

ACC

10000 / 132 / 4

HQ ACC

OFFICE IN

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HQ ACC

OFFICE MEMOS

HEADQUARTERS
ALLIED COMMISSION
APO 394

26 March 1945

DAILY BULLETIN)

NUMBER 85)

OFFICIAL

1. NIGHT STAFF DUTY OFFICER:

a. The Headquarters Night Staff Duty Officer will be Major H. A. GENT and can be located in Room 40, 1st Floor, Ministero delle Corporazioni Building, telephone - Ext. 405.

b. The Night Staff Duty Clerk, Pfc Bonanni, will report to the Chief Clerk, Message Center, Room 26, 1st Floor, at 1600 hours, and to the Duty Officer, in Room 40, 1st Floor, at 1800 hours. (Adj)

2. ACI 93 - PAY, BRITISH OFFICERS - RECOVERY OF FIELD ADVANCES - NEW PROCEDURE:

Army Council Instruction No. 93, dated 27 January 1945, has just been received and is republished for information:

1. Before 1st December, 1943, it was the normal practice to recover advances of pay drawn by officers in the field from future issues of pay, although the receipt for field advances drawn (A.F.W 3241) contained an authority, addressed by the officer to his bank, authorizing them to pay the advance drawn by him out of his banking account.

2. The system of recovery from future issues of pay proved unsatisfactory, and it was decided that, with effect from 1st December, 1943, all field advances due for recovery should be recovered by the O i/c, Army Pay Office (Officers' Accounts), Stockport Road, Manchester, from officers' banking accounts, and not from pay.

3. Receipts for field advances drawn (A.F. W 3241) are equivalent to cheques drawn on an officer's banking account.

Accordingly, all officers should bear in mind that:

(a) they should not ask for an advance of pay unless they are satisfied that they have sufficient funds available in their bank account to meet the advance, and

(b) advances drawn will be presented to their bankers for recovery without further reference to them; see Field Service Regulations, Volume I, 1930, Chapter XXI, Section 194, para 6.

4. An Officer must ensure that full and exact details regarding the name, branch, and address of his bank are inserted on A.F. W 3241 in the spaces provided. Field cashiers will be responsible for seeing that this information is so inserted before making advances.

5. Correspondence in regard to the recovery of field advances will be addressed to the O i/c Army Pay Office (Officers' Accounts), Manchester, and not to the army agents, and will be accompanied by the debit notes received from the officers' bankers. 48/General/7987 (F. 2 (b)) (Hq Comdt)

3. PAY - CIVILIAN EMPLOYEES:

It is requested that all officers designated for the payment of all civilian employees in their respective Section and Sub-Commissions turn into G-1 Civilian Personnel, located on the ground floor not later than Thursday, 29 March 1945, payrolls for civilian employees for the

162

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 - (b) advances drawn will be presented to their bankers for recovery without further reference to them; see Field Service Regulations, Volume I, 1930, Chapter XXI, Section 194, para 6.
4. An Officer must ensure that full and exact details regarding the name, branch, and address of his bank are inserted on A.F.W 3241 in the spaces provided. Field cashiers will be responsible for seeing that this information is so inserted before making advances.
5. Correspondence in regard to the recovery of field advances will be addressed to the O i/c Army Pay Office (Officers' Accounts), Manchester, and not to the army agents, and will be accompanied by the debit notes received from the officers' bankers.

48/General/7987 (F. 2 (b))
162

3. PAY - CIVILIAN EMPLOYEES:

It is requested that all officers designated for the payment of all civilian employees in their respective Section and Sub-Commissions turn into G-1 Civilian Personnel, located on the ground floor not later than Thursday, 29 March 1945, payrolls for civilian employees for the period 16-31 March 1945.

Payment Office, Room 60, 1st Floor, will be open from 0900 to 1200 hours, only, Tuesday 3 April 1945, for the purpose of issuing funds for the above. All requests for cash must enumerate the denominations into which the lire should be divided. All payrolls must be returned to the Paying Office, Room 60, 1st Floor, within 48 hours of receipt of the money. (Hq Comdt)

4. CONTROL OF CIVILIAN MOVEMENT:

With effect from 25 March 1945, the Free Zone will be extended to include the Province of Foggia. (Pub Safety Sub-Com)

5. MEAL TICKETS - CIVILIAN EMPLOYEES:

Booklets of meal tickets at a cost of L. 150 per book and covering a period 1-15 April 1945, will be on sale in Room 33, 1st floor, between the hours of 0900 to 1200 and 1400 to 1600 on Thursday and Friday, 29 and 30 March 1945. Sub-Commissions, Branches, etc, will render nominal rolls in TWILIGHT to the above office and should include civilian employees who may be absent on the above days but who wish to partake of the meal.

Heavy labourers - Sub-Commissions, Branches, etc who have employees classified for heavy labourers' meal, will draw booklets, for such employees at a cost of L. 40 per booklet to cover the period above. This action has been taken with approval of these employees in order to augment purchases.

Payroll Charges - All employees purchasing booklets will be charged through payrolls the sum of L. 2 and L. 7 for office personnel and labourers, respectively.

Independent organizations - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of L. 12 and L. 10 per day for office personnel and heavy labourers respectively.

POSITIVELY NO booklets will be sold outside the above dates and times.
(Hq Comdt)

6. CIVILIAN USE U.S. ARMY POSTAL SERVICE:

The following is extracted from Section III, Circular #44, Hq MTOUSA, dated 20 March 1945, for the information, guidance and compliance of all concerned:

1. The facilities of the U.S. Army Postal Service are available for use by U.S. Military personnel and civilian nationals of the United States attached to the U.S. Armed Forces only, except that when specifically authorized by this headquarters, in each instance, other U.S. civilian nationals may use the service. Foreign civilians may not use the U.S. Army Postal Service or use U.S. military addresses regardless of the fact that they may be employed by an American organization.

2. Mail written by foreign civilians bearing the imprint of unit censor stamps has been received at APO's with outgoing mail from units. All commanding officers concerned will take necessary action to insure that foreign civilian employees are properly instructed that they may not use the U.S. Army Postal Service either to send or receive mail and may not use U.S. military return addresses. Unit censors and unit mail orderlies will be instructed that mail written by foreign civilians will not be unit censored or deposited in the APO.

3. Foreign civilians may not purchase U.S. stamps or U.S. postal money orders and may not cash U.S. postal money orders at U.S. APO's". (Adj)

7. PAYMENT OF CIVILIAN DRIVERS:

All sections, Sub-Commissions, and Branches employing civilian drivers included in Super Garage payroll are requested to report to Super Garage Administration Office the time for which each driver is to be paid. This only applies to civilian drivers who are not dispatched daily from Super Garage. These reports are to be submitted on the 14th and 29th of each month on special time card furnished by Super Garage - Phone 843009.
(Hq Comdt)

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POSITIVELY NO booklets will be sold outside the above dates and times.
(Hq Comdt)

6. CIVILIAN USE, U.S. ARMY POSTAL SERVICE:

The following is extracted from Section III, Circular #44, Hq MTOUSA, dated 28 March 1945, for the information, guidance and compliance of all concerned:

"1. The facilities of the U.S. Army Postal Service are available for use by U.S. Military personnel and civilian nationals of the United States attached to the U.S. Armed Forces only, except that when specifically authorized by this headquarters, in each instance, other U.S. civilian nationals may use the service. Foreign civilians may not use the U.S. Army Postal Service or use U.S. military addresses regardless of the fact that they may be employed by an American organization.

2. Mail written by foreign civilians bearing the imprint of unit censor stamps has been received at APO's with outgoing air freet units. All commanding officers concerned will take necessary action to insure that foreign civilian employees are properly instructed that they may not use the U.S. Army Postal Service either to send or receive mail and may not use U.S. military return addresses. Unit censors and unit mail orderlies will be instructed that mail written by foreign civilians will not be unit censored or deposited in the APO.

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(Hq Comdt)

8. PROPER DIALING OF TELEPHONES:

1. Reference is made to page 6 of Allied Commission Telephone Directory, November 1944 edition.

2. On numerous occasions, outside telephone calls are inadvertently made from internal telephones, without dialing the zero "0" first; with the result that some offices having internal extension telephone numbers (corresponding with the first three numbers of the outside number erroneously dialed without the zero "0" first), having to answer the telephone unnecessarily.

3. When making an outside telephone call from an internal telephone (3 digit phone), connections to the city dial system are made by first dialing zero "0", waiting 10 seconds, and then dialing the city outside number.
(Est Sec)

Daily Bulletin, No. 85, this Hq, dtd 26 Mar 45, Cont'd:

9. ADVANCE NOTICE - CHANGE IN TIME:

Effective at 0200 hours on 2 April 1945, all clocks, watches, etc, will be advanced one (1) hour to conform with the new time schedule.

This will be in effect until further notice and will be known as "B" time. (Adj)

10. OFFICERS' IDENTIFICATION CARDS:

All American officers who were photographed and fingerprinted at RAAC Headquarters in January 1945, may pick up their new identification cards at the Adjutant's Office, 2675th Regiment, Room #24, 4th Floor. (Hq 2675th Regt)

11. TELEPHONE CALLS:

It has been brought to the attention of this Headquarters that Officers of the Allied Commission have been using military long-distance telephone circuits for calls dealing entirely with personal matters. The Chief Signal Officer, ASHQ, has requested that it be brought to the attention of all members of the Allied Commission that use of military long-distance circuits for calls of an entirely personal nature is forbidden. (Comm Sub-Com)

12. ALLIED COMMISSION FACILITIES FOR ALLIED CIVILIANS:

No Allied Commission privileges shall be given any civilian until he is properly registered by the Civilian Personnel Office, Room 29, 4th Floor. This applies equally to Allied civilians who come here on temporary duty or personal business. All concerned will comply with procedure as indicated in Establishment Memorandum 35, 1944. (Est Sec)

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

Nicholas Pionbino

NICHOLAS PIONBINO
CWO, USA
Asst Adjutant

NICHOLAS PIONBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
"D"

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(Est. Sec)

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

Nicholas Piontino

NICHOLAS PIONTINO
CWO, USA
Asst Adjutant

NICHOLAS PIONTINO
CWO, USA
Asst Adjutant

DISTRIBUTION:

"D"

-3-

161

HEADQUARTERS ALLIED COMMISSION

ABO 394

Office of the Executive Commissioner

Ref: 65/10/13

16 March 1946

OFFICE MEMORANDUM)

: Amendment No. 1

NUMBER 13/1944)

OFFICIAL MAIL SERVICES

Office Memorandum No. 13, this Headquarters, dated 24 July 1944, subject as above, is amended as follows:

Para 4. Delete para 4a and substitute:

"Every package must bear a complete address and return address. The return address should be stamped or typewritten in the top left hand corner, with the reference number immediately below. Abbreviated addresses in any form will not be used. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission."

Para 5b. Last line; delete "Adjutant's Department (Duplicating Section)" and substitute: "Message Centre, Room 26, First Floor."

Para 8. Delete para 8 and substitute:

"All packages containing official mail for delivery by any means within this theatre of operations must be certified by the chief clerk of the originating department as 'W.D. ESSENTIAL MAIL'. The signature of the certifying individual must be clearly legible. Classified packages addressed for delivery to points outside this theatre and requiring transmission by air, must bear the notation 'AIR SERVICE REQUIRED: stamped or typewritten directly to the left of the first line of the address, followed by the legible signature of an officer or warrant officer, showing his rank. Unclassified material of an urgent nature requiring air transmission to points outside the theatre must bear the stamped or typewritten endorsement 'W.D. ESSENTIAL OFFICIAL AIR MAIL', followed by the signature of a Commissioned officer. If air transmission is not required such material may be certified in the normal manner by the chief clerk of the originating department."

By Command of Rear Admiral STONE:

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By Command of Rear Admiral STONE:

160

DISTRIBUTION:

141

RESTRICTED

M. W. Dragnett
M. W. DRAGNETT
Lt. Col. AGO
Adjutant

STANDARD FORM NO. 64

HEADQUARTERS ALLIED COMMISSION
APC 594

Office of the Executive Commissioner

Ref: 65/10/23

16 March 1945

OFFICE MEMORANDUM)

: Amendment No. 1

NUMBER 13/1944)

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By Command of Rear Admiral STONE:

0302

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By Command of Rear Admiral STONE:

159

W. W. Bragg
Lt. Col. and
Adjutant

DISTRIBUTION:
14

RECEIVED

Political Section

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)
NUMBER 13)

OFFICIAL MAIL SERVICES

1. Memorandum Adj 312, dated 2 May 1944, subject, "Correspondence Dispatch Procedure" is rescinded. The instructions below are substituted therefor and are supplemental to those contained in Office Memorandum No. 11, this Headquarters (formerly Administrative Instruction No. 4, Advance Headquarters, ACC), dated 8 July 1944, as amended by Amendments No. 1 thereto dated 11 July 1944.

2. BEFORE delivery to the Message Center, departments will envelope all correspondence for dispatch outside Headquarters ACC, with the exception of unclassified material to the following formations:

AFHQ (G-5)
Headquarters AAI
AMG/ACC Regional Hqs.
AMG Army Headquarters

Many departments correspond with the formations mentioned above, and all dispatches are transmitted from the Message Center in bulk under one cover. Enveloping of unclassified material is therefore not only uneconomical but unnecessary.

3. Classified material will be delivered to Message Center enclosed in one envelope only in accordance with the detailed instructions at paragraph 4 below.

4. a. Every package or envelope must be fully addressed with the reference number in the top left hand corner but not less than one inch and a half from the top edge. In the space above the number, Message Center will impress the return address. Departments are requested to co-operate by adopting a system whereby only one number appears on the envelope instead of the reference number of each enclosure. A suffix or prefix identifying the department of origin will always form part of the reference on the envelope. Failure to conform with these instructions will only result in delay in transmission.

b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a red envelope, which will be sealed and marked with the security category.

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b. In respect of classified packages the following additional requirements will be particularly noted:

(i) TOP SECRET and SECRET communications will always be enclosed in a new envelope, which will be sealed and marked with the security category of the enclosure; if TOP SECRET it will also be marked "To be opened personally by...." the holder of an appointment or the individual named.

(ii) CONFIDENTIAL communications will be enclosed in an envelope marked CONFIDENTIAL but need not be sealed.

(iii) RESTRICTED and other unclassified communications will be dispatched in accordance with paragraph 4(a) above.

c. Classified material will be enclosed in a second envelope or cover by Message Center personnel. No envelopes will therefore now be received at Message Center with the colored cross thereon, which was formerly necessary to identify the contents as classified material.

Office Memorandum #13, this Hq, dtd 24 July 44 (Cont'd)

5. a. The Message Center will give and take receipts for all TOP SECRET, SECRET, and CONFIDENTIAL packages. Receipts will NOT be given for packages or documents below CONFIDENTIAL classification.

b. Departments should enclose with, and attach to, all TOP SECRET communications a receipt for signature and return by the recipient. Receipts may also be enclosed with any other documents, in respect of which, a department may desire direct acknowledgment by the recipient. Suitable forms of receipt may be obtained on application to the Adjutant's Department (Duplicating Section).

6. Without detriment to the needs of security (o.g. see paragraph 4 (b) (i) above) no effort will be spared to exercise the strictest economy in the use of envelopes, by using gummed labels. In this way it will be possible to prolong the life of envelopes by their use again and again.

7. Official packages will not be addressed to an individual. If the enclosure requires the special attention of a particular officer the notation "Attention....." may appear on the envelope or cover as part of the address.

8. All packages addressed as in preceding paragraph also all packages containing unclassified mail will be certified by the Chief Clerk of the originating Department at the bottom left hand corner as "WD ESSENTIAL MAIL".

9. Packages requiring particular service, e.g. dispatch via Officer Courier, etc., will be delivered separately to the Message Center where they will be afforded special attention.

10. Personal mail will not be sent to the Message Center but delivered direct to the APO or deposited in one of the personal mail boxes.

By order of Captain STONE (USNR):

E. V. Clough
E. L. CLOUGH
Col, AGD
Executive Officer

DISTRIBUTION:

Group 1. "C"
Group 2 1 copy ea (for info)

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Group 1. "C"
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RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM)

NUMBER

4)

SIGNAL TRAFFIC

1. Authority has been given by A.F.H.Q. for telegrams up to the classification of RESTRICTED to be dealt with in clear text by the Italian Posts and Telegraphs Department.
2. Messages of higher classification will continue to be dealt with as at present, i.e. by Allied ciphers where available, by Italian ciphers to Regional Headquarters, or by courier, etc., services.
3. Much of the Allied Commission message traffic can properly be classified 'IN CLEAR' or 'RESTRICTED', but care must be taken that under-classification of confidential or secret matters is avoided.
4. Movements of shipping will NOT be dealt with IN CLEAR over Italian circuits.

BY COMMAND OF REAR ADMIRAL STONE:

Nicholas Piccino

NICHOLAS PICCINO,
CWO, USA,
Asst Adjutant.

DISTRIBUTION:

"A"

RESTRICTED

157

Political Section *PS*
STF

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
(Adjutant's Department)

26 February 1945.

OFFICE MEMORANDUM)

NUMBER

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*Nicholas Fiombino*NICHOLAS FIOBBINO,
CWO, USA,
Asst. Adjutant.DISTRIBUTION:

"A"

156

RESTRICTED

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Chief of Staff

+++++

Ref: 65/COS

OFFICE MEMORANDUM

NUMBER

2)

3 February 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

As it appears that the correct grading and handling of material having a security classification are not fully understood the following notes are set down for compliance by all concerned at this HQ.

2. CLASSIFICATION

The overclassification of documents in this HQ is prevalent. By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated

The following classification definitions and examples will be of assistance:

A. TOP SECRET

(c) Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

Examples:

- (i) Plans or particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (iv) Information of the methods used or success obtained by Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

(v) Establishment of Classification: It will be the 455

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- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
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(b) Establishment of Classification: It will be the **155** general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:

- (i) The Chief Commissioner
- (ii) Deputy Chief Commissioner
- (iii) Chief of Staff
- (iv) Vice Presidents of Sections
- (v) Subcommission Directors
- (vi) Regional Commissioners
- (vii) Provincial Commissioners
- (viii) Senior executive staff officers of the officials mentioned in (i) to (vii) inclusive.

- 1 -

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B. SECRET

Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

Examples:

- (i) Particulars of operations in progress.
- (ii) Plans or particulars of operations not included under TOP SECRET.
- (iii) Certain reports of operations containing information of vital interest to the enemy.
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

- (i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (ii) Routine intelligence reports.
- (iii) Unit movement of non-operational significance in areas within or adjacent to operational theatres.

3. HANDLING OF TOP SECRET DOCUMENTS AND FILES

(a) The head of each subcommission and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subcommission or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whose work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file in the Office of the Chief of Staff who will co-ordinate all TOP SECRET control measures.

(b) Clerks, excluding CONFIDENTIAL clerks (see sub-para (c)

(iii) Certain reports or operations of vital interest to the enemy

(iv) Adverse reports on general morale affecting major operations.

(v) Certain development projects.

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(b) Clerks, excluding CONFIDENTIAL clerks (see sub-para (c) below), will not handle TOP SECRET papers. Incoming letters will be registered by the officer responsible for custody of the file in a special register kept by him for that purpose.

- 2 -

RESTRICTED

RESTRICTED

(c) TOP SECRET matter will be typed only by a special confidential clerk who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

(d) The responsible officer will satisfy himself that all carbon copies (including spoils) are received by him and properly disposed of. Short-hand notes (which should be taken in a loose leaf book) will be destroyed as soon as the typescript is passed. New carbon papers should not be used but if of necessity they have to be used they will be destroyed. Stencil copies will be run off under supervision of the confidential clerk and all copies (including spoils) collected and properly disposed of. The stencil will be destroyed or locked up by the officer responsible. The clerk typing the letter will also prepare the inner envelope which will be addressed, marked and numbered in accordance with para 4 of Office Memorandum No. 13.

(e) The responsible officer will place all TOP SECRET material in an envelope and after sealing, it will be registered out by him.

(f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.

(g) Where more than one copy is made, each copy will be consecutively numbered and a separate line in the register will show the disposal of each copy. Receipts will be filed in the same order as they appear in the register; as vouchers for the register they will not be filed on the TOP SECRET file.

4. GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

(a) Grading. A file will be graded according to the most highly classified document on that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extracts or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. In the case of TOP SECRET material, the following will govern: when a message has been classified and sent as TOP SECRET, any paraphrase of the whole or portions thereof as well as all subsequent messages referring thereto, if any reference is made to the original message by subject or serial number, must bear the same classification.

(b) Down Grading. When a document or file is down graded a note of the new classification allotted to it will be made on the document or file. This note will be signed and dated by the officer or official authorizing such down grading, who will, in all cases where practical, be the officer originally responsible for the classification.

5. GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of Classified Documents by Civilians."

(e) The responsible officer will place the message in an envelope and after sealing, it will be registered out by him.

(f) A receipt will be obtained from the addressee or message centre as may be appropriate. The register for TOP SECRET material will contain a space which will be dated when the acknowledgment of the addressee is received.

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GENERAL

(a) Attention is drawn to Office Memorandum No. 13 dated 24 July 1944, "Official Mail Services" and No. 16 dated 25 August 1944, "Handling of Classified Documents by Civilians."

- 3 -

RESTRICTED

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RESTRICTED

(b) Nothing in this memorandum supersedes the official pamphlet issued by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944."

By command of Rear Admiral STONE:

N. W. Drachmire

N. W. DRACHMIRE
Lt Col, AGO
Adjutant

DISTRIBUTION:

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24 01 15 00 15
M. W. DRACHKEE
1st Col, AGO
Adjutant

DISTRIBUTION:

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref: 65/605

8 February 1945

OFFICE MEMORANDUM

NUMBER 3)

SHORT TITLES

1. The following list of short titles for sections, subcommissions, branches, and divisions will be used beginning immediately in the preparation of all outgoing cables originating in this Headquarters. They will be incorporated in the internal addresses only, as follows:

Cable text.....PAREN TO AFHQ FOR G-5
FROM ALCON CITE ACLEG PAREN.....Cable text

Cable text.....PAREN TO TROOPERS LONDON FOR WAR
OFFICE RPTD AFHQ RPTD WAR FROM ALCON CITE ACPOL PAREN..Cable text

2. Each section, subcommission, branch, and division will use the short title designated in the following list. Under no circumstances will this cite be used in the "Address To" space of the outgoing cable form. The use of these short titles will enable the Cable Section to assign action and information copies to proper sections with minimum cross reference work.

acting President.....ACAPR

Chief Commissioner.....ACSCC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACCAS

Displaced Persons & Repatriation Subcommission.....ACDPR

Local Government Subcommission.....ACLG

Patriots Branch.....ACPAT

Public Safety Subcommission.....ACPSF

Security Division.....ACSEC

Public Health Subcommission.....ACPBH

Legal Subcommission.....ACLEG

Education Subcommission.....ACEDN

Monuments, Fine Arts & Archives Subcommission.....ACMFA

Economic Section.....ACECO

Requisition Division.....ACREQ

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Acting President.....ACPR

Chief Commissioner.....ACSOC

Executive Commissioner.....ACEXC

Civil Affairs Section.....ACAS
Displaced Persons & Repatriation Subcommission.....ACDPR
Local Government Subcommission.....ACLG
Patriots Branch.....ACPAT
Public Safety Subcommission.....ACPSF
Security Division.....ACSEC
Public Health Subcommission.....ACPBH
Legal Subcommission.....ACLEG
Education Subcommission.....ACEDN
Monuments, Fine Arts & Archives Subcommission.....ACMFA

Economic Section.....ACECC
Requisition Division.....ACREQ
Agriculture Subcommission.....ACAGR
Industry Subcommission.....ACIDY
Mining Division.....ACMG
Commerce Subcommission.....ACCE
Finance Subcommission.....ACFIN
Property Control Division.....ACPYC
Labor Subcommission.....ACLAB
Food Subcommission.....ACFOD
Public Works & Utilities Subcommission.....ACPU
Transportation Subcommission.....ACTPT
Shipping Subcommission.....ACSPG

153

Hq AG, Office Memo #3, 8/2/45,
Subject: Short Titles

Establishment Section.....ACEST
 G-1 (American).....ACGLA
 G-1 (British).....ACGLB
 G-4 (American).....ACGLC
 G-4 (British).....ACGLD
 Executive Officer (American).....ACGSE
 Executive Officer (British).....ACXOA
 2675th Regiment.....ACXOB
ACREG
Political Section.....ACPOL

Independent Subcommissions

Navy Subcommission.....ACNAV
 Land Forces Subcommission (MFL).....ACLND
 Air Forces Subcommission.....ACAIR
 Public Relations Branch.....ACPRO
 Communications Subcommission.....ACCMW
 War Materials Disposal & Italian POW Subcommission.....ACWMD

3. The instructions contained herein are in addition to those already issued in Office Memorandum No. 1, this Headquarters, dated 12 January 45, Subject: Instructions for the Preparation, Dispatch and Handling of Outgoing Signal Messages.

By command of Rear Admiral STONE:

N. W. DRAGNEFF
 Lt Col, AGD
 Adjutant

DISTRIBUTION:

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Navy Subcommission.....ACNAV
 Land Forces Subcommission (MFA).....ACIND
 Air Forces Subcommission.....ACAIR
 Public Relations Branch.....ACPRO
 Communications Subcommission.....ACCMN
 War Materials Disposal & Italian POW Subcommission.....ACWMD

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By command of Rear Admiral STONE:

W. M. Dragneff

W. M. DRAGNEFF
 Lt Col, AGD
 Adjutant

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Ref: 65/SGS

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HEADQUARTERS ALLIED COMMISSION

APC 324

Office of the Chief of Staff

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Ref: 65/SGS

OFFICE MEMORANDUM

NUMBER

2)

3 February 1945

THE GRADING AND HANDLING OF CLASSIFIED MATERIAL

1. INTRODUCTION

As it appears that the correct grading and handling of material having a security classification are not fully understood the following notes are set down for compliance by all concerned at this HQ.

2. CLASSIFICATION

The overclassification of documents in this HQ is prevalent. By classifying documents and files correctly and down grading them as early as possible the danger of a breach of security will be reduced considerably and handling facilitated

The following classification definitions and examples will be of assistance:

A. TOP SECRET

(a) Definition: Certain secret documents information, or material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the Allies.

Examples:

- (i) Plans or particulars of future major or special operations.
- (ii) Particulars of important dispositions or impending moves of forces or convoys in connection with (i) above.
- (iii) Very important political documents dealing with such matters as negotiations for alliances and the like.
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(b) Establishment of Classification: It will be the general policy of this HQ that the "responsibility level" of officers authorized to classify material as TOP SECRET will be as follows:

- (i) The Chief Commissioner
- (ii) Deputy Chief Commissioner
- (iii) Chief of Staff
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- (v) Subcommission Directors
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Definition: Documents, information, or material the unauthorized disclosure of which would endanger Allied security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

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- (i) Particulars of operations in progress.
- (ii) Plans or particulars of operations not included under TOP SECRET.
- (iii) Certain reports of operations containing information of vital interest to the enemy
- (iv) Adverse reports on general morale affecting major operations.
- (v) Certain development projects.

C. CONFIDENTIAL

Definition: Documents, information or material the unauthorized disclosure of which, while not endangering the Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual, or would cause administrative embarrassment or difficulty.

Examples:

- (i) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- (ii) Routine intelligence reports.
- (iii) Unit movement of non-operational significance in areas within or adjacent to operational theatres.

HANDLING OF TOP SECRET DOCUMENTS AND FILES

3. (a) The head of each subcommission and section will designate an officer of his activity who will act as "Top Secret Control Officer" and be responsible for carrying out the procedures laid down in the following sections of this paragraph. Together with the head of the subcommission or section, he will be the only individual to handle incoming TOP SECRET material. The only officers who will be informed of TOP SECRET matters are those to whose work the knowledge is essential and they should only be informed of so much as may affect their work. The name of the officer, as indicated above, will be kept on file in the Office of the Chief of Staff who will co-ordinate all TOP SECRET control measures.

CONFIDENTIAL clerks (see sub-para (c))

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5.

GENERAL

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- 3 -

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(b) Nothing in this memorandum supersedes the official pamphlet issued by the Combined Chiefs of Staff entitled "Classification and Handling of Protected Documents 1944."

By command of Rear Admiral STONE:

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N. W. DRAGNIEFF
Lt Col, AND
Adjutant

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W. W. DRAGNIEP
IA Col, AGD
Adjutant

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HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref: 65/005

28 December 1944.

OFFICE MEMORANDUM }
NUMBER 21 }

STAFF PROCEDURE.

The attention of all members of the Commission is drawn to the following:-

1. AFHQ, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

2. All important telephone conversations, with any Headquarters whatever, will be:

- (a) confirmed in writing or by signal as soon as possible;
- (b) recorded on a brief memorandum and attached to the relevant documents.

Endless trouble can be caused by not following this "drill". It applies particularly to action taken by Duty Officers and Officers deputising for their Seniors.

3. Sections and Independent Sub-Commissions of this Headquarters are responsible for keeping track of all correspondence. The Vice-Presidents of Sections and Directors of Independent Sub-Commissions will be held responsible for any delay occurring in their offices; and unless they can produce evidence that they have taken steps to "follow up" they will also be held responsible for delay in the other Headquarters with which they are dealing.

4. It is important that every officer shall get to know his opposite number in the Sections and branches of this Headquarters, and in any Headquarters with which he has to deal. The value of personal contacts cannot be over-estimated and tours and visits to Headquarters in the field should be encouraged and undertaken whenever possible.

The attention of all members of the Commission is drawn to the following:-

1. ARMO, 15 Army Group, Regions and all other Headquarters with which this Commission deals will be kept informed by means of copies of letters, cables, etc., of all matters that may concern them. This informative action is the responsibility in every instance of the originating officer. Remember that it requires careful thought, and sufficient imagination, to stand back and see the possible repercussions of your action.

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Brigadier,
Chief of Staff.

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HEADQUARTERS
ALLIED COMMISSION
(Adjutant's Department)
APO 394

21 December 1944

OFFICE MEMORANDUM)

NUMBER 20)

Channel of Communication with Ministry of Marine

1. The Navy Sub-Commission has been informed that various offices of the Ministry of Marine are receiving directly an increasing number of requests for information and assistance from Allied Organizations.

2. In the interest of obtaining such information for Allied representatives in a rapid manner, and to permit the Navy Sub-Commission to have knowledge of the material that is disseminated by the Italian Navy, it is requested that all Sections and Sub-Commissions submit their requirements to the Ministry of Marine through the Navy Sub-Commission.

By command of Rear Admiral STONE:

Nicholas Piombino
NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

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149

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff.

Ref: 65/59/Cos.

2 December 1944

OFFICE MEMORANDUM :

NUMBER 19)

Orders & Directives issued by Headquarters
Allied Commission

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.
2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three :

- (a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.
- (b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.
- (c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution. For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

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3. Of the first class, (A), there are three :

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are amplifications within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommission on the facts and to the ends desired by the appropriate Subcommission and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders: they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommission concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution **148**. For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Italian Government Territory.

4. Of the second class, (B), there are also three:

(a) Executive Orders - lay down the fundamental framework of the Allied Commission, carry out major changes in its organization and are a means of announcing major appointments; these include all senior administrative positions of the Commission, the appointment of Vice Presidents and Heads of Sections, Subcommissions, Regional and Provincial Commissioners. They are prepared by the Establishment Section and issued on Distribution "A". As a matter of general policy, only these orders which announce the creation of a new Section or Subcommission, the appointment of Heads of Sections, Subcommissions, and Regional Commissioners will be signed by the Chief Commissioner. All other orders, such as the transfer of a division of a Subcommission or the appointment of Provincial Commissioners, will be authenticated by the Adjutant in the normal manner.

(b) /.....

- 2 -

- (b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as welfare, equipment, transport and the like. They are prepared by and issued over the signature of the DCOS, Establishment Section, on Distribution "A".
- (c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

By command of Commodore STONE:

N. W. Brachet
N. W. BRACHET
Major, ADC
Adjutant

DISTRIBUTION

" A "

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Chief of Staff.

2 December 1944

Ref: 65/59/399.

OFFICE MEMORANDUM

NUMBER 19

Orders & Directives issued by Headquarters
Allied Commission

1. The following is published in order to clarify the contents, manner and scale of issue of the various types of instructions issued by this HQ.

2. Orders and directives of general application which are commonly issued by this HQ are of two classes (A) those which affect the civil population by regulating either its conduct or the conduct of AMG officers towards it and (B) those which are concerned only with the internal organization of the Allied Commission.

3. Of the first class, (A), there are three:

(a) Proclamations - which declare the fundamental military law to be applied and observed in Military Government Territory and are enforceable by penalties. These are usually issued over the signature of the Military Governor or Deputy Military Governor and the populace is normally notified of the law by posting.

(b) General Orders - these are regulations within the framework of the fundamental military law on particular subjects and are enforceable by penalties. They are commonly prepared by the Legal Subcommittee on the facts and to the ends desired by the appropriate Subcommittee and will be issued over the signature of the Chief Commissioner. Publication is normally made by posting but in suitable cases may also or alternatively be made by notification in the press. General Orders are usually prepared in advance to meet possible requirements but are not normally put into effect in the field without instructions from this HQ.

(c) Executive Memoranda - contain the detailed administrative instructions needed to implement Proclamations and General Orders; they are also the means of issuing instructions on other administrative matters which have to be put into effect by AMG officers for the good administration of Military Government Territory. They are of the nature of departmental instructions regulating the conduct of affairs by AMG officers and prescribe procedure and formalities. They impose no penalty. They are commonly prepared by the Subcommittee concerned and will be issued over the signature of the Chief of Staff. Publication is to Allied Commission organization only, by circular letter and normally with Distribution "A". For the sake of uniformity it is frequently arranged that the Italian Government issues similar instructions simultaneously for their officials in Military Government Territory.

Political Section

1111

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(b) /.....

- 2 -

- (b) Establishment Memoranda - effect minor changes in the organization of Allied Commission within the framework laid down by Executive Orders. They also deal with the regulation of the internal organization and personnel of Allied Commission; such for instance as relief, equipment, transport and the like. They are prepared by and issued over the signature of the DCS, Establishment Section, on Distribution "A".
- (c) Office Memoranda - are concerned with details of administration of HQ Allied Commission itself, and deal with office procedure and similar matters. They are prepared by and issued over the signature of the Adjutant, Distribution "A".

By command of Commodore STONE:

N. W. Draguff
N. W. DRAGUFF
Major, LCD
Adjutant

DISTRIBUTION

" A "

Political Section
DD
[Signature]
[Signature]

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Chief of Staff

Ref 65/42/COS

1 November 1944

OFFICE MEMORANDUM)

NUMBER 18)

AMENDMENT NO. 1

1. In the letterhead of the Memorandum and of Annex "D" delete "CAF" and substitute "APO 394".
2. Reference Note (iii) Annex "D". Telephone numbers will appear on the correspondence of all departments, excepting the Office of the Chief Commissioner.

H. H. H. H.
for Brigadier,
Chief of Staff.

DISTRIBUTION:

- "B" Group I (less 42 to 50, and 58)
- "B" Group II (for information)

Political Section
~~WS~~
~~RK~~
~~DD~~
~~SC~~
~~STW~~
RESTRICTEDHEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

20 September 1944.

OFFICE MEMORANDUM)

NUMBER

9)

AMENDMENT NO. 1

1. The following amendment and addition to Office Memorandum No. 9 (originally published as Administrative Instruction No. 2 Adv Hq. 5 July 1944), is published for the information and guidance of all concerned.
2. In accordance with Signal Instructions from Allied Force Headquarters, the following additional instructions are published for the guidance and compliance of originators of outgoing cables:
 - a. Originators will include the security classification as the first word of the text of all classified messages, i.e., Restricted, Confidential, Secret and Top Secret (TOPSEC).
 - b. Messages franked "In clear by any means" will not have those words as the first groups of the text, but "In clear by any means" will be shown in the normal position in the heading of the message.
3. Sections and Sub-Commissions will receive all incoming cables with the security classification shown as the first group or groups of the text, whether the cables are classified or not. This function will be performed by the Adjutant's Department in the processing and distribution of incoming cables.


E. L. CLOUGH,
Col, AGD,
Asst Estab Officer.
for the Establishments Officer.DISTRIBUTION:
"A"RESTRICTED

G-1 (A)/LWS/ja

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

1 August 1944

Political Sect

OFFICE MEMORANDUM)

NUMBER : 15)

CIVILIAN PERSONNEL(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 -

Hiring

All sections and subcommissions, or other sub-divisions, will report their personnel needs direct to the Civilian Personnel Office. Such requests

144

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Hiring

144
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

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

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 -

Rates of Pay

The following rates of pay are extracted from amendment No. 5, AFHQ, Adv Adm Echelon Adm 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.

	Min Lire	Max Lire	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
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	2,500	4,500	per month
Draughtsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2,100	4,500	per month
Professional Man (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

Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
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	2,500	4,500	per month
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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 ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

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

- 2 -

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 Adv 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 re-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 *W. J. A. S.*
Colonel, AGD
Executive Officer

DISTRIBUTION:

"C" - Modified

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT'S BRANCH
APO 394

Political Section

WCC

WCC

29 July 1944

OFFICE MEMORANDUM

NUMBER 14)

BILLETING - ACC OFFICERS - OFFICIALS

1. Grand Hotel.

- a. Vice Presidents and Officers with grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.
- b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.
- c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.
- d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.
- e. Officials whose rank or position is equivalent to that of Captain (Navy), Colonel (Army), for whom the Allied Control Commission has billeting responsibility, will, if possible, be billeted in the Grand Hotel.

2. Flora Hotel.

- a. Officers of the grade of Commander/Lt Commander (Navy), Lieut Colonel/Major (Army), and officials of equivalent grade or position, will be billeted in the Flora Hotel.

3. Milano, Esperia, and Bella Vista Hotels.

- a. Officers of the grade of Lieutenant (Navy), Captain (Army), and below, will be billeted in the Milano, Esperia, and Bella Vista Hotels.

4. Villas or apartments.

- a. Officers may be billeted in Villas or Apartments provided a Vice President or Officer of the grade of Captain (Navy), Colonel (Army), or above, assumes the responsibility for the Villa or Apartment and is billeted therein, provided also that the officers who are billeted in such Villas or Apartments, rank immaterial, have been designated by the officer responsible for the Villa or Apartment.
- b. Authorized military messes, British or American, may be established

0 3 4 6
Declassified E.O. 12356 Section 3.3/NND No. 785016

a. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), and above, assigned or attached to Hq ACC, will be billeted in the Grand Hotel.

b. Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), will be provided, in addition to a bedroom, with a sitting or reception room.

c. One bedroom will be made available for the PA or PA's, regardless of rank, of each Vice President and Officer above the grade of Captain (Navy), Colonel (Army), on request.

d. Batman and/or driver for Vice Presidents and Officers above the grade of Captain (Navy), Colonel (Army), may be billeted in the Grand Hotel in rooms not suitable for Officers. Two such EM/ORs will share a room.

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b. Authorized military messes, British or American, may be established with a minimum of 4 officers, upon approval of the Establishments Branch (R.C. & M.C. Section). **42**

c. Hq Rome Area Allied Command is the sole authority for the allocation of accommodations within the Rome Area. All requisitions will be processed by the Establishments Branch, through Hq Rome Area Allied Command.

d. In the matter of the requisitioning of accommodations, the principles and instructions contained in Administrative Memorandum No. 29, AFHQ, 8 July 1944, subject "Accommodations in Italy", will be strictly observed.

DISTRIBUTION "C"

John J. Albright
JOHN J. ALBRIGHT
Colonel, Infantry
Establishments Officer

Political Section

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

W.H.
D.P.

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

REDESIGNATION OF ADMINISTRATIVE INSTRUCTIONS

ACC ADVANCE HEADQUARTERS

Administrative Instructions Numbers 1 to 4, ACC Advance Headquarters, are hereby redesignated as Office Memoranda of Headquarters ACC and numbered as below:

<u>Administrative Instruction</u>	<u>New Designation</u>
1A	Office Memorandum No. 8
2	Office Memorandum No. 9
3	Office Memorandum No. 10
4	Office Memorandum No. 11

By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, AGC,
Executive Officer.

DISTRIBUTION:
"A"

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENT BRANCH
APO 394

24 July 1944.

OFFICE MEMORANDUM)

NUMBER 12)

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By order of Captain STONE (USNR):

E. L. Clough
E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:
"A"

140

Capital Section

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

H-6
[Signature]
DP

11 July 1944.

~~ADMINISTRATIVE INSTRUCTION~~

NUMBER

*11*AMENDMENT NO. 1LOCAL MAIL

1. Unclassified mail intended for local civilian addressees will be delivered through civilian mail channels.
2. Such mail will be put through the normal message center channels and will be delivered to the Central Post Office by Dispatch Rider.
3. No postage is required, and the mail will not be subject to censorship.
4. This mail should be addressed on the face of the envelope, and regulation US or British WD envelopes should be used.

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

DISTRIBUTION:

"A"

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

8 July 1944

ADMINISTRATIVE INSTRUCTION

NUMBER.....

11

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- US Army Courier Service.
- AJLS (Air Dispatch Letter Service)
- US Postal Service
- British Army Postal Service
- Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return address. Articles will not be addressed to an individual. If they require the special attention of a particular officer at a headquarters, or unit, the notation "Attention _____" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and I of O Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDS will be handled in the same manner as unclassified

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLS (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

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5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by ADLS will be handled in the same manner as previously.

7. The restrictions set out above do not apply to material sent by ACC count 138

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

E. L. CLOUGH
Colonel, ASD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

8 July 1944

ADMINISTRATIVE INSTRUCTION

NUMBER.....(4)

OFFICIAL MAIL SERVICES

1. The following information relative to the services available to offices of this headquarters for the dispatch of official mails are set forth for the information, guidance and compliance of all concerned.

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLS (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

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b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and L of O Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDLS will be handled in the same manner as previously.

0355

2. Mail of an official nature may be transmitted by the following means:

- a. US Army Courier Service.
- b. ADLs (Air Dispatch Letter Service)
- c. US Postal Service
- d. British Army Postal Service
- e. Motor Dispatch Letter Service.

3. Army Courier Service will be used for the transmission of Confidential, Secret, and Top-Secret mail. This service may not be used on Restricted and unclassified matter.

a. Articles to be forwarded by Army Courier Service will show both a complete address and return address. Articles will not be addressed to an individual, or if they require the special attention of a particular officer at a headquarters, or unit, the notation "Attention _____" may appear in the address.

b. A reference or file number will be placed on the outside cover, preferably directly under the return address.

4. Air Dispatch Letter Service.

Air Dispatch Letter Service is established to provide fast and safe delivery on Confidential, Secret and Top-Secret Official dispatches to major tactical, SOS, and I of O Headquarters within this theatre. Restricted and unclassified matter will not be handled by this service. (Par 3a & b also apply).

5. British and American Postal Services.

Unclassified material, and material classified as Restricted, will be transmitted by Army Postal Service (British or American).

6. Motor Dispatch Letter Service.

Material for dispatch by MDS will be handled in the same manner as previously.

ly.

Material for dispatch by MDS will be handled in the same manner as previously.

7. The restrictions set out above do not apply to material sent by ACC courier.

8. Heavy and bulky material may not be sent by courier. Within the established weight and size limits, such material may be sent through Army Postal channels.

E. L. CLOUGH
Colonel, ASD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

ADMINISTRATIVE INSTRUCTION)

NUMBER.....

AIR PASSAGES

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:

2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
No 1 District
No 2 District
No 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, ACC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial number or personal number of the personnel involved, the name of the sub-commission, staff branch or section within ACC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to Nov 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Nov 2/803. Nov 2, AAI, is located in Room 889, HQ, AAI.

b. Upon completion of the screening, per E. above, British officers and civilians will proceed to MATS, 66 piazza Esorda, and there book passage.

c. American officers and civilians will proceed direct to MATS. It is not necessary that requests for air passage for American personnel be screened by

1. The following instructions relative to the procedure in effect for the securing, screening and booking of air passages are published for the information and guidance of all concerned:

2. The following are the only authorities who may issue a Movement Order for British and American personnel:

Allied Armies in Italy
Fifth Army
Eighth Army
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No 2 District
No 3 District
Allied Control Commission

Travel orders specifying air transportation issued by any other headquarters are without value, and will not be recognized by Mediterranean Air Transport Service.

3. Requests for travel orders involving air transportation will be submitted in writing to the Adjutant, Advance HQ, AGC, a minimum of 24 hours before the travel contemplated. Requests will contain the full name, grade, Army Serial number or personnel number of the personnel involved, the name of the sub-commission, staff branch or section within AGC to which assigned or attached, the destination or destinations, the date on which the travel is planned, and a brief statement of the mission.

4. Upon receipt of appropriate orders, the individual travelling will take the following steps:

a. British officers and civilians will report to Nov 2, HQ, AAI, in person, with a copy of their order, in order that the request for passage may be screened, in compliance with Admin Instruction No 34, HQ, AAI, 27 June 1944, as amended by Amendment No. 1, 1 July 1944, Nov 2/803. Nov 2, AAI, is located in Room 869, HQ, AAI.

b. Upon completion of the screenings, per a. above, British officers and civilians will proceed to MATS, 66 Piazza Esarda, and there book passage.

c. American officers and civilians will proceed direct to MATS. It is not necessary that requests for air passage for American personnel be screened by AAI. Such screening is performed by MATS.

136

E. L. CLOUGH
Colonel, AGD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

5 July 1944

ADMINISTRATIVE INSTRUCTION)

NUMBER.....

SIGNAL PROCEDURE - CABLE PREPARATION

1. The following general rules and requirements for the preparation of outgoing signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.

2. Outgoing signals will be prepared on the appropriate forms, which may be obtained from the Adjutant's Department. Signals prepared on other forms, or in other styles, are not acceptable, and will be returned for revision.

3. The following general rules will be followed in the preparation of messages,

a. All messages will be submitted to the Adjutant in a total of ⁷~~six~~ (6) copies, of which one - the original - will be on the required printed blank. The remaining copies will be on ordinary thin white paper.

b. Opposite "TO" on the message form will be inserted the address of the unit which will actually receive the message, e. g., "AFHQ." No other information will appear there. When both action and information addressees are to be indicated, the following form will be used: AFHQ (ACTION) DISTWO (INFO). When a message is being sent for action to Allied Force Headquarters for action, and to Number Two District for information.

c. Opposite "FROM" on the message form will be inserted the legend "ACC".

d. Opposite "REFERENCE NO." will be inserted the reference number of the message. Reference numbers may be obtained from the Cable Section, Adjutant's Department, by telephoning number 428. No reference numbers other than those provided by the Cable Section, Adjutant's Department, will be used, and no others will be cited in the body of the message, excepting, of course, where it is necessary to refer to a cable which is being replied to.

e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.

f. The space opposite the legend "SIGNAL MESSAGE CENTER NO." WILL BE LEFT

going signals are published for the information and guidance of all concerned. Adherence thereto is in the interest of efficient, accurate and satisfactory signal traffic emanating from this headquarters, and is therefore enjoined on all activities.

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e. Opposite "DATE AND TIME OF ORIGIN" there will be inserted the date ONLY. The time will be inserted by the Adjutant or Assistant Adjutant at the time the cable is authenticated for transmission.

f. The space opposite the legend "SIGNAL MESSAGE CENTER NO" WILL BE LEFT BLANK.

g. Opposite "CLASSIFICATION" there will be inserted the security classification of the message. Messages are classified as follows:

TOP SECRET
SECRET
CONFIDENTIAL
RESTRICTED

135

Messages will NOT be classified as "Clear" or "By Radio" or "None". Messages not properly classified will be returned for correction to the originator.

Administrative Instruction Number 2 dtd 5 July 44 cont'd

h. Opposite "PRECEDENCE" will be inserted the degree of urgency of the message. Authorized precedence ratings are as follows:

URGENT
OPERATIONAL PRIORITY
PRIORITY
ROUTINE
DEFERRED

Originators of signals should bear in mind that, virtually without exception, the two highest classifications (URGENT AND OPERATIONAL PRIORITY) are reserved for combat operations, and should not be used in connection with administrative traffic. PRIORITY is the highest classification which should be given to administrative traffic. The indiscriminate use of higher classifications has been the subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

i. Opposite "OFFICE OF ORIGIN" will appear the title of the sub-communication, staff branch, or section, from which the signal emanates, i.e., "EXECUTIVE OFFICERS".

j. In the lower left-hand corner of the message form, under "Distribution", will be included all addressees not reached by signal means, i.e., to whom copies of the signal are distributed by hand or DR. These will not appear in the top or outside address.

4. INSIDE ADDRESS: All messages originating in this headquarters will contain an inside address, which contains details of the headquarters to which the message is directed, and of the originators. Inside addresses are contained in the text of the message, and will be in substantially the following form:

PAREN TO AHCZ FOR GEORGE FIVE FROM ACC ~~SIGNED STONE~~ PAREN

or

SIGNED STONE PAREN TO AHCZ FOR ACTION RPTD DISTWO AND TROOPERS PER INFO FROM ACC ~~SIGNED STONE~~ PAREN

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

The inside address will include all addressees, including those shown under "Distribution" (See Para 3 j).

5. Other rules for the preparation of messages are:

a. Figures must be spelled out - thus - FIVE - not #5

b. Punctuation will be spelled out - thus - PD CIN CMA - not (.) (.) (.)

subject of considerable attention by higher authority. Responsibility for assignment of precedence is the originator's. The authenticating officer will not, except under very unusual circumstances, alter the precedence of a message.

3. In the lower left-hand corner of the message form, under "Distribution", staff branch, or section, from which the signal emanates, i.e., to whom copies of the signal are distributed by hand or DR. These will not appear in the top or outside address.

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PAREN TO AFHQ FOR GEORGE FIVE FROM ACC ~~SIGNED STONE~~ SIGNED STONE

or

SIGNED STONE PAREN TO AFHQ FOR ACTION REPTD DISTWO AND TROOPERS FOR INFO FROM ACC ~~SIGNED STONE~~ SIGNED STONE

Messages will not, unless essential to the delivery thereof, contain direction either to or from individuals. Messages will be directed to offices or sections, where necessary in the opinion of the originator.

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5. Other rules for the preparation of messages are:

- a. Figures must be spelled out - thus - FIVE - not "5"
- b. punctuation will be spelled out - thus - PD CIN CEA - not (.) (:) (.)

E. L. Clough
E. L. CLOUGH
Colonel, AGD
Executive Officer

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
AFC 394
Establishment Branch

Office Memo
ADMINISTRATIVE INSTRUCTION

14 July 1944.

NUMBER

148

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 employees 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.

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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.

DISTRIBUTION:
"Au"

134

E. L. Clough
E. L. CLOUGH
Colonel, AGC,
Executive Officer.

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

1 July 1944

ADMINISTRATIVE INSTRUCTION)

NUMBER 1)

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

A - Hiring of employees.

1. Clerical and Supervisory Grades.
 - (a) A letter of request must be sent to British G-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 employees 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.

D - Reclassification.

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

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- (b) When approved a copy is forwarded to the employment section for the procurement of the requested clerical or technical help.
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D - Reclassification.

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E. L. Clough
E. L. CLOUGH
Colonel, AGD
Executive Officer

133

COPY

CONFIDENTIAL

AFHQ Adv Adm Echelon CMF

19/0

24 Jan 44
Copy No. 229AFHQ ADV ADM ECHELON ADMINISTRATIVE INSTRUCTION NO. 24.CONDITIONS OF EMPLOYMENT AND WAGE SCALE FOR CIVILIANS
EMPLOYED BY THE ALLIED ARMED FORCES IN ITALY.

1. These instructions apply to the employment of civilian labour and will be observed by all Branches of the Allied Forces and by all contractors employed by them.

2. Labour will be engaged by the machinery normal to both the American and British Armies but working in consultation with the AMG/ACC, wherever the latter is operating.

3. All labour will be engaged at or below the minimum rate of pay laid down in Appendix "A" and will be paid at least seven days. During this period they will be trade tested and thereafter receive a rate of pay, commensurate with their skill and ability, within the limits set out in Appendix "A".

4. Provisional rates for trades not listed will be established by Labour officers in conjunction with AMG/ACC. The Labour Officer will confirm in writing to the AMG/ACC the classification and rate of pay fixed. AMG/ACC will then submit such confirmation with comment to the Control of Wages Committee of the AFHQ Adv Adm Echelon, Local Resources (Italian) Board.

5. The rates of pay herein established will be basic 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 AFHQ Adv Adm Echelon based on recommendation submitted to it by the District or Command concerned.

6. The rates of pay herein established will apply to a day of 8 working hours exclusive of meal times or time required to travel to and from the job. Overtime will be paid for all time over 8 hours worked in one day, at the rate of one and a half times the regular rates.

Overtime rates may be paid in any locality for Sunday work where authorised by the Commander of an Army, District (British) or Base Section (US) and then only when the employee has worked seven consecutive days. Where there is conflict regarding overtime payment for Sunday work between two Allied authorities in the same locality, it will be decided by the Controlling Authority. (For definition of the Controlling Authority see AFHQ Adm Memo No. 11 (Revised) 1943 series).

There will be no extra pay for work performed on feast days or holidays.

Overtime will not be paid to hotel, mess or restaurant employees.

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2. Labour will be engaged by the machinery normal to both the American and British Armies but working in consultation with the AMG/ACC, wherever the latter is operating.

3. All labour will be engaged at or below the minimum rate of pay laid down in Appendix "A" and will be paid at least seven days. During this period they will be trade tested and thereafter receive a rate of pay, commensurate with their skill and ability, within the limits set out in Appendix "A".

4. Provisional rates for trades not listed will be established by Labour officers in consultation with AMG/ACC. The Labour Officer will confirm in writing to the AMG/ACC the classification and rate of pay fixed. AMG/ACC will then submit such confirmation with comment to the Control of Wages Committee of the AFHQ Adv Adm Echelon, Local Resources (Italian) Board.

5. The rates of pay herein established will be basic 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 AFHQ Adv Adm Echelon based on recommendation submitted to it by the District or Command concerned.

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There will be no extra pay for work performed on feast days or holidays.

Overtime will not be paid to hotel, mess or restaurant employees.

7. No employee will be permitted to change from one Allied unit to another without the agreement of the respective employing officers.

8. When civilian organisation such as railroad, public utilities, etc., are taken over by the military, wage rates shall remain unchanged until further notice.

9. Civilian contractors engaged to work for the Armed Forces will be responsible for making such employee payroll reductions and benefit payments as may be directed or authorised by law. The Armed Forces will make no such deductions.

132

10. It is not desirable to issue clothing to civil labour. Whenever such issues are essential they will not be made free, but on payment. Such issues and the rate of payment for them will, in each case, be first approved by District or Base Section Commander concerned. The latter before approving, will satisfy himself that AMG/ACC have been consulted and that no undue disturbances to the labour market will result.

11. The above instructions are effective 1 Feb 44.

12. The following procedure will be observed in obtaining labour and paying wages:

British Installations and Units.

(a) Applications for civil labour will normally be made to the nearest DADL (Civil), or, in Eighth Army area, to the PLCO. Should this not be possible, applications will be made to the nearest Civil Affairs Officer, AMG.

(b) Payroll forms and instructions on their use will be obtained from the DADL (Civil) or PLCO.

US Organizations and Units.

(c) Applications for civil labour will be cleared through the nearest Base Section Headquarters or such other labour office as may be set up in any particular locality from time to time. When no such office exists applications will be made to the nearest Civil Affairs Officer, AMG.

(d) Payroll forms and instructions on their use, will be obtained from the Labour Office, through which labour has been employed.

JAF/AEM

Major General
Deputy Chief Administrative Officer

DISTRIBUTION:

	Copy No.	Copy No.
HQ ACME	1 - 6	HQ TAF 99
HQ Fifth Army	7 - 10	HQ DAF 100
HQ Fifth Army (Br Increment)	11 - 12	ASIS/MTD 101 - 110
Main Engineer Army	13 - 17	HQ 214 Group BAF 111 - 120
Rear Engineer Army	18 - 22	Advised Control Commission 121
HQ No. 5 Base Dist	23 - 53	HQ AMG ACME 122
HQ No. 5 Base Dist	30 - 54	ASIS 123
CG, Third Army Base Section	55 - 59	PRC Med 124
AFHQ	59 - 63	ASIS 125
GHQ MEA	60 - 68	ASIS 126 - 137
No. 2 District	69 - 92	ASIS 138 - 147
C-in-C MEA	93	ASIS 148 - 157
EWAT	94	ASIS 158 - 192
FOUAI	95	ASIS 193 - 194
NOIC Combined HQ NAPLES	96	ASIS 195
HQ WAAF	97 - 98	ASIS 196 - 200

0307

DADL (Civil) or PLCO.

US Organizations and Units.

- (c) Applications for civil labour will be cleared through the nearest Base Section Headquarters or such other labour office as may be set up in any particular locality from time to time. When no such office exists applications will be made to the nearest Civil Affairs Officer, AMG.
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Major General
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Copy No.

Copy No.

HQ ACME	1 - 6	HQ TAF	99
HQ Fifth Army	7 - 10	HQ DAF	100
HQ Fifth Army (Br Increment)	11 - 12	AAFCO/MTO	101 - 110
Main Eng. Co. Army	13 - 17	HQ 214 Group RAF	111 - 120
Rear Eng. Co. Army	18 - 22	Unified Control Commission	121
HQ. No. 214 Group	23 - 28	IN AMC ACME	122
HQ No. 214 Group	29 - 34	IN AMC ACME	123
CG, 214th JAF Base Section	35 - 49	IN AMC ACME	124
AFHQ	50 - 60	IN AMC ACME	125
GHQ MAF	61 - 69	IN AMC ACME	126 - 137
No. 1 District	70 - 82	IN AMC ACME	138 - 147
C-in-C MAF	83 - 93	IN AMC ACME	148 - 157
BOWLT	94	IN AMC ACME	158 - 192
FOT/MI	95	IN AMC ACME	193 - 194
NCIC Combined HQ NAPLES	96	IN AMC ACME	195
HQ MAF	97 - 98	IN AMC ACME	196 - 200

APPENDIX "A" to Adm Instruction No.24

Dated: Jan 1944

RATES OF PAY - CIVILIAN LABOUR.

CLERICAL & SUPERVISORY GRADES.

	Min.	Max.
Accountant	2100	4500 per month
Assistant Purchasing Agent	3000	5500 "
Bookkeeper (Male)	2000	4000 "
Bookkeeper (Female)	1300	3500 "
Clerk, Office, Female	60	30 per day
Clerk, Office, Male	70	110 "
Cashier, Chief (Male)	2500	3500 per month
Draughtsman	2000	4000 "
Draughtsman, Chief	2500	4500 "
Interpreter, Oral & Translating	70	120 per day
Professional man (doctor, lawyer, dentist, construction, civil, mechanical, engineer)	4000	8000 per month
Typist (Male)	70	110 per day
Typist (Female)	60	90 "
Typist, Shorthand (stenog) English speaking	80	120 "
Telephone Operator, English speaking (Female)	70	110 "
Shop Superintendent	3000	5000 per 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.

Apprentices, all grades	Min.	Max.
Artisans' Mate (helper)	30	60 per day
Armature winder	70	90
Armourer	30	130
Asphyli layer	90	130
Blacksmith	80	105
Battery Worker	80	105
Baker	80	105
Boiler Maker	80	105
Bookbinder	20	105
Bookbinder Assistant	35	110
Bricklayer	70	85
Brigade	80	105
Riveter	80	105
Boilermaker	70	95
Carpenter	80	105
Caulker	80	105
Clothing Classifier	30	105
Chassis	55	65
Cook Qualifier	65	80
Cook	80	105
Copra Qualifier	80	110
Compositor	90	110
Compositor	80	90

Typist (Male) 70 110 per day
Typist (Female) 60 " "
Typist, shorthand (stenog) English speaking 80 " "
Telephone Operator, English speaking (Female) 70 " "
Shop Superintendent 3000 5000 per month
Warehouseman Superintendent 2500 4000 " "

43 1322

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.

Apprentices, all grades
Artisans Meté (helper)
Armature winder
Armorer
Asst. layer
Blacksmith
Battery Worker
Baker
Boiler maker
Bookbinder
Bookbinder's Assistant
Briquet maker
Brewer
Rigger
Boilermaker
Carpenter
Caulker
Clothing Classifier
Chamberlain
Coach Driver
Cooler
Compressor
Compressor's Assistant
Compressor, Chief
Chainman
Concretor
Cooper
Chauffeur or Driver
Chauffeur or Mechanic
Core Maker (Powdery)
Driver, t/c & Prepareres (Male)
Driver, t/c Prepareres (Female)
Driver, truck
Driver, mech. Truck

	Min.	Max.
	30	60 per day
	70	90
	90	130
	90	130
	80	105
	80	105
	80	105
	80	105
	80	105
	80	105
	85	110
	70	85
	80	105
	80	105
	70	95
	80	105
	80	105
	80	105
	55	65
	65	80
	80	105
	80	110
	80	105
	90	110
	80	90
	100	120
	80	100
	70	105
	80	105
	70	90
	80	100
	80	105
	70	90
	50	60
	80	100
	85	105

131

	Min.	Max.	per day
Driver, M.R. Electric	80	100	
Driver, Crane or Winch	80	100	
Driver, Engine, Loco	80	100	
Driver, Steam Roller or I.C. Stationary	80	100	
Electricians	85	110	
Farrier	90	100	
Fireman Oil Fuel	80	105	
Fireman, Coal, Steam Loco	80	105	
Fitter or Mechanic, Automobile	85	110	
Foundryman	70	90	
Glazier	75	95	
Gresser	70	90	
Grinder, Precision	90	120	
Hammerman or Striker	70	90	
Joiner	85	110	
Lineman	90	120	
Lino type operator	90	130	
Lighthouse keeper		80	
Markers and Sorters (Female)	55	70	
Messenger, English speaking (under 17)	60	50	
Messenger, English speaking (over 17)	90	70	
Laboratory and Dispensary Assistant (Male)	80	110	
Laboratory and Dispensary Assistant (Female)	90	100	
Lithographer	80	130	
Lithographer's Assistant	80	90	
Machinist	80	110	
Masons	80	110	
Mechanics, Instrument, Sewing Mach. Typewriter, Wireless	90	110	
Mechanic's Assistant	80	90	
Moulders	80	105	
Machine Minders	70	90	
Machine Minders Assistant	50	70	
Painter, Vernisher, Signwriter	85	105	
Pavement Layer	80	100	
Parquet Layer	80	100	
Pattern Maker	80	105	
Pointsmen	60	80	
Plater (Printing)	90	110	
Plumber	80	105	
Plasterer	85	105	
Printer	90	120	
Plate layer, Railroad	70	90	
Permanent Way Inspector	75	95	
Quarryman	80	100	
Rigger	85	105	
Rivet Heater	70	90	
Rivetter	85	105	
Rivetter, Holder Up	70	90	
Roadworker	60	70	
Road Supervisor	80	110	
Saddler	75	95	
Sawyer	80	100	
Saw Repairer and Sharpener	80	100	
Sheet Metal Worker	80	105	
Smelterer (Ore smelting)	80	105	
Shunter	70	90	
Slater	70	90	
Stone hand cutter	85	105	
Stone hand cutter (Assistant)	80	100	

130

Messenger, English speaking (over 17)	60	70
Laboratory and Dispensary Assistant (Male)	90	110
Laboratory and Dispensary Assistant (Female)	80	100
Lithographer	90	130
Lithographer's Assistant	80	90
Machinist	80	110
Masons	80	110
Mechanics, Instrument, Sewing Mach. Typewriter, Wireless	90	110
Mechanic's Assistant	80	90
Moulders	80	105
Machine Minders	70	90
Machine Minders Assistant	50	70
Painter, Varnisher, Signwriter	85	105
Pavement Layer	80	100
Parquet Layer	80	100
Pattern Maker	80	105
Pointsmen	60	80
Plater (Printing)	90	110
Plumber	80	105
Plasterer	85	105
Printer	90	120
Platelayer, Railroad	70	90
Permanent Way Inspector	75	95
Quarryman	80	100
Rigger	85	105
Rivet Heater	70	90
Rivetter	85	105
Rivetter, Holder Up	70	90
Roadworker	60	70
Road Supervisor	80	110
Saddler	75	95
Sawyer	80	100
Saw Repairer and Sharpener	80	100
Sheet Metal Worker	80	105
Smelterer (Ore smelting)	80	105
Shunter	70	90
Slater	70	90
Stone hand cutter	85	105
Stone hand cutter (Assistant)	80	100
Stevedore	80	85
Stevedore Head	90	100
Stevedore, Coaling Ore	90	95
Tent Mender	70	90
Tinsmith	80	105
Toolmaker	80	110
Tailor	80	110
Tailorless	60	80
Trimmer Coal	60	80
Turner	80	110
Time Keeper	70	120
Track Walker (Railroad)	70	90
Tile Layer	80	100
Vulcaniser	80	105

	Min.	Max.
Welder	85	105 per day
Watchman	60	70
Warehouseman or Storekeeper	80	120
Washer Machine (Male)	70	90
Washer Machine (Female)	50	60
Washer Hand (Female)	50	60
Storewoman	55	70
Wheelwright	60	100
Wireless Operator (Sender and receiver)	3000	4500 per month

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)
 Unskilled labour (Female)
 Boys up to 17

65 lire per day
 50 lire per day
 35 lire per day

HOTEL GRADES

Monthly.

	Min.	Max.
Head Waiter	3400	4400
Waiter	2700	3400
Assistant Waiters	2100	2600
Head Cook	2900	4400
Cook	2700	3600
Assistant Cook	1900	2100
Dishwasher	1600	1900
Housekeeper (Female)	2400	3400
Chambermaid	2100	2700
Porter	2400	2900
Linen Keeper	1900	2400
Ironing Women	1600	2000
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

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

MESSES

	Min.	Max.
Head Cook	2700	4400
Cook	2700	3600
Assistant Cook	1900	2100
Head Waiter	2700	4400
Waiter	2700	3400
Assistant Waiter	2100	2600
Dish Washer	1500	1800
Handyman	1900	2400
Orderly (British Mess)	2400	3000

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

MARINE GRADES

Daily

	Min.	Max.
Able Seaman	70	90
Boatman	60	70
Coxswain (helmsman)	80	100

Able Seaman
 Boatman
 Coxswain (helmsman)

Unskilled labour (Male)
Unskilled labour (Female)
Boys up to 17

HOTEL GRADES

	Min.	Max.
Head waiter	3400	4400
Waiter	2700	3400
Assistant Waiters	2100	2800
Head Cook	2900	4400
Cook	2700	3600
Assistant Cook	1800	2100
Dishwasher	1600	1900
Housekeeper (Female)	2400	3400
Chambermaid	2100	2700
Porter	2400	2900
Linen Keeper	1900	2400
Ironing Women	1600	2000
Washer (Male)	2000	2500
Washer (Female)	1500	1900
Elevator Operator	1700	2100
Handyman	1900	2400
Skilled Labour (Permanent)	2300	3000
Waitresses	2200	2800
Cashiers (Female)	1800	2400

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

MESSIES

	Min.	Max.
Head Cook	2700	4400
Cook	2700	3600
Assistant Cook	1300	2100
Head Waiter	2700	4400
Waiter	2700	3400
Assistant Waiter	2100	2800
Dish Washer	1600	1900
Handyman	1900	2400
Orderly (British Mess)	2100	3000

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

MARINE GRADES

	Min.	Max.	Daily	Month
Able Seaman	70	80	70	2100
Boatman	60	70	60	1800
Coxswain (helmsman)	80	100	80	2400
Diver (plus 35 L. per hour under water)	2000	4000	2000	60000
Draughtsman (Marine)	80	100	80	2400
Rope Splicer	70	90	70	2100
Salvage Hand	95	110	95	2850
Salvage Hand (Master)	85	110	85	2550
Sailmaker	90	120	90	2700
Tugboat Engineer	100	130	100	3000
Tugboat Master	80	100	80	2400
Shipwright	80	100	80	2400
Stoker and Fireman	80	100	80	2400

130

- 4 -

NOTES:

1. For female rates where not specified, 15% will be deducted from the male rate in the same classification.
2. 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.
3. The cost of food when issued, will be deducted as follows:-
 - (a) One lire per meal for dehydrated soup.
 - (b) Ten lire per meal or twenty lire per day for rations.

TSS

COPYCONFIDENTIALAFHQ Adv Adm Echelon CMF19/024 Jan 44
Copy No. 229AFHQ ADV ADM ECHELON ADMINISTRATIVE INSTRUCTION NO. 24.CONDITIONS OF EMPLOYMENT AND WAGE SCALE FOR CIVILIANS
EMPLOYED BY THE ALLIED ARMED FORCES IN ITALY.

1. These instructions apply to the employment of civilian labour and will be observed by all Branches of the Allied Forces and by all contractors employed by them.

2. Labour will be engaged by the machinery normal to both the American and British Armies but working in consultation with the AMG/ACC, wherever the latter is operating.

3. All labour will be engaged at or below the minimum rate of pay laid down in Appendix "A" and will be paid at least seven days. During this period they will be trade tested and thereafter receive a rate of pay, commensurate with their skill and ability, within the limits set out in Appendix "A".

4. Provisional rates for trades not listed will be established by Labour officers in conjunction with AMG/ACC. The Labour Officer will confirm in writing to the AMG/ACC the classification and rate of pay fixed. AMG/ACC will then submit such confirmation with comment to the Control of Wages Committee of the AFHQ Adv Adm Echelon, Local Resources (Italian) Board.

5. The rates of pay herein established will be basic 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 AFHQ Adv Adm Echelon based on recommendation submitted to it by the District or Command concerned.

6. The rates of pay herein established will apply to a day of 8 working hours exclusive of meal times or time required to travel to and from the job. Overtime will be paid for all time over 8 hours worked in one day, at the rate of one and a half times the regular rates.

Overtime rates may be paid in any locality for Sunday work where authorised by the Commander of an Army, District (British) or Base Section (US) and then only when the employee has worked seven consecutive days. Where there is conflict regarding overtime payment for Sunday work between two Allied authorities in the same locality, it will be decided by the Controlling Authority. (For definition of the Controlling Authority see AFHQ Adm Memo No. 11 (Revised) 1943 series).

There will be no extra pay for work performed on feast days or holidays.

Overtime will not be paid to hotel, mess or restaurant employees..

2. Labour will be engaged by the machinery normal to both the AMG/ACC, wherever and British Armies but working in consultation with the AMG/ACC, wherever the latter is operating.

3. All labour will be engaged at or below the minimum rate of pay laid down in Appendix "A" and will be paid at least seven days. During this period they will be trade tested and thereafter receive a rate of pay, commensurate with their skill and ability, within the limits set out in Appendix "A".

4. Provisional rates for trades not listed will be established by Labour officers in conjunction with AMG/ACC. The Labour Officer will confirm in writing to the AMG/ACC the classification and rate of pay fixed. AMG/ACC will then submit such confirmation with comment to the Control of Wages Committee of the AMG Adv Adm Echelon, Local Resources (Italian) Board.

5. The rates of pay herein established will be basic 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 AFHQ Adv Adm Echelon based on recommendation submitted to it by the District or Command concerned.

6. The rates of pay herein established will apply to a day of 8 working hours exclusive of meal times or time required to travel to and from the job. Overtime will be paid for all time over 8 hours worked in one day, at the rate of one and a half times the regular rates.

Overtime rates may be paid in any locality for Sunday work where authorised by the Commander of an Army, District (British) or Base Section (US) and then only when the employee has worked seven consecutive days. Where there is conflict regarding overtime payment for Sunday work between two Allied authorities in the same locality, it will be decided by the Controlling Authority. (For definition of the Controlling Authority see AFHQ Adm Memo No. 11 (Revised) 1943 series).

There will be no extra pay for work performed on feast days or holidays.

Overtime will not be paid to hotel, mess or restaurant employees.

7. No employee will be permitted to change from one Allied unit to another without the agreement of the respective employing officers.

8. When civilian organisation such as railroad, public utilities, etc., are taken over by the military, wage rates shall remain unchanged until further notice.

9. Civilian contractors engaged to work for the Armed Forces will be responsible for making such employee payroll reductions and benefit payments as may be directed or authorised by law. The Armed Forces will make no such deductions.

129

10. It is not desirable to issue clothing to civil labour. Whenever such issues are essential they will not be made free, but on payment. Such issues and the rate of payment for them will, in each case, be first approved by District or Base Section Commander concerned. The latter before approving, will satisfy himself that AMG/ACC have been consulted and that no undue disturbances to the labour market will result.

11. The above instructions are effective 1 Feb 44.

12. The following procedure will be observed in obtaining labour and **SS** paying wages:

British Installations and Units.

(a) Applications for civil labour will normally be made to the nearest DADL (Civil), or, in Eighth Army area, to the PLCO. Should this not be possible, applications will be made to the nearest Civil Affairs Officer, AMG.

(b) Payroll forms and instructions on their use will be obtained from the DADL (Civil) or PLCO.

US Organizations and Units.

(c) Applications for civil labour will be cleared through the nearest Base Section Headquarters or such other labour office as may be set up in any particular locality from time to time. When no such office exists applications will be made to the nearest Civil Affairs Officer, AMG.

(d) Payroll forms and instructions on their use, will be obtained from the Labour Office, through which labour has been employed.

JAF/AEM

Deputy Chief Administrative Officer
Major General

DISTRIBUTION:

<u>DISTRIBUTION:</u>		<u>Copy No.</u>	
HQ ACME	1 - 6	HQ TAF	99
HQ Fifth Army	7 - 10	HQ DAF	100
HQ Fifth Army (Br Increment)	11 - 12	AFICG/MTO	101 - 110
Main English Army	13 - 17	HQ 214 Group RAF	111 - 120
Rear English Army	18 - 22	United Control Commission	121
HQ. No. 1	23 - 24	HQ 214 ACME	122
HQ No. 2	25 - 26	FMTO Med	123
CG, Tenth Army Base Section	27 - 28	FMTO	124
AFHQ	29 - 30	FMTO	125
GHC MED	31 - 32	FMTO	126 - 137
No. 1 District	33 - 34	FMTO	138 - 147
C-in-C	35 - 36	FMTO	148 - 157
ECOM	37 - 38	FMTO	158 - 192
FOT/MI	39 - 40	FMTO	193 - 194
NOIC Combined HQ NAPLES	41 - 42	FMTO	195
HQ WAF	43 - 44	FMTO	196 - 200

(b) Payroll forms and instructions on their use will be obtained from the DADL (Civil) or PLCO.

US Organizations and Units.

(c) Applications for civil labour will be cleared through the nearest Base Section Headquarters or such other labour office as may be set up in any particular locality from time to time. When no such office exists applications will be made to the nearest Civil Affairs Officer, AMG.

(d) Payroll forms and instructions on their use, will be obtained from the Labour Office, through which labour has been employed.

JAF/AEM
Major General
Deputy Chief Administrative Officer

DISTRIBUTION:

	Copy No.	Copy No.
HQ AFCE	1 - 6	HQ TAF 99
HQ Fifth Army	7 - 10	HQ DAF 100
HQ First Army (Br Increment)	11 - 12	AFSC/ATO 101 - 110
Main Supply Column	13 - 17	HQ 914 Group RAF 111 - 130
Rear Supply Column	18 - 22	United Control Commission 121
HQ No. 1 Air Wing	23 - 33	AFSC/AFCE 122
HQ No. 2 Air Wing	34 - 51	AFSC/AFCE 123
CG, 1st Air Force	52 - 59	AFSC/AFCE 124
AFHQ	60 - 68	AFSC/AFCE 125
GHQ MAF	69 - 88	126 - 137
No. 1 District	89 - 92	138 - 147
C-in-C MAF	93	148 - 157
BOWEN	94	158 - 192
POTTER	95	193 - 194
NOIC Combined HQ NAPLES	96	195
HQ WAAF	97 - 98	196 - 200

APPENDIX "A" to Admin Instruction No. 24

Dated 24 Jan 1944

RATES OF PAY - CIVILIAN LABOUR.

CLERICAL & SUPERVISORY GRADES.

	Lire.	
	Min.	Max.
Accountant	2100	4500 per month
Assistant Purchasing Agent	3000	5500 "
Bookkeeper (Male)	2000	4000 "
Bookkeeper (Female)	1800	3500 "
Clerk, Office, Female	60	90 per day
Clerk, Office, Male	70	110 "
Cashier, Chief (Male)	2500	3500 per month
Draughtsman	2000	4000 "
Draughtsman, Chief	2500	4500 "
Interpreter, Oral & Translating	70	120 per day
Professional men (doctor, lawyer, dentist, construction, civil, mechanical, engineer)	4000	8000 per month
Typist (Male)	70	110 per day
Typist (Female)	60	90 "
Typist, shorthand (stenog)	80	120 "
Telephone Operator, English speaking (Female)	70	110 "
Shop Superintendent	3000	5000 per 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.

	Lire.	
	Min.	Max.
Apprentices, all grades	30	60 per day
Artisans Mate (helper)	70	90
Armature winder	30	130
Armourer	90	130
Asphalt layer	80	105
Blacksmith	80	105
Battery Worker	80	105
Baker	80	105
Boilermaker	80	105
Bookbinder	80	105
Bookbinders Assistant	65	110
Briquetter	70	85
Brewer	80	105
Rigger	80	105
Boilerman	70	95
Carpenter	80	105
Caulker	80	105
Clothing Classifier	20	105
Checker	55	65
Coach Builder	65	80
Cooler	80	105
Copier	80	110
Copier with	80	105

civil, mechanical, engineering
 Typist (Male)
 Typist (Female)
 Typist, shorthand (steno) English speaking
 Telephone Operator, English speaking (Female)
 Shop Superintendent
 Warehouseman Superintendent

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.
Apprentices, all grades	30	60 per day
Artisans Mate (helper)	70	90
Armature winder	90	130
Armourer	90	130
Asphalt layer	80	105
Blacksmith	80	105
Battery Worker	80	105
Baker	80	105
Boiler maker	80	105
Bookbinder	85	110
Bookkeeper's Assistant	70	85
Briquetter	80	105
Braider	80	105
Rigger	70	95
Boilerman	80	105
Carpenter	80	105
Caulker	80	105
Clothier Classifier	55	65
Charcoal	65	80
Coach Builder	80	105
Cobbler	80	110
Copra Smith	80	105
Compositor	90	110
Compositor's Assistant	80	90
Compositor, Chief	100	120
Chainman	80	100
Concretor	70	105
Cooper	80	105
Chauffeur or Driver	70	90
Chauffeur or Mechanic	80	100
Core Maker (Monday)	80	105
Driver, m/c Prepareres (Male)	70	90
Driver, m/c Prepareres (Female)	50	60
Driver, Truck	80	100
Driver, mech. Truck	85	105

128

- 2 -

	Min.	Max.	per day
Driver, M.R. Electric	80	100	
Driver, Crane or Winch	90	100	
Driver, Engine, Loco	80	100	
Driver, Steam Roller or I.C. Stationary	80	100	
Electricians	35	110	
Farrier	80	100	
Fireman Oil Fuel	80	105	
Fireman, Coal, Steam Loco	80	105	
Fitter or Mechanic, Automobile	85	110	
Foundryman	70	90	
Glazier	75	95	
Greaser	70	90	
Grinder, Precision	90	120	
Hammerman or Striker	70	90	
Joiner	85	110	
Lineman	90	120	
Linotype operator	90	130	
Lighthouse keeper	55	80	
Markers and Sorters (Female)	60	70	
Messenger, English speaking (under 17)	90	110	
Messenger, English speaking (over 17)	80	100	
Laboratory and Dispensary Assistant (Male)	90	130	
Laboratory and Dispensary Assistant (Female)	80	90	
Lithographer	80	110	
Lithographer's Assistant	80	110	
Machinist	80	110	
Masons	80	105	
Mechanics, Instrument, Sewing Mach. Typewriter, Wireless	70	90	
Mechanic's Assistant	50	70	
Moulders	85	105	
Machine Minders	80	100	
Machine Minders Assistant	80	100	
Painter, Varnisher, Signwriter	60	80	
Pavement Layer	80	105	
Parquet Layer	80	100	
Pattern Maker	80	105	
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	
Quarryman	80	100	
Rigger	85	105	
Rivet Heater	70	90	
Rivetter	85	105	
Rivetter, Holder Up	70	90	
Roadworker	60	70	
Road Supervisor	80	110	
Saddler	75	95	
Sawyer	80	100	
Saw Repairer and Sharpener	80	100	
Sheet Metal Worker	80	105	
Smelter (Ore smelting)	70	90	
Shunter	70	90	
Slater	70	90	
Stone hand cutter	85	105	
Stone hand cutter (Assistant)			

Messenger, English speaking (under 17)	60	50
Messenger, English speaking (over 17)	90	70
Laboratory and Dispensary Assistant (Male)	80	110
Laboratory and Dispensary Assistant (Female)	90	100
Lithographer	80	130
Lithographer's Assistant	80	90
Machinist	80	110
Masons	80	110
Mechanics, Instrument, Sewing Mach. Typewriter, Wireless	90	110
Mechanic's Assistant	80	90
Moulders	80	105
Machine Minders	70	90
Machine Minders Assistant	50	70
Painter, Varnisher, Signwriter	85	105
Pavement Layer	80	100
Parquet Layer	80	100
Pattern Maker	80	105
Pointsman	60	80
Plater (Printing)	90	110
Plumber	80	105
Plasterer	85	105
Printer	90	120
Platelay, Railroad	70	90
Permanent Way Inspector	75	95
Quarryman	80	100
Rigger	85	105
Rivet Heater	70	90
Rivetter	85	105
Rivetter, Holder Up	70	90
Roadworker	60	70
Road Supervisor	80	110
Saddler	75	95
Sawyer	80	100
Saw Repairer and Sharpener	80	100
Sheet Metal Worker	80	105
Smelterer (Ore smelting)	80	105
Shunter	70	90
Slater	70	90
Stone hand cutter	85	105
Stone hand cutter (Assistant)	80	100
Stevedore	80	85
Stevedore Head	90	100
Stevedore, Coaling Ore	90	95
Tent Mender	70	90
Tinsmith	80	105
Toolmaker	80	110
Tailor	80	110
Tailorers	60	80
Trimmer Coal	60	80
Turner	80	110
Time Keeper	70	120
Track Walker (Railroad)	70	90
Tile Layer	80	100
Vulcaniser	80	105

- 3 -

	Min.	Max.
Welder	85	105 per day
Watchmen	60	70
Warehouseman or Storekeeper	80	170
Washer Machine (Male)	70	90
Washer Machine (Female)	50	60
Washer Hand (Female)	50	60
Storewoman	55	70
Wheelwright	80	100
Wireless Operator (Sender and receiver)	3000	4500 per month

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

	Min.	Max.
Head waiter	3400	4400
Waiter	2700	3400
Assistant Waiters	2100	2600
Head Cook	2900	4400
Cook	2700	3600
Assistant Cook	1800	2100
Dishwasher	1600	1700
Housekeeper (Female)	2400	3400
Chambermaid	2100	2700
Porter	2400	2900
Linen Keeper	1900	2400
Ironing women	1600	2000
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

	Min.	Max.
Head Cook	2700	4400
Cook	2700	3600
Assistant Cook	1900	2100
Head waiter	2700	4400
Waiter	2700	3400
Assistant waiter	2100	2600
Dish washer	1600	1900
Handyman	1900	2400
Orderly (British Mess)	2400	3000

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

MARINE GRADES

	Min.	Max.
Able Seaman	70	80
Boatman		

Daily

HOTEL GRADES

Monthly.

Min.	Max.
3400	4400
2700	3400
2100	2600
2900	4400
2700	3600
1800	2100
1600	1900
2400	3400
2100	2700
2400	2900
1900	2400
1600	2000
2000	2500
1500	1800
1700	2100
1900	2400
2200	3000
2200	2800
1600	2400

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

- Head Waiter
- Waiter
- Assistant Waiters
- Head Cook
- Cook
- Assistant Cook
- Dishwasher
- Housekeeper (Female)
- Chambermaid
- Porter
- Linen Keeper
- Ironing women
- Washer (Male)
- Washer (Female)
- Elevator Operator
- Handyman
- Skilled Labour (Permanent)
- Waitresses
- Cashiers (Female)

MESSES

Min.	Max.
2700	4400
2700	3600
1800	2100
2700	4400
2700	3400
2100	2600
1300	1900
1900	2400
2400	3000

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

- Head Cook
- Cook
- Assistant Cook
- Head Waiter
- Waiter
- Assistant Waiter
- Dish Washer
- Handyman
- Orderly (British Mess)

MARINE GRADES

<u>Daily</u>		(Month)	127
<u>Min</u>	<u>Max</u>		
70	80		
60	70		
80	100		
	110		
3000	4000		
80	100		
70	90		
95	110		
85	110		
90	120		
100	130		
80	100		
80	100		

- Able Seaman
- Boathand
- Coxswain (helmsman)
- Diver (plus 35 L. per hour under water)
- Draughtsman (Marine)
- Rope Splicer
- Salvage Hand
- Salvage Hand (Master)
- Sailmaker
- Tugboat Engineer
- Tugboat Master
- Skipwright
- Stoker and Fireman

- 4 -

NOTES:

1. For female rates where not specified, 15% will be deducted from the male rate in the same classification. 738
2. 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.
3. The cost of food when issued, will be deducted as follows:-
 - (a) One lire per meal for dehydrated soup.
 - (b) Ten lire per meal or twenty lire per day for rations.

HEADQUARTERS
ALLIED CONTROL COMMISSION
ESTABLISHMENTS BRANCH
APO 394

24 July 1944

OFFICE MEMORANDUM

NUMBER : 7)

DUTY HOURS

1. Office Hours:

a. Office hours of 0830 to 1800 week-days, 0930 to 1800 Sunday will be observed by the personnel of this Headquarters, subject to such extension of hours as may be necessary to carry out the functions of the offices, to be determined by Directors of Sub-Commissions and Heads of Branches and Departments. A daily lunch period of one-and-one half hours is authorized.

b. Lunch periods of office personnel will be arranged so that an officer and a clerk will be available in each Section, Sub-Commission, Department or Branch during the lunch period to answer telephone calls. If only 1 officer and 1 clerk are present in any of the above offices, the officer or clerk will be available.

c. An officer who has occasion to leave his office during office hours will, upon departure, leave information as to where he can be reached during his absence and the probable time of his return to the office.

2. Recreation:

Officers and EM/ORs will devote one day each week to exercise and recreation. A roster of the officers and EM/ORs assigned to each Section, Sub-Commission or office will be maintained, showing the day per week to be devoted to exercise and recreation. Not more than 50% of the assigned strength of any office will select Sunday as the day off for exercise and recreation. The roster may be changed without notice to meet the work requirements of the office. Directors of Sub-Commissions and Heads of Offices will insure that the Sub-Commission or Office is in charge of the second in command or some other qualified officer during their absence. Personnel required to be on duty on Sunday will be permitted sufficient time to attend church services if they so desire.

3. Night Staff Duty Officer:

a. During the period from 1800 to 0830 on week-days and from 1800 to 0930 on Sundays a Headquarters Duty Officer will be on duty in the Adjutant's office to transact routine business and to locate responsible officers on urgent matters which he is unable to handle.

b. During the same period there will be an EM/OR to assist the duty officer.

John J. Albright
JOHN J. ALBRIGHT

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John J. Albright
JOHN J. ALBRIGHT,
Colonel, Infantry,
Establishments Officer.

DISTRIBUTION: "C"

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