

Declassified E.O. 12356 Section 3.3/NND

No. 785021

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AFHQ, ADMINISTRATIVE MEMORANDUMS
MAR. - NOV. 1945

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ALLIED FORCE HEADQUARTERS
APO 542

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2 November 1945

ADMINISTRATIVE MEMORANDUM

MEMBER 48

EXILE 401

II - CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDEGNA

1. Paragraph 50, AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Overtime - 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 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 compensation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Extra pay from these conditions for 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 week day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor."

718

2. Paragraph 2, AFHQ Administrative Memorandum Number 37, 1945, is amended by the deletion of paragraphs 50 (2) and 60 (3) and substituting the following therefor, with effect from 15 October 1945:

"6. b. (2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. The bonus shall be in the remuneration due

E I I A A C I

II - CONDITIONS OF EMPLOYMENT, WAGE SCALES, BOUNTIES AND ALLOWANCES, FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

1. Paragraph 50, AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Overtime - 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 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 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 week day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor."

2. Paragraph 2, AFHQ Administrative Memorandum Number 37, 1945, is amended by the deletion of paragraphs 5b (2) and 6b (3) and substituting the following therefor, with effect from 15 October 1945:

"6. b. (2) 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:

For Monthly Wage Group

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

For Daily Wage Group

either 48 hours within any normal work week
or 8 hours on any one day.

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AFHQ Administrative Memorandum Number 45 (cont'd)

- (3) The proportion of bonus payable varies directly with the proportion of basic wage due (as defined in (2) 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.
- (4) The Cost-of-Living Bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and fensile differential.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/s/ C.W. Christenberry
/t/ C.W. CHRISTENBERRY
Colonel, AGI
Adjutant General

Ex-acted by Headquarters
Allied Commission, 3-1 Sect.
Civ. Pers., AFO 394, 21 Apr. 45

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(4) The Cost-of-Living Bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ C.W. Christensen
/T/ C.W. CHRISTENSEN
Colonel, AGC
Adjutant General

Extracted by Headquarters
Allied Commission, 3-1 Sect.
Civ. Pers., APO 324, 21 Apr. 45

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ALLIED FORCE HEADQUARTERS
APO 512

14 NOV 1945

ADMINISTRATIVE MEMORANDUM

25 October 1945

NUMBER 47

NOTICE OF TERMINATION OF EMPLOYMENT TO
CIVILIAN EMPLOYERS

1. As military requirements diminish, it becomes necessary to reduce the number of Italian 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.

2. In no circumstances, however, will employees be paid in lieu of notice.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ C.W. Christenberry
/C/ C.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

Reproduced by Headquarters
Allied Commission, G-1 Sect.
Civ. Pers., APO 394, 10 Nov. 1945

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ALLIED FORCE HEADQUARTERS
APO 512

10 AUG 1945

ADMINISTRATIVE MEMORANDUM)

NUMBER

37)

31 July 1945

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

AFHQ Administrative Memorandum Number 34, 1945, is amended as follows;

1. Paragraphs 1a and 1b are rescinded.
2. Paragraphs 6b and c are rescinded and the following substituted therefor;

"6. b. The following provisions are generally applicable throughout Italy, Sicily and Sardinia at the discretion of District, Base Section or equivalent commanders for the territory under their control.

(1) Italian Civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of a cost-of-living bonus as set forth in Appendix "A" hereto.

(2) 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 eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

(3) In the case of an employee who does not work a full pay period the proportion of the bonus which may be paid is to correspond with the proportion of basic wages, excluding overtime, earned during that period."

3. The provisions of AFHQ Administrative Memorandum Number 25,

follows;

1. Paragraphs 1a and 1b are rescinded.
2. Paragraphs 6b and d are rescinded and the following substituted therefor;

"6. b. The following provisions are generally applicable throughout Italy, Sicily and Sardinia at the discretion of District, Base Section or equivalent commanders for the territory under their control.

(1) Italian Civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of a cost-of-living bonus as set forth in Appendix "H" hereto.

(2) 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 eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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(3) In the case of an employee who does not work a full pay period the proportion of the bonus which may be paid is to correspond with the proportion of basic wages, excluding overtime, earned during that period."

3. The provisions of AFHQ Administrative Memorandum Number 25, 1945, are made applicable to the whole of Italy, Sicily and Sardinia.

4. Appendix "A" is amended by the deletion of; "Band Leader
3000 Minimum." 5500 Maximum."

5. Appendix "F" is amended by the deletion of;

"Band Leader	55 lire (per hour plus 20% total cost of band)"
"Band Member	55 lire (per hour)"

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ATHQ Administrative Memo No. 37 (Cont'd)

6. Appendix "D" is amended by the insertion of the following:

+++Musicians	<u>Hourly</u> -	for engagement not exceeding 4 hours
		75 - 150 lire per hour
	<u>Daily</u> -	for engagement not exceeding 4 hours
		350 - 700 lire per day
	<u>Weekly</u> -	1800 - 3000 lire per week

++The above rates are inclusive of all bonuses and allowances."

7. Appendix "F" is amended by the addition of the details contained in paragraph 6 above, including footnote.

8. The amendments contained in paragraphs 4, 5, 6, and 7 above are retroactive to 1 July 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER;

/s/ C. W. CHRISTENSEN
/t/ C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

REPRODUCED BY G-1 SECT, CIV. PERS. HQ. ALLIED COMMISSION
AFC 394, 7 Aug. 1945.

K. E. T.

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R E S T R I C T E D

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ALLIED FORCE HEADQUARTERS

APO 512

10 AUG 1945

ADMINISTRATIVE MEMORANDUM)

NUMBER

38)

2 August 1945

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

Paragraph 6, AFHQ Administrative Memorandum Number 37, 1945,
is rescinded and the following substituted therefor;

"6. Appendix "D" is amended by the insertion of the
following;

++Musicians Hourly - for engagements not exceeding 4 hours
 75 - 150 lire per hour
 Daily - for engagements exceeding 4 hours
 350 - 700 lire per day
 Weekly - 1800 - 3000 lire per week

++The above rates are inclusive of all bonuses and allowances "

BY COMMAND OF FIELD MARSHAL ALEXANDER;

/s/ C. W. Christenberry
/t/ C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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REPRODUCED BY G-1 SECT. CIV. PERS. HQ. ALLIED COMMISSION
APO 394, 7 Aug. 1945

N. P. T.

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R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
INDUSTRY SUB-COMMISSION

18 APR 1945

NRLM/ag

Tel. 237

26 April 1945

Ref. AC/5587/IND.

SUBJECT : Requisitioning and De-requisitioning
of Industrial Facilities in AC/AMG
Territory.

TO : Distribution Below.

1. Requisitioning : Under Administrative Memorandum
No. 14 of 7th March 1945 (copy attached), policy on requisition-
ing and procedure for the de-requisitioning of industrial
premises occupied by the Armed Forces is laid down.

To enable this procedure to be put into effect
the responsibilities of the Italian Government, Allied Commis-
sion and the Armed Forces must be understood.

2. In the first place, no industrial facilities
should be requisitioned by any Allied unit in AC/AMG territory
without reference to the local AC/AMG representative.

3. It will be the responsibility of all AC/AMG ind-
ustry officers to make contact with all Town Majors within
their respective areas in order to ensure that no misunder-
standing exists as to this procedure.

4. The guiding principle of Allied Commission's
policy with relation to Italian industry is that every
facility which can be made use of towards the successful
prosecution of the war and the restoration of economic
stability shall be so employed.

5. In consequence, when applications are received
by AC/AMG regional or provincial officers from Allied unit
commanders who desire to requisition industrial facilities,
the Industry officers affected must consider each case in the
light of this over-riding principle and the degree of import-
ance of the facility to the local or national economy.

6. At the same time it must be borne in mind that
for one or a variety of reasons, it will often prove to be

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Local Court

SUBJECT : Requisitioning and De-requisitioning
of Industrial Facilities in AC/AMG
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TO : Distribution Below.

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To enable this procedure to be put into effect the responsibilities of the Italian Government, Allied Commission and the Armed Forces must be understood.

2. In the first place, no industrial facilities should be requisitioned by any Allied unit in AC/AMG territory without reference to the local AC/AMG representative.

3. It will be the responsibility of all AC/AMG Industry officers to make contact with all Town Majors within their respective areas in order to ensure that no misunderstanding exists as to this procedure.

4. The guiding principle of Allied Commission's policy with relation to Italian industry is that every facility which can be made use of towards the successful prosecution of the war and the restoration of economic stability shall be so employed.

5. In consequence, when applications are received by AC/AMG regional or provincial officers from Allied unit commanders who desire to requisition industrial facilities, the Industry officers affected must consider each case in the light of this over-riding principle and the degree of importance of the facility to the local or national economy.

6. At the same time it must be borne in mind that for one or a variety of reasons, it will often prove to be impossible to restore industrial facilities to even partial activity, under existing conditions, in which case there can be no objection to the projected requisition.

7. Among the factors which might prevent an industrial facility from being utilized for its original purpose may be listed the following :

- a) Damage to buildings or plant of a nature which cannot be made good under immediate or reasonably immediately foreseeable conditions.
- b) Inability to procure electric power or fuel.

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c) The lack of even one essential machine or raw material which cannot be procured during the conduct of the war, either from local civilian or military or from overseas Allied sources.

d) A shortage of labour of the type required to operate the facility.

e) Inability to procure the transportation necessary for reactivation, either for bringing in raw materials to the plant, or for despatching the finished goods.

8. To prevent loss of time which might result from the misinformed representations of industrialists to AC/AMG Regional and Provincial Headquarters in matters concerning the requisitioning of industrial facilities, the closest contact should be maintained with the local officials of the U.F.I.C., where such exist. All such cases should be examined in collaboration with these officials, and no case submitted to AC/AMG Industry officers until such an examination has been made.

9. Thus where U.F.I.C. offices are functioning no representation should be made to AC/AMG Industry officers by industrialists until the case has been examined and carefully screened by the local U.F.I.C. office.

10. When, after having considered all the circumstances, it is decided by the AC/AMG Regional H.Q. concerned that the facility ought not to be requisitioned, and if, having so informed the Allied requisitioning authority, the reply is to the effect that the requisitioning is essential, the requisitioning authority's attention should be drawn to the terms of the above-quoted Administrative Memorandum (para 4, sub-para (a) and Para 5, sub-para (a)) and the matter at once referred, with all the relevant facts, to this Headquarters for examination, by the AC/AMG Headquarters affected. The requisitioning authority should be notified, in writing, at the same time, of the action taken, and parallel action should be taken by the local U.F.I.C. office with the Ministry of Industry, Commerce and Labour. This will enable a joint examination of the circumstances to be made between this Headquarters and the Ministry.

11. If the circumstances warrant it, the case will be submitted by this Headquarters to the responsible Area, District Base Section or Army Commander, and thence, if necessary to the Industrial Coordination Committee, AILR(I)B for

necessary for reactivation, either for bringing in raw materials to the plant, or for despatching the finished goods.

8. To prevent loss of time which might result from the misinformed representations of industrialists to AC/AMG Regional and Provincial Headquarters in matters concerning the requisitioning of industrial facilities, the closest contact should be maintained with the local officials of the U.F.I.C., where such exist. All such cases should be examined in collaboration with these officials, and no case submitted to AC/AMG Industry officers until such an examination has been made.

9. Thus where U.F.I.C. offices are functioning no representation should be made to AC/AMG Industry officers by industrialists until the case has been examined and carefully screened by the local U.F.I.C. office.

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11. If the circumstances warrant it, the case will be submitted by this Headquarters to the responsible Area, District Base Section or Army Commander, and thence, if necessary to the Industrial Coordination Committee, AFIR(I)B for adjudication. If examination shows that the circumstances do not warrant opposition to the projected requisition, this Headquarters will be obliged to instruct the AC/AMG Headquarters concerned not to oppose the requisitioning, and similar instructions will be issued by the Ministry to the local U.F.I.C.

12. It is desired to emphasize that the strongest support will be given to all cases submitted to this Headquarters where such cases are completely supported. However as each case will be subjected to examination at high Staff levels it is essential that the circumstances, as presented, be capable of supporting the most careful scrutiny.

13. It is hoped that the above procedure will prevent the requisitioning of industrial facilities necessary to the war effort and to the civil economy except where adequate military reasons exist.
14. De-requisitioning. Where applications are made for the de-requisitioning of industrial facilities, these applications should first be examined and screened by the local U.F.I.C. office before approach is made to the AC/AMC authority affected.
15. If, having considered all the circumstances, it is decided to take action for de-requisitioning, and if the matter is one which cannot be arranged by the local Town Major, application for de-requisitioning should be made to the Area or equivalent commander, and this Headquarters informed accordingly. At the same time the local U.F.I.C. office should inform the Ministry.
16. Should the application be denied by the military authority, and should the circumstances warrant it, the matter will then be referred to this Headquarters with all the relevant details. Parallel action will be taken between the U.F.I.C. office and the Ministry.
17. Similar action will then be taken by this Headquarters as outlined in paras 10/12 above.
18. Should the situation be such as to warrant reference to this Headquarters, the most accurate information on all the relevant details must be furnished by both AC/AMC and the U.F.I.C. office. As a guide in the preparation of the case, there is attached hereto a list of heads which is indicative of the type of information which should be included whenever practicable.
19. This Headquarters may be able to obtain a satisfactory settlement by application at the appropriate Staff level. If this is refused, the case will be submitted to the Industrial Coordination Committee of the Allied Force Local Resources (Italian) Board.
20. The award made by the I.C.C. will be binding upon all parties unless an objection is lodged within 48 hours.

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Distribution:

All Regional Commissioners
(Attn.: Industry Division)
All interested parties

W. J. MACKREY
Lt. Colonel,
Deputy Director

W. J. Mackrey Lt. Col.

15. If, having considered all the circumstances, it is decided to take action for de-requisitioning, and if the matter is one which cannot be arranged by the local Town Major, application for de-requisitioning should be made to the Area or equivalent commander, and this Headquarters informed accordingly. At the same time the local U.F.I.C. office should inform the Ministry.

16. Should the application be denied by the military authority, and should the circumstances warrant it, the matter will then be referred to this Headquarters with all the relevant details. Parallel action will be taken between the U.F.I.C. office and the Ministry.

17. Similar action will then be taken by this Headquarters as outlined in paras 16/12 above.

18. Should the situation be such as to warrant reference to this Headquarters, the most accurate information on all the relevant details must be furnished by both IC/AMG and the U.F.I.C. office. As a guide in the preparation of the case, there is attached hereto a list of heads which is indicative of the type of information which should be included whenever practicable.

19. This Headquarters may be able to obtain a satisfactory settlement by application at the appropriate Staff level. If this is refused, the case will be submitted to the Industrial Coordination Committee of the Allied Force Local Resources (Italian) Board.

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Distribution:

All Regional Commissioners
(Attn.: Industry Division)
All Provincial Industry
Officers.
All Sub-Commissions HQ, AC.

and for information TO:

AFHQ G-5 Section
AFHQ G-4 American
AFHQ G-4 British
AFHQ, RAC.
HQ AMG 15 Army Group.
SCAO, AMG 5th Army
SCAO, AMG 8th Army
File 5615

Enclosures:

Questionnaire as per para 18.
Administrative Memorandum No. 14, dtd. 7 March 1945.

W. J. McSweeney

W. J. McSWEENEY
Lt. Colonel,
Deputy Director,
Industry Sub-Commission.

1. Name of Firm
2. Name of Executive
3. Location
4. Date of requisitioning
5. Exact designation of military authority responsible for requisitioning
6. Exact designation of occupying unit
7. Description of facility
 - a. Number of building
 - b. Dimension of each building
 - c. Use which has normally been made of each building
 - d. Diagram of building
8. Statement as to the nature of the normal production.
9. General Statement as to the importance to the Italian economy of the products manufactured.
10. Statement as to the requirements of the output
 - a. By the Allied armed forces
 - b. By the Italian armed forces
 - c. By the civilian population
11. Statement as to the availability in Italy of the product indicating the quantity now being imported from Allied sources
12. Statement as to the present condition of premises and of the machinery and equipment
13. Statement as to whether repairs, if necessary, can be effected and as to whether the machinery can be operated
14. Quantities of materials required for rebuilding and quantities available locally.
15. Statement as to stocks of raw materials on hand
16. Statement as to requirements of raw materials in addition to those available.
17. Statement as to availability of raw materials.
18. Statement as to requirements of power
19. Statement as to availability of power
20. Statement as to requirements of transport

7. Description of facility
 - a. Number of building
 - b. Dimension of each building
 - c. Use which has normally been made of each building
 - d. Diagram of building
8. Statement as to the nature of the normal production
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 - a. By the Allied armed forces
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12. Statement as to the present condition of premises and of the machinery and equipment
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14. Quantities of materials required for rebuilding and quantities available locally.
15. Statement as to stocks of raw materials on hand
16. Statement as to requirements of raw materials in addition to those available.
17. Statement as to availability of raw materials.
18. Statement as to requirements of power
19. Statement as to availability of power
20. Statement as to requirements of transport
21. Statement as to availability of transport, proximity to rail transport, etc.
22. Statement as to present productive capacity of entire facility giving due regard to feasibility of making repairs, availability of raw materials, power, transport & labour.
23. Statement as to productive capacity of the portion of facility and equipment which it is proposed to de-requisition.

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24. Statement as to availability of substitutes for products manufactured by the facility.
25. Statement as to the nature of the military occupancy
 - a. Number of men occupying premises
 - b. Use to which facility is being put by military authorities
 - c. Statement as to portion of plant requisitioned and machinery and equipment requisitioned.
 - d. Extent to which permanent damage is being done to the facility by the occupation
26. Justification for de-requisitioning.

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ALLIED FORCE HEADQUARTERS
APO 512

DCK/ag

ADMINISTRATIVE MEMORANDUM)

NUMBER

14)

7 March 1945

USE OF COMMERCIAL FACILITIES FOR CIVIL
REQUIREMENTS

1. It is the responsibility of the Supreme Allied Commander to provide for the civil population of liberated territory that which is necessary to prevent disease and unrest. It is his policy to make the maximum use of local resources in providing for the essential civilian requirements.

2. The duty of all ranks of the Armed Forces in the discharge of the Supreme Allied Commander's responsibility to the civil population should be constantly present in their minds. All ranks must, even in the stress of active operations, remind themselves that whenever it is possible to achieve a military object by a choice of means otherwise equal, the method which damages least the essential needs of the civil economy is the method to be preferred and adopted. Care must be taken by the responsible commander that, except in definite emergencies he neither occupies a premise that is essential to the civil economy nor dismantles, nor removes by purchase or requisition, the equipment therein. Except to prevent combat damage or destruction, or to meet the immediate operational needs, raw materials essential to civil economy will not be purchased, requisitioned or removed except by the procedures set forth in Section III, AFHQ Administrative Memorandum No. 46, 1944.

3. a. In the detailed planning for the occupation of an area, the military authority responsible for such planning and the Allied Commission, will consult as to the anticipated military and civil requirements in that area affecting local resources. The military authority will elaborate his plan so far as practicable to include any proposals agreed as the result of such consultation. Any such agreement must of necessity be tentative and adjustments made dependent upon the physical condition of the area when occupied and upon the military situation. So far as practicable the agreement should include definite facilities preserved by the military and definite facilities reserved for essential civil requirements. Facilities not so defined will not initially be reserved for either military or civil exploitation but are subject to further agreement as the need is recognized.

b. In sections of the country for which no definite military operational plan is considered necessary, instructions defining

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USE OF COMMERCIAL FACILITIES FOR CIVIL REQUIREMENTS

1. It is the responsibility of the Supreme Allied Commander to provide for the civil population of liberated territory that which is necessary to prevent disease and unrest. It is his policy to make the maximum use of local resources in providing for the essential civilian requirements.
2. The duty of all ranks of the Armed Forces in the discharge of the Supreme Allied Commander's responsibility to the civil population should be constantly present in their minds. All ranks must, even in the stress of active operations, remind themselves that whenever it is possible to achieve a military object by a choice of means otherwise equal, the method which damages least the essential needs of the civil economy is the method to be preferred and adopted. Care must be taken by the responsible commander that, except in definite emergencies he neither occupies a premise that is essential to the civil economy nor dismantles, nor removes by purchase or requisition, the equipment therein. Except to prevent combat damage or destruction, or to meet the immediate operational needs, raw materials essential to civil economy will not be purchased, requisitioned or removed except by the procedures set forth in Section III, AFHQ Administrative Memorandum No. 46, 1944.
3. a. In the detailed planning for the occupation of an area, the military authority responsible for such planning and the Allied Commission, will consult as to the anticipated military and civil requirements in that area affecting local resources. The military authority will elaborate his plan so far as practicable to include any proposals agreed as the result of such consultation. Any such agreement must of necessity be tentative and adjustments made dependent upon the physical condition of the area when occupied and upon the military situation. So far as practicable the agreement should include definite facilities preserved by the military and definite facilities reserved for essential civil requirements. Facilities not so defined will not initially be reserved for either military or civil exploitation but are subject to further agreement as the need is recognized.
b. In sections of the country for which no definite military operational plan is considered necessary, instructions defining military requirements and those civil commitments for which the military assume responsibility will be issued by the military authority responsible for planning for the area as a whole, if so desired by Allied Commission.
c. In the case of property to be used by the military which Allied Commission has stated to be essential to the civil economy, the

AFHQ Adm. Memo W. 14 **RESTRICTED**
(cont'd)

probable degree of development by the military and the estimated period of occupancy will be stated in the plan.

d. In the immediate execution of operational plans the decision of the Army or equivalent commander in operational command will govern. However, when Allied Commission is of the opinion that the use of the facility during military tenancy will cause undue harm to the civil economy, and local agreement cannot be reached, Allied Commission may, without interrupting the operational plan or its immediate execution, inform the Army or equivalent commander that an appeal will be made, and submit such an appeal as indicated in paragraph 4 below.

e. In the further execution of a plan in Army or equivalent areas, or in routine functioning within or without Army areas, in the event there is a conflict between military interests and interest which Allied Commission considers essential to the civil economy with respect to:

(1) The equitable allocations of factories, warehouses, and other commercial and industrial facilities including mines and space, and

(2) The control of their use and operation the procedures set forth in paragraph 4 will be followed.

4. a. The Allied Commission may present its case and recommend action to the responsible Area District, Base Section or Army Commander, or other responsible military authority whether urgent operational need has been advanced by the military authority or not. Allied Commission will accompany their case with a complete and factual justification.

b. The responsible military authority to which the case is referred will consider the case and every effort will be made to reach a solution satisfactory to Allied Commission and the military commander. In the event a satisfactory solution cannot be found, the military commander will return the request to Allied Commission with a written statement as to the extent to which he can meet Allied Commission's desires and as to the conditions which he cannot accept.

c. Allied Commission then may submit the matter to an investigating subcommittee appointed by the Industrial Co-ordination Committee of the Allied Force Local Resources (Italian) Board, through AFIRS. The investigating sub-committee will investigate the case in detail and attempt to find some solution agreeable to the parties concerned.

d. If no such solution can be found, the sub-committee will submit the case to the ICC (Industrial Co-ordination Committee)

civil economy, and local agreement cannot be reached, Allied Commission may, without interrupting the operational plan or its immediate execution, inform the Army or equivalent commander that an appeal will be made, and submit such an appeal as indicated in paragraph 4 below.

e. In the further execution of a plan in Army or equivalent areas, or in routine functioning within or without Army areas, in the event there is a conflict between military interests and interest which Allied Commission considers essential to the civil economy with respect to:

(1) The equitable allocations of factories, warehouses, and other commercial and industrial facilities including mines and space, and

(2) The control of their use and operation the procedures set forth in paragraph 4 will be followed.

4. a. The Allied Commission may present its case and recommend action to the responsible Area District, Base Section or Army Commander, or other responsible military authority whether urgent operational need has been advanced by the military authority or not. Allied Commission will accompany their case with a complete and factual justification.

b. The responsible military authority to which the case is referred will consider the case and every effort will be made to reach a solution satisfactory to Allied Commission and the military commander. In the event a satisfactory solution cannot be found, the military commander will return the request to Allied Commission with a written statement as to the extent to which he can meet Allied Commission's desires and as to the conditions which he cannot accept.

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d. If no such solution can be found, the subcommittee will submit the case to the ICC (Industrial Co-ordination Committee) with recommendations.

e. The ICC will then adjudicate and make its award. If no protest is received by AFIRS from an interested party within 48 hours after the award, such award will become effective. In the event of a protest, the matter will be referred to the AFIR(I) Board, the decisions of which will be binding upon all parties.

5. a. Except in the immediate execution of operation plans as stated in paragraph 3d above, the military will not exercise initial control of a facility concerning which Allied Commission has initiated a request for adjudications, until definite action has been taken in

AFHQ Adm. Memo N. 14 **RESTRICITED**
(cont'd)

accordance with these instructions.

b. When a plant, mine or other commercial facility has been de-requisitioned to permit of its producing materials or services essential to civil economy, all machinery, fixtures, equipment and plant essential to such production, except that which may have been installed by the using Service, shall be exempt from sub-sequent requisition unless the facility itself is again requisitioned. Surplus materials, as declared under the provision of Section III, AFHQ Administrative Memorandum Number 46, 1944 are subject to allocation as set forth in that memorandum.

c. Plants, mines or other commercial facilities which may be declared not subject to requisition or which have been de-requisitioned under the provisions of this memorandum will be accountably posted by the local district base section, or army commander or other responsible military commander, to prevent unauthorized entry or removal of protected equipment, fixtures, machinery and materials.

d. When considering matters of requisitioning and de-requisitioning, military authorities will show special leniency with respect to facilities of the monopoly industries of the Italian Government such as those engaged in the manufacture of matches, the processing of tobacco and the extraction of salt. These are of special importance in providing essential revenue to the Italian Government.

By COMMAND OF FIELD MARSHAL ALEXANDER :

/s/ C.W. Christenberry
/t/ C.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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/s/ C.W. Christenberry
/t/ C.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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HEADQUARTERS ALLIED COMMISSION

APO 394

INDUSTRY SUB-COMMISSION

NRLM/hh

Tel. 237

30 April 1945

Ref. AC/5587/IND.

1 - MAY 1945

SUBJECT : Security in relation to procedure for Requisitioning and De-requisitioning of Industrial Plants.

TO : Distribution Below.

1. This Headquarters' circular to Regional and Provincial AC/AMG Industry Officers AC/5587/IND of 26th April 1945 is subject.

2. The designation of units making use of or intending to make use of industrial facilities, and the purpose of the actual or intended use which is being, or will be made of such facilities will NOT be communicated to the officers of the U.P.I.C. nor by such offices to the Ministry of Industry, Commerce and Labour.

3. This information will, therefore, be deleted from all correspondence between AC/AMG offices and the civil authorities.

Distribution : -

All Regional Commissioners
(Attn.: Industry Division)
All Provincial Industry Officers
All Sub-Commissions HQ, AC.

and for information TO :

W.J. VASKREY

Lt. Colonel,

Deputy Director,

Industry Sub-Commission.

709

1 MAY 1945

SUBJECT : Security in relation to procedure for Requisitioning and De-requisitioning of Industrial Plants.

TO : Distribution Below.

1. This Headquarters' circular to Regional and Provincial AG/AMG Industry Officers AC/5587/IND of 26th April 1945 is subject.

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3. This information will, therefore, be deleted from all correspondence between AG/AMG offices and the civil authorities.

Distribution :-

All Regional Commissioners
(Attn.: Industry Division)
All Provincial Industry Officers
All Sub-Commissions HQ, AG.

and for information TO :

AFHQ G-5 Section
AFHQ G-4 American
AFHQ G-4 British
AFIRS, RAAC
HQ AMG 15 Army Group
SCAO, AMG 5th Army
SCAO, AMG 8th Army
File 5615

W. J. MASKREY

Lt. Colonel,

Deputy Director,

Industry Sub-Commission.

703

10/13 *Lago County*

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

28 APR 1945

Ref. AC/5587/IND

27 April 1945

SUBJECT : Use of Industrial Facilities for
Civil Requirements.

TO : Regional and Provincial Commissioners
and Directors of Sub-Commissions.

1. This letter is written with reference to Administrative Memorandum No. 14 dated 7 March 1945 issued on the above subject by Allied Force Headquarters, a copy of which has previously been forwarded to you.

2. Attention is directed to the provisions of paragraph 4 of Administrative Memorandum No. 14. It will be noted that cases presented under paragraph 4a to the responsible Area, District, Base Section or Army Commander, or other responsible military authority, whether presented by this Section, a Sub-Commission, a Regional or Provincial Commissioner, must be accompanied with a complete and factual justification. Likewise under paragraph 4c cases submitted by this Section to an investigating sub-committee appointed by the Industrial Co-ordination Committee of the Allied Force Local Resources (Italian) Board, through AFIRS must be accompanied with a complete and factual justification.

3. There is attached hereto a form prepared for use by this Section in submitting cases under paragraph 4c. The form will serve to indicate the type of information which constitutes a complete and factual justification whether the case is to be submitted under paragraph 4a or 4c. Sub-Commissions, Regional and Provincial Commissioners will furnish all such information whether presenting a case directly to the responsible Area, District, Base

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Section or Army Commander or other responsible military authority under paragraph 4a or transmitting information to this Section with a request that a case be presented under paragraph 4a or 4c.

4. A detailed technical instruction is being issued by the Director of the Industry Sub-Commission to AC/AMG Industry Officers for their guidance on this subject.

1 Encl.
Questionnaire

Copy to:
File 5615

[Signature]
A. G. ANTOLENI
Acting Vice President
Economic Section

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

April 1949

CASE SUBMITTED PURSUANT TO ADMINISTRATIVE MEMORANDUM
NUMBER 14, DATED 7 MARCH 1945, ISSUED BY ALLIED FORCE
HEADQUARTERS.

TO : Industrial Co-ordination Committee, AFIR(I) Board
through AFIRS

1. Name of Firm.
2. Name of Executives.
3. Location of Plant.
4. Exact designation of military authority responsible for military occupancy.
5. Exact designation of military unit commanding forces or about to occupy premises.
6. Period of military occupancy.
7. Description of facility.
 - a. Number of buildings.
 - b. Dimension of each building.
 - c. Use which has normally been made of each building.
 - d. Diagram of building.
8. Statement as to the nature of the normal production.
9. General statement as to the importance to the Italian economy of the products manufactured.
10. Statement as to the requirements of the output. 707
 - a. By the Allied armed forces.

b. By the Italian armed forces.

c. By the civilian population.

11. Statement as to the availability in Italy of the product indicating the quantity now being imported from Allied sources.
12. Statement as to the present condition of premises and of the machinery and equipment.
13. Statement as to whether repairs, if necessary, can be effected and as to whether the machinery can be operated.
14. Statement as to quantities of materials required for re-building and quantities available locally.
15. Statement as to stocks of raw materials on hand.
16. Statement as to requirements of raw materials in addition to those available.
17. Statement as to availability of raw materials.
18. Statement as to requirements of power.
19. Statement as to availability of power.
20. Statement as to requirements of transports.
21. Statement as to availability of transport, proximity to rail transport, etc.
22. Statement as to present productive capacity of entire facility giving due regard to feasibility of making repairs, availability of raw materials, power, transport and labor.
23. Statement as to productive capacity of the portion of facility and equipment which has been, or is about to be occupied by the military.
24. Statement as to availability of substitutes for products manufactured by the facility.
25. Statement as to the nature of the military occupancy

a. Number of men occupying premises.

43

- b. Use to which facility is being put by military authorities.
 - c. Statement as to portion of plant occupied or to be occupied and machinery and equipment being used, or to be used by the military.
 - d. Extent to which permanent damage is being done to the facility by the occupation.
26. Statement of particulars of previous cases submitted and results, together with copies of all papers.
27. General statement as to justification for submission of case.

706

10/13
R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

24)

24 APR 1945
17 April 1945

E X T R A C T

Condition of Employment and Wage Scales for Civilians Employed
By the Allied Forces in Italy, Sicily and Sardinia.....I
* * * *I--- CONDITION OF EMPLOYMENT AND WAGE SCALES FOR CIVILIANS
EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIAAFHQ Administrative Memorandum Number 47, 1944 is amended
as follows:

1. In Appendix "D":

Delete:	Stevedore, coaling ore	100	115
Add	: Stevedore, coaling ore	100	120
Add	: Postal Sorter (male or female)	75	120
Add	: Fire Fighter	85	95

2. In Appendix "F": (Added by Section II, AFHQ Administrative
Memorandum Number 2, 1945.)

Add	: Driver, Steam roller	100	130
Add	: Fire Fighter	85	95
Delete:	Driver, male	70	80
Add	: Driver, mule	70	80

BY COMMAND OF FIELD MARSHAL ALEXANDER,

705

S/ C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant GeneralExtracted by Headquarters
Allied Commission, G-1 Sect.
Civ Pers., APO 394, 21 Apr. 45DISTRIBUTION

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R E S T R I C T E D

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Recalculated

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ALLIED FORCE HEADQUARTERS
APO 512

20 MAR 1945

ADMINISTRATIVE MEMORANDUM

NUMBER 18) 24 March 1945

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

1. Appendices "A" and "B" to AFHQ Administrative Memorandum Number 62, 1944, are superseded by the Appendices "A" and "B" below, effective with the commencement of the first pay period subsequent to 1 March 1945.
2. For pay periods between the dates of 8 December 1944 and 28 February 1945 (both inclusive), the Appendices "A" and "B" to AFHQ Administrative Memorandum Number 62, 1944 are effective and any payments made thereunder are validated.

Appendix "A"

COST-OF-LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES
OTHER THAN THOSE COVERED BY APPENDIX "B"

1. Daily Wage Group

a. Adult Group

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

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b. Juveniles may be paid a cost-of-living bonus up to 29 lire per day.

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1. Appendices "A" and "B" to AFHQ Administrative Memorandum Number 62, 1944, are superseded by the Appendices "A" and "B" below, effective with the commencement of the first pay period subsequent to 1 March 1945.

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Appendix "A"

COST-OF-LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES
OTHER THAN THOSE COVERED BY APPENDIX "B"

1. Daily Wage Group

a. Adult Group

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

704

b. Juveniles may be paid a cost-of-living bonus up to 29 lire per day.

Note: Abatement at the rate of 4 lire per day will be made from the maximum permissible bonus under (a) and (b) in respect of each day on which full rations i.e. all meals are provided to the employee by the employing service.

2. Monthly Wage Group

a. Adult Group

5493

From 5401 and above 1430 lire

b. Juveniles may be paid a cost-of-living bonus up to 754 lire per month.

Note: Abatement at the rate of 104 lire per month will be made from the maximum permissible bonus under (a) and (b) when full rations i.e. all meals are provided to the employee by the employing service.

Appendix "B"

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

1. Adult Group

<u>Basic Wage</u>		<u>Maximum Permissible Bonus</u>
Up to and including 3600 lire		1325 lire
From 3601 to 3700 lire		1275 lire
From 3701 to 3800 lire		1225 lire
From 3801 to 4900 lire		1175 lire
From 4901 to 5000 lire		1125 lire
From 5001 to 5100 lire		1075 lire
From 5101 to 5200 lire		1025 lire
From 5201 and above		955 lire

2. Juveniles may be paid a cost-of-living bonus up to 130 lire per month.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

S/ C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant General

Reproduced by HQ AC, 3-1 Sect. Civ Pers,
APO 394, 27 Mar 45.

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HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

12 MAR 1945

3/1.B/CA

12 Mar 45

AFHQ
SUBJECT : Administrative Memorandum No 14 - AFHQ
TO : All CA Sub-Commissions.

The attached Memorandum is forwarded for your information and guidance.

R.R. CRIPPS Col,
CSO CA Section.

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ALLIED FORCE HEADQUARTERS
APO 512

7 March 1945.

ADMINISTRATIVE MEMORANDUM
NUMBER 14)

USE OF COMMERCIAL FACILITIES FOR CIVIL REQUIREMENTS

1. It is the responsibility of the Supreme Allied Commander to provide for the civil population of liberated territory that which is necessary to prevent disease and unrest. It is his policy to make the maximum use of local resources in providing for the essential civilian requirements.
2. The duty of all ranks of the Armed Forces in the discharge of the Supreme Allied Commander's responsibility to the civil population should be constantly present in their minds. All ranks must, even in the stress of active operations, remind themselves that whenever it is possible to achieve a military object by a choice of means otherwise equal, the method which damages least the essential needs of the civil economy is the method to be preferred and adopted. Care must be taken by the responsible commander that, except in definite emergencies, he neither occupies a premise that is essential to the civil economy nor dismantles, nor removes by purchase or requisition, the equipment therein. Except to prevent combat damage or destruction, or to meet the immediate operational needs, raw materials essential to civil economy will not be purchased, requisitioned or removed except by the procedures set forth in Section III, AFHQ Administrative Memorandum Number 46, 1944.
3. a. In the detailed planning for the occupation of an area, the military authority responsible for such planning, and the Allied Commission, will consult as to the anticipated military and civil requirements in that area affecting local resources. The military authority will elaborate his plan so far as practicable to include any proposals agreed as the result of such consultation. Any such agreement must of necessity be tentative and adjustments made dependent upon the physical condition of the area when occupied and upon the military situation. So far as practicable the agreement should include definite facilities reserved by the military and definite facilities reserved for essential civil requirements. Facilities not so defined will not initially be reserved for either military or civil exploitation but are subject to further agreement as the need is recognized.
- b. In sections of the country for which no definite military operational plan is considered necessary, instructions defining military requirements and civil commitments for which the military assume responsibility will be issued by the military authority responsible for planning for the area as a whole, if so desired by Allied Commission.
- c. In the case of property to be used by the military which Allied Commission has stated to be essential to the civil economy, the probable degree of development by the military and the estimated period of occupancy will be stated in the plan.

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the decision of the

2 The duty of all ranks of the Armed Forces in the discharge of the Supreme Allied Commander's responsibility to the civil population should be constantly present in their minds. All ranks must, even in the stress of active operations, remind themselves that whenever it is possible to achieve a military object by a choice of means otherwise equal, the method which damages least the essential needs of the civil economy is the method to be preferred and adopted. Care must be taken by the responsible commander that, except in definite emergencies, he neither occupies a premise that is essential to the civil economy nor dismantles, nor removes by purchase or requisition, the equipment therein. Except to prevent combat damage or destruction, or to meet the immediate operational needs, raw materials essential to civil economy will not be purchased, requisitioned or removed except by the procedures set forth in Section III, AFHQ Administrative Memorandum Number 46, 1944.

3. a. In the detailed planning for the occupation of an area, the military authority responsible for such planning, and the Allied Commission, will consult as to the anticipated military and civil requirements in that area affecting local resources. The military authority will elaborate his plan so far as practicable to include any proposals agreed as the result of such consultation. Any such agreement must of necessity be tentative and adjustments made dependent upon the physical condition of the area when occupied and upon the military situation. So far as practicable the agreement should include definite facilities reserved by the military and definite facilities reserved for essential civil requirements. Facilities not so defined will not initially be reserved for either military or civil exploitation but are subject to further agreement as the need is recognized.

b. In sections of the country for which no definite military operational plan is considered necessary, instructions defining military requirements and civil commitments for which the military assume responsibility will be issued by the military authority responsible for planning for the area as a whole, if so desired by Allied Commission.

c. In the case of property to be used by the military which Allied Commission has stated to be essential to the civil economy, the probable degree of development by the military and the estimated period of occupancy will be stated in the plan.

d. In the immediate execution of operational plans the decision of the Army or equivalent commander in operational command will govern. However, when Allied Commission is of the opinion that the use of the facility during military tenancy will cause undue harm to the civil economy, and local agreement cannot be reached, Allied Commission may, without interrupting the operational plan or its immediate execution, inform the Army or equivalent commander that an appeal will be made, and submit such an appeal as indicated in paragraph 4 below.

e. In the further execution of a plan in Army or equivalent areas, or in routine functioning within or without Army areas, in the event there is a conflict between military interests and an interest which Allied Commission considers essential to the civil economy with respect to:

- (1) The equitable allocation of factories, warehouses, and other commercial and industrial facilities including mines and space and

RESTRICTED

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AFHQ ADMIN. MEMO # 14 (Cont.)

(2) The control of their use and operation, the procedures set forth in paragraph 4 will be followed.

4. e. The Allied Commission may present its case and recommend action to the responsible Area, District, Base Section or Army Commander, or other responsible military authority, whether urgent operational need has been advanced by the military authority or not. Allied Commission will accompany their case with a complete and factual justification.

b. The responsible military authority to which the case is referred will consider the case and every effort will be made to reach a solution satisfactory to Allied Commission and the military commander. In the event a satisfactory solution cannot be found, the military commander will return the request to Allied Commission with a written statement as to the extent to which he cannot meet Allied Commission's desires and as to the conditions which he cannot accept.

c. Allied Commission then may submit the matter to an investigating sub-committee appointed by the Industrial Co-ordination Committee of the Allied Force Local Resources (Italian) Board, through AFERS. The investigating sub-committee will investigate the case in detail and attempt to find some solution agreeable to the parties concerned.

d. If no such solution can be found, the sub-committee will submit the case to the ICC (Industrial Co-ordination Committee) with recommendations.

e. The ICC will then adjudicate and make its award. If no protest is received by AFERS from an interested party within 48 hrs after the award, such award will become effective. In the event of a protest, the matter will be referred to the AFER (I) Board, the decisions of which will be binding upon all parties.

5. a. Except in the immediate execution of operational plans as stated in paragraph 3 d above, the military will not exercise initial control of a facility concerning which Allied Commission has initiated a request for adjudication, until definite action has been taken in accordance with these instructions.

b. When a plant, mine or other commercial facility has been de-requisitioned to permit of its producing materials or services essential to civil economy, all machinery, fixtures, equipment and plant essential to such production, except that which may have been installed by the using Service, shall be exempt from subsequent requisition unless the facility itself is again requisitioned. Surplus materials, as declared under the provisions of Section III, AFHQ Administrative Memorandum Number 46, 1944, are subject to allocation as set forth in that memorandum.

Industrial facilities which may be declared

b. The responsible military authority to which the case is referred will consider the case and every effort will be made to reach a solution satisfactory to Allied Commission and the military commander. In the event a satisfactory solution cannot be found, the military commander will return the request to Allied Commission with a written statement as to the extent to which he can meet Allied Commission's desires and as to the conditions which he cannot accept.

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BY COMMAND OF FIELD MARSHAL ALEXANDER:

C.W. CHRISTENBERRY,
Colonel, AGO,
Adjutant General.

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