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(VOL. 3)

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(VOL. 3)

CIVILIAN EMPLOYEES, OFFICE OF EXECUTIVE COMMISSIONER
JAN. - NOV. 1946

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT: Civilian Personnel FILE No.

4 Nov 1946

TO : Chief Clerk Message Center

The following two personnel being discharged by this office have secured employment in other departments of Allied Commission and start work in these departments effective date indicated.

Giorgio Ernesti - Archives -Tues Nov. 5

Tichetto Anna Maria - Archives - Mon Nov 4

256 ad

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JULY 161833 B

H/4706
JULY 171000
PRIORITY

JUL 16 1946

AFHQ
REAR XIII CORPS - DISTHREE - RAAC - FBS INFO: 8 BASE COMMAND PAW
OFFICE - AFLUC SECRETARIAT

UNCLASSIFIED.

Reference Allied Force HQ Administrative memorandum number 14 para 4 (A). Effective date new scales for monthly paid employees will be on new scale. Procedure for daily paid employees as stated in para 4 (A) co-ordinated: 'Q'

AC DIST

INFO ACTION 2675 REGT
INFO CHIEF COMMISSIONER
EX COMM
HQ COMDT
EX OFF (A)
" (B)
AFLWC RAAC
FLOAT 2
FILE

2142

(SGT KORMAN)

Ef, Comm.

0 54008
JULY 1618338

H/4762
JULY 190900

ROUTINE

JUL 19 1946

AFHQ,

ROAR 13 CORPS HEADQUARTER ROAC FRB ,INFO: 8 ROAR COMMAND PAY OFFICE AFLEC SECTION ANZAY

UNCLASSIFIED.

Ref Allied Force Headquarters Administrative memorandum number 14 para 4 (A). Effective date new scales for monthly paid employees will be 1 July 46 and payments July will be on new scale. Procedure for daily paid employees as stated in para 4 (A).

AC MIST

INFO ACTION - 2675 RSOT
INFO - CHIEF COMMISSIONER
SA COMAR
RA COMAT
SA G (A)
SA G (B)
AFLEC ROAC
FLOAT 2
FILE

4 2141

(Lt Rodman)

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

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RELAY TO CMRD DISTRIBS RELAYED INFO TO U.S. AIR COMMAND PAY SECTION
AFLMC SECRETARIAT ALCOM

JUL 11 1946

UNCLASSIFIED

Intention AFHQ administrative memorandum number 14 of 29 June is that no existing allied employee shall suffer decrease in total pay as result of publication. Understand in certain areas owing to high cost of living bonus operating present take home wage composed of basic pay plus cost of living bonus exceeds maximum permissible for appropriate grade in administrative memorandum number 14. In such cases employees may continue in old rate of pay until discharged. Employees discharged through no fault of their own may be re-engaged at discretion of employing unit at old rate provided re-engagement taken place within a fortnight or is delayed for longer period owing to sickness only. In all other cases provisions of administrative memorandum number 14 will apply co-ordinated :"G" G-4.

AC DIST

INFO ACTION: 2675 SNGT 8
INFO: CHIEF COMMISSIONER
EX COMMISSIONER
HQ COMPT
EX OFFICER A
EX OFFICER B
AFLMC
STAFF 4
FILE

HEADQUARTERS
U.S. ARMY
WASH., D.C.

RAC 2140

(see 600400)

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RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 14) 29 June 1946

JUL 5 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY (LESS SICILY, SARDINIA AND VENEZIA-GIULIA)

AFHQ Admin Memo No 34, as amended by AFHQ Admin Memos 37/45, 38/45, 39/45, 40/45 and 49/45; and 47/45 and 5/46 are superseded, insofar as ITALY (less SICILY, SARDINIA and VENEZIA-GIULIA) is concerned, by this Admin Memo.

1. APPLICATION OF THE REGULATIONS

(a) These regulations will apply to the direct employment of all civilian labour employed in the normal manner by the Allied Forces through Civil Labour Units irrespective of nationality, but will not apply to certain nationals, e.g., American and British, who are employed by various Allied Organizations on specially arranged conditions equivalent to those received in their home countries.

(b) The special benefits authorised under Para 9 of this Admin Memo will not apply to certain non-Italian civilians, who are actually Displaced Persons, and in consequence are accommodated, fed and clothed by the Army.

(c) 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.

2. RECRUITMENT

(a) BRITISH INSTALLATIONS AND UNITS

Applications for employees will normally be made to the nearest Deputy Assistant Director of Labour (Civil), Senior Labour Control Officer or Civil Labour Unit ("CLU").

(b) AMERICAN INSTALLATIONS AND UNITS

Applications for employees will be cleared through the nearest Base Section HQ or such other Labour Office as may be established in any particular locality from time to time.

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RESTRICTED

(CAPT K) : (SGT KOVAR)

3. LOCAL SUB-COMMITTEES

The financial powers of Local Sub-Committees, as set forth in AFHQ Admin. Memo. 25/45 are withdrawn, with the exception of those granted to the Local Sub-Committee in VENEZIA-GIULIA.

4. RATES OF PAY

(a) Allied Force Basic Wage and Cost of Living Bonus Scales

Employees will be paid a basic wage plus a cost of living bonus as set forth in the schedules attached as Appendices "A" and "B" which shall be designated the "Allied Force Basic Wage and Cost of Living Bonus Scales" and be effective as follows:-

(i) For Daily Paid Employees - from the day after the second pay-day after the publication of this Memorandum.

(ii) For Monthly Paid Employees - from the day after the NEXT pay-day after the publication 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 and cost of living bonus are related to an average of 26 working days per month at 8 hours per day for all grades other than hotel, mess and club employees; basic pay and cost of living bonus for hotel, mess and club grades will be calculated on a 30-day month at 12 hours per day.

(c) Procedure in respect of New Grades

Categorization for grades not listed may be established by the Chairman of the local Sub-Committee in conjunction with the Chairman and Secretariat, Allied Force Labour & Wages Committee, provided these grades fall within the Categories laid down in Appendices "A" and "B" (excluding Note 1 to Appendix "B") Appendix "E" to this memorandum will be used for this purpose, and similarly where it is required to establish a grade with a rate of pay in excess of those laid down in Appendices "A" and "B" (excluding Note 1 to Appendix "B"

(d) Pay on Engagement

(i) All labour will be paid at the minimum rate of pay laid down in Appendices "A" and "B" 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 within the limits set out in Appendices "A" and "B".

(ii) (a) All labour which has been employed previously by the Allied Forces may, at the discretion of the employing services, be re-engaged on production of a certificate from the previous employing unit stating the reasons for discharge and the latest rate of pay in issue.

(b) Where re-employment in the same category occurs immediately after discharge, or if it can be established that the employee broke his service through no fault of his own, e.g. sickness or on the disbandment of the employing unit, a Head of Family may be employed at his previous rate of pay, plus the appropriate cost of living bonus at the time of re-engagement.

(c) At the discretion of the employing unit sub-paragraphs (a) and (b) above will also apply to a non-Head of Family, except that on re-engagement he may receive, in addition to his previous rate of pay, his previous cost of living bonus if more favourable than that in force at the time of re-engagement. Reference is made to Para. 7(a) (ii) (c) of this Memorandum.

(d) In all other cases the terms of re-engagement will be those in force at the time of re-employment.

(e) Pay for Night Shifts

The daily basic rate for persons employed on night shifts may be increased by 10 lire. This only applies to workers engaged on a night shift, and not to those working through the day shift into the night. Overtime for the former will be paid at one and a half times the increased basic pay.

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

Employees will normally be expected to work a minimum of six (6) consecutive days per week.

(c) Overtime

(i) 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 or 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. Exempted from

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those 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 weekday.

(ii) Overtime should be discouraged in the interests of efficiency and the employment of surplus labour.

6. BASIC RATE OF PAY

All civilians will be classified on engagement under one of the following categories (vide Appendixes "C" and "D") and they will receive a basic rate of pay, as shown in Appendices "A and "B".

CLASSIFIED ARTISANS, SKILLED & UNSKILLED GRADES (vide Appendix "C")

Category 1	Specialised
" 2	Qualified
" 3	Apprentices
" 4	Semi-skilled
" 5	Unskilled

ADMINISTRATIVE, OFFICE & CLERICAL GRADES, MESS & CLUB GRADES, HOTEL GRADES, MARINE GRADES (vide appendix "D")

Category 1	Executive and Professional
" 2	Senior Supervisory and Sub-Professional
" 3	Specialised and Junior Supervisory
" 4	Qualified
" 5	Apprentices
" 6	Semi-skilled
" 7	Unskilled

7. COST OF LIVING BONUS

(a) Civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in Paras. 4 and 6 above, a cost of living bonus at a flat rate as set forth in Appendices "A" and "B" which will be dependent on:-

(i) ZONE. In order to comply generally with the varying rates of cost of living, the territory covered by the Memorandum has been classified geographically into two Zones, which are referred to in Appendices "A" and "B" as Zone "A" and Zone "B". Any additions to Zone "B" will be made by the Allied Force Labour and Wages Committee, and subject to the approval of the C.A.O., A.F.H.Q.

(ii) WHETHER THE EMPLOYEE IS A HEAD OF FAMILY OR NON-HEAD OF FAMILY

(a) A male or female, married or single, with any number of dependents will be classed as a Head of Family.

(b) All employees will be paid as non-Heads of Family until such time as a certificate ("Stato di Famiglia"), obtained from the local Comune, is produced proving that they are Heads of Family. On production of certificates employees will be paid retrospectively to the date of employment or date of becoming Heads of Family whichever is the later.

(c) Those non-Heads of Family, engaged prior to the publication of this Memorandum, are receiving higher rates than those laid down in Appendices "A" and "B" they may continue in receipt of their existing rate, but they will not benefit from any subsequent increases either in basic pay or cost of living bonus until such time as the scales, which will be revised quarterly, exceed their existing remuneration. New engagements will, however, be subject in all cases to the rates in Appendices "A" and "B".

(b)(i) 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 the following work periods:-

For Monthly Paid Employees
30 days work for hotel, mess and club employees.
26 days for other than hotel, mess and club employees.

For Daily Paid Employees
Either 48 hours within any normal working week
or 8 hours on any one day.

(ii) The proportion of bonus payable varies directly with the proportion of the basic wage due (as defined in (b) (i) 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, except as prescribed in Paragraph 9 below.

(iii) The cost of living bonus is not part of the basic wage and will be excluded, for example, from the computation and adjustments for overtime pay.

8. ADVANCES

No advance of pay or bonuses will be made in any circumstances.

9. CHRISTMAS BONUS, DISMISSAL BONUS, ANNUAL LEAVE WITH PAY AND PUBLIC HOLIDAYS WITH PAY

(a) GENERAL

(i) Following the established policy of keeping conditions

of employment and wage scale for Allied Force employees in step with those prevailing in Italian industry, a Christmas Bonus, Dismissal Bonus and paid Annual Leave will be granted to civilian employees of the Allied Forces for each month of completed service or fraction thereof. (See Para. (c)(ii) below). Furthermore, they will be granted six (6) paid holidays a year.

(ii) This instruction will be effective from 4 March 1946. Bonuses and Annual Leave with pay provided by this directive will be computed retrospective to 1 January 1946, or the date of employment, whichever is later, but will not apply to personnel who have been discharged from employment before 4 March 1946.

(iii) Only those civilians employed by the Allied Forces on a permanent or semi-permanent basis are entitled to the benefits under this directive.

(a) Permanent employees are those persons regularly employed on a permanent basis or for a lengthy indefinite period of time.

(b) Semi-permanent employees are those persons employed for limited periods of time not less than one week, for seasonal work, or for work of brief but indefinite duration.

(b) (i) CHRISTMAS BONUS

A Christmas Bonus will be paid to civilians employed on a permanent or semi-permanent basis, such bonus to accrue at the rate of two days' pay per month, to be paid on the normal pay day before Christmas or at dismissal, whichever shall occur first.

(ii) DISMISSAL BONUS

Civilians employed on a permanent or semi-permanent basis dismissed for reasons other than misconduct will be paid dismissal bonus at the following rates:

(a) Clerical and administrative grades (includes Hotel and mess clerical staff) 2 days' pay per month.

(b) Hotel and mess (other than clerical staff) 1 day's pay per month. Other grades (including marine) 1 day's pay per six months.

(iii) ANNUAL LEAVE WITH PAY

Annual leave with pay will be granted to civilians

employed on a permanent or semi-permanent basis at the following rates:

Office Workers : 2 days per month
Other Workers : 1 day per month

Payment for accrued leave not taken up to time of dismissal will be paid to the individual as of the date of dismissal.

(iv) 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.

(v) PUBLIC HOLIDAYS WITH PAY

Six (6) public holidays with pay will be granted civilians employed on a permanent or semi-permanent basis as follows:

(a) United States Forces:

New Year's Day	1 January
Washington's Birthday	22 February
Independence Day	4 July
Armistice Day	11 November (or other appointed day)
Christmas Day	25 December
Thanksgiving Day	Due date

(b) British Forces:

New Year's Day	1 January
August Bank Holiday	1st Monday in August
Armistice Day	11 November (or other appointed day)
Christmas Day	25 December
Good Friday	Due date
Easter Monday	Due date

When civilian employees are required to work on these days no extra pay will be given, but such employees will be granted a holiday with pay as soon thereafter as possible.
Civilian employees will be required to work, without additional pay or compensation, on any days, other than

AFHQ Adm. Memo. No. 14 (Cont'd)

those specified above, which may be declared holidays by the Italian Authorities.

(c) (i) For purposes of computation the term "pay" in all sub-paragraphs of this section shall include current basic pay and cost of living bonus at the time payment is made.

(ii) For payment of a fraction of a month, (1/4) of the indicated rates will be paid for each completed week of service provided that, in the case of grades other than clerical and administrative and hotel and mess, no dismissal bonus will be paid for any period of service less than six (6) months.

10. FEEDING OF EMPLOYEES

There will be no feeding of civilian employees except under rules and regulations prescribed by AFHQ.

11. CLOTHING AND ACCOMMODATION

Clothing and accommodation will not be provided to civilian employees except under regulations prescribed by AFHQ.

12. RECRUITMENT

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.

13. NOTICE OF TERMINATION OF EMPLOYMENT TO CIVILIAN EMPLOYEES

(a) As military requirements diminish, it becomes necessary to reduce the number of 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 manual workers be given a minimum of one week's notice, and that office workers be notified two weeks in advance of dismissal.

(b) In no circumstances, however, will employees be paid in lieu of notice.

14. TRAVELING ALLOWANCES

(a) Civilian employees when travelling on duty, involving absence from the normal place of duty and home, may in the absence of

AFHQ Adm. Memo. No. 14 (Cont'd)

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 (including overnight absence)
9000 Lire and more	820 Lire p.d.
6000 Lire to 8999 Lire	720 Lire p.d.
4500 Lire to 5999 Lire	610 Lire p.d.
3500 Lire to 4499 Lire	540 Lire p.d.
Less than 3500 Lire	450 Lire p.d.

DAILY BASIC WAGE

Standard rate of 450 Lire per day (including overnight) for all daily paid grades.

(b) (i) For absences of 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 a responsible officer, subject to a limit of three meals per day.

(ii) 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 (b)(i) above.

(c) No allowances are payable under paragraph (b)(i) above if rations are provided in kind, or under paragraph (b)(ii) if quarters are provided.

15. CONTRACTOR'S EMPLOYEES

Contractor's employees should be paid at the local prevailing wage rate, 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 Admin Memo No 25/15.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley 2135
RALPH C. TILLEY
Colonel, AGD
Adjutant General

5 Incls:
Appendices "A" through "E"

DISTRIBUTION:
C

Plus List on Page 10

AFHQ Adm. Memo. No. 14 (Cont'd)

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G-3 MTO	5
G-4 MTO	5
G-5 AFHQ	5
Q GHQ	5
Labour GHQ	5

APPENDIX "A" TO AFHQ ADMIN MEMO No 14

ALLIED FORCE BASIC WAGE AND COST OF LIVING BONUS SCALES - ITALY
(less VENEZIA-GIULIA)

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES

Notes : 1. M = Male; F = Female; H.F. = Head of Family.

2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
Naples (Communes of NAPLES, and CASTELLAMMARE)

ROME (Commune of ROME)
MILAN (Commune of MILAN)
TURIN (Commune of TURIN)
GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	BASIC WAGE Min	BASIC WAGE Max	VARIABLE COST OF LIVING BONUS Zone "A"	VARIABLE COST OF LIVING BONUS Zone "B"
1. SPECIALISED WORKERS	M HF	170	200	195	225
" "	M Not HF	170	200	100	120
2. QUALIFIED WORKERS	M HF	140	170	195	225
" "	M Not HF	140	170	100	120
" "	F HF	100	120	180	208
" "	F Not HF	100	120	87	104
3. APPRENTICES 18 -20	M Not HF	135	150	90	108
" (not qualified)	M Not HF	120	135	90	108
" (not qualified) 16-18	M Not HF	85	95	75	90
4. SEMI-SKILLED WORKERS	M HF	125	140	195	225
" "	M Not HF	125	140	100	120
" "	F HF	90	100	180	208
" "	F Not HF	90	100	87	104
5. UNSKILLED WORKERS	M HF	100	125	195	225
" "	M Not HF	100	125	100	120
" " (16 - 18)	M Not HF	70	85	75	90
" "	F HF	70	90	180	208
" "	F Not HF	70	90	87	104
" " (16 - 18)	F Not HF	50	60	63	76

NOTES:

1. Foreman or Gangar (Cat 2) : (Artisan and Skilled Labour) 20% per day more than the basic rate in issue to the highest paid man under his supervision.

Foreman or Gangar (Cat 2) : (Unskilled Labour) 20% per day more than the basic rate paid to unskilled labour.

...../Chief Foreman

SHEET 2 OF APPENDIX "A" TO AFHQ AIMEN MEMO NO 14

Chief Foreman (Cat 2) : (Artisan and Skilled Labour supervising three (3) or more Foremen or Gangers)

M HF 7280 - 8580 lire per month) Plus C.L.B.
) shown in
M NHF 7280 - 8580 " " ") Appendix "B"

Chief Foreman (Cat 2) : (Unskilled Labour supervising three (3) or more Foremen or Gangers)

M HF 5980 - 7280 lire per month) Plus C.L.B.
) shown in
M NHF 5980 - 7280 " " ") Appendix "B"

2. Labourers (Category 5) working on main drains 10 lire per day extra whilst actually employed on draing.

3. RATIONS

When full rations, i.e., all meals are provided to the employee by the Employing Service, the following deductions will be made:

(a) 30 lire per day from the basic rate of pay.

(b) 4 lire per day from the cost of living bonus.

4. Juveniles between 14 and 16 years of age in the Artisan and Unskilled Grades will receive the minimum basic rate of pay applicable to Juveniles 16 - 18 years of age.

APPENDIX "B" TO AFHQ ADMIN MEMO No 14

ALLIED FORCE BASIC WAGE AND COST OF LIVING BONUS SCALES

- ITALY (LESS VENEZIA-GIULIA)

ADMINISTRATIVE, OFFICE AND CLERICAL GRADES,

HOTEL, MESS AND CLUB GRADES

MARINE GRADES

Notes : 1. M - Male; F = Female; H.F. - Head of Family.

2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
NAPLES (Communes of NAPLES, and CASTELLAMMARE)
ROME (Commune of ROME)
MILAN (Commune of MILAN)
TURIN (Commune of TURIN)
GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	BASIC WAGE				VARIABLE COST OF LIVING BONUS			
		Minimum		Maximum		Zone "A"		Zone "B"	
		Day	Month	Day	Month	Day	Month	Day	Month
1. EXECUTIVE PROFESSIONAL	M HF	330	8580	430	11180	195	5070	225	5850
	M Not HF	330	8580	430	11180	100	2600	120	3120
	F HF	230	5980	300	7800	180	4680	210	5460
	F Not HF	230	5980	300	7800	90	2340	105	2730
2. SENIOR SUPERVISORY SUB-PROFESSIONAL	M HF	230	5980	330	8580	195	5070	225	5850
	M Not HF	230	5980	330	8580	100	2600	120	3120
	F HF	160	4160	230	5980	180	4680	210	5460
	F Not HF	160	4160	230	5980	90	2340	105	2730
3. JUNIOR SUPERVISORY SPECIALIZED	M HF	170	4420	230	5980	195	5070	225	5850
	M Not HF	170	4420	230	5980	100	2600	120	3120
	F HF	120	3120	160	4160	180	4680	210	5460
	F Not HF	120	3120	160	4160	90	2340	105	2730
4. QUALIFIED	M HF	140	3640	170	4420	195	5070	225	5850
"	M Not HF	140	3640	170	4420	100	2600	120	3120
"	F HF	100	2600	120	3120	180	4680	210	5460
"	F Not HF	100	2600	120	3120	90	2340	105	2730
5. APPRENTICES 18/20	M Not HF	135	3510	150	3900	90	2340	110	2860
" (not qualified)	M Not HF	100	3120	135	3510	90	2340	110	2860
" 16/18	M Not HF	85	2210	95	2470	75	1950	90	2340
6. SEMI-SKILLED	M HF	125	3250	140	3640	195	5070	225	5850
"	M Not HF	125	3250	140	3640	100	2600	120	3120
"	F HF	90	2340	100	2600	180	4680	210	5460
"	F Not HF	90	2340	100	2600	90	2340	105	2730
7. UNSKILLED	M HF	100	2600	125	3250	195	5070	225	5850
"	M Not HF	100	2600	125	3250	100	2600	120	3120
" 16/18	M Not HF	70	1820	85	2210	75	1950	90	2340
"	F HF	70	1820	90	2340	180	4680	210	5460
"	F Not HF	70	1820	90	2340	90	2340	105	2730
" 16/18	F Not HF	60	1300	60	1560	65	1690	75	1950

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.....Notes :

SHEET 2 OF APPENDIX "B" TO AFHQ ADMIN MEMO NO 14

NOTES:

1. Chief Executive

In addition to the above grades a special grade of "Chief Executive" is established at a maximum rate not to exceed 20,000 lire per month. This amount will include Cost of Living Bonus. Appointments to this grade which will be made only in very special circumstances, are reserved to the Allied Force Labour and Wages Committee, and are, in all cases, subject to the approval of the C.A.O., A.F.H.Q. The pro-forma at Appendix "E" to this memorandum will be used for this purpose.

2. Teachers

Professors, teachers and Educational Course Instructors in all subjects at Army Colleges will be classed as Category 1 personnel, subject to the posts in question being identified by, or under the authority of, the Chief Education Officer, GHQ. Such personnel must be filling vacancies not below the rank of Warrant Officer on approved War Establishments.

3. Marine grades will be paid at the daily rates shown above, with the following additions:-

(i) Diver - plus 35 lire an hour underwater.

(ii) Linesman (Navy) - plus 5 lire an hour while tending Diver.

4. The daily rates shown in the above schedule have been computed on the basis of a 30 day month and will, therefore, apply only when computing deductions from the pay and cost of living bonus of all grades (other than marine, hotel, mess and club grades) who have worked less than the stipulated minimum of 26 days in any month. Deductions from pay and cost of living bonus in respect of hotel, mess and club grades who work less than 30 days in any month will be computed by dividing monthly figures by thirty (30).

5. Juveniles between 14 and 16 years of age in the apprentice and unskilled grades will receive the minimum basic rate applicable to juveniles 16-18 years of age.

6. Rations

When full rations, i.e., all meals provided to the employee by the employing service, the following deductions will be made:-

(a) 30 lire per day from the basic rate of pay.

(b) 4 lire per day from the cost of living bonus.

Sub-para (b) is not applicable to hotel, mess and club grades.

7. 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 the local Provincial Italian Labour Office or AMG. This only applies to the hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not the hotels, messes and clubs which are requisitioned and direct labour employed by the Armed Forces.

8. Overtime is not payable to the following grades:-

Executives (Business analysts, experters, etc.),
Professional Workers (Electrical Engineers, doctors, lawyers, dentists, construction, civil mechanical engineers),
Senior Administrative Assistants, and Sub-Professional Workers.

APPENDIX "C" TO AFHQ ADMIN MEMO NO 14

CLASSIFI ARTISANS, SKILLED & UNSKILLED GRADES
(Daily Paid)

NOTE : This list provides for a worker in a particular category to be placed in certain circumstances, in one or other grade according to degree of proficiency.
Such cases are identified in the "Category" column where more than one numeral is shown.

	Category		Category
Anti-Malarial Labourer	4	Cobbler	2
Apprentices (All grades)	3	Compositor	2
Armature Winder	1,2	Compositor Chief	1,2
Armourer	2	Concretor	4
Artisans Mates	4	Cooper	2
Asphalt Layer	4	Coppersmith	2
Baker	2	Coremaker (Foundry)	2
Baler (Clothing & Soft Goods)	4	Cutter (Clothing) - pattern	1,2
Barber	4	Dental Clerk/Orderly	2
Battery Maker	2,4	Dental Mechanic	2
Blacksmith	2	Drier (M/C & preparer)	5
Boiler Maker	2	Driver Crane	2
Boilerman	2	Driver (Loco) diesel	2
Bookbinder	2	Driver (Loco) electric	2
Boot Machine Operator Mechanic	2	Driver (Loco) steam	2
Bootmaker & Repairer	2	Driver (M.R. electric)	2
Bootmaker (Hand or Machine)	2	Driver Mechanic, Motor Launch	2
Bootmaker (Surgical or Special)	2	Driver (Mechanical Plant)	2
Boot Manufacture	2	Driver motor vehicle (Heavy & Medium)	2
Boot Closer	2	Driver steam or motor roller	2
Boot Machinist	2	Driver stationery engine (I.C. or steam)	2
Brakeman	4	Driver, Truck & Trailer	2
Bricklayer	2	Electrician Auto	2
Builders Labourer	4	Electrician (Elevator Repairer)	2
Burner (Acetylene)	2	Electrician (House wireman)	2
Butcher	2	Electroplater	2
Cabinet Maker	2	Elevator Repairer Mechanic	2
Caretaker	2,4	Embroiderer	2,4
Caretaker (Cemetery)	2,4	Exhumer of Bodies	4
Carpenter	2	Farrier	2
Caulker	2	Fireman, Loco	2
Centre Lathe Turner	2	First Aid Post Attendant	2
Chainman	4	Fitter (Aero radial diesel)	1,2
Charcoal Burner	4	Fitter (Ammunition)	2
Chauffeur (Mechanic)	2,4	Fitter (Assembler)	2
Checker	4	Fitter (Armourer)	2
Checker, Railway Goods Yard	4	Fitter (Bench)	2
Clothing Machinist	2,4	Fitter (Electrical)	2
Clothing (Classifier, sorter)	4	Fitter (Marine)	2
Coachbuilder	2		
Coachpainter	2		

SHEET 2 OF APPENDIX "C" TO AFHQ ADMIN MEMO NO 14

	Category		Category
Fitter (Metal detail-aero)	2	Mechanic (Motor I.C.)	2
Fitter (Millwright)	1,2	Mechanic (Sewing Machine)	2
Fitter (Motor - I.C.)	2	Mechanic (Typewriter)	2
Foundry Labourer	4	Mechanic (Weighing Machine)	2
Foundryman	2	Mechanic (Wireless)	2
Gardener	4	Milling Hand (Flourmill)	2,4
Gemcutting Machinist	1,2	Motion Picture Operator	2
Gilder	2	Moulder	2
Grazier	4	Musician	2
Groom or Stableman	4	Navvy	4
Gunfitter	2	Nurse (Hospital - qualified)	2,3
Hairdresser	2	Nursing Orderly Asst (or in charge of first-aid post catering for less than 250 employees. See Nursing Orderly Appendix "D")	2
Hammerman or Striker	4	Occupational Therapist	2
Inspector (Micro, vernier etc for fitted gauge work, not "Viewer")	1,2	Packer	4,5
Inspector	1,2	Painter & Varnisher	2
Instrument Maker & Repairer	1,2	Paper Cutting Operator	2
Instrument (precision) Maker & Repairer	1,2	Parquet Layer	2
Iron & Steel Renter & Fixer	2	Patternmaker (Engineering)	2
Joiner (House & Ship)	2	Pavement Layer	2
Laboratory & Dispensary Asst	2	Permanent Way Inspector	4
Lifteaver	4	Photographic Developer	2
Lighthousekeeper	2,4	Pier Supervisor	2
Lineman	2	Plasterer	2
Linotype Operator	2	Platelayer (Railroad)	4
Litho Engraver	1	Plater (Printing)	2
Lithographer	2	Plumber	2
Lithographers Assistant	4	Pointsman (Railroad)	4
Locksmith	2	Police Officer	2
Lumber Dogger	4	Postal Sorter	2
Lumber Feller	4	Polisher (French)	2
Lumber Log Turner	4	Presser (Hand)	4
Lumber Worker (Sawyer)	2	Presser (Hoffman Steam Press)	2
Lumber Worker (Handler)	5	Printing Machine Minder	2
Lumber Worker (Checker Setter)	4	Process Engraver	1
Machinist (Capstan Operator)	2,4	Quarryman	4
Machinist (Center Lathe Turner)	2	Recordak Operator	2
Machinist (Clothing)	2	Rigger	2
Machinist (Driller)	2,4	Riveter	2
Machinist (Driller - Pad. Arm.)	2	Riveter (Hunter)	4
Machinist (Grinder)	2	Riveter (Holder-up)	4
Machinist (Lathe Operator)	2,4	Road Supervisor	2
Machinist (Metal) - Capstan	2	Roadworker	4
Machinist (Miller)	2	Saddler	2
Machinist (Planer)	2	Saw Repairer & Setter	2
Machinist (Shaper)	2	Sawyer	2
Machinist (Woodworking)	2	Scaffolder	4
Machine Minder	4	Setter (Capstan Lathe)	1
Marker & Sorter	4	Sewing Hand	4
Mason	2		

SHEET 3 OF APPENDIX "C" TO AFHQ ADMIN MEMO NO 14

	Catogory		Catogory
Sheet Metal Worker	2	Tool Room (All Mechanics)	1
Shunter	4	Track Walker (Railroad)	4
Slater	2	Trimmer (Coal)	4
Smelterer (Ore)	2	Truck Master	2
Stacker (Forage Export)	4	Tyre Treader	2
Stereotyper	2	Unskilled Workers	5
Stevedore	2,4	Upholsterer	2
Stevedore (Cooling Ore)	4	Viewer (Fixed Gauge Work)	4
Stevedore (Head)	2,4	Vulcanizer	2
Stone Hand Cutter	2	Washer (Hand or Machine)	5
Storeman	4	Warehouseman	2,4
Structural Steel Worker	2	Watch & Clock Maker & Repairer	1
Tailor	2	Watchman	5
Tent Maker & Repairer	2	Welder (Acetylene)	2
Tile layer	4	Welder (Electric)	2
Timekeeper	2	Wheelwright	2
Tinsmith	2	Woodworking Machinist	2
Toolmaker	1,2		

CLASSIFICATION OF ADMINISTRATIVE, OFFICE & CLERICAL GRADES, HOTEL, MESS & CLUB GRADES (MONTHLY PAID) & MARINE GRADES (DAILY PAID)

	Category
Account (Clerk)	3
Accountant (Certified public and cost)	1
Admin Asst (Junior)	3
Admin Asst (Senior) (see Para 6, Appendix "B")	2
Apprentices (all grades)	5
Band Leader (see Para 8, Appx "B")	2
Bargee	6
Bargee (Master)	4
Barman	4
Bell boy	7
Bookkeeper	4
Bookkeeper (Hotel)	4
Bo'sun (Schooner)	3
Cashier	4
Cashier (Hotel)	4
Cashier (Chief)	3
Chambermaid	6
Chef (Head)	2
Chef (Second)	3
Cinema Manager	3
Cinema Manager (Asst)	4
Civilian Foreman of Works RE	2
Clerk	4
Cook	4
Cook (Asst)	6
Cook (Ships)	4
Dentist (see Para 8, Appx "B")	1
Dishwasher	7
Diver (see Note 3(a)(i) Appx "B")	4
Doctor (see Para 8, Appx "B")	1
Draughtsman	3
Draughtsman (Chief)	2
Elevator Operator	7
Engineer Chief (Seagoing)	2
Engineer Civil (see Para 8, Appx "B")	1
Engineer Electrical (see Para 8, Appx "B")	1
Engineer 1st (Seagoing)	3
Engineer 2nd (Seagoing)	3
Engineer 3rd (Seagoing)	4
Engineer (Harbour Craft)	4
Executive (Business analysts, Importers, etc) (See Para 8, Appx "B")	1
Executive Chief (see Note 1, Appx "B" (See para 8 Appx "B")	1

	Category
Handyman	6
Harbour Master (Asst)	3
Hotel Manager	2
Hotel Manager (Asst)	3
Housekeeper	4
Interpreter (General)	4
Interpreter (Technical)	3
Ironer	6
Labour Manager (Supervisor)	1
Labour Manager (Deputy & Asst Dep) (Supervisor)	2
Laundrymaid	6
Laundryman	6
Lawyer (see Para 8, Appx "B")	1
Librarian	3, 4
Linen Hand) Linen Keeper)	4
Linesman (Navy) (see Note 3(a)(ii)) Appendix "B")	6
Mechanical Engineer (see Para 8, Appx "B")	1
Master (Harbour Craft)	3
Master (Schooner)	2
Mate (Harbour Craft)	3
Nursing Orderly (Assisting Medical Practitioner in charge of first-aid post entering for 250/1000 employees- see "Assistant Nursing Orderly (Appx "C") and Para 6, Appx "B")	2
Pantryman (Hotel)	6
Porter (Hotel)	7
Porter - Hotel (Head)	3
Pot Washer	7
Pumpman (Navy)	6
Purchasing Agent (Asst)	2
Receptionist (Head)	3
Sailmaker	4
Salvage hand (Dock)	6
Salvage hand - master (Dock)	4
Scaler (Dock hand)	6
Ships officer (1st)	2
Ships officer (2nd)	3
Ships officer (3rd)	4
Shipwright	4

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APPENDIX "D" TO AFHQ ADMIN MEMO No 14

	Category
Shorthand Typist (English speak & dictat)	3
Soldier - Mess	4
Steward (Ship)	4
Stillroom Maid (Hotel)	6
Stoker (Merchant Craft)	4
Storeman (Metal)	6
Teacher (Language)	3
Teacher (professors, teachers and Educational Course Instructors in all subjects at Army Colleges - see Paras 2 & 4, Appendix "B")	1
Telephone Operator (English speaking)	4
Tel Op (Hotel) (English speaking)	4
Tel Op (Not English Speaking)	6
Tel Op (Hotel) (Not English Speaking)	6
Typist	4
Waiter	4
Waiter (Asst)	6
Waiter (Head)	3
Waitress	4
Warehouse Superintendant	3
Watchman (Hotel)	7
Wireless Operator	3
Workshop Superintendant	2

APPENDIX "B" TO AFHQ ADMIN MEMO NO 14

APPLICATION FOR CONSIDERATION OF A SPECIAL RATE AND/OR GRADE IN ALLIED FORCE WAGE SCALE, BY THE ALLIED FORCE LABOUR AND WAGES COMMITTEE

NOTE: To be completed by the Unit or Organization proposing a new grade or a special rate, and to be submitted in duplicate, as follows:-

(a) For new grades not involving a special rate of pay, to the Chairman of the local Sub Committee, who, without necessarily consulting the local Sub-Committee, will forward one copy to the Secretariat, Allied Force Labour & Wages Committee for approval.

(b) In the case of a special rate, which requires the approval of the CAO, AFHQ, to the Local Sub-Committee, who will forward one copy to the Secretariat, Allied Force Labour & Wages Committee for consideration.

1. Proposed Grade and Rate

2. Proposed Employee (State M. or F.)

3. Necessity for Grade.

4. Has the work previously been performed by this employee or another employee in another grade? (State Grade and Rate).

5. Give any special reasons why the grade stated in question 4 is insufficient.

6. Give any evidence of an increase in the responsibilities to be undertaken that warrant a higher grade.

7. Give details of other comparable posts in Italian Civilian Industry.

8. Has the proposed employee been employed previously by the Allied Forces?

9. If so give particulars of duties performed, and grades in which employed, with dates, since commencement of employment with the Allied Forces.

10. Is it necessary for the employee in Question 2 to fill the appointment proposed, or would it be possible for another employee to do the work allied with ?

11. Is the proposed employee in Question 2 the best qualified person for proposed grade ?

Date..... ..... Init or Organization

. ..... Chairman

Date. .... Local Sub-Committee

0 OALCOM

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 21) 17 September 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY (LESS SICILY, SARDINIA AND VENEZIA GIULIA)

Administrative Memorandum, No. 14, this headquarters 1946, is further amended as indicated:

1. Delete paragraph 4 (d)
Substitute new paragraph 4 (d):

(d) Application of Rates.

(i) Employees engaged after the effective date of this Memorandum as established in paragraph 4(a) above, who have never previously been employed by the Allied Forces:- Will be paid at the minimum rate of pay laid down in Appendices "A" and "B" 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 within the limits set out in Appendices "A" and "B".

(ii) Employees already in the employment of the Allied Forces at the effective date of this Memorandum:-

(a) Whose previous take-home-wage (composed of basic rate plus cost of living bonus) was less than that appropriate to their grade in Appendices "A" and "B" :- Will be paid in accordance with Appendices "A" and "B".

(b) Whose previous take-home-wage was more than that appropriate to their grade in Appendices "A" and "B":- Will receive a rate of pay equivalent to their previous take-home-wage, regarded as being made up of :-

(1) Maximum basic rate applicable to their grade in Appendices "A" and "B".

(2) A personal Cost of Living Bonus sufficient, when added to (1) above, to bring the take-home-wage up to the previous total.

(iii) Employees previously in the employment of the Allied Forces, discharged through no fault of their own (e.g. sickness or the disbandment of the employing unit) before the effective date of this Memorandum, and re-engaged after its effective date but not later than one calendar month after date of discharge.

(a) Whose previous take-home-wage was less than that appropriate to their grade in Appendices "A" and "B" :- Will be paid in accordance with Appendices "A" and "B".

(b) Whose previous take-home-wage was more than that appropriate to their grade in Appendices "A" and "B":- May, at the discretion of the employing unit, be treated as in paragraph (ii) (b) above. Otherwise will be treated as in paragraph (iii) (a) above.

(iv) Employees discharged after the effective date of this Memorandum through no fault of their own, and subsequently re-engaged not later than one calendar month after date of discharge

May, at the discretion of employing unit, be re-engaged on their previous basic rate of pay plus the appropriate cost of living bonus at the time of re-engagement (except that employees previously in receipt of a personal cost of living bonus under the terms of paragraphs (ii) (b) and (iii) (b) above may, at the discretion of the employing unit receive that bonus if more advantageous than the cost of living bonus at the time of re-engagement).

(v) Employees discharged through some fault of their own:-

Will not normally be re-engaged. If however they are re-engaged it will be on the same terms as in paragraph (i) above.

(vi) In all cases where discharged employees are re-engaged on any other rate than the minima laid down in Appendices "A" and "B" this will be subject to the production of a certificate from the previous employing unit stating the reasons for discharge and the latest rate of pay in issue.

(vii) In all cases where under paragraphs (ii) (b), (iii) (b) and (iv) above employees are permitted to remain on a total take-home wage higher than that authorized in Appendices "A" and "B" they will not benefit from any subsequent increase either in basic pay or cost of living bonus until such time as the scales, which will be revised quarterly, exceed their existing remuneration.

(viii) It should be noted that the concessions granted in paragraph (ii) (b), (iii) (b) and (iv) above are designed as a protection, in particular to :-

AFHQ Adm. Memo. No. 21 (cont'd)

(a) Non-heads-of-family who by virtue of the introduction of a distinction between heads-of-family and non-heads-of-family in this Memorandum would otherwise suffer a decrease in take-home-wage.

(b) Employees already working in areas where the cost-of-living bonus operating prior to the publication of this Memorandum was so high that they would otherwise suffer a decrease in take-home-wage.

(ix) If the break in service in paragraphs (iii) and (iv) above is more than one calendar month re-employment will be on for a new employee as in paragraph (i) above.

(x) Any employee discharged and re-engaged before the date of publication of this amendment will continue to receive the rate of pay in issue on the date of the publication of this amendment irrespective of the length of time between discharging and re-engaging.

2. Para 7 (a) (ii) (b) line 1 <u>After</u> "All" <u>insert</u> "newly engaged".

Lines 2 and 3. <u>Delete</u> "a certificate ("stato di Famiglia") obtained from the Local Commune". <u>Substitute</u> "such evidence as will convince the responsible employing Officer"

Lines 4 and 5. <u>Delete</u> "On production of certificates employees". <u>Substitute</u> "On production of such evidence such employees".

3. <u>Delete</u> paragraph 7 (a) (ii) (c). <u>Substitute</u>. new paragraph 7 (a) (ii) (c) :-

(c) Where non-heads-of-family, engaged prior to the publication of the memorandum, were receiving higher take-home-wages than those authorised for non-heads-of-family in Appendices "A" and "B" they may continue in receipt of such take-home-wages under the terms of paragraph 4 (d) (ii) (b) above.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

RALPH C. TILLEY
Colonel, AGD
Adjutant General

<u>DISTRIBUTION:</u>

See reverse side

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AFHQ Adm. Memo. No. 21 (Cont'd)

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5 - G-1 MTO
5 - G-2 MTO
5 - G-4 MTO
5 - G-5 AFHQ
5 - Q GHQ
5 - Labour GHQ
5 - D/Labour

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

MEMORANDUM)
NUMBER 14)

6 May 1946.

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 26, Rome Area Allied Command, APO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

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

(a) ADULT GROUP

Basic Wage - Lire per day.	Maximum Permissible Bonus Lire per day	
	Male	Female
Up to and including 120 lire	275	240
From 121 - 125 lire	272	237
From 126 - 130 lire	270	235
From 131 - 135 lire	267	232
From 136 - 165 lire	265	230
From 166 - 170 lire	262	227
From 171 - 175 lire	260	225

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 28, Rome Area Allied Command, APO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

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

(a) ADULT GROUP

Basic Wage - Lire per day.	Maximum Permissible Bonus Lire per day	
	Male	Female
Up to and including 120 lire	275	240
From 121 - 125 lire	272	237
From 126 - 130 lire	270	235
From 131 - 135 lire	267	232
From 136 - 165 lire	265	230
From 166 - 170 lire	262	227
From 171 - 175 lire	260	225
From 176 - 180 lire	257	222
181 and above	255	220

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(b) Juveniles (Male and Female) under 18 years of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee.

(over)

B. COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP. (ADMINISTRATIVE, OFFICE, CLERICAL GRADES AND HOTEL, MESS AND CLUB EMPLOYEES WHEN NOT ISSUED WITH RATIONS.

Monthly Wage Group (Including Chief Foreman-Artisan, Skilled & Unskilled Grades)

(a) ADULT GROUP

Basic Wage - Lire per Month	Maximum Permissible-Bonus Lire per Month Male	Female
Up to and including 3000 lire	7310	6400
From 3001 - 3100 lire	7280	6370
From 3101 - 3200 lire	7230	6320
From 3201 - 3300 lire	7180	6270
From 3301 - 3400 lire	7130	6220
From 3401 - 3500 lire	7080	6170
From 3501 - 5000 lire	7050	6140
From 5001 - 5100 lire	6980	6070
From 5101 - 5200 lire	6930	6020
From 5201 - 5300 lire	6880	5970
From 5301 - 5400 lire	6830	5920
From 5401 -10000 lire	6790	5880
10001 and above	5490	4005

(b) Juveniles may be paid a Cost of Living Bonus up to 1794 lir per month.

NOTE: Abatement at the rate of 104 lire per month will be m from the maximum permissible-bonus under (a) and (b) when full rati i.e. all meals are provided to the employee by the employing servic

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTELS, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE.

(a) ADULT GROUP

Basic Wage - Lire per Month.	Maximum Permissible-Bonus Lire per Month. Male	Female
Up to and including 3600 lire	6125	5825
From 3601 -3700 lire	6075	5775
From 3701 -3800 lire	6025	5725
From 3801 -4900 lire	5975	5675

From 3301 - 3400 lire	7130	6220
From 3401 - 3500 lire	7080	6170
From 3501 - 5000 lire	7030	6120
From 5001 - 5100 lire	6980	6070
From 5101 - 5200 lire	6930	6020
From 5201 - 5300 lire	6880	5970
From 5301 - 5400 lire	6830	5920
From 5401 - 10000 lire	6780	5880
10001 and above	5420	4905

(b) Juveniles may be paid a Cost of Living Bonus up to 1794 lir per month.

NOTE: Abatement at the rate of 104 lire per month will be m from the maximum permissible bonus under (a) and (b) when full rati i.e. all meals are provided to the employee by the employing servic

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED MESSES, CLUBS AND MESSES WITHIN THE HEADQUARTERS OF ROME PROVINCE.

(a) ADULT GROUP

Basic Wage - lire per Month.	Maximum Permissible Bonus lire per Month. Male	Female
Up to and including 3600 lire	6125	5625
From 3601 -3700 lire	6075	5575
From 3701 -3800 lire	6025	5525
From 3801 -4900 lire	5975	5475
From 4901 -5000 lire	5925	5425
From 5001 -5100 lire	5875	5375
From 5101 -5200 lire	5825	5325
5201 and above	5775	5455

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(b) Juveniles may be paid a Cost of Living Bonus up to 1930 lir per month.

DISTRIBUTION
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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

(CIVILIAN PERSONNEL)
:
INSTRUCTION NO. 5) 20 May 1946

OBSERVANCE OF AND COMPENSATION FOR OFFICIAL HOLIDAYS

I - GENERAL

1. The official holidays of the theater come within 3 categories as shown in Sections II, III and IV below, and will be granted to all War Department US citizen employees in the theater unless otherwise directed by this headquarters.

2. All previous instructions in conflict herewith are rescinded.

II - US LEGAL HOLIDAYS

3. Paragraph 1, Civilian Personnel Circular Number 100, dated 28 August 1945, states: "The Executive Office of the President released a letter, 23 August 1945, which stated that there appears no further necessity for continuing the present requirement for work on legal holidays. The legal holidays listed below will hereafter be observed as holidays, and performance of work on these days will not generally be required:"

Designation	Date
a. New Years Day	1 January
b. Washington's Birthday	22 February
c. Memorial Day	30 May
d. Independence Day	4 July
e. Labor Day	Variable
f. Armistice Day	11 November
g. Thanksgiving Day	Variable
h. Christmas Day	25 December

When one of the above days falls on a Sunday, the following day will be considered as a holiday.

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III--SPECIAL HOLIDAYS

4. Special holidays are holidays, other than legal holidays, which are specifically designated by the Theater Commander. All War Department agencies in the theater will be notified of these holidays in advance.

IV-- RELIGIOUS HOLIDAYS

5. There is no official observance of religious holidays, except such as may also be legal holidays; however it is the policy of the theater to permit absence from work to those employees who desire to spend certain holy days in religious devotion. Such an absence will be charged to accrued annual leave. If there is no annual leave to the employee's credit, absence will be charged as leave without pay, with no prejudice to the employee's standing.

V -- COMPENSATION

6. Employees who are on a regularly scheduled tour of duty with the first 40 hours confined from Monday through Friday inclusive (see Section II - MTO-GPI Number 2, dated 25 April 1946), when prevented from working because of a legal or special holiday, will receive pay for that day at regular straight time rates, provided the holiday falls within the first forty hours of the employee's regularly scheduled basic tour of duty. In the event that the holiday falls outside the first forty hour basic tour of duty (i.e. Saturday the overtime day) no compensation will be made for that day. Whenever conditions necessitate those employees performing duty on a holiday, additional compensation will be made therefore at the rate of 50% of the basic compensation. If the holiday falls on Saturday, the overtime day, the payment for the days work would equal the regular basic compensation plus 50%, plus overtime compensation computed in the normal manner.

7. Employees on a 40 hour tour of duty extending into the sixth day (see Section II - MTO - GPI Number 2, dated 25 April 1946) who are prevented from working because of legal or special holiday, will receive pay for the full day at regular straight time rates, provided the holiday does not fall on a Wednesday or Saturday. In the event the holiday falls on a Wednesday or Saturday employee will receive pay at straight time rates for only one half day. Whenever conditions necessitate those employees performing duty on a holiday, additional compensation will be made therefor at the rate of 50% of the regular rate of basic compensation, provided the holiday falls on Monday, Tuesday, Thursday or Friday. In the event the holiday falls on Wednesday or Saturday the employee would receive pay and additional compensation for only one half day, unless employee actually performs more than the normal four hours of duty on those days, in which case overtime would be paid for all hours exceeding 40 in one week.

Hq MCOMA Civilian Personnel Instruction No. 5 (Cont'd)

8. This additional pay for holiday work is not to be considered a part of the base pay; therefore retirement deductions, where applicable, will be made from the regular base pay only, and will not be made from the additional pay.

BY COMMAND OF LIEUTENANT GENERAL LEE:

EDWIN O. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
W & T
40 - Civ Pers Div., PBS

256 - 70

RESTRICTED

/dola

ALLIED FORCE HEADQUARTERS
APO 512

MAR 27 1946

ADMINISTRATIVE MEMORANDUM)
NUMBER 7) 25 March 1946

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

Paragraph 4c, Administrative Memorandum Number 34, this headquarters, 1945, is amended to read:

"4. c. Procedure in Respect of New Grades - Provisional rates for grades not listed may be established by the appropriate Labor officers in conjunction with the chairman of the Local Sub Committee of the Allied Force Labor and Wages Committee in the area concerned. The Local sub-committee will then take, to the Allied Force Labor and Wages Committee, its recommendations as to such new rates together with detailed justification therefor. Recommendations for such new rates will be submitted by the Allied Force Labor and Wages Committee for final action, through G-4 AFHQ and G (Joint) SHAEF, to the Chief Administrative Officer of AFHQ."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tillem
RALPH C. TILLEM
Colonel, AGD
Acting Adjutant General

DISTRIBUTION:
C

see on file 70/sc

2145

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

MEMORANDUM)
NUMBER 13)

13 March 1946

CHRISTMAS BONUS, DISMISSAL BONUS, PAID LEAVE AND HOLIDAYS WITH PAY FOR ITALIAN CIVILIAN EMPLOYEES.

1. All payroll submitting sections of Headquarters Allied Commission are hereby notified that current detailed instructions issued by AFHQ (Administrative Memorandum No.5, AFHQ, dated 4 March 1946) provide the authority for payment to Italian civilian employees of a Christmas Bonus, a Dismissal Bonus, Paid Leave, and Certain Holidays with Pay. Further, these instructions rescind all previous memorandums and instructions published on this subject. Effective date of AFHQ Memorandum Number 5, cs, is 1 January 1946.

2. The application of the provisions of AFHQ Memorandum Number 5, cs, is the responsibility of the G-1 Civilian Personnel Section, excepting (until further notice) for employees of Super Garage, this Headquarters.

3. All payroll submitting sections, excepting Super Garage are required to proceed as they have in the past, checking administrative detail with G-1 Civilian Personnel Section and making particularly certain that prior to or upon release of an employee for any reason whatsoever, including Voluntary Quit, a Civ Pers Form 8 (Dismissal of Civilian Employees) is properly and honestly filled in and sent immediately to the G-1 Civilian Personnel Office. Upon receipt of Form 8, the G-1 Civilian Personnel Section will prepare a final payroll only for the subject bonuses due to the released employee.

2114

It is clear, therefore, that the payroll submitting sections, excepting Super Garage, will pay a released employee in the previous normal manner, without applying the provisions of AFHQ Memorandum No.5, cs. The latter will be accomplished by the G-1 Civilian Personnel Office for all employees excepting those of Super Garage.

4. Until further notice, Super Garage is charged with the responsibility of applying the provisions of AFHQ Memorandum No 5, cs, to its own employees, under the general supervision and with the necessary help of the G-1 Civilian Personnel Section.

This will not be generally distributed

randums and instructions published on this subject. Effective date of AFHQ Memorandum Number 5, cs, is 1 January 1946.

2. The application of the provisions of AFHQ Memorandum Number 5, cs, is the responsibility of the G-1 Civilian Personnel Section, excepting (until further notice) for employees of Super Garage, this Headquarters.

3. All payroll submitting sections, excepting Super Garage are required to proceed as they have in the past, checking administrative detail with G-1 Civilian Personnel Section and making particularly certain that prior to or upon release of an employee for any reason whatsoever, including Voluntary Quit, a Civ Pers Form 8 (Dismissal of Civilian Employees) is properly and honestly filled in and sent immediately to the G-1 Civilian Personnel Office. Upon receipt of Form 8, the G-1 Civilian Personnel Section will prepare a final payroll only for the subject bonuses due to the released employee.

2114

It is clear, therefore, that the payroll submitting sections, excepting Super Garage, will pay a released employee in the previous normal manner, without applying the provisions of AFHQ Memorandum No.5, cs. The letter will be accomplished by the G-1 Civilian Personnel Office for all employees excepting those of Super Garage.

4. Until further notice, Super Garage is charged with the responsibility of applying the provisions of AFHQ Memorandum No 5, cs, to its own employees, under the general supervision and with the necessary help of the G-1 Civilian Personnel Section.

5. AFHQ Memorandum No 5, will not be generally distributed to payroll submitting sections, but will be considered an integral part of this Memorandum.

H Galkin

HARRY GALKIN
Capt., Air Corps
Asst. G-1 Amer.

Distribution
"C"

HEADQUARTERS ALLIED COMMISSION

G-1 SECTION CIVILIAN PERSONNEL

APO 304

Date 14 September 1946

SUBJECT: **Reclassification.**

TO : Executive Commissioner (Message Centre)

1. Reference your letter 256/EC dated 10 September 1946

XXX 2. Approval is granted for the reclassification of PANDOLFI Marcello

Messenger to the status of CLERK salary to

range from 2420 to 3960 per ~~day~~, month
(plus cost of living bonus)
7050 lire

Effective as of 16 September 1946

2113

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

Civ Pers Form 5
Aug 44

John R Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 394

Date 14 september 1946

SUBJECT: Reclassification.

TO : Executive commissioner (Message Centre)

1. Reference your letter 256/EC dated 10 sept 46

XXX 2. Approval is granted for the reclassification of ZIPOLI Franco

Messenger to the status of CLERK 4 Cat qual.M/F salary to

range from 3640 to 4420 per ~~month~~ month.

(plus 7930 cost of living bonus)

Effective as of 16 September 1946

2112

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

John R Hayes

JOHN R. HAYES
Major A.G.D.
G-1 Civilian

Civ Pers Form 5
Aug 44

HEADQUARTERS ALLIED COMMISSION

G-1 SECTION CIVILIAN PERSONNEL

APO 394

Date 14 September 1946

SUBJECT: **Reclassification.**

TO Executive Commissioner (Message Centre)

1. Reference your letter 256/EC dated 10 Sept 46

XXX 2. Approval is granted for the reclassification of ZODIACALI Plinio

Messenger to the status of CLERK salary to

range from 2420 to 2960 per ~~day~~, month.
(plus cost of living bonus)
7050 lire

Effective as of 16 September 1946

2111

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

Civ Pers Form 5
Aug 44

John R Hayes
JOHN R. HAYES
Major A.G.D.
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 304

Date 14 september 1946

SUBJECT: **Reclassification.**

TO Executive commissioner (Message Centre)

1. Reference your letter 256/EO dated 10th sept 46

XXX 2. Approval is granted for the reclassification of ORTIS Tarcisio

Messenger to the status of CLERK salary to

range from 2420 to 3960 per ~~day~~ month.
(Plus cost of living bonus)
7050 lire

Effective as of 16 september 1946

2110

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

Civ Pers Form 5
Aug 44

John R Hayes
JOHN R. HAYES
Major A.G.D.
G)-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ [illegible] Date 25 September 46

SUBJECT: New Rate of Pay

TO : Executive Commissioner's Office

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 September 1946.

Name Di Bonco, Vincenzo

Classification Cat I, Supervisory H/V (Techn.Interp.)

Basic Pay 1440/5980 monthly

Cost of Living Bonus 7950 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P/Pd	C.L.B. for P/Pd	Amount paid
1/31 Sept 46	6 days	1244	1576	2820
				2820
Re-adjustment	6 days	1380	1830	-
				2109
REIMBURSEMENT DIFFERENTIAL				

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

EXECUTIVE COMMISSIONER

256/BC

13th September 1946

16th September 1946

SILVANA GRILLETTI

CLERK RS

5365 + 6220

X Reduction of staff.

2158

14th September 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 Sept 46

SUBJECT: New Rate of Pay

TO : EXECUTIVE COMMISS.

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1st August 1946.

Name SIPOLI FRANCESCO

Classification 5 Cat Unsk. Worker M/F (Messenger)

Basic Pay 100/125 daily

Cost of Living Bonus 305 daily

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P/Pd	C.O.L. for P/Pd	Amount paid	
1/15 Aug 46	13 days	1300	3975	4875	2107
16/31 Aug 46	14 days	1400	3850	5250	10.125
Re-adjustment	27 days	3375	8235	----	11.610
				REIMBURSEMENT DIFFERENTIAL	1485

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Date 9 Sept 46

Ref/G-1/Civ Pers/ 201

SUBJECT: New Rate of Pay

TO : Executive Commissioner's Office

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name Stocco, Mario

Classification 4 Cat Qualified H/F (Clerk)

Basic Pay 3640/4420 monthly

Cost of Living Bonus 7930 monthly

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Ent A/Pd	C.L.B. For R/Pd	Amount Paid
1/15 Aug 46	13 days	1980	3525	5505
16/31 Aug 46	13 days	1980	3525	5505
Re-adjustment	26 days	4420	7930	-

2106

11010

12350

1340

REIMBURSEMENT DIFFERENTIAL

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name TAVOLATO Romeo

Classification 1 Cat. Executive H/F (Executive)

Basic Pay 8580/11180 Mo.

Cost of Living Bonus 7930 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Cat. A/Pd	C.O.L. Bonus Pd	Amount Paid
1-15 Aug.46	13 days	6050	2745	8795
16-31 " "	13 "	6050	2745	8795
Re-adjustment	26 days	11.180	7930	-	17.590
				19.110
			REIMBURSEMENT DIFFERENTIAL	1.520

2105

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : EXECUTIVE COMMISSIONER

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name PAIRONDI Paola

Classification 3 Cat. Jr. Supery. H/F (Jr. Adm. Ass't)

Basic Pay 3120/4160 Mo.

Cost of Living Bonus 7202 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Earned	C.L.B. Earned	Amount Paid	
1-15 Aug 46	13 days	2525	3035	5560	
16-31 " "	13 days	2525	3035	5560	11,120
Re-adjustment	26 "	4160	7202	-	11,362
				REIMBURSEMENT DIFFERENTIAL	242
					2104

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201

Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name D'ANNUNZIO Rosa

Classification 3 Cat. Jr.Supery H/F (Jr.Adm. Asst)

Basic Pay 3120/4160 Mo.

Cost of Living Bonus 7202 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Rate/Pd	C.L.B. Rate Pd	Amount Paid	
1/15 Aug 46	13 days	2525	3035	5560	
16/31 " "	13 "	2525	3035	5560	11120
Re-adjustment	26 "	4160	7202	-	11362
					242
			REIMBURSEMENT DIFFERENTIAL		2103

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name RUSMECI Alfio

Classification 3 Cat. Jr. Superv H/P (Jr.Adm.Asst.)

Basic Pay 4420/5980 Mo.

Cost of Living Bonus 7930 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay Per A/Pd	C.L.B. Per A/Pd	Amount Paid	
1/15 Aug 46	13days	2970	3395	6365	
16/31 " "	13 "	2970	3395	6365	12730
Re-adjustment	26 "	5980	7930	-	13910
				REIMBURSEMENT DIFFERENTIAL	1180

2102

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name NIKESIC Gliorina

Classification 3 Cat. Jr. Superv H/W (Tel. Oper. ES)

Basic Pay 1120/1160 Mo.

Cost of Living Bonus 7202 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Rec'd/Pd	C.L.B. Rec'd	Amount Pd	
1/15 Aug 46	13 days	1080	3070	5050	
16/31 " "	13 "	1080	3070	5050	10.100
Re-adjustment	26 "	4160	7202	-	11.362
			REIMBURSEMENT DIFFERENTIAL		1.262

2100

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name PELLEGRINI SILVERIO

Classification 4 Cat: Qual.H/F (Clerk)

Basic Pay 3640/4420 No.

Cost of Living Bonus 7930 No.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P/Pd	C.L.B. for P/Pd	Amount paid
1-15 Aug.46	13 days	1980	3525	5505
-	-	-	-	5505
Re-adjustment	13 days	2210	3965	6175
			REIMBURSEMENT DIFFERENTIAL	670

2099

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date ~~9 September~~ 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 16 August 1946.

Name PELLEGRINI Silverio

Classification 3 Cat. Jr. Superv. H/F (Jr. Adm. Asst.)

Basic Pay 4420/5950 Mo.

Cost of Living Bonus 7930 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Tot. Pd	C.O.L.B. Tot. Pd	Amount Paid	
16/31 Aug 46	13 days	2970	3395	6365	
					6365
Re-adjustment	13 days	2990	3965	6955	6955
					590

REIMBURSEMENT DIFFERENTIAL

2098

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 1 August 1946.

Name PRIMO Paolo

Classification 4 Cat Qual. M/F (Clerk)

Basic Pay 3640/4420 Ms.

Cost of Living Bonus 7930 Ms.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time worked	Basic Pay for P/Pd	C.L.B. for P/Pd	Amount paid
1-15 Aug.46	13 days	1960	3525	5505
-	-	-	-	5505
Re-adjustment	13 days	2210	3965	6175
			REIMBURSEMENT DIFFERENTIAL	670

2297

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

HEADQUARTERS ALLIED COMMISSION
APO 794
G-1 Section Civilian Personnel

Ref/G-1/Civ Pers/ 201 Date 9 September 1946

SUBJECT: New Rate of Pay

TO : Executive Commissioner

1. Reference AFHQ Administrative Memorandum number 17 (corrected copy), dated 30 August 1946.

2. The under mentioned employee is entitled to the following new rate of pay as of 16 August 1946.

Name PRIMO Paolo

Classification 4 Cat. Qual. H/F (Book Keeper)

Basic Pay 3640/1420 Mo.

Cost of Living Bonus 7930 Mo.

3. The reimbursement of the pay differential for the period 1 to 31 August 1946 will be made on the next payroll (15 September 1946).

RE-ADJUSTMENT COMPUTATION:

Pay Period	Time Worked	Basic Pay Ent. A/Pd	C.O.L. Ent. A/Pd	Amount Paid	
16-31 Aug.46	13 days	2750	3395	6145	
					6145
Re-adjustment	13 "	2210	3965	6175	6175
					30
			REIMBURSEMENT DIFFERENTIAL		2095

MARTIN E. DAVY
Maj. Infantry
G-1 Civilian

EXECUTIVE COMMISSIONER (MESSAGE CENTER)

ZIPOLI, FRANCO.

MESSENGER CLERK.

Recording and delivery of classified mail and incoming cables to all offices in the headquarters.

This work has increased for the remaining civilian personnel as the number of employees has been reduced to the minimum.

2093

10th Sept 1946

256/EO

EXECUTIVE COMMISSIONER, (MESSAGE CENTRE)

ZODIAGALI PLINIO.

MESSENGER CLERK

Delivery of all unclassified mail and packages throughout the headquarters. This work has increased considerably for the remaining messengers as their staff has been reduced from seven to three.

10th September 1946

256/RC

EXECUTIVE COMMISSIONER (MESSAGE CENTRE)

ORTIS TARCISIO.

MESSENGER CLERK

Delivery of unclassified mail and packages throughout the headquarters. This work having increased since the reduction of staff.

2031 .

10th September 1946

256/80

EXECUTIVE COMMISSIONER (MESSAGE CENTRE)

PANDOLFI MARCELLO

MESSENGER CLERK

Delivery of unclassified mail and packages throughout the headquarters. The work having increased since the reduction of staff.

2030

10th September 1946

256/BC

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

6 September 1946

SUBJECT: Transfer

To : ~~Displaced Persons~~ &
~~Repatriation S/C~~

1. Reference your letter DPR/7/1/A dated 5 September 1946

2. Approval is granted for the transfer of Emilia DE ANGELIS

employed in Executive Commissioner's Sub-Commission, to Displaced Persons

Sub-Commission (*).

3. Classification and wage rate to remain the same Jr. Admin. Ass't.
(Grade)

at 2055 to 5050 lire per day/month. (Plus cost of living Bonus)

Copy to : Executive Comm's Office
~~Internal Security~~
~~File;~~

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

5689

Civ. Pers. Form 6
Nov. 44

Martin E. Davy
MARTIN E. DAVY
Maj. - Infantry
G-1 Civilian

256 R

SEP 5 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION

DPR/7-1/1 Tel. 489081 Ext. 414 5 September 1946

SUBJECT : Transfer.

TO : G-1 (Civilian) Personnel.

Miss Amelia DE ANGELIS

1. Application is made for the transfer of the a/n, at present employed in the office of the Executive Commissioner, to this Sub-Commission in present grade.

2. It has been provisionally agreed between D.P.R.S.C. and Exec Commissioner's office that Miss De Angelis can commence work with this Sub Commission on Monday, 9 September, 1946.

3. Your concurrence in this matter would be greatly appreciated.

FOR THE DIRECTOR:

R. T. Bourke for (G)
M.T. BOURKE,
J/Commander,
Administration.

Copy to :- Executive Commissioner, A.C.

2088

PA 6/9
R

File

Ref: asa/ec ✓

29 August 1945.

SUBJECT: Civilian Employees.

TO : Executive Officer (A).

Do we know anything about one, FRED SCHWARZWALD, Via Filagieri 4, who was reputed to have worked in the Allied Commission in the Monuments & Fine Arts Sub-Commission. He has given the Allied Commission as a reference. I should be glad to know something about him.

Brigadier,
Executive Commissioner.

MIL/JO.

FRED SCHWARZWALD
4 VIA FILAMONTI
Tel. 22-7-28
(Excellence
SOLMI)

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 394

Date

SUBJECT: **Reclassification.**

TO : Office of the Executive Commissioner.

1. Reference your letter 256/EC dated 15 August 1946

XXX 2. Approval is granted for the reclassification of [illegible]

Typist to the status of Interp/Typist salary to

range from [illegible] to [illegible] per day, month. [illegible]

[illegible]

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

Civ Pers Form 5

Aug 44

[illegible]

Martin E. Davy

MARTIN E. DAVY

Maj. - Infantry

Chf Civilian

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 804

Date 24 AUGUST 1946

SUBJECT: Reclassification.

TO : EXECUTIVE COMMISSIONER'S OFFICE

1. Reference your letter 256/20 dated 19 August 1946

XXX 2. Approval is granted for the reclassification of PRI O PAOLO

Clerk to the status of Bookkeeper salary to

range from 2420 to 5500 per day, month. Plus cost living bonus.

Effective 16 August 1946

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

Copy to: ~~Internal Security~~
~~Pers~~

Civ Pers Form 5
Aug 44

2683

Martin E. Davy
MARTIN E. DAVY
Maj - Infantry
G-1 Civilian

f Cfo

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 394

Date 24 Aug. 46

SUBJECT: Reclassification.

TO : SECRETARY, COMMISSIONER'S OFFICE

1. Reference your letter 436/20 dated 16 Aug. 46.

XXX 2. Approval is granted for the reclassification of STANLEY Davylio Chang to the status of Tr. Asst. Cont. salary to range from 2160 to 2520 per day, month, plus cost living bonus.

Effective 16 Aug. 46

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

Copy to: ~~Internal Security~~
~~File~~

Civ Pers Form 5
Aug 44

2652

Martin E. Davy
MARTIN E. DAVY
Maj - Infantry
G-1 Civilian

J. Cfor

HEADQUARTERS ALLIED COMMISSION

G-1. SECTION CIVILIAN PERSONNEL

APO 804

Date 24 August 1946

SUBJECT: Reclassification.

TO : EXECUTIVE COMMISSIONER'S OFFICE

1. Reference your letter 256/EC dated 15 Aug.46

XXX 2. Approval is granted for the reclassification of PELLEGRINI Silverio Clerk to the status of Jr.Admin.Asst. salary to range from 2420 to 5940 per ~~day~~ month. plus cost living bonus.

Effective 16 Aug. 46

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

Copy to: ~~Internal Security~~ 241

2681

Civ Pers Form 5
Aug 44

Martin E. Davy
MARTIN E. DAVY
Maj. Infantry
for G-1 Civilian

27th Jul 1946

690

HEADQUARTERS

ALLIED COMMISSION

TO: Chief Clerk , Message Centre

We, the undersigned civilian employees attached to the Message Centre , dare address you a petition in order to have our classification revised, as for the greatest part of us they remained unchanged since over 1 year ago.

Considering that, especially as regards some Sub-Commissions , almost all the civilian employees have been reclassified, and in some instances also to the upper grades, on length of service or compassionate grounds , we hope that you will examine our situation and propose the proper reclassifications.

Very obliged

Liliana N. Alvise
M. Manni
Quintini Ornaldo
Pellegrini Silvio
Giorgi Manf.
Filuolozo Lilio
Schmalzerini

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Considering that, especially as regards some Sub-Commissions , almost all the civilian employees have been re-classified, and in some instances also to the upper grades, on length of service or compassionate grounds , we hope that you will examine our situation and propose the proper re-classifications.

Very obliged

Liliane N. Alvise
M. Manni
Quintini Osvaldo
Prinigalli Tina
G. M. Simonelli
Fel. Jurman
Pandolfi Marcello

Pellegrini Silvio
Giorgi Giuseppe
Filuolozo Lilia
L. Travaglini
Marie Luise Roy
Podiani Renzo
Mario

MESSAGE CENTRE.

Name.	Classification	(Per Month) Wage	+	Bonus	
FILADORO LILLA	Inter Genl	4290	+	6140	
LOY MARIA LUISA	Inter Typist	4290	+	6140	
PICHUTTO ANNA MARIA	Inter Typist	4290	+	6140	
PRINCIGALLI ANNUNUNZIATA	Inter Genl	4290	+	6140	
SILVANA CELLETTI	Clerk RS	3365	+	6220	
MAIN VENI	Typist	3960	+	6140	Inter Typist
D'AINTSE LILLIANA	Inter Genl	4290	+	6140	
MANNI MARY	Inter Genl	4290	+	6140	
STOCCO MARIO	Clerk	3960	+	7050	
PRIMO POALO	Clerk	3960	+	7050	A A
PELLEGRINI SILVERIO	Clerk	3960	+	7050	"
ERNESTI GIORGIO	Clerk	3960	+	7050	
PLANTINI OSVALDO	Clerk	3960	+	7050	A A
SIMONELLI GIOVANNI	Clerk	3960	+	7050	
* ZODIACALLI PLINIO	Messenger	100	+	275	(Per Day)
* ZIPOLI FRANCO	Messenger	100	+	275	" "
* PANDOLFI MARCELLO	Messenger	100	+	275	" "

	Inter Cent	4290	+	5140	
STOCCO MARIO	Clerk	3960	+	7050	
PRIMO POALO	Clerk	3960	+	7050	A A
PELLEGRINI SILVERIO	Clerk	3960	+	7050	"
ERNESTI GIORGIO	Clerk	3960	+	7050	
PLANTINI OSVALDO	Clerk	3960	+	7050	A A
SIMONELLI GIOVANNI	Clerk	3960	+	7050	
* ZODIACALLI PLINIO	Messenger	100	+	275	(Per Day)
* ZIPOLI FRANCO	Messenger	100	+	275	" "
* PANDOLFI MICHELLO	Messenger	100	+	275	" "

OFFICE OF THE EXECUTIVE COMMISSIONER

VIENI HAIN

TYPIST 5960 +6140.

INNER TYPIST.

Types all Message Centre correspondence, compiles lists of all incoming and outgoing cables, deals with any translations that may be necessary.

OFFICE OF THE EXECUTIVE COMMISSIONER

VENI HAIM

TYPIST 5960 46140.

INTER TYPIST.

Types all Message Centre correspondence, compiles lists of all incoming and outgoing cables, deals with any translations that may be necessary.

2078

15th August 1946

256/80

OFFICE OF THE EXECUTIVE COMMISSIONER

PEDRO POALO

CLERK 3960 + 7050 JR ADMIN ASST

Is performing the duties in Message Centre File Section previously carried out by a Junior Admin Asst - Miss Elizabeth Girardi. On joining the staff he was classified as a clerk pending final approval. Having giving satisfaction it is recommended that he be upgraded to Jr Admin Asst.

OFFICE OF THE EXECUTIVE COMMISSIONER

PEDRO POALO

CLERK 3960 + 7050 JR ADMIN ASST

Is performing the duties in Message Centre File Section previously carried out by a Junior Admin Asst - Miss Elizabeth Girardi. On joining the staff he was classified as a clerk pending final approval. Having giving satisfaction it is recommended that he be upgraded to Jr Admin Asst.

2077

15th August 1946

256/20

OFFICE OF THE EXECUTIVE COMMISSIONER

PIANTINI, OSVALDO.

CLERK 3960 + 7050 JR ADMIN ASST

In charge of section dealing with the registry of incoming cables and letters, this work was previously performed by an American Corporal.

OFFICE OF THE EXECUTIVE COMMISSIONER

PIANTINI, OSVALDO.

CLERK 3960 + 7050 JR ADMIN ASST

In charge of section dealing with the registry of incoming cables and letters, this work was previously performed by an American Corporal.

2075

15th August 1946

254/BO

OFFICE OF THE EXECUTIVE COMMISSIONER

SILVERIO MALAGRINI.

CLERK 3960+ 7050 JR ADMIN ASST

Assistant to the E.C.O. in charge External Dispatch and Internal Distribution, this job was previously carried out by an American Corporal.

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

Date 26 July 1946

SUBJECT: *Employment of Civilians.*

TO: **Executive Commissioner's Office**
Message Centre

1. Ref. your **request** dated **24 July 1946**

2. Approval is given to the employment of **ORTIS, Tarcisio** as a **Messenger** at a rate not exceeding **100** 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 as 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.

2073

Effective as of 1 August 46

Date 26 July 1946

SUBJECT: Employment of Civilians

TO: Executive Commissioner's Office
Message Centre

1. Ref. your request dated 24 July 1946

2. Approval is given to the employment of ORTIS, Tarcisio as a Messenger at a rate not exceeding 100 Lire per day ~~xxxxx~~ (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 as 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.

2673

Effective as of 1 August 46

Copy to : Internal Security

Richard B. Bullock
RICHARD B. BULLOCK
Major Infantry
G-1 Civilian

Civ Pers Form 4
Aug 44

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER

Subject : Civilians - Leave. 25th July 1946

Ref : 256/EC

To : G - 1 Civilian Personnel
Allied Commission H.Q.

Herewith Request for Leave forms, in duplicate, for the following named employees of this section.

PRIMO PAOLO	From	29th July to 3rd August 1946
PICHETTO ANNA	"	29th July to 11th August 1946
ZIPLOI FRANCO	"	1st August to 14th August 1946
SILVANA GELLATTE	"	5th August to 18th August 1946
BERNARDA FRANCA	"	5th August to 18th August 1946
ZODIACALLI PLINIO	"	17th August to 28th August 1946

Both dates inclusive.

2072

CAPT.

STAFF OFFICER
EXECUTIVE COMMISSIONER.

HEADQUARTERS ALLIED COMMISSION.
OFFICE OF THE EXECUTIVE COMMISSIONER
MESSAGE CENTRE.

Subject:- Civilian Personnel. 26th July 1946

To :- G-1 Civ Pers

Ref :- 256/EC

Further to letter even reference dated 18th July 1946, herewith one additional certificate for the undersigned.

SILVERIO PELLEGRINI.

LS

L.M. SEED SGM
CHIEF CLERK
MESSAGE CENTRE

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: PANDOLFI MARCELLO

TO: MESSANE ZEUTER 24 July 1946

Above named has been screened by this office and is judged

[X] suitable for employment subject to final report from F.E.S.

[ ] not suitable for employment

[ ] may be employed subject to further checking

[ ] employment held in abeyance for further investigation

A.G. Graham Lt. Col.
A. G. GRAHAM
Internal Security Officer

23

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

13 July 1946

SUBJECT: Transfer.

TO: Executive Commissioner's Office.

1. Reference your letter Dated 12 July '46

2. Approval is granted for the transfer (*) of DE CROMBRUGGHE, Suzanna employed in Asst. Adjutant's Sec. ~~Sub-Commission to~~ Executive Commissioner's ~~Sub-Commission~~ Office.

3. Classification and wage rate to remain the same Interp/Tec. (Grade) at 4580 lire per ~~day~~ month plus cost of living bonus.

Effective 1 July 1946

(*) No employee will be permitted to charge from one Section to another without the agreement of the respective employing Sections.

Copy to: Internal Security -
Adjutant 2675th Regt.

13 July 19 46

SUBJECT: Transfer

TO: Executive Commissioner's Office.

1. Reference your letter Dated 12 July '46

2. Approval is granted for the transfer (*) of DE CROMBRUGGHE, Suzanna employed in Asst. Adjutant's Sec. ~~Exec Commission~~ to Executive Commissioner's ~~Exec Commission~~ Office.

3. Classification and wage rate to remain the same Interp/Tec. (Grade) at 4580 lire per ~~day~~ month plus cost of living bonus.

Effective 1 July 1946

(*) No employee will be permitted to charge from one Section to another without the agreement of the respective employing Sections.

Copy to: Internal Security
Adjutant 2675th Regt.

Richard B. Bullock

RICHARD B. BULLOCK
Major Infantry
G-1 Civilian

Civ. Pers. Form 6
Nov. 44

(SJT KOUBAK)

HEADQUARTERS ALLIED COMMISSION
MESSAGE CENTRE.

Subject: Civilian Pers. 18th July 1946

To : G-1 Civ Pers.

Ref : 256/MO

In accordance with para two of Daily Bulletin number 157, dated 9th July 1946, herewith certificates (Stato di Famiglia) for the undermentioned employees of this section.

PRIMO PAOLO
Refused MANNI MARY
ZIPOLI FRANCO
Refused LOY MARIA LUISA
Refused FILADORO LILLA
STOCCO MARIO.

L.M. SEED SGM
CHIEF CLERK
MESSAGE CENTRE

HEADQUARTERS

ALLIED COMMISSION

EXECUTIVE COMMISSIONER
(SECTION)

APO 334

Reference 256/30 Date 17th JULY 1946

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 16th JULY 1946

Name of Employee: LIVADIOTTI ANTONIO

Classification: MESSENGER

Wage Rate: 100 • 275

2. Employee is being dismissed for the following reasons:

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

Released for transfer to Disper.

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

Reference 254/RC

Date 17th JULY 1946

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 16th JULY 1946

Name of Employee: LIVADIOTTI ANTONIO

Classification: MESSENGER

Wage Rate: 100 • 275

2. Employee is being dismissed for the following reasons:

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

Released for transfer to Disper.

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

Name: 2067

Rank: S.S.M.

Title: CHIEF CLERK

Civ. Pers. Form 8
Feb. 45

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER
LIAISON DIVISION.

Subject:- Transfer of Civilian Personnel. 12th July 1946.

To :- G-1 Civ Pers.

Please arrange transfer of :-

De GREENINGER Susanna - Inter Tech -

from Assistant Adjutants Section to the above mentioned Section.

This will take effect as from July 1st 1946.

L.M. SEED SSM
CHIEF CLERK
MESSAGE CENTRE

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

256 ~~90~~

HEADQUARTERS ALLIED COMMISSION

G-1 SECTION CIVILIAN PERSONNEL

APO 804

Date 8 July 1946

JUL 8 1946

SUBJECT: Reclassification.

TO : Office of the Executive Commissioner

1. Reference your letter Form 2 dated 2 July 1946

XXX 2. Approval is granted for the reclassification of Di Ronco, Venanzio Clerk to the status of Interp. Tech. salary to range from 2860/ to 5390 per day, month plus cost of living bonus.

Effective 1 July 1946

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

Copy to: Internal Security

File.

Civ Pers Form 5
Aug 44

Richard B. Bullock 54
RICHARD B/ BULLOCK
Major Infantry
G-1 Civilian

(SJT RCOHAM)

256 91

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

6 July 1946

SUBJECT: Transfer

TO: Executive Commissioner, Liasison Division.

1. Reference your letter Dated 2 July 1946

2. Approval is granted for the transfer of Fabbricotti Ruggiero Bruno employed in Chief Commissioner's Office ~~Sub-Commission~~ to Executive Commissioner Sub-Commission.

3. Classification and wage rate to remain the same Professional (Grade) at to 9000 lire per ~~fa~~ month plus cost of living bonus.

Effective 1 July '46

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

Civ. Pers. Form 6
Nov. 44

Copy to: ~~Internal Security~~
~~Chief Commissioner~~
~~File~~

Richard B. Bullock
RICHARD B. BULLOCK
Major Infantry
for G-1 Civilian

(CPL ROHAN)

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER

MESSAGE CENTRE. 6th July 1946.

CHIEF CLERK..... S.S.M. SEED.

RECEPTION

SGT REDMAN.L.	(B) (42)	General Administration
SGT SCARNELL	(A)	" "

REGISTRY

CPL DORO	(A)	Registration of Incoming Cables
CELLETTI SILVANA	(IT)	" " "
OSWALDO FIANTINI	(IT)	Delivery of cables to offices
GIORGIO MESSETI	(IT)	" " "

CABLE SECTION

[redacted]	(A)	Recording, checking etc all Cables
CPL PETERSON	(A)	& Typing Classified cables
ANNA MARIA PICHETTO	(IT)	Typing of Cables
FILADORO LILIA	(IT)	" "
LOY MARIA LUISA	(IT)	" "
PRINCIGALLI ANNUNZIATA	(IT)	" "

FILE SECTION

PRIMO PAOLO	(IT)	Filing of cables and records
HAIN VENI	(IT)	Typing of records etc.

INTERNAL DISTRIBUTION & EXTERNAL DISPATCH

[redacted]	(B) RELEASE 'A'	N.C.O. i/c Internal and External Dispatch.
CPL NUSS.W.	(A) Asst	" " " "
GIOVANNI SIMONELLI	(IT)	Sorting & Dispatch of mail external.
MANNI MARY	(IT)	Registration of mail External
LUILIANA D'ADWISE	(IT)	" " " (Classified)
SILVERIO PELLEGRINI	(IT)	Sorting & Dispatch of mail Internal
Messengers		
ZODIGALI PLINIO	(IT)	Delivery of correspondence, parcels etc
ZIPOLI FRANCESCO	(IT)	to all offices in the HQ.
[redacted]	(IT) TO DISPAT	"
PANDOLFI MARCELLO	(IT)	"
Dispatch Riders		
L/CPL WEST.	(B) (38)	Normal D.R. duties.
DRV ALLEN.E.	(B)	" " "

CABLE SECTION

[redacted]	(A)	Recording, checking etc all Cables
CPL PETERSON	(A)	& Typing Classified cables
ANNA MARIA PIGHETTO	(IT)	Typing of Cables
FILADORO LILLA	(IT)	" "
LOY MARIA LUISA	(IT)	" "
PRINCIGALLI ANNUNZIATA	(IT)	" "

FILE SECTION

PRIMO PAOLO	(IT)	Filing of cables and records
HAIN VENI	(IT)	Typing of records etc.

INTERNAL DISTRIBUTION &
EXTERNAL DISPATCH

[redacted]	(B) RELEASE "A"	N.C.O. i/c Internal and External Dispatch.
CPL MUSS.W.	(A)	Asst " " " "
GIOVANNI SIDERELLI	(IT)	Sorting & Dispatch of mail external.
MANNI MARY	(IT)	Registration of mail External
LILLIANA D'ALWISE	(IT)	" " " (Classified)
SILVERIO PELLEGRINI	(IT)	Sorting & Dispatch of mail Internal
Messengers		
ZADIGALI PLINIO	(IT)	Delivery of correspondence, parcels etc
ZIPOLI FRANCESCO	(IT)	to all offices in the [redacted]
[redacted]	(IT) To Dispatch	"
PANDOLFI MARCELLO	(IT)	"
Dispatch Riders		
L/CPL WEST.	(B) (35)	Normal D.R. duties.
DRV ALLEN.E.	(B)	" " "
DRV HARTLEY.	(B)	

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER.
- - - - - - - - - - -

Roster of Civilian Personnel. 6th July 1946.

EXECUTIVE CORPS

DE ANGELIS EMILIA	JR ADMIN ASST	SANNO JANMARIO	INTER TYPIST
DI ROMOO VENANZIO	CLERK ES	BERNADO FRANCA	JR ADMIN ASST

MESSAGE CENTRE

ZODIGALI PLINIO	MESSENGER	PELLEGRINI SILVERIO	CLERK
ZIPOLI FRANCESCO	"	ERNESTI GIORGIO	"
LIVADIOTTI ANTONIO	"	PLANTINI OSVALDO	"
PANDOLFI MARCELLO	"	SIMONELLI GIOVANNI	"
LOY MARIA LUISA	INTER TYPIST	STOCCO MARIO	"
PIGHETTO ANNA MARIA	" "	PAOLO PRIMO	"
FILADORO LILIA	" GENL	SILVANA CELESTTI	"
PRINCIGALLI ANNUNZIATA	" "	HAIN VENX	TYPIST
D'ALVISE LILLIANA	" "	MANNI MARY	INTER GENL

SIGNAL SECTION

TAVALOTTO ROSSO	EXECUTIVE	LA TERRACA ONELIO	JR ADMIN ASST
RAIMONDI PAULA	JR ADMIN ASST	CONVERTI VINCENZO	"
D'ANNUNZIO ROSINA	"	MIRESSIO GIORGINA	TELE OPERATOR
AUTSCH AMANDA	"		
MUSCOI ALFIO	"	FROLIX (OVERTIME ONLY)	SIG OPER.

LIAISON DIVISION.

SUSANNA DE CROMBRUGHE.

Also the following are on our pay roll.

WASSILCHIKOFF IRENE (Only for pay when she has Russian letters for translation)

PARMIDOFFI RUGGERO (Chief Censors Office)

2661 .

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

Date 18 June 1946

SUBJECT: *Employment of Civilians*

TO: Message Center, Executive Commissioner's Office

1. Ref. your request dated 18 June 1946.

2. Approval is given to the employment of PANDOLFI Marcello as a Messenger at a rate not exceeding 100 Lire per ~~day~~ month. Plus cost 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 as 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 18 June 1946

2050

Date

SUBJECT: *Employment of Civilians.*

TO: Message Center, Executive Commissioner's Office

1. Ref. your request dated 18 June 1946

2. Approval is given to the employment of PANDOLFI Marcello as a Messenger at a rate not exceeding 100 Lire per ~~day~~ month Plus cost 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 as 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 18 June 1946

2680

Steve Riggio

STEVE RIGGIO
Captain AGD
Asst. G-1 Amer.

Civ. Pers. Form 4
Aug. 44

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

15 February 1946

SUBJECT: Transfer

TO : Archives Branch - Executive Commissioner

1. Reference your letter Request Dated 13 February 46

2. Approval is granted for the transfer of CORIZZA, Giovanni employed in Message Center Sub-Commission, to Archives Branch Sub-Commission.

3. Classification and wage rate to remain the same Clerk Gen. Office (Grade) at to 3960 lire per ~~xxx~~ month (Plus Living Bonus) Effective 16 February 46

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

Copies To: Message Center
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

2059

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

HEADQUARTERS ALLIED COMMISSION
APO 394
MESSAGE CENTRE

Subject : Transfer of Personnel. 14 February 1946

To : G-1 (Civilian Personnel).

1. No objection is raised to the transfer from this office to Archives Section of Giovanni Corizza, Italian clerk. It is understood that he will commence his new duties on Friday, 15th February.

2. Another employee of this office, Giorgio Ernesti, is also desirous of transferring to the same Section but it is understood that there are no vacancies at the moment, and it is accordingly requested that he may be placed on a waiting list for the next vacancy in the Archives Section. This man has given every satisfaction in his present work and while this office has no desire to stand in his way, a replacement would be essential before he could be allowed to transfer.

Chief Clerk,
Message Centre

Copies to : Office of the Executive Commissioner
Archives Section

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER
MESSAGE CENTRE.

Subject:- Civilian Personnel-Information. 13th June 1946.

To :- G-1 Civilian Personnel Section.
Thru Executive Commissioner.

Ref G-1 Civ Pers letter of June 6th 1946, ref 230 G-1 Civ, herewith nominal roll of civilian employees.

EXECUTIVE COMMISSIONER.

DE ANGELIS EMILIA	JR ADMIN ASST	WASSILCHIKOFF IRENE (ATTACHED)
DI RONDO VENEZIO	CLERK BS	INTER TECH.
SARNO JANNARIO	INTER TYPIST.	

MESSAGE CENTRE.

ZODDALI PLINIO.	MESSENGER
ZIPOLI FRANCESCO	"
LIVADIOTTI ANTONIO	"
MARCHETTI AUGUSTO	"
PELLEGRINI SILVERIO	CLERK
ERNESTI GIORGIO	"
PIANTINI OSVALDO	"
SIMONELLI GIOVANNI	"
STOCCO MARIO	"
PAOLO PRIMO	"
SILVANA CELLETTI	" BS
HAIN VENI	TYPIST
LOY MARIA LUISA	INTER TYPIST
PICHETTO ANNA MARIA	" "
FILADORO LILIA	" GENL
PRINCIGALLI ANNUNZIATA	" "
D'ALVISE LILLIANA	" "
MANNI MARY	" "

SIGNAL SECTION.

TAVALOTTO ROMEO	EXECUTIVE	FROLDI Sig Operator (Overtime only)
RAIMONDI PAULA	JR ADMIN ASST	
D'ANNUNZIO ROSINA	" " "	
AUTSCH AMANDA	" " "	
MUSMECI ALFIO	" " "	
LA TERRACA ORELIO	" " "	
CONVERTI VINCENZO	" " "	
MIKESIC GIORGINA	TELEPHONE OPERATOR.	

LIAISON DIVISION.

[illegible] ANTONIO	"
MARCHETTI AUGUSTO	"
PELLEGRINI SILVERIO	CLERK
BROGSTI GIORGIO	"
PIANTINI OSVALDO	"
SIMONELLI GIOVANNI	"
STOCCO MARIO	"
PAOLO PRIMO	"
SILVANA CELLETTI	" RS
HAIN VENI	TYPIST
LOY MARIA LUISA	INTER TYPIST
PICHETTO ANNA MARIA	" "
FILADORO LILIA	" GENL
PRINCIGALLI ANNUNZIATA	" "
D'ALVISE LILLIANA	" "
MANNI MARY	" "

- - - - - - - - - - - - - - - - - -

SIGNAL SECTION.

TAVALOTTO ROMEO	EXECUTIVE	
RAIMONDI PAULA	JR ADMIN ASST	FROLDI Sig Operator (Overtime only)
D'ANNUNZIO ROSINA	" " "	
AUTSCH AMANDA	" " "	
MUSMECI ALFIO	" " "	
LA TERRACA OMELIO	" " "	
CONVERTI VINCENZO	" " "	
MIKESIC GIORGINA	TELEPHONE OPERATOR.	

- - - - - - - - - - - - - - - - - -

LIAISON DIVISION.

BAFFO ELENA	SR ADMIN ASST
BERNADO FRANCA	JR ADMIN ASST

2057

Our civilian staff is at present composed of 33employees, in the following categories:-

Executive	1.	Clerk	8.
Jr Admin Asst	8.	Sr Admin Asst	1.
Inter Typist	3.	Tele Operator	1.
Inter Genl	4.	Messenger	4.
Inter Tech	11	Typist	1.
Sig Operator	1.		

Total 33 including 2 Overtime only and 1 for Russian letters.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

Date 11 June 1946

SUBJECT: *Employment of Civilians*

TO: Executive Commissioner's Office

1. Ref. your letter dated 10 June 1946

2. Approval is given to the employment of MARCHETTI AUGUSTO as a Messenger at a rate not exceeding 100 Lire per day/month. Plus cost 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 as 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 16 June 1946

2.56

SUBJECT: *Employment of Civilians*

TO: Executive Commissioner's Office

1. Ref your letter dated 10 June 1946

2. Approval is given to the employment of MARCHETTI AUGUSTO as a Messenger at a rate not exceeding 100 Lire per day ~~month~~ Plus cost 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 as 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 16 June 1946

2656

Steve Reggio
STEVE REGGIO
Captain AGD
Asst. G-1 Amer.

Civ. Pers. Form 4
Aug. 44

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER
MESSAGE CENTRE

10th June 1946

Subject:- Dismissal and Retention Civilians.

To :- G- 1 Civilian Personnel.

Ref our letter of 27th May 1946 ref 256/EO.

Can you please arrange to substitute SCUDERI PIETRO for MARCHETTI AUGUSTO who will continue employment with us as a MESSENGER, wef 17th June 1946.

Ref: 256/EO

CHIEF CLERK
MESSAGE CENTRE.

256

HEADQUARTERS ALLIED COMMISSION

G-1 SECTION CIVILIAN PERSONNEL

APO 394

Date 7 June 1946

SUBJECT: Reclassification.

TO : Executive Commissioner's Office,
Liaison Division.

1. Reference your letter Request dated 24 May 46

XXX 2. Approval is granted for the reclassification of BAFFO, Elena

to the status of Sr.Admin.Asst. F salary to

range from 3365 to 6360 per month plus Living Bonus.

Effective 1 June 1946.

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

Civ Pers Form 5
Aug 44

Copy to: Internal Security
File

Steve Riggio
STEVE RIGGIO
Capt., AGD.
Asst. G-1 Amer.

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER.
MESSAGE CENTRE.
- - - - - - - - -

Ref:- 256/EO

3rd June 1947.

To G-1 Civilian Personnel Sect.

Subject: Dismissal of Personnel.

Ref our letter dated 27th May 1946 of even reference, please note that UMBICA TKRUSSA, Inter Genl, finished employment with us w.e.f. 2nd June 1946 to take up employment with UNRRA commencing work with them as from today.

I have instructed the above mentioned to report to you at 0830hrs, 4th June 1946.

Trusting this is in good order.

R.L.NORMAN. CPL
MESSAGE CENTRE.

2653

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER

Subject:- Dismissal of Civilian Personnel. 27th May 1946

To :- G-1 Civilian Personnel Section.

The undermentioned employees of the Executive Commissioners Section will be dismissed w.e.f. 16th June 1946, Civ Pers Form 8 herewith.

MARCHETTI AUGUSTO	CLERK
DE ANGELIS PAOLO	"
GARGUILO GIULIANO	"
ANTONUCCI RINALDO	MESSENGER
NOBILI FRANCO	"
SPAGNOLO PIETRO	"
BRANCHETTI PINA	INTER TYPIST
UBBICA TERESA	INTER GENL.

Ref:- 256/PC

L.M.SEED SGM
CHIEF CLERK
MESSAGE CENTRE

Office of Gen Longman

256

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AG 200/060 A-O 27 May 1946

MAY 31 1946

SUBJECT: Overtime for Civilian Employees

TO : Commanders of all Major Commands, Separate Units and Installations, MTOUSA

All agencies of the War Department are required to operate within their Fiscal Budget estimates and, if possible, reduce their total expenditures. In view of this policy, overtime civilian employment (American and Italian) in this theater will be held to an absolute minimum and overtime will be authorized for civilian employees only when urgently necessary.

BY COMMAND OF LIEUTENANT GENERAL LEE:

RALPH C. TILLY
Colonel, AGD
Adjutant General

DISTRIBUTION:
"Z"

230.
(27 May 46) 1st Ind. RBB/lam
HEADQUARTERS, 2675TH REGIMENT, ALLIED COMMISSION, (OVERHEAD), APO 794, U. S. Army, 29 May 1946.

TO : Commanding Officers, Units This Regiment.

For strict compliance.

BY ORDER OF COLONEL ROSS:

RICHARD B BULLOCK
Major Inf
Adjutant

2051

(CPL Koehler)

TO Mariotte Augusto
De Angelis Paolo
Giorgiardo Giuliano
Antonucci Rinaldo
Rotili Franco
Spagnolo Pietro
Brunetti Piero
Montesi Teresa

Owing to reduction in ~~staff~~ amount of work it has become necessary to reduce the staff considerably

For this reason only it is necessary to terminate your employment with Message Centre with effect 15th June 1946

Any questions regarding settlements etc should be made to G1 Civilian Personnel and you must in any case report to that office on 15th June 1946.

2650

256/EC

L Sed SS 47

HEAD-QUARTERS ALLIED COMMISSION

MESSAGE CENTRE

APO 394

28 May 1946

TO : MARCHETTI AUGUSTO

DE ANGELIS PAOLO

CARRIELO GIULIANO

ANTONUCCI RINALDO

NORELLI FRANCO

SPAGNOLO PIETRO

BRANCHETTI PINA

UMBRICA TERESA

Data la notevole diminuzione del lavoro diviene necessario ridurre considerevolmente il personale.

Solamente per questa ragione è necessario che voi terminiate il vostro impiego presso il Message Centre il 14 Giugno 1946.

Per ogni richiesta concernente le informazioni, bisogna rivolgersi al C -1 Civilian Personnel, e comunque dovete presentarvi a questo ufficio il 15 Giugno 1946.

SGM S.SSGT

CHIEF CLERK

MESSAGE CENTER

2049

[illegible] PIETRO

BRUNORUTTI PINA

UMBICA TERESA

Data la notevole diminuzione del lavoro diviene necessario ridurre considerevolmente il personale.

Solamente per questa ragione è necessario che voi terminiate il vostro impiego presso il Message Centre il 16 Giugno 1946.

Per ogni richiesta concernente le informazioni, bisogna rivolgersi al G -1 Civilian Personnel, e comunque dovete presentarvi a questo ufficio il 15 Giugno 1946.

SGM S.SEED

CHIEF CLERK

MESSAGE CENTER

2049

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER
APO 794.

Subject: Marriage of Employee. May 16th 1946.

To :- G- 1 (Civilian Personnel)

Please forward S.I. 2 Form to Message Centre, Room 11, ground floor, in respect of the undernamed civilian employee who has recently been married.

BRANCHETTI PINA Typist Interpreter.

L.M.SKED SSM
CHIEF CLERK
MESSAGE CENTRE

(Incl. 1, Ltr Civ Pers/864 dtd 3 July 1945.

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME PRIMO PAOLO IDENT NO. 14190

EMPLOYED BY OFFICE OF THE EXECUTIVE COMMISSIONER

DATE EMPLOYMENT BEGAN 16 APRIL 1946

Check one			X	Requesting authority & Reason
Leaves taken, granted or requested (Show inclusive date) From	to	Total Days		With Pay (W/P) / Without Pay (W-O/P)
1st June 1946	3rd June 1946	3		Purpose of being married (W/P)

(See Reverse Side)

(1)

1st Ind.

SUBJECT. Leave of absence for Primo Paolo

TO . Executive Commissioner

1. Leave with pay for 3 days commencing 1 June 46 2047

hereby authorized.

Date 24 May 1946

(To be submitted in duplicate)

MARTIN W. HABER
P/O Air Corps
Asst G-1 American

CIV PERS FORM 17
July 45

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)

Primo Paolo

EXECUTIVE COMMISSIONER

256/EC 26th April 1946

1st MAY 1946

GERALDI ELIZABETH

JUNIOR ADMIN ASST

5050 + 4870

Leaving of own accord.

2046

May 1st 1946

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: PRIMO PAOLO

TO MESSAGE CENTER 16 APRIL 1946

Above named has been screened by this office and is judged

[+] suitable for employment subject to final report from F.S.S.

[ ] not suitable for employment

[ ] may be employed subject to further checking

[ ] employment held in abeyance for further investigation.

M.H.Brown Captain

M.H.BROWN

Internal Security Officer

2045

HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

Date 13 April 1946

SUBJECT *Employment of Civilians*

TO Message Centre
Executive Commissioner

1. Ref. your Request dated 11 April 46

2. Approval is given to the employment of PRIMO Paolo as a Clerk at a rate not exceeding 3960 Lire per ~~day~~ month, Plus living bonus

3. The minimum rate, which is 2420 + 6110 Lire per ~~day~~ month, will be paid for the first seven days, and may be increased commensurate with employee's skill and ability as 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. 7 days

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

2027

Effective 16 April 1946.

Date 13 April 1946

SUBJECT: *Employment of Civilians*

TO: Message Centre
Executive Commissioner

1. Ref your Request dated 11 April 46

2. Approval is given to the employment of PRING Paolo

as a Clerk at a rate

not exceeding 3960 Lire per ~~day~~ month Plus living benis

3. The minimum rate, which is 2420 + 1110 Lire per ~~day~~ month, will be paid for the first seven days 7 days and may be increased commensurate with employee's skill and ability as 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.

2614

Effective 16 April 1946.

Martin W. Haber
MARTIN W. HABER
F/O Air Corps
Asst G-1 American

f.e.

Civ. Pers. Form 4
Aug. 44

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE EXECUTIVE COMMISSIONER
LIAISON DIVISION

4th April 1946.

Subject :- Civilian Personnel-Information.

To :- G-1 Civilian Personnel Section

Herewith complete list of civilian employees in this Division.

RAPPO ELENA ~~JR~~ SR ADMIN ASST

BERNARDO FRANCA INTERP/TYPIST.

They will be required until June 1st 1946.

for J. McMaster Gleason DPS
MAJOR G.S.C.
EXECUTIVE COMMISSIONER

HEADQUARTERS ALLIED COMMISSIO
OFFICE OF THE EXECUTIVE COMMISSIONER
MESSAGE CENTRE
APO 394

Subject: Civilian Personnel-Information 4th April 1946.

To : G-1 Civilian Personnel Section.

Herewith as requested a complete list of civilians employed by us, and who will continue to be employed until June 1st 1946.

DE ANGELIS EMILIA	JR ADMIN ASST	EXECUTIVE COMMISSIONER OFFICE
DI RONCO VENERIO	CLERK SS	" " "
[redacted]	INTERP TYPIST	" " "
SANNO JANUARIO	" "	" " "
WASSILCHIKOFF IRENE	INTERP TECH	" " "
[redacted]	MESSENGER	MESSAGE CENTRE
SPAGNOLO [redacted]	"	" "
[redacted]	"	" "
ZODICALI PLINIO	"	" "
ZIPOLI FRANCESCO	"	" "
LIVADIOTTI ANTONIO	"	" "
[redacted]	"	" "
PELLEGRINI SILVERIO	CLERK	" "
ERNESTI GIORGIO	"	" "
[redacted]	"	" "
PIANTINI OSVALDO	"	" "
MARCHETTI AUGUSTO	" Mess	" "
SIMONELLI GIOVANNI	"	" "
[redacted]	"	" "
STOCCO MARIO	"	" "
SILVANA CELESTI	" SS	" "
[redacted]	INTERP TYPIST	" "
LOY MARIA LUISA	" "	" "
PICHETTO ANNA MARIA	" "	" "
FILADORO LILIA	" GENL	" "
PRINCIGALLI ANNUNZIATA	" "	" "
[redacted]	" "	" "
D'ALVISE LILLIANA	" "	" "
MANNI MARIA	" "	" "
[redacted]	[redacted]	" "
HAIN VENI	TYPIST	" "
Paolo Primo	CLERK	
TAVALOTTO ROMEO	EXECUTIVE	SIGNAL SECTION
RAIMONDI PAULA	JR ADMIN ASST	" "
D'ANNUNZIO ROSINA	" " "	" "
AUTSCH AMANDA	" " "	" "
MUSMECI ALFIO	" " "	" "
LA TERRACA CESLIO	" " "	" "
CONVERSI VINCENZO	" " "	" "

2042

[illegible] ANTONIO	"	"	"
SCHERRI PIETRO	"	"	"
PELLEGRINI SILVERIO	CLERK	"	"
RENESTI GIORGIO	"	"	"
DE ANGELIS PAOLO	"	"	"
PIANTINI OSVALDO	"	"	"
MARCHETTI AUGUSTO	" MESS	"	"
SIMONELLI GIOVANNI	"	"	"
CAPOTTO GUGLIANO	"	"	"
STOCCO MARIO	"	"	"
SILVANA CELENTTI	" ES	"	"
BIANCHETTI PINA	INTERP TYPIST	"	"
LOY MARIA LUISA	" "	"	"
PICHETTO ANNA MARIA	" "	"	"
FILADORO LILIA	" GENL	"	"
PRINCIGALLI ANNUNZIATA	" "	"	"
[illegible]	" "	"	"
D'ADMISE LILLIANA	" "	"	"
MANNI MARIA	" "	"	"
CIRAULO [illegible]	JR ADMIN ASST	"	"
HAIN VENI	TYPIST	"	"
Paolo Primo	Clerk		
TAVALOTTO ROMEO	EXECUTIVE	SIGNAL SECTION	
RAIMONDI PAULA	JR ADMIN ASST	"	"
D'ANNUNZIO ROSINA	" " "	"	"
AUTSCH AMANDA	" " "	"	"
MUSMECI ALFIO	" " "	"	"
LA TERRACA ONELIO	" " "	"	"
CONVERTI VINCENZO	" " "	"	"
MIKESIC GIORGINA	TELE OPERATOR	"	"
FROLDI	SIG OPER (Overtime only)	"	"

2012

Our civilian staff is at present composed of 40 employees, in the following categories :-

Executive	1	Clerk	10
Jr Admin Asst	3	Tele Operator	1
Interp/Typist	5	Messenger	7
Interp/Genl	5	Typist	1
Interp/Tech	1	Sig Operator	1

It will be noted that there is a difference both in the total number of employees and the summary of categories, between the above and your letter dated 1st April 1946.

J. McMaster Lt Comd RCN

MAJOR G.S.O.
EXECUTIVE COMMISSIONER

HEADQUARTERS ALLIED COMMISSION
APO 994
G-1 Civilian Personnel Section

Ref/_____ 1st. April 1946

SUBJECT: Civilian Personnel-Information
TO : EXECUTIVE COMMISSIONER
~~Sub-Commission~~

1. This office desires to obtain a complete list of Civilian Personnel that will be employed by your Sub-Commission on the following dates:

15 April 1946
1 May 1946
15 May 1946
1 June 1946

2. It is noted that your Civilian staff is presently composed of 42 employees, in the following categories:

1	Executive	1	9	Clerk	10
2	Jr.Admin.Asst.	9	1	Teleph.Oper.	1
5	Interp/Typist	10	7	Messenger	7
5	Interp/Gen.	2	1	Interp/Tech.	1
1	Typist	1			
26			18		

3. Please return to this office on or before 5 April 1946 a list of your employees who will become redundant on each of the above mentioned dates.

2041

Martin W. Hafer
MARTIN W. HAFER
F/O Air Corps
Asst. G-1 Admr.

HEADQUARTERS ALLIED COMMISSION
AIC 394
G-1 Civilian Personnel Section

Ref/_____ 1st. April 1946

SUBJECT: Civilian Personnel-Information

TO : LIAISON DIVISION ~~Sub-Commission~~

1. This office desires to obtain a complete list of Civilian Personnel that will be employed by your Sub-Commission on the following dates:

15 April 1946
1 May 1946
15 May 1946
1 June 1946

2. It is noted that your Civilian staff is presently composed of 2 employees, in the following categories:

Interp/Typist.	1
Jr.Admin.Asst.	1

3. Please return to this office on or before 5 April 1946 a list of your employees who will become redundant on each of the above mentioned dates.

2040

Martin W. Baker
MARTIN W. BAKER
F/O Air Corps
Asst. G-1 Amer.

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 March 1946

SUBJECT: Transfer

To : Liaison Division

1. Reference your letter Request dated 25 March 46

2. Approval is granted for the transfer of BERNARDO Franca

employed in Legal [redacted] Sub-Commission, to Liaison Division

Sub-Commission (*).

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

at 4290 ~~XX~~ Plus Liv.Bon/are per ~~day~~month.

Effective 15 March 46

~~NUMBER~~ 2639

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

Civ. Pers. Form 6
Nov. 44

Copy to. Internal Security
Legal Council.

MARTIN W. HABER
F/O Air Corps
Asst G-1 American

(CPL RODHAM)

HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 394

Date 27 March 1946

SUBJECT: Reclassification

TO : Message Centre.

1. Reference your letter Form 2 dated 22 March 46

XXX 2. Approval is granted for the reclassification of PELLEGRINI Silverio, Messenger to the status of Clerk salary to range from 2420 to 3960 per ~~day~~, month. Plus cost of living bonus.

Effective 16 March 1946.

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

Civ Pers Form 5
Aug 44

Copy to. Internal Security.
File.

Martin G. Haber
MARTIN G. HABER
F/C Air Corps
Asst. G-1 Amer.

256 46

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

5 March 19 46

MAR 5 1946

SUBJECT: Transfer.

To : Executive Commissioner's Office
Att. S/Sgt. Thompson.

1. Reference your letter Request Dated 4 March 46

2. Approval is granted for the transfer of SARNO Janmario

employed in Labour Sub-Commission to Execut/Comm's Off.

~~xxxxxxxxxx~~

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

at 2420 to 4290 lire per ~~xxx~~ month Plus living bonus

Effective 1 March 46

2037

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

Civ Pers. Form 6
Nov. 44

Copy to. Internal Security
Labour S/C
File

Harry Galkin
HARRY GALKIN
Capt., Air Corps
Asst. G-1 Amer.

(uc)

EXECUTIVE COMMISSIONER

256/20

12 MARCH 1946

28th FEB 1946

FUMIGALLI MARIA CLARA

SNR ADMIN ASST.

6360 + 4680

2036

LEFT OF OWN ACCORD FOR EMPLOYMENT WITH

U.N.R.R.A.

S.S.M.

CHIEF CLERK.

HEADQUARTERS

ALLIED COMMISSION

Office of Executive Commissioner

(SECTION)

APO 334

Reference: 256/EC Date: 19 Feb 46

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 Jan 46**

Name of Employee: **MARIANNA SITTERING**

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.
(X) Remarks.

Repatriated to South Africa.

2635

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

Date 19 Feb 46

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 Jan 46

Name of Employee: MARIANNA SITTERING

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.
(X) Remarks: Repatriated to South Africa.

2035

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

Name:

Rank: Major

Title: Staff Officer

Civ. Pers. Form 8
Feb. 45

256

HEADQUARTERS ALLIED CC MISSION

G-1 Civilian personnel section

APO 394

Date 18 Feb 46

FEB 20 1946

SUBJECT *Civilian Employees*

TO: **Executive Commissioner**

1. Our Records show that the below listed employee or employees, did not appear on your Civilian Payroll submitted for the last pay period:

NAME	CLASSIFICATION	LAST PAID
* SITTERING, Marianna	Telph Oper.	1t-31 Jan 46

* Employed in the Telephone Switchboard

2. If any of the above have been separated from your rolls, a letter of separation is requested, accompanied by the AC Civilian employee pass (if issued).

2034

CIV PERS FORM 13
JAN 45

(CPL COOPER)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

16 February 1946

SUBJECT: Reclassification.

TO: Message Center

1. Reference your letter 256/EC dated 8 Feb.46

2. Approval is granted for the reclassification (*) of HAIN Veni Clerk

to the status of Typist Salary to

range from 2200 to 3900 per month.

(Plus living bonus)

Effective 16 Feb.46

2033

(*) 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

Civ. Pers. Form 5

10 February 1946

SUBJECT: Reclassification.

TO: Message Center

1. Reference your letter 250/PC dated 8 Feb.46

2. Approval is granted for the reclassification (*) of HAIN Veni Clerk

to the status of Typist Salary to

range from 2200 to 3900 per ~~day~~/month.

(Plus living bonus)

Effective 10 Feb.46

2033

(*) 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

Civ. Pers. Form 5
Aug. 44

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

256 41

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

14 February
~~[illegible]~~ 1946

SEP 15 1946

SUBJECT: Transfer

TO: Liaision Division

1. Reference your letter request Dated 8 February 1946

2. Approval is granted for the transfer of Baffo, Elena

employed in Finance S/C Sub-Commission to Liaision Division Sub-Commission.

3. Classification and wage rate to remain the same Jr. Adm. Asst. (Grade)

at 2055 to 5050 lire per day month Plus Living Bonus

Effective 16 February 46

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

2032

Copy To: Finance S/C
Internal Security
Files

Civ. Pers. Form 6
Nov. 44

Henry Gaskin
HENRY GASKIN
1ST. LT. Air Corps.
Asst. G-1 Amer.

(on work)

A. C. CIVILIAN PERSONNEL C-1 SECTION

CLASSIFICATION QUESTIONNAIRE

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

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

Classification requested by Message Centre
(Sub-Commission or Section)

Employee's or applicant's name Vera Hain

Present job title Clerk Proposed title Typist

Job description

2031

Employed solely as a typist in compiling records of cables held in Message Centre and in typing all correspondence emanating from Message Centre

[illegible] 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 Message Centre
(Sub Commission or Section)

Employee's or applicant's name Veni Hain

Present job title Clerk Proposed title Typist

Job description

2031

Employed solely as a typist in compiling records of cables held in Message Centre and in typing all correspondence emanating from Message Centre

Use back of sheet for additional remarks

Date 8-2-46 Signature L Seed SSM
Sub Commission or Section Head

Reference number: 256/EC

Civ. Pers. Form 2
Aug. 44

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 February 1946

SUBJECT: *Employment of Civilians.*

TO: Signal Officer
Executive Commissioner

1. Ref. your request dated 7 February 1946

2. Approval is given to the employment of Converti, Vincenzo as a Jr. Admin. Asst. at a rate not exceeding 5940 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.

7 February 1946

SUBJECT: *Employment of Civilians.*

TO: Signal Officer
Executive Commissioner

1. Ref your request dated 7 February 1946

2. Approval is given to the employment of Converti, Vincenzo as a Jr. Admin. Asst. at a rate not exceeding 5940 Lire per ~~day~~/month. (Plus Living Bonus)

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

2630

Ser. f 7 Feb 46

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

Civ. Pers. Form 4
Aug. 44

(Sgt Corp.)

256 51

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 February 19 46

FEB 8 1946

SUBJECT: Reclassification

TO: HQ Signal Section (Executive Commissioner)

1. Reference your letter Civ Pers Form 2 dated 4 February 1946

2. Approval is granted for the reclassification (*) of La Torraca, Onelio

to the status of Jr. Admin. Asst. Salary to (Plus Living Bonus)

range from 2420 to 5940 per ~~day~~/month

Effective as of 1 February 1946

29

(*) 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

Copy to: Internal Security

7 February 19 46

FEB 8 1946

SUBJECT: Reclassification.

TO: HQ Signal Section (Executive Commissioner)

1. Reference your letter Civ Pers Form 2 dated 4 February 1946

2. Approval is granted for the reclassification (*) of La Torraca, Onelio

to the status of Jr. Admin. Asst. Salary to (Plus Living Bonus)

range from 2420 to 5940 per ~~day~~/month

Effective as of 1 February 1946

2029

(*) 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

BARRY GALKIN
1ST. Lt. Air Corps.
Asst. G-1 Asscr.

(uncorrect)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 February 1946

SUBJECT: Reclassification.

TO: HQ. Signal Section

1. Reference your letter dated 19 Jan.46

2. Approval is granted for the reclassification (*) of RUS.ECI Alfio

Tel.Oper. to the status of Jr.Admin.Asst. Salary to

range from 2420 to 5940 per ~~day~~/month.

(Plus living bonus)

Effective 16 Jan.46

2028

(*) 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

Civ. Pers. Form 5

Aug. 44

7 February 1946

SUBJECT: Reclassification.

TO : HQ. Signal Section

1. Reference your letter dated 19 Jan.46

2. Approval is granted for the reclassification (*) of MUSMECI Alfio

Tel.Oper. to the status of Jr.Admin.Asst. Salary to

range from 2420 to 5940 per ~~day~~/month.

(Plus living bonus)

Effective 16 Jan.46

2028

(*) 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

Civ. Pers. Form 5
Aug. 44

HARRY G'LKIN
1ST. Lt. Air Corps.
Asst. G-1 AMSS.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 February 19 46

SUBJECT: Reclassification

TO: HQ. Signal Section

1. Reference your letter dated 19 Jan.46

2. Approval is granted for the reclassification (*) of AUTSCH Amanda Tel. Operat. to the status of Jr.Admin.Asst. Salary to range from 2055 to 5050 per ~~xxx~~ month.

(Plus living bonus)

Effective 16 Jan.46

2027

(*) It is the policy of the Headquarters, as determined by APHQ 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

Civ. Pers. Form 5

7 February 19 46

SUBJECT: Reclassification.

TO: HQ. Signal Section

1. Reference your letter dated 19 Jan.46

2. Approval is granted for the reclassification (*) of AUTSCH Amanda Tel. Operat. to the status of Jr.Admin.Asst. Salary to range from 2055 to 5050 per ~~xxx~~ month.

(Plus living bonus)

Effective 16 Jan.46

2027

(*) 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

Civ. Pers. Form 5
Aug. 44

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

256

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 January 1946

SUBJECT: Reclassification.

TO : Executive Commissioner's Office.
Signal Section.

1. Reference your letter Civ Pers Form 2 dated 8 January46

2. Approval is granted for the reclassification (*) of D'ANNUNZIO, Rose

Tele.Oper. to the status of Jr. Admin.Asst Salary to

range from 2055 to 5050 per month (Plus Living Bonus)

Effective as of 1 February 46.

2026

(*) 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

26 January 1946

8

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.
Signal Section.

1. Reference your letter Civ Pers Form 2 dated 8 January46

2. Approval is granted for the reclassification (*) of D'ANNUNZIO, Rose

Tele.Oper. to the status of Jr. Admin.Asst Salary to

range from 2055 to 2050 per ~~day~~ month (Plus Living Bonus)

Effective as of 1 February 46.

2026

(*) 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.

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Civ. Pers. Form 5
Aug. 44

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

25 January 1946

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.
Signal Section.

1. Reference your letter Civ Pers Form 2 dated 10 January 46.

2. Approval is granted for the reclassification (*) of TAVOLATO, Romeo

Sr.Admin.Asst to the status of Executive Salary to

range from 5500 to 12100 per ~~day~~ month (Plus Living Bonus)

Effective as of 1 February 46.

2025

(*) 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

25 January 1946

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.
Signal Section.

1. Reference your letter Civ Pers Form 2 dated 10 January 46.

2. Approval is granted for the reclassification (*) of TAVOLATO, Romeo

Sr.Admin.Asst to the status of Executive Salary to

range from 5500 to 12100 per ~~day~~ month (Plus Living Bonus)

Effective as of 1 February 46.

2025

(*) 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.
File.

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

256 (A)

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

JAN 29 1946

SUBJECT: Lu Torrence Duilio

TO: Executive Commissioner 26/III 194 6

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

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

Richard Heath

Capt

~~CAPT BONDARENKO~~
~~Lt. LT. AUS~~
Internal Security Officer

2024

(in uniform)

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 January 1946

SUBJECT: Reclassification.

TO: Executive Commissioner's Office.
Liason Division.

1. Reference your letter Civ Pers Form 2 dated 15 January 46.

2. Approval is granted for the reclassification (*) of FUMAGALLI, Maria Clara

Jr.Admin.Asst to the status of Sr. Admin. Asst. Salary to

range from 3365 to 6360 per ~~xxx~~/month (Plus Living Bonus)

+ 1000
4360

Effective as of 16 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.

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File.

Civ. Pers. Form 5

26 January 1946

SUBJECT Reclassification

TO Executive Commissioner's Office.
Liason Division.

1. Reference your letter Civ Pers Form 2 dated 15 January 46.

2. Approval is granted for the reclassification (*) of FUNAGALLI, Maria Clara

Jr.Admin.Asst to the status of Sr. Admin. Asst. Salary to

range from 3365 to 6360 + 3240 9720 per ~~XXX~~ month (Plus Living Bonus)

Effective as of 16 January 46.

(*) 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.

Copy to . Internal Security. 2023
File.

Civ Pers. Form 5
Aug. 44

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

256

HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT
APO 394

HQC 5/2 26 January 1946

SUBJECT: Deduction for British Rations.

TO: EX. Commissioner.

As from 6 January the sum of thirty lire per day will be deducted from the pay of:

DE ANGELIS, Emilia.

Plus 4 lire day to be deducted from bonus
bonus in future 3466 lire
Deduction column = 450 £ net

A.G. Graham Lt. Col.
A.G. GRAHAM, M.C.
Hq. Commandant.

2022

9901