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Civilian Personnel
NOV 1944 - MAR 1945

Liaison Officer

HEADQUARTERS ALLIED COMM. SECTION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM
NUMBER 2)

19 March 1945

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

The following information contained in AFHQ Cable FX 41305, dated 10 March 1945, is published for necessary action.

Effective with commencement of 1st pay period subsequent to 28 February 1945, cost of living bonus for civilian employees established by AFHQ Administrative Memorandum 62 is authorized to be increased as follows:

1. Daily Wage Group (15 lire per day increase)

a. Adult Group

	Maximum Permissible Bonus	
	Old	New
Up to and including 120 lire	60 lire	75 lire
From 121 to 125 lire	57 "	72 "
126 to 130 "	55 "	70 "
131 to 135 "	52 "	67 "
136 to 165 "	50 "	65 "
166 to 170 "	47 "	62 "
171 to 175 "	45 "	60 "
176 to 180 "	42 "	57 "
From 181 and above	40 "	55 "

b. Cost of living bonus for juveniles increased 4 lire per day.

25 lire 29 lire

c. Abatement will be made when full rations are furnished at a rate of 4 lire per day for daily wage group.

2. Monthly Wage Group (390 lire per month increase)

a. Adult Group

	Maximum Permissible Bonus	
	Old	New
		180

Basic Wage

Up to and including 3000 lire 1560 lire 1950 lire
From 3001 to 3100 lire 1530 " 1920 "

established by
be increased as follows:

1. Daily Wage Group (15 lire per day increase)

a. Adult Group

	Maximum Permissible Bonus	
	Old	New
<u>Basic Wage</u>		
Up to and including 120 lire	60 lire	75 lire
From 121 to 125 lire	57 "	72 "
126 to 130 "	55 "	70 "
131 to 135 "	52 "	67 "
136 to 165 "	50 "	65 "
166 to 170 "	47 "	62 "
171 to 175 "	45 "	60 "
176 to 180 "	42 "	57 "
From 181 and above	40 "	55 "

b. Cost of living bonus for juveniles increased 4 lire per day. 25 lire 29 lire

c. Abatement will be made when full rations are furnished at a rate of 4 lire per day for daily wage group.

2. Monthly Wage Group (390 lire per month increase)

a. Adult Group

	Maximum Permissible Bonus	
	Old	New
<u>Basic Wage</u>		
Up to and including 3000 lire	1560 lire	1950 lire
From 3001 to 3100 lire	1530 "	1920 "
3101 to 3200 "	1480 "	1870 "
3201 to 3300 "	1430 "	1820 "
3301 to 3400 "	1380 "	1770 "
3401 to 3500 "	1330 "	1720 "
3501 to 5000 "	1300 "	1690 "
5001 to 5100 "	1230 "	1620 "
5101 to 5200 "	1180 "	1570 "
5201 to 5300 "	1130 "	1520 "
5301 to 5400 "	1080 "	1470 "
From 5401 and above	1040 "	1430 "

G-1 Sect. Civ. Pers. Hq AC, Memo No. 2 (cont'd)

b. Cost of living bonus for juveniles increased 104 lire per month.

650 lire 754 lire

c. Abatement will be made when full rations are furnished at a rate of 104 lire per month for monthly wage group.

COST-OF-LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED
IN ALLIED HOTELS, CLUBS, MESSES AND OTHER EMPLOYEES
WHOSE WAGES ARE PAID PARTLY IN KIND

1. Adult Group (Increased 285 lire per month)

<u>Basic Wage</u>	<u>Maximum</u>	
	<u>Permissible Bonus</u> <u>Old</u>	<u>New</u>
Up to and including 3600 lire	1040 lire	1325 lire
From 3601 to 3700 lire	990 "	1275 "
3701 to 3800 "	940 "	1225 "
3801 to 4900 "	890 "	1175 "
4901 to 5000 "	840 "	1125 "
5001 to 5100 "	790 "	1075 "
5101 to 5200 "	740 "	1025 "
From 5201 and above	670 "	955 "

2. Juveniles cost of living bonus remains the same, 130 lire per month.

R. T. Uhler
R. T. UHLER
Lt. Col. AGD.
G-1(A)

1. Adult Group (Increased 285 lire per month)

<u>Basic Wage</u>		<u>Maximum</u> <u>Permissible Bonus</u>	
		<u>Old</u>	<u>New</u>
Up to and including 3600 lire		1040 lire	1325 lire
From 3601 to 3700 lire		990 "	1275 "
3701 to 3800 "		940 "	1225 "
3801 to 4900 "		890 "	1175 "
4901 to 5000 "		840 "	1125 "
5001 to 5100 "		790 "	1075 "
5101 to 5200 "		740 "	1025 "
From 5201 and above		670 "	955 "

2. Juveniles cost of living bonus remains the same, 130 lire per month.

R. T. UHLER
Lt. Col. AGD.
G-1(A)

HEADQUARTERS
ALLIED COMMISSION
APO 334

Office of the Headquarters Commandant

6 February 1946

HQS/5/4

SUBJECT: Civilian Mess - Office employees.

TO : All Sub-Commissions, Sections and Branches,
this Headquarters.

1. The Italian civilian employees' mess will commence on Thursday, 8 Feb 1946.

2. The mid-day meal will only be served on production of a ticket which is valid for one day only.

3. Booklets of tickets, costing ten (10) lire per ticket and covering the period 8 Feb to 15 Feb will be sold in Room 26, 1st Floor, on Monday and Tuesday, 6 and 8 February, between the hours of 0900 and 1200, and 1400 and 1600. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, Sub-Commissions, Branches, etc. should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the mid-day meal. These rolls, together with cash, i.e. 80 lire per person to cover the period stated above, will be forwarded to Room 26, 1st Floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of books; the original copy will be retained by this office for reference and as a receipt for the number of booklets issued.

5. Booklets are not transferable. From one employee to another and no reimbursement will be made for unused tickets, except on termination of employment.

6. Under AFHQ Administrative Memorandum No. 47, dated 16 Nov 44, two (2) lire per day will continue to be deducted from the pay through payrolls of civilian employees partaking of the mid-day meal.

7. Heavy labourers. - Booklets of tickets will also be issued to those employees classified for heavy labourers' meal. These employees will be shown separately on nominal rolls. No further charge will be made against these employees, other than the seven (7) lire per day as at present being deducted on the payrolls.

8. Organizations, etc. whose employees are not being paid from A.C. funds will draw booklets at the rate of twelve (12) lire per day for office personnel and seven (7) lire per day for heavy labourers.

179

ROBERTSON

Colonel

0390

1. The Italian civilian employees in 1945.
2. The mid-day meal will only be served on production of a ticket which is valid for one day only.
3. Booklets of tickets, costing ten (10) lire per ticket and covering the period 8 Feb to 15 Feb will be sold in Room 35, 1st floor, on Monday and Tuesday, 5 and 6 February, between the hours of 0800 and 1200, and 1400 and 1800. Booklets will not be sold outside the above dates or times.
4. To obtain booklets, sub-commissions, branches, etc. should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the mid-day meal. These rolls, together with cash, i.e. 80 lire per person to cover the period stated above, will be forwarded to Room 35, 1st floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of books; the original copy will be retained by this office for reference and as a receipt for the number of booklets issued.
5. Booklets are not transferable from one employee to another and no reimbursement will be made for unused tickets, except on termination of employment.
6. Under AMEX Administrative Memorandum No. 47, dated 13 Nov 44, two (2) lire per day will continue to be deducted from the pay through payrolls of civilian employees partaking of the mid-day meal.
7. Heavy labourers. - Booklets or tickets will also be issued to those employees classified for heavy labourers' meal. These employees will be shown separately on nominal rolls. No further charge will be made against these employees, other than the seven (7) lire per day as at present being deducted on the payrolls.
8. Organizations, etc. whose employees are not being paid from A.O. funds will draw booklets at the rate of twelve (12) lire per day for office personnel and seven (7) lire per day for heavy labourers.

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Colonel

R. H. ROBERTSON

Hq. Commandant.

Political Section
OK
WA

HEADQUARTERS ALLIED COMMISSION
A.O. 394
ESTABLISHMENT SECTION

42.3/EST

18 January 1945

SUBJECT: Transport of Civilian Employees

TO : All Regional Commissioners.

1. A number of instances have recently been reported to this Headquarters of officers arriving in Rome, on change of station, and bringing with them civilian employees, as a matter of convenience to the employees.

2. This practice will cease.

3. This Headquarters has, on frequent occasions, been pressed to provide sufficient transport for its own operational needs.

4. Effective with the publication of this letter, Headquarters Allied Commission will not transport back to their permanent duty stations civilian employees brought to Rome for their own convenience, and for whom return transport has not been provided by their parent unit.

5. Appropriate action will be initiated against officers responsible for violation of this directive.

For the Deputy Chief of Staff:

C. M. Parkin
C. M. PARKIN
Colonel, Inf.,
Executive Officer (US)

DISTRIBUTION:

"A"
Less Group III

HEADQUARTERS ALLIED COMMISSION

APQ 394

3-1 Section Civilian Personnel

Ref. Civ Pers/268

8 January 1945

Subject: Social Insurance Coverage for Italian Civilians
Employed Directly by Allied Forces.

To : See Distribution.

The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. The following is published for the guidance and information of employing Sections of Headquarters Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form (PF/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. **4772**
Reverse side of card contains instructions for employ-

0 3 9 9

The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. The following is published for the guidance and information of employing Sections of Headquarters Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office Memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form (FF/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingencies, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.

(c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in writing. At such a time this office will place his social insurance card (Form SI-1) in a suspense file for a period of 30 days. If worker fails to re-turn during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

Ltr 268, G-1 Civ Pers datd 8 Jan 45 cont'd.

3. In the event of an employee requesting any benefits for members of his family, a memorandum is to be forwarded to this office giving employee's and father's name. The proper certificates (SI-2) will be returned to Section to be given to employee. Civilians will not be sent to this office unless so requested.

4. A notice to workers informing them of this new benefit will be posted in prominent places throughout the building. A copy of notice, with specific instructions for Allied Commission employees, is attached for posting in individual offices.

R. T. Uhler
R. T. UHLER
Lt. Col. AGD.
G-1(A)

3 Incls.

Incl.-1- AFHQ Admin Memo No. 61
(Appendix A-B-C-D)

Incl.-2- AFHQ Admin Memo No. 61
(Appendix D Italian Translation)

Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"D"

0400

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

copy of notice, with specific instructions for Allied Commission employees, is attached for posting in individual offices.

R. T. Under
R. T. UNDER
Lt. Col. AGD.
G-1 (A)

- 3 Incls.
Incl.-1- AFHQ Admin Memo No. 61
(Appendix A-B-C-D)
Incl.-2- AFHQ Admin Memo No. 61
(Appendix D Italian Translation)
Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"E"

ALLIED FORCE HEADQUARTERS
A.F.C. 512

16 December 1944.

ADMINISTRATIVE INSTRUCTIONS
61
NUMBER

SOCIAL INSURANCE AND COMPENSATION FOR ITALIAN CIVILIANS
EMPLOYED BY THE ALLIED FORCES.

1. e. The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. These benefits will be extended through the regular Italian social security system and will cover:

- (1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).
- (2) Unemployment (indemnity)
- (3) Tuberculosis (free medical care and indemnity)
- (4) Marriage and Births (financial aid)
- (5) Invalidity and old age (pensions)

b. In addition, workmen's compensation for accidental injury or death will continue as presently provided under A.I.Q. regulations (accident claims being referred to Istituto Nazionale Infortuni by means of report form prepared by employing unit).

2. To implement the coverage scheme certain minimum information is required and the following is the responsibility assumed by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "B") for each worker employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for an amount of unemployment, tuberculosis, old-age and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.

d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for marriage or birth allowance (i.e., a benefit not contingent on his own separation from work) a card will be prepared and given to the worker. This card will be given to the worker when he is currently employed by the Allied Forces.

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- (3) In addition, workers' compensation for accidental injury or death will continue as presently provided under ASG regulations (accident claims being referred to Institute Nazionale Infortuni by means of report form prepared by employing unit).
- (4) Marriage and birth (financial unit)
- (5) Invalidity and old age (pensions)

b. In addition, workers' compensation for accidental injury or death will continue as presently provided under ASG regulations (accident claims being referred to Institute Nazionale Infortuni by means of report form prepared by employing unit).

2. To implement the coverage scheme certain minor information is required and the following is the responsibility assumed by the Allied Forces.

- a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "B") for each worker employed. The cards will be maintained during period of employment.
- b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, first the at no point of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for and amounts of unemployment, tuberculosis, old-age and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.

d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for marriage or birth allowance (i.e., a benefit not contingent on his own separation from work) a certification that he is currently employed by the Allied Forces will be given to him, at his request, on the "Worker's Employment Status Report" form SI-2 (copy attached as appendix "C") based on information already contained on his social insurance card Form SI-1.

3. A suggested file maintenance procedure is attached hereto for information (appendix "D").

4. The effective date of this plan is 1 Dec 1944.

5. A sufficient supply of Forms SI-1 and SI-2 (printed in English with Italian translation) is being produced and will be distributed forthwith to employing units together with a standard notice in Italian, (English translation

attached as appendix "D") suitable for posting at work sites, explaining the plan to workers. The scheme will be initiated, retroactively to 1 Dec 44.

By command of Field Marshal ALEXANDER:

(Sgd C.M. CHISTENBERRY,
Colonel AGO,
Acting Adjutant General.

APPENDIX "A" to AMQ adr Memo No. 61.

SUGGESTED FILL PAYMENT PROCEDURE
"WORKER'S SOCIAL INSURANCE CARD"
FORM SI-1

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the ACTIVE file.

2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the separation from work is a "VOLUNTARY QUIT" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing on the rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date stamped in item 6 and will be placed in DEAD FILE. If worker later reports and returns to work, the card (date-stamped to show pay period missed) will be replaced in active file. If he is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.

4. Whenever workers employment terminates at either his own or employing unit's volition, or is interrupted by illness, accident, or other compensatory contingency, he is entitled to be given a card to establish social insurance rights. At discretion of unit supervisor, card may be given to a person other than the worker (for example, family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up the card.

5. Employing units in a position to give their employees insurance credit for periods of employment prior to the effective date of the social insurance plan

MEMPHIS SOCIAL INSURANCE CARD, FORM SI-1

MEMPHIS SOCIAL INSURANCE CARD, FORM SI-1

(FRONT OF CARD)

1. (Last Name) (First Name) of (Father's Name)

2. 3. Employment recorded on this card began (Date)

4. 5. Classification 5. Pay period: Weekly Bi-Weekly
Monthly Semi-Monthly

6. worked at least part of each pay period except pay period

7. stamp to record terminal date of any pay period or pay

8. periods worked: Final No. circled represents of pay
(Circle No. for each pay period: Final No. circled represents of pay
periods to be entered in item 8, below).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

9. Employment recorded on this card ended (Date) with total of

 pay periods worked.

(Write out No.)

10. Final pay rate L. day per month

MEMPHIS SOCIAL INSURANCE CARD
JULIUS ROSENBERG TRUST
Form SI-1
Doc. 44.

Certified (Signature and stamp)

(BACK OF CARD)

NOTION TO THE MEMBER.

This card is valid for determining your right to unemployment, disability and old age, tuberculosis, and other social insurance benefits with respect to period of employment certified on reverse side.
In applying for benefits, card must be submitted with regular application forms to nearest Institute Institute or Agency, Social Security office.
If no credit application is being made, the card should nevertheless be submitted to nearest Social Security office for recording, so that credit may be given in calculating your future benefit rights.

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(Stamp to record terminal date of any pay period or period of unemployment, if any, after the date of last payment of wages.)

7. I hereby certify that the periods worked:
(Circle the number for each pay period: Final No. circled represents the end of pay period to be entered in item 8, below).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52

8. Employment recorded on this card ended _____ with total of _____ (34)

(Write out No.) _____ Employment worked.

9. Final pay rate L. _____ per _____
10. Reason for ending employment _____
(signature and stamp)

WORKER'S SOCIAL INSURANCE CARD
ALLIED WORKERS IN TRADE
Form SI-1 Dec. 44.

(A-60 OF C.I.D.)

NOTES TO THE WORKER.

This card is valid for determining your right to unemployment, disability and life insurance, but you must first obtain a certificate of insurance benefit in respect to period of employment certified on reverse side.

In applying for benefits, you must be admitted with regular application form to nearest Institute, Local or Provisional Social office.

If no immediate application is being made, the card should nevertheless be submitted to nearest Provisional Social office for recording, so that card may be given in calculating your future benefit rights.

Before submitting card, you must enter date and season of birth here.

If there is no social insurance office in Germany where you live, application forms and information may be obtained from the Institute.

CAUTION: Any alteration of information on this card renders it void and is punishable by law. Safeguard this card carefully. Duplicates are not issued.

Appendix "C" to AMQ Admin Form No. 61
EXETER'S MILITARY SERVICE RECORDS - FORM 31-2
(REMARKS OF POST)

1. (Last Name) _____ of _____ (Mother's Name)
Weekly Bi-Weekly
2. Province _____ 3. Pay Period: Monthly Semi-Monthly
4. The above-named is currently employed by the Allied Forces and has been so employed for _____ pay periods.
(Write out No.)
ACKNOWLEDGEMENT STAMP HERE
ALLIED FORCES IN ITALY
Certified _____ (Signature and Stamp)
Date _____

Form 31-2

1/1

(BACK OF FORM)

NOTES TO THE FORMER.

This certificate is valid for detaching right to sickness assistance for a family member or to marriage and birth allowances.

Certificate must be submitted with regular application form to nearest assistance office or Providence Social Office.

Before submitting certificate, you must write date and course of birth here.
.....

If there is no social insurance office in course where you live, application form and information may be obtained at Municipality.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. Sign and this certificate carefully. Duplicates are not issued.

Certified _____
(Signature and Stamp)

(5.05 OF 1011)

NOTICE TO THE COMEY.

This certificate is a valid determination right to claim an assistance for a family member or to provide and birth (element).

Certificate must be submitted with required application form to the next assistance location or provide the Social Security Office.

Before submitting certificate, you must write down and confirm of birth here.

.....

If there is no social insurance office in country where you live, application forms and information may be obtained at Municipal.

ATTENTION: Any alteration of information on this certificate renders it void and is punishable by law. Secure this certificate carefully. Duplicates are not issued.

0410

MINISTRE DE LA DEFENSE - Paris - No. 61

TRANSLATION

MINISTRE DE LA DEFENSE, COMMISSION DE LA LOI

NOTICE TO MEMBERS.

Application of Social Insurance to Workers Injured by the Allied Forces.

This Ministry has arranged to give immediate effect to the provision recently approved by the Council of Ministers which admits you and your family to the benefits of social insurance for invalidity, old age, unemployment, tuberculosis, marriage and birth, industrial accidents and occupational diseases.

To obtain such benefits you must apply to the appropriate Insurance Institute, transmitting with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

29 November 1944.

EF

THE MINISTER,
Gronchi

benefits of social insurance for invalidity and old age, unemployment, tuberculosis, and birth, industrial accidents and occupational diseases.

To obtain such benefits you must apply to the appropriate Insurance Institute, transmitting with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of continuing and in the case of an invalidity benefit and in the case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

29 November 1944.

AF

THE PRESIDENT,
Gronchi

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Italian Translation to Appendix "D"
AFHQ Admin Memo No. 61

MINISTERO DELL' INDUSTRIA
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani
invasiati delle Forze alleate.

Questo Ministero ha disposto che sia data immediata esecuzione al provvedimento - recentemente approvato dal Consiglio dei Ministri - che ammette voi e le vostre famiglie ai benefici delle assicurazioni sociali per l'invalidità e vecchiaia; per la disoccupazione; per le tubercolosi, per la invalidità e natalità; per le malattie e per gli infortuni sul lavoro e le malattie professionali.

Per ottenere tali benefici dovete rivolgervi al competente istituto assicuratore trasmettendo, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze Alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest'ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovete presentarlo subito all'Istituto nazionale della previdenza sociale, perche' possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze Alleate.

E' quindi, interesse vostro provvedere alla presentazione del certificato, e di aver cura di non smarrirlo, perche' non saranno rilasciati duplicati.

Lo Stato si è addossata la spesa dei benefici che vi potranno competere in conseguenza del lavoro prestato alla dipendenza delle Forze Alleate, volendo con ciò riconoscere il concorso che con la vostra opera date alla causa della liberazione.

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sione al provvedimento - recentemente approvato dal Consiglio dei Ministri - che ammette voi e le vostre famiglie ai benefici delle assicurazioni sociali per l'invalidità e vecchiaia, per la disoccupazione, per le tubercolosi, per la mutilità e malattie: per le malattie e per gli infortuni sul lavoro e le malattie professionali.

Per ottenere tali benefici dovete rivolgervi al competente istituto assicuratore trasmettendo, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze Alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest'ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovete presentarlo subito all'Istituto nazionale della previdenza sociale, perché possa provvedere e tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze Alleate.

E' quindi, interesse vostro provvedere alla presentazione dei certificati, e di aver cura di non smarrirli, perché non saranno rilesati duplicati.

Lo Stato si è addossata la spesa dei benefici che vi potranno competere in conseguenza del lavoro prestato alle dipendenze delle Forze Alleate, volendo con ciò riconoscere il concorso che con la vostra opera data alle cause della liberazione.

IL MINISTRO
Gronchi

Roma, 25 Novembre 1944

AVVISO AI LAVORATORI DIPENDENTI DALL' A.C.

1. Quando il vostro rapporto di lavoro sia interrotto per malattia o infortunio, come pure quando esso venga, per qualsiasi ragione, a cessare, il vostro Capo Ufficio disporrà, su vostra richiesta, perché vi venga rilasciato,

la "Worker's Social Insurance Card" da valere per la determinazione del vostro diritto alle prestazioni dell'assicurazione disoccupazione, invalidità e vecchiaia, tubercolosi e malattia, rispetto al periodo di lavoro presso l'A.C.

2. Quando, durante il vostro rapporto di lavoro, uno dei membri della vostra famiglia si ammali o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporrà, su vostra richiesta, perché vi venga rilasciato:

il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per la vostra famiglia, ed alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificato vi osservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. C.

1. When your employment is interrupted by illness or accident, or ceases for whatever reason, your office head, at your request, will obtain for you the "Worker's Social Insurance Card" (SI-1), valid for determining your right to insurance benefits for unemployment, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.C.

2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report" (SI-2), valid for determining the right to sickness assistance or tuberculosis benefits for a family member, or the allowance for marriages or births.

3. In case of an accident at work, a special accident report

membri della vostra famiglia si ammali o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporrà, su vostra richiesta, perché vi venga rilasciato:

• il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per la vostra famiglia, ed alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificate può esservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. C.

1. When your employment is interrupted by illness or accident, or ceases for whatever reason, your office head, at your request, will obtain for you the "Worker's Social Insurance Card" (SI-1), valid for determining your right to insurance benefits for unemployment, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.C.

2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report" (SI-2), valid for determining the right to sickness assistance or tuberculosis benefits for a family member, or the allowance for marriages or births.

3. In case of an accident at work, a special accident report form for use in determining right to accident insurance benefits may also be furnished.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

Ref. Civ Pers/268

8 January 1945

Subject: Social Insurance Coverage for Italian Civilians
Employed Directly by Allied Forces.

To : See Distribution.

The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. The following is published for the guidance and information of employing Sections of Headquarters Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office Memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form (PF/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee.

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The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. The following is published for the guidance and information of employing Sections of Headquarters Allied Commission, and does not necessarily imply that Regions are compelled to adopt this method of appliance.

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative memorandum Number 61, attached as an appendix to this letter.

2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office memo No. 15, dated 1 Aug. 44):

"In those cases in which separation is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for separation. At the same time a Final Payroll Form (FF/4) should be completed."

(a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to **171** this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.

(c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in writing. At such a time this office will place his social insurance card (Form SI-1) in a suspense file for a period of 30 days. If worker fails to re-turn during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

Ltr 268, G-1 Civ Pers dtd 8 Jan 45 cont'd.

3. In the event of an employee requesting any benefits for members of his family, a memorandum is to be forwarded to this office giving employee's and father's name. The proper certificates (SI-2) will be returned to Section to be given to employee. Civilians will not be sent to this office unless so requested.

4. A notice to workers informing them of this new benefit will be posted in prominent places throughout the building. A copy of notice, with specific instructions for Allied Commission employees, is attached for posting in individual offices.

R. T. Uhler

R. T. UHLER
Lt. Col. AGC.
G-1(4)

3 Incls.

Incl.-1- AFHQ Admin Memo No. 61
(Appendix A-B-C-D)

Incl.-2- AFHQ Admin Memo No. 61
(Appendix D Italian Translation)

Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"D"

employees, is attached for posting in individual offices.

R. T. Wheeler
R. T. WHEELER
Lt. Col. AGD.
G-1(A)

- 3 Incls.
Incl.-1- AFHQ Admin Memo No. 61
(Appendix A-B-C-D)
Incl.-2- AFHQ Admin Memo No. 61
(Appendix D Italian Translation)
Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"D"

Republished as an annex to the Italian Civilian Personnel Section, Ref. No. 268 4th 8 JAN 1945

ALLIED FORCES HEADQUARTERS
A.F.C. 512

ADMINISTRATIVE INFORMATION
61

16 December 1944.

SOCIAL INSURANCE COVERAGE FOR ITALIAN CIVILIANS
EMPLOYED BY THE ALLIED FORCES.

1. a. The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. These benefits will be extended through the regular Italian social security system and will cover:

- (1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).
- (2) Unemployment (indemnity)
- (3) Tuberculosis (free medical care and indemnity)
- (4) Marriage and birth (financial aid)
- (5) Invalidity and old age (pensions)

b. In addition, workers' compensation for accidental injury or death will continue as presently provided under all regulations (accident claims being referred to Istituto Nazionale Infortuni by means of report form prepared by employing unit).

2. To implement the coverage scheme certain minor information is required and the following is the responsibility covered by the Allied Forces.

a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "B") for each worker employed. The card will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in Item 3 of the card, except in the case of employing units which are not yet set up to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, when verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for and amounts of unemployment, tuberculosis, old-age and invalidity benefits).

c. When employment terminates or is interrupted by illness, accident or other compensatory circumstance, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.

d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for marriage or birth allowance (14 for children), he should apply to the appropriate Italian office.

- (2) Unemployment (unemployed)
- (3) Tuberculosis (for medical care and treatment)
- (4) Marriage and divorce (financial aid)
- (5) Invalidity and old age (pensions)

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Admin Memo No 61, AMM, dtd 16 Dec. 44 (cont'd)

attached as Appendix 2(a) suitable for posting at work sites, explaining the plan to workers. The same will be initiated, retroactively to 1 Dec 44.

By command of Field Marshal ALLANER:

(Sgd C.M. CLARK-RENNY,
Colonel AGD,
Acting Adjutant General.

APPENDIX "a" to AMM No. 61.

SUGGESTED FILE MAINTENANCE PROCEDURE
"WORKER'S SOCIAL INSURANCE CARD"

FORM SI-1

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-monthly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the AGIV file.
2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 8, 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line ---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the position from work is a "VOLUNTARY QUIT" without justification or a "DISMISSAL" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing on the rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.
3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date stamped in item 6 and will be placed in DEAD FILE. If worker later reports and returns to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If he is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date-stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.
4. Whenever workers employment terminates at either his own or employing unit's volition, or is interrupted by illness, accident, or other emergency contingency, he is entitled to and will need his card to establish social insurance rights. At discretion of unit supervisor, card may be given to a person other than the worker (for example, a family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up the card.
5. Employing unit in a position to give their employees insurance credit for periods of employment prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive accompanying this procedure) may do so by issuing

2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in items 7 and filling in items 8, 9 and 10, and will be given to the worker. (Note: Item 10 requires no entry other than a dash line---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the condition from work is a "Voluntary Quit" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing on the rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date stamped in item 6 and will be placed in DEAD FILE. If worker later reports he returned to work, the card (date stamped to show pay periods missed) will be replaced in active file. If he is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date stamp in item 6, may be destroyed with result of forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.

4. Whenever workers employment terminates at either his own or employing unit's volition, or is interrupted by illness, accident, or other compulsory contingency, he is entitled to be given his card to establish social insurance rights. At discretion of unit supervisor, card may be given to a person other than the worker (for example, family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up his card.

5. Employing units in a position to give their employees insurance credit for periods of employment prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive accompanying this procedure) may do so by issuing separate cards to certify the prior period of employment. As an alternative, a written entry may be made under item 7: "Prior (no) period from (date) to (date)" to be taken account of when item 8 is filled in upon completion of the card. In this case, the date shown in item 3 will be the actual commencing date.

6. Both items 6 and 7 on the card are simply tally items to simplify file maintenance. They may be used in whatever manner and with whatever variations the unit supervisor finds desirable. Other items are essential to the Italian social insurance system. An entry must be made in each. Writing and filling must be clear and in ink. REPLACEMENT OF RUBBER STAMP. ITALSUS AND COMIT-ICILE ARE NOT RESPONSIBLE BECAUSE OF INADEQUATE OF GUIDING AGENTS RE-ADJUSTING CLAIMS IN INFORMATION ON CARD. If a mistake is made, a new card should be prepared.

ADMINISTRATIVE FORM No. 61.

WORKER'S SOCIAL INSURANCE CARD, FORM SI-1

(FRONT OF CARD)

(Last Name) _____ of _____
(First Name) _____ (Father's Name)

2. Province _____ 3. Employment recorded on this
card began _____ (Date)

4. Classification _____ 5. Pay period: Weekly _____ Bi-Weekly _____
Monthly _____ Semi-Monthly _____

6. Above card worked at least part of each pay period except pay period _____

7. _____ step to record terminal date of any pay period or per _____.

8. Total _____ periods worked:
(Circle the number of each pay period: Final No. circled represents no. of pay
periods to be entered in item 8, below).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 etc. etc. 52

9. Employment recorded on this card ended _____ with total of
(3 +)

_____ periods worked.

(Write out No.)

10. Final pay rate L. _____ per _____ day _____
11. Reason for ending employment _____

WORKER'S SOCIAL INSURANCE CARD

ALLIED PACIFIC CO. INC.

Form SI-1 Dec. 44.

_____ (signature) _____
(stamp)

(BACK OF CARD)

NOTE TO THE WORKER.

This card is valid for determining your right to unemployment, invalidity
and old age, tuberculosis, and sickness benefits with respect to
period of employment certified on reverse side.

In applying for benefits, card must be submitted with regular application
form to nearest Institute (local), or nearest Social Security office.

If no immediate application is being made, the card should nevertheless
be submitted to nearest Provincial Social Security office for recording, so that credit
may be given in calculating your future benefit rights.

6. Dates card worked at least part of each pay period except pay period

(Stamp to record terminal date of any pay period or per)

7. Fully worked periods worked:
(Circle each pay period: Final No. circled represents no. of pay periods to be entered in item 8, below).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 etc. etc.

8. Employment recorded on this card ended with total of

(Print out No.)

9. Final pay rate L. day 10. Reason for ending employment

WORKING SOCIAL INSURANCE CARD
UNITED STATES DEPT. OF LABOR
Form SI-1 Dec. 44.

Continued (signature and stamp)

(BACK OF CARD)

NOTION TO THE WORKER.

This card is valid for determining your right to unemployment, disability and old age, tuberculosis, sickness, accident or insurance benefits with respect to period of employment certified on reverse side.

In applying for benefits, card must be submitted with regular application form to nearest Institute of Labor or Provisional Social office.

If no immediate application is being made, the card should nevertheless be submitted to nearest Provisional Social office for recording, so that credit may be given in calculating your future benefit rights.

Before submitting card, you must write date and currency of birth here.

.....

If there is no social insurance office in Germany where you live, application forms and information may be obtained at the consulate.

ATTENTION: Any alteration of information on this card renders it void and is punishable by law. Safeguard this card carefully. Duplicates are not issued.

Appendix "G" to AFHQ Administrative No. 61

WORKER'S ALLOWANCE AT THE HOUSE OF COMMONS, LONDON - FORM SI-2

(FORM OF FICP)

- 1. (Last Name) (First Name) (Father's Name)
Weekly Bi-Weekly Monthly Semi-Monthly
- 2. Province 3. Pay Period:
- 4. The above-named is currently employed by the Allied Forces and has been up employed for pay periods.
(Write out No.)

WORKER'S ALLOWANCE STATE REPORT
ALLIED FORCES IN U.M.M.
Certified (Signature and Stamp)

Form SI-2

(BACK OF FORM)

INSTRUCTIONS TO THE WORKER.

This certificate is valid for determining right to sickness assistance for a family member or for privilege of birth allowance.

Certificate must be submitted with regular application form to nearest Assistance Unit or Providenza Social Office.

Before submitting certificate, you must write date and course of birth here.

.....

If there is no social insurance office in country where you live, application form and information may be obtained at Municipio.

ATTENTION: Any alterations of information on this certificate renders it void and is punishable by law. S.F. for this certificate carefully. Duplicates are not issued.

(BACK OF FORM)

NOTICE TO THE COMER.

This certificate is valid for determining right to sickness assistance for a family member or member of birth allowance.

Certificate must be submitted with regular application form to nearest assistance institution or Providence Social Office.

Before submitting certificate, you must write date of occurrence of birth here.

.....

If there is no social insurance office in country where you live, application form and information may be obtained at this office.

Attention: Any alteration of information on this certificate renders it void and is punishable by law. Therefore this must be taken carefully. Duplicates are not issued.

APPENDIX "D" TO AREA ADMIN. FORM NO. 51

TRANSLATION

MINISTRY OF INDUSTRY, COMMERCE & LABOUR

NOTICE TO WORKERS.

Application of Social Insurance to Workers Employed by the Allied Forces.

This Ministry has arranged to give immediate effect to the provision recently approved by the Council of Ministers which admits you and your family to the benefits of social insurance not for invalidity, old age, unemployment, tuberculosis, marriage and birth, industrial accidents and occupational diseases.

To obtain such benefits you must apply to the appropriate Insurance Institute, transmitting with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuring the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving with your work, to the cause of liberation.

THE MINISTER,
Gronchi

29 November 1944.

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To obtain such benefits you must apply to the appropriate Insurance Institute, transmitting with the application an appropriate certificate that will be given to you by the Allied Forces Command.

This certificate must be requested by you, both in the case of contingency giving you the right to an immediate benefit and in case of your ceasing work.

In the latter case, the certificate is of great importance to your future rights to social insurance benefits, and therefore you should present it promptly to the National Social Security Institute, so that, in calculating your insurance, provisions can be made to take into account your period of work with the Allied Forces.

For this reason it is to your interest to look after the presentation of the certificate and to take care not to lose it, since duplicates are not issued.

The State is assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

29 November 1944.

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TAL MILKSTED,
Gronchi

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MINISTERO DELL' INDUSTRIA
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani
inappesiati delle Forze alleate.

Questo Ministero ha disposto che sia data immediata esecuzione al provvedimento - recentemente approvato dal Consiglio dei Ministri - che ammette voi e le vostre famiglie ai benefici delle assicurazioni sociali per l'invalidità e vecchiaia, per la disoccupazione; per le tubercolosi, per le malattie e natalità; per le malattie e per gli infortuni sul lavoro e le malattie professionali.

Per ottenere tali benefici dovete rivolgervi al competente istituto assicuratore presentando, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze Alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest' ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovete presentarlo subito all' istituto nazionale della previdenza sociale, perché possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze alleate.

E' quindi, interesse vostro provvedere alla presentazione dei certificati, e di aver cura di non serrarli: perché non saranno rilasciati d'ufficio.

Lo Stato si è addossata la spesa dei benefici che vi potranno competere in conseguenza del lavoro prestato alle dipendenze delle Forze alleate, volendo con ciò riconoscere il concorso che con la vostra opera date alla causa della liberazione.

del Ministero - che anche per le assicurazioni sociali per l'invalidità e vecchiaia, per la disoccupazione, per le tubercolosi, per le malattie e malattie, per le malattie e per gli infortuni sul lavoro e le malattie professionali.

Per ottenere tali benefici dovete rivolgervi al competente istituto assicuratore trattando, con la domanda, un apposito certificato che vi verrà rilasciato dai Comandi delle Forze Alleate.

Tale certificato dovrà essere da voi richiesto sia per eventi per cui abbiate diritto a benefici immediati, sia al momento della cessazione del vostro rapporto di lavoro.

Anche in quest'ultimo caso, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovete presentarlo subito all'Istituto nazionale della previdenza sociale, perché possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze Alleate.

E' quindi, interesse vostro provvedere alla presentazione dei certificati, e di aver cura di non smarrirli, perché non saranno rilsociati duplicati.

Lo Stato si è addossato le spese dei benefici che vi potranno competere in conseguenza del lavoro prestato alle dipendenze delle Forze Alleate, volendo con ciò riconoscere il concorso che con la vostra opera date alla causa della liberazione.

IL MINISTRO
Gronchi

Roma, 25 Novembre 1944

AVVISO AI LAVORATORI DIPENDENTI DELL' A.C.

1. Quando il vostro rapporto di lavoro sia interrotto per malattia o infortunio, come pure quando esso venga, per qualsiasi ragione, a cessare, il vostro Capo Ufficio dispone, su vostre richieste, perché vi venga rilasciata:

la "Worker's Social Insurance Card" da valere per la determinazione del vostro diritto alle prestazioni dell'assicurazione disoccupazione, invalidità, e vecchiaia, tubercolosi e malattia, rispetto al periodo di lavoro presso l'A.C.

2. Quando, durante il vostro rapporto di lavoro, uno dei membri della vostra famiglia si ammali o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio dispone, su vostra richiesta, perché vi venga rilasciato:

il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per la vostra famiglia, ed alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificato può esservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. C.

1. When your employment is interrupted by illness or accident, or ceases for whatever reason, your office head, at your request, will obtain for you the "Worker's Social Insurance Card" (SI-1), valid for determining your right to insurance benefits for unemployment, invalidity and old age, tuberculosis, and sickness, with respect to period of work with A.C.

2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report" (SI-2), valid for determining the right to sickness assistance or tuberculosis benefits for a family member, or the allowance for marriages or births. **166**

3. In case of an accident at work, a special accident report form for use in determining right to accident insurance benefits

memori della vostra famiglia si annulli o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporrà, su vostra richiesta, perché vi venga rilasciato:

1. il "Worker's Employment Status Report", da valere per la determinazione del diritto alle prestazioni dell'assistenza malattia e tubercolosi per la vostra famiglia, ed alle prestazioni in caso di matrimonio o di nascita di un figlio.

3. In caso di infortunio sul lavoro, uno Special certificato può esservi fornito, da usarsi per la determinazione del diritto alle prestazioni assicurative.

NOTICE TO WORKERS EMPLOYED BY A. C.

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2. When, during your employment, a member of your family is ill, or is stricken with tuberculosis, or in case of marriage or a childbirth, your Office Head, at your request, will obtain for you a "Worker's Employment Status Report" (SI-2), valid for determining the right to sickness assistance or tuberculosis benefits for a family member, or the allowance for marriages or births.

3. In case of an accident at work, a special accident report form for use in determining right to accident insurance benefits may also be furnished.

HPATROUARDS ADLIED COMMISSION
APO 304

3-1 Section Civilian Personnel

Ref. Civ Pers/271

9 January 1945

Subject: Civilian Employees -- Bonus and Overtime.

To : See Distribution.

1. The following is based on Ltr, HQ MIOUSA, AG 248/788-0 dtd 23 December 1944. Publication is made for the information and guidance of all Sections employing Italian Civilians.

2. The "Cost of Living Bonus" will not be considered an integral part of the wage for the purpose of any computation. All computations and adjustments for OVERTIME PAY, PERMIE DIFFERENTIALS, NIGHT WORK, etc, will be made against the 1 Oct. 44 basic wage rate, to which the appropriate "Cost of Living Bonus" may be added.

(A) The "Cost of Living Bonus" for MONTHLY employees will not in any case exceed the maximum permissible bonus of any particular grade for the month.

EXAMPLE:

A typist who is not subject to 15% deduction, receives 3960 liras per month (1 Oct 44 Basic Wage Rate plus 10% for Rome Province). She also receives 1300 lire a month "Cost of Living Bonus". She works 2 days overtime (or 2 Sundays) each half month.

Half Monthly Pay (Usually 13 days)	=	1980 L.
Overtime -- 2 days = 3960/26 X 1 1/2	=	456 L.
Half of Monthly "Cost of Living Bonus"	=	650 L.
Total Pay and Bonus for half month	=	3086 L.

(B) The "Cost of Living Bonus" for DAILY employees will not in any case exceed the maximum permissible bonus of any particular grade for any one day. Bonus may be paid for the SEVENTH consecutive day or any proportional part thereof in the case of a DAILY employee, to be based on the basic rate of the grade (1 Oct 44) and **165** NOT on the overtime rate.

EXAMPLE:

2. The "Cost of Living Bonus" will not be considered an integral part of the wage for the purpose of any computation. All computations and adjustments for OVERTIME PAY, FEMALE DIFFERENTIALS, NIGHT WORK, etc, will be made against the 1 Oct. 44 basic wage rate, to which the appropriate "Cost of Living Bonus" may be added.

(A) The "Cost of Living Bonus" for MONTHLY employees will not in any case exceed the maximum permissible bonus of any particular grade for the month.

EXAMPLE:

A typist who is not subject to 15% deduction, receives 3960 liras per month (1 Oct 44 Basic Wage Rate plus 10% for Rome Province). She also receives 1300 lire a month "Cost of Living Bonus". She works 2 days overtime (or 2 Sundays) each half month.

Half Monthly Pay (Usually 13 days)	=	1980 L.
Overtime -- 2 days = $3960/26 \times 1 \frac{1}{2}$	=	456 L.
Half of Monthly "Cost of Living Bonus"	=	650 L.
Total Pay and Bonus for half month	=	3086 L.

(B) The "Cost of Living Bonus" for DAILY employees will not in any case exceed the maximum permissible bonus of any particular grade for any one day. Bonus may be paid for the SEVENTH consecutive day or any proportional part thereof in the case of a DAILY employee, to be based on the basic rate of the grade (1 Oct 44) and NOT on the overtime rate.

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EXAMPLE:

A female laborer who is subject to 15% deduction, receives 80 lire per day (1 Oct 44 Basic Rate plus 10% for Rome Province). She works 7 consecutive days for which time and a half is given for the 7th day. She also receives for each working day 60 lire "Cost of Living Bonus". Wages for 7 days therefore should be computed as follows:

Ltr 271. G-1 Civ Pers. 9 Jan 45 cont'd

6 Days at 80 lire per day	= 480 L.
1 Day at tide and a half	= 120 L.
7 Days at 60 lire (Bonus)	= 420 L.
Total Pay and Bonus	= 1020 L.

3. Employees in Rome Province or in any other Province in which increased basic rates have been authorized by prior authority of ANHQ are entitled to bonus applicable to the raised rate. For female employees whose scale and rate of pay will be 15% less than the comparable rate for male employees, "Cost of Living Bonus" will be based on the resulting reduced rate and not on the scale for the comparable male grade.

48/11/45
R. T. UHLER
Lt. Col. AGD.
3-1 (4)

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Ref/G-1/Civ.Pers./135

1st Ind.

HQ AC, G-1 Section Civilian Personnel 8 Nov. 44

TO ; Political Section
(Vice President William W. Schott)

1. The applicant is eligible for employment if available. He can either be employed as an Interpreter General at 2200-4290 L. per month, or if dealing with technical material, as an Interpreter Technical, at 2860-5390 L. per month.
2. If it is desired to employ Mr. Fabbriotti, in one of the above grades, please have him come to this office with your letter of request.

R.T. Uhler
R.T. UHLER
Lt. Col. AGD
G-1 American.

6 November 1944

TO : G-1, Civilian Personnel
FROM : Political Section

1. Political Section are in urgent need of a confidential translator who also can type. The confidential nature of the work concerns primarily the Italian Ministry of Foreign Affairs. It has been impossible thus far to obtain any enlisted personnel who has these requirements, hence, it is desired to employ an Italian person who is in the confidence of the Ministry. The name of Ruggero Fabbriotti, brother of the Italian Vice Consul Arturo Fabbriotti, has been suggested by the Ministry of Foreign Affairs for this purpose.

2. Please advise if this person can be employed, and in that event what would be his remuneration?


WILLIAM W. SCHOTT
Vice President, Political Section

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