

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

785017

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10000/109/15

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ESTABLISHMENT MEMORANDA, CORRESPONDENCE
OCT. 1944 - JAN. 1946

13

NO: C.S.O.

Admin Memo No. 65 of 26 Dec 44. states in Part II thereof:

Part III - Payment of Subsistence Allowances to civilians employed by the Allies in Italy, states that drivers and civilians employed in other than clerical and supervisory grades, may, at CO's discretion, be paid allowances under following conditions:

- a. 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.
- b. 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.

These allowances to be properly paid provided rations or accommodations are not furnished in kind.

Believe this settles the travelling allowances matter taken up in our proposed Etab. Memo No. 30.

11 Jan 45,
Office, Chief of Staff, Est. Memo # 1 4/1/45 incorporates this. Major.
Ext 451.

ESD
memos finally submitted for signature
ERB

747

28

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1

CSO: Letter at p ~~2~~ should be seen by the COS. Filer 54, to which reference is made is attached & flagged as "A"

encl 20/11

DEOS Ed
Ref. Filer 49 11

Could you discuss with Col Smith what

the difference amount to & what action is

required

AS (Mx)

~~28~~ 12

COS: (Attention: SAC/UK) REF. Minitel 79 above and Filer 72!
A revision of Est. Income 30 is currently being worked out by Econ Sec, Patoms, and Finance. Due to some confusion in current data distribution, some little time may elapse before revision is completed. Therefore we shall circulate the completed Est. Income to you on our file 14/12/79, when possible.
Col Smith has explained the discrepancies indicated in Filer 77 and will appear before publication.

28/12/79
23 Dec 79

W. H. G. G. G.
for Col DEOS

DOCS Est.

Was this (Estab Memo No. 30) checked with Labour Sub-Comm before issue ?

M.S. LUSH
23 II

DOCS:

Submitted for publication by Finance Sub-Comm and presumably checked by them with Labour before submission.

L.T. MONTAG LT.
for Col. DOCS

Est Sec
7 Dec 44

DOCS:

Labour were never consulted on Estab Memo No. 30 and deem it incorrect.

J. MACNAMARA, Capt.
For Col DOCS

Econ Sec

2380.

Declassified E.O. 12356 Section 3.3/NND No. 785017

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

Ref: 60/14/EC

7th January 1946

Memo to Establishment Section.

Ref Establishment Memorandum No 20 dated 21 Dec 45.

1. It appears that the following have been omitted from the distribution of the above memorandum:

Executive Commissioner, C-4 (B), Establishment Section.

2. May this be corrected, please.

Brigadier
Executive Commissioner

60

Ext: 302

9

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

LA2/ZNT

13 December 1944

13 DEC 1944

per
15/12
P/A

SUBJECT: Establishment Memorandum No. 30

TO : Chief of Staff.

5

1. Reference your 60/2/COS of 12 December to Economic Section, copy to this office.

2. A revised draft of Establishment Memorandum to replace No. 30 has already been airtailed to Economic Section, with request that they coordinate any change thereto between Finance and Labour Sub-Commissions, per copy attached.

6/8

W. H. Montague
WILLIAM E. FISKE
Colonel
Deputy Chief of Staff

copy to: Economic Section

743

HEADQUARTERS ALLIED COMMISSION
APO 394
Establishment Section

December 1944

ESTABLISHMENT MEMORANDUM

NUMBER

Civilian Employees' Travelling Allowance

1. Establishment Memorandum Number 30, this headquarters, dated 2 November 1944, is hereby revoked.

2. Authority is given as from 11 November 1944 by Allied Force Headquarters for the payment of travelling allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.

3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he or she is employed, thereby involving absence from his or her home.

4. A per diem allowance for Italian civilians will be made for clerical and supervisory grades, as follows:

a. (1) Employees in receipt of 9,000 lire and more per month - 250 lire per diem.

242

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4. A per diem allowance for Italian civilians will be made for clerical and supervisory grades, as follows:

A. (1) Employees in receipt of 9,600 lire and more per month - 250 lire per diem.		732
6,000 to 9,599 lire per month	- 255 lire per diem.	
4,500 to 5,999 lire per month	- 175 lire per diem.	
3,500 to 4,499 lire per month	- 150 lire per diem.	
Less than 3,500 lire per month	- 125 lire per diem.	

(2) The wage rates quoted above are the basic wage rates set forth in AFHQ Administrative Memorandum No. 47, of 16 November 1944, which became effective 1 October 1944, and do not include the increases authorized by AFHQ Administrative Memorandum No. 48, of 20 November 1944, which are a cost-of-living bonus, and are not to be included as a portion of the employee's wage, for purposes of this computation.

b. (1) The above rates will be payable for every 24 hours of 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 counted as 24; if under 12 hours, nothing shall be paid in respect of it.

(2) 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.

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14

computation.

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5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

(b)

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (F/F35). Supplies of Claim Form F/F35 have been distributed to all Regions, but in view of the altered rates these will call for amendment. Until the new forms are prepared the existing form will be suitably amended by the paying officer. The amendments must include, for each payment of travelling allowances, the rate of wage paid to the employee, as defined above.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

Declassified E.O. 12356 Section 3.3/NND No. 785017

Form 7/735. Supplies of Claim Form 7/735 have been

distributed to all Regions, but in view of the altered rates these will call for amendment. Until the new forms are prepared the existing form will be suitably amended by the paying officer. The amendments must include, for each payment of travelling allowances, the rate of wage paid to the employee, as defined above.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. PARKIN
Colonel, Infantry
Executive Officer (US)

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

785017

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Vol. 451

12 December 1944

Ref. 60/2/008

MEMORANDUM: Establishment Memorandum No. 30
 Dated 10 Nov 44.

TO : Records Section.

1. Establishment Section advise that the above memorandum was published at the instigation of the Finance 1/0 and it was desired by the Establishment Section that Finance 1/0 had secured the concurrence of the Labor 1/0. Apparently, however, this was not done and Labor 1/0 do not believe that the matter is in order.

2. Will you please take the matter up with the two Sub Commissions in your Section and submit through the Office of the CAC any necessary amendment.

JCB
 4 Chief Staff Officer,
 to the Chief of Staff.

Copy to: Establishment Section.

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PA
 12/12

ALLIED FORCE LOCAL RESOURCES SECTION
AFHQ

IRS/214D/72.

SUBJECT: Civilian Employees -
Travelling Allowances.

TO: Chief of Staff, HQ, AC.

Postal Address:
AFHRS, RAAC, CMF.

Telephone: ROME 66275

18 Nov 44.

20 NOV Recd

1. At the meeting of the Allied Force Local Resources (Italian) Board Labour & Wages Control Committee, held on 16 Nov 44, attention was drawn to a document published by HQ, AC, headed "The Establishment Memorandum No. 30", dated 10 Nov 44.

2. This document gives authority for the issue of civilian employees travelling allowances, and authorises conditions and amounts of payments which differ considerably from those recommended by HQ, AC to the Labour & Wages Control Committee, approved by the Board, and at present at AFHQ in the course of publication. In future publications which affect the employment of Italian civilians, their feeding or their allowances, should be co-ordinated by you in such a manner as to ensure that your publications will not conflict with the overall policy either being considered or published by higher authority.

Thomas R. Gibbon, Col., AUS,
Chief of Section (Am),
A.F.L.R.S.

A. A. Curry, Brigadier,
Chief of Section (Br),
A.F.L.R.S.

Copy to: CAO, AFHQ.
Chairman, Labour & Wages Control Committee.

SJBL/cws.

738

end
20/11

HEADQUARTERS
ALLIED CONTROL COMMISSION
CMF
Office of the Chief of Staff.
+++++

1A

Ref: 60/3/COS.

5 October 1944.

SUBJECT : Local Purchases and Contracts.

TO : Establishment Section.

1. With reference to Establishment Memorandum No. 5 para 4 d (3), it is considered desirable to substitute "Purchasing and Contracting Officer" for "Executive Commissioner". Do you see any objection to this?

2. If you agree please also substitute "Chief of Staff" for "Executive Commissioner" where the latter appears elsewhere in the Memorandum and issue an amendment.

Note:

Further correspondence
in reference hereto is on
file 4605 "Approval for
Expenditure".

Copy to: HQ Comd.

agd ET
Chief Staff Officer,
To the Chief of Staff.

PA

2391