

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Declassified E.O. 12356 Section 3.3/NND No. 785015

10000/110/278 47.1/XOA - CIVILIAN PERSONNEL (LOCAL)  
JULY 44 - JULY 45

Declassified E.O. 12356 Section 3.3/NND No. 785015

File: 47.1/XOA - CIVILIAN PERSONNEL (LOCAL) - LIST OF PAPERS.

NUMBER	DATE	FROM	TO	SUBJECT
1	Mar 44	HQ, ACMP	All concerned	Instr re: employt of Civilian Labor.
2	1 Jul 44	Estab Branch	All concerned	Civ Employt & paymt procedure.
3	12 Jul 44			ACC Labor Reltns Bd Activities of Civ Pers, G-1 Section.
4	31 Jul 44	G-1 Civ Pers	Civ Pers Pol Bd	Civ Empl & paymt proc " "
5	14 Jul 44	Estab Branch	All concerned	Workmen's compensation Cert of Inj re: above
6	1 Aug 44	Exec O (A)	All concerned	Pay of Civ Employees Rules-ACC Civ Pers "
7	21 Aug 44	RAAC	All concerned	" " "
8	7 Sep 44	Finance S/c	Estab Officer Civ Pers Pol Bd	Empl of Secr's (A) Billeting of Civ Empl Quartered & ratn ACC Rdmn or Civ Pers Office
9	11 Sep 44	G-1 Civ Pers	Finance S/c	Reply re: above
10	11 Sep 44	Exec O (A)	Finance S/c	Rules Re: ACC Civ Pers
11	19 Sep 44	G-1 Civ Pers	Dep Exec Comm	Reply re: above
12	23 Sep 44	Col Clough	Dep Exec Comm	Reqst for bonuses Roster of Civ Pers Ded of salaries
13	22 Sep 44	Col Clough	Finance S/c	Pay differential
14	26 Sep 44	Labor S/c	Emilia Region	Jacob De Vries Transfer of Civ Empl's
15	28 Sep 44	Col Clough	Finance S/c	Termination of employt by Italian Civilians
16	26 Sep 44	Finance S/c	G-1 (A)	Estab of Local Sub-Com of Lab & Wages Control
17	2 Oct 44	Col Clough	Col Parkin	Comm of RAAC
18	2 Oct 44	Col Clough	Lombardia Reg	Cost of Living Bonus
19	2 Oct 44	Col Clough	All concerned	Cost of Living Bonus Meeting of Labor S/C
20	5 Jan 45	Lt Col Ulmer	Col Parkin	Local Wage Agreements
21	6 Feb 45	Labor S/c	Lt Col Ulmer	Civilian Pay, etc.
22	22 Mar 45	Col Parkin	Emilia Region	Civilian Personnel
23	3 May 45	Exec O US	Lombardia Reg	Civilian Employees
24	4 May 45	Estab Sec	All concerned	
25	7 May 45	G-1 (A)	Labor S/c	
26	15 May 45	G-1 Civ Pers	All concerned	
27	26 May 45	G-1 Civ Pers	All Concerned	
28	5 Jun 45	G-1 American	Labor S/c	
29	25 Jun 45	Labor S/c	Col. Parkin	
30	29 Jun 45	AFCQ ADM & ENC 34	- All concerned	
31	15 Jul 45	G-1 (A)	All concerned	
32	26 Jul 45	Col Parkin	Lt Col Campbell	

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13	23 Sep 44	Col Clough	Dep Exec Comm	Supply of Services S/c Billetting of Civ Emp List of Civ Emply's Quartered & ratn ACC Adm of Civ Per Office
14	22 Sep 44			Reply re: above Rules Re: ACC Civ Per Reply re: above Reqst for bonuses
15	26 Sep 44	Labor S/c	Labor S/c	Roster of Civ Pers Ded of salaries Pay differential
16	28 Sep 44	Col Clough	Estab Officer	Jacob De Vries
17	26 Sep 44	Finance S/c	Finance S/c	Transfer of Civ Emply's Termination of employmt by Italian Civilians
18	2 Oct 44	Col Clough	G-1 (A)	Estab of Local Sub-Com of Lab & Wages Control Comm of RAAC.
19	2 Oct 44	Col Clough		All concerned
20				
21	5 Jan 45	Lt Col Uhler	Col Parkin	
22	6 Feb 45	Labor S/c	Lt Col Uhler	
23	22 Mar 45	Col Parkin	Emilia Reg	
24	3 May 45	Exec O US	Lombardia Reg	
25	4 May 45	Estab Sec	All concerned	
26	7 May 45	G-1 (A)	Labor S/c	
27	15 May 45	G-1 Civ Pers	All concerned	Cost of Living Bonus
28	26 May 45	G-1 Civ Pers	All Concerned	Cost of Living Bonus
29	5 Jun 45	G-1 American	Labor S/C	Meeting of Labor S/C
30	23 Jun 45	Labor S/C	Col. Parkin	Local Wage Agreements
31	29 Jun 45	AFHQ ADM MEMO 34	- All concerned	Civilian Pay, etc.
32	13 Jul 45	G-1 (A)	All concerned	Civilian Personnel
33	26 Jul 45	Col Parkin	Lt Col Campbell	Civilian Employees

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CONFIDENTIAL

HEADQUARTERS  
ALLIED COMMISSION  
ESTABLISHMENT SECTION  
APO 394

CMP/jp

26 July 1945.

File: 47.1/XOA

SUBJECT: Civilian Employees.

TO : Lt Col J.A. Campbell, Director, WMD & I POW  
Sub Commission, Allied Commission.

1. Reference is made to your WMD/59, dated 21  
July, relative to the employment of Nicoletta La Torre.

2. This matter has been investigated and reveals:

(a) That the employee referred to, applied to  
the Commerce Sub-Commission, after she had left WMD &  
I POW Sub-Commission.

(b) She did not state that she had been employed  
previously as a Junior Administrative Assistant, and on the  
contrary she stated that she had not been so employed.

(c) In view of the fact that the Commerce Sub-  
Commission was glad to obtain her services in the vacant  
post of secretary to Chief, Foreign Trade Division, appli-  
cation was made for her employment in the grade of Junior  
Administrative Assistant, which is the same grade as that  
held by the previous employee in the same post.

(d) At the time that subject employee left your  
Sub-Commission, she had all intentions of leaving Rome,  
but later changed her mind.

3. It is believed that no further action is deemed  
necessary in this matter.

C.M. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

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CONFIDENTIAL

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Declassified E.O. 12356 Section 3.3/NND No. 785015INFORMAL ROUTING

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

File: \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT:

Fill in each column, initial action, and draw a line across the sheet just below initials. Number each memo consecutively in first column. Use entire width of sheet for long memos.

No.	From	To	Date	
-----	------	----	------	--

1	A/VP FST Sec	Director Commerce Sub Com	7/23	For your info and remarks CHP Col.
---	--------------------	------------------------------------	------	--

2	Director COMMERCE S/C	A/VP Est. Sec.	25 July	1. This is in reference to attached letter from Director, War Materials Disposal and Italian PW Subcommission.
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2. The employee referred to applied to this S/C after she had left WMD & IOW Subcommission. She did not state that she had been employed previously as a Junior Administrative Assistant and on the contrary she stated that she had not been so employed. Nevertheless, in view of the fact that this Subcommission was glad to obtain her services in the vacant post of secretary to Chief, Foreign Trade Division, application was made for her employment in the grade of Junior Administrative Assistant which is the same grade as that held by the employee previously in the same post.

3. During the time which subject has been with this Subcommission, she has given complete satisfaction in the post assigned.

4. Paragraph 4 of the attached letter makes an insinuation which I fail to understand and which I am ignoring.

*H. A. Cent*  
H. A. CENT  
Major  
Director, Commerce S/C

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HEADQUARTERS ALLIED COMMISSION

A P O 394

War Materials Disposal and Italian  
Prisoners of War Sub-Commission

~~CONFIDENTIAL~~

WMD/59

21 July 1945

SUBJECT: Civilian Employees.

TO : Establishment Section.  
(Att: Col. C.M. Parkin.)

It is understood that Nicoletta LA TORRE has been employed as a Junior Administrative Assistant by Commerce Sub-Commission.

The above mentioned employee, while leaving this Sub-Commission of her own accord, distinctly stated that she was leaving Rome.

It is further understood that she stated she had been employed by this Sub-Commission as a Junior Administrative Assistant. She was not employed as a Junior Administrative Assistant, and was not considered capable or suitable to hold such an appointment.

X While there is no proof, certain information was finding its way to private individuals from this office, regarding disposal of material, and for this reason I was pleased that she left the Sub-Commission.

The above is passed to you for your information, and at the same time I do wish to state that if I am to keep a staff which I have trained - for many months - I cannot do so, if on leaving my Sub-Commission, an employee can immediately find employment in a more senior grade, in another Sub-Commission.



J.A. CAMPBELL,  
Lieut.-Colonel,  
Director,  
WMD & IPRW Sub-Comm.

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*A. P. Barker* CP

HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Section Civilian Personnel

Ref Civ Pers/ 892

13 July 1945

Subject . Employment of Civilian Personnel

To . All Concerned.

1. As agreed at the Establishment Section Meeting of 9 July 1945, the employment of personnel for duty in this Headquarters building has been delegated to a greater extent to the office of G-1 Section Civilian Personnel.

2. So that fair consideration may be given to all prospective employees whom have already been registered with G-1 Section Civilian Personnel Office, independent recruiting as authorized, and practices in the past will be minimized to the extent as mentioned below.

3. The attached form has been adopted for use in this Headquarters, and will be used by all Sections and Sub-Commissions requiring additional civilian staff. Recommended applicant will be contacted after a three day period if any difficulty or delay is experienced in the selecting of satisfactory applicants already on file with this office.

4. Civilians will not be directed to this office, as has been the practice in the past, with a request for their employment. The above instructions - as outlined above, and set forth on CIV PERS FORM 18 will be complied with.

5. Additional forms (Civ Pers Form 18) may be obtained from this office.

*A. P. Barker*

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

DISTRIBUTION

"C"

1 Inc.  
CIV PERS FORM 18

(31305)

47.1/XOA

H E A D Q U A R T E R S  
A L I E D C O M M I S S I O N

4-26 394

Reference No.

1945

SUBJECT. Request for Civilian Personnel

To. G-1 (A) Section Civilian Personnel.

1. Request that these persons be assigned the following civilian personnel; proposed posts

Total required

LIST NECESSARY QUALIFICATIONS; NAME  FEMALE

"hen requesting Personnel in the Grade of Junior Administrative Assistant or any higher position CITY FORM FORM 2 will be used and attached as an enclosure to this form.

2. Applicants should be reported for interview to  
located in Room \_\_\_\_\_ on the \_\_\_\_\_ floor.

3. In compliance with your letter dated No. 392 dated  
13 July 1945, May the following be referred to this  
application from time to time:

1. Request for \_\_\_\_\_

Personnel:

Total Security

Proposed Name \_\_\_\_\_

Proposed Rank \_\_\_\_\_

Proposed Grade \_\_\_\_\_

Proposed Pay Grade \_\_\_\_\_

LIST NECESSARY QUALIFICATIONS: MALE

When requesting personnel in the Grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an enclosure to this form.

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2. Applicants should be referred for interview to \_\_\_\_\_  
located in Room \_\_\_\_\_ on the \_\_\_\_\_ floor.

3. In compliance with your CIV PERS RC. 632 dated  
13 July 1945, New the below listed civilian were referred to this  
section for possible employment in the event that no suitable  
applicants are available:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Dealing with \_\_\_\_\_

CIV PERS FORM 18  
July 45

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REGISTERED

DCK/or

(CP  
Ex o/A)

ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER 34 )

29 June 1945

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

The following AFHQ Administrative Memoranda are rescinded and the instructions below substituted therefor:

<u>Section</u>	<u>Number</u>	<u>Year</u>	<u>Section</u>	<u>Number</u>	<u>Year</u>
All	47	1944	II	9	1945
All	62	1944	II	15	1945
All	64	1944	II	17	1945
II	2	1945	All	13	1945
II	3	1945	I	24	1945
II	5	1945			

1. Definitions - For the purpose of this memorandum the following definitions apply:

a. Northern Italy is that part of Italy to the North of the Northern Boundaries of Ravenna, Firenze, Pistoia and Lucca Provinces and North and West of the Northern and Western Boundaries of Apuania Province.

b. Southern Italy is that part of Italy to the South of the Northern Boundaries of Ravenna, Firenze, Pistoia and Lucca Provinces and South and East of the Northern and Eastern Boundaries of Apuania Province.

2. Application of the Regulations - These regulations apply to the direct employment of civilian labor and will be observed by all branches of the Allied Forces. These regulations are not applicable to a civilian organization such as a railroad, public utility, etc., which may be taken over by the Allied Forces.

3. Recruitment

a. British Installations and Units - Applications for employees will normally be made to the nearest D.A.F.L. (Civil) or Pioneer Corps Civil Labor Unit "CLU". Should this not be possible, applications will be made to the nearest Civil Affairs Officer, AMG.

b. American Installations and Units - Applications for employees will be cleared through the nearest Base Section Headquarters or such other Labor Office as may be established in any particular locality from time to time. Wherever possible, all applications should be routed through the AMG/AC Labor Offices.

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AFHQ Adm Memo #34 (cont'd)

4. Rates of Pay

a. Allied Forces Basic Wage Scale - Employees throughout Italy, Sicily and Sardinia will be paid a basic wage below or within the rates set forth in the schedules attached as Appendices "A", "B", "C", "D", "E", "F" and "G", which shall be designated the "Allied Forces Basic Wage Scale" and become effective from the date of issue of this memorandum.

b. Monthly Rates of Pay - For the purpose of calculating payment for periods of less than one month, monthly rates of pay are related to an average of 26 working days per month at 8 hours per day; 30 days per month at 12 hours per day in case of hotel, mess and club employees.

c. Procedure in respect of New Grades - Provisional rates for grades not listed may be established by appropriate Labor Officers in conjunction with AC/ANG. They will confirm in writing to AFLRS and notify the Chairman of the Local Sub-Committee of Labor and Wages Control Committee (AFLR (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

d. Pay on Engagement - Italy, Sicily and Sardinia

(1) All labor will be engaged at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F" and "G" and will be paid at this rate for at least seven (7) days. During this period they will be tried tested and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F" and "G", due regard being given to the local prevailing rates for similar work in industry.

(2) All labor which has been employed previously by the Allied Forces may, at the discretion of the employing service, be reengaged at the same rate of pay on production of a certificate from the previous employing unit stating reasons for discharge and the latest rate of pay in issue.

e. Pay for Night Shifts - The daily basic rate of all persons employed on night shift may be increased by 10 lire. This applies only to workers engaged on a night shift, and not to those working through the day shift into the night. Overtime for such workers will be paid at one and one half times the increased base rate.

f. Differential between Male and Female Employees - The scale and rates of pay for female employees will be 15% less than the comparable rates and scales for male employees except where separate female classifications are listed.

5. Hours of Work and Overtime

a. Hours of Work per Day - All employees will be expected to work a minimum of eight (8) hours per day or forty-eight (48) hours per week, exclusive of meal times or time required to travel to and from the place of employment.

b. Days of Work per Week - They will normally be expected to work a minimum of six (6) consecutive days per week.

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## R E S T R I C T E D

AFHQ Adm Memo #34 (cont'd)

c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week and for those whose employment commenced or terminated within any normal pay week for each completed hour in excess of an average of eight (8) hours per day. Excepted from these conditions are those employees specifically designated in the Appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week-day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor.

6. Cost-of-Living Bonus

a. AFHQ Administrative Memorandum Number 62, 1944, as amended by AFHQ Administrative Memorandum Number 18, 1945, is superseded by the following, effective with the commencement of the first pay period subsequent to the date of issue of this memorandum.

b. The following provisions are applicable to Southern Italy, Sicily and Sardinia only, at the discretion of District, Base Section or equivalent commanders for the territory under their control.

(1) Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of a cost-of-living bonus as set forth in Appendix "H" hereto.

(2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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

c. In Northern Italy no bonus is authorized for payment with the exception of that authorized:

(1) Under sub-paragraph d below:

(2) By Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945, and subsequent amendments, application of which is hereby extended to Northern Italy, with the proviso that for Northern Italy the powers of Local Sub-Committees as defined in paragraph 6, AFHQ Administrative Memorandum Number 25, 1945, shall be limited to granting so much as may be necessary of a cost-of-living bonus as set forth in Appendix "H" hereto.

d. Essential key personnel who have been previously employed in Southern Italy, Sicily and/or Sardinia, and who have been trained for a specific job may continue to receive their present rates of pay, including bonuses.

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AFHQ Adm Memo #34 (cont'd)

7. Advances - No advances of pay or bonuses will be made in any circumstances.
8. Leave

a. Annual Leave with Pay - Leave with pay at the rate of one half ( $\frac{1}{2}$ ) day per month may be accumulated by employee in clerical and administrative grades only who have served the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employee whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except in the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. In no circumstances will pay in lieu of leave be given.

b. Leave without Pay - Leave without pay may be granted for any period, in circumstances approved by the Commanding Officer of the Military unit or establishment.

c. Public Holidays - Public holidays will not be recognized by any military unit or establishment and there will be no extra pay for work performed on feast days or holidays.

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

10. Clothing and Accommodation - Clothing and accommodation will not be provided to civilian employees except under regulations promulgated by AFHQ.

11. Enticement - No unit will be permitted to engage a worker previously employed by an Allied agency unless he has been released by the former employing unit.

12. Allowances

a. Civilian employees when traveling on duty involving absence from the normal place of duty and home may, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full day's absence of 24 hours:

<u>Monthly Basic Wage</u>	<u>Daily Subsistence Allowance</u>
9,600 lire and more	250 lire
6,000 lire to 9,599 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less than 3,500 lire	125 lire

<u>Daily Basic Wage</u>	<u>Daily Subsistence Allowance</u>
370 lire and more	250 lire
231 lire to 369 lire	225 lire
170 lire to 230 lire	175 lire
135 lire to 169 lire	150 lire
less than 135 lire	125 lire

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AFHQ Admin Memo #34 (cont'd)

(1) For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

(2) For absences involving procurement of sleeping accommodation by the traveler at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph (1) above.

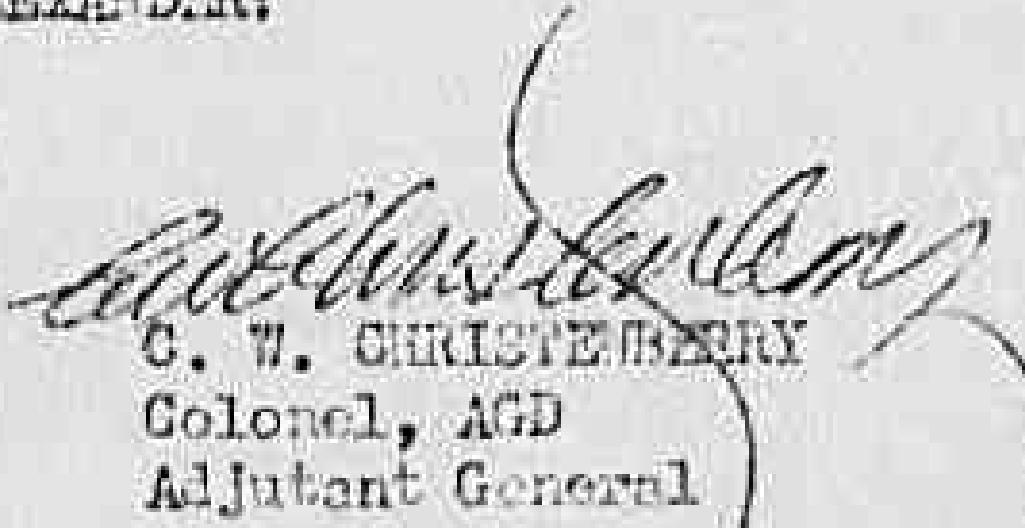
b. No allowances are payable under paragraph (1) above if rations are provided in kind, or under paragraph (2) if quarters are provided.

13. Contractors' Employees - Contractors' Employees should be paid at the local prevailing wage rates, such rates to be ascertained from:

- a. Ufficio del Lavoro
- b. Camera del Lavoro
- c. Unione Industriale

d. Local Sub-Committee, as authorized in AFHQ Administrative Memorandum Number 25, 1945.

BY COMMAND OF FIELD MARSCHAL ALEXANDER:

  
C. W. CHRISTENBERRY  
Colonel, AGD  
Adjutant General

3 Inclosures:

Appendices "A", "B", "C", "D", "E", "F", "G" and "H"

DISTRIBUTION:

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APPENDIX "A" to AFHQ Adm Memo #34

CIVICAL AND ADMINISTRATIVE GRADES (ITALY)

GRADE	LIRE PER MONTH	
	Min.	Max.
Accountant	2200	5400
Assistant Purchasing Agent	3000	6300
Band Leader	3000	5500
Bookkeeper	2200	5000
Cashier Chief	2500	4400
Cashier	2200	3600
Cinema Manager	2200	3900
Clerk Office	2200	3600
Draughtsman	2200	5000
Draughtsman Chief	2500	5400
*Executive (business analysts, exporters, etc)	5000	11000
Interpreter General, male or female	2200	3900
Interpreter Technical	2600	4900
Junior Admin. Assistant, clerk supervisor	2200	5400
*Professional Worker (electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer)	4000	11000
*Senior Administrative Assistant, sub-professional worker	2600	6800
Shop Superintendent	3000	5800
Shorthand Monitor	4500	6000
Supervisor of Labor	9000	10000
Deputy Supervisor of Labor	7500	8500
Assistant Deputy Supervisor of Labor	5500	6800
Teacher, language, whole-time	2600	4900
Telephone operator, English-speaking, male or female	2200	3600
Telephone operator, non-English speaking, male or female	2000	2500
Typist, male or female	2000	3600
Typist, shorthand, English-speaking, male or female	2100	3900
Warehouse Superintendent	2500	5000
Wireless Operator (Sender & Receiver)	3000	5400

\*Overtime is not payable in these grades.

NOTES

1. ROME PROVINCE: For Rome Province 10% should be added to the above Basic Rates of Pay, calculated to the nearest five (5) lire.

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APPENDIX "B" to AFHQ Adm Memo #34

MESS AND CLUB GRADES (ITALY)

GRADE	LIRE PER MONTH	
	Min.	Max.
Assistant Cook	2500	2200
Assistant Manager	3000	5000
Assistant Waiter	2500	2300
Barman	3500	4500
Cashier	2500	3600
Cook Head	2900	5500
Cook	2700	4000
Dish Washer	2500	2300
Mandyman	2500	2800
Housekeeper (female)	2400	3400
Laundry Hand (male)	2700	3500
Linencooper, Linen Hand (female)	2100	3400
Manager	3900	6500
Orderly (British Mess)	2500	3000
Waiter, Head	3000	5000
Waiter	2700	3700
Waitress	2200	3100
Juvenilles (male & female under 18 years) all grades		1500

NOTES 1. All rates subject to a deduction of 30 lire per day where meals are provided.

2. The standard working day for Hotel, Mess and Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1 September 1942, can be produced and verified by AG/NR. This only applies to the Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not the Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.
3. The rates for Messes and Clubs will apply to the whole of Italy, and no increase is therefore payable in respect of Rome Province.

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APPENDIX "C" to AFHQ Adm Memo #34

HOTEL GRADES (ITALY)

GRADE	LIRE PER MONTH	
	Min.	Max.
Bartender	3500	4500
Bell Boy (12 years of age & over)	2500	2800
Bell Boy (under 12 years of age)	-	1500
Bookkeeper	2000	4000
Boilerman, Hotel	2400	3150
Carpenter, Hotel	2400	3150
Cashier, Chief	2500	4400
Chambermaid	2100	3000
Chef or Head Cook	2900	7000
Chef, Second	2900	6000
Cook	2700	4400
Cook, assistant	2500	2800
Dish Washer	2500	2800
Electrician, Hotel	2550	3600
Elevator Operator	2500	2800
Hall Porter	3000	5900
Handyman	2500	3300
Housekeeper (female)	2400	3400
Laundryhand (male)	2700	3500
Laundryhand (female) or Ironing Woman	2100	2900
Linen Keeper, Linen Hand (female)	2100	3400
Manager	3900	7400
Manager, Assistant, Head Receptionist or Personnel Controller	3500	5900
Mason, Hotel	2400	3300
Painter, Hotel	2550	3150
Plumber, Hotel	2400	3150
Porter	2500	3300
Pot & Utensil Washer	2500	3000
Stillroom Hand	2500	3000
Storeman, Pantryman	2500	3600
Telephone Operator (English-speaking) (male or female)	2100	3600
Telephone Operator (non English speaking) (male or female)	1650	2500
Waiter, Head	3400	6500
Waiter, Second Head	3400	5500
Waiter, Assistant	2500	2800
Waiter	2700	4400
Waitress	2200	3100
Watchman, Hotel	2700	3900
Juveniles (Male & Female under 18 years of age) all grades		1500

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APPENDIX "C" to AFHQ Adm Memo #34 (cont'd)

NOTES

1. All rates subject to a deduction of 30 lire per day where meals are provided.
2. The standard working day for Hotel, Mess and Club employees is 12 hours and no overtime will normally be paid unless a legal collective contract existing before 1 September 1942 can be produced and verified by AC/AIG. This only applies to Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not to Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.
3. The rates for Hotel Grades will apply to the whole of Italy and no increase is therefore payable in respect of Rome Province.
4. These rates represent reasonable rates which should be used as the basis of remuneration in all classes of Hotels. The scales for the various grades are sufficiently wide to allow for differentiation between different classes of Hotels without any separate deduction. Should the grading of hotels in any particular area be necessary for special local reasons it should be arranged at the discretion of the local area Commander within the limits of remuneration laid down.

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APPENDIX "D" to AFHQ Adm Memo #34

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES (ITALY)

Foreman or Ganger : (Artisan and Skilled Labor) 20% per day more than the basic rate in issue to the highest paid man under his supervision

Foreman or Ganger : (Unskilled Labor) 20% per day more than the basic rate paid to unskilled labor.

Chief Foreman : (Artisan and Skilled Labor supervising three (3) or more Foremen or Gangers) 4000 - 6000 lire per month.

Chief Foreman : (Unskilled Labor supervising three (3) or more Foremen or Gangers) 3000 - 5400 lire per month.

GRADE	LIRE PER DAY	
	Min.	Max.
Ammunition Mechanic	90	135
Anti-Hitlerist Laborer	-	90
Apprentices, all grades	40	90
Artisan's Aide (helper)	35	105
Armature Winder	100	165
Armourer	100	145
Asphalt Labor	90	120
Baker	90	120
Baker, clothing & soft goods	85	105
Barber	85	115
Battery Worker	90	135
Blacksmith	90	125
Boilermaker	90	125
Boilermen	90	120
Bockbinder	105	125
Bockbinder's Assistant	35	100
Brakeman	90	120
Bricklayer	90	120
Butcher	85	110
Caretaker (cemetery)	90	130
Carpenter	90	120
Catullier	90	120
Charcoal Maker	90	120
Chausseur & Mechanic	90	125
Chausseur or Driver	85	105
Chainman	90	115
Checker	35	55
Checker, railway goods yard	90	115
Closers (Boot repairing), male or female	85	100
Clothing Classifier	65	85
Cocchibuilder	90	120
Cobbler	90	125
Compositior	105	125
Compositor's Assistant	90	100
Compositor Chief	120	135
Conveyor	85	120

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## APPENDIX "D" to AFHQ Adm Mem 734 (cont'd)

GRADE	LIRE PER DAY Min.	LIRE PER DAY Max.
Cooper	90	150
Coppersmith	90	135
Coromaker (Foundry)	90	120
Cutters	85	125
Dental Mechanic	100	125
Drier, m/c and Preparer	85	105
Driver, Truck	95	115
Driver, Crane or Winch	)	
" , Mechanical Plant	)	100
" , M.R. Electric	)	130
" , Steam Roller or IC Stationary	)	
Driver Mechanic, Truck	95	125
Driver, Truck and Trailer	100	130
Driver, Engine Loco	100	130
Electricians	95	135
Electro-Plater	90	135
Elevator Repairer Mechanic	95	135
<u>Employees, Clothing, Boot and Shoe Manufacturing Plants</u>		
*Cutter, Machine	100	135
*Machine Operator, male or female	85	105
*Cutter, Pattern	150	195
*Cutter, Assistant	85	95
*Embroiderer, male or female	90	115
*Boot Mechanist	90	120
*Boot Machine Operator Mechanic	100	125
Exhumor of Bodies	-	95
Farrier	90	115
Farrier with own anvil	110	135
Fire-Fighter	85	95
Fireman, Oil Fuel, Coal or Steam Loco	90	120
Fitter or Mechanic, Aero, Radial or Diesel	110	145
Fitter or Mechanic, Automobile or MT	100	135
Foundryman	85	115
Gardener	85	95
Gear Cutting Specialist	-	165
Glazier	85	115
Greaser	85	105
Grinder, Precision	100	135
Groom or Stablemen	85	95
Gunfitter	90	135
Hammerman or Striker	90	105
Inspector, Precision Work	140	175
Joiner	95	125

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## APPENDIX "D" to AFHQ Adm Memo #5L (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Laboratory & Dispensary Assistant	100	125
Lifeguard	35	105
Lighthouse Keeper	85	100
Linenman	100	135
Linotype Operator	100	145
Lithographer	130	165
Lithographer's Assistant	100	145
Locksmith	90	105
<u>Lumber Workers</u>	90	135
Choker Setter	85	115
Dogger	90	115
Fagerman	90	125
Faller	85	105
Log Turner	35	75
Lumber Handler	75	105
Machine Minder	70	90
Machine Minder's Assistant	90	135
Machinist	75	100
Markers & Sorters, male or female	90	125
Masons		
Mechanics, sewing machine )	100	135
" , typewriter )		
" , wireless )	-	135
Mechanics, Marine Engr (RN)	90	105
Mechanic's Assistant	-	65
Messenger (English-speaking) (under 18 years of age))	70	90
" (English-speaking) (18 years of age and over)	90	105
Killing Hand (Flour Mill)	90	135
Motion Picture Operator	120	150
Motor Launch Driver Mechanic (Venice)	90	135
Moulders	90	115
Nurses, (Hospital)	90	115
Occupational Therapist	90	115
Packer	85	95
Painter, Varnisher, Signwriter	95	120
Paper Cutter Operator	105	125
Parquet Layer	90	115
Pattern Maker	90	115
Pavement Layer	85	110
Permanent Way Inspector	105	140
Pier Supervisor	95	120
Plasterer	85	105
Pilelayer (Railroads)	100	125
Plater (Printing)	90	120
Plumber	85	95
Pointsman (Railroads)	85	120
Police Officer, male or female	85	120

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## APPENDIX "D" to AFHQ Adm Mess #34 (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Postal Sorter, male or female	75	120
Presser Hand	85	110
Pressers, Machine (Hoffman Steam Press)	90	125
Printer	100	135
Process Engravers	130	165
Photo Developer, Single or Machine	100	120
Printing Machine Minder	90	135
" " Date	85	105
Quarryman	90	115
Recordak Operator	90	110
Repairer, Watch & Precision Instruments	120	165
Rigger	95	120
Rivet Heater	85	105
Rivetter	95	120
Rivetter Holder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sewing Hand, male or female	60	85
Sheet Metal Worker	100	135
Shoemaker (special Boot & Surgical Work)	100	135
Shunter or Brakesman	85	105
Slater	85	105
Smelterer (Ore Smelting)	90	120
Stacker, Forage, expert	85	100
Stevedore	90	110
Stevedore, cooling ore	100	120
Stevedore Head	100	125
Stereotypier	100	145
Stone, hand cutter	95	120
Storeman or Storewoman	85	100
Tailor (with own machine)	105	125
Tailor (without own machine)	85	105
Tent Makor (with own machine)	105	125
Tent Makor (without own machine)	85	105
Tent Mender	85	105
Tile Layer	90	115
Time-Keeper	90	135
Tinsmith	90	120
Toolmaker	90	125
Track Walker, Railroad	85	105
Trimmer, Coal	85	105
Turner	90	135
Truck Master	110	135
Truck Master's Assistant	100	125
Tire Troader	90	135

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APPENDIX "D" to AFHQ Admin Memo #34 (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Upholsterer	90	120
Vulcanizer	90	120
Warehouseman or Storekeeper	90	135
Washer, Hand, male or female	85	95
Washer, Machine, male or female	85	105
Watchman	70	90
Welder	95	135
Wheelwright	90	115
# Unskilled Labor (Male, 18 years of age & above) (Female, 18 years of age & above) (Male or Female, below 18 years of age)	-	65 72 45

\* Laborers on main drains 10 lire per day extra while actually employed on drains

\* These grades are restricted to plants engaged in fabricating new articles, or their component parts in repair for the Allied Forces and working under their direct control.

#### NOTES

1. ROME PROVINCE: For Rome Province 10 lire should be added to the above Basic Rates of Pay.

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APPENDIX "E" to AFHQ Adm Memo #34

MARINE GRADES (ITALY)

GRADE	LIRE PER DAY Min.	LIRE PER DAY Max.
*Diver	110	125
**Lineman (Navy)	85	95
Pumpman (Navy)	35	95
Rope Splicer	90	115
Sailmaker	95	125
Salvage Hand	85	105
Salvage Hand (Master)	100	125
Security Patrol Officer or Deputy Harbormaster	-	165
Shipwright	105	135

SEA-GOING RATES (SCHOONERS)

Master	-	250
1st Officer	-	200
2nd Officer	-	180
3rd Officer	-	170
Chief Engineer	-	250
1st Engineer	-	200
2nd Engineer	-	180
3rd Engineer	-	170
Bosun	-	150
Cook or Steward	-	140
Seaman	-	130

HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT, ETC

Master	-	180
mate	-	140
Engineer	-	140
Cook or Steward	-	120
Seaman	-	120
Stoker or Fireman	-	125

BARGES & LIGHTERS

Bargeman and Lighterman	85	105
Master Bargeman and Master Lighterman	100	120

\* Plus 35 lire per hour under water.

\*\* 5 lire per hour extra while tending diver.

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APPENDIX "F" to AFHQ Admin Memo #34.

ALL GRADES (STRICTLY)

GRADE		LIRE PER DAY	
		Min.	Max.
Accountant, certified	<u>CLERICAL &amp; ADMINISTRATIVE</u>	150	195
Accountant		120	150
Adviser, agriculture		170	200
Adviser, financial (English-speaking) Economist		170	200
Adviser, legal, grad, lawyer (English-speaking)		200	255
Adviser, legal, grad, lawyer		130	150
Adviser, property control (English-speaking)		150	210
Adviser, transportation		200	285
Censor, civil		140	195
Chief re-examiner		100	125
Re-examiner		80	110
Clerk, male		70	100
Clerk, female			
Economic Research Assistant		170	250
Interpreter, oral		90	125
Interpreter, translating		100	125
Manager, office executive (English-speaking)		135	170
Manager, personnel supervisory (English-speaking)		135	170
Manager, refrigeration plant		170	190
Office Boys		35	55
Operators, telephone		90	110
Operators, telephone (English-speaking)		120	140
Overseer, departmental, Class I		155	190
Overseer, departmental, Class II		140	160
Purchasing Agent, fruit & vegetables		230	290
Secretary, executive (English-speaking)		130	165
Secretary, executive		100	130
Superintendent, garage		140	175
Superintendent, warehouse		160	190
Stenographer		100	110
Teacher, language		175	200
Telephone, consultant, technical (English-speaking)		160	200
Timekeepers, male		80	110
Timekeepers, female		70	100
Typists, male		80	105
Typists, female		70	90
Writer		120	145
	<u>CLASSIFIED LABOR</u>		
Ammunition Expert		90	110
Appraiser, chief		130	140

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## APPENDIX "F" to AFHQ Adm Memo #34 (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Appraiser	120	130
Apprentices, all trades	35	75
Armature winder	90	130
Armorer	90	125
Baker	80	105
Band Leader	55 (per hour plus 20% of total cost of band)	
Band Member	55 (per hour)	
Bartender	60	90
Battery worker	80	100
Blacksmith	90	125
Boilermaker	90	125
Bookbinder	80	105
Bookbinder's assistant	60	70
Bootmaker, surgical	110	135
Bricklayer	85	115
Burner, acetylene	80	125
Butcher	80	105
Caretaker, Cemetery	80	105
Carpenter	80	105
Chairman	80	105
Chargehand, female (sub-forewoman)	80	100
Clothing classifier & repairer, female	50	60
Coachbuilder	80	115
Coachpainter	80	115
Compositor, chief	135	175
Compositor	100	135
Compositor, assistant	80	100
Concrete laborer	70	80
Concrete mixer operator	105	115
Cement finisher	105	115
Cooper	100	130
Coppersmith	80	100
Core Maker	105	125
Cupalo Tender	80	125
Dental hygienist & technician		230
Dockgate controller	80	115
Draftsman, engineering	110	140
Driver, crane, automotive	115	140
Driver, motor truck	80	115
Driver, mule	70	80
Driver, Steam roller	100	130
Electrician - wiring	85	125
Electrician - communications	85	135
Electrician - auto	90	125
Electrician - technician	175	190
Engineer, industrial consulting		340
Engineer, electrical	140	170
Engineer, locomotive	105	170

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## APPENDIX "F" to AFHQ Adm Memo #34 (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Engineer, locomotive diesel	105	150
Engineer, steam, stationary	95	125
Engineer, mechanical	140	170
Exporter, English-speaking (buyer & shipper of export goods)	170	225
Farrier	80	105
Fireman	80	115
Fireman, oil fuel	80	105
Fire Fighter	85	95
Fitter-Automotive (motor mechanic)	90	125
Fitter driver (chauffeur-mechanic)	90	125
Foundryman	80	105
Furnaceman	80	125
Glazier	80	105
Greaser, refrigerating	80	115
Greaser, others	80	105
Grinder, precision	80	105
Hairdressor	80	105
Hammerman	80	105
Hammerman (steam-operated hammer)	90	130
Inspector, citrus fruit	115	170
Joiner, wood	80	115
Keeper, storeroom or warehouse	80	100
Laboratory Assistant	70	90
Laborer, semi-skilled	75	85
Lime Burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expeditor - C.E.M.		175
Locksmith	95	120
Loftsman	90	125
Machinist tender	80	115
Machinist, lathe operator	100	125
Machinist, milling machine operator	100	125
Machinist, plane operator	100	110
Machinist, tool room	100	135
Machinist, bench work	100	125
Maker, cabinet	80	115
Maker, mattress	80	105
Maker, pattern	105	150
Maker, template	80	125
Malaria Control expert	200	250
Mason	80	105
Mechanic, automotive, motor	90	125
Mechanic, diesel	80	125
Mechanic, instrument repairer	80	135

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## APPENDIX "F" to AFHQ Memo #34 (cont'd)

GRADE	LIRE PER DAY Min.	Max.
Mechanic, Locomotive bench work	80	125
Mechanic, searchlight	135	155
Mechanic, sewing machine	80	100
Mechanic, typewriter	80	110
Mechanic, typewriter, assistant	65	80
Mechanic, wireless	100	135
Medical Practitioner	30 per hour/40 per hour	
Molder	100 " day	135 " day
Nursing Orderly	80	105
Operator, crane	80	105
Operator, crane, electrical	80	125
Operator, crane, steam	80	125
Operator, linotype	105	135
Operator, pump	80	110
Operator, radio	95	120
Operator, radio (with rations)	70	95
Operator, radio apprentice	65	85
Operator, radio apprentice (with rations)	40	60
Operator, saw	80	105
Operator, tire	90	125
Operator, winch	80	105
Painter, polisher	80	105
Physiotherapist	115	140
Plasterer	80	105
Plumber	85	115
Porter, cold storage meat	75	85
Porter, cold storage meat	100	135
Printer	110	135
Projectionist, motion picture	80	100
Projectionist, motion picture assistant	70	85
Quarryman - stone cutters	140	175
Radiographer	90	90
Rat catcher	90	115
Reinforcing iron worker	80	105
Repairer, gasket	80	115
Repairer, shoe	90	110
Research analyst	70	95
Rivet heater	80	105
Rivetter	60	70
Rivetter, bucker-up	80	115
Saddler	60	90
Saleswoman	90	125
Saw Setter	80	105
Sawyer	65	75
Scraper	90	120
Sheet Metal Worker	85	110
Signwriter	70	80
Skilled remaker of woolen clothing		4294

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## APPENDIX "F" to AFHQ Adm Memo #34 (cont'd)

GRADE		LIRE PER DAY	
		Min.	Max.
Skilled repairer of hospital clothing and textiles,	female	55	80
Slater		80	115
Smelterer		80	105
Sock and woolen repairer, female		50	70
Steamfitter		35	125
Stoker and fireman		80	105
Storekeeper, tool room		80	110
Supervisor, road		80	115
Tailor, cutter, male		75	85
Tailor, cutter, female		65	75
Tailor, own machine		80	90
Tailor, without machine		70	80
Tailoress, own machine		70	80
Tailoress, without machine		50	70
Tallyman		115	145
Tent mender		80	105
Textile refitter		80	105
Tinsmith		80	105
Toolsmith		80	115
Vulcanizer		80	115
Welder, gas & electric		90	125
Wood turner		80	110

UNCLASSIFIED LABOR

Boys (under 18 years of age)	-	40
Unskilled laborers, male	60	75
Unskilled laborers, female	-	50
Unskilled laborers, (heavy) female	-	60
Watchman day	55(overtime at 10 lire per hour)	
Watchman night.	60(overtime at 12 lire per hour)	

FOREMEN

Ganger of unskilled labor (not less than 12 laborers)	85
Foreman of unskilled labor	95
Foreman of classified labor 20 lire above the maximum of the particular classification, provided not less than 12 laborers under charge.	

MARINE LABOR (Classified)

Boathand	75	85
Boathand, chief	85	95
Chopper-caulkier	80	125
Cowswain	80	110

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APPENDIX "F" to AFHQ Adm Memo #34. (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Diver (plus additional hourly rate of 35 lire when under water)		110
Draughtsman (leadsman)	100	120
Driller, ships' plates	85	115
Leadingman	140	160
Mastor (superintendent)	185	225
Mastor (salvage man)	85	110
Mechanic, ship gear	80	120
Pilot (rate to be fixed at discretion of employing service)		
Quartermen (asst-Supt)	155	190
Quartermaster	130	160
Rigger	90	130
Rivettor, ship	80	115
Sailmaker	80	115
Salvage Hand	70	90
Shipfitter	90	135
Shipwright	90	135

SEAGOING RATES (SCHOONERS)

Master and Chief Engineer	250
1st Officer and 1st Engineer	200
2nd Officer and 2nd Engineer	180
3rd Officer and 3rd Engineer	170
Bo'sun	150
Cook or Steward	140
Seaman	130

HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT ETC.

Master	130
Mate	140
Engineer	140
Cook or Steward	120
Seaman	120
Stoker or Fireman	125

BARGES & LIGHTERS

Barge-man	25	105
Master Barge-man	100	120

DOMESTIC EMPLOYEES (Classified)MESS & HOSPITALS

Caretaker Guard (monthly)		2640
Chef	75	110
Cleaner, officers' quarters, male	65	80
Cleaner, officers' quarters, female	50	70
Cook	75	100
Dish Washer	35	55
Gardener (10 hour day)	55	65

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## APPENDIX "F" to AFHQ Adm Memo #34 (cont'd)

GRADE	LIRE PER DAY	
	Min.	Max.
Maid	35	55
Orderly, medical and mess (monthly)	850	1760
Orderly, other (monthly)	140	330
Steward - clubs and messes	65	110
Waiter	60	75
Waitress	40	60

HOTEL EMPLOYEES

FOLLOWING IS BASIC RATE FOR SECOND CATEGORY HOTEL  
FOR 1ST CATEGORY HOTEL ADD 10%  
FOR 3RD CATEGORY HOTEL DEDUCT 10%

Director	5700 monthly	6240 monthly
Assistant Director	5130 "	5700 "
Secretary	15.15 per hour	15.15 per hour
Assistant Secretary	11.00 "	12.10 "
Desk Clerk	11.00 "	12.10 "
Head Porter	11.00 "	12.10 "
Assistant Head Porter	9.65 "	11.00 "
Porter	6.90 "	6.90 "
Operating Engineer	9.65 "	12.10 "
Upholsterer	9.65 "	12.10 "
Maid	6.90 "	6.90 "
Assistant Maid	5.50 "	5.50 "
Elevator Operator, 18 years of age and above	6.90 "	6.90 "
Elevator Operator, under 18 years of age	5.50 "	5.50 "
Bell-boy	5.50 "	5.50 "
Linen-keeper	7.70 "	7.70 "
Assistant linen-keeper	6.60 "	6.60 "

LAUNDRY EMPLOYEES (Classified)

Drier and preparer, male & female (under 18 years of age)	15 per day	30 per day
Drier and preparer, male, (18 years of age and above)	75	95
Drier and preparer, female (18 years of age and above)	55	75
Ironer, hand, male & female (under 18 years of age)	15	30
Ironer, hand, male, (18 years of age and above)	75	95
Ironer, hand, female (18 years of age and above)	55	75
Ironer, machine, male & female (under 18 years of age)	15	30
Ironer, machine, male (18 years of age & above)	75	95
Ironer, machine, female (18 years of age & above)	55	75
Ironer, cloth, male		100
Ironer, cloth, female		85
Sorter, (Class II)		90
Sorter, (Class I)		100
Washer, hand, female		45
Washer, machine, male	75	100
Washer, machine, female	55	65

NOTE: Concerning Hotel Employees, including those classified as domestic but working in hotels, all work in excess of the normal eight-hour day will be paid at the regular hourly rate. The basic rule of time and one-half is not applicable.

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APPENDIX "G" to AFHQ Adm Memo #34.

SKILLED & UNSKILLED GRADES (SARDINIA)

<u>Classification</u>	<u>Hourly Rate</u> Lire	<u>Daily Rate (8 hours)</u> Lire
Skilled workers	9.90	79.20
Semi-skilled workers	9.58	76.60
Unskilled workers	7.33	58.60
Female workers	4.98	39.80
Apprentices	5.68	45.40

PROFESSIONAL & OFFICE GRADES (SARDINIA)

	<u>Monthly</u> Lire
College or Undergraduate with degrees	4,000
High School Graduate	2,400
Others	1,250

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## APPENDIX "B" to AFM Adm Memo #34

COST OF LIVING BONUS AUTHORIZED BY PARAGRAPH 6

1. Bonus for Italian Civilian Employees other than those covered by paragraph 2 of this Appendix.

a. Daily Wage Group(1) Adult Group

<u>Basic Wage</u>	<u>*Maximum Permissible Bonus per day</u>
Up to and including 120 lire per day	75 lire
From 121 to 125 lire	72 lire
From 126 to 130 lire	70 lire
From 131 to 135 lire	67 lire
From 136 to 160 lire	65 lire
From 161 to 170 lire	62 lire
From 171 to 175 lire	60 lire
From 176 to 180 lire	57 lire
From 181 lire and above	55 lire

(2) Juveniles may be paid a cost-of-living bonus up to 29 lire per day

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

b. Monthly Wage Group(1) Adult Group

<u>Basic Wage</u>	<u>*Maximum Permissible Bonus per month</u>
Up to and including 3000 per month	1950 lire
From 3001 to 3100 lire	1920 lire
From 3101 to 3200 lire	1870 lire
From 3201 to 3300 lire	1820 lire
From 3301 to 3400 lire	1770 lire
From 3401 to 3500 lire	1720 lire
From 3501 to 5000 lire	1690 lire
From 5001 to 5100 lire	1620 lire
From 5101 to 5200 lire	1570 lire
From 5201 to 5300 lire	1520 lire
From 5301 to 5400 lire	1470 lire
From 5401 lire and above	1430 lire

(2) Juveniles may be paid a cost-of-living bonus up to 754 lire per month.

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

Declassified E.O. 12356 Section 3.3/NND No. 785015

## APPENDIX "H" to AFHQ Adm Memo #34 (cont'd)

2. Bonus for Italian Civilians employed in Allied Hotels, Clubs and Kitchens and other employees whose wages are paid partly in kind.

a. Adult Group

<u>Basic Wage</u>	<u>*Maximum Permissible Bonus per month</u>
Up to and including 3600 lire per month	1325 lire
From 3601 to 3700 lire	1275 lire
From 3701 to 3800 lire	1225 lire
From 3801 to 4900 lire	1175 lire
From 4901 to 5000 lire	1125 lire
From 5001 to 5100 lire	1075 lire
From 5101 to 5200 lire	1025 lire
From 5201 lire and above	955 lire

- b. Juveniles may be paid a cost-of-living bonus up to 130 lire per month.

\* These maxima are liable to modification by the action of Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945.

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Col Parker - CP  
Carl Jones - S.A.

INFORMAL ROUTING

HEADQUARTERS  
 ALLIED COMMISSION  
 APO 394

File:

Date

23 June 45

SUBJECT:

Fill in each column, initial action, and draw a line across the sheet just below initials. Number each memo consecutively in first column. Use entire width of sheet for long memos.

No.	From	To	Date	
1	G-1(A)	Sabv 5/C All Mr. Subs	25/6	In explanation of para 7 of attached minutes. N.P.T.
2	Jew 9/C	G-1(A)	25/6	Paragraph 7 expresses the view entertained by Col. Bostock that Allied Forces, as employers of labor, should participate in negotiations for wage increases between representatives of employers in private industry and employees. The position of Allied Forces on this question is contained in a letter to General Brown, a copy of which is hereto attached. It is expected that the Local Sub-Committees will maintain the necessary contact with [redacted] Italian labor parties to enable them to act expeditiously in making any adjustment. The situation referred to, insofar as time lag is concerned, existed prior to the formation of the Sub-Committees, of which the Rome Area Sub-Committee is one.
3	G-1(A)	Col Parker	25 June	For your information N.P.T.

DAVID C. SACHS  
 DAVID C. SACHS  
 Deputy Director, Lab S/C

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

785015

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LABOR SUB-COMMISSION

LSC/912

LCS/raw

TPL : Ext. 416

19 June 1945

REF : LSC/906 (912)

SUBJECT: Labor -- Local Wage Agreements.

TO : Commanding General  
Rome Area Allied Command

1. This is in reply to your AG/323 of 18 May, 1945, copy attached, addressed to the Chief Commissioner.

2. Reply was withheld in the expectation that the suggestion made in your letter would be discussed and a policy thereon adopted at the meeting of the Labor and Wages Control Committee next following. While the matter was, in fact, touched upon at that meeting, no formal action was taken due to the pressure of other business.

3. The problem has, however, been discussed fully with AFHQ (AFHQ), and the position set forth herein represents the policy of Allied Forces regarding the problem.

4. As you are undoubtedly aware, it is AFHQ policy to adjust wage scales of civilians employed by Allied Forces so as to bear a reasonable relationship to prevailing rates of pay in private industry. To implement this policy prompt adjustment of local rates is necessary. Accordingly, as a result of a meeting of Allied Forces Local Resources (Italian) Board held on 7 April, 1945, AFHQ Administrative Memorandum No. 25 was published. This memorandum establishes Local Sub-Committees whose duty it is to make adjustments in the Allied Forces wage scale applicable to the locality, having in mind the prevailing wages in private industry.

5. Wage increases in private industry in Italy have for sometime been negotiated between representatives of employers and employees. This is a matter of private contract, except that it is AFHQ policy that the Italian Government retain a residual element of limitation. It is not felt desirable that Allied Military participate in such private negotiations. Such participation might easily be construed as consent of the Allied Forces to any wage increases which might be granted, with a consequent commitment by inference that the Allied Forces will follow suit. While it is true that our policy has been to keep in step with private industry, this policy does not represent a commitment of any sort. On the other hand, should a representative

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- 8 -

of the Allied Forces object to a wage increase otherwise agreed upon such action might be construed as an effort on the part of the Allied Governments to deprive workers in Italian private industry of justifiable wage relief to which all interested Italian parties may be agreeable.

6. To the extent that there may have been, in the past, some time lag between wages increases in private industry and those of the Allied Forces, it is expected that the Local Sub-Committees previously referred to will operate with the necessary speed so as to avoid this problem. Representatives of these Committees can maintain close liaison with local Italian labor authorities, which will enable the Committees to act promptly. It is hoped, therefore, that no further difficulties on this score need be encountered.

DAVID C. SACHS  
Deputy Director  
Labor Sub-Commission

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CP

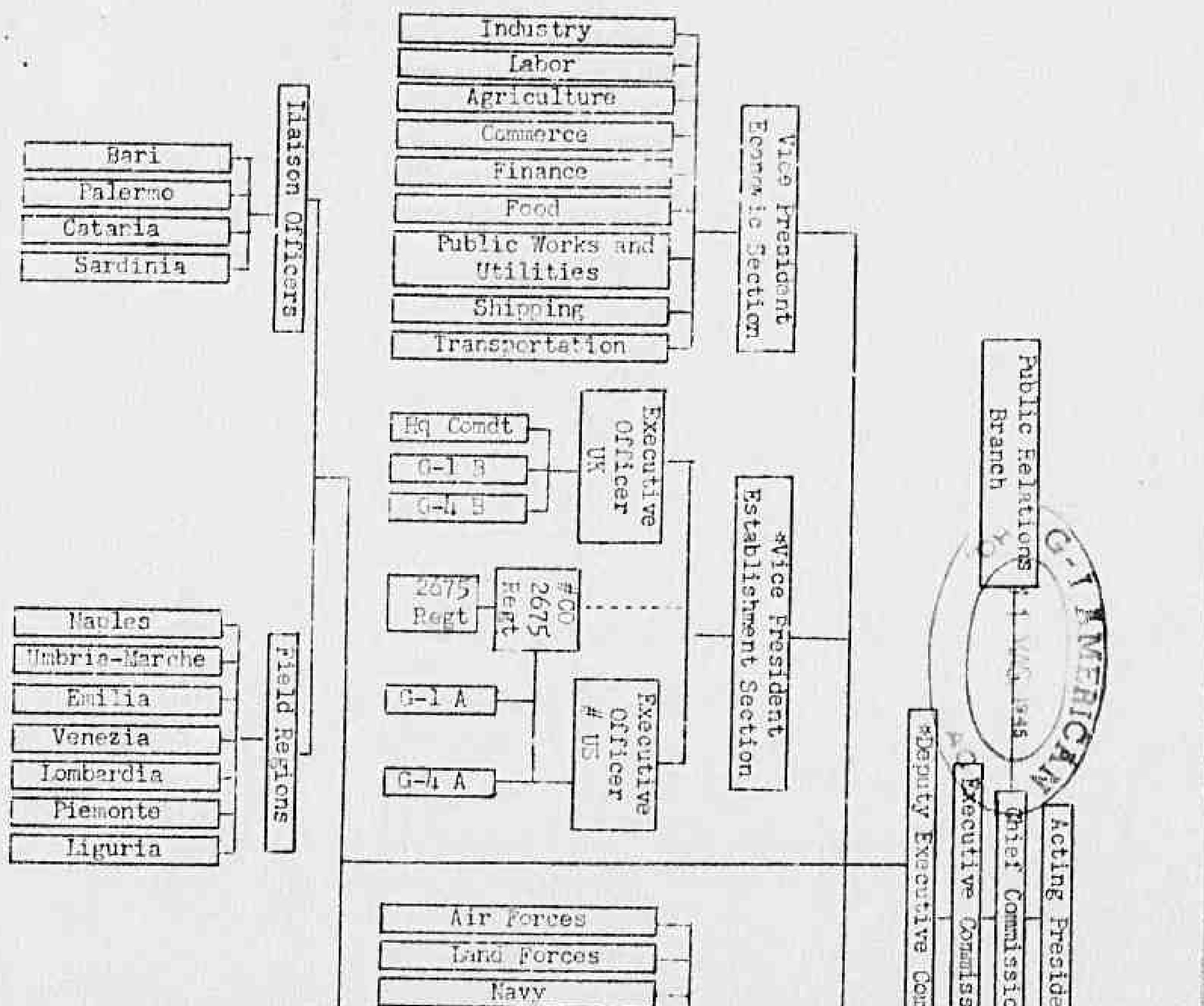
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by Par 7

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COPY NO.

ROME AREA ALLIED COMMAND

A.P.O. 794 U.S. ARMY.

LABOUR AND WAGES CONTROL COMMITTEE, A.F.L.R.S.

ROME AREA SUB-COMMITTEE.

1. The First Meeting of the Rome Area Sub-Committee was held at 10.00 hrs on Saturday 5th May, 1945 in the Labour Information Room, Headquarters Rome Area Allied Command, C.M.F.

Present. Lt. Col. W.J. BOSTOCK, Assistant Director of Labour, R.A.A.C.  
(Chairman) representing British Army.

Members. Lt. MILLS GARDNER CLARK, U.S. Navy.  
Capt. J.N. MAXWELL, U.S. Army.  
Lt. C.H. MATTLAND, Royal Navy.  
Flt.-Lieut. C.S.Y. FISON, R.A.F.  
Lt. Col. N.J. DUGAYET H.Q. ALCOM.

In attendance.

Sig. MASSINI,  
Sig. MOLTEARI,  
Chamber of Labour.  
Metal Workers' Union.

2. The Committee received the convening order of the Commanding-General, Rome Area Allied Command, and A.F.L.R.S. Administrative Memorandum No. 25, in accordance with which the Committee is temporarily established. The officers nominated by the services were accepted as members.
3. The Chairman made a statement outlining successive developments in the wago situation which had occurred during the period since the arrival of the Allied Forces in Italy, and indicated the general policy relating to the conditions of employment of civilians employed by the Allied Forces.
4. The Committee received a report having reference to recent agreements negotiated between local employers of labour and recognised federations of workers, authorizing additional "contingency" indemnities to meet a further increase in the cost-of-living and noted that as a result the Allied Forces rates has fallen behind the minimum industrial prevailing rates in Rome Province.

It was further noted that whilst the Allied Forces are the employers of a considerable volume of labour of various trades and occupations, military representatives were not contracting or concerning parties to the local trade

Members. Lt. Mills Gardner Clark, U.S. Navy.  
Capt. J.N. MAXWELL, U.S. Army.  
Lt. C.H. MITTEND, Royal Navy.  
Flt.-Lieut. C.S.Y. FISCH, R.A.F.  
Lt. Col. N.W. DUGNET H.Q. A.I.C.M.

In attendance.

Sig. MASSINI,  
Sig. MOLIVARI,

Chamber of Labour.  
Metal Workers' Union.

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- Declassified E.O. 12356 Section 3.3/NND No. 785015
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- It was further noted that whilst the Allied Forces are the employers of a considerable volume of labour of various trades and occupations, military representatives were not contracting or consenting parties to the local trade agreements, and were not consulted during the discussions and negotiations which preceded their ratification.
- From a survey made by Labour Branch, Rome Area, the Committee was satisfied:
- (a) that wages, indemnities and allowances now being paid to civilian employees by industrial firms in Rome province, considerably exceed the rates of pay and additional bonuses being paid to civilians employed in comparable trades and occupations by the Allied Forces,
- (b) that as a result there is discontent among civilians employed by the Allied Forces, and a steady undesirable drift of better class skilled men from Allied Forces employment to industrial concerns,
- (c) that in order to attract and retain the labour required by the Allied Forces it is necessary to keep in line with private industry.
- CONTINUED SHEET NO. 2.

SECRET No. 2.

5. The Committee recommends to the Commanding-General:

- (a) that in the case of Classified Artisan, Skilled and Unskilled Grades comprising the Daily Wage Group employed in ROME Province, the maximum permissible Cost-of-Living Bonus be increased by the following additions:

(i) For adult Male Workers an increase of One Hundred (100) lire per day.  
For adult female Workers, an addition of Twenty-five (25) lire per day,  
and for Juvenile Workers of both sexes, being under 18 years of age,  
an addition of Forty (40) lire per day.

(ii) that the above increases shall NOT apply to employees in the mentioned grades employed by AFHQ in the printing trade to whom certain increases in the rates of pay laid down in the Allied Forces Basic Wage Scale were authorized by AFERS AFHQ Letter reference AFRS/214D/180 dated 19 April, 1945.

Bookbinder.  
Bookbinder's Assistant.  
Compositor.  
Compositor's Assistant.  
Compositor Chief.  
Linotype Operator.  
Litho Engraver.  
Lithographer.  
Lithographer's Assistant.  
Paper Cutter Operator.  
Printer.  
Process Engraver.  
Printing Machine Minder.  
Printing Machine Mate.  
Stereotyper.

- (c) that in accordance with the powers laid down in AFHQ Administrative Memorandum No. 25, para. 6(a), the increases be authorised and promulgated with a minimum of delay, and with retroactive effect from 1 May 1945.
- (d) that in anticipation of any necessity further to increase the emoluments of civilian workers of the group now affected, the necessary steps be taken by application to AFERS to renew the financial powers of the Sub-Committee.

6. A minority of members of the Committee considered that as the "Contingency" Indemnity granted to workers in private industry had been authorised with effect from 26th March, 1945, it was desirable in order to retain the goodwill of the workers to ante-date the award now recommended to 1st April, 1945. They desired to record an opinion that the failure of the Allied Forces to

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Bookbinder.  
Bookbinder's Assistant.  
Compositor.  
Compositor's Assistant.  
Compositor Chief.  
Linotype Operator.  
Litho Engraver.  
Lithographer.  
Lithographer's Assistant.  
Paper Cutter Operator.  
Printer.  
Process Engraver.  
Printing Machine Minder.  
Printing Machine Mate.  
Printing Machine Worker.  
Stereotyper.

- (c) that in accordance with the power's laid down in AFHQ Administrative Memorandum No. 25, para. 6(a), the increases be authorised and promulgated with a minimum of delay, and with retroactive effect from 1 May 1945.
- (d) that in anticipation of any necessity further to increase the emoluments of civilian workers of the group now affected, the necessary steps be taken by application to AFERS to renew the financial powers of the Sub-Committee.

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7. The Committee desired to record its concern at the lack of liaison between the Ufficio Provinciale del Lavoro and the Allied Commission, which has resulted in this instance in the Allied Forces being unaware of negotiations between the interested parties, being unable by representation to contest the workers' demands, and being placed in the undesirable position of conforming without alternative to an arrangement to which Allied Service representatives were not consenting parties.

CONTINUED SHEET NO. 2.

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SHEET NO. 3 AND LAST.**6. Clerical and Administrative Grades.**

The Chairman reported it was not yet firmly established if Clerical and Administrative employees in private industry were affected by recent awards of a "Contingency" allowance. Consideration was deferred for the production of evidence.

**9. Territorial Jurisdiction.**

It was noted that in private industry labour agreements and wages rates are generally enforced and applicable on a provincial basis, and as it is desirable to conform as far as possible to local standard practices, it is now recommended that the Sub-Committee's territorial jurisdiction be extended to conform to the Rome provincial boundaries.

**9.**

10. The date of the next meeting was not decided upon, it being agreed the Chairman would convene meetings as and when business arose.

*L.C. K. O'Gorman*  
Lt. Colonel,  
Chairman,  
Assistant Director of Labour,  
Rome Area Allied Command.

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4. Senior British Naval Officer, H.Q., A.C.
5. Commander, No. 2 R.M.F. Base Area, C.M.F.
6. Establishment Section, H.Q. Allied Commission.
7. C.A.O., A.P.H.Q.
8. Labour Directorate, A.P.H.Q.
9. ALCOB, Rome.
- 10, 11, 12. A.P.L.R.S. Rome.
13. G-4 (US) RAAC.
14. G-4 (Br) RAAC.
15. DUL (Civil) No. 2902 Civil Labour Unit.
16. P.D.

able to conform as far as possible to local standard practices, it is now recommended that the Sub-Committee's territorial jurisdiction be extended to conform to the Rome provincial boundaries.

10. The date of the next meeting was not decided upon, it being agreed the Chairman would convene meetings as and when business arose.

Lt. A. G. G. Lt. Colonel,  
Chairman,  
Assistant Director of Labour,  
Rome Area Allied Command.  
  
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| 5.              | Commander, No. 2 R.A.F. Base Area, C.M.F.      |
| 6.              | Establishment Section, H.Q. Allied Commission. |
| 7.              | C.A.O., A.F.H.Q.                               |
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785015DAILY.LABOUR BRANCH, ROME AREA ALLIED COMMAND.MILL TRADES.Table of Comparison showing Industrial Rates and Allied Forces Rate  
in Rome, based on 8 hour working day.

Trade or Occupation	ALLIED FORCES WAGE SCALE							ITALIAN INDUS.	
	Basic Pay (max) lire	Rome Rate lire	Cost of Living Bonus lire	New Total. lire	Basic Pay (min) lire	Family Allowance 3 depend- ants. lire	Pension Indemnity. lire	Carvita Indemnity. lire	
Armature Winder	165	10	60	235					
Fitter	135	10	65	210					
Machinist	135	10	65	210	-	<u>Specialists</u> (minimum rates)			
Turner	135	10	65	210	128	28	18		35
Minsmith	120	10	70	200	-	<u>Skilled Labour</u> (minimum rates)			
Tyre Preparer	135	10	65	210	80	28	18		35
Welder	135	10	65	210					
Rivetter	120	10	70	200					
Unskilled labour	85	10	75	170	72	26	18		35
" " (fem.)	- 81	-	75	156	56	-	10		25
" (fem.) H. of F.	- 81	-	75	156	56	-	10		35
Juvoniles 16-18.	45	10	29	84	48	-	10		20
Juvoniles 14-16.	45	10	29	84	40	-	10		20

NOTE 1. The Italian industrial rates quoted are MINIMUM rates. In many instances individuals are paid higher rates and additional premiums on output.

CC  
ADM

Declassified E.O. 12356 Section 3.3/NND No. 785015

LABOUR BRANCH, ROME AREA ALLIED COMMAND.Table of Comparison showing Industrial Rates and Allied Forces Rates  
in Rome, based on 8 hour working day.

ORGANIC WAGE SCALE		ITALIAN INDUSTRIAL RATES.						
Cost of Living Bonus lire	New Total lire	Basic Pay (min) lire	Family Allowance 3 dependents.	Presence Indemnity lire	Caro/ita Indemnity lire	Caropane (3 dependents) lire	Contingency Indemnity lire	Gross Total lire
60	235							
65	210							
65	210							
		- <u>Specialists</u> (minimum rates)						
		128	28	18	35	11	128	348
65	210							
70	200							
		- <u>Skilled Labour</u> (minimum rates)						
		80	28	18	35	11	128	300
65	210							
65	210							
70	200							
75	170	72	28	18	35	11	128	292
75	156	56	-	10	25	-	90	181
75	156	56	-	10	35	-	128	229
29	84	48	-	10	20	-	56	134
29	84	40	-	10	20	-	56	126

rates quoted are MINIMUM rates. In many instances individuals are actually receiving much higher minimums on output.

ROME AREA ALLIED COMMAND.

COPY NO.

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*AAC*

Labour and Wages Control Committee A.F.L.R.S.

AGENDA.

The First meeting of the Rome Area Sub-Committee of the Labour and Wages Control Committee A.F.L.R.S. will be held at 10.00 hours on Saturday 5th July, 1945 in the Labour Information Room (No. 438) 4th Floor, Headquarters, Rome Area Allied Command, to consider the following agenda :-

1. To receive the convening order of the Commanding General, R.A.A.C., by which the Committee is established in accordance with AFHQ Administrative Memorandum No. 25 dated 18th April, 1945, and to discuss procedure and representation.
2. To receive information on the rates of pay and other allowances now being paid to civilian employees of various trades and industries by commercial and industrial enterprises in Rome Area; to study these rates and their relation to those now authorised for payment to civilians employed by the Allied Forces, and to make recommendations.
3. Any other business.
4. To set a date for the next meeting.

*W.M.W.*  
W.M. WESTON, Lt. Colonel,  
Assistant Director of Labour,  
Rome Area Allied Command,  
C.H.Q.

*W.M.W.*  
10 MAY 1945

*W.M.W.*  
10 MAY 1945

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Command, to consider the following as:

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2. To receive information on the rates of pay and other allowances now being paid to civilian employees of various trades and industries by commercial and industrial enterprises in Rome Area; to study those rates and their relation to those now authorised for payment to civilians serving in the allied Forces, and to take recommendations.
3. Any other business.
4. To set a date for the next meeting.

3rd May 1945.

D.G.U.T.E.R.S

10 MAY 1945

A.  
2nd May 1945.

J. A. M. (J.W.)

d.J. BOSSOCK, Lt. Colonel,  
CHIEF, Assistant Director of Labour,  
Rome Areas Allied Command,  
C.H.F.

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2. Commander, British Troops, Rome.
3. Senior USN Liaison Officer (Italy), H.Q., A.C.
4. Senior British Naval Officer, H.Q., A.C.
5. Commander, 2nd Base Area, C.I.E.
6. Disestablishment Section, HQ Allied Commission.
7. Q4 (US) R.A.C.
8. C...O., A.F.H.Q.
9. Labour Directorate, A.F.H.Q.
10. ALCOH, Rome.
11. A.P.L.R.S. Rome.
12. File.
13. Papers.
- 14.

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Mr. Sachs  
LSC/912

23/6

1 G-1(A) Labor S/C  
Attn: Mr. Sachs

For explanation of para 7 of  
attached minutes (Rome Area Sub-Committee  
meeting minutes of 5 May, 1945)

/C G-1(A) cc/e

Paragraph 7 expresses the view entertained by Col. Boslock that Allied Forces, as employers of labor, should participate in negotiations for wage increases between representatives of employers in private industry and employees. The position of Allied Forces on this question is contained in a letter to General Brown, a copy of which is hereto attached. It is expected that the Local Sub-Committees will maintain the necessary contact with Italian labor parties to enable them to act expeditiously in making any adjustment. The situation referred to, insofar as time lag is concerned, existed prior to the formation of the Sub-Committees, of which the Rome Area Sub-Committee is one.

DAVID C. SACHS  
Deputy Director, Lab S/C

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HEADQUARTERS  
ALLIED COMMISSION  
G-1 American  
APO 394

EWD/fp

5 June 1945

SUBJECT: Meeting of the Local Sub-Committee of the Labor and Wages Control Committee, Rome Area Allied Command.

TO : Mr. David Sachs, Labor Sub-Commission, Allied Commission.

1. The third meeting of the Rome Area Sub-Committee of the Labor and Wages Control Committee was held at 0930 hours 4 June 1945, Headquarters RAAC, to consider the following:

a. To review minutes of the Labor and Wages Control Committee, Allied Forces Local Resources, Italian board meeting held on Wednesday 23 May 1945.

b. To read the minutes of the second meeting of this Sub-Committee held on 5 May 1945.

c. To review the rates of pay and allowances now authorized for civilian employees in hotels, mess and club grades and to consider proposals for revisions.

2. In the discussion and review of the minutes of the Allied Forces Local Resources Committee, the Chairman of the local sub-committee informed the committee that the Commanding General, Rome Area, had requested AFL RS for an increase of the financial powers authorized the local sub-committee as outlined in Allied Force Headquarters Administrative Memorandum #25. Request was based as a limited objective so as to enable the local sub-committee to meet emergency measures. The Chairman was advised informally that this request would not be approved and that if such an emergency would arise, the problem could be handled locally and authority would be received on the emergency basis.

3. It was agreed that a representative of the French Armed Forces in this area would represent on the local sub-committee.

4. Discussion and study was made of the various grades of employees in the hotel, mess and club grades. A representative from the hotel management of this area sat in on this discussion. Representatives of the hotel employees and the proprietors and managers presented their points for or against increase of wages for hotel employees. The hotel employees presented their case on the basis that the present wages were not sufficient for the family cost of living. The hotel proprietors and managers recognized and presented that the schedule should be revised and were willing to meet with the hotel employees and in a general agreement present a proposal for a revision for the various grades of employees. No formal action was taken by the committee for increase or revision of the wages of the employees.

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785015

Third Meeting Labor & Wages Cntl Committee  
RAAO-Mr. David Sachs, Labor S/C-dated 5 June 1945

5. It was agreed that Thursday, 7 June 1945, the hotel employers and employers would meet and submit proposals for revisions of the schedule to this committee. If a satisfactory agreement could not be reached for the revision, it was suggested that the employers and employees would submit proposals to the committee for final action.
6. No further business was taken up at this meeting.

*J. W. TD*

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

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1 copy - Colonel Robertson

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*Col. Parker*

HEADQUARTERS ALLIED COMMISSION

AEO 394

G-1 Section Civilian Personnel

MEMORANDUM:

NUMBER 7 :

26 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED  
FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE  
MONTHLY WAGE GROUP  
(EXCEPT HOTEL, MESS AND CLUB GRADES)

1. Reference par. 2, G-1 Section Civilian Personnel Memorandum Number 2, dated 19 March 1945, and par. 2, Appendix "A" AFHQ Administrative Memorandum Number 16, dated 24 March 1945.
2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

APPENDIX 7A

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

2. Monthly Wage Group. (Including Chief Foremen - Artisan, Skilled and Unskilled grades).
- (a) Adult Group.

Basic Wage Lire per month	Maximum permissible bonus.	
	Male	Female
Up to and including 3000 lire	4550 lire	2600 lire
From 3001 to 3100 lire	4520 lire	2570 lire
From 3101 to 3200 lire	4470 lire	2520 lire
From 3201 to 3300 lire	4420 lire	2470 lire
From 3301 to 3400 lire	4370 lire	2420 lire
From 3401 to 3500 lire	4320 lire	2370 lire

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

APPENDIX "A"

COST OF LIVING SONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE  
ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE

(MONTHLY WAGE GROUP ONLY)

2. Monthly Wage Group. (Including Chief Foremen - artisan,  
Skilled and Unskilled grades).

(a) Adult Group.

<u>Basic Wage</u> <u>Lire per month</u>	<u>Maximum permissible bonus.</u> <u>Lire per month</u>	<u>Male</u>	<u>Female</u>
Up to and including 3000 lire	4550 lire	2600 lire	
From 3001 to 3100 lire	4520 lire	2570 lire	
From 3101 to 3200 lire	4470 lire	2520 lire	
From 3201 to 3300 lire	4420 lire	2470 lire	
From 3301 to 3400 lire	4370 lire	2420 lire	
From 3401 to 3500 lire	4320 lire	2370 lire	
From 3501 to 5000 lire	4290 lire	2340 lire	
From 5001 to 5100 lire	4220 lire	2270 lire	
From 5101 to 5200 lire	4170 lire	2220 lire	
From 5201 to 5300 lire	4120 lire	2170 lire	
From 5301 to 5400 lire	4070 lire	2120 lire	
From 5401 to 10000 lire	4030 lire	2080 lire	
10001 lire and above	2730 lire	1755 lire	

(b) Juveniles may still only be paid a cost of living bonus up to 754 lire per month.

Note. Abatement at the rate of 104 lire per month will

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Declassified E.O. 12356 Section 3.3/NND No. 785015

be made from the maximum permissible bonus under (a) and (b)  
when full rations, i.e. all meals are provided to the employees  
by the employing service.

N. W. DRAGETTE,  
Lt. Col. AGD.  
S-1 American

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DISTRIBUTION  
"C"

*CD*  
HEADQUARTERS ALLIED COMMISSION  
AEQ 394  
G-1 Section Civilian Personnel

MEMORANDUM:

NUMBER 6 )

15 May 1945

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

1. Reference par. 1, G-1 Section Civilian Personnel Memorandum Number 2, dated 19 March 1945, and Appendix "A", AFHQ Administrative Memorandum Number 18, dated 24 March 1945.
2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located in Rome and its Province.

APPENDIX "A"

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

(e) Adult Group

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

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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

APPENDIX "A"

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

(a) adult group

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

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

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

*N. W. DRAGNEF,  
Lt. Col. AGD.,  
G-1 American*

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HEADQUARTERS  
ALLIED COMMISSION  
G-1 American  
APO 394

NND/fy

7 May 1945

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MEMORANDUM:

SUBJECT : Establishment of the Local Sub-Committee of the Labor and Wages Control Committee of the Rome Area Allied Command.

TO : Mr. David Sache, Labor Sub-Commission, Allied Commission

1. The first meeting of the Rome Area Sub-Committee of the Labor and Wages Control Committee was held at 10 o'clock 5 May 1945 at Headquarters, Rome Area Allied Command, to consider the following:

a. To receive the convening order of the Commanding General, RAAC, of which this committee was established in accordance with A F N Q Administrative Memorandum No. 25 dated 18 April 1945, and to discuss procedure and representation.

b. The following representatives attended this meeting:

The Assistant Director of Labor, RAAC, who was designated Chairman by the Commanding General, RAAC.

Representative from the 2nd R A F Base Area.

Representative U. S. Navy.

Representative of the British Navy.

U. S. Army interests were represented by Capt. Maxwell, Headquarters, RAAC.

The Undersigned; as a representative of the employing agency of this headquarters.

2. The Chairman outlined the functions of the committee as directed by Administrative Memorandum No. 25, A F N Q. General discussion and information was presented on the rates of pay and other allowances now being paid to civilian employees of various trades and industries by commercial industries in the Rome area. A study was made of these rates and the relation to those now authorized for payment to civilians employed by the Allied forces. Further general information was received and through discussion it was determined that there was a general difference between the rates paid by private industries and those paid by the Allied forces.

3. Local representation, it was learned, had been made by the directors of the Labor Trade Unions within this area to the local labor office that the Allied forces increase the wages paid to workers employed by our forces to be commensurate to those paid by private industries. This request was based on the recent contingency indemnity which is now being paid to workers of private industries which is 125 Lire per day for employees. After careful study and from samples taken of five different grades of employees from various concerns in private industries and those from concerns who are being

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Memo: Mr. David Saci, Labor S/O  
dated 7 May 1945 (cont.)

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employed by the Allied forces, it was agreed that the wages paid by private industries were higher than those paid by the Allied forces.

4. It was agreed that all classified artisan skilled and unskilled grades on a daily rate would receive the following increase in pay to be consistent with the power of this local sub-committee as outlined in Paragraph 6 of Administrative Memorandum No. 25:

a. All skilled and unskilled rates for Males be increased  
100 Lire per day

Females - 50 Lire per day

Juveniles - 40 Lire per day

b. The increase would be retroactive as of 1 May 1945.

5. This would not apply to employees within the hotel grades as it was brought out that separate negotiations were underway for determination of additional pay for such employees.

6. The proposal would be drafted and presented to the Commanding General for approval and announcement would be made to all local employing agencies. Notification would be given to the local press as it would create a favorable impression for the Allied forces employing civilian workers.

7. That further study would be given to the administrative office and clerical grades. A meeting would be then called so that proper consideration could be given for increase in their salaries.

8. No further business was taken up at this meeting.

9. For your information, upon receipt of the minutes of the meeting, a copy will be forwarded to you.

10. It is requested that, if practical, a representative from your sub-committee be sent as an observer to the next meeting. This office will notify you when and where the next meeting will be held.

Distribution:

1 copy Colonel Parkin  
1 copy Colonel Robertson

*1) wtd*  
M. W. DRAGNICK  
Lt. Col., AGD  
Acting G-1 (A)

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RESTRICTED

(45)

HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

4 May 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER : 8)

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:
  - a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.
  - b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.
  - c. That in the event of discharge of employee for fault of misconduct, no notice need be given and discharge will be immediate.
2. This policy will be effected as an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the adoption by regions.

BY COMMAND OF REAR ADMIRAL STONE:

C. L. PARKER  
Colonel, Infantry,  
Acting Vice Provost.

OFFICIAL:

J. Jones

J. L. JONES,  
Colonel,  
Executive Officer (-).

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HEADQUARTERS  
ALLIED COMMISSION  
ESTABLISHMENT SECTION  
APO 394

Ref: 56.1/36/ESP

LPM/CMP/JP  
3 May 1945.

SUBJECT: Transfer of Civilian Employees.

TO : Regional Commissioner, Lombardia Region, Allied Commission, APO 394, US Army.

1. Mr. Michael Despax has contacted this Headquarters, exhibiting a letter signed by the Regional Commissioner, Lombardia Region, reference R/3019, dated 23 April 1945, which states that he is an employee of Lombardia Region in the grade of Executive.

2. Mr. Despax has requested the issuance of travel orders to permit his reporting for duty at your Headquarters. It is considered, under the circumstances, that any such request for orders would more properly originate from the unit to which Mr. Despax is assigned.

3. If it is your intention to have Mr. Despax report for duty, and wish to request travel orders for his trip, would you communicate with the Adjutant, Allied Commission, specifying the mode of travel desired, and the desired reporting date.

4. Your attention, in connection with this transfer, is invited to our 56.1/20/EST, 16 April 1945, and 56.1/26/EST, 28 April 1945, with inclosures, which set forth the policy of this Headquarters in cases of this kind.

FOR THE VICE PRESIDENT ESTABLISHMENT SECTION,

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

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Declassified E.O. 12356 Section 3.3/NND No. 785015

1. Mr. Michael Despax has contacted this Headquarters, exhibiting a letter signed by the Regional Commissioner, Lombardia Region, reference R/3019, dated 23 April 1945, which states that he is an employee of Lombardia Region in the grade of Executive.

2. Mr. Despax has requested the issuance of travel orders to permit his reporting for duty at your Headquarters. It is considered, under the circumstances, that any such request for orders would more properly originate from the unit to which Mr. Despax is assigned.

3. If it is your intention to have Mr. Despax report for duty, and wish to request travel orders for his trip, would you communicate with the Adjutant, Allied Commission, specifying the mode of travel desired, and the desired reporting date.

4. Your attention is invited to our 56.1/20/SSR, 16 April 1945, and 56.1/26/EST, 28 April 1945, with inclosures, which set forth the policy of this Headquarters in cases of this kind.

FOR THE VICE PRESIDENT ESTABLISHMENT SECTION:

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

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(25)

HEADQUARTERS ALLIED COMMISSION  
ESTABLISHMENT SECTION  
APO 394

22 March 1945

SUBJECT: Jacob De Vries (Civ).  
TO : Regional Commissioner, EMILIA Region.

1. Ref File 30/500/33 and to letter of 21 March  
1945 from Civil Affairs Section to Establishment Section  
over signature of R. R. Cripps, Col. C.S.C., CA Section.  
Subject, Jacob De Vries.

2. In view of this letter, our letter of 28 Febr-  
uary 1945 directed to Regional Commissioner, Emilia Region,  
over signature of R. T. Under, Lt. Col., AGD, prohibiting  
the employment of s/n De Vries, is hereby rescinded.

C. M. PARKIN,  
Col. Inf.  
Actg Vice Pres.

cc to:  
Regional Commissioner, Sicily Region  
" Southern Region  
" Lazio-Umbria Region  
" Abruzzi-Marche Region  
" Sardegna Region  
" Toscana Region  
" Emilia Region  
" Liguria Region  
" Piemonte Region  
" Lombardia Region  
" Venezia Region

SCAO, AMG 5th Army  
SCAO, AMG 8th Army  
Director, Public Safety Division

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Declassified E.O. 12356 Section 3.3/NND No. 785015

**HEADQUARTERS ALLIED COMMISSION**  
ESTABLISHMENT SECTION

File

Date 7/24/45

FROM

TO

Deputy Chief of Staff

✓ Staff Officer

Executive Officer (A)

✓ Executive Officer (B)

✓ G-1 (A)

G-1 (B)

G-4 (A)

G-4 (B)

Headquarters Commandant

✓ Adjutant

FOR: What was outcome?

Draft of reply for signature of

Please see/telephone me about this

Investigation and report

Answer

Signature

Approval/Disapproval

Your Information and return

Your File

*t land CMP  
JW*

Declassified E.O. 12356 Section 3.3/NND No. 785015

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LABOUR SUB COMMISSION

*Fel*  
*CAP*  
*WIB/ac*

REF : LSC/402

6 February 1945

SUBJECT: Pay Differential for Italian Female Employees at A.C.

TO : Col. R. T. Uhler

1. Reference is made to your minutes of 3 February 1945. I am advised that Chief of Staff decided on 30 January that the 15% differential should be removed in respect to female employees of A.C. when belonging to professional, technical and clerical classes, analogous to those of the Italian Government service.

2. Mr. D. Sachs of this Sub-Commission ~~confers~~ with Establishment Section with a view to defining the categories of female employees, with this purpose in mind and consideration is being given for appropriate action to be taken in this respect when sufficient information has been collected to enable a firm recommendation to be put forward by Labour Sub-Commission.

*W.H.Braine*

W. H. BRAINE  
Director,  
Labour Sub-Commission.

*At P.M. Mr. Uhler was here yesterday  
and I furnished him some data.*

*Uhler*

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(21)

HEADQUARTERS  
ALLIED COMMISSION  
AMO 394

NW/tam

5 January 1945

MEMORANDUM:

TO : Colonel C. H. Parkin.

1. Reference is made to Allied Force Headquarters Administrative Memorandum No. 17, dated 16 November 1944, which directed certain deductions from the salaries of female civilians employed by the Allies. Instructions were issued by this office that sections employing civilians in this headquarters were to comply with Allied Force Headquarters Memorandum.

2. For the pay period ending 31 December 1944, sections of this headquarters deducted the amount for their employees, except the Headquarters Commandant Section. This information evidently has been transmitted throughout the headquarters and has caused a dissatisfaction among the civilian employees.

3. It is requested that an immediate decision be rendered as to whether or not the deductions are to be entered on all payrolls for this headquarters.

R. T. ORLINSKI  
Lt. Col., AGO  
G-1 (A)

Information Copies To:

Col Smith, Labor Sub-Commission  
Lt Col Miller, G-4 (S)  
G-1 (Civilians Personnel)

✓G-1 (B)

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Declassified E.O. 12356 Section 3.3/NND No. 785015

ITALIAN CIVILIAN CLERKS  
OF THE ESTABLISHMENT BRANCH  
ON DUTY IN THIS HEADQUARTERS

SUBJECT: Civilian Personnel.

TO : Whom It May Concern.

ADJUTANT DEPARTMENT AC

Bove, Rosanna  
 Camporeale, Maria Sofia  
 Limentani, Anna  
 Savoino, Marcella

Interp/Typist F.  
 Messenger F.  
 Typist F.  
 Typist F.

BILLETING OFFICER

De Luca, Corrado  
 La Vista, Francesca

Sr Admin Asst M.  
 Interp/Typist F.

ESTABLISHMENT BRANCH

Argentini, Anna  
 Bassani, Ettore  
 Bruschi, Enza  
 Ceraci, Olga  
 Lentini, Mario  
 Paternello, Luciano  
 Scudder, Elena  
 Silberstein, Elizabeth

Clerk Superv. F.  
 Clerk M.  
 Bookkeeper F.  
 Sr Admin Asst F.  
 Accountant M.  
 Clerk M.  
 Executive F.  
 Interp/Gen F.

G-1 (A)

Baliva, Giuseppina  
 Handamir, Eugenia

Jr Admin Asst F.  
 Sr Admin Asst F.

G-1 (B)

Bassano, Lea  
 Capasso, Claudio  
 Casucci, Piero  
 Giacopini, Luciana  
 Manni, Florence  
 Possenti, Giovanni  
 Venditti, Anna

Clerk F.  
 Interp/Gen M.  
 Jr Admin Asst M.  
 Interp/Typist F.  
 Interp/Typist F.  
 Interp/Typist M.  
 Interp/Typist F.

G-1 CIV PERS SECT

Albano, Giulia  
 Bobrinsky, Leo  
 Cafaro, Sara  
 Corisza, Sergio  
 De Felice, Wanda  
 Gordeievich, Igor  
 Grossi, Mario  
 Gut-Cisser, Joanne  
 Marin, Roberto  
 Pilatone, Remo  
 Sanzero, Santa

Jr Admin Asst F.  
 Jr Admin Asst M.  
 Sr Admin Asst F.  
 Accountant M.  
 Typist F.  
 Sr Admin Asst M.  
 Clerk M.  
 Interp/General F.  
 Interp/General M.  
 Messenger  
 Steno/Typist F.

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

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## (Italian Civ Personnel Continued)

G-4 (A)

Arci, Mario  
 Bertero, Liliana  
 Cacciagrano, Eovio  
 Catalano, Andrea  
 Gherardi, Grazicella  
 Ottavio, Lorenzo  
 Panzironi, Maria  
 Sacco, Angela

Sr Admin Asst M.  
 Interp/Typist F.  
 Interp/Tech M.  
 Jr Admin Asst M.  
 Typist F.  
 Interp/Tech M.  
 Typist F.  
 Interp/Typist F.

G-4 (B)

Bottari, Lia  
 Crisari, Luciana  
 Crolla, Anna  
 Missiroli, Gabriella  
 Saccani, Luigi  
 Arnold, Elena  
 Benanti, Giulia

Interp/Typist F.  
 Interp/Typist F.  
 Clerk F.  
 Clerk F.  
 Interp/Gen M.  
 Clerk F.  
 Clerk F.

HQ COMMANDANT

Baggi, Carla  
 Delle Santi, Anna Maria  
 De Paolis, Eugenia  
 Giongo, Lidia  
 Mattiello, Luigi  
 Mauro, Gladys  
 Scermino, Mario

Clerk F.  
 Interp/Typist F.  
 Sr Admin Asst F.  
 Clerk F.  
 Asst Purchase Agent M.  
 Clerk F.  
 Messenger M.

MEDICAL DETACHMENT (B)

Brunetti, Letizia  
 De Angèlis, Nella  
 Lombardi, Fernanda

Clerk F.  
 Clerk F.  
 Interp/Typist F.

OFFICE SPACE SECTION

Battistoni, Ada  
 Mauro, Marianna

Typist F.  
 Jr Admin Asst F.

REQUISITION DIVISION

Conti, Lea  
 Mastrogiovio, Gabriele

Interp/General F.  
 Accountant M.

S-1

Boni, Maria  
 Pompei, Elena ~~s-3~~  
 Piscopo, Adriana  
 Regard, Celine ~~xx~~ <sup>11</sup>  
~~Tatino, Giuseppe~~ ~~Parrini~~ ~~G-1~~

Typist F.  
 Sr Admin Asst F.  
 Typist F.  
 Jr Admin Asst F.  
 Jr Admin Asst F.

S-4

Veronese, Eleonora

Clerk F.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(Italian Civ Personnel Continued)

MEDICAL DETACHMENT (A)

Troubeskoy, Natalie

Professional

HQ COMDT

D'Urso, Bianca Maria  
Minghetti, Maria L.  
Di Francesco, Anna  
Giallonardi, Maria  
Martinez, Maria  
Martinez, Lucia

Interp/Gen F.  
Messenger F.  
Messenger F.  
Messenger F.  
Messenger F.  
Messenger F.

APO 394

Gentilli, Elsie

Jr Adm Asst F.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

Ext. 280

2 October 1944.

MEMO TO: G-1 (A)

It is requested that you prepare and submit as soon as possible a schedule of bonuses to be paid to discharged civilian employees, based on length of service with this organization.

It is suggested that the bonus might well start with a week's pay for six months of service. This, however, is only a suggestion as a starting point.

S.L. CLOUGH,  
Colonel, A.G.D.,  
Executive Officer.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

(18)

Ext. 280

2 October 1944.

SUBJECT: Rules Governing A.C.C. Civilian Personnel.

TO : Joint Directors, Finance Sub-Commission.

1. Reference your 13827/F/A/16 of 26 September and your 13128/F of 7 September 1944, the following decision has been made:

a. Employees dismissed on security grounds should not be given a bonus.

b. Payment of a month's salary in lieu of notice to employees paid on a daily basis is not a standard practice in A.C.C. G-1 is engaged in preparing a scale of bonuses to be paid, based on length of service, which will be announced when approved by the Chief Commissioner.

c. So far as is known, no authority was obtained for the payment of the bonus referred to in paragraph 3 of your letter of 7 September and, in the writer's opinion, the voucher should not be passed.

S.L. CLOUGH,  
Colonel, A.G.B.,  
Executive Officer.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(1)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
FINANCE SUB-COMMISSION  
AFC 394

Tel: Dial 489161, Ext. 259

Ref: 13827/F/A/16

26 September 1944

SUBJECT: Rules Governing A.C.C. Civilian Personnel.

TO : Establishments Officer,  
H.Q. Allied Control Commission.

1. Your letter, unreferenceed, dated 11 September 1944, has been received and the enclosure, being a memorandum to the Civilian Personnel Policy Board on the above-mentioned subject, has been perused with interest. It is noted that publication of the Rules, by A.A.I. is expected to take place in the immediate future.

2. You are again referred to this Sub-Commission's letter 13128/F, dated 7 September. May a reply please be received to para 3, dealing with the particular case of payment of a bonus to a dismissed Civilian employee?

For the Acting Chief Commissioner

*A. G. Graover, M.A.*  
Colonel

Joint Directors  
Finance Sub-Commission.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(1b)

Ext. 280

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

26 September 1944.

SUBJECT: Proper Administration of Civilian Personnel Office.

MEMO TO: Director, Labor Sub-Commission (through Economic Section)

1. In reply to your letter of 26 September and further to our conversation of yesterday on the same subject, I submit the following:

2. The Civilian Personnel Section of O-1 has been organised and is functioning on a smooth basis, due largely to the efforts of your Maj. Small.

3. Both Maj. Small and Capt. Panelli are now available for further assignment and the Civilian Personnel Office will pass to direct control of O-1 (A). The latter assures me that, since the bulk of personnel transfers to the new Regions has now been accomplished, he has sufficient time to devote to the supervision of Civilian Personnel matters.

4. I assure you that I am thoroughly familiar with the type of work being done and required to be done by this Section. As Chairman of the Civilian Personnel Policy Board, I am conversant with the enunciation of policies in these matters. Inasmuch as O-1 (A) is involved in the replacement of military personnel by civilian personnel, it is felt that the new arrangement more closely integrates the personnel movements.

5. If at a later date the situation should change, we will take steps to reinforce the Civilian Personnel Section by the addition of another officer. At present, an experienced non-commissioned officer will remain in direct charge.

6. I will be glad to discuss this further with you at any time you might desire.

M. L. CLOUGH,  
Colonel, A.C.D.  
Executive Officer.

cc. to:

O-1 (A)

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Declassified E.O. 12356 Section 3.3/NND No. 785015

27 September 1944

MEMORANDUM FOR COL. FISKE -

I don't know a thing about this but  
believe Col. Bain's letter deserves con-  
sideration.

L. D. DEMORE

Colonel, CSO

Incl - ltr 26 Sep, sub: Proper Administration  
of Civilian Personnel Office

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Declassified E.O. 12356 Section 3.3/NND No. 785015

HEADQUARTERS  
 ALLIED CONTROL COMMISSION  
 LABOR SUB-COMMISSION  
 A.O. 394

(1)

*Lab C5C/61*

26 September 1944

SUBJECT: Proper Administration of  
 Civilian personnel Office.TO : Vice President, Administrative Section  
 (Through Economic Section)

1. This Sub-Commission has been informed by G-1 (A) that it is proposed to attach the Civilian personnel office directly to G-1, eliminating the Employment Officer and leaving a Corporal in charge.

2. G-1 (A) already has its hands full without acting as Employment Officers. It is urged that the matter be reconsidered continuing the present civilian personnel set-up and an Employment Officer be retained to perform the functions listed below:

a. Recruit and test qualified persons for civilian employment in ACC. When ACC functions are eventually turned over to the Italian Government the calibre of civilian employees will be of critical importance. Experience here has shown that many of the offices wish assistance in finding and testing employees and for want of such assistance unqualified persons have been employed, resulting in waste of time and public funds.

b. Examine and rule on reclassifications of present employees and classifications of new ones. Experience again has shown that many offices need assistance in determining classifications, not only to remove pressure from the officer in charge but also to prevent high classifications based on sympathy and other personal reasons. Classifications based on personal reasons cause dissatisfaction among other employees and illegal expenditure of AFA funds.

c. Supervise the audit of civilian payrolls to insure that payments are in accordance with AFHQ directives. A recent audit disclosed many errors, in one case an overpayment of 12,000 Lire per month for several months, concealed by incorrect job titles.

d. To furnish special information, such as the recent report on key personnel receiving quarters and rations. Matters that require officer attention are continually being referred to the Civilian personnel Office.

e. The Labor Sub-Commission has an officer, Major Small, at present heading the Civilian personnel office, and believes the efficient operation of that office of sufficient importance to leave him in that assignment, if desired by higher authority. He has an employment

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Declassified E.O. 12356 Section 3.3/NND No. 785015

-2-

background, including college training and five years experience, and is a personnel examiner in civil life. In any case, without regard to any particular officer, it is our belief that a serious mistake would be made if the ACC Civilian Personnel office were not continued as a separate entity and headed by a fully qualified officer.



J. T. R. Bain  
Colonel,  
Director Labor Sub-Commission

DISTRIBUTION:

Economic Section  
Finance Sub-Commission  
G-1 (A)  
Col. Clough

4263

*W*  
HEADQUARTERS  
ALLIED CONTROL COMMISSION  
3-1 Section Civilian Personnel

14  
22 September 1944  
Inclosure No 1

1. Listed below are employees receiving quarters and rations with recommendations as which should be considered key employees of ACC. The undersigned officer made every attempt to approach the problem objectively and secured all information possible in the time available. In most cases decision was based on documentary evidence available in the Civilian Personnel Office.

Administration Sub-Commission

Rosati, Lidia  
Inter/Trans £120 daily  
Not essential-replaceable

Bonano, Roberto  
Tech/Trans. £150 daily  
Not essential-replaceable

Agriculture Sub-Commission

+ Pironi, Francesco  
Tech. Adviser £7500 month.

+ Capocci, Oscar  
Tech. Adviser £6000 month.

+ Sullam, Angelo  
Tech. Adviser £7500 month.

Communications Officer

Catto, Ezio  
Dr. Admin. Asst. £150 daily.

Civilian Censorship Group  
Gennelli, Alberto  
Telephone Monitor £4800 month.

Key Personnel-See Incl. 4  
Key Personnel-See Incl. 4  
Key Personnel-See Incl. 4  
Key Personnel-See Incl. 4

Not essential. Has made other local arrangements for quarters and rations.

Spellicci, Salvatore  
Telephone Monitor £4800 month.

Sanges, Carmine  
3rd Grade Supervisor £4300 month.  
Gennelli.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

Administration Sub-Commission  
Rossetti, Lidia Not essential-Replaceable  
Inter/Trans £120 daily

Romano, Roberto Not essential-Replaceable  
Tech/Trens. £150 daily

Agriculture Sub-Commission

Pironti, Francesco  
Tech. Adviser £7500 month.

Capocci, Oscar  
Tech. Adviser £6000 month.

Sullam, Angelo  
Tech. Adviser £7500 month.

Communications Officer

Cattò, Ezio  
Dr. Admin. Ass't. £150 daily.  
Civilian Censorship Group

Cerelli, Alberto  
Telephone Monitor £4800 month.

Spallone, Salvatore  
Telephone Monitor £4800 month.

Sanges, Carmine  
3rd Grade Supervisor £4300 month.

Gere, Federico  
Telephone Monitor £4300 month.

Education Sub-Commission  
Pombo, Gabriele  
Professional £9000 month.

Finance Sub-Commission  
Squillante, Maria  
Interp/Trans. £110 daily.

Scattaretico, Ermanno  
Statistical Clerk £150 daily.  
Dr. Admin. Ass't. £4500 month

Incl / 2

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Key Personnel-See Incl. 4

Key Personnel-See Incl. 4

Key Personnel-See Incl. 4  
Key Personnel-See Incl. 4

Key Personnel-See Job Descripition dated 21 Sept., in Civilian Personnel files.

Not essential. Has made other local arrangements for quarters and rations.

Not essential.-Same as Cerelli.

Not essential.-Same as Cerelli.

Not essential.-Same as Cerelli.

426.)  
Key Personnel-See Incl. 3

Not essential-Replaceable

Not essential, actually Bookkeeper. Has obtained local quarters in Rome. See letter Finance S/C dtd 19 Sept. in Civilian Personnel files.

(1)

(Incl. No 1 cont'd)

Fucinconti, Mario  
Sub/Professional £6000 Month.

Not essential-replaceable.  
See re-classification request  
of 22 July in Civilian  
Personnel files.

Avallone, Licio

Not essential-replaceable.  
Actually bookkeeper. See  
re-classification request  
dated 26 July in Civilian  
Personnel files.

Food Sub-Commission

Melchionde, Raffaele  
Tech. Interpreter £150 daily.

Not essential-replaceable,  
actually only good translator,  
some typing. See job des-  
cription dated 18 August in  
Civilian Personnel files.

Chiumenti, Carlo  
Accountant £4500 Month.

Not essential-replaceable.  
See job description dated  
23 August in Civilian  
Personnel files.

3-1 Civilian Personnel Section  
Cafaro, Sante

Jr. Admin. Asst. £4500 Month.  
HQ Commd't

+ De Luca, Corrado  
Jr. Admin. Asst. £4500 Month.

+ De Luca, Silvestro  
Printing Agent. No salary  
Tech. Adviser.

Key Personnel-See job des-  
cription dated 21 Sept. in  
Civilian Personnel files.

Key Personnel-Not paid by  
ACC. Receives a percentage  
of printing costs. Was  
brought from Naples by ACC.

Information Division (Library of Congress)

Fucile, Domenico  
Tech. Adviser.

Geraeli, Olga  
Jr. Admin. Asst. £4500 Month

Key Personnel-See letter  
21 August in Civilian Per-  
sonnel files.

Not essential-replaceable.  
Is about to be transferred  
to an entirely different

Declassified E.O. 12356 Section 3.3/NND No. 785015

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cription dated 18 August in  
Civilian Personnel files.

Not essential-Replaceable.  
See job description dated  
23 August in Civilian  
Personnel files.

Chiumenti, Carlo  
Accountant £4500 Month.

G-1 Civilian Personnel Section

+ Cafaro, Saro  
Jr. Admin. Asst. £4500 Month.

HQ Commd't+

+ De Luca, Corrado  
Jr. Admin. Asst. £4500 Month.

+ De Luce, Silvestro  
Printing Agent. No salary

Information Division (Library of Congress)

+ Fucile, Lorenzo  
Tech. Adviser.

+ Geraci, Olga  
Jr. Admin. Asst. £4500 Month

Internees and Displaced Persons S/C.

Levi, Iedor  
Clerk £115 daily

Dawson, Harry  
Interpreter \$120 daily

Italian Refugee Branch  
Tabriola, Guido  
Purchasing Agent £5000 Month

(2)

Not essential-in the opinion  
of the officer-in charge he  
can be easily replaced.

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Arch 17

(Incl. No. 1 cont'd)

Lebor Sub-Commission  
+ La Loggia, Enrico  
+ Professional £4000.9600 Month. Key Personnel. Personnel  
knowledge of undersigned  
Officer.

+ Carte, Armando  
Sr. Admin. Asst. £6000 Month. Key Personnel. Personnel  
knowledge of undersigned  
Officer.

Costa, Letizia  
Typist(E.S.) £110 daily. Not essential-Replaceable.

Allietta, Senta  
Typist (E.S.) £110 daily. Not essential-Replaceable.

Legal Sub-Commission  
+ Pisepis, Antonio  
Sr. Admin. Asst. £6000 Month. Key Personnel. See job des-  
cription dated 22 July in  
Civilian Personnel files.

Federetti, Anna  
Trans/Interp. £120 daily. Not essential. See letter  
dated 21 August in Civilian  
Personnel files.

Property Control Sub-Commission  
Lorenz, Lida  
Typist (E.S.) £120 daily. Not essential-Replaceable.

Public Health Sub-Commission  
+ D'Antuoni, Ulisse  
Sr. Admin. Asst. £6000 Month. Key Personnel. See job des-  
cription dated 27 July in  
Civilian Personnel files.

Cipolat, Giuseppe  
Professional £5600 Month. Key Personnel. See letter  
dated 22 August in Civilian  
Personnel files.

Obisio, Maria Teresa  
Interp/Typist £120 daily. Not essential-Replaceable.

Public Safety Sub-Commission  
+ Cafaro, Ada  
Jt. Admin. Asst. £150 daily. Key Personnel. See job des-  
cription dated 20 Sept. in  
Civilian Personnel files.

Super Garage

Declassified E.O. 12356 Section 3.3/NND No. 785015

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Sr. Admin. Asst. £6000 month.cription dated 22 July in  
Civilian Personnel files.  
Fedrettii, Anna Trans/Intern. £120 daily.  
Not essential. See letter  
dated 21 August in Civilian  
Personnel files.

Property Control Sub-Commission  
Larone, Lidia Typist (E.S.) £120 daily.  
Not essential-Replaceable.

Public Health Sub-Commission  
+ D'Antuoni, Ulisse Sr. Admin. Asst. £6000 month.  
Key Personnel. See job des-  
cription dated 27 July in  
Civilian Personnel files.  
Cipolat, Giuseppe Professional £9600 month.  
Key Personnel. See letter  
dated 22 August in Civilian  
Personnel files.

Chiesi, Maria Teresa Interp/Typist £120 daily.  
Not essential-Replaceable.

Public Safety Sub-Commission  
+ Cefaro, Ade Jr. Admin. Asst. £150 daily.  
Key Personnel. See job des-  
cription dated 20 Sept. in  
Civilian Personnel files.

Super Garage Maresio, Carmine Mechanic £110 daily.  
Damiено, Eugenio Mechanic £110 daily.  
Ascione, Giovanni Mechanic £110 daily.  
Not essential-Replaceable.

Transportation Sub-Commission  
Schenzier, Mario Typist (E.S.) £120 daily.  
Not essential-Replaceable.

Italian Government  
De Liguoro  
Not essential as are not

O 5 9 7

Declassified E.O. 12356 Section 3.3/NND No. 785015

(3)

(Incl. No 1 cont'd)

Giordano  
De Leo  
Bergomi  
Tropeano  
Vigorito

Del Gatto Family

employees of ACC. Are  
officials of Italian Government,  
quartered by orders of Acting  
Chief Commissioner. To vacate  
under present orders unless  
countermanded by Acting Chief  
Commissioner.

Quartered by orders of Refugee  
Branch. Being held as witness  
in pending case. Nations  
furnished by Refugee Branch.

P. R. Small

R.R. SMALL  
Major, SAC  
G-1 Section  
Civilian personnel.

\* Key Personnel.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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R.R. Small

Major, CAC  
C-1 Section  
Civilian Personnel.

+ Key Personnel.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(b)

HEADQUARTERS  
ARMED CONTROL COMMISSION  
A.P.O. 394  
Tele. 489081 - Ext. 280

23 September 1944.

SUBJECT: Billeting of civilian employees.

MEMO TO: Deputy Executive Commissioner, A.G.C.C.

1. Herewith report on billeting situation made by the Civilian Personnel Section of C-1. As an enclosure you will find a list of employees with a notation as to whether or not they are key personnel. You will note that those indicated as key personnel total fifteen only.

2. I suggest that the following recommendations be made to the Acting Chief Commissioner:

a. That only key expert personnel be billeted and passed.

b. That they be non-residents of Rome.

c. That no civilian employee be billeted without the written authorization of the Acting Chief Commissioner or an officer designated by him.

3. If you concur in the above, I will immediately issue orders to the Headquarters Commandant giving effect to these recommendations.

E. L. CLOUGH,  
Colonel, A.G.C.,  
Executive Officer.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(12)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
G-1 Section Civilian Personnel

19 September 1944

Ref/G-1 /Civ.Pers./34  
SUBJECT; Employment of American Secretaries.

TO ; Finance Sub/Commission

1. Permission is requested to employ American nationals as secretaries at a salary of \$ 150 per month, subject to deduction for rations. It is proposed to employ them for the same type work now being performed by 7 British secretaries in this Headquarters. The British secretaries are receiving £ 25 and rations. The proposed rate of \$ 150 is an approximation of the differential between British and American wage-scales.

For the Civilian Personnel Policy Board;

*R.R. Small*

R.R. SMALL  
Major, CAC  
G-1 Section  
Civilian Personnel.

c.c. Col. Clough  
Executive Officer

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(1)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394  
(Executive Office)

Tele. 489081 - Ext. 280

11 September 1944.

SUBJECT: Rules Governing ACC Civilian Personnel.

TO : Director, Finance Sub-Commission  
Attention Col. Grafftey-Smith.

1. In reply to your letter of 7 September 1944,  
Ref. 13128/F, I am enclosing herewith answers to your questions  
as prepared by the Civilian Personnel Section of G-1.

2. Discharged employees should in all cases be pro-  
cessed through Civilian Personnel Section of G-1 in order that  
they may take their passes, credentials, check them out of pay-  
ment and various other routine details.

3. I trust that this gives you the information you  
requested. If not, please take it up with me again or directly  
with Maj. Small, Civilian Personnel Section G-1.

E. L. CLOUGH,  
Colonel, A.C.D.,  
Executive Officer.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(10)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
G-1 Section Civilian Personnel

11 September 1944

Ref/G-1/Civ.Pers./23

SUBJECT: Rules Governing ACC Civilian Personnel.

TO : Chairman, Civilian Personnel Policy Board.

1. Reference is made to attached Finance Sub/C letter dated 7 September 1944, their reference 13128/F.

2. "Rules and Regulations Governing Employment of Italian Civilian Employees of the Allied Armies in Italy" were drawn up by Labor Sub/C ACC under date of 26 August 1944 and presented to AAI for approval and promulgation, estimated date of publication 20 September 1944. Pertinent excerpts from the Administrative and Clerical Section of these proposed rules are;

a. "Termination of Employment; An employee desiring to quit will be required to give fifteen (15) days notice of intention to do so. An employee dismissed for reasons other than disciplinary will be entitled to one half ( $\frac{1}{2}$ ) monthly salary in lieu thereof. No notice is necessary in the case of employees dismissed for disciplinary reasons."

b. "Sick leave; Employee may be granted sick leave on the recommendation of the medical officer to the commanding officer of the military unit or establishment concerned. No deductions from pay will be made for accrued sick leave to accumulate at the rate of one (1) day per month of satisfactory employment. When absence for sickness reaches this amount of time, deductions from the monthly rate shall be made at the daily or hourly rates."

c. "Public Holidays; Public holidays will not be recognized by any military unit or establishment and there will be no extra pay for work performed on feast days or holidays."

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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e. "Overtime; The salaries of monthly paid employees are fixed on the assumption that within reasonable limits their whole time is at the disposal of the military unit or establishment employing them. If the normal hours of duty are insufficient to deal with pressure of work, it is the duty of the employee to work overtime when called upon so to do without additional remuneration. Overtime will only be paid when employees work in excess of ten (10) hours overtime per month in which circumstances overtime rates of pay will be computed at one and one-half (1 1/2) times the hourly rate of pay for all overtime hours in excess of ten (10)."

*R.R. Small*

R.R. SMALL  
Major, CAC  
G-1 Section  
Civilian Personnel.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

(9)

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
FINANCE SUB-COMMISSION  
APO 394  
Tel.Extn. 553 & 417.

13128/F.

7 September 1944.

SUBJECT: Pay of Civilian Employees.

TO: Establishment Officer.

1. During July a civilian employee at ACC Headquarters, Miss Ludovich Nagh Jones, was dismissed and paid a month's salary in lieu of notice. No instructions have been issued on the subject of terms of dismissal of employees and the audit section of the Chief Accountant's department cannot pass this payment without special authority.

2. We would point out that we have twice written on the subject of the lack of specific rules dealing with the pay of civilian employees (our letters 13128/F of 7 and 22 August 1944) and in our last letter we pointed out that an audit of the accounts was not possible in view of the absence of specific instructions. In particular rulings were requested on the questions of terms of dismissal, sick pay, holidays with pay, and calculation of overtime and midday meals. At present ACC Headquarters and Regions, in the absence of specific instructions, all make their own rules.

3. Further information is requested about the specific case raised in para. 1 above. The employee in question appears to have been dismissed on security grounds on instructions from the Security Branch, who, we are informed, "suggested" the bonus paid. This would appear to be an extraordinary payment and we should be glad to know (a) whether the payment of a month's salary in lieu of notice is the standard practice in ACC in the case of employees paid on a daily basis, and (b) if this is not the standard practice, what authority for this payment was obtained. A month's salary for a daily wage earned would seem an excessive payment and furthermore if such a payment got to the ears of other employees might it not constitute a precedent and give them grounds for claiming that they were all employed on a similar basis?

*A. Grassey M.C.B.  
Colonel*

Joint Director,  
Finance Sub-Commission.

1204

CERTIFICATO D'INFORTUNIO  
CERTIFICATE OF INJURY

I certify that Signor  
Io certifico che il Signor

of \_\_\_\_\_  
do \_\_\_\_\_ address \_\_\_\_\_  
Indirizzo \_\_\_\_\_  
born on \_\_\_\_\_  
nato il \_\_\_\_\_  
(date) \_\_\_\_\_  
  
the son of \_\_\_\_\_  
figlio di \_\_\_\_\_  
Name of father \_\_\_\_\_  
Nome del padre \_\_\_\_\_  
was killed/incapacitated or  
è morto/ferito alle ore \_\_\_\_\_  
hours on \_\_\_\_\_  
il giorno \_\_\_\_\_  
Date \_\_\_\_\_  
(date) \_\_\_\_\_  
  
end of \_\_\_\_\_  
e d \_\_\_\_\_  
Mother's name \_\_\_\_\_  
(nome della madre)  
  
exact location of the accident \_\_\_\_\_  
(esatta località dell'infarto)

In an accident arising out of and in the course of his employment with the allied forces.  
L'infarto è avvenuto mentre lavorava alle dipendenze delle Forze Militari Aliate  
as qualità di \_\_\_\_\_

exact nature of employment \_\_\_\_\_  
esatta categoria e mestiere \_\_\_\_\_

The accident occurred in the following circumstances:  
L'infarto è avvenuto nelle seguenti circostanze:

Give short particulars and state whether the accident was attributable to any wilful or negligent act of the employee.  
Fare delle brevi descrizioni circa l'infarto precisando se è stato causato da negligenza dell'operario.

His daily earnings for each of the fifteen days immediately prior to the accident were as follows:  
Pago giornaliero per gli ultimi quindici giorni precedenti l'infarto:

Day Giorno	Date Data	Gross Earnings Including overtime Totale paghe (compresa straordinaria)	Day Giorno	Date Data	Gross Earnings Including overtime Totale paghe (compresa straordinaria)	Day Giorno	Date Data	Gross Earnings Including overtime Totale paghe (compresa straordinaria)
1			6			11		
2			7			12		
3			8			13		
4			9			14		
5			10			15		

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Indennizzo  
the son of  
figlio di [father's name]  
Nome del padre e di  
was killed/inconosciuto  
è morto/entro alle ore  
hours on  
il giorno  
Date  
6  
6  
exactly location of the accident  
(esatto luogo dell'infortunio)

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

as  
qualità di  
exact nature of employment  
(esatto categoria e mestiere)

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

(Give short particulars and state whether the accident was attributable to any willful or negligent act of the employee.  
Info dettagliate e brevi descrizioni circa l'infortunio precisando se è stato causato per negligenza dell'operario).

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

Day Giorno	Date Data	Gross Earnings (Including overtime) Totale paga (compresa straordinaria)	Day Giorno	Date Data	Gross Earnings (Including overtime) Totale paga (compresa straordinaria)	Day Giorno	Date Data	Gross Earnings (Including overtime) Totale paga (compresa straordinaria)
1			6			11		
2			7			12		
3			8			13		
4			9			14		
5			10			15		

Signature of the O. C. Unit  
Firma del Comandante l'Unità  
Name in block letters  
Nome in stampatello

Date  
Data  
Personal Number  
N. di matricola

4. The Officers of the Institute have been instructed that should they require any further information they should communicate  
with the CM Joint Claims Commission. R. A. A. C. should do likewise in case of any difficulty.  
Gli Ufficiali dell'Istituto sono a conoscenza che se hanno bisogno di ulteriori informazioni o assistenza devono comunicare  
con Joint Claims Commission. Le Unità R. A. A. C. devono fare lo stesso in difficoltà.

R-E-S-T-I-C-T-E-D  
ROME ALLIED AREA COMMAND  
APO #794, US Army

AG 230

TEC/523  
21 APR 1944

Subject: Mor men's Compensation in Italian Territory.

To : See Distribution.

1. In the event of a civilian employed locally by the Allied Forces in Italy, Sicily and Sardinia, sustaining death, injury or illness arising out of and in the course of such employment, the O. C. employing unit will:

- a. Cease paying his salary or wages as from the date he stops work.
- b. Give him, or his dependents, a certificate of injury in the forms set out.
- c. Advise him, or his dependents, to apply to the local Office of the Istituto per l'Assicurazione Contro gli Infortuni sul Lavoro, for such medical attention and/or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Mayor (Podesta). In Rome injured persons should, if possible be sent to Cesedalicre dell'Istituto Nazionale Infortuni - No. 9 via Monte della Gioie - where not practicable send to any civilian hospital.

2. No compensation or medical attention (other than first-aid treatment) should be given, as the above Istituto is organized to deal with those. It has an office in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.

3. The certificate of injury referred to in par. 1 above will be in the following form. It will be made out in quadruplicate and signed by the C.O. of the employing unit. The first copy, on which neither his rank nor his unit will be shown, will be given to the injured person or his dependents, to be handed to the Istituto.

The second copy, on which the rank, unit and its location will be added will be sent to the Claims Commission, CMF, for British Units and U.S. Claims Service, Region 6, APO 794 for US Units.

Declassified E.O. 12356 Section 3.3/NND No. 785015

Laffin (R)  
7/17/44

- a. Cease paying his salary or wages as from the date he stops work.
- b. Give him, or his dependants, a certificate of injury in the forms set out.

c. Advise him, or his dependants, to apply to the local Office of the Istituto per l'Assicurazione contro gli Infortuni sul Lavoro, for such medical attention and compensation as he or his dependants are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Mayor (Podesta). In Rome injured persons should, if possible be sent to Cogodalioro dell' Istituto Nazionale Infortuni - No. 9 via Monte della Gioie - where not practicable send to any civilian hospital.

2. No compensation or medical attention (other than first-aid treatment) should be given, as the above Istituto is organized to deal with them. It has an office in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.

3. The certificate of injury referred to in par. 1 above will be in the following form. It will be made out in quadruplicate and signed by the C.O. of the employing unit. The first copy, on which neither his rank nor his dependants, will be shown, will be given to the injured person or his dependants, to be handed to the Istituto.

The second copy, on which the rank, unit and its location will be added will be sent to the Claims Commission, CMC, for British Units and U.S. Claims Service, Region 6, AF 0794 for US Units.

The third copy, similarly completed, will be sent to D.A.D. Labor (Civil) at Area of Formation HQ for British Units, and to Labor Supply Office, Rome Region, AFAC AF 0794, for US Forces. The fourth copy will be kept for unit records.

By command of Brigadier General : / /  
Acting / /

E.P. DIRHQ (6)  
E.P. FPA (8)  
G.A. R.  
G.M. Sec.  
G.C. Sec.  
L.S.C. Sec.  
L.S.C. Sec.  
L.S.C. Sec.  
L.S.C. Sec.

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1 - Incl:  
Certificate of Injury  
Form 1  
DISTRIBUTION:

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- 1 -

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

*John Clegg*  
HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO 394

G-1 (a)/LWS/JA

OFFICE MEMORANDUM )  
NUMBER 15 )  
CIVILIAN PERSONNEL

1 August 1944

(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1a), This Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, Ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

-II-

Recruitment Procedure

Recruitment at the present time is divided into three categories:

- (1) Response to newspaper advertising
- (2) Casual applicants
- (3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

Declassified E.O. 12356 Section 3.3/NND No. 785015

This memorandum supersedes Office Memorandum No. 6 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the allied Control Commission.

-II -

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- III -

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description — that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be

- I -

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Notes of Pay

The following rates of pay are extracted from amendment No. 5, AFHQ, and addendum Zebelon Add Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

Accountant	Min Lire	Max Lire
Assistant Purchasing Agent	2,100	4,500 per month
Bookkeeper (male)	3,000	5,500 "
Bookkeeper (female)	2,000	4,000 "
Cashier, Chief (male)	1,800	3,500 "
Clerk, Office (male)	2,500	3,500 "
Clerk, Office, (female)	70	110 per day
Draughtsman, Chief	60	90 "
Draughtsman	2,500	4,500 per month
Executives, business analysis, exporters, etc.	2,000	4,000 "
Interpreter, General	5,000	9,000 "
Interpreter, Technical	70	120 per day
Junior Administrative assistants, Clerk Supervisors	2,100	4,500 per month
Professional men (doctor, lawyer, dentist, civil mechanical engineer, construction)	100	150 "
Senior Administrative assistants, sub-professionals workers, junior executive officers, etc.	4,000	9,600 "
Telephone Operator, English-speaking (female)	3,600	6,000 "
Telephone Operator, Non-English-speaking (female)	70	110 per day
Typist (male)	55	75 "
Typist (female)	70	110 "
Tyrist, shorthand, (steno), English-speaking (male or female)	60	90 "
	80	120 "

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description.

Bookkeeper (male)	2.000	4.000	"	"
Bookkeeper (female)	1.800	3.500	"	"
Cashier, Chief (male)	2.500	3.500	"	"
Clerk, Office (male)	70	110	per day	
Clerk, Office, (female)	60	90	"	
Draughtsman, Chief				
Draughtsman	2.500	4.500	per month	
Executives, business analysis, exporters, etc.	2.000	4.000	"	"
Interpreter, General	5.000	9.600	"	"
Interpreter, Technical	70	120	per day	
Junior Administrative assistants, Clerk Supervisors	2.100	4.500	per month	
Professional War (doctor, lawyer, dentist, civil mechanical engineer, construction)	4.000	9.600	"	"
Senior Administrative assistants, sub-professional workers, Junior executive officers, etc.	3.600	6.000	"	"
Telephone Operator, English-speaking (female)	70	110	per day	
Telephone Operator, Non-English-speaking (female)	55	75	"	
Typist (male)	70	110	"	
Typist (female)	60	90	"	
Typist, shorthand, (steno), English-speaking (male or female)	80	120	"	"

- V -

#### Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of AGC identification will be picked up by Civilian Personnel on clearance of the final payroll.

#### Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Commandant's Office. Payrolls will be submitted to Headquarters

- VI -

- 2 -

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Declassified E.O. 12356 Section 3.3/NND No. 785015

Headquarters, ACC  
Office Memo 15, 1 Aug 44, cont'd

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

*E. L. Clough*  
E. L. CLOUGH *verj.G.V.*  
Colonel, AGO  
Executive Officer

DISTRIBUTION:

"C" - Modified

425

ADVANCE HEADQUARTERS  
ALLIED CONTROL COMMISSION  
ADO 394  
Establishment Branch

Office Memo

NUMBER

89

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
  - (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
  - (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
  - (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.
2. Classified Artisan and Skilled Grades.
  - (a) A letter of request is sent to the Headquarters Commandant for approval.
  - (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.
3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and

A - Hiring of employees.

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- (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the Headquarters Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

- 1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.

- 2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.

- 3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

- 1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

- 1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description. *4240*

DISTRIBUTION:

E. L. CLOUGH,  
Colonel, USA  
Executive Officer.

*AN*

HEADQUARTERS  
MILITARY COMMISSION  
G-1 Section Civilian Personnel

Declassified E.O. 12356 Section 3.3/NND No. 785015

(4)

TRNS/SC

31 July 1944

SUBJECT : Activities of Civilian Personnel, G-1 Section

Name to : Chairman, Civilian Personnel Policy Board

1. Herewith the first weekly report on the work performed and proposed for Civilian Personnel Section of this Headquarters.
2. An application form was devised and mimeographed. Improvements were made in the form and an order placed for printing.
3. An interviewing and placement procedure was instituted. Applicants fill out an application under direction and are interviewed. We have S/SET SCHIST, an experienced interviewer or Joan from Labor Sub-Commission to train our interviewer. Applicants qualified for executive positions are sent to me or Capt. PAINTER for check interview and referral as we do not get requests for executive employees. Applicants who are referred for placement take their application forms with them for the convenience of the interviewing officer. When an applicant is not placed the application form is filed.

1. Herewith we first weekly report on the work performed and proposed for civilian personnel section 02 this Headquarters.

2. An application form was devised and mimeographed. Improvements were made in the form and an order placed for printing.

3. An interviewing and placement procedure was instituted. Applicants fill out an application under direction and are interviewed. We have 5/Sgt SCHIST, an experienced interviewer on loan from Labor Sub-Commission to train our Interviewer. Applicants qualified for executive positions are sent to me or Capt. PAULI for check interview and referral who are referred for placement take their application forms with them for the convenience of the interviewing officer. When an applicant is not placed the application form is filed to provide a back log of eligibles.
4. Requests for reclassification of civilian employees are carefully examined by me or Capt. PAULI. In most cases the classification requested is too high and after conference with the requesting officer a group is given for a lower grade.
5. The interviewing and placement section is a new administrative subsection to our next priority is a new administrative subsection to our priority, its functioning satisfactorily and only needs publishing.

6

Declassified E.O. 12356 Section 3.3/NND No. 785015

(Par. 5 cont'd.)

replace 1A, which is out of date. A rough draft has been prepared and is in Major STEAM'S hands, with the Board's approval next priority will be given to:

1. A reclassification form
2. A classification plan
3. Job description
4. At present we are recruiting more qualified applicants than we can place, with the exception of stenographers for English dictation.

A

*Ralph P. Knall*

RALPH P. KNALL

Major, CAC

O-1 Section

Civilian Personnel

cc to:

Labor Suit-Commission

O-1 A

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Declassified E.O. 12356 Section 3.3/NND No. 785015

4247

Galph A. Clegg

R.A.F. R. SMALL

Major, CAC

G-1 Section

Civilian Personnel

cc to:  
Labor Sub-Commission

G-1 A

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Declassified E.O. 12356 Section 3.3/NND No. 785015

ALLIED CONTROL COMMISSION  
INTER OFFICE MEMO

From:

SUBJECT:

FILE No.

TO: COL. E.L. CLOUGH, - A.C.C. 1 July 1944

MR. A.G. ANTOLINI will represent the  
ECONOMIC SECTION on the AMER-BRIT  
CIV. PERSONNEL EMPLOYMENT BOARD. HE IS AT  
ROOM 70, PROVINCIA BLDG, NAPLES- Ph.VAPOR 30.  
He has been advised that you are heading-up  
the board.

Murphy.

Vogel

Vader-Babcock

42!

Fale

9

0 6 2 2

Declassified E.O. 12356 Section 3.3/NND No. 785015

Keep ordered  
13d-files for employees.

Chair Col. Clough.

Keyd Capt. more. (Per) Col. Miller

Exs. Mr. A. V. Sotolivi. etc.

Labors. Maj. Taberach

~~Establish~~  
Meeting to be convened  
July 1st. C. C. were invited  
9 a.m. Capt. W. R. T.  
Drury C.  
King, Dr. General and Dr.  
etc. Invited  
Appointed per Min.  
Capt. A. C. G. Knobbege one  
member.

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Declassified E.O. 12356 Section 3.3/NND No. 785015

HEADQUARTERS  
ALLIED CONTROL COMMISSION  
APO # 394  
(Executive Office)

3

12 July 1944.

MEMORANDUM:

1. As ordered by Brig. Lush, an Inter ACC Headquarters, Labor Relations Board has been set up and consists of the following members:
- a. Chairman: Col. E.L. Clough (A)
  - b. Legal representative: Capt. J. More (B)
  - c. Economic representative: Mr. A.G. Antolint (A)
  - d. Labor representative: Maj. J.O. Babcock (A)

6

1240  
File

Declassified E.O. 12356 Section 3.3/NND No. 785015

2  
DURING THE DRAFTERS  
ALLIED CONTROL COMMISSION  
APD 394  
Established Branch

Office Memo

NUMBER . . . . .  
8  
CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

1 July 1944

A - Hiring of employees.

1. Clerical and Supervisory Grades.
  - (a) A letter of request must be sent to British C-1 for approval or disapproval.
  - (b) When approved a copy is forwarded to the employment section for the procurement of the requested clerical or technical help.
  - (c) The employment section will send one or more applicant to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.

2. Classified Artisan and Skilled Grades.

- (a) A letter of request is sent to the HQ Commandant for approval.
- (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.
2. The Sub-Commission, Branch, or Section will send the employee accompanied by a member of section to the Internal Security Section of the HQ Commandant for proper clearance of civilian pass and identification badge.

3. It is responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to HQ Commandant on the dates asked for by the HQ Commandant. Payrolls must be completed by the Sub-Commission, Branch, or section concerned and must tally with time sheet.

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0 6 2 5

Declassified E.O. 12356 Section 3.3/NND No. 785015

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C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to HQ Commandant on the dates asked for by the HQ Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Declassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to British G-1 for approval.

4244

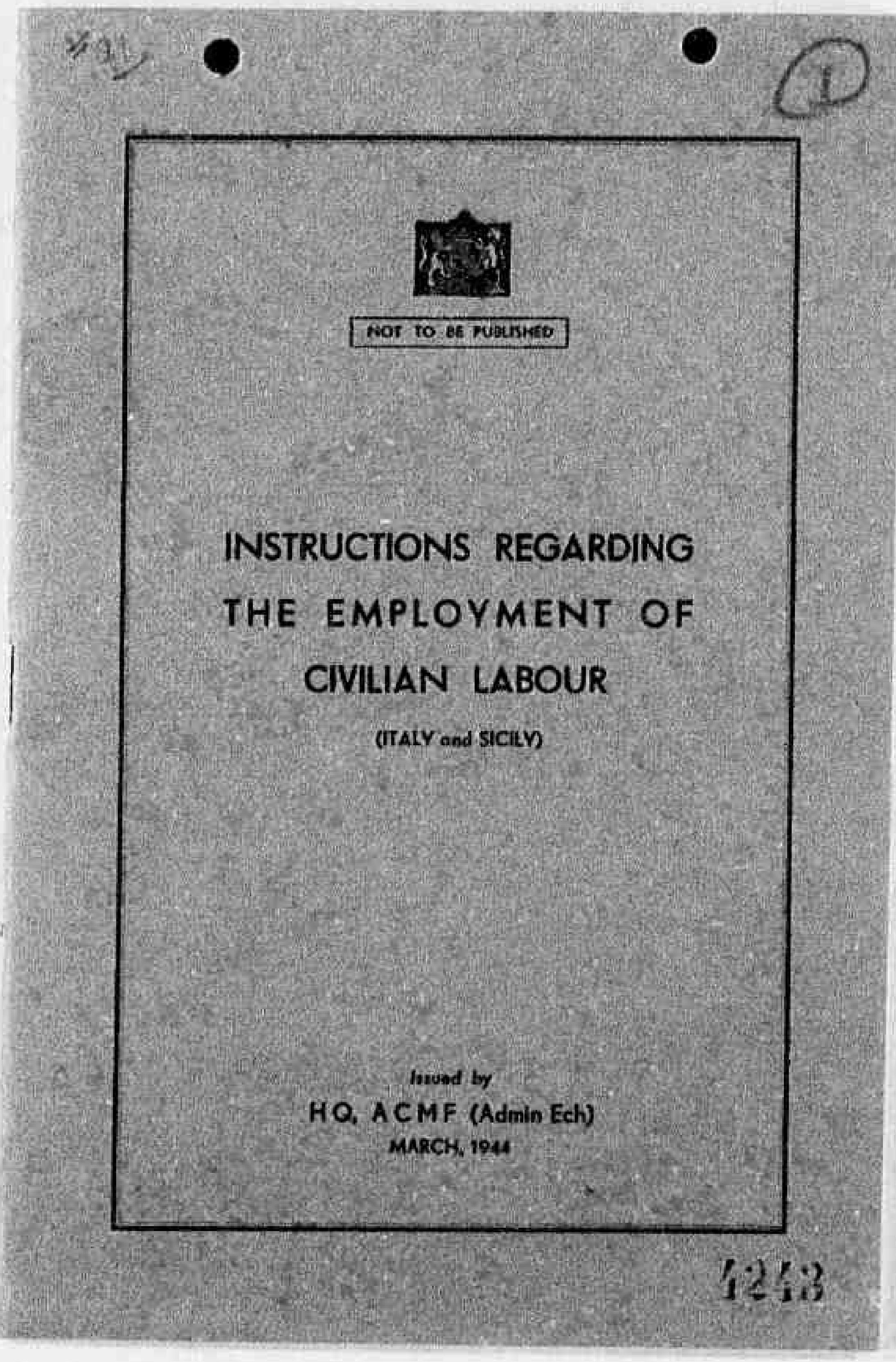
*C. V. Clegg*  
S. L. Officer  
Colonel, AGO

Executive Officer

*CD*

10626

Declassified E.O. 12356 Section 3.3/NND No. 785015



1243

10627

Declassified E.O. 12356 Section 3.3/NND No. 785015

## Instructions regarding the Employment of Civilian Labour

(ITALY & SICILY)

### 1. Definition

These instructions apply to the employment of civilian labour which is divided into four groups:

- Group 1.* Clerical and Supervisory Labour.
- Group 2.* Miscellaneous Labour (Orderlies, Drivers M.T., Balmen, Cooks, etc.).
- Group 3.* Artisan Labour (Carpenters, Masons, Fitters, etc. and Artisan's Mates).
- Group 4.* Casual Unskilled Labour.

### 2. Policy

Civilians may be employed.

- (a) where an increase in the War Establishment would otherwise be essential.
- (b) in order to release a soldier on the War Establishment for other duties.

It must, however, be borne in mind that a Military Unit should not become so dependent upon civilians that it would be unable to function if required to move.

In no circumstances will civilians be employed on combatant duties or issued with arms or military uniform.

### 3. Authorisation

Brigade, Area and higher formation Commanders, and Heads of Services may authorise the employment of civilians.

No. 8 Command Paymaster will be advised of the numbers in each trade so authorised.

In an emergency civilians may be engaged by Unit Commanders, but in every such case an immediate application will be made for covering authority.

It is the responsibility of Commanders and Heads of Services to see that labour of all categories be employed with strict regard to economy, and discharged as soon as it is no longer employed.

### 4. Organisation

The Deputy Director of Labour, H.Q., A.C.M.F. (Admin. Ech.) is responsible for the provision of civilian labour as defined in para. 1 on demand to the Services, in conjunction with, and with the assistance of such organisations as A.M.G., Allied Control Commission, and/or local Government Authorities.

The correct channel for demands for labour is the local Pioneer Group Commander, who, through his civil labour

nominee is responsible for the co-ordination of all arrangements in connection with Civilian Labour. In the absence of a Group Commander, the channel will be the senior Pioneer Officer.

Priority of allotment, if the supply does not meet the demand, will be referred to (Q) Area or formation, H.Q.

### 5. Pay

(a) **The rates of pay at appendix "A" are basic rates for NAPLES Area. Rates of pay for other areas will be the basic Naples rate altered by a percentage allowing for increases or decreases in the cost of living. This percentage will be promulgated by H.Q., A.C.M.F. (Admin. Ech.) based on recommendations submitted to it by the District or Command concerned.**

Provisional rates for trades not listed will be established by D.A.D.L. (Civil) in conjunction with AMG/ACC. D.A.D.L. (Civil) will confirm in writing to the local AMG/ACC labour section the classification and rate of pay fixed.

AMG/ACC will then submit such confirmation with comment to the Control of Wages Committee of the H.Q., A.C.M.F. (Admin. Ech.) Local Resources Board for consideration.

(b) All labour will be engaged at or lower than the minimum rate for a probationary period of at least seven days. Employees will be trade tested during the probationary period under the supervision of a qualified officer and classified in their trade, profession, etc., and re-assessed at a suitable rate of pay below or within the relative range of wages for their particular category.

(c) When it is considered absolutely necessary to pay a civilian in excess of the maximum rate of pay laid down, authority must be applied for from the Deputy Director of Labour, H.Q., A.C.M.F. (Admin. Ech.) or his representative so that the case may be referred to the Financial Adviser (Bri) and the H.Q., A.C.M.F. (Admin. Ech.), Local Resources Board.

(d) For all increase of pay above the minimum scale laid down, A.F. C.370 will be rendered by the employing unit in triplicate to the Head of the Service or formation Commander, who is the sole authority for increases of pay. Suggested effective date of the new rate may not be prior to the date of submission of the A.F. C.370 by the employing unit. If approved, two copies of the A.F. C.370 will be returned to the employing unit, who will, upon completion of the master pay roll at the end of the period, attach one copy to the original muster roll forwarded to the Paymaster and notify the D.A.D.L. (Civil) concerned of the approved increased rate of pay.

A copy of A.F. C.370 will be found at Appendix "B".

(e) No artisan's mate will be employed at a rate above the minimum of the respective artisan grade.

(f) Foremen, gangers and chief gangers will be employed at the discretion of the Head of the Service or formation

Commander. A foreman artisan should only be employed if in charge of 12 or more artisans of the same grade.

(g) Employees engaged in Officers' Messes, Mens' Messes and Cookhouses may not be paid out of Public funds except when employed within Establishment and replacing military personnel (A.C.I.'s 1222 of 1942 and 133 of 1940 refer).

### 6. Payment of Wages

(a) All employees on a daily rate of pay will be paid twice a month, i.e. 15th and last day of each month or as near these days as circumstances permit.

(b) Muster Pay Rolls and the equivalent used by the R.N., R.A.F., etc., will be used by all units for the payment of their daily paid employees.

Instructions for the use and completion of Muster Pay Rolls are at Appendix "C".

A.F. 01603A will be used for the payment of employees on a monthly rate of pay.

(c) Advances of pay are not permissible in any circumstance.

(d) All units, including R.N. and R.A.F., will pay their own labour. Only in very exceptional circumstances will the representative of the Deputy Director of Labour undertake to pay labour employed by other units.

(e) All civilian labour will be laid up to the day of discharge by employing units who are leaving a location.

(f) Original copies of Muster Pay Rolls and any other vouchers relating to civilian employees will be sent direct by the paying unit to No. 8 Command Paymaster, C.M.F.

### 7. Food, Clothing and Accommodation

It is not desirable to issue food or clothing to civilian labour.

(a) Where the issue of food is considered essential, it will be authorised by H.Q., A.C.M.F. (Admin. Tech.), who will direct the scale of issue and rate of repayment. A mid-shift meal for manual workers is authorised by H.Q., A.C.M.F. (Admin. Tech.) under reference A.F. Q. dated 6 Feb 44.

(b) No clothing will be issued free or on repayment from Military Sources without authority from H.Q., A.C.M.F. (Admin. Tech.).

(c) If it is essential for the proper performance of his duties, an employee may be granted W.D. accommodation. A deduction representing the commercial value of the accommodation or 1/10th of the occupier's total wage, whichever is the less, will be made from his salary. If accommodation is provided for any other reason the deduction made from the occupier's salary will be the commercial value of the accommodation so occupied.

- 8. Medical Examination**  
Before being engaged, all cooks, waiters, bakery employees, and all workers engaged in the preparation or serving of food and drink will be medically examined. Those suffering from any infectious or communicable disease, and those who, on account of poor physique are unlikely to prove useful employees, will not be engaged. Particular attention will be paid by Examining Medical Officers to the following conditions: leprosy, small pox, diarrhoea, trachoma and active venereal disease.

**9. Identification**

Every civilian employee will be provided with a pass in the form shown in Appendix "D". This pass will be impressed with the formation of the unit stamp. A duplicate will be retained by the unit. A brassard or cloth patch is not required unless the O.C. Unit or higher authority considers that in the particular circumstances it is desirable.

**10. Discipline**

- (a) In cases of misconduct, a locally engaged civilian on contract or otherwise, is liable to be dismissed without notice, or to such lesser penalty as may be decided upon by the O.C. Unit. The latter may, however, suspend the employee from duty pending a full investigation of the cause of misconduct.
- (b) If it is established after enquiry that the employee is responsible for loss or damage to War Department property, he may be punished by dismissal, or, at the discretion of O.C. the employing Unit, be allowed to make good the loss of such part of it as may be demanded. In all such cases, legal advice should be sought from A.M.G.
- (c) An employee who absents himself without leave may be deemed to have left his employment.

**11. Enticement**

No civilian employee of another British, Allied or Dominion Service will be enticed from such employment by the offer of higher emoluments in cash or in kind. To obviate any possibility of this, an employing unit wishing to engage a civilian previously employed by another unit, will first ascertain in writing from the previous employer whether he has any objections to the transfer, and as to the previous conduct of the employee. Should any case be brought to notice in which these rules have not been observed, the employee is liable to be discharged on the instructions of the Deputy Director of Labour, H.Q., A.C.M.F. (Admin. Ech.).

**12. Security**

Every precaution must be taken to defeat attempts at sabotage and espionage and the following principles will be adopted to ensure that suspect persons or persons of a criminal tendency are not employed by the War Department.—

(a) The names and particulars of all civilians who are to be employed in a capacity in which they have access

- to confidential military information, particularly clerks employed in offices, interpreters and mess servants will be submitted to security authorities for prior check. Employing officers will ensure that all such personnel engaged have been cleared by security.
- (b) If any employees work in a capacity in which they might endanger any aspect of security, their names will be forwarded to the nearest security officer for a routine check.
- (c) Particulars of prospective employees submitted to security will include the following:

Identity No., Nationality, Name and address, Age, Names of two referees and addresses, previous occupation, proposed occupation.

**13. Working Hours and Overtime**

A normal working day will be 8 actual working hours exclusive of meal times, or time required to travel to and from the job. This will not be varied unless the authority of the Deputy Director of Labour or his representative at District or Area Headquarters is obtained, or unless the working hours are curtailed by the hours of daylight or any existing curfew. A working week will be one of 7 days.

- (a) Overtime will be paid as follows. For each complete hour in excess of 8 hours the rate will be one and a half times the daily rate divided by 8 and taken to the nearest lire. However, overtime should be discouraged in the interests of efficiency and the employment of surplus labour.

- (b) Overtime may be paid in any locality for all work performed on Sunday where authorised by the Commandant of an Army or District and then only when the employee has worked seven consecutive days. Where there is conflict regarding overtime payment for work performed on Sunday, between two authorities (e.g. British and American) in the same locality, the matter will be referred to H.Q., A.C.M.F. Administrative Echelon.

- (c) Overtime will not be paid to Cooks, Waiters, Orderlies, Hotel Employees or Watchmen, nor for work performed on feast days or holidays.
- (d) The daily rates of pay may be increased if necessary by not more than 10 lire for all classes of labour engaged on night shifts, overtime if applicable will be paid on this increased rate.

**14. Attendance Records**

A time keeping book will be kept by all employing units as at Appendix "F". An Officer or Warrant Officer will be deputed to ensure that all time keeping books are kept accurately to show the exact time (to the nearest five minutes) of arrival and departure respectively.

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- 15. Injury Pay**  
All cases of injury will be dealt with in accordance with G.R.O. No. 664, dated 10/12/43 (reproduced herewith) and no payments on this account must be made by Employing Units. No deductions will be made from wages paid to civilians for unemployment or sickness benefits or similar reasons.

*G.R.O., Serial 46, dated 10 Dec. 43, Order No. 664.***WORKMEN'S COMPENSATION IN ITALIAN TERRITORY.**

1. In the event of a civilian employed locally by the British Forces in Italy, Sicily and Sardinia sustaining death, injury or illness arising out of and in the course of such employment, the O.C. employing unit will:—

- (a) Cease paying his salary or wages as from the date he stops work.  
 (b) Give him, or his dependants, a certificate of injury in the form set out in appendix "F".  
 (c) Advise him or his dependants, to apply to the local office of the Istituto per l'Assicurazione Contro gli Infortuni sul Lavoro, for such medical attention and/or compensation as he or his dependants are entitled to receive. The address of the local office of the Istituto and of the doctors employed by them can be ascertained from the Mayor (Podesta).

2. No compensation or medical attention (other than first aid treatment) should be given, as the above Istituto is organised to deal with them. It has an office in all towns of sufficient importance and will arrange to have the injured person collected by ambulance on being so requested.
3. The certificate of injury referred to in para. 1 above will be in the following form. It will be made in quadruplicate and signed by the O.C. the employing unit. The first copy, on which neither his rank nor his unit will be shown, will be given to the injured person or his dependants, to be handed to the Istituto. The second copy, on which the rank, unit and location will be added, will be sent to the Claims Commission, C.M.F. The third copy, similarly completed, will be sent to D.A.D. Labour (Civil), at Area or Formation H.Q. The fourth copy will be kept for unit records.

- 16. Interpreters**  
Civilian Interpreters may be employed by Areas, Formation concerned at H.Q.s and Units, in the same manner as other civilian employees subject to being vetted by F.S.W.

**17. Contractors**

- (a) Before any contract is entered into with a civilian contractor, approval of the Head of the Service concerned at Area or Formation H.Q. must be obtained. The authorised representative of the Deputy Director of Labour and A.M.G. will also be consulted before the contract is signed, in order that there

- may be no opportunity for the enticement of employees from other employing services in the neighbourhood, by the offer of higher emoluments to individuals, and in consequence a tendency to upset the existing structure of wages and prices.
- (b) Contractors working for the armed forces will be bound by the labour and wage laws of the areas in which they operate and are not exempt because they are engaged on military projects. It will be necessary for them to make customary payroll deductions for unemployment, sickness, etc.
- (c) Particulars of contractors will be submitted to the nearest Security officer, as laid down in para 11.

**18. Public Utility Services**

- Wage rates in existing services, e.g. railroad, public utility etc., will be continued unchanged until further notice. In such concerns, even when they are taken over by the Services, the local personnel should not be taken on the payroll of the Service concerned. Army Services should therefore contact the Local Civil Affairs Officer in regard to such payments.

**19. Provision of Transport, Tools and Equipment**

- Employing Units are responsible for supplying transport, where necessary, for labourers to and from site of work, and for the provision of such tools and equipment as they may require for the task in hand.

**20. Documentation****EMPLOYMENT OF CIVILIANS OTHER THAN UNSKILLED LABOUR.**

- (a) At the time of the enrolment of civilian employees, formations and units will prepare nominal rolls, recording the undesignated particulars for each employee, and despatch them to G.H.Q. 2nd Echelon without delay.—

## (i) Name (in BLOCK LETTERS)

## (ii) Occupation and Grade

## (iii) Sex

## (iv) Date of Birth

## (v) Date of commencement of employment

## (vi) Rate of pay

## (vii) Next of kin

- (b) Subsequent casualties of all natures, including date of leaving, reason and particulars of any injuries sustained at work will be notified to G.H.Q. 2nd Echelon as they occur on A.F.W. 3011A, B or C, or appropriate form in lieu clearly marked at the head thereof "CIVILIAN EMPLOYEES".

**21. Civil Labour Staff**

- (a) Officers of the Civil Labour Staff, known as D.A.D.L. (Civil) and Staff, are responsible for the provision and regulation of Civilian Labour, and will assist employing units in clarifying any difficulties which may arise in connection with the employment thereof.

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- (b) They will be responsible for allocating, whenever possible, the same labour to services daily in order to ensure a high standard of efficiency. They will also, from time to time, visit employing units to ensure that labour is being properly and economically employed on the specific tasks of the Service to which they have been allocated. For example, labour supplied to Ordnance Services must be employed on Ordnance work. Should an Ordnance Depot require approved Camp Construction work to be carried out, separate indent for labour must be submitted by the R.E. Service responsible for the task.

**APPENDIX "A"**  
**RATES OF PAY — CIVILIAN LABOUR.**  
**Basic Rates for Naples Area (See para. 5(a)).**

**Clerical & Supervisory Grades.**

	<i>Lire</i>	<i>Min.</i>	<i>Max.</i>
Accountant		2100	4500 per month
Vest. Purchasing Agent		3000	7500 "
Book-keeper (Male)		2000	4000 "
Book-keeper (Female)		1800	3500 "
Clerk, Office (Male)	70	110	day
Clerk, Office (Female)	60	90	"
Cashier, Chief (Male)	2500	3500	month
Draughtsman, Chief	2000	4000	"
Interpreter, Oral and Translating	2500	4500	"
Professional Man (doctor, lawyer, dentist, construction, civil, mechanical, engineer)	70	110	month
Typist (Male)	60	90	day
Typist, Shorthand (stenog.) English speaking	80	120	"
Telephone Operator, English speaking (Female)	70	110	"
Telephone Operator, non-English speaking (Female)	55	75	"
Shop Superintendent	3000	5000	month
Warehouseman Superintendent	2500	4000	"

**Classified artisan and skilled Grades.***Foreman (artisan and skilled labour) 10 lire per day more than highest paid man under his supervision.**Chief Foreman (artisan and skilled labour) 10 lire per day more than highest paid foreman under his supervision.*

	<i>Min.</i>	<i>Max.</i>	<i>per day</i>
Apprentices, all grades	30	60	
Artisans, Mate (helper)	70	90	
Armature Winder	90	150	
Armourer	90	130	
Asphalt Layer	80	105	
Blacksmith	80	110	
Battery Worker	80	105	
Baker	80	105	
Barber	70	100	
Boilermaker	80	110	
Bookbinder	85	110	
Bookbinder's Asst.	70	85	

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	<i>Min.</i>	<i>Max.</i>	<i>per day</i>	<i>per dep.</i>
<b>Boat Repairs</b>				
Boot Machine	80	105		
Boot Machine Operator-Mechanic	90	110		
Closer (Female)	60	85		
Cobbler	80	110		
Cutter (Male)	75	110		
Cutter (Female)	70	90		
Shoe Makers (Special boot and Surgical work)	90	110		
Bricklayer	80	105		
Brakeman	80	100		
Bus Driver	70	95		
Butcher	80	105		
Boilerman	80	105		
Carpenter	80	105		
Caulker	80	105		
Cinema Manager	90	110		
Clothing Classifier	80	120		
Checker	55	65		
Coach Builder	80	105		
Coppersmith	80	120		
Compositor, Asst.	80	90		
Compositor, Chief	100	120		
Chainman	80	100		
Concreter	70	105		
Cooper	80	105		
Chauffeur or Driver	80	110		
Caretaker (Foundry)	80	100		
Drier, W/c and Preparers (Male)	70	90		
Drier, W/c and Preparers (Female)	50	60		
Driver, Truck	80	100		
Driver, Truck Trailer	85	120		
Driver, Mech., Truck	85	105		
Driver, Crane or Winch	80	100		
Driver, W.R. Electric	80	100		
Driver, Engine, Loco	80	110		
Driver, Steam Roller or I.C. Stationary	80	100		
Electrician	85	120		
Elevator Repairer, Mechanic	80	120		
Ffarrier (without anvil)	80	100		
Ffarrier (with anvil)	100	120		
Fireman, Oil Fuel	80	105		
Fireman, Coal, Steam Loco.	90	110		
Filter or Mechanic, Automobile	85	110		
Fitter, Aero (R.A.F.)	90	110		
Fitter, Gas	80	120		
Foundryman	70	100		
Ghazier	75	100		
Greaser	70	90		
Grinder, Precision	90	120		
Hammerman or Striker	70	90		
Joiner	85	110		
Stone Hand Cutter	85	105		
Stone Hand Cutter (Asst.)	80	100		
Stevedore Head	90	100		
Stevedore, Coalings Ore	90	95		

	<i>Min.</i>	<i>Max.</i>	<i>Per Day</i>	<i>Per Month</i>
Tinlender	7.0	9.0		
Tinsmith	8.0	10.5		
Toolmaker	8.0	11.0		
Tailor (with Machine)	8.0	11.0		
Tailor (without Machine)	6.0	9.0		
Tailoress (with Machine)	6.0	8.0		
Tailoress (without Machine)	4.5	7.0		
Trimmer, Coal	7.0	9.0		
Turner	8.0	11.0		
Time Keeper	7.0	12.0		
Track Walker (Railroad)	7.0	9.0		
Tile Layer	8.0	16.0		
Vulcaniser	8.0	10.5		
Welder	8.5	12.0		
Watchman	6.0	7.0		
Warehouseman or Storekeeper	8.0	12.0		
Washer Machine (Male)	7.0	9.0		
Washer Machine (Female)	5.0	6.0		
Washer Hand (Female)	5.0	6.0		
Storewoman	5.5	7.0		
Wheelwright	8.0	10.0		
Wireless Operator (Sender and Receiver)	3600	4500	<i>per month</i>	

**Unclassified Grades.**

*Foreman or Ganger unskilled 10 lire per day more than rate paid to his men.*  
*Chief Foreman or Chief Ganger 10 lire per day more than rate paid to Ganger or Foreman.*

Unskilled Labour (Male)	65 lire per day
Unskilled Labour (Female)	50 lire per day
Boys up to 17	35 lire per day

**Hotel Grades.**

	<i>Min.</i>	<i>Max.</i>	<i>Per Day</i>	<i>Per Month</i>
Hotel Manager	3900	7100		
Head Waiter	3400	4400		
Waiter	2700	3400		
Asst. Waiters	2100	2600		
Head Cook	2900	4400		
Cook	2700	3600		
Asst. Cook	1800	2100		
Dishwasher	1600	1900		
Housekeeper (Female)	2400	3400		
Chamber Maid	2100	2700		
Porter	2400	2900		
Linen Keeper	1900	2400		
Ironing Women	1600	2000		

**Messes.**

(These minimum and maximum wages include additional 900 lire per month which will be deducted for food provided.)

	<i>Min.</i>	<i>Max.</i>	<i>Per Day</i>	<i>Per Month</i>
Head Cook	2700	4400		
Cook	2700	3600		
Asst. Cook	1800	2100		
Head Waiter	2700	4100		
Waiter	2700	3400		
Asst. Waiter	2100	2600		
Dish Washer	1600	1900		
Handyman	1900	2400		
Ordinary (British Mess)	2400	3000		

**Marine Grades.**

	<i>Min.</i>	<i>Max.</i>	<i>Per Day</i>	<i>Per Month</i>
Able Seaman	70	80		
Boat-hand	60	70		
Cosswain (Helmsman)	80	100		
Diver (plus 35 lire per hour under water)	110			

**Draughtsman (Marine)**

	<i>Min.</i>	<i>Max.</i>	<i>Per Day</i>	<i>Per Month</i>
Mechanic (Marine Engineer, R.N.)	120			
Mechanic (Marine Instrument, R.N.)	120			
Rope Splicer	80	100		
Salvage Hand (Master)	70	90		
Sailmaker	95	110		
Tugboat Engineer	90	120		
Tugboat Master	100	130		
Shipwright	80	100		
Stoker and Fireman	80	100		

**NOTES**

1. For female rates where not specified, 15% will be deducted from the male rate in the same classification.
2. The daily rate of pay may be increased if necessary by not more than 10 lire for all classes of labour engaged on night shifts, overtime if applicable will be paid on this increased rate.

## APPENDIX "C."

**INSTRUCTIONS FOR THE USE AND COMPLETION OF  
MUSTER PAY ROLLS.**

1. The use of Muster Pay Rolls is restricted to the payment of civilian employees in receipt of daily rates of pay.
2. Muster Rolls will be prepared to cover the period 1st to 15th and 16th to end of month. Employing Units paying their own labour will prepare them in duplicate and non-paying units in triplicate. The original will be forwarded by the Imprest Holder to No. 8 Command Pay Office and the duplicate and triplicate (where necessary) will be retained by the Imprest Holder and Employing Unit respectively.
3. All spaces provided on the Muster Roll will be completed where applicable and any left blank will be ruled through. The full designations of the employing and paying units should be clearly entered and the nature of the work on which the labour is engaged should be given in concise form, e.g., leading supplies, road making, etc.
4. Each Employing Unit will number the Muster Rolls consecutively from 1 upwards for each month.
5. The space for "Currency in which paid" will be completed by the Paying Officer.
6. It is most important that the identity number of the employee be correctly stated. The numbers should be entered as far as possible in consecutive order.
7. The reference of the authority will be quoted on each Muster Roll against the man's name in the "Casualties and Remarks" column for every pay period.
8. Only "Grades" which are defined in regulations will be entered unless an authority exists for a special grade, in which case the authority will be quoted in the "Casualties and Remarks" column and a copy of such authority should be forwarded with the first Muster Pay Roll on which the employee's name appears.
9. Men of each grade should appear together except in the case of a Gang and his gang when the name of the Ganger is placed first and the names of the members of his gang in numerical sequence will follow.
10. Names of all employees must be shown on successive Muster Rolls in the same spelling as on the first.
11. The space provided for "Days worked in period" is to be completed from the Timekeeper's records and the number of hours worked on each day in the period (excluding "stand-by" time) inserted in the columns provided. If a man is absent, the letter "A" should be inserted.
12. Where overtime is paid, such overtime is calculated at the hourly rate for hours worked in excess of the maximum daily hours laid down.
13. No increase of pay will be issued unless authorised on A.F.C. 370 one copy of which will be attached to the Muster Roll on which the initial payment at the increased rate is made.

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## APPENDIX "B"

In lieu of A.F.C.370.

**INCREMENT CERTIFICATE.  
War Department Civilian Employees.**

I certify that the efficiency, conduct and timekeeping of the u/m employees during the period of employment have been satisfactory and that the service rendered during that period is approved.

Identity Number	NAME (Surname first)	RATE	Scale of Pay.	Date of Birth	Date of Engagement	Date of last increment	Present rate of pay.	Proposed new rate of pay.	Effective date of new rate.

Signature of Officer i/c  
employing unit, \_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approving  
Officer, \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_

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OFFICIAL STAFF	
ISSUED	
EXPENSES	
REFUND NO.	
APPN NO.	
ISSUING OFFICER	

--

IDENTITY CARD No.	

employed as: —  
in work with H.M. Forces, and he may be

NAME	ADDRESS

No security objections have been raised to the  
employment of: —

APPENDIX "D"

14. No deduction column must be used for the adjustment of disallowances notified on A.F.N. 1518 by No. 8 Command Pay Office. Such disallowances will be refunded in current Imprest account in accordance with para 32 Pay Duties Manual 1931.

15. All columns should be completed in indelible pencil or ink. The Paying Officer or his Clerk will enter in INK at the time of paying, the actual amount paid out in cash.

16. Alterations to any figures showing hours worked or actual amount paid will be initialled by the Employing Officer and Paying Officer respectively.

17. The completion of the "Casualties and Remarks" column in accordance with the footnotes is most important. Where in special circumstances men have necessarily been engaged before written authority has been received, the entry should state "Authority applied for — (date)" and a copy of the application should be attached to the first Muster Roll concerned.

18. The totals on the reverse of the Muster Roll must be entered in INK. Signatures to certificates required from Employing and Paying Officers and Witnesses must be in INK. The ranks should be stated in all three cases.

19. At the end of each paying period and after the paying out duties have been completed, the Paying Officer will prepare a Summary of Muster Rolls (in triplicate). The original and duplicate Summaries will be attached to the Muster Rolls when forwarded to No. 8 Command Pay Office. Muster Rolls will be forwarded at once to No. 8 Command Pay Office for audit and will not be held up pending rendition of Imprest Account. The triplicate copy will be attached to the duplicate Muster Rolls to which it refers and retained by the Imprest Holder. "Summary of Muster Rolls" forms and Master Pay Rolls (M.E. Form 11) may be obtained from Stationery Depots.

20. Any wages remaining unpaid will be marked "unclaimed" and initialled by the Paying Officer. A summary of these unclaimed wages will be made in duplicate by Employing Units paying their own labour otherwise in triplicate, on another Muster Roll and headed "Unclaimed wages summary period . . . . .". The original of this summary will be sent to No. 8 Command Pay Office.

21. When unclaimed wages are eventually paid the procedure laid down above will be carried out but the Muster Rolls will be headed "Unclaimed wages now paid period ending . . . . .", and quoting the period in which they were due.

22. Where the scale of pay in issue, for regional reasons, is not basic (para 5a of instructions refers), a reference to the H.Q. A.C.M.F. Admin. Echelon Authority will be endorsed on Muster Rolls.

23. Deductions in respect of accommodation or food, etc.,

will be entered in "Deductions Column" of M.E.11, and not

be deducted from the daily rate of pay in issue before total admissible wages are calculated.

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in case of any difficulty  
of assistance they should communicate with the Claims Commission, G.M.F. This should do likewise  
4. The Officers of the Institute have been instructed that they require any further information  
Date \_\_\_\_\_ Personal number \_\_\_\_\_  
Signature of the Q.C. unit \_\_\_\_\_ Name in block letters \_\_\_\_\_  

Day	Date	Gross Earnings (including overtime)	Day	Date	Gross Earnings (including overtime)
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		

3. His daily earnings for each of the fifteen days immediately prior to the accident were as follows:  
 (Give short particulars and state whether the accident was attributable to any wilful or negligent  
 act of the employee.)

2. The accident occurred in the following circumstances:  
 (exact nature of employment)

1. In an accident arising out of and in the course of his employment with the British Forces as  
 (exact location of the accident)

(date)

was killed/incapacitated at \_\_\_\_\_ hours on \_\_\_\_\_  
 (mother's name) \_\_\_\_\_ and of \_\_\_\_\_  
 (father's name) \_\_\_\_\_ the son of \_\_\_\_\_  
 (address) \_\_\_\_\_ born on \_\_\_\_\_  
 of \_\_\_\_\_

(date)

G.M.F. Form 6

App. "F"

**CERTIFICATE OF INJURY****APPENDIX "E"****SPECIMEN TIME BOOK.**

Serial No.	Name.	Grade.	Rate per Day.	Period from 1/8/43 to 15/8/43.															Total Day.	Remarks.
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1. Reito Giovanni.	Ganger.	75	8 8 4 6 10A 8 8 - - - - - - - - - -	6	4/8	Discharged														
2. Costa Donato.	Lab.	65	8 A 8 8 8 8 A 8 8 8 10 12 8 8 8 13	6	8/8	Theft 9/8/43.														
3. Testa Lenno.	Lab.	65	8 F 8 8 8 A A 8 8 8 8 8 8 8 8 12			Fined 1 day for bad work.														

**GENERAL INSTRUCTIONS.**

1. Time books will be made out in ink and kept up to date.
2. Two time books will be kept: i.e., The first time book will be used for the period 1st to the 15th. The second time book will be made out from 15th to the 30th. The names from the first time book should be transferred to the second time book about three days before the end of the period, thus, when the first time book is being used for the compilation of Muster Pay Rolls, No. 2 book is available for the next period. They will then be used alternately.

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Rate per Day	No. of Hours Over time	Rate per Hour Over time	AMOUNTS		OTHER AMOUNTS	
			DAILY PAY	OVERTIME PAY	No. of DAYS	Rate
8.1054	1	8.1054				

0 6 3

Declassified E.O. 12356 Section 3.3/NND No. 785015**MUSTER PAY ROLL OF CASUAL EMPLOYEES****IMPREST No.***Nature of Work**Period Ending*

194

*Currency  
in which  
Paid*

Identity No.	Gang No.	NAME	GRADE	Month of	Total No. of Hours												No. of Days at Daily Rate	Rate Per Day
					Rev	Rev	Rev	Rev	Rev	Rev	Rev	Rev	Rev	Rev	Rev	Rev		

(M.P.R. 000-000-24-SC84)

(S)hortform and Blank of Muster Pay Roll

S(hortform of Pay Roll

The above pay rolls were made in my presence

(Date)

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

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

IV.1.1

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M.E. Form 11

IMPREST No.

Currency  
in which  
Paid

Employing Unit  
Paying Unit

MUSTER ROLL No.

M.R. (Ex. Ex. Ex. Ex. Ex. Ex.)	Total No. of Hours	No. of Days at Daily Rate	Rate per Day	No. of Hours Over- time	Rate per Hour Over- time	AMOUNTS			OTHER ALLOWANCES		DEDUCTIONS		Total NET Amount Due	Actual Amount Paid	CASUALTY	
						Daily Pay	Overtime Pay		No. of Days	Date	Amount	Fines	Rations			

Signature of Payor (or his designee)

I CERTIFY that the above payments were made to my people

more accurately and necessarily employed on the dates indicated  
and authorized and actually performed  
work required on work of the grades and classes that were

I CERTIFY that the payments shown in "Actual Amount Paid"

--	--	--	--

TOTAL

0 6 A

Declassified E.O. 12356 Section 3.3/NND No. 785015

M.E. Form 11 (Amended, C.M.F. 1943)

*Employing Unit**Paying Unit**MUSTER ROLL No.*

No. of Hours Over time	Rate per Hour over time	AMOUNTS		OTHER ALLOWANCES		REDUCTIONS		Total NET Amount Due	Actual Amount Paid	CASUALTIES AND REMARKS
		Daily Pay	Overtime Pay	No. of Days	Rate	Amount	Per Rate			

(Signature of Payor) *[Signature]**[Signature]*

I CERTIFY THAT

- (a) Overtime was earned, duly authorized and lawfully performed  
 (b) The employee was employed on work of the character stated above during

(c) The employee was actually and necessarily employed on the dates stated

I CERTIFY THAT

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Declassified E.O. 12356 Section 3.3/NND No. 785015

0 Days al D Date	Rate per Day	No. of Hours over- time	Rate per Hour over- time	AMOUNTS		OTHER ALLOWANCES	
				Daily Pay	Overtime Pay	No. of Days	Rate
Begins	Ends						

0 6 4 4