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P.B.S. PROCUREMENT REGULATIONS

JAN. 1944

U. S. RESTRICTED EQUALS BRITISH RESTRICTED 2109

RESTRICTEDHEADQUARTERS
PENINSULAR BASE SECTION
APO 782

File

Hq. M G

26 January 1944

Change No. 4 to)
PROCUREMENT REGULATIONS)
NUMBER 1)

Annex No. 2, Procurement Regulations No. 1, this Headquarters, 18 October 1943, is changed as follows:

(a) Section 4 - CONTRACT LABOR - is amended by adding the following paragraph:

- c. Wages paid contractor's employees shall not exceed those prescribed herein, nor will any bonus or gratuity be offered, promised, or paid any such employees.

(b) Section 7 - WAGES & CONDITIONS OF EMPLOYMENT. Paragraphs b. and h. are amended to read as follows and paragraph i. is added:

- b. The rates of pay apply to a day of 8 working hours exclusive of meal time or time required to travel to and from the job. A normal work week will be considered to be 48 actual working hours, 6 days of 8 hours each. Overtime will be paid for all time over 8 hours worked in one day, at the rate of one and one-half times the regular rate. Overtime will be paid for work on Sundays, at the rate of one and one-half times the regular rate, provided the employee works seven consecutive days.

No extra pay is authorized for work performed on feast days or holidays.

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

Rates for night work will be as authorized from time to time by this Headquarters.

- h. No army rations or clothing will be furnished nor will food be purchased for civilian employees, without the approval of this Headquarters. There is no objection to any unit cooking such food as the employees may bring themselves or purchase locally.
- i. (1) Wages due any employee who has died regardless of the cause, will be paid by local disbursing officers (thru agent if applicable) directly to either of the following, upon claim, in the order named, if living: widow or widower; eldest unmarried child over 21 years of age; either parent; administrator of estate.

U. S. RESTRICTED Equals British RESTRICTED

(2) Claims will be made and payment effected on form attached as Exhibit "D" used in conjunction with the regular civilian payroll forms. Payroll form will give name of deceased as payee but will be notated to show that additional information is attached. Form furnished as Exhibit "D" will be completed throughout in triplicate and one copy attached to each copy of payroll.

(c) Paragraph a - Section 8 - PAYROLLS - is amended by adding the following sentence:

Signatures of common labor and stevedores are not required on payrolls.

(d) Exhibit "B" published as of 18 October 1943 is rescinded and the Exhibit "B" attached hereto substituted therefor, effective 1 February 1944.

By command of Brigadier General PENCE:

FRANCIS H. OXX
Colonel, G.S.C.
Chief of Staff

OFFICIAL:

L. F. Nickel

L. F. NICKEL
Lt. Col., A.G.D.
Adjutant General

2 Incls:
Exhibit "B"
Exhibit "D"

DISTRIBUTION:

5 Each Staff Section
5 57th Base Area
2 Red Cross
3 FCB
2 Royal Navy
2 US Navy
3 XII AFSC
3 AMB Region III
3 AMB Region IV

5 Hq AMG
5 Cinc, AFHQ
5 CG MATOUSA
5 CG Fifth Army
10 CG SOS MATOUSA
5 CG Metropolitan Area
5 Hq RIL Ry Service
5 Hq AFHQ in Italy

ACC-DIST.

HQ COMDT. - 1

ECON. SEC. - 1

File - 2

EXHIBIT "B"

RATES OF PAY - CIVILIAN LABOR

CLERICAL & SUPERVISORY GRADES

	Lire		
	Min.	Max.	
Accountant	2100	4500	per month
Asst. Purchasing Agent	3000	5500	" "
Bookkeeper (Male)	2000	4000	" "
Bookkeeper (Female)	1800	3500	" "
Clerk, Office, Male	70	110	" day
Clerk, Office, Female	60	90	" "
Draughtsman	2000	4000	" month
Draughtsman, Chief	2500	4500	" "
Interpreter, Oral & Translating	70	120	" day
Professional man (doctor, lawyer, dentist; construction, civil, mechanical engineers)	4000	8000	" month
Timekeeper	70	120	" day
Typist (Male)	70	110	" "
Typist (Female)	60	90	" "
Typist, Shorthand (Stenog) Eng. speaking	80	120	" "
Telephone Operator, Eng. Speaking (Female)	70	110	" "
Telephone Operator, Non-Eng. Speaking (Female)	55	75	" "
Shop Superintendent	3000	5000	" month
Warehouseman Superintendent	2500	4000	" "

CLASSIFIED ARTISAN AND SKILLED GRADES

(SEE NOTE 3)

Foreman. (Artisan and skilled labor) 10 lire per day more than
highest paid man under his supervision.

Chief Foreman. (Artisan and skilled labor) 10 lire per day more than
highest paid foreman under his supervision.

	Min.	Max.	
Apprentices, all grades	30	60	per day
Armature-winder	90	130	
Armourer	90	130	
Asphalt layer	80	105	
Blacksmith	80	105	
Battery worker	80	105	
Baker	80	105	
Boilermaker	80	105	
Bookbinder	85	110	
Bookbinders Asst.	70	85	
Bricklayer	80	105	
Brakeman	80	105	
Butcher	70	95	
Boilerman	80	105	

SEE NOTE 3

2725

	Lire		
	Min.	Max.	
Carpenter	80	105	per day
Caulker	80	105	
Checker	65	80	
Coach Builder	80	105	
Cobbler	80	110	
Coppersmith	80	105	
Compositor	90	110	
Compositor's Asst.	80	90	
Compositor, Chief	100	120	
Chairman	80	100	
Concreteer	70	105	
Cooper	80	105	
Chauffeur	70	90	
Chauffeur, Mechanic	80	100	
Core Maker (Foundry)	80	105	
Driver, Truck	80	100	
Driver, Mach, Truck	85	105	
Driver, Crane or Winch;	80	100	
Locomotive, Steam Roller			
Electricians	85	110	
Farrier	80	100	
Fireman, Oil Fuel	80	105	
Fireman, Coal, Steam Loco	80	105	
Foundryman	70	90	
Glazier	75	95	
Greaser	70	90	
Grinder, Precision	90	120	
Hammerman or Striker	70	90	
Joiner	85	110	
Laboratory & Dispensary Asst. (Male)	90	110	
Laboratory & Dispensary Asst. (Female)	80	100	
Lithographer	90	130	
Lithographer's Asst.	80	90	
Lineman	90	120	
Linotype Operator	90	130	
Markers and Sorters (Female)	55	70	
Messenger, Eng. Speaking (under 17)		50	
Machinist	80	110	
Masons	80	110	
Mechanics, Automobile	85	110	
Mechanics, Instrument, Sew. Mach.,	90	110	
Typewriter, Wireless			
Mechanic's Asst.	80	90	
Molders	80	105	
Machine Minders	70	90	
Machine Minders Asst.	50	70	
Painter, Varnisher, Signwriter	85	105	
Pavement layer	80	100	
Parquet layer	80	100	

SEE NOTE 3

	Min.	Max.	
Pattern Maker	80	105	per day
Plater (Printing)	90	110	
Plumber	80	105	
Plasterer	85	105	
Printer	90	120	
Quarryman	80	100	
Rigger	85	105	
Rivet Heater	70	90	
Rivetter	85	105	
Rivetter, Holder up	70	90	
Saddler	75	95	
Sawyer	80	100	
Saw Repairer & Sharpener	80	100	
Sheet Metal worker	80	105	
Smelter (Ore Smelting)	80	105	
Slater	70	90	
Stevedore	80	85	
Stevedore, Head	90	100	
Stevedore, Coaling & Ore · (only when so employed)	90	95	
Tent Mender	70	90	
Tinsmith	80	105	
Toolmaker	80	110	
Tailor	80	110	
Tailorress	60	80	
Trimmer, Coal	70	90	
Turner	80	110	
Time Keeper	70	120	
Tile Layer	80	100	
Vulcaniser	80	105	
Welder	85	105	
Watchman	60	70	
Warehouseman or Storekeeper	80	120	
Washer, Machine (Male)	70	90	
Washer, Machine (Female)	50	60	
Washer, Hand (Female)	50	60	
Wheelwright	80	100	

SEE NOTE 3

UNCLASSIFIED GRADES

(SEE NOTE 3)

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.
 Foreman & Chief Foreman, Unskilled Labor, Eng. Speak. 80 **2721** per day
 Unskilled labor (Male) 65
 Unskilled labor (Female) 50
 Boys up to 17 35

HOTEL GRADES

(FOOD TO BE FURNISHED)

(SEE NOTE 1)

Head Waiter
Waiter
Asst. Waiters
Head Cook
Cook
Asst. Cook
Dishwasher
Housekeeper (Female)
Chambermaid
Porter
Linen Keeper
Ironing Woman
Washer (Male)
Washer (Female)
Elevator Operator
Handyman
Skilled Labor (permanent)
Waitresses
Cashiers (Female)

Life
Monthly

Min.	Max.
2500	3500
1800	2500
1200	1700
2000	3500
1800	2700
900	1200
700	1000
1500	2500
1200	1800
1500	2000
1000	1500
700	1100
1100	1600
600	900
800	1200
1000	1500
1400	2100
1300	1900
900	1500

MESSES

(FOOD TO BE FURNISHED)

(SEE NOTE 1)

Head Cook
Cook
Asst. Cook
Head Waiter
Waiter
Asst. Waiter
Dish Washer
Handyman
Orderly (British Mess)

Min.	Max.
1800	3500
1800	2700
900	1200
1800	3500
1800	2500
1200	1700
700	1000
1000	1500
1500	2100

MARINE GRADES

(SEE NOTE 3)

Able Seaman
Boatman
Coxswain (helmsman)
Diver
Draftsman (Marine)
Rope Splicer
Salvage Hand
Salvage Hand (Master)
Sailmaker
Tugboat Engineer
Tugboat Master
Shipwright
Stoker & Fireman

Daily

Min.	Max.
70	80
60	70
80	100
2000	4000 (Month)
80	100
70	90
95	110
85	110
90	120
100	130
80	100
80	100

(plus 35 L. per hour under water)

NOTES:

1. For female rates where not specified, 15% will be deducted from the male rate in the same classification.
2. The daily base rate of all persons employed on night shifts may be increased by 10 lire. This applies only to workers engaged on a night shift, not those working through a day shift into the night. Overtime for such night workers will be paid at one and one-half times the increased base rate.
3. The minimum and maximum rates shown shall be decreased by one lire for all persons being served dehydrated soup and the employee paid on that rate, and in such cases the rate shown on the payroll will be the altered rate. For instance, in the case of unskilled labor (male) the rate shown on the payroll would be 64 lire per day, instead of 65 and the employee paid at the rate of 64 lire. No notation will be made on the payroll regarding the deduction.
4. Overtime will not be paid to hotel, mess or restaurant employees.

2720

EXHIBIT "D"

APPLICATION AND PAYMENT FORM OF AMOUNTS DUE DECEASED CIVILIAN EMPLOYEES
(For use in overseas commands. Authority: M.S.Comp. Gen. B-32745
and Change No. 1 to Procurement Regulations No. 1
Headquarters Peninsular Base Section)

1. I, _____, being duly sworn, say that I
am residing at _____, A.P.O. 782, U.S. Army.
(street address)

My Certificate of Identification Card is No. _____. My Age is _____.

2. That I am the _____ of _____
(widow, etc.) (name of decedent)

a former civilian employee of the United States of America, who died on
_____ day of _____, 19____, * and who has neither widow -
widower - unmarried child over 21 years of age - living parent.

3. That at the time of his decease there remained due and unpaid to *
him - * her from the United States of America the sum of _____ dollars
and _____ cents (\$ _____) for the payment of which application is hereby made.

(Signature of witness if
applicant signs by mark)

(Signature or mark of applicant)

We, _____ and _____
both of A.P.O. 782, U.S. Army, being duly sworn, say that we were well ac-
quainted with the above-named decedent and with his - *her family and
affairs; that we are well acquainted with the applicant herein; that we
understand the statements made by the applicant in the foregoing affidavit
and that such statements are true to the best of our knowledge and belief.

(Signature of witness if mark is
used opposite)

(Signature or Mark)

(Signature of witness if mark is
used opposite)

(Signature or Mark)

2719

Subscribed and sworn to before me by applicant and corroborating witnesses at A.P.O. 782, U.S. Army, this _____ day of _____ 19 _____
*Strike out all inapplicable words

(Adjutant, Summary Court, Etc.)
____ day of _____ 19 _____. APPROVED FOR PAYMENT AS CLAIMED HEREON.

(Officer signing administrative cert. on face of payroll)
Received on _____ the sum of _____ as the wages due the
(date) former employee named above.

(Signature of payee)
Payment made _____, 1944
by _____ Agent to _____
Payment witnessed by _____

Agent Finance Officer

U. S. RESTRICTED EQUALS BRITISH RESTRICTED

2109

RESTRICTEDHEADQUARTERS
PENINSULAR BASE SECTION
APO 782Change No. 4 to)
PROCUREMENT REGULATIONS)
NUMBER 1)

26 January 1944

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- h. No army rations or clothing will be furnished nor will food be purchased for civilian employees, without the approval of this Headquarters. There is no objection to any unit cooking such food as the employees may bring themselves or purchase locally.

- i. (1) Wages due any employee who has died regardless of the cause, will be paid by local disbursing officers (if applicable) directly to either of the following, upon claim, in the order named, if living: widow or widower; eldest unmarried child over 21 years of age; either parent; administrator of estate.

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Signatures of common labor and stevedores are not required on payrolls.

(d) Exhibit "B" published as of 18 October 1943 is rescinded and the Exhibit "B" attached hereto substituted therefor, effective 1 February 1944.

By command of Brigadier General PENCE:

OFFICIAL:

L. F. Nickel

L. F. NICKEL
Lt. Col., A.G.D.
Adjutant General

FRANCIS H. OXX
Colonel, G.S.C.
Chief of Staff

2 Incls:
Exhibit "B"
Exhibit "D"

DISTRIBUTION:

5	Each Staff Section	5	Hq AMG
5	57th Base Area	5	Sinc, AFHQ
2	Red Cross	5	CG MATOUSA
5	PWB	5	CG Fifth Army
2	Royal Navy	10	CG 303 MATOUSA
2	US Navy	5	CO Metropolitan Area
5	XII AFSC	5	Hq III Ry Service
5	AMG Region III	5	Hq AFHQ in Italy
5	AMG Region IV		

EXHIBIT "B"

RATES OF PAY - CIVILIAN LABOR

CLERICAL & SUPERVISORY GRADES

	<u>Rate</u>		
	<u>Min.</u>	<u>Max.</u>	
Accountant	2100	4500	per month
Asst. Purchasing Agent	3000	5500	" "
Bookkeeper (Male)	2000	4000	" "
Bookkeeper (Female)	1800	3500	" "
Clerk, Office, Male	70	110	" day
Clerk, Office, Female	60	90	" "
Draughtsman	2000	4000	" month
Draughtsman, Chief	2500	4500	" "
Interpreter, Oral & Translating	70	120	" day
Professional man (doctor, lawyer, dentist; construction, civil, mechanical engineers)	4000	8000	" month
Timekeeper	70	120	" day
Typist (Male)	70	110	" "
Typist (Female)	60	90	" "
Typist, Shorthand (Stenog) Eng. speaking	80	120	" "
Telephone Operator, Eng. Speaking (Female)	70	110	" "
Telephone Operator, Non-Eng. Speaking (Female)	55	75	" "
Shop Superintendent	3000	5000	" month
Warehouseman Superintendent	2500	4000	" "

CLASSIFIED ARTISAN AND SKILLED GRADES

(SEE NOTE 3)

Foreman. (Artisan and skilled labor) 10 lire per day more than
highest paid man under his supervision.

Chief Foreman. (Artisan and skilled labor) 10 lire per day more than
highest paid foreman under his supervision.

	<u>Min.</u>	<u>Max.</u>	
Apprentices, all grades	30	60	per day
Armature winder	90	130	
Armourer	90	130	
Asphalt layer	80	105	
Blacksmith	80	105	
Battery worker	80	105	
Baker	80	105	
Boilermaker	80	105	
Bookbinder	85	110	
Bookbinders Asst.	70	85	
Bricklayer	80	105	
Brakeman	80	105	
Butcher	70	95	
Boilerman	80	105	

SEE NOTE 3

2717

	Min.	Max.	
	80	105	per day
Carpenter	80	105	
Caulker	65	80	
Checker	80	105	
Coach Builder	80	110	
Caballer	80	105	
Coppersmith	90	110	
Compositor	80	90	
Compositor's Asst.	100	120	
Compositor, Chief	80	100	
Chairman	70	105	
Concreteer	80	105	
Cooper	70	90	
Chauffeur	80	100	
Chauffeur, Mechanic	80	105	
Core Maker (Foundry)	80	100	
Driver, Truck	85	105	
Driver, Mech, Truck	80	100	
Driver, Crane or Winch;			
Locomotive, Steam Roller	85	110	
Electricians	80	100	
Farrier	80	105	
Fireman, Oil Fuel	80	105	
Fireman, Coal, Steam Loco	70	90	
Foundryman	75	95	
Glazier	70	90	
Greaser	90	120	
Grinder, Precision	70	90	
Hammerman or Striker	85	110	
Joiner	90	110	
Laboratory & Dispensary Asst. (Male)	80	100	
Laboratory & Dispensary Asst. (Female)	90	130	
Lithographer	80	90	
Lithographer's Asst.	90	120	
Lineman	90	130	
Linotype Operator	55	70	
Markers and Sorters (Female)		50	
Messenger, Eng. Speaking (under 17)	80	110	
Machinist	80	110	
Masons	85	110	
Mechanics, Automobile	90	110	
Mechanics, Instrument, Sew. Mach.,			
Typewriter, Wireless	80	90	
Mechanic's Asst.	80	105	
Molders	70	90	
Machine Minders	50	70	
Machine Minders Asst.	85	105	
Painter, Varnisher, Signwriter	80	100	
Pavement layer	80	100	
Parquet layer			

SEE NOTE 3

	Min.	Max.	per day
Pattern Maker	80	105	
Plater (Printing)	90	110	
Plumber	80	105	
Plasterer	85	105	
Printer	90	120	
Quarryman	80	100	
Rigger	85	105	
Rivet Heater	70	90	
Rivetter	85	105	
Rivetter, Holder up	70	90	
Saddler	75	95	
Sawyer	80	100	
Saw Repairer & Sharpener	80	100	
Sheet Metal worker	80	105	
Smelterer (Ore Smelting)	80	105	
Slater	70	90	
Stevedore	80	85	
Stevedore, Head	90	100	
Stevedore, Coaling & Ore (only when so employed)	90	95	
Tent Hender	70	90	
Tinsmith	80	105	
Toolmaker	80	110	
Tailor	80	110	
Tailorress	60	80	
Trimmer, Coal	70	90	
Turner	80	110	
Time Keeper	70	120	
Tile Layer	80	100	
Vulcaniser	80	105	
Welder	85	105	
Watchman	60	70	
Warehouseman or Storekeeper	80	120	
Washer, Machine (Male)	70	90	
Washer, Machine (Female)	50	60	
Washer, Hand (Female)	50	60	
Wheelwright	80	100	

SEE NOTE 3

UNCLASSIFIED GRADES

(SEE NOTE 3)

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.
 Foreman & Chief Foreman, Unskilled Labor, Eng. Speak. 80 .120 per **2716**
 Unskilled labor (Male) 65
 Unskilled labor (Female) 50
 Boys up to 17 35

<u>HOTEL GRADES</u>		<u>Live Monthly</u>	
		<u>Min.</u>	<u>Max.</u>
Head Waiter	(FOOD TO BE FURNISHED)	2500	3500
Waiter		1800	2500
Asst. Waiters	(SEE NOTE 4)	1200	1700
Head Cook		2000	3500
Cook		1800	2700
Asst. Cook		900	1200
Dishwasher		700	1000
Housekeeper (Female)		1500	2500
Chambermaid		1200	1800
Porter		1500	2000
Linen Keeper		1000	1500
Ironing Woman		700	1100
Washer (Male)		1100	1600
Washer (Female)		600	900
Elevator Operator		800	1200
Handyman		1000	1500
Skilled Labor (permanent)		1400	2100
Waitresses		1300	1900
Cashiers (Female)		900	1500

<u>MESSES</u>		<u>Min.</u>	<u>Max.</u>
Head Cook	(FOOD TO BE FURNISHED)	1800	3500
Cook		1800	2700
Asst. Cook	(SEE NOTE 4)	900	1200
Head Waiter		1800	3500
Waiter		1800	2500
Asst. Waiter		1200	1700
Dish Washer		700	1000
Handyman		1000	1500
Orderly (British Mess)		1500	2100

<u>MARINE GRADES</u>		<u>Daily</u>	
		<u>Min.</u>	<u>Max.</u>
Able Seaman		70	80
Boatman		60	70
Coxswain (helmsman)		80	100
Diver	(plus 35 L. per hour under water)		110
Draughtsman (Marine)		2000	4000 (Month)
Rope Splicer		80	100
Salvage Hand		70	90
Salvage Hand (Master)		95	110
Sailmaker		85	110
Tugboat Engineer		90	120
Tugboat Master		100	130
Shipwright		80	100
Stoker & Fireman		80	100

NOTES:

1. For female rates where not specified, 15% will be deducted from the male rate in the same classification.
2. The daily base rate of all persons employed on night shifts may be increased by 10 lire. This applies only to workers engaged on a night shift, not those working through a day shift into the night. Overtime for such night workers will be paid at one and one-half times the increased base rate.
3. The minimum and maximum rates shown shall be decreased by one lire for all persons being served dehydrated soup and the employee paid on that rate, and in such cases the rate shown on the payroll will be the altered rate. For instance, in the case of unskilled labor (male) the rate shown on the payroll would be 64 lire per day, instead of 65 and the employee paid at the rate of 64 lire. No notation will be made on the payroll regarding the deduction.
4. Overtime will not be paid to hotel, mess or restaurant employees.

2715

EXHIBIT "D"

APPLICATION AND PAYMENT FORM OF AMOUNTS DUE DECEASED CIVILIAN EMPLOYEES

(For use in overseas commands. Authority: M.S.Comp. Ge. B-32745
and Change No. 4 So Procurement Regulations No. 1
Headquarters Peninsular Base Section)

1. I, _____, being duly sworn, say that I
am residing at _____, A.P.O. 782, U.S. Army.
(street address)

My Certificate of Identification Card is No. _____. My Age is _____.

2. That I am the _____ of _____
(widow, etc.) (name of decedent)

a former civilian employee of the United States of America, who died on
_____ day of _____, 19____, * and who has neither widow -
widower - unmarried child over 21 years of age - living parent.

3. That at the time of his decease there remained due and unpaid to *
him - * her from the United States of America the sum of _____ dollars
and _____ cents (\$) for the payment of which application is hereby made

(Signature of witness if
applicant signs by mark)

(Signature or mark of applicant)

We, _____ and _____
both of A.P.O. 782, U.S. Army, being duly sworn, say that we were well ac-
quainted with the above-named decedent and with his - * her family and
affairs: that we are well acquainted with the applicant herein; that we
understand the statements made by the applicant in the foregoing affidavit
and that such statements are true to the best of our knowledge and belief.

(Signature of witness if mark is
used opposite)

(Signature or Mark)

(Signature of witness if mark is
used opposite)

(Signature or Mark)

2714

Subscribed and sworn to before me by applicant and corroborating witnesses at A.P.O. 782, U.S. Army, this _____ day of _____ 19 _____

*Strike out all inapplicable words

(Adjutant, Summary Court, Etc.)

____ day of _____ 19 _____. APPROVED FOR PAYMENT AS CLAIMED HEREON.

(Officer signing administrative cert. on face of payroll)

Received on _____ the sum of _____ as the wages due the
(date)
former employee named above.

(Signature of payee)

Payment made _____, 19____
by _____ Agent to _____

Payment witnessed by _____

Agent Finance Officer

2169

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

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**THIS FOLDER
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