of the formation.

FOR THE EXAMINING OFFICER

J. L. Jones

J. L. JONES
Lt. Colonel,
F. I. (B)

BTL/EP

Distribution B. to all units 41. 43. 45. 64. and all Group III.

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

Julius
HP
John
HP
15 Aug 44, 1944.

SUBJECT: Employment of Civilians.

TO : Adjutants Dept *Mr Picken*

1. Ref your Letter
dated 14 Aug 44.

2. Approval is given to the employment of Colasanti, Andre
as a Messenger Clerk, General Office
at a rate not exceeding 70 40 Lire per day/month.

3. The minimum rate which is 70 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limits set out in para 2 above.

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

5. ~~Please have applicant report to Room 11 for necessary action, as soon as possible.~~ *(Complied with)*

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

Copy to:
Employment Officer
S/C in Reference.

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

5092

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

*Files
MP
Sub*
15 August, 1944.

SUBJECT: Employment of Civilians.

TO : Adjutant Lt. Montaut

1. Ref your letter
dated 14 August 44.

2. Approval is given to the employment of Luigi Alberts
as a messenger
at a rate not exceeding 50 Lire per day/month.

3. The minimum rate which is 50 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limits set out in para 2 above.

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

5. ~~Please have applicant report to Room 11 for necessary action, as soon as possible.~~ *(complied with)*

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

Copy to:
Employment Officer
S/C in Reference.

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

5093

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

LTM/hrt

14 August 1944

Adj: 230

SUBJECT: Civilian Personnel.

TO : Civilian Personnel Officer.

DE ANIELIS, PAOLO

VIA SAVOIA 82

1. The above named is considered suitable for employment in this Department as a Messenger and it is proposed to start him at 65 Lire per day w.e.f. 16 August 1944.

2. May approval be given please and the necessary arrangements made.


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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Adjutant's Department

LTM/hft

14 August 1944

Adj: 230

SUBJECT: Civilian Personnel.

TO : Civilian Personnel Officer.

1. Reference para III of Office Memorandum Number 15 dated 1 Aug 44.
2. It is requested that three young male civilians be detailed to report to this Department for interview, with a view to employment as messengers. Men with a knowledge of English would be an advantage, but this is not an essential qualification.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(ADJUTANT'S DEPARTMENT)

Adj 230

14 August 1944

SUBJECT: Civilian personnel

TO : G-1 (A)
(Civilian Personnel Office)

ALBERTO BANAL
(Address, 55 Via Andrea Doria)

1. The above named is considered suitable for employment in this department as a Registry Clerk and it is proposed to start him under the classification clerk, Office, (male) at the rate of 80 Lire per diem w.o.f., 16 August 1944.

2. May approval be given please and the necessary arrangements made.

NP
NICHOLAS PICKERING
CWO, USA
Asst Adjutant

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION
APO 394

Ref/169/35/CA

21 July 1944

SUBJECT: AOC/AMG Certificate of Employment.

TO : Distribution below.

1. With reference to our 169/25/CA dated 28 June 44 in order to avoid an incorrect interpretation, para 2(c) will be amended as follows:

"Persons working for Allied Services are NOT exempted unless classified as skilled personnel considered vitally or operationally necessary and provided such employment is within WE/TO or has been specially authorized."

2. Delete para 8 and substitute:

"A certificate of exemption will be issued only in very exceptional circumstances i.e. when the person concerned is irreplaceable, and it should not be given to the individual but retained by the issuing office. When it is necessary for it to be produced to the Italian authorities it can be done by an Allied Officer."

3. Reference para 8, it is requested that a return of all personnel exempted by you is made by the 30th of July 44 and on the 30th of each month thereafter.

Norman E. Fiske
NORMAN E. FISKE
Colonel
Deputy Executive
Commissioner

DISTRIBUTION:

"A"

5089

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
(Executive Office)

26 June 1944.

MEMORANDUM TO: G-4, Main Headquarters, ACC
SUBJECT : Uniforms for the civilian drivers.

Some two or three weeks ago I asked you to take steps toward providing some type of uniform for our civilian drivers. Please advise me what has been done and whether we may expect to have our drivers in uniform. Also what type of uniform is contemplated.

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

GH/1/2
HEADQUARTERS, ALLIED CONTROL COMMISSION, OFFICE OF G-4, APO 394, 28 June 44.
TO: Colonel E. L. Clough, Executive Officer, Advanced Headquarters,
APO 394, U. S. Army.

1. This office has obtained and has on hand 50 two-piece suits of salvage Herringbone fatigue clothes in fair condition for use of Italian Civilian drivers in Headquarters ACC.
2. This matter has been taken up with the Headquarters Commandant, and he suggested that issue of the clothes be delayed until this headquarters moves as some of the present drivers might not be retained after the move is completed.
3. If you have any desires in the matter, please advise.

Walter F. Stiggins
5083
WALTER F. STIGGINS
Lt. Colonel, G-4

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

785015

To: Hq. Condt. (May. 1948)
Capt. Russell
Capt. Sinclair
Lt. Guarino

IN TURN

To see, initial &
Return to Adjutant,
July. Hq.

HEADQUARTERS
ALLIED CONTROL COMMISSION
E.C. & M.V. SECTION
APO 394

Ref A69/25/CA

26 June 1944

SUBJECT: ACC/AMC Certificates of Employment. - 2 11/3 1944
TO : Distribution below.

1. The classes of person liable to call-up for service with the Italian Armed Forces are, at present, those males born between 1913-1924 (inclusive).
2. The mechanics of call-up are as follows:
 - a. The Italian Military District (of which a list is given in Appendix "A") sends a post-card (Cartolina di Proscatto) to the address of the person concerned, directing him to report to the Comando Forze Armate (located in the same area.)
 - b. If a person fails to report he is technically a deserter and the Carabinieri are informed and make the necessary enquiries.
 - c. Persons who can prove that they are working for Allied Services are exempted with some exceptions.
3. This system has lent itself to abuse in that persons within the prescribed classes obtain employment with Allied Authorities, work for a few days, are granted a certificate of employment whereby they secure exemption from call-up and then leave their employment and the purpose of this directive is to put a stop to this abuse.
4. A Branch, Hq. A.A.I. have requested that a monthly report be made to them, showing the number of persons exempted, and the trades in which they are employed. In order that this can be done Regional Commissioners and Headquarters Commandant will submit to this Hq. at once on Pro-forma attached, a return of such persons to whom a certificate of exemption has been given, and the trades in which they are employed.
5. When a male person within the prescribed ages leaves the employment of ACC/AMC his particulars will be immediately reported to the local Italian Military District who will take steps to withdraw his exemption certificate and will institute enquiries through the local Carabinieri to ensure that the person is conscripted into service.
6. It is suggested the this matter could best be handled in England through the office of the Provincial Police Officer and at Headquarters through the Employment of the Hq. Commandant.
7. A thorough check should now be made to ensure that Italian Military Districts

Forces are, at present, those males born between 1913-1921 (inclusive).

2. The mechanics of call-up are as follows:

- a. The Italian Military District (of which a list is given in Appendix "A") sends a post-card (Cartolina di Preselezione) to the address of the person concerned, directing him to report to the Comando Forno Armato (located in the same area.)
- b. If a person fails to report he is technically a deserter and the Carabinieri are informed and make the necessary enquiries.
- c. Persons who can prove that they are working for Allied Services are exempted with some exceptions.
- d. This system has lent itself to abuse in that persons within the prescribed classes obtain employment with Allied Authorities, work for a few days, and granted a certificate of employment whereby they secure exemption from call-up and then leave their employment and the purpose of this directive is to put a stop to this abuse.
- e. A. Branch, HQ. A.A.I. have requested that a monthly report be made to them, showing the number of persons exempted, and the trades in which they are employed. In order that this can be done Regional Commissioners and Headquarters Commandant will submit to this HQ. at once on Pro-forma attached, a return of such persons to whom a certificate of exemption has been given, and the trades in which they are employed.
- f. When a male person within the prescribed ages leaves the employment of ACC/AMG his particulars will be immediately reported to the local Italian Military District who will take steps to withdraw his exemption certificate and will institute enquiries through the local Carabinieri to ensure that the person is conscripted into service.
- g. It is suggested that this matter could best be handled in Regions through the office of the Provincial Police Officer and at Headquarters through the Employment of the HQ. Commandant.
- h. A thorough check should now be made to ensure that Italian Military Districts are informed of any person who has been issued a certificate of employment 5083/AMG service, but is now no longer in such.
- i. In future such certificates of employment will be issued only in very exceptional circumstances, i.e. where the person concerned is irreplaceable. A return will be rendered to this HQ. on the 30th of each month of all amendments to the original list. The first return will be made on the 15 July 1944.
- j. While this procedure is designed to cover only those persons who fall within the call-up categories, it is obviously inadvisable that any person who has left the service of ACC/AMG should be in possession of any type of current employment certificate, badge or pass card, therefore, every step should be taken to withdraw such certificates, badges or pass cards as soon as employment terminates. When any person leaves the service of ACC/AMG and fails to surrender his certificate, badge or pass card, enquiries should be instituted for their recovery by the local police station, and the matter reported direct to the Italian Military District concerned.

DISTRIBUTION:

A.S. LASH

Brigadier

Executive Commissioner

APPENDIX 7AMilitary Districts in Liberated Italy

AGRIGENTO	CATANIA	NUOLA
AVELLINO	CATANZARO	ORISTANO
AVERSA	COSENZA	PALESTRO
BARI	ENNA	POTENZA
BARLETTA	FOGGIA	RAGUSA
BENEVENTO	FROSINONE	REGGIO CALABRIA
CAGLIARI	LECCE	SALERNO
CALABRIZETTA	LIVORNO	SASSARI
CAMPOBASSO	MESSINA	SILVANOVA
CASERTA	NAPOLI	VERBANO

This appendix will, of course, change with the advance of the Armies, and the location of Italian Military Districts can easily be obtained by local enquiry.

IRO-FORMA

PARTICULARS OF ALL ITALIAN MALE PERSONNEL EMPLOYED

By..... (unit of No. of formation)
and liable for Military Service

1 SURNAME	2 CHRISTIAN NAME	3 MILITARY NO	4 MILITARY CLASS	5 NAME OF LAST UNIT WHERE - SOLDIER SERVED	6 MILITARY DIS- TRICT TO WHICH SOLDIER BELONGS	7 CLASSIFICATION (a) or (b)

Note: Col 7 will be completed where applicable by inserting (a) or (b) denoting:

(a) Skilled men to be retained and for whom exemption is required.

(b) Unskilled men who are usefull but who could be recalled to Military Service on replacement

Col 8 Will only be completed in respect of personnel classified in col. 7

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

785015

PRO-FORMA

PARTICULARS OF ALL ITALIAN NAIR PERSONNEL EMPLOYED

By..... (unit of Hq. of formation)
and liable for Military Service

5085

3 MILITARY NO	4 MILITARY CLASS	5 NAME OF LAST UNIT WHICH - SOLDIER SERVED	6 MILITARY DIS- TRICT TO WHICH SOLDIER BELONGS	7 CLASSIFICATION (a) or (b)	8 NATURE OF PRESENT EMPLOYMENT	9 REMARKS

Noted where applicable by inserting (a) or (b) denoting:

men to be retained and for whom exemption is required.

men who are unuseful but who could be recalled to Military Service on replacement by other Italian personnel.

to be completed in respect of personnel classified in col. 7

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

Filer
91P

14 July 1944.

ADMINISTRATIVE INSTRUCTION)

NUMBER : 1A)

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
 - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
 - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
 - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
 - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.
2. Classified Artisan and Skilled Grades.
 - (a) A letter of request is sent to the Headquarters Commandant for approval.
 - (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employees accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payroll with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payroll must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

503

DISSEMINATION:

W.S.

E. L. CLOUGH, Jr.
 E. L. CLOUGH, Jr.
 Colonel, AGC,
 Executive Officer.

acc

C-O-N-F-I-D-E-N-T-I-A-L
ROME ALLIED AREA COMMAND
APO #794, US Army

Adj
WMP

IEC/was
11 July 1944

AG 230

Subject: Civilian Employees.

To : See Distribution.

1. These instructions are applicable to RAAAC Hq and to assigned and attached units.
2. Authority to employ civilians will be secured from G-1 this Hq. Sections of the Hq and CO's of assigned and attached units will submit requests showing the number of persons to be employed and the pay rate classification of each different type of laborer.
3. a. After G-1 has granted authority to hire, the following information will be furnished in duplicate to G-2 for screening purposes:

Last name, first name.
Name of father, and if alive or dead.
Name of mother, and if alive or dead.
Place and date of birth.
Present address and occupation.
To be hired for what position.

- b. In the case of individuals to hold very important or confidential positions, submit instead of the brief facts in a above, two copies of AMG form "Schoda Personale".
- c. In all cases the section hiring the individual will be clearly shown so that prompt result of screening may be returned.
4. Civilians may be employed pending receipt of final screening report but must not be allowed access to classified information until approval of employment has been secured. If adverse report is received, employee must be released without delay.
5. Civilians performing hard labor are entitled to one meal per day for which a deduction is made from the daily wage. This meal is furnished in addition to civilian ration allowance. No employees other than hard laborers are entitled to any food in addition to normal allowance for all civilians.

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- 1 -
(over)
C-O-N-F-I-D-E-N-T-I-A-L

25-11-74

C-O-N-F-I-D-E-N-T-I-A-L

6. Class "C" passes for employees to enter RAAC Hq building are issued from Hq Comdt's office at request of Section Chief or hiring officer.

7. Payment of civilians will be accomplished by Fiscal Section, G-4, this Hq, the details of which are subject of a separate memorandum which is being issued.

8. AFHQ Adm Instructions #24, as amended, dated 24 January 1944 contains pay rates for civilians which are in force at present.

9. Attention is invited to Adm Instructions #1, Hq RAAC, dated 10 July 1944, entitled "Employment of Civilian Labor", which gives details of how to actually secure civilian employees and the reports required to be made to labor office in event of direct hiring.

10. When employee is discharged meal ticket and Class "C" pass will be taken by Section Chief and returned to Hq Comdt's office and report of release will be made to G-1.

11. This memorandum supersedes previous instructions.

By command of Major General JOHNSON:

J. E. Cheek
J. E. CHEEK
Capt, AGD
Actg Adj Gen

DISTRIBUTION

"R"

LIST

Hq Comdt	(2)
G-1 (B)	(2)
G-1 (A)	(1)
Ex off	(1)
- 2 - Adj	(1)

C-O-N-F-I-D-E-N-T-I-A-L

765015

~~ADJUTANT~~

ATTENTION: Unit Public Relations Representative. This sample form suggested by this office for covering all promotion and award stories within your unit. After being filled out, these forms are forwarded to this office for processing and mailing.

HEADQUARTERS PENNSYLVANIA BASE SECTION
PUBLIC RELATIONS OFFICE -- VALUE 351

Files

TO THE EDITOR:

(Name of civilian, industrial house organ, trade paper, etc. with which you were formerly associated) (Address)

(Home paper of your school or college) (Address)

(Your rank) (First name) (Initial) (Last name)

is (Complete address, with street and number or box) is now serving

with the (By section or name of unit) of the Peninsular Base Section in Italy, and

has recently been (Promoted from the rank of) (Former rank)

(Awarded the) (Name of award in full)

Husband of (Wife's full name) (Address)

Son of (Parents' full name) (Address)

Names and addresses of schools and colleges attended (with year of graduation)

Before entering military service he was (Civilian occupation) employed

by (Name and address of employer or firm)

has been in the Army for months and has been

(Rank and name) overseas for months, serving in (Overseas stations -- N. Africa, etc.)

Newspapers read by family and friends are located in (Town or city) (State)

*If citation with award is available to you, quote it on back of this form. Additional information (names of members of immediate family in service, names of organizations to which you belong, etc.) may be entered on the back of form.

508

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.S. SECTION
AMC 394

17 May 1944

Ref/272/31/CA

SUBJECT: Italian Civil Servants.

TO : R.C.'s Regions III, and V.
S.C.A.O.'s 5th and 6th Armies.

1. The demand for Italian civil servants increases as the area under Italian Administration grows and the organs of government are normalized.

2. With the object of filling the existing gaps in the ranks of Italian officials and of constituting a pool of civil servants available for future demands a Decree-Law was promulgated in unoccupied territory on 3 January 1944-no. 3.

3. This law provides that "functionaries and civilian employees of the State and State Administrations with autonomous set-up, residing or living in the liberated territories, who have been unable to reach their offices for causes due to State of War, must report without delay, and in any case not later than 15 days from date of publication of the Decree, to the nearest Prefecture in order to be sent to their posts, if possible, or eventually to be sent to or employed in other offices". Provisions are also made for adjusting salaries and allowances, regulating official status and imposing penalties for non-compliance.

4. It is considered desirable that the provisions of this Decree-law be implemented in territory under Allied administration so that the recuperation of personnel may attain its maximum and be progressively applied to further territories as they come first under AMG and eventually under Italian Administration.

5. Accordingly steps are being taken to effect such implementation by the insertion of a special endorsement in the Italian "Official Gazette".

6. In the event of any of the functionaries referred to in para 3 above being proposed for appointment by the Italian Government or by prefects locally, the power to accept or reject will remain with Regional or Provincial Commissioners as the case may be.

W. J. C. Sullivan
M.S. DSH
Brigadier
Executive Commissioner

Copy to:

R.C. Region I
R.C. Region II
R.C. Region VI
R.C. Region VII
Admin. Section (3)

508

HEADQUARTERS
JULIUS ROBERTS COMMISSION
JRO 194
(Establishment Branch)

15 May 1944.

ESTABLISHMENT MEMORANDUM

NUMBER

15)

LABOR CLASSIFICATIONS "A" & "B"

1. The following labor classifications are published for the information and guidance of all concerned. They are now in effect and full advantage should be taken of their provisions. Attention is directed to the fact that maximum should be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000-9,600 per month (Divide by 26 for daily rate)
Auth: AFHQ Adv. Adm. Sch. Adm. Instr. No. 24, dated
24 January 1944.

DETAILED DESCRIPTION: Under the direct supervision of the Court to act:

- (a) as a legal advisor to the Court concerning pertinent Italian law;
- (b) as a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in:
 - (i) accurately and rapidly interpreting technical legal arguments;
 - (ii) Being familiar with rules of evidence and court procedure;
 - (iii) Having an extensive knowledge of Italian idioms and customs;
 - (iv) Having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

EDUCATION:

be paid only for fully qualified employees. Less than the maximum should be paid for satisfactory work of employees whose education and experience does not completely meet the specifications.

2. Labor Classification "A":

POSITION TITLE: Legal Advisor and Specialized Court Interpreter (Legal - Professional - English Speaking).

ASSIGNED WORK RATE SCALE: 14,000-20,600 per month (Divide by 26 for fully rate)
Auth: ARMA Adv. Adv. Ech. Adv. Instr. No. 24, dated 24 January 1944.

DUTY DESCRIPTION: Under the direct supervision of the Court to act:

- (a) as a legal advisor to the Court concerning pertinent Italian law;
- (b) as a specialized English speaking interpreter, equal in rank or of greater rank than the usual high ranking court functionaries; to assist the court, by the skilled use of the Italian and the English language in
 - (i) accurately and rapidly interpreting technical legal arguments;
 - (ii) being familiar with rules of evidence and court procedure;
 - (iii) having an extensive knowledge of Italian idioms and customs;
 - (iv) having an extensive vocabulary in a wide variety of subject matter in both languages; to speedily translate technical legal documents and documents of evidence; to make such other use of professional skills as the court may direct.

REQUIREMENTS:

EDUCATION:

500

In order to qualify for this position the applicant must be a graduate of a recognized university, in law or in some other closely related subject such as economics, sociology, anthropology, history, literature, political science, etc., or any other combination of such professional study.

EXPERIENCE:

All applicants must present evidence that they have successfully completed three years of full or part time work in interpreting or translating work in law or Allied or Post-Allied fields. This experience requirement may be met if the applicant can produce evidence that a major portion of his academic studies involved the

1 Copy in above file

Establishment Memorandum No. 16, HQ JCS, dated 15 May 44 (cont'd)

continued and successful use of Italian and English languages, including extensive interpreting from Italian to English, or English to Italian.

SPECIAL PROVISIONS:

- A. All persons employed for this position must be employed under the provisions of Adm. Instr. No. 24, 24 January 1944, (SIHQ, and all amendments thereto).
- B. All persons whom it is proposed to employ at L 6,000 or above shall be given such salary only after three months of demonstrated successful employment, verified by the court and approved by the Executive Officer of the A.C.C. or his designated representative at Headquarters.

3. Labor Classification "B":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,000 - L 6,000 per month. (The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.C.C., and as published in AFHQ Adv. Mem. Ech. Adm. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 9,600 as the range for professional grades).

JNTY DESCRIPTION: Under the direct supervision of the Court, to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idiom and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:

A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have success-

3. Labor Classification "BM":

POSITION TITLE: Specialized Court Interpreter (Professional - English Speaking).

ARMED FORCE WAGE SCALE: L 4,500 - L 6,000 per month. (The top limit for this grade is imposed by A.C.C. for internal operation, as a sub-category within the professional category established by the Labor and Wages Control Committee of A.A.I., and as published in AFHQ Adv. Mem. Ech. Adv. Instr. No. 24, dated 24 January 1944, which established L 4,000 - L 6,500 as the range for professional grades).

DUTY DESCRIPTION:

Under the direct supervision of the Court, to act as court interpreter; to assist the court, by the skilled use of the Italian and English languages; to accurately and rapidly interpret technical arguments; to be familiar with Italian idioms and customs; to utilize an extensive technical vocabulary in a wide variety of subject matter in Italian and English and to make such other use of professional skills as the Court may direct.

REQUIREMENTS:A. EDUCATION:

In order to qualify for this position, the applicant must have had one year or more of study in a recognized university, preferably involving the use of English and Italian languages or the equivalent practical experience and technical training in some special subject (law, medicine, engineering). Ability to speak fluently and idiomatically in both languages.

B. EXPERIENCE:

All applicants must present evidence that they have successfully completed one year of full or part time work in interpreting or translating technical subject matter involving the use of an extensive dual vocabulary.

SPECIAL PROVISIONS:

All persons employed for this position must be employed under the provisions of Adv. Instr. No. 24, 24 January 1944, AFHQ, and all amendments thereto.

For the Executive Commission:

DISTRIBUTION:

"A" 1000 62, 69, 74, 79, 80

JOHN J. ALBRECHT,
Colonel, Infantry,
Establishment Officer.

09031
Allied Force
MILITARY RAILWAY SERVICE
Office of Director General

A. P. O. 400
21 April 1944

Subject: Final Report, PI-34.

To: D.O.M.R.S., Building.

1. At about 1220 hours, 1 April 1944, one Italian civilian was killed and two others injured, when awning collapsed under weight of volcanic ash, Nocera Inferiore Station.

2. Italian workmen were cleaning ash off station roof, shoveling it down onto canopy over station platform. Approximately 50-feet of canopy caved in under weight of ash and cinders.

3. Police Centanni, ISR fireman, sustained fatal injuries; Alfredo Napoli, ISR engineer, and Sorenentino Atronze, occupation unknown, were injured and taken to civilian hospital.

4. Immediately upon hearing of accident, the 713th Railway Operating Battalion sent detail to clear debris and remove remainder of ash from the building and canopy. No U.S.A. personnel were involved until after accident occurred.

CHARLES F. DOUGHERTY
Colonel, T. C.
Assistant General Manager
Transportation Dept.

1st Ind. SRE/jpb
Allied Force Military Railway Service, APO 400, US Army, 21 April 1944

To: D.C.C.O., U. S. Claims Service, APO 782 US Army.

1. Forwarded as matter involving possible claim against U. S. Government.

For the Commanding General:

cc - Executive Commissioner,
Allied Control Commission,
APO 394, US Army

S. R. BRIGGS
Major, T.C.
Adjutant



0904