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

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(VOL. II)

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

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VOL. II)

CIVILIAN EMPLOYEES, OFFICE OF THE EXEC. COMMR.
AUG. 1944; JAN. 1945 – JAN. 1946
(1 OF 2)

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

SIGNAL SECTION
HEADQUARTERS ALLIED COMMISSION
APO 394

22 January 1946

SUBJECT: Termination of Employment.

TO: Executive Commissioner's Office.

1. Miss Carla Sittering, telephone switchboard supervisor, is no longer employed with Headquarters Signal Section as 19 January 1946.

2. Miss Sittering has not been paid for 16 and 17 January 1946

/s/ Marley R. Brown, Jr.
MARLEY R. BROWN, JR.
1st Lt., C.E.
Hq Signal Officer

256/19

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

21 January 19 46

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.

1. Reference your letter 256/GC dated 29 December 45.

2. Approval is granted for the reclassification (*) of DI RONCO, Venanzio

Messenger to the status of Clerk GS Salary to

range from 2520 to 3960 per ~~xxx~~ month (Plus Living Bonus)

Effective as of 1o January 46.

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

Copy to : Internal Security.
File.

Civ. Pers. Form 5
Aug. 44

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

21 January 19 46

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.

1. Reference your letter 256/EC dated 29 December 45.

2. Approval is granted for the reclassification (*) of DI ROCCO, Veranzio

Messenger to the status of Clerk ES Salary to

range from: 2420 to 3960 per ~~day~~ month (Plus Living Bonus)

Effective as of 1o January 46.

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

Copy to : Internal Security.
File.

Civ. Pers. Form 5
Aug. 44

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

(CAL C)

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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

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

Classification requested by Hq Signal Section (Executive Comm.)
(Sub-Commission or Section)

Employee's or applicant's name Miss Rose D'Annunzio

Present job title telephone operator Proposed title Admin. Assistent Junior

Job description As supervisor of the headquarters switchboard the duties are as follows. 1. Supervise the operators of the switchboard to insure prompt, courteous and correct operation at all times.

2. In all cases of trouble, complaints or queries for information to correct the trouble, answer all complaints and give any type of information asked for pertaining to the telephone system and organisation of the headquarters.

3. A supervisor is on duty 24 hours a day which means that

The following form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Classification requested by HQ Signal Section (Executive Comm.)
(Sub-Commission or Section)

Employee's or applicant's name Miss Rose D'Annunzio

Present job title telephone operator Proposed title Admin. Assistent Junior

Job description As supervisor of the headquarters switchboard the duties are as follows. 1. Supervise the operators of the switchboard to insure prompt, courteous and correct operation at all times.

2. In all cases of trouble, complaints or queries for information to correct the trouble, answer all complaints and give any type of information asked for pertaining to the telephone system and organisation of the headquarters.

3. A supervisor is on duty 24 hours a day which needs two regularly each supervisor has night duty during which period the complete operation of the switchboard including operation, information and all else is done by them.

Use back of sheet for additional remarks

Date 8 January 1946 Signature

Sub Commission or Section Head

Reference number

Civ. Pers. Form 2
Aug. 44

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A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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

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Classification requested by Hq. Signal Section (Executive Comm.)
(Sub-Commission or Section)

Employee's or applicant's name Miss Carla Sittering

Present job title telephone operator Proposed title Admin. Assistent Junior

Job description As supervisor of the headquarters switchboard the duties are as follows. 1. Supervise the operators of the switchboard to insure prompt, courteous and correct operation at all times.

2. In all cases of trouble, complaints or queries for information to correct the trouble, answer all complaints and give any type of information asked for pertaining to the telephone system and organisation of the headquarters.

3. A supervisor is on duty 24 hours a day which means that regularly each supervisor has night duty during which period the complete operation of the switchboard including operation, information and all else

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Classification requested by Hq. Signal Section (Executive Comm.)
Sub-Commission or Section)

Employee's or applicant's name MissCarla Sittering

Present job title telephone operator Proposed title Admin. Assistent Junior

Job description As supervisor of the headquarters switchboard the duties are as follows. 1. Supervise the operators of the switchboard to insure prompt, courteous and correct operation at all times.

2. In all cases of trouble, complaints or queries for information to correct the trouble, answer all complaints and give any type of information asked for pertaining to the telephone system and organisation of the headquarters.

3. A supervisor is on duty 24 hours a day which means that regularly each supervisor has night duty during which period the complete operation of the switchboard including operation, information and all else is done by them.

Use back of sheet for additional remarks

Date 8 January 1946 Signature John E. Burt
Sub Commission or Section Head

Reference number

Civ. Pers. Form 2
Aug. 44

Capt. Sig. C.
Signal C.

Declassified E.O. 12356 Section 3.3/NND 785017

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

3 January 1946

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner's Office
Signal Section.

1. Ref your request dated 3 January 46.

2. Approval is given to the employment of NIKSIC, Giorgina as a Telephone Operator at a rate not exceeding ~~2750~~ 3960 Lire per ~~xxx~~ month (Plus Living Bonus)

3. The minimum rate which is 2200 Lire per ~~xxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

3 January 1945

SUBJECT *Employment of Civilians*

TO Executive Commissioner's Office
Signal Section.

1. Ref your request dated 3 January 46.

2. Approval is given to the employment of NIKESIC, Giorgina

as a Telephone Operator at a rate

not exceeding ~~2750~~ 3960 Lire per ~~xxx~~/month (Plus Living Bonus)

3. The minimum rate which is 2200 Lire per ~~xxx~~/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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

8+1 2 17

Effective as of 7 January 45.

Civ. Pers. Form 4
Aug. 44

Max Johnson
MAX K. JOHNSON
Capt. Inf.
Asst. G-1 Amer.

(CRC)

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

3 January 1946 1944

SUBJECT *Employment of Civilians.*

TO Executive Commissioner

1. Ref your Request dated 27 Dec. 45

2. Approval is given to the employment of Mussoci. Alfio (M)

as a Telephone Operator. at a rate

not exceeding 3960 Lire per ~~xxx~~ month Plus living bonus.

3. The minimum rate which is 2420 Lire per ~~xxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

11+1

Effective 3 January 46

3 January 1946

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner

1. Ref your Request dated 27 Dec. 45

2. Approval is given to the employment of Musmeci. Alfio (M)

as a Telephone Operator. at a rate

not exceeding 3960 Lire per ~~xxx~~/month Plus living bonus.

3. The minimum rate which is 2420 Lire per ~~xxx~~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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

11+1 B

Effective 3 January 46

Civ. Pers. Form 4
Aug. 44

MAX K. JOHNSON
Capt. Inf.
Asst. G-1 Amer.

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

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CLASSIFICATION QUESTIONNAIRE

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

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Classification requested by Office of Executive Commissioner
(Sub-Commission or Section)

Employee's or applicant's name [redacted]

Present job title [redacted] Proposed title CLERK, English Speaking.

Job description

[redacted] carrys out under the supervision of the Chief Clerk many duties of a general clerical nature. These duties he is performing quite satisfactorily and it is considered he is worthy of being re-classified as a clerk.

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For classification the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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

Classification requested by Office of Executive Commissioner
(Sub-Commission or Section)

Employee's or applicant's name [redacted]

Present job title [redacted] Proposed title CLERK, English Speaking.

Job description

[redacted] carrys out under the supervision of the Chief Clerk many duties of a general clerical nature. These duties he is performing quite satisfactorily and it is considered he is worthy of being re-classified as a clerk.

2 15

Use back of sheet for additional remarks

Date 29 Dec 45 Signature SIMEON R. HOLMES
Sub Commissioner or Section Head

Reference number 256/33

Civ. Pers. Form 2
Aug. 44

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 256/EC. 29 December 1945.

SUBJECT: Termination of Employment.

TO : Miss Lidia Mei,
Via d'Villa Ruffo 27,
Rome.

1. It is regretted that with effect from 31 December 1945 your services will no longer be required by this office.

2. Will you please report to G-1 Civilian Personnel Section of this Headquarters (Room 16, 6th Floor) as soon as possible to obtain clearance and to surrender your AC Pass.

Chief Staff Officer,
to Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 210587

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HEADQUARTERS
ALLIED COMMISSION

Office of the Executive Commissioner
(SECTION)

A P O 334

Reference: 256/30 Date: 29 Dec 45

SUBJECT: *Dismissal of Civilian Employees*

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

1. The following named employee of this Division will be dismissed with effect from: **31 Dec 45**

Name of Employee: **MEI, Lidia**

Classification: **DE TIPIST**

Wage Rate: **4290 + 3640 Hire bonus**

2. Employee is being dismissed for the following reasons:

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

2 13

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

Reference 256/MC

Date 29 Dec 45

SUBJECT: *Dismissal of Civilian Employees*

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

1. The following named employee of this Division will be dismissed with effect from 31 Dec 45

Name of Employee: MEI, Lidia

Classification: INT TYPIST

Wage Rate: 4290 + 3640 lire bonus

2. Employee is being dismissed for the following reasons:

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

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

Name: SIMEON R. HOLMES

Rank: Captain

Title: S.O. III

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS
ALLIED COMMISSION

Office of Executive Commissioner
(SECTION)

APO 334

Reference 256/ED Date 28 Dec 45

SUBJECT: *Dismissal of Civilian Employee.*

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

1. The following named employee of this Division will be dismissed with effect from: 30 Nov 45

Name of Employee: BORGOLINI DINA

Classification : Tele Operator

Wage Rate : 3700 + 3640 lire bonus

2. Employee is being dismissed for the following reasons:

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

Obtained employment elsewhere.

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

Date 28 Dec 45

SUBJECT *Dismissal of Civilian Employees.*

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

1. The following named employee of this Division will be dismissed with effect from: **30 Nov 45**

Name of Employee: **BORGOLENI DINA**

Classification: **Tele Operator**

Wage Rate: **3700 - 3640 Lire bonus**

2. Employee is being dismissed for the following reasons:

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

Obtained employment elsewhere.

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

Name: G. R. BRAYBROOKE

Rank: **Captain**

Title: **SO. III**

Civ. Pers. Form 8
Feb. 45

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HEADQUARTERS
ALLIED COMMISSION

Office of Executive Commissioner
(SECTION)

APO 384

Reference 256/80 Date 28 Dec 45

SUBJECT: *Dismissal of Civilian Employees.*

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

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

Name of Employee: DE NER, LIDIA

Classification : TELE OPERATOR

Wage Rate : 3960 + 960 lire bonus

2. Employee is being dismissed for the following reasons:

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

Found to be unsuitable.

2 cys

to Civilian Personnel Section

Reference 256/20 Date 28 Dec 45

SUBJECT: *Dismissal of Civilian Employee.*

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

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

Name of Employee : DE MEO, LIDIA

Classification : TELE OPERATOR

Wage Rate : 3960 + 640 lire bonus

2. Employee is being dismissed for the following reasons:

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

Found to be unsuitable.

2 cc

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

Name: C. R. BRAYBROOKE

Rank: Captain

Title: G2. III

Civ. Pers. Form 8
Feb. 45

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

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HEADQUARTERS
ALLIED COMMISSION
Office of Executive Commissioner

(SECTION)

APO 334

Reference 256/EC Date 28 Dec 45

SUBJECT: *Dismissal of Civilian Employees*

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

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

Name of Employee: FISCHETTI ALBERTINA

Classification: TELE OPERATOR

Wage Rate: 3960 + 3640 Lire bonus

2. Employee is being dismissed for the following reasons:

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

Found to be unsuitable.

3. Employee has been instructed to report to Civilian Personnel Section [illegible] required clearance.

Declassified E.O. 12356 Section 3.3/NND No. 759017

Reference 256/EC Date 28 Dec 45

SUBJECT: *Dismissal of Civilian Employees*

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

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

Name of Employee : PISCHETTI ALBERTINA

Classification : TELE OPERATOR

Wage Rate : 5960 + 3640 Lire bonus

2. Employee is being dismissed for the following reasons:

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

Found to be unsuitable.

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

Name: C. R. BRAYBROOKE
Rank: Captain
Title: SO. III

Civ. Pers. Form 8
Feb. 45

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

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HEADQUARTERS
ALLIED COMMISSION

Office of Executive Commissioner
(SECTION)

APO 334

Reference 256/20 Date 28 Dec 45

SUBJECT *Dismissal of Civilian Employees.*

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

1. The following named employee of this Division will be dismissed with effect from: 16 Dec 45

Name of Employee : CIACCHINO MARY

Classification : TELE OPERATOR

Wage Rate : 3960 + 3640 Lire bonus.

2. Employee is being dismissed for the following reasons:

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

CIACCHINO was engaged to commence work on 16 Dec 45, but later declined employment.

2659

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

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

Reference: 256/30 Date: 28 Dec 45

SUBJECT: *Dismissal of Civilian Employees.*

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

1. The following named employee of this Division will be dismissed with effect from 16 Dec 45

Name of Employee: GIACCHINO MARY

Classification: TELE OPERATOR

Wage Rate: 3960 + 3640 lire bonus.

2. Employee is being dismissed for the following reasons:

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

GIACCHINO was engaged to commence work on 16 Dec 45, but later declined employment.

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

Name: C. R. BRAYBROOKE

Rank: Captain

Title: SO. III

Civ. Pers. Form 8
Feb. 45

Declassified E.O. 12356 Section 3.3/NND 785017

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HEADQUARTERS ALLIED COMMISSION

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APO 394

G-1 SECTION CIVILIAN PERSONNEL

27 December 1945

DEC 28 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner's Office.
Signal Section.

1. Ref your request dated 17 December 45.

2. Approval is given to the employment of AUTSCH, Amanda as a Telephone Supervisor at a rate not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Declassified E.O. 12356 Section 3.3/NND No. 787501

27 December 1945

DEC 28 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner's Office.
Signal Section.

1 Ref your request dated 17 December 45.

2 Approval is given to the employment of AUTSCH, Amanda

as a Telephone Superviser at a rate

not exceeding 3960 Lire per ~~xxx~~ month.(Plus Living Bonus)

3 The minimum rate which is 2420 Lire per ~~xxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective as of 28 December 45.

Civ. Pers. Form 4
Aug. 44

HARRY GALKIN
1ST. LT. Air Corps
Asst. G-1 Amer.

(CB cooper)

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

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: DANNUNZIO ROSINI

TO: SIGNA Sect. (Sect. Comm.) 20 Dicembre 1945

12 Dec 45

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

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

2107

Brown Capt

Internal Security Officer

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: SITTERDING MARIANNE

TO : Executive Commandant 20 Dec 1946

DEC 27 1946

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

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

[redacted]
1st Lt AUS
Internal Security Officer

(CIC cover)

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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

256

SUBJECT: STUCCO MARIO

TO: MESSMEF Control Bn Det 194 5

DEC 26 1945

Above named has been screened by this office and is judged

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

XXXXXXXXXXXXXXXX
XXXXXXXX
Internal Security Officer

(CIC Central)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

14 December 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Executive Commissioner.

1. Ref. your 256/EC dated 11 December 45.

2. Approval is given to the employment of STOCCO, Mario

as a Clerk at a rate

not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Declassified E.O. 12356 Section 3.3/NND No. 759017

14 December 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Executive Commissioner.

1. Ref. your 256/EC dated 11 December 45.

2. Approval is given to the employment of STOCCO, Mario as a Clerk at a rate not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective as of 17 December 45.

Civ. Pers. Form 4
Aug. 44

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

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

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

14 December 1945

SUBJECT: Re Employment of Civilians.

TO : Executive Commissioner's Office.

1. Ref your 256/EC dated 13 December 45.

2. Approval is given to the re employment of BRANCHETTI, Pina as a Typist/Interp. at a rate not exceeding 4290 Lire per ~~day~~ month (Plus Living Benus)

3. The minimum rate which is // 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Harry Galkin

14 December 45

SUBJECT: Re*employment of Civilians*

TO: **Executive Commissioner's Office.**

1. Ref your 256/EC dated 13 December 45.

2. Approval is given to the re/employment of **BRANCHETTI, Pina**

as a **Typist/Interp.** at a rate

not exceeding 4290 Lire per day/~~xxx~~month **(Plus Living Benus)**

3. The minimum rate which is // 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective as of 1st December 45.

Harry Galkin
HARRY GALKIN
1st Lt AC
f/Lt for Asst. G-1 Amer.

Civ. Pers. Form 4
Aug. 44

Copy to; Internal Security
File

(PAC)

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

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

256

263

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

14 December 1945

SUBJECT: Re *Employment of Civilians.*

TO: Executive Commissioner's Office

1. Ref your 256/EC dated 13 December 45

2. Approval is given to the employment of re PRINGALLI, Annunziata

as a Interp/Gen. at a rate

not exceeding 4290 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is // 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

263

14 December 1945

SUBJECT: Re*employment of Civilians.*

TO: Executive Commissioner's Office

1. Ref. your 256/EC dated 13 December 45

2. Approval is given to the/employment of Re/ PRINCIGALLI, Annunziata

as a Interp/Gen. at a rate

not exceeding 4290 Lire per ~~day~~/month xxx (Plus Living Bonus)

3. The minimum rate which is // 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective as of 1st December 45.

Harry Galkin
f/f/o HARRY GALKIN
1ST. Lt. Air Corps
Asst. G-1 Amer.

Civ. Pers. Form 4
Aug. 44

Copy to. Internal Security
File

(CFL C)

Declassified E.O. 12356 Section 3.3/NND 985017

25c

262

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

11 December 1945

DEC 13 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Executive Commissioner

1. Ref. your request dated 12 December 45.

2. Approval is given to the employment of GIACCHINO, Mary

as a Telephone Operator at a rate

not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

not employed

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

14 December 1945

DEC 1 7 1945

SUBJECT *Employment of Civilians.*

TO Office of the Executive Commissioner

1 Ref your request dated 12 December 45.

2 Approval is given to the employment of GIACCHINO, Mary

as a Telephone Operator at a rate

not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Not employed
R1

Effective as of 16 December 45.

Civ. Pers. Form 4
Aug 44

Harry Galkin
HARRY GALKIN
1ST. LT. Air Corps.
f/f for Asst G-1 Amer.

(R & C)

Declassified E.O. 12356 Section 3.3/NND NO. 785012

254

261

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

14 December 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Executive Commissioner.

1. Ref. your request dated 12 December 45.

2. Approval is given to the employment of SITTERDING, Marianna

as a Telephone Operator at a rate

not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

14 December 1945

SUBJECT *Employment of Civilians.*

TO: Office of the Executive Commissioner.

1. Ref. your request dated 12 December 45.

2. Approval is given to the employment of SITTERDING, Marianna as a Telephone Operator at a rate not exceeding 3960 Lire per ~~day~~ month (Plus Living Bonus)

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective as of 16 December 45.

Civ. Pers. Form 4
Aug 44

f.l for Harry Gaikin
Asst. G-1 Army.

(src)

Declassified E.O. 12356 Section 3.3/NND No. 787017

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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

260

SUBJECT: MEHLER

TO : EXECUTIVE COMMISSIONER

DEC 12 1945

194

Above named has been screened by this office and is judged

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

1939

M. Brown Capt.

by XXXXXXXXXXXXXXXX
XXXXXXXXXX

Internal Security Officer

(CIC COPIES)

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

256

259

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

Let Comm R

SUBJECT: CELLETTI SALVATORE

DEC 13 1945

TO : MESSAGE CENTER

At December 194 5

Above named has been screened by this office and is judged

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

1105

Mr Brown Capt

[redacted]
CIC, XI/S
[redacted]
Internal Security Officer

(Cpl Cooper)

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

258

Ref: 256/20. 13 Dec 45.

SUBJECT: Civilian Employees.

TO : G-1 Civilian Personnel.

Branchetti, Pina - late with IPOW S/C.
Primugalli, Annunziata - late with WDD S/C.

It is confirmed that the above civilian employees have been transferred to the Office of the Executive Commissioner w.e.f. 1 Dec 45.

C.R. Braybrooke

Chief Staff Officer,
To Executive Commissioner.

1337

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

257

(Incl. 1, Ltr Civ Pers/561 dtd 3 July 1945.

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME Miss Emilia De Angelis PRINT NO.

EMPLOYED BY Office of the Executive Commissioner

DATE EMPLOYMENT BEGAN 17 Jan 44

Check one			X

Leaves taken, granted or requested (Show inclusive date)

From	to	Total Days	With Pay (W/P)	Without Pay (W-O/P)
24 Dec 45	2 Jan 46	10		

Requesting authority & Reason

With pay.

Above employee has had no previous leave with pay. She has now requested same for the period opposite to which I have no objection.

C.R. Bingham

Chief Staff Officer.
To Executive Commissioner.

(See Reverse Side)

(1)

1st Ind.

SUBJECT. Leave of absence for: _____

TO . _____ Sub-Commission or Section

1. Leave with pay for _____ days commencing _____
without
hereby authorized.

1956

Date _____ 1945

N.F. THEODORE
1st Lt. AGD
Ass't G-1 (A)

(To be submitted in duplicate)

CIV PERS FORM 17
July 45

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

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN.

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

_____

(Signed)

256/ 255

HEADQUARTERS ALLIED COMMISSION

APO 384

G-1 SECTION CIVILIAN PERSONNEL

6 December 19 45

SUBJECT: Reclassification.

TO: Executive Commissioner

1. Reference your letter 256/EC dated 21 November 1945

2. Approval is granted for the reclassification (*) of GIRARDI, Elizabeth

Int-General to the status of Junior Admin. Assistant Salary to

range from: 2055 to 5050 per ~~XXX~~ month (plus Living Bonus)

Effective as of 1st December 1945

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

1355

Copy to : Internal Security

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

6 December 19 45

SUBJECT: Reclassification.

TO: Executive Commissioner

1. Reference your letter 256/EC dated 21 November 1945

2. Approval is granted for the reclassification (*) of GIPARDI, Elizabeth

Int-General to the status of Junior Admin. Assistant Salary to

range from 2055 to 5050 per ~~XXX~~ month (plus Living Bonus)

Effective as of 1st December 1945

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

1945

Civ. Pers. Form 5
Aug. 44

Copy to : Internal Security
File

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

(CPL COOPER)

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

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

[illegible]

[illegible]

[illegible]

[illegible]

6 December 1945

Adj: 300.4

SUBJECT: Travel Orders

TO : All Concerned

1. Miss Elizabeth Giuseli, Italian civilian, assigned to Office of the Executive Commissioner, (Monuments Section), this Headquarters, will proceed to Trento, Italy, on or about 7 December 1945 on temporary duty for a period of approximately six (6) days in connection with activities of the above-mentioned office. Upon completion of temporary duty will return to this station.

2. Travel by Italian military aircraft is authorized. Travel directed is necessary in the military service.

BY COMMAND OF REAR ADMIRAL STONE:

Joseph Gallazzo
[illegible]
Asst Adjutant

DISTRIBUTION:
3 - Cir concd
1 - Dispatch (ATO)
1 - Office of Exec Comm
1 - Patch Sec
2 - Files

1954

[illegible]

(Sp. Coord)

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

26 4

253

(Incl. 1, Ltr Civ Pers/661 dtd 3 July 1945.

DEC 1945

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME Miss Elizabeth Girardi IDENT NO.

EMPLOYED BY Office of the Executive Commissioner, (Message Center).

DATE EMPLOYMENT BEGAN 5 Nov 1944

Check one			X	Requesting authority & Reason
Leave taken, granted or requested (Show inclusive date) From	to	Total Days		With Pay (W/P) / ~~Without Pay (W-O/P)~~
7 Dec 45	12 Dec 1945	6		With Pay. Above employee has had no previous leave with pay. She has now requested same for the period opposite to which I have no objection.

Chief Staff Officer,
to Executive Commissioner.

(See Reverse Side)

(1)

1st Ind.

SUBJECT. Leave of absence for Girardi Elizabeth

TO . Executive Commissioner Sub-Commission or Section

1. Leave with pay for 6 days commencing 7 Dec 45
XXXXXXX
hereby authorized.

Date 6 December 1945

(To be submitted in duplicate)

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

CIV PERS FORM 17
July 45

(Cpl Cooper)

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

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN.

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

Elizabeth Arnold
(Signed)

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

256 A

251

HEADQUARTERS ALLIED COMMISSION
MESSAGE CENTER
APO 394

4 December 1945

DEC 5 1945

SUBJECT : Leave - Civilian Employees.

TO : Chief Staff Officer to Executive Commissioner.

Miss Elizabeth Girardi, employed in this Message Center is entitled to 6 days leave and is desirous of proceeding to Trento.

May travel orders please be issued to her with authority to travel by military aircraft.

L Seed

S.S.M.
Chief Clerk, Message Centre

1552

see 252

(SSM PICKER)

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: COLLEKASH KENATO

TO : EXECUTIVE COMMISSIONER

Above named has been screened by this office and is judged

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

XXXXXXXXXXXXXXXX
XXXXXXXX
Internal Security Officer.

256

249

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 December 45 1944

DEC 4 1945

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner
Chief Staff Officer

1. Ref your 256/EC dated 1 Dec. 45

2. Approval is given to the employment of Mei, Lidia

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~day~~ month. Plus living bonus.

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1920

Declassified E.O. 12356 Section 3.3/NND No. 785012

1944

DEC 4 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner
Chief Staff Officer

1. Ref your 256/30 dated 1 Dec. 45

2. Approval is given to the employment of Mei, Lidia

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~day~~ month. Plus living bonus.

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1150

Effective 1 Dec. 45

Civ. Pers. Form 4
Aug. 44

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

Declassified E.O. 12356 Section 3.3/NND 785017

254

240

HEADQUARTERS ALLIED COMMISSION

APO 304

G-1 SECTION CIVILIAN PERSONNEL

4 December 45 1944

DEC 4 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner
Chief Clerk

1. Ref your Form 18 dated 3 Dec. 45

2 Approval is given to the employment of Fischetti, Alfonsina

as a Thelephone Operator at a rate

not exceeding 3960 Lire per ~~xxx~~ month. Plus living bonus:

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 4 December 45 1939

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

4 December 45 1944

DEC 4 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner
Chief Clerk

1. Ref your Form 18 dated 3 Dec. 45

2. Approval is given to the employment of Fischetti, Alfonsina

as a Thelephone Operator at a rate

not exceeding 3960 Lire per ~~xxx~~ month Plus living bonus:

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 4 December 45

18-9

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

Civ. Pers. Form 4
Aug. 44

(CC Cashier)

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

247

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 December 45 1944

DEC 4 1945

SUBJECT *Employment of Civilians.*

TO Executive Commissioner
Chief Clerk

1. Ref your Para 18 dated 3 Dec. 45

2. Approval is given to the employment of De Mee, Lidia

as a Telephone Operator at a rate

not exceeding 3960 Lire per ~~xxx~~ month Plus living bonus.

3. The minimum rate which is – 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 4 December 45

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

4 December 45 1944

DEC 4 1945

SUBJECT *Employment of Civilians.*

TO : Executive Commissioner
Chief Clerk

1. Ref your Para 18 dated 3 Dec. 45

2. Approval is given to the employment of De Mee, Lidia

as a Telephone Operator at a rate

not exceeding 3960 Lire per ~~day~~ month Plus living bonus.

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 4 December 45

Harry Galkin
HARRY GALKIN
1ST. LT. AC
Asst. G-1 Amer.

Civ Pers Form 4
Aug. 44

(Ex Cashier)

Declassified E.O. 12356 Section 3.3/NND 785017

Declassified E.O. 12356 Section 3.3/NND No. 735017

246

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 256/246/30 5 December 1945

TO WHOM IT MAY CONCERN.

This is to certify that Miss Lydia Wei is employed in the Office of the Executive Commissioner, and is authorized to enter Headquarters, Allied Commission.

It is understood that this is issued temporarily and will be withdrawn when a permanent AC pass is issued.

Chief Staff Officer,
To Executive Commissioner.

1957

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

29 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner - Message Centre.
Chief Clerk

1. Ref your Para 1 dated 16 Nov. 45

2. Approval is given to the employment of Colcerasa, Renato

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~day~~ month Plus living rents.

3. The minimum rate which is 2520 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 28 Nov. 45

29 November 45 1944

No. 19 [illegible]

SUBJECT *Employment of Civilians.*

To: Executive Commissioner - Passage Centre.
Chief Clerk

1. Ref your Form 3 dated 16 Nov. 45

2. Approval is given to the employment of Calcerano, Renato

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~day~~ month Plus living quarters.

3. The minimum rate which is 2420 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 28 Nov. 45

Harry Galt 1356
Lt Col
Asst. G-1 Amer.

Civ. Pers. Form 4
Aug. 44

(62 c)

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

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

256 Ex Comm. ✓

HEADQUARTERS ALLIED COMMISSION

APO 304

G-1 Section Civilian Personnel

244

27 November 45 19..

NOV 30 1945

SUBJECT: Transfer.

TO : Executive Commissioner - Message Centre. 1
Chief Clerk

1 Reference your letter Request Dated -

2 Approval is granted for the transfer of Livadiotti, Antonio

employed in ~~XXX~~ Economic Sect. Sub-Commission, to Message Center

Sub-Commission.

3 Classification and wage rate to ~~XXXXXXXXXX~~ Messenger
(Grade)

at 100 ~~XX~~ lire per day ~~XXXXX~~ Plus living bonus.

Effective 22 Nov. 45

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

1955

Civ. Pers. Form 6
Nov. 44

Copy to. Economic Section
Internal Security

Harry Goldin
HARRY GOLDIN
1st. Lt. Air Corps.
I.C. for Asst. G-1 Amer.

(4 c)

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

27 November 45 19

SUBJECT: Transfer

To :Chief Commissioner

1. Reference your letter Form 18 dated 21 Nov. 45

2. Approval is granted for the transfer of Pantellini, Riccardo employed in Executive Commissioner Sub-Commission, to Chief Commissioner Sub-Commission (*).

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

at 100 ~~K~~ lire per day ~~week~~ Plus living bonus.

(Effective 4 Nov. 45)

~~EXTENDED~~
~~EXPIRES~~

(*) 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. Executive Commissioner
Internal Security

Harry Galkin
[illegible]
[illegible] Air Corps.
for Asst. G-1 Allied

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

256

242

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

27 November 45 19

NOV 29 1945

SUBJECT: **Transfer**

To : Office of the Executive Commissioner
Message Center Typing Pool.

1. Reference your letter Request dated –

2. Approval is granted for the transfer of Filadore, Lilia

employed in G-1 Br. Sub-Commission, to Message Center

~~Sub-Commission~~ (*).

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

at 2420 to 4290 lire per ~~day~~/month. Plus living bonus.

Effective 16 Nov. 45

~~MILITARY~~
~~NAVAL~~
~~AIR~~
~~American~~

(Last pay received 3510 plus
living bonus)

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

1113

Civ. Pers. Form 6
Nov. 44

Copy to. G-1 Br.
Internal Security

Harry Gelkin
HARRY GELKIN
1ST Lt. Air Corps
Asst. G-1 Amer.

(CPLC)

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

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

241

27 November 45 19
NOV 29 1945

SUBJECT: Transfer

TO : Office of the Executive Commissioner
Message Center Typing Pool.

1. Reference your letter Request Dated -

2. Approval is granted for the transfer of Umbica, Teresa

employed in G-1 (B) Sub-Commission, to Message Centre

~~Sub~~-Commission

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

at 4290 ~~xx~~ lire per ~~xxx~~ month Plus living bonus.

Effective 16 Nov. 45

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

1502

Civ Pers Form 6
Nov 44

Copy to. G-1 Br.
Internal Security.

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

(CAC)

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

256

Ex Germany

240

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: ZIPOLI, FRANCESCO

TO : MESSAGE CENTER

26 November 1945

NOV 29 1945

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

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

1961

[redacted]
Internal Security Officer

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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

239

SUBJECT: [redacted]

TO : MESSAGE CENTER 29 November 1945

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

[X] suitable for employment

[ ] not suitable for employment

[ ] may be employed subject to further checking

[ ] employment held in abeyance for further investigation.

[redacted]

[redacted]

Internal Security Officer

(b)(1)(c)

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 256/EC

1 December 1945

SUBJECT: Civilian Employees.

TO : G-1 Civilian Personnel.

1. It is confirmed that this office is desirous of employing miss Lydia Mei (late with P.W.B.). Will you please make the necessary arrangements, effective 1 December 1945.

2. The request for the services of a typist contained in 256/EC of 23 November 1945 may now be considered satisfied.

Chief Staff Officer,
To Executive Commissioner.

1943

250

237

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

24 November 45

NOV 26 1945

SUBJECT: Reclassification.

TO: Executive Commissioner

1. Reference your letter 256/EC dated 14 Nov. 45

2. Approval is granted for the reclassification (*) of Cerizza, Giovanni

Messenger to the status of Clerk Salary to

range from 2400 to 3960 per ~~day~~ month.

(Plus living bonus)

Effective 16 Nov. 45

1946

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

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

28 November 45

SUBJECT: Reclassification.

NOV 28 1945

TO : Executive Commissioner

1. Reference your letter 256/20 dated 14 Nov. 45

2. Approval is granted for the reclassification (*) of Cerizza, Giovanni

Messenger to the status of Clerk Salary to

range from ~~2400~~ to 3960 per ~~day~~ month.

(Plus living bonus)

Effective 16 Nov. 45

1945

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

Civ. Pers. Form 5
Aug. 44

Copy to. Internal Security

HARRY GALKIN
1ST. LT. Air Corps
Asst. G-1 Amer.

(CA C)

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

256

936

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

24 November 45 19

NOV 26 1945

SUBJECT: Reclassification.

TO: Executive Commissioner

1. Reference your letter 256/EC. dated 14 Nov. 45

2. Approval is granted for the reclassification (*) of Gargiulo, Giuliano

Messenger to the status of Clerk Salary to

range from ~~240~~ to 3960 per ~~day~~ month.

(Plus living bonus)

Effective 16 Nov. 45

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

Copy to: Internal Security

Declassified E.O. 12356 Section 3.3/NND 810587

24 November 45 19

NOV 26 1945

SUBJECT Reclassification.

TO : Executive Commissioner

1. Reference your letter 256/EC. dated 14 Nov. 45

2. Approval is granted for the reclassification (*) of Germiulo, Giuliano

Messenger to the status of Clerk Salary to

range from ~~2400~~ to 3960 per ~~day~~/month.

(Plus living bonus)

Effective 16 Nov. 45

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

Civ. Pers. Form 5
Aug. 44

Copy to. Internal Security

HARRY GOLKIN
1ST. LT. AIR CORPS
Asst. G-1 AFHQ

(CM C)

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

256

255

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

NOV 23 1945

21 November 45 1944

SUBJECT: *Employment of Civilians*

TO: Executive Commissioner (Message Center)

1. Ref your Form 15 dated 20 Nov. 45

2. Approval is given to the employment of Hain: Vein

as a Clerk 3S at a rate

not exceeding 3365 Lire per ~~day~~ month Plus living bonus.

3. The minimum rate which is 2055 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

1946

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

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

NOV 23 1945

21 November 45 1944

SUBJECT *Employment of Civilians.*

TO Executive Commissioner (Message Center)

1. Ref your Form 18 dated 20 Nov. 45

2. Approval is given to the employment of Hain: Vein

as a Clerk ES at a rate

not exceeding 3365 Lire per ~~day~~/month Plus living bonus.

3. The minimum rate which is 2055 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 21 Nov. 45

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

Civ. Pers. Form 4
Aug. 44

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

256

234

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

NOV 23 1945

XXX 21 Nov. 45 1944

SUBJECT *Employment of Civilians.*

TO : Executive Commissioner (Message Center)

1. Ref your Form 18 dated 20 Nov. 45

2. Approval is given to the employment of Celle**i, Silvana

as a Clerk at a rate

not exceeding 1365 Lire per ~~day~~month. Plus living bonus.

3. The minimum rate which is 2055 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

1375

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

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

NOV 28 1945

XXI 21 Nov. 45 1944

SUBJECT *Employment of Civilians.*

TO : Executive Commissioner (Message Center)

1. Ref your Form 18 dated 20 Nov. 45

2. Approval is given to the employment of Celle**i, Silvana

as a Clerk at a rate

not exceeding 1365 Lire per ~~day~~month. Plus living bonus.

3. The minimum rate which is 2055 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

1375

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

✓

Effective 21 Nov. 45

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

Civ. Pers. Form 4
Aug. 44

(ERC)

Declassified E.O. 12356 Section 3.3/NND 785017

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

HEADQUARTERS

ALLIED COMMISSION

Office of the Executive Commissioner

(SECTION)

APO 804

234

Reference 256/120 Date 26 Nov 45

SUBJECT: **Dismissal of Civilian Employees.**

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

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

from **27 Nov 45**

Name of Employee: **BORGOLINI, Iris**

Classification: **Clork Supervisor**

Wage Rate: **5050 + 3570 bonus**

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. **Miss BORGOLINI is leaving her appointment with Allied Commission to proceed to the U.S.**

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

(date)

Name

Rank **Captain**

Title **HQ Communications Officer.**

~~Note: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

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

256

HEADQUARTERS
ALLIED COMMISSION
AFO 394

233

NOV 23 1945

To :- Chief Clerk, Executive Commissioner.

Subject :- Civilian Employees in Message Centre.

The following list shows the civilian employees recently engaged by the Message Centre together with their date of commencement and their trade category.

NAME	DATE OF COMMENCING WORK	TRADE CATEGORY
Celletti Silvana	✓21/11/45	Female Clerk (E speaking
Veni Hain	✓21/11/45	-do- -do- -do-
+ Filaforo Lilia	✓16/11/45✓	Female Typist
+ Umbica Teresa	✓16/11/45✓	-do- -do-(E speaking)
Loy Maria Luisa	✓19/11/45	-do- -do- -do-
Fipoli Francesco	✓20/11/45	Male Messenger
Scuderei Pietro	✓13/11/45	-do- -do-
Antonucci Rinaldo	✓13/11/45	-do- -do-
° Livadiotti Antonio	✓21/11/45✓	-do- -do-

+ Transferred from G. 1 (B)
° Transferred from Economic Section.

2 Sec SSM
W.O.1. 3
Chief Clerk.

22nd November 1945.

(CA COPIES) BRANCHETTI (ANA (Celletti Lia) 1945

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

232

Ref: 256/SC. 23 November 1945.

SUBJECT: Civilian Personnel.

TO : C1 Civilian Personnel Sec.

The services of a good English-speaking Typist are required by this Office immediately. Will you please arrange accordingly.

C. R. BRAYBROOKE

Chief Staff Officer,
To Executive Commissioner.

1972

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

231

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

19 November 1945

SUBJECT: Transfer

To : Executive Commissioner (Message Center)

1. Reference your letter Request dated -

2. Approval is granted for the transfer of Ley, Maria Luisa employed in Land Forces M.M.I/A Sub-Commission, to Exec. Commissioner Sub-Commission (*).

3. Classification and wage rate to remain the same Interp/Typist (Grade) at 4290 to - lire per ~~day~~month. Plus living bonus.

Effective 19 Nov. 45

HARRY O'BRIEN
1ST. Lt. Air Corps
Asst. G-1 Amer.

(*) 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. Land Forces MMIA
Internal Security.

SSM Seed informed
23/11

230

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

19 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Message Center- Executive Commissioner
Chief Clerk

1. Ref your Request dated 18 Nov. 45

2. Approval is given to the employment of Zipoli, Francesco as a Messenger at a rate not exceeding 100 Lire per day/month Plus living bonus.

3. The minimum rate which is 80 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

19 November 45 1916

SUBJECT *Employment of Civilians.*

TO Message Center- Executive Commissioner
Chief Clerk

1. Ref. your Request dated 19 Nov. 45

2. Approval is given to the employment of Zipoli, Francesco

as a Messenger at a rate

not exceeding 100 Lire per day ~~month~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944. 1970

Effective 20 Nov. 45

HARRY GALKIN
1ST. Lt. AC Corps.
Asst. G-1 Amer

ITM Seed informed

Civ. Pers. Form 4
Aug. 44

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

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

156

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

Ex Comm
229

NOV 21 1945

SUBJECT: ENTONUCCI RINALDO

TO : MESSAGE CENTER

AM Nov 21 1945

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

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

[redacted]
Internal Security Officer

(CA COPY)

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

Ex Cultac 228

SUBJECT: SCUDERI PIETRO

TO : MESSAGE CENTER

12 November 1945

NOV 21 1945

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

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

[redacted]
[redacted]
Internal Security Officer

1955

(CPL COOPER)

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

Ex Com 2

DCK/rem

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 49) 17 November 1945

NOV 21 1945

CONDITIONS OF EMPLOYMENT, WAGE SCALES, HOURS AND ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY & SARDINIA

Paragraph 4A(1), AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor:

"(1) All labor will be paid at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F", and "G" until trade-tested. Such trade-testing may be effected on engagement. After being trade-tested employees may receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rate for similar work in industry.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

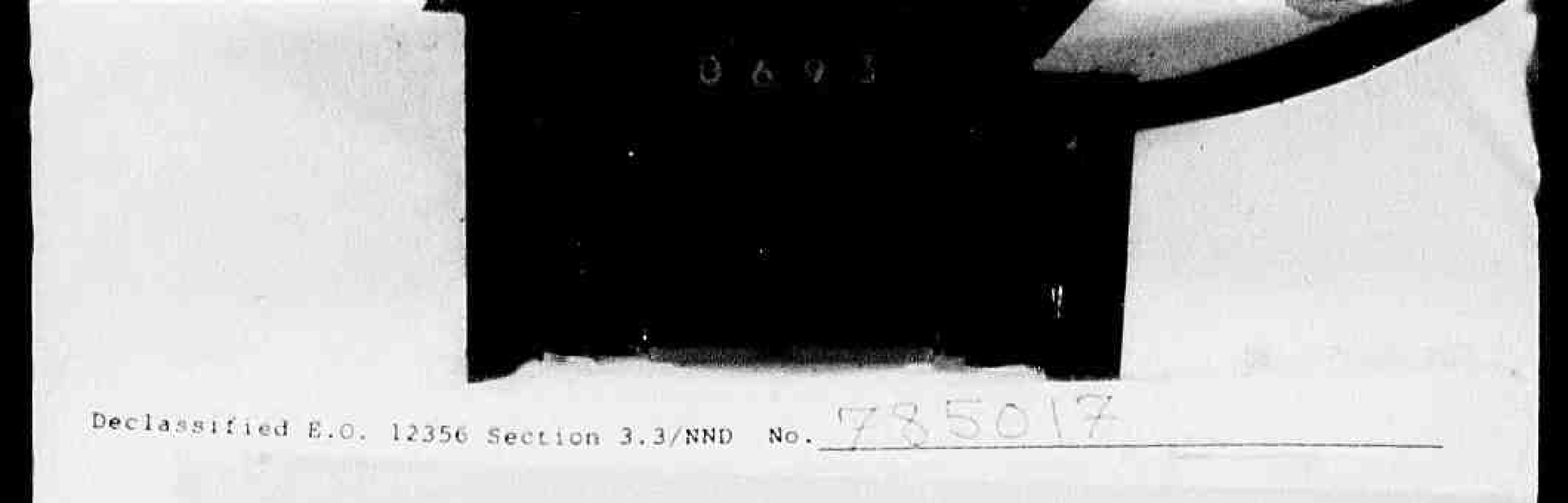
20NOV1945

DISTRIBUTION:
C

1367

Copy to: 72/KC.

(PA COPY K)



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

0693

2926

HEADQUARTERS ALLIED COMMISSION
APO 394

Subject: AFHQ Admin Memo No 49 Date: 17 Nov 43

FOR		TO	FROM		TO
	Chief Officer to CC	✓		Political Advisers	
	Executive Commissioner	2✓		Establishment Section	✓
	Personnel Section			Executive Officer (A)	✓
	Liaison Division			Executive Officer (B)	
	Civil Affairs Section	✓		G-3 (A)	✓
	Dis Or & Relief			G-1 (A) Civilian Pers.	✓
	Local Govt			G-1 (B) for Ex Off & DS	✓
	Int Cots Branch			G-4 (A)	✓
	Public Safety			G-4 (B)	✓
	Security Division			367th Port	✓
	Public Health			Headquarters Commandant	✓
	Local	✓		Allied Civ. Pers. Director	
	Education			Adjutant, Allied Commission	✓
	Economic & Finance			Navy	✓
	Economic Section	✓		Land Forces (FSTL)	✓
	Requisition Branch			Air	✓
	Agriculture			Communications	✓
	Commerce			Civil Censorship Group	✓
	Civ Div			[illegible]	✓
	Finance	✓		Psych Operations Group	✓
	Property Control Div			Public Relations Branch	✓
	Food			[illegible] ation Division	
	Industry			Archivist	
	Mines Division			ALL REGIONS	✓
	Labor			✓ FORNO ZONE	✓
	Public Works & Utilities			Naples Commune	✓
	Finance			ALL ACHOS	✓
	Transportation			Spares	4

Signature
Remarks & Recommendations
Information
Approval/Disposal
Appropriate Action
Investigation & Report
Dispatch

1956

Remarks: SAN
20 Nov 43

A. C. CIVILIAN PERSONNEL G-1 SECTION

225

CLASSIFICATION QUESTIONNAIRE

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

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

Classification requested by **Executive Commissioner**

Employee's or applicant's name **GIRARDI, Elisabeth** (Sub-Commission or Section)

Present job title **Int-General** Proposed title **Junior Admin. Assistant**

Job description **Is responsible for the supervision of all filing in the Message Centre, including office copies of both incoming and outgoing cables and other correspondence. Supervises all translations for Message Centre and Executive Commissioner, and performs duties of Interpreter for Chief Clerk's Office. Also responsible for keeping up-to-date locations of Allied Commission officers and civilians.**

1993

Declassified E.O. 12356 Section 3.3/NND No. 785012

ter and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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

Classification requested by **Executive Commissioner**

Employee's or applicant's name **GIRARDI, Elisabeth** (Sub-Commission or Section)

Present job title **Int-General** Proposed title **Junior Admin. Assistant**

Job description **Is responsible for the supervision of all filing in the Message Centre, including office copies of both incoming and outgoing cables and other correspondence. Supervises all translations for Message Centre and Executive Commissioner, and performs duties of Interpreter for Chief Clerk's Office. Also responsible for keeping up-to-date locations of Allied Commission officers and civilians.**

1903

Use back of sheet for additional remarks

Date **21 Nov 45** Signature *e.s.R. — by the Deputy*

Reference number **256/20** Sub Commissioner or Section Head

Civ. Pers. Form 2
Aug. 44

Declassified E.O. 12356 Section 3.3/NND No. 785012

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

224

Ref: 256/224/ZG

20 November 1945

TO WHOM IT MAY CONCERN

This is to certify that SPAGNOLO Piero, is employed by Headquarters Allied Commission.

C. R. BRADBROOKE

Chief Staff Officer,
To Executive Commissioner.

1154

223

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

16 November 45 1944

SUBJECT *Employment of Civilians.*

TO : Message Centre - Execut. Comm.

1. Ref your Form 13 dated ~~15~~ 14 November 45

2. Approval is given to the employment of Scuderi, Pietro

as a Messenger at a rate

not exceeding 100 Lire per day~~month~~ Plus living bonus

3. The minimum rate which is 80 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 15 November 45

1803

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

16 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Message Centre - Execut. Comm.

1 Ref your Form 18 dated 14 November 45

2 Approval is given to the employment of Scuderi, Pietro

as: Messenger at a rate

not exceeding 100 Lire per day/month Plus living bonus

3 The minimum rate which is 80 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 15th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 15 November 45

1503

CCM Seed informed 17/11

Edward D. Sullivan

EDWARD D. S. SULLIVAN, Jr
Major, Air Corps,
G-1 American.

Civ. Pers. Form 4
Aug. 44

J

Declassified E.O. 12356 Section 3.3/NND 785017

FILE 222 AE

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

12 Sept 45 1944

SUBJECT *Employment of Civilians.*

TO Executive Comm; Message Centre
Sgt. Angelini

1. Ref your Form 3 dated 11 Sept 45

2. Approval is given to the employment of Di Ronco, Venanzio

as a Messenger at a rate

not exceeding 100 Lire per day xxxxx Plus living bonus.

3. The minimum rate which is 80 Lire per day xxxxx 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1002

12 Sept 45

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

12 Sept 45 1944

SUBJECT *Employment of Civilians.*

TO Executive Comm; Message Centre
Sgt. Angelini

1. Ref your Form 3 dated 11 Sept 45

2. Approval is given to the employment of Di Ronco, Venanzio

as a Messenger at a rate

not exceeding 100 Lire per day xxxxx Plus living bonus.

3. The minimum rate which is 80 Lire per day xxxxxx 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 17 Sept 45

Civ. Pers. Form 4
Aug 44

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

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

2221

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

13 November 45 1944

SUBJECT: Re-employment of Civilians.

TO: Executive Commissioner
Capt. Colling

1. Ref your Form 16 dated 9 Nov. 45

2. Approval is given to the employment of Soloviieroff, Tatiana as a Interp/General (F) at a rate not exceeding £290 Lire per day/month plus living bonus.

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1931

Effective 12 Nov. 45

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

13 November 45 1944

SUBJECT Re-employment of Civilians.

TO Executive Commissioner
Capt. Collins

1 Ref your Para 18 dated 9 Nov. 45

2 Approval is given to the employment of Woloshenoff, Tatiana

as a Interp/General (F) at a rate

not exceeding 4290 Lire per day/month Plus living bonus.

3 The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1944

Effective 12 Nov. 45

EDWARD D. S. SULLIVAN,
Major, Air Corps,
C-1 American.

Civ. Pers. Form 4
Aug. 44

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

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

13 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Message Center - Execut. Commissioner
SSU Seed

1. Ref. your Form 18 dated 13 Nov. 45

2. Approval is given to the employment of Mes'ran'onio Carmine as a Messenger at a rate not exceeding 100 Lire per day xxxxhx Plus living bonus.

3. The minimum rate which is 80 Lire per day/xxxxx 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, and not than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

13 November 45 1944

SUBJECT *Employment of Civilians.*

TO : Message Cen'er - Execut. Commissioner
SSU Seed

1. Ref. your Form 18 dated 12 Nov. 45

2. Approval is given to the employment of Eastran'onio Carmine

as a Messenger at a rate

not exceeding 100 Lire per day ~~month~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, and not that immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 14 Nov. 45

EDWARD D. S. SULLIVAN,
Major, Air Corps,
G-1 American.

Not employed

Civ Pers Form 4
Aug 44

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

Declassified E.O. 12356 Section 3.3/NND No. 210827

219

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

13 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Message Center - Execut. Commissioner
SSM Seed

1. Ref your Form 18 dated 13 Nov. 45

2. Approval is given to the employment of Antonucci, Rinaldo as a Messenger at a rate not exceeding 100 Lire per day xxxxx Plus living bonus.

3. The minimum rate which is 80 Lire per day xxxxxx 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

13 November 45 1944

SUBJECT *Employment of Civilians.*

TO Message Center - Execut. Commissioner
GSX Seed

1. Ref your Form 18 dated 13 Nov. 45

2. Approval is given to the employment of Antonucci, Rinaldo

as a Messenger at a rate

not exceeding 100 Lire per day ~~xxxxx~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~xxxxxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 14 November 45

EDWARD D. S. SULLIVAN,
Major, Air Corps,
G-1 American.

SBM Seed informed 16/11

Civ. Pers. Form 4
Aug. 44

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

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R E S T R I C T E D

AAFSS/Gen

ALLIED FORCE HEADQUARTERS
AAF 512

ADMINISTRATIVE MEMORANDUM)
: 2 November 1945
NUMBER 68)
NOV 14 1945

E X H I B I T

II - CONDITIONS OF EMPLOYMENT, RATE OF PAY, HOURS AND ALLOWANCES, FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

1. Paragraph 5c, AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week for all completed hours in excess of eight (8) per day where a normal pay week cannot be established. A normal pay week is a pay week during which hours amounting to forty-eight (48) in total are scheduled over a fixed number of days. The computation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excepted from these conditions are those employees specifically designated in the appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor."

2. Paragraph 2, AFHQ Administrative Memorandum Number 37, 1945, is amended by the deletion of paragraphs 6c (2) and 6c (3) and substituting the following therefor, with effect from 15 October 1945:

"6. b. (2) 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:

Declassified E.O. 12356 Section 3.3/NND No. 785012

Declassified E.O. 12356 Section 3.3/NND No. 785012

...Paragraph 5a, Part I, Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. a. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week for all completed hours in excess of eight (8) per day where a normal pay week cannot be established. A normal pay week is a pay week during which hours amounting to forty-eight (48) in total are scheduled over a fixed number of days. The computation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excepted from these conditions are those employees specifically designated in the appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Overtime should be discouraged on the interests of efficiency and the employment of surplus labor."

2. Paragraph 2, [illegible] Administrative Memorandum Number 37, 1945, is amended by the deletion of paragraphs 6a (2) and 6b (3) and substituting the following therefor, with effect from 15 October 1945:

"6. b. (2) The maximum permissible hours which may be paid is determined by the basic week applicable to the individual. For this purpose, the basic week is the remuneration due to an individual upon completion of:

For Monthly Pare Group

30 days work for hotel, mess and club employees.
26 days for other than hotel, mess and club employees.

1958.

For Daily Pare Group

either 48 hours within any normal work week

or 8 hours on any one day.

Declassified E.O. 12356 Section 3.3/NND No. 785012

APHQ Administrative Memorandum Number 65 (con't'd)

(3) The proportion of bonus payable varies directly with the proportion of basic wage due (as defined in (2) above), subject to the proviso that Cost-of-Living Bonus will not be paid in respect of any day on which no work is performed.

(4) The Cost-of-Living Bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ C.W. Christenberry
/T/ C.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

Extracted by Headquarters
Allied Commission, 9-1 Sect.
Civ. Dure., AEC 394, 21 Apr.45

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

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217

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ACF/rcm

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE ORDER)
: 25 October 1945
NUMBER 47)

NOV 14 1945

NOTICE OF TERMINATION OF EMPLOYMENT TO CIVILIAN EMPLOYEES

1. As military requirements diminish, it becomes necessary to reduce the number of Italian civilian employees in Allied establishments. To make these reductions in force as orderly as possible, the employing services will give adequate notice of discharge whenever possible. It is suggested that casual workers be given a minimum of one weeks' notice, and that office workers be notified two weeks in advance of dismissal.

2. In no circumstances, however, will employees be paid in lieu of notice.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ C.W. Christenberry
/C/ C.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

Reproduced by Headquarters
Allied Commission, T-1 Sect.
Civ. Pers., APO 394, 10 Nov. 1945

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"D"

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1937

(EA COOPER)

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

8 November 45
1944

SUBJECT: *Employment of Civilians.*

TO : Executive Commissioner
(Capt Durst)

1. Ref your request dated 6 Nov 45

2. Approval is given to the employment of RAIMONDI, Paola

as a Jr.Admin.Ass't. F at a rate

not exceeding 5050 Lire per ~~day~~ month. (Plus living bonus)

3. The minimum rate which is * ---- 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 8 Nov 45

8 November 45
1944

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner
(Capt Burns)

1. Ref your reques* dated 6 Nov 45

2. Approval is given to the employment of RAIMONDI, Paola

as a Jr.Admin.Asst. ? at a rate

not exceeding 5050 Lire per ~~xxx~~month (Plus living bonus)

3. The minimum rate which is * ---- 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 8 Nov 45

* Employed previously by another Allied Unit

Edward D S Sullivan

EDWARD D. S. SULLIVAN,
Major, Air Corps.
G-1 American.

Civ. Pers. Form 4
Aug 44

(SOT T)

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

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

256

(15)

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: TICCHETTO ANNA MARIA

TO : EXEC. COMMISSIONER

6 November 1947

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

[X] suitable for employment

[ ] not suitable for employment

[ ] may be employed subject to further checking

[ ] employment held in abeyance for further investigation.

Ex order

1955

[redacted]
[redacted]
Internal Security Officer

(214)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

3 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner
NCO 1/c Message Center

1. Ref your Request dated 1 Nov. 45

2. Approval is given to the employment of Picchetto, Anna Maria

as a Typist/Interp. at a rate

not exceeding 4290 Lire per ~~xxx~~month Plus living bonus.

3. The minimum rate which is 2420 Lire per ~~xxx~~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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Declassified E.O. 12356 Section 3.3/NND No. 759017

3 November 45 1944

SUBJECT: *Employment of Civilians.*

TO: Executive Commissioner
NCO i/c Message Center

1. Ref your Request dated 1 Nov. 45

2. Approval is given to the employment of Picchetto, Anna Maria

as a Typist/Interp. at a rate

not exceeding 4290 Lire per ~~xxx~~month Plus living bonus.

3. The minimum rate which is 2420 Lire per ~~xxxx~~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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 3 Nov. 45

Edward D.S. Sullivan
EDWARD D. S. SULLIVAN,
Major, Air Corps.
G-1 American.

Civ Pers Form 4
Aug 44

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

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

25b

EC (211)

PSF: LSC/403

24 October 1945

DEC 27 1945

Dear Minister Barbareschi:

You wrote on 16 July under reference Prot. No. 17852--502/18 regarding the formation of Internal Commissions by civilian employees of the Allied Forces. It was subsequently explained to you that official regulations did not, at that time, permit the establishment of such Commissions.

I am now able to inform you that, by command of Allied Force Headquarters, workers at military establishments employing more than 20 Italian civilians may organize Internal Commissions. Such establishments have, in fact, been instructed that workers should be encouraged to form Commissions.

The functions of Internal Commissions in Allied establishments have been clearly defined as maintaining liaison between workers and the employing service, presenting grievances or suggestions in respect of wage standards, hours, and working conditions, and making proposals for increasing efficiency.

Yours very truly,

/s/ Ellery W. Stone

ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

Signore Gaetano Barbareschi
Minister of Labor and Social Security
Italian Government
Rome

Enclosure 15/P

1103

(CHIEF WHITE)

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

256 - 1090

Ex Comm (12)

DOK/fm

(210)

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 44)

20 December 1945

OCT 24 1945

SUPPLY OF FOOD TO ITALIAN CIVILIANS FROM CIVILIAN STOCKS
(MILKSHIFT MEAL & OFFICE WORKERS' MEAL)

AFHQ Administrative Memorandum Number 43, 1945, is amended as follows:

1. The fourth sentence of paragraph 10a is amended to read:

"In such cases ATT AFHQ, or Quartermaster Peninsular Base Section will present to HQ AIOCC a consolidated monthly total of the amount issued at the scales authorized in paragraph 5 above and Allied Commission will arrange replacement whether the issue was in Italian Government or AC/AN territory."

2. The second sentence of paragraph 10b is amended to read:

"ATT AFHQ and Quartermaster Peninsular Base Section, as the case may be, will demand allocation of these items, as applicable, in the normal manner from local resources."

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER:

C. T. CHRISTENSEN
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

PA Comm 27/10

Copy to Pol Sec Adv Sec STHQ

24/3/42

(COPY WHITE)

RESTRICTED

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

207

SUBJECT: WASSILCHIKOFF, IRENE

TO: EX. COMM. OFFICE

23 October 1945

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

OCT 23 1945

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

1951

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

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

2 to 8

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

(208)

SUBJECT: DI RONCO, VENANZIO

TO : EXECUTIVE COMMITTEE 22 October 1945

Above named has been screened by this office and is judged

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

1950

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

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

(207)

SUBJECT: NOBILI, FRANCESCO

TO : EXECUTIVE COMMISSIONER

23 October 1945

OCT 23 1945

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

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

15:29

D/C A BONGARZONE
1st LT AUS
Internal Security Officer

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

25641

206

MINISTRY OF FOREIGN AFFAIRS

Ref. 6/I2816/55

18 October 1945

OCT 19 1945

Reference is made to your letter No. 256/192/EC dated 3 October 45. we inform you that this Ministry has no objection to Miss Elisa Girardi's continuing to render her services with the Allied Commission.

/S/ Pauli.

To the Allied Commission
Lt. Col. McCleary
Office of the Executive Commissioner.
APO 394
R O M A

1945

Sqt. (P/A)

Ministero degli Affari Esteri

DIREZIONE GENERALE
DEL PERSONALE E AFFARI GENERALI

Ufficio VII

Protocollo N.° 12815

Riscontro alla nota del 5 5

N.°

Risposta N.°

OGGETTO

Allegati N.°

Roma 18 OTT. 1945

205

In riscontro alla lettera N°256/192/EC del 3 corr., si comunica che nulla osta da parte di questo Ministero a che la Signorina GIRARDI Elisa continui a prestar servizio presso codesta Commissione.

Per ordine

Tardi

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

Protocollo N.° 12816

Riscontro alla nota del 25

N.°

Posizione N.°

OGGETTO

In riscontro alla lettera N°256/192/EC del 3 corr., si comunica che nulla osta da parte di questo Ministero a che la Signorina GIRARDI Elisa continui a prestar servizio presso codesta Commissione.

Fmolino

Italy

1947

Alla Commissione Alleata
Lt. Col. Mc Cleary
Office of the ~~Executive~~ Commissioner
A P O 394
R O M A

Declassified E.O. 12356 Section 3.3/NND No. 787017

256 204

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

17 October 1945

SUBJECT: Reclassification.

TO : Office of the Executive Commissioner.

189

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of PIANTINI, Osvaldo.

Messeng. to the status of Clerk-Office Salary to

range from 2420 to 3960 per ~~xx~~ month, plus cost of Living Bonus.

Effective 1 October 1945.

Copies to Internal Security,
201 File.

N. P. THEODORE
1st Lt. AGD 804
Ass't G 1 (A).

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

Civ. Pers. Form 5

19 10

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

17 October 1945

SUBJECT: Reclassification.

TO: Office of the Executive Commissioner.

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of PIANTINI, Osvaldo.

Messeng. to the status of Clerk-Office Salary to

range from: 2420 to 3960 per ~~xxx~~ month., plus cost of Living Bonus.

Effective 1 October 1945.

Copies to Internal Security,
201 File.

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

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

Civ. Pers. Form 5
Aug 44

Declassified E.O. 12356 Section 3.3/NND No. 759017

203

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

17 October 1945

SUBJECT: Reclassification.

TO : Office of the Executive Commissioner.

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of DE ANGELIS, Paolo.

Messeng; to the status of Clerk- Office. Salary to

range from 2420 to 3960 per ~~xxx~~ month, plus cost of living bonus.

Effective 1 October 1945.

Copies to Internal Security,
201 File.

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

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

Civ. Pers. Form 5

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

17 October 1945

SUBJECT: Reclassification.

TO: Office of the Executive Commissioner.

(187)

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of DE ANGELIS, Paolo.

Messen6; to the status of Clerk- Office. Salary to

range from 2420 to 3960 per ~~xxx~~ month, plus cost of living bonus.

Effective 1 October 1945.

Copies to Internel Security,
201 File.

N. P. THEODORE
1st Lt. AGD
Ass't C of S

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

Civ. Pers. Form 5
Aug 44

Tom (CAL H)

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

252 202

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

17 October 19 45

SUBJECT: Reclassification.

TO : Office of the Executive Commissioner.

(188)

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of ERNESTI, Giorgio

Messeng. to the status of Clerk Salary to

range from 2420 to 3960 per ~~xxx~~ month, plus cost of living bonus.

Effective 1 October 1945.

Copies to Internal Security,
201 File.

W. P. THEODORE
1st Lt. AGD. 204
Ass't G 1 (A)

(*) It is the policy of the Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 15 November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

Civ. Pers. Form 5

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

17 October 19 45

SUBJECT: Reclassification.

TO : Office of the Executive Commissioner.

1. Reference your letter Form 2 dated 25 September 45

2. Approval is granted for the reclassification (*) of ERNESTI, Giorgio

Messeng. to the status of Clerk Salary to

range from 2420 to 3960 per xxx month, plus cost of living bonus.

Effective 1 October 1945.

Copies to Internal Security,
201 File.

N. P. THEODORE
1st Lt. AGD. 804
Ass't G-1 (A)

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

Civ. Pers. Form 5
Aug. 44

Declassified E.O. 12356 Section 3.3/NND No. 759017

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

256 201

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

17 October 1945

SUBJECT: Reclassification.

TO: Office of the Executive Commissioner.

1. Reference your letter Form 2 dated 5 Oct 45

2. Approval is granted for the reclassification (*) of MARCHETTI, Augusto

Messenger to the status of Clerk Salary to

range from 2420 to 3960 per ~~day~~ month., plus cost of living bonus.

Effective 16 October 1945.

Copies to Internal Security.
201 File.

N. F. THEODORE
1st Lt. AGD.
Ass't G-1 (A).

(*) It is the policy of the Headquarters, as determined in A.F.H.Q. Administrative Memorandum No. 4[illegible] dated 16 November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

Civ. Pers. Form 5

17 October 1945

SUBJECT: Reclassification.

TO: Office of the Executive Commissioner.

1. Reference your letter Form 2 dated 5 Oct 45

2. Approval is granted for the reclassification (*) of LARCHETTI, Augusto

Messenger to the status of Clerk Salary to

range from 2420 to 3960 per ~~dx~~ month, plus cost of living bonus.

Effective 16 October 1945.

Copies to Internal Security.
201 File.

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

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

Civ. Pers. Form 5
Aug 44

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

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

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

13 October 1945

SUBJECT : Miss Emilia DE ANGELIS.

TO : Lt. Col. E. TALLENT

Your letter of 5 October 1945 addressed to Maj. Hodgetts has been referred to this office.

I suggest that you be good enough to send Miss De Angelis to this office just prior to the time in which you can dispense with her services, for an interview.

Gordon D. Hutchings
GORDON D. HUTCHINGS
Director
UNRRA Personnel - Rome

SB/cm

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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

FILE

199

OCT 15 1945

SUBJECT: PANTELLINI, RICCARDO

TO : MESS CENTER

11 Oktober 1945

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

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

Screened with the Church

1 - C. A. BONGIARZONE
1st LT. AUS
Internal Security Officer

(CPL. MIDDLETON)

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

HEADQUARTERS

ALLIED COMMISSION

(SECTION)

APO 394

Reference

Date 10 Oct 45

SUBJECT: **Dismissal of Civilian Employees.**

OCT 15 1945

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

1. The following named employee of this Division will be dismissed with effect from Saturday 6 Oct 45.

Name of Employee : FAGOILI GAETANO

Classification : MESSENGER

Wage Rate : 80 per day plus 175 Bonus.

2. Employee is being dismissed for the following reasons:

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

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

(date)

Name R Brannaghs

Rank W.O II.

Title CHIEF CLERK, MESSAGE CENTRE

Note: this form must be submitted in duplicate

Civ. Pers. Form 8
Feb 45

(Ch Nationalities)

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

252

ALLIED COMMISSION

FICE

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: ZODIACALI, Plinio

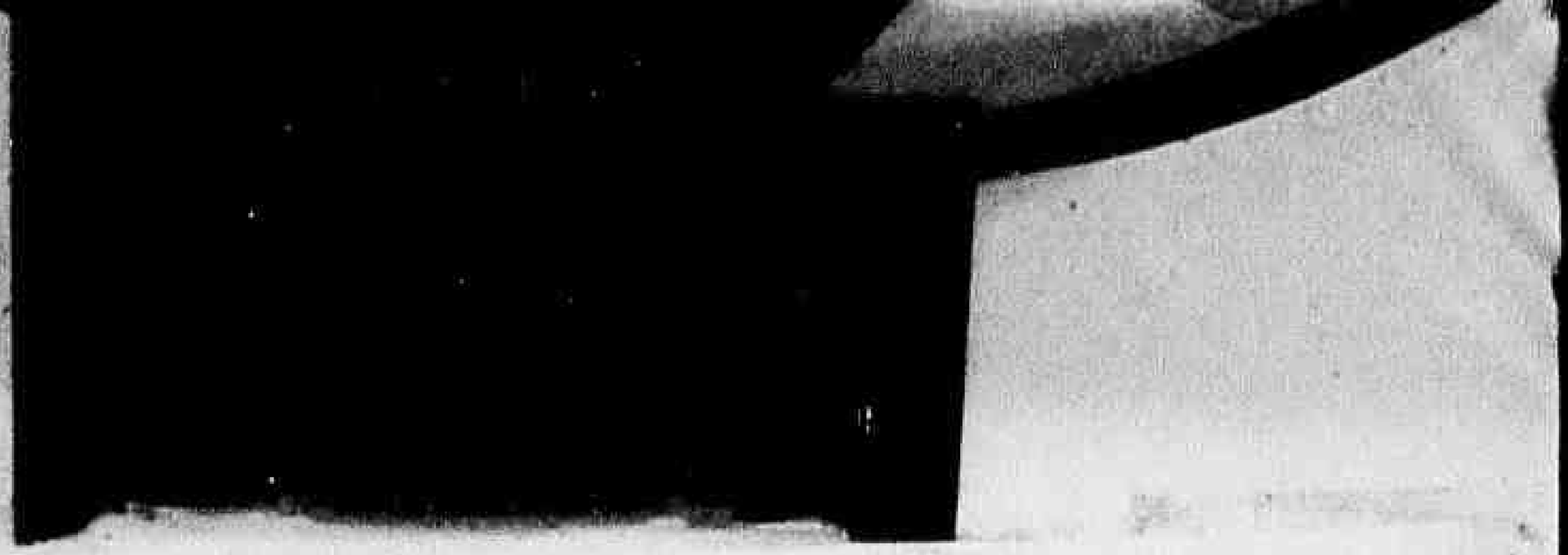
TO : MESSAGE CENTER

1 October 1945

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

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

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



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

2569

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

9 October 45 1944

OCT 1 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Exec. Comm.
Capt. White

1. Ref your Form 3 dated 9 Oct. 45

2. Approval is given to the employment of Wassilchikoff, Irene as a Interp/Tech. at a rate not exceeding 176,15 Lire per day ~~xxxxx~~Plus 140 of Liv.Bon.

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

9 October 45 1944

OCT 1 1945

SUBJECT: *Employment of Civilians.*

TO: Office of the Exec. Comm.
Capt. White

1. Ref your Form 3 dated 9 Oct. 45

2. Approval is given to the employment of Wasilchikoff, Irene as a Interp/Tech. , at a rate not exceeding 176.15 Lire per day/~~month~~Plus 140 of Liv.Bon.

3. The minimum rate which is - 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 9 Oct. 45

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

Civ. Pers. Form 4
Aug. 44

(Pl. Addition)

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

Declassified E.O. 12356 Section 3.3/NND No. 759017

2565

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

10 October 19 45

SUBJECT: Reclassification

TO: Executive Commissioner's Office

1. Reference your letter 256/EC. dated 20 Sept. 45

2. Approval is granted for the reclassification (*) of De Angelis Emilia

Interp/Gen. to the status of Jr.Adm.Asst. (F) Salary to

range from 2055 to 5050 per ~~xxx~~month.

(Plus living bonus)

Effective 1 October 1945

N. P. THEODORE
1st Lt. AGD 804
Ass't G-1 (A).

(*) It is the policy of the Headquarters as determined by A.F.H.Q. Administrative Memorandum No. 41 dated 16 November 1944, that salaries of civilian employees will be increased gradually in accordance with their performance rather than immediately increased to the maximum on completion of the fourteen day probationary period.

Civ. Pers. Form 5 Copy to: Internal Security

10 October 19 45

OCT 1 1945

SUBJECT: Reclassification.

TO : Executive Commissioner's Office

1. Reference your letter 256/EC. dated 20 Sept. 45

2. Approval is granted for the reclassification (*) of De Angelis Emilia

Interp/Gen. to the status of Jr.Adm.Asst. (F) Salary to

range from 2055 to 5050 per ~~xxx~~month.

(Plus living bonus)

Effective 1 October 1945

N. P. THEODORE
1st Lt. AGD 804
Ass't G. I. (A).

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

Civ. Pers. Form 5
Aug. 44

Copy to. Internal Security

1937

(Col Monteith)

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

2564

Ex Commissioner (Executive)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

174

8 October 45 1944

SUBJECT *Employment of Civilians.*

OCT - 9 1945

TO Executive Comm. (Message Center)
SQMS Kavanagh

1. Ref your Form 3 dated 8 Oct. 45

2. Approval is given to the employment of Pantellini, Riccardo as a Messenger at a rate not exceeding 100 Lire per day ~~xxxxx~~ Plus liv.bonus.

3. The minimum rate which is 80 Lire per day ~~xxxxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

N. F. THEODORE
1st Lt. AGD 204
Ass't G-1 (A) 1506

Effective 9 Oct. 45

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

8 October 45 1944

SUBJECT: *Employment of Civilians*

OCT - 8 1945

TO: Executive Comm. (Message Center)
SQMS Kavanagh

1. Ref your # ors 3 dated 8 Oct. 45

2. Approval is given to the employment of Pantellini, Riccardo as a Messenger at a rate not exceeding 100 Lire per day ~~xxxxx~~ Plus liv.bonus.

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

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

Effective 9 Oct. 45

Civ Pers. Form 4
Aug. 44

CM/ Recommended SGMS KAVANAGH 9/10

(CM/THOMPSON)

Declassified E.O. 12356 Section 3.3/NND No. 759017

193

Ref: 256/193/EC

5 October 1945

SUBJECT: Italian Civilian Employees

TO : Major C. E. Hodgetts
UNRRA

Miss Emilia De Angelis

1. In confirmation of my telephone conversation with Mr. Keeny on 29 September 1945 I shall very much appreciate if you will place the above-named on your list of applicants for future employment with a view to her securing an appointment with UNRRA on the termination of her employment with the Allied Commission.

2. It is not at the present time anticipated that the services of Miss De Angelis will be dispensed with before the end of the year but when she is available I shall arrange for you to be so advised.

3. She has had a very good education -- completed three years at High School and obtained the "Abilitazione Magistrale" Diploma entitling her to teach in elementary schools; also attended the Commercial School for three years.

4. She has been employed in my office since 17 January 1944, since when she has acquired a good knowledge of the English language.

5. While in my office she has been employed as a typist, interpreter, registry clerk of incoming and outgoing mail and supervised the distribution of mail internally within the Headquarters.

6. She is very neat and tidy in all that she does and at all times is very smartly dressed.

7. I have no hesitation in recommending Miss De Angelis for a position in line with her qualifications and hope that when her services are available you will be able to offer her employment on your

1183

Declassified E.O. 12356 Section 3.3/NND No. 785012

1. In confirmation of my telephone conversation with Mr. Keeny on 29 September 1945 I shall very much appreciate if you will place the above-named on your list of applicants for future employment with a view to her securing an appointment with UNRRA on the termination of her employment with the Allied Commission.

2. It is not at the present time anticipated that the services of Miss De Angelis will be dispensed with before the end of the year but when she is available I shall arrange for you to be so advised.

3. She has had a very good education -- completed three years at High School and obtained the "Abilitazione Magistrale" Diploma entitling her to teach in elementary schools; also attended the Commercial School for three years.

4. She has been employed in my office since 17 January 1944 since when she has acquired a good knowledge of the English language.

5. While in my office she has been employed as a typist, interpreter, registry clerk of incoming and outgoing mail and supervised the distribution of mail internally within the Headquarters.

6. She is very neat and tidy in all that she does and at all times is very smartly dressed.

7. I have no hesitation in recommending Miss De Angelis for a position in line with her qualifications and hope that when her services are available you will be able to offer her employment on your staff where I am sure that she will render the same splendid service as she has done in my office. 1945

Chief Staff Officer
To the Executive Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785047

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

Ref: 256/192/30

3 October 1945

SUBJECT: Miss Elizabeth Girardi

TO : Italian Ministry for Foreign Affairs
(Direzione Generale del Personale - Ufficio II)

1. I am informed by Miss Elizabeth Gerardi that she has been requested to return to the Italian Ministry for Foreign Affairs for duty.

2. I do not know the urgent need you may have for her services, but I would appreciate, provided her future employment with your Ministry will thereby not be impaired, if you could see your way to permit her meantime to continue in the employment of this Headquarters where she is doing a splendid job of work as an interpreter. I shall be pleased if you will indicate your agreement.

For the Chief Commissioner:

Brigadier
Executive Commissioner

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

(192A)

To : Mr. P. KAVANAGH - WO - Chief Clerk of the Message Centre

1. My former employers, the Italian Ministry of Foreign Affairs, have requested me to return to work at their Office immediately.

2. I am not anxious to return to their employ, will it be possible for me to have an official letter from this Headquarters sent to the Italian Ministry Office, Rome, requesting them to defer my re-employment in the Italian Ministry inasmuch as my services are needed by this Headquarters.

3. When the Italian Consulate is again re-opened in Alexandria (Egypt) - as I belong to that Consulate' staff - I would like employment at that time with the Italian Foreign Affairs Office, but not before.

Thank you

ELIZABETH GIRARDI

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

192 B

To : ITALIAN MINISTRY OF FOREIGN AFFAIRS - ROME
(Direzione Generale del Personale - Ufficio II)

1. The services of Miss Elizabeth Girardi are urgently needed for an indefinite period.

2. The co-operation of your office will be appreciated if you can extend the loan of the above mentioned to the Allied Commission.

Signed : ------

I am informed by my
Colleagues Commission that the
required interview in return to
my [illegible] Affairs [illegible]
the [illegible]

duly.

I do not know if your
[illegible]
[illegible]
[illegible]

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

2567

(191)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

27 Sept. 45 1944

SUBJECT: *Employment of Civilians.*

SEP 28 1945

TO: Ex. Comm. (Message Center)
T/Sgt. Angelini

1. Ref your 231 dated 26 Sept 45

2. Approval is given to the employment of Zodiacali, Plinio as a Messenger NES at a rate not exceeding 100 Lire per day xxxxx Plus living bonus.

3. The minimum rate which is 80 Lire per day xxxxx 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1231

Effective 27 Sept 45

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

27 Sept. 45 1944

SUBJECT: *Employment of Civilians.*

SEP 28 1945

TO: Ex. Comm. (Message Center)
T/Sgt. Angelini

1. Ref. your 231 dated 26 Sept 45

2. Approval is given to the employment of Zodiacali, Plinio as a Messenger NES at a rate not exceeding 100 Lire per day ~~xxxxx~~ Plus living bonus.

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

Effective 27 Sept 45

Civ. Pers. Form 4
Aug. 44

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

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

216

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 Sept. 45 1944

SUBJECT: *Employment of Civilians.*

TO: Exective Comm. (Message Center)
T/Sgt. Angelini

1. Ref your 231 dated 26 Sept. 1945

2. Approval is given to the employment of Nobili, Francesco

as a Messenger NES at a rate

not exceeding 100 Lire per day ~~xxxxx~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~xxxxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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Effective 27 Sept. 45

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

26 Sept. 45 1944

SUBJECT *Employment of Civilians.*

TO Exective Comm. (Message Center)
T/Sgt. Angelini

1. Ref your 231 dated 26 Sept. 1945

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not exceeding 100 Lire per day ~~xxxxx~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~xxxxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 27 Sept. 45

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

Civ Pers Form 4
Aug 44

(SQMS Karanzk informed)

PW 28/9

Declassified E.O. 12356 Section 3.3/NND 785017

A. C. CIVILIAN PERSONNEL G-1 SECTION

(189)

CLASSIFICATION QUESTIONNAIRE

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

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

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

Employee's or applicant's name Pantani Osvaldo

Present job title Messenger Proposed title Clerk.

Job description Works under the supervision of the Chief Clerk Message Center in registering & clearance incoming cables & correspondence

1169

Lire 204

Declassified E.O. 12356 Section 3.3/NND 785017

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

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

Classification requested by Ex Comm'd.
(Sub-Commission or Section)

Employee's or applicant's name Pantini Osvaldo

Present job title Messenger Proposed title Clerk.

Job description Works under the supervision of the Chief Clerk Message Center in registration & clearance incoming cable & correspondence

Use back of sheet for additional remarks

Date SEP 23 1945 Signature R. W. KEMSLEY
Sub Commission or Section Head

Reference number 253/E

Civ Pers. Form 2
Aug. 44

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

185

CLASSIFICATION QUESTIONNAIRE

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

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

Classification requested by Office of the Executive Commissioner
(Sub-Commission or Section)

Employee's or applicant's name Ernesto Giorgio

Present job title Messenger Proposed title Clerk. Office

Job description Works under the supervision of the Chief Clerk. Message center in registration, clearance in coding, cables & correspondence.

Dec 1943

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

This form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Classification requested by Office of the Executive Commissioner
(Sub-Commission or Section)

Employee's or applicant's name Ernesto Giorgio

Present job title Messenger Proposed title Clerk-Office

Job description Works under the supervision of the Chief Clerk. Message center in registration, clearance in coding, cables & correspondence.

Use back of sheet for additional remarks

Date _____ Signature R. W. KEMSLEY

Sub Commission or Section Head

Reference number 2-8-42

Civ. Pers. Form 2
Aug 44

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

187

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 shown below.

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

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

Employee's or applicant's name D'Angelo, Paolo

Present job title Messenger Proposed title Clerk.

Job description Works under the supervision of the Chief Clerk. Messenger duties in town & vicinity. Correspondence circulating in Comd. in the H.Q.

202

Declassified E.O. 12356 Section 3.3/NND No. 795017

cer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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

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

Employee's or applicant's name D'Angelo Paolo

Present job title Messenger Proposed title Clerk.

Job description Works under the supervision of the Chief Clerk. Message center in Sect. 4 mostly correspondence currently, mainly in Sect 4a.

Use back of sheet for additional remarks

Date SEP 25 1945 Signature R. W. KEMSLEY
Sub Commission or Section Head

Reference number 25/ER

Civ. Pers. Form 2
Aug. 44

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

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

CLASSIFICATION QUESTIONNAIRE

186

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

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

Classification requested by **Office of the Executive Commissioner**
(Sub-Commission or Section)

Employee's or applicant's name **De Angelis Emilia**

Present job title **Interpreter General** Proposed title **Junior Admin Assistant**

Job description **Miss De Angelis works under the direction of the Chief Clerk, acts as his interpreter, receiving Italian civilians prior to interview with officers and types his confidential letters and reports. She registers the incoming mail, supervises the dispatch of outgoing mail and the distribution of mail internally within the Headquarters. She has proved entirely trustworthy**

1926

Declassified E.O. 12356 Section 3.3/NND 785017

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

Classification requested by **Office of the Executive Commissioner**
(Sub-Commission or Section)

Employee's or applicant's name **De Angelis Emilia**

Present job title **Interpreter General** Proposed title **Junior Admin Assistant**

Job description **Miss De Angelis works under the direction of the Chief Clerk, acts as his interpreter, receiving Italian civilians prior to interview with officers and types his confidential letters and reports. She registers the incoming mail, supervises the dispatch of outgoing mail and the distribution of mail internally within the Headquarters. She has proved entirely trustworthy in the performance of the above duties.**

1926

Use back of sheet for additional remarks

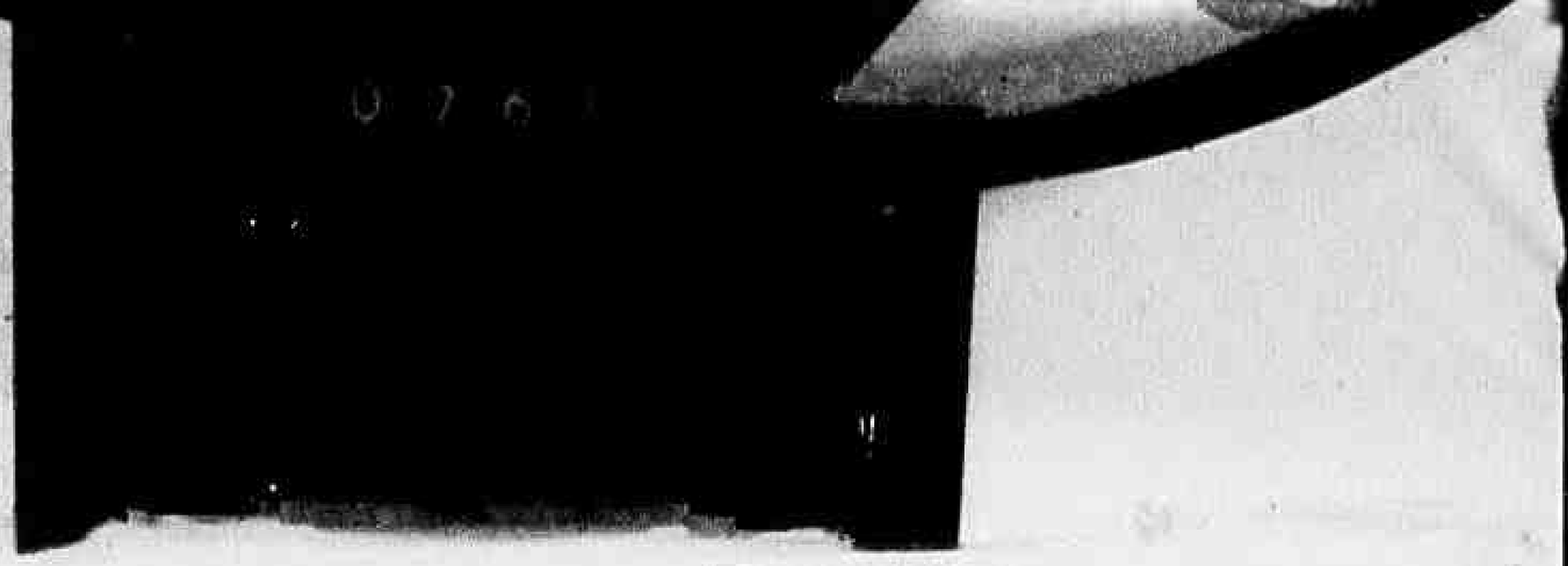
Date 20 September 45 Signature

Sub Commission or Section Head

Reference number 256/SC.

Civ Pers Form 2
Aug 44

Declassified E.O. 12356 Section 3.3/NND No. 759827



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

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

2564

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 10)

12 September 1945

SEP 13 1945

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

1. Reference Appendix "A", G-1 Section Civilian Personnel Memorandum Number 6, dated 15 May 1945, and Appendix "B", par. 1a., APHQ Administrative Memorandum Number 34, dated 29 June 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in APHQ Administrative Memorandum Number 25, dated 16 April 1945, the following changes effective 1 September 1945 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

APPENDIX "A"

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

(a) Adult Group

Basic Wage	Max. Permissible Bonus Lire per day	
	Male	Female
Up to and including 120 lire	175	150
From 121 -125 lire	172	147
From 126 -130 lire	170	145
From 131 -135 lire	167	142
From 136 -165 lire	165	140
From 166 -170 lire	162	137
From 171 -175 lire	160	135

1924

Declassified E.O. 12356 Section 3.3/NND No. 785947

...and Administrative Memorandum Number 34, dated 29 June 1945.

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

APPENDIX "A"

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

(a) Adult Group

Basic Wage	Max. Permissible bonus Lire per day	
	Male	Female
Up to and including 120 lire	175	150
From 121 -125 lire	172	147
From 126 -130 lire	170	145
From 131 -135 lire	167	142
From 136 -165 lire	165	140
From 166 -170 lire	162	137
From 171 -175 lire	160	135
From 176 -180 lire.	157	132
181 and above	155	130

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

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

N.P. THEODORE
1st Lt. AGD
Acting G-1 (A)

DISTRIBUTION
"C"

(Ex Production)

above 1st N.P.T.

1124

Declassified E.O. 12356 Section 3.3/NND No. 785917

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

2576

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: SPAGNOLO, PIERO

TO : EXCUTIVE COMMISSIONER

15 Sept. 1945

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

[X] suitable for employment

[ ] not suitable for employment

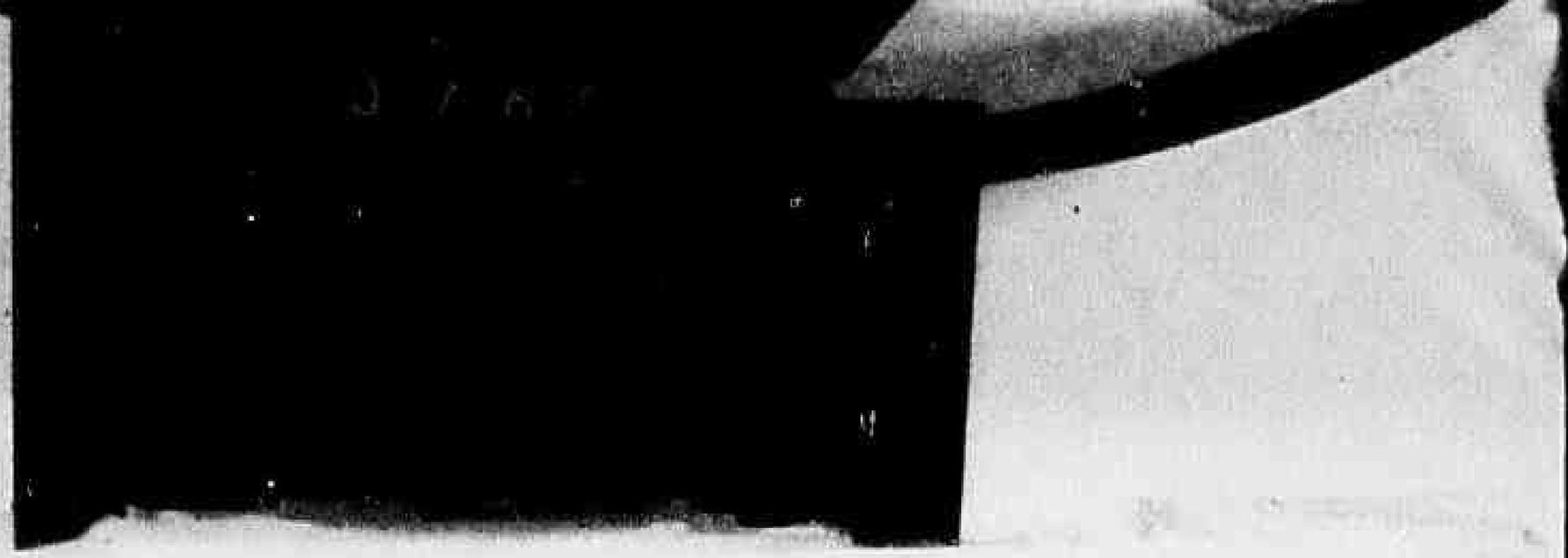
[ ] may be employed subject to further checking

[ ] employment held in abeyance for further investigation

Passed to Capt 23

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

(Col Middleton)



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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: FAGIOLI, GAETANO (1)

TO : EXECUTIVE COMMISSIONER

15 Sept 1945

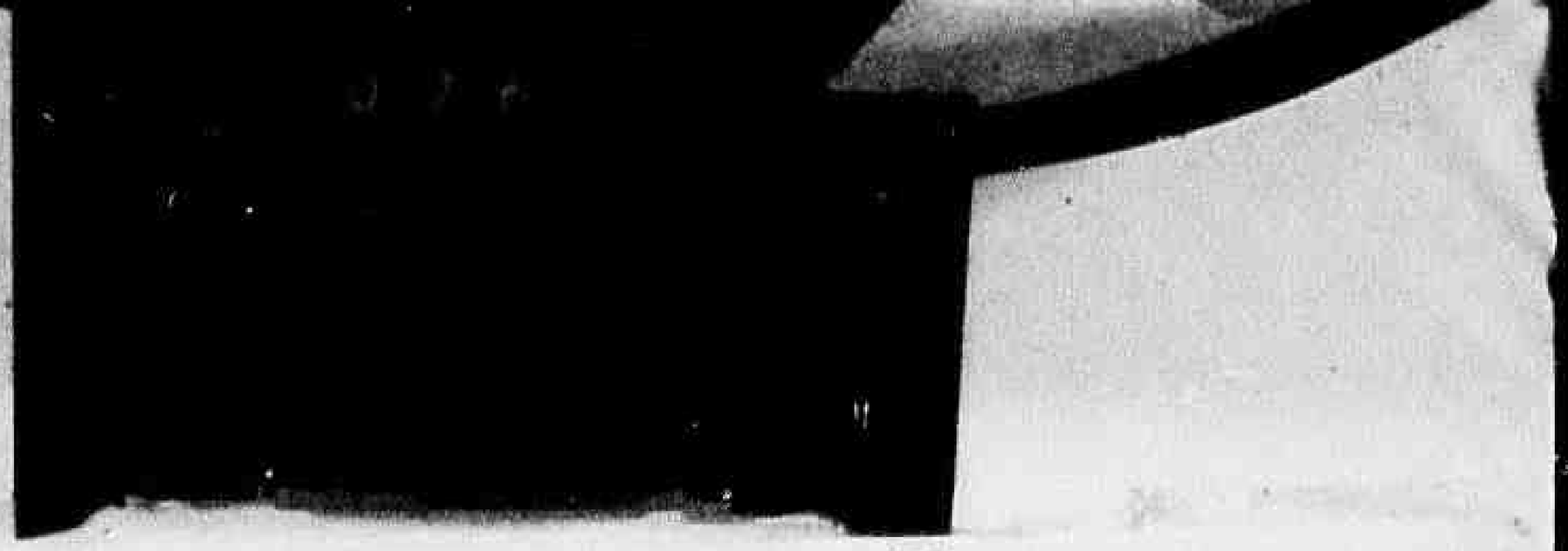
Above named has been screened by this office and is judged:

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

(1) Ac pass already issued

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

(COL MIDDLETON)



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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: PELLEGRINI, SIRO

TO : EXECUTIVE COMMISSIONER

15 Sept. 1945

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

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

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

17/9

(Col Nicolaeff)

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

256

(180)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

11 Sept 45 19

SEP 12 1945

SUBJECT: **Reclassification.**

To : Executive Comm. (Signal Sect.)
1st Lt. Simsons

1. Reference your letter Form 2 dated 1 Sept 45

2. Approval is granted for the reclassification (*) of Borgolini, Iris

Teleph.Op. to the status of Clerk Supervisor Salary to

range from 2055 to 5050 per day/month.

(Plus living bonus)

Effective 16 Sept 45

R. P. THEODORE
1st Lt. AGD.
G-1 Assistant

Copy to. Internal Security

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

Civ. Pers. Form 5
Aug. 44

(CR MIDDLETON)

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

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 Sept 45 1944

SEP - 8 1945

SUBJECT *Employment of Civilians.*

TO Executive Comm. (Message Center)
S/Sgt. Kavanagh

1. Ref. your 290 dated 4 Sept 45

2. Approval is given to the employment of Sig. Pellegrini

as a Messenger 1CS at a rate

not exceeding 100 Lire per day/~~month~~ plus living bonus.

3. The minimum rate which is 80 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1.15

Declassified E.O. 12356 Section 3.3/NND No. 785012

4 Sept 45 1944

Sep - 8 1945

SUBJECT: *Employment of Civilians.*

TO: Executive Comm. (Message Center)
S/Sgt. Kavanagh

1. Ref. your 232 dated 4 Sept 45

2. Approval is given to the employment of Miss Pellegrini

as a Messenger AUS at a rate

not exceeding 180 Lire per day ~~month~~ plus living bonus.

3. The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

1219

Effective 5 Sept 45

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

Civ. Pers. Form 4
Aug. 44

(CPL Middleton)

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

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

4 Sept 45 *1944*

SEP - 8 1945

SUBJECT: *Employment of Civilians.*

TO: Executive Comm. (Message Center)
S/Sgt Angelini

1. Ref. your 230 dated 4 Sept 45

2. Approval is given to the employment of Taglioli Gaetano

as a Messenger ICA at a rate

not exceeding 100 Lire per day ~~month~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

4 Sept 45 1944

SEP - 8 1945

SUBJECT: *Employment of Civilians.*

TO: Executive Cmdr. (Message Center)
S/Sgt Angelini

1. Ref your 230 dated 4 Sept 45

2. Approval is given to the employment of Pagioli Gaetano

as a Messenger 3CS at a rate

not exceeding 200 Lire per day ~~month~~ Plus living bonus.

3. The minimum rate which is 90 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 5 Sept 45

J. C.
for N. P. THEODORE
1st Lt. AGD.
Ass't G-1 (A)

Civ. Pers. Form 4
Aug. 44

(Cre Recommend)

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

256

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

4 Sept. 45 1944

SEP - 8 1945

SUBJECT *Employment of Civilians.*

TO Executive Comm. (Message Center)

S/Sgt. Kavanagh

1. Ref your Form 3 - 290 - dated 4 Sept 45

2. Approval is given to the employment of Spagnolo, Metro

as a Messenger 1C3 at a rate

not exceeding 100 Lire per day ~~month~~ Plus living bonus.

3. The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

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

5 Sept. 45 1944

SEP - 8 1945

SUBJECT *Employment of Civilians*

TO Executive Comm. (Message Center)
S/Sgt. Kavanagh

1 Ref your Form 3 - 230 - dated 1 Sept 45

2 Approval is given to the employment of Spagnolo, Pietro

as a Messenger 1CS at a rate

not exceeding 100 Lire per day ~~month~~ Plus living bonus.

3 The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the fourteen day probationary period.

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

Effective 5 Sept. 45

J.C.
N. T. THEODORE
Lt. Col. AGD.
Ass't G-1 (A).

Civ. Pers. Form 4
Aug. 44

(Col Assignment)

Declassified E.O. 12356 Section 3.3/NND No. 787017

0775

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

250

INFORMAL ROUTING

HEADQUARTERS
[redacted]
ALLIED [redacted] COMMISSION
APO 394

File: 47.1/XOA

Date ~~31 August 1946~~ SEP - 3 1946

SUBJECT: Civilian Employee's Pay for Wed. and Saturday afternoons.

Fill in each column, initial action, and draw a line across the sheet just below initials. Number each memo consecutively in first column. Use entire width of sheet for long memos.

No	From	To	Date	
1.	A/V.P.	Hq. Comdt.	31st Aug. 1946	I telephoned Brig. CRAFTY-SMITH but he had left for England so I spoke to Colonel MENAPACE, in charge of Finance Sub-Commission. I told him the Ex. Com. and all the Vice Presidents were willing to have the Civilian Employees paid for Wednesday and Saturday afternoons. He assured me his accountants would pass your pay rolls showing full day pay for these people. However if the service of any of these employees is needed for Wednesday ~~noon~~ and Saturday afternoons, they will perform same without question. C. M. PARKIN Colonel, Infantry Acting Vice President.

Copy to: Finance Sub-Com.
" Ex. Com.
" File

1916

(MACLAUGHLIN)

0776

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

ACC

10000/109/132
(VOL. II)

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

000/109/132
(OL. JL)

CIVILIAN EMPLOYEES, OFFICE OF THE EXEC. COMMR.
AUG. 1944; JAN. 1945 - JAN. 1946
(2 OF 2)

256 x 69 ?

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

29 August 1945.

SEP - 3 1945

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

WAGE RATES OF ALLIED COMMISSION/ALLIED MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimum wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.

2. In the past, Finance Sub-Commission, through the Audit Division of the Accounting Sub-Section has made a careful check of all wages paid to civilian employees, from the Payrolls submitted by Sub-Accountants with their monthly Reports of Receipts and Disbursements, and where the rates have not conformed to the authorized scale, and Observation has been sent to the Sub-Accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impractic ble for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committee".

This order is to be strictly complied with.

1915

Declassified E.O. 12356 Section 3.3/NND No. A2 8012

Declassified E.O. 12356 Section 3.3/NND No. 785012

Reports of Receipts and Disbursements, and where the rates have not conformed to the authorised scale, and Observation has been sent to the Sub-Accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorised Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-Accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

> "Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committee".

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Veneto and Venezia Giulia, under reference Number 4251, dated 25 August 1945.

1945

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,
Colonel, Infantry,
Actg Vice President.

OFFICIAL:

J. L. JONES,
Colonel,
Executive Officer (S).

DISTRIBUTION:
Group I Dist "D"
Group II Dist "A"

RESTRICTED

Copy to Estab Memo, file 39

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

COPY

2569

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

25 August 19 45

AUG 27 1945

SUBJECT: **Reclassification.**

To : Signal Section, Office of the Executive Commissioner

1. Reference your letter Civ Pers Form 2 dated 6 August 45

2. Approval is granted for the reclassification (*) of Tavolato Romeo

Jr.Adm.Asst. to the status of Sr.Adm.Asst. Salary to

range from 3900 to 7480 (Plus living bonus) per ~~day~~/month.

Effective as of 16 Aug. 45

R. E. UHLER
~~Lt. Col. AGD~~
~~Ass't Adjutant~~

Copy to: Internal Security
File

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

Civ. Pers. Form 5
Aug. 44

N. P. THEODORE
1st Lt. AGD. 204
Ass't G-1 (A)

(Col Middleton)

0782

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

Executive Communication

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHF/ab

AG 248/894 D-O

21 August 1945
AUG 27 1945

SUBJECT: Liquidation of Obligations to Civilian Employees, Contractors and Vendors

TO: All Concerned

1. During the period of redeployment many units are changing locations or being disbanded. It is of greatest importance that full payment be made to all civilian employees, that proper arrangements be made for the settlement of any unpaid bills and that all contractual obligations are terminated.

2. Failure to compensate civilian workers for work performed, failure to settle contracts or properly to dispose of unpaid bills is manifestly unfair to the employees and civilian agencies concerned. Such carelessness engenders ill will toward the United States. Much unnecessary investigation and paper work is required to ascertain whether or not the claims submitted are valid. Often it is impossible to secure positive evidence as to legitimacy of claims because of the lapse of time and removal of the units concerned.

3. All commanders of units which employ civilian labor, enter into contracts with civilian agencies, and execute purchases are reminded that it is their responsibility to effect proper settlement. When, because of circumstances beyond their control, units are not able to pay employees, settle unpaid bills or terminate contracts prior to movement or dissolution, complete facts of the case will be presented to the next higher echelon of command, which command will then assume responsibility that settlement is made.

4. Before the departure or disbandment of a unit the major command concerned will insure that all outstanding bills and civilian employees have been paid and contracts properly liquidated, or that suitable arrangements have been made to accomplish this end.

BY COMMAND OF GENERAL MCNARNEY:

/s/ Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Asst Adjutant General

DISTRIBUTION:
"X"
"Y"

Reproduced Hq 2675th Regt ALCOM (Ovhd), 25 Aug 45

1912

0783

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

256

RESTRICTED

(172)

HEADQUARTERS
ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

25 August 1945

SUBJECT: Report of Injury or Death

TO : Office of the Executive Commissioner, Hq Allied Commission (29)

Reference this headquarters letter Civ Pers/23 dated 14 December 1944.

1. Provisions of the above-mentioned letter are intended to protect the governments of the United States and the United Kingdom from any claims arising out of the death or injury of any Italian civilians employed by Allied Military Government and the Allied Commission.

2. It has been found, however, that some Regions, etc., now inactivated have been lax in the carrying out of these provisions, with the result that claims are being made to Claims and Firings and to the U. S. Claims Service.

3. In order that there may be no recurrence of this situation and in order that headquarters files may be complete, it is directed that all Sections, Sub-Commissions, Regions and Zones make a report not later than 10 September 1945 of all such cases that have occurred. Reports will contain name of employee, and state whether killed or injured, also set forth the date the incident occurred. In every case where a copy of the certificate of injury was not furnished to this headquarters, a true copy of that certificate will be made and will accompany the report.

4. Care must be taken to assure that this report is complete. Inquiries will therefore be made of all subordinate units (divisions, provinces, camps, etc.).

5. Negative reports are required.

BY COMMAND OF VICE ADMIRAL STONE:

C. V. PARKIN
Col, Inf
Acte Vice President

1911

pa pp

(Gen Prevost)

RESTRICTED

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

256 4

(171)

(Incl. 1, Ltr Civ Pers/864 dtd 3 July 1945.

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME D'ALVISE LILIANA IDENT NO. 151180

EMPLOYED BY Office of the Executive Commissioner

DATE EMPLOYMENT BEGAN 12 July 1944

Check one: ☐ ☐ ☒	Requesting authority & Reason.
Leave taken, granted or requested (Show inclusive date) From / to / Total Days	With Pay (W/P) ~~Without Pay (W/O P)~~
20 Aug 45 / 25 Aug 45 / 6 days	With pay. Above employee, who has had no previous leave with pay, now requests same for the period stated opposite. I have no objection. A. B. ARNOLDY. Capt acting Chief Staff Officer, To Executive Commissioner.

(See Reverse Side)

(1)

1st Ind.

SUBJECT. Leave of absence for D'ALVISE Liliana

TO . Office of the Executive Comm. ~~Sub-Commission on Justice~~

1. Leave with pay for 6 days commencing 20 Aug 45

~~without~~

hereby authorized.

Date 18 August 1945

(To be submitted in duplicate)

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

CIV PERS FORM 17
July 45

(VA)

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

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN.

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

D'Alvise Liliana
(Signed)

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

256 + 70

RESTRICTED

DCK/fs

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 39) 10 August 1945

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES, FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

AFHQ Administrative Memorandum Number 34, 1945, is amended as follows:

1. Appendix "D" is amended by the insertion of the following footnote:

**The leader of any musical unit may be paid 20% more than the highest paid man under him.

2. Appendix "F" is amended by the insertion of the following footnote:

**The leader of any musical unit may be paid 20% more than the highest paid man under him.

3. Appendix "D" is amended by the deletion of the following:

	Min	Max
Mechanics, sewing machine)		
" , typewriter)	100 lire	135 lire
" , wireless)		

4. Appendix "F" is amended by the deletion of the following:

Mechanic, instrument repairer	100 lire	135 lire
" , wireless	100 "	135 "

5. Appendix "D" is amended by the insertion of the following:

Mechanic	100 lire	135 lire

6. Appendix "F" is amended by the insertion of the following:

Mechanic	100 lire	135 lire

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

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

256 Ex. Comm (-) D

DCK/fs (169)

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
: 2 August 1945
NUMBER 38)

AUG 5 1945

(168)

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES, FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

Paragraph 6, AFHQ Administrative Memorandum Number 37, 1945, is rescinded and the following substituted therefor:

"6. Appendix "D" is amended by the insertion of the following:

**Musicians	Hourly	- for engagements not exceeding 4 hours per hour	75 - 150 lire
	Daily	- for engagements exceeding 4 hours per day	350 - 700 lire
	Weekly	- 1800 - 3000 lire per week	

**The above rates are inclusive of all bonuses and allowances."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

(COPY ON FILE 70/60)

1948

(S/Lt Col Perry CMP Liaison) MP

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

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 37)

31 July 1945

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES, FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

AFHQ Administrative Memorandum Number 34, 1945, is amended as follows:

1. Paragraphs 1a and 1b are rescinded.

2. Paragraphs 6b, c and d are rescinded and the following substituted therefor:

"6. b. The following provisions are generally applicable throughout Italy, Sicily and Sardinia at the discretion of District, Base Section or equivalent commanders for the territory under their control.

(1) Italian Civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of a cost-of-living bonus as set forth in Appendix "E" hereto.

(2) 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 (8) 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 the computations and adjustments for overtime pay and female differential.

(3) 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 with the proportion of basic wages, excluding overtime, earned during that period."

3. The provisions of AFHQ Administrative Memorandum Number 25, 1945, are made applicable to the whole of Italy, Sicily and Sardinia.

4. Appendix "A" is amended by the deletion of: "Band Leader 3000 Minimum 5500 Maximum."

5. Appendix "F" is amended by the deletion of:

"Band Leader 55 lire (per hour plus 20% total cost of band)"

"Band Member 55 lire (per hour)"

6. ~~Appendix "E" is amended by the~~ insertion of the following:

Musicians	Hourly	- for engagement not exceeding 4 hours 75 - 150 lire per hour
	Daily	- for engagement not exceeding 4 hours 360 - 700 lire per day
	~~Weekly~~	~~- 1800 - 3000 lire~~ per week

RESTRICTED

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

AFHQ Administrative Memo # 37 (Cont'd)

*"The above notes are inclusive of all bonuses and allowances."

7. Appendix "F" is amended by the addition of the details contained in paragraph 6 above, including footnote.

8. The amendments contained in paragraphs 4,5,6 and 7 above are retroactive to 1 July 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

RESTRICTED

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

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

(167)

16 July 45 19

JUL 27 1945

SUBJECT: Transfer

TO : Chief Commissioner's Office

1. Reference your letter Request Dated 16 July 45

2. Approval is granted for the transfer of Bonetti, Mary

employed in Executive Commissioner Sub-Commission, to Chief Commissioner

Sub-Commission.

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

at 4580 ~~xxx~~ lire per ~~day~~ month (Plus living bonus)

Effective as of 16 July 45

1506

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

Copy to: Executive Commissioner
Internal Security
File.

Civ. Pers. Form 6
Nov. 44

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

(SIO Person)

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

256/2

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Forms-Request for Personnel FILE No.

TO : Executive Commissioner 23 July 194 5

JUL 24 1945

1. Attached forms (Civ Pers Form 18) forwarded to your Section for future use as prescribed in ltr Civ Pers No.892 dated 13 July 1945.

2. Additional forms may be obtained from this office.

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

1945

PA 24/7

(Mr. Doulton)

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

156

CIV PERS SECT
DATE 18-7-45
HQ 1786 AC

165

(Incl. 1. Ltr Civ Pers/864 AG ; July 1945.

JUL 21 1945

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME Manni, Mary IDENT NO. 8862507

EMPLOYED BY Office of Executive Commissioner

DATE EMPLOYMENT BEGAN 7 August 1944

☐ Leaves taken, (Show inclusive Date) From	☐ granted or requested To	X Total Days	Requesting authority & Reason With Pay (W/P) or Without Pay (W-O/P)
23 July	- 28 July 1945.	6	With pay. Above employee, who has had no previous leave with pay, now requests same for the period stated opposite. I have no objection.

for Chief Staff Officer,
Executive Commissioner.

(See Reverse Side)

(1)

1st IND.

SUBJECT. Leave of Absence for Manni Mary

(Enter inclusive date) From	To	Total Days	With Pay (W/P)	or Without Pay (W-O/P)
23 July	- 28 July 1945.	6	With pay.	

Above employee, who has had no previous leave with pay, now requests same for the period stated opposite. I have no objection.

J. H. Reeves Capt.
for Chief Staff Officer,
To Executive Commissioner.

(See Reverse Side)
(L)

1st IND.

SUBJECT. Leave of Absence for Manni Mary

To . Office of the Executive Commissioner

1. Leave ~~without~~ with pay for 6 days commencing 23 July 1945

hereby authorized.

Date 18 July 1945

N. P. THEODORE
1st Lt. AGD.
Asst C-1 (A)

(To be submitted in duplicate)

CIV PERS FORM 17
July 45

Mr Peck informed S/Sgt Kinder 21/7/45

(PA Finnegan)

PA

Declassified E.O. 12356 Section 3.3/NND No. 760108
1955

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN.

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

Mary Manzi
(Signed)

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

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

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

164

Ref/PSC/61.

Tel : 339

19 July 1945

SUBJECT : Leave - Messengers.

TO : C-1 (Civ.Pers.Sec.)

1. Attached Petition from the Messengers employed by the Main HQ Message Centre, asking that privilege of leave which may be extended to include employees of their grade, is passed to you for action.

2. I shall be pleased to have your comments on which I may base a reply thereto.

A.E. ARNOLD

Chief Staff Officer
To Executive Commissioner.

1943

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

DOCT (163)

HEADQUARTERS
ALLIED COMMISSION
Message Center
APO 394

13 July 45

TO : Chief Clerk of Message Center

SUBJECT : Request for leave with pay.

1. The civilian personnel of the Message Center, has received information from G-1 Civilian Personnel Office, that the messengers classified with heavy laborers are not entitled to leave with pay as granted for the clerical and administrative grades.

2. Previously we signed a petition in order to get supplementary rations of pasta, but your office denied us such privilege declaring us in a separate category not entitled to it.

3. The ajority of us have been satisfactory workers for about one year, so we ask extension of the benefit of the leave with pay, if exigencies of war's will permit.

Yours obliged

/s/

MARINETTI Augusto
DE ANGELIS Paolo
PELLEGRINI Silverio
PIANTINI Osvaldo
BRUSTI Giorgio
SIMONELLI Giovanni
LORIZZA Giovanni
CARCIULO Giuliano

Lue 164
1362

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

256

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

16 July 1945

JUL 19 1945

Ref Civ Pers/896

Subject. Civilian Employment

To . All Concerned.

1. Attention of all employing sections of this Headquarters is invited to AFHQ Administrative Memorandum No. 34 of 29 June 1945.

2. Wage rates and cost of living bonus scales as contained in this headquarters G-1 Section Civilian Personnel Memorandum Nos 6, 7, 8, and 9, as will prevail in so far as they relate to civilians employed within the boundaries of Rome Province.

N. F. THEODORE
1st Lt. AGD.
Asst G-1(A).

DISTRIBUTION
"G"

(Col Hibbard)

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

256

(127)

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/ 892

13 July 1945

JUL 17 1945

Subject : Employment of Civilian Personnel

To : All Concerned.

1. As agreed at the Establishment Section Meeting of 9 July 1945, the employment of personnel for duty in this Headquarters building has been delegated to a greater extent to the office of G-1 Section Civilian Personnel.

152

2. So that fair consideration may be given to all prospective employees who have already been registered with G-1 Section Civilian Personnel Office, independent recruiting as authorized and practiced in the past will be minimized to the extent as mentioned below.

3. The attached form has been adopted for use in this Headquarters, and will be used by all Sections and Sub-Commissions requiring additional civilian staff. Recommended applicant will be contacted after a three day period if any difficulty or delay is experienced in the selecting of satisfactory applicants already on file with this office.

4. Civilians will not be directed to this office, as has been the practice in the past, with a request for their employment. The above instructions - be outlined above, and set forth on CIV PERS FORM 1B will be complied with.

5. Additional forms (Civ Pers Forms 1B) may be obtained from this office.

H. P. THEODORE
1st Lt. AGD.
Asst G-1 (C).

DISTRIBUTION
"C"

1 Incl.
CIV PERS FORM 1B

CA (Modified)

Declassified E.O. 12356 Section 3.3/NND 785017

(158)

HEADQUARTERS
ALLIED COMMISSION

Section
A P O 394

Reference No. _____ _____ 1945

SUBJECT. Request for Civilian Personnel

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

1. Request that this office be assigned the following civilian personnel:

Proposed Grade_____

Total Required_____

LIST NECESSARY QUALIFICATIONS: MALE[ ] FEMALE[ ]

When requesting Personnel in the Grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.

2. Applicants should be referred for interview to_____

_____Located in Room_____on the_____floor.

3. In compliance with your ltr Civ Pers No. 892 dated 13 July 1945, may the below listed civilian be referred to this for possible employment in the event that no suitable

Total Required _____

LIST NECESSARY QUALIFICATIONS: MALE ☐ FEMALE ☐

When requesting Personnel in the Grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.

_____

_____

_____

_____

_____

_____

2. Applicants should be referred for interview to _____

_____ located in Room _____ on the _____ floor.

3. In compliance with your ltr Civ Pers No. 002 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available:

_____ 1899
Name

_____
Address

_____
Phone No.

_____
Name

_____
Rank

_____
Designation

CIV PERS FORM 38
July 45

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

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

157

Tel : 299

13 July 45

Ref: 256/157/Ml.

SUBJECT : Leave - Civilian Employees.

TO : Lieut. Simmons, NZ Signals Officer.
S/Sgt. Kavanagh, Message Centre.
Cpl. Middleton, Office of the Executive Comm.

1. I am pleased to inform you that it has been decided to grant employees in the clerical and administrative grades(which does not include Messengers) annual leave with pay.

2. The period of leave with pay is dependent upon length of service (accruing at the rate of one half day per month), satisfactory performance of duty, and may only be taken with your consent and at a time agreeable to you.

3. Under no circumstances will pay in lieu of leave be given.

4. It is necessary before granting leave for me to obtain the prior approval of G-1 Section Civilian Personnel. Accordingly one week's notice is required in the event of one of your employees wishing to take advantage of this privilege.

5. Will you please bring the above to the notice of employees concerned, a list of whose names appear below.

W.O.I.
Chief Clerk.

List of Names.

De Angelis Emilia
D'Alvise Liliana
Manni Mary
Girardi Elizabeth
Bonetti Mary
Tavolato Rosee
Borgolini Iris.

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

157A

NOTED

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

C C

C

(157 B)

1/ To clarify the position on folio 157 the following points should be cleared:—

(a) Do we wish to include Emidio's leave [illegible] in the return?

(b) Once we agree to 'advertise' the conditions of leave to the employees?

2/ Record of employees and dates of commencement once given below for guidance

(a) De Angelis Emidio : 17 Jan 44
D'Alessio Liliana : 12 July 44
Manni Mary : 4 Aug 44
Bonetti Mario : 25 Sept 44
Grandi Elizabeth : 4 Nov 44

(b) Messengers

Ernesto Luigia : 16 Aug 44
Pianton Adelaide : 20 July 44
De Angelis Paola : 1 Aug 44
Sampelli Franco : 29 Sept 44
Marchetti Augusto : 24 Oct 44
Fantozzi Sebastiano : 11 Jan 45
Pallegrini Luciano : 1 Aug 44
Pellegrini Silvano : 1 May 45

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

(e) Position as regards Sig. Offrs employees not known as yet.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/864 3 July 1945 JUL 5 1945

Subject. Annual Leave of Absence - Locally Employed Civilians.

To . All Concerned.

1. Attention is directed to paragraph 5 AFHQ Administrative Memorandum 47, dtd 16 Nov. 44.

"5. LEAVE

a. Annual Leave with Pay - Leave with pay at the rate of one half (½) day per month may be accumulated by monthly Paid employees in clerical and administrative grades who have served the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except under the above circumstances. No extra expense to the military unit or installation for the employment of a Substitute will be allowed. Under no circumstances will pay in lieu of leave be given.

b. Leave Without Pay - Leave without pay may be granted for any period, under circumstances approved by the Commanding Officer of the military unit or establishment."

2. The attached form has been adopted for use in this Headquarters to insure that no civilian receives a surplus account of authorized leave with pay, which may otherwise occur in the event of a transfer to another Allied unit or in a re-assignment to another section.

3. Each employing section will be required to complete form, and forward same to G-1 Section Civilian Personnel for approval

a. Annual Leave with Pay - Leave with pay at the rate of one half (½) day per month may be accumulated by monthly Paid employees in clerical and administrative grades who have served the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except under the above circumstances. No extra expense to the military unit or installation for the employment of a Substitute will be allowed. Under no circumstances will pay in lieu of leave be given.

b. Leave Without Pay - Leave without pay may be granted for any period, under circumstances approved by the Commanding Officer of the military unit or establishment."

2. The attached form has been adopted for use in this Headquarters to insure that no civilian receives a surplus amount of authorized leave with pay, which may otherwise occur in the event of a transfer to another Allied unit or in a re-assignment to another section.

3. Each employing section will be required to complete form, and forward same to G-1 Section Civilian Personnel for approval prior to granting of leave.

4. Any leave with pay or otherwise, granted prior to issuance of these instructions will be entered on inclosed form in the same manner and forwarded immediately to this office, where it will be placed in employees personal file.

5. Additional forms may be had upon request directed to this office.

1897

BU 9/7 Noted

H. P. THEODORE
1st Lt. AGD.
Ass't G-1 (A).

1 Incl.
Civilian Employee's Leave - Application Form.

DISTRIBUTION
"G"
(Sen Pers)

1st Ind

Declassified E.O. 12356 Section 3.3/NND No. 787017

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

(See Reverse Side)
(1)

1st IND.

SUBJECT. Leave of Absence for _____

To . _____ Sub-Commission or Sect.

1. Leave without pay for _____ days commencing _____
with

hereby authorized.

Date _____ 1945

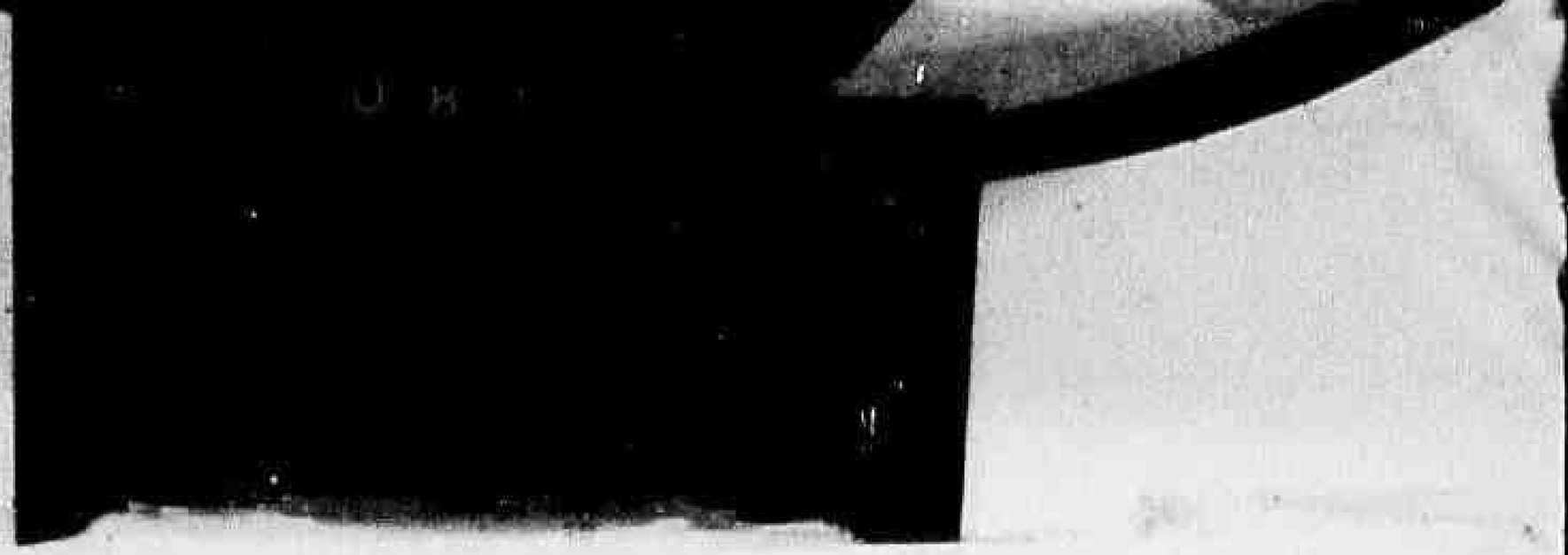
W. P. THEODORE
1st Lt. CAC
Asst S-1 (A)

1356

(To be submitted in duplicate)

CIV FORM 17
July 45

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



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(Signed)

4. This below Certificate to be signed by employee

I certify that I have not received any other Allowance or any other Authorities or any other Allowance in respect of the same period as that to which this claim relates.

(Signed)

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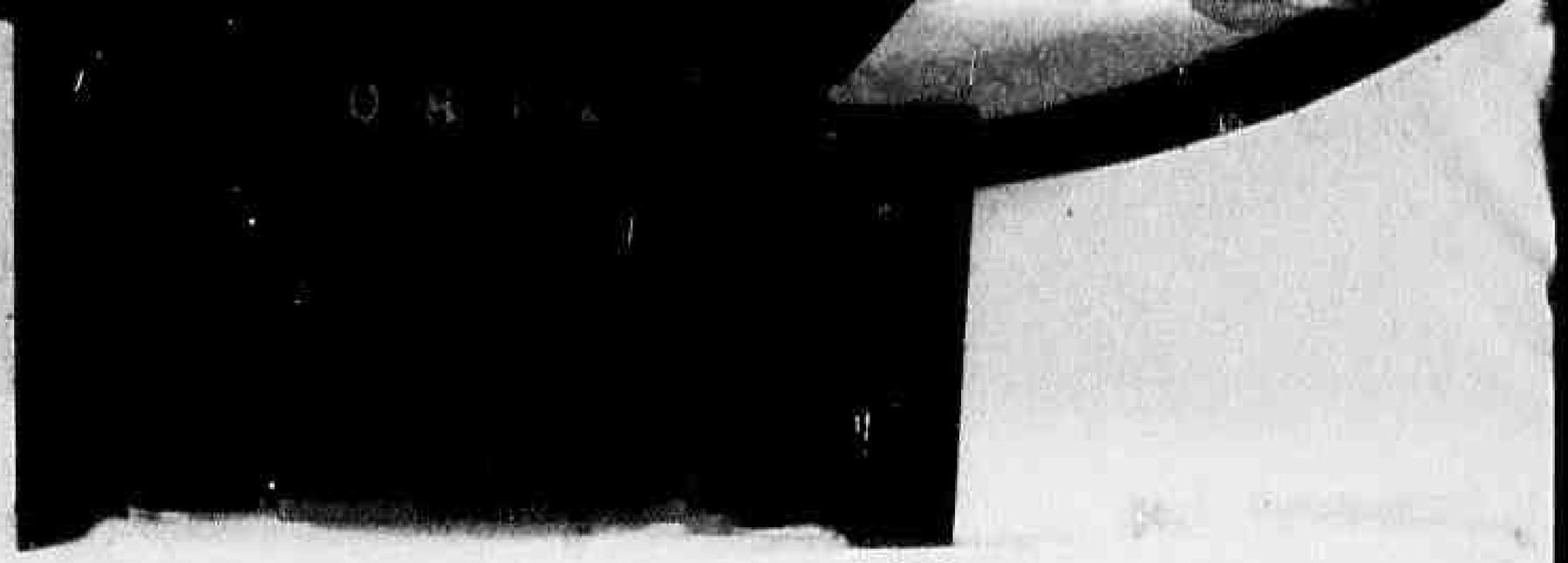

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 34)

29 June 1945

JUL 3 - 1945

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES
FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY & SARDINIA

The following AFHQ Administrative Memoranda are rescinded and the instructions below substituted therefor:

Section	Number	Year	Section	Number	Year
All	47	1944	II	9	1945
All	62	1944	II	15	1945
All	64	1944	II	17	1945
II	2	1945	All	18	1945
II	3	1945	I	24	1945
II	5	1945			

1. Definitions - For the purpose of this memorandum the following definitions apply:

a. Northern Italy is that part of Italy to the North of the Northern Boundaries of Ravenna, Florence, Pistoia and Lucca Provinces and North and West of the Northern and Western Boundaries of Apuania Province.

b. Southern Italy is that part of Italy to the South of the Northern Boundaries of Ravenna, Firenze, Pistoia and Lucca Provinces and South and East of the Northern and Western Boundaries of Apuania Province.

2. Application of the Regulations - These regulations apply to the direct employment of civilian labor and will be observed by all branches of the Allied Forces. These regulations are not applicable to a civilian organization such as a railroad, public utility, etc., which may be taken over by the Allied Forces.

3. Recruitment

a. British Installations and Units - Applications for employees will normally be made to the nearest D.A.D.L. (Civil) or Pioneer Corps Civil Labor Unit (C.L.U.). Should this not be possible, applications will be made to the nearest Civil Affairs officer, AMG.

b. American Installations and Units - Applications for employees will be cleared through the nearest Base Section Headquarters or such other Labor Office as may be established in any particular locality from time to time. Wherever possible, all applications should be routed through the AMG/AC Labor Offices.

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AFHQ Memo #31 (cont'd)

4. Rates of Pay

a. Allied Forces Basic Wage Scale - Employees throughout Italy, Sicily and Sardinia will be paid a basic wage below or within the rates set forth in the schedules attached as Appendices "A", "B", "C", "D", "E", "F" and "G", which shall be designated the "Allied Forces Basic Wage Scale" and become effective from the date of issue of this memorandum.

b. Monthly Rates of Pay - For the purpose of calculating payment for periods of less than one month, monthly rates of pay are related to an average of 25 working days per month at 8 hours per day; 30 days per month at 12 hours per day in case of hotel, mess and club employees.

c. Procedure in respect of New Grades - Provisional rates for grades not listed may be established by appropriate Labor Officers in conjunction with AC/AS, They will confirm in writing to AFHQ and notify the Chairman of the Local Sub-Committee of Labor and Wages Control Committee (AFHQ (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

d. Pay on Engagement - Italy, Sicily and Sardinia

(1) All labor will be engaged at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F" and "G" and will be paid at this rate for at least seven (7) days. During this period they will be tried out tested and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F" and "G", due regard being given to the local prevailing rates for similar work in industry.

(2) All labor which has been employed previously by the Allied Forces may, at the discretion of the employing service, be reengaged at the same rate of pay on production of a certificate from the previous employing unit stating reasons for discharge and the latest rate of pay in issue.

e. Pay for Night Shifts - The daily basic rate of all persons employed on night shift may be increased by 10 lire. This applies only to workers engaged on a night shift, and not to those working through the day shift into the night. Overtime for such workers will be paid at one and one half times the increased base rate.

f. Differential between Male and Female Employees - The scale and rates of pay for female employees will be 15% less than the comparable rates and scales for male employees except where separate female classifications are listed.

5. Hours of Work and Overtime

a. Hours of Work per Day - All employees will be expected to work a minimum of eight (8) hours per day or forty-eight (48) hours per week, exclusive of meal times or time required to travel to and from the place of employment.

b. Days of Work per Week - They will normally be expected to work a minimum of six (6) consecutive days per week.

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AFHQ Adm Memo #34 (cont'd)

c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week and for those whose employment commenced or terminated within any normal pay week for each completed hour in excess of an average of eight (8) hours per day. Excepted from these conditions are those employees specifically designated in the Appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week-day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor.

6. Cost-of-Living Bonus

a. AFHQ Administrative Memorandum Number 62, 1944, as amended by AFHQ Administrative Memorandum Number 18, 1945, is superseded by the following, effective with the commencement of the first pay period subsequent to the date of issue of this memorandum.

b. The following provisions are applicable to Southern Italy, Sicily and Sardinia only, at the discretion of District, Base Section or equivalent commanders for the territory under their control.

(1) Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of a cost-of-living bonus as set forth in Appendix "H" hereto.

(2) 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 (8) 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 the computations and adjustments for overtime pay and female differential.

(3) 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 with the proportion of basic wages, excluding overtime, earned during that period.

c. In Northern Italy no bonus is authorized for payment with the exception of that authorized:

(1) Under sub-paragraph d below:

(2) By Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945, and subsequent amendments, application of which is hereby extended to Northern Italy, with the proviso that for Northern Italy the powers of Local Sub-Committees as defined in paragraph 6, AFHQ Administrative Memorandum Number 25, 1945, shall be limited to granting so much as may be necessary of a cost-of-living bonus as set forth in Appendix "H" hereto.

d. Essential key personnel who have been previously employed in Southern Italy, Sicily and/or Sardinia, and who have been trained for a specific job may continue to receive their present rates of pay, including bonuses.

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AFHQ Adm Memo #34 (cont'd)

7. Advances - No advances of pay or bonuses will be made in any circumstances.

8. Leave

a. Annual Leave with Pay - Leave with pay at the rate of one half (½) day per month may be accumulated by employees in clerical and administrative grades only who have served the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except in the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. In no circumstances will pay in lieu of leave be given.

b. Leave without Pay - Leave without pay may be granted for any period, in circumstances approved by the Commanding Officer of the Military unit or establishment.

c. Public Holidays - Public holidays will not be recognized by any military unit or establishment and there will be no extra pay for work performed on feast days or holidays.

9. Feeding of Employees - There will be no feeding of civilian employees except under rules and regulations prescribed by AFHQ.

10. Clothing and Accommodation - Clothing and accommodation will not be provided to civilian employees except under regulations promulgated by AFHQ.

11. Enticement - No unit will be permitted to engage a worker previously employed by an Allied agency unless he has been released by the former employing unit.

12. Allowances

a. Civilian employees when traveling on duty involving absence from the normal place of duty and base may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full day's absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,5999 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less than 3,500 lire	125 lire

Daily Basic Wage	Daily Subsistence Allowance
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire
135 lire to 169 lire	150 lire
less than 135 lire	125 lire

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AFHQ Administrative #34 (cont'd)

(1) For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

(2) For absences involving procurement of sleeping accommodation by the traveler at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph (1) above.

b. No allowances are payable under paragraph (1) above if rations are provided in kind, or under paragraph (2) if quarters are provided.

13. Contractors' Employees - Contractors' Employees should be paid at the local prevailing wage rates, such rates to be ascertained from:

a. Ufficio del Lavoro

b. Camera del Lavoro

c. Unione Industriale

d. Local Sub-Committee, as authorized in AFHQ Administrative Memorandum Number 25, 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

3 Inclosures:
Appendices "A", "B", "C", "D", "E", "F", "G" and "H"

DISTRIBUTION:
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APPENDIX "A" to APHQ Adm Memo #34

CLERICAL AND ADMINISTRATIVE GRADES (ITALY)

GRADE	LIRE PER MONTH Min.	Max.
Accountant	2200	5400
Assistant Purchasing Agent	3000	6300
Band Leader	3000	5500
Bookkeeper	2200	5000
Cashier Chief	2500	4400
Cashier	2200	3600
Cinema Manager	2200	3900
Clerk Office	2200	3600
Draughtsman	2200	5000
Draughtsman Chief	2500	5400
*Executive (business analysts, exporters, etc)	5000	11000
Interpreter General, male or female	2200	3900
Interpreter Technical	2600	4900
Junior Admin. Assistant, clerk supervisor	2200	5400
*Professional Worker (electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer)	4000	11000
*Senior Administrative Assistant, sub-professional worker	3600	6800
Shop Superintendent	3000	5800
Shorthand Monitor	4500	6000
Supervisor of Labor	9000	10000
Deputy Supervisor of Labor	7500	8500
Assistant Deputy Supervisor of Labor	5500	6000
Teacher, language, whole-time	2600	4900
Telephone operator, English-speaking, male or female	2200	3600
Telephone operator, non-English speaking, male or female	2000	2500
Typist, male or female	2000	3600
Typist, shorthand, English-speaking, male or female	2100	3900
Warehouse Superintendent	2500	5000
Wireless Operator (Sender & Receiver)	3000	5400

*Overtime is not payable in these grades.

NOTES

1. ROME PROVINCE: For Rome Province 10% should be added to the above Basic Rates of Pay, calculated to the nearest five (5) lire.

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APPENDIX "H" to AFHQ Adm Memo #34

MESS AND CLUB GRADES (ITALY)

GRADE	LIRE PER MONTH Min.	Max.
Assistant Cook	2500	2800
Assistant Lanador	3000	5000
Assistant Waiter	2500	2800
Barman	3500	4500
Cashier	2500	3600
Cook Head	2900	5500
Cook	2700	4000
Dish Washer	2500	2800
Handyman	2500	2800
Housekeeper (female)	2400	3400
Laundry Hand (Male)	2700	3500
Linenkeeper, Linen Hand (female)	2100	3400
Manager	3900	6500
Orderly (British Mess)	2500	3000
Waiter, Head	3000	5000
Waiter	2700	3700
Waitress	2200	3100
Juveniles (male & female under 18 years) all grades		1500

NOTES 1. All rates subject to a deduction of 30 lire per day where meals are provided.

2. The standard working day for Hotel, Mess and Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1 September 1942, can be produced and verified by AC/AS. This only applies to the Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not the Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.

3. The rates for Messes and Clubs will apply to the whole of Italy, and no increase is therefore payable in respect of Rome Province.

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APPENDIX "C" to AFHQ Adm Memo #34

HOTEL GRADES (ITALY)

GRADE	LIRE PER MONTH Min.	Max.
Barman	3500	4500
Bell Boy (18 years of age & over)	2500	2800
Bell Boy (under 18 years of age)	-	1500
Bookkeeper	2000	4000
Boilerman, Hotel	2400	3150
Carpenter, Hotel	2400	3150
Cashier, Chief	2500	4400
Chambermaid	2100	3000
Chef or Head Cook	2900	7000
Chef, Second	2500	6000
Cook	2700	4400
Cook, assistant	2500	2800
Dish Washer	2500	2800
Electrician, Hotel	2550	3600
Elevator Operator	2500	2800
Hall Porter	3000	5900
Handyman	2500	3300
Housekeeper (female)	2400	3400
Laundryhand (male)	2700	3500
Laundryhand (female) or Ironing Woman	2100	2900
Linen Keeper, Linen Hand (female)	2100	3400
Manager	3900	7400
Manager, Assistant, Head Receptionist or Personnel Controller	3500	5900
Mason, Hotel	2400	3300
Painter, Hotel	2550	3150
Plumber, Hotel	2400	3150
Porter	2500	3300
Pot & Utensil Washer	2500	3000
Stillroom Hand	2500	3000
Storeman, Pantryman	2500	3600
Telephone Operator (English-speaking) (male or female)	2100	3600
Telephone Operator (non English speaking) (male or female)	1650	2500
Waiter, Head	3400	6500
Waiter, Second Head	3400	5500
Waiter, Assistant	2500	2800
Waiter	2700	4400
Waitress	2200	3100
Watchman, Hotel	2700	3900
Juveniles (Male & Female under 18 years of age) all grades		1500

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APPENDIX "C" to AFHQ AG Memo #34 (cont'd)

NOTES

1. All rates subject to a deduction of 30 lire per day where meals are provided.

2. The standard working day for Hotel, Mess and Club employees is 12 hours and no overtime will normally be paid unless a legal collective contract existing before 1 September 1942 can be produced and verified by AC/AFG. This only applies to Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not to Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.

3. The rates for Hotel Grades will apply to the whole of Italy and no increase is therefore payable in respect of Rome Province.

4. These rates represent reasonable rates which should be used as the basis of remuneration in all classes of Hotels. The scales for the various grades are sufficiently wide to allow for differentiation between different classes of Hotels without any separate deduction. Should the grading of hotels in any particular area be necessary for special local reasons it should be arranged at the discretion of the local area Commander within the limits of remuneration laid down.

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APPENDIX "D" to AFHQ Adm Memo #34 (See Anne at 169)

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES (ITALY)

Foreman or Gangar : (Artisan and Skilled Labor) 20% per day more than the basic rate in issue to the highest paid man under his supervision

Foreman or Gangar : (Unskilled Labor) 20% per day more than the basic rate paid to unskilled labor.

Chief Foreman : (Artisan and Skilled Labor supervising three (3) or more Foremen or Gangers) 4000 - 6000 lire per month.

Chief Foreman : (Unskilled Labor supervising three (3) or more Foremen or Gangers) 3000 - 5400 lire per month.

GRADE	LIRE PER DAY Min.	Max.
Ammunition Mechanic	90	135
Anti-Malarial Laborer	-	90
Apprentices, all grades	40	90
Artisan's Mate (helper)	85	105
Armature Winder	105	165
Armorer	100	145
Asphalt Layer	90	120
Baker	90	120
Baler, clothing & soft goods	85	105
Barber	85	115
Battery Worker	90	135
Blacksmith	90	125
Boilermaker	90	125
Boilerman	90	120
Bookbinder	105	125
Bookbinder's Assistant	85	100
Brakeman	90	120
Bricklayer	90	120
Butcher	85	110
Caretaker (cemetery)	90	130
Carpenter	90	120
Caulker	90	120
Charcoal Maker	90	120
Chauffeur & Mechanic	90	125
Chauffeur or Driver	85	105
Chainman	90	115
Checker	85	95
Checker, railway goods yard	90	115
Cleaners (Boot repairing), male or female	85	100
Clothing Classifier	65	85
Coachbuilder	90	120
Cobbler	90	125
Compositor	105	125
Compositor's Assistant	90	100
Compositor Chief	120	135
Conveyor	85	120

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GRADE	LIRE PER DAY Min.	Max.
Cooper	90	150
Coppersmith	90	135
Coremaker (Foundry)	90	120
Cutters	85	125
Dental Mechanic	100	125
Drier, m/c and Preparer	85	105
Driver, Truck	95	115
Driver, Crane or Winch)		
" , Mechanical Plant)	100	130
" , H.R. Electric)		
" , Steam Roller of IC Stationary)		
Driver Mechanic, Truck	95	125
Driver, Truck and Trailer	100	130
Driver, Engine Loco	100	130
Electricians	95	135
Electro-Plater	90	135
Elevator Repairer Mechanic	95	135
Employees, Clothing, Boot and Shoe Manufacturing Plants		
*Cutter, Machine	100	135
*Machine Operator, male or female	85	105
*Cutter, Pattern	150	195
*Cutter, Assistant	85	95
*Embroiderer, male or female	90	115
*Boot Machinist	90	120
*Boot Machine Operator Mechanic	100	125
Exhumer of Bodies	-	95
Farrier	90	115
Farrier with own anvil	110	135
Fire-Fighter	85	95
Fireman, Oil Fuel, Coal or Steam Loco	90	120
Fitter or Mechanic, Aero, Radial or Diesel	110	145
Fitter or Mechanic, Automobile or MT	100	135
Foundryman	85	115
Gardener	85	95
Gear Cutting Specialist	-	165
Glazier	85	115
Greaser	85	105
Grinder, Precision	100	135
Grooms or Stablemen	85	95
Gun'fitter	90	135
Hammerman or Striker	90	105
Inspector, Precision Work	140	175
Joiner	95	125

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GRADE	LINE PER DAY Min.	Max.
Laboratory & Dispensary Assistant	100	125
Lifesaver	85	105
Lighthouse Keeper	85	100
Lineman	100	135
Linotype Operator	100	145
Lithe Engraver	130	165
Lithographer	100	145
Lithographer's Assistant	90	105
Locksmith	90	135
Lumber Workers		
Checker Setter	85	115
Dogger	90	115
Edgerman	90	125
Feller	90	115
Log Turner	85	105
Lumber Handler	85	95
Machine Minder	85	105
Machine Minder's Assistant	70	90
Machinist	90	135
Markers & Sorters, male or female	75	100
Masons	90	125
Mechanics, sewing machine	100	135
" , typewriter		
" , wireless		
Mechanics, Marine Engr (RT)	-	135
Mechanic's Assistant	90	105
Messenger (English-speaking (under 18 years of age))	-	65
" (English-speaking)(18 years of age and over)	70	90
Milling Hand (Flour Mill)	90	105
Motion Picture Operator	90	135
Motor Launch Driver Mechanic (Venico)	120	150
Moulders	90	135
	90	115
Nurses, (Hospital)	90	115
Occupational Therapist	85	95
Packer	95	120
Painter, Varnisher, Signwriter	105	125
Paper Cutter Operator	90	115
Parquet Layer	90	125
Pattern Maker	90	115
Pavement Layer	85	110
Permanent Way Inspector	105	140
Pier Supervisor	95	120
Plasterer	85	105
Platelayer (Railroads)	100	125
Plater (Printing)	90	120
Plumber	85	95
Policeman (Railroads)	85	120
Police Officer, male or female		

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GRADE	LIRE PER DAY Min.	Max.
Postal Sorter, male or female	75	120
Presser Hand	85	110
Pressers, Machine (Hoffman Steam Press)	90	125
Printer	100	135
Process Engravers	130	165
Photo Developer, Single or Machine	100	120
Printing Machine Minder	90	135
" " Mate	85	105
Quarryman	90	115
Recordak Operator	90	110
Repairer, Watch & Precision Instruments	120	165
Rigger	95	120
Rivet Heater	85	105
Riveter	95	120
Riveter Holder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sewing Hand, male or female	60	85
Sheet Metal Worker	100	135
Shoemaker (special Boot & Surgical Work)	100	135
Shunter or Brakesman	85	105
Slater	85	105
Smelterer (Ore Smelting)	90	120
Stacker, Forage, expert	85	100
Stevedore	90	110
Stevedore, coaling ore	100	120
Stevedore Hand	100	125
Stereotyper	100	145
Stone, hand cutter	95	120
Storeman or Storewoman	85	100
Tailor (with own machine)	105	125
Tailor (without own machine)	85	105
Tent Maker (with own machine)	105	125
Tent Maker (without own machine)	85	105
Tent Mender	85	105
Tile Layer	90	115
Time-Keeper	90	135
Tinsmith	90	120
Toolmaker	90	125
Track Walker, Railroad	85	105
Trimmer, Coal	85	105
Turner	90	135
Truck Master	110	135
Truck Master's Assistant	100	125
Tire Treader	90	135

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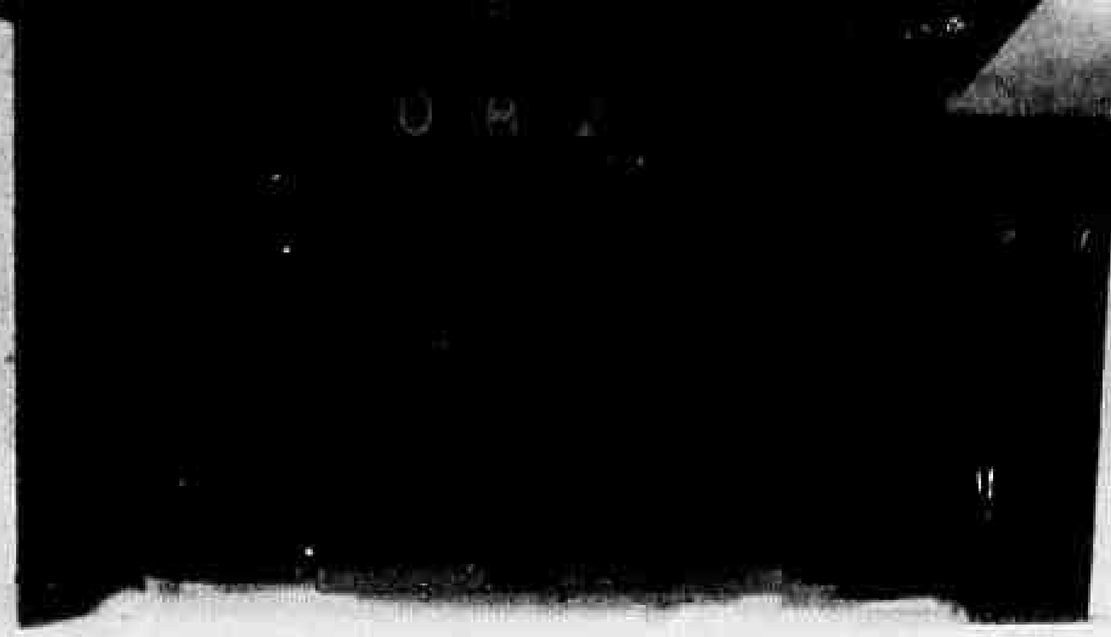

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APPENDIX #9F to AFHQ Admin Memo #74 (cont'd)

GRADE	LIRE PER DAY Min.	Max.
Upholsterer	90	120
Vulcanizer	90	120
Watchwoman or Storekeeper	90	135
Worker, Hand, male or female	85	95
Worker, Machine, male or female	85	105
Watchman	70	90
Welder	95	135
Wheelwright	90	115
# Unskilled Labor (Male, 18 years of age & above)	-	85
(Female, 18 years of age & above)	-	72
(Male or Female, below 18 years of age)	-	45

Laborers on main grades 10 lire per day extra while actually employed on drains

* These grades are restricted to plants engaged in fabricating new articles, or their component parts in repair for the Allied Forces and working under their direct control.

NOTES

1. HOME PROVINCE: For Home Province 10 lire should be added to the above Basic Rates of Pay.

The payment of any Political Unit may be paid upon Thru the Mayor [illegible] - See Page 170

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APPENDIX "E" to AFHQ Adm Memo #34

MARINE GRADES (ITALY)

GRADE	LIRE PER DAY Min.	Max.
*Diver	110	125
**Lineman (Navy)	85	95
Fireman (Navy)	85	95
Rope Splicer	90	115
Sailmaker	95	125
Salvage Hand	85	105
Salvage Hand (Master)	100	125
Security Patrol Officer or Deputy Harbormaster	-	165
Shipwright	105	135
SEA-GOING RATES (SCHOONERS)		
Master	-	250
1st Officer	-	200
2nd Officer	-	180
3rd Officer	-	170
Chief Engineer	-	230
1st Engineer	-	200
2nd Engineer	-	180
3rd Engineer	-	170
Bosun	-	150
Cook or Steward	-	140
Seaman	-	130
HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT, ETC		
Master	-	180
Mate	-	140
Engineer	-	140
Cook or Steward	-	120
Seaman	-	120
Stoker or Fireman	-	125
BARGES & LIGHTERS		
Bargeman and Lighterman	85	105
Master Bargeman and Master Lighterman	100	120

* Plus 35 lire per hour under water.
** 5 lire per hour extra while tending diver.

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

APPENDIX "F" to AFHQ Adm Memo #34

ALL GRADES (SICILY)

GRADE	LIRE PER DAY Min.	Max.
CLERICAL & ADMINISTRATIVE		
Accountant, certified	150	195
Accountant	120	150
Adviser, agriculture	170	200
Adviser, financial (English-speaking Economist)	170	200
Adviser, legal, grad, lawyer (English-speaking)	200	255
Advisor, legal, grad, lawyer	130	150
Adviser, property control (English-speaking)	180	210
Adviser, transportation	200	235
Censor, civil		
Chief re-examiner	140	195
Re-examiner	100	125
Clerk, male	80	110
Clerk, female	70	100
Economic Research Assistant	170	250
Interpreter, oral	90	125
Interpreter, translating	100	125
Manager, office executive (English-speaking)	135	170
Manager, personnel supervisory (English-speaking)	135	170
Manager, refrigeration plant	170	190
Office Boys	35	55
Operators, telephone	90	110
Operators, telephone (English-speaking)	120	140
Overseer, departmental, Class I	155	190
Overseer, departmental, Class II	140	160
Purchasing Agent, fruit & vegetables	230	290
Secretary, executive (English-speaking)	130	165
Secretary, executive	100	130
Superintendent, garage	140	175
Superintendent, warehouse	160	190
Stenographer	100	110
Teacher, language	175	200
Telephone, consultant, technical (English-speaking)	160	200
Timekeeper, male	80	110
Timekeeper, female	70	100
Typists, male	90	105
Typists, female	70	90
Writer	120	145
CLASSIFIED LABOR		
Ammunition Expert	90	110
Armorer, chief	130	140

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GRADE	LIRE PER DAY Min.	Max.
Appraiser	120	130
Apprentices, all trades	35	75
Armature winder	90	130
Armorer	90	125
Baker	80	105
Band Leader	95	(per hour plus 20% of total cost of band)
Band Member	55	(per hour)
Bartender	60	90
Battery worker	80	100
Blacksmith	90	125
Boilermaker	90	125
Bookbinder	80	105
Bookbinder's assistant	60	70
Boatmaker, surgical	110	135
Bricklayer	85	115
Burner, acetylene	80	125
Butcher	80	105
Caretaker, Cemetery	80	105
Carpenter	80	105
Chainman	80	105
Clergeland, female (sub-forewoman)	80	100
Clothing classifier & repairer, female	50	60
Coachbuilder	80	115
Coachpainter	80	115
Compositor, chief	135	145
Compositor	100	135
Compositor, assistant	80	100
Concrete laborer	70	80
Concrete mixer operator	105	115
Cement finisher	105	115
Cooper	100	130
Coppersmith	80	100
Core Maker	105	125
Cupola Tender	80	125
Dental hygienist & technician	80	230
Dockgate controller	110	115
Draftsman, engineering	115	140
Driver, crane, automotive	80	140
Driver, motor truck	70	115
Driver, mule	100	80
Driver, Steam roller		130
Electrician - wiring	85	125
Electrician - communications	85	135
Electrician - auto	90	125
Electrician - technician	175	190
Engineer, industrial consulting	140	340
Engineer, electrical	105	170
Engineer, locomotive		170

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

GRADE	LIRE PER DAY Min.	Max.
Engineer, locomotive diesel	105	150
Engineer, steam, stationary	95	125
Engineer, mechanical	140	170
Exporter, English-speaking (buyer & shipper of export goods)	170	285
Ferrier	80	105
Fireman	80	115
Fireman, oil fuel	80	105
Fire Fighter	85	95
Fitter-Automotive (motor mechanic)	90	125
Fitter driver (chauffeur-mechanic)	90	125
Foundryman	80	105
Furnaceman	80	125
Glazier	80	105
Greaser, refrigerating	80	115
Greaser, others	80	105
Grinder, precision	80	105
Hairdresser	80	105
Hammerman	80	105
Hammerman (steam-operated hammer)	90	130
Inspector, citrus fruit	115	170
Joiner, wood	80	115
Keeper, storeroom or warehouse	80	100
Laboratory Assistant	70	90
Laborer, semi-skilled	75	85
Lime burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expediter - G.E.M.		175
Locksmith	95	120
Loftsman	90	125
Machine tender	80	115
Machinist, lathe operator	100	125
Machinist, milling machine operator	100	125
Machinist, plane operator	100	110
Machinist, tool room	100	135
Machinist, bench work	100	125
Maker, cabinet	80	115
Maker, mattress	80	105
Maker, pattern	105	150
Maker, template	80	125
Malaria Control expert	200	250
Mason	80	105
Mechanic, automotive motor	90	125
Mechanic, diesel	80	125
Mechanic, instrument repairer	100	135

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ANNEX "P" to AFHQ Adm Memo #34 (cont'd)

GRADE	LIRE PER DAY Min.	Max.
Mechanic, locomotive bench work	80	125
Mechanic, searchlight	135	155
Mechanic, sewing machine	80	100
Mechanic, typewriter	80	120
Mechanic, typewriter, assistant	65	80
Mechanic, [redacted]	100	135
Medical Practitioner	30 per hour	40 per hour
Molder	100 " day	135 " day
Nursing Orderly	80	105
Operator, crane	80	105
Operator, crane, electrical	80	125
Operator, crane, steam	80	125
Operator, linotype	105	135
Operator, pump	80	110
Operator, radio	95	120
Operator, radio (with rations)	70	95
Operator, radio apprentice	65	85
Operator, radio apprentice (with rations)	40	60
Operator, spud	80	105
Operator, tire	90	125
Operator, winch	80	105
Painter, polisher	80	105
Physiotherapist	115	140
Plasterer	80	105
Plumber	85	115
Porter, cold storage meat	75	85
Printer	100	135
Projectionist, motion picture	110	135
Projectionist, motion picture assistant	80	100
Quarryman - stone cutters	70	85
Radiographer	140	175
Rat catcher		90
Reinforcing iron worker	90	115
Repairer, gasket	80	105
Repairer, shoe	88	115
Research analyst	90	110
Rivet heater	70	95
Riveter	80	105
Riveter, bucker-up	60	70
Saddler	80	115
Saleswoman	60	90
Saw Setter	90	125
Sawyer	80	105
Scraper	65	90
Sheet Metal Worker	90	120
Signwriter	85	110
Skilled remaker of woolen clothing	70	80

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

GRADE	LIRE PER DAY Min.	Max.
Skilled repairer of hospital clothing and textiles, female	55	80
Slater	80	115
Smelterer	80	105
Sock and woolen repairer, female	50	70
Steamfitter	85	125
Stoker and fireman	80	105
Storekeeper, tool room	80	110
Supervisor, road	80	115
Tailor, cutter, male	75	85
Tailor, cutter, female	65	75
Tailor, own machine	80	90
Tailor, without machine	70	80
Tailoress, own machine	70	80
Tailoress, without machine	50	70
Tallyman	115	145
Tent worker	80	105
Textile refitter	80	105
Tinsmith	80	105
Toolsmith	80	115
Vulcanizer	80	115
Welder, gas & electric	90	125
Wood turner	80	110
UNCLASSIFIED LABOR		
Boys (under 18 years of age)	-	40
Unskilled laborers, male	60	75
Unskilled laborers, female	-	50
Unskilled laborers, (heavy) female	-	60
Watchman day	55(overtime at 10 lire per hour)	
Watchman night	60(overtime at 12 lire per hour)	
FOREMEN		
Ganger of unskilled labor (not less than 12 laborers)		85
Foreman of unskilled labor		95
Foreman of classified labor 20 lire above the maximum of the particular classification, provided not less than 12 laborers under charge.		
MARINE LABOR (Classified)		
Boathand	75	85
Boathand, chief	85	95
Chipper-caulker	80	125
Coxswain	80	110

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TRADE	LIRE PER DAY Min.	Max.
Diver (plus additional hourly rate of 35 lire when under water)		110
Draughtsman (leadsman)	100	120
Driller, ships' plates	80	115
Leadingman	140	160
Master (superintendent)	185	225
Mester (salvage hand)	85	110
Mechanic, ship (one	80	120
Pilots (rate to be fixed at discretion of employing service)		
Quartermen (asst-Serk)	155	190
Quartermaster	130	160
Rigger	90	130
Riveter, ship	80	115
Sailmaker	80	115
Salvage Hand	70	90
Shipfitter	90	135
Shipwright	90	135

SEAGOING RATES (SCHOONERS)

Master and Chief Engineer	250
1st Officer and 1st Engineer	200
2nd Officer and 2nd Engineer	180
3rd Officer and 3rd Engineer	170
Bo'sun	150
Cook or Steward	140
Seaman	130

HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT ETC.

Master	180
Mate	140
Engineer	140
Cook or Steward	120
Seaman	120
Stoker or Fireman	125

BARGES & LIGHTERS

Bargeman	85	105
Master Bargeman	100	120

DOMESTIC EMPLOYEES (Classified)

MESS & HOSPITALS

Caretaker Guard (monthly)		2640
Chef	75	110
Cleaner, officers' quarters, male	65	80
Cleaner, officers' quarters, female	50	70
Cook	75	100
Dish Washer	35	55
Gardener (10 hour day)	55	65

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GRADE	LIRE PER DAY Min.	Max.
Maid	35	55
Orderly, medical and mess (monthly)	880	1760
Orderly, other (monthly)	440	880
Steward - clubs and messes	65	110
Waiter	60	75
Waitress	40	60

HOTEL EMPLOYEES

FOLLOWING IS BASIC RATE FOR SECOND CATEGORY HOTEL
FOR 1ST CATEGORY HOTEL ADD 10%
FOR 3RD CATEGORY HOTEL DEDUCT 10%

Director	5700 monthly	6840 monthly
Assistant Director	5130 "	5700 "
Secretary	15.15 per hour	15.15 per hour
Assistant Secretary	11.00 " "	12.10 " "
Desk Clerk	11.00 " "	12.10 " "
Head Porter	11.00 " "	12.10 " "
Assistant Head Porter	9.65 " "	11.00 " "
Porter	6.90 " "	6.90 " "
Operating Engineer	9.65 " "	12.10 " "
Upholsterer	9.65 " "	12.10 " "
Maid	6.90 " "	6.90 " "
Assistant Maid	5.50 " "	5.50 " "
Elevator Operator, 18 years of age and above	6.90 " "	6.90 " "
Elevator Operator, under 18 years of age	5.50 " "	5.50 " "
Bell-boy	5.50 " "	5.50 " "
Linen-keeper	7.70 " "	7.70 " "
Assistant Linen-keeper	6.60 " "	6.60 " "

LAUNDRY EMPLOYEES (Classified)

Drier and preparer, male & female (under 18 years of age)	15 per day	30 per day
Drier and preparer, male, (18 years of age and above)	75	95
Drier and preparer, female (18 years of age and above)	55	75
Ironer, hand, male & female (under 18 years of age)	15	30
Ironer, hand, male, (18 years of age and above)	75	95
Ironer, hand, female (18 years of age and above)	55	75
Ironer, machine, male & female (under 18 years of age)	15	30
Ironer, machine, male (18 years of age & above)	75	95
Ironer, machine, female (18 years of age & above)	55	75
Ironer, chief, male		100
Ironer, chief, female		85
Sorter, (Class II)		90
Sorter, (Class I)		100
Washer, hand, female		45
Washer, machine, male	75	100
Washer, machine, female	55	65

NOTE: Concerning Hotel Employees, including those classified as domestic but working in hotels, all work in excess of the normal eight-hour day will be paid at the regular hourly rate. The basic rate of time and one-half is not applicable.

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APPENDIX "G" to AFHQ Adm Memo #34

SKILLED & UNSKILLED GRADES (SARDINIA)

Classification	Hourly Rate Lire	Daily Rate (8 hours) Lire
Skilled workers	9.00	72.00
Semi-skilled workers	9.58	76.60
Unskilled workers	7.33	58.60
Female workers	4.98	39.80
Apprentices	5.68	45.40

PROFESSIONAL & OFFICE GRADES (SARDINIA)

	Monthly Lire
College or Undergraduate with degrees	4,000
High School Graduate	2,400
Others	1,250

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

APPENDIX "I" to AFHQ Adm Memo #34

COST OF LIVING BONUS AUTHORIZED BY PARAGRAPH 6

1. Bonus for Italian Civilian Employees other than those covered by paragraph 2 of this Appendix.

a. Daily Wage Group

(1) Adult Group

Basic Wage	*Maximum Permissible Bonus per day
Up to and including 120 lire per day	75 lire
From 121 to 125 lire	72 lire
From 126 to 130 lire	70 lire
From 131 to 135 lire	67 lire
From 136 to 165 lire	65 lire
From 166 to 170 lire	62 lire
From 171 to 175 lire	60 lire
From 176 to 180 lire	57 lire
From 181 lire and above	55 lire

(2) Juveniles may be paid a cost-of-living bonus up to 20 lire per day

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

b. Monthly Wage Group

(1) Adult Group

Basic Wage	*Maximum Permissible Bonus per month
Up to and including 3000 per month	1950 lire
From 3001 to 3100 lire	1920 lire
From 3101 to 3200 lire	1870 lire
From 3201 to 3300 lire	1820 lire
From 3301 to 3400 lire	1770 lire
From 3401 to 3500 lire	1720 lire
From 3501 to 5000 lire	1690 lire
From 5001 to 5100 lire	1620 lire
From 5101 to 5200 lire	1570 lire
From 5201 to 5300 lire	1520 lire
From 5301 to 5400 lire	1470 lire
From 5401 lire and above	1430 lire

(2) Juveniles may be paid a cost-of-living bonus up to 754 lire per month.

Note: Abatement at the rate of 104 lire per month will be made from the maximum permissible bonus under (a) and (b) when full rations i.e. all meals are provide to the employee by the employing service.

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

APPENDIX "B" to AFHQ Memo #34 (cont'd)

2. Bonus for Italian Civilians employed in Allied Hotels, Clubs and Messes and other localities whose wages are paid partly in kind.

a. Adult Group

Basic Wage	*Maximum Permissible Bonus per month
Up to and including 3600 lire per month	1325 lire
From 3601 to 3700 lire	1275 lire
From 3701 to 3800 lire	1225 lire
From 3801 to 4900 lire	1175 lire
From 4901 to 5000 lire	1125 lire
From 5001 to 5100 lire	1075 lire
From 5101 to 5200 lire	1025 lire
From 5201 lire and above	955 lire

b. Juveniles may be paid a cost-of-living bonus up to 130 lire per month.

* These maxima are liable to modification by the action of Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945.

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

HEADQUARTERS ALLIED COMMISSION
APO 394

Suspense Admin Memo #34 Date 2/7/45
Affairs — 2/16/45

AC List

Check		To	Rec.		To
	Staff Officer to CC	✓		Advisors	
	Executive Commissioner	2		Establishment Section	✓
	Message Center			Executive Officer (A)	✓
	Liaison Division			Executive Officer (B)	✓
	Civil Affairs Section	✓		G-1 (A)	✓
	Dis Per & Regist			G-1 (A) Civilian Rep.	✓
	Local Govt			G-1 (B)	✓
	Patriots Branch			G-4 (A)	✓
	Public Safety			G-4 (B)	✓
	Security Division			275th Regt	✓
	Public Health			Headquarters Commandant	✓
	Legal	✓		Allied Civ. Pers. Director	
	Education			Adjutant, Allied Commission	✓
	Monuments & Fine Arts			Navy	✓
	Economic Section	✓		Land Forces (MMA)	✓
	Registration Branch			Air	✓
	Agriculture			Communications	✓
	Commerce			Civil Censorship Group	✓
	Finance	2		M.M.A. & F.A.N.	✓
	Property Control Div			Motor Transport Group	✓
	Food			Public Relations Branch	✓
	Industry			Information Division	✓
	Mining Division			~~Archivist~~ Bill Reeves	✓
	Labor	✓		~~Librarian~~ Rose Abbate	✓
	Public Works & Utilities			~~Interp.~~ Rose Peters	✓
	Shipping			Rose Nalesso, Lucano Sparks	3
	Transportation				

Jack

Signature
Remarks & recommendations
Information
approval/Disposal
appropriate action
Investigation & Report
Dispatch

Remarks:

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

HEADQUARTERS

ALLIED COMMISSION

(160)

SIGNAL SECTION
(SECTION)
OFFICE OF THE EXECUTIVE COMMISSIONER
APO 394

Reference 256/EC Date June 25, 1945

SUBJECT: **Dismissal of Civilian Employees.**

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

1. The following named employee of this Division will be dismissed with effect from **27 June 1945. To be paid to include 26 June 1945**

Name of Employee: **Maria Luisa Sabatucci**

Classification: **Telephone Operator (Female)**

Wage Rate: **L. 3700 per Month**

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. **None of these**

Begins employment under Azienda di Stato per i Servizi Telefonici (State Agency) and will be assigned to the Allied Commission for duty on same status as other operators assigned by the Agency. Allied Commission to drop this employee from payrolls beginning 27/6/1945

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

(date)

Name

Rank **1st Lt., Sig. C.**

Title **Hq Signal Officer.**

~~NOTE: This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

25/6

OFFICE OF THE EXECUTIVE COMMISSIONER

27/6

2561

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 9)

JUN 25 1945

22 June 1945

Revised Basic Rates of Pay for Hotel Mess and Club Employees

1. Reference paragraph 3 g) and appendix's "B" and "C" AFHQ Administrative Memorandum Number 47 dated 16 November 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, the undermentioned Basic Rates of Pay are authorized for Hotel, Mess and Club Employees of the Allied Armed Forces employed within the Boundaries of Rome Province.

3. These rates supersede those for Hotel, and Mess and Club Employees as set forth in above mentioned Memorandum.

RATES OF PAY FOR HOTEL EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE. EFFECT 1 JUNE 1945.
MONTHLY RATES

GRADES	Scale of Pay Min.	Max.
Manager	4500	6800
Asst. Manager, Head Receptionist or personnel controller.	3500	6500
Chief Cashier	3000	5500
Book-Keeper	2500	4500
Hall Porter	3000	5500
Porter	2500	3300
Hotel Watchman	2700	3900
Telephone Operator (Male or Female) (English Speaking)	2100	3000
Telephone Operator (Male or Female) (non English Speaking)	2000	2500
Plays... Operator	2500	2800

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

employed within the Dominion of Eire Province.

3. These rates supersede those for Hotel, and Mess and Club Employees as set forth in above mentioned Memorandum.

RATES OF PAY FOR HOTEL EMPLOYED BY THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF EIRE PROVINCE. EFFECTIVE 1 JUNE 1945.

MONTHLY RATES

GRADES	Scale of Pay Min.	Max.
Manager	£500	£600
Asst. Manager, Head Receptionist or personnel controller.	£500	£600
Chief Cashier	£000	£500
Book-Keeper	£500	£500
Hall Porter	£000	£000
Porter	£500	£300
Hotel Watchman	£700	£900
Telephone Operator (Male or Female) (English Speaking)	£100	£500
Telephone Operator (Male or Female) (non English Speaking)	£000	£500
Elevator Operator	£500	£600
Hall Boy	£500	£800
Bell Boy (under 18 yrs of age)	-	£650
Handyman	£500	£300
Head Waiter	£400	£500
Waiter	£700	£400
Waitress	£200	£100
Asst. Waiter	£500	£800
Barman	£500	£500
Head Cook or chef	£500	£000
Cook	£700	£000
Asst. Cook	£500	£500
Pot and Utensil Washer	£500	£300
Dishwasher	£500	£000
Storeman, Partriner	£500	£500
Still Room Hand	£500	£500
Housekeeper (Female)	£400	£600
Linen Keeper, Linen Hand (Female)	£500	£600

(2)

(Cont'd)

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

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

Ref. Civ Pers Memo 9 22 June 1945.

SALARY SCHEDULE FOR MESS AND CLUB EMPLOYEES OF THE ALLIED ARMED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE.

MONTHLY RATES

GRADES	Scale of pay Min.	Max.
Asst. Cook	2500	3500
Asst. Manager	3000	5600
Asst. waiter	2500	2600
Barman	3500	4500
Cashier	2500	4200
Cook	2700	4800
Dishwasher	2500	3000
Handyman	2500	3000
Head Cook	2900	6000
Head Waiter	3000	5000
Housekeeper (female)	2400	4000
Laundry hand (male)	2700	3800
Linen keeper, Linen hand (female)	2100	3600
Manager	3900	7000
Orderly, British Mess	2500	3000
Waiter	2700	3700
Waitress	2000	3100
Juvenile (male & female) (under 18 yrs of age all grades	-	1650

NOTES:

1. Wage rates will be reduced by 30 lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.
2. Overtime rates are not permissible for employees in Messes and Clubs.
3. Where female rates are not specific fifteen (15) per cent will be deducted from the male rate in the case eligible-

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Asst. Waiter	2500	2500
Barman	3500	4500
Barmaid	2500	4200
Cook	2700	4800
Dishwasher	2500	3000
Handyman	2500	3000
Head Cook	2900	5000
Head Waiter	3000	5000
Housekeeper (female)	2400	4000
Laundry hand (male)	2700	3800
Linen Keeper, Linen hand (female)	2100	3600
Manager	3900	7000
Orderly, British Mess	2500	3000
Waiter	2700	3700
Waitress	2000	3100
Juvenile (male & female) (under 18 yrs of age all grades	-	1650

NOTES:

1. Wage rates will be reduced by 30 lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.
2. Overtime rates are not permissible for employees in Messes and Clubs.
3. Where female rates are not specific fifteen (15) per cent will be deducted from the male rate in the case classification.

3 1918

N. P. THEODORE.
1st Lt. AGD.,
G-1 American.

DISTRIBUTION.
"C"

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

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

HEADQUARTERS ALLIED COMMISSION
AFO 394
G-1 Section Civilian Personnel

MEMORANDUM)
NUMBER 8)

22 June 1945

JUN 25 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE HOTEL, CLUB AND MESS GRADES.

1. Reference G-1 Section Civilian Personnel, Memorandum Number 2, dated 19 March 1945, and paragraph 2, Appendix "B" AFHQ Administrative Memorandum Number 16, dated 24 March 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, the following changes effective 1 June 45 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTEL, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE.

(a) Adult Group

Basic Wage Lire per month	Maximum Permissible Bonus lire per month.
Up to and including 3600 lire	3125 lire
From 3601 to 3700 lire	3075 lire
From 3701 to 3800 lire	3025 lire
From 3801 to 4900 lire	2975 lire
From 4901 to 5000 lire	2925 lire
From 5001 to 5100 lire	2875 lire
From 5101 to 5200 lire	2825 lire
From 5201 lire and above.	2755 lire

(b) Juveniles (Male and Female), under 18 years of age may be paid a cost of living bonus up to 730 lire per month.

H. P. THEODORE
1st Lt. AGD.
G-1 American.

DISTRIBUTION
"C"

Declassified E.O. 12356 Section 3.3/NND 787587

354 A Gt Pon 2 (30) 1134

-4-

COPY NO: 97

JUN 16 1945

ALLIED FORCE LOCAL RESOURCES SECTION
A.F.H.Q.

Postal Address:
AFLRS, Rome Area Allied Command,
C. M. F.

LRS/2140/267.

SUBJECT: Deductions for Income Tax.

TEL: RQ/B 66275.

TO : As Distribution.

15 June 1945.

16 JUN 1945

1. In view of the provisions of A.C.S. letter reference AG 012/195 (Sec-O) dated 20 May 45, subject, Supplying of Information to Italian Tax Officials, the worker's contribution for income tax will not be deducted from the gross wage to give the net "take home" wage of the employee in private industry.

2. Para 3 of Appendix 'A' to AFHQ Administrative Memorandum No. 25 dated 10 Apr 45, will be appropriately amended in due course.

THOMAS H. CHURCH, Colonel,
Chief of Section (US),
A.F.L.R.S.

W.H.S. SHEEHY, Colonel,
Chief of Section (Br),
A.F.L.R.S.

SJH/hwa.

HEADQUARTERS
16 JUN 1945

1576

CBC-C dated 20 May 45, subject, Supplying of Information to Italian Tax Officials, the worker's contribution for income tax will not be deducted from the gross wage to give the net "take home" wage of the employee in private industry.

2. Para 3 of Appendix 'A' to AFHQ Administrative Memorandum No. 25 dated 18 Apr 45, will be appropriately amended in due course.

THOMAS R. GIBSON, Colonel,
Chief of Section (US),
A.F.H.Q.

W.B.S. SHELDON, Colonel,
Chief of Section (Br),
A.F.H.Q.

SME/mm.

HEADQUARTERS
15 JUN 1945

1876

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

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

OFFICE SPACE SECTION

FILE NO. HQC/5/5

SUBJECT: Deductions for Mid-day Meal
Italian Office Employees.

9 June 1945

TO : See Distribution below.

As from 1st June 1945, and in accordance with A.F.H.Q. Administrative Instruction No. 30 of 3 May 45, a revised scale of rations for the Mid-day meal for Office Employees has been issued. This ration is issued at a cost of five (5) lire per head per issue, as against the two (2) lire recovered heretofore. Will you, therefore, please recover from all Office personnel using the HQ. A.C. Mess, a further 3 lire per day for period 1-15 June 1945, and forward to this Office.

DISTRIBUTION :
Allied Censor Control
U.N.R.R.A.
I.C.C.R.
Liaison (Shipping S/C)
Civil Cens. Group
Office of Ex. Commissioner (For Signal Officer)

R. F. Sinclair Capt.
R. F. SINCLAIR
Office Space Section

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

226

(134)

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. G-1/Civ. Pers/368 30 May 1945

MAY 31 1945

Subject. Civilian Personnel - Information.

To . Chief of Staff Sub-Commission.

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

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

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

Sig

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

Incl. Request Slip

Form completed previously - G-1 Civ Pers in Council — NFA.

1574

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 Nice.

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.

Dup

R. A. UHLER
Lt. Col. AGD.
S-1(A)

Insl. Request Slip

Form completed previously - Cl. Cert. in possession - NFA.
1874

(COL M)

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

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

COPY

HEADQUARTERS

ALLIED COMMISSION

(SECTION)

APO 304

Reference 256/ECC Date 29 May 45

SUBJECT: **Dismissal of Civilian Employees.**

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

1. The following named employee of this Division will be dismissed with effect from 15 JUNE 1945

Name of Employee: CESARE CARPI

Classification: SENIOR ADMINISTRATIVE ASST

Wage Rate: LIRE 4480 PER MONTH

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section 15 JUNE 45 (Date) for the purpose of obtaining required clearance. 1513

Name WILLIAM E. SIMMONS

Rank 1ST LT. S.C.

Title HQ SIGNAL OFFICER

~~NOTE: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb 45

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

2561

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

FILE No HQC/7/4

29 May 1945

SUBJECT Accommodation.

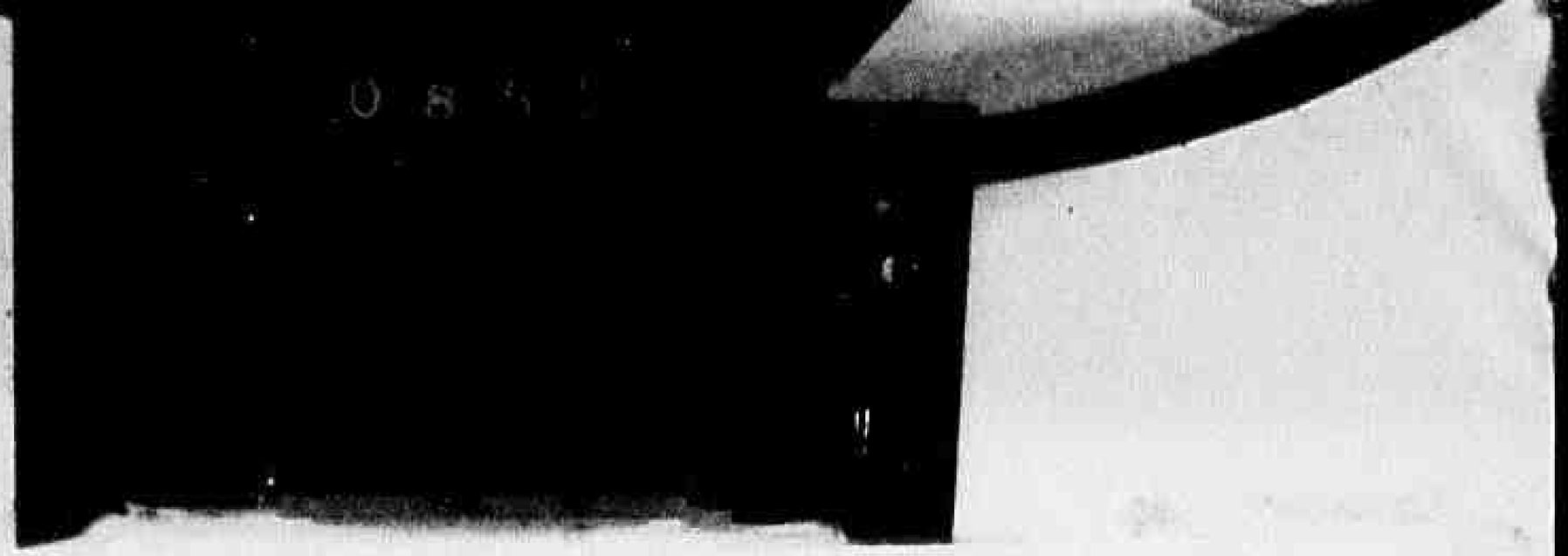
TO Chief Staff officer to Executive Commissioner.

Sig.na DE ANGELIS, Emilia

With reference to your letter 255/127/EC, dated 22 May 1945, accommodation is available in the Colonna Hotel for the above-mentioned employee. She should be instructed to contact the Billeting Officer for the necessary authority to live in that hostel.

R. H. Robertson Colonel
R. H. ROBERTSON
Hq. Commandant.

1872



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

256

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Civilian Employees. FILE No.

TO , Off of the Exec Commissioner 28 May 1945

MAY 29 1945

1. Attached forms to be used when separation is effected.

2. Additional forms available upon request to this section.

2 Incls.
Civ Pers Form No. 2.

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

Executive Communications
256

RESTRICTED

(130)

ALLIED FORCE HEADQUARTERS
APO 512

AG 012/185 GEG-O

20 May 1945

MAY 20 1945

SUBJECT: Supplying of Information to Italian Tax Officials.

TO : All Concerned.

1. Although the Allied Forces are not liable to Italian taxation, this exemption is not extended to their Italian or other civilian employees who are normally resident in Italy. Similarly, an Italian contractor is liable to taxation under Italian law in respect of profits arising out of any contract entered into with an element of the Allied Forces.

2. Italian tax-assessing officials who make application, may be allowed, as a means of assisting them in the collection of taxes and not more frequently than once in six months, to inspect the Social Insurance Cards kept in accordance with Administrative Memorandum Number 61, this headquarters, 1944, and may be furnished with the names of Italian persons or firms having contracts with the Allied Forces. The minimum value of contracts for which contractors names are furnished will be at the discretion of the military officer concerned.

3. Italian tax-assessing officials will not be furnished with copies of payrolls of civilian employees or given information as to amounts of wages paid, nor will they be supplied with information regarding contracts other than as provided in paragraph 2 above.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Reproduced by Hq. Allied Commission
G-1 Sect Civ Pers. 26 May 45.

3/ C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant General

NWD

1971

Declassified E.O. 12356 Section 3.3/NND No. 789017

entered into with an element of the Allied Forces.

2. Italian tax-assessing officials who make application, may be allowed, as a means of assisting them in the collection of taxes and not more frequently than once in six months, to inspect the Social Insurance Cards kept in accordance with Administrative Memorandum Number 61, this headquarters, 1944, and may be furnished with the names of Italian persons or firms having contracts with the Allied Forces. The minimum value of contracts for which contractors names are furnished will be at the discretion of the military officer concerned.

3. Italian tax-assessing officials will not be furnished with copies of payrolls of civilian employees or given information as to amounts of wages paid, nor will they be supplied with information regarding contracts other than as provided in paragraph 2 above.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Reproduced by Hq. Allied Commission
G-1 Sect Civ Pers. 26 May 45.

NWD

S/ C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant General

1371

Ref Civ Pers/783 1st Ind. NWD/jl

HQ Allied Commission, G-1 Sect Civ Pers.,APO 394, 26 May 1945.
TO: See Distribution.

1. For information and compliance, all Sections and Regions of Allied Commission maintaining Social Insurance Reports for locally employed civilians.

2. The attention of tax officials should be drawn to the fact that under the system now in force all employees of the

(Capt Atkinson)

Declassified E.O. 12356 Section 3.3/NND NO. 760147

Allied Forces, except office employees, are issued with supplementery ration cards. These cards, which show the name and address of the employees, are surrendered when food is purchased and should be available to tax assessing officers on application to the offices of S.E.P.R.A.L. (Sezione Provinciale Alimentazione) where they are ultimately collected.

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

DISTRIBUTION
"D"

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

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

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

(129)

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/775 24 May 1945

Subject. Civilian Employees (Female)

To . Executive Commissioner

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

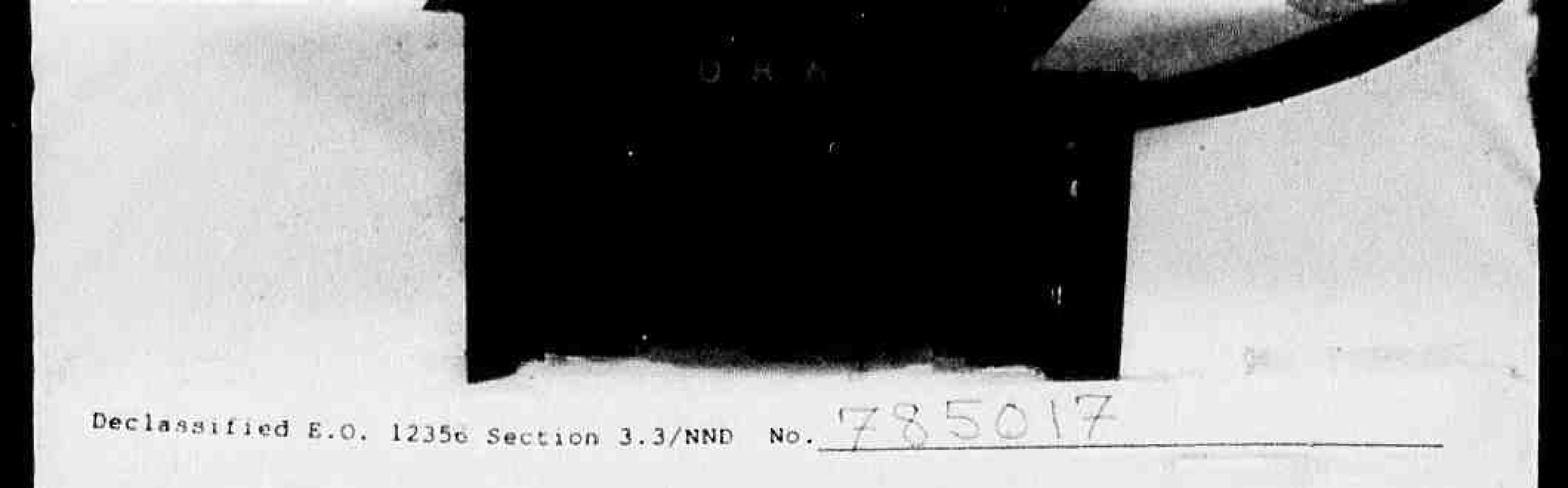
2. Information requested is necessary to adjust rates of pay between this headquarters and those of private industries.

K. W. DRACHEFF
Lt. Col. AGD.
G-1 American

Incls. (7) Forms: Information Female Employees with Dependents.

Forms completed 12 June 45
returned

(CAL M)



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

Name	Present Pay	Increase	Base Amount	New Pay	
Compo Cesare	880	260	4030	4510	} Per Month
Tenente Rosso	7340	260	4030	7970	
Messengers	145	100	145	245	Per Day
Women		650			Per Month
De Angelis	5980	650	2340	6630	
D'Amelio	5220	650	2340	5870	
Maria Mary	5220	650	2340	5840	
Bonetti Mary	6240	650	2340	6920	
Gerardi Elizabeth	4550	650	2600	5200	
Bergamaschi	5390	650	2340	6040	
Sebastian Maria	5390	650	2340	6040	

Executive Commission
256
of
128

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 7) 26 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF ~~MEX ALLIED~~ FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP
(EXCEPT HOTEL, MESS AND CLUB GRADES)

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

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 16 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

APPENDIX "A"

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

2. Monthly Wage Group. (Including Chief Foremen - Artisan, Skilled and Unskilled grades).

(a) Adult Group.

Basic Wage lire per month	Maximum permissible bonus. lire per month	
	Male	Female
Up to and including 3000 lire	4550 lire	2600 lire
From 3001 to 3100 lire	4520 lire	2570 lire
From 3101 to 3200 lire	4470 lire	2520 lire
From 3201 to 3300 lire	4420 lire	2470 lire

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

Memorandum Number 18, dated 24 March 1945.

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

APPENDIX "A"

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

2. Monthly Wage Group. (Including Chief Foremen - Artisan, Skilled and Unskilled grades).

(a) Adult Group.

Basic Wage lire per month	Maximum permissible bonus. lire per month Male	Female
Up to and including 3000 lire	4550 lire	2600 lire
From 3001 to 3100 lire	4520 lire	2570 lire
From 3101 to 3200 lire	4470 lire	2520 lire
From 3201 to 3300 lire	4420 lire	2470 lire
From 3301 to 3400 lire	4370 lire	2420 lire
From 3401 to 3500 lire	4320 lire	2370 lire
From 3501 to 5000 lire	4290 lire	2340 lire
From 5001 to 5100 lire	4220 lire	2270 lire
From 5101 to 5200 lire	4170 lire	2220 lire
From 5201 to 5300 lire	4120 lire	2170 lire
From 5301 to 5400 lire	4070 lire	2120 lire
From 5401 to 10000 lire	4030 lire	2080 lire
10001 lire and above	2730 lire	1755 lire

(b) Juveniles may still only be paid a cost of living bonus up to 754 lire per month.

Note. Abatement at the rate of 104 lire per month will

(see 129 A)

Declassified E.O. 12356 Section 3.3/NND 785017

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

(a) and (b)
to the employee

DEPARTMENT
Col. USA
AMERICAN

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when full restora
by the copyright

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"C"

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

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

127

Ref: 256/127/20.

Tel: 289

22 May 1945.

SUBJECT: Civilian Employees.

TO : Hq Commandant.

Sig.na DE ANGELIS, Anna.

1. It is requested that your approval be given for the above named to be accommodated in the COLONNA HOTEL.

2. She was formerly employed by Civil Affairs Branch in NAPLES and came to ROME on the move of Headquarters in July 1944.

3. She has been residing in ROME with her brother who however in the course of his employment is now being transferred to another location.

Chief Staff Officer,
Executive Commissioner.

BO 24 Noted

256

(125)

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
NUMBER 6)

15 May 1945

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

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

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

APPENDIX "A"

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

(a) Adult Group

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

Declassified E.O. 12356 Section 3.3/NND No. 758017

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

APPENDIX "A"

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

(a) Adult Group

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

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

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

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

DISTRIBUTION
"C"

(Miss Sheahan)

Declassified E.O. 12356 Section 3.3/NND No. 787017

Executive Communications

254.A

(124)

RESTRICTED

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHP/ljs

AG 248.5/700 D-O

8 May 1945

MAY 14 RECD

SUBJECT: Wage Entry on Civilian Accident and Social Insurance Reports.

TO : All Concerned.

1. References: AFHQ Administrative Memorandum Number 61, 16 December 1944.
NATOUSA Circular Number 74, 23 May 1944.

2. Workmen's Compensation and Social Insurance are available to civilian employees of the US Forces in accordance with the provisions of reference publications. When an employee becomes eligible for the benefits described therein, the employing unit must complete the prescribed form on behalf of the employee.

3. The amount of compensation provided the individual is based upon his wage rate. This rate is entered by the employing unit as Item Number 9 on Social Insurance Form SI-1 and as Item Number 3 on the standard Workman's Accident Report.

4. It has been agreed by the Italian Government and all Allied employers of labor that, in completing Social Insurance Form SI-1 and the standard Workman's Accident Report, only the Allied Forces Basic Wage Will be Reported. Italian officials will then make the adjustments necessary to translate this figure into an amount comparable to that of the Italian private industry basic wage.

BY COMMAND OF GENERAL MCNARNEY:

/S/R. H. Prose

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

1. References: AFHQ Administrative Memorandum Number 61, 16 December 1944.
USFOSA Circular Number 74, 23 May 1944.

2. Workmen's Compensation and Social Insurance are available to civilian employees of the US Forces in accordance with the provisions of reference publications. When an employee becomes eligible for the benefits described therein, the employing unit must complete the prescribed form on behalf of the employee.

3. The amount of compensation provided the individual is based upon his wage rate. This rate is entered by the employing unit as Item Number 9 on Social Insurance Form SI-1 and as Item Number 1 on the standard Workmen's Accident Report.

4. It has been agreed by the Italian Government and all Allied employers of labor that, in completing Social Insurance Form SI-1 and the standard Workmen's Accident Report, only the Allied Forces Basic rate will be reported. Italian officials will then make the adjustments necessary to translate this figure into an amount comparable to that of the Italian private industry basic rate.

BY COMMAND OF GENERAL MCNARNEY:

/s/R. H. Preese
R. H. PREESE
Maj. AGD.
Asst Adjutant General

Reproduced by Hq. Allied Commission,
G-1 Sect. Civ Pers., 11 May 45.

Ref Civ Pers/727 1st Ind. WAD/jl

Hq. Allied Commission, G-1 Sect. Civ Pers., APO 394, 11 May 1945.
TO: See Distribution.

1. For information and compliance, all Sections and Regions of Allied Commission maintaining Social Insurance Reports for locally employed civilians.

DISTRIBUTION
"D"

W. W. BRAUNOFF,
Lt. Col. AGD.
G-1 American

RESTRICTED

(Mrs Stearns)

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

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

256

RESTRICTED

123

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

4 May 1945.

MAY 5 RECD

ESTABLISHMENT MEMORANDUM)
:
NUMBER 6)

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:

a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.

b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.

c. That in the event of discharge of employee for fault of misconduct, no notice need by given and discharge will be immediate.

2. This policy will be effected as an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the information by Regions.

BY COMMAND OF REAR ADMIRAL STONE:

C. J. PAYETT
Colonel, Infantry,
Actg. Vice President.

OFFICIAL:

J. L. JONES,
Colonel,
Executive Officer (S).

DISTRIBUTION:
"A"

RESTRICTED

(Mac Stone)

Copy of S/HQ

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

256

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Pellegrini Silvano

TO : CIC (Message Center)

1 May 1945

Above named has been screened by this office and is judged

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

MAY 1 RECD

S/Sgt Kenfield

(Cpl. H)

C. A. MONGARZONE
1st Lt AUS
Internal Security Officer

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

256 A

(121)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 April 45 1944

APR 27 RECD

SUBJECT: **Employment of Civilians.**

TO : Executive Commissioner

1. Ref. your Request dated 26 April 45

2. Approval is given to the employment of Pellegrini, Silverio

as a Messenger at a rate

not exceeding 100 Lire per day ~~month~~ (Plus living bonus)

3. The minimum rate which is 80 Lire per day ~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para. 2 above. It is policy of this Headquarters, as determined by AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

s/ [illegible] Kavanagh
[illegible]

Forwarded to Pellegrini on 28 APR 45

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

Civ. Pers. Form 4
Aug. 44

(55m P)

1500 A9/4

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

HEADQUARTERS

ALLIED COMMISSION

(12)

Office of the Executive Commissioner
(SECTION)

APO 804

Reference HEC/250/EC. Date 27 April 1945.

SUBJECT: **Dismissal of Civilian Employees.**

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

1. The following named employee of this Division will be dismissed with effect from 25 April 1945

Name of Employee: [illegible]

Classification: [illegible]

Wage Rate: L. 100 per day and L. 60 per day Roms

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(x) Remarks: Repatriation to the U.S.A.

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

Name: [signature]

Rank: Major

Title: 1581

~~Note: This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM
NUMBER 5

18 April 1945
APR 20 Recd

SOCIAL INSURANCE COVERAGE FOR
ITALIAN CIVILIANS EMPLOYED DIRECTLY
BY ALLIED FORCES

1. Letter Ref./255, Headquarters Allied Commission, G-1 Sect-Civ Pers., APO 8 January 1945, is amended as follows:

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

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

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

1 Apend.

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

DISTRIBUTION
"D"

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

Ref. 256/113/Ec. 18 April 1945

SUBJECT: Mrs. Ida (Rinaldi) Lo Giudice.

TO : Director of Personnel
Italian Ministry of Foreign Affairs.

1. This is to certify that the above mentioned, Mrs. Ida (Rinaldi) Lo Giudice, has been employed by Headquarters, Allied Commission from 26 June 1944 to 21 April 1945.

2. She has been employed as a Senior Administrative Assistant and at all times her work has been of the highest standard.

3. She is leaving at her own request and it is with regret I lose her services.

Colonel
A/Executive Commissioner.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION
ALLIED CIVILIANS PERSONNEL

Phone: 223

16 April 1945

APR 17 PM

MEMORANDUM

To: Executive Commissioner Office
(Att.: Col Washburn)

1. This office is constantly consulted by Postal Officers, Embassies and various agencies, in order to locate civilians of American, British and other nationality.

2. It would be in interest of all concerned if you will inform this office of any Allied Nationals in your Sub-Commission that are on the A.C payroll with the Italian Civilians.

3. Please include floor, room and phone number of each.

J. Wm. CUNLIFFE
Major. A.C.S.
Director.

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ Pers/532 7 April 1945

APR 17 Rec'd

Subject: Workmen's Compensation in Italian Territory.

To : See Distribution.

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

W. W. DRAGUTSKY
Lt. Col. AGD.
G-1(A)

1 Incl.
Appendix "A"

ALSTRUCTION
"G"

PA

1557

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

THE INJURED	Name_____ Sex_____ Age_____ Race_____ Length of Employment_____ Employee No._____ Classification_____ Performing Assigned Duty at time of Accident: Yes____ No____
DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability_____ Date and Hour treated_____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION)_____ Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT)_____

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

Performing Assigned Duty at time of Accident: Yes____ No____

DIAGNOSIS AND DISPOSITION

Nature of injury and part of body affected. Describe closely

TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL:

Estimated Length of Disability

Date and Hour treated

CAUSE ANALYSIS

What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION)

Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT)

CORRECTED ACTION

What has been done to prevent a similar injury?

1556

REPORT MADE BY: _____.

DATE_____

Hour_____.

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

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

(114)

HEADQUARTERS

ALLIED COMMISSION

Office of the Executive Commissioner

(SECTION)

A P O 394

Reference **256/114/EC** Date **16 April 1945**

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room 11 - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from **21 April 1945**

Name of Employee: **LO GIUDICE, Ida**

Classification **Senior Administrative Assistant**

Wage Rate **Rate per month: 6360 lire and 1430 lire Bonus.**

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
(✓) Remarks: **Employed from July 1944 to above date.**

Mrs. LoGiudice is leaving this office to join her husband at another location. She is a very good administrative assistant, and I am sorry to loose her services.

3. Employee has been instructed to report to Civilian Personnel Section **19 April 1945** (date) for the purpose of obtaining required clearance.

Name L W. STEARNS

Rank **Major**

Title

~~Words "Form 4 Cert must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

1555

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

Executive Correspondence (113)

O 258 O

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
MEMBER A)

12 April 1945

EXEMPTION FROM CALL UP OF ITALIAN PERSONNEL

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

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

R. G. DRAGNICH
Lt. Col. AUS.
G-1 American

DISTRIBUTION
"1"

PA
1853

PA 44/2

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

256

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

EL/3B/1.0/Ck

7 April 45

APR 11 1945

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

TO : See Distribution

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

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

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER :

[illegible] Col
for Executive Commissioner

Distribution list "A"
Group I and II - less copies 29-35, 61, 69.

1653

Info copy filed on Education Info 2602/EC

PA

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

April, 1945

SUBJECT : Italian educational personnel employed by Allied organizations.

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

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

Name (in full).....

.....

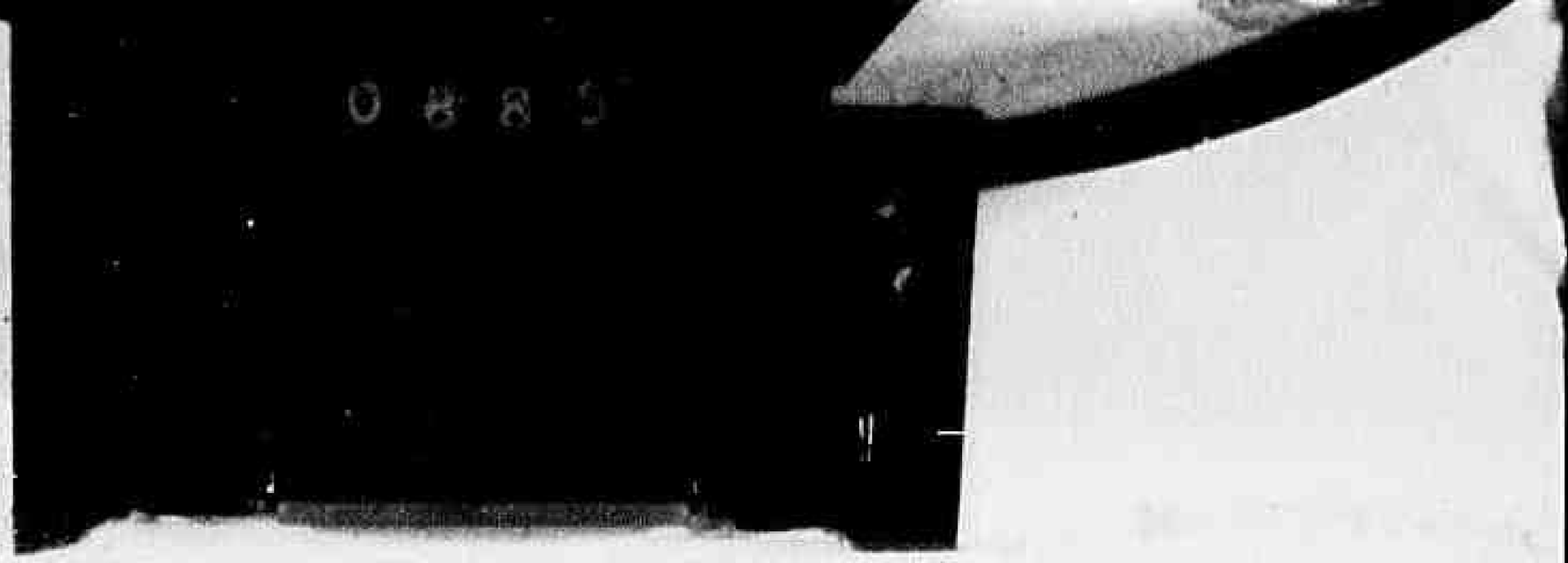
2. The s/m person has been employed by the undersigned Allied organization from.....194.... (to .....194...)

(if is still so employed).

Name of organization.....

Place of official submitting form.....

Signed.....



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

Declassified E.O. 12356 Section 3.3/NND 760547

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

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

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

IL MINISTRO
f.to De Ruggiero

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

Translation

MINISTRY OF PUBLIC INSTRUCTION

Rome, 19 August, 1944

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

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

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

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

1352

Will you please adhere to such criterion and give no assurance to this office.

sd/ - De Ruggiero.

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

Roma 29.1.1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

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

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

S E D E

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

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

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

IL MINISTRO
f.to Arangio Ruiz

Translation

SUBJECT : Teachers and employees employed by Allied Units.

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

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

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

per l'Educazione affinchè venga rimesso a questo Ministero un elenco del personale comunque in servizio presso gli Enti Alleati, e ciò allo scopo di mettere codeste Direzioni Generali in grado di effettuare un controllo e un'integrazione dei dati posseduti e di dar corso alle comunicazioni necessarie per regolarizzare la posizione giuridica ed economica del personale dipendente che si trovi nella predetta posizione.

IL MINISTRO
f.to Arangio Ruiz

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SUBJECT : Teachers and employees employed by Allied Units.

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

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

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

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

1551

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

(109)

Roma 25 gennaio 1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

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

Prot. No. 1920

S E D E

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

Con riferimento alle circolari del 15 agosto 1944, n.376, e del 26 dicembre 1944, n.386, si precisa che le istruzioni impartite valgono non soltanto per gli impiegati ed insegnanti che prestano servizi o alle dipendenze della Sottocommissione Alleata per l'Educazione, ma altresi' per quelli che comunque si trovano in servizi o presso gli Enti del Governo Militare Alleato e presso le Forze Armate Alleate.

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

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

IL MINISTRO
f.to Arangio Ruiz.

translation

SUBJECT : Teachers and employees employed by Allied Units.

Reference is made to circulars of 15 August 1944, No.376, and 26 December 1944, No.386. It is understood that these instructions apply not only to employees and teachers employed by Education Subcommission, but to those also employed by Allied Military Government and by Allied Units.

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentioned employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or net.

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

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

Declassified E.O. 12356 Section 3.3/NND No. 759017

[illegible] riguardanti la corresponsione degli assegni in
[illegible] da parte della Amministrazione italiana. Alla corresponsione degli asse-
gni provvederanno gli Enti Alleati, i quali faranno quanto prima conoscere se la
corresponsione avverra' al lordo ovvero al netto.

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

IL MINISTRO
f.to Arangio Ruiz.

translation

SUBJECT : Teachers and employees employed by Allied Units.

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

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentioned employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or net.

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

1556

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

256

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM
NUMBER 6

31 March 1945

APR 4 1945

CIVILIAN EMPLOYEE'S TRAVELLING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

"II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees when travelling on duty involving absence from the normal place of duty and home may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,500 lire and more	250 lire
6,000 lire to 9,499 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,900 lire to 4,499 lire	150 lire
less than 3,500 lire	125 lire

Daily Basic Wage	Daily Subsistence Allowance
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire

Declassified E.O. 12356 Section 3.3/NND No. 759017

11- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA

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1. Civilian employees when travelling on duty involving absence from the normal place of duty and home may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,599 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less then 3,500 lire	125 lire

Daily Basic Wage	Daily Subsistence Allowance
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire
135 lire to 169 lire	150 lire
less than 135 lire	125 lire

a. For absences of more then ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

1319

b. For absences involving procurement of sleeping accommodation by the traveller at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph a above.

2. No allowances are payable under paragraph a above if rations are provided in kind, or under paragraph b if quarters are provided.

RESTRICTED

Copy on 59/Ec

3. These rates will become effective for travel performed on and after 1 March 1949."

3. Travelling allowance will be claimed by the employee on the Special Claim Form (S/235) which will also be certified by the appropriate officer. Payment will be made by the Headquarters Cashier at Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority in the space provided on the Payment Voucher (S/231). Supplies of Claim Form, (S/235), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

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

By Command of Rear Admiral STOSS:

C. B. PARKIN.
Colonel, Infantry
Acting Deputy Executive Commissioner

OFFICIAL:

J. L. JONES.
Colonel,
Executive Officer (B)

DISTRIBUTION
"A"

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

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256/ Essential Information

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
NUMBER 3)

27 March 1945
MAR 30 1945

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

Headquarters Allied Commission, G-1 Sect. Civ Pers, Memorandum Number 1, dated 12 March 1945 is amended as follows:

1. Paragraph 2 b is amended by the addition of the following;

"For employing Sections of Headquarters Allied Commission, forms will be submitted directly to G-1 Section Civilian Personnel."

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

DISTRIBUTION
"C"

Declassified E.O. 12356 Section 3.3/NND 785012 ON 0 6 8 0 0 2

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 1)

12 March 1945

MAR 30 1945

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

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

1. General

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

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

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

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

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

1. General

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

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

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

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

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

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

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

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

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

Declassified E.O. 12356 Section 3.3/NND No. 785012

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

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

6. Notification - Upon release from employment of any exempted personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District. — see addition 113

7. Channels of Application -

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

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

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

R. T. Uhler

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

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

Declassified E.O. 12356 Section 3.3/NND No. 765012

personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District. — see addition 113

7. Channels of Application -

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

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

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

R. T. Uhler

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

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

DISTRIBUTION
"A"

Declassified E.O. 12356 Section 3.3/NND No. 787017

COPY

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM No. 10. 20th February 1945.

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

1. General.

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

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

2. Initial Procedure.

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

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

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

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

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

Declassified E.O. 12356 Section 3.3/NND No. 785012

(c) 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.

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

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Category II - All other Labour.

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

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

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

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

1845

3. Exempting Authorities.

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

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

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

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

4. Procedure by Exempting Authority.

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

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

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

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

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

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

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

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

5. Channels of Application.

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

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6. Duration of Exemption.

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

7. Notification.

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

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

8. Civilian Firms.

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

9. Refusal of Exemption.

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

10. Applicability.

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

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

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

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10. Applicability.

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

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

JOHN HARDING
Lieutenant General
Chief of Staff

2 Incls. Appx "A"
Appx "B"

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

Declassified E.O. 12356 Section 3.3/NND No. 759127

APPENDIX "A" to AFHQ Adm Memo No. 10

+ Military
  Naval
  Air Force

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

PARTICULARS

1. Serial No._____. 2. Surname_____

3. Christian Name_____. 4. Father's Name_____

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

7. Home address_____

8. Name of Last Italian Unit in which serving_____

_____

9. Italian Military District to which belonging_____

10. Civil Trade_____

11. Nature of Present Employment_____

_____

12. Whether employed with W.E._____

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

_____

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

Whether or not replacable_____

Signature of Labor Representative_____

Date_____.

15. Signature_____

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7. Home address _____

8. Name of Last Italian Unit in which serving _____

_____

9. Italian Military District to which belonging _____

10. Civil Trade _____

11. Nature of Present Employment _____

_____

12. Whether employed with W.E. _____

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

_____

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

Whether or not replacable _____

Signature of Labor Representative _____

Date _____.

15. Signature _____

Name of Employing Unit _____

Date _____.

1943

DECISION OF EXEMPTING AUTHORITY

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

EXEMPTION REFUSED IN RESPECT OF SERIAL NO. _____.

SIGNATURE _____

Name of Exempting Authority _____

Date _____

+ Delete whichever is inapplicable.

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

APPENDIX "B" to AFHQ Adm Memo No. 10

DICHIARAZIONE
(Certificate)

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

_____.

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

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

_____

_____ (Occupazione)
(Occupation)

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

Firmato _____
(Signed)

_____ Data
(date)

Bollo Stato Maggiore RE
(Italian HQ Stamp)

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256

101

FILE

ITALIAN CIVILIAN EMPLOYEES.

SIGNAL OFFICE.

MAR 29 1945

There are twelve employees in all. The four paid by A.C. are:

TAVOLATO, ROMEO	Jnr. Admin. Asst.
CANEI, CESARE	Snr. Admin. Asst.
SARATTOLI, MARIA LUISE	Telephone Operator.
BORGOLINI, IRIS	Telephone Operator.

The other eight - four men and four women - are only attached to AC. They are paid by TIRI (the Telephone Company).

29 MAR 45

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