

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

785017

ACC

10000/109/131
(VOL. I)

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

10000/109/131
(VOL. I)

CIVILIAN EMPLOYEES, OFFICE OF EXECUTIVE
COMMISSIONER
OCT. 1944 - MAR. 1945

Chief of Staff:

66

Reference made to 63, see 65.

Int. Sec.
1 Feb.

W. H. H. H. H. H.
per. Col. 12003

68

Chief Clerk -

- a. Request at 58 - Disapproved.
- b. Please see that spokesman of this group is informed.

Feb 2 Feb.

69

Note: Acc informed

2/1 Feb 68

U 4 A 2

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

b. Please see that spokesman of this group is informed.

69

NOTE: Ace informed

Feb 2 Feb.

W. H. H. 2/1/69

1840

Headquarters Commandant

(Office Space Section)

1. Attention invited to folios 58, 61 and 63.
2. For comment, please...

Substantive Section
31 January 1945

H. J. Lumbard
for Col. DCOB

62

HEADQUARTERS
ALLIED COMMISSION
APC 304
Office Space Section

041/10.3/42

Subject: General Staff

TO : Establishment Branch

31 January 1945

Reference to Folio 62, dated 31 January 1945. General Staff
start work at 0830 hours and cease work at 1730 hours. On alternate
days certain members of staff have been permitted to leave work
at 1600 hours; this group, leaving earlier, work additional time dur-
ing the lunch periods of the following day.

Reference to Folio 61, the General Staff will continue with
the. Instructions are forth in APC Memo 747 1.2. ACP's working with

65

STANDARD
ADMINISTRATIVE
OFFICE
OFFICE OF THE SECRETARY

15/12/1965

11 January 1966

SUBJECT: LAMBERT STAFF

TO : Intelligence Branch

Reference is made to Folio #53, dated 21 January 1964. Lambert Staff
item was at 6030 Centre and was seen at 1730 hours. On afternoon
last, members of said staff, have been reported to have moved
at 1600 hours, into a new, larger building, which additional time
has been taken for the following day.

Reference Folio #54. The Lambert Staff still maintains with
the Intelligence Branch as well as with the 1st S. Corps, various items
of six days.

Reference Folio #55. Lambert Staff are still in accordance with
Alpha Adv. Form. #11, dated 10 November 1964.

1539

W. P. Davis, Jr.
Colonel Space Station

59
Establishment (Civ Personnel)

Re file 58 - Believe this request should be approved. Your comments please. *R.T.* 28 Jan

60

G-1 (A) Civilian Personnel

1. See file 58 and minutes at 59.
2. For comment, please.

R.T. sec.
29 Jan

*Not to be used
for Col. Dec 65*

61

To: Establishment Section

1. As per instructions set forth in AFHQ Admin Memo 47 paid Holidays are not authorized.
2. A normal working week is six days.

G-1 (A) Civ Pers Sect.
29 January 45

R.T. Uhler

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

62

Chief of Staff

See minute 61, please

*Not to be used
for Col. Dec 65*

2d. Sec.
29 Jan

61

To: Establishment Section

1. As per instructions set forth in AFHQ Admin Memo 47 paid Holidays are not authorized.
2. A normal working week is six days.

G-1 (A) Civ Pers Sect.
29 January 45

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

Chief of Staff

See minute 61, please

2d. Sec.
30 Jan

63

Establishment

Please investigate, and see if escort girls are paid on any other bases (as implied in G-1 58).

30 Jan.

*by the establishment of G-1
for Col. D. J. D. J.*

(99)

File 256/SC

Extract of Minutes of Executive Commissioner's Meeting held on 27 March 1945.

MAR 28 1945

Staff Hours for Italian Civilian Employees.

CA Sec stated that Sub-Commissions were asking for a ruling on office hours for Italian civilian employees. Est Sec stated that the working hours of 0830 to 1800 with 1½ hours for lunch had been published. A/ix C directed that a reminder be issued.

1337

1/18
29/3

HEADQUARTERS ALLIED COMMISSION
SIGNAL OFFICE

27 March 1945

SUBJECT: Increase in Pay for Civilian Employees MAR 27 1945

TO : Chief Clerk, Office of the Executive Commission
(Attention: Mr. Picken)

1. It is requested that the following named civilian employees of this office be raised in pay to the amounts following their names. These amounts are within the maximum salary range that may be paid to these personnel classifications.

Carpi, Cesare	Senior Admin Asst	To L 7480 Mo.
Borgolini, Iris	Swbd Operator	To L 5700 Mo.
Sabatucci, Maria L.	Swbd Operator	To L 5700 Mo.

2. It would be appreciated if these raises could be made effective 15 March 1945, and included in the last half of March pay.

William B. Simmons
WILLIAM B. SIMMONS
1st Lt., Signal Corps
HQ Signal Officer

Approved. *[Signature]*
27 Mar. *May*

1836

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

785017

(9)

Tel. 259

Ref. 256/96/30.

21 March 1945

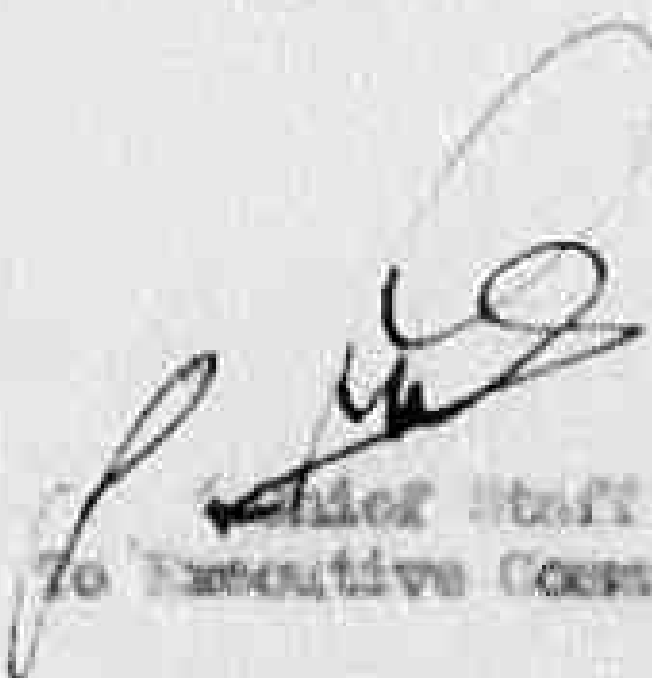
SUBJECT: Civilian Employees.

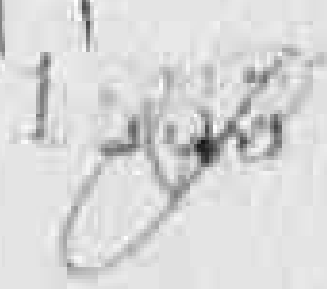
TO : C-1 (Civilian Personnel Office).

REMARKS:

1. The above named, who is employed as a Senior Administrative Assistant in this Office was married on 4 Feb 45 to Signor Vincenzo Lo Giudice.

2. It is requested that Form SI-2 be completed and forwarded to this Office.


Chief Staff Officer,
To Executive Commissioner.

Form received
and passed to
Mr. Lo Giudice
21/3/45


5208 *Expenditure Commission* (96)

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 2)

19 March 1945
MAR 20 1945

COST-OF-LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES
OF THE ALLIED FORCES

The following information contained in AFHQ Cable FX 41305, dated 10 March 1945, is published for necessary action.

Effective with commencement of 1st pay period subsequent to 28 February 1945, cost of living bonus for civilian employees established by AFHQ Administrative Memorandum 62 is authorized to be increased as follows:

1. Daily Wage Group (15 lire per day increase)

a. Adult Group

Basic Wage	Maximum	
	<u>Permissible</u>	<u>Bonus</u>
	<u>Old</u>	<u>New</u>
Up to and including 120 lire	60 lire	75 lire
From 121 to 125 lire	57 "	72 "
126 to 130 "	55 "	70 "
131 to 135 "	52 "	67 "
136 to 145 "	50 "	65 "
146 to 170 "	47 "	62 "
171 to 175 "	45 "	60 "
176 to 180 "	42 "	57 "
From 181 and above	40 "	55 "

b. Cost of living bonus for juveniles increased 4 lire per day.

25 lire 29 lire

c. Abatement will be made when full rations are furnished at a rate of 4 lire per day for daily wage group.

1. Daily Wage Group (15 lire per day increase)a. Adult Group

	Maximum Permissible Bonus	
	Old	New
Up to and including 120 lire	60 lire	75 lire
From 121 to 125 lire	57 "	72 "
126 to 130 "	55 "	70 "
131 to 135 "	52 "	67 "
136 to 140 "	50 "	65 "
141 to 145 "	47 "	62 "
146 to 150 "	45 "	60 "
151 to 155 "	42 "	57 "
156 to 160 "	40 "	55 "

b. Cost of living bonus for juveniles increased 4 lire per day.

25 lire 29 lire

c. Abatement will be made when full rations are furnished at a rate of 4 lire per day for daily wage group.

2. Monthly Wage Group (390 lire per month increase)

1834

a. Adult Group

	Maximum Permissible Bonus	
	Old	New
Up to and including 3000 lire	1560 lire	1950 lire
From 3001 to 3100 lire	1530 "	1920 "
3101 to 3200 "	1480 "	1870 "
3201 to 3300 "	1430 "	1820 "
3301 to 3400 "	1380 "	1770 "
3401 to 3500 "	1330 "	1720 "
3501 to 3600 "	1300 "	1690 "
3601 to 3700 "	1230 "	1620 "
3701 to 3800 "	1180 "	1570 "
3801 to 3900 "	1130 "	1520 "
3901 to 4000 "	1080 "	1470 "
From 4001 and above	1040 "	1430 "

G-1 Sect. Civ. Pers. Hq AC, Memo No. 2 (cont'd)

b. Cost of living bonus for juveniles increased 104 lire per month. 650 lire 754 lire

c. Abatement will be made when full rations are furnished at a rate of 104 lire per month for monthly wage group.

COST-OF-LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTELS, CLUBS, MESSES AND OTHER EMPLOYEES WHOSE WAGES ARE PAID PARTLY IN KIND

1. Adult Group (Increased 285 lire per month)

	Maximum Permissible Bonus	
	Old	New
Up to and including 3600 lire	1040 lire	1325 lire
From 3601 to 3700 lire	990 "	1275 "
3701 to 3800 "	940 "	1225 "
3801 to 4900 "	890 "	1175 "
4901 to 5000 "	840 "	1125 "
5001 to 5100 "	790 "	1075 "
5101 to 5200 "	740 "	1025 "
From 5201 and above	670 "	955 "

2. Juveniles cost of living bonus remains the same, 130 lire per month.

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

256

96A

File

Extract of Minutes of Executive Commissioner's Meeting held on 16 March 1945.

Italian Clerical Staff in HQ AC. There was discussion on the direction that a cut of 25% be made in the number of Italian civilian personnel employed in this building. (See Minute No. 2 of Executive Commissioner's meeting of 2 March 1945). It was the opinion of Sections that while certain reductions should be made, a flat reduction of 25% was not possible without impeding the proper functioning of HQ.

2524
HEADQUARTERS ALLIED COMMISSION

A P O 304

G-1 Section Civilian Personnel

9 March 1945

MAK 10 1945

SUBJECT: Transfer

TO : Communications S/O
(Lt. Col. Scudder)

1. Reference your letter C.206 Dated 6 March 1945

2. Approval is granted for the transfer of Santucci, Maria Luisa

employed in Communications Sub-Commission to Chief of Staff

~~SECRET~~

3. Classification and wage rate to remain the same Telephone Operator E.S.
(Grade)

at 2420 to 3360 lire per month (Plus Living Bonus)

Last pay 4730 lire per month

Effective as of 1 March 1945

+ 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:
Chief of Staff
Internal Security
File

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

PK 31
[Signature]

785017

256
HEADQUARTERS ALLIED COMMISSION

APO 304

G-1 Section Civilian Personnel

9 March 1945

MAR 10 1945

SUBJECT: Transfer

TO : Communications S/C
(Lt. Col. Scudier)

1. Reference your letter C.206 Dated 6 March 1945

2. Approval is granted for the transfer of Carpi, Cesare

employed in Communications Sub-Commission, to Chief of Staff

Sub-Commission
XXXXXXXXXXXX

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

at 3950 to 7480 lire per month (Plus Living Bonus)

Least pay 5490 lire per month.

Effective as of 1 March 1945

+ 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:
Chief of Staff
Internal Security
File

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

1530

256
HEADQUARTERS ALLIED COMMISSION
APO 394

G-1 Section Civilian Personnel

9 1945

19 45

MAR 17 1945

SUBJECT: Transfer.

TO : Communications B/C
(Lt. Col. Scudder)

1. Reference your letter C-36 Dated 5 March 1945

2. Approval is granted for the transfer of

employed in Communications Sub-Commission to Chief of Staff

~~XXXXXXXXXX~~
Sub-Commission

3. Classification and wage rate to remain the same Jr. Admin. Asst.
(Grade)
at 2420 to 5940 lire per day month (Plus Living Bonus)

Least pay 5930 lire per month

Effective as of 1 March 1945

+ 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:
Chief of Staff
Internal Security
File

J. C.
R.T. 111234
Lt. Col. 133
G-1 (A)

1629

256
HEADQUARTERS ALLIED COMMISSION
APO 394

G-1 Section Civilian Personnel

9 March 1945

MAR 11 1945

SUBJECT: Transfer

TO : Communications S/C
(Lt. Col. Seudder)

1. Reference your letter C.206 Dated 6 March 1945

2. Approval is granted for the transfer of Borgolini, Iria

employed in Communications Sub-Commission to Chief of Staff

Sub-Commission
~~XXXX~~

3. Classification and wage rate to remain the same Telephone Operator E.S.
(Grade)

at 2420 to 3960 lire per ~~day~~ month. (Plus Living Bonus)

Last pay 4730 lire per month

Effective as of 1 March 1945

+ 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:
Chief of Staff
Internal Security
File

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

1528

256

(9)

File

Extract of Minutes of Executive Committee's Meeting - 6 March 1945.

Italian Clerical Staff in RM AC. Ex C asked
if the board to supervise the employment of
Italian civilians had been set up. Est Sec
said they had the matter in hand.

1527

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²⁵⁶
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

(90)

SUBJECT: **MANNI, Mary**

TO : **Chief of Staff**

7 March 1945
MAR 8 1945

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

- ☒ suitable for employment.
- ☐ not suitable for employment.
- ☐ may be employed subject to further checking.
- ☐ employment held in abeyance for further investigation.

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

256

HQ ALLIED COMMISSION
COMMUNICATIONS SUB-COMMISSION
APO 394

89

C.206

6 March 1945

MAR 8 1945

SUBJECT: Civilian employees

TO : Civilian Employment Office, G-1 American

1. It is requested that the following named civilians be transferred from the Communications Sub-Commission to the Office of the Executive Commissioner, effective 1 March 1945:

Carpi, Cesare	Senior Administrative Assistant
Tavolato, Romeo	Junior Administrative Assistant
Bergolini, Iris	Telephone Operator
Savastucci, Maria Luise	Telephone Operator

2. The Office of the Executive Commissioner is agreeable to this transfer since the above personnel are employed by the Signal section, Office of the Executive Commissioner. Arrangements have been made for the above personnel to be picked up on the pay rolls of the Office of the Executive Commissioner as of 1 March 1945.

J. L. Henderson
J. L. HENDERSON
Colonel

Director Communications Sub-Commission

Copy to: Chief Clerk, Executive Commissioner's Office
Signal Officer

*Information as to above
named employees obtained from
Communications 4/c 1825*

W. Middleton Col

9/3/45

256

82

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ext. 571

1 March 1945.

Office Memo:

MAR 7 1945

TO : Chief of Staff.

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.

Incl. (14) Civ.Pers. Form n.8

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

1824

[Handwritten signature]

File

Extract of Minutes of Executive Committee's Meeting held on 2 March 1945.

Italian Clerical Staff in HQ AG. During their survey of office accommodation Est Sec had discovered there were 574 Italian civilian clerks employed in this building. One Sub-Commission alone had over 40. Ex C said this number was far too large and directed Est Sec that an immediate cut of 25% be made. Heads of Sections would do this themselves and Est Sec would then have an early Manpower Committee meeting when a further reduction up to 50% would be considered. Ex C directed Est Sec to set up a Board or Committee to supervise the employment of Italian civilians.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

27 February 1945.

Ref/256/EC

SUBJECT: Civilian Mess.

TO : HQ Commandant.

1. Reference Daily Bulletin No. 55 para 13. dated 24 February 1945, nominal roll of civilian employees wishing to partake of the mid-day meal is given below:-

De Angelis Emilia
D'Alvise Lilliana
Girardi Elisabeth

Heavy Workers.

Ernesti Giorgio
Iurni Alberto
Simonelli Gianni

Corriza Giovanni
Garguilo Gaetano

1522

2. Cash in respect of the above employees is attached hereto.

*Received 6-7-56
RC 3/4*

[Signature]
Chief Staff Officer,
To the Executive Commissioner,

[Signature]

0 4 4 4

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256

85

EXTRACT FROM DAILY BULLETIN No. 55 OF 24 FEBRUARY 1945

FEB 25 1945

7. COUNTERFEIT CURRENCY:

It is incumbent upon all Paying Officers to satisfy themselves that the notes drawn from the Headquarters Paying Officer for payment of civilian employees, are not counterfeit at the time of drawing.

Under no circumstances will notes be exchanged after money has been signed for.

After money has left the office of the Headquarters Paying Officer, the action open to officers who suspect that any of the notes are counterfeit, is laid down in Finance Sub-Commission letter 13002/P, dated 20 December 1944.

It is most unlikely that any notes drawn for payrolls are counterfeit as they are drawn from the Bank of Italy; and Paying Officers would be well advised to inform civilian employees that any objection they may wish to make to any note can be made only before they sign the payroll.

(Hq Compt)
13002/P

97
[Signature]

256

HEADQUARTERS ALLIED COMMISSION

AFS 324

FINANCE SUB-COMMISSION

13002/P

SUBJECT: Redemption of Counterfeit Lire Notes.

13002

TO :	E.F.O., Sicilian Region	(5 copies)
"	Southern "	(15 ")
"	Sardinia "	(5 ")
"	Lazio-Umbria "	(15 ")
"	Abruzzi-Marche "	(10 ")
"	Toscana "	(15 ")
"	Emilia "	(15 ")
"	Liguria "	(10 ")
"	Piemonte "	(10 ")
"	Lombardia "	(15 ")
"	Venezia "	(15 ")
"	E.F.O., AMG 5th Army	(10 ")
"	AMG 6th Army	(10 ")
"	Regional Administration, Tuscany Region	(10 ")
"	" Emilia "	(10 ")
"	" Liguria & "	(10 ")
"	" Piemonte "	(10 ")
"	" Lombardia "	(10 ")
"	" Venezia "	(10 ")
"	Allied Financial Agency, HQ.	(30 ")
"	" Florence Office	(5 ")
"	" Naples "	(5 ")
"	" Palermo "	(5 ")
"	" Rome "	(5 ")
"	" Accounts "	(10 ")

Civil Affairs Section

Comanche S/C

D.P. & E. S/C

Property Control Division

Room S/C

HQ., AC Commandant

Public Safety S/C

Transportation S/C

2675th. Sig't. P.Y.

Financial Adviser, G-5 Sec., AFHQ.

1820

(20 ")

(3 ")

911

LMS/jr

20 December 1944

circumstances surrounding the acquisition of the counterfeit note or notes. It must be stated, under oath, that the notes were received in the ordinary course of business in connection with the official duties of the officer concerned, and that responsible precautions were taken to detect fraudulent notes before acceptance.

(c) The counterfeit total themselves with accompany the request for redemption.

2. If the request is approved, the officer who made the request will be authorized in writing by Lt. Colonel Penick, or by Major Nite, (specimens of whose signatures appear below) to recover from AC/ASA funds in his possession (if he is a Sub-accountant) or from the nearest ASA Branch or Sub-accountant.

3. If the request is not approved, the notes will be returned to the officer who sought redemption. The latter may then either (a) pay the loss from his own personal funds or (b) request through channels to the Finance Sub-Comm. before that a board of inquiry be established under the respective Army regulations to deal with the matter.

4. When counterfeit lire notes are redeemed in accordance with these regulations, the transaction will be recorded in the Head "Special Counterfeit Lire Redemption Account" on ASA's books.

5. It should be noted that these regulations refer only to counterfeit lire notes - and NOT to raised notes. Separate rules apply to the latter, and application may be made at any ASA Branch therefor.

Specimen signature of

Lt. Colonel James H. Penick:

James H. Penick

Specimen signature of

Major E.J. Gies:

(e) pay the loan from his own personal funds or (h) request through channels to the Finance Sub-Committee that a Board of Inquiry be established under the restrictive Army regulations to deal with the matter.

4. When counterfeit live notes are returned in accordance with these regulations, the transaction will be recorded in the Head "Special Counterfeit Live Receipt on Account" on AF's books.

5. It should be noted that these regulations refer only to counterfeit live notes - and NOT to related notes. Separate rules apply to the latter, and application may be made at any AF's Branch therefor.

Specimen signature of

Lt Colonel James H. Penick

James H. Penick

Specimen signature of

Major E.J. Giff

Col. Giff

CR.

Joint Director,
FINANCE SUB-COMMISSION.

RESTRICTED 256

DCK/ur

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER 10)

20 February 1945

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

FEB 24 1945

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 Labor employed in Military installations.

Category II - All other labor.

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

b. The local British or United States Labor 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 D-51, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

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

3. Exempting Authorities

a. The following are declared to be Exempting Authorities for the purposes of this instruction:

ACTION ON FILE 256/EC
RESTRICTED

PA
[Handwritten signature]

RESTRICTED

AFHQ Adm. Memo. #10 (cont'd)

- (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 Divots.
- (5) Flag Officer, Northern Area, Mediterranean.
- (6) Flag Officer, TARANTO, Adriatic & 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/ATO.
- (11) Commanding General, NAFO/ATO.
- (12) Commanding General, The Replacement and Training Command, LTOUSA.
- (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 Labor 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:

Comando in Capo del basso Tirreno, Naples.
Territorial HQ Rome.

RESTRICTED

AFHQ Adm. Memo. #10 (cont'd)

Territorial HQ Naples.

Territorial HQ Bari.

Territorial HQ Palermo.

Mil HQ Calabria) Until such time as commitments are taken over
: by territorial HQ at Naples and Rome respective-
Mil HQ Sardinia) ly.

or to other Territorial HQ's 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 Exempting 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 IMIA, 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 IMIA.

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

6. 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.

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 & above.

B. 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.

RESTRICTED

AFHQ Adm. Memo. #10 (cont'd)

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 affect Italian prisoners of war (including cooperators) 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.

BY COMMAND OF FIELD MARCHAL ALEXANDER:

OFFICIAL:

JOHN HARDING
Lieutenant General
Chief of Staff

C. W. Christensen
C. W. CHRISTENSEN
Colonel, ASD
Adjutant General

DISTRIBUTION:

0

2 Incls:

Annex "A"
Annex "B"

RESTRICTED

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

APPENDIX "A" to AFHQ ADM. Memo. #16

*MILITARY
NAVAL
AIR FORCE

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

PARTICULARS

1. SERIAL	2. SURNAME	3. CHRISTIAN NAME	4. MILITARY CLASS	5. MILITARY NUMBER (if any)	6. HOME ADDRESS	7. FATHER'S NAME AND CHRISTIAN NAME	8. NAME OF LAST ITALIAN UNIT IN WHICH SERVING	9. MILITARY DISTRICT TO WHICH BELONGING	10. CIVIL TRADE	11. NATURE OF PRESENT EMPLOYMENT

DECISION OF EXEMPTION AUTHORITY

EXEMPTION GRANTED IN RESPECT OF

SERIAL NOS. FOR THREE MONTHS FROM DATE

EXEMPTION REFUSED IN RESPECT OF

SERIAL NOS.

SIGNATURE

Name of Exemption Authority

Date

Signature

Name of Employing Unit

Date

Signature of

*Delete which

1617

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

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

PARTICULARS

5. MILITARY NUMBER (if any)	6. HOME ADDRESS	7. FATHER'S NAME AND CIVILIAN OCCUPATION	8. NAME OF LAST ITALIAN UNIT IN WHICH SERVED	9. ITALIAN MILITARY DISTRICT TO WHICH BELONGING	10. CIVIL TRADE	11. NATURE OF PRESENT EMPLOYMENT	12. FATHER EMPLOYED WITHIN THE	13. REASONS OF APPLICATION IF SURPLUS TO THE	14. TO BE COMPLETED BY LABOR REPRESENTATIVE WHETHER OR NOT REFUGEE

Signature _____

Signature of Labor Representative. _____

Name of Employing Unit _____

Date _____

Date _____

*Delete whichever is inapplicable.

FORM 101-1 (Rev. 1-1-64) (GPO: 1964 O-340-000)

RICHIESTA DI CERTIFICATO
(Certificate Request)

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

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

della _____
(In servizio presso)
(Occupation)
(Occupation)

Si prega volerlo consegnare del richiedente alla data _____
(It is requested that he be exempted from Military Service)

Firma _____
(Signed)

_____ (date)
(Date)

Dalla Stato Maggiore NS
(Italian HQ Stamp)

HEADQUARTERS ALLIED COMMISSION

AFD 394

MTOUSA

Subject: ADMIN. MEMO. 10Date: 20 FEB. 1945

DIST.

TO	FROM	TO
Chief Commissioner	✓	Political Section
Chief of Staff EXEC. COMM.	2	Stenographic Section
Adm. Div.	✓	Executive Officer (A)
Message Center		Executive Officer (B)
Civil Affairs Section	✓	G-1
DP & Rep.		G-2
Local Govt.		G-3
Public Safety		G-4
Security Division		G-5
Public Health		G-6
Legal	✓	G-7
Education		G-8
Monuments & Fine Arts		G-9
Economic Section	✓	G-10
Recruitment Division		G-11
Agriculture		G-12
Commerce		G-13
Finance		G-14
Property Control Div.		G-15
Post		G-16
Industry		G-17
Mining Division		G-18
Labor	✓	G-19
Public Works & Utilities		G-20
Shipping		G-21
Transportation		G-22

1516

Signature

Remarks & Recommendation

Information

Approval/Disposal

Appropriate Action

Investigation & Report

Dispatch

Remarks

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

256
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: *PIANTINI, OSVALDO.*
TO: *CO 5.*

FEB 20 1945
20 Feb. 1945

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

- ☒ suitable for employment.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

1815

Almaro Bongianni, Jr.
C. A. BONGIANNI
1st LT. AUS
Internal Security Officer

[Handwritten signature]

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

256
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: *DE ANGELIS, PAOLO.*
TO: *COS.*

16 Feb. 1945

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

- ☒ suitable for employment.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

FEB 17 1945

1814

Abnerdabie, T.
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

PA 17

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

785017

258
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: De ANGELIS, EMILIA.
TO : COS.

13 Feb. 1945

FEB 14 1945

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

- ☒ suitable for employment.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

1513

Abnerdotehrie, 114
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

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

256
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: *ERNESTI, GIORGIO*
TO: *COS.*

13 Feb. 1945

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

- ☒ suitable for employment.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

FEB 17 1945

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

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

256 Chief of Staff

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ. Pers/426

10 February 1945
FEB 13 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 1944-24 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.

W. T. Miller

R. T. MILLER
Lt. Col. AGO.
G-1 American

1011

DISTRIBUTION
"D"

10 February 1945
FEB 13 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 Classess, form attached to unnumbered letter, 3-1 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.

H. T. Miller

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

MAIL

DISTRIBUTION
"D"

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

0503

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

785017

ORIGINAL

74

V.F. 1

ALLIED MILITARY GOVERNMENT OF OCCUPIED TERRITORY
GOVERNO MILITARE ALLEATO DEL TERRITORIO OCCUPATO
RECEIPT VOUCHER

Quietanza

A N. 141187

Date

5 Feb 1945

RECEIVED FROM:

Ricevuto da

Chief of Staff

THE SUM OF (IN WORDS):

La somma di (scritto in lettere)

Four thousand two hundred thirty six

IN PAYMENT OF:

In pagamento di

Refund payroll 18.10.45 Jan 45

AMOUNT (IN FIGURES):

La somma di (in cifre)

4260

DISTRICT:

Rome

Receiving officer's signature & rank

W. Swellby

1810

HEADQUARTERS ALLIED COMMISSION

AEO 394

G-1 Section Civilian Personnel

Ref. G-1/civ. Pers/168

7 February

1945

Subject: Civilian Personnel - Information. FEB 8 1945

TO: Chief of Staff Section

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 0800 to 1100 and from 1400 to 1700.

Encl. Request Slip

(4)

1809

R. J. UHLER
Lt. Col. AMB.
G-1(A)

Account 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.

T. D. H. A.
 H. E. UHLER
 Lt. Col. AGH.
 G-1(A)

1809

Incl. Request Slip

(4)

COL MIDOLTON

Recess not
with

Cleared 2/13/45
All destinations
except Rinaldi Gda. who
is to report March 1st

B/1/13/45
Morgan

2/2

206
EXTRACT FROM DAILY BULLETIN NUMBER 37
DATED 6 FEBRUARY 1945

72
FEB 11 1945

3. RECLASSIFICATIONS OF CIVILIAN EMPLOYEES :

(a) Recommendations for pay increase or change in classification received on or before the 5th of the month, if approved, will be effective from the 16th of the same month.

(b) Recommendations received on or before the 25th of the month, if approved will be effective from the 1st of the following month. (G-1 Civ Pers Sec).

[Handwritten signatures and initials are visible in the lower right margin.]

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

785017

Ref: 256/74/307.

Ref: 209

3 Jan 45

STATION : Civilian Hosp.

TO : C-1 Civilian Personnel Section.

Reference your 501/5/A of 3 Feb 45, nominal roll together with cash for period 8-15 February is submitted herewith:-

DE MONTE MARIA 141
D'AMICO LILIANA 142
GIANNI ELIZABETH 143

Heavy Labourers

BRUNTI MICHELIO 144
PIATTINI ENVAISON 145
DE AVELLE DAVID 146

DEIRI ALBERTO 147
SINDONZI GIANNI 148
CORREIA GIOVANNI 149
GARDUCCI GIULIANO 150

*Accounting 240 line in
report for 3 Books
14-15-16
14-15-16*

1867
Chief Staff Officer,
to the Chief of Staff.

1867

256

0

24

Chief of Staff

70

BRADY MATHIS
ALBANY COMMISSION
APR 1945

Office of the Reconstruction Department

3 February 1945

320/4/4

FEB 4 1945

SUBJECT: Civilian War - Office employee.

TO : All Sub-Committees, General and Executive, this Department.

1. The civilian employee's work will be conducted on Thursday, 5 Feb 1945.

2. The military work will only be carried on production of a ticket which is valid for one day only.

3. Booklets of tickets, stating the (20) lire per ticket and ordering the period of sale to be sold in Rome 33, let. 1007, on Monday and Tuesday, 6 and 7 February, between two hours of noon and 1:00, and 1:00 and 2:00. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, sub-committees, divisions, etc. should prepare nominal rolls of all employees wishing to avail themselves of the day-day work. These rolls, together with cash, i.e. 40 lire per person for the period stated above, will be forwarded to Rome 33, let. 1007. The number of copy of nominal roll will be returned for the book received. The required number of booklets the original copy will be returned 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 replacement will be made for stolen tickets, except on termination of employment.

6. Under 1289 Administrative Decree no. 47, dated 14 Nov 44, law (2) lire per day will be applied to be deducted from the 102 through payroll of civilian employees participating in the day-day work.

7. Heavy Laboratory. - Booklets of tickets will also be issued to those employees classified for heavy laboratory work. These employees will no longer report on nominal rolls. No further change will be made against these employees, other than the above (2) lire per day as it prevents being deducted in the payroll.

4.846

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

File

67

Tel. 289

31 January 1945

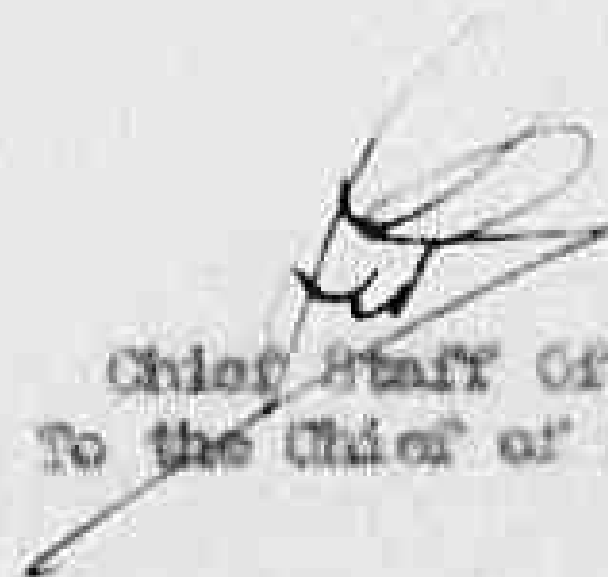
Ref. 256/ - /COS.

SUBJECT: Civilian Employees.

TO : C-1 Civilian Personnel Section.

IM PINALDI

For information and record purposes, it is notified that the above named civilian employee will be absent from duty during the month of February.


Chief Staff Officer,
To the Chief of Staff.

1805

2/2.

ROME 26th JANUARY 1944

JAN 26 1944

To: Chief of Staff Office.

Undersigned messengers would like to present the following:

Working 7 days a week including the holidays, with a rate of 160 Lire per day, they do not have anything else but an extra 50 Lire per week.

Instead if they take their day-off, they do not lose only the rate of the mentioned day, but also the extra pay of 50 Lire, for which a day-off a week cost 210 Lire.

Knowing that the rest of the civilian employees of our rank have a payed holiday a week (see the escorts) we ask you to take care of our request, so, if possible, have the same treatment of the other employees.

Very obliged

Manfredo A. S. S. S.

Giovanni Simonelli

Paolo Caviglioli

working 7 days a week including the holidays, with a rate of 160 Lire per day, they do not have anything else but an extra 50 Lire per week.

Instead if they take their day-off, they do not loose only the rate of the mentioned day, but also the extra pay of 50 Lire, for which a day-off a week cost 210 Lire.

Knowing that the rest of the civilian employees of our rank have a payed holiday a week (see the encoria) we ask you to take care of our request, so, if possible, have the same treatment of the other employees.

Very obliged

Mandelli August

Giovanni Simonelli

Paolo Orsini

Prof. Orsini

Feng uo Fubang

Alberto Simon

Piazzini Orsini

Prof. Orsini

15/10/59

0 5 1 3

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel. 289

Ref. 256/57/008.

26 January 1945

SUBJECT: Civilian Employees.

TO : G-1 Section Civilian Personnel.

Reference your Civ Para/297 of 19 Jan 45, return requested in respect of Civilian Employees of this Office is given below:

<u>NAME</u>	<u>1st NAME</u>	<u>FATHER'S NAME</u>	<u>DATE OF COMMENCING</u>	<u>PAY PERIODS</u> <u>ENTERED</u>
Rinaldi	Ida	Concetto	26 June 44	Nil
De Angelis	Adelia	Girolamo	17 Jan 44	"
D'Alvise	Idiliana	Tullio	12 July 44	"
Manni	Maria	Giulio	7 Aug 44	"
Bonetti	Maria	Gino	25 Sept. 44	"
Girardi	Elizabeth	Giuseppe	4 Nov 44	"
Ernesti	Giorgio	Alberto	16 Aug 44	"
Piantini	Oswaldo	Fasquale	20 July 44	"
De Angelis	Paolo	Francesco	1 Aug 44	"
Lina	Alberto	Renato	16 Aug 44	"
Sinacelli	Gianni	Luigi	29 Sept 44	"
Marchetti	Augusto	Fernando	24 Oct 44	"
Corrigan	Giovanni	Aurelio	11 Jan 45	"
Gargiulo	Giuliano	Fasquale	1 Aug 44	"

Chief Staff Officer,
To the Chief of Staff.

1883

785017

256

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref/G-1/Civ.Pers/325

24 January 45

SUBJECT: Social Insurance (Marchetti, Augusto)

TO : Office of the Chief of Staff - Allied Commission

1. Ref. your ltr 256/55/COS, dtd 23 Jan 45, attached hereto Form S1-2 as requested.

*Transmitted to
Marchetti, Augusto
on 25/1/45
[Signature]*

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

(1) Incl.
Form S1-2

Tel. 289

Ref. 256/55/COS.

23 January 1945

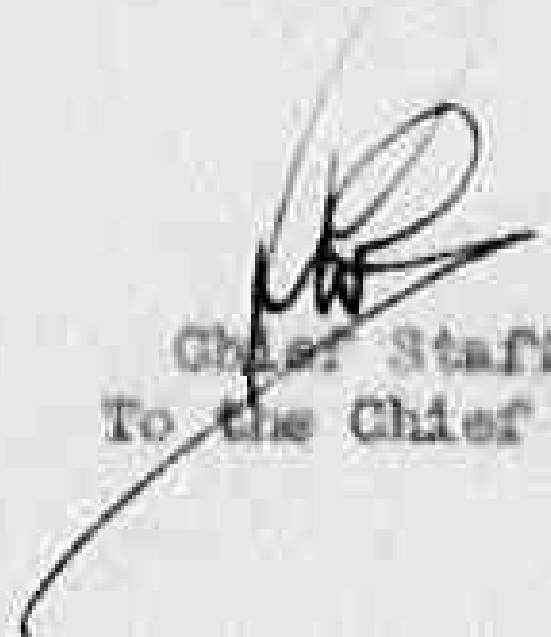
SUBJECT: Civilian Employees.

TO : G-1 (Civilian Personnel Office).

MARCHETTI, ARONTO

1. The above named, who is employed as a Messenger with the Message Centre was married on Sunday, 21 Jan 45 to Signorina DONATI, DIANA.

2. It is requested that Form SI-2 be completed and forwarded to this Office.


Chief Staff Officer,
To the Chief of Staff.

251 Chief of Staff
[Signature] (54)

HEADQUARTERS ALLIED COMMISSION
MSG 394
ESTABLISHMENT SECTION

42.3/EST

18 January 1945

JAN 21 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:

[Signature]

C. A. PARKER
Colonel, Inf.
Executive Officer (US)

DISTRIBUTION:

Less Group III

1799

256450
HEADQUARTERS ALLIED COMMISSION
APO 344
G-3 Section Civilian Personnel

Ref Civ Pers/237

19 January 1945

Subject: Worker's Social Insurance.

JAN 21 1945

To : Chief of Staff

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.

H. J. UNTER
Lt. Col. AGD.
G-3 (A)

1798

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

256
10/17
RESUBMITTED ALLIED COMMISSION

JAN 16 1945

2-1 Section Civilian Personnel

Ref. New Form/055

JAN 16 1945

Subject: Social Insurance Coverage for Italian Civilian
Employed Directly or Indirectly 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 application.

1. Except in unusual cases where separate arrangements may be made, this office will act as a point of contact, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 51, 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: (a) contained in Headquarters Allied Commission Office Memo Number 33, 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 (PS/47) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, latter must include reason for separation. 1, 3, 7

(b) When employment terminated or is interrupted by illness, accident or other non-employment contingency, the employee should be notified of this fact.

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

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of certification, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 67, 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, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-11) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employee and 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 time this office will place his social insurance card (Form SI-11) in a suspense file for a period of 30 days. If worker fails to re-turn during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

*Resubmitted
20 Feb 1979
Vol. 2.*

[Handwritten signature and initials]

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

Ltr 268, 3-1 Civ Pers Letd 8 Jan 49 cont'd.

3. In the event of an employee requesting any benefits for members of his family, a memorandum is to be forwarded to his office giving employee's and father's name. The proper certification (SI-2) will be returned to Section to be given to employee. Civilian 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. Walker

R. T. WALKER
Lt. Col. AGP.
3-1(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"

ALLIED FORCE HEADQUARTERS
A.F.O. 112

ADJUTANT GENERAL (PERSONNEL)
01

16 December 1944.

Social Security Administration, Allied Force
Headquarters, A.F.O. 112

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 (2nd medical care and indemnity for worker during illness).
- (2) Unemployment (indemnity).
- (3) Subsequent (first, second, etc. and indefinite).
- (4) Marriage and divorce (financial aid).
- (5) Invalidity and old age (retirement).

b. In addition, various compensation for accidental injury or death will continue as presently provided under ANQ regulations (accident claims by the insured to Institute for Social Insurance) by means of report form prepared by employee unit).

2. To implement the contract where certain financial information is required and the following is the responsibility assumed by the Allied Forces.

3. The paying officer or his delegate will be responsible for preparation of "Worker's Social Insurance Card" Form C-1 (copy attached as Appendix "a") for each worker employed. The card will be initiated during period of employment.

4. The file will be initially maintained to include cards for all work-ers paid the first pay period after the effective date of the plan. The date of accounting work, from the beginning of social insurance coverage, will be considered as being the date of the effective date of the plan and will be continued in the 3rd of the card, except in the case of employ-ing under previous plan and then in the 4th. The card will be the basis of pay-ment for the entire period of their employment by the Allied Forces. The actual contribu-tion date, when verifiable from records. (See latter procedure, will be of distinct advantage to employee with respect to eligibility for and amount of unemployment, tuberculosis, disability and invalidity benefits).

5. When employment terminates or is interrupted by illness, accident or other emergency termination, the card will be cancelled, certified by the paying officer or his delegate and filed to the records to enable him to establish the social insurance record by turning in the card at the appropriate Italian office. The card will be returned to cover any succeeding period.

1796

1. In addition, workers' compensation for accidental injury or death will continue as previously provided under existing institutional plans being referred to Institute Insurance Information by major reports from reporting employers.

2. To implement the coverage above certain changes in information in reported and the following in the responsibility covered by the allied system.

3. The paying officer or chief clerk will be responsible for preparation of a Worker's Social Insurance Card Form SI-1 (copy attached as appendix "a") for each worker employed. The card will be maintained during period of employment.

4. The file will be initially constituted in inclusion of all work-ers paid the first pay period after the effective date of the plan. The date of normalizing work, from the stipulation of normalizing coverage, will be considered as the date of the plan. The effective date of the plan and will be covered in the 3 of the card, except in the case of employ-ing units which are not to be included in the plan. The date of cover-age for the entire period of the employment by the plan in the actual cover-age date, must be verified from records. (The latter procedure will be of distinct advantage to employer with respect to liability for in amount of unemployment, tuberculosis, disability and hospitalization).

5. When employment terminates or is interrupted by illness, accident or other compensatory coverage, the card will be completed, completed 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 so return to work.

1756

6. When a worker, during the period of employment, wishes to apply for a Social Security Card, or for transfer or birth, allow-ance (i.e., benefit not contingent on it, own application from 1952) a notification will be currently received by the allied worker will be given to him. A request, on the Worker's Employment Status Report Form SI-2 (copy attached as appendix "b") will be information already contained on the Social Insurance Card Form SI-1.

7. A suggested file maintenance procedure is attached hereto for information (see appendix "c").

8. The effective date of this plan is 1 Dec 1944.

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

If the worker is a regular, the card will be completed by the worker through the usual channels in the 7 and 11 days in item 7, 9 and 10, and will be given to the worker. (b) If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card.

3. Card not filled (a) A worker who is a regular or casual in item 2, (b) If the worker is a regular, the card will be given to the worker through the usual channels in the 7 and 11 days in item 7, 9 and 10, and will be given to the worker. (b) If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card.

4. Card not filled (a) A worker who is a regular or casual in item 2, (b) If the worker is a regular, the card will be given to the worker through the usual channels in the 7 and 11 days in item 7, 9 and 10, and will be given to the worker. (b) If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card.

5. Card not filled (a) A worker who is a regular or casual in item 2, (b) If the worker is a regular, the card will be given to the worker through the usual channels in the 7 and 11 days in item 7, 9 and 10, and will be given to the worker. (b) If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card.

6. Card not filled (a) A worker who is a regular or casual in item 2, (b) If the worker is a regular, the card will be given to the worker through the usual channels in the 7 and 11 days in item 7, 9 and 10, and will be given to the worker. (b) If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card. If the worker is a casual, the card will be given to the worker by the supervisor in each case, in the opinion of the supervisor, the worker may be given to the worker without further action or a special card.

ATTENTION TO THE [] No. 61.

1. WOMEN'S SOCIAL INSURANCE CARD, Form SI-1

(FRONT OF CARD)

2. Employment _____ of _____ (First Name) _____ (Last Name) _____ (Full Name)

3. Employment recorded on this card began _____ (Date)

4. Date of termination _____ 5. Pay period _____ Weekly _____ Monthly _____ Bi-weekly _____ Semi-monthly _____

6. Employee worked at least part of each pay period except pay period _____

7. I am _____ periods worked.

(Circle one for each pay period: Final No. circled represents end of pay period as entered in line 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 ended _____ with total of _____

(After last No.) _____

9. Final pay rate _____ day _____ per _____ month _____

10. Reason for ending employment _____

11. WOMEN'S SOCIAL INSURANCE CARD

12. Form SI-1

13. DATE _____

14. Signature _____

15. (Date of card) _____

(BACK OF CARD)

WOMEN'S SOCIAL INSURANCE

This card is valid for the period from the date of issuance to the date of termination, provided the employee has not been discharged or dismissed for cause. The employee must be notified in writing of the date of termination.

1953

1. Periods worked:
 1944-45, 1946-47, 1948-49, 1950-51, 1952-53, 1954-55, 1956-57, 1958-59, 1960-61, 1962-63, 1964-65, 1966-67, 1968-69, 1970-71, 1972-73, 1974-75, 1976-77, 1978-79, 1980-81, 1982-83, 1984-85, 1986-87, 1988-89, 1990-91, 1992-93, 1994-95, 1996-97, 1998-99, 2000-01, 2002-03, 2004-05, 2006-07, 2008-09, 2010-11, 2012-13, 2014-15, 2016-17, 2018-19, 2020-21, 2022-23, 2024-25, 2026-27, 2028-29, 2030-31, 2032-33, 2034-35, etc. 52
 2. Employment record: on this card record (24) total total of

3. Final 1. 1944 2. 1945 3. 1946 4. 1947 5. 1948 6. 1949 7. 1950 8. 1951 9. 1952 10. 1953 11. 1954 12. 1955 13. 1956 14. 1957 15. 1958 16. 1959 17. 1960 18. 1961 19. 1962 20. 1963 21. 1964 22. 1965 23. 1966 24. 1967 25. 1968 26. 1969 27. 1970 28. 1971 29. 1972 30. 1973 31. 1974 32. 1975 33. 1976 34. 1977 35. 1978 36. 1979 37. 1980 38. 1981 39. 1982 40. 1983 41. 1984 42. 1985 43. 1986 44. 1987 45. 1988 46. 1989 47. 1990 48. 1991 49. 1992 50. 1993 51. 1994 52. 1995 53. 1996 54. 1997 55. 1998 56. 1999 57. 2000 58. 2001 59. 2002 60. 2003 61. 2004 62. 2005 63. 2006 64. 2007 65. 2008 66. 2009 67. 2010 68. 2011 69. 2012 70. 2013 71. 2014 72. 2015 73. 2016 74. 2017 75. 2018 76. 2019 77. 2020 78. 2021 79. 2022 80. 2023 81. 2024 82. 2025 83. 2026 84. 2027 85. 2028 86. 2029 87. 2030 88. 2031 89. 2032 90. 2033 91. 2034 92. 2035 93. 2036 94. 2037 95. 2038 96. 2039 97. 2040 98. 2041 99. 2042 100. 2043 101. 2044 102. 2045 103. 2046 104. 2047 105. 2048 106. 2049 107. 2050 108. 2051 109. 2052 110. 2053 111. 2054 112. 2055 113. 2056 114. 2057 115. 2058 116. 2059 117. 2060 118. 2061 119. 2062 120. 2063 121. 2064 122. 2065 123. 2066 124. 2067 125. 2068 126. 2069 127. 2070 128. 2071 129. 2072 130. 2073 131. 2074 132. 2075 133. 2076 134. 2077 135. 2078 136. 2079 137. 2080 138. 2081 139. 2082 140. 2083 141. 2084 142. 2085 143. 2086 144. 2087 145. 2088 146. 2089 147. 2090 148. 2091 149. 2092 150. 2093 151. 2094 152. 2095 153. 2096 154. 2097 155. 2098 156. 2099 157. 2100 158. 2101 159. 2102 160. 2103 161. 2104 162. 2105 163. 2106 164. 2107 165. 2108 166. 2109 167. 2110 168. 2111 169. 2112 170. 2113 171. 2114 172. 2115 173. 2116 174. 2117 175. 2118 176. 2119 177. 2120 178. 2121 179. 2122 180. 2123 181. 2124 182. 2125 183. 2126 184. 2127 185. 2128 186. 2129 187. 2130 188. 2131 189. 2132 190. 2133 191. 2134 192. 2135 193. 2136 194. 2137 195. 2138 196. 2139 197. 2140 198. 2141 199. 2142 200. 2143 201. 2144 202. 2145 203. 2146 204. 2147 205. 2148 206. 2149 207. 2150 208. 2151 209. 2152 210. 2153 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711. 2654 712. 2655 713. 2656 714. 2657 715. 2658 716. 2659 717. 2660 718. 2661 719. 2662 720. 2663 721. 2664 722. 2665 723. 2666 724. 2667 725. 2668 726. 2669 727. 2670 728. 2671 729. 2672 730. 2673 731. 2674 732. 2675 733. 2676 734. 2677 735. 2678 736. 2679 737. 2680 738. 2681 739. 2682 740. 2683 741. 2684 742. 2685 743. 2686 744. 2687 745. 2688 746. 2689 747. 2690 748. 2691 749. 2692 750. 2693 751. 2694 752. 2695 753. 2696 754. 2697 755. 2698 756. 2699 757. 2700 758. 2701 759. 2702 760. 2703 761. 2704 762. 2705 763. 2706 764. 2707 765. 2708 766. 2709 767. 2710 768. 2711 769. 2712 770. 2713 771. 2714 772. 2715 773. 2716 774. 2717 775. 2718 776. 2719 777. 2720 778. 2721 779. 2722 780. 2723 781. 2724 782. 2725 783. 2726 784. 2727 785. 2728 786. 2729 787. 2730 788. 2731 789. 2732 790. 2733 791. 2734 792. 2735 79

Appendix 90 to AFM, 10-1-1960, 10-1-61

RECEIVED 10-1-1960 10-1-61 10-1-61 10-1-61 10-1-61

(NAME OF FUGITIVE)

1. (Last Name) (First Name) (Middle Name) (Suffix)

2. Arrested (Date) (Place) (Agency)

3. Arrested (Date) (Place) (Agency)

4. The above-named fugitive, employed by the United States and has been at employed for (Date) (Place) (Agency)

WARRANT FOR ARREST (Date) (Place) (Agency)

Form 21-2

(NAME OF FUGITIVE)

NAME OF FUGITIVE

This certificate is valid for identification purposes only and is not valid for any other purpose.

Certificate must be submitted with original application form to the nearest law enforcement agency or the nearest Federal Bureau of Investigation office.

Before submitting certificate, you must verify date of capture of fugitive.

If there is no valid identification office in custody where you live, application form and information may be sent to the nearest law enforcement agency.

NOTE: Any alteration of information on this certificate renders it void and punishable by law. If you find this certificate, notify the nearest law enforcement agency.

MEMORANDUM FOR THE RECORD

MEMORANDUM

MEMORANDUM OF THE RECORD, MEMORANDUM

MEMORANDUM

MEMORANDUM OF THE RECORD, MEMORANDUM

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MEMORANDUM OF THE RECORD, MEMORANDUM

MEMORANDUM OF THE RECORD, MEMORANDUM

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This certificate must be requested by you, both in the case of continuing employment 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 National Service.

For this reason it is in your interest to look after the presentation of the certificate so that you do not lose it, since duplications are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the National Service, starting in this way to free you the contribution that you are paying for your work, to the cause of liberation.

THE PRESIDENT,
Gronchi

29 November 1944.

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MINISTERO DELL' INTERNA
DEL CO. LAVORO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani
insediati nelle zone allate.

Questo Ministero ha deciso che da ora in poi, ogni
azione di provvidenza - necessariamente approvata dal Consiglio
dei Ministri - che attiene ad una delle seguenti categorie
delle assicurazioni sociali per invalidità e vecchiaia, per
la disoccupazione, per la tubercolosi, per la malattia e
infortunio, per le malattie e per gli infortuni sul lavoro e le malattie
professionali.

Per ottenere tali benefici dovete rivolgervi al competente
istituto assicuratore territorialmente, con la domanda, un apposito
certificato che vi verrà rilasciato dal Comando delle Forze
Allate.

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

Anche in questi ultimi casi, il certificato ha una grande
importanza per i vostri eventuali diritti ai benefici della
assicurazione sociali, e perciò dovete presentarlo subito alla
Ispettorato regionale delle previdenze sociali, perché possa
provvedere a tener conto, nelle vostre posizioni assicurative,
del periodo di lavoro da voi prestato presso le Forze Allate.

E, quindi, interessa vostro provvedere alla presentazione
del certificato, e di aver cura di non ometterlo, perché non
avremo rilasciato i benefici.

Lo Stato si è addossato le spese dei benefici che vi potranno
conseguire in conseguenza del lavoro prestato alle dipendenze
delle Forze Allate, volendo così più riconoscere il contributo
che con la vostra opera data alla causa della liberazione.

...e la relazione

Per ottenere tali benefici dovete rivolgervi al competente
servizio provinciale di lavoro. Con la domanda, un apposito
certificato che vi verrà rilasciato dal Comune della Vostra
abitazione.

Tale certificato deve essere da voi richiesto alle perenni
per cui abbiate diritto a benefici immediati, sia al momento
della concessione del vostro diritto di lavoro.

Anche in questi ultimi casi, il certificato ha una durata
imporabile per i vostri eventuali diritti ai benefici delle
contribuzioni sociali. I vostri diritti vengono automaticamente
integrati con quelli della previdenza sociale, purché non
provvedere a tener conto. Alle vostre condizioni economiche,
dal momento di lavoro da voi presentate presso la Force allente.

E, quindi, intessere vostro provvedimento alla presentazione
del certificato, e di aver cura di non smarrire perché non
saranno rilasciati duplicati.

Lo Stato si è adoperato la spesa dei benefici che vi potrete
completare in conseguenza del lavoro creato alle dipendenze
della Force allente, volendo per ciò riconoscere il contributo
che con la vostra opera date alla causa della liberazione.

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IL MINISTRO
Groschi

Roma, 25 Novembre 1944

AVVISO AL LAVOR. SOCI DIPENDENTI DALL' I. C.

1. Quando il vostro rapporto di lavoro sia interrotto per malattia o infortunio, potete fare quando esso venga, per qualsiasi ragione, a cessare, il vostro Capo Ufficio diporto, la vostra richiesta, perché vi venga rimborsata.

1. "Worker's Social Insurance Card" da valere per la determinazione del vostro diritto alle prestazioni dell'assicurazione disoccupazione, invalidità, vecchiaia, tubercolosi o malattie, rispetto al periodo di lavoro presso l'I.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 diporto, su vostra richiesta, perché vi venga rimborsato:

il "Worker's Employment Status Report" da valere per la determinazione del diritto alle prestazioni dell'assistenza sanitaria 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 usare per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO EMPLOYEES EMPLOYED BY I. C.

1. When your employ ment is interrupted by illness or accident, or ceases for whatever reason, your office need, 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 I.C.

2. When, during your employment, a member of your family falls ill, or is stricken with tuberculosis, or in case of marriage or childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report" (SI-2), valid for deter-

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vi venga rimborsato:

il "Worker's Employment Status Report", de vedere per le determinazioni del diritto alle prestazioni dell'assistenza sanitaria 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 Certificate Two' osservi fornito, de anche per le determinazioni 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 a "Worker's Social Insurance Card" (SI-1), valid for determining your right to insurance benefits for unemployed, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.C.

2. Then, during your employment, a member of your family, ill, or is stricken with tuberculosis, or in case of marriage or 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 marriages or births.

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.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
6-1. SECTION CIVILIAN PERSONNEL
APO 394

13 January 1945

JAN 13 1945

SUBJECT: Reclassification.

TO : Office of the Chief of Staff

1. Reference your letter & Pers Form 2 dated 12 January 1945

XXX 2. Approval is granted for the reclassification of Bone**1, Mary
Interp/Typist to the status of Interpreter Technical salary to
range from 2860 to 5390 per ~~day~~ month.

Plus Bonus Nov 16.44

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

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

Civ Pers Form 5

Aug 44

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COPY

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A. C. C. CIVILIAN PERSONNEL C-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 referrals».

Classification requested by Office of the Chief of Staff

(Sub-Commission or Section)

Employee's or applicant's name Mary Bonetti

Present job title Interpreter/Typist Proposed title Interpreter/Technical

Job description In her position as technical interpreter in the Office of the Chief of Staff, Miss Bonetti is continually called upon to deal with a variety of Italian civilians whose problems are referred directly to this office by the Chief Commissioner. In such confidential investigations it is essential that the interpreter have an

knowledge of both the English and Italian languages. In

of supervision under which the employees will work. 2. Any supervision by the employees of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assist", "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 interviews and placement referral.

Classification requested by

Office of the Chief of Staff

(Sub-Commission or Section)

Employee's or applicant's name

Mary Bonetti

Present job title

Interpreter/Typist

Proposed title

Interpreter/Technical

Job description

In her position as technical interpreter in the Office

of the Chief of Staff, Miss Bonetti is continually called upon to

deal with a variety of Italian civilians whose problems are referred

directly to this office by the Chief Commissioner. In such ~~confidential~~

investigations it is essential that the interpreter have an

accurate knowledge of both the English and Italian languages. In

this capacity Miss Bonetti has been serving in a superior manner

since the initial date of her employment in this office.

Use back of sheet for additional remarks

Date

12 January 45

Signature

L. A. Sub-Commissioner, CCS

Office of the CCS.

Reference number

Civ Pers Form 2

Aug 44

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

256
ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: *CORIZZA, GIOVANNI (MESSENGER).*
TO : *COS.*

13 JAN 1945

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

- ☒ suitable for employment.
☐ not suitable for employment
☐ may be employed subject to further checking
☐ employment held in abeyance for further investigation

JAN 13 1945

see folio 41
Abner Leticia, Jr.
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

1759
[Signature]

256
Chief of Staff Section

ALLIED FORCES MEMORANDUMS
AFS 4-12

ADMINISTRATIVE MEMORANDUM

NUMBER

621

10 December 1944

COST-OF-LIVING BONUS FOR ITALIAN CIVILIANS UNDER
OF THE ALLIED FORCES

1. Administrative Memorandum Number 48, 1944, is superseded by the following, effective with the commencement of the first pay period subsequent to 8 December 1944. For pay periods that commenced prior to 8 December 1944, and extended beyond such date the provisions of Administrative Memorandum Number 48 are effective and any payments made thereunder are validated.

2. The provisions of this Administrative Memorandum are applicable throughout all liberated Italy at the discretion of District, Base Section, Army or equivalent commanders for the territory under their control.

3. Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in the Allied Forces Basic Wage Scale (see AFHQ Administrative Memorandum Number 47, 1944), all or part of a daily or monthly cost-of-living bonus as set forth in Appendices "A" and "B" hereto.

4. a. The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight hours work, if paid on a daily basis; 26 days work, if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded; for example, from computations and adjustments for overtime pay and family differential.

b. In the case of an employee who does not work a full pay period, the proportion of the bonus which may be paid is to correspond to the proportion of basic wages, excluding overtime, earned during that period.

2. The provisions of this administrative memorandum are applicable throughout all theaters, Italy, of the distribution of District, Home Section, Army or equivalent command for the territory under their control.

3. Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in the Allied Forces Basic Wage Schedule, an administrative memorandum number 47, 1944, all or part of a daily or monthly cost-of-living bonus as set forth in Appendixes "A" and "B" hereto.

4. a. The maximum payable bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight hours work, if paid on a daily basis; 26 days work, if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from computations and adjustments for overtime pay and female differential.

b. In the case of an employee who does not work a full pay period, the proportion of the bonus which may be paid is to correspond to the proportion of basic wage, excluding overtime, earned during that period.

5. Nothing in this administrative memorandum shall be construed as restricting the provisions of AFHQ administrative memorandum number 67, 1944.

By command of Field Marshal ALEXANDER:

W/ C. L. CHRISTENSEN,
C. L. CHRISTENSEN
Colonel, AGF,
Acting Adjutant General.

Enclosures

Appendices "A" and "B".

Reproduced and distributed by Headquarters Allied Commission, 3-1 Sec. Civ. Pers.

APPENDIX "A" TO THE 1966-67 BUREAU OF THE ARMY

JUST-OFF-LIVING BONUS FOR 1-1-1966 CIVILIAN EMPLOYEES
OTHER THAN THOSE COVERED BY APPENDIX "A"

1. Daily Wage Group:

a. Adult Group:

<u>Basic Wage</u>		<u>Maximum</u> <u>Permissible Bonus</u>
Up to and including 120 lire		60 lire
From 121 to 125 lire		57 "
From 126 to 130 lire		55 "
From 131 to 135 lire		52 "
From 136 to 140 lire		50 "
From 141 to 145 lire		47 "
From 146 to 150 lire		45 "
From 151 to 155 lire		42 "
From 156 to 160 lire		40 "

100

b. Juveniles may be paid a just-off-living bonus up to 25 lire per day.

2. Monthly Wage Group:

a. Adult Group:

<u>Basic Wage</u>		<u>Maximum</u> <u>Permissible Bonus</u>
Up to and including 3000 lire		1555 lire
From 3001 to 3100 lire		1532 "
From 3101 to 3200 lire		1480 "
From 3201 to 3300 lire		1430 "
From 3301 to 3400 lire		1380 "
From 3401 to 3500 lire		1330 "
From 3501 to 3600 lire		1300 "
From 3601 to 3700 lire		1230 "

785017

55
52
50
47
45
42
40

c. Juveniles may be paid a cost-of-living bonus up to 25 lire per mo.

2. Monthly Wage Group:

a. Adult Group:

Basic Wage

Up to and including 3000 lire
From 3001 to 3100 lire
From 3101 to 3200 lire
From 3201 to 3300 lire
From 3301 to 3400 lire
From 3401 to 3500 lire
From 3501 to 3600 lire
From 3601 to 3700 lire
From 3701 to 3800 lire
From 3801 to 3900 lire
From 3901 to 4000 lire
From 4001 to 4100 lire
From 4101 to 4200 lire
From 4201 to 4300 lire
From 4301 to 4400 lire
From 4401 to 4500 lire
From 4501 to 4600 lire
From 4601 to 4700 lire
From 4701 to 4800 lire
From 4801 to 4900 lire
From 4901 to 5000 lire
From 5001 to 5100 lire
From 5101 to 5200 lire
From 5201 to 5300 lire
From 5301 to 5400 lire
From 5401 and above

Maximum
Payable Bonus

1560 lire
1530 " "
1480 " "
1430 " "
1380 " "
1330 " "
1300 " "
1230 " "
1180 1707
1130 " "
1080 " "
1040 " "

b. Juveniles may be paid a cost-of-living bonus up to 650 lire per month.

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

10 January 1945

JAN 11 1945

SUBJECT: Employment of Civilians.

TO : Chief of Staff Office

1. Ref your Request dated 10 January 1945

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

as a Messenger at a rate

not exceeding 100 Lire per day ~~XXXX~~

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

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

5. ~~XXXXXX AND YOU XXXXX TO XXXXX AS SOON AS POSSIBLE FOR NECESSARY~~
~~XXXX~~

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

1786

256
HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

9 January '45

SUBJECT: Employment of Civilians.

TO: Chief of Staff Section

JAN 10 1945

1. Ref your request dated 8 January '45
2. Approval is given to the employment of GARGIULO, Giuliano
as a Clerk-Messenger at a rate
not exceeding 100 Lire per day.

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

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

XX

XXXXXX

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

25 *top* 20-5 39
 HEADQUARTERS ARMY COMMISSION

AFS 304

1-1 Section Civilian Personnel

Ref. Civ Pers/27

January 1945

Subject: Civilian Employees - Bonus and Overtime.

JAN 10 1945

To : See Distribution.

1. The following is based on Ltr, HQ AFCS, IS 248/738-0
 174 21 December 1944. Revision is made for the information and
 guidance of all Sections employing civilian divisions.

2. The "Cost of Living Bonus" will not be considered an integral
 part of the wage for the purpose of any computation. All computat-
 ions and adjustments for overtime pay, family 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 permissible bonus
 of any particular month for the month.

EXAMPLE:

A typical Ltr is not subject to 15% reduction, received
 3060 Ltrs each month (1 Oct 44 Basic Wage Rate plus
 10% for Home Allowance). She also receives 1300 Ltrs
 a month "Cost of Living Bonus". She works 2 days
 overtime (or 2 Sundays) each half month.

Half Monthly Pay (Monthly 13 days)	=	1380 L.
Overtime - 2 days = 3060/26 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 permissible bonus of
 any particular month for any one day. Bonus may be paid
 for the weekend consecutive day or any proportional

tion and satisfaction for working day, which is determined by the
work, etc. will be paid during the 1st Oct. 44 basic wage rate, to
which the appropriate "Cost of Living Bonus" may be added.

(a) The "Cost of Living Bonus" for military employees will
not be paid even though the maximum permissible bonus
of any applicable grade for the month.

EXAMPLE

A "Grade 10" is not subject to 15% deduction, receives
3660 base rate, 1st Oct 44 Base Rate plus
50% for four previous years. She also receives 300 lire
a month "Cost of Living Bonus", and works 2 days
over time (at 2.50 lire) each half month.

Base Rate	3660	2.	=	7320
Over time - 2 days	3660/26 X 1 1/2	=	495	
Cost of Living Bonus	300	=	650	
Total pay and bonus for half month		=	8465	

(b) The "Cost of Living Bonus" for military employees will be
not in any case exceed the maximum permissible bonus of
any particular grade for any one day. Bonus may be paid
for the 8th day consecutive day or any proportional
part thereof in the case of a military employee, to be
based on the base rate of the grade (1 Oct 44) and
NOT on the current rate.

EXAMPLE

A female teacher who is subject to 15% deduction,
receives 30 lire per day (1 Oct 44 Base Rate plus 10%
for four previous years). 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" based for 7 days, therefore, should be
computed as follows:

[Handwritten signature]

[Handwritten signature]

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

1st 27th, 6th Div Force, 3 Jan 48 (cont'd)

6 Days at 80 lire per day	= 480 L.
1 Day at 100 lire and 1 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 living 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 cooperative rate for male employees, "60% of living bonus" will be based on the resulting reduced rate and not on the scale for the comparable male grade.

R. T. URLER
Lt. Col. AGC.
G-1 (a)

UNCLASSIFIED

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

Tel : 287

9 Jan 1945

Ref/256/38/001.

SUBJECT : Civilian Employee.

TO : C-1 (A) - Civilian Employment.

TERMINATION

1. Will you please note that the services of above noted civilian employee have been terminated at his own request with effect from 1 Jan 45.
2. 43 pass and civilian food card formerly held by this man are attached hereto.

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

1732

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

785017

31

Vol : 283

8 Jan 1945

Ref: 785/37/000.

SUBJECT : Civilian Employee.

TO : C-1 (A) (Civilian Emp.)

DETAILS

1. Will you please note that the services of above noted civilian messenger have been terminated, with effect from 6 Jan 45.
2. 12 Headquarters pass and civilian food card formerly held by TSTH are returned herewith.

Chief Staff Officer,
To the Chief of Staff. 1701

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

785017

256 m
ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

(36)

SUBJECT: RINALDI, Ida.

TO : Office of COS.

3 January 1945

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

JAN - 4 1945

- ☒ suitable for employment.
- ☐ not suitable for employment.
- ☐ may be employed subject to further checking.
- ☐ employment held in abeyance for further investigation.

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

1780

256
HEADQUARTERS ALLIED COM. ISSUES
230 394
G-1 Section Civilian Personnel

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

23 December 1944

SECRET

TO : Chief of Staff Section 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 delle 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 "Approved Employment" forms and in which case same will apply, as in above paragraph.

W. L. WILSON
M.I. WILSON
Lt. Col. AGD
G-1 American.

1779 3/5

Incl.- Request for inoculations. (14)

Cpl. Middleton
Arrange Please
Mc

256 *Subj. 1*
HEADQUARTERS ALLIED COMMISSION
G-1 Section Civilian Personnel

Ref/G-1/Civ/ ca/231

28 December 1944

SUBJECT: Civilian Employees - Female.

29 DEC 1944

TO : See Distribution.

1. Paragraph 3, 1st. 315 Form/245, and 23 Dec. 44, is amended by the addition of the following:

The following grade will also be closed as a separate female classification, and will not be subject to a 15% deduction.

"Typist" ✓

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

P. T. Miller
P. T. MILLER
Lt. Col. AGD
G-1 (A)

DISTRIBUTION
"D"

1778

PA
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12

28 26 3000
Chief of Staff
 23

HEADQUARTERS ARMY CORP USION

7-1 Section Division Personnel

Ref/G-1/Civ209/245

23 December 1944

SUBJECT: Civilian Employees - Female.

28 Nov 1944

TO : See Distribution.

16231
46231

1. Notice of Pay For Female

a. Attention is directed to Memorandum 23 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100 in of Administrative Memorandum 23 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. It is established that female employees shall be paid 15% less than the comparable rates and salaries for male employees, except where separate female classifications are listed.

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

Example:

(1) Regular rate of Pay (Male Accountant)	5400
(2) Plus 10% for Zone Province	+ 540
(3) Total Salary-Basic Pay (Male Accountant)	5940
(4) Less 15% for Female	- 891
(5) Final Rate Nov 10 1944	+ 5049
(6) Add 16 Nov 44 Bonus	16231
(7) Total Payable	6672

c. The following figures, as shown, give the completed calculation for female employees in the categories mentioned (figures include 10% additions for Zone Province and 15% deduction for female). The November 16 Bonus is authorized in AFHQ Admin. Order, 31 Dec 44, and defined in letter Reference Civ. Pers. No 127 dtd 24 Nov 44 is to be added to

where appropriate female classification names are limited.

3. The official rules of the approved by the Resources Board in that this is subject to the 1944 rate. All calculations, and computations are made on the 1 Oct 44 rate. After such review are arrived at, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15 deduction in the case of female employees, such deduction is made from the 1 Oct 44 rate, and then the proper 16 Nov 44 bonus is added.

Example:

(1) Regular rate of pay (base amount) 5400
 (2) Plus 10% for base increase + 540
 (3) Total Salary-Basic Pay (15% account) 5940
 (4) Less 15% for female 891
 (5) Final Rate for 16 Nov 44 5050
 (6) Plus 16 Nov 44 bonus 150
 (7) Total Rate for 16 Nov 44 5200

4. The following figures, as shown, give the completed calculation for female employees in the categories mentioned (figures include 10% additional for Home Provinces and 15% deduction for female). The November 44 Bonus is authorized in AFHQ Admin. Order, No. 115, and defined in Letter Reference Div. Form. No. 187 3-8 24 Nov 44 is to be added to the rates below.

Grade	16	15
Accountant	2085	5050
Bookkeeper	1870	4675
Clerk, Office	1870	3385
Freightman	1870	4675
Executive	4575	10285
Interpreter, Technical	2410	4560
Mr. Admin. Asst. Clerk Supervisor	2055	5050
Professional Worker	3740	10285
Mr. Admin. Asst. Sub Professional	3365	6360
Messenger, E.S. under 17		65
" " over 17		65
Unskilled labor		50

111-014-1000/215, 111-03-100-44 (cont'd)

2. The following cases will be not subject to a 15% fee of persons and property, and will be classified as follows: (a) cases involving the collection of taxes, (b) cases involving the collection of fees, (c) cases involving the collection of fines, (d) cases involving the collection of penalties, (e) cases involving the collection of interest, (f) cases involving the collection of damages, (g) cases involving the collection of costs, (h) cases involving the collection of expenses, (i) cases involving the collection of other monies, (j) cases involving the collection of other things of value, (k) cases involving the collection of other things of value, (l) cases involving the collection of other things of value, (m) cases involving the collection of other things of value, (n) cases involving the collection of other things of value, (o) cases involving the collection of other things of value, (p) cases involving the collection of other things of value, (q) cases involving the collection of other things of value, (r) cases involving the collection of other things of value, (s) cases involving the collection of other things of value, (t) cases involving the collection of other things of value, (u) cases involving the collection of other things of value, (v) cases involving the collection of other things of value, (w) cases involving the collection of other things of value, (x) cases involving the collection of other things of value, (y) cases involving the collection of other things of value, (z) cases involving the collection of other things of value.

[illegible][illegible]

796.
C. Section and worked
-amp. Location after C. working for 1000 ft.

* Wage increment is 10% for Office Workers, 10 lire for
African students.

$$5050 = 5049 + 1$$

W. T. W. W.
R. T. W. W.
W. T. W. W.
W. T. W. W.

DISTANCE

2

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

Ref. 256/32/COS

22 December 1944.

SUBJECT: Miss Emilia De Angelis.

TO : Regional Commissioner,
Southern Region.

Will you please arrange for the bearer of this letter, Miss Emilia De Angelis, to be allocated a seat on the Naples - Rome courier on the morning of 1 Jan 1945.

Brigadier,
Chief of Staff.

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

RESTRICTED

256

Office of CofS

31

HEADQUARTERS
ALLIED COMMISSION
APO 394

Adj: 300.4

20 December 1944.

20 DEC 1944

SUBJECT: Travel Orders

TO : All Concerned

1. Miss Emilia D'Angelis, Italian civilian, Office CofS, this headquarters, will proceed to Naples, Italy, on or about 24 December 1944 on temporary duty for a period of approximately seven (7) days in connection with activities of the Allied Commission, and upon completion thereof will return to this station.

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

By command of Rear Admiral STONE:

[Signature]
G. B. PATE,
WJSG, USA,
Asst Adjutant.

DISTRIBUTION:

- 2 - Civ coned
- 1 - Dispatch (MTO)
- 1 - Office CofS
- 2 - Files -

1775

[Handwritten initials]
2 1/2

RESTRICTED

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

RESTRICTED

256

Office of CofS

(30)

HEADQUARTERS
ALLIED COMMISSION
APO 394

Adj: 350.4

20 December 1944.

20 DEC 1944

SUBJECT: Travel Orders

TO : All Concerned

1. Miss Maithe Torrigiani, Italian civilian, is relieved from present duty Office CofS, this headquarters, and will proceed to Florence, Italy, on or about 22 December 1944, reporting upon arrival to the Italian Red Cross thereat for duty.

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

By command of Rear Admiral STONE:

[Signature]

G. B. PATS,
WOM, USA,
Asst Adjutant.

DISTRIBUTION:

- 2 - Civ comd
- 1 - Dispatch (WFO)
- 1 - Office CofS
- 2 - Files

1574

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

AFC 354

G-1 Civilian Personnel Section

Ref Civ Pers/234

14 December 1944

16 DEC 1944

Subject: Workmen's Compensation in Italian Territory.

To . . . All Concerned.

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

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

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

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

(c) Advise him or his dependents to apply to the local Office of the Istituto per l'Assicurazione contro gli Infortuni del Lavoro for such medical attention and compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podesta). In case injured persons should if possible, be sent to Ospedale della Istituto Nazionale Infermi No. 9 via Sansepolcro. 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. If there are offices in all towns of sufficient importance, and will arrange to have the injured person collected by ambulance on being so requested.

2564
Chief of Staff

21/128

1. In the event of a civilian employee injured locally by the Armed Forces in Italy, and while on duty, injury or illness arising out of and in the course of such employment, the employer's responsibility or branch will:

- (a) Consider the injury or illness as from the date of injury.
- (b) Advise the employee or his dependents, a certificate of injury in the form of a letter.
- (c) Advise the employee or his dependents to apply to the local office of the Italian Social Security Administration (INPS) for compensation and benefits for such injury or illness. Information as to the date of injury or illness should be furnished to the employee or his dependents as soon as possible. The address of the local office of the Italian Social Security Administration is given in the list of addresses of the Italian Social Security Administration (INPS) in the Italian Social Security Administration (INPS) in the Italian Social Security Administration (INPS).

2. No compensation or medical attention (other than first aid) should be given to the employee or his dependents if the injury or illness is not an office injury. It is the responsibility of the employee or his dependents to obtain medical attention and to have the injured person collected by ambulance or other means requested.

3. The certificate of injury referred to in paragraph 1(b) above will be made out in duplicate and will be forwarded to the Italian Social Security Administration (INPS) for compensation and benefits for such injury or illness. The certificate will be returned to the respective local office. Two copies will be retained for the respective local office. One copy will be retained for the respective local office (see paragraph 1 b) other to be retained for files.

4. A Declaration of Injury, signed by the Italian Social Security Administration (INPS), signed by official supervisor or employee will be forwarded in triplicate with the certificate of injury referred to above paragraph (3).

1 Spec held.

11/2/78

5. These instructions will apply only to Headquarters or Allied Commission. Regions will comply with instructions set forth in AFMSSA Circulars 11, 106, and 132 es. Forces 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. Miller
R. T. Miller
Lt. Col. AFM.
3-1(a)

2-Incls.

- 1- Certificate of Injury.
- 1- Declaration of Injury.

DISTRIBUTION

"P"

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

7-1(a)

2-1000.

- 1- Certificate of Injury.
- 1- Declaration of Injury.

DISTRIBUTION

1000

-2-

88

CONFIDENTIAL

RECEIVED

10/10/77

1. I am/are the person
to be interviewed on the

of _____
at _____
(address)
(location)
Total _____
Total _____
(date)
(time)

the person is _____
radio #1 _____
(person's name)
(date and time)
to be interviewed _____
at _____
(date)
(time)

and killed/investigated at _____
at _____
(date)
(time)

_____ (Name)
_____ (Address)
_____ (City)
_____ (State)
_____ (Zip)

in an accident, consider only of the number of his employ-
ment, information is available to the Bureau and the Department
and will be filled out.

_____ (Name)
_____ (Address)
_____ (City)
_____ (State)
_____ (Zip)

2. The accident occurred in the following circumstances:
_____ (Name)
_____ (Address)
_____ (City)
_____ (State)
_____ (Zip)

(Give short, particular and state whether the accident was
caused by a driver, a driver, a driver, a driver, a driver, a driver,
attributable to any willful or negligent act of the driver,
precisely as to the cause per accident report.)

17,2

(3746) 20 JUNE 1979 741 007 114000
 (417825) 06 JUL 1979 100000

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

785017

27

2314. ATTACHED COPY OF "X" XIN

AMERICAN ARMY

(Name of person)

(Name of person)

certify that

(Name of person)

is a

(Name of person)

who is employed at

(Name of person)

by the American Army at

(Name of person)

born on

(Date, month & year)

(Place of birth)

and

(Name of person)

to

(Name of person)

was injured

(Date, month & year)

while in the performance of duty.

The injured person is at present employed at

(Name of person) and has been employed at (Name of person) since (Date, month & year).

Nature of injury

(Name of person) and is presently employed at (Name of person) since (Date, month & year).

The injured person is at present employed at (Name of person) since (Date, month & year).

(Date)

to age of

(Amount)

The amount is

1221

(Give name & address, if necessary, of person to whom copy is to be sent.)

(Date)

(Father's name) _____ and (Mother's name) _____
 was injured _____ (date and hour) _____
 while in the performance of duty.

The injury occurred in the following manner: _____

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

Nature of injury _____

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

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

(Date)

at a daily wage of _____ (Amount)

The witnesses are _____

1771

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

Attending physician _____

Name-

Address-

Address of O.D.I. or S.I. _____
 nearest place of incident _____

Declaration made _____

(Place)

on _____

(Date)

Signed _____

(Official Superior)

Rank _____

Serial No. _____

Ref: 256/26/003

Tel: 289

11 December 1944.

SUBJECT: Termination of Services of Civilian Employee.

TO : G-1 Civilian Personnel.

TORRIGIANI, Waltha.

1. The above mentioned civilian employee has expressed a desire to terminate her services on 15 Dec 44, the reason being a desire to take up a position outside of the Allied Commission.
2. The services of Miss Torrighani have at all times been satisfactory.

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

1370M
12/12

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

(25)
A civilian is preferred.

Miss Torreyance H
1/46

256 Chief of Staff
10

(24)

HEADQUARTERS ALLIED COMMISSION
APO 194
OFFICE OF THE HEADQUARTERS COMMANDANT

4 December 1944.

5 DEC 1944

SUBJECT: Civilian Mess

TO : All Out-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 regard to sales will be made in the Daily Bulletin.

5. From the money received extra unrationed food-stuffs will be purchased from the open markets. It should be appreciated however by all, that quantities and varieties are restricted, but every effort will be made to make the daily meal plentiful and appetizing.

6. To discuss full details a meeting will be held in Room 27, 1st Floor, on Friday, 8th December 1944 at 1430 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.

R. H. ROBERTSON
R. H. ROBERTSON
Lt Col, 1909
HQ Commandant

[Handwritten signature]

[Handwritten signature]

256
Chief of Staff
23
HQ QUARTERS ALLIED COMMISSION
A20 394
S-1 Civilian Personnel Section.

Ref. Civ. Pers/147

24 November 1944

28 NOV RAD

Subject. Increase of Civilian Wages.

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

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

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

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

- (A) A worker now receiving 45 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
- (B) A worker earning 105 lire and above per day will get a total increase of 40 lire bringing his wage up to 225 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

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

DAILY WAGE GROUP

All figures below in the lire per day read in two

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

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

- (A) A worker now receiving 85 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
- (B) A worker earning 125 lire and above per day will get a total increase of 40 lire bringing his wage up to 165 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5000 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

4. The following is submitted for your guidance ^{for information.}

DAILY RATE GROUP

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

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

Ref. Civ Pers/157 24 Nov 44.

MONTHLY WAGE SCALE

All figures in line per month runs in two columns.

(A) Present Monthly Wage Up to and including	(B) Authorized Monthly Incr.,
3000	1560
3100	1530
3200	1480
3300	1430
3400	1380
3500	1330
3600	1300
3700 to 5000	1200
5100	1230
5200	1180
5300	1130
5400	1080
5500	1040
5600 and over	1040

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

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

H. T. Miller
H. T. MILLER

0572

1100
1130
1080
1040
1040

5300
5400
5500
5600 and over

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

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

H. T. Miller
R. T. MILLER
Lt. Col. AGF.
G-1(A)

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Tel: 289
22 Nov 44

Ref : 256/22/003

SUBJECT : Civilian Employees
TO : G-4 Civilian Personnel.

Reference your Civ. Pers/179 dated 21 November 44, requesting information as to number of the children under 12 years in the families of civilian personnel employed by this office, the following is submitted:

NAME OF EMPLOYEE

Number of Children

Rinaldi Ida	none
Torrigiani Waltha	"
De Angelis Emilia	"
D'Alvise Lilliana	two
Bonetti Maria	none
Mauni Mary	one
Gisardi Marybeth	two
Ernesti Giorgio	one
Piantini Cevaldo	one
De Angelis Paolo	none
Mauni Alberto	"
Tosti Franco	one
Simionelli Gianni	two
Marchetti Augusto	none
Terraduri Enzo	Four

Major L. W. STEARNS

Chief Staff Officer.

Personnel employed by this office, the following is submitted:

NAME OF EMPLOYEE

Pinaldi Ida
Torrigiani Matilda
De Angelis Nadia
D'Alvise Lilliana
Bonetti Maria
Mauri Mary
Girardi Elizabeth
Knaestl Giorgio
Piantini Osvaldo
De Angelis Paolo
Lauri Alberto
Zatti Franco
Giamelli Gianni
Marchetti Augusto
Terraferri Enzo

Number of Children

none
"
"
two
none
one
two
one
one
none
"
one
two
none
Four

107

Major L. W. STEARNS

Chief Staff Officer,
to the Chief of Staff.

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

256 Chief of Staff
21

HEADQUARTERS ALLIED DOMINION
APO 354
C-1 Civilian Personnel Section

21 NOV Recd

Ref. Civ Pers/172

21 November 1944

SUBJECT: Children in Civilian Employee Families.

TO: All Sub-Commissions and Sections.

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

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

C-1 Civilian Personnel Section.

1766

504 22

2

0578

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

Office of the Chief of Staff.

Tel: 289

Transporting Civilian Female Employees
to their homes each night.

256/20/008

Hq Comdt.

21 Nov 4

1. Reference your Memo of 18 Nov 44.
2. It is impracticable to permit female employees of this Office to leave before 1800 hrs.

*Not
Arranged
verbally*

1105

Chief Staff Officer,
To the Chief of Staff.

PA 11/24/44

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

256. 0 19

HEADQUARTERS
ALLIED COMMISSION
DISPATCH OFFICE
APO 394

19 NOV Recd

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

TO: All S/C or Sections.

Please render to this office today (18 Nov.) a list of female employees who
require transport to their home and indicate which day they are not working.

File & BU to CC.

See 20

[Signature]
R. E. ROBERTSON
Lt. Colonel,
Hq. Commandant.

1764

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref/256/13/003.

Tel : 239
17 Nov 1944.

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

It is requested that the salaries of the Civilian Messengers employed by this Office, be increased from November 1st as below : -

From 90 to 100 Lire per day.

From 75 to 90 Lire per day.

Ernesti Giorgio
Piantini Cavaldo
De Angelis Paolo
Linoni Alberto
Testi Franco
Simonelli Gianni

Marchetti Augusto

Chief Staff Officer,
To the Chief of Staff.

Not Sent
As UNNECESSARY.

22

[Handwritten signature]

18

18
11

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

ROYAL CANADIAN MOUNTED POLICE
APO 394
Office of the Chief of Staff

Tel: 289

Ref : 256/17/COS

14 November 1944

SUBJECT : Civilian Employee

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

MARTINIA Alberto

1. Will you please note that the services of above noted civilian messenger have been terminated v.c.f. 13 November 1944.

2. The employee in question has been discharged for being absent from his place of duty during working hours.

Chief Staff Officer,
To the Chief of Staff.

1732

0-582

256 Chief of Staff

HEADQUARTERS
AIR FORCE DIVISION
AIR HQ

G-1 Section, Civilian Personnel

7 November 1944

7 9 NOV Recd

Subject: Civilian Labor Exemption from Military Service.

1. : See Distribution.

1. The Italian authorities have undertaken to provide, beyond previous commitments, aid for employment with the Allied Forces. In the and that the preemption of these units be facilitated it is suggested that the military status of Italians now in Allied employ be scrutinized and stipulated conditions met with.

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

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

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

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

6. Upon the release from employment of any civilian enjoying exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and instruct the employee to

to be sent to the

100-4474

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

3. Applications for exemption will be submitted in triplicate by the Regional Commissioner or Director of Sub-Commission to 50-10-1 Civilian Personnel. Civilian must not be sent to this HQ to make their own applications nor must they make out the forms. This must be done by the aforementioned officials.

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

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

6. Upon the release from employment of any civilian employing exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and instruct the employee to report to the nearest Carabinieri Headquarters for sending to the offices. Italian titles are required.

1731

7. When an applicant's exemption is refused he may be employed until called up by Italian authorities.

8. All existing exemptions, regardless of validity, issued by this HQ prior to 1 October 1944 must be immediately returned to 5-1 Civilian Personnel for re-issuing or rejection and no retroactive pre-dating is to occur after 1 October 1944 will be valid unless subsequently endorsed.

9. Regional Commissioners and Directors of Sub-Commissions will submit a report to 5-1, Civilian Personnel by the first day of each month stating number of accepted personnel employed as of last day of preceding month, number from whom exemptions were withheld and number of exemptions granted in the same period.

U S H 4

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

10. Originals not indicated or examination with original as copy will be kept to file at HQ. All civilian personnel whose copy may be turned in should Office to insure authorization when necessary. A "Certified True Copy" of each exception will be sent to the person to whom it pertains.

11. Copy will be executed in filling out applications and errors will cause refusal of application.

R. T. Williams

S. J. WILSON
Lt. Col. and
3-3(a)

Distribution: "A"

U S H

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

100-100-100
100-100-100

100-100-100

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

MILITARY
NAVAL
AIR FORCE

**APPLICATION FOR EXEMPTION FROM CALL-UP OF ITALIAN
PERSONNEL WITHIN 1014-24 CLASSES**

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

(Signature)

(Name of Employing Unit)

(Date)

(See Other Side)

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

**DECLARATION FOR EXEMPTION FROM CALL-UP OF ITALIAN
PERSONNEL WITHIN 1014-24 CLASSES**

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

(Name of Employing Unit)

(Date)

* Delete whichever is inapplicable

(See Other Side)

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

785017

DECISION OF EXEMPTING AUTHORITY

EXEMPTION GRANTED IN RESPECT OF

Serial Nos.

FOR 3 MONTHS FROM DATE

EXEMPTION REFUSED IN RESPECT OF
Serial Nos.

Signature

Name of Exempting Authority

Date

256

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

5 November 1944

SUBJECT: Employment of Civilians

TO : Chief Staff Officer
(Maj. Stearns)

1. Ref your

256/COS

dated

4 November 1944

2. Approval is given to the employment of Girardi, Elisabetta

as a Interpreter General

at a rate

not exceeding 4290

Lire per day/month.

3. The minimum rate which is 2200. Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

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

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

1759

Civ Pers Form 4

Aug 44

for 2 days.

785017

256 H
HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.

Ref/256/H/OOS.

3 November 1944

SUBJECT : MANNI Mary.

6 NOV Recd

TO : G-1 Civilian Personnel.

The above named civilian employee has proved herself capable and efficient in her duties. It is therefore recommended that commencing November 1st her salary be increased to 3500 Lire per month in accordance with the terms of her employment.

R. W. Stearns
Chief Staff Officer,
To the Chief of Staff. *May*

1st Ind.
HQ. AC/G-1 Civ. Pers. Section.

5 November 1944

TO: Office of the Chief of Staff.

Approved.

N. P. Theodore
N.P. THEODORE
1st Lt. AGD 49
Ass't G-1 (A)

2564
HEADQUARTERS
ALLIED CONTROL COMMISSION
G - I. SECTION CIVILIAN PERSONNEL
APO 394

5 November 1944

6 NOV Recd

SUBJECT: Reclassification.

TO : Office of the Chief of Staff

1. Reference your letter 256/5/30S dated 3 November 1944

XXX 2. Approval is granted for the reclassification of Ernesti, Giorgio
to the status of Messenger salary to

range from 75 to 100 per day, ~~max~~

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

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

Civ Pers Form 5

Aug 44

1757

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

HEADQUARTERS ALLIED COMMISSION
A/C 394
Office of the Chief of Staff

Tel. 283

6 November 1944

Ref. 256/9/308.

SUBJECT: 256/9/308.

RE : C-1 Civilian Personnel.

Reference our 256/6/308 of 3 November, will you please delete Enzo TERNADINI's name from the list as he is still on the Adjutant's payroll.

Chief Staff Officer,
To the Chief of Staff.

Copy to: Adjutant.

1756

HEADQUARTERS ALLIED COMMISSION
APO 334
Office of the Chief of Staff

Ref. 256/ 100.

4th November, 1944

SUBJECT: Civilian Employees.

TO : C-4 (a) (Civilian Employment Office).

Elizabeth GRANT
Admiral Ave. P'orta, Lotta Secondo St.

1. The above noted civilian is considered suitable for employment in the Message Centre of this office as interpreter-general.
2. It is proposed to employ her in the afternoon only with effect from today, 4 November, 1944, at the rate of 40 lire per half day.
3. May approval be given please and the necessary arrangements made.

Chief Staff Officer,
To the Chief of Staff.

1755

PA 4/11

785017

E. Giardi S.P.
A. Boncompagni 30
48133M - Intern. 45

282/cos

7

Rome, October 22th 1944

TO THE ALLIED CONTROL COMMISSION

R O M E

Via Molise

Sirs,

Referring to your advertisement in the Italian Newspaper "Il Corriere di Roma" for clerks wanted, I beg to offer you my services.

I am twenty three years old and I have a good knowledge of foreign languages as english, french and arabic as I am born and lived / till the outbreak of the war (1940) in Egypt - Alexandria. At that date I was invited by the Italian Government to leave that country with my family for I was employed at the Italian Consulate General. My sisters and brothers and my father too are all born in Egypt.

Presently I am employed at the Italian Foreign Office but as I work only in the morning (at noon I am free) and having need of work for I must provide to the support of my family, my father being invalid (8 persons), I apply for a job.

Should your choice fall on me I shall try, by diligence and attention, to deserve your confidence.

Hoping that my application will be favourably received I am Sirs,

Yours faithfully *Nisabeh Giardi*

785017

HEADQUARTERS ALLIED COMMISSION
ATO 394
Office of the Chief of Staff

Ref/256/6/COS.

3 November 1944

SUBJECT : Transfer of Civilian Employees.

TO : G-1 Civilian Personnel.

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

PIANTINI OSVALEX
DE ANGELIS PAOLO
LIURNI ALBERTO
TESTI FRANCO

SIMONELLI GIANNI
TERRAVERA ENZO
MARTELLA ALBERTO
MARNETTI-AUGUSTO

Chief Staff Officer,
To the Chief of Staff.

1753

Cat. To: Adjutant.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.

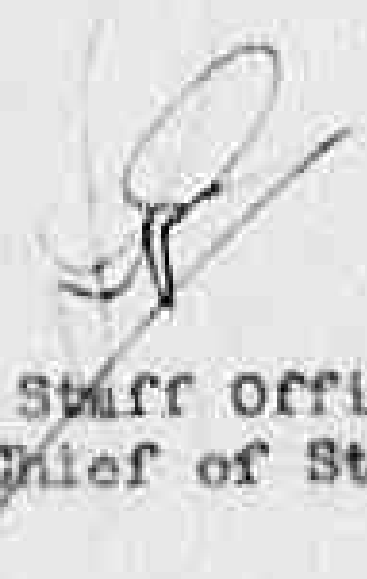
Ref/256/5/008.

3 November 1944

Subject : ERNESTI Giorgio

To : G-1 Civilian Personnel.

It is requested that the classification of the
above named civilian employee be altered as from November 1st
from Clerk to Messenger. The new rate will be 90 Lire per day.


Chief Staff Officer,
To the Chief of Staff.

1732

785017

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff.
+++++

Ref/256/4/OOS.

3 November 1944

SUBJECT : MANHI Mary.

TO : G-1 Civilian Personnel.

The above named civilian employee has proved herself capable and efficient in her duties. It is therefore recommended that commencing November 1st her salary be increased to 3500 Lira per month in accordance with the terms of her employment.


Chief Staff Officer,
To the Chief of Staff.

1751

Office of the Chief of Staff

Transportation of Female Employees

256/3/008.

31 October

4

C-4 Civilian Personnel Section

Reference your letter of 27 October 44, on the above subject
completed forms in respect of female civilian employees of the Office
are forwarded herewith.

Major L. W. STEARNS

Chief Staff Officer,
To the Chief of Staff.

1750

785017

2568

HEADQUARTERS
ALLIED OVERSEAS COMMISSION
G-1 Civilian Personnel Section

APC 384

27 October 1944

SUBJECT: Transportation for FEMALE employees.

25 OCT Recd

TO: Chief of Staff Section

XXXXXXXXXXXXX.

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 sections are required 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 11 - Ground Floor).

S. W. Miller

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

See 3

1749

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

785017

Name of Female Employee

Address

Serjeant Larry Piazza to Rome

Employed by

Sub-Commission.

Officer in Charge

Maj. L.W. STRAIN

1748

HEADQUARTERS
ALLIED CONTROL COMMISSION
AMC 334

23 October 1944

AMC/L

SUBJECT: Payrolls.

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

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

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

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

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 13-day periods, the working month being 26 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.

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

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

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

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

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

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

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

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

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

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

(e) The basic currency of AWO/AGC accounting purposes is the Lira, and foreign currencies must not under any circumstances appear on payrolls.

(f) Official maximum rates of pay must be strictly adhered to as available.

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

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

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

FOR THE VICE-PRESIDENT, ESTABLISHMENTS BRANCH:

W. D. McArthur
W. D. McARTHUR
HQ. Commandant.

256 4
#1A
HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

Tel. No 571
Ref/G-1/Civ.Pers./98

23 October 1944

SUBJECT: Transfer of personnel.

TO ; Chief of Staff Section

BONETTI. MARY

1. Please arrange to pick up the A/M on your pay-roll as of 16 Oct. 44.
2. Miss Bonetti, had been working for G-1 American, Major Stearns, and was loaned to this office until such a time as she would be required in new section by Major Stearns.
3. Miss Bonetti, is carried as an Interpreter-Typist, receiving the maximum wages as such.

N.P. Theodore
N.P. THEODORE
1st Lt. AGD
Ass't G-1 American.

1746

785017

HEADQUARTERS
ALLIED CONTROL COMMISSION
CICP
Office of the Chief of Staff

Ref : H13/COS

20 October 1944

SUBJECT : Transfer of Employee (Manshi, Mary)

TO : G-1 (a)

1. Reference your G-1/Civ. Pers. 91, dated 19 Oct 44.
2. Transfer of Miss Mary Manshi to the Office of the Chief of Staff is agreed.

Sh
Chief Staff Officer
To the Chief of Staff.

Copy to G-1 (B)

1745

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

Ref/G-1/Civ.Pers./91

19 October 1944

SUBJECT: Transfer of employee (Manni, Mary)

TO : G-1 (B)

Reference your G-1B/36/A, dated 18 October 1944.

1. Authority granted for the transfer of the A/M to the office of the Chief of Staff Section, if in accordance with them.

2. Transfer is effected with no change in status of wages.


N. P. THEODORE
1st Lt. AGC
Ass't G-1 (A)

Copy to;
Chief of Staff Section

1744

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