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Declassified E.O. 12356 Section 3.3/NND No. 785016

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Employment and Rations of Civilian Lobese

July - Aug. 1944

16 AUG Recd



HEADQUARTERS
ALLIED CONTROL AUTHORITY
100 303

ccy/cjb

14 August 1944

awc/s/c

Subject: Rations for Italian civilians proceeding
on authorized trips on AWC duties.

To: Executive Commissioner.

1. I refer to your letter, reference 222/CA, dated 10 August 44, on the above subject.

2. A scheme has been in force for some time now whereby the Italian civilian drivers employed in this Headquarters may obtain rations against deductions from their pay to cover the periods they are away from the Headquarters on duty. Daily Bulletin No. 150, Para. 3, of 24 June refers. An extract is attached hereto. I have now cleared with the Food Sub-Commission that this scheme may be extended to cover Italian officials and employees who are detailed to proceed to regions on travel orders issued by this Headquarters. The scheme is quite simple and straightforward. 1. at the present time, hold 300 rations. These are issued by the Dispatch Office on receipt of a travel order. Travel Orders are submitted weekly, the Food Sub-Commission showing to whom rations have been issued, and act as a basis for indenting for further supplying of rations. At the same time, Dispatch Office issue the necessary pro-forma to the Transportation Officer instructing deduction from the driver's pay. This will be extended and this pro-forma, when completed, will be sent to the Head of each Branch or Sub-Commission for deduction from the employee's pay. Food Sub-Commission have agreed to issue in place of rations shown in the Daily Bulletin, "R" rations, and this will facilitate handling and issue.

5143

 Lt. Col.
R. H. HARRISON
Mq. Commandant.

Copy to:

Vice President, Economic Section
Vice President, Administrative Section
Food Sub-Commission
Dispatch Office
Political Section
C.A.C.
Refugee Branch
Patriotic Branch

16A

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. SECTION
PATRICKS FRANCE

TO	FROM	INFO.	ACTION.
	Attachment		
✓	Col. Mc CARTHY	ukh	
	Major. MAGNUS		
✓	Major. BRAGE	B	
	Capt. SALVADORI		
	Chief CLERK		
	LUISON SECTION		
	Col. FAVA		
	Dr. TREVES		
	Dr. VITA		

REMARKS.

HO AM.

105 44/5142

Forward to Ford SR. 17/8

208

48 22 JUL Recd

Tel. No. 42065

HEADQUARTERS
 ALLIED CONTROL COMMISSION
 R.C. & M.G. SECTION
 APO 394

Ref 221/23/CA.

GWIS/lr
 21 July 1944

SUBJECT : Employment of guards on Italian Army Installations.

TO : Regional Commissioner, Region IV
 " " Region V
 " " Region VIII
 " " Region IX
 SCAC 5th Army
 SCAC 8th Army.

1. M.S.I.A. has no objection to the employment of Italian army officers or NCOs who may be found guarding these installations on the entry into a town provided that they are paid by A.M.G. and that their employment is without prejudice to their employment in the Italian Army.

2. There is also no objection to directing Italian Civil Officials to employ civilians as guards for such installations provided no Italian military personnel are available.

NORMAN E. WISSE
 Colonel
 Deputy Executive Commissioner.

5141

Copy to:

Army Sub-Commission
 A.A.I.

COPY

34

From: MMIA

MESSAGE FORM

IMPORTANT

To : A.A.I.

Rptd. A.C.C. Rome Area Command for ACC Rome for Pidsley.

SD 1088. CONFIDENTIAL. Reported that numerous Italian Army installations including dumps, warehouses, magazines, depots, area headquarters and records are in areas being taken over by Allied troops. These installations and records should be safeguarded. Impracticable to send Italian Army personnel to take charge on the spot and in time to prevent loss.

Therefore suggest that AMG Officers direct Italian civil officials installed by them in each area to employ civilians as guards for such installations until Italian Army can either take over or secure possession of property and records.

Make inquiry of Regia for Langley Lt. Officer
concerning & pay them
Wesley Talbot.

Wesley Talbot

5170

SUBJECT : Italian Army Installations.

HQ AAI

3407/7/Q(AE)

15 July 44.

ACC

1. COMIA signal SD 1088 dated 2 July, addressed this HQ and rtd von, only received here today, suggests that in order to safeguard numerous Italian Army installations and records in forward areas, AMG offers direct Italian Civil Officials installed by them in each area to employ "Civilians as guards" (presumably civil police are intended) for such installations, until the Italian Army can take possession.

2. Please say whether this proposal can be put into effect.

Major General,
Chief Administrative Off.

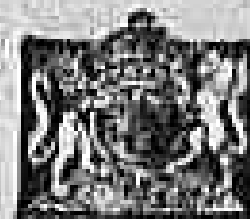
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Copy to: COMIA
ACC LG

0987

Declassified E.O. 12356 Section 3.3/NND No. 785016

48 R.
22 JUL Recd



NOT TO BE PUBLISHED

INSTRUCTIONS REGARDING
THE EMPLOYMENT OF
CIVILIAN LABOUR

(ITALY and SICILY)

Issued by
HQ, ACMF (Admin Ech)
MARCH, 1944

5138

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., Batmen, 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 increase or decrease 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 rules 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 (Br) 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 muster 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. C.1603A 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 paid 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. Ech.), 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. Ech.) under reference 47/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. Ech.).

(c) If it is essential for the proper performance of his duties, an employee may be granted W.D. accommodation and 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, bakers, employees, and 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 or 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 due 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 decided. 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 lira.

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 Commander 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 "E". 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.

15. Injury Pay

All cases of injury will be dealt with in accordance with G.I.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:—

- Cease paying his salary or wages as from the date he stops work.
 - Give him, or his dependants, a certificate of injury in the form set out in appendix "F".
 - 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 (Podestà).
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 H. Qs. 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 undermentioned particulars for each employee, and despatch them to G.H.Q. 2nd Echelon without delay:—

- Name (in BLOCK LETTERS)
- Occupation and Grade.
- Sex.
- Date of Birth.
- Date of commencement of employment.
- Rate of pay.
- 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 registration of Civilian Labour, and will assist employing units in clarifying any difficulties which may arise in connection with the employment thereof.

(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.

	Lire		
	Min.	Max.	
Accountant	2100	4500	per month
Asst. Purchasing Agent	3000	5500	" "
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	2000	4000	" "
Draughtsman, Chief	2500	4500	" "
Interpreter, Oral and Translating	70	120	day
Professional Man (doctor, lawyer, dentist, construction, civil, mechanical, engineer)	4000	9500	month
Typist (Male)	70	110	day
Typist (Female)	60	90	" "
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.

	Min. Max.	
	per day.	
Apprentices, all grades	30	60
Artisans Male (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

	Min.	Max.
per day		
Boot Makers		
Boot Machinist	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	105
Bus Driver	80	100
Butcher	70	95
Boilerman	80	105
Carpenter	80	105
Caulker	80	105
Cinema Manager	80	120
Clothing Glassifier	55	65
Checker	65	80
Coach Builder	80	105
Coppersmith	80	120
Compositor	90	110
Compositor's Asst.	80	90
Compositor, Chief	100	120
Chainman	80	100
Concretor	70	105
Cooper	80	105
Chaudfeur or Driver	80	110
Chaudfeur or Mechanic	80	100
Core Maker (Foundry)	80	105
Drier, M/c and Preparers (Male)	70	90
Drier, M/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, M.B., Electric	80	100
Driver, Engine, Loco	80	110
Driver, Steam Roller or L.C. Stationary	80	100
Electrician	85	120
Elevator, Repairer Mechanic	85	120
Farrier (without anvil)	80	100
Farrier (with anvil)	100	120
Fireman, Oil, Fuel	80	105
Fireman, Coal, Steam Loco.	80	105
Fitter or Mechanic, Automobile	85	110
Fitter, Aero (R.A.F.)	90	110
Fitter, Gun	80	120
Foundryman	70	100
Glazier	75	100
Greaser	70	90
Grinder, Precision	90	120
Hammerman or Striker	70	90
Joiner	85	110

	Min.	Max.
per day		
Linesman	90	120
Linotype Operator	90	130
Lighthouse Keeper	—	80
Markers and Sorters (Female)	55	70
Messenger, English-speaking (under 17)	—	50
Messenger, English-speaking (over 17)	60	70
Laboratory and Dispensary Asst. (Male)	90	110
Laboratory and Dispensary Asst. (Female)	80	100
Lithographer	90	130
Lithographer's Asst.	80	90
Machinist	80	120
Mason	80	110
Mechanics, Instrument, Sewing Machine, Type-writer, Wireless	90	120
Mechanic, Ammo.	80	120
Mechanic, M.T.	85	110
Mechanic's Asst.	80	90
Moulders	80	120
Machine Minder	70	90
Machine Minder's Asst.	50	70
Operator, Motion Picture	80	120
Painter, Varnisher, Signwriter	85	105
Pavement Layer	80	100
Parquet Layer	80	100
Pattern Maker	80	110
Pointsman	60	80
Plater (Printing)	90	110
Plumber	80	105
Plasterer	85	105
Printer	90	120
Platelayer, Railroad	70	90
Permanent Way Inspector	75	95
Presser, Machine (Male) (Hoffman Steam Press)	80	110
Presser, Machine (Female) (Hoffman Steam Press)	60	90
Quarryman	80	100
Rigger	85	105
Rivet Heater	70	90
Rivetter	85	105
Rivetter's Holder-up	70	90
Roadworker	60	70
Road Supervisor	80	110
Saddler	75	110
Sawyer	80	100
Saw Repairer and Sharpener	80	100
Sheet Metal Worker	80	120
Smelter (Ore Smelting)	80	105
Shunter	70	90
Slater	70	90
Stone Hand Cutter	85	105
Stone Hand Cutter (Asst.)	80	100
Stevedore	80	85
Stevedore Head	90	100
Stevedore, Coaling Ore	90	95

	Min.	Max.
per day		
Tentmaker	70	90
Tinsmith	80	105
Toolmaker	80	110
Tailor (with Machine)	80	110
Tailor (without Machine)	80	110
Tailoress (with Machine)	60	90
Tailoress (without Machine)	60	80
Trimmer, Coal	45	70
Turner	70	90
Time Keeper	80	110
Track Walker (Railroad)	70	120
Tile Layer	70	90
Vulcaniser	80	100
Welder	80	105
Watchman	85	120
Warehouseman or Storekeeper	60	70
Washer Machine (Male)	80	120
Washer Machine (Female)	70	90
Washer Hand (Female)	50	60
Storewoman	50	60
Wheelwright	55	70
Wireless Operator (Sender and Receiver)	80	100
	per month	
	3000	4500

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.

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

	Per Month	Min.	Max.
Hotel Manager		3900	7400
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

	Per Month	Min.	Max.
Washer (Male)		2000	2500
Washer (Female)		1500	1800
Elevator Operator		1700	2100
Handyman		1900	2400
Skilled Labour (permanent)		2300	3000
Waitresses		2200	2800
Cashiers (Female)		1800	2400

Messes.

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

	Per Month	Min.	Max.
Head Cook		2700	4400
Cook		2700	3600
Asst. Cook		1800	2100
Head Waiter		2700	4400
Waiter		2700	3400
Asst. Waiter		2100	2600
Dish Washer		1600	1900
Handyman		1900	2400
Orderly (British Mess)		2400	3000

Marine Grades.

	Per Day	Min.	Max.
Able Seaman		70	80
Boatband		60	70
Coxswain (Helmsman)		80	100
Diver (plus 35 lire per hour under water)			110
Draughtsman (Marine)	Per Month	2000	4000
Mechanic (Marine Engineer, R.N.)	Per Day		120
Mechanic (Marine Instrument, R.N.)			120
Rope Splicer		80	100
Salvage Hand		70	90
Salvage Hand (Master)		95	110
Sailmaker		85	110
Trigboat Engineer		90	120
Trigboat 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.

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 to a current Imprest account in accordance with para 52 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 Muster 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.

APPENDIX "D"

WORK PERMIT.

NAME _____
ADDRESS _____

IDENTITY CARD, No. _____

Issued	_____
Expires	_____
Ref No.	_____
APPX No.	_____
Issuing Officer	_____
OFFICIAL STAMP	

WORK PERMIT.

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

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

THUMB PRINT.

--

APPENDIX "E"

C.M.F. Form 6

“J”
“J”

1. I certify that Signor _____

of _____ born on _____
the son of _____ (address) _____ and of _____ (date)
was killed/incapacitated at _____ (father's name) _____ hours on _____
at _____ (date)

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

(exact nature of employment)

2. The accident occurred in the following circumstances:
(Give short particulars and state whether the accident was attributable to any wilful or negligent act of the employee).

3. His daily earnings for each of the fifteen days immediately prior to the accident were as follows:

Gross Earnings (including overtime)		Gross Earnings (including overtime)		Gross Earnings (including overtime)	
Day	Date	Day	Date	Day	Date
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	

Signature of the O.C. unit

Name in block letters

Personal number

4. The Officers of the Instituto have been instructed that should they require any further information or assistance they should communicate with the Claims Commission, C.M.F. Units should do likewise in case of any difficulty.

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.

Serial	Name.	Grade.	Rate per period from 1/8/43 to 15/8/43.	Total	Remarks.
			Day. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	Day.	
1.	Reito Giovanni.	Ganger.	75 8 8 4 6 10 1 8 8 - - - - -	6 4/8	Discharged
2.	Costa Donato.	Lab.	65 8 1 8 8 8 8 8 8 8 10 12 8 8 8 13	6/8	Heft 9/8/43.
3.	Testa Lenno.	Lab.	65 8 F 8 8 8 8 1 1 8 8 8 8 8 8 12		Fined 1 day for bad work.

TOTAL

(Signature of Employer/Officer)

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Declassified E.O. 12356 Section 3.3/NND No. 785016

PERM/SEC/E-4410.000

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