ACC

10000/105/288
(1ST COVER)

10000/105/288
(1ST COVER)

ORG & ADMIN, CIVILIAN STAFF
JULY 1944 – JUNE 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

File

Ref: 3/3 B/CA. 30 Jun 49

SUBJECT: Personnel.

TO: Public Safety Sub-Commission
Local Government Sub-Commission

1 This is to warn you that the R.C., Lombardia Region stated that he would shortly be calling on us for professional Questore and career Vice Prefects, etc., in large numbers.

2 He told me that he has refrained from doing so until the formation of the new Government and asked particularly that we do not send forward a similar type to those which were originally submitted by the Bonomi Government. I suggest that the best way we can ensure sending the right men is to ask the Ministers themselves to take a personal interest in the recommendations.

G.R. UPJOHN, Brig.,
VP CA Section.

181

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/5.H/CA

28 June 45

SUBJECT : Civilian Staff

TO : HQ Commandant

Reference Daily Bulletin No 178 dated 27 June 45.

1 The undermentioned civilian employees of this Section desire to avail themselves of the mid-day meal:

Elena ROSSI
Giovanna MESSASIN
Giuseppina CALAMIDA
Velia CANNICUSIO
Lilia NOSATI
Roberto ROMANO

2 Please acknowledge receipt of the accompanying sum of 1350 Lire.

A.D. BONHAM-CARTER
Lt Colonel,
CCO CA Section

Received from CA Section the Sum of 1350 Lire .....

Date .....

1789

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/3 B/CA 20 Jun 45.

SUBJECT: Colonne Hotel.

TO: VP Establishment Section.

1 I regret to have to bother you again on the subject of the above hotel but I do so in response to very strong pressure from the Directors of several Sub-Commissions.

2 It seems that the arrangements which the employees living in the Colonne Hotel were attempting to make on their own initiative have now fallen through and as the owner is attempting to charge some 3,000 lire a month for the room alone a deadlock has been reached.

3 Heads of Sub-Commissions are concerned not only from the feeling that this Commission has an obligation to the employees but also because if, as seems likely, certain employees have no alternative but to leave, the Sub-Commissions will be losing personnel whom they cannot spare.

4 I must, therefore, request that this matter be again approached and would suggest that even though an illegality exists it might well be allowed to continue until such time as Sub-Commissions can start to reduce.

G.R. Upjohn Brig.

for G.R. UPJOHN, Brig.,
VP CA Section.

Copy to: Executive Commissioner.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.B/CA 15 June 45

SUBJECT : Civilian Staff.

TO : HQ Commandant.

Reference Daily Bulletin No. 9 dated 28 May 45.

1 The undermentioned civilian employees of this Section desire to avail themselves of the mid-day meal:

Elena ROSSI
Giovanna SERASIN
Giuseppina GARAMIDA
Velia CERRIGUZZO

2 Please acknowledge receipt of the accompanying sum of 900 Lire.

A.D. BONHAM CARTER
Lt Colonel,
CMO CA Section

Received from CA Section the Sum of 900 Lire .....

Date .....

1787

IMMEDIATE

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/3 S/CA. 12 Jun 45.

SUBJECT: Civilian Accommodation.

TO: See Distribution Below.

Notification has been issued this morning from the Executive Commissioner's Office that the Hotel Colonna will close at the end of this month. This appears to effect the following civilians employed by Sub-Commissions of this Section and they should be warned immediately that they must find alternative accommodation.

Should they prefer to leave the Commission, every effort will be made to help them to reach their homes.

Miss Rombo,
Miss Rossetti
Sig. Rubino
Sig. Modiano
Sig. D'Antimono
Sig. Romano
Sig. Padretta
Sig. Pineple
Sig. Stein
Sig. Levi
Miss Chiein

A.D. BONHAM-CARTER, Lt. Col.,
CSO Civil Affairs Section.

DISTRIBUTION.
Displaced Persons & Repatriation S/C,
Education S/C,
Monuments, Fine Arts & Archives S/C,
Legal S/C,
Local Government S/C,
Patriots Branch,
Public Health S/C,
Public Safety S/C.

1786

1605

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.B/CA

11 June 45

Dear

I would be most grateful if you could give orders for the bearer Elena ROSSI to be allowed to travel back to Rome on any AC/AMG vehicles which may be leaving next week end.

She is a Civil Affairs employee and is on her annual leave.

A. D. BOWMAN CARTER
Lt Colonel,
CSO CA Section

Colonel A. BOWMAN
HQ Emilia Region

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

3/3 13/CA

8 June 1945

SUBJECT: Transfer

TO: **Local Government S/C.**

1. Reference your letter **AC/16/1/10** Dated **6 June 45**

2. Approval is granted for the transfer of **Tamassy, Rose**

employed in **Civil Affairs Section** to **Local Government**

Sub-Commission.

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

at **4290** lire per month.

Effective as of 6 June 45

for N. W. DRACHEFF
Lt. Col. AGD
G-1 American.

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

Civ. Pers. Form 6
Nov. 44

Copy to: Internal Security
Civil Affairs Sect.
File.

1784

3/3B/47

Tel.447 DG/bh

Ref.AC/5504/IND 6 June 1945

-8 JUN 1945

SUBJECT : Dr. TAMASSY, Rose

TO : G-1 Civilian Personnel

FROM : Industry Sub-Commission

1. Letter AC/5504/IND dated 1 June 1945 to Civil Affairs Section, copy to you refers.

2. We have been advised that the above will not be released to this Sub-Commission. The transfer form is returned.

Copy to : -
Civil Affairs Section

Encl. : -
Transfer form, dated 5 June 45

W. J. HASKREY
Lt. Colonel,
Acting Director,
Industry Sub-Commission

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.B/CA

7 June 45

SUBJECT : Civilian Personnel.

TO : Director DP & R S/C.

The VP directs me to say that L. CALDERON (Italian civilian), who has tendered his resignation in objectionable circumstances to Director Pub Health Sub-Commission, will be not employed by DP & R S/C either at this HQ or in the field.

A.D. BENHAM CARTER
Lt Colonel,
for VP CA Section

3/3B/CA

-7 GIU 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AG/16/1/LG. Tel: 385

SUBJECT: Civilian Employees. 6th June, 1945.

TO : G-1.(Civilian Personnel)

Mrs. Rose TAMASSY, formerly employed by Civil Affairs Section has been transferred to Local Government Sub-Commission (Mine Clearance) and will continue to work for them. Please make the necessary amendments to your records. Mrs. Tamassy will henceforth be paid by Local Government Sub-Commission.

R.R.CRIPPS,
Colonel,
Director,
Local Government Sub-Commission.

JEB/pgw.

Copy to: CA Section
Industry Sub-Commission.

Please Note
Mr Rose
Please note
note
If Mr T may
Industry
not object otherwise
this goes
File
holiday passed

1781

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

5 June 19 45

- 5 GIU. 1945

SUBJECT: Transfer

TO : Industry S/C.

1. Reference your letter AC/S504/IND Dated 1 June 45

2. Approval is granted for the transfer of Tamassy, Rose

employed in Civil Affairs Section ~~Sub-Commission~~ to Industry

Sub-Commission

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

at 4290 to lire per ~~xx~~ month (Plus living bonus)

Effective as of 6 June 45

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

Civ Pers Form 6
Nov 44

Copy to:
Civil Affairs Sect.
Internal Security
File.

J.C.
for N. W. DRACHEFF
Lt. Col. AGD
G-1 American.

1780

3/3B/CA

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 June 1945

5 CIU 1945

SUBJECT: **Reclassification.**

To : Civil Affairs Section
Lt. Col. Bonham

1. Reference your letter 3/3B/CA dated 28 May 45

2. Approval is granted for the reclassification (*) of Clericuzic, Velia

Clerk to the status of Interp/Typist Salary to

range from 2420 to 4290 per ~~day~~/month.

(Plus living bonus)
Effective 1 June 45

R. T. KUHLER
Lt. Col. AGD
Deputy

for N. W. DRAGNEFF
Lt. Col. AGD
G-1 American

Copy to: Internal Security

(*) It is the policy of this Headquarters, as determined by A.F.H.Q. Administrative Memorandum No. 47, dated 16 November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ. Pers. Form 5
Aug. 44

ALLIED [redacted] COMMISSION

INTER - OFFICE MEMORANDUM

SUBJECT : Dr. Tamsny Rose

TO : Industry Sub-Commission

FILE No. 3/IB/CA

2 June 1945

Reference your AC/5504/IND of 1 June 45.

The proposed transfer is agreed to.

A.D. BONHAM-CARTER
Lt Colonel,
CSO CA Section

Copy to : G-1 Civilian Personnel

1778

3/3B/CA

Del. 447 DG/as

Ref. AC/5504/IND 1 June 45

2 - CIU 1945

SUBJECT : Dr. Tamassy Rose.

TO : Civil Affairs Section
(Attn.: Major Reaber).

FROM : Industry Sub-Commission.

1. This Sub-Commission would be interested to know if you would be prepared to consider the transfer of the above named w.e.f. 6 June 1945.

2. She will be employed as Interpreter General receiving the same salary as being paid by you at the present time.

W. J. Maskrey Lt Col

W. J. MASKREY
Lt. Colonel,
Acting Director,
Industry Sub-Commission.

Copy to:
~~G-1 Civilian Personnel.~~

Vc

OC A Sec

HEADQUARTERS
MOTOR TRANSPORT GROUP
ALLIED COMMISSION (I.A.P.)
APO 394

Ref. 003026
Exp. 0

CWAF/ec.

SUBJECT : Civilians - Use of telephones. 29 May 1945

TO : See Distribution. 29 MAY 1945

In future no civilian employee will use the telephone for personal calls during office hours. Incoming calls of a personal nature will not be accepted by the operator.

Any employee contravening this order will be instantly dismissed.

Chief of Staff, also

JAMES J. CARNES,
Colonel, Infantry,
Commanding,
MOTOR TRANSPORT GROUP.

DISTRIBUTION "A"

All civilian employees notified
CC

HEADQUARTERS ALLIED COMMISSION
APO 534
CIVIL AFFAIRS SECTION

Ref 3/534/CA 29 May 45

SUBJECT: Civilian Staff.

TO : HQ Commandant.

Reference Daily Bulletin No.9 dated 28 May 45 :

1 The undermentioned Civilian employees of this Section desire to avail themselves of the mid-day meal:

Elena ROSSI - 15
Giovanna SERASIN
Rosina TAMASSI
Giuseppina CALAMIDA
Velia CLERICUZIO - 19

2 Please acknowledge receipt of the accompanying sum of 1,125 lire.

J.C. HARVEY, J/Cdr.,
for CSO CA Section

Received from Civil Affairs Section the sum of 1,125 lire .....

Date 29 May 45

1775

HEADQUARTERS

ALLIED COMMISSION

(SECTION)

APO 334

Reference 3/[illegible]/GA Date 29 May '45

SUBJECT: *Dismissal of Civilian Employees*

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

1. The following named employee of this Division will be dismissed with effect from 15 June 45

Name of Employee: [redacted]

Classification : [redacted]

Wage Rate : [redacted]

2. Employee is being dismissed for the following reasons:

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

A good English speaking typist and interpreter

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

SUBJECT: *Dismissal of Civilian Employees.*

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

1. The following named employee of this Division will be dismissed with effect from 15 June 45

Name of Employee: TANASSI, Rosina

Classification: Interp/Typist

Wage Rate: 6,630 lire per month (incl Rome)

2. Employee is being dismissed for the following reasons:

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

A good English speaking typist and interpreter

3. Employee has been instructed to report to Civilian Personnel Section 15 June 45 (date) for the purpose of obtaining required clearance.

Name: A.D. Bonham-Carter
A.D. BONHAM CARTER Lt Col

Rank:

Title: CSC, Civil Affairs Section

Civ. Pers. Form 8
Feb. 45

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

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

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

Classification requested by CIVIL AFFAIRS SECTION
(Sub-Commission or Section)

Employee's or applicant's name CLERICUZIO, Velia

Present job title Clerk Office Proposed title Interp/Typist wef 1 June 45

Job description

General Interpreter, Clerk and typist

1773

of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as «assists», «handles», «difficult», «complex», etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: «Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral».

Classification requested by CIVIL AFFAIRS SECTION
(Sub-Commission or Section)

Employee's or applicant's name CLERICUZIO, Velia

Present job title Clerk Office Proposed title Intern/Typist wef 1 June 45

Job description

General Interpreter, Clerk and typist

1773

Use back of sheet for additional remarks

Date 28 May 45 Signature Sgnd A.D. Bonhma Carter Lt Col,
Sub Commission or Section Head

Reference number 3/3B/CA CSO CA Sec.

Civ Pers Form 2
Aug 44

3/3B/CA

HEADQUARTERS ALLIED COMMISSION
AFO 394
G-1 Section Civilian Personnel

Ref Civ Pers/775

24 May 1945

26 MAY 1945

Subject. Civilian Employees (Female)

To . Civil Affairs Section

1. It is requested that the attached forms be completed and returned to this office as soon as possible.

2. Information requested is necessary to adjust rates of pay between this headquarters and those of private industries.

N. W. Dragnett
N. W. DRAGNETT
Lt. Col. AGD.
G-1 American

Incls. (6) Forms: Information Female Employees with Dependents.

Returned (Cos Romano on Cave)
26 May 45

1772

_____
(Employing Section)

_____ 1945

Subject. Female Employees.

To . G-1 Section Civilian Personnel
Headquarters Allied Commission
APO 394.

1. Reference your letter, Civ Pers/775, dated 24 May 1945.

2. This is to certify that _____
(Employees Name)
_____, employed by this section, claims that
(Grade)
she is ☐ the sole support of her family with _____
is not ☐ (Figure)
dependents, consisting of _____
_____
_____

_____
(Employing chief of Office)

_____
(Section or Sub-Commission)

3/3B/1A ✓

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 6)

17 MAG 1945

15 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE DAILY WAGE GROUP

1. Reference par. 1, G-1 Section Civilian Personnel Memorandum Number 2, dated 19 March 1945, and Appendix "A", AFHQ Administrative Memorandum Number 18, dated 24 March 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located in Rome and its Province.

APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE (DAILY WAGE GROUP ONLY).

(a) Adult Group

Basic Wage Lire per day	Max. Permissible bonus Male	Female
	lire per day	
Up to and including 120 lire	175	100
From 121 to 125 lire	172	97
From 126 to 130 lire	170	95
From 131 to 135 lire	167	92
From 136 to 165 lire	165	90
From 166 to 170 lire	162	87

1770

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located in Rome and its Province.

APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE (DAILY WAGE GROUP ONLY).

(a) Adult Group

Basic Wage Lire per day	Max. Permissible bonus Male	Female
	lire per day	
Up to and including 120 lire	175	100
From 121 to 125 lire	172	97
From 126 to 130 lire	170	95
From 131 to 135 lire	167	92
From 136 to 165 lire	165	90
From 166 to 170 lire	162	87
From 171 to 175 lire	160	85
From 176 to 180 lire	157	82
181 and above	155	80

1770

(b) Juveniles, (male and female), under 18 years of age may be paid a cost of living bonus up to 69 lire per day.

NOTE: Abatement at the rate of 4 lire per day will be made from the maximum permissible bonus under (a) and (b) in respect of each day on which full rations, i.e. all meals are provided to the employee by the employing service.

N. W. Dragneff

N. W. DRAGNEFF,
Lt. Col. AGD.,
G-1 American

DISTRIBUTION
"C"

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3 D/CA. 11 May 45

SUBJECT: Civilian Staff.

TO: HQ Commandant.

Reference Daily Bulletin No. 5 dated 11 May 45:

1 The undermentioned Civilian employees of this Section desire to avail themselves of the mid-day meal:

Elena ROSSI
Giovanna SERASIN
Rosina TAMASSI
Giuseppina CALAMIDA
Delia CERRICUZIO

1,125

2 Please acknowledge receipt of the accompanying sum of ~~250~~ 1,125 lire.

J.C. HARVEY, J/Cdr.,
for CMO CA Section.

Received from Civil Affairs Section the sum of ~~250~~ 1,125 lire .....

Date 15 May 45

1769

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3B/CA

26 April 45

SUBJECT : Civilian Staff

TO : DQ Commandant

Reference Daily Bulletin No 5 dated 26 April 45:

1 The undermentioned Civilian employees of this Section desire to avail themselves of the mid-day meal:

17 Elena ROSSI
Giovanna SERASIN
Rosina TAMASSI
Giuseppina CALABRIA
19 Nelia CERICUZIO

2 Please acknowledge receipt of the accompanying sum of 750 Lire.

Recd 750 L
Joe Bizzi

W.A.S. Dollard
W.A.S. DOLLARD
Major,
for CSO CA Section

3/3B/CA

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM
NUMBER 5

18 April 1945

20 A

SOCIAL INSURANCE COVERAGE FOR
ITALIAN CIVILIANS EMPLOYED DIRECTLY
BY ALLIED FORCES

1. Letter Ref./268, Headquarters Allied Commission, G-1 Sect. Civ Pers., dtd 8 January 1945, is amended as follows:

Par. 2 b is rescinded and the following substituted therefor:

"(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employees must present themselves with appropriate card to the proper Istituto on the first day absent."

2. Sections are requested to inform employees of the above to insure them from forfiature of any benefits which they may be entitled to receive.

N. W. Dragneff

N. W. DRAGNEFF
Lt. Col. AGD.
G-1(A)

DISTRIBUTION
"C"

1767

3/3D/CA

17 APR 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/528 7 April 1945

Subject: Workmen's Compensation in Italian Territory.

To : See Distribution.

In addition to the completion of required forms as set forth in ltr. this Headquarters ref. Civ Pers/234, dtd 14 December 1944, Subject: Workmen's Compensation In Italian Territory, the attached form will be completed and submitted to this Headquarters not later than forty eight hours after accident occurs.

N. W. DRAGNEFF
Lt. Col. AGD.
G-1(A)

1 Incl.
Appendix "A"

DISTRIBUTION
"C"

1766

APPENDIX "A" to Ltr. G-1 Sect. Civ Pers/622 dtd 7 Apr 45.

THE INJURED	Name _____ Sex _____ Age _____ Race _____ Length of Employment _____ Employee No. _____ Classification _____ Performing Assigned Duty at time of Accident: Yes ____ No ____
DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly _____ TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability _____ Date and Hour treated _____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION) _____ Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT): _____
ED	What has been done to prevent a similar injury? _____

DIAGNOSIS AND DISPOSITION	TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability_____ Date and Hour treated_____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION)_____ Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT)_____
CORRECTED ACTION	What has been done to prevent a similar injury?_____

1765

REPORT MADE BY:_____.

DATE_____

Hour_____.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/3B/CA. 15 Apl 45.

SUBJECT: Legal and Administrative Work in AUSTRIA.

To: Baron Berger WALDENEGG,
Ufficio Austriaco,
Via Mercadante, 15 (Angolo Via Persoleti),
R O M E.

Reference your letter of the 14 April 1945 addressed to Brig. Upjohn.

Dr. Heinrich Schwamm wrote to Brig. Upjohn direct, and we have informed him that it does not now lie within the powers of this Commission to reserve personnel for employment in Austria, but that his letter has been forwarded to the correct authorities.

A.D. BONHAM-CARTER, Lt.Col.,
CSO Civil Affairs Section.

CJ/ag

OSTERREICHISCHES BUREAU
UFFICIO AUSTRIACO
AUSTRIAN OFFICE

ROMA April 14th, 1945.
VIA MERCADANTE, 15 (ANGOLO VIA PERGOLESI)
TEL. 80.727

14 APR 1945

Dear Sir,

By your letter of August 8th, 1944, 3/3 P/eS you were so kind to inform me, that it is not possible to find Dr. Heinrich Schwarm, Rome 89 Via del Babuino employment with the Allied services <u>immediately</u>.

Meanwhile Austria's occupation underway probably encreased the request for reliable Austrian collaborators in your offices.

Therefore I beg to remember my request of August 3rd and to recommend Dr. Schwarm again, whose experience in the international legal and economic field is a prominent one.

Yours very sincerely

Egon Berger

EGON BERGER WALDENEGG

To
General C.R. UNJOHN,
A/Head Admn. Sect.
Rome

Dear Sir,

By your letter of August 8th, 1944, 3/3 P/aS you were so kind to inform me, that it is not possible to find Dr. Heinrich Schwamm, Rome 89 Via del Babuino employment with the Allied services immediately.

Meanwhile Austria's occupation underway probably encreased the request for reliable Austrian collaborators in your offices.

Therefore I beg to remember my request of August 3rd and to recommend Dr. Schwamm again, whose experience in the international legal and economic field is a prominent one.

Yours very sincerely

EGON BERGER WALDENEGG

To
General C.R. UNJOHN,
A/Head Admn. Sect.
Rome.

1763

3930

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/3.B/CA

13 April 45.

SUBJECT: Legal and administrative work in Austria

TO : Dr Heinrich Schwamm
Pensione Italica, Via del Babuino 89. ROME.

Reference your letter of the 12 April 45 addressed to Brig: Upjohn.

It does not now lie within the powers of this Commission to reserve personnel for employment in Austria. Your letter has been forwarded to the correct authorities who will write to you direct if they wish any further particulars.

A.D. DENHAM CARTER
Lt. Colonel
CSO CA Section

1762

HEADQUARTERS ALLIED COMMISSION
APO 394
Civil Affairs Section

Ref: 3/3.B/CA

13 April 45.

SUBJECT: Civilian request for employment (Legal side) in Austria.

TO : 22 CA Group
c/o G-5 Sec AFHQ,CMF.

Attached is a letter from Dr. Heinrich Schwemm giving a few of his qualifications for employment in Austria.

We have written to him saying that his letter has been forwarded to the correct authorities, who will correspond direct if they require his services.

A.E.BONHAM CARTER
Lt/Colonel
CSO CA Section

Civil Affairs Section

14 APR 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 4)

12 April 1945

EXEMPTION FROM CALL UP OF ITALIAN PERSONNEL

Par. 6, Memo No. 1, HQ AC, Civ.Pers. Sect., dtd 12 March 1945, is amended by adding the following:

"Upon expiration of exception, certified true copy of certificate will be withdrawn from the exempted person and returned to this Headquarters."

N. W. EPAGNEFF
Lt. Col. AGD.
G-1 American

DISTRIBUTION
"D"

1760

392

21

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3B/CA

13 April 45

SUBJECT : Civilian Staff

TO : HQ Commandant

Reference Daily Bulletin No 10 dated 12 April 45:

1 The undermentioned Civilian employees of this Section desire to avail themselves of the mid-day meal:

Elena ROSSI
Giovanna SERASIN
Rosina TAMASSY
Giuseppina CALAMIDA
Velia CLERICUZIO

2 Please acknowledge receipt of the accompanying sum of 750 Lires.

W.A.S. DOLLARD
Major,
for CSO CA Section

Received from CA Section HQ, AC the sum of 750 Lires for Civilian Staff Mid-day meals 16 - 30 April 1945.

Signed- _____

Date 13 April 1945

1759

Dr. Heinrich SCHWAMM, Rome,
Via del Babuino 89
Pensione Italica
Tel: 64226

Ref.: 3/3 B/AS of 1944 April 12 th, 1945

File copy missing

Sir,

On 8 th of August 1944 I submitted a specified Curriculum vitae and offered my services for legal and administrative work in Austria.

I beg to refer to your letter of August 8th, 1944 Ref:3/3 B/AS of 1944 to Baron Berger- Waldenegg(Austria Office) stating that it "was not possible to find Doctor Schwamm employement with the Allied services immediately; but this address has been noted for future use."

In the meantime I have been working since October 1944 with the Psychological Warfare Board(PWB), Balkan Section, which will enable to get detailed references as to my activity, work, capacities and trustwortiness through my present chief Mr. Rubinstein.

With the occupation of Vienna being imminent and the occupation of the rest of Austria having become a high probability for not too distant a future I hope to be given an opportunity for making myself useful in the Allied service with my experience in the international, legal and economic field and with my lifelong personal practice as a lawyer in Austria and in Central Europe. I feel that I could be very serviceable to any Allied commission entrusted with the handling of Austria matters and due for taking up their work in Austria herself.

This is why I have taken the liberty of calling back to your memory the contents of your letter of 8th of August 1944. I am looking forward to a favourable reply and remain, Sir,

Yours very respectfully

Dr Schwamm

To
General C.H. UPJOHN
a/Head Adm.Sect.
ROME

copy See AFHQ

On 8th of August 1944 I submitted a specified certificate [illegible] my services for legal and administrative work in Austria.

I beg to refer to your letter of August 8th, 1944 Ref:3/3 B/AS of 1944 to Baron Berger- Waldenegg(Austria Office) stating that it "was not possible to find Doctor Schwamm employement with the Allied services immediately; but this address has been noted for future use."

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Yours very respectfully

Dr Schwamm

To

General G.H. UPJOHN
a/Head Adm.Sect.
ROME

Ce 65 See ARHQ.

1758

3800

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

11 APR

7 April 45

AC/AB/1.0/CA

SUBJECT : Status of School and University personnel employed by Allies.

TO : See Distribution

1 Various AC/AB organizations are employing as civilian assistants, teachers and professors whose services are at present not required by the Minister of Public Instruction but who are in receipt of pay from the Italian Government.

2 Questions have been raised as to the present status of such employees in relation to the preservation of their civil service and seniority rights within the Ministry of Public Instruction.

3 These employees are drawing pay from the Italian Government as well as from the Allies.

4 There are attached copies of instructions issued by the Ministry of Public Instruction dated 15 Aug 1944, 25 Jan and 29 Jun 1945 which in brief sets out the present position of these employees with regard to pay and pensions.

5 It is necessary, however, that details of individuals who are employed and paid by AC/AB and at the same time drawing pay from the Italian Govt should be given to the Ministry of Public Instruction so that their status may be regularized. For this purpose two copies of the attached form will be completed and returned to Education Sub-Commission in respect of each such employee. It is requested that these forms be returned as soon as possible.

BY COMMAND OF MAJ GENERAL [illegible] :

[illegible] Col
Executive Commissioner

1757

Distribution list "A"
Group I and II - Less Article 29-32, 61, 63.

Note will affect many Employees in Civil Affairs

April, 1945

SUBJECT : Italian educational personnel employed by Allied Organizations.

TO : Executive Commissioner, Allied Commission (Attention: Education Subcommission).

1. The following person, normally enrolled in the Ministry of Public Instruction or in one of its subsidiaries (public school system, university, etc.) is regularly employed by the undersigned Allied organization:

Name (in full).....

.....

2. The s/m person has been employed by the undersigned Allied organization from .....194..... (to .....194...) (and is still so employed).

Name of organization.....

Name of official submitting form.....

Signed.....

Roma, 15 agosto 1944

MINISTERO
DELLA PUBBLICA ISTRUZIONE

Prot. N.376

Ai Reggenti le Direzioni Generali del
MINISTERO
e per conoscenza:

Alla Ragioneria Centrale del
MINISTERO

: Dipendenti del Ministero, che prestano servizio alle dipendenze della Sottocommissione Alleata per l'Educazione.-

La Commissione Alleata di Controllo, Sottocommissione per l'Educazione, mi ha rappresentato la particolare condizione dei funzionari ed impiegati del Ministero, nonche' degli insegnanti, che prestano servizio alle dipendenze della Commissione stessa, ed ai quali evidenti motivi di equita' consigliano che sia reso possibile il normale sviluppo della carriera, nonostante la loro temporanea assenza dagli uffici, cui sono normalmente addetti.

In considerazione dei suddetti motivi, dispongo che tutti i diritti di carriera di tali funzionari, insegnanti ed impiegati (scdo, promozioni, nomine, anzianita' ecc.) non vengano in alcun modo pregiudicati dal fatto della loro temporanea assenza dagli uffici.

Vorrete attenervi a tale criterio e farmi intanto pervenire un cenno di assicurazione al riguardo.

IL MINISTRO
f.to De Ruggiero

Per copia conforme
p. Il Capo di Gabinetto
f.to illeggibile

Translation

MINISTRY OF PUBLIC INSTRUCTION

Rome, 15 August, 1944

To the Acting General Directors
and for information
To the Central Accountant of the
Ministry.

: Persons dependent on the Ministry, who are serving with the Education Subcommission.

1756

il normale sviluppo della carriera, nonostante la loro temporanea assenza dagli uffici, cui sono normalmente addetti.

In considerazione dei suddetti motivi, dispongo che tutti i diritti di carriera di tali funzionari, insegnanti ed impiegati (scatti, promozioni, nomine, anzianità ecc.) non vengano in alcun modo pregiudicati dal fatto della loro temporanea assenza dagli uffici.

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Rome, 15 August, 1944

To the Acting General Directors
and for information
To the Central Accountant of the
Ministry.

: Persons dependent on the Ministry, who are serving with the Education Subcommission.

1756

The Education Subcommission, of the Allied Control Commission, has brought to my attention the special situation of the officials and employees of the Ministry, as well as the teachers, who are serving under the Commission and to the evident justice of making it possible for them to develop their careers normally, in spite of their temporary absence from office.

In consideration of this fact, I order that all career rights of such officials, teachers, and employees (post, promotions, appointments, seniority, etc) be not in any way prejudiced by the fact of their temporary absence from office.

Will you please adhere to such criterion and give me assurance to this effect.

sd/ - De Ruggiero.

Roma 29.1.1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

A TUTTE LE DIREZIONI GENERALI
e per conoscenza
ALLA RAGIONERIA CENTRALE DEL MINISTERO

OGGETTO : Insegnanti e impiegati in servizio presso gli Enti Alleati.

SEDE

Sciogliendo la riserva contenuta nella precedente circolare del 25 corr., n.1310, si informa che gli assegni che le Autorita' Alleate corrispondono direttamente agli impiegati ed insegnanti in servizio presso gli Enti Alleati, ai quali deve essere sospesa la corresponsione degli stipendi da parte della Amministrazione Italiana, sono pagati al lordo.

Codeste Direzioni Generali esamineranno, quindi, come, senza alcun danno per gli interessati, possa essere risolta la questione relativa ai rilasci per la pensione e simili.

Si fa presente che sono state rivolte premure alla Sottocommissione Alleata per l'Educazione affinche' venga rimesso a questo Ministero un elenco del personale comunque in servizio presso gli Enti Alleati, e cio' allo scopo di mettere codeste Direzioni Generali in grado di effettuare un controllo e un'integrazione dei dati posseduti e di dar corso alle comunicazioni necessarie per regolarizzare la posizione giuridica ed economica del personale dipendente che si trovi nella predetta posizione.

IL MINISTRO
f.to Arangio Ruiz

Translation

SUBJECT : Teachers and employees employed by Allied Units.

1755

Reference is made to the circular of 25 January 1945, No.1310.

It is made clear that allowances paid by Allied Authorities to employees and teachers working for Allied Units, are gross. The above mentioned teachers and employees must not appear on the payroll of Italian Administration.

The "Direzioni Generali" will therefore see how deductions (rilasci) should be made for pension and similar, trying to avoid any damage to the persons

per il pagamento diretto venga inviato a questo Ministero [illegible]
nale comunque in servizio presso gli Enti Alleati, e ciò allo scopo di mettere
codeste Direzioni Generali in grado di effettuare un controllo e un'integrazione
dei dati posseduti e di dar corso alle comunicazioni necessarie per regolarizzare
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The "Direzioni Generali" will therefore see how deductions (rilasci) should be made for pension and similar, trying to avoid any damage to the persons concerned.

The Education Subcommission has been asked to give this Ministry a list of the personnel now employed by Allied Units, to enable the "Direzioni Generali" to complete and check the data concerning same in order to regularize their economic and juridical situation.

Roma 25 Gennaio 1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

A TUTTE LE DIREZIONI GENERALI
e per conoscenza
ALLA RAGIONERIA CENTRALE DEL MINISTERO

Prot. No. 1310

R O M A

OGGETTO : Insegnanti e impiegati in servizio presso gli Enti Alleati.

Con riferimento alle circolari del 15 agosto 1944, n.376, e del 26 dicembre 1944, n.366, si precisa che le istruzioni impartite valgono non soltanto per gli impiegati ed insegnanti che prestano servizi e alle dipendenze della Sottocommissione Alleata per l'Educazione, ma altresi' per quelli che comunque si trovano in servizi o presso gli Enti del Governo Militare Alleato e presso le Forze Armate Alleate.

Resta fermo che, senza alcun pregiudizio per i loro diritti di carriera, verra' sospesa ai predetti impiegati e insegnanti la corresponsione degli assegni in godimento da parte della Amministrazione italiana. Alla corresponsione degli assegni provvederanno gli Enti Alleati, i quali faranno quanto prima conoscere se la corresponsione avverra' al lordo ovvero al netto.

Mentre si prega di impartire le opportune istruzioni agli uffici dipendenti, si ricorda, con riferimento alla circolare del 26 dicembre l'invito gia' rivolto a codeste Direzioni Generali di far conoscere a questo Gabinetto il loro avviso in merito alla questione dei "rilasci" per la pensione e simili.

IL MINISTRO
f.to Arangio Ruiz.

translation

SUBJECT : Teachers and employees employed by Allied Units.

Reference is made to circulars of 15 August 1944, No.376, and 26 December 1944, No.366. It is understood that those instructions apply not only to employees and teachers employed by Education Subcommission, but to those also employed by Allied Military Government and by Allied Units.

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentioned employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or not.

While it is requested to give the necessary instructions to the offices under you, the Directors General are reminded (see circular of 26 August) of the [illegible] on the question of

[illegible] Amministrazione Italiana. Alla corresponsione degli assegni provvederanno gli Enti Alleati, i quali faranno quanto prima conoscere se la corresponsione avverrà al lordo ovvero al netto.

Mentre si prega di impartire le opportune istruzioni agli uffici dipendenti, si ricorda, con riferimento alla circolare del 26 dicembre l'invito già rivolto a codeste Direzioni Generali di far conoscere a questo Gabinetto il loro avviso in merito alla questione dei "rilasci" per le pensione e simili.

IL MINISTRO
f.to Arangio Ruiz.

Translation

SUBJECT : Teachers and employees employed by Allied Units.

Reference is made to circulars of 15 August 1944, No.376, and 26 December 1944, No.366. It is understood that those instructions apply not only to employees and teachers employed by Education Subcommission, but to those also employed by Allied Military Government and by Allied Units.

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentionnd employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or not.

While it is requested to give the necessary instructions to the offices under you, the Directors General are reminded (see circular of 26 August) of the request made to them to inform this Cabinet of their opinion on the question of the "rilasci" of pensions and similar.

1754

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3.B/CA

27 Mar 45

SUBJECT : Civilian Mess - Office Employees

TO : HQ Commandant

Reference Daily Bulletin No. 86 dated 27 Mar 45.

1 The w/m civilians employed in CA Section desire to avail themselves of the mid-day meal:-

ROSSI Elena
CALANDA Giuseppina
SERASIN Giovanna
TAMASSI Roma
CLERICUZIO Velia

2 Please acknowledge receipt of the accompanying Sum of 750 Lire covering the period 1-15 April inclusive.

W.A.S. DOLLARD Major
for CSO CA Section

1753

Received 750 lire
Pge 330

3/3 Hep

OFFICE OF THE SURGEON
HEADQUARTERS
2675 REGIMENT
ALLIED COMMISSION
(OVERHEAD)

Date [illegible]

To whom it may concern;

ROSSI, Elena employed by the Civil Affairs Branch Sub-Commission has been vaccinated in this dispensary against SMALL-POX

[illegible]
HENRY A. BELAFSKY
Major, Medical Corps
Surgeon.

OFFICE OF THE SURGEON
HEADQUARTERS
2675 REGIMENT
ALLIED COMMISSION
(OVERHEAD)

Date [illegible]

To whom it may concern;

ROMANO, Roberto employed by the

Civil Affairs Branch Sub-Commission has been

vaccinated in this dispensary against SMALL-POX

[illegible]
HENRY A. BELAFSKY
Major, Medical Corps
Surgeon.

1751

OFFICE OF THE SURGEON
HEADQUARTERS
2675 REGIMENT
ALLIED COMMISSION
(OVERHEAD)

Date Jan 1945

To whom it may concern;

CLERICUZIO, Velia employed by the Civil Affairs Branch Sub-Commission has been vaccinated in this dispensary against SMALL-POX

HENRY A. BELAFSKY
Major, Medical Corps
Surgeon.

1750

OFFICE OF THE SURGEON
HEADQUARTERS
2675 REGIMENT
ALLIED COMMISSION
(OVERHEAD)

Date Jan 1945

To whom it may concern;

CALAMIDA, Giuseppina employed by the Civil Affairs Branch Sub-Commission has been vaccinated in this dispensary against SMALL-POX

HENRY A. BELAFSKY
Major, Medical Corps
Surgeon.

OFFICE OF THE SURGEON
HEADQUARTERS
2675 REGIMENT
ALLIED COMMISSION
(OVERHEAD)

Date Jan 1945

To whom it may concern;

SERASIN, Giovanna employed by the Civil Affairs Branch Sub-Commission has been vaccinated in this dispensary against SMALL-POX

Henry A. Belapsky
HENRY A. BELAPSKY
Major, Medical Corps
Surgeon.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3b/CA

28 Mar 45

SUBJECT : Civilian Mess Committee

TO : HQ Comlt

Reference this Section's letter of even reference, dated 15 Mar 45, subject as above, CASTANI TORAZIA is now no longer employed by this Commission and her name has been replaced by BELLEI LOLA of Public Safety Sub-Commission.

R.R. CRIPPS Col
CSO CA Section

3a

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

MAR

3/3.B/CA

13 Feb 45

SUBJECT : Civilian Mess - Office Employees

TO : HQ Commandant.

Reference Daily Bulletin No. 70 dated 11 Mar 45.

1 The u/m civilians employed in CA Section desire to avail themselves of the mid-day meal:-

1/7 ROSSI Elena
1/7 CALAMIDA Giuseppina
1/7 SEPASIN Giovanna
TAMASSI Rosa
1/7 LAMRICUZIO Velia

2 Please acknowledge receipt of the accompanying sum of 800 Lire covering the period 16/31 Mar inclusive.

W.A.S. Dollard
W.A.S. DOLLARD Major,
for CSO CA Section

Received from CA Sec the sum of 800 lire
for civilian meals, details as above

Date: 23/3/45 Signed: [illegible]

1746

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 1)

12 March 1945

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

The following supersedes all instructions previously issued by this headquarters regarding conditions under which Italian Civilians employed by the Allied Forces may be exempted from the Military Service. AFHQ Adm. Memo. No. 10, dtd 20 Feb 45, Copy atchd hereto, is authority.

1. General

a. As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian Personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied Manpower.

b. All Italians in AMG/AC employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below:

2. Initial Procedure - Application will be made for authority to retain in employment personnel subject to call in the following manner:

a. Application forms (Appendix "A") will be completed by the Regional Commissioner and/or Director of Sub-Commission of employing unit in respect of all personnel affected. Seperate forms will be used for each individual for whom authority to retain in employment is requested. 1745

b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initial action.

1. General

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1745

b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initel action.

c. Regional Labor Supply Office will forward three (3) copies of the application form as follows;

Category I - Skilled Labor - To Chief of Special Staff Section at AFHQ.

Category II - All other Labor - To the appropriate exempting authorities, which in this case, as designated in AFHQ Adm Memo No. 10, is G-1 Section Civilian Personnel, for the Chief Commissioner Allied Commission.

3. Approved Exemptions - Original certificate of exemption with It Italian HQ seal will be kept on file at Headquarters Allied Commission G-1 Section Civilian Personnel, where they may be shown by an Allied Officer to Italian authorities when necessary. A "Certified True Copy" of each exemption will be sent to the employing unit of person to whom it concerns.

4. Refusal of Exemption- Where an application is refused, the employing unit may continue to employ such personnel until called up by the Italian Authorities.

5. Duration of Exemption - Exemptions granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and previous authority quoted. Prior to termination of initial exemption, every effort possible must be made by employing unit to replace exempted employees with personnel not within the Military Call Up Classes.

6. Notification - Upon release from employment of any exempted personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District.

7. Channels of Application -

a. Column No. 15 will be filled by Regional Commissioner, and or Director of Sub-Commission concerned.

b. Forms will be submitted through normal channels. Civilians must not be sent to this Headquarters to make their own application.

c. Care must be exercised in filling out applications as errors will cause refusal of application.

R. T. Uhler

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

2 Incls.
AFHQ Adm Memo No. 10 (Copy)
Appx "A" & "B" to AFHQ Adm Memo No. 10.

personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District.

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

2 Incls.
AFHQ Adm Memo No. 10 (Copy)
Appx "A" & "B" to AFHQ Adm Memo No. 10.

DISTRIBUTION
"D"

COPY

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM No. 10. 20th February 1945.

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

1. General.

(a) As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied manpower.

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

2. Initial Procedure.

Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

Category I - Skilled Labour employed in Military Installations.
Category II - All other Labour.

Forms will be submitted in quadruplicate to the local British or United States Labour representative.

(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

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Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

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Category II - All other Labour.

Forms will be submitted in quadruplicate to the local British or United States Labour representative.

(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

Category I - To appropriate Head of Service or Chief of Special Staff Section at AFHQ, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

Category II - To the appropriate exempting authority (see paragraph 3 and 5.)

3. Exempting Authorities.

(a) The following are declared to be Exempting Authorities for the purpose of this instruction:

(1) Commanding General, 15th Army Group.
(2) Commanders of Armies.
(3) Commanders of Corps.
(4) Commanders of British Districts and United States Base Sections or Depots.

(5) Flag Officer, Northern Area, MEDITERRANEAN.
(6) Flag Officer, TARANTO, Adriatic and Liaison, ITALY.
(7) Commander, United States EIGHTH Fleet.
(8) Senior Naval Officer, Eastern Sicily.
(9) Commander-in-Chief, RAF, MED/ME.
(10) Commanding General, AAF/MTO
(11) Commanding General NAFD/ATC.
(12) Commanding General, The Replacement and Training Command, MTOUSA.
(13) Commanding General, ROME Area Allied Command.
(14) Commanding Officer, Headquarters Command, AFHQ.
(15) Chief Commissioner, The Allied Commission.

(b) Independent organizations operating over widespread areas will refer applications for exemption to the nearest appropriate exempting authority.

4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Service.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

Commando in Capo del basso Tirreno, NAPLES
Territorial HQ ROME
Territorial HQ BARI
Territorial HQ PALERMO
Territorial HQ NAPLES
Mil HQ CALABRIA) Until such time as commitments are taken
Mil HQ SARDINIA) over by territorial HQ at NAPLES and ROME respectively.

or to other Territorial HQs as and when they are established.

4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Service.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

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Territorial HQ ROME
Territorial HQ BARI
Territorial HQ PALERMO
Territorial HQ NAPLES
Mil HQ CALABRIA) Until such time as committments are taken
Mil HQ SARDINIA) over by territorial HQ at NAPLES and ROME respectively.

or to other Territorial HQs as and when they are established.

(c) The Certificate of Exemption will be sealed and countersigned on behalf of the Italian Authorities and returned to the Exemption Authority for onward transmission to the employing unit who will hand it to the person exempted.

(d) Should the Italian Authorities take exception to an exemption authorized by an Allied Exempting Authority, they will return the Certificate of Exemption, with their comments but without Seal or Countersign, to the Exempting Authority, through MMIA for review. Final determination in each case will rest with the Exempting Authority, but full consideration will be given to the views of the Italian Authorities and MMIA.

5. Channels of Application.

All applications forwarded by the local British or United States Labour Representative to an Exempting Authority will be submitted through the normal channels of command.

6. Duration of Exemption.

Exemption granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and the previous authority quoted.

7. Notification.

(a) Employing units will notify the Exempting Authority of any person to whom exemption has been granted who is subsequently released from employment, and will instruct the released employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Italian Military District.

(b) Exempting Authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

8. Civilian Firms.

Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

9. Refusal of Exemption.

Where an application for permission to retain personnel in employment is refused, the employing unit may continue to employ such personnel until called up by the Italian authorities.

10. Applicability.

(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) [illegible]

(b) Exempting Authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

8. Civilian Firms.

Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

9. Refusal of Exemption.

Where an application for permission to retain personnel in employment is refused, the employing unit may continue to employ such personnel until called up by the Italian authorities.

10. Applicability.

(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) Nothing in this instruction shall in any way effect Italian prisoners of war (including co-operators) employed by the Allied Forces.

(c) Nothing in this instruction shall be construed as providing exemption for deserters from the Italian Armed Forces. In all cases deserters will be turned over to the nearest Italian Military Authority for return to their units for disciplinary action.

T 1745

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

(Signed) C.W.CHRISTENBERRY
Colonel, AGD
Adjutant General.

JOHN HARDING
Lieutenant General
Chief of Staff

2 Incls. Appx "A"
Appx "B"

REPRODUCED: HQ ALLIED COMMISSION, G-1 Sect. Civ Pers. APO 394, U.S. Army.
RTU A.T.H. 12 March 1945.

APPENDIX "A" to AFHQ Adm Memo No. 10

+ Military
  Naval
  Air Force

APPLICATION FOR EXEMPTION FROM CALL UP OF
ITALIAN PERSONNEL WITHIN 1914-1924 CLASSES

P A R T I C U L A R S

1. Serial No._____. 2. Surname_____

3. Christian Name_____ 4. Father's Name_____

5. Military Class_____ 6. Military No. (if any)_____

7. Home address_____

8. Name of Last Italian Unit in which serving_____

_____

9. Italian Military District to which belonging_____

10. Civil Trade_____

11. Nature of Present Employment_____

_____

12. Whether employed with W.E._____

13. Grounds of Application if surplus to W.E._____

_____

14. The following to be completed by the Labor Representative (Labor Supply Office)

Whether or not replaceable_____

Signature of Labor Representative_____

Date_____, _____

15. Signature_____

Name of Employing Unit_____

8. Name of Last Italian Unit in which serving _____

_____

9. Italian Military District to which belonging _____

10. Civil Trade _____

11. Nature of Present Employment _____

_____

12. Whether employed with W.E. _____

13. Grounds of Application if surplus to W.E. _____

_____

14. The following to be completed by the Labor Representative (Labor Supply Office)

Whether or not replaceable _____

Signature of Labor Representative _____

Date _____

15. Signature _____

Name of Employing Unit _____

Date _____.

DECISION OF EXEMPTING AUTHORITY 1742

EXEMPTION GRANTED IN RESPECT OF SERIAL NO. _____ FOR SIX MONTHS FROM DATE.

EXEMPTION REFUSED IN RESPECT OF SERIAL NO. _____.

SIGNATURE _____

Name of Exempting Authority _____

Date _____

+ Delete whichever is inapplicable.

APPENDIX "B" to AFHQ Adm Memo No. 10

DICHIARAZIONE
(Certificate)

Al Comando del Distretto Militare di _____
(To the Command of the Military District of)

_____.

Si dichiara che il Sig _____ (Nome e cognome)
(This is to certify that) (Name)

della classe _____ presta servizio presso _____
(is employed by)

_____

_____ (Occupazione)
(Occupation)

Si prega volerlo esonerare dal richiamo alle armi
(It is requested that he be exempted from Military Service)

Firmato _____
(Signed)

_____ Data
(date)

Bollo Stato Maggiore RE
(Italian HQ Stamp)

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.B/CA 12 Mar 45

SUBJECT : Civilian Employees.

TO : G-1 (Div. Personnel)

ROMANO Roberto

Reference our 3/3.B/CA dated [illegible] Mar 45.

The above named civilian employee resumed duties in this Section on 12 Mar 45.

W.A.S. Dollard

W.A.S. DOLLARD Major,
for CSO CA Section

3/3B/CA

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

-8 MAR

Ref/G-1/Civ.Pers./312
Romano, Roberto

8 March 45

SUBJECT: Social Insurance

TO : Civil Affairs Section

1. Reference your 3/3B/CA dated 7 March 45.

2. Attached hereto SI-1 as requested.

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

1 Incl.
Form SI-1

Passed to Romano
on 9 Mar 45

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 5/38/CA 7 March 45

SUBJECT : Sickness Benefit

TO : G 1 (Civ.Pers.)

ROMANO Roberto

1 Reference your Civ Pers/268 dated 8 Jan 45 you are hereby notified that the a/m civilian employee of this Section has been absent through illness since 1 Mar 45.

2 May his Insurance Card (Form SI-I) be forwarded to this Section please for onward transmission to the employee.

W.A.S. Dollard
W.A.S. DOLLARD
Major
for CSO CA Sec

Ext : 437
GAL/er

3/3/3/CA

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ext. 571 1 March 1945

Office Memo:

TO : Civil Affairs.

1. Attached herewith Civ.Pers. Form 8 forwarded to your office for your future use in the cases of separations.

2. Additional copies may be obtained from this office upon request.

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

Incl. (7) Civ.Pers. Form n.8

Declassified E.O. 12356 Section 3.3/NND No. 785016

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.1/04 25 Feb 45

SUBJECT : Civilian Mess - Office Employees

TO : Mr Commandant

Reference 100/5/4 dated 3 Feb 45, para 4.

1 The undermentioned civilians employed in CA Section desire to avail themselves of the mid-day meal :

MORRI	Elena
CLERICUZIO	Velia
CALAMINA	Giuseppina
SPRASIN	Ivanka
Tamassi	Rosa

2 Please acknowledge receipt of the accompanying sum of 750 lire covering the period 1/15 March inclusive.

W.A.S. Holland
W.A.S. HOLLAND Major,
for CSO CA Section

Received from CA Section the Sum of
750 Lire for civilians meals, details
as above
Date _____ Signed _____

1736

3/3/3B/CA

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: ROMANO, ROBERTO

TO : CIVIL AFFAIRS BRANCH

22 Feb. 1945

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

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

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

3/38/A

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

22 FEB 1945

SUBJECT: SERASIN, GIOVANNA

TO : CIVIL AFFAIRS BRANCH 22 Feb. 1945

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

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

Amerlo Pelice 1734

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

3/38/GA

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: TAMASSY WOLF ROSE

TO : CIVIL AFFAIRS BRANCH. 22 Feb. 1945

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

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

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

1733

3/313/CA

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: CALAMIDA GIUSEPPINA

TO : CIVIL AFFAIRS BRANCH 22 Feb. 1945

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

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

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

1732

3/38/A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. G-1/Civ. Pers/368 16 February 1945

Subject. Civilian Personnel - Information.

To : Civil Affairs Section ~~xxxxxxxxxxxxxx~~

1. This office desires to obtain a completed Civilian Personnel Form No. 1, (Application for Employment) from all Civilians employed locally by this Headquarters.

2. It will be noted that in most instances persons who have not had the occasion to fill the above mentioned form were employed by this Headquarters during the earlier days in Rome.

3. It is requested that employee be instructed to report to this office with attached slip, between the hours of 0830 to 1130 and from 1400 to 1700.

R. A. DHLER
Lt. Col. AGD.
G-1(A)

Incl. Request Slip
(5)

civilians employed locally by this Headquarters.

2. It will be noted that in most instances persons who have not had the occasion to fill the above mentioned form were employed by this Headquarters during the earlier days in Rome.

3. It is requested that employee be instructed to report to this office with attached slip, between the hours of 0830 to 1130 and from 1400 to 1700.

R. L. UHLER
Lt. Col. AGD.
G-1(A)

Incl. Request Slip
(5)

1731

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/3b/CA 15 Feb 45

SUBJECT : Civilian Mess Committee

TO : HQ Comdt

Reference Daily Bulletin No 41, para 7 dated 10 Feb 45.

The following have been nominated as representatives of CA Section on above Committee

X CAETANI	TOPAZIA	-	Local Govt	S/C
BONAJUTO	SANNY	-	MFAA	S/C
DAWSON	BERNARD	-	DP & R	S/C
BERLEI	NOLA	-	OS	S/C

R.R. CRIPPS Col
CSO CA Section

3/316/A

file

Civil Affairs Section

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ. Pers/426 10 February 1945

Subject. Civilian Labor Exemption from Military Service.

To . See Distribution.

1. Reference is made to Application for Exemption from Call Up of Italian Personnel within the 1914-24 Classes, form attached to unnumbered letter, G-1 Section Civilian Personnel, dated 7 November 1944.

2. Column No. 3, Christian Names, on above mentioned form will hereafter include applicant's father's christian name.

R. T. Uhler

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

DISTRIBUTION
"D"

Ref. Civ. Pers/426 10 February 1945

Subject. Civilian Labor Exemption from Military Service.

To . See Distribution.

1. Reference is made to Application for Exemption from Call Up of Italian Personnel within the 1914-24 Classes, form attached to unnumbered letter, G-1 Section Civilian Personnel, dated 7 November 1944.

2. Column No. 3, Christian Names, on above mentioned form will hereafter include applicant's father's christian name.

R. T. Uhler

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

DISTRIBUTION
"D"

1729

1276

23

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/3.B/CA 5 Feb 45

SUBJECT : Civilian Mess - Office Employees

TO : HQ Commandant

Reference HQC/5/4 dated 3 Feb 45, para 4.

1 The undermentioned civilians employed in CA Section desire to avail themselves of the mid-day meal:

ROSSI Elena 219
CERRICUZIO Velia 220
CALAMIDA Giuseppina 221
GERASIN Ivanka 222
TOMASSI Rosa 223 .

2 Please acknowledge receipt of the accompanying sum of 400 lire covering the period 3/15 Feb inclusive.

710

W.A.S. Dollard

W.A.S. DOLLARD Major,
for CSO CA Section

Received from CA Section the Sum of
400 Lire for civilians meals, details
as above
Date 2/6/45 Signed [illegible]

1728

Civil Affairs Section

-3 FEB 1945

HEADQUARTERS
ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

2 February 1945

HQC/G/4

SUBJECT: Civilian Mess - Office employees.

TO : All Sub-Commissions, Sections and Branches, this Headquarters.

1. The Italian civilian employees mess will commence on Thursday, 8 Feb 1945.

2. The mid-day meal will only be served on production of a ticket which is valid for one day only.

3. Booklets of tickets, costing ten (10) lire per ticket and covering the period 8 Feb to 15 Feb will be sold in Room 44, 1st floor, on Monday and Tuesday, 5 and 6 February, between the hours of 0800 and 1200, and 1400 and 1630. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, Sub-Commissions, Sections, etc. should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the mid-day meal. These rolls, together with cash, i.e. 70 lire per person to cover the period stated above, will be forwarded to Room 44, 1st floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of books; the original copy will be retained by this office for reference and as a receipt for the number of booklets issued.

5. Booklets are not transferable from one employee to another and no reimbursement will be made for unused tickets, except on termination of employment.

6. Under AFHQ Administrative Memorandum No. 47, dated 18 Nov 44, two (2) lire per day will continue to be deducted from the pay through payrolls of civilian employees partaking of the mid-day meal.

7. Heavy Labourers. - Booklets of tickets will also be issued to those employees classified for heavy labourers' meal. These employees will be shown separately on nominal rolls. No further charge will be made against these employees, other than the seven (7) lire per day as at present being deducted on the payrolls.

8. Accordingly, the number employees are not being paid from A.M. Funds

2. The booking hall will only be open on production. The ticket which is valid for one day only.

3. Booklets of tickets, covering ten (10) lire per ticket and covering the period 6 Feb to 11 Feb will be sold in Room No. 1st floor, on Monday and Tuesday, 5 and 6 February, between the hours of 0800 and 1200, and 1400 and 1600. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, non-commissions, however, the should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the six-day meal. These rolls, together with cash, i.e. 60 lire per person to cover the period stated above, will be forwarded to Room No. 1st floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of booklets. The original copy will be retained by this office for reference and as a receipt for the number of booklets issued.

5. Booklets are not transferable from one employee to another and no reimbursement will be made for unused tickets, except on termination of employment.

6. Under Army Administrative Memorandum No. 47, dated 18 May 44, one (1) lire per day will continue to be deducted from the pay through payrolls of civilian employees partaking of the six-day meal.

7. Heavy Labourers. - Booklets of tickets will also be issued to those employees classified for heavy labourers' meal. These employees will be shown separately on nominal rolls. No further money will be made against these employees, other than the seven (7) lire per day as at present being deducted on the payrolls.

8. Organizations, etc. whose employees are now being paid from A/. funds will draw booklets at the rate of twelve (12) lire per day for office personnel and seven (7) lire per day for heavy labourers.

1727

Personal

R. H. ROBERTSON
Maj. Commandant.

0344

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/5V/CA

25 Jan 45

SUBJECT : Workers Social Insurance

TO : G-1 (Civilian Personnel)

Reference your Civ Pers/297 dated 19 Jan 45.

Herewith the information as requested.

NAME (surname first)	Father's Name	Date of Commencement	Pay Periods Missed
CLERICUZIO Velia	Francesco	8 August 44	NIL
CALARIDA Giuseppina	Ubaldo	6 August 44	"
SEBASIN Ivanka	fu Giovanni	15 July 44	"
ROSSI Elena	fu Felice	1 October 44	"
ROMANO Roberto	Mario	1 April 44	"
ROGATI Lidia	Pasquale	27 April 44	"
TAMASSY W. Romina	fu Carlo	6 July 44	"

W.A.S. DELLAND Major,
for CSO CA Section

1726

3/3B/CA

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref G1c Pers/297 19 January 1945

Subject: Worker's Social Insurance.

To : Civil Affairs

1. In order to give employees benefit of Social Insurance coverage for the entire period of employment with Allied Commission it is necessary that this Section be furnished as soon as possible a list of Italian Civilians in your employment with the following information: Employee's Last Name, First Name, Father's Name, actual commencing date of employment and pay periods missed, if any.

F. T. UNLER
Lt. Col. AGD.
G-1 (A)

1725

WD.
3/38/CA

HEADQUARTERS ALLIED COMMISSION
A.G. 394
REHABILITATION SECTION

42.3/EST 18 January 1945

SUBJECT: Transport of Civilian Employees

TO : All Regional Commissioners.

1. A number of instances have recently been reported to this Headquarters of officers arriving in Rome, on change of station, and bringing with them civilian employees, as a matter of convenience to the employees.

2. This practice will cease.

3. This Headquarters has, on frequent occasions, been pressed to provide sufficient transport for its own operational needs.

4. Effective with the publication of this letter, Headquarters Allied Commission will not transport back to their permanent duty stations civilian employees brought to Rome for their own convenience, and for whom return transport has not been provided by their parent unit.

5. Appropriate action will be initiated against officers responsible for violation of this directive.

For the Deputy Chief of Staff:

C. W. Parker

C. W. PARKER
Colonel, Inf.,
Executive Officer (G3)

DISTRIBUTION:
"A"
Less Group III

1724

311

16 JAN 1945

W.D.

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

16 JAN 1945

Ref. Civ Pers/268 9 January 1945

Subject: Social Insurance Coverage for Italian Civilians Employed Directly by Allied Forces.

To : See Distribution.

The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. The following is published for the guidance and information of employing Sections of Headquarters Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following. (as contained in Headquarters Allied Commission Office Memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form(PF/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency,

Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office Memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form(PP/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.

(c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in writing. At such a time this office will place his social insurance card (Form SI-1) in a suspense file for a period of 30 days. If worker fails to return during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

1723

133

Ltr 268, G-1 Div Pers dated 8 Jan 45 cont'd.

3. In the event of an employee requesting any benefits for members of his family, a memorandum is to be forwarded to this office giving employee's and father's name. The proper certificates (SI-2) will be returned to Section to be given to employee. Civilians will not be sent to this office unless so requested.

4. A notice to workers informing them of this new benefit will be posted in prominent places throughout the building. A copy of notice, with specific instructions for Allied Commission employees, is attached for posting in individual offices.

R. T. Uhler

R. T. UHLER
Lt. Col. AGD.
G-1(A)

3 Incls.
Incl.-1- AFHQ Admin Memo No.61
(Appendix A-B-C-D)
Incl.-2- AFHQ Admin Memo No.61
(Appendix D Italian Translation)
Incl.-3- Ltr. Notice to Workers.

DISTRIBUTION

"D"

R. T. UHLER
Lt. Col. AGD.
G-1(A)

3 Incls.
Incl.-1- AFHQ Admin Memo No.61
(Appendix A-B-C-D)
Incl.-2- AFHQ Admin Memo No.61
(Appendix D Italian Translation)
Incl.-3- Ltr. Notice to Workers.

DISTRIBUTION

"D"

Established as Appendix [illegible] Edition, Headquarters Allied Commission, G-1 Civilian Personnel Section, Ref. No. [illegible] dated, 8 JAN 1945

ALLIED FORCE HEADQUARTERS
A.F.O. 112

ADMINISTRATIVE PROCEDURE
NUMBER 61

16 December 1944.

SOCIAL INSURANCE COVERAGE FOR ITALIAN CIVILIANS
EMPLOYED DIRECTLY BY ALLIED FORCES.

1. a. The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. These benefits will be extended through the regular Italian social security system and will cover:

(1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).
(2) Unemployment (indemnity)
(3) Tuberculosis (free medical care and indemnity)
(4) Marriage and birth (financial aid)
(5) Invalidity and old age (pensions)

b. In addition, workmen's compensation for accidental injury or death will continue as presently provided under AMG regulations (accident claims being referred to Institute Nazionale Infortuni by means of report form prepared by employing unit).

2. To implement the coverage scheme certain statistical information is required and the following is the responsibility assumed by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "B") for each workers employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the date on the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for and amounts of unemployment, tuberculosis, sickness and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensation contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropr-

(b) Invalidity and old age (pensions)

b. In addition, workmen's compensation for accidental injury or death will continue as presently provided under ASCS regulations (accident claims being referred to Institute Nazionale Infortuni by employing unit report form prepared by employing unit).

2. To implement the coverage scheme outlined, certain information is required and the following is the responsibility assumed by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "B") for each workers employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in Item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, which verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for accounts of unemployment, tuberculosis, old age and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensation contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he be in return to work.

d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for maternity or birth allowance (i.e. a benefit not contingent on his non-separation from work) a certification that he is currently employed by the Allied Forces will be given to him, at his request, on the "Worker's Employment Status Report" form SI-2 (copy attached as appendix "C") based on information already contained on his social insurance card Form SI-1.

1722

3. A suggested file maintenance procedure is attached hereto for information (appendix "D").

4. The effective date of this plan is 1 Dec 1945.

5. A sufficient supply of Forms SI-1 and SI-2 (printed in English with Italian translation) is being produced and will be distributed forthwith to employing units together with a printed notice in Italian, (English translation

Admin Inst No 61, AFHQ, dtd 16 Dec. 44 (cont'd)

Attached as a guide to [illegible] suitable for posting at each office, explaining the plan to workers. The scheme will be initiated, retroactively to 1 Dec 44.

By command of Field Marshal ALEXANDER:

(sgd C.H. [illegible]),
Colonel AGD,
Acting Adjt Gen Cmd.

APPENDIX "A" to AFHQ Admin Inst No. 61.

SCHEME FOR REHABILITATION PROCEDURE
"WORKER'S CONTROL [illegible] CARD"
FORM 51-1

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by striking the appropriate word (weekly, semi-m., bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the ACTIVE file.

2. Each pay day, cards in the active file will be pulled for [illegible] paid and will be validated by stamping the number of the pay period in item 7. If the worker is leaving, the card will be completed by striking a line through the unused rubrics in item 7 and filling in items 8, 9 or 10, and will be given to the worker.. (NOTE: Item 10 requires no entry or [illegible] line ---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the separation form [illegible] "[illegible] QUIT" without justification or a "[illegible] OF [illegible]" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons should be circled (underlining not a rubber stamp). If the worker is not leaving, the card will be returned to the active file after filling in item 7.

3. Cards not pulled (i.e. exclusion of persons described in paragraph 2, above) will represent workers who laid out on the job without drawing pay, or who otherwise absented themselves during that pay period. Such cards will be dated stamped in item 6 and will be placed in M.D. FILE. If worker later reports and returns to work, the card (postponed to that pay period stamped) will be replaced in active file. If he has quit off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive [illegible] governing this procedure, cards remaining in dead file for period of more than 30 days, as shown by date stamp in item 6, may be discarded with result of forfeiture of existing medical benefit rights. Cards may be retained longer, however, where reason for worker's absence is known and there is a possibility of his returning to work or claiming card.

4. Whenever personnel employed terminate at either his own or employing unit's volition, or is interrupted by illness, accident, or other compulsory contingency, he is entitled to a full medical benefit [illegible]

0 3 5 4

[illegible] Form No. 61.

MONTHLY SOCIAL SECURITY CARD, Form SS-1

(FRONT OF CARD)

1. _____ of _____
(Last Name) (First Name) (Patronymic Name)

2. Province _____ 3. Employment recorded on this card begins _____
(Date)

4. [illegible] Classification _____ 5. Pay period: Weekly Bi-Weekly Monthly Semi-Monthly

6. Employee [illegible] worked at least part of each pay period except pay periods [illegible]

_____
(Use date stamp to record terminal date of any pay period or periods [illegible]).

7. [illegible] of pay periods worked:
(Circle one for each pay period: Final No. circled represents no. of pay periods to be entered in item 8, below).

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 32 33 [illegible] 52

8. Employment recorded on this card ended _____ with total of
(Date)

_____ pay periods worked.
(Write out No.)

9. Rate of pay: 1. _____ per day/month 10. Reason for ending employment

_____

MONTHLY SOCIAL SECURITY CARD
[illegible]
Form SS-1 [illegible] Certified _____
(signature and stamp)

(BACK OF CARD)

NOTICE TO EMPLOYER.

This card is valid for determining your right to unemployment, invalidity and old age [illegible] benefits and rights under social security laws [illegible] with respect to

7. [illegible] periods worked:
(Check [illegible] for each pay period: Find No. circled represents no. of pay periods to be entered in Item 8, below).

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 32 33 34 35 36

8. Employment recorded on this card covered _____ (Date) with total of

_____ pay periods worked.
(Write out No.)

9. Final Pay Date: L. _____ for _____ (Month) 10. Reason for ceasing employment

_____

WORKER'S SOCIAL SECURITY CARD
UNITED STATES DEPARTMENT OF LABOR
Form 521-1 Rev. 44. Certified _____
(Signature of Agent)

(Name of Card)

INSTRUCTIONS.

This card is valid for determining your right to unemployment, disability and old age, subsequent and unknown earlier and benefits in respect to period of employment certified on reverse side.

In applying for benefits, card must be submitted with regular application form to a Joint Institute Bulletin or Employers Social office.

If no credit application is made in time, the card should be worth less be submitted to a Joint Employers Social office for recording, so that credit may be given in calculating your future benefit rights.

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Before submitting card, you must write date and manner of birth below.

.....

If there is no social insurance office in Germany where you live, application forms and information may be obtained at the office.

WARNING: Any alteration of information contained on card renders it void and is punishable by law. Safeguard this card carefully. Duplicate cards not issued.

Appendix "C" to AMG Administrative No. 61

MONTHLY ALLIED MILITARY GOVERNMENT PAY SHEET FOR CIVILIAN EMPLOYEES - FORM SI-2.

(FRONT OF FORM)

1. _____ of _____
(Last Name) (First Name) (Father's Name)

Weekly Bi-Weekly

2. Province _____ 3. Pay Period:

Monthly Semi-Monthly

4. The above-named is currently employed by the Allied Forces and has been so employed for _____ pay periods.
(Write out No.)

MONTHLY ALLIED MILITARY GOVERNMENT ALLIED FORCES IN ITALY

Date _____ (!)

Certified _____
(Signature and Stamp)

Form SI-2

(BACK OF FORM)

IMPORTANT.

This certificate is valid for determining right to sickness assistance for a family member or to marriage and birth allowance.

Certificate must be submitted with regular application form to nearest Assistance Bulletin or Provincial Social Office.

Before submitting certificate, you must write date of commune of birth here.

.....

If there is no social insurance office in commune where you live, application forms and information may be obtained at Municipio.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. Safeguard this certificate carefully. Duplicates are not issued.

This certificate is valid for determining right to sickness assistance for a family member or to receive an birth allowance.

Certificate must be submitted with regular application form to nearest assistance bulletin or providencia Social office.

Before submitting certificate, you must write date and place of birth here.

.....

If there is no social insurance office in province where you live, application form and information may be obtained at municipio.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. Please fill this certificate carefully. Duplicates will not issued.

ANNEXURE TO [illegible] Admin Memo No. 61

TRANSLATION

MINISTRY OF PUBLICITY, SERVICE FLOOR

MEMORANDUM.

Possible claim of Social Insurance to Workers employed by the Allied Forces.

This Ministry has arranged to give immediate effect to the provision recently approved by the Council of Ministers which admits you and your family to the benefits of social insurance for invalidity and old age, unemployment, tuberculosis, marriage and birth, industrial accidents and occupational diseases. SICKNESS

To obtain such benefits you must apply to the appropriate Insurance Institute, submitting with the application the appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is securing the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

THE MINISTER,
Cremchi

29 November 1944.

AP

by the Allied Forces Command.

This certificate must be requested by you, both in the case of contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is insuring the expense for the benefits to which you will be entitled for your employment with the Allied Forces, thinking in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

THE PRINCE,
Cronchi

29 November 1944.

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Italian Translation to Appendix "D"
APHQ Admin Memo No. 61

MINISTERO DELL' INDUSTRIA
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani impiegati dalle Forze alleate.

Questo Ministero ha disposto che sia data immediata esecuzione al provvedimento - recentemente approvato dal Consiglio dei Ministri - che ammette voi e le vostre famiglie ai benefici delle assicurazioni sociali per l'invalidità e vecchiaia, per la disoccupazione, per la tubercolosi, per la mutualità e mutalità, per le malattie e per gli infortuni sul lavoro e le malattie professionali.

Per ottenere tali benefici dovrete rivolgervi al competente Istituto assicuratore presentando, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze Alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest' ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovrete presentarlo subito all' Istituto nazionale delle previdenze sociale, perchè possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze alleate.

E' quindi, interesse vostro provvedere alla presentazione dei certificati, e di aver cura di non smarrirli perchè non saranno rilasciati duplicati.

Lo Stato si è addossato le spese dei benefici che vi potranno

professionali.

Per ottenere tali benefici dovrete rivolgervi al competente istituto assicuratore trasmettendo, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest'ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovrete presentarlo subito all'Istituto nazionale delle previdenze sociali, perchè possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze alleate.

E' quindi, interesse vostro provvedere alla presentazione dei certificati, e di aver cura di non smarrirli, perchè non saranno rilasciati duplicati.

Lo Stato si è addossato la spesa dei benefici che vi potranno competere in conseguenza del lavoro prestato alle dipendenze delle Forze alleate, volendo con ciò riconoscere il concorso che con la vostra opera data alla causa della liberazione.

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IL MINISTRO
Bonomi

Roma, 25 Novembre 1944

AVVISO AI LAVORATORI DIPENDENTI DALL' A.C.

1. Quando il vostro rapporto di lavoro sia interrotto per malattia o infortunio, come pure quando esso venga, per qualsiasi ragione, a cessare, il vostro Capo Ufficio disporra', su vostra richiesta, perche' vi venga rilasciato:

la "Worker's Social Insurance Card" da valere per la determinazione del vostro diritto alle prestazioni dell'assicurazione disoccupazione, invalidita' e vecchiaia, tubercolosi e malattia, rispetto al periodo di lavoro presso l'A.C.

2. Quando, durante il vostro rapporto di lavoro, uno dei membri della vostra famiglia si ammali o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporra', su vostra richiesta, perche' vi venga rilasciato:

. il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per la vostra famiglia, od alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificato puo'esservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. C.

1. When your employment is interrupted by illness or accident, or ceases for whatever reason, your office head, at your request, will obtain for you the "Worker's Social Insurance Card"(SI-1), valid for determining your right to insurance benefits for unemployment, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.C.

2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for [illegible] valid for deter-

vi verrà rilasciato:

. il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per le vostre famiglie, ed alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificato può esservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. O.

1. When your employment is interrupted by illness or accident, or ceases for whatever reason, your office head, at your request, will obtain for you the "Worker's Social Insurance Card"(SI-1), valid for determining your right to insurance benefits for unemployment, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.O.

2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report"(SI-2), valid for determining the right to sickness assistance or tuberculosis benefits for a family member, or the allowance for marriage or births.

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3. In case of an accident at work, a special accident report form for use in determining right to accident insurance benefits may also be furnished.

3/3B/GF, ✓ C A Sec.

R.S.S.U. [illegible]

[illegible] ARMED FORCES
A.G. 794, [illegible].

[illegible] INFORMATION BULLETIN
[illegible]
(Applicable to all Allied Forces) CONFIDENTIAL.

11 January, 194[illegible]

1. The following amendments to the current Schedules of Classifications and Salary Grades of Italian Civilians employed by the Armed Forces, published by this Command on 10 Oct. 1944, are authorized with effect from 13 Nov. 194[illegible].

a. Artisan and Skilled Grades.

(1) Amend ;- "Employees - Clothing and Manufacturing Plants"
To read ;- "Employees - Clothing, Boot and Shoe Manufacturing Plants"

(2) Amend ;- The footnote on 1a(1) above;
To read ;- "These grades are restricted to plants engaged in fabricating new articles, or their component parts in repair, for the "Allied Forces, and working under their direct control."

(3) Insert;- After the Grade of "Allied Officer" - "Male or Female."

(4) Transfer;- The Grades "Boot Machinist" and "Boot & Shoe Oper for Mechanic" with their asterisks, and at their existing rates of pay, to the class in the "Employees - Clothing, Boot and Shoe Manufacturing Plants."

(5) Transfer;- The grade "Textile Hand" at its existing rate of pay to its alphabetical place in the Schedule and remove the asterisk.

b. Age Qualification for Adult Rate of Pay.

(1) Civilians employed by the Allied Forces on the mainland of Italy shall be considered adults on attaining the age of 18 years, and not 17 years as hitherto. This ruling will apply only to new entrants and not to civilian workers of 17 years of age already in the employ of the Allied Forces.

2. Payment of Subsistence Allowance to Civilians Employed by the Allied Armed Forces in Italy, Sicily and Sardinia with effect from 20 December 44.
(Ref. Adm. Memo. No. 5[illegible].)

a. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades.

At the discretion of the Commanding Officers of Units, subsistence allowance may be paid under the following conditions to an M/T Driver, and any other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

(1) When absent for more than five hours but not exceeding ten hours on any [illegible] allowance not exceed-

Allied Forces, and working under their direct control."

(3) Insert;- After the Grade of "Police Officer" - "Male or Female."

(4) Transfer;- The Grades "Boot Technical" and "Boot & Shoe Operator Mechanic" with their asterisks, and their existing rates of pay, to the closed heading "Employees - Clothing, Boot and Shoe Manufacturing Units."

(5) Transfer;- The grade "Sanitary Worker" to its existing rate of pay to its alphabetical place in the schedule and remove the asterisk.

b. Age for Differentiation for Adult Rates of Pay.

(1) Civilians employed by the Allied Forces on the mainland of Italy shall be considered adults on attaining the age of 18 years, and not 17 years as hitherto. This ruling shall apply only to new entrants and not to existing workers of 17 years or more already in the employ of the Allied Forces.

2. Payment of Subsistence Allowance to Civilians Employed by the Allied Armed Forces in Italy, Sicily and Sardinia with effect from 26 December 44. (See Adm. Memo. No. 9.)

a. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades.

At the discretion of the Commanding Officers of Units, subsistence allowance may be paid under the following conditions to an M/T Driver, and any other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

(1) When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

(2) When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

(3) The above allowances are properly payable provided that rations or accommodation are not furnished in kind.

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b. Employees in Clerical and Supervisory Grades.

A per diem allowance may be paid as follows ;-

(1) Employees in receipt of basic wages (see para. 4, AFHQ Administrative Labor Memo No. 62, 1944) of :

5600 lire and more per month	-	250 lire per day
5000 lire to 5599 lire per month	-	225 lire per day
4500 lire to 5999 lire per month	-	175 lire per day
3500 lire to 4499 lire per month	-	150 lire per day
Less than 3500 lire per month	-	125 lire per day

(2)(a) The above rates will be payable for every 24 hours absence from place of residence on official business. If the time of absence in hours exceeds 24 and is not divisible exactly by 24, the final period, if in excess of 12 hours, shall be reckoned as 24, if under 12 hours, nothing shall be paid in respect of it.

/over

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

2.[illegible].(2)(b) These allowances will be paid in full if no rations or accommodation are provided for the use of the employee making the journey. If rations, but not accommodation are provided, one third of the allowance will be paid. If accommodation, but not rations, is provided, two-thirds will be paid.

By Command of Brigadier General BROWN.

I.E. CHEEK,
Captain, AGD,
Adjutant General.

DISTRIBUTION:

All units, including
Hotels, Restaurants,
and Clubs.

3/38/CAV

Full

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ Pers/271 9 January 1945

Subject: Civilian Employees - Bonus and Overtime.

To : See Distribution.

1. The following is based on Ltr. HQ MTOUSA, AG 248/788-0 dtd 23 December 1944. Publication is made for the information and guidance of all Sections employing Italian Civilians.

2. The "Cost of Living Bonus" will not be considered an integral part of the wage for the purpose of any computation. All computations and adjustments for OVERTIME PAY, FEMALE DIFFERENTIALS, NIGHT WORK, etc, will be made against the 1 Oct. 44 basic wage rate, to which the appropriate "Cost of Living Bonus" may be added.

(a) The "Cost of Living Bonus" for MONTHLY employees will not in any case exceed the maximum permissable bonus of any particular grade for the month.

EXAMPLE:

A typist who is not subject to 15% deduction, receives 3960 lires per month(1 Oct 44 Basic Wage Rate plus 10% for Rome Province). She also receives 1100 lire a month "Cost of Living Bonus". She works 2 days overtime (or 2 Sundays) each half month.

Half Monthly Pay (Usually 13 days)	=	1980 L.
Overtime - 2 days = 3960/26 X 1 1/2	=	456 L.
Half of Monthly "Cost of Living Bonus"	=	650 L.
Total Pay and Bonus for half month.	=	3086 L.

(b) The "Cost of Living Bonus" for DAILY employees will not in any case exceed the maximum permissable bonus of any particular grade for any one day. Bonus may be paid

items and adjustments for OVERTIME PAY, FEMALE DIFFERENTIALS, NIGHT WORK, etc. will be made against the 1 Oct. 44 basic wage rate, to which the appropriate "Cost of Living Bonus" may be added.

(A) The "Cost of Living Bonus" for MONTHLY employees will not in any case exceed the maximum permissable bonus of any particular grade for the month.

EXAMPLE:

A typist who is not subject to 15% deduction, receives 3960 lires per month(1 Oct 44 Basic Wage Rate plus 10% for Rome Province). She also receives 1300 lire a month "Cost of Living Bonus". She works 2 days overtime (or 2 Sundays) each half month.

Half Monthly Pay (Usually 13 days)	=	1980 L.
Overtime - 2 days = 3960/26 X 1 1/2	=	456 L.
Half of Monthly "Cost of Living Bonus"	=	650 L.
Total Pay and Bonus for half month .	=	3086 L.

(B) The "Cost of Living Bonus" for DAILY employees will not in any case exceed the maximum permissable bonus of any particular grade for any one day. Bonus may be paid for the SEVENTH consecutive day or any proportional part thereof in the case of a DAILY employee, to be based on the basic rate of the grade (1 Oct 44) and NOT on the overtime rate.

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EXAMPLE:

A female laborer who is subject to 15% deduction, receives 80 lire per day (1 Oct 44 Base Rate plus 10% for Rome Province). She works 7 consecutive days for which time and a half is given for the 7th day. She also receives for each working day 60 lire "Cost of Living Bonus". Wages for 7 days therefore should be computed as follows:

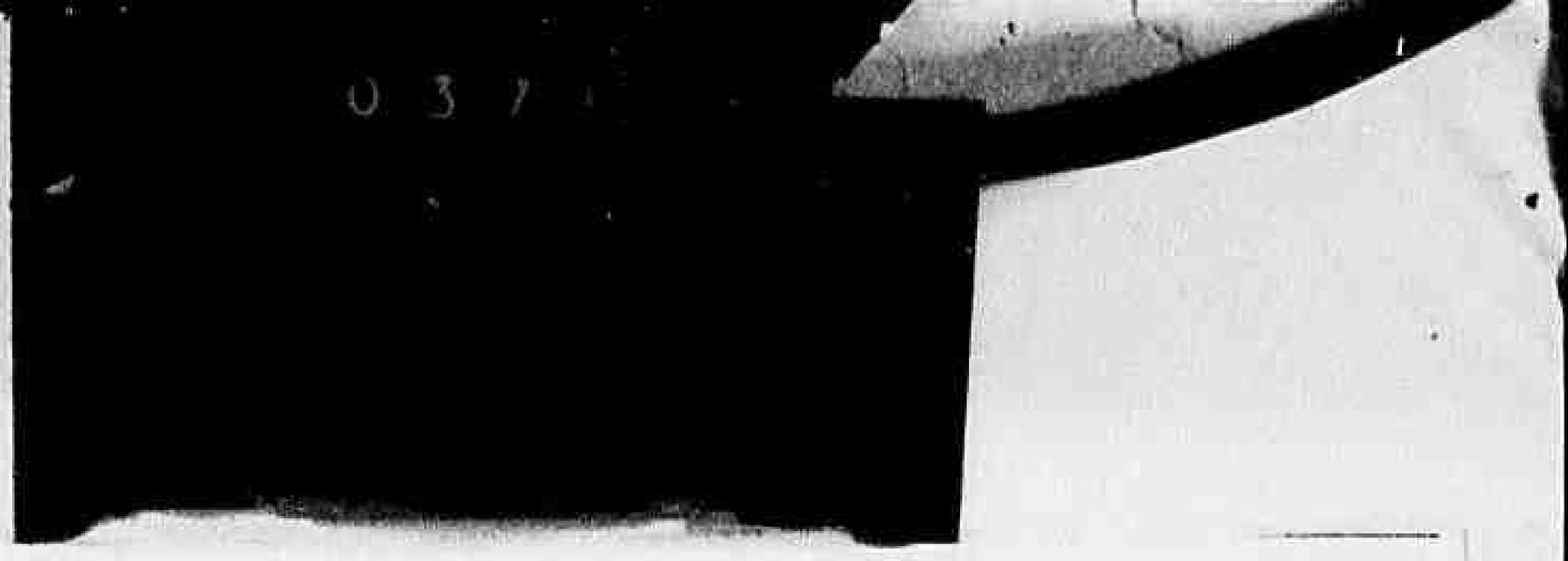
4282

6 Days at 80 lire per day	=	480 L.
1 Day at time and a half	=	120 L.
7 Days at 60 lire (Bonus)	=	420 L.
Total Pay and Bonus		1020 L.

3. Employees in Rome Province or in any other Province in which increased Basic Rates have been authorized by prior authority of AFHQ are entitled to bonus applicable to the raised rate. For female employees whose scale and rate of pay will be 15% less than the comparable rate for male employees, "Cost of Living Bonus" will be based on the resulting reduced rate and not on the scale for the comparable male grade.

R. T. UNGER
Lt. Col. AGD.
G-1 (a)

DISTRIBUTION
"D"



DISTRIBUTION

(CS)

Maj. T. BRIGGS
Lt. Col. ATED.
Z-1 (a)

Supplied as an Appendix to Rome Area Allied Command Daily Bulletin No. 1[illegible], dated 29 Dec 44.

3/38/CA

RESTRICTED

ALLIED FORCE HEADQUARTERS
A.F.H.Q.512

May D Geen
5/1/05 Sw 4pp

ADMINISTRATIVE MEMORANDUM
NUMBER 61

16 December 1944.

SOCIAL INSURANCE [illegible] ITALIAN CIVILIANS
EMPLOYED DIRECTLY BY ALLIED FORCES

1. a. The Italian Government has agreed to act for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. These benefits will be extended through the regular Italian social security system and will cover :-

(1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).
(2) Unemployment (indemnity)
(3) Tuberculosis (free medical care and indemnity)
(4) Marriage and births (financial aid)
(5) Invalidity and old age (pensions)

b. In addition, workmen's compensation for accidental injury or death will continue as presently provided under AFHQ regulations (accident claims being referred to Instituto Nazionale Infortuni by means of report form prepared by employing unit).

2. To implement the coverage scheme certain minimum information is required, and the following is the responsibility assumed by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached at appendix "B") for each worker employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for and amounts of unemployment, tuberculosis, sickness and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.

[illegible] entitled to apply for medical

Declassified E.O. 12356 Section 3.3/NND No. 785016

(4) Sickness and illness (financial aid)
(5) Invalidity and old age (pensions)

[illegible]. In addition, workmen's compensation for accidental injury or death will continue as presently provided under AMG regulations (accidents should be reported to Industrial Relations Information by means of report form prepared by employing unit).

2. To implement the coverage scheme certain minimum information is required, and the following is the responsibility assumed by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached at appendix "B") for each worker employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for and amounts of unemployment, tuberculosis, sickness and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be endorsed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.

d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for burial or birth allowance (i.e. a benefit not contingent on his own separation from work) - certification that he is currently employed by the Allied Forces will be given to him, at his request, on the "Worker's Employment Status Report" form SI-2 (copy attached at Appendix "C") based on information already contained on his social insurance card form SI-1.

e. In the case of workers who walk out on the job or otherwise absent themselves without due reason, social insurance cards will be held for a period of 30 days, at the end of which time, if the worker has failed to return, existing insurance rights will be considered forfeited and card will be destroyed.

3. A suggested file maintenance procedure is attached hereto for information. (Appendix 'A')

4. The effective date of this plan is 1 Dec 194 .

5. A sufficient supply of Forms SI-1 and SI-2 (printed in English with Italian translation) is being produced and will be distributed forthwith to employing units together with a standard notice in Italian, (English translation attached at Appdx. 'D') suitable for posting at work sites, explaining the plan to workers. The scheme will be initiated, retrospectively to 1 December, 194 .

By command of Field Marshal ALEXANDER:

(sgd) C.W. CHRISTOPHERSEN,
Colonel AGD,
Acting Adjutant General.

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APPENDIX 'A' TO AFHQ Adm Memo No. 31

SUGGESTED FILE MAINTENANCE PROCEDURE
"WORKER'S SOCIAL INSURANCE CARDS"
FORM SI-1.

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the ACTIVE file.

2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 8, 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line, ----, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the separation from work is a "VOLUNTARY QUIT" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing or by rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date-stamped in item 6 and will be placed in DEAD file. If worker later reports and returns to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If he is paid off, card will be completed and given to him. In accordance with policy stated in paragraph 4(e) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date-stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claim his card.

4. Whenever worker's employment terminates at either his own or employing unit's volition, or is interrupted by illness, accident, or other compensatory contingency, he is entitled to and will need his card to establish social insurance rights. At discretion of unit supervisor, card may be given to a person other than the worker (for example a family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up the card.

5. Employing units in a position to give their employees insurance credit for periods of employment prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive accompanying this procedure) may do so by issuing paper to cards to certify the prior period of employment. As an alternative, a written entry may be made under item 7: "Plus (no) pay periods from (date) to (date)" [illegible] item 5 is filled in upon completion of the card. [illegible] commencing date.

[illegible] In such cases only, one or the other of the two reasons cited should be checked in writing or by rubber stamp). If the worker is not laying, the card will be returned to the active file after tally in item 7.

3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date-stamped in item 6 and will be placed in dead file. If worker later reports and returns to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If he is paid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date-stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.

4. Whenever worker's employment terminates at either his own or employing unit's volition, or is interrupted by illness, accident, or other compensatory contingency, he is entitled to and will need his card to establish social insurance rights. At discretion of unit supervisor, card may be given to a person other than the worker (for example, a family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up the card.

5. Employing units in a position to give their employees insurance credit for periods of employment prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive accompanying this procedure) may do so by issuing separate cards to certify the prior period of employment. As an alternative, a written entry may be made under item 7: "Plus (no.) pay periods from (date) to (date) to be taken account of when item 8 is filled in upon completion of the card. In this case, the date shown in item 3 will be the actual commencing date.

6. Both items 6 and 7 on the card are purely tally items to simplify file maintenance. They may be used in whatever manner and with whatever variations the unit supervisor finds desirable. Other items are essential to the Italian social insurance system. An entry must be made in each. Writing and figures must be clear and in ink, indelible pencil or rubber stamp. ERASURES AND CORRECTIONS ARE NOT PERMISSIBLE BECAUSE OF NECESSITY OF GUARDING AGAINST FRAUDULENT CHANGES IN INFORMATION ON CARD. If a mistake is made, a new card should be prepared.

[illegible]

WORKER'S SOCIAL INSURANCE CARD, FORM SI-1.

(FRONT OF CARD)

1. ..... of .....
(Last Name) (First Name) (Father's Name)

2. Province ..... 3. Employment recorded on this card begun .....
(Date)

4. Job Classification ..... 5. Pay Period: Weekly, Bi-Weekly, Monthly, Semi-Monthly

6. Active-served period at least part of each pay period except pay periods ending .....
(Use date stamp to record terminal date of any pay period or periods missed).

7. Tally of pay periods worked:
(Circle No. for each pay period. Final no. circled represents no. of pay periods to be entered in item 8, below)

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 32 33 etc., etc., 52

8. Employment recorded on this card ended ..... with total of
(Date)
..... pay periods worked.
(Write out no.)

9. Final Pay rate L. ..... per day / month

10. Reason for ending employment .....

WORKER'S SOCIAL INSURANCE CARD
ALLIED FORCES IN ITALY
Form SI-1 Dec 44.

Certified .....
(Signature and Stamp)

(BACK OF CARD)

NOTICE TO THE WORKER:

This card is valid for determining your right to unemployment, invalidity and old age, tuberculosis and sickness assistance benefits with respect to period of employment certified on reverse side.

In applying for benefits, card must be submitted with regular application forms to nearest Instituto Nazionale or Provincial Sociale office.

If immediate application is being made, the card should nevertheless be

(Use dots along to record terminal date of any pay period or periods missed).

7. Tally of pay periods worked:
(Circle No. for each pay period. Final no. circled represents no. of pay periods to be entered in item 8, below)

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 32 33 etc., etc., 52

8. Employment recorded on this card ended ..... (date) with total of

..... pay periods worked.
(Write out no.)

9. Final pay rate L. ..... per day / month

10. Reason for ending employment .....

WORKER'S SOCIAL INSURANCE CARD
ALLIED FORCES IN ITALY
Form SI-1 Doc 44. Certified .....
(Signature and Stamp)

(BACK OF CARD)

NOTICE TO THE WORKER

This card is valid for determining your right to unemployment, invalidity and old age, tuberculosis and sickness assistance benefits with respect to period of employment certified on reverse side.

In applying for benefits, card must be submitted with regular application forms to nearest Instituto Nazionale or Providenza Sociale office.

If no immediate application is being made, the card should nevertheless be presented to nearest Providenza Sociale office for recording, so that credit may be given in calculating your future benefit rights.

Before submitting card, you must write date and commune of birth here

1714

.....

If there is no social insurance office in Commune where you live, application forms and information may be obtained at Municipio.

ATTENTION: Any alteration of information on this card renders it void and is punishable by law. Safeguard this card carefully. Duplicates are not issued.

(3)

APPENDIX 'B' to [illegible]

WORKER'S EMPLOYMENT STATUS REPORT FOR SOCIAL INSURANCE BENEFITS - FORM SI-2.

(FRONT OF FORM)

1. ..... of .....
(Last name) (First name) (Father's name)

2. Province ..... 3. Pay period: Weekly Bi-weekly Monthly Semi-monthly

3. The above-named is currently employed by the Allied Forces and has been so employed for ..... pay periods.
(write out no.)

WORKER'S EMPLOYMENT STATUS REPORT Date .....
ALLIED FORCES IN ITALY.

Certified .....
(Signature and stamp)

Form SI-2 Dec 44.

(BACK OF FORM)

NOTICE TO THE WORKER.

This certificate is valid for determining right to sickness assistance for a family member or to marriage and birth allowance.

Certificate must be submitted with regular application form to nearest Assistance Bulletin or Provincial Social Office.

Before submitting certificate, you must write date and commune of birth here

.....

If there is no social insurance office in commune where you live, application forms and information may be obtained at Municipio.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. Safeguard this certificate carefully. Duplicates are not issued.

(Write out no.)

WORKER'S EMPLOYMENT STATUS REPORT
ALLIED FORCES IN ITALY.

Date .....

Certified .....
(Signature and stamp)

Form SI-2 Dec 44.

(BACK OF FORM)

NOTICE TO THE WORKER.

This certificate is valid for determining right to sickness assistance for a family member or to marriage and birth allowance.

Certificate must be submitted with regular application form to nearest Assistance Malattia or Previdenza Sociale Office.

Before submitting certificate, you must write date and country of birth here

.....

If there is no social insurance office in commune where you live, application forms and information may be obtained at Municipio.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. Safeguard this certificate carefully. Duplicates are not issued.

(4)

ANNEX (B) TO APPG Adv Memo No. 51.

TRANSLATION.

MINISTRY OF INDUSTRY, COMMERCE, & LABOUR

NOTICE TO WORKERS.

Application of Social Insurance to Workers employed by the Allied Forces.

This Ministry has arranged to give immediate effect to the provision recently approved by the Council of Ministers which admits you and your family to the benefits of social insurance for invalidity and old age, unemployment, tuberculosis, marriage and birth, industrial accidents and occupational diseases.

To obtain such benefits you must apply to the appropriate Insurance Institute, translation, with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of a contingency given you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provision can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognise the contribution that you are giving, with your work, to the cause of liberation.

[illegible],
Cronchi

29 November 1944.

To obtain such benefits you must apply to the appropriate Insurance Institute, transmitting with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of a contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provision can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognise the contribution that you are giving, with your work, to the cause of liberation.

29 November 1944.

THE REPUBLIC,
Brunchi

(5)

1713

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/248 23 December 1944
SUBJECT: Civilian Employees.

TO : Civil Affairs Branch S/C.

1. All civilian employees of Headquarters Allied Commission are required to receive Anti-Small-Pox shots. Inoculations before employment is not obligatory.

2. The American Dispensary, located on the 1st Fl. in the Ministero della Corporazioni Building, will commence giving required inoculations on Thursday Dec. 28 1944, between the hours of 1400 to 1700.

3. All Sections concerned, upon receipt of these instructions, will arrange for employees to comply with the above.

4. Sections will distribute attached forms to employees concerned, who in turn will present same to Medical Officer upon reporting.

5. In the case of personnel employed after receipt of these instructions, forms will be forwarded to employing Section by this office, attached to "Approval Employment" forms and in which case same will apply, as in above paragraph.

H.T. EWIER
Lt. Col. AGD
G-1 American.

Incl.- Request for Inoculations. (7)

0383.

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel. Ext. 525

File

Ref: 3/35/24.

1 Jan 45.

SUBJECT: Civilian Employees.

TO: Chief of Staff.

1 Reference conversation (Brig. Lush/Brig. Upjohn) on the question of the non-payment of civilian employees of AC, particularly those employed in villas.

2 The immediate situation has been remedied but it is recommended that you lay down for the guidance of the G-1 Section (Civilian Personnel), who I gather are responsible in this matter, the following principles (paras 3 -5) which are plainly applicable.

3 Where a contract is made with an employee, then whatever directives from higher authority may purport to lay down, payments made under such a contract can only be varied by terminating the existing contract and arranging a new one. This involves the giving of proper notice.

4 In the case that arose (over villa staffs) payments were customarily made fortnightly on the 1st and 15th of the month. Thus, if it be desired now to alter the wage this could only have been done by informing the Senior Officer in each villa on or before the payment made on the 31 Dec 44 so that he could, if he desired, give his employees a fortnight's notice or come to some other arrangement with them. The employee will still be entitled to be paid in full at the old rate up to and including the payment due on the 15 Jan 45.

5 So far as I know, Senior Officers in messes (apart from myself) have not been informed of any proposal to reduce the wages and therefore servants can only now be given notice on or before 15 Jan 45 to expire on 1 Feb 45, so that servants will now be entitled to draw their wages in full up to and including 1 Feb 45.

6 The reduction in wages is due to a shift in payment from Appx. C to Appx. D of the AFHQ Wages Schedule. I am by no means satisfied that this is correct; apparently it depended on some verbal ruling at an Allied Forces Local Resources Board which did not subsequently appear in the Minutes.

1711

7 I should have thought this Commission could have made its own decision as to which Schedule is applicable and the Hq Commandant in his letter Hq C/5 dated 20 Dec 46 (copy attached) has advanced some cogent reasons why we should continue on Appx. C.

8 I recommend that you ask Establishment Section to reconsider the whole matter and bring the matter up at a C.O.H. Meeting.

J.R. Hyffen

J.R. HYFFEN, Brig.,
DD CA Section,
TOKYO.

Copy to: Establishment Section,
Hq Commandant,
Finance Sub-Commission,
Labour Sub-Commission.

0385

COPY

100/35b

20 December 1944.

100/5

SUBJECT: Request for ruling on payment for billet employees.

TO: Office of the Chief Accountant.

1. A number of civilians are employed in the various billets and apartments that are occupied as billets by officers of the Headquarters. The question has arisen as to whether they should be paid in accordance with Appendix "B" of the Wage Schedule approved by AFHQ, or in accordance with Appendix "D". Appendix "C" applies to civilians employed in hotels and Appendix "D" applies to civilians employed in clubs and messes.

2. Among the employees that are working in our billets we have the following categories: Cooks, waiters, waitresses, handymen, porters, housekeepers, chambermaids, laundresses, dish washers and head cooks. In Appendix "D" there are no provisions for the payment of porters, housekeepers chambermaids and laundresses.

3. Up until the present time we have been using Appendix "C" as the authority to pay these employees as this is the only appendix that covers all of the categories employed by us. It is the opinion of this office that since Appendix "D" does not include all of these categories, it is not intended that it should be the scale to be used by us, but is to be used only in clubs and in messes where officers are not billeted and where there are no sleeping quarters.

4. Since the wages that are paid to cooks, waiters, head cooks and head waiters are not the same in these appendices, this office would like to be advised which scale should be applied. If Appendix "D" is to be applied, then it will be necessary to deduct various amounts from the salaries of those cooks and waiters that are still employed by us. There are others that have been paid under Appendix "C" that are no longer employed by us. It also follows that if Appendix "D" is to control, it will then be necessary to use Appendix "C" as a guide for the payment of those employees that are not listed therein.

5. It is kindly requested that a ruling be sent to this office in order that the whole matter may be clarified so as to avoid any misunderstandings in the future.

1709

Lt. Col.,
R.H. Robertson,
Hq. Commandant.

0384

Ref: 3/3B/CA 18 Dec 44.

SUBJECT : Pass to travel on WD Vehicles.

TO : Adjutant, HQ AC.

May a pass authorising bearer to travel on WD vehicles please be issued to the u/m employee of this Section ::

Lydia ROSATI

AC Pass No 469 Identity Card No 249889

R.R. CRIPPS, Col.
CSO CA Section.

3/3B/07

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

Ref Civ Pers/234 12 December 1944

Subject. Workmen's Compensation in Italian Territory.

To . All Concerned.

The following is based on Circular No.74 HQ NATOUSA ce 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, sustaining 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 dependants, a certificate of injury in the form set out.

(c) Advise him or his dependants to apply to the local Office of the Istituto per l'Assicurazione Contro gli Infortuni sul Lavoro for such medical attention and or compensation as he or his dependants 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 some injury persons should if possible, be sent to Ospedaliero dell' Istituto Nazionale Infortuni No. 9 via Monte Delle Fiole. 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

1. In the event of a Civilian employed locally by the Allied Commission in Italy, sustaining 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 l'Assicurazione Contro gli Infortuni sul Lavoro for such medical attention and or 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 Rome injured persons should if possible, be sent to Ospedaliero dell' Istituto Nazionale Infortuni No. 9 via Monte Delle Gioie. 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 going as requested.

1707

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, G-1 Civilian Personnel Section for proper signature (Ser 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 AFHQ Circular No. 132 (attached), signed by official supervisor of employee will be forwarded in triplicate with the certificate of injury referred in above paragraph (3).

5. These instructions will apply only to Headquarters of Allied Commission. Regions will comply with instructions set forth in ATOUSA Circulars 18, 126 and 132 as. Forms will be submitted directly to Regional Offices of the U.S. Claims Service. One copy of each to be forwarded to this office for information.

R. T. Uhlir
R. T. UHLIR
Lt. Col. AGD.
G-1(a)

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

DISTRIBUTION

"D"

2-Incls.
1 - Certificate of Inquiry.
1 - Jackiers-Kaye of Inquiry.

DISTRIBUTION:
"D"

CIRCOLARE 77

CERTIFICATO DI INFORTUNIO

CERTIFICATE OF INJURY

1. I certify that Signor _____
is certified the Il Signor

of _____ born on _____
di (a Green) nato il (date)
(indirect) (data)

the son of _____ and of _____
figlio di (Father's name) e di (Mother's name)
(Nome del padre) (nome della madre)

was killed/incapacitated at _____ hours on _____
e morto/ferito alle ore il giorno (date)
(data)

at
a _____
(Exact description of the accident)
(esatta località dell' infortunio)

in an accident arising out of and in the course of his employment with the Allied Forces.
l'infortunio è avvenuto mentre lavorava alle dipendenze delle Forze Militari Alleate.

as _____
qualifica di (Exact nature of employment)
(esatta categoria e mansione)

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

1706

(Give short particulars and state whether the accident was due to any wilful or negligent act of the employee)
(Fare dettagliata e breve descrizione circa l'infortunio attribuibile ad ogni volontà o negligenza del dipendente)

_____
(Exact location of the accident)
(Esatta ubicazione dell'infortunio)

In an accident arising out of and in the course of his employ-
l'infortunio è avvenuto senza colpa alcuna alla dipendenza della
ment with the Allied Forces.
forze alleate.

23. _____
Partita IV (Exact nature of employment)
(Esatta natura del impiego)

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

1706

(Give more particulars and state whether the accident was
(Fare dettagliate e brevi descrizioni circa l'infortunio
attributable to any wilful or negligent act of the employee)
specificando se è stato causato per negligenza dell'operaio)

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

Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comprenso straordinario	Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comprenso straordinario
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		

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

Name in block letters _____
Nome in stampatello

Date _____ Personal Number _____
Data N. di matricola

4. The Officers of the Institute have been instructed that should they require any further information they should communicate with the CIM Joint Claims Commission(A.C. should do likewise in any difficulty).

Gli Ufficiali dell'Istituto sono a conoscenza che se hanno bisogno di ulteriori informazioni o assistenza devono comunicare con Joint Claims Commission. Le Unità (A.C. devono fare lo stesso in difficoltà).

with the CIA Joint Claims Commission(A.C. should do likewise in any difficulty)

Gli Ufficiali dell'Istituto sono a conoscenza che se hanno bisogno di ulteriori informazioni o assistenza devono comunicare con Joint Claims Commission. Le Unità (A.C. devono fare lo stesso in difficoltà).

ANNEX "A" TO HQ MTOUSA CIRCULAR "132

DECLARATION OF INJURY

_____
(Rank, Full Name, and APO Number)
certify that _____
(Name of injured worker)
residing at _____
(Complete home address)
who is employed as _____
(Show exact capacity, ie, Labor, Carpenter, etc.)
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 intoxication or willfull 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 _____.
(Date)
at a daily wage of _____.
(Amount)

1705

The witnesses are _____
_____
_____
(Give names & addresses, if military personnel give serial No.

_____ 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 intoxication or wilfull 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 _____.
(Date)
at a daily wage of _____.
(Amount)

1705

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

Attending physician _____

Name-
Address-

Address of O.D.T. or S.L. _____
nearest place of accident _____

Declaration made _____ on _____
(Place) (Date)

Signed _____
(Official Superior)

Rank _____ Serial No. _____

ANNEX "A" -1-

File

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 2/3b/CA

7 Dec 44.

SUBJECT : Transportation.

TO : HQ Comit
(Despatch Section).

1 Will you please arrange transport from Rome to Salerno via Naples on or about 20 Dec 44 for Miss ROSATI Lydia, employed in this Section and for return 10 days later.

2 It is strongly requested that such arrangements be made if it is possible.

R.R. CRIBB Col,
CSO CA Section.

1704

HQ ROMS AREA ALLIED COMMAND
APO 794 US ARMY

-7 DIC. 1944

Ref: 7A3

5 Dec 44

Subject: Civilian Employees

Distribution:
List "R" (Br)

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 uses the Central M.I. Room -

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

(i) Number to be examined - by sexes.

(ii) Whether Food Handlers or General Duties.

1703

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

Generally

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 uses the Central M.I. 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 required.

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.B.) and of Health Inspection.

The Regulations regarding Medical Fitness of Civilian Labour are designed to protect your men against disease.

AC-DIST
ACTION - HQ COMD T - (5)
INFO - PUBLIC HEALTH
- ECON - SEC
- ESTAB. SEC
- G-1 (H) CIVILIAN EMP.
- G-1 (B)
- ADJ.

1703

A.L. LOUDEN
Major
for Lt-Col
AA & QMG

ALL/ag

3/3 b/CA

HEADQUARTERS ALLIED COMMISSION
APO 394,
OFFICE OF THE HEAD QUARTERS COMMANDANT

5 DEC 1944

4 December 1944.

SUBJECT: Civilian Mess

To : All Sub-Commissions, Branches, etc.

1. It is hoped that in the near future a Restaurant will be opened in 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 Lire ten (10) per ticket, which will be in addition to the Lire two (2) already being charged against employees on the payroll.

4. Further particulars in future to which 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 variation 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 1944 at 1630 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.

1702

H. H. ROBERTSON,
Lt. Col.,
HQ Commandant

Copy submitted
CA Section (see para 6)
- 5 DEC. 1944

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 3/38/CA

Tel: 525

1 Dec 44.

SUBJECT: Purchase of Clothing.

TO: Finance Sub-Commission,
Attn: Col. Grafftey-Smith.

1 I recommend the purchase of two mackintoshes and two mackintosh linings for two Italian civilians working in connection with the Devastated Areas. Their duties include the supervision of Committees set up in communes in these areas and accordingly they frequently have to make long and tiring journeys in mountainous country for this purpose. It is almost impossible for them to carry on their work unless they are supplied with strong, warm, army clothing to use in the winter months to follow.

2 Could the two mackintoshes and linings be bought out of AC funds? The prices are:

2 Mackintoshes at 1,090 lire each -	2,180
2 Mackintosh linings at 314 lire each -	630
	2,810

1701

G.R. UPJOHN, Brig.
VP CA Section,
DCOS AC

5457

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 3/4.B/CA

1 Dec 44

SUBJECT : Termination of Employment - Baroness Nince Christian.

TO : G 1 (Civ Pers.)

It is desired to notify you of the termination of Employment of the a/m civilian employee who has been paid up to and including 22 Oct 44.

The delay in notifying you has been unavoidable as it was thought that Baroness Nince would be resuming her duties, but we have been notified that she is unable to do so.

She has been notified by our 3/4.B/CA dated 23 Nov 44 to return her ACC pass which will be forwarded to you when received.

W.A.S. Dollard
W.A.S. DOLLARD
Major,
for CSO CA Section.

1700

Tel. Ext. 412

3/313/44 V

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1(B)

29 November 1944

REFERENCE : G-1B/7/A

SUBJECT : "White" Military Permit

To : HQ. 3 DISTRICT
Miss. B.V. BURTCHAELL

Reference GRO 810/44 the following information and photographs in respect of the above named British Civilian are forwarded.

1. Locality in which the applicant is likely to circulate - CMP.
2. Christian name of applicant : BERTHA VIVIAN
3. Passport No C 188568
4. Official address - HQ Allied Commission
5. Two photographs of applicant, one certified as true likeness - enclosed.

FOR THE CHIEF COMMISSIONER

Norman E. Fisher

NORMAN, E. FISKE,
Colonel, Cav,
Vice President, Establishments Section.

/lg

Copy to: Civil Affairs Section.

3/3B/CA ✓

Tel. Ext. 412

MEMORANDUM

REFERENCE : G-1B/7/A

28 November 1944

SUBJECT : British Civilian Personnel

TO : C.S.O. Civil Affairs Section

FROM : G-1B HQ. AC.

Mrs. PATRICIA KENYON

Reference your 3/3B/CA of 22 Nov 44.

Civil Affairs Branch, Middle East have been requested to despatch the above named civilian to this theatre for employment within this Formation.

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION

J.L. JONES
Lt. Colonel
G-1(B)

/lg

Note R.R. Cripps

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM 26 NOV 1944

SUBJECT: Civilian Employee FILE Mancia Marcella

TO: Civil Affairs Section 25 November 1944

1. Ref. your 3/3.9/CA dated 23 Nov.44

2. This office acknowledges transfer of MANCIA Marcella from your section to Local Government S/C, with same status and wages (Clerk Gen. Office - 2200/3960, present wages 3744)

R.T. Uhler

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

Copy to:
Local Government

1697

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/38/CA

23 Nov 44

Dear Baroness Pisco .

I was sorry to learn that you are no longer to work with us .

Will you please therefore return to this office at your earliest convenience, 1( ) your AC Pass, ( ) your pass of authorisation to travel on WD vehicles .

I hope that your children are now well.

With kindest regards to the Baron and to you,

Yours very truly

W.A.B. Dollard

W.A.B. DOLLARD
Major
CA Section

Baroness PISCO
Largo Elvezia No 5
ROME

1696

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

3/38/CA

29 Nov 44

SUBJECT : Children in Civilian Employee Families.

TO : G-1 Civilian Personnel Section

Herewith information requested in your Civ Pers/179 dated 21 Nov 1944, in respect of Civil Affairs Section.

NAMES	CHILDREN under 12 years old		BROTHERS	SISTERS
	male	female	under 12 years old	
'LERICUZIO Velia				
GALANIDA Giuseppina				
ROSSI Elena				
SERASIN Giovenna				
ROSATI Lidia				1
TAMASSY Rosa	2			
ROMANO Roberto				

J.S. MAKUS Major,
CA Section

1695

File

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Tel: 608

Ref. 3/31/CA

22nd November, 1944.

SUBJECT: British Civilian Personnel

TO : G-1 (B)

1. We are informed that Mrs. Patricia Kenyon, a civilian who has been working at the British Embassy in Cairo, is willing to come to this country.

2. We have made enquiries regarding Mrs. Kenyon and are satisfied that she is a highly qualified stenographer, very competent, and well educated in every way. She has resigned from her post with the Embassy in Cairo as she does not feel it carries sufficient responsibility.

3. As this Section is in urgent need of a stenographer similar with Mrs. Kenyon's qualifications we shall be glad if arrangements can be made for her to be brought to Italy forthwith for assignment to this office or to one of the several Sub-Commissions in the Section.

4. Her address is as follows:-

Mrs. Patricia Kenyon,
c/o The British Embassy,
Cairo.

R.R. Cripps

R.R. CRIPPS. Col.
CSO CA Section.

1694

VB.

1407

File 3/3 CA ✓

HEADQUARTERS ALLIED COMMISSION
APO 394
J-1 Civilian Personnel Section

Ref. CIV PERS/179 21 November 1946

SUBJECT. Children in Civilian Employee Families.

TO . All Sub-Commissions and Sections.

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

2. This information should reach this office not later than Thursday 23 November 1946.

J-1 Civilian Personnel Section.

4630

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref : 3/38/CA

18 Nov 1944.

SUBJECT : Transport Civilian Female Employees to their home each night.

TO : Despatch Office, HQ AC.

Herewith list of female employees employed by Civil Affairs Section who require transport to their homes :

Name.	Day not working.
SERASIN Giovanna	Saturday
CALAMIA Guiseppina	Thursday
ROSSI Elena	Monday
TANASSY Rosina	Sunday
GLENICUZIO Velia	Saturday
ROSATI Lydia	Tuesday

J.S. REAKES Major,
for CMO CA Section.

/jw

1692

HEADQUARTERS
ALLIED COMMISSION
DISPATCH OFFICE
APO 394

SUBJECT: Transporting Civilian Female Employees to Their Home Each Night.

TO : All S/C or Sections.

Please advise to this office today (10 Nov.) a list of female employees who require transport to their home and specify which day they are not working.

R. H. ROBERTSON
Lt. Colonel,
Hq. Commandant.

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AG/10/1/10 Tel: AB9081 Ext. 620

SUBJECT: Personal secretary. 17 November 1944

TO : VT Civil Affairs Section.

1. Nobody is better aware than yourself of the dearth of efficient shorthand stenographers in AC. When in Cairo, I had very strongly recommended to me a lady by the name of Mrs. Patricia Kenyon, a civilian, who is willing and anxious to come to this country.

2. I made definite inquiries in regard to Mrs. Kenyon and understand from reliable authority she is a high speed stenographer and also most competent, now working at the Embassy, but has resigned her position there since she does not feel that it carries sufficient responsibility.

3. I should be glad to have Mrs. Kenyon applied for and brought to this country to be my personal secretary, since I am now Director of two Sub Commissions. Her speed is 150 words a minute and she is well educated in every way. I presume this matter will be dealt with by G-1, should you approve, and the terms of salary, transport, etc. arranged by G-1.

4. I consider both Local Government and Patriots Branch have more than a full days' work for one stenographer--one to each branch to be used by my deputies and their subordinate officers who will have to take over themselves very much more of the work than hitherto. I, on the other hand, can find full employment for a personal secretary, who also is, incidentally, a shorthand typist, and I very much hope that if, as it is my desire, the Local Government Sub Commission is to retain its efficiency and the Patriots Branch is to become, under my direction, as efficient as the Local Government Sub Commission in its organization and effect, it will be agreed that a full time personal secretary is fully justified. I therefore hope you will pass this to G-1, and if necessary through the Chief of Staff, with your strong recommendation accordingly.

Mrs. Patricia Kenyon
Address: c/o The Embassy
Cairo

1690

R. C. B. SPIGER
Colonel
Director
Local Government Sub Commission

G1 Supply
Approved Forward to G1.
please

RCBS/pec

Civ Affairs Sec

2 Copies to Mr Bantel
13 Nov 44
3/313/04

CONFIDENTIAL

HEAD QUARTERS
ALLIED COMMISSION
APO 394

13 November 1944

13 NOV 1944

AGA/ 300.4

SUBJECT: Travel Orders

TO : All concerned

1. Mrs. Y.A.N. Bastree, British civilian, Civil Affairs Section, this Headquarters, is relieved from further assignment and duty with Allied Commission, and will proceed to Cairo, Egypt, on or about 13 November 1944 on a permanent change of station.

2. Travel by military aircraft, government motor transport, and/or any other available transport is authorized.

3. Authority: AFHQ ALCOM Cable F51465, dated 12 November 1944.

By command of Commodore STONE:

NICHOLAS FIORENTINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - Mrs. Bastree
1 - Dispatch (ATC)
1 - Civ Affairs Sec
1 - G-1 (R)
1 - AFHQ
2 - Files

1689

1207

CONFIDENTIAL

File

HEADQUARTERS ALLIED COMMISSION
AFO 394
CIVIL AFFAIRS SECTION

Ref 3/3H/CA

11 Nov 44

SUBJECT : Transportation of Female Employees.

TO : G.1. (Civ Personnel Section)

The provision of transport to take female employees home after night fall is considered extremely urgent. May this section please be informed how the matter now stands. The information requested by G.4 on 27 Oct was supplied on 30 Oct.

S.H. WHITE Lt Col,
for CSO CA Section.

WASHINGTON LIAISON DETACHMENT
Civil Affairs Section
APO 394

Ref:- 3.E/C. 9 Nov 44

Nov- Air Movements, Orig Secy.

SUBJ. MRS. [illegible]. PRT Card No. [illegible]

The a/m is employed as my confidential Shorthand/Typist, at Allied Commission Headquarters, Rome. She is returning to Cairo on compassionate leave.

I would ask you to do all in your power to assist her speedy return to Rome upon receipt of a further signal from me. Your help in this matter would be greatly appreciated.

1688

(SGD) C.R. UNDERH. Maj.
VT CA Sec.
T.C.O.S.

HEADQUARTERS ALLIED COMMISSION
Civil Affairs Section
APO 394.

Ref:- 3/3.B/CA 8 Nov '44.

TO:- Establishment Section
(For attention Executive Officer (British).

1. Attached application from Mrs. Y.A.M. Bowtree to return to Cairo is forwarded.

2. I strongly recommend this repatriation as for reasons set out in the letter I consider it urgent that she return to her parents.

3. Will you please make arrangements for her air passage to Cairo at the earliest possible date.

G.R. UPCOTT. Brig.
VP CA Sec.
D.C.O.S.

1687

HEADQUARTERS ALLIED COMMISSION
CMF
CIVIL AFFAIRS SECTION

File

3/30/2A

30 Oct 44

SUBJECT : Transportation of Female Employees

TO : G-1 Civil Personnel Section

Reference your letter of 27 Oct 44.

Herewith information as requested.

J.S. Hayes Major
For CAO 2A Section

1686

3390

File

Name of Female Employee Giuseppina CALAMIA
Address Piazza della Torretta
Nearest Large Piazza to Home Piazza San Lorenzo in Lucina

Employed by Civil Affairs Section Sub-Commission

Officer in Charge R.R. CHIPPS Col.

Name of Female Employee Mercelle MANCIA
Address Lungo Tevere Flaminio, 46
Nearest Large Piazza to Home Piazza Melozzo da Forli' - Largo A. Serti

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CHIPPS Col.

Name of Female Employee Ivanka SEPAZIN
Address Via V. Picardi, 4
Nearest Large Piazza to Home Piazza Ungheria - Piazza Santiago del Cile

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CHIPPS Col.

Name of Female Employee Elena ROSSI
Address Viale Gorizia, 16
Nearest Large Piazza to Home Piazza d'Italia - Piazza Verbano

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CHIPPS Col

Name of Female Employee Velia Clecurizio
Address Piazza Enrico da Pordenone, 1
Nearest Piazza to Home

Name of Female Employee Ivanka SERAZIN
Address Via T. Ricardi, 4
Nearest Large Piazza to Home Piazza Ungheria - Piazza Santiago del Cile

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CRIPPS Col.

Name of Female Employee Elena ROSSI
Address Viale Gorizia, 18
Nearest Large Piazza to Home Piazza d'Italia - Piazza Verbano

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CRIPPS Col

1850

Name of Female Employee Velia Clecurizio
Address Piazza Duarico da Pordenone, 1
Nearest Piazza to Home Piazza di Porta San Paolo

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CRIPPS Col.

Name of Female Employee Lidia Rosati
Address Via Due Macelli, 24
Nearest Large Piazza to Home Piazza di Spagna

Employed by Civil Affairs Section Sub-Commission.

Officer in Charge R.R. CRIPPS Col.

PTC

Name of Female Employee Dr. Rosa TOMASSY

Address Via Carlo Pesseglia

Nearest Large Piazza to Home Piazzale degli Eroi

Employed by Civil Affairs Section

Officer in Charge R.H. CRIPPS Col.

3/3B/CR

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Civilian Personnel Section

APO 394

27 October 1944

SUBJECT: Transportation for FEMALE employees.

TO : Civil Affairs Branch xxxxxxxxxxxxxx.

1. Due to the early night-fall at this time of the year, a bus service for FEMALE employees is being contemplated.

2. This service when available will be extended to FEMALE employees only.

3. All concerned are requested to submit information listed on attached form to G-1 Civilian Personnel Section as soon as possible. Extra copies of form may be secured from this office. (Room 4a - Ground Floor).

S. W. MILLER
Lt. Col. G-1(P)

1684

MEMORANDUM

Ref:- 3/3.4/GA

TO:- Economic Section

SUBJECT:- Employment of civilian personnel. 26 Oct '44.

May an answer please be made to this Section's memorandum, reference as above, dated 17 Oct '44.

R.R. GRIFFIS. Col.
DDO. GA Sec.

1683

Copy to Legal Div.
Estab.Sec.

VRG/gmb.

HEADQUARTERS
ALLIED CONTROL COMMISSION
CIVIL AFFAIRS SECTION
APO 394

Ref:- 3/38/CA

22 Oct '44.

TO:- G.I. (Br)

SUBJECT:- Applications for Officers, O.Rs, including ATS who speak fluent German.

Ref. Daily orders dated 18th Oct.'44. Herewith the particulars asked for in GHQ No.015, S/N 41 dated 13 Oct '44 with regard to German-speaking personnel.

(a) Mrs. Y.A.M. HAWTREE. J.C.A. Allied Control Commission. BPICard 01868
(b) Secretary to Brig.Upjohn,VP CA Sec. Exp.C.of S. ADC.
(c) 17.5.20
(d) A.I.
(e) Fluent speaking, reading and writing of German.
(f) A considerable knowledge of Germany and Austria. At school for a year at Convent Fresebaum bei Wien, lived for 6 months in St.Johann in Tirol, and for a further 6 months at Velden on Lake Wortherzee in Carinthia.
Motored all over Germany. Lived with an Austrian family for 6 months in Frankfurt a/m. Know the Black Forest, Hamburg, Berlin, Magdeburg very well. Spent the summer '36 at Traversmunde, just outside Hamburg. Been skiing in Oberstdorf and Garmisch Partenkirchen, etc.

1682

1681

P.H. CHOPPING. Col.
CSO CA (PC).

HSC/yale.

File

MEMORANDUM

REF:- V/5.V/CA

TO:- Personnel Section (For attention Mr. Arnold).

SUBJECT:- Employment of Civilian Personnel. 17.10.46.

1. Following the discussion which took place at this morning's Chief of Staff Meeting, below are the particulars of the Italian Legal Adviser at present employed by the Legal Sub-Commission:-

Name:- CUCCHETTI, Pasquale.
Salary:- 12,100 lire p.m.
Employment:- Very high-grade legal adviser.

2. You will no doubt recall the Deputy Chief of Staff, Civil Affairs Section made a statement that in effect this individual's services are indispensable to the Legal Sub-Commission.

3. In view of the fact that such civilians can earn very much larger sums in their profession, they may well revert to their normal occupation and leave the employment of this HQ. In view of the fact that we are now contemplating translating and reviewing in detail all decrees issued by the Italian Government, it is absolutely essential that this civilian and possibly other civilians of the same category would be retained.

4. It is requested therefore that a salary of approximately 25,000 lire per month be authorized for this civilian in order to retain his services, at a remuneration compatible with the high-grade legal advice which it is necessary for him to give.

1681

R.A. Chippe
R.A. CHIPPS. Col.
G(A) CA Sec.

Copy to Establishment Section.
Legal sub-commission.

SEC/yab

2539

HEAD QUARTERS
ALLIED COMMISSION OCCUPATION
CIVIL AFFAIRS SECTION
APO 394

Ref : 3/AB/GA

13 October 1944.

SUBJECT : Billeting .

TO : Col. Clough
Establishment Branch

1. Bernard DAWSON (British National) Administrative Assist.
Isidor LEVI (Yugoslav National) Supervisor
Karl W. STREN (Czech National) Supervisor

1. Reference is made to letters written by the Billeting Officer direct to Levi and Dawson two employees of Displaced Persons and Repatriation Sub-Commission .

2. The above named personnel are " key " personnel and were brought from Bari. They are Displaced Persons of Allied Nationalities and are not normally resident in Italy.

3. This question was raised by Col. Pinsky with Col. Clough and it is understood that these employees would continue to be accommodated in the Hotel.

4. May instructions please be issued to the Billeting Officer to rescind the order.

R. R. Cripps

R. R. CRIPPS, Col.
CSO GA Section .

1680

JSR/tr

WHS/jdr

HEADQUARTERS
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION
ALLIED CONTROL COMMISSION
APO 394

DPR/77/A Tel. 478607 13 October 1944

SUBJECT : Key Civilian Personnel.

TO : C.A. Section.

Bernard DAWSON (British National) - Administrative Assistant.
Isidor LEVI (Yugoslav National) - Supervisor.
Karl W. STEIN (Czech National) - Supervisor.

1. Reference our memorandum IDP/1720/24 dated 22 Sept 44 copy attached. This question was discussed by Col. Findlay with Col Clough and our understanding was that these employees would continue to be accommodated in the hotel.

2. Dawson and Levi have now received the attached letter without any reference being made to this Sub-Commission.

3. It is stressed that the above named are Key Personnel with this Sub-Commission and were brought by us from Bari and are Displaced Persons of Allied Nationalities, and are not normally resident in Italy.

4. May representations please be made to rescind the orders issued by the billeting officer.

For the Director

R.C. BROWN
Major.
O. i/c ADM

1679

COPY

INTERNEES & DISPLACED PERSON SUB-COMMISSION
ALLIED CONTROL COMMISSION
C.M.F.

IDP/1720/24 September 22nd 1944

To:-
Colonel Clough,
Assistant Establishment Officer.

SUBJECT: Key civilian personnel

Bernard DAWSON (British national) - Administrative assistant
Isidor LEVI (Yugoslav national) - Supervisor
Karl W. STEIN (Czech National) - Supervisor

The above-mentioned employees of this Sub-Commission are vital to the operations of our Record Bureau. Due to their key positions, they were brought here from Bari and are not normal residents of Rome. It is therefore requested that their present billeting and feeding arrangements be continued.

C.B. FINDLAY
Colonel - Director

HEADQUARTERS ALLIED COMMISSION
APO 394

October 11, 1944.

Mr. Bernard Dawson,
Record Bureau,
Displaced Persons & Repatriation Sub-Commission.

In accordance with the orders which have reached this office today, 11th October 1944, we inform you that you must leave the Albergo Colonna before, and not later than, 20th October 1944.

This decision is based on the fact that you are not considered as an essential employee of this Headquarters.

As a consequence food and lodgings will no longer be furnished from this Quarter.

In case you should not find it possible to provide privately for food and lodging, you will be provided with means of transport in order to be able to return to whence you came.

Alfred A. Gravino
Captain, F.A.
Billeting Officer.

According to the orders from Col. Clough, Establishment Officer, to this office, to-day 11th October 1944, we notify you that you have to leave Albergo Colonna before, and not after the 20th Oct. 44.

This decision is based upon the fact that you have not been considered essential to these Headquarters,

Consequently, you shall no longer be provided with food and lodgings by these Headquarters.

In case you should not be able to provide yourself with your food and lodgings, we shall supply you with the means to go back to your original home.

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

1

From: BILLETING OFFICER

SUBJECT: Termini di alloggio

FILE No.

TO: Dawson, Harry

11 Ottobre 1944

In accordo agli ordini pervenuti a questo Ufficio oggi 11 Ottobre 1944, Vi notifichiamo che dovete sloggiare dall'Albergo Colonna prima e non dopo il 20 Ottobre 1944.

Questa decisione e basata sul fatto che non siete stato considerato impiegato essenziale di questo Quartiere Generale.

In conseguenza vitto ed alloggio non vi saranno più forniti da questo Quartiere Generale.

Nel caso che non troviate possibilità di provvedere privatamente al vs/ vitto ed alloggio, Vi sarà fornito un mezzo di trasporto per ritornare al vs/ luogo di provenienza.

Alfred A. Guarino
ALFRED A GUARINO
Captain, F.A.
Billeting Officer

1676

7

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

From: BILLETING OFFICER

SUBJECT: Termini di alloggio FILE No.

TO: Levi, Isidor 11 Ottobre 1944

In accordo agli ordini pervenuti a questo ufficio oggi 11 Ottobre 1944, dal Colonnello Clough, Ufficiale dello Stabilimento, Vi notifichiamo che dovete sloggiare dall'Albergo Colonna prima e non dopo il 20 Ottobre 1944.

Questa decisione e basata sul fatto che non siete stato considerato impiegato essenziale di questo Quartiere Generale.

In conseguenza vitto ed alloggio non vi saranno più forniti da questo Quartiere Generale.

Nel caso che non troviate possibilità di provvedere privatamente al vs/ vitto ed alloggio, Vi sarà fornito un mezzo di trasporto per ritornare al vs/ luogo di provenienza.

Alfred A. Guarino
ALFRED A GUARINO
Captain, F.A.
Billeting Officer

1675

Ref Italy Prec

ESTAB SEC.

3/38/CIV

HEADQUARTERS
ALLIED CONTROL COMMISSION
LOCAL GOVERNMENT SUB COMMISSION
APO 394

ACC/16/1/LG

9 October 1944

SUBJECT: Italian Civilians' Midday Meal

TO : Chief Staff Officer

1. I have been into this matter with all my civilian staff, and they consider that the meal which they now pay 2 lire for is thoroughly unsatisfactory. One of my women typist complained that she could not eat it because it upset her digestion so badly.

2. They all unanimously stated that the meal served was unpalatable and inedible, and that they will willingly pay 7 lire a day if a decent meal is provided.

R. C. B. SPICER
Colonel
Director
Local Government S/C

RGBS/jgt

HQ CMMN ZNT
REF HQC/5/2
13 OCT
SECN
COMM
ASSN
CC

1674

HQ Bari

2587

HEAD QUARTERS
ALLIED CONTROL COMMISSION
C.K.SECTION

Ref: 3/3B/CA.

5 October 1944

SUBJECT : Reclassification of Civilian Employee.

TO : G-1 (Attn: Maj.Stearns).

1. We refer to your letter of 30 September 1944, Ref: G-1/Civ.Pers./62 transferring Dr. Rose Tomasy from Public Works and Utilities Sub-Commission to Civil Affairs.

2. This letter is sent as memorandum to remind you that you had said today verbally that you would consider reclassifying Dr. Tomasy as junior administrative assistant.

[illegible]
Major
C.K. Section

1673

0434

3/3B/AS

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

30 September 1944

SUBJECT: Employment of Civilians.

TO : Administration Section.

1. Ref your 3/3B/AS dated 30 Sept. 44.

2. Approval is given to the employment of Rossi, Elena as a Typist E.S. at a rate not exceeding 120 Lire perday/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 Head-Quarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

5. ~~[illegible] applicant report to room 11 as soon as [illegible]~~

1672

L. W. STEARNS
~~[illegible]~~
Major, ~~[illegible]~~ AGD
S.C. for: G-1 Section
Civilian Personnel.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3B/AS

30 September 44

SUBJECT : Retention of Italian Civilian Employees.

TO : RC & MG Section (attention Establishments Officer).

Ref. 952/CA dated 26 Sept 44.

1 It is urgently requested that the following Italian civilians be retained in the service of A.C.C.

Lydia ROSATI	Admin Sec.	Translator	Interpreter
Roberto ROMANO	" "	"	"
Anna PEIRETTI	Legal	"	"
Maria Teresa CHIAIA	Public Health	"	"

2 These employees are immediately necessary to the Sections in which they are presently employed and cannot be replaced, at least not at the present time. It was never contemplated that any of the above be released as their services have been of great value, and in this connection I disagree with the opinions expressed by G-1 Sec (Civilian Personnel) as indicated in ltr. Ref. G-1/Civ. Pers/41 dated 22 Sept to the Executive Commissioner.

Ext. 410
RAPimt

G.R. UPJOHN, Brig.
VP Admin Section

1671

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

5/3B/AE.

30 Sep 44.

SUBJECT: Civilian Employees.

TO : G-1, Civilian Personnel.

May the bearer, Signorina Elena Rossi be screened and if satisfactory in that respect may she be placed on the employment roll of this Section as an English Speaking Typist commencing 1st Oct.

ROBERT A. PESSEL,
Lt Col Infantry,
for VP Admin Sec.

RAP/gal
EXT 410

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

23 Sep 44

3/Sep/45

SUBJECT : Passes to travel on MP Vehicles.

TO : Adjutant, HQ ACC.

May a pass authorizing bearer to travel on MP vehicles please be issued to the w/n employe of this Section :

Giuseppina CALABRIA

Number Identity : 096021

R.R. CRIPPS, Colonel,
for CSO Admin Section.

1669

1669

1669

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3E/AS

19 Sep 44.

SUBJECT : Civilian Employees.

TO : Dep. Ex. Commissioner.

1 Vice President Administrative Section directs me to forward to you the attached letter which has been addressed to Ex. Commissioner with copy to this Section. This is in furtherance of the A/CC's meeting yesterday morning, and our conversation afterwards.

2 May this Section please be furnished with a copy of the cancellation of the order to ~~furnish~~ these employees with accomodation and rations.

R.R. CRIPPS
for VP Admin Section

Ext. 608
PRC/mt

1668

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

18 September 1944.

TO : Brigadier Lush, Executive Commissioner.
(Through G-I Civilian Personnel)

Sir,

It was a very sad blow to hear that on the 30th Sept. 44, we were to give up the accomodations which were given to us when we first came to Rome.

When the A.C.C. came to Naples and S alerno and needed the help of skilled workers with knowledge of English, we gladly accepted employment, giving up our various occupations which have since been filled by others, then, later, to maintain theefficiency of the ACC office work, you asked us to come with you to Rome, thereby burning our bridges behind us, we also did so most willingly. It would now be exceedingly difficult to return to Naples and Salerno with no definite work in view.

We all have been very happy working for the ACC and if our services have been satisfactory to you, we would like very much to continue. We understand you have difficulties in giving us quarters and rations but we think you should consider our position, being away from home, and the difficulty and very few possibilities of finding accomodation elsewhere. Please try yourbest to continue helping us as you have done so far.

If quarters and rations are absolutely impossible for you to grant, could you please consider the granting of either one of these. This would enable us to continue our working for the ACC under conditions which, while still very difficult, would not be impossible.

Respectfully

1667

G. Gilbert
Sara Cafaro
Ada Cafaro.
Gab. Kaufer
Costa Petrucci
Tanta Attila

be exceedingly difficult to return to Naples and Salerno with no definite work in view.

We all have been very happy working for the ACC and if our services have been satisfactory to you, we would like very much to continue. We understand you have difficulties in giving us quarters and rations but we think you should consider our position, being away from home, and the difficulty and very few possibilities of finding accomodation elsewhere. Please try yourbest to continue helping us as you have done so far.

If quarters and rations are absolutely impossible for you to grant, could you please consider the granting of either one of these. This would enable us to continue our working for the ACC under conditions which, while still very difficult, would not be impossible.

Respectfully

1667

Ada Cafaro.

Sara Cafaro

Costa Pietra

Santa Aletta

Lydia Larena

R.M. Romano

Maria G. Spennato

Rosati Lidia

Buonincont Anna

Scattolari Eremma

Copy to : Brig. UpJohn.

Declassified E.O. 12356 Section 3.3/NND No. 785016

044

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

9 September 1944

Ref/G-1/Civ. Pers./20

SUBJECT: Dismantlement of Civilian Employees' Quarters and Rations.

TO : Administration Section.

1. This office has been directed that after September 30, 1944 it will no longer be possible to furnish quarters and rations to civilian employees, essential or otherwise, of this Headquarters.

2. This information is furnished in order that your employees, Rosati Lilia (Inter/Trans.), Romano Roberto (Tech/Trans.), will have advance notice and opportunity to find other quarters and rations.

3. As per original agreement civilian employees who were brought to Rome by A.C.C. and who wish to return to their homes, will be provided with transportation upon request.

For the Civilian Personnel Policy Board:

R.R. Small

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

Copy to:
Billeting Officer.

1666

1st Ind

G-1/Civ-Pers 20 GS/in

Admin Sec, Hq ASC AFC 394 - 11 Sep 44

TO : G-1 (Civilian Personnel)

May this Section be advised by endorsement hereon as to what financial adjustment is to be made now that ASC will not furnish quarters for employees.

R. S. Cripps
R. S. CRIPPS Col,
Adm Sec

2nd Ind.

G-1/Civ-Pers/20 RHS/bsg

G-1 Civilian Personnel Sect. HQ ASC AFC 394-72 Sept 44
To: Admin Section.

1. Deduction of 500 lire per month is now required from the pay of civilian employees receiving quarters and rations. Payroll deduction should cease as of the date the employee leaves the Personnel.

For the Civilian Policy Board;

P. P. Small
P. P. SMALL
Major C.A.C
G-1 Civilian Personnel

19 SEP 1944

CC

HEADQUARTERS
ALLIED CONTROL COMMISSION

6 Sept 44.

3/3 B/AS

SUBJECT : Request for Permit for Civilian to ride in Government Vehicles.

TO : Adjutant HQ ACC.

1 Reference para 2 of HB No. 192 dated 5 Aug 44.

2 Application is hereby made for permits to be issued authorizing the w/m civilian employees of this Section to travel in Government vehicles.

(a) Matilde TORTI
ACC Pass No. 355
Identity Card No. 544

(b) Giovanna SBRAGIA
ACC Pass No. 708
Identity Card No. 229

(c) Velia CORRICUNDO
ACC Pass No. 970
Identity Card No. 11761233

(d) Marcella MARCIA
ACC Pass No. 1327
Identity Card No. 148672

P. A. PEDRELL, Lt Col Inf.
for VP Administrative Sec.

Ext. 440
3/3

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

6 Sept 1944

SUBJECT: Reclassification

TO : Admin Section
(CrC Cryptos)

XXXX 1. Reference your letter 3/3.8/A5 dated 5 Sept 44.

2. Approval is granted for the reclassification of Vera Clemenzio Messenger to the status of Clerk salary to range from 70 L to 110 L per day, ~~month.~~

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

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

To Immediate Action

3/3B

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

4 September 1944

Ref/G-1/Civ.Pers./13
SUBJECT; Dissolution of Interpreters-Translators Pool.

TO : RC&SC Section.

1. Due to dispersion of offices and increase in size of this Headquarters the present Interpreter-Translator pool has become inadequate for its original purpose. That purpose can be better served at present by having Section pools or, where the volume of work warrants, interpreter-translators working in the individual offices. Either of the above methods may be used at the discretion of the sections concerned.

2. The personnel of the present pool, four civilians and three E.M. will be available on 16 September 1944 either for use by RC&SC Section or to form a nucleus for pools for the Economic and Administrative Sections, whichever the RC&SC Section may desire.

3. Civilian Personnel G-1 Section, is prepared to furnish upon requisition, Interpreter-Translators for employment interview.

For the Civilian Personnel Policy Board;

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

Copies to;
Economic Section.
✓ Administrative Section.

Sir, Sub Commn have a key of each GAL

Tel. Ext. 292

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE : 16007/2/G-1 30 August 1944

SUBJECT : Allied Civilian Nationals Employed with Allied Control Commission.

TO : Distribution below.

1. In order that a complete record of Allied Civilian Nationals employed with this formation may be maintained, it is requested that Heads of Sections, Branches and Sub Commissions, who have such Civilians under their control, issue instructions for the attached proforma to be completed and returned to this office at an early date.

2. The term Allied Civilian National only applies to American and British male and female personnel who are actually assigned to this formation for duty and does not include members of Ministries, Red Cross or Relief Organisation who are only attached.

3. It is further requested that proforma be completed by Civilian Personnel of similar status who are assigned at any future date.

FOR THE ESTABLISHMENTS OFFICER.

J.L. JONES
Lt.Colonel,
G-1 (B)

RCE/pc.

DISTRIBUTION:

Vice President Admin. Section
" " Economic Section.
" " Political Section.
Secretary General.
Director, Civil Affairs Branch.
" Internees and Displaced Persons Sub Commission.
" Italian Refugees Branch
" Security Branch
" Communication Sub Commission
" War Materials Disposal and I.P.W. Sub Commission
" P.R.B.
G-1 (A)
G-4 (A)
G-4 (B)
HQ. Commandant.
Adjutant.

1663

169

PARTICULARS OF ALLIED NATIONALS EMPLOYED
WITH ALLIED CONTROL COMMISSION.

NAMES (in full).....

SEX.....NATIONALITY.....

HOME ADDRESS..... .....

.....

NAME, ADDRESS AND .....
RELATIONSHIP OF NEXT
OF KIN .....

.....

IDENTITY CARD No..... DATE JOINED ACC.....

SECTION, BRANCH OR
SUB COMMISSION TO ..... ACTUAL .....
WHICH ASSIGNED EMPLOYMENT

BILLET ADDRESS.....

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

Ref/G-1/Civ. Pers./11 25 August 1944

SUBJECT: Civilian Employees brought from Naples and Salerno.

TO : Civilian Personnel Policy Board.

1. Pursuant to letter 13036/4/G-1 from the Executive Commissioner dated 4 August 1944, regarding Civilian Employees brought up from Naples and Salerno, billeted and rationed by this Headquarters, this office conducted a survey and presents the results in the table below. The replies to our letters of inquiry are attached for your information.

Sub-Commission Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Admin. Section		
Rosati, Lidia Inter/Trans £120 daily	Essential & Irreplaceable	Semi-essential, but replaceable with difficulty.
Romano, Roberto Tech/Trans £150 daily	Essential & Irreplaceable	"
Agriculture S/C		
Sullam, Angelo Tech/Adviser £7500 monthly	Essential & Irreplaceable	Essential & Irreplaceable
Pironti, Francesco Tech/Adviser £6000 monthly	"	Essential & Irreplaceable
Commerce S/C		
Corazzini, Alfonso Accountant £1500 monthly	Non-essential	Non-essential ✓

Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Admin. Section		
Rosati, Lidia Inter/Trans £120 daily	Essential & Irreplaceable	Semi-essential, but replaceable with difficulty.
Romano, Roberto Tech/Trans £150 daily	Essential & Irreplaceable	"
Agriculture S/C		
Sullam, Angelo Tech/Adviser £7500 monthly	Essential & Irreplaceable	Essential & Irreplaceable
Pironti, Francesco Tech/Adviser £6000 monthly	"	Essential & Irreplaceable
Commerce S/C		
Corazzini, Alfonso Accountant £4500 monthly	Non-essential	Non-essential ✓
Chief Commissioner		
Villani, Piero Waiter £2700/3400 monthly	Essential & Irreplaceable	No recommendation
Civilian Censorship		
Gemelli, Alberto Teleph-monitor £4800 monthly	Essential & Irreplaceable	Essential & Irreplaceable
Metarese, Gaetano Teleph-monitor £4800 monthly	"	"

1661

Sub-Commission Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Civilian Censorship		
Spalice, Salvatore Teleph-monitor £4300 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Dera, Federico Teleph-monitor £4300 monthly	"	"
Civil Affairs (Dep.Ex.Comm.)		
Scudder, Elena Sr. Admin. Asst. £200 daily	✓ Noon-day meal at Marini Hotel authorized by Col. Fisk. Employee is local resident.	
X **Education S/C**		
Hombo, Gabriella Professional £4500/9600 monthly	Essential & Irreplaceable	Essential & Irreplaceable
X **Food S/C**		
Melchionda, Raffaele Tech/Trans £150 daily	Semi-essential, but replaceable with difficulty	Semi-essential, but replaceable with difficulty.
Chiumenti, Carlo Accountant £4500 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Rogers, Paul Jr. Admin. Asst. £150 daily	✓ Local resident, not entitled to rations.	
Villarubia L. Tech/Adviser £150 daily	✓ " "	" "
X **Finance S/C**		
Scattaretico, Isa (no) Jr. Admin. Asst. £4500 monthly	Essential & Irreplaceable	Essential & Irreplaceable.

Professional £1500/9600 monthly	Irreplaceable	Essential & Irreplaceable
X Food S/C		
Melchionda, Raffaele Tech/Trans £150 daily	Semi-essential, but replaceable with difficulty	Semi-essential, but replaceable with difficulty.
Chiumenti, Carlo Accountant £4500 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Rogers, Paul Jr. Admin. Asst. £150 daily	✓ Local resident, not entitled to rations.	
Villarubia I. Tech/Adviser £150 daily	✓ " "	" "
X Finance S/C		
Scattaretico, Ies (no) Jr. Admin. Asst. £4500 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Scattaretico, Ermanno Statistical clerk £150 daily	"	"
Avallone, Lidio Sub/Professional £5000 monthly	"	"
Vigorite, Beniamino	✓ Official of Ministry of Industry, Commerce and Labor. Liaison officer, not an employee of ACC.	
Squillante, Maria Inter/Trans £110 daily	Essential & Irreplaceable	Semi-essential, but replaceable with difficulty.

1660

Sub-Commission Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Finance S/C		
Buoninconti, Maria Sub/Professional £6000 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
G-1 (A)		
Pavlidi, Maria Typist E.S. £120 daily	Semi-essential but replaceable	Semi-essential but replaceable.
G-1 Civilian Personnel		
Cafaro, Sara Jr. Admin. Asst. £4500 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Serpe, Giuseppe Clerk/Interp. £120 daily	Non-essential	Non-essential ✓
HQ Comdt'		
De Luca, Silvestro Printing Agent	Essential & Irreplaceable	Essential & Irreplaceable.
Martin Clara Cosimo Typist(Office Space) £120 daily	"	Non-essential ✓
Di Majo, Elena Typist (B) MTO £120 daily	"	Non-essential ✓
Nechich, Elena Laborer (Office Space) £X50 daily	No recommendation	Non-essential ✓
Internees & Displaced Persons		
Stein, Karl Clerk £100 daily	Essential & Irreplaceable	Semi-essential, but replaceable with difficulty.
Levi, Leidon	"	"

Clerk/Interp.
£120 daily

HQ Comdt:		
De Luca, Silvestro Printing Agent	Essential & Irreplaceable	Essential & Irreplaceable.
Martin Clara Cosimo Typist(Office Space) £120 daily	"	Non-essential ✓
Di Majo, Elena Typist (B) NTO £120 daily	"	Non-essential ✓
Mechich, Elena Laborer (Office Space) £60 daily	No recommendation	Non-essential ✓
Internees & Displaced Persons		
Stein, Karl Clerk £100 daily	Essential & Irreplaceable	Semi-essential, but replaceable with difficulty.
Levi, Isidor Clerk £115 daily	"	"
Dawson, Harry Interpreter £120 daily	"	"
Information Division (Library of Congress)		
Fucile, Domenico Tech/Adviser	Essential & Irreplaceable	Essential & Irreplaceable.
Gerace, Olga Jr. Admin. Asst. £4500 monthly	"	Semi-essential, but replaceable with difficulty.

1659

Sub-Commission Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Italian Refugee Branch		
Iatriola, Guido Purchasing Agent	Essential & Irreplaceable	Paid by Separate fund. Not under Civ. Personnel.
Silberstein, Elisa Typist/Interp.	"	Has not been moved from her home by ACC. Not entitled to quarters and rations.
Labor S/C		
Le Loggia, Enrico Professional £4000/5600 monthly	"	Essential & Irreplaceable.
Certa, Armando Sr. Admin. Asst. £6000 monthly	"	"
Costa, Letizia Typist E.S. £120 daily	Semi-essential, but replaceable	Semi-essential, but replaceable.
Alletta, Santa Typist E.S. £110 daily	"	Non-essential
Cinque, Sara Typist E.S. £110 daily	Non-essential	Non-essential
Legal S/C		
Piaspia, Antonio Sr. Admin. Asst. £6000 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Pedretti, Anna Trans/Interp.	"	Semi-essential, but replaceable

£4000/9600 monthly		Irreplaceable.
Carta, Armando Sr. Admin. Asst. £6000 monthly	"	"
Costa, Letizia Typist E.S. £120 daily	Semi-essential, but replaceable	Semi-essential, but replaceable.
Alletta, Santa Typist E.S. £110 daily	"	Non-essential ✓
Cinque, Sara Typist E.S. £110 daily	Non-essential	Non-essential ✓
<u>Legal S/C</u>		
Pisapia, Antonio Sr. Admin. Asst. £6000 monthly	Essential & Irreplaceable	Essential & Irreplaceable.
Pedretti, Anna Trans/Interp. £120 daily	"	Semi-essential, but replaceable with difficulty.
Ciulli, Danilo Professional £200 daily	Essential but resident of Rome.	Not entitled to quarters and rations.
<u>Public Safety</u>		
Cafaro, Ada Jr. Admin. Asst. £150 daily	Essential & Irreplaceable	Essential & Irreplaceable.
<u>Property Control</u>		
Larena, Lidia Typist E.S. £120 daily	Semi-essential, but replaceable with difficulty	Semi-essential, but replaceable with difficulty.

1658

Sub-Commissi Name-Title-Salary	Recommendation of Sub/Comm.	Recommendation of Civ. Pers. Sec.
Public Health		
Cipolat, Giuseppe Professional £9600 monthly	Essential & Irreplaceable	Essential during Malaria season. For later investigation.
Chiais, Maria Teresa Inter/Typist £120 daily	"	Non-essential ✓
D'Antuoni, Ulisse Sr. Admin. Asst. £6000 monthly	"	Essential & Irreplaceable
S-1		
Paiola, Helen Typist E.S. £120 daily	Non-essential	Non-essential ✓
Transportation S/C		
Ruggiero, Enrico Typist E.S. £120 daily	"	" ✓

2. Two points which should be considered in acting on the above recommendations are;

a. Proposed reduction of EM/OR strength in this Headquarters would effect the decision on employees "Semi-essential but replaceable with difficulty"

b. Employees deprived of quarters and rations would not necessarily leave the employ of ACC, particularly as a noon day meal is now being supplied.

R. R. Small

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

f120 daily

Transportation S/C
Ruggiero, Enrico
Typist E.S.
f120 daily

2: Two points which should be considered in acting on the above recommendations are;

a: Proposed reduction of EM/OR strength in this Headquarters would affect the decision on employees "Semi-essential but replaceable with difficulty"

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

1657

3/3B/

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Acting Chief Commissioner
APO 394

EWS/ajp

22 August 1944

Subject: Allied Civilians Reporting for Duty with Hq. ACC

To : Vice Presidents

Economic Section
Political Section
Administrative Section
RC & MG Section

22 AUG 1944

1. It is directed that all allied civilians reporting for duty with the Allied Control Commission be directed to register with the Adjutant General's Office and to leave with the Adjutant copy of their travel and other applicable orders with reference to their assignment to ACC.

2. It is requested that heads of sections ensure that the above instructions are carried out with respect to allied civilians reporting to their sections.

ELLERY W. STONE
Captain, USNR
Acting Chief Commissioner

G.V.P. Arrival of most Section Chiefs? YES

c.c. Est. Br.
Adj Sec.
G-1 (A)
G-1 (B)

Circulate

1656

INTER OFFICE MEMO
FROM : ADMINISTRATIVE SECTION

3/3/B/AS 20 Aug 44

SUBJECT : Feeding of Civilians.

TO : HQ Comdt: Office Space Section, Room 52.

Reference para 5 of DB 206 of 19 Aug 44. The w/m civilians of this Section are desirous of partaking of the soup meal w.e.f. 21 Aug 44.

Miss Velia Clericuzzio.
Miss Giovanna Seresin
Miss Mathilde Tosti.
Miss Guiseppina Calamida.

R. A. Perrell
R.A. PERRELL,
Lt Col, Inf.
S.O.I. Admin Sec.

1655

ALLIED CONTROL COMMISSION

3/3B/AS

INTER OFFICE MEMO

From: OFFICE OF HQ COMDT

FILE No. HQC/6/2

SUBJECT: Payment for rations supplied to Italian Government Officials.

19 August 1944

TO: A/Hd. Administrative Section. (ATTN: Col. G.R. UPJOHN)

19 AUG 1944

Reference above subject, your 3/3B/AS, dated 17 August 44.

(1) This will be paid to the Dispatch Office on receipt of the rations.

(2) Amount to be charged for one day rations has been fixed at 86 Lire.

(3) Accounting will be done by this office.

Lt.Col.
R. H. ROBERTSON
Hq. Commandant.

1654

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3R/AS.

17 Aug 44.

SUBJECT : Rations for Italian Civilians.

TO : HQ Commandant.

Reference your HQC/5/2 dated 14 Aug 44.

Am I to understand that payment is to be collected from Italian Government officials for whom transport is arranged in this Headquarters ? (such as Prefects and ~~Sind~~ Sindaci called for forward areas). If so, payment will have to be made before departure. Will you please state how this is to be handled.

EXT 410
RAP/gal

G.R. URQUHART Col.,
A/Hd Admin Sec.

0462

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

14 August 1944

HQC/A/2

SUBJECT: Rations for Italian civilians proceeding on authorized trips on AMG duties.

TO : Executive Commissioner.

1. I refer to your letter, reference ESE/OA, dated 10 August 44, on the above subject.

2. A scheme has been in force for some time now whereby the Italian civilian drivers employed in this Headquarters may obtain rations against deductions from their pay to cover the periods they are away from this Headquarters on duty. Daily Bulletin No. 160, Para. 3, of 24 June refers. An extract is attached hereto. I have now cleared with the Food Sub-Commission that this scheme may be extended to cover Italian officials and employees who are detailed to proceed to Regions on travel orders issued by this Headquarters. The scheme is quite simple and straightforward. I, at the present time, hold 300 rations. These are issued by the Dispatch Office on receipt of a travel order. Travel Orders are submitted weekly, the Food Sub-Commission showing to whom rations have been issued, and act as a basis for indenting for further supplying of rations. At the same time, Dispatch Office issue the necessary pro-forma to the Transportation Officer instructing deduction from the driver's pay. This will be extended and this pro-forma, when completed, will be sent to the Head of each Branch or Sub-Commission for deduction from the employee's pay. Food Sub-Commission have agreed to issue in place of rations shown in the Daily Bulletin, "Y" rations, and this will facilitate handling and issue.

Lt.Col.
H. E. ROBERTSON
Hq. Commandant.

Copy to:
Vice President, Economic Section
Vice President, Administrative Section
Food Sub-Commission
Dispatch Office
Political Section
C.A.M.
Refugees Branch
Patriots Branch

1653

631

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/SB/AS 8 Aug 44

SUBJECT : Civilian Employees brought from Naples or Salerno.

TO : Executive Commissioner.

With reference to your 16036/4/G-1 of 4 Aug and the lists enclosed therewith.

1 Please note
a that Roberto ROMANO (Admin Sec) who it should be noted is British and not Italian is twice in the list of men as No 7 and No 32;
b nothing is known of Cinque Sara No 5 on the women's list, said to have been brought up by the Legal Sub-Commission;
c Bellei Lola brought up by Public Sub-Commission, not mentioned in the list.

2 All the persons listed (5 men and 8 women) for the Admin Section and its Sub-Commission are considered to be capable and necessary. As they would have to be replaced by less experienced personnel if their services were dispensed with they should not be dismissed.

GRU

G.R. UPJOHN, Col
A/Head Admin Sec

Ext: 469
SHW/al

3/3.8

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

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

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

Classification requested by ADMINISTRATIVE SECTION
(Sub-Commission or Section)

Employee's or applicant's name MISS VELIA CLERICUZIO

Present job title MESSENGER Proposed title CLERK.

Job description

THIS EMPLOYEE IS NOW BEING TRAINED IN THE FILING SYSTEM OF THIS OFFICE, AND IS ALREADY CAPABLE OF TYPING ACCURATE COPIES OF LETTERS.

1651

IT IS REQUESTED THAT SHE BE UPGRADED W.E.F. 1ST SEPTEMBER 1944.

factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complex", etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: "Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by ADMINISTRATIVE SECTION
(Sub-Commission or Section)

Employee's or applicant's name MISS VELIA CLERICUZIO

Present job title MESSENGER Proposed title CLERK.

Job description

THIS EMPLOYEE IS NOW BEING TRAINED IN THE FILING SYSTEM OF THIS OFFICE, AND IS ALREADY CAPABLE OF TYPING ACCURATE COPIES OF LETTERS.

1651

IT IS REQUESTED THAT SHE BE UPGRADED W.E.F 1ST SEPTEMBER 1944.

See back of sheet for additional remarks

Date 5 SEPT 44 Signature R.R.F.

Reference number 3/3.8/AS.

Sub Commission or Section Head.
R.R. FRIPPS COL.
CSO. ADMIN SEC.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.8/AS 8 Aug 44

SUBJECT : Employment of Civilian - Miss CLERICUZIO, Velia.

TO : Civilian Employment Officer, HQ ACC.

1 It is requested that the bearer, Miss Velia Clericuzio be placed on the list of employees of this Section w.e.f. 0830 hours 8 Aug 44, as a messenger (English speaking) and copy typist, rate of commencing pay of 80 lire per day is recommended.

2 May she please be screened, issued with an ACC pass etc and besent to Room 31, 5th Floor as soon as possible.

R.A. Persell
R.A. PERSELL,
Lt Col., Inf.,
For Acting Head, Admin Section.

1650

Ext: 410
WW.

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

8 Aug, 1944.

SUBJECT: Employment of Civilians.

TO : Administrative Section.

1. Ref your 3/3.8/AS,

dated 8 Aug 44.

2. Approval is given to the employment of Gloriuzio

Vito as a Messenger - Engl. speaking

at a rate not exceeding 40 Lire per day/month.

3. The minimum rate which is 60 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the 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.~~

M.P. Panelli

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

1649

Copy to:
Employment Officer
S/C in Reference.

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

3/3.7

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

6 August, 1944.

SUBJECT: Employment of Civilians.

TO : Administration Section -

1. Ref your 3/3.4/AS,

dated 6 Aug. 44.

2. Approval is given to the employment of Calamida Giuseppina as a typist - English speaking at a rate not exceeding 190 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 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.

M.R. Panelli

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

1648

Copy to:
Employment Officer
S/C in Reference.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.7/AS 6 Aug 44

SUBJECT : Employment of Civilian - Miss Guiseppina CALAMIDA.

TO : Civilian Employment Officer HQ ACC.

1 It is requested that the bearer, Miss Guiseppina CALAMIDA be placed on the list of employees of this Section w.e.f. 0930 hours, 6 August 44, as a typist, English, rate of pay 100 lire per day is recommended.

2 May she be screened, issued with an ACC pass etc. as soon as possible as she is required to commence work immediately. She should report to Room 31, 5th Floor.

R. A. Pensell
R.A. PENSELL,
Lt Col Infantry,
for Acting Head, Admin Section.

Ext 410
WB.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3R/AS 5 Aug 44

SUBJECT : Termination of Employment, Mrs.AMELIA, RIGHETTI,MINGARDI.

TO : Civilian Employment Officer, HQ ACC.

1 Attached hereto in duplicate, please receive time sheet and pay roll for the a/m employee of this Section, whose employment is being terminated w.e.f. 1800 hours today.

2 She gave a satisfactory test prior to being employed but over a period of ten (10) days her work has not been of the standard required by this Section, being unable to copy typed drafts even, correctly. She is a very slow, willing worker, but her services are no longer required or of value to this Department.

R.R.CRIPPS, Col
for A/Head, Adm Sec.

Ext: 608
WB.

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394.

Regional Control and Military Government Section.

Ref: 16036/4/G-1. 4th August 1944.

SUBJECT: Civilian Employees brought up from NAPLES.

TO : V.P., Admin Section.
V.P., Economic Section.
Deputy Executive Commissioner.

1. The attached is a list of Italian personnel brought from NAPLES. Their accommodation here involves extra billeting difficulties, extra expense and removes from NAPLES many who might be useful to other organisations there.

2. I should be grateful if a review could be made of the position. Are they really necessary?

M S Cash
Brigadier,
Executive Commissioner.

MSL/JC.

U O M I N I

Alberto COLONNA

	Nome e Cognome	Ufficio	Provenienza	Authority
1	Melchionda R.	Food Sub-Commission	Napoli	
2	D'Antuoni Ulisse	Typhus Control Service	Napoli	
3	Carta Armando	Labor Sub-Commission	Napoli	
4	Labriola Guido	Italian Refugee Branch	Napoli	
5	Ruggiero Enrico	Transportation Sub-Commission	Napoli	
6	Pisapia Antonio	Legal Sub-Commission	Salerno	
7	Romano Roberto	Translators Pool Admin.	Salerno	
8	Ciulli Danilo	Legal Sub-Commission	Salerno	
9	Serre Giuseppe	Industria	Napoli	
10	Pirenti Francesco	Agricoltura	Napoli	
11	Gemelli Alberto	Censura	Napoli	
12	Cipolat Giuseppe	Public Health - Malaria Control Sub-Commission	Napoli	
13	Rogero Paolo	Food Sub-Commission	Roma	
14	De Liguoro Alfre	Assicurazioni	Napoli	
15	Materese Gaetano	A.C.C. } - Censorship Sub-Commission	Salerno	
16	Spalice Salvatore	A.C.C. }	Napoli	
17	Sauges Carmine	A.C.C. }	Napoli	
18	Fucile Domenico	Library of Congress	Napoli	
19	Scattaretico E.	Finance Sub-Commission	Salerno	
20	Avallone Livio	Finance	Salerno	
21	Ferreri Giovanni	Ten. Bongarzoni	Napoli	
22	Villani Piero	Capt. Stone	Salerno	
23	Gera Federico	A.C.C.	Napoli	
24	Stein Marbx	A.C.C., Disp. Pers. Sub-Comm.	Bari	
25	Vigoriti Beniam.	A.C.C. Finance Sub-Commission Insurance	Napoli	
26	Corazzini Alfons	Commerce Sub-Commission	Napoli	
27	Sullan Angelo	Agriculture Sub-Commission	Bari	
28	Troncano Antonio	Assicurazione sezione	Napoli	
29	Giordano Arturo	Labor Sub-Commission	Roma	
30	La Loggia Enrico	Labor	Salerno	
31	Levi Isidor	D.P.S.C. --- A.C.C.	Bari	
32	Romano Roberto	Administration Section	Salerno	
33	De Meo	Agriculture (at present on orders in Naples)	Naples	
34	Villarubia	Food Sub-Commission	Rome	
35	De Luca	Hq Comdt (at present on orders in Naples)	Naples	
36	Dawson	Australian citizen, Administrative Section	Salerno	

1635

11	Gemelli Alberto	Censura	Napoli	
12	Gipolat Giuseppe	Public Health - Malaria Control Sub-Commission	Napoli	
13	Rogera Paolo	Food Sub-Commission	Roma	
14	De Liguoro Alfre	Assicurazioni	Napoli	
15	Materese Gaetano	A.C.C.	Salerno	
16	Scalice Salvatore	A.C.C. - Censorship Sub-	Napoli	
17	Sauges Carmine	A.C.C. Commission	Napoli	
18	Fucile Domenico	Library of Congress	Napoli	
19	Scatturetico E.	Finance Sub-Commission	Salerno	
20	Avallone Livio	Finance	Salerno	
21	Ferreri Giovanni	Ten. Bongarzoni	Napoli	
22	Villani Piero	Capt. Stone	Salerno	
23	Cera Federico	A.C.C.	Napoli	
24	Stein Harbr	A.C.C., Disp. Para. Sub-Comm.	Bari	
25	Vigoriti Beniam.	A.C.C. Finance Sub-Commission Insurance	Napoli	
26	Corazzini Alfons	Commerce Sub-Commission	Napoli	
27	Sullen Angelo	Agriculture Sub-Commission	Bari	
28	Troreano Antonio	Assicurazione sezione	Napoli	
29	Giordano Arturo	Labor Sub-Commission	Roma	
30	La Loggia Enrico	Labor	Salerno	
31	Levi Isidor	D.P.S.C. --- A.C.C.	Bari	
32	Romano Roberto	Administration Section	Salerno	
33	De Meo	Agriculture (at present on orders in Naples)	Naples	
34	Villarubia	Food Sub-Commission	Rome	
35	De Luca	Hq Comdt (at present on orders in Naples)	Naples	
36	Darson	Australian citizen, Administrative Section	Salerno	
37	De Luca Corrado	Billeting (on orders - not yet arrived)		

@ - authorised in written request by Colonel Clough

All others on orders Hq. A.C.C.

1645

3HH

D O N N E

SESSIONE MARINI

	Cognome e Nome	Ufficio	Provenienza	Authority
1	Silberstein Elisa	Italian Refugee Branch	Napoli	On orders, HQ ACC
2	Rosati Lidia	Translators Pool	Salerno	" " " "
3	Pedrotti Anna	Legal Sub-Commission	Salerno	" " " "
4	Squillante Maria	(Finance) Insurance Dept.	Salerno	" " " "
5	Cinque Sara	Legal Sub-Commission	Napoli	" " " "
6	Alletta Santa	Labor Sub-Commission	Napoli	Col. Clough's Ord.
7	Paiola Helen C.	Personnel Office	Napoli	" " "
8	Costa Margherita	Public Works	Napoli	Not authorized
9	Costa Letizia	Labor Sub-Commission	Napoli	On orders, HQ ACC
10	Di Maio Rina	British Motor Pool Sub-Garage	Napoli	" " " "
11	Martin Clara	Office Space Section	Napoli	Col. Clough's Ord.
12	Chiaia Maria T.	Public Health Sub-Commission	Salerno	
13	Larena Lydia	Property Control Sub-Comm.	Salerno	
14	Cafaro Ada	Public Safety Sub-Commission	Salerno	On orders, Hq ACC
15	Cafaro Sara	Civilian Personnel	Salerno	
16	Scattaretico Elisa	Finance Sub-Commission	Salerno	
17	Cerreci Olga	Information Division	Sicilia	Major Drage
18	Scudder Elena	Civil Affairs	Roma	
19	Michich Elena	Ufficio VII piano	Salerno	
20	Dionincontri M.	Finance Sub-Commission	Salerno	On orders, Hq ACC
21	Pavlidi Maria	G-1 (American)	Napoli	
22	Rombo	Education Sub-Commission	Napoli	
	[illegible]	[illegible]		

8	Costa Margherita	Personnel Office	Napoli	" " "
9	Costa Letizia	Public Works	Napoli	Not authorized
10	Di Maio Rena	Labor Sub-Commission	Napoli	On orders, HQ ACC
11	Martin Clara	British Motor Pool Sub-Garage	Napoli	" " " "
12	Guinia Maria T.	Office Space Section	Napoli	Col. Clough's Ord.
13	Larena Lydia	Public Health Sub-Commission	Salerno	
14	Cafaro Ada	Property Control Sub-Comm.	Salerno	
15	Cafaro Sara	Public Safety Sub-Commission	Salerno	On orders, Hq ACC
16	Scattaretico Elisa	Civilian Personnel	Salerno	
17	Geraci Olga	Finance Sub-Commission	Salerno	
		Information Division	Sicilia	Major Drage
18	Scudder Elena	Civil Affairs	Roma	
19	Michich Elena	Ufficio /II piano	Salerno	
2o	Buonincontri M.	Finance Sub-Commission	Salerno	On orders, Hq ACC
21	Pavlidi Maria	G-1 (American)	Napoli	
22	Rombo	Education Sub-Commission	Napoli	
	[illegible]	[illegible]		

1684

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3N/ 15 23 Jul 44.

SUBJECT : Civilian Employees

TO : C.I. Civilian

1. May I have instructions as to the figure at which Dott. VACCARI Giuseppe and Dott. CIOCCHETTI Pasquale shall be returned for payment the end of this month.

2. You have already been informed that the rate of pay requested by you was quite inadequate and a rate of 12.000 lire per month was suggested to you as the minimum possible.

S.H. WHITE Lt Col,
for A/Hd. Admin Sec.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

File

24 July 1944

SUBJECT: Release of Employee.

TO : Employment officer HQ. ACC.

1. One Lena Velloso, Via Vittoria Colonna, 40 was screened and hired by you at our request last Wednesday 19th of July to commence work on Thursday 20 July (100 lire per day).

2. You are requested to take her name off the employment list, as she reported to work only to state that she had accepted employment elsewhere.

3. No wages are due her.

R.A.P.

R.A. PERSELL,
Lt. Col., Inf.
for A/Head Admin Sec.

Admin Section

22 JUL 1944

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

Ref/169/35/CA

21 July 1944

SUBJECT: ACC/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 authorised."

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
Colonel
Deputy Executive
Commissioner

DISTRIBUTION:

"A"

1640

FILE

ACC/4046/L
21 Jul 44.

SUBJECT : Dott. Chiomenti
Dott. Vassali

TO : Employment Officer, HQ ACC.

1 I think there is some misunderstanding with regard to the employment of Dott Chiomenti and Dott Vassali. These gentlemen are two of the leading lawyers in Rome and may receive fees of 100,000 lire for a single case. It is absurd to offer them a salary of 6,000 lire a month which is less than is being paid to other Italians of far lesser eminence. They are employed as expert legal consultants to draft legislation to criticise proposed Italian legislation and to advise on all spheres of Italian law. They are described in the application form as Legal Advisers which is a very apt if short description of their duties.

2 May the terms of their engagement be reconsidered please. It is submitted that persons of their eminence should be paid on the highest scale allowed. It may even be desirable to revise this scale.

S.H. WHITE Lt Col,
for A/Hd Adm Sec.

ADMIN SEC
Ext 469.

Copy to Legal.

1699

R/267

0480

File

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

3/3.B/AS

17 July 1944

SUBJECT: Civilian Help.

TO : Employments Officer, HQ. ACC.

1. It is requested that you send possible employees for the Admin Section in the undermentioned catagories, to Room 58, 5th Floor to be interviewed by the undersigned.

1 - Typist (English Speaking) female.

1 - Messenger - ~~Runner~~. CLERK - FEMALE

1638

R.A. PERSELL
Lt. Col., Inf.
for A/Head Admin Sec.

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

Tel No. 469.

3/3.B/AS.

17 Jul 44.

SUBJECT : Stenographers.

TO : Executive Officer.

With reference to your 16036/G.1 of 15 Jul 44.

1 Of the first urgency in Admin Sec is the early provision of one really efficient Stenographer and of one PA for Admin Sec.

2 Of the second urgency is the provision of six stenographers for Admin Sec and its Sub Commns.

1637

S.M. WHITE Lt Col.
for A/Hd. Adm Sec.

SHW/gal.

17 JUL 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE : 16036/G-1 15 July 1944

SUBJECT : Stenographers

TO : Vice President, Admin Section,
Vice President, Economic Section,
Executive Commissioner,
Secretary General.

It is hoped that at least six, and possibly more, expert lady stenographers will be available for this Commission within 5 or 6 weeks.

About six of these will be suitable for Secretaries or P.A's - the remainder may not be so highly qualified.

Will you please say how many

(a) P.A's.

(b) Stenographers

you will be able to employ in the Section under your control.

R. H. Farren

R.H.FARREN,
Colonel,
Executive Officer.

RHF/EE

16.6

Suggest one P.A.
one Stenographer ok is essential to Admin Sec.
one Stenotypist

A/20

3/3B/OA

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

Sgt Bolin
RPG

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 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. 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 jelly with time sheet.

1634

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. 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.

1634

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.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:
"A"

10 AUG 1944

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394.

File

REFERENCE: 16036/4/G-1. 8 July 44.

SUBJECT: Employment of Civilians.

TO: HQ Comdt. A.C.C.

Further to this HQ letter numbered as above dated 1 July 44.

Please add the following names to Appendix 'A' forwarded with the above quoted letter:-

Legal.	-	Dr.GIULLI.	Danilo.
		PISAPIA.	Antonio
		PERRETTI.	Anna
Communications.	-	CATTO.	E.
Translators Pool. (Admin Section).	-	ROMANO.	Robert M.
		ROSATI.	Lydia
Finance.	-	DUCHINCONTI.	Maria
		SCARTABELLICO.	Elisa
		SCARTABELLICO.	Hermano
		AVALLONI.	Mario
Public Safety.	-	BELLEI.	Lola
HQ. Comdt. (Rec)	-	PALADINO.	L.
		MERNICH.	F.
		CERRASIO.	L.

FOR THE ESTABLISHMENTS OFFICER.

J.L.JONES.
Lt-Col.
G-1 (3).

CP/NS.

1635

Copy to: Director, Legal Sub-Commission.
Director, Communications Sub-Commission.
Chief, Finance Sub-Commission.
Director, Public Safety Sub-Commission.

Communications.	-	CATTO.	R.
Translators Pool. (Admin Section).	-	ROMANO.	Robert M.
		ROSATI.	Lydia
Finance.	-	DUCWINCONTI.	Maria
		SCARTABELLICO.	Elisa
		SCARTABELLICO.	Hermano
		AVALLONI.	Mario
Public Safety.	-	BELLEI.	Lola
HQ. Comdt. (Rec)	-	PALADINO.	L.
		MACHICH.	F.
		GERGASIO.	L.

FOR THE ESTABLISHMENTS OFFICER.

J.L. JONES,
Lt-Col.
G-1 (B).

CF/MS.

1635

Copy to: Director, Legal Sub-Commission.
Director, Communications Sub-Commission.
Chief, Finance Sub-Commission.
Director, Public Safety Sub-Commission.
Vice President, Admin Section.
~~HQ. Commandant.~~
Security Section.
G-1(A).
HQ 2675 Regt.
Employment Officer.
G-1 (Br) Adv HQ, ACC.
HQ Comdt (Rec)

3/3B

A/10

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

REFERENCE: 16036/4/G-1

1 July 1944

SUBJECT : Civilian Employees

TO : HQ Comdt. Allied Control Commission

Authority is given for the civilian personnel shown at Appendix "A" to proceed to Rome with their Sub-Commissions, Branches or Sections.

Will you kindly make arrangements for their transport when necessary.

FOR THE ESTABLISHMENTS OFFICER

J.L.JONES,
Lt.Colonel,
G-1(B).

GP/ES

Copy to:-

Vice President, Econ Section.
Vice President, Admin Section.
Civil Affairs Branch.
Director, Italian Refugees Branch.
Director, Public Health Sub-Commission.
Chief, Finance Sub-Commission.
Chief, Industry & Commerce Sub-Commission.
Director, Agriculture Sub-Commission.
Director, Education Sub-Commission.
Director, Food Sub-Commission.
G-1(A).
HQ 2675 Regt.
Employment Officer.
Regional Commissioner, Region III.
HQ Comdt. Adv. HQ A.C.C.
G-1(Br) Adv. HQ A.C.C.

3/38

1632

Appendix "A" to
16036/4/G-1 dated 1 Jul 44.

Sub-Commission, etc.	Name	Duty	Remarks
HQ Comdt. Printing & Employment Section	DE LUCA, Silvestro di Biagio	Printer - Identity Card.	
	MERMERI, Giovanni di Salvatore	Labourer	
	DE LUCA, Corrado	Billeting Agent	
	AVINO, Ciro	Purchasing Agent	
Public Health Sub-Commission	Dr.CASINI, Guido	Malaria Control	
	Dr.MERLANTI, Franco	Typhus Control	
	Dr.CIPOLAT, Guiseppe	Typhus Control	
	CHIAIA, M.Teresa	Interpreter Typist	
	VIGLIETTE, Gennaro	Driver	
	Dr.CAVAZZUTI, Camillo G.	Malaria Control	
Information Division	De BAGNOLO ROMANO MONTANARI	Security Agents	
G-1(A)	PAVLIDI, Maria	Typist Interpreter	
Finance Sub-Comm.	SQUILLANTE, M.Guiseppina	Typist Interpreter	
HQ Comdt. Office Space Section	VENDETTUOLI, Armando	Typewriter Mechanic	16.1
Industry & Commerce	Dr.OPATOWSKI, Remo Savia	Engineer	
Economic Section	Dr.VIGORITI, Beniamino	Commercial Insurance	
Italian Refugees Branch	LAMPIOLA, Guido	Purchasing Agent	Com
	PASQUE, Francesco	Driver	
	MARER, Giacomo	"	arrangements
	ATTIA, Alex	"	
	SCAFUTI, Vincenzo	"	for
	CHIGLIANO, Francesco	"	
	[illegible]	"	housing

	VIGLIETTE, Gennaro	Driver
	Dr. CAVAZZUTI, Camillo G.	Malaria Control
Information Division	De BAGNOLO ROMANO MONTANARI	Security Agents
G-1(A)	PAVIDI, Maria	Typist Interpreter
Finance Sub-Comm.	SQUILLANTE, M. Giuseppina	Typist Interpreter
HQ Comdt. Office Space Section	VENDETTUOLI, Armando	Typewriter Mechanic
Industry & Commerce	Dr. OPATOWSKI, Romo Sayia	Engineer
Economic Section	Dr. VIGORITI, Beniamino	Commercial Insurance
Italian Refugees Branch	LAURIOLA, Guido PASQUE, Francesco BARBER, Giacomo ATTIA, Alex SCAFUTI, Vincenzo GUIGLIANO, Francesco BEJONTE, Celestino DE PALOO, Antonio VILLAROSA, Ciro SOMMA, Vincenzo CERRESE, Vittorio MACCIOCCHI, Ettore	Purchasing Agent Driver " " " " " " " " " "
HQ 2675 Regt	GIUSTO, John L.	Italian Foreman
	BROCHI, Angelo	Driver-Interpreter
	MIGNONE, Leopoldo	Parts Clerk
	MIGNONE, Vincenzo	Mechanic
	SCIGLIANO, Mario	Mechanic
	LUPINO, Alberto	Welder
		Tires & Batteries

Can arrangements for housing

16.1

2...Economic Section.....

Sub-Commission, etc.	Name	Duty	Remarks
Economic Section	STEFANILE, Clelia	Typist-Secretary	
Agriculture Sub-Commission	BONELLI, Elena SANTARELLI, Mario Dr.PIRONTI, Francesco Dr.CAPOCC , Oscar SULLAM, Angelo	Advisors to the Sub-Commission	
RC & MG Section	DE ANGELIS, Emilia	Typist	
HQ 2675 Regt.	DE LUCA, Maria	Typist & Postal Worker	
Labour Sub-Commission	CARTA, Amanda PASQUALE, Donadio COSTA, Letizia CINQUE, Sara	Professional Economic Statistician Economic Statistician Book-keeper, Typist Wages & Hours Sect.	
Industry & Commerce	CORASSINI, Alfonso DALLA-GUDA, Mario SERPE, Guiseppe	Accountant Engineer Industrial Investigator	16.0
Br.Motor Pool	Di MAJO, Elena	Interpreter/Typist	
Education Sub-Comm.	Di ROMBO, Gabrilla	Professional Consultant	
Food Sub-Commission	NELCHIONDA, Raffaele CHIUMENTI, Carlo	Translator/Typist Accountant	
Communications Sub-Comm.	GARGOTTA, Agata di Agostino	Civil Censorship	

2675 Regt.	DE LUCA, Maria	Typist & Postal Worker
Labour Sub-Commission	CARTA, Amanda	Professional Economic Statistician
	PASQUALE, Donadio	Economic Statistician
	COSTA, Letizia	Book-keeper, Typist
	CINQUE, Sara	Wages & Hours Sect.
Industry & Commerce	CORASSINI, Alfonso	Accountant
	DALLA-CUDA, Mario	Engineer
	SERPE, Guiseppe	Industrial Investigator
Br.Motor Pool	Di MAJO, Elena	Interpreter/Typist
Education Sub-Comm.	Di ROMBO, Gabrilla	Professional Consultant
Food Sub-Commission	MELCHIONDA, Raffaele	Translator/Typist
	CHIUMENTI, Carlo	Accountant
Communications Sub-Comm.	GARGOTTA, Agata di Agostino	Civil Censorship
Public Health Sub-Comm.	DI LORENZO, Antonio	American Citizen - Interpreter translator of medical and related subjects.
	D'ANTUONI, Ulisse	Specialist record - analyst typhus records.
	RITTANO, Franco	Special record and case analyst. Interpreter. Field Investigator.
Coal Division	PERUTZ, Tomas	Imports - Interpreter.

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ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

S/3B/A2

11 Jul 44.

SUBJECT : Civilian Employees. - Meals.

TO : Qm (B) (Attn: Captain Sinclair)

1 The undermentioned are civilian employees of this Section and it is requested that they be placed on the mid-day meal roster w.e.f. to day (11 Jul 44).

Mr. Robert ROMANO - Billetted in the Albergo Colonna.
Miss. Lidia ROSATI Billetted in the Pensione Marini.
Miss. Matilda TOSTI

2 It is understood that Mr Romano and Miss Rosati take the meal in the Pensione Marini.

R.A. PERSELL
Lt. Col; Inf.
SO I. Adm Section

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