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AFHQ, ADMINISTRATIVE MEMORANDA
JAN. 1946 - JAN. 1947

Form 853 (Old No. 490)
July 26, 1918

47/CC

LIST OF PAPERS

Office of the
Chief Commissioner

File under No. 47/CC AFHQ ADMINISTRATIVE MEMORANDA 1946

From: 7 Feb 46 (Adm Memo 1)

To :

~~RESTRICTED~~

ALLIED COMMISSION

PART III

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
2646				

Instructions.—When papers on a subject become numerous, they should be indexed serially and brief entries made on this form.

~~RESTRICTED~~

ALCOM

30 JAN. 1947

AFHQ G-5

GHQ

6186

UNCLASSIFIED

PARA ONE PD REFERENCE ADMINISTRATIVE MEMO TWO SLANT FOUR SEVEN PD
PARA TWO PD ADVERSE REACTION TO PROVISION PROHIBITING PAYMENT IN-
CREASES TO EMPLOYEES DISMISSED DURING PERIOD ONE DECEMBER TO DATE
MEMORANDUM PD RECOMMEND AMENDMENT TO PROVIDE PAYMENT OF INCREASES
TO ALL EMPLOYEES EMPLOYED FOR ANY PART OF PERIOD AFTER EFFECTIVE
DATE OF ONE DECEMBER PD

PARA THREE PD UNDERSTAND GEORGE HOW QUEEN CONCURRENCE SUBJECT
SEPARATE SIGNAL PD

2645

PRIORITY

263

PAUL T. GRAVES Lt. Col. Inf.

JOHN R. HAYES
Maj AGD
Adjutant

ALPOM (40) JAN 24 1947

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512Still Officer 16
cc

ADMINISTRATIVE MEMORANDUM)

NUMBER

3)

21 January 1947

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES ANDALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIEDFORCES IN ITALY (LESS VENEZIA-GIULIA)

Paragraph 9(b)(v) of AFHQ Administrative Memorandum Number 14, 1946,
will be amended as follows:

Line 21, after the word "possible" insert:-

"In the case of these days falling on a Sunday, employees will
be granted another day in lieu, as a holiday with pay."

Effective date of this amendment will be retroactive to 11 November 1946.

BY COMMAND OF GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:"C"

- 2644
- 6- Principal Sea Transport Officer
 - 2- AF Labour and Wages committee c/o RAC
 - 20- Flag Officer Liaison Italy
 - 5- ATC Ciampino
 - 150- 1st Armored Div.
 - 100- 1st AGRA
 - 120- 86th Area
 - 50- Hq Padua Garrison
 - 100- "Q" GHQ
 - 150- 217 Area
 - 100- 218 Sub Area
 - 2- E & A, CMF, MELF

- 150- Hq PBS
- 70- Hq RAAC
- 50- Hq Caserta Enclave
- 5- AAB Capodichino
- 70- Air Hq RAF Italy
- 50- AGPS MEL
- 50- 88th Inf Div
- 5- G-1 MTO
- 5- G-3 MTO
- 5- G-4 MTO
- 5- G-5 MTO

R E S T R I C T E D

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512P.O.
to
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ADMINISTRATIVE MEMORANDUM)

NUMBER

34)

20 December 1946

PROCEDURE FOR HANDLING RECOMMENDATIONS OF
THE ALLIED FORCE LABOUR AND WAGES COMMITTEEAFHQ Administrative Memorandum Number 20, 1946, is amended as indicated:
Delete Paragraphs 1 and 2.

Add:

1. Effective immediately all minutes and recommendations of the
Committee will be submitted by the Secretariat direct to:

- (i) G-5, AFHQ
- (ii) "Q", GHQ
- (iii) Financial Adviser, GHQ
- (iv) Labour Directorate, GHQ
- (v) G-4, MTOUSA
- (vi) Fiscal Director, MTOUSA
- (vii) Civilian Personnel Div., MTOUSA
- (viii) Allied Commission

2. Serials (ii) to (vii) paragraph 1 take the following action on receipt
of letters from the Secretariat:

F.A., GHQ and Labour, GHQ forward replies to "Q", GHQ who
coordinates them and forwards them to G-5, AFHQ, Fiscal
Director, MTOUSA and Civilian Personnel Division, MTOUSA
forward replies to G-4, MTOUSA who coordinates them and
forwards them to G-5, AFHQ. G-5, AFHQ coordinates replies
from G-4, MTOUSA and "Q" GHQ and takes appropriate action.

Paragraph 3.

Delete:

"will forward copies to "Q", GHQ CMF, and G-4 MTO for their
comments and recommendations and"

Add Paragraph 4.

2643

Serial (viii) paragraph 1 on receipt of copies of letters from
Secretariat forwards comments, if any, direct to AFHQ.

BY COMMAND OF GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"

plus list on Page 2.

R E S T R I C T E D

DEC 19 1946

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L. Bonn

14 December 1943

33)

1. Paragraph 3, Allied Force Headquarters Administrative Memorandum No. 31, 5 December 1946, is superseded by this memorandum.

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b. All persons in Venezia Giulia who were in the employ-
ment of the Allied Forces on 1 September 1946, and are not disqualified by
virtue of being American or British personnel employed on specially
arranged conditions equivalent to those received in their home countries,
or certain actually displaced persons who are accommodated fed and clothed
by the Army."

Ralph E. Talley
RALPH E. TALLEY
Colonel, AGD
Adjutant General.

2642

150 - Hq FSB
70 - Hq RMAC
50 - Hq Gibraltar Enclave
5 - AAS Campino
70 - Air Hq RAF Italy
50 - AGRS 177
50 - 88th Inf. Div.
5 - G-1 MTO
5 - G-3 MTO
5 - G-4 MTO
5 - G-5 MTO

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512P.O.
to
Comm

ADMINISTRATIVE MEMORANDUM)

NUMBER

34)

20 December 1946

PROCEDURE FOR HANDLING RECOMMENDATIONS OF
THE ALLIED FORCE LABOUR AND WAGES COMMITTEE

AFHQ Administrative Memorandum Number 20, 1946, is amended as indicated:
Delete Paragraphs 1 and 2.

Add:

1. Effective immediately all minutes and recommendations of the
Committee will be submitted by the Secretariat direct to:

- (i) G 5, AFHQ
- (ii) "Q", GHQ
- (iii) Financial Adviser, GHQ
- (iv) Labour Directorate, GHQ
- (v) G-4, MTOUSA
- (vi) Fiscal Director, MTOUSA
- (vii) Civilian Personnel Div., MTOUSA
- (viii) Allied Commission

2. Serials (ii) to (vii) paragraph 1 take the following action on receipt
of letters from the Secretariat:

F.A., GHQ and Labour, GHQ forward replies to "Q", GHQ who
coordinates them and forwards them to G-5, AFHQ, Fiscal
Director, MTOUSA and Civilian Personnel Division, MTOUSA
forward replies to G-4, MTOUSA who coordinates them and
forwards them to G-5, AFHQ. G-5, AFHQ coordinates replies
from G-4, MTOUSA and "Q" GHQ and takes appropriate action.

Paragraph 3.

Delete:

"will forward copies to "Q", GHQ CMF, and G-4 MTO for their
comments and recommendations and"

Add Paragraph 4.

2643

Serial (viii) paragraph 1 on receipt of copies of letters from
Secretariat forwards comments, if any, direct to AFHQ.

BY COMMAND OF GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"

plus list on Page 2.

R E S T R I C T E D

R E S T R I C T E D

AFHQ Administrative Memorandum No. 34, dtd 20 Dec 46 (Cont'd)

DISTRIBUTION: (Cont'd)

- 6 - Principal Sea Transport Officer
- 500 - AF Labour and wages committee c/o RAC
- 20 - Flag Officer Liaison Italy
- 5 - ATC Ciampino
- 150 - 1st Armored Div.
- 100 - 1st AGRA
- 100 - 86th Area
- 50 - Hq Padua Garrison
- 100 - "Q" GHQ
- 150 - 217 Area
- 100 - 218 Sub Area
- 150 - Hq PBS
- 70 - Hq RAAC
- 50 - Hq Caserta Enclave
- 5 - AAB Ciampino
- 70 - Air Hq RAF Italy
- 50 - AGRS/MTZ
- 50 - 88th Inf Div
- 5 - G-1 MTO
- 5 - G-3 MTO
- 5 - G-4
- 5 - G-5 AFHQ

R E S T R I C T E D

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

14 December 1946

NUMBER

33)

BONUS PAYABLE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES
IN ITALY, SICILY, SARDINIA AND VENEZIA-GIULIA

1. Paragraph 3, Allied Force Headquarters Administrative Memorandum No. 31, 5 December 1946, is superseded by this memorandum.

"3. Employees Eligible.

a. All persons in Italy, Sicily, and Sardinia who were in the employment of the Allied Forces on 26 July 1946, and not disqualified by the provisions of paragraph 1, Allied Force Headquarters Administrative Memorandum No. 14, dated 29 June 1946, as amended.

b. All persons in Venezia-Giulia who were in the employment of the Allied Forces on 1 September 1946, and are not disqualified by virtue of being American or British personnel employed on specially arranged conditions equivalent to those received in their home countries, or certain actually displaced persons who are accommodated fed and clothed by the Army."

BY COMMAND OF LIEUTENANT GENERAL LEE:

DISTRIBUTION:

6 - Principal Sea Transport Officer
500 - Labor and wages committee c/o RAC
20 - Flag Officer Liaison Italy
26425 - ATO Campino
150 - 1st Armored Div.
100 - 1st AGRA
100 - 35th Arec
30 - Hq. Adus Garrison
100 - " " GIC
100 - Hq. 1st Arec
150 - 21st Arec
100 - 21st Sub Arec

Joseph P. Talley
JOSEPH P. TALLEY
Colonel, AGC
Adjutant General

150 - Hq. JWS
70 - Hq. RAC
50 - Hq. Caserta Enclave
5 - ATO Campino
70 - Air Hq. RAF Italy
50 - AGRS-ITA
50 - 80th Inf. Div.
5 - G-1 MTO
5 - G-3 MTO
5 - G-4 MTO
5 - G-5 AFM

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ADMINISTRATIVE MEMORANDUM)

NUMBER

32)

10 December 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS VENEZIA-GIULIA)AFHQ Administrative Memorandum Number 14/46, paragraph 9 (b)
is amended by the addition of(v) TERMINATION BONUS

A Termination Bonus will be paid to Clerical and Administrative Employees who terminate employment at their own request, always provided that termination is by mutual consent and that satisfactory services have been rendered, such bonus to consist of one half of the sum to which they would have been eligible as a dismissal bonus had they been dismissed. "

Effective date to be the date of publication of this Memorandum.

BY COMMAND OF LIEUTENANT GENERAL LEE:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

2641
6 - Principal Sea Transport Officer
500 - AF Labour and wages committee c/o RAC
20 - Flag Officer Liaison Italy
5 - LTC Ciampino
150 - 1st Armored Div.
100 - Inf AGRA
100 - 86th Area
50 - Hq Padua Garrison
100 - "Q" GHQ
150 - 217 Area
100 - 218 Sub Area
2 - E & A, CMF, GHQ, MELF

150 - Hq PBS
70 - Hq RAC
50 - Hq Caserta Enclave
5 - AGD Ciampino
70 - Air Hq RAF Italy
50 - AGRS MTZ
50 - 88th Inf Div.
5 - G-1 MTO
5 - G-3 MTO
5 - G-4 MTO
5 - G-5 AFHQ

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ALLIED FORCE HEADQUARTERS
APO 512

DEC 10 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

31)

5 December 1946

BONUS PAYABLE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES
IN ITALY, SICILY, SARDINIA AND VENEZIA-GIULIA

1. A Bonus equivalent to the Italian Republic Bonus will be paid to all civilian employees engaged under Allied Force Labor and Wages policy, Allied Force Headquarters Administrative Memorandum No. 14, 1946, as amended to include Sicily, Sardinia, and Venezia-Giulia.

2. Bonus will be a one lump sum payment of 3,000 lire to persons employed and paid as head of family, 1,500 lire to all other employees.

3. Employees eligible are all persons who were in the employment of the Allied Forces on 26 July 1946.

4. Many employees have been released since 26 July 1946 and the payment to them presents many complexities. In view of this fact, all actions as to payment and publicity will be coordinated and announced simultaneously by British and United States Forces.

5. Allied Force installations will not effect payment of this bonus until such time as they are instructed by separate orders from GHQ, CMF if British, or Headquarters MTOUSA if American.

BY COMMAND OF LIEUTENANT GENERAL LEE:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"

26 50
6 - Principal Sea Transport Officer
50 - AF Labour and wages committee c/o RAC
20 - Flag Officer Liaison Italy
5 - ATC Ciampino
150 - 1st Armored Div.
100 - 1st AGRA
100 - 86th Area
50 - Hq Padua Garrison
100 - "Q" GHQ
150 - 217 Area

100 - 218 Sub Area
150 - Hq FBS
70 - Hq RAAC
50 - Hq Caserta Enclave
5 - AAB Ciampino
70 - Air Hq RAF Italy
50 - AGRS-MIZ
50 - 88th Inf Div.
5 - G-1 MTO
5 - G-3 MTO
5 - G-4 MTO
5 - G-5 AFHQ

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

30)

2 December 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS VENEZIA-GIULIA).

AFHQ Administrative Memorandum Number 14, 1946, as amended by AFHQ Administrative Memorandums 17/46, 18/46, 19/46 and 21/46 will apply in full to civilians employed by the Allied Forces in Sicily and Sardinia. Effective date to be the date of publication of this memorandum.

Copies of Administrative Memorandum Number 14, 1946 will be amended as follows:

Page 1. Title heading. Delete the words "SICILY, SARDINIA AND".

Preamble. Delete the words "SICILY, SARDINIA AND"

BY COMMAND OF LIEUTENANT GENERAL LEE:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"

6 - Principal Sea Transport Officer	150 - Hq PBS
500 - AF Labour and wages committee c/o RAC	70 - Hq RAC
20 - Flag Officer Liaison Italy	20 - Hq Caserta Enclave
5 - ATC Ciampino	5 - AAB Ciampino
150 - 1st Armored Div.	70 - Air Hq RAF Italy
100 - 1st AGRA	50 - AGPS/MTZ
100 - 86th Area	50 - 88th Inf Div.
50 - Hq Padua Garrison	5 - G-1 MTO
100 - "Q" CHQ	5 - G-3 MTO
100 - Naples Area	5 - G-4 MTO
150 - 217 Area	5 - G-5 AFHQ
100 - 218 Sub Area	

R E S T R I C T E D

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ALLIED FORCE HEADQUARTERS
APO 512

DEC 6 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

29)

2 December 1946

FORMULA FOR DETERMINATION OF RATE APPROPRIATE FOR
EMPLOYEES OF ALLIED FORCE IN RELATION TO
PRIVATE CIVILIAN WAGE RATES

AFHQ Administrative Memorandum Number 25, 1945 is amended.

1. Paragraph 2 (b) of Appendix 'A' is amended by the deletion of the words: "(including an appropriate allowance for paid annual and other holidays)".

2. Paragraph 3 of Appendix 'A' is amended to read as follows:

"From the gross wage in private industry must be deducted the workers contribution for social insurance and sickness insurance. This gives the net "take home" wage of the employee in private industry."

BY COMMAND OF LIEUTENANT GENERAL LEE:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

2018

6 - Principal Sea Transport Officer	150 - Hq PBS
500 - AF Labour and wages committee c/o RAG	70 - Hq RAAC
20 - Flag Officer Liaison Italy	20 - Hq Caserta Enclave
5 - ATO Ciampino	5 - AAB Ciampino
150 - 1st Armored Div.	70 - Air Hq R.F. Italy
100 - 1st AGF	50 - AGRS/MTZ
100 - 86th Area	50 - 88th Inf Div.
50 - Hq Padua Garrison	5 - G-1 MTO
100 - "Q" GHQ	5 - G-3 MTO
100 - Naples Area	5 - G-4 MTO
150 - 217 Area	5 - G-5 AFHQ
100 - 218 Sub Area	

RESTRICTED

S.D. to Chief Command

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

NOV 18 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

28)

14 November 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND

ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED

FORCES IN ITALY (LESS SICILY, SARDINIA

AND VENEZIA-GIULIA)

Appendix "B" to AFHQ Administrative Memorandum Number 14, 1946, as amended by AFHQ Administrative Memorandum Number 17, 1946 is further amended as follows:

Sheet 2. Delete Note 1 and substitute:

"1. CHIEF EXECUTIVE

In addition to the above grades a special grade of "Chief Executive" is established at a maximum rate not to exceed 22,000 Lira per month for Zone "B" and 20,000 Lira per month for Zone "A". These rates are subject to revisions which may be made from time to time. Appointments to this grade which will be made only in very special circumstances, are reserved to the Allied Force Labour and Wages Committee, and are, in all cases, subject to the approval of G-5, AFHQ. The pro-forma at Appendix "E" to this memorandum will be used for this purpose."

Effective date to be 1st November 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

2036

DISTRIBUTION:

"C"

6 - Principal Sea Transport Officer
500- AF Labour and wages committee c/o RAC
400- III Dist.
20 - Flag Officer Liaison Italy
5 - ATC Ciampino
150- 1st Armored Div.
100- 1st AGRA
100- 86th Area
50 - Hq Padua Garrison
100- "Q" GHO

150 - Hq IBS
70 - Hq RAAC
20 - Hq Caserta Enclave
5 - AAB Ciampino
70 - Air Hq RAF Italy
50 - AGPS-MTZ
50 - 88th Inf Div.
5 - G-1 MTO
5 - G-3 MTO
5 - G-4 MTO
5 - G-5 AFHQ

R E S T R I C T E D
ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

27)

14 November 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA-GIULIA)

Appendix "B" to AFHQ Administrative Memorandum Number 14, 1946, as amended by AFHQ Administrative Memorandum Number 17, 1946 is further amended as follows:

1. Under Heading "VARIABLE COST OF LIVING BONUS, ZONE 'A'", for Males Not Heads of Family (All categories less apprentices and unskilled 16/18) delete 4,645 Liro per month and substitute 4,654 Liro per month.
2. Under Heading "BASIC WAGE, Minimum" for category 7, Unskilled 16/18, Female not Head of Family delete 60 Liro per day and substitute 50 Liro per day.

Effective date to be date of publication of this Memorandum.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
"C"

- | | |
|---|---|
| <p>2635</p> <ul style="list-style-type: none"> 6 - Principal Sea Transport Officer 500- AF Labour and wages committee c/o RAC 400- III Dist 20 - Flag Officer Liaison Italy 5 - ATC Ciampino 150- 1st Armored Div. 100- 1st AGRA 100- 86th Area 50 - Hq Padua Garrison 100- "Q" GHQ | <ul style="list-style-type: none"> 150 - Hq FBS 70 - Hq RAAC 20 - Hq Caserta Enclave 5 - AAE Ciampino 70 - Air Hq RAF Italy 50 - ACRS-MTZ 50 - 86th Inf Div 5 - G-1 MTO 5 - G-3 MTO 5 - G-4 MTO 5 - G-5 AFHQ |
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RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

NOV 15 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

26)

12 November 1946

STAFF PROCEDURE RELATIVE TO WAR CRIMES AND WAR CRIMINALS

1. Hereafter the Theater Judge Advocate, MTOUSA, is charged with the functions of coordination within Allied Force Headquarters all staff work dealing with War Crimes and War Criminals. All matters dealing with War Crimes and War Criminals will be referred to the Theater Judge Advocate MTOUSA for appropriate disposition.
2. Among the functions to be performed under this directive, the Theater Judge Advocate will:
 - a. Prepare all communications to higher authorities or other Theaters on matters relating to War Crimes and War Criminals other than of a routine nature, for signature and dispatch by the Adjutant General, AFHQ, after consultation with other interested Staff Branches and headquarters.
 - b. Prepare all directives to GHQ, CMF and MTOUSA relative to War Crimes and War Criminals in the same manner as prescribed in paragraph 2a hereof.
 - c. Prepare and issue directives to Allied Commission relative to War Crimes and War Criminals with a copy of such directive to G-5, AFHQ.
3. Direct correspondence on matters of detail as may be appropriate in the performance of the functions herein prescribed, between the Theater Judge Advocate, MTOUSA and branches of MTOUSA, GHQ, CMF or Allied Commission, is authorized.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"

Information Copies, 2 Each:

III District

Flag Officer, Liaison-Italy (FOLI)

HQ PBS

AF Labour & Wages Committee (THRU RAAC)

HQ RAAC

HQ Caserta Detachment

HQ Command MTOUSA

5AB Ciampino

Air HQ RAF Italy

1 Armored Division

1st AGRA

36th Area

HQ Poona Garrison

"C" GHQ

AGRS/MTS

8th Inf. Div.

G-1 MTO

G-3 MTO

G-4 MTO

G-5 MTO

RESTRICTED

R E S T R I C T E D

NOV 15 1946

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

25)

12 November 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA-GIULIA)

AFHQ Administrative Memorandum No. 14, this headquarters, 1946 is amended as indicated:

1. Appendix "D" is amended by the insertion of Linotype Operator (Operating English Type) category 2.

2. Effective date of new category will be 1 November 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant GeneralDISTRIBUTION:

"C"

400-III District
20-Flag Officer, Liaison-Italy (FOLI)
150-HQ FBS
500-AF Labour & Wages Committee (THRU RAAC)
70-HQ RAAC
20-HQ Caserta Enclave
50-HQ Command MTOUSA
5-AAB Ciampino
70-Air HQ RAF Italy
150-1 Armored Division
100-1st AGRA
100-86th Area
50-HQ Padua Garrison
100-"Q" GHQ
50-ACRS/MTZ
50-86th Inf. Div.
5-G-1 MTO
5-G-3 MTO
5-G-4 MTO
5-G-5 AFHQR E S T R I C T E D

RESTRICTED

NOV 4 1946

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

24)

31 October 1946

CONDITIONS UNDER WHICH ITALIANS WILL BE EXEMPTED FROM THE MILITARY SERVICE

Administrative Memorandum Number 10, this headquarters, 1945 is rescinded.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

*Ralph C. Tilley*RALPH C. TILLEY
Colonel, AGD
Adjutant GeneralDISTRIBUTION:

- 0
- plus
- 6 - Principal Sea Transport Officer (PSTO)
- 500 - AF Labour and Wages Committee, c/o RAAC
- 400 - III District
- 450 - XIII Corps
- 20 - Flag Officer Liaison Italy (FOLI)

47/cc

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RESTRICTED

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

OCT 25 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

23)

23 October 1946

SUPPLY OF FOOD TO ITALIAN CIVILIANS FROM CIVILIAN STOCKS
(MIDSHIFT MEAL & OFFICE WORKERS' MEAL)

1. Paragraph 5 of AFHQ Administrative Memorandum Number 43 dated 2 October 1945, is amended as indicated:

Delete:

Bread (this may be served in whole	11	317 (equals 264
or in part as bread, pasta and/or		gms flour)
flour)		

Add :

Bread (this may be served in whole	9	259 (equals 216
or in part as bread, pasta		gms flour)
and/or flour)		

2. Paragraph 11 (1) of AFHQ Administrative Memorandum Number 43 dated 2 October 1945, is amended as indicated:

Delete:

11 ozs of Bread (or equivalent combination	5 lire
of bread, pasta and/or flour)	

Add :

9 ozs of Bread (or equivalent combination	4 lire
of bread, pasta and/or flour)	

3. Effective date 23 October 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

C

- 6 - Principal Sea Transport Officer (PSTO)
- 500 - AF Labour and Wages Committee, c/o RAAC
- 400 - III District
- 450 - XIII Corps
- 20 - Flag Officer Liaison Italy (FOLI)

R E S T R I C T E D

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

OCT 18 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

22)

16 October 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA GIULIA)

Administrative Memorandum, No 14, this Headquarters, 1946, is further amended as indicated:

1. In revised appendices "A" and "B" Notes 2 to AFHQ Administrative Memorandum No 14 this Headquarters 1946.

Add: Venice (Communes of Venice, Mestre and Marghera).

2. Effective date of new Category will be retroactive to 1 October 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
 RALPH C. TILLEY
 Colonel, AGD
 Adjutant General

DISTRIBUTION:

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450 - HQ 13 Corps
 400 - HQ 3 District
 150 - HQ PBS
 70 - HQ RAAC
 70 - Air HQ RAF Italy
 20 - HQ Caserta Enclave
 50 - HQ Command, MTO
 50 - AGRS, MTZ
 50 - HQ 88th (US) Div
 5 - G-1 MTO
 5 - G-3 MTO
 5 - G-4 MTO
 5 - G-5 AFHQ
 5 - G CHQ
 5 - Labour CHQ
 5 - D/Labour
 5 - 120 Finance Dist. Co. Bagnoli
 15 - 8 Base Command Pay Office
 500 - AF Labour & Wage Committee c/o RAAC
 6 - Principal Sea Transport Officer
 20 - FOLI

RESTRICTED

2630

47/cv

S.O. to Chief Commr.

R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

21)

17 September 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA GIULIA)

Administrative Memorandum, No. 14, this headquarters 1946, is further amended as indicated:

1. Delete paragraph 4 (a)
Substitute new paragraph 4 (a):

(a) Application of Rates.

(i) Employees engaged after the effective date of this Memorandum as established in paragraph 4(a) above, who have never previously been employed by the Allied Forces:- Will be paid at the minimum rate of pay laid down in Appendices "A" and "B" until trade tested. Such trade-testing may be effected on engagement. After being trade-tested employees may receive a rate of pay commensurate with their skill and ability within the limits set out in Appendices "A" and "B".

(ii) Employees already in the employment of the Allied Forces at the effective date of this Memorandum:-

(a) Whose previous take-home-wage (composed of basic rate plus cost of living bonus) was less than that appropriate to their grade in Appendices "A" and "B" :- Will be paid in accordance with Appendices "A" and "B".

(b) Whose previous take-home-wage was more than that appropriate to their grade in Appendices "A" and "B" :- Will receive a rate of pay equivalent to their previous take-home-wage, regarded as being made up of :-

(1) Maximum basic rate applicable to their grade in Appendices "A" and "B".

(ii) A personal Cost of Living Bonus sufficient, when added to (1) above, to bring the take-home-wage up to the previous total.

2629

AFHQ Adm. Memo. No. 21 (Cont'd)

(iii) Employees previously in the employment of the Allied Forces, discharged through no fault of their own (e.g. sickness or the disbandment of the employing unit) before the effective date of this Memorandum, and re-engaged after its effective date but not later than one calendar month after date of discharge.

(a) Whose previous take-home-wage was less than that appropriate to their grade in Appendices "A" and "B" :- Will be paid in accordance with Appendices "A" and "B".

(b) Whose previous take-home-wage was more than that appropriate to their grade in Appendices "A" and "B" :- May, at the discretion of the employing unit, be treated as in paragraph (ii) (b) above. Otherwise will be treated as in paragraph (iii) (a) above.

(iv) Employees discharged after the effective date of this Memorandum through no fault of their own, and subsequently re-engaged not later than one calendar month after date of discharge:

May, at the discretion of employing unit, be re-engaged on their previous basic rate of pay plus the appropriate cost of living bonus at the time of re-engagement (except that employees previously in receipt of a personal cost of living bonus under the terms of paragraphs (ii) (b) and (iii) (b) above may, at the discretion of the employing unit receive that bonus if more advantageous than the cost of living bonus at the time of re-engagement).

(v) Employees discharged through some fault of their own:-

Will not normally be re-engaged. If however they are re-engaged it will be on the same terms as in paragraph (i) above.

(vi) In all cases where discharged employees are re-engaged on any other rate than the minimum laid down in Appendices "A" and "B" this will be subject to the production of a certificate from the previous employing unit stating the reasons for discharge and the latest rate of pay in issue.

(vii) In all cases where under paragraphs (ii) (b), (iii) (b) and (iv) above employees are permitted to remain on a total take-home wage higher than that authorized in Appendices "A" and "B" they will not benefit from any subsequent increase either in basic pay or cost of living bonus until such time as the scales, which will be revised quarterly, exceed their existing remuneration.

(viii) It should be noted that the concessions granted in paragraphs (ii) (b), (iii) (b) and (iv) above are designed as a protection, in particular to :-

AFHQ Adm. Memo. No. 27 'Cont'd)

(a) Non-heads-of-family who by virtue of the introduction of a distinction between heads-of-family and non-heads-of-family in this Memorandum would otherwise suffer a decrease in take-home-wage.

(b) Employees already working in areas where the cost-of-living bonus operating prior to the publication of this Memorandum was so high that they would otherwise suffer a decrease in take-home-wage.

(1x) If the break in service in paragraphs (iii) and (iv) above is more than one calendar month re-employment will be as for a new employee as in paragraph (i) above.

(x) Any employee discharged and re-engaged before the date of publication of this amendment will continue to receive the rate of pay in issue on the date of the publication of this amendment irrespective of the length of time between discharging and re-engaging.

2. Para 7 (a) (ii) (b) line 1 After "All" insert "newly engaged".

Lines 2 and 3. Delete "a certificate ("stato di Famiglia") obtained from the local Commune". Substitute "such evidence as will convince the responsible employing Officer"

Lines 4 and 5. Delete "On production of certificates employees". Substitute "On production of such evidence such employees".

3. Delete paragraph 7 (a) (ii) (c). Substitute new paragraph 7 (a) (ii) (c) :-

(c) Where non-heads-of-family, engaged prior to the publication of the memorandum, were receiving higher take-home-wages than those authorised for non-heads-of-family in Appendices "A" and "B" they may continue in receipt of such take-home-wages under the terms of paragraph 4 (a) (ii) (b) above.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant-General

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See reverse side

AFHQ Adm. Memo. No. 21 (Cont'd)

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- 150 - HQ PBS
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- 50 - GRS, MTO
- 50 - HQ 88th (US) Div
- 5 - G-1 MTO
- 5 - G-3 MTO
- 5 - G-4 MTO
- 5 - G-5 AFHQ
- 5 - Q GHQ
- 5 - Labour GHQ
- 5 - D/Labour

Pls see me
Gu cc
See A.M. 34

RESTRICTED

ALLIED FORCE HEADQUARTERS
 AFO 512

SEP 23 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

20)

16 September 1946

PROCEDURE FOR HANDLING RECOMMENDATIONS OF THE ALLIED FORCE LABOUR AND WAGES.

1. Effective 15 September 1946, all minutes and recommendations emanating from the meetings of the Allied Force Labour and Wages Committee will be submitted in quadruplicate to the Chief Commissioner, Allied Commission for onward transmittal to AFHQ.

2. The Allied Commission will forward three copies to G-5 AFHQ by endorsement expressing where pertinent its views and recommendations.

3. G-5 AFHQ will forward copies to "C", G-2, G-3, and G-4 for their comments and recommendations and will consult such other Staff Sections as may be appropriate. If G-5 AFHQ is unable to secure agreement, the question together with the individual points of non-agreement will be submitted by G-5 to the Chief of Staff, AFHQ thru the Deputy Chief of Staff, AFHQ for decision. When either the agreement of the principal Staff Sections has been secured or the decision of the Chief of Staff, AFHQ has been received, G-5 AFHQ will cause the publication of the necessary AFHQ instructions.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
 RALPH C. TILLEY
 Colonel, AGC
 Adjutant General

DISTRIBUTION:

"C"

plus

2 - Secretary AF Labour and Wages Committee

2027

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S.O. to CC

I have discussed with CC & taken action
24/9

S.C. to Chief Commr.

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

SEP 8 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

19)

5 September 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND

ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED

FORCES IN ITALY (LESS SICILY, SARDINIA

AND VENEZIA-GIULIA)

So much of Revised Appendix "B", AFHQ Administrative Memorandum Number 17 as reads Category 2, Senior Supervisory, Sub Professional, F Not HF Variable Cost of Living Bonus Zone "B", Month, the figures 4062 are amended to read 4862.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

C
HQ 13 Corps 100
HQ 3 District 200
HQ PBS 150
HQ RAAC 70
Air HQ RAF Italy 70
HQ Caserta Enclave 20
HQ Command, MTO 50
AGRS/MTZ 50
HQ 88th (US) Div 50
G-1 MTO 5
G-3 MTO 5
G-4 MTO 5
26 ~~25~~ AFHQ 5
C GHQ 5
Labour GHQ 5
130 Finance Disb. 5
Co. Bagnoli 5
8 Base Command Pay Office 15

R E S T R I C T E D

47/10

S.D. to Chief Comm 1946

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

SEP 3 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

17)

30 August 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA-GIULIA)

Appendix "A" and Appendix "B" to AFHQ Administrative Memorandum Number 14, 1946, are superseded by Revised Appendix "A" and Revised Appendix "B", copies attached hereto as inclosures Number 1 and 2.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

2 Incls:

- 1 - Revised Appendix "A" to AFHQ Memo No. 14, 1946
- 2 - Revised Appendix "B" to AFHQ Memo No. 14, 1946

DISTRIBUTION:

C

Hq 13 Corps	100
Hq 3 District	200
Hq PBS	150
Hq RAAC	70
Air Hq RAF Italy	70
Hq Caserta Enclave	20
Hq Command, MTO	50
AGRS-MTZ	50
Hq 88th (US) Div	50
G-1 MTO	5
G-3 MTO	5
G-4 MTO	5
G-5 AFHQ	5
Q GHQ	5
Labour GHQ	5

2625

R E S T R I C T E D

22/6/46

REVISED APPENDIX "A" TO AFHQ ADMIN MEMO No 14

ALLIED FORCE BASIC WAGE AND COST OF LIVING BONUS SCALES - ITALY
(LESS VENEZIA-GIULIA)

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES

Notes: 1. M= Male; F = Female; H.F. = Head of Family.

2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
NAPLES (Communes of NAPLES, and CASTELLAMMARE)

ROME (Commune of ROME)
MILAN (Commune of MILAN)
TURIN (Commune of TURIN)
GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	BASIC WAGE		VARIABLE COST OF LIVING BONUS	
		Min	Max	Zone "A"	Zone "B"
1. SPECIALIZED WORKERS	M HF	170	200	269	305
" "	M Not HF	170	200	179	215
2. QUALIFIED WORKERS	M HF	140	170	269	305
" "	M Not HF	140	170	179	215
" "	F HF	100	120	246	277
" "	F Not HF	100	120	156	187
3. APPRENTICES 18 - 20	M Not HF	135	150	161	193
" (not qualified)	M Not HF	120	135	161	193
" (not qualified) 16-18	M Not HF	85	95	134	161
4. SEMI-SKILLED WORKERS	M HF	125	140	269	305
" "	M Not HF	125	140	179	215
" "	F HF	90	100	246	277
" "	F Not HF	90	100	156	187
5. UNSKILLED WORKERS	M HF	100	125	269	305
" "	M Not HF	100	125	179	215
" " (16-18)	M Not HF	70	85	134	161
" "	F HF	70	90	246	277
" " (16-18)	F Not HF	70	90	156	187
" " (16-18)	F Not HF	50	60	113	135

NOTES:

1. Foreman or Ganger (Cat 2) : (Artisan and Skilled Labour) 20% per day more than the basic rate in issue to the highest paid man under his supervision.

Foreman or Ganger (Cat 2) : (Unskilled Labour) 20% per day more than the basic rate paid to unskilled labour.

SHEET 2 OF REVISED APPENDIX "A" TO AFHQ ADMIN MEMO No. 14

Chief Foreman (Cat 2) : (Artisan and Skilled Labour Supervising three (3) or more Foreman or Gangers)

M HF 7280 - 8580 lire per month) Plus C.L.B.
 M NHF 7280 - 8580 " " ") shown in
) Appendix "B"

Chief Foreman (Cat 2) : (Unskilled Labour supervising three (3) or more Foremen or Gangers)

M HF 5980 - 7280 lire per month) Plus C.L.B.
 M NHF 5980 - 7280 " " ") shown in
) Appendix "B"

2. Labourers (Category 5) working on main drains 10 lire per day extra whilst actually employed on drains.

3. RATIONS

When full rations, i.e., all meals are provided to the employee by the Employing Service, the following deductions will be made:

(a) 30 lire per day from the basic rate of pay.

(b) 4 lire per day from the cost of living bonus.

4. Juveniles between 14 and 16 years of age in the Apprentice and Unskilled Grades will receive the minimum basic rate of pay applicable to Juveniles 16 - 18 years of age.

REVISED APPENDIX "B" TO AFHQ ADMIN MEMO No. 14

ALLIED FOR. BASIC WAGE AND COST OF LIVING ZONE SCALES

- ITALY (LESS VENEZIA-GIULIA)

ADMINISTRATIVE, OFFICE AND CLERICAL GRADES,

HOTEL, MESS AND CLUB GRADES

MARINE GRADES

Notes: 1. M = Male; F = Female; H.F. = Head of Family.

2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
 NAPLES (Communes of NAPLES, and CASTELLAMARE)
 ROME (Commune of ROME)
 MILAN (Commune of MILAN)
 TURIN (Commune of TURIN)
 GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	VARIABLE COST OF LIVING							
		BASIC WAGE				BONUS			
		Minimum Day	Maximum Month	Minimum Day	Maximum Month	Zone "A" Day	Zone "A" Month	Zone "B" Day	Zone "B" Month
1. EXECUTIVE	M HF	330	8580	430	11180	269	6994	305	7930
PROFESSIONAL	M Not HF	330	8580	430	11180	179	4645	215	5590
	F HF	230	5980	300	7800	246	6396	277	7202
	F Not HF	230	5980	300	7800	156	4056	187	4862
2. SENIOR SUPERVISORY	M HF	230	5980	330	8580	269	6994	305	7930
SUB-PROFESSIONAL	M Not HF	230	5980	330	8580	179	4645	215	5590
	F HF	160	4160	230	5980	246	6396	277	7202
	F Not HF	160	4160	230	5980	156	4056	187	4062
3. JUNIOR SUPERVISORY	M HF	170	4420	230	5980	269	6994	305	7930
SPECIALIZED	M Not HF	170	4420	230	5980	179	4645	215	5590
	F HF	120	3120	160	4160	246	6396	277	7202
	F Not HF	120	3120	160	4160	156	4056	187	4862
4. QUALIFIED	M HF	140	3640	170	4420	269	6994	305	7930
"	M Not HF	140	3640	170	4420	179	4645	215	5590
"	F HF	100	2600	120	3120	246	6396	277	7202
"	F Not HF	100	2600	120	3120	156	4056	187	4862
5. APPRENTICES 18/20	M Not HF	135	3510	150	3900	161	4186	193	5018
" (not qualified)	M Not HF	120	3120	135	3510	161	4186	193	5018
" 16/18	M Not HF	85	2210	95	2470	134	3484	161	4186
6. SEMI-SKILLED	M HF	125	3250	140	3640	269	6994	305	7930
"	M Not HF	125	3250	140	3640	179	4645	215	5590
"	F HF	90	2340	100	2600	246	6396	277	7202
"	F Not HF	90	2340	100	2600	156	4056	187	4862
7. UNSKILLED	M HF	100	2600	125	3250	269	6994	305	7930
"	M Not HF	100	2600	125	3250	179	4645	215	5590
" 16/18	M Not HF	70	1820	85	2210	134	3484	161	4186
"	F HF	70	1820	90	2340	246	6396	277	7202
"	F Not HF	70	1820	90	2340	156	4056	187	4862
" 16/18	F Not HF	60	1300	60	1560	113	2938	135	3510

(Incl No. 2 to AFHQ Adm Memo No. 17)

.....Notes:

SHEET 2 OF REVISED APPENDIX "B" TO AFHQ ADMIN MEMO No. 14

NOTES:

1. Chief Executive

In addition to the above grades a special grade of "Chief Executive" is established at a maximum rate not to exceed 20,000 lire per month. This amount will include Cost of Living Bonus. Appointments to this grade which will be made only in very special circumstances, are reserved to the Allied Force Labour and Wages Committee, and are, in all cases, subject to the approval of the C.A.O., A.F.H.Q. The pro-forma at Appendix "E" to this memorandum will be used for this purpose.

2. Teachers

Professors, teachers and Educational Course Instructors in all subjects at Army Colleges will be classed as Category 1 personnel, subject to the posts in question being identified by, or under the authority of, the Chief Education Officer, GHQ. Such personnel must be filling vacancies not below the rank of Warrant Officer on approved War Establishments.

3. Marine grades will be paid at the daily rates shown above, with the following additions:-

- (i) Diver - plus 35 lire an hour underwater.
- (ii) Linesman (Navy) - plus 5 lire an hour while tending Diver.

4. The daily rates shown in the above schedule have been computed on the basis of a 26 day month and will, therefore, apply only when computing deductions from the pay and cost of living bonus of all grades (other than marine, hotel, mess and club grades) who have worked less than the stipulated minimum of 26 days in any month. Deductions from pay and cost of living bonus in respect of hotel, mess and club grades who work less than 30 days in any month will be computed by dividing monthly figures by thirty (30).

5. Juveniles between 14 and 16 years of age in the apprentice and unskilled grades will receive the minimum basic rate applicable to juveniles 16-18 years of age.

6. Rations

When full rations, i.e., all meals provided to the employee by the employing service, the following deductions will be made:-

- (a) 30 lire per day from the basic rate of pay.
- (b) 4 lire per day from the cost of living bonus.

Sub-para (b) is not applicable to hotel, mess and club grades.

SHEET 3 OF REVISED APPENDIX "B" TO AFHQ ADMIN MEMO No. 14

7. The standard working day for Hotel, Mess and Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1 September, 1942, can be produced and verified by the local Provincial Italian Labour Office or AMG. This only applies to the hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not the hotels, messes and clubs which are requisitioned and direct labour employed by the Armed Forces.

8. Overtime is not payable to the following grades:-

Executives (Business analysts, exporters, etc.),
Professional Workers (Electrical Engineers, doctors, lawyers,
dentists, construction, civil mechanical engineers),
Senior Administrative Assistants, and Sub-Professional Workers.

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

AUG 27 1946

ADMINISTRATIVE MEMORANDUM)

NUMBER

16)

23 August 1946

DISSOLUTION OF PETROLEUM SECTION

(Functions of Central Mediterranean Tanker Co-ordinating Committee)

Paragraph 4h, Administrative Memorandum Number 1, this headquarters, 1946, is superseded by this paragraph:

"4. h. Co-ordinate movement, through COGENA, of Italian Coastal Tankers for the Italian coast, and from the Italian coast to YUGOSLAVIA and GREECE but the operation, operating and planning control of Italian tanker tonnage including dry docking, sailing orders and/or diversion is the responsibility of COGENA subject to the overall control of the Italian Shipping Board."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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20 - C.P.C. (extra)

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JUL 16 1946

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RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

15)

1 July 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA-GIULIA)

Paragraph 1 (a), Administrative Memorandum Number 14, this headquarters, 1946, is superseded by this paragraph.

"1. APPLICATION OF THE REGULATIONS

- (a) These regulations will apply to the direct employment of all civilian labour employed in the normal manner by the Allied Forces (Allied Naval, Land and Air Forces), through Civil Labour Units irrespective of nationality, but will not apply to certain nationals, e.g., American and British, who are employed by various Allied Organizations on specially arranged conditions equivalent to those received in their home countries."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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HQ 13 Corps	100
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HQ PES	150
HQ RAAC	70
Air HQ RAF Italy	70
HQ Capota Enclave	20
HQ Command, MTO	50
GHS, MTO	50
HQ 88th (US) Div	50
G-1 MTO	5
G-3 MTO	5
G-4 MTO	5
G-5 AFHQ	5
Q GHQ	5
Labour GHQ	5

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C 52927
101356B JULY

H/4563
JULY 111000

PRIORITY

AFHQ SIGNED SACRED CITE FHCAO

REAR 13 CORPS DISTHREE RAAC PBS INFO TO 8 BASE COMMAND PAY OFFICE

AFLWC SECRETARIAT *ALCOM*

attached to

UNCLASSIFIED

Intention AFHQ administrative memorandum number 14 of 29 June is that no existing allied employee shall suffer decrease in total pay as result of publication. Understand in certain areas owing to high cost of living bonus operating present take home wage composed of basic pay plus cost of living bonus exceeds maximum permissible for appropriate grade in administrative memorandum number 14. In such cases employees may continue in old rate of pay until discharged. Employees discharged through no fault of their own may be re-engaged at discretion of employing unit at old rate provided re-engagement takes place within a fortnight or is delayed for longer period owing to sickness only. In all other cases provisions of administrative memorandum number 14 will apply co-ordinated : "Q" G-4.

AC DIST

INFO ACTION: 2675 REGT 2

INFO: CHIEF COMMISSIONER

EX COMMISSIONER

HQ COMDT

EX OFFICER A

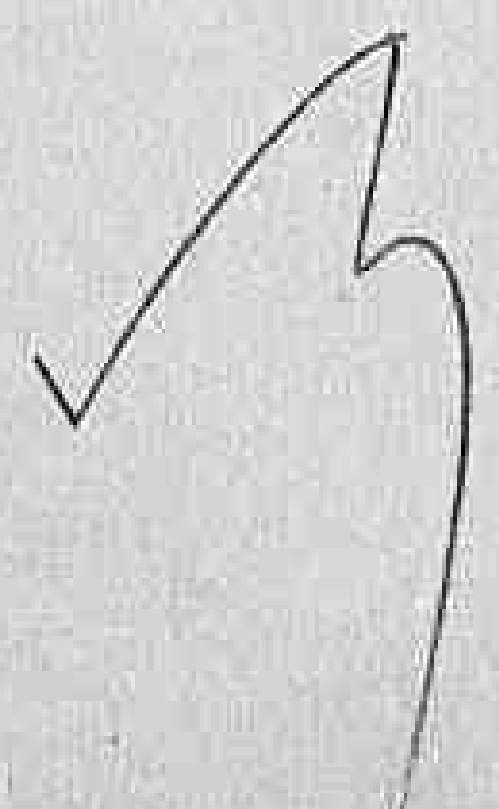
EX OFFICER B

AFLWC RAAC

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JUL 8 RECD

RESTRICTEDALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

14

29 June 1946

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND
ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED
FORCES IN ITALY (LESS SICILY, SARDINIA
AND VENEZIA-GIULIA)

AFHQ Admin Memo No 34, as amended by AFHQ Admin Memos 37/45, 38/45, 39/45, 48/45 and 49/45; and 47/45 and 5/46 are superseded, insofar as ITALY (less SICILY, SARDINIA and VENEZIA-GIULIA) is concerned, by this Admin Memo.

1. APPLICATION OF THE REGULATIONS

- See 1 July memo 15
- (a) These regulations will apply to the direct employment of all civilian labour employed in the normal manner by the Allied Forces through Civil Labour Units irrespective of nationality, but will not apply to certain nationals, e.g. American and British, who are employed by various Allied organizations on specially arranged conditions equivalent to those received in their home countries.
- (b) The special benefits authorized under Para 9 of this Admin Memo will not apply to certain non-Italian civilians, who are actually Displaced Persons, and in consequence are accommodated, fed and clothed by the Army.
- (c) These regulations are not applicable to a civilian organization such as a railroad, public utility, etc., which may be taken over by the Allied Forces.

2. RECRUITMENT(a) BRITISH INSTALLATIONS AND UNITS

Applications for employees will normally be made to the nearest Deputy Assistant Director of Labour (Civil), Senior Labour Control Officer or Civil Labour Unit ("CLU").

(b) AMERICAN INSTALLATIONS AND UNITS

Applications for employees will be cleared through the nearest Base Section HQ or such other Labour office as may be established in any particular locality from time to time.

AFHQ Adm. Memo. No. 14 (Cont'd)

3. LOCAL SUB-COMMITTEES

The financial powers of Local Sub-Committees, as set forth in AFHQ Admin. Memo. 25/45 are withdrawn, with the exception of those granted to the Local Sub-Committee in VENEZIA-GIULIA.

4. RATES OF PAY

(a) Allied Force Basic Wage and Cost of Living Bonus Scales

Employees will be paid a basic wage plus a cost of living bonus as set forth in the schedules attached as Appendices "A" and "B" which shall be designated the "Allied Force Basic Wage and Cost of Living Bonus Scales" and be effective as follows:-

(i) For Daily Paid Employees - from the day after the second pay-day after the publication of this Memorandum.

(ii) For Monthly Paid Employees - from the day after the NEXT pay-day after the publication of this memorandum.

(b) Monthly Rates of Pay

For the purpose of calculating payment for periods of less than one month, monthly rates of pay and cost of living bonus are related to an average of 26 working days per month at 8 hours per day for all grades other than hotel, mess and club employees; basic pay and cost of living bonus for hotel, mess and club grades will be calculated on a 30-day month at 12 hours per day.

(c) Procedure in respect of New Grades

Categorization for grades not listed may be established by the Chairman of the local Sub-Committee in conjunction with the Chairman and Secretariat, Allied Force Labour & Wages Committee, provided these grades fall within the Categories laid down in Appendices "A" and "B" (excluding Note 1 to Appendix "B"). Appendix "E" to this memorandum will be used for this purpose, and similarly where it is required to establish a grade with a rate of pay in excess of those laid down in Appendices "A" and "B" (excluding Note 1 to Appendix "B").

(d) Pay on Engagement

(1) All labour will be paid at the minimum rate of pay laid down in Appendices "A" and "B" until trade-tested. Such trade-testing may be effected on engagement. After being trade-tested employees may receive a rate of pay commensurate with their skill and ability within the limits set out in Appendices "A" and "B".

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

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- (b) Where re-employment in the same category occurs immediately after discharge, or if it can be established that the employee broke his service through no fault of his own, e.g. sickness or on the disbandment of the employing unit, a Head of Family may be employed at his previous rate of pay, plus the appropriate cost of living bonus at the time of re-engagement.
- (c) At the discretion of the employing unit sub-paragraphs (a) and (b) above will also apply to a non-Head of Family, except that on re-engagement he may receive, in addition to his previous rate of pay, his previous cost of living bonus if more favourable than that in force at the time of re-engagement. Reference is made to Para. 7(a) (ii) (c) of this Memorandum.
- (d) In all other cases the terms of re-engagement will be those in force at the time of re-employment.

(e) Pay for Night Shifts

The daily basic rate for persons employed on night shifts may be increased by 10 lire. This only applies to workers engaged on a night shift, and not to those working through the day shift into the night. Overtime for the former will be paid at one and a half times the increased basic pay.

5. HOURS OF WORK AND OVERTIME

(a) Hours of Work per Day

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

(b) Days of Work per Week

Employees will normally be expected to work a minimum of six (6) consecutive days per week.

(c) Overtime

- (i) Overtime may be paid at the rate of time and one half for all completed hours worked over forty-eight (48) in any normal pay week or for all completed hours in excess of eight (8) per day where a normal pay week cannot be established. A normal pay week is a pay week during which hours amounting to forty-eight (48) in total are scheduled over a fixed number of days. The computation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excepted from

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these conditions are those employees specifically designated in the Appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a weekday.

- (ii) Overtime should be discouraged in the interests of efficiency and the employment of surplus labour.

6. BASIC RATE OF PAY

All civilians will be classified on engagement under one of the following categories (vide Appendixes "C" and "D") and they will receive a basic rate of pay, as shown in Appendixes "A" and "B".

CLASSIFIED ARTISANS, SKILLED & UNSKILLED GRADES (vide Appendix "C")

Category 1	Specialised
" 2	Qualified
" 3	Apprentices
" 4	Semi-skilled
" 5	Unskilled

ADMINISTRATIVE, OFFICE & CLERICAL GRADES, MESS & CLUB GRADES, HOTEL GRADES, MARINE GRADES (vide Appendix "D")

Category 1	Executive and Professional
" 2	Senior Supervisory and Sub-Professional
" 3	Specialised and Junior Supervisory
" 4	Qualified
" 5	Apprentices
" 6	Semi-skilled
" 7	Unskilled

7. COST OF LIVING BONUS

- (a) Civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in Paras. 4 and 6 above, a cost of living bonus at a flat rate as set forth in Appendixes "A" and "B" which will be dependent on:-

- (i) ZONE. In order to comply generally with the varying rates of cost of living, the territory covered by the Memorandum has been classified geographically into two Zones, which are referred to in Appendixes "A" and "B" as Zone "A" and Zone "B". Any additions to Zone "B" will be made by the Allied Force Labour and Wages Committee, and subject to the approval of the C.A.O., A.F.H.Q.

- (ii) WHETHER THE EMPLOYEE IS A HEAD OF FAMILY OR NON-HEAD OF FAMILY

- (a) A male or female, married or single, with any number of dependents will be classed as a Head of Family.

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(b) All employees will be paid as non-Heads of Family until such time as a certificate ("Stato di Famiglia"), obtained from the local Commune, is produced proving that they are Heads of Family. On production of certificates employees will be paid retrospectively to the date of employment or date of becoming Heads of Family whichever is the later.

(c) Those non-Heads of Family, engaged prior to the publication of this Memorandum, are receiving higher rates than those laid down in Appendices "A" and "B" they may continue in receipt of their existing rate, but they will not benefit from any subsequent increases either in basic pay or cost of living bonus until such time as the scales, which will be revised quarterly, exceed their existing remuneration. New engagements will, however, be subject in all cases to the rates in Appendices "A" and "B".

(b)(i) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of the following work periods:-

For Monthly Paid Employees

30 days work for hotel, mess and club employees.
26 days for other than hotel, mess and club employees.

For Daily Paid Employees

Either 48 hours within any normal working week
or 8 hours on any one day.

(ii) The proportion of bonus payable varies directly with the proportion of the basic wage due (as defined in (b) (i) above), subject to the proviso that cost of living bonus will not be paid in respect of any day on which no work is performed, except as prescribed in Paragraph 9 below.

(iii) The cost of living bonus is not part of the basic wage and will be excluded, for example, from the computation and adjustments for overtime pay.

8. ADVANCES

No advance of pay or bonuses will be made in any circumstances.

9. CHRISTMAS BONUS, DISMISSAL BONUS, ANNUAL LEAVE WITH PAY AND PUBLIC HOLIDAYS WITH PAY

(a) GENERAL

(i) Following the established policy of keeping conditions

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of employment and wage scale for Allied Force employees in step with those prevailing in Italian industry, a Christmas Bonus, Dismissal Bonus and paid Annual Leave will be granted to civilian employees of the Allied Forces for each month of completed service or fraction thereof. (See Para. (c)(ii) below). Furthermore, they will be granted six (6) paid holidays a year.

- (ii) This instruction will be effective from 4 March 1946. Bonuses and Annual Leave with pay provided by this directive will be computed retrospective to 1 January 1946, or the date of employment, whichever is later, but will not apply to personnel who have been discharged from employment before 4 March 1946.
- (iii) Only those civilians employed by the Allied Forces on a permanent or semi-permanent basis are entitled to the benefits under this directive.
 - (a) Permanent employees are those persons regularly employed on a permanent basis or for a lengthy indefinite period of time.
 - (b) Semi-permanent employees are those persons employed for limited periods of time not less than one week, for seasonal work, or for work of brief but indefinite duration.

(b) (i) CHRISTMAS BONUS

A Christmas Bonus will be paid to civilians employed on a permanent or semi-permanent basis, such bonus to accrue at the rate of two days' pay per month, to be paid on the normal pay day before Christmas or at dismissal, whichever shall occur first.

(ii) DISMISSAL BONUS

Civilians employed on a permanent or semi-permanent basis dismissed for reasons other than misconduct will be paid dismissal bonus at the following rates:

- (a) Clerical and administrative grades (includes Hotel and mess clerical staff) 2 days' pay per month.
- (b) Hotel and mess (other than clerical staff) 1 day's pay per month. Other grades (including marine) 1 day's pay per six months.

(iii) ANNUAL LEAVE WITH PAY

Annual leave with pay will be granted to civilians

AFHQ Adm. Memo. No. 14 (Cont'd) R E S T R I C T E D

employed on a permanent or semi-permanent basis at the following rates:

Office Workers : 2 days per month
Other Workers : 1 day per month

Payment for accrued leave not taken up to time of dismissal will be paid to the individual as of the date of dismissal.

(iv) LEAVE WITHOUT PAY

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

(v) PUBLIC HOLIDAYS WITH PAY

Six (6) public holidays with pay will be granted civilians employed on a permanent or semi-permanent basis as follows:

(a) United States Forces:

New Year's Day	1 January
Washington's Birthday	22 February
Independence Day	4 July
Armistice Day	11 November
	(or other appointed day)
Christmas Day	25 December
Thanksgiving Day	Due date

(b) British Forces:

New Year's Day	1 January
August Bank Holiday	1st Monday in August
Armistice Day	11 November
	(or other appointed day)
Christmas Day	25 December
Good Friday	Due date
Easter Monday	Due date

When civilian employees are required to work on these days no extra pay will be given, but such employees will be granted a holiday with pay as soon thereafter as possible.

Civilian employees will be required to work, without additional pay or compensation, on any days, other than

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AFHQ Adm. Memo. No. 14 (Cont'd)

those specified above, which may be declared holidays by the Italian Authorities.

(c) (i) For purposes of computation the term "pay" in all sub-paragraphs of this section shall include current basic pay and cost of living bonus at the time payment is made.

(ii) For payment of a fraction of a month, ($\frac{1}{2}$) of the indicated rates will be paid for each completed week of service provided that, in the case of grades other than clerical and administrative and hotel and mess, no dismissal bonus will be paid for any period of service less than six (6) months.

10. FEEDING OF EMPLOYEES

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

11. CLOTHING AND ACCOMMODATION

Clothing and accommodation will not be provided to civilian employees except under regulations prescribed by AFHQ.

12. EMPLOYMENT

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

13. NOTICE OF TERMINATION OF EMPLOYMENT TO CIVILIAN EMPLOYEES

(a) As military requirements diminish, it becomes necessary to reduce the number of civilian employees in Allied establishments. To make these reductions in force as orderly as possible, the employing services will give adequate notice of discharge whenever possible. It is suggested that manual workers be given a minimum of one week's notice, and that office workers be notified two weeks in advance of dismissal.

(b) In no circumstances, however, will employees be paid in lieu of notice.

14. TRAVELLING ALLOWANCES

(a) Civilian employees when travelling on duty, involving absence from the normal place of duty and home, may in the absence of

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AFHQ Adm. Memo. No. 14, (Cont'd)

Service accommodation and rations be paid subsistence allowance at the following rates for each full day's absence of 24 hours:

<u>MONTHLY BASIC WAGE</u>	<u>DAILY SUBSISTENCE ALLOWANCE</u> (including overnight absence)
9000 Lira and more	820 Lira p.d.
6000 Lira to 8999 Lira	720 Lira p.d.
4500 Lira to 5999 Lira	610 Lira p.d.
3500 Lira to 4499 Lira	540 Lira p.d.
Less than 3500 Lira	450 Lira p.d.

DAILY BASIC WAGE

Standard rate of 450 Lira per day (including overnight) for all daily paid grades.

- (b) (i) For absences of less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of a responsible officer, subject to a limit of three meals per day.
- (ii) For absences involving procurement of sleeping accommodation by the traveller at his own expense, two fifths of the daily allowance rate above may be paid for this item, in addition to any allowance payable under paragraph (b) (i) above.
- (c) No allowances are payable under paragraph (b)(i) above if rations are provided in kind, or under paragraph (b)(ii) if quarters are provided.

15. CONTRACTOR'S EMPLOYEES

Contractor's employees should be paid at the local prevailing wage rate, such rates to be ascertained from:

- (a) Ufficio del Lavoro
- (b) Camera del Lavoro
- (c) Unione Industriale
- (d) Local Sub-Committee, as authorized in AFHQ Admin Memo No 25/45.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

5 Incls:
Appendices "A" through "E"

DISTRIBUTION:

C
Plus List on Page 10

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

AFHQ Adm. Memo. No. 14 (Cont'd)

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APPENDIX "A" TO AFHQ A. IN MEMO No 14

ALLIED FORCE BASIC WAGE AND COST OF LIVING BONUS SCALES - ITALY
(LESS VENEZIA-GIULIA)

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES

Notes : 1. M = Male; F = Female; H.F. = Head of Family.

2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
 Naples (Communes of NAPLES, and CASTELLAMMARE)

ROME (Commune of ROME)
 MILAN (Commune of MILAN)
 TURIN (Commune of TURIN)
 GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	BASIC WAGE		VARIABLE COST OF LIVING BONUS	
		Min	Max	Zone "A"	Zone "B"
1. SPECIALIZED WORKERS	M HF	170	200	195	225
" "	M Not HF	170	200	100	120
2. QUALIFIED WORKERS	M HF	140	170	195	225
" "	M Not HF	140	170	100	120
" "	F HF	100	120	180	208
" "	F Not HF	100	120	87	104
3. APPRENTICES 18 -20	M Not HF	135	150	90	108
" (not qualified)	M Not HF	120	135	90	108
" (not qualified) 16-18	M Not HF	85	95	75	90
4. SEMI-SKILLED WORKERS	M HF	125	140	195	225
" "	M Not HF	125	140	100	120
" "	F HF	90	100	180	208
" "	F Not HF	90	100	87	104
5. UNSKILLED WORKERS	M HF	100	125	195	225
" "	M Not HF	100	125	100	120
" " (16 - 18)	M Not HF	70	85	75	90
" "	F HF	70	90	180	208
" "	F Not HF	70	90	87	104
" " (16 - 18)	F Not HF	50	60	63	76

NOTES:

1. Foreman or Ganger (Cat 2) : (Artisan and Skilled Labour) 20% per day more than the basic rate in issue to the highest paid man under his supervision.

Foreman or Ganger (Cat 2) : (Unskilled Labour) 20% per day more than the basic rate paid to unskilled labour.

...../Chief Foreman

SHEET 2 OF APPENDIX "A" TO AFHQ ADMIN MEMO NO 14

Chief Foreman (Cat 2) : (Artisan and Skilled Labour supervising three (3) or more Foremen or Gangers)

M HF 7280 - 8580 lire per month) Plus C.L.B.
 M NHF 7280 - 8580 " " ") shown in
) Appendix "B"

Chief Foreman (Cat 2) : (Unskilled Labour supervising three (3) or more Foremen or Gangers)

M HF 5980 - 7280 lire per month) Plus C.L.B.
 M NHF 5980 - 7280 " " ") shown in
) Appendix "B"

2. Labourers (Category 5) working on main drains 10 lire per day extra whilst actually employed on drains.

3. RATIONS

When full rations, i.e., all meals are provided to the employee by the Employing Service, the following deductions will be made:

(a) 30 lire per day from the basic rate of pay.

(b) 4 lire per day from the cost of living bonus.

4. Juveniles between 14 and 16 years of age in the Apprentice and Unskilled Grades will receive the minimum basic rate of pay applicable to Juveniles 16 - 18 years of age.

APPENDIX "B" TO AFV ADMIN MEMO No 14

ALLIED FORCE BASIC WAGE AND COST OF LIVING BONUS SCALESITALY (LESS VENEZIA-GIULIA)ADMINISTRATIVE, OFFICE AND CLERICAL GRADES,HOTEL, MESS AND CLUB GRADESMARINE GRADES

- Notes : 1. M = Male; F = Female; H.F. = Head of Family.
 2. Classification of Zones

All territory will be classed as Zone "A" with the exception of the following which will be Zone "B" :-

BARI (Commune of BARI)
 NAPLES (Communes of NAPLES, and CASTELLAMMARE)
 ROME (Commune of ROME)
 MILAN (Commune of MILAN)
 TURIN (Commune of TURIN)
 GENOA (Commune of GENOA)

CATEGORIES AND GRADES	M or F	VARIABLE COST OF LIVING BONUS							
		BASIC WAGE							
		Minimum		Maximum		Zone "A"		Zone "B"	
		Day	Month	Day	Month	Day	Month	Day	Month
1. EXECUTIVE	M HF	330	8580	430	11180	195	5070	225	5850
PROFESSIONAL	M Not HF	330	8580	430	11180	100	2600	120	3120
	F HF	230	5980	300	7800	180	4680	210	5460
	F Not HF	230	5980	300	7800	90	2340	105	2730
2. SENIOR SUPERVISORY	M HF	230	5980	330	8580	195	5070	225	5850
SUB-PROFESSIONAL	M Not HF	230	5980	330	8580	100	2600	120	3120
	F HF	160	4160	230	5980	180	4680	210	5460
	F Not HF	160	4160	230	5980	90	2340	105	2730
3. JUNIOR SUPERVISORY	M HF	170	4420	230	5980	195	5070	225	5850
SPECIALIZED	M Not HF	170	4420	230	5980	100	2600	120	3120
	F HF	120	3120	160	4160	180	4680	210	5460
	F Not HF	120	3120	160	4160	90	2340	105	2730
4. QUALIFIED	M HF	140	3640	170	4420	195	5070	225	5850
"	M Not HF	140	3640	170	4420	100	2600	120	3120
"	F HF	100	2600	120	3120	180	4680	210	5460
"	F Not HF	100	2600	120	3120	90	2340	105	2730
5. APPRENTICES 18/20	M Not HF	135	3510	150	3900	90	2340	110	2860
" (not qualified)	M Not HF	120	3120	135	3510	90	2340	110	2860
" 16/18	M Not HF	85	2210	95	2470	75	1950	90	2340
6. SEMI-SKILLED	M HF	125	3250	140	3640	195	5070	225	5850
"	M Not HF	125	3250	140	3640	100	2600	120	3120
"	F HF	90	2340	100	2600	180	4680	210	5460
"	F Not HF	90	2340	100	2600	90	2340	105	2730
7. UNSKILLED	M HF	100	2600	125	3250	195	5070	225	5850
"	M Not HF	100	2600	125	3250	100	2600	120	3120
" 16/18	M Not HF	70	1820	85	2210	75	1950	90	2340
"	F HF	70	1820	90	2340	180	4680	210	5460
"	F Not HF	70	1820	90	2340	90	2340	105	2730
" 16/18	F Not HF	60	1560	60	1560	65	1690	75	1950

.....Notes :

SHEET 2 OF APPENDIX "B" TO AFEQ ADMIN MEMO NO 14

NOTES:

1. Chief Executive

In addition to the above grades a special grade of "Chief Executive" is established at a maximum rate not to exceed 20,000 lire per month. This amount will include Cost of Living Bonus. Appointments to this grade which will be made only in very special circumstances, are reserved to the Allied Force Labour and Wages Committee, and are, in all cases, subject to the approval of the C.A.O., A.F.H.Q. The pro-forma at Appendix "E" to this memorandum will be used for this purpose.

2. Teachers

Professors, teachers and Educational Course Instructors in all subjects at Army Colleges will be classed as Category 1 personnel, subject to the posts in question being identified by, or under the authority of, the Chief Education Officer, GHQ. Such personnel must be filling vacancies not below the rank of Warrant Officer on approved War Establishments.

3. Marine grades will be paid at the daily rates shown above, with the following additions:-

- (i) Diver - plus 35 lire an hour underwater.
- (ii) Linesman (Navy) - plus 5 lire an hour while tending Diver.

4. The daily rates shown in the above schedule have been computed on the basis of a 26 day month and will, therefore, apply only when computing deductions from the pay and cost of living bonus of all grades (other than marine, hotel, mess and club grades) who have worked less than the stipulated minimum of 26 days in any month. Deductions from pay and cost of living bonus in respect of hotel, mess and club grades who work less than 30 days in any month will be computed by dividing monthly figures by thirty (30).

5. Juveniles between 14 and 16 years of age in the apprentice and unskilled grades will receive the minimum basic rate applicable to juveniles 16-18 years of age.

6. Rations

When full rations, i.e., all meals provided to the employee by the employing service, the following deductions will be made:-

- (a) 30 lire per day from the basic rate of pay.
- (b) 4 lire per day from the cost of living bonus.

Sub-para (b) is not applicable to hotel, mess and club grades.

SHEET 3 OF APPENDIX "B" TO AFHC ADMIN MEMO NO 14

7. The standard working day for Hotel, Mess and Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1 September, 1942, can be produced and verified by the local Provincial Italian Labour Office or AMG. This only applies to the hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not the hotels, messes and clubs which are requisitioned and direct labour employed by the Armed Forces.

8. Overtime is not payable to the following grades:-

Executives (Business analysts, exporters, etc.),
Professional Workers (Electrical Engineers, doctors, lawyers,
dentists, construction, civil mechanical engineers),
Senior Administrative Assistants, and Sub-Professional Workers.

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APPENDIX "C" TO / Q ADMIN MEMO NO 14

CLASSIFIED ARTISANS, SKILLED & UNSKILLED GRADES
(Daily Paid)

NOTE : This list provides for a worker in a particular category to be placed in certain circumstances, in one or other grade according to degree of proficiency.
Such cases are identified in the "Category" column where more than one numeral is shown.

Category		Category	
Anti-Malarial Labourer	4	Cobbler	2
Apprentices (All grades)	3	Compositor	2
Armature Winder	1,2	Compositor Chief	1,2
Armourer	2	Concretor	4
Artisans Mates	4	Cooper	2
Asphalt Layer	4	Coppersmith	2
Baker	2	Coremaker (Foundry)	2
Baler (Clothing & Soft Goods)	4	Cutter (Clothing) - pattern	1,2
Barber	4	Dental Clerk/Orderly	2
Battery Maker	2,4	Dental Mechanic	2
Blacksmith	2	Drier (M/C & preparer)	5
Boiler Maker	2	Driver Crane	2
Boilerman	2	Driver (Loco) diesel	2
Bookbinder	2	Driver (Loco) electric	2
Boot Machine Operator Mechanic	2	Driver (Loco) steam	2
Bootmaker & Repairer	2	Driver (M.R. electric)	2
Bootmaker (Hand or Machine)	2	Driver Mechanic, Motor Launch	2
Bootmaker (Surgical or Special)	2	Driver (Mechanical Plant)	2
Boot Manufacture	2	Driver motor vehicle (Heavy & Medium)	2
Boot Closser	2	Driver steam or motor roller	2
Boot Machinist	2	Driver stationary engine (I.C. or steam)	2
Brakeman	4	Driver, Truck & Trailer	2
Bricklayer	2	Electrician Auto	2
Builders Labourer	4	Electrician (Elevator Repairer)	2
Burner (Acetylene)	2	Electrician (House wireman)	2
Butcher	2	Electroplater	2
Cabinet Maker	2	Elevator Repairer Mechanic	2
Carotaker	2,4	Embroiderer	2,4
Carotaker (Cometary)	2,4	Extractor of Bodies	4
Carpenter	2	Farrier	2
Caulker	2	Fireman, Loco	2
Centze Lath Turner	2	First Aid Post Attendant	2
Chairman	4	Fitter (Aero radial diesel)	1,2
Charcoal Burner	4	Fitter (Ammunition)	2
Chauffeur (Mechanic)	2,4	Fitter (Assembler)	2
Checker	4	Fitter (Armourer)	2
Checker, Railway Goods Yard	4	Fitter (Bench)	2
Clothing Machinist	2,4	Fitter (Electrical)	1,2
Clothing (Classifier, sorter)	4	Fitter (Marine)	2
Coachbuilder	2		
Coachpainter	2		

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SHEET 2 OF APPENDIX "C" TO AFHQ ADMIN MEMO NO 14

Category		Category	
Fitter (Metal detail-aero)	2	Mechanic (Motor I.C.)	2
Fitter (Millwright)	1,2	Mechanic (Sewing Machine)	2
Fitter (Motor - I.C.)	2	Mechanic (Typewriter)	2
Foundry Labourer	4	Mechanic (Weighing Machine)	2
Foundryman	2	Mechanic (Wireless)	2
Gardener	4	Milling Hand (Flourmill)	2,4
Gearcutting Machinist	1,2	Motion Picture Operator	2
Glazier	2	Moulder	2
Greaser	4	Musician	2
Groom or Stableman	4	Navy	4
Gunfitter	2	Nurse (Hospital - qualified)	2,3
Hairstressor	2	Nursing Orderly Asst (or in charge of first-aid post catering for less than 250 employees. See Nursing Orderly Appendix "D")	2
Hammerman or Striker	4	Occupational Therapist	2
Inspector (Micro, vernier etc for fixed gauge work; see "Viewer")	1,2	Packer	4,5
Inspector	1,2	Painter & Varnisher	2
Instrument Maker & Repairer	1,2	Paper Cutting Operator	2
Instrument (precision) Maker & Repairer	1,2	Parquet Layer	2
Iron & Steel bender & fixer	2	Pattermaker (Engineering)	2
Joiner (House & Ship)	2	Pavement Layer	2
Laboratory & Dispensary Asst	2	Permanent Way Inspector	4
Lifesaver	4	Photographic Developer	2
Lighthousekeeper	2,4	Pier Supervisor	2
Linesman	2	Plasterer	2
Linotype Operator	2	Platolayer (Railroad)	4
Litho Engraver	1	Plator (Printing)	2
Lithographer	2	Plumber	2
Lithographers Assistant	4	Pointman (Railroad)	4
Locksmith	2	Police Officer	2
Lumber Dogger	4	Postal Sorter	2
Lumber Feller	4	Polisher (French)	2
Lumber Log Turner	4	Pressor (Hand)	4
Lumber Worker (Edgeman)	2	Pressor (Hoffman Steam Press)	2
Lumber Worker (Handler)	5	Printing Machine Minder	2
Lumber Worker (Checker Setter)	4	Process Engraver	1
Machinist (Capstan Operator)	2,4	Quarryman	4
Machinist (Centre Lathe Turner)	2	Recordak Operator	2
Machinist (Clothing)	2	Rigger	2
Machinist (Driller)	2,4	Riveter	2
Machinist (Driller - Rad. Arm)	2	Riveter (Hoater)	4
Machinist (Grinder)	2	Riveter (Holder-up)	4
Machinist (Lathe Operator)	2,4	Road Supervisor	2
Machinist (Metal) - Capstan	2	Roadworker	4
Machinist (Miller)	2	Saddler	2
Machinist (Planer)	2	Saw Repairer & Setter	2
Machinist (Slotter)	2	Sawyer	2
Machinist (Woodworking)	2	Scaffolder	4
Machine Minder	4	Setter (Capstan Lathe)	1
Marker & Sorter	5	Sewing Hand	4
Mason	2		

SHEET 3 OF APPENDIX "C" TO AFHQ ADMIN MEMO NO 14

Category		Category	
Sheet Metal Worker	2	Tool Room (All Mechanics)	1
Shunter	4	Track Walker (Railroad)	4
Slater	2	Trimmer (Coal)	4
Smelterer (Ore)	2	Truck Master	2
Stacker (Forage Export)	4	Tyre Treader	2
Stereotypor	2	Unskilled Workers	5
Stevedore	2,4	Upholsterer	2
Stevedore (Coaling Ore)	4	Viewer (Fixed Gauge Work)	4
Stevedore (Head)	2,4	Vulcaniser	2
Stone Hand Cutter	2	Washer (Hand or Machine)	5
Storeman	4	Warehouseman	2,4
Structural Steel Worker	2	Watch & Clock Maker & Repairer	1
Tailor	2	Watchman	5
Tent Maker & Repairer	2	Welder (Acetylene)	2
Tile layer	4	Welder (Electric)	2
Timekeeper	2	Wheelwright	2
Tinsmith	2	Woodworking Machinist	2
Toolmaker	1,2		

APPENDIX "D" TO AFHQ ADMIN MEMO No 14

CLASSIFICATION OF ADMINISTRATIVE, OFFICE & CLERICAL GRADES, HOTEL, IESS
& CLUB GRADES (MONTHLY PAID)
& MARINE GRADES (DAILY PAID)

	Category		Category
Account (Clerk)	3	Handyman	6
Accountant (Certified public and cost)	1	Harbour Master (Asst)	3
Admin Asst (Junior)	3	Hotel Manager	2
Admin Asst (Senior) (see Para 8, Appendix "B")	2	Hotel Manager (Asst)	3
Apprentices (all grades)	5	Houskeeper	4
Band Leader (see Para 8, Appx "B")	2	Interpreter (General)	4
Bargee	6	Interpreter (Technical)	3
Bargee (Master)	4	Ironer	6
Barman	4	Labour Manager (Supervisor)	1
Bell boy	7	Labour Manager (Deputy & Asst Dep)	
Bookkeeper	4	(Supervisor)	2
Bookkeeper (Hotel)	4	Laundrymaid	6
Bo'sun (Schooner)	3	Laundryman	6
Cashier	4	Lawyer (see Para 8, Appx "B")	1
Cashier (Hotel)	4	Librarian	3, 4
Cashier (Chief)	3	Linen Hand)	
Chambermaid	6	Linen Keeper)	4
Chef (Head)	2	Linesman (Navy) (see Note 3(a) (ii))	
Chef (Second)	3	Appendix "B")	6
Cinema Manager	3	Mechanical Engineer (see Para 8, Appx "B")	1
Cinema Manager (Asst)	4	Master (Harbour Craft)	3
Civilian Foreman of Works RE	2	Master (Schooner)	2
Clerk	4	Mate (Harbour Craft)	3
Cook	4	Nursing Orderly (Assisting Medical Practitioner in charge of first-aid post catering for 250/1000 employees- see "Assistant Nursing Orderly (Appx "C") and Para 8, Appx "B")	2
Cook (Asst)	6	Pantryman (Hotel)	6
Cook (Ships)	4	Porter (Hotel)	7
Dentist (see Para 8, Appx "B")	1	Porter - Hotel (Head)	3
Dishwasher	7	Pot Washer	7
Diver (see Note 3(a)(i) Appx "B")	4	Pumpman (Navy)	6
Doctor (see Para 8, Appx "B")	1	Purchasing Agent (Asst)	2
Drawhtaman	3	Receptionist (Head)	3
Drawhtaman (Chief)	2	Sailmaker	4
Elevator Operator	7	Salvage hand (Dock)	6
Engineer Chief (Seagoing)	2	Salvage hand - master (Dock)	4
Engineer Civil (see Para 8, Appx "B")	1	Seaman (Dock hand)	6
2608 Engineer Electrical (see Para 8, Appx "B")	1	Ships officer (1st)	3
Engineer 1st (Seagoing)	3	Ships officer (2nd)	3
Engineer 2nd (Seagoing)	3	Ships officer (3rd)	4
Engineer 3rd (Seagoing)	4	Shipwright	4
Engineer (Harbour Craft)	4		
Executive (Business analysts, Exporters, etc) (See Para 8, Appx "B")	1		
Executive Chief (see Note 1, Appx "B" (See para 8 Appx "B"))	1		

APPENDIX "D" TO AFHQ ADMIN MEMO No 14

<u>Category</u>		<u>Category</u>	
Shorthand Monitor	3	Tel Op (Hotel) (English speaking)	4
Shorthand Typist (English speak & dictat)	3	Tel Op (Not English Speaking)	6
Splicer - rope	4	Tel Op (Hotel) (Not English Speaking)	6
Steward (Ships)	4	Typist	4
Stillroom hand (Hotel)	6	Waiter	4
Stoker (Harbor Craft)	4	Waiter (Asst)	6
Storeman (Hotel)	6	Waiter (Head)	3
Teacher (Language)	3	Waitress	4
Teacher (professors, teachers and Educational Course Instructors in all subjects at Army Colleges - see Paras 2 & 3, Appendix "B")	1	Warehouse Superintendent	3
Telephone Operator (English speaking)	4	Watchman (Hotel)	7
		Wireless Operator	3
		Workshop Superintendent	2

APPENDIX "E" TO AFHQ ADMIN MEMO NO 14

APPLICATION FOR CONSIDERATION OF A SPECIAL RATE AND/OR GRADE IN
ALLIED FORCE WAGE SCALE, BY THE ALLIED FORCE LABOUR AND WAGES COMMITTEE

NOTE: To be completed by the Unit or Organisation proposing a new grade or a special rate, and to be submitted in duplicate, as follows:-

- (a) For new grades not involving a special rate of pay, to the Chairman of the local Sub-Committee, who, without necessarily consulting the local Sub-Committee, will forward one copy to the Secretariat, Allied Force Labour & Wages Committee for approval.
 - (b) In the case of a special rate, which requires the approval of the CAO, AFHQ, to the Local Sub-Committee, who will forward one copy to the Secretariat, Allied Force Labour & Wages Committee for consideration.
1. Proposed Grade and Rate
 2. Proposed Employee
(State M. or F.)
 3. Necessity for Grade.
 4. Has the work previously been performed by this employee or another employee in another grade? (State Grade and Rate).
 5. Give any special reasons why the grade stated in Question 4 is insufficient.
 6. Give any evidence of an increase in the responsibilities to be undertaken that warrant a higher grade.
 7. Give details of other comparable posts in Italian Civilian Industry.
 8. Has the proposed employee been employed previously by the Allied Forces?

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9. If so give particulars of duties performed, and grades in which employed, with dates, since commencement of employment with the Allied Forces.

10. Is it necessary for the employee in Question 2 to fill the appointment proposed, or would it be possible for another employee to do the work efficiently?

11. Is the proposed employee in Question 2 the best qualified person for proposed grade?

Date..... Unit or Organization

..... Chairman

Date. Local Sub-Committee

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

13)

25 June 1946

FACILITIES AND SERVICES TO BE EXTENDED TO UNHRA ITALY MISSION

Paragraph 2b, Administrative Memorandum Number 6, this headquarters, 1945, is rescinded effective 1 July 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

11)

10 June 1946

DISSOLUTION OF PETROLEUM SECTION

With effect from 1 July 1946, the Combined Petroleum Committee, AFHQ is dissolved. Administrative Memorandum Number 1, this headquarters, dated 7 January 1946, is amended effective that date as indicated below:

1. Delete paragraph 3b.
2. Delete in paragraph 4, under FUNCTIONS of Combined Petroleum Committee (CPC), sub-paragraphs a, b, c, and d.
3. Delete both mail and cable addresses of Combined Petroleum Committee under paragraph 5b.
4. Delete last sentence in paragraph 5 which now reads "All mail addressed either to Petroleum Section * * * for redirection where necessary". Substitute, therefor, "All mail addressed to either Petroleum Section AFHQ or MTOUSA or Combined Petroleum Committee should be forwarded to Army-Navy Petroleum Board Representatives, Rome Area Allied Command, APO 794, U.S. Army."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGC
Adjutant General

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ADMINISTRATIVE MEMORANDUM)

NUMBER

10)

21 May 1946

LOCAL PROCUREMENT IN ITALY -- REQUISITION OR PURCHASE OF ITALIAN IMPORTED ITEMS

Appendix "A" to administrative Memorandum Number 8, this headquarters, 1946, is superseded by the attached revised Appendix "A".

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

RALPH C. TILLEY

Colonel, AGD

Adjutant General

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- (a) All foods other than fruits and vegetables.
- (b) Livestock.
- (c) Lumber, building materials and allied products.
- (d) All fuels.
- (e) All medical supplies.
- (f) Agricultural machinery, pesticides, fertilizers, and seeds.
- (g) Steel and steel products.
- (h) Non ferrous metal and non ferrous metal products.
- (i) Cellulose, paper, and paper products.
- (j) All other materials, raw, finished and semi-finished, that are imported, at least in part.
- (k) Articles manufactured from imported items.
- (l) Timber up to 1,000 (one thousand) tons per month from those mills in Udine or Belluno Provinces as allocated by the Italian Government Timber Plan for the British Services.

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 9)

11 May 1946

DISSOLUTION OF PETROLEUM SECTION

Administrative Memorandum Number 1, this headquarters, dated 7 January 1946, is amended as indicated below:

1. Delete line 6 of paragraph 3a, as reads: "SECRETARIAT (BRITISH) - from offices, - GHO, C.I.F.", and substitute: "SECRETARIAT (AMERICAN) from Officers Petroleum Division, PBS."

2. In paragraph 3b delete "BRITISH - GHO, C.I.F."

3. Under the heading, "Mailing Address and Communications" in paragraph 5, delete sub-paragraph a and substitute:

"a. Central Mediterranean Tanker Coordinating Committee,
c/o Petroleum Division (PBS) HQMC,
APO 394."

4. Under the heading, "Cable Addresses" in paragraph 5, delete sub-paragraph a and substitute:

"a. CMTCC

ACIX Channels:
Pet Div PBS Room for CMTCC

Heavy Channels:
Pet Div PBS Room for CMTCC"

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

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ADMINISTRATIVE MEMORANDUM)
NUMBER 8)

25 April 1946

Local Procurement in Italy - I. Requisition or Purchase of Italian Imported Items
Military Exports from Italy of Locally Procured Items II

I -- LOCAL PROCUREMENT IN ITALY-REQUISITION OR PURCHASES OF ITALIAN IMPORTED ITEMS

1. General

Civil imports for ITALY (with the exception of VENEZIA GIULIA and the province of UDINE) are no longer a military responsibility. The import of civil supplies including coal is now the responsibility of civilian agencies working directly with the Italian Government. Assistance where necessary, is given by the Allied Commission.

2. Allied Service procurement agencies have in the past obtained many of their requirements by local procurement in ITALY and it is appreciated that this practice cannot be terminated at short notice.

3. Future Policy

It is now desirable that Allied Forces should restrict their local procurement of articles included in the Italian Civil import program or manufactured wholly or partially from items included in the Italian Civil import program to essentials which are urgently required and cannot be procured in time from any other source.

4. Procedure

a. Under paragraph 7 of Section II of AFHQ Administrative Memorandum Number 54, 1945, it is laid down that no items which are included in the Italian Import program or articles manufactured from items included in the Import program will be procured without prior reference to the CAO through G-5 Section, AFHQ.
2692 Appendix "A" to this Instruction extends the list of restricted items to include all those items included in the Italian Import program or articles manufactured from items included in the Import program and cancels the list of Restricted Items in Appendix "A" to AFHQ Administrative Memorandum Number 54, 1945.

b. With effect from the publication of this Instruction local procurement by Allied Forces of items on the revised list of Restricted Items will be dealt with according to the procedure in paragraph 4, Section II, AFHQ Administrative Memorandum Number 54, 1945. If the Italian Ministry or AMG representative states that no surplus above essential civil needs exists or that the items being procured are included in the Italian Import program or are manufactured from items included in the Import program and it is still desired to make the purchase the Allied Service procurement agency concerned will forward to the appropriate Staff Section of Allied Force Headquarters a full justification for the procurement which will include:

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R E S T R I C T E D

AFHQ Adm. Memo. No. 8 (Cont'd)

- (1) Project for which required and urgency.
- (2) Raw materials required to complete project.
- (3) Availability of raw materials from military or other sources.

c. The Staff branch concerned will submit recommendation to the CAO through G-5.

d. Before forwarding the application to CAO, G-5 will add their comments which will include:

(1) Extent to which raw materials to be provided from civil sources form part of the Italian civil import program.

(2) Recommendations of appropriate relief agency in ITALY. (UNRRA for procurement in Italian Government territory: AMG UDINE for UDINE Province and AMG VENEZIA GIULIA for Zone "A", VENEZIA GIULIA).

e. The only exception to the above will be existing uncompleted contracts and in cases where procurement has already commenced prior to contract being effected, providing such procurement does not continue for more than TWO months from the date of publication of this instruction. Procurement agreements continuing longer than TWO months will be reviewed in accordance with paragraph 4b, c and d above.

5. When procurement authority has been obtained in accordance with the above procedure, G-5 Section will, through Allied Commission, insure that the Italian Government accord priority release of materials to the extent authorized for military purposes.

II-- MILITARY EXPORTS FROM ITALY OF LOCALLY PROCURED ITEMS

6. Local Italian purchases which have been paid for either in lire or charged directly to the Italian Government have been made and are being made by Allied Services procurement agencies for export for the direct support of Naval, Air and Ground Forces in countries other than ITALY. Some of these commodities are exported direct and others are stock-piled for general military use and are subsequently exported as a normal Service issue.

7. Records will be compiled and maintained of all military exports from ITALY which have taken place since 31 August 1945, i.e., the date of termination of combined military responsibility for the provision of essential civil supplies.

8. These records will be compiled and maintained by the Chief Accountant, Allied Supply Accounting Agency and procuring agencies will notify him within two months of the publication of this memorandum.

RESTRICTED

AFHQ Adm. Memo. No. 8 (Cont'd)

a. The actual quantities of all military exports effected between 1 September 1945, and the present time and the price paid therefor (or the lire value if not a cash transaction) and:

b. The actual quantities of all future exports and the price paid therefor (or for the lire value if not a cash transaction).

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

1 Incl:
Appendix A

DISTRIBUTION:

10 - HQ BTA
10 - HQ XIII CORPS
10 - HQ IF GREECE
10 - Hq 2 District
10 - Hq 3 District
5 - Hq Rome Area Allied Command
5 - HQ BTHA
5 - C-in-C Med
1 - F.O.I.L.
5 - AHC, ITALY
5 - Allied Commission (ITALY)
5 - Allied Commission (AUSTRIA)
5 - UNRRA (ITALY)
10 - HQ USFET
10 - HQ Western Base Sec
10 - HQ USAFE
10 - HQ PDS
10 - HQ USFA
5 - HQ 86th Div
5 - Rome Area, MTO
5 - HQ MACD
2601 - HQ COMD (MTOUSA)
2 - HQ FOGGIA ARMY AIR BASE
2 - HQ COMNAVMEC
1 - SACS
1 - CAO
1 - AG
1 - MS
1 - "A"
1 - G(SD)
1 - G-2
1 - G-3

1 - G-4
1 - G-5
1 - "Q"
2 - Q(Mov)
1 - Liaison
1 - NZLO
1 - FAC
1 - RA
2 - Engrs
1 - Sigs
1 - Survey
1 - Inf
1 - Historical Sec (Br) MILSTATT
2 - Tn (Br) (Main)
1 - ST
1 - Med
1 - Ord
5 - FEME
1 - Labour
1 - FM (Br)
1 - Postal
1 - FA
1 - Prints
1 - EFI
1 - Salvage
1 - Claims & Hirings
1 - DPIC
1 - Fire
1 - Welfare
1 - Camp Comdt
1 - HQ CASERTA Enclave
1 - War Diary

RESTRICTED

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APPENDIX "A" to AFHQ Adm. Memo. No. 8

LIST OF RESTRICTED ITEMS

- (a) All foods other than fruits and vegetables.
- (b) Livestock.
- (c) Lumber, building materials and allied products. —
- (d) All fuels.
- (e) All medical supplies.
- (f) Agricultural machinery, pesticides, fertilizers, and seeds.
- (g) Steel and steel products.
- (h) Non ferrous metal and non ferrous metal products.
- (i) Cellulose, paper, and paper products.
- (j) All other materials, raw, finished and semi-finished, that are imported, at least in part.
- (k) Articles manufactured from imported items.

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ALLIED FORCE HEADQUARTERS
APO 512

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ADMINISTRATIVE MEMORANDUM)

NUMBER

7)

25 March 1946

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

Paragraph 4c, Administrative Memorandum Number 34, this headquarters, 1945, is amended to read:

"4. c. Procedures in Respect of New Grades - Provisional rates for grades not listed may be established by the appropriate Labor officers in conjunction with the chairman of the Local Sub Committee of the Allied Force Labor and Wages Committee in the Area concerned. The Local sub-committee will then make, to the Allied Force Labor and Wage Committee, its recommendation as to such new rates together with detailed justification therefor. Recommendations for such new rates will be submitted by the Allied Force Labor and Wages Committee for final action, through G-4 LTCUSA and G (Aint) GHQ, CEF, to the Chief Administrative Officer of AFHQ."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Acting Adjutant General

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APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

6)

5 March 1946

JOINT MILITARY FINANCE COMMITTEE

Administrative Memorandum Number 26, this headquarters, dated 24 April 1945, is amended as follows:

Paragraph 2a, Composition:

Delete "Fleet Supply Officer U.S. 8th Fleet."

Delete "Fleet Supply Officer, Royal Navy."

For "Financial Adviser R.A.F." substitute "Assistant Financial Adviser R.A.F., A.M.Q. Italy."

For "U.S. Claims Officer" substitute "Theater Judge Advocate (for legal matters only)."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

5)

4 March 1946

CHRISTMAS BONUS, DISMISSAL BONUS, ANNUAL LEAVE WITH PAY
AND PAID HOLIDAYS WITH PAY FOR ITALIAN CIVILIAN EMPLOY-
EES OF THE ALLIED FORCE IN ITALY, SICILY AND SARDINIA.

1. GENERAL:

a. Following the established policy of keeping conditions of employment and wage scales for Allied Force employees in step with those prevailing in Italian industry, a Christmas Bonus, Dismissal Bonus and Paid Annual Leave will be granted to Italian civilian employees of the Allied Forces for each month of completed service or fraction thereof. (See paragraph 3 b below). Furthermore, they will be granted six (6) paid holidays a year.

b. Previous instructions or publications in conflict with this Memorandum are hereby rescinded.

c. This Memorandum will be effective from the date of publication. Bonuses and annual leave with pay provided by this directive will be computed retroactive to 1st January 1946, or the date of employment, whichever is later, but will not apply to personnel who have been discharged from employment before the publication of this Memorandum.

d. Only those Italian civilians employed by the Allied Forces on a permanent or semi-permanent basis are entitled to the benefits under this directive:

- (1) Permanent employees are those persons regularly employed on a permanent basis or for a lengthy indefinite period of time.
- (2) Semi-permanent employees are those persons employed for limited periods of time not less than 1 week, for seasonal work, or for work of brief but indefinite duration.

2. a. CHRISTMAS BONUS: A Christmas Bonus will be paid to Italian civilians employed on a permanent or semi-permanent basis, such bonus to accrue at the rate of two days' pay per month, to be paid on the normal pay day before Christmas or at dismissal, whichever shall occur first.

b. DISMISSAL BONUS: Italian civilians employed on a permanent or semi-permanent basis dismissed for reasons other than misconduct will be paid dismissal bonus at the following rates:

RESTRICTED

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AFHQ Adm. Memo. No. 5 (Cont'd)

- (1) Clerical and Administrative grades (includes Hotel and mess clerical staff) 2 days' pay per month.
- (2) Hotel and mess (other than clerical staff): 1 day's pay per month, other grades (including marine) :- 1 day's pay per six months.

c. ANNUAL LEAVE WITH PAY will be granted to Italian civilians employed on a permanent or semi-permanent basis at the following rates:

Office Workers: 2 days per month.

Other Workers: 1 day per month.

Payment for accrued leave not taken up to time of dismissal will be paid to the individual as of the date of dismissal.

d. PUBLIC HOLIDAYS WITH PAY: Six (6) public holidays with pay will be granted Italian civilians employed on a permanent or semi-permanent basis as follows:

(1) United States Forces:

New Year's Day	1 January
Washington's Birthday	22 February
Independence Day	4 July
Armistice Day	11 November (or other appointed day)
Christmas Day	25 December
Thanksgiving Day	due date

(2) British Forces:

New Year's Day	1 January
August Bank Holiday	1st Monday in August
Armistice Day	11 November (or other appointed day)
Christmas Day	25 December
Good Friday	due date
Easter Monday	due date

When Italian civilian employees are required to work on these days no extra pay will be given, but such employees will be granted a holiday with pay as soon thereafter as possible. Italian civilian employees will be required to work, without additional pay or compensation, on any days, other than those specified above, which may be declared holidays by the Italian Authorities.

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AFHQ Adm. Memo. No. 5 (Cont'd)

3. a. For purposes of computation the term "pay" in sub-paragraphs above shall include current basic pay and cost-living bonus at time payment is made.

b. For payment of a fraction of a month, ($\frac{1}{4}$) of the indicated rates will be paid for each completed week of service provided that, in the case of grades other than Clerical and Administrative and hotel and mess, no dismissal bonus will be paid for any period of service less than six (6) months.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart
EDMUND R. SHUGART
Colonel, AGD
Adjutant General

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ADMINISTRATIVE MEMORANDUM)

NUMBER

4)

13 February 1946

SUPPLY OF CIVIL POL REQUIREMENTS FOR VENEZIA GIULIA/UDINE

1. Supply of civil needs for the territories of VENEZIA GIULIA and UDINE continue under TAF 690 to be a military responsibility of Allied Force Headquarters on a combined basis. Civil supply requirements are, therefore, forwarded by Allied Force Headquarters (G-5) to CCS who approve and allocate procurement responsibility as between United Kingdom and United States.

2. On the other hand-

a. Allied-occupied VENEZIA GIULIA is a disputed territory and supply to it of POL on civil account is normally carried out from British military depots through the Ente Triestino Petroli (ETP). Of the industrial requirements some are RASC items, others are RACC items, others are NOT British military grades at all.

b. The province of UDINE is an integral part of ITALY (retained under Military Government for military reasons) and the supply to it of POL is from United States sources through the Comitato Italiano Petroli (CIP). (See paragraph 10 LTCUSA Supply Directive 84).

3. To facilitate the slating of POL products for these two territories pending allocation of procurement responsibility of CCS, the following procedure is suggested:-

a. Slating will be carried out as follows:-

(1) For VENEZIA GIULIA by ST GHQ.

(2) For UDINE by CIP/UMRA.

b. Bids for VENEZIA GIULIA will be submitted by AG CIII Corps to Headquarters Allied Commission. Nomenclature will be according to the War Office Legend on Petroleum Products of AGI 1554/44.

c. Bids for UDINE will be submitted by AG UDINE Province to Headquarters Allied Commission. Official U.S. Army nomenclature will be used.

d. Headquarters Allied Commission will screen these bids and submit them (broken down as between VENEZIA GIULIA and UDINE) to AFHQ (G-5), who will submit them to ST GHQ and CIP/UMRA for final screening. After screening G-5 Allied Force Headquarters will submit the demands to CCS for approval and allocation of procurement responsibility.

e. Once demands have been so screened and so submitted, provisional procurement action will be taken as follows:-

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AFHQ Adm. Memo. #4 (Cont'd)

- (1) VENEZIA GIULIA requirements which are a normal RASC supply will be included by ST GHQ in their monthly slate to be submitted to the War Office.
- (2) VENEZIA GIULIA requirements which are NOT a normal RASC supply will NOT be slotted in advance.
- (3) UDEW requirements will be included in CIP slate submitted monthly to APB by PRS.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Sargent
EDMUND R. SARGENT
Colonel, AGD
Adjutant General

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ADMINISTRATIVE MEMORANDUM)

NUMBER

3)

5 February 1946

SUPPLY OF FOOD TO ITALIAN CIVILIANS FROM CIVILIAN STOCKS(MIDSHIFT FEED AND OFFICE WORKERS FEED)

Paragraph 3, AFHQ Administrative Memorandum Number 43, 1945, is rescinded and the following substituted therefor:

" 3 AUTHORITY

(a) Authority is granted to provide food, as set forth herein, during each working period of eight (8) hours or more for Italian civilians, who are:-

1. Workers other than office workers.
2. Office workers.

for the Allied Forces. This authority is applicable to civilians employed directly by the Allied Army, Navy or Air Forces, by contractors on their behalf, or to employees of industry operating for the Allied Forces.

(b) Where employing units have so arranged their working schedules that a forty eight (48) hour week is completed in five and a half (5½) days, the midshift or office workers feed may be issued on the half (½) day, with the employing unit commanders authority, to all those workers who have completed their forty eight (48) hours"

BY COMMAND OF LIEUTENANT GENERAL HOWARD

Edmund R. Stewart
EDMUND R. STEWART,
Colonel, AGO,
Adjutant General.

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ADMINISTRATIVE MEMORANDUM)

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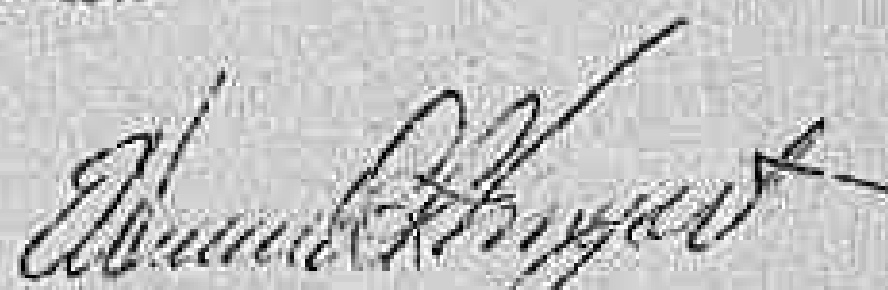
11 January 1946

PROCUREMENT AND PAYMENT POLICY IN "ITALIAN TERRITORY"
FOR SUPPLIES AND SERVICES

Paragraph 3, Administrative Memorandum Number 21, this headquarters, 1945, is rescinded and the following substituted therefor:

"3. Nothing in this Memorandum will be construed as affecting the allocation of certain types of supplies made under the provisions of AFHQ Administrative Memorandum Number 54, 1945. Similarly, it will in no way affect the established policies in regard to captured enemy material or equipment."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:



EDMUND R. SHOGART
Colonel, AGD
Adjutant General

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ADMINISTRATIVE MEMORANDUM)

NUMBER

1)

7 January 1946

DISSOLUTION OF PETROLEUM SECTION

1. With effect from 1 December 1945, Petroleum Section this Headquarters is dissolved, and all Allied Force Headquarters Administrative Memoranda relating to its establishment, functions, and policy are hereby rescinded.

2. Until such time as complete reversion to individual petroleum responsibilities has been attained, certain functions previously undertaken by Petroleum Section cannot be made an immediate responsibility of the Services or Civilian organizations.

3. Accordingly the following bodies have been formed to ensure the smooth hand-over of Petroleum Sections' responsibilities:

- a. Central Mediterranean Tanker Co-ordinating Committee
(short title C.M.T.C.C.).

Composition

SECRETARIAT (BRITISH) - from offices, - GHQ, C.M.F.

COMMITTEE

Representatives nominated by:

- (1) G-4 (U.S. Army).
- (2) P.B.S. (U.S. Army).
- (3) U.S. Navy.
- (4) War Shipping Administration.
- (5) Royal Navy.
- (6) S & T G.H.Q.
- (7) Royal Air Force.
- (8) Principal Sea Transport Officer.
- (9) Ministry of War Transport.
- (10) U.N.R.R.A.
- (11) Comitato Italiano Petroli.

- b. Combined Petroleum Committee. (short title C.P.C.).

Composition

UNITED STATES - Pet Sec, MTCUSA

BRITISH - GHQ, C.M.F.

4. The functions and responsibilities of the two committees are as follows:

Combined Petroleum Committee (CPC)

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R E S T R I C T E D

AFHQ Adm Memo #1 (cont'd).

FUNCTIONS:

a. Coordinate handover of slating responsibilities and stock control from Petroleum Section to individual agencies.

b. Allocate and release petroleum products from Allied stocks to the various national agencies in accordance with quantities slated for by those bodies. Until such time as national slates are fully implemented, the Italian, Greek and Yugoslav civil economies and military forces will continue to be supplied through the recognized petroleum distributing organizations. Allocations will be made by, and releases reported to Combined Petroleum Committee, Allied Force Headquarters. Products released will be in accordance with quantities slated for by individual national agencies, and all stock-holding agencies responsible will make no releases other than those authorized by CPC.

c. Termination of accounting responsibilities consequent upon the dissolution of the Mediterranean Common Pool.

d. Continuation of interim accounting.

Central Mediterranean Coordinating Committee (CMTCC)

FUNCTIONS:

To carry on Allied tanker duties previously entrusted to Petroleum Section AFHQ and maintain continuity until such time as functions and responsibilities can be handed over to normal commercial channels or to Comitato Italiano Petroli.

The CMTCC will:

a. Be advised of supply programs set up to meet the needs of all procuring (slating) authorities.

b. Receive advice of all tanker nominations for Italian port discharge.

c. Cable acceptances, nominating ports of discharge whenever possible (necessary due to bulk shipments being undertaken by Civil Oil Companies to main port installations on CIF basis).

d. Be advised of all tanker sailings with ETA nominated ports, and details of cargo and consignee.

e. Arrange to issue, when necessary, release sailing instructions.

f. Receive stock and ullage reports on ocean terminal storage from all holding agencies (S & T, PBS, Navy & CIP, etc.) and in turn advise details of tanker cargo arrivals.

g. Recommend allocations of tankage between grade and user.

h. Coordinate movement of coastal tankers for Italian Coast and from Italian Coast to Yugoslavia and Greece.

i. Maintain Liaison with the proper authority in respect to dry-docking and repairs of coastal vessels.

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AFHQ Adm Memo # 1 (con 8).

j. To ensure that ocean tankers arriving from extra-Mediterranean sources are not used for intra-Mediterranean shuttle moves, involving consignee in demurrage charges, without approval of consignor.

5. Mailing Address and Communications:

The addresses for official mail will be as follows:

a. Central Mediterranean Tanker Coordinating Committee

c/o S & T Branch
GHQ
CMF.

b. Combined Petroleum Committee

AFHQ/MTOUSA or Equivalent Command

Cable Addresses:

a. CMTCC

Army Channels:

ST2 GHQ CMF for CMTCC.

Navy Channels:

CMTCC.

b. CPC

Freedom for Petroleum Committee.

All mail addressed either to Petroleum Section AFHQ or MTOUSA will be forwarded to the Combined Petroleum Committee who will be responsible for re-directing where necessary.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Edmund R. Shugart

EDMUND R. SHUGART
Colonel, AGD
Adjutant General

DISTRIBUTION:

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20 - C.P.C. (extra)

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R E S T R I C T E D

NO.	DATE	TO	SYNOPSIS
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