

1068

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

ACC

10000/142/415

CIVILIAN EMPLOYEES, GEN  
NOV. 1944 - JAN. 1947

1009

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

785016

10000/142/415

CIVILIAN EMPLOYEES, GENERAL CORRESPONDENCE  
NOV. 1944 - JAN. 1947

HEADQUARTERS ALLIED COMMISSION  
LEGAL DIVISIONFile  
69A  
PB/fm

AC/4046/L

24 January 47

Subject : Transfer of Civilian Employees.

To : G - 1, Civilian Personnel.

1. Request that the below listed civilian employees be transferred to the Legal Division, the first three from the Economic Division and the fourth from Land Forces Sub-Commission, where their services are no longer required.

| <u>NAME</u>       | <u>JOB CLASSIFICATION</u>    | <u>TOTAL PAY PER MONTH</u> |
|-------------------|------------------------------|----------------------------|
| BRUNNS Heidi      | 4th Cat., Interpreter-Typist | Lire 10,322                |
| ISIDORI Mario     | 4th Cat., Bookkeeper         | " 12,350                   |
| MANZOTTI Fiorella | 3rd Cat., Jr. Admin. Asst.   | " 11,362                   |
| NATALE Enrica     | 4th Cat., Clerk              | " 9,585                    |

2. One of these is required as a replacement for an employee that is leaving. The others will be additions to the staff of this division. All four are needed for work on one of the most important of the liquidation processes of this division, namely the check-up being conducted on prisoners held in Italian jails serving sentences of AMG courts.

JOHN K. WEBER,  
Colonel, Infantry,  
Chief Legal Advisor

1071

FILE  
684

HEADQUARTERS ALLIED COMMISSION  
APO 794  
LEGAL DIVISION

AC/4040/L

RRB/RS  
3 January 1947.

SUBJECT : Roster of .7. Civilians.  
TO : Adjutant.

1. Reference is made to your circular dated 20 December 1946.

2. The under-mentioned War Department civilian is employed by this Division:

Name : 136 Margaret MCKENNA  
Grade : CAF - 7  
Duty : Chief Civilian Clerk  
Station : Legal Division

Not eligible as of 31 December 1946 to return to ZI under current War Department criteria.

L.J. GIBBINS,  
Major, ICD,  
Chief Counsel.

1072

1 Legal Div.

67A

HEADQUARTERS  
ALLIED COMMISSION  
APO 794

20 December, 1946

SUBJECT: Roster of War Department Civilians.

TO :

1. Request you submit to Adjutant, 7106th Regiment, Allied Commission not later than 1200 hours, 3 January 47 a roster of War Department civilian employees assigned to your section as of 31 December 46.

CAF-7

2. Grade, duty and station will be shown.

3. Indicate in this roster those eligible as of 31 December 46, to return to ZI under current War Department criteria.

BY COMMAND OF REAR ADMIRAL STONE :

*John R. Hayes*  
JOHN R. HAYES  
Major AGD  
Adjutant



MEMO TO JOR GILBRIDE

Dec 46

4046  
Please find attached results of 3 out of the four applications which were submitted to G-1 Civilian personnel Section some time ago. Otello is quite a little upset at first, it seems, that his was disapproved. The clerk down there practically assured him that his application would be approved but that he couldn't promise anything about that of Mrs Pisapia. We have not yet heard from the other one which was initiated from Lt Col. Nygaard's section. That I shall pass to you for information as soon as it is received.

Please initial  
when seen.

TO  
O.T. WILLIAMS  
Sgt  
Chief Clerk

Please discuss  
Otello's case with  
me. JFG.  
done - 17 Dec 46  
113 hrg TO

81

HEADQUARTERS ALLIED COMMISSION

4046  
APO 394

6574  
G-1 Section Civilian Personnel

Ref. Civ Pers/268

8 January 1945

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

To : See Distribution.

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

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralization, and will maintain files, records, cards, etc., as set forth in Administrative Memorandum Number 61, attached as an appendix to this letter.
2. To expedite payment of Social Insurance to an employee who might be entitled to same, all Sections are strictly requested to comply with the following, (as contained in Headquarters Allied Commission Office Memo No. 15, dated 1 Aug. 44):

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

- (a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, letter must include reasons for separation.
- (b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.
- (c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in

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

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

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

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

- (a) This is extremely important in determining whether or not employee is eligible for unemployment compensation. Therefore, latter must include reasons for separation.
- (b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.
- (c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in writing. At such a time this office will place his social insurance card (Form SI-1) in a suspense file for a period of 30 days. If worker fails to return during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

1076  
Ltr 269, G-1 Civ Pers dstd 8 Jan 45 cont'd.

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

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

*R. T. Under*

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

3 Incls.

Incl.-1- AFHQ Admin Memo No. 64  
(Appendix A-B-C-D)

Incl.-2- AFHQ Admin Memo No. 64

(Appendix D Italian Translation)

Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"D"

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

*R. T. Uhler*

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

3 Incls.

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

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

Incl.-3- Ltr, Notice to Workers.

DISTRIBUTION

"D"

ALLIED PHOTO ENGRAVING CO. 412  
N. E. C. 412

ADJ. ILLUSTRATIVE: FBI OF. 3000  
NUMBER: 61

16 December 1944.

SCOTT, JOHN AND MARY (C) W. T. HALL, WILLIAMS  
MINING CO. ALLIED VENTURES.

1. a. The Italian Government has agreed to pay for and to provide social insurance benefits for Italian Civilians employed directly by the Allied Forces. These benefits will be extended through the regular Italian social security system and will cover:
- (1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).
  - (2) Unemployment (indemnity)
  - (3) Tuberculosis (free medical care and indemnity)
  - (4) Marriage and birth (financial aid)
  - (5) Invalidity and old age (pensions)
- b. In addition, worker's compensation for accidental injury or death will continue as presently provided under all regulations (accident claims being referred to Istituto Nazionale Infortuni by means of report form prepared by employing unit).
2. To implement the coverage scheme certain minimum information is required and the following is the responsibility assumed by the Allied Forces.
- a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "a") for each worker employed. The card will be maintained during period of employment.
  - b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employees with respect to eligibility for an amount of unemployment, tuberculosis, old-age and invalidity benefit).
  - c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be cancelled, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.
  - d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for himself or both, allowance (i.e., benefit) not contingent on his own occupation (from work) a certification that he is currently employed by the Allied Forces will be given to him, at his request, on the "currently employed status Report" form SI-2 (copy attached as appendix "a") based on information already contained on his social insurance card Form SI-1.

1079

These benefits will be extended through the present Italian Social Security system and will cover:

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

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

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

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

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

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

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

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

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

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



1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the ACTIVE file.
2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line ---, indicating nothing to report, except in cases when, in the opinion of the unit supervisor, the resignation from work is a "VOLUNTARY QUIT" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to affect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing on the rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.
3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or those who otherwise absented themselves since last pay period. These cards will be date stamped in item 6 and will be placed in DEAD FILE. If worker later reports and returns to work, the card (date-stamped to show pay period passed) will be replaced in active file. If he is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(a) of Directive concerning this procedure, cards remaining in dead file for period of more than 30 days, or those by date-stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, when reason for worker's absence is known and there is expectation of his returning to work or claiming card.
4. Whenever workers are absent for more than 30 days, or other cause beyond unit's control, card is interrupted by illness, accident, or other temporary contingency, he is entitled to and will need his card to establish social insurance rights. At discretion of unit supervisor, card may be given to someone other than the worker (for example, family member or fellow worker, on written request) where the worker is unable, for reasons beyond his control, personally to pick up the card.
5. Employing units in preparation to close their chapters insure credit for periods of employment prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive necessitating this procedure) may do so by issuing separate cards to certify the prior periods of employment. As an alternative, a written entry may be made under item 7: "Prior (to) pay periods from (date) to (date)" to be taken account of when item 6 is filled in upon completion of the card. In this case, the date shown in item 3 will be the actual commencing date.
6. Both items 6 and 7 on the card represent tally items to simplify file maintenance. They may be used in whatever manner desired with variations the unit supervisor finds desirable. Other items are essential to the Italian social insurance system and must be filled in each. Written entries must be entered on the card, including number of rubber stamps, initials and COMMENTS. NO UNUSABLE RECORDS OF EMPLOYMENT OF QUALIFICACI. MUST BE MAINTAINED IN FILE IN PREPARATION ON CARD. If a worker is laid off, a new card should be prepared.

MAILING ADDRESS: 10000 160th Ave. N.E., Co.

160015 50251 TOLUENE 201 201

(b) (5) DPP, (b) (5) ACP

$$1. \quad \frac{(\text{Cost } 1.00)}{(\text{Gross Profit})} = \frac{(\text{Profit } 0.50)}{(\text{Retail Price})}$$

2. Province \_\_\_\_\_ (Date) \_\_\_\_\_

4. Job Classification \_\_\_\_\_ Salary \_\_\_\_\_

[illegible]

(Date of settlement to person concerned to be put in 1st portion of message received).

7. Tally of 24 periods (solid).  
(Circle no. for each period. Print no. directly opposite no. of the periods to be entered in the 8, "clerk").

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

1930 21 02 33 24 23 26 27 27 30 31 32 33 + 0. 10. 33

8. Insignificant recorded on this card \_\_\_\_\_ with total of \_\_\_\_\_ (J to)

(Life cut No.)

9. Limiting rate L. \_\_\_\_\_ per month.

corrected solid thickness 0.45

UNITED STATES OF AMERICA

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

D.C. 44.

(53.4%) (F = 0.450)

### LECTION TO THE NOBEL

This act is valid for determining your right to unemployment, irrespective of its applicability in determining whether you are eligible with respect to period of employment specified on your card.

is applying for passport, I would be submitted with regular application form to passport Institute I think or American Social officer. If no immediate application is being made, the card should be withheld.

before submitting ours, just must give date and century of birth to go.

an attorney to be assigned to examine affidavits in Chicago before a liv. application

4. Social Security Number

6. Above information is a part of a period covered by periods ending

(The date of the last day of the period covered by periods ending)

7. Fully of pay periods covered.  
(Circle No. for each pay period. Pay No. circled represents no. of pay periods to be entered in Item 8, below.)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18  
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 etc. etc. 34

8. Employment recorded on this card and (with total of)

(Write out No.)

9. Pay rate L. 10. Section for ending employment

WORKER'S SOCIAL INSURANCE CARD  
ALL INFORMATION IN THIS  
Form 31-1 Dec. 44.

(Back of Card)

NOTICE TO THE WORKER

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

In applying for benefits, you must be submitted with regular application form to nearest Institute, State or American Social office.

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

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

.....

If there is no social insurance record in Government when you live, application form and information may be obtained at time of issue.

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

Appendix "C" to AFHQ Administrative No. 61

WORKERS' ALLOWANCE CERTIFICATE FOR SOCIAL INSURANCE BENEFITS - FORM SI-2.

(FRONT SECTION)

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

WORKERS' ALLOWANCE CERTIFICATE  
ALLIED FORCES IN ITALY

Date                       
Certified                       
(Signature and Stamp)

Form SI-2

(BACK OF FORM)

NOTES TO THE WORKER.

This certificate is valid for determining right to sick leave assistance for a family member or to marriage and birth allowance.

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

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

.....

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

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

(Write out No.)

WORKERS' COMPENSATION CLAIMS REPORT  
LIND REEDS IN F.I.I.

Form 31-2

RETURN TO THE MEMBER.

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

Certificate must be submitted with required application form to nearest assistance institution or residence, Social Security Office.

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

.....

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

ADDITIONAL: Any alterations of information on this certificate renders it void and is punishable by law. Signature of this certificate compulsory. Duplicates are not issued.

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MINISTRY OF DEFENSE, COMPTON & LABOR

MEMORANDUM

MEMORANDUM OF DEFENSE, COMPTON & LABOR

MEMORANDUM

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

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

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

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

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

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

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

29 November 1944.

RE

T. M. HESTER,  
Gronchi

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

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

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

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

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

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

TAL BEN-EL-MELIF,  
Gronchi

29 November 1944.

RE

MINISTERO DELL' INDUSTRIA  
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani  
ingaggiati dalle Forze alleate.

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

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

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

Anche in questi ultimi casi, il certificato ha una grande importanza per i vostri eventuali diritti ai benefici delle assicurazioni sociali, e perciò dovete presentarlo subito all'Istituto nazionale della previdenza sociale, perché possa provvedere a tener conto, nelle vostre posizioni assicurative, del periodo di lavoro da voi prestato presso le Forze alleate.

E, quindi, interesse vostro provvedere alla presentazione del certificato, e di aver cura di non sparrirli, perché non saranno rilasciati duplicati.

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

IL MINISTRO  
Gronchi

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

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

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

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

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

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

IL MINISTRO  
Gronchi

Roma, 25 Novembre 1944

AVVISO AI LAVORATORI DIPENDENTI D.L.I. A.C.

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

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

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

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

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

NOTICE TO WORKERS EMPLOYED BY A. C.

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

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

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

determinazione del vostro diritto alle prestazioni dell'assicurazione disoccupazione, invalidita' e vecchiaia, tubercolosi e malattia, rispetto al periodo di lavoro presso l'A.C.

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

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

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

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

## CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this Headquarters, dated August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to civilian personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as "assists", "handles", "difficult", "complexion", etc. A simple job description of the position of the interviewer (Junior Administrative Assistant "in Civilian Personnel follows: "under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files.

Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by .... **LEGAL DIVISION** .....  
(Sub-Commission or Section)

Employee's or applicant's name ..... **ANNA PISAPIA-PEDRETTI** .....

Present job title & pay ..... **SNR. ADM. ASST. - 12136** .....

Proposed title ..... **EXECUTIVE** .....

Job description ... **Mrs. PISAPIA** interviews Italian visitors interested in Allied Military Court cases and advises them on the procedure applicable in such cases. She acts in general supervision of the preparation of orders granting or denying petitions for pardon for signature of Chief Legal Advisor. Prepares memoranda (in Italian) for the Ministry of Justice in AG Court cases to serve as a basis for the release of prisoners on Conditional Liberty. Is responsible for the preparation and classification of AG Court cases for the Review Board. Examines incoming correspondence in Italian to determine its relative importance and thus enable the Office Supervisor

This form is for use in connection with the following reference number, show below.

to the fact that a job description only and should not include

Interviews and contacts in Detroit and ...

significant differences were found between the two groups.

[illegible]

Snr. Adm. Asst. - 12125

sub title

RECITATION

back of sheet for addition remarks.

Figure 2. Sample by age group, 1990-2005

**THE UNIVERSITY OF CHICAGO**

.....

Supervises one Jnr. Adm. Asst. and performs work of a liaison nature with the Ministry of Justice.

GENERAL: Mrs. PISAPIA has been employed with Legal for 3 years during which time she has shown her ability to handle increasing responsibilities. This Division is confident of her ability to handle this new assignment.

23 November 1946.

AC/4046/L.

L. J. GILBRIDE,  
Major, I.G.D.,  
Chief Counsel,  
Staff Officer,  
LEGAL DIVISION.

## CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this Headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the Form. After completion the form should be brought to civilian personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by .. **LEGAL DIVISION** .....  
(Sub-Commission or Section)

Employee's or applicant's name .. **VISCHETTI, Tiziano** .....

4420 lire per mo

Present job title & pay .. **4th. Cat. General Office Clerk .6590. GLB** .....

Proposed title .. **Jr. Adm. Asst.** .....

Job description .. Under direct supervision of non commissioned officer in charge of Indexing Section, supervises 2 other civilian employees engaged in preparing material in case records in the proper order. His ability to understand written English is pertinent to legal case records, with which Mr. VISCHETTI has been working for the past 9 months enables him to determine which documents pertain to a certain case in the process of indexing and should be retained and those which should be laid aside to be incorporated in the appropriate case record. *JS*



## CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with Par. III and V Office Memorandum No. 15, this Headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to civilian personnel by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

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Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral."

Classification requested by .....  
(Sub-Commission or Section)

Employee's or applicant's name .....  
.....

Present job title & pay .....  
.....

Proposed title .....  
.....

Job description Under general direction of Chief Clerk is responsible for reclassification of all personnel and supervising unclassified correspondence. Also responsible for the receipt of verbal representations of Italian Government employees in order that the Office may properly advise them and promptly release them. It is the proper channels. Supervises and is responsible for filling of correspondence other than that which relates to the court cases. His knowledge of both English and Italian enables him to personally assist Office employees in classification of incoming correspondence. In each of the 12 languages. During the past 18 months which at present has been employed by local he has given



COPY TO DESK

Room 44-5

4046  
✓HEADQUARTERS ALLIED COMMISSION  
ARCHIVES DIVISION

FILE

2 November 1946

MEMORANDUM TO : G-1 Civilian, AC

Request that the following named civilian personnel, ratings indicated, be transferred to the LEGAL DIVISION PAYROLL from the Archives Payroll, effective 1 November 1946:

|                     |                  |
|---------------------|------------------|
| MARCHETTI, Augusto  | Jr. Admin. Asst. |
| VISCHETTI, Tizianov | Clerk, general   |
| PISTORESI, Silvia   | Jr. Admin. Asst. |

Reason for this request is that these three people are working temporarily with Legal now and to enable them to continue with Legal it is deemed wise to transfer them administratively for complete control.

This transfer affects in no way the requests rendered for additional employees in Legal Division.

  
DONALD M. CHAPMAN, SR.,  
Major, Q.M.C.,  
OIC MF Section Archives.

ALL

for Major  
Gilbride

HEADQUARTERS ALLIED COMMISSION  
APO 794

## LEGAL DIVISION

FILE

60A

AC/4046/L.

JLG/pa.  
21 October 1946.

SUBJECT : Mrs. Anne FISAPIA, Civilian employee.

TO : G-1 Civilian personnel, HQ, AC.

1. In comparing the new tables of wages with the old ones it has been noted that the pay of Mrs. Pisapia has been computed since 1 March 1946 at the rate of 6240 lire instead of the maximum allowed figure in her grade of 6360 lire per month. It would appear that error may have been made in this connection by personnel concerned with computing her wage change at the time of her reclassification, who since then have been redeployed.

2. Under these circumstances it is believed that consideration should be given to causing appropriate reimbursement to be made to Mrs. Pisapia covering the period of 1 March 1946 to date, and readjustment of her pay rate for succeeding months in the future.

L. J. GILBRIDE,  
Major, I.G.D.,  
Chief Counsel.

HEADQUARTERS ARMED COMMISSION  
APO 794  
LEGAL SUB COMMISSION

FILE

59A

AC/1045/1(2)

/RS  
27 September 1946

SUBJECT : Insurance Card.

TO : G-1 Civilian Personnel.

Rey Mrs. Antonia SILVI nee COSULICH,  
employee of this Sub-Commission since 8th November  
1945. please be furnished with an Insurance Card.

G.G. HANNAFORD,  
Lt. Colonel,  
Deputy Chief Legal Advisor.

HEADQUARTERS  
ALLIED COMMISSION  
APO 794

FILE

20 September 1946

DAILY BULLETIN)

NUMBER 218)

OFFICIAL

# I. STAFF DUTY OFFICER:

20 September 1946 - Major W. L. PRICE (1800 to 0830)

NOTES: Night Staff Duty . . . . . 1800 hours to 0830 hours  
Staff Duty:  
Wed & Sat . . . . . 1300 hours to 1800 hours  
Sun & Holidays . . . . . 0830 hours to 1800 hours

Night Staff Duty Officers' Post is in Room 15, 1st Floor,  
Ministero delle Corporazioni Building, telephone - Ext. 433.  
Staff Duty Officers' Post is in the Office of the Chief  
Commissioner, 3rd Floor, telephone - Ext. 485.

# STAFF DUTY CLERK:

20 September 1946 - Cpl John H. Williams (1800 to 0830)

Night Staff Duty Clerks' Post is:  
1800 - 2200 - Information Desk, Front Entrance  
telephone - Ext. 382.  
2200 - 0830 - Room 40, 1st Floor, telephone  
Ext. 263.

Staff Duty Clerks' Post is in Room 40, 1st Floor. (Adj)

# II. POSTAL SERVICE (US Only):

1. The War Department has announced that effective 1 October 1946 the 5 cent per ounce domestic air mail rate will go into effect. This rate will apply to air mail sent to or by Army personnel stationed outside the continental United States and to air mail sent to or by civilian personnel authorized to receive thru APO facilities.
2. The War Department further announced that all letter mail except parcel post, transported from the United States to this theater and from this theater to the United States within tonnage allocation, will be accorded Class I air priority. (RA MTOUSA)

# III. CIVILIAN EMPLOYEES:

Reference Paragraph 7 (ii) Admin Memo 14, AFHQ,  
dated 29 June 1946.  
"All Sub-Commissions and Sections are requested to notify all civilian employees, who are actually heads of family, to procure a certificate (Stato di famiglia per assegni familiari) proving their actual status as head of family. Such a certificate will be obtained from the local commune of residence and submitted to Civilian Personnel Office on or before 27 September 1946". (C-1 Civ Pers)

# IV. SOLDIER VOTING (US Only):

The printed post card application for absentee ballot (USWBC Form 1 or Standard Form 76) is not authorized for use by the State of Montana. An applicant desiring to vote by absentee ballot in any election held within the State of Montana must make a written application for absent

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V. NEW LOCATION OF HOTEL MANAGEMENT SECTION & BILLETING OFFICE (US Only):

Effective 1300 hours, Tuesday, 17 September 1946, Hotel Management Section and Billeting Office will be located at Hotel Majestic. (RA MTOUSA)

1104

Daily Bulletin #218, Hq Allied Commission, dated 20 September 1946, Cont'd:

VI. AUTHENTICATION OF CABLES:

Effective Monday, 23 September 1946, all Correspondence, Cables, Messages, etc., prepared for the signature of the Adjutant, Allied Commission will be as follows:

JOHN R. HAYES  
Major AGD  
Adjutant

VII. CIVILIAN EMPLOYEE PAYROLLS:

1. Effective immediately all future payrolls will be submitted to the Civilian Personnel Office only after the pay period has been completed and earned.

2. All Section Heads of this Headquarters authorizing payment to Civilian employees are requested to adopt the following schedule.

a. Pay-Period commencing on the 1st day of the month and terminating on the 15th day of the same month. Submit payroll for this pay period on the 16th day of the month. Payment for this pay period will be made to employees on or before the 20th day of the month.

b. Pay-Period commencing on the 16th day of the month and terminating on the 1st day of the same month. Submit payroll for this pay period on the 1st day of the new month. Payment for this pay period will be made to employees on or before the 5th day of the new month.

3. Whenever the 1st day or the 16th day falls on Sunday submit payroll on the following day.

(G-1 Civ Pers C)

BY COMMAND OF REAR ADMIRAL STONE:

PAUL COLE  
1st Lt, Air Corps  
Asst Adjutant

OFFICIAL:

*Paul Cole*  
PAUL COLE  
1st Lt, Air Corps  
Asst Adjutant

DISTRIBUTION:

"D"

1105

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3. Whenever the 1st day or the 16th day falls on Sunday submit payroll (G-1 Civ Pers C) on the following day.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*Paul Cole*  
PAUL COLE  
1st Lt, Air Corps  
Asst Adjutant

PAUL COLE  
1st Lt, Air Corps  
Asst Adjutant

DISTRIBUTION:

"D"

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

Ref/G-1/Civ Pers/136

8 November 1944

Subject. Job Standards.

To . All Sub-Commissions and Branches.

1. For the guidance of offices employing civilian personnel, and to eliminate the possibilities of any person being paid in excess to his, or her, qualifications or duties, the following grades set forth by AFHQ Basic Wage Scale are defined, and will be adhered to as closely as possible.

PHILIPPINE JOB STANDARD STATEMENT I

TITLE.

Junior Administrative Assistants, accountants, Clerk Supervisors.

Salary: 2420 L. to 5940 L.

At the lower level of the grade an attempt should be made to place all those who are most comparable to the senior and principal clerical grades in the U.S. Civil Service. They should work under general supervision and perform difficult and responsible office work. Their duties should require considerable training and experience. They must prove that they can exercise independent judgment and exhibit outstanding skill in dealing with specialized subject matter. Their thorough knowledge of office procedure and practice should be unquestioned and should require but little supervision from officers.

They must exhibit marked ability to lead and supervise a stenographic and or clerical staff engaged in simple and elemental operations. This staff may be as small as two or three if the operations are difficult in character but considerably larger if the functions are pure routine in character. Persons recruited for these positions must be able to do simple planning for the organized lay-out of work, and able to effectively direct others in the operations along the most economical and efficient methods. A person in this type of post should be sufficiently skilled to replace a staff sergeant, a warrant officer, or a second Lt. depending upon the size and nature of the operations involved.

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PHILIP INARY JOE STANDARD STATE EMP I

GRADE.

Junior Administrative Assistants, accountants, Clerk Supervisors.

Salary: 2420 L. to 5240 L.

At the lower level of the grade an attempt should be made to place all those who are most comparable to the senior and principal clerical grades in the U.S. Civil Service. They should work under general supervision and perform difficult and responsible office work. Their duties should require considerable training and experience. They must prove that they can exercise independent judgment and exhibit outstanding skill in dealing with specialized subject matter. Their thorough knowledge of office procedure and practice should be unquestioned and should require but little supervision from officers.

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PRELIMINARY JOB STANDARD STATEMENT II

**TITLE.** Senior Administrative Assistants, Sub-Professional Workers, Junior Executive Officers.  
**Salary.** 3960 I to 7480 I.

Persons recruited for these positions should be able to replace officers of Company grade and minimum should not be paid unless the replacement or addition to the staff can be measured in terms of the effective replacement of and officer of the rank of Captain. In terms of U. S. Civil Service standards such persons should be comparable to section supervisors (Major Sub-Division of a Bureau in a small Department)

They must be able to efficiently manage an important office with the absolute minimum of supervision. The office in which engaged must deal with important specialized and technical work requiring lengthy experience and excellent educational qualifications. They must know how to give clear instructions to subordinate supervisors and be capable of objectively evaluating the work produced.

In the case of Sub-Professional Workers; they must possess skill, some experience, and important professional training in the subject matter with which the office deals. Their work must be of a professional; scientific, or technical character requiring thorough knowledge of the principles involved in the profession or technical skill. As required, they should demonstrate skill in supervising others and in planning and laying out work for others.

PRELIMINARY JOB STANDARD STATEMENT III

**TITLE.** Executives, Business Analysts, Exporters, etc.  
**Salary.** 5500 I to 12100 I.

Persons recruited for these positions should be able to replace officers of the field grade of Major and Lt. Col. In terms of U. S. Civil Service Standards they should, as a minimum be capable of supervising an important section in a Bureau, heading a small Division within a Bureau, operate as a staff technical specialist, or as first assistant to the Chief of a Bureau or Department. The maximum salary, in terms of the Italian public service is equivalent to the highest grade of public servant.

All persons recruited for these positions must be specialists in the field in which employed. Specialized experience and training in the appropriate field should not be of less duration than five years. There should be no supervision of a routine character involved in their work.

not be paid unless the replacement or addition to the staff can be measured in terms of the effective replacement of and officer of the rank of Captain. In terms of U. S. Civil Service standards such persons should be comparable to section supervisors (after Sub-Division of a Bureau in a small Department).

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#### PRELIMINARY JOB STANDARD STATEMENT III

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All persons recruited for these positions must be specialists in the field in which employed. Specialized experience and training in the appropriate field should not be of less duration than five years. There should be no supervision of a routine character involved in their work. They should be capable of performing their duties under broad and general supervision. They must have a proven capacity for independent judgment, and be capable of producing carefully conceived and complete operational plans. They must possess outstanding skill in analysis and in making situation reports. They must be capable of advising high ranking

Ref Civ Pers/136

officers on difficult and important matters. They must produce evidence to show that they can plan, organize and conduct independent investigations or act as consultants to Sub-Commission or Regional Directors as required.

*R. T. Under*

R. T. UNDER  
Lt. Col. AGD.  
G-1 American.

HEADQUARTERS ALLIED COMMISSION  
APO 794  
LEGAL SUB COMMISSION

FILE

54A  
FILE

AC/4046/A/L

AP/ns  
28 August 1946

SUBJECT : Approval of expenditure.  
TO : Executive Commissioner.

In accordance with your minute of 27 inst could authorization please be given for the payment of L. 148.800.- (one hundred forty eight thousand, eight hundred) to Prof. Chiamenti for Legal opinions rendered to this Sub-Commission from 17 January 1946 to 16 July 1946. (Agreement of R.R. CRIPPS, Colonel, CSO Civ. Affairs Sec. A.C.C. Authority minute 2 C.B.P. 5 Nov. sheet 3623 refers) Voucher for your signature is also attached.

JOHN K. WEBER.  
Colonel, Infantry,  
Chief Legal Advisor.

HEADQUARTERS ALLIND COMMISSION  
Office of the Chief Commissioner  
APO 794

FILE

FILE

AC/4046/L

53A  
/ns  
28 August 1946

SUBJECT : Approval of Expenditure.

TO : Legal Sub Commission.

Reference your memo AC/4046/L dated 27th August 1946, addressed to this office for action.

Approval is given for the payment of Lire 148.800 (one hundred and forty eight thousand, eight hundred) to Professor Pasquale CHIONENTI for legal opinion rendered to your Sub-Commission during the period 16 January 1946 to 16 July 1946.

Brigadier  
Acting Chief Commissioner.

Copy to HQ Commandant.

4046

23/7  
AUGAMG 13 CCPS  
ALLIED COMMISSION ROME

Legal

52/A

H/3982

AUG 241145 B

PRIORITY

UNCLASSIFIED.

Subject "DOWNS OF THE REPUBLIC" Reference AFHQ signal  
FX 70461 Dated 13 August. Please telegraph details of the  
scheme as it applies in ITALY.

51A

AC DIST

ACTION ECON 2  
INFO NMIXX GAS  
~~LEGAL~~  
FILE 2  
FLOAT

|                            |  |
|----------------------------|--|
| LEGAL SUB COMMISSION       |  |
| CHIEF LEGAL ADVISOR        |  |
| DEPUTY CHIEF LEGAL ADVISOR |  |
| CHIEF COUNSEL              |  |
| STAFF OFFICER              |  |
| ITALIAN SECTION            |  |
| MEMBERS REVIEW BOARD       |  |
|                            |  |
| AUG 26 1946                |  |

21 AUG 1946

1114

1046 file

FX 70461  
AUG 131939 B

Legal

SIA

H/5646  
AUG 141030  
IMPORTANT

AFHQ SIGNED SACRED CITE EHGE  
ALCOM ROME, INFO: MAIN XIII CORPS

RESTRICTED

RESTRICTED.

Full details urgently required of "Bonus of the Republic"  
Together with your recommendation as to whether allies should  
adopt it for civilian employees of allies in non-AMG territory.

Also For XIII corps. Additionally requested are your recommen-  
dations concerning adoption of measure in VENEZIA GIULIA as an  
AMG decree affecting all employees.

|                            |  |
|----------------------------|--|
| LEGAL SUB COMMISSION       |  |
| CHIEF LEGAL DIVISION       |  |
| DEPUTY CHIEF LEGAL ADVISOR |  |
| CHIEF COUNSEL              |  |
| STAFF OFFICER              |  |
| ITALIAN SECTION            |  |
| MEMBERS REVIEW BOARD       |  |
| AUG 14 1946                |  |
| 11 AUG 1946                |  |

AC DIST  
ACTION ECON SEC  
INFO CHIEF COMMISSIONER  
C A SEC  
LEGAL  
FLOAT 2  
FILE

A. C.

RESTRICTED

4046  
FIABHEADQUARTERS  
ALLIED COMMISSION  
APO 794

26 July 1946

SUBJECT: Requisition for War Department Civilians

TO : See Distribution.

1. G-5, AFHQ, has informed this Headquarters that requisitions may be submitted for 38 U.S. War Department Civilians according to the following schedule:

|                                  |    |
|----------------------------------|----|
| C.A.F. 5-11 (Officer equivalent) | 15 |
| C.A.F. 1-5 (Enlisted equivalent) | 23 |
| Total                            | 38 |

2. The purpose is to temporarily supplement and eventually replace the U.S. Military Personnel now furnished to the Allied Commission by the 2675th Regiment. Continued reduction in the proportionate allotment of personnel to the Regiment from the Theater allotment, caused by redeployment, is the basis of this situation. No guarantee can be given for military replacements even though requisitions have been submitted according to estimated losses by redeployment between now and 30 October 1946. The estimated Regimental Status is as follows (not considering possible replacements).

| T/O<br>(1 July 46) | Present Strength | Estimate strength as of : |         |        |
|--------------------|------------------|---------------------------|---------|--------|
|                    |                  | 30 Aug 46                 | 30 Sept | 30 Oct |
| Off. 59            | 52               | 37                        | 24      | 22     |
| EM 115             | 107              | 104                       | 96      | 87     |

3. In view of the above it is requested that each section of Allied Commission submit to this office a requisition for their WD civilian employee requirements. These requisitions will then be consolidated and forwarded to G-5, AFHQ. Job descriptions are required for each individual requisitioned.

4. The following points are to be taken into consideration in computing this requisition:

a. Probable losses within the individual section by the redeployment of U.S. Military personnel. This may be determined by interviews with



each individual and by calling Ext. 251. (Asst S-1 2675 Regt).

b. Classifications should be determined in accordance with the usual officer rank or enlisted grade assigned previously to the position in question. Classifications should be justified in job description.

c. The special qualifications required for each individual can be determined only by a special job study of the position to be occupied. This analysis must be in detail on the job description form.

5. A job description, submitted in quadruplicate, must be completed for each individual requisitioned. For specific instructions refer to MTOUSA Civilian Personnel instructions No. 2 & No. 4, and War Department Civilian personnel Manuals, which may be seen at the S-1 office Room 34, 6th Floor.

6. A chart of the comparative C.A.F. Ratings and Army ranks is attached for your information along with a copy of the job description form. These forms may be obtained in Rm 34, 6th Floor this building.

7. Requisitions will be submitted to reach this office not later than 7 August 1946.

BY COMMAND OF THE CHIEF COMMISSIONER:

  
RICHARD B. BULLOCK  
Major                      Inf  
G-1 (A)

Distribution:

Chief Commissioner  
Executive Commissioner  
Ex Off A  
Ex Off B  
VP Economic Section  
Pres. Civil Affairs Section  
Air Forces S/C  
Land Forces S/C  
Displaced Persons & Repat S/C

2 Incls.

| <u>RANK</u>   | <u>C.A.F.</u> |
|---------------|---------------|
| Col           | 11            |
| Lt. Col       | 10            |
| Maj           | 9             |
| Capt          | 8             |
| 1st Lt - CWO  | 6 - 7         |
| 2nd Lt - WOJG | 5 - 6         |
| M/Sgt         | 4             |
| T/Sgt         | 3             |
| S/Sgt         | 2             |
| Sgt           | 1             |

## NOTE:

Clerk-stenographers employed by the Allied Commission have been of ratings 3 and 4 at the time of employment. Some were promoted later to rating of 5. This may be used as a guide. Such personnel are now being sent overseas with a rating of 2.

Attachment No. 1

*Legal JH*  
4046  
RESTRICTED  
HEADQUARTERS  
MEDITERRANEAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 512  
49A

CIRCULAR )  
NUMBER 118)

11 July 1946

USE, CONTROL AND SUPERVISION OF ITALIAN CIVILIAN LABOR

1. GENERAL: Theater policy is to employ Italian civilians in place of military personnel wherever their utilization will assist in the reduction of work load on military personnel. Such employment must have as governing factors the fitness of workers for tasks and the provision of such supervision and instruction, either military or civilian, as may be necessary for maximum achievement and output.

2. USE:

a. Civilians may be employed on any tasks for which utilization of United States Military personnel is not mandatory for reasons of security, military procedures or discipline.

b. Civilians may not be employed at government expense to perform services for which the government is not liable for payment.

c. Civilians may not be employed to perform services which enlisted personnel are required to do in addition to their regular duties.

d. Women should be utilized for all types of work which they can efficiently perform.

e. Wages, bonuses and hours of employment will be as set out in current theater directives.

f. Every effort will be made to establish working conditions parallel to those of a corresponding type of civilian employment in Italy.

g. Except in circumstances of unquestionable ability, all employees will be engaged at minimum wage for particular labor classification. Advance to higher brackets will be made only upon proven ability extending over a period of at least seven (7) days.

3. PROCUREMENT:

a. Major commands or organizations thereof will centralize the method of hirings through one agency designated for this purpose.

b. Units or organizations desiring to hire civilian employees will normally contact the local Ufficio d. Collocamento or Italian Labor Office which is usually operated under AG or AMG direction. These offices maintain rosters of civilian workers and of their qualifications and experience, which will insure most expeditious procurement of workers of desired types.

R E S T R I C T E D

Hq MTOUSA Circular Number 118, 1946 (Cont'd)

c. Only in unusual circumstances will direct application from individuals be considered or sought, because language difficulties and opportunity for misrepresentation of qualifications and residency make such procedure inadvisable. Every effort will be made to employ civilians resident in locality of work in interests of local civilian rehabilitation and relief and of economy in U.S. transportation.

d. No unit will be permitted to hire a worker, under employment by an Allied agency, until he has been voluntarily released by that agency.

4. CONTROL:

a. Although all civilian employees will be under direct control of the U.S. Army during hours of employment, they will have all labor privileges of similar workers employed by civilian employers.

b. Employees may belong to labor unions or not as they prefer, but membership in any union or labor body will not be considered a requisite to employment, by other U.S. Army employing agencies or civilian procuring agencies. There will be no solicitation for members or other union business conducted during working hours or on premises occupied by Allied Forces. The formation of Workers Internal Commission, similar to those existing throughout Italian civilian employment, will be permitted for purposes of liaison between workers and employers, the presentation of grievances or suggestions relative to wage standards, hours and working conditions, and for advancement of proposals calculated to increase efficiency.

5. TRAINING AND SUPERVISION:

a. In order that maximum efficiency be achieved, it is essential that all civilian workers be thoroughly familiar with tasks to be performed. Thorough explanation of the task will be provided together with competent demonstrations performed by qualified personnel, using interpreters when necessary.

b. Adequate supervisory personnel will habitually be provided by either U.S. military personnel or Italian civilians. Civilian employees or groups of employees will not be left without an appropriate overseer, unless experience has shown the responsible official that the employees have proven ability of output, and even then periodic supervision and inspection will be made to assure maintenance of the proper performance.

c. Whenever possible civilian workers exhibiting initiative and characteristics of leadership, will be detailed as foremen or "squad bosses", releasing similar U.S. personnel.

d. Supervisors will be held responsible for the work effectiveness of laborers (Par. 6b)

R E S T R I C T E D

Hq MTOUSA Circular Number 118, 1946 (Cont'd)

6. WORK ACTIVITIES:

a. Whenever transportation is provided for civilian employees, they will be called for on time and returned promptly at quitting time-the first in interest of conservation of working hours, the second in interest of morale. In making up transportation schedules, no travel to or from work will be permitted on U.S. government time.

b. While at work it is expected that full time and effort will be expended by the individual. Loitering and inefficiency will not be tolerated. Where the nature of the work is of a strenuous character, ten minutes out of every hour may be granted for relaxation.

7. WELFARE AND BENEFITS:

a. Civilian employees of the Allied Forces are covered for all types of Italian Social Insurance, through procedures agreed upon between the Allied Commission and the Italian Government as approved by AFHQ, all costs being borne by the Italian Government.

b. Annual leave with pay will be granted to civilians employed on a permanent or semi-permanent basis. Leave will accrue from 1 January 1946 or date of employment, whichever is latest, at the rates of: Office workers- 2 days per month, other workers-1 day per month.

c. Such public holidays as may be established by order of Theater Commander will be granted with pay to civilian employees. When any employee is required to work on such holidays, no extra pay will be given, but employee will be granted a holiday with pay as soon thereafter as possible.

d. Italian 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.

e. Medical attention and/or compensation will be provided through the Istituto per l'Assicurazione contro gli Infortuni sul Lavoro, for any civilian employee sustaining injury, illness or death arising out of and in the course of his employment including transportation to and from employment in U. S. controlled vehicles or vehicles hired by U.S. Government for such purpose. When an employee is injured, he may be given first aid treatment by medical military personnel and then taken or sent to the nearest office or representative of the Istituto. If ambulance transportation is required and no Istituto vehicle is available, U.S. Army ambulance will transport patient to nearest civilian hospital. Medical assistance, other than that provided above, will not be rendered by the U.S. Army.

R E S T R I C T E D

R E S T R I C T E D

Hq MTOUSA Circular Number 118, 1946 (Cont'd)

8. SECURITY: The names and addresses of civilians who are to be employed in G-2 offices or in any other office where they may have necessary or accidental access to confidential material, should be submitted to G-2 in order that thorough investigations and security checks may be made prior to employment.

BY COMMAND OF LIEUTENANT GENERAL LEE:

L. C. JAYNES  
Major General, United States Army  
Chief of Staff

OFFICIAL:

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

DISTRIBUTION:

Z

| SUB COMMISSION  |      |
|-----------------|------|
| CO              |      |
| DELO            |      |
| Chief Counsel   |      |
| CD              |      |
| Italian Section |      |
| CL RKS          |      |
| Capt Bern       | sent |
| JUL 11 1946     |      |

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION  
APO 725  
LEGAL SUB-COMMISSION

/mda.

13 July 1946.

AC/1046/1.

SUBJECT : Family Certificate  
(Stato di Famiglia) ENTISCHIA Andrea.

TO : G-4 Civilian Personnel.

1. Reference daily bulletin No. 157 of 9 July 1946.
2. As requested, herewith enclosed a family certificate of ENTISCHIA Andrea, an employee of this Sub-Commission.

LESTER C. BISH,  
Captain, Infantry,  
for Chief Legal Advisor.

HEADQUARTERS ALLIED COMMISSION  
APO 794  
LEGAL SUB COMMISSION

44A

TW/ns  
12 July 1946

AC/4026/L

SUBJECT : Family Certificate (Stato di famiglia)  
SILVI, Antonia nee Cosulich.  
TO : G-1 Civilian Personnel.

1. Reference daily bulletin N° 157  
of 9 July 1946.

2. As requested herewith enclosed a  
family certificate of SILVI, Antonia nee Cosulich, an  
employee of this Sub Commission.

LESTER C. BERN,  
Captain, Infantry,  
for Chief Legal Advisor.

Incl.

EN

HEADQUARTERS ALLIED COMMISSION  
APO 794

9 July 1946

SUBJECT: Status of Civilian Personnel, Allied Commission.

TO : See Distribution.

1. By direction of the Executive Commissioner the attached recapitulation of Civilian Employees is furnished for your information and guidance with a view of drastic reduction in the immediate future.

FOR THE EXECUTIVE COMMISSIONER:

ROBERT C ROSS  
Lt Col FA  
Executive Off (A)

DISTRIBUTION:

Office Ex Comm  
Exec O (B)  
Hq Comdt  
V.P., Civ Affairs Sec  
V.P., Economic Sec  
Dir, Air Forces S/C  
Dir, Land Forces S/C  
Dir, Pub Relations Br  
G-1 Civ  
Archives Br

ITALIAN CIVILIAN PERSONNEL EMPLOYED BY ALLIED COMMISSION

| UNIT RESPONSIBLE         | PAYROLL<br>31 MAY | PAYROLL<br>15 JUNE | HEADCOUNT<br>16 JUNE | PAYROLL<br>30 JUNE | HEADCOUNT<br>1 JULY |
|--------------------------|-------------------|--------------------|----------------------|--------------------|---------------------|
| HQ COMDT                 | 341               | 337                | 321                  | 316                | 310                 |
| EX. OFF AMER             | 394               | 370                | 299                  | 307                | 277                 |
| EX. OFF BRIT             | 28                | 30                 | 29                   | 29                 | 27                  |
| EX. COMM OFF             | 68                | 70                 | 65                   | 73                 | 76                  |
| V.E CIV AFF SEC          | 64                | 68                 | 63                   | 70                 | 64                  |
| V. P. ECON SEC           | 67                | 67                 | 59                   | 60                 | 50                  |
| DIR, AIR FORCES          | 13                | 13                 | 12                   | 12                 | 12                  |
| DIR, PUB REL BR          | 12                | 12                 | 12                   | 12                 | 12                  |
| DIR, A.S.A.A.            | 13                | 12                 | 10                   | 9                  | 0                   |
| DIR, A.F.A.              | 21                | 22                 | 22                   | 23                 | 0                   |
| DIR, LAND FORCES         | 71                | 73                 | 70                   | 72                 | 66                  |
| DIR, COMMUNICA-<br>TIONS | 6                 | 6                  | 6                    | 4                  | 4                   |
| GRAND TOTAL              | 1098              | 1080               | 966                  | 987                | 898                 |

HEADQUARTERS ALLIED COMMISSION  
APO 794  
LEGAL SUB COMMISSION

FILE

FILE

45A

AC/4046/L

AF/SS  
9 July 1946

SUBJECT : Family certificate.  
(Stato di famiglia) Pisapia Antonio

TO : C-1, Civilian Personnel.

1. Reference daily Bulletin # 157  
of 9 July 1946.

2. As requested herewith enclosed a family  
certificate of PISAPIA Antonio, an employee of this  
Sub Commission.

LESTER C. WARD,  
Captain, Infantry,  
for Chief Legal Advisor.

FILE

Incls.

## HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

MEMORANDUM )  
NUMBER 14 )

6 May 1946.

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 26, Rome Area Allied Command, APO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES  
OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES  
OF ROME PROVINCE. (DAILY WAGE GROUP ONLY)(a) ADULT GROUPBasic Wage -- Lire per day.

Up to and including 120 lire  
From 121 - 125 lire  
From 126 - 130 lire  
From 131 - 135 lire  
From 136 - 165 lire  
From 166 - 170 lire  
From 171 - 175 lire  
From 176 - 180 lire  
181 and above

Maximum Permissible BonusLire per day

| Male | Female |
|------|--------|
| 275  | 240    |
| 272  | 237    |
| 270  | 235    |
| 267  | 232    |
| 265  | 230    |
| 262  | 227    |
| 260  | 225    |
| 257  | 222    |
| 255  | 220    |

(b) Juveniles (Male and Female) under 18 years of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full pay is not received.

44A

6 May 1946.

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 26, Rome Area Allied Command, AFO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

4. COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES  
OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES  
OF ROME PROVINCE. (DAILY WAGE GROUP ONLY)

(a) ADULT GROUP

Basic Wage -- Lire per day.

Up to and including 120 lire  
From 121 - 125 lire  
From 126 - 130 lire  
From 131 - 135 lire  
From 136 - 155 lire  
From 156 - 170 lire  
From 171 - 175 lire  
From 176 - 180 lire  
181 and above

Maximum Permissible Bonus

Lire per day

| Male | Female |
|------|--------|
| 275  | 240    |
| 272  | 237    |
| 270  | 235    |
| 267  | 232    |
| 265  | 230    |
| 262  | 227    |
| 260  | 225    |
| 257  | 222    |
| 255  | 220    |

(b) Juveniles (Male and Female) under 18 years of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee.

(over)

B. COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE AND COVERING THE MONTHLY WAGE GROUP. (ADMINISTRATIVE, OFFICE, CLERICAL GRADES AND HOTEL, MESS AND CLUB EMPLOYEES WHEN NOT ISSUED WITH RATIONS.)

Monthly Wage Group (Including Chief Foreman-Artisan, Skilled & Unskilled Grades)

| (a) ADULT GROUP               | Basic Wage - Lire per Month | Maximum Permissible-Bonus |        |
|-------------------------------|-----------------------------|---------------------------|--------|
|                               |                             | Male                      | Female |
| Up to and including 3000 lire |                             | 7310                      | 6400   |
| From 3001 - 3100 lire         |                             | 7280                      | 6370   |
| From 3101 - 3200 lire         |                             | 7230                      | 6320   |
| From 3201 - 3300 lire         |                             | 7180                      | 6270   |
| From 3301 - 3400 lire         |                             | 7130                      | 6220   |
| From 3401 - 3500 lire         |                             | 7080                      | 6170   |
| From 3501 - 5000 lire         |                             | 7050                      | 6140   |
| From 5001 - 5100 lire         |                             | 6980                      | 6070   |
| From 5101 - 5200 lire         |                             | 6930                      | 6020   |
| From 5201 - 5300 lire         |                             | 5880                      | 5970   |
| From 5301 - 5400 lire         |                             | 5830                      | 5920   |
| From 5401 - 10000 lire        |                             | 6790                      | 5880   |
| 10001 and above               |                             | 5430                      | 4005   |

(b) - Juveniles may be paid a Cost of Living Bonus up to 1794 lire per month.

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

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED FORCES, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE.

| (a) ADULT GROUP               | Basic Wage - Lire per Month. | Maximum Permissible-Bonus |        |
|-------------------------------|------------------------------|---------------------------|--------|
|                               |                              | Male                      | Female |
| Up to and including 3600 lire |                              | 6425                      | 5825   |
| From 3601 - 3700 lire         |                              | 6075                      | 5775   |
| From 3701 - 3800 lire         |                              | 6025                      | 5725   |
| From 3801 - 4900 lire         |                              | 5975                      | 5675   |
| From 4901 - 5000 lire         |                              | 5925                      | 5625   |
| From 5001 - 5100 lire         |                              | 5875                      | 5575   |
| From 5101 - 5200 lire         |                              | 5825                      | 5525   |
| 5201 and above                |                              | 5405                      | 5455   |

(b) - Juveniles may be paid a Cost of Living Bonus up to 1930 lire per month.

(a) ADULT GROUP

Basic Wage - Lire per Month

Up to and including 3000 lire  
 From 3001 - 3100 lire  
 From 3101 - 3200 lire  
 From 3201 - 3300 lire  
 From 3301 - 3400 lire  
 From 3401 - 3500 lire  
 From 3501 - 5000 lire  
 From 5001 - 5100 lire  
 From 5101 - 5200 lire  
 From 5201 - 5300 lire  
 From 5301 - 5400 lire  
 From 5401 - 10000 lire  
 10001 and above

Maximum Permissible-Bonus

Lire per Month

|             |               |
|-------------|---------------|
| <u>Male</u> | <u>Female</u> |
| 7310        | 6400          |
| 7280        | 6370          |
| 7230        | 6320          |
| 7180        | 6270          |
| 7130        | 6220          |
| 7080        | 6170          |
| 7050 -      | 6140          |
| 6980        | 6070          |
| 6930        | 6020          |
| 6880        | 5970          |
| 6830        | 5920          |
| 6780        | 5880 -        |
| 5490 -      | 4905          |

(b) Juveniles may be paid a Cost of Living Bonus up to 1794 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.

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED FORCES, GROUPS AND VESSELS WITHIN THE BOMBARDERS OF ROSE PROVINCE.

(a) ADULT GROUP

Basic Wage - Lire per Month.

Up to and including 3600 lire  
 From 3601 - 3700 lire  
 From 3701 - 3800 lire  
 From 3801 - 4900 lire  
 From 4901 - 5000 lire  
 From 5001 - 5100 lire  
 From 5101 - 5200 lire  
 5201 and above

Maximum Permissible-Bonus

Lire per Month.

|             |               |
|-------------|---------------|
| <u>Male</u> | <u>Female</u> |
| 6125        | 5825          |
| 6075        | 5775          |
| 6025        | 5725          |
| 5975        | 5675          |
| 5925        | 5625          |
| 5875        | 5575          |
| 5825        | 5525          |
| 5775        | 5455          |

(b) Juveniles may be paid a Cost of Living Bonus up to 1930 lire per month.

DISTRIBUTION  
 "C"

*Martin W. Harper*  
 MARTIN W. HARPER  
 F/O Air Corps  
 Asst. G-1 Amer.

HEADQUARTERS UNITED COMMISSION  
APO 594  
LEGAL SUB-COMMISSION

AP/ada.

AC/4046/1.

2 April 1946.

SUBJECT : Request for authority.

TO : HQ, Comdt. AF.

My authorization please be given for the payment of L. 74,400 (Seventy four thousand, four hundred) to Prof. Pasquale CHICCHI for legal opinion rendered to this Sub-Commission from 17 October 1945 to 16 January 1946. (Agreement of H.E. CHIFFO, Colonel, GSC Civ. Affairs Sec. A.C.G. Authority Minute 2, O.P.M. 1 Nov. Sheet 3623 refers).

G.S. HANFORD,  
Lt.Col.,  
Deputy Chief Legal Advisor.

file 340  
P R O M E M O R I A

4211

Si prega di voler esaminare con la massima benevolenza, la possibilità di occupare presso l'U.N.R.R.A., od altro Ente in Roma, il comm. EDMONDO RICCETTI, di cui all'unito "curriculum vitae".

Il Riccetti è persona della massima serietà ed onestà e correttezza, come ne fanno fede i diversi e delicati incarichi ricoperti.

Poichè egli attraversa una critica situazione economica aggravata da disgrazie di famiglia, a causa della prolungata inattività (dal settembre 1943), ha grande necessità di essere comunque utilizzato.

Roma li 27 gennaio 1946

61

**PRINCIPALI INCARICHI ASSICURATI DAL SIG. EDMONDO RICCI, DI GIOVANNI NATO  
A MAGIONE (Perugia) IL 18/12/1887.-**

- 1°) 1918-1920-Capo dell'Ufficio Centrale di Contabilità del Servizio  
Movimento della Direzione Generale delle P.S.-
- 2°) 1919 -Comandato della Direz.Gen. delle P.S. presso il Comando  
della Brigata "Fisa" a Tarvisio, quale Capo della missione  
per il passeggio, dall'Autorità Militare, alle Ferrovie  
Italiane, delle Ferrovie ex-Austriache della Venezia Giul.  
3°) 1921-1922-Capo della Segreteria Centrale dello stesso servizio Mo-  
vimento e Traffico.
- 4°) 1921 -Disseccato al Ministero dei Lavori Pubblici, quale Segre-  
tario Particolare del Sottosegretario di Stato (On. Giovan-  
ni Parini del P.F.I.).
- 5°) 1921-1922-Segretario Generale della Commis. Ministeriale per la si-  
stemazione del percorso ferroviario ex-combattente (guer-  
ra 1915/18) ed avventizio.
- 6°) 1923 -Disseccato al Ministero dell'Agricoltura, quale Capo del-  
la Segreteria Particolare del Ministro (On. Giovanni Bion-  
vi del P.F.I.).
- 7°) 1923 -Marzo. Espulso dal Governo Fascista per avere prestato la  
sua opera ad un Ministro del Gabinetto Facta.
- 8°) 1924-1925-Segretario delle Presidenze dell'Ente Nazionale Industria  
Turistica (I.N.I.).
- 9°) 1926-1929-Capo della Segreteria Particolare del secondo Governatore  
di Roma, Principe Lodovico Spade Potenziari.
- 10°) 1929-1935-Segretario della Presidenza e del Consiglio di Administra-  
zione del Teatro Reale dell'Opera di Roma.
- 11°) 1936-1938-Capo dell'Ufficio Regionale Lavori dell'Impresa Saverio  
Parisi di Roma:-
- 12°) 1940-1941-Capo di Gabinetto dell'Opera Nazionale per la Protezione  
della Maternità e dell'Infanzia.
- 13°) 1941-1943-Vice Direttore del Centro Sperimentale di Cinematografia  
di Roma, posto perduto per essersi rifiutato, nel 1942, di  
trasferirsi nel Nord, al seguito della Cinematografia Pa-  
sietta.

*Cap. Cella*

*1/18/47*

*Cella*

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LEGAL SUB-COMMISSION

/mda.

AG/1046/1.

4 April 1946.

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel Section.

1. Reference your letter dated 1 April 1946, subject "Civilian Personnel - Information".

2. The civilian staff of this Sub-Commission is presently composed of 9 employees rather than 11 as set forth in your letter. Please delete from your list 1 Typist and 1 Senior Administrative Assistant.

3. A great volume of work is still passing through this office, and at present it is impossible to list the employees who will become redundant on the dates specified.

LESTER C. BERN,  
Capt., Inf.,  
for Chief Legal Advisor.

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Civilian Personnel Section

1st. April 1946

Ref/\_\_\_\_\_

SUBJECT: Civilian Personnel-Information

TO : LEGAL Sub-Commission

1. This office desires to obtain a complete list of Civilian Personnel that will be employed by your Sub-Commission on the following dates:

15 April 1946  
1 May 1946  
15 May 1946  
1 June 1946

2. It is noted that your Civilian staff is presently composed of 11 employees, in the following categories:

|                |   |        |   |
|----------------|---|--------|---|
| Typist         | 1 | Clerk. | 1 |
| Executive      | 1 |        |   |
| Professional   | 2 |        |   |
| Jr.Admin.Asst. | 1 |        |   |
| Interp/Typist  | 3 |        |   |
| Sr.Admin.Asst. | 2 |        |   |

3. Please return to this office on or before 5 April 1946 a list of your employees who will become redundant on each of the above mentioned dates.

*Martin W. Haber*  
MARTIN W. HABER  
F/O Air Corps  
Asst. G-1 Amer.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

MEMORANDUM )

NUMBER 13 )

13 March 1946

CHRISTMAS BONUS, DISMISSAL BONUS, PAID LEAVE AND  
HOLIDAYS WITH PAY FOR ITALIAN CIVILIAN EMPLOYEES.

1. All payroll submitting sections of Headquarters Allied Commission are hereby notified that current detailed instructions issued by AFHQ (Administrative Memorandum No. 5, AFHQ, dated 4 March 1946) provide the authority for payment to Italian civilian employees of a Christmas Bonus, a Dismissal Bonus, Paid Leave, and Certain Holidays with Pay. Further, these instructions rescind all previous memorandums and instructions published on this subject. Effective date of AFHQ Memorandum Number 5, cs, is 1 January 1946.

2. The application of the provisions of AFHQ Memorandum Number 5, cs, is the responsibility of the G-1 Civilian Personnel Section, excepting (until further notice) for employees of Super Garage, this Headquarters.

3. All payroll submitting sections, excepting Super Garage are required to proceed as they have in the past, checking administrative detail with G-1 Civilian Personnel Section and making particular note of certain that prior to or upon release of an employee for any reason whatsoever, including Voluntary Quit, a Civ Pers Form 8 (Dismissal of Civilian Employees) is properly and honestly filled in and sent immediately to the G-1 Civilian Personnel Office. Upon receipt of Form 8, the G-1 Civilian Personnel Section will prepare a final payroll only for the subject bonuses due to the released employee.

It is clear, therefore, that the payroll submitting sections, excepting Super Garage, will pay a released employee in the previous normal manner, without applying the provisions of AFHQ Memorandum No. 5, cs. The latter will be accomplished by the G-1 Civilian Personnel Office for all employees excepting those of Super Garage.

4. Until further notice, Super Garage is charged with the responsibility of applying the provisions of AFHQ Memorandum No 5, cs, to its own employees, under the general supervision and with the necessary help of the G-1 Civilian Personnel Section.

5. AFHQ-Memorandum No 5, will not be generally distributed to payroll submitting sections, but will be considered an integral part of this Memorandum.

Distribution

"C"

*H. G. Gallen*  
HARRY GALEN  
Capt., Air Corps  
Asst. G-1 Amer.

13 March 1946

NUMBER 13 )

CHRISTMAS BONUS, DISMISSAL BONUS, PAID LEAVE AND  
HOLIDAYS WITH PAY FOR ITALIAN CIVILIAN EMPLOYEES.

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3. All payroll submitting sections, excepting Super Garage are required to proceed as they have in the past, checking administrative detail with G-1 Civilian Personnel Section and making particularly certain that prior to or upon release of an employee for any reason whatsoever, including Voluntary Quit, a Civ Pers Form 8 (Dismissal of Civilian Employees) is properly and honestly filled in and sent immediately to the G-1 Civilian Personnel Office. Upon receipt of Form 8, the G-1 Civilian Personnel Section will prepare a final payroll only for the subject bonuses due to the released employee.

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4. Until further notice, Super Garage is charged with the responsibility of applying the provisions of AFHQ Memorandum No 5, cs, to its own employees, under the general supervision and with the necessary help of the G-1 Civilian Personnel Section.

5. AFHQ Memorandum No 5, will not be generally distributed to payroll submitting sections, but will be considered an integral part of this Memorandum.

Distribution

"C"

*H. G. Galpin*  
HARRY GALPIN  
Capt., Air Corps  
Asst. G-1 Amer.

HEADQUARTERS ARMED COMMISSION  
ARO 394

LEGAL SUB-COMMISSION

SUBJECT : Attendance of Civilian Employees.

TO : All Civilian Personnel.

1. ARHQ Memo No. 34 of 29 June 1945 (Para 5) is laid down as follows :

Hours of work per day - All employees are expected to work a minimum of eight (8) hrs 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.

OFFICE HOURS ARE FROM :

08.30 hrs to 12.30

14.00 hrs to 18.00

Wednesday close at 12.30

Saturday close at 12.30

Sunday closed.

2. During the past few weeks there have been frequent absences on the part of the Civilian Staff.

Although the attitude of this Sub-Commission has been to overlook absence on the assumption that they are unavoidable and due primarily to illness, it is now necessary, because of the frequency of absences and the increase in work, to adhere to the policy laid out in the ARHQ Memo.

3. Accordingly, in the future, all absences will result in a commensurate deduction of pay, unless a medical certificate is presented to assure this Sub-Commission that the absence is warranted.

Late arrivals will cease forthwith.

4. No Civilian will be permitted to leave the Office before the stated Office hours without the express authorization of the Staff Officer (Capt. Bern).

TO : All Civilian Personnel.

1. AFHQ Memo No. 34 of 29 June 1945 (Para 5) is laid down as follows :

Hours of work per day - All employees are expected to work a minimum of eight (8) hrs 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.

OFFICE HOURS ARE FROM :

08.30 hrs to 12.30

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Wednesday close at 12.30

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2. During the past few weeks there have been frequent absences on the part of the Civilian Staff.

Although the attitude of this Sub-Commission has been to overlook absence on the assumption that they are unavoidable and due primarily to illness, it is now necessary, because of the frequency of absences and the increase in work, to adhere to the policy laid out in the AFHQ Memo.

3. Accordingly, in the future, all absences will result in a commensurate deduction of pay, unless a medical certificate is presented to assure this Sub-Commission that the absence is warranted.

Late arrivals will cease forthwith.

4. No Civilian will be permitted to leave the Office before the stated Office hours without the express authorization of the Staff Officer (Capt. Bern).

JOHN K. WEINER,  
Colonel, Infantry,  
Chief Legal Advisor.

13 March 1945.

1 1 3 9

37A

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LEGAL SUB-COMMISSION

/mda.

AC/1046/L.

11 March 1946.

SUBJECT : A.C. Passes.

TO : Internal Security Branch, HQ. AC.

Could we please have A.C. passes for the following  
two personnel who are to commence immediately in Legal Sub-  
Commission.

GALLERIA Linda - Via Chioggia 2 - presso NALLA  
R o m a - Tel. 771519

IGNIRIOHA Andrea - P.zza Annibaliano 18 - R o m a -  
Tel. 884273

LESTER C. BERN,  
Captain, Infantry,  
for Chief Legal Advisor.

36A

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LEGAL SUB-COMMISSION

AP/mda.

4 March 1946.

AC/4046/L.

SUBJECT : Civilian Employees.

TO : G-1 (Civilian Personnel) -

1. Request is made for the employment of Miss. GAZZERA Linda and Mr. KNIRSCHA Andrea.

2. Both should be employed with the qualification of Executive Assistant and will be paid accordingly.

3. Above employees will commence as soon as possible.

4. Names and addresses as follows:

GAZZERA Linda - Via Chioggia 2 - presso NALLA  
Roma - Tel. 771519 -

KNIRSCHA Andrea - Piazza Annibaliano 18 -  
Roma - Tel. 884273 -

LESTER C. BERN,  
Captain, Infantry,  
for Chief Legal Advisor.

P.S. - Both have been employed by Allied Forces.

## HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

11 February 1946

MEMORANDUM )  
NUMBER 12 )COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES  
OF THE ALLIED FORCES

1. All previous memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 25, Rome Area Allied Command, APO 794, dated 8 February 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 February 1946.

A. COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE. (DAILY WAGE GROUP ONLY)

| (a) Adult Group              | Basic Wage<br>Lire per day | Maximum permissible bonus |        |
|------------------------------|----------------------------|---------------------------|--------|
|                              |                            | Lire per day              | Female |
| Up to and including 120 lire |                            | 235                       | 200    |
| From 121 - 125 lire          |                            | 232                       | 197    |
| From 126 - 130 lire          |                            | 230                       | 195    |
| From 131 - 135 lire          |                            | 227                       | 192    |
| From 136 - 165 lire          |                            | 225                       | 190    |
| From 166 - 170 lire          |                            | 222                       | 187    |
| From 171 - 175 lire          |                            | 220                       | 185    |
| From 176 - 180 lire          |                            | 217                       | 182    |
| 181 and above                |                            | 215                       | 180    |

(b) Juveniles (Male and Female) under 18 yrs of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee.

# HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

MEMORANDUM )  
NUMBER 12 )

11 February 1946

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

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| (a) Adult Group              | Maximum permissible bonus |        |
|------------------------------|---------------------------|--------|
|                              | Male                      | Female |
| Up to and including 120 lire | 235                       | 200    |
| From 121 - 125 lire          | 232                       | 197    |
| From 126 - 130 lire          | 230                       | 195    |
| From 131 - 135 lire          | 227                       | 192    |
| From 136 - 165 lire          | 225                       | 190    |
| From 166 - 170 lire          | 222                       | 187    |
| From 171 - 175 lire          | 220                       | 185    |
| From 176 - 180 lire          | 217                       | 182    |
| 181 and above                | 215                       | 180    |

(b) Juveniles (Male and Female) under 18 yrs of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee.

B. COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES  
OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME  
PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP. (ADMINISTRATIVE,  
OFFICE AND CLERICAL GRADES).

Monthly Wage Group (Including Chief Foreman-Artisan, Skilled  
& Unskilled grades)

| (a) Adult Group               | Maximum permissible bonus |        |
|-------------------------------|---------------------------|--------|
|                               | Male                      | Female |
| Up +o and including 3000 lire | 6110                      | 5200   |
| From 3001 - 3100 lire         | 6080                      | 5170   |
| From 3101 - 3200 lire         | 6030                      | 5120   |
| From 3201 - 3300 lire         | 5980                      | 5070   |
| From 3301 - 3400 lire         | 5930                      | 5020   |
| From 3401 - 3500 lire         | 5880                      | 4970   |
| From 3501 - 5000 lire         | 5850                      | 4940   |
| From 5001 - 5100 lire         | 5780                      | 4870   |
| From 5101 - 5200 lire         | 5730                      | 4820   |
| From 5201 - 5300 lire         | 5680                      | 4770   |
| From 5301 - 5400 lire         | 5630                      | 4720   |
| From 5401 - 10000 lire        | 5590                      | 4680   |
| 10001 lire and above          | 4290                      | 3705   |

(b) Juveniles may be paid a Cost of Living Bonus up to 1794 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.

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN  
ALLIED HOTELS, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME  
PROVINCE

Maximum permissible bonus

| (a) Adult group | Maximum permissible bonus |        |
|-----------------|---------------------------|--------|
|                 | Male                      | Female |

Basic Wage

lire per month

|                               |      |      |
|-------------------------------|------|------|
| Up +o and including 3600 lire | 4925 | 4625 |
| From 3601 - 3700 lire         | 4875 | 4575 |
| From 3701 - 3800 lire         | 4825 | 4525 |
| From 3801 - 4900 lire         | 4775 | 4475 |
| From 4901 - 5000 lire         | 4725 | 4425 |
| From 5001 - 5100 lire         | 4675 | 4375 |
| From 5101 - 5200 lire         | 4625 | 4325 |
| From 5201 lire and above      | 4555 | 4255 |

(b) Juveniles may be paid a Cost of Living Bonus up to 1930 lire per month.

Distribution

*Larry Galvin*  
HARRY GALVIN  
1st Lt. Air Corps

TIVE, OFFICE AND CEMETARY  
Monthly Wage Group (Including Chief Foreman-Artisan, Skilled & Unskilled grades)

| (a) Adult Group               |  | Maximum permissible bonus |        |
|-------------------------------|--|---------------------------|--------|
| Basic Wage                    |  | Lire per month            |        |
| Lire per month                |  | Male                      | Female |
| Up +o and including 3000 lire |  | 6110                      | 5200   |
| From 3001 - 3100 lire         |  | 6080                      | 5170   |
| From 3101 - 3200 lire         |  | 6030                      | 5120   |
| From 3201 - 3300 lire         |  | 5980                      | 5070   |
| From 3301 - 3400 lire         |  | 5930                      | 5020   |
| From 3401 - 3500 lire         |  | 5880                      | 4970   |
| From 3501 - 5000 lire         |  | 5850                      | 4940   |
| From 5001 - 5100 lire         |  | 5780                      | 4870   |
| From 5101 - 5200 lire         |  | 5730                      | 4820   |
| From 5201 - 5300 lire         |  | 5680                      | 4770   |
| From 5301 - 5400 lire         |  | 5630                      | 4720   |
| From 5401 - 10000 lire        |  | 5590                      | 4680   |
| 10001 lire and above          |  | 4290                      | 3705   |

(b) Juveniles may be paid a Cos+ of Living Bonus up +o 1794 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.

C.COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTELS, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE

| (a) Adult group               |  | Maximum permissible bonus |        |
|-------------------------------|--|---------------------------|--------|
| Basic Wage                    |  | Lire per month            |        |
| lire per month                |  | Male                      | Female |
| Up +o and including 3600 lire |  | 4925                      | 4625   |
| From 3601 - 3700 lire         |  | 4875                      | 4575   |
| From 3701 - 3800 lire         |  | 4825                      | 4525   |
| From 3801 - 4900 lire         |  | 4775                      | 4475   |
| From 4901 - 5000 lire         |  | 4725                      | 4425   |
| From 5001 - 5100 lire         |  | 4675                      | 4375   |
| From 5101 - 5200 lire         |  | 4625                      | 4325   |
| From 5201 lire and above      |  | 4555                      | 4255   |

(b) Juveniles may be paid a Cos+ of Living Bonus up +o 1930 lire per month.

Distribution  
"D"

*Larry Galvin*  
HARRY GALVIN  
1st Lt. Air Corps  
ASS+ G-1 (A)

## HEADQUARTERS ALLIED COMMISSION

APO 394

## G-1 Section Civilian Personnel

MEMORANDUM )  
NUMBER 12 )

11 February 1946

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

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EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE  
BOUNDARIES OF ROME PROVINCE. (DAILY WAGE GROUP ONLY)

| (a) Adult Group              | Maximum permissible bonus |        |
|------------------------------|---------------------------|--------|
|                              | Lire per day              |        |
|                              | Male                      | Female |
| Up to and including 120 lire | 235                       | 200    |
| From 121 - 125 lire          | 232                       | 197    |
| From 126 - 130 lire          | 230                       | 195    |
| From 131 - 135 lire          | 227                       | 192    |
| From 136 - 165 lire          | 225                       | 190    |
| From 166 - 170 lire          | 222                       | 187    |
| From 171 - 175 lire          | 220                       | 185    |
| From 176 - 180 lire          | 217                       | 182    |
| 181 and above                | 215                       | 180    |

(b) Juveniles (Male and Female) under 18 yrs of age may be paid a Cost of Living Bonus up to 109 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

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NUMBER 12 )

11 February 1946

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| (a) Adult Group              | <u>Maximum permissible bonus</u> |               |
|------------------------------|----------------------------------|---------------|
|                              | <u>Male</u>                      | <u>Female</u> |
| Up +0 and including 120 lire | 235                              | 200           |
| From 121 - 125 lire          | 232                              | 197           |
| From 126 - 130 lire          | 230                              | 195           |
| From 131 - 135 lire          | 227                              | 192           |
| From 136 - 165 lire          | 225                              | 190           |
| From 166 - 170 lire          | 222                              | 187           |
| From 171 - 175 lire          | 220                              | 185           |
| From 176 - 180 lire          | 217                              | 182           |
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PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP. (ADMINISTRATIVE,  
OFFICE AND CLERICAL GRADES).

Monthly Wage Group (Including Chief Foreman-Artisan, Skilled  
& Unskilled grades)

| (a) Adult Group               | Basic Wage<br>Lire per month | Maximum permissible bonus |        |
|-------------------------------|------------------------------|---------------------------|--------|
|                               |                              | Male                      | Female |
| Up +o and including 3000 lire |                              | 6110                      | 5200   |
| From 3001 - 3100 lire         |                              | 6080                      | 5170   |
| From 3101 - 3200 lire         |                              | 6030                      | 5120   |
| From 3201 - 3300 lire         |                              | 5980                      | 5070   |
| From 3301 - 3400 lire         |                              | 5930                      | 5020   |
| From 3401 - 3500 lire         |                              | 5880                      | 4970   |
| From 3501 - 5000 lire         |                              | 5850                      | 4940   |
| From 5001 - 5100 lire         |                              | 5780                      | 4870   |
| From 5101 - 5200 lire         |                              | 5730                      | 4820   |
| From 5201 - 5300 lire         |                              | 5680                      | 4770   |
| From 5301 - 5400 lire         |                              | 5630                      | 4720   |
| From 5401 - 10000 lire        |                              | 5590                      | 4680   |
| 10001 lire and above          |                              | 4290                      | 3705   |

(b) Juveniles may be paid a Cos+ of Living Bonus up to 1794 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.

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN  
ALLIED HOTELS, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME  
PROVINCE

| (a) Adult Group               | Basic Wage<br>lire per month | Maximum permissible bonus |        |
|-------------------------------|------------------------------|---------------------------|--------|
|                               |                              | Male                      | Female |
| Up +o and including 3600 lire |                              | 4925                      | 4625   |
| From 3601 - 3700 lire         |                              | 4875                      | 4575   |
| From 3701 - 3800 lire         |                              | 4825                      | 4525   |
| From 3801 - 4900 lire         |                              | 4775                      | 4475   |
| From 4901 - 5000 lire         |                              | 4725                      | 4425   |
| From 5001 - 5100 lire         |                              | 4675                      | 4375   |
| From 5101 - 5200 lire         |                              | 4625                      | 4325   |
| From 5201 lire and above      |                              | 4555                      | 4255   |

(b) Juveniles may be paid a Cos+ of Living Bonus up to 1930 lire per month.

*Larry Falkin*

Monthly Wage Group (Including Chief Foreman-Artisan, Skilled & Unskilled grades)

| (a) Adult Group                                                             | Maximum permissible bonus |        |
|-----------------------------------------------------------------------------|---------------------------|--------|
|                                                                             | Male                      | Female |
| Up to and including 3000 lire                                               | 6110                      | 5200   |
| From 3001 - 3100 lire                                                       | 6080                      | 5170   |
| From 3101 - 3200 lire                                                       | 6030                      | 5120   |
| From 3201 - 3300 lire                                                       | 5980                      | 5070   |
| From 3301 - 3400 lire                                                       | 5930                      | 5020   |
| From 3401 - 3500 lire                                                       | 5880                      | 4970   |
| From 3501 - 5000 lire                                                       | 5850                      | 4940   |
| From 5001 - 5100 lire                                                       | 5780                      | 4870   |
| From 5101 - 5200 lire                                                       | 5730                      | 4820   |
| From 5201 - 5300 lire                                                       | 5680                      | 4770   |
| From 5301 - 5400 lire                                                       | 5630                      | 4720   |
| From 5401 - 10000 lire                                                      | 5590                      | 4680   |
| 10001 lire and above                                                        | 4290                      | 3705   |
| (b) Juveniles may be paid a Cost of Living Bonus up to 1794 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.

C. COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTELS, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE

| (a) Adult Group                                                             | Maximum permissible bonus |        |
|-----------------------------------------------------------------------------|---------------------------|--------|
|                                                                             | Male                      | Female |
| Up to and including 3600 lire                                               | 4925                      | 4625   |
| From 3601 - 3700 lire                                                       | 4875                      | 4575   |
| From 3701 - 3800 lire                                                       | 4825                      | 4525   |
| From 3801 - 4900 lire                                                       | 4775                      | 4475   |
| From 4901 - 5000 lire                                                       | 4725                      | 4425   |
| From 5001 - 5100 lire                                                       | 4675                      | 4375   |
| From 5101 - 5200 lire                                                       | 4625                      | 4325   |
| From 5201 lire and above                                                    | 4555                      | 4255   |
| (b) Juveniles may be paid a Cost of Living Bonus up to 1930 lire per month. |                           |        |

Distribution  
"D"

*Larry Galpin*  
HARRY GALPIN  
1st Lt. Air Corps  
Asst G-1 (A)

1149

*Handwritten:*  
c/c  
file

HEADQUARTERS ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

APO 394

*Handwritten:* 34A

HQC 5 /J-

26 January '46

SUBJECT: Deduction for British Rations.  
TO : Legal Division.

As from 6 January 1946 the sum of thirty lire per day will be deducted from the pay of:

PEDRETTI, Anna.  
PISAPIA, Antonio.

*Handwritten:*  
26  
310

*Handwritten signature:* A.G. Graham  
A.G. GRAHAM, M.C.  
Hq. Commandant.

33A

HEADQUARTERS ALLIED COMMISSION  
APO 394  
LEGAL SUB-COMMISSION

/mdc.

23 January 1946.

AC/4046/1.

SUBJECT : Civilian employee.

TO : G-1 (Civilian Personnel).

1. Request is made for the employment of NAPOLEONE COSTANTINO who we understand is now surplus in Public Health Sub-Commission. The above named is professional and should be paid as our other employee at L. 9800 per month plus the present bonus of L. 4030 per month.

2. Above to commence on February 1/46.

3. Name and address as follows: -

NAPOLEONE COSTANTINO - Via Virginio Orsini 25

ROME - Tel. 361705

LESTER C. BEHN,  
Captain Infantry,  
for Chief Legal Advisor.

*1151*  
*44046*  
*Legal Sub-Com*  
*(32.17)*

RESTRICTED

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

23 January 1946

Adj: 230.3

SUBJECT: Assignment

TO : All Concerned

Miss Hazel Lundberg, American civilian, FEA, is relieved from assignment and duty, Transportation Sub-Commission, this Headquarters, is assigned to Legal Sub-Commission, this Headquarters, with effect 22 December 1945.

BY COMMAND OF REAR ADMIRAL STONE:

*Seaton E. Humphreys*  
SEATON E. HUMPHREYS  
CWO, USA  
Asst Adjutant

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- 1 - Transportation Sub-Com
- 1 - Legal Sub-Com
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HEADQUARTERS  
MEDITERRANEAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 512

31A

/lcc

Legal

ADMINISTRATIVE MEMORANDUM )

NUMBER

5 )

20 December 1945

CHRISTMAS BONUS (1945) FOR ITALIAN CIVILIANS EMPLOYED BY THE  
UNITED STATES IN ITALY, SICILY AND SARDINIA

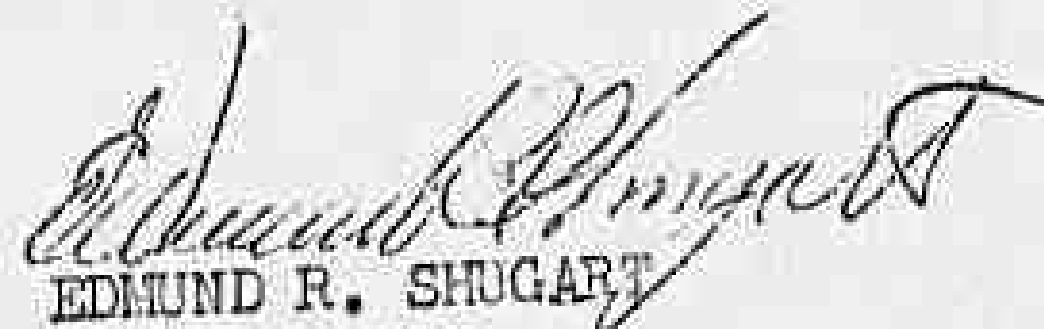
1. General - Following the established policy of keeping conditions of employment and wage scales for Allied Force employees in step with those prevailing in Italian Industry, a Christmas Bonus will be paid Italian Civilian employees of the United States for Christmas 1945.

2. Entitlement and Rate - Italian civilian employees in the employ of the United States on 20 December 1945 are entitled to receive a Christmas Bonus.

The amount of the bonus for each employee will be two days' current basic pay and cost of living bonuses for each completed month of continuous service during the year of 1945 with the present employing unit or the predecessors thereof.

For the purpose of this computation all Italian Civilian employees in employ as of 20 December 1945 will be deemed to be continuing in employment for the balance of the month of December.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

  
EDMUND R. SHUGART  
Colonel, AGD  
Adjutant General

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RESTRICTEDALLIED FORCE HEADQUARTERS  
AFO 512

/lcc 30A

LEGAL

ADMINISTRATIVE MEMORANDUM )

NUMBER

52 )

17 December 1945

ALLIED FORCE LABOR AND WAGES COMMITTEE

1. In order to carry out the continuing functions of the former Labor and Wages Control Committee of AFLR(I) Board relative to the coordination and control of the level of rates of pay and conditions of employment of Italian civilians employed by the Allied Forces, there is hereby established the ALLIED FORCE LABOR AND WAGES COMMITTEE.

2. a. This committee, initially, shall be composed of labor representatives of the following commands:

|                                    |                             |
|------------------------------------|-----------------------------|
| Flag Officer Italy & Liaison, RN   | Hq, MTOUSA                  |
| US Naval Forces NW African Waters  | Hq, PBS                     |
| Air HQ, RAF, Italy                 | Hq, PBS (Southern District) |
| GHQ CIF                            | Hq, ALCON                   |
| Military Railways, Italy           | Hq, XIII Corps              |
| Hq, Naples Air Force General Depot | HQ, 2 District              |
| Hq, Rome Area Allied Command       | HQ, 3 District              |

b. A command which is about to be dissolved or which has ceased to employ Italian civilians will automatically cease to be a member of the Committee. Any command, which employs local civilians and which initially was not a member of the committee may be entitled to membership therein by vote of the committee.

3. The Chairman of the Committee will be designated by AFHQ. There will be a joint Anglo-American Secretariat. One U.S. Officer will be provided by the Civilian Personnel Division, PBS and one British Officer will be provided by the Labour Directorate, GHQ CIF.

4. The committee will meet as and when considered necessary by the Chairman in consultation with the Secretariat. The location of meeting will be fixed by the Secretariat.

5. The committee shall be empowered:

a. To review rates of compensation and all other conditions of employment for Italian civilian employees of the Allied Forces in Italy.

b. To recommend any regulation considered necessary to control such compensation and other conditions of employment.

c. To exercise the powers vested in AFLRS by AFHQ Administrative Memorandum Number 25, 1945; and to approve or disapprove the actions of Local Sub-Committees established in accordance with that memorandum.

- 1 -

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AFHQ Administrative Memorandum Number 52 (cont'd).

6. The Secretariat will submit the Committee minutes and any other business for final action through G-4 MTOUSA and Q(Maint) GHQ CMF to the Chief Administrative Officer who will be responsible for the necessary Allied and/or Italian coordination.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

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

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/163  
legal

ADMINISTRATIVE MEMORANDUM )

NUMBER

51 )

12 December 1945

CHRISTMAS BONUS (1945) FOR ITALIAN CIVILIANS EMPLOYED BY THE  
ALLIED FORCES IN ITALY, SICILY AND SARDINIA

1. General - 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 will be paid Italian Civilian employees of the Allied Forces for Christmas 1945.

2. Entitlement and Rate - Italian civilian employees in the employ of the Allied Forces on 20 December 1945 are entitled to receive a Christmas Bonus.

The amount of the bonus for each employee will be two days' current basic pay and cost of living bonuses for each completed month of continuous service during the year of 1945 with the present employing unit or the predecessors thereof.

For the purpose of this computation all Italian Civilian employees in employ as of 20 December 1945 will be deemed to be continuing in employment for the balance of the month of December.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

*C. W. CHRISTENSEN*  
C. W. CHRISTENSEN  
Colonel, AGD  
Adjutant General

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
LEGAL SUB-COMMISSION

AC/4046/L.

(28A)  
/pa.  
23 Nov 45.

OGGETTO : Rilascio foglio congedo al soldato  
PISAPIA Antonio di Pasquale, classe 1908,  
Distretto Salerno, matricola 21509.

TO : Distretto Militare di SALERNO  
(Ufficio Matricola truppa).

Affinche' Codesto Spett/le Ufficio voglia  
cortesemente rilasciare il foglio di congedo al milita-  
re in oggetto, questa Sottocommissione Legale della  
Commissione Alleata attesta che lo stesso ha prestato  
servizio, dopo l'8 settembre 1943, presso le seguenti  
Organizzazioni Militari Alleate :-

D.P.O. 46th Division ..... dal 20 settembre 1943  
al 30 " " 1943

Provincial Legal Office, Allied  
Military Government ..... dal 10 ottobre 1943  
al 28 febbraio 1944

Commissione Alleata di Controllo ... dal 1° marzo 1944  
a tutt'oggi.

All'uopo si unisce anche un foglio di notizie.

G. G. HANNAFORD,  
Lt. Colonel,  
Deputy Chief Legal Advisor.

Incl. (All.)

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RESTRICTEDALLIED FORCE HEADQUARTERS  
APO 512regal  
DCK/gom  
27A  
20 NOV 1945

ADMINISTRATIVE MEMORANDUM )

NUMBER

49 )

17 November 1945

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

Paragraph 4d(1), AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor:

"(1) All labor will be paid at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F", and "G" 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 below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rate for similar work in industry.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

*C. E. G. Istenberg*  
C. E. G. ISTEENBERG  
Colonel, AGD  
Adjutant General

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ARMED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM

NUMBER 48

2 November 1945

E L I S A C I

## II - CONDITIONS OF EMPLOYMENT, WAGE SCALES, HOUSING AND ALLOCATIONS, FOR CIVILIANS EMPLOYED BY THE ARMED FORCES IN ITALY, SICILY AND SARDINIA

1. Paragraph 50, AFHQ Administrative Memorandum Number 14, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Over-time - Over-time 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 over-time in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excluded from these conditions are those employees specifically designated in the appendices as being ineligible for over-time pay. Over-time rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Over-time 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 6b (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.

II - I I I I I I I I

II - CONDITIONS OF EMPLOYMENT, WAGE SCALES, HOUSES 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 - Over-time 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 over-time 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 over-time pay. Over-time rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Over-time should be discouraged in the interests of efficiency and the employment of surplus labor."

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"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 from

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

For Daily Wage from

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

## R E S T R I C T E D

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 female differential."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/s/ C.W. Christenberry  
/t/ C.W. CHRISTENBERRY

Colonel, AGP  
Adjutant General

Ex-processed by Headquarters  
Allied Commission, 3-1 Sec+.  
Civ. Pers., APO 394, 21 Apr. 45

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APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER 47 )

25 October 1945

NOTICE OF TERMINATION OF EMPLOYMENT TO  
CIVILIAN EMPLOYEES

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:

*C. W. Christenberry*  
C. W. CHRISTENBERRY  
Colonel, AGD  
Adjutant General

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)

NUMBER

15)

28 August 1945.

WAGE-RATES OF ALLIED COMMISSION/ALLIED  
MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimum wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.

2. In the past, Finance Sub-Commission, through the Audit Division of the Accounting Sub-Section has made a careful check of all Wages paid to civilian employees, from the Payrolls submitted by Sub-accountants with their monthly reports of receipts and Disbursements, and where the rates have not conformed to the authorized scale, and Observation has been sent to the Sub-accountant, calling for an explanation of the apparent error.

3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with Regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.

4. Nevertheless it is of the utmost importance that Sub-accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committee".

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezia and Venezia Giulia, under reference Memorandum 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

C. M. PARKIN,  
Colonel, Infantry,  
actg Vice President.

WAGE-RATES OF ALLIED COMMISSION/ALLIED  
MILITARY GOVERNMENT CIVILIAN EMPLOYEES

1. The maximum and minimum wage rates payable to civilian employees of Allied Commission/Allied Military Government, together with cost-of-living bonuses, allowances, etc., are governed by AFHQ Administrative Memorandum Number 34, dated 29 June 1945, entitled "Conditions of Employment, Wage Scales, Bonuses and Allowances for Civilians Employed by the Allied Forces in Italy, Sicily and Sardinia", and its subsequent amendments.
2. In the past, Finance Sub-Commission, through the Audit Division of the accounting Sub-Section has made a careful check of all wages paid to civilian employees, from the Payrolls submitted by Sub-accountants with their monthly Reports of Receipts and Disbursements, and where the rates have not conformed to the authorized scale, and observation has been sent to the Sub-accountant, calling for an explanation of the apparent error.
3. Since the implementation of AFHQ Administrative Memorandum Number 25, 1945, which authorized Labor and Wages Sub-Committees of the Allied Forces to make further upward adjustments of the Cost-of-Living bonuses locally, it has in fact been found impracticable for the Audit Division to check the rates of pay, as the local variations in authorized rates have become too complex and diverse to follow at this Headquarters. For example, the areas of jurisdiction of the Local Wages Sub-Committees do not necessarily coincide with regional boundaries; and the directives issued by the Sub-Committees frequently authorize a flat rate of increase in the bonus without quoting a cumulative figure.
4. Nevertheless it is of the utmost importance that Sub-accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER:

"Certified that all above rates of pay are in accordance with existing AFHQ authorized scales, as modified by Local Wages Sub-Committee".

This order is to be strictly complied with.
5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezia and Venezia Giulia, under reference Number 4251, dated 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

*J. L. Jones*  
J. L. JONES,  
Colonel,  
Executive Officer (B).

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Group I Dist "D"  
Group II Dist "A"

C. M. PARKIN,  
Colonel, Infantry,  
Actg Vice President.

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HEADQUARTERS  
MEDITERRANEAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 512

RHF/ab

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AG 248/894 D-0

21 August 1945

SUBJECT: Liquidation of Obligations to Civilian Employees, Contractors and Vendors

TO: All Concerned

1. During the period of redeployment many units are changing locations or being disbanded. It is of greatest importance that full payment be made to all civilian employees, that proper arrangements be made for the settlement of any unpaid bills and that all contractual obligations are terminated.

2. Failure to compensate civilian workers for work performed, failure to settle contracts or properly to dispose of unpaid bills is manifestly unfair to the employees and civilian agencies concerned. Such carelessness engenders ill will toward the United States. Much unnecessary investigation and paper work is required to ascertain whether or not the claims submitted are valid. Often it is impossible to secure positive evidence as to legitimacy of claims because of the lapse of time and removal of the units concerned.

3. All commanders of units which employ civilian labor, enter into contracts with civilian agencies, and execute purchases are reminded that it is their responsibility to effect proper settlement. When, because of circumstances beyond their control, units are not able to pay employees, settle unpaid bills or terminate contracts prior to movement or dissolution, complete facts of the case will be presented to the next higher echelon of command, which command will then assume responsibility that settlement is made.

4. Before the departure or disbandment of a unit the major command concerned will insure that all outstanding bills and civilian employees have been paid and contracts properly liquidated, or that suitable arrangements have been made to accomplish this end.

BY COMMAND OF GENERAL MCNARNEY:

/s/ Edmund R. Shugart  
EDMUND R. SHUGART  
Colonel, AGD  
Asst Adjutant General

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"7"

Reproduced Hq 2675th Regt ALCOM  
(Ovhd), 25 Aug 45

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ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER 39 )

10 August 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. Appendix "D" is amended by the insertion of the following footnote:

\*\*The leader of any musical unit may be paid 20% more  
than the highest paid man under him.

2. Appendix "F" is amended by the insertion of the following footnote:

\*\*The leader of any musical unit may be paid 20% more  
than the highest paid man under him.

3. Appendix "D" is amended by the deletion of the following:

|                             | <u>Min</u> | <u>Max</u> |
|-----------------------------|------------|------------|
| Mechanics, sewing machine ) |            |            |
| " , typewriter )            | 100 lire   | 135 lire   |
| " , wireless )              |            |            |

4. Appendix "F" is amended by the deletion of the following:

|                               |          |          |
|-------------------------------|----------|----------|
| Mechanic, instrument repairer | 100 lire | 135 lire |
| " , wireless                  | 100 "    | 135 "    |

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

|          |          |          |
|----------|----------|----------|
| Mechanic | 100 lire | 135 lire |
|----------|----------|----------|

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

|          |          |          |
|----------|----------|----------|
| Mechanic | 100 lire | 135 lire |
|----------|----------|----------|

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENSEN  
Colonel, AGD  
Adjutant General

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21A

ALLIED FORCE HEADQUARTERS  
APO 512

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  
SARINIAParagraph 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 | <u>Hourly</u> | - for engagements not exceeding 4 hours<br>75 - 150 lire per hour |
|             | <u>Daily</u>  | - for engagements exceeding 4 hours<br>350 - 700 lire per day     |
|             | <u>Weekly</u> | - 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 GeneralREPRODUCED BY G-1 SECT. CIV. PERS. HQ. ALLIED COMMISSION  
APO 394, 7 Aug. 1945

N. P. T.

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ALLIED FORCE HEADQUARTERS  
APO 512

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ADMINISTRATIVE MEMORANDUM )

RUBEN

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, c 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.

(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)"

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

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

RESTRICTED

*See 26A*

*See 21A*

AFHQ Administrative Memo # 37 (Cont'd)

\*\*The above notes 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:

  
C. W. CHRISTENBERRY  
Colonel, AGD  
Adjutant General

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C

HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Section Civilian Personnel

16 July 1945

Ref Civ Pers/896

Subject. Civilian Employment

To . All Concerned.

1. Attention of all employing sections of this Headquarters is invited to AFHQ Administrative Memorandum No. 34 of 29 June 1945.
2. Wage rates and cost of Living Bonus scales as contained in this headquarters G-1 Section Civilian Personnel Memorandum Nos 6,7,8, and 9, as will prevail in so far as they relate to civilians employed within the boundaries of Rome Province.

*N. P. Theodore*  
N. P. THEODORE  
1st Lt. AGD.  
Ass't G-1(A).

DISTRIBUTION  
"C"

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ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM

NUMBER 34)

29\* June 1945

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

The following Administrative Memoranda are rescinded and the instructions below substituted therefor;

| Section | Number | Year | Section | Number | Year |
|---------|--------|------|---------|--------|------|
| ALL     | 47     | 1944 | II      | 9      | 1945 |
| ALL     | 62     | 1944 | II      | 15     | 1945 |
| ALL     | 64     | 1944 | II      | 17     | 1945 |
| II      | 2      | 1945 | ALL     | 18     | 1945 |
| II      | 3      | 1945 | I       | 24     | 1945 |
| II      | 5      | 1945 |         |        |      |

1. Definitions - For the purpose of this memorandum the following definitions apply;

a. Northern Italy is that part of Italy to the North of the Northern Boundaries of Ravenna, Firenze, Pistoia and Lucca Provinces and North and West of the Northern and Western Boundaries of Apulia Province.

b. Southern Italy is that part of Italy to the South of the Northern Boundaries of Ravenna, Firenze, Pistoia and Lucca Provinces and South and East of the Northern and Western Boundaries of Apulia Province.

2. Application of the Regulations - These regulations apply to the direct employment of civilian labor and will be observed by all branches of the Allied Forces. 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.

3. Recruitment

a. British Installations and Units - Applications for employees will normally be made to the nearest D.A.D.L. (Civil) or Pioneer Corps Civil Labor Unit "only". Should this not be possible applications will be made to the nearest Civil Affairs Officer, AMG.

b. Other Installations and Units - Applications for employees will be cleared through the nearest Base Section Headquarters or such other Labor Office as may be established in any particular locality from time to time. Wherever possible, all applications should be routed through the AMG/AC Labor Offices.

CONDITIONS OF EMPLOYMENT, WAGE SCALES, BONUSES AND ALLOWANCES  
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a. British Installations and Units - Applications for employees will normally be sent to the nearest D.A.D.L. (Civil) or Pioneer Corps Civil Labor Unit "CMLU". Should this not be possible applications will be made to the nearest Civil Affairs Officer, AMG.

b. Other Allied Installations and Units - Applications for employees will be made through the nearest Base Section Headquarters or such other Labor Office as may be established in any particular locality from time to time. Wherever possible, all applications should be routed through the AMG/AC Labor Offices.

(1)

R E S T R I C T E D

CLASSIFIED

4. Rates of Pay

a. Allied Forces Basic Wage Scale - Employees throughout Italy, Sicily and Sardinia will be paid a basic wage below or within the rates set forth in the schedules attached as Appendices "A", "B", "C", "D", "E", "F", and "G", which shall be designated the "Allied Forces Basic Wage Scale" and become effective from the date of issue 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 are related to an average of 26 working days per month at 8 hours per day; 30 days per month at 12 hours per day in case of Hotel, mess and club employees.

c. Procedure in Payment of New Grades - Provisional rates for grades not listed may be established by appropriate Labor Officers in conjunction with AC/AFHQ. When will confirm in writing to AFHQ and notify the Chairman of the Local Sub-Committee of Labor and Wages Control Committee (ALWC (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

d. Pay on Movement - Italy, Sicily and Sardinia.

See 27A(1) All labor will be engaged at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F" and "G" and will be paid at this rate for at least seven (7) days. During this period they will be trade tested and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rates for similar work in industry.

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

e. Pay for Night Shifts - The daily basic rate of all persons employed on night shift may be increased by 10 lire. This applies only to workers employed on a night shift, and not to those working through the day shift into the night. Overtime for such workers will be paid at one and one-half times the increased base rate.

f. Differential between Male and Female Employees - The scale and rates of pay for female employees will be 15% less than the comparable rates and scales for male employees except where separate female classifications are listed.

5. Hours of Work and Overtime

a. Hours of Work per day - All employees will be expected

b. Monthly Rates of Pay - For the purpose of calculating payment for periods of less than one month, monthly rates of pay are related to an average of 26 working days per month at 8 hours per day; 30 days per month at 12 hours per day in case of Hotel, mess and club employees.

c. Proceedures in Awarding of New Grades - Provisional rates for grades not listed are set at 10 (set) by appropriate Labor Officers in conjunction with AG/AGC. AG/AGC will confirm in writing to APLRS and notify the Chairman of the Local Sub-Committee of Labor and Wages Control Committee (ALWC (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

d. Pay on Employment - Italy, Sicily and Sardinia.

Sec 27A(1) All labor will be engaged at or below the minimum rate of pay laid down in Appendices "A", "B", "C", "D", "E", "F" and "G" and will be paid at this rate for at least seven (7) days. During this period they will be trade tested and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rates for similar work in industry.

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

(2)

RESTRICTIONED

R E S I D E N C E

AFHQ Admin Memo No. 34 (cont'd)

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 and for those whose employment commenced or terminated within any normal pay week for each completed hour in excess of an average 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.

#### 6. Cost-of-Living Bonus

a. AFHQ Administrative Memorandum Number 62, 1944, as amended by AFHQ Administrative Memorandum Number 18, 1945, is superseded by the following, effective with the commencement of the first pay period subsequent to the date of issue of this memorandum.

b. The following provisions are applicable to Southern Italy, Sicily and Sardinia only, 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 payable 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.

c. In Northern Italy no bonus is authorized for payment with the exception of that authorized;

(1) Under sub-paragraph d below;

(2) By Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945, and subsequent amendments, application of which is hereby extended to Northern Italy, with the proviso that for Northern Italy the members of Local Sub-Committees as defined in paragraph 6, AFHQ Administrative Memorandum Number 25, 1945.

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- (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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- c. In Northern Italy no bonus is authorized for payment with the exception of that authorized;
  - (1) Under subparagraph d below;
  - (2) By Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945, and subsequent amendments, application of which is hereby extended to Northern Italy, with the proviso that for Northern Italy the powers of Local Sub-Committees as defined in paragraph 6, AFHQ Administrative Memorandum Number 25, 1945, shall be limited to granting so much as may be necessary of a cost-of-living bonus as set forth in Appendix "H" hereto.
- d. Essential key personnel who have been previously employed in Southern Italy, Sicily and/or Sardinia, and who have been trained for a specific job may continue to receive their present rates of pay, including bonuses.

7. Advances - No advances of pay or bonuses will be made in any circumstances.

8. Leave

a. Annual Leave with Pay - Leave with pay at the rate of one half (½) day per month may be accumulated by employees in clerical and administrative grades only who have served the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except in the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. In no circumstances will pay in lieu of leave be given.

b. Leave without Pay - Leave without pay may be granted for any period, in circumstances approved by the Commanding Officer or the Military unit or establishment.

c. Public Holidays - Public holidays will not be recognized by any military unit or establishment and there will be no extra pay for work performed on feast days or holidays.

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

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

11. Enticement - 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.

12. Allowances

a. Civilian employees when traveling on duty involving absence from the normal place of duty and home pay, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full day's absence of 24 hours:

| Monthly Basic Wage       | Daily Subsistence Allowance        |
|--------------------------|------------------------------------|
| 9,600 lire and more      | 250 lire                           |
| 6,000 lire to 9,599 lire | 225 lire                           |
| 4,500 lire to 5,999 lire | 175 lire                           |
| 3,500 lire to 4,499 lire | 150 lire                           |
| less than 3,500 lire     | 125 lire                           |
| <u>Daily Basic Wage</u>  | <u>Daily Subsistence Allowance</u> |
| 370 lire and more        | 250 lire                           |
| 231 lire to 369 lire     | 225 lire                           |
| 170 lire to 230 lire     | 175 lire                           |
| 135 lire to 169 lire     | 150 lire                           |
| less than 135 lire       | 125 lire                           |

Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except in the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. In no circumstances will pay in lieu of leave be given.

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| less than 3,500 lire     | 125 lire |

### Daily Basic Wage

### Daily Subsistence Allowance

|                      |          |
|----------------------|----------|
| 370 lire and more    | 250 lire |
| 231 lire to 369 lire | 225 lire |
| 170 lire to 230 lire | 175 lire |
| 135 lire to 169 lire | 150 lire |
| less than 135 lire   | 125 lire |

(4)

REGISTERED

CLERICAL AND ADMINISTRATIVE GRADES (ITALY)

| GRADE                                                                                                              | LIRE PER MONTH |       |
|--------------------------------------------------------------------------------------------------------------------|----------------|-------|
|                                                                                                                    | Min.           | Max.  |
| Accountant                                                                                                         | 2200           | 5400  |
| Assistant Purchasing Agent                                                                                         | 3000           | 6300  |
| Band Leader                                                                                                        | 3000           | 5500  |
| Bookkeeper                                                                                                         | 2200           | 5000  |
| Cashier Chief                                                                                                      | 2500           | 4400  |
| Cashier                                                                                                            | 2200           | 3600  |
| Cinema Manager                                                                                                     | 2200           | 3900  |
| Office Clerk                                                                                                       | 2200           | 3600  |
| Draughtsman                                                                                                        | 2200           | 5000  |
| Draughtsman Chief                                                                                                  | 2500           | 5400  |
| +Executive (business analysis, exporters, etc)                                                                     | 5000           | 11000 |
| Interpreter General, male or female                                                                                | 2200           | 3900  |
| Interpreter Technical                                                                                              | 2600           | 4900  |
| Junior Admin. Assistant, clerk supervisor                                                                          | 2200           | 5400  |
| +Professional Worker (Electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer) | 4000           | 11000 |
| +Senior Administrative Assistant, sub-professional worker                                                          | 3600           | 6800  |
| Shop Superintendent                                                                                                | 3000           | 5800  |
| Shorthand Monitor                                                                                                  | 4500           | 6000  |
| Supervisor of Labor                                                                                                | 9000           | 10000 |
| Deputy Supervisor of Labor                                                                                         | 7500           | 8500  |
| Assistant Deputy Supervisor of Labor                                                                               | 5500           | 6800  |
| Teacher, languages, whole-time                                                                                     | 2600           | 4900  |
| Telephone operator, English-Speaking, male or female                                                               | 2200           | 3600  |
| Telephone operator, non-English speaking, male or female                                                           | 2000           | 2500  |
| Typist, male or female                                                                                             | 2000           | 3600  |
| Typist, shorthand, English speaking, male or female                                                                | 2100           | 3900  |
| Warehouse Superintendent                                                                                           | 2500           | 5000  |
| Wireless Operator (Sender & Receiver)                                                                              | 3000           | 5400  |

+Overtime is not payable in these grades.

NOTES

1. ROME PROVINCE; For Rome Province 10% should be added to the above Basic Rates of Pay, calculated to the nearest five (5) lire.

1179

ATHQ Mem No. 34 (cont'd)

(1) For absences of more than ten but 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 the Commanding Officer.

(2) For absences involving procurement of sleeping accommodation by the traveler 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 (1) above.

b. No allowances are payable under paragraph (1) above if rations are provided in kind, or under paragraph (2) if quarters are provided.

13. Contractors' Employees - Contractors' Employees should be paid at the local prevailing wage rates, such rates to be ascertained from:

- a. Ufficio del Lavoro
- b. Camera del Lavoro
- c. Unione Industriale

d. Local Sub-Committee, as authorized in ATHQ Administrative Memorandum Number 25, 1945.

BY COMMAND OF JAMES MARSHALL ALEXANDER;

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

3 Inclosures;

Appendices "A", "B", "C", "D", "E", "F", "G", and "H"

Reproduced by Hq. Allied Commission,  
G-1 Section Civ Pers, 5 July 1945

W. E. T.

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"B"

(5)

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creation of the Commission.

(2) For absences involving presence out of sleeping accommodation by the traveler 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 (1) above.

b. No allowances are payable under paragraph (1) above if rat-  
ions are provided in kind, or under paragraph (2) if quarters are  
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- a. Ufficio del Lavoro
- b. Camera del Lavoro
- c. Unione Industriale

d. Local Sub -so mittes, as authorized in ARHQ Administrative  
Memorandum Number 23, 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

2 Inclosures; "A", "B", "C", "D", "E", "F", "G", and "H"

Reproduced by Ho. Allied Commission,  
G-1 Section Civ Pers, 5 July 1945

N. E. T.

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"D"

(5)

RESTITUTED

APPENDIX "B" to AFHQ Admin Memo No. 34

MESS AND CLUB GRADES (ITALY)

| GRADE                                  | LIRE PER MONTH |      |
|----------------------------------------|----------------|------|
|                                        | Min.           | Max. |
| Assistant Cook                         | 2500           | 2800 |
| Assistant Manager                      | 3000           | 5000 |
| Assistant Waiter                       | 2500           | 2800 |
| Barnen                                 | 3500           | 4500 |
| Cashier                                | 2500           | 3600 |
| Cook Head                              | 2900           | 5500 |
| Cook                                   | 2700           | 4000 |
| Dish Washer                            | 2500           | 2800 |
| Handyman                               | 2500           | 2800 |
| Housekeeper (female)                   | 2400           | 3400 |
| Laundry Hand (male)                    | 2700           | 3500 |
| Linenkeeper, Linen Hand (female)       | 2100           | 3400 |
| Manager                                | 3900           | 6500 |
| Orderly (British Mess)                 | 2500           | 3000 |
| Refector, Head                         | 3000           | 5000 |
| Waiter                                 | 2700           | 3700 |
| Waitress                               | 2200           | 3100 |
| Juveniles (male & female under 18 yrs) |                |      |
| all grades                             |                | 1500 |

NOTES 1. All rates subject to a deduction of 30 lire per day where meals are provided.

2. The standard working day for Hotel, Mess & Club employees is 12 hours, and no overtime will normally be paid unless a local collective contract, existing before 1 September 1942, can be produced and verified by AC/MSG. This only applies to the Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not the Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.

3. The rates for Messes and Clubs will apply to the whole of Italy, and no increase is therefore payable in respect of Rome Province.

APPENDIX "C" to AFHQ ADM SERO

HOTEL GRADES (ITALY)

| GRADE                                                         | LIFE PER MONTH |      |
|---------------------------------------------------------------|----------------|------|
|                                                               | Min.           | Max. |
| Barman                                                        | 3500           | 4500 |
| Bell Boy (18 years of age & over)                             | 2500           | 2800 |
| Bell Boy (under 18 years of age)                              | -              | 1500 |
| Bookkeeper                                                    | 2000           | 4000 |
| Boilerman, Hotel                                              | 2400           | 3150 |
| Carpenter, Hotel                                              | 2400           | 3150 |
| Cashier, Chief                                                | 2500           | 4400 |
| Chambermaid                                                   | 2100           | 3000 |
| Chef or Head Cook                                             | 2900           | 7000 |
| Chef, Second                                                  | 2900           | 6000 |
| Cook                                                          | 2700           | 4400 |
| Cook, assistant                                               | 2500           | 2800 |
| Dish Washer                                                   | 2500           | 2800 |
| Electrician, Hotel                                            | 2550           | 3600 |
| Elevator Operator                                             | 2500           | 2800 |
| Hall Porter                                                   | 3000           | 5900 |
| Handyman                                                      | 2500           | 3300 |
| Housekeeper (female)                                          | 2400           | 3400 |
| Laundryhand (male)                                            | 2700           | 3500 |
| Laundryhand (female) or Ironing Women                         | 2400           | 2900 |
| Linen Keeper, Linen Hand (female)                             | 2100           | 3400 |
| Manager                                                       | 3900           | 7400 |
| Manager, Assistant, Head Receptionist or Personnel Controller | 3500           | 5900 |
| Mason, Hotel                                                  | 2400           | 3300 |
| Painter, Hotel                                                | 2550           | 3150 |
| Plumber, Hotel                                                | 2400           | 3150 |
| Porter                                                        | 2500           | 3300 |
| Pot & Utensil Washer                                          | 2500           | 3000 |
| Stillroom Hand                                                | 2500           | 3000 |
| Storeman, Pantryman                                           | 2500           | 3600 |
| Telephone Operator (English-speaking)                         | 2100           | 3600 |
| Telephone Operator (male or female)                           | 1650           | 2500 |
| Telephone Operator (non English speaking)                     | 3400           | 6500 |
| Telephone Operator (male or female)                           | 3400           | 5500 |
| Waiter, Head                                                  | 2500           | 2800 |
| Waiter, Second Head                                           | 2700           | 4400 |
| Waiter, Assistant                                             | 2200           | 3100 |
| Waiter                                                        | 2700           | 3900 |
| Waitress                                                      | 2200           | 3100 |
| Watchman, Hotel                                               | 2700           | 3900 |
| Juveniles (Male & Female under 18 years of age) all grades    |                | 1500 |

|                                                               |      |      |
|---------------------------------------------------------------|------|------|
| Barman                                                        | 2500 | 2800 |
| Bell Boy (18 years of age & over)                             | -    | 1500 |
| Bell Boy (under 18 years of age)                              | 2000 | 4000 |
| Bookkeeper                                                    | 2400 | 3150 |
| Boilerman, Hotel                                              | 2400 | 3150 |
| Carpenter, Hotel                                              | 2500 | 4400 |
| Cashier, Chief                                                | 2100 | 3000 |
| Chambermaid                                                   | 2900 | 7000 |
| Chef or Head Cook                                             | 2900 | 6000 |
| Chef, Second                                                  | 2700 | 4400 |
| Cook                                                          | 2500 | 2800 |
| Cook, assistant                                               | 2500 | 2800 |
| Dish Washer                                                   | 2550 | 3600 |
| Electrician, Hotel                                            | 2500 | 2800 |
| Elevator Operator                                             | 3000 | 5900 |
| Hall Porter                                                   | 2500 | 3300 |
| Handyman                                                      | 2400 | 3400 |
| Housekeeper (female)                                          | 2700 | 3500 |
| Laundryhand (male)                                            | 2100 | 2900 |
| Laundryhand (female) or Ironing Women                         | 2100 | 3400 |
| Linen Keeper, Linen Hand (female)                             | 3900 | 7400 |
| Manager                                                       |      |      |
| Manager, Assistant, Head Receptionist or Personnel Controller | 3500 | 5900 |
| Mason, Hotel                                                  | 2400 | 3300 |
| Painter, Hotel                                                | 2550 | 3450 |
| Plumber, Hotel                                                | 2400 | 3150 |
| Porter                                                        | 2500 | 3300 |
| Pot & Utensil Washer                                          | 2500 | 3000 |
| Stillroom Hand                                                | 2500 | 3000 |
| Storeman, Entryman                                            | 2500 | 3600 |
| Telephone Operator (English-speaking)                         | 2100 | 3600 |
| Telephone Operator (male or female)                           |      |      |
| Telephone Operator (non English speaking)                     | 1650 | 2500 |
| Telephone Operator (male or female)                           | 3400 | 6500 |
| Waiter, Head                                                  | 3400 | 5500 |
| Waiter, Second Head                                           | 2500 | 2800 |
| Waiter, Assistant                                             | 2700 | 4400 |
| Waiter                                                        | 2200 | 3100 |
| Waitress                                                      | 2700 | 3900 |
| Watchman, Hotel                                               |      |      |
| Juveniles (Male & Female under 18 years of age) all grades    |      | 1500 |

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES (ITALY)

Foreman or Gangster; (Artisan and skilled labor) 20% per day more than the basic rate in issue to the highest paid man under his supervision

Foreman or Gangster; (Unskilled labor) 20% per day more than the basic rate paid to unskilled labor.

Chief Foreman ; (Artisan and skilled labor supervising three (3) or more foremen or Gangsters) 4000-6000 lire per month.

Chief Foreman ; (Unskilled labor supervising three (3) or more foremen or Gangsters) 3000-5400 lire per month.

GRADELIRE PER DAY  
Min. Max.

|                                          |     |     |
|------------------------------------------|-----|-----|
| Ammunition Mechanic                      | 90  | 135 |
| Anti-Malarial Laborer                    | -   | 90  |
| Apprentices, all grades                  | 40  | 90  |
| Artisan's Mate (helper)                  | 85  | 105 |
| Armature Winder                          | 100 | 165 |
| Armourer                                 | 100 | 145 |
| Asphalt Layer                            | 90  | 120 |
| Baker                                    | 90  | 120 |
| Baler, clothing & soft goods             | 85  | 105 |
| Barber                                   | 85  | 115 |
| Battery Worker                           | 90  | 135 |
| Blacksmith                               | 90  | 125 |
| Boiler-maker                             | 90  | 125 |
| Boilerman                                | 90  | 120 |
| Bookbinder                               | 105 | 125 |
| Bookbinder's Assistant                   | 85  | 100 |
| Brakeman                                 | 90  | 120 |
| Bricklayer                               | 90  | 120 |
| Butcher                                  | 85  | 110 |
| Caretaker (cemetery)                     | 90  | 130 |
| Carpenter                                | 90  | 120 |
| Caulker                                  | 90  | 120 |
| Charcoal Maker                           | 90  | 120 |
| Chauffeur & Mechanic                     | 90  | 125 |
| Chauffeur or Driver                      | 35  | 105 |
| Chainman                                 | 90  | 115 |
| Checker                                  | 85  | 95  |
| Checker, railway goods yard              | 90  | 115 |
| Closers (Boot repairing), male or female | 85  | 100 |
| Clothing Classifier                      | 65  | 85  |
| Coschbuilder                             | 90  | 120 |
| Cobbler                                  | 90  | 125 |
| Compositor                               | 105 | 125 |
| Compositor's Assistant                   | 90  | 100 |

Chief Foreman ; (Artisan and skilled labor supervising three (3) or more (3) or more foremen or gangers) 4000-6000 lire per month.

Chief Foreman ; (Maximized labor supervising three (3) or more foremen or gangers) 3000-5400 lire per month.

| GRADE                                    | LIRE PER DAY |      |
|------------------------------------------|--------------|------|
|                                          | Min.         | Max. |
| Ammunition Mechanic                      | 20           | 135  |
| Anti-Material Laborer                    | -            | 90   |
| Apprentices, all grades                  | 40           | 90   |
| Artisan's Mate (helper)                  | 85           | 105  |
| Armature Winder                          | 100          | 165  |
| Armourer                                 | 100          | 145  |
| Asphalt Layer                            | 90           | 120  |
| Baker                                    | 90           | 120  |
| Baler, clothing & soft goods             | 85           | 105  |
| Barber                                   | 85           | 115  |
| Battery Worker                           | 90           | 135  |
| Blacksmith                               | 90           | 125  |
| Boilermaker                              | 90           | 125  |
| Boilerman                                | 90           | 120  |
| Bookbinder                               | 105          | 125  |
| Bookbinder's Assistant                   | 85           | 100  |
| Brakeash                                 | 90           | 120  |
| Bricklayer                               | 90           | 120  |
| Butcher                                  | 85           | 110  |
| Caretaker (cemetery)                     | 90           | 130  |
| Carpenter                                | 90           | 120  |
| Caulker                                  | 90           | 120  |
| Charcoal Maker                           | 90           | 120  |
| Chauffeur & Mechanic                     | 90           | 125  |
| Chauffeur or Driver                      | 85           | 105  |
| Chainmen                                 | 90           | 115  |
| Checker                                  | 85           | 95   |
| Checker, railway goods yard              | 90           | 115  |
| Closers (Boot repairing), male or female | 85           | 100  |
| Clothing Classifier                      | 65           | 85   |
| Coschbuilder                             | 90           | 120  |
| Cobbler                                  | 90           | 125  |
| Compositor                               | 105          | 125  |
| Compositor's Assistant                   | 90           | 100  |
| Compositor Chief                         | 120          | 135  |
| Concretor                                | 85           | 120  |

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APPENDIX "C" to ARMY Admin Memo No. 38 (cont'd)

HOTELS

1. All rates subject to a deduction of 30 lire per day where meals are provided.

2. The standard working day for Hotel, mess and Club employees is 12 hours and no overtime will normally be paid unless a local collective contract existing before 1 September 1942 can be produced and verified by AG/AS. This only applies to Hotels which are taken over and where the management is responsible for the entire administration and supply of food, and not to Hotels, messes and Clubs which are requisitioned and direct labor employed by the armed forces.

3. The rates for Hotel Grades will apply to the whole of Italy and no increase is therefore payable in respect of Rome Province.

4. These rates represent reasonable rates which should be used as the basis of remuneration in all classes of Hotels. The scales for the various grades are sufficiently wide to allow for differentiation between different classes of Hotels without any reduction. Should the grading of hotels in any particular area be necessary for special local reasons it should be arranged at the discretion of the local area Commander within the limits of remuneration laid down.

| GRADE                                                   | LIRE PER DAY |      |
|---------------------------------------------------------|--------------|------|
|                                                         | Min.         | Max. |
| Cooper                                                  | 90           | 150  |
| Coppersmith                                             | 90           | 135  |
| Coremaker (foundry)                                     | 90           | 120  |
| Cutters                                                 | 85           | 125  |
| Dental Mechanic                                         | 100          | 125  |
| Drier, m/c and Preparer                                 | 85           | 105  |
| Driver, Truck                                           | 95           | 115  |
| Driver, Crane or Winch                                  |              |      |
| Driver, Mechanical Plant                                |              |      |
| Driver, M.E. Electric                                   | 100          | 130  |
| Driver, Steam Roller of IC stationary)                  |              |      |
| Driver Mechanic, Truck                                  | 95           | 125  |
| Driver, Truck and Trailer                               | 100          | 130  |
| Driver, Engine Loco                                     | 100          | 130  |
| Electricians                                            | 95           | 135  |
| Electro-Plater                                          | 90           | 135  |
| Elevator Repairer                                       | 95           | 135  |
| Employees, Clothing, Boot and Shoe Manufacturing Plants |              |      |
| + Cutter, Machine                                       | 100          | 135  |
| + Machine Operator, m/c or m/c                          | 85           | 105  |
| + Cutter, Pattern                                       | 150          | 195  |
| + Cutter, Assistant                                     | 85           | 95   |
| + Embroiderer, m/c or female                            | 90           | 115  |
| + Foot Machineist                                       | 90           | 120  |
| + Foot Machine Operator Mechanic                        | 100          | 125  |
| Exhumers of Bodies                                      |              |      |
| Farrier                                                 | 90           | 95   |
| Farrier with own anvil                                  | 110          | 115  |
| Fire-Fighter                                            | 85           | 135  |
| Fireman, Oil Fuel, Coal or Steam Loco                   | 90           | 95   |
| Fitter or Mechanic, Aero, Radial or Diesel              | 110          | 120  |
| Fitter or Mechanic, Automobile or Mt                    | 100          | 145  |
| Foundryman                                              | 85           | 135  |
| Gardener                                                | 85           | 115  |
| Gear Cutting Specialist                                 | 85           | 95   |
| Glazier                                                 | 65           | 165  |
| Gresser                                                 | 85           | 115  |
| Grinder, Precision                                      | 85           | 105  |
| Grooms or Stableman                                     | 100          | 135  |
| Gunfitter                                               | 85           | 95   |
| Hammerman or Striker                                    | 90           | 135  |
| Inspector, Precision Work                               | 140          | 105  |
| Joiner                                                  | 95           | 175  |
|                                                         |              | 125  |

|                                                                |     |     |
|----------------------------------------------------------------|-----|-----|
| Dental Mechanic                                                | 100 | 125 |
| Drier, m/c and Preparer                                        | 85  | 105 |
| Driver, Truck                                                  | 95  | 115 |
| Driver, Crane or Winch                                         |     |     |
| Driver, Mechanical Plant                                       | 100 | 130 |
| Driver, M.E. Electric                                          |     |     |
| Driver, Steam Roller of IC stationary)                         | 95  | 125 |
| Driver Mechanic, Truck                                         | 100 | 130 |
| Driver, Truck and Trailer                                      | 100 | 130 |
| Driver, Engine Loco                                            | 95  | 135 |
| Electricians                                                   | 90  | 135 |
| Electro-Plater                                                 | 95  | 135 |
| Elevator Repairer Mechanical                                   |     |     |
| <u>Employees, Clothing, Book and Shoe Manufacturing Plants</u> |     |     |
| + Cutter, Machine                                              | 100 | 135 |
| + Machine Operator, male or female                             | 85  | 105 |
| + Cutter, Pattern                                              | 150 | 195 |
| + Cutter, Assistant                                            | 85  | 95  |
| + Embroiderer, male or female                                  | 90  | 115 |
| + Foot Machineist                                              | 90  | 120 |
| + Foot Machine Operator Mechanic                               | 100 | 125 |
| Exhumer of Bodies                                              | -   | 95  |
| Farrier                                                        | 90  | 115 |
| Farrier with own anvil                                         | 110 | 135 |
| Fire-Fighter                                                   | 85  | 95  |
| Fireman, Oil Fuel, Coal or Steam Loco                          | 90  | 120 |
| Fitter or Mechanic, Aero, Radial or Diesel                     | 110 | 145 |
| Fitter or Mechanic, Automobile or Mt                           | 100 | 135 |
| Foundryman                                                     | 85  | 115 |
| Gardener                                                       | 85  | 95  |
| Gear Cutting Specialist                                        | -   | 165 |
| Glazier                                                        | 85  | 115 |
| Gresser                                                        | 85  | 105 |
| Grinder, Precision                                             | 100 | 135 |
| Grooms or Stablemen                                            | 85  | 95  |
| Gunfitter                                                      | 90  | 135 |
| Hammerman or Striker                                           | 90  | 105 |
| Inspector, Precision Work                                      | 140 | 175 |
| Joiner                                                         | 95  | 125 |

## APPENDIX "D" to AFHQ AGM Memo No. 34 (cont'd)

| GRADE                                                  | LIRE PER DAY |      |
|--------------------------------------------------------|--------------|------|
|                                                        | Min.         | Max. |
| Laboratory & Dispensary Assistant                      | 100          | 125  |
| Lifeguard                                              | 85           | 105  |
| Lighthouse Keeper                                      | 85           | 100  |
| Lineman                                                | 100          | 135  |
| Linotype Operator                                      | 100          | 145  |
| Litho Engraver                                         | 130          | 165  |
| Lithographer                                           | 100          | 145  |
| Lithographer's Assistant                               | 90           | 105  |
| Locksmith                                              | 90           | 135  |
| Lumber Workers                                         |              |      |
| Choker Setter                                          | 85           | 115  |
| Digger                                                 | 90           | 115  |
| Edgerman                                               | 90           | 125  |
| Faller                                                 | 90           | 115  |
| Log Turner                                             | 85           | 105  |
| Lumber Handler                                         | 85           | 95   |
| Machine Minder                                         | 85           | 105  |
| Machine Minder's Assistant                             | 70           | 90   |
| Mechanic                                               | 90           | 135  |
| Markers & Sorters, male or female                      | 75           | 100  |
| Masons                                                 | 90           | 125  |
| Mechanics, sawing machine                              |              |      |
| Mechanics, typewriter                                  | 100          | 135  |
| Mechanics, wireless                                    |              |      |
| Mechanics, marine Engg (RM)                            | -            | 135  |
| Mechanic's Assistant                                   | 90           | 105  |
| Messenger (English-speaking (under 18 years of age))   | -            | 65   |
| Messenger (English-speaking) 18 years of age and over) |              |      |
| Milling Hand (Flour Mill)                              | 70           | 90   |
| Motion Picture Operator                                | 90           | 105  |
| Motor Launch Driver Mechanic (Venice)                  | 90           | 135  |
| Moulders                                               | 120          | 150  |
| Nurses, (Hospital)                                     | 90           | 115  |
| Occupational Therapist                                 | 90           | 115  |
| Packer                                                 | 85           | 95   |
| Painter, Varnisher Signwriter                          | 95           | 120  |
| Paper Cutter Operator                                  | 105          | 125  |
| Parquet Layer                                          | 90           | 115  |
| Pattern Maker                                          | 90           | 125  |
| Pavement Layer                                         | 90           | 115  |
| Permanent Way Inspector                                | 85           | 110  |
| Pier Supervisor                                        | 105          | 140  |
|                                                        | 15           | 120  |

|                                                       |     |     |
|-------------------------------------------------------|-----|-----|
| Lineman                                               | 100 | 135 |
| Linotype Operator                                     | 100 | 145 |
| Litho Engraver                                        | 130 | 165 |
| Lithographer                                          | 100 | 145 |
| Lithographer's Assistant                              | 90  | 105 |
| Locksmith                                             | 90  | 135 |
| Lumber Workers                                        |     |     |
| Choker Setter                                         | 85  | 115 |
| Dogger                                                | 90  | 115 |
| Edgerman                                              | 90  | 125 |
| Faller                                                | 90  | 115 |
| Log Turner                                            | 85  | 105 |
| Lumber Handler                                        | 85  | 95  |
| Machine Minder                                        | 85  | 105 |
| Machine Minder's Assistant                            | 70  | 90  |
| Machinist                                             | 90  | 135 |
| Markers & Sorters, male or female                     | 75  | 100 |
| Masons                                                | 90  | 125 |
| Mechanics, sewing machine                             |     |     |
| Mechanics, typewriter                                 |     |     |
| Mechanics, wireless                                   |     |     |
| Mechanics, marine Engr (RM)                           | 100 | 135 |
| Mechanic's Assistant                                  | -   | 135 |
| Messenger (English-speaker (under 18 years of age))   | 90  | 105 |
| Messenger (English-speaker) 18 years of age and over) | -   | 65  |
| Milling Hand (Flour Mill)                             | 70  | 90  |
| Motion Picture Operator                               | 90  | 105 |
| Motor Launch Driver Mechanic (Venice)                 | 90  | 135 |
| Moulders                                              | 120 | 150 |
| Nurses, (Hospital)                                    | 90  | 115 |
| Occupational Therapist                                | 90  | 115 |
| Packer                                                | 85  | 95  |
| Painter, Varnisher Signwriter                         | 95  | 120 |
| Paper Cutter Operator                                 | 105 | 125 |
| Parquet Layer                                         | 90  | 115 |
| Pattern Maker                                         | 90  | 125 |
| Pavement Layer                                        | 90  | 115 |
| Permanent Way Inspector                               | 85  | 110 |
| Pier Supervisor                                       | 105 | 140 |
| Plasterer                                             | 95  | 120 |
| Platelayer (Railroads)                                | 85  | 105 |
| Plater (Printing)                                     | 100 | 125 |
| Plumber                                               | 90  | 120 |
| Pointsmen (Railroads)                                 | 85  | 95  |
| Police Officer, male or female                        | 85  | 120 |

| GRADE                                    | LIRE PER DAY |      |
|------------------------------------------|--------------|------|
|                                          | Min.         | Max. |
| Postal Sorter, male or female            | 75           | 120  |
| Presser Hand                             | 85           | 110  |
| Pressers, Machine (Hoffman Steam Press)  | 90           | 125  |
| Printer                                  | 100          | 135  |
| Process Engravers                        | 130          | 165  |
| Photo Developer, Single or 4 machine     | 100          | 120  |
| Printing Machine Winder                  | 90           | 135  |
| Printing Machine Mate                    | 85           | 105  |
| Quarryman                                | 90           | 115  |
| Recordak Operator                        | 90           | 110  |
| Repairer, Watch & Precision Instruments  | 120          | 165  |
| Rigger                                   | 95           | 120  |
| Rivet Heater                             | 85           | 105  |
| Rivetter                                 | 95           | 120  |
| Rivetter Holder-up                       | 85           | 105  |
| Road Supervisor                          | 90           | 125  |
| Road Worker                              | 85           | 95   |
| Saddler                                  | 85           | 115  |
| Saw Repairer & Sharpener                 | 90           | 115  |
| Sawyer                                   | 90           | 115  |
| Sewing Hand, Male or female              | 60           | 85   |
| Sheet Metal Worker                       | 100          | 135  |
| Shoemaker (Special Boot & Surgical Work) | 100          | 135  |
| Shunter or Brakesman                     | 85           | 105  |
| Slatier                                  | 85           | 105  |
| Smelter (Ore Smelting)                   | 90           | 120  |
| Stakcer, Forage, expert                  | 85           | 100  |
| Stavedore                                | 90           | 110  |
| Stavedore, coalin ore                    | 100          | 120  |
| Stavedore Head                           | 100          | 125  |
| Stereotypier                             | 100          | 145  |
| Stone, hand cutter                       | 95           | 120  |
| Storeman or Storewoman                   | 85           | 100  |
| Tailor (with own machine)                | 105          | 125  |
| Tailor (without own machine)             | 85           | 105  |
| Tent Maker (with own machine)            | 105          | 125  |
| Tent Maker (without own machine)         | 85           | 105  |
| Tent Mender                              | 85           | 105  |
| Tile Layer                               | 90           | 115  |
| Time-Keeper                              | 90           | 135  |
| Tinsmith                                 | 90           | 120  |
| Toolmaker                                | 90           | 125  |
| Track Walker, Railroad                   | 85           | 105  |
| Trimmer, Coal                            | 85           | 105  |
| Turner                                   | 90           | 135  |

|                                          |     |     |
|------------------------------------------|-----|-----|
| Process Engravers                        | 130 | 165 |
| Photo Developer, Single or machine       | 100 | 120 |
| Printing Machine Binder                  | 90  | 135 |
| Printing Machine Mate                    | 85  | 105 |
| Quarryman                                | 90  | 115 |
| Recordak Operator                        | 90  | 110 |
| Repairer, Watch & Precision Instruments  | 120 | 165 |
| Rigger                                   | 95  | 120 |
| Rivet Heater                             | 85  | 105 |
| Rivetter                                 | 95  | 120 |
| Rivetter Folder-up                       | 85  | 105 |
| Road Supervisor                          | 90  | 125 |
| Road Worker                              | 85  | 95  |
| Saddler                                  | 85  | 115 |
| Saw Repairer & Sharpener                 | 90  | 115 |
| Sawyer                                   | 90  | 115 |
| Sewing Hand, Male or female              | 60  | 85  |
| Sheet Metal Worker                       | 100 | 135 |
| Shoemaker (Special Boot & Surgical Work) | 100 | 135 |
| Shunter or Brakesman                     | 85  | 105 |
| Sleater                                  | 85  | 105 |
| Smelter (Ore Smelting)                   | 90  | 120 |
| Stakeholder, Foresee, expert             | 85  | 100 |
| Stevedore                                | 90  | 110 |
| Stevedore, coalin. ore                   | 100 | 120 |
| Stevedore Head                           | 100 | 125 |
| Stereotypier                             | 100 | 145 |
| Stone, hand cutter                       | 95  | 120 |
| Storeman or Storewoman                   | 85  | 100 |
| Tailor (with own machine)                | 105 | 125 |
| Tailor (without own machine)             | 85  | 105 |
| Tent Maker (with own machine)            | 105 | 125 |
| Tent Maker (without own machine)         | 85  | 105 |
| Tent Mender                              | 85  | 105 |
| Tile Layer                               | 90  | 115 |
| Time-keeper                              | 90  | 135 |
| Tinsmith                                 | 90  | 120 |
| Toolmaker                                | 90  | 125 |
| Track Walker, Railroad                   | 85  | 105 |
| Trimmer, Coal                            | 85  | 105 |
| Turner                                   | 90  | 135 |
| Truck Master                             | 110 | 135 |
| Truck Master's Assistant                 | 100 | 125 |
| Tire Treader                             | 90  | 135 |

APPENDIX "D" to AFHQ Admin Memo No. 34 (cont'd)

| GRADE                                                                                                                                | LIRE PER DAY |      |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------|------|
|                                                                                                                                      | Min.         | Max. |
| Upholsterer                                                                                                                          | 90           | 120  |
| Vulcanizer                                                                                                                           | 90           | 120  |
| Warehouseman or Storekeeper                                                                                                          | 90           | 135  |
| Washer, Hand, male or female                                                                                                         | 85           | 95   |
| Washer, Machine, male or female                                                                                                      | 85           | 105  |
| Watchman                                                                                                                             | 70           | 90   |
| Welder                                                                                                                               | 95           | 135  |
| Wheelwright                                                                                                                          | 90           | 115  |
| Unskilled Labor (Male, 18 years of age & above) -<br>(Female, 18 years of age & above)<br>(Male or female, below 18 years<br>of age) | -            | 45   |

✓ Laborers on main drains 10 lire per day extra while actually employed on drains

+ These grades are restricted to plants engaged in fabricating new articles, or their component parts in repair for the Allied Forces and working under their direct control.

NOTES

1. HOME PROVINCE. For Home Province 10 lire should be added to the above Basic Rates of Pay.

ALL GRADES (SIOTIM)

| GRADE                                               | DAILY PER DAY |      |
|-----------------------------------------------------|---------------|------|
|                                                     | Min.          | Max. |
| <u>ADMINISTRATIVE</u>                               |               |      |
| Accountant, certified                               | 150           | 185  |
| Accountant                                          | 120           | 150  |
| Adviser, agriculture                                | 170           | 200  |
| Adviser, financial (English-speaking Economist)     | 170           | 200  |
| Adviser, legal, prod, lawyer (English-speaking)     | 200           | 255  |
| Adviser, legal, prod, lawyer                        | 130           | 150  |
| Adviser, property control (English-speaking)        | 180           | 210  |
| Adviser, transportation                             | 200           | 285  |
| Censor, Civil                                       |               |      |
| Chief re-examiner                                   | 140           | 195  |
| Re-examiner                                         | 100           | 125  |
| Clerk, male                                         | 80            | 110  |
| Clerk, female                                       | 70            | 100  |
| Economic Research Assistant                         | 170           | 250  |
| Interpreter, oral                                   | 90            | 125  |
| Interpreter, translation                            | 100           | 125  |
| Manager, office executive (English-speaking)        | 135           | 170  |
| Manager, personnel supervision (English-speaking)   | 135           | 170  |
| Manager, refrigeration plant                        | 170           | 190  |
| Office boys                                         | 35            | 55   |
| Operators, telephone                                | 90            | 110  |
| Operators, telephone (English-speaking)             | 120           | 140  |
| Overseer, departmental, Class I                     | 155           | 190  |
| Overseer, departmental, Class II                    | 140           | 160  |
| Purchasing Agent, fruit & vegetables                | 230           | 290  |
| Secretary, executive (English-speaking)             | 130           | 165  |
| Secretary, executive                                | 100           | 130  |
| Superintendent, garage                              | 140           | 175  |
| Superintendent, warehouse                           | 160           | 190  |
| Stenographer                                        | 100           | 110  |
| Teacher, language                                   | 175           | 200  |
| Telephone, consultant, technical (English-speaking) | 160           | 200  |
| Tin keepers, male                                   | 80            | 110  |
| Timekeepers, female                                 | 70            | 100  |
| Typists, male                                       | 80            | 105  |
| Typists, female                                     | 70            | 90   |
|                                                     | 120           | 145  |

|                                                     |     |     |
|-----------------------------------------------------|-----|-----|
| Adviser, financial (English-speaking Economist)     | 170 | 200 |
| Adviser, legal, pred, lawyer (English-speaking)     | 200 | 255 |
| Adviser, legal, pred, lawyer                        | 130 | 150 |
| Adviser, property control (English-speaking)        | 180 | 210 |
| Adviser, transportation                             | 200 | 285 |
| <br>Censor, Civil                                   |     |     |
| Chief re-examiner                                   | 140 | 195 |
| Re-examiner                                         | 100 | 125 |
| Clerk, male                                         | 80  | 110 |
| Clerk, female                                       | 70  | 100 |
| <br>Economic Research Assistant                     | 170 | 250 |
| Interpreter, oral                                   | 90  | 125 |
| Interpreter, translation                            | 100 | 125 |
| Manager, office executive (English-speaking)        | 135 | 170 |
| Manager, personnel supervisor (English-speaking)    | 135 | 170 |
| Manager, refrigeration plant                        | 170 | 190 |
| Office boys                                         | 35  | 55  |
| Operators, telephone                                | 90  | 110 |
| Operators, telephone (English speaking)             | 120 | 140 |
| Overseer, departmental, Class I                     | 155 | 190 |
| Overseer, departmental, Class II                    | 140 | 160 |
| Purchasing Agent, fruit & vegetables                | 230 | 290 |
| Secretary, executive (English-speaking)             | 130 | 165 |
| Secretary, executive                                | 100 | 130 |
| Superintendent, garage                              | 140 | 175 |
| Superintendent, warehouse                           | 160 | 190 |
| Stenographer                                        | 100 | 110 |
| Teacher, language                                   | 175 | 200 |
| Telephone, consultant, technical (English-speaking) | 160 | 200 |
| Ticketkeepers, male                                 | 80  | 110 |
| Ticketkeepers, female                               | 70  | 100 |
| Typists, male                                       | 80  | 105 |
| Typists, female                                     | 70  | 90  |
| Writer                                              | 120 | 145 |
| <br>Ammunition Expert                               | 90  | 110 |
| Appraiser, chief                                    | 130 | 140 |

CLASSIFIED LABOR

UNITED STATES (ITALY)

| GRADE                                           | RATE PER DAY |      |
|-------------------------------------------------|--------------|------|
|                                                 | Min.         | Max. |
| + Diver                                         | 110          | 125  |
| ++ Linesmen (Navy)                              | 85           | 95   |
| Jumpmen (Navy)                                  | 85           | 95   |
| Rope Splicer                                    | 90           | 115  |
| Sailmaker                                       | 95           | 125  |
| Seizure Head                                    | 85           | 105  |
| Salvage Head (Master)                           | 100          | 125  |
| Security Patrol Officer or Deputy Harbor Master | -            | 165  |
| Shipwright                                      | 105          | 135  |

SEA-GOING RATES (SCHOONERS)

|                 |   |     |
|-----------------|---|-----|
| Master          | - | 250 |
| 1st Officer     | - | 200 |
| 2nd Officer     | - | 180 |
| 3rd Officer     | - | 170 |
| Chief Engineer  | - | 250 |
| 1st Engineer    | - | 200 |
| 2nd Engineer    | - | 180 |
| 3rd Engineer    | - | 170 |
| Boatman         | - | 150 |
| Cook or Steward | - | 140 |
| Seamen          | - | 130 |

HARBOR CRAFT RATES - TUGBOATS, "2" CRAFT, ETC

|                   |   |     |
|-------------------|---|-----|
| Master            | - | 180 |
| Mate              | - | 140 |
| Engineer          | - | 140 |
| Cook or Steward   | - | 120 |
| Seaman            | - | 120 |
| Stoker or Fireman | - | 125 |

BARGES & LIGHTERS

|                                    |     |     |
|------------------------------------|-----|-----|
| Barge and Lightermen               | 85  | 105 |
| Master Barge and Master Lightermen | 100 | 120 |

+ Plus 35 lire per hour under water.  
 ++ 5 lire per hour extra while tending diver.

## APPENDIX "A" to ARHQ SDA Memo No. 34 (cont'd)

| GRADE                                                     | MIN. | MAX. |
|-----------------------------------------------------------|------|------|
| Engineer, locomotive diesel                               | 125  | 150  |
| Engineer, steam, stationary                               | 95   | 125  |
| Engineer, mechanical                                      | 140  | 170  |
| Exporter, English-speaking (buyer & shipper export goods) | 170  | 285  |
| Fireman                                                   | 80   | 105  |
| Fireman, oil fuel                                         | 80   | 115  |
| Fire fighter                                              | 80   | 105  |
| Fitter-Automotive (motor mechanic)                        | 85   | 95   |
| Fitter driver (chauffeur-mechanic)                        | 90   | 125  |
| Foundryman                                                | 90   | 125  |
| Furnaceman                                                | 80   | 105  |
|                                                           | 80   | 125  |
| Glazier                                                   | 80   | 105  |
| Greaser, refrigerating                                    | 80   | 115  |
| Greaser, others                                           | 80   | 105  |
| Grinder, precision                                        | 80   | 105  |
| Hairdresser                                               | 80   | 105  |
| Hammerman                                                 | 80   | 105  |
| Hammerman (steam-operated hammer)                         | 90   | 130  |
| Inspector, citrus fruit                                   | 115  | 170  |
| Joiner, wood                                              | 80   | 115  |
| Keeper, storeroom or warehouse                            | 80   | 100  |
| Laboratory Assistant                                      | 70   | 90   |
| Laborer, semi-skilled                                     | 75   | 85   |
| Line Burner                                               | 90   | 115  |
| Lithographer                                              | 90   | 135  |
| Lithographer, assistant                                   | 80   | 100  |
| Locator, Expeditor - C.E.M.                               | 175  | 175  |
| Locksmith                                                 | 95   | 120  |
| Loftman                                                   | 90   | 125  |
| Machine tender                                            | 80   | 115  |
| Machinist, lathe operator                                 | 100  | 125  |
| Machinist, milling machine operator                       | 100  | 125  |
| Machinist, plane operator                                 | 100  | 110  |
| Machinist, tool room                                      | 100  | 135  |
| Machinist, bench work                                     | 100  | 125  |
| Maker, cabinet                                            | 80   | 115  |
| Maker, mattress                                           | 80   | 105  |
| Maker, pattern                                            | 105  | 150  |
| Maker, template                                           | 80   | 100  |

|                                                              |     |     |
|--------------------------------------------------------------|-----|-----|
| Exporter, English-speaking (buyer & shipper<br>export goods) | 140 | 170 |
| Carrier                                                      | 170 | 285 |
| Fireman                                                      | 80  | 105 |
| Fireman, oil fuel                                            | 80  | 115 |
| Fire fighter                                                 | 80  | 105 |
| Fitter-automotive (motor mechanic)                           | 85  | 95  |
| Fitter driver (cheauffeur-mechanic)                          | 90  | 125 |
| Foundryman                                                   | 90  | 125 |
| Funerary                                                     | 80  | 105 |
|                                                              | 80  | 125 |
| Glasier                                                      |     |     |
| Grasser, refrigerating                                       | 80  | 105 |
| Grasser, others                                              | 80  | 115 |
| Grinder, precision                                           | 80  | 105 |
|                                                              | 80  | 105 |
| Hairdresser                                                  |     |     |
| Hammermen                                                    | 80  | 105 |
| Hammermen (steam-operated hammer)                            | 80  | 105 |
|                                                              | 90  | 130 |
| Inspector, citrus fruit                                      |     |     |
| Joiner, wood                                                 | 115 | 170 |
| Keeper, storeroom or warehouse                               | 80  | 115 |
| Laboratory Assistant                                         | 80  | 100 |
| Laborer, semi-skilled                                        | 70  | 90  |
| Line Burner                                                  | 75  | 85  |
| Lithographer                                                 | 90  | 115 |
| Lithographer, assistant                                      | 90  | 135 |
| Locator, Expeditor - C.T.M.                                  | 80  | 100 |
| Locksmith                                                    |     |     |
| Loftman                                                      | 95  | 175 |
|                                                              | 90  | 120 |
|                                                              |     | 125 |
| Machine tender                                               |     |     |
| Machinist, lathe operator                                    | 80  | 115 |
| Machinist, milling machine operator                          | 100 | 125 |
| Machinist, plane operator                                    | 100 | 125 |
| Machinist, tool room                                         | 100 | 110 |
| Machinist, bench work                                        | 100 | 135 |
| Maker, cabinet                                               | 100 | 125 |
| Maker, mattress                                              | 80  | 115 |
| Maker, pattern                                               | 80  | 105 |
| Maker, template                                              | 105 | 150 |
| Malaria Control expert                                       | 80  | 125 |
| Mason                                                        | 200 | 250 |
| Mechanic, automotive, motor                                  | 80  | 105 |
| Mechanic, diesel                                             | 90  | 125 |
| Mechanic, instrument repairer                                | 80  | 125 |
|                                                              | 100 | 135 |

| GRADE                                  | RATE PER DAY                                 |      |
|----------------------------------------|----------------------------------------------|------|
|                                        | Min.                                         | Max. |
| Appraiser                              | 120                                          | 130  |
| Apprentices, all trades                | 35                                           | 75   |
| Armature winder                        | 90                                           | 130  |
| Armorer                                | 90                                           | 125  |
| Baker                                  | 80                                           | 105  |
| Band Leader                            | 55 (per hour plus 20% of total cost of band) |      |
| Band Member                            | 55 (per hour)                                |      |
| Bartender                              | 60                                           | 90   |
| Battery worker                         | 80                                           | 100  |
| Blacksmith                             | 90                                           | 125  |
| Bookkeeper                             | 90                                           | 125  |
| Bookbinder                             | 80                                           | 105  |
| Bookbinder's assistant                 | 60                                           | 70   |
| Bootmaker, surgical                    | 110                                          | 135  |
| Bricklayer                             | 85                                           | 115  |
| Burner, acetylene                      | 80                                           | 125  |
| Butcher                                | 80                                           | 105  |
| Caretaker, cemetery                    | 80                                           | 105  |
| Carpenter                              | 80                                           | 105  |
| Chainman                               | 80                                           | 105  |
| Chargehand, female (sub-forewoman)     | 80                                           | 100  |
| Clothing classifier & repairer, female | 50                                           | 60   |
| Cocobuilder                            | 80                                           | 115  |
| Coachpainter                           | 80                                           | 115  |
| Compositor, chief                      | 135                                          | 145  |
| Compositor                             | 100                                          | 135  |
| Compositor, assistant                  | 80                                           | 100  |
| Concrete laborer                       | 70                                           | 80   |
| Concrete mixer operator                | 105                                          | 115  |
| Cement finisher                        | 105                                          | 115  |
| Cooper                                 | 100                                          | 130  |
| Coppersmith                            | 80                                           | 100  |
| Core Maker                             | 105                                          | 125  |
| Cupalo Tender                          | 80                                           | 125  |
| Dental hygienist & technician          | 230                                          |      |
| Dockgate controller                    | 80                                           | 115  |
| Draftsman, engineering                 | 110                                          | 140  |
| Driver, crane, automotive              | 115                                          | 140  |
| Driver, motor truck                    | 80                                           | 115  |
| Driver, mule                           | 70                                           | 80   |
| Driver, steam roller                   | 100                                          | 130  |
| Electrician - wiring                   | 85                                           | 125  |
| Electrician - communications           | 85                                           | 135  |
| Electrician - auto                     | 90                                           | 125  |

|                                        |                                              |               |
|----------------------------------------|----------------------------------------------|---------------|
| Baker                                  | 80                                           | 105           |
| Band leader                            | 55 (per hour plus 20% of total cost of band) | 55 (per hour) |
| Band Member                            | 60                                           | 90            |
| Bartender                              | 80                                           | 100           |
| Battery worker                         | 90                                           | 125           |
| Blacksmith                             | 90                                           | 125           |
| Bollermaker                            | 80                                           | 105           |
| Bookbinder                             | 60                                           | 70            |
| Bookbinder's assistant                 | 110                                          | 135           |
| Bootmaker, surgical                    | 85                                           | 115           |
| Bricklayer                             | 80                                           | 125           |
| Burner, acetylene                      | 80                                           | 105           |
| Butcher                                | 80                                           | 105           |
| Caretaker, cemetery                    | 80                                           | 105           |
| Carpenter                              | 80                                           | 105           |
| Chainman                               | 80                                           | 105           |
| Chargehand, female (sub-forewoman)     | 80                                           | 100           |
| Clothing classifier & repairer, female | 50                                           | 60            |
| Cocobuilder                            | 80                                           | 115           |
| Coschpinner                            | 80                                           | 115           |
| Compositor, chief                      | 135                                          | 145           |
| Compositor                             | 100                                          | 135           |
| Compositor, assistant                  | 80                                           | 100           |
| Concrete laborer                       | 70                                           | 80            |
| Concrete mixer operator                | 105                                          | 115           |
| Cement finisher                        | 105                                          | 115           |
| Cooper                                 | 100                                          | 130           |
| Coppersmith                            | 80                                           | 100           |
| Core Maker                             | 105                                          | 125           |
| Cupalo Tender                          | 80                                           | 125           |
| Dental hygienist & technician          | 230                                          | 230           |
| Dockgate controller                    | 80                                           | 115           |
| Draftsman, engineering                 | 110                                          | 140           |
| Driver, crane, automotive              | 115                                          | 140           |
| Driver, motor truck                    | 80                                           | 115           |
| Driver, mule                           | 70                                           | 80            |
| Driver, steam roller                   | 100                                          | 130           |
| Electrician - wiring                   | 85                                           | 125           |
| Electrician - communications           | 85                                           | 135           |
| Electrician - auto                     | 90                                           | 125           |
| Electrician - technician               | 175                                          | 190           |
| Engineer, industrial consulting        | 340                                          | 340           |
| Engineer, electrical                   | 140                                          | 170           |
| Engineer, locomotive                   | 105                                          | 170           |

## APPENDIX "D" to AFHQ Admin Memo No. 34 (cont'd)

| GRADE                                                                                                                                    | LIRE PER DAY                      |      |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------|
|                                                                                                                                          | Min.                              | Max. |
| Skilled repairer of hospital clothing and textiles, females                                                                              | 55                                | 80   |
| Slater                                                                                                                                   | 80                                | 115  |
| Stelterer                                                                                                                                | 80                                | 105  |
| Sock and woolen repairer, female                                                                                                         | 50                                | 70   |
| Steelfitter                                                                                                                              | 85                                | 125  |
| Stoker and fireman                                                                                                                       | 80                                | 105  |
| Storekeeper, tool room                                                                                                                   | 80                                | 110  |
| Supervisor, road                                                                                                                         | 80                                | 115  |
| Tailor, cutter, male                                                                                                                     | 75                                | 85   |
| Tailor, cutter, female                                                                                                                   | 65                                | 75   |
| Tailor, own machine                                                                                                                      | 80                                | 90   |
| Tailor, without machine                                                                                                                  | 70                                | 80   |
| Tailoress, own machine                                                                                                                   | 70                                | 80   |
| Tailoress, without machine                                                                                                               | 50                                | 70   |
| Tallyman                                                                                                                                 | 115                               | 145  |
| Tent mender                                                                                                                              | 80                                | 105  |
| Textile refitter                                                                                                                         | 80                                | 105  |
| Tinsmith                                                                                                                                 | 80                                | 105  |
| Toolsmith                                                                                                                                | 80                                | 115  |
| Vulcanizer                                                                                                                               | 80                                | 115  |
| Welder, gas & electric                                                                                                                   | 90                                | 125  |
| Wood turner                                                                                                                              | 80                                | 110  |
| UNCLASSIFIED LABOR                                                                                                                       |                                   |      |
| Boys (under 18 years of age)                                                                                                             |                                   | 40   |
| Unskilled laborers, male                                                                                                                 | 60                                | 75   |
| Unskilled laborers, female                                                                                                               | -                                 | 50   |
| Unskilled laborers, (heavy) female                                                                                                       | -                                 | 60   |
| Watchman day                                                                                                                             | 55 (overtime at 10 lire per hour) |      |
| Watchman night                                                                                                                           | 60 (overtime at 12 lire per hour) |      |
| FOREMAN                                                                                                                                  |                                   |      |
| Ganger of unskilled labor (not less than 12 laborers)                                                                                    |                                   | 85   |
| Foreman of unskilled labor                                                                                                               |                                   | 95   |
| Foreman of classified labor 20 lire above the maximum of the particular classification, provided not less than 12 laborers under charge. |                                   |      |

MARINE LABOR (Classified)

Boathand

75

85

|                            |     |     |
|----------------------------|-----|-----|
| Steariffitter              | 50  | 70  |
| Stoker and fireman         | 85  | 125 |
| Storekeeper, tool room     | 80  | 105 |
| Supervisor, road           | 80  | 110 |
|                            | 80  | 115 |
| Tailor, cutter, male       | 75  | 85  |
| Tailor, cutter, female     | 65  | 75  |
| Tailor, own machine        | 80  | 90  |
| Tailor, without machine    | 70  | 80  |
| Tailoress, own machine     | 70  | 80  |
| Tailoress, without machine | 50  | 70  |
| Tallyman                   | 115 | 145 |
| Tent mender                | 80  | 105 |
| Textile refitter           | 80  | 105 |
| Tinsmith                   | 80  | 105 |
| Toolsmith                  | 80  | 115 |
| Vulcanizer                 | 60  | 115 |
| Welder, gas & electric     | 90  | 125 |
| Wood turner                | 80  | 110 |

UNCLASSIFIED LABOR

|                                    |                                      |    |
|------------------------------------|--------------------------------------|----|
| Boys (under 18 years of age)       |                                      | 40 |
| Unskilled laborers, male           | 60                                   | 75 |
| Unskilled laborers, female         | -                                    | 50 |
| Unskilled laborers, (heavy) female | -                                    | 60 |
| Watchmen day                       | 55 (overtime at 10<br>lire per hour) |    |
| Watchmen night                     | 60 (overtime at 12<br>lire per hour) |    |

FOREMAN

|                                                                                                                                                |    |
|------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Ganger of unskilled labor (not less than 12 laborers)                                                                                          | 85 |
| Foreman of unskilled labor                                                                                                                     | 95 |
| Foreman of classified labor 20 lire above the maximum<br>of the particular classification, provided not less<br>than 12 laborers under charge. |    |

MARINE LABOR (Classified)

|                 |    |     |
|-----------------|----|-----|
| Boathead        | 75 | 85  |
| Boathead, chief | 85 | 95  |
| Chipper-caulker | 80 | 125 |
| Coxswain        | 80 | 110 |

| GRADE                                     | TIME PER DAY |             |
|-------------------------------------------|--------------|-------------|
|                                           | Min.         | Max.        |
| Mechanic, locomotive bench work           | 80           | 125         |
| Mechanic, searchlight                     | 135          | 155         |
| Mechanic, sewing machine                  | 80           | 100         |
| Mechanic, typewriter                      | 80           | 110         |
| Mechanic, typewriter, assistant           | 65           | 80          |
| Mechanic, wireless                        | 100          | 135         |
| Medical Practitioner                      | 30 per hour  | 40 per hour |
| Molder                                    | 100 per day  | 135 per day |
| Nursing orderly                           | 80           | 105         |
| Operator, crane                           | 80           | 125         |
| Operator, crane, electrical               | 80           | 125         |
| Operator, crane, steam                    | 80           | 125         |
| Operator, linotype                        | 105          | 135         |
| Operator, pump                            | 80           | 110         |
| Operator, radio                           | 95           | 120         |
| Operator, radio (with ratings)            | 70           | 95          |
| Operator, radio apprentice                | 65           | 85          |
| Operator, radio apprentice (with ratings) | 40           | 60          |
| Operator, saw                             | 80           | 105         |
| Operator, tire                            | 90           | 125         |
| Operator, winch                           | 80           | 105         |
| Painter, polisher                         | 80           | 105         |
| Physiotherapist                           | 115          | 140         |
| Plasterer                                 | 80           | 105         |
| Plumber                                   | 85           | 115         |
| Porter, cold storage meat                 | 75           | 85          |
| Printer                                   | 100          | 135         |
| Projectionist, motion picture             | 110          | 135         |
| Projectionist, motion picture assistant   | 80           | 100         |
| Quarryman - stone cutters                 | 70           | 85          |
| Radiographer                              | 140          | 175         |
| Net catcher                               | 90           | 90          |
| Reinforcing iron worker                   | 90           | 115         |
| Repairer, gasket                          | 80           | 105         |
| Repairer, shoe                            | 80           | 115         |
| Research analyst                          | 90           | 110         |
| Rivet heater                              | 70           | 95          |
| Rivetter                                  | 80           | 105         |
| Rivetter, buckler-up                      | 60           | 70          |
| Saddler                                   | 80           | 115         |
| Saleswoman                                | 60           | 90          |

|                                           |             |             |
|-------------------------------------------|-------------|-------------|
| Mechanic, typewriter                      | 80          | 110         |
| Mechanic, typewriter, assistant           | 65          | 80          |
| Mechanic, wireless                        | 100         | 135         |
| Medical Practitioner                      | 30 per hour | 40          |
|                                           | per hour    |             |
| Molder                                    | 100 per day | 135 per day |
| Nursing Orderly                           | 80          | 105         |
| Operator, crane                           | 80          | 125         |
| Operator, crane, electrical               | 80          | 125         |
| Operator, crane, steam                    | 80          | 125         |
| Operator, linotype                        | 105         | 135         |
| Operator, pump                            | 80          | 110         |
| Operator, radio                           | 95          | 120         |
| Operator, radio (with rations)            | 70          | 95          |
| Operator, radio apprentice                | 65          | 85          |
| Operator, radio apprentice (with rations) | 40          | 60          |
| Operator, saw                             | 80          | 105         |
| Operator, tire                            | 90          | 125         |
| Operator, winch                           | 80          | 105         |
| Painter, polisher                         | 80          | 105         |
| Physiotherapist                           | 115         | 140         |
| Plasterer                                 | 80          | 105         |
| Plumber                                   | 85          | 115         |
| Porter, cold storage meat                 | 75          | 85          |
| Printer                                   | 100         | 135         |
| Projectionist, motion picture             | 110         | 135         |
| Projectionist, motion picture assistant   | 80          | 100         |
| Quarryman - stone cutters                 | 70          | 85          |
| Radiographer                              | 140         | 175         |
| Rat catcher                               |             | 90          |
| Reinforcing iron worker                   | 90          | 115         |
| Repairer, basket                          | 80          | 105         |
| Repairer, shoe                            | 80          | 115         |
| Research analyst                          | 90          | 110         |
| Rivet heater                              | 70          | 95          |
| Riveter                                   | 80          | 105         |
| Rivetter, buckler-up                      | 60          | 70          |
| Saddler                                   | 80          | 115         |
| Saleswoman                                | 60          | 90          |
| Saw Setter                                | 90          | 125         |
| Sawyer                                    | 80          | 105         |
| Scraper                                   | 65          | 75          |
| Sheet Metal Worker                        | 90          | 120         |
| Stenographer                              | 85          | 110         |
| Skilled remaker of woolen clothing        | 70          | 80          |

| GRADE                             | LIRE PER DAY |      |
|-----------------------------------|--------------|------|
|                                   | Min.         | Max. |
| Maid                              | 35           | 55   |
| Orderly, medical & mess (monthly) | 880          | 1760 |
| Orderly, other (monthly)          | 440          | 880  |
| Steward - clubs & messes          | 65           | 110  |
| Waiter                            | 60           | 75   |
| Waitress                          | 40           | 60   |

# HOTEL EMPLOYEES

FOLLOWING IS BASIC RATE FOR SECOND CATEGORY HOTEL

FOR 1ST CATEGORY HOTEL ADD 10%

FOR 3RD CATEGORY HOTEL DEDUCT 10%

|                                              |                |                |
|----------------------------------------------|----------------|----------------|
| Director                                     | 5700 monthly   | 6840 monthly   |
| Assistant Director                           | 5130 "         | 5700 "         |
| Secretary                                    | 15.15 per hour | 15.15 per hour |
| Assistant Secretary                          | 11.00 "        | 12.10 "        |
| Desk Clerk                                   | 11.00 "        | 12.10 "        |
| Head Porter                                  | 11.00 "        | 12.10 "        |
| Assistant Head Porter                        | 9.65 "         | 11.00 "        |
| Porter                                       | 6.90 "         | 6.90 "         |
| Operating Engineer                           | 9.65 "         | 12.10 "        |
| Upholsterer                                  | 9.65 "         | 12.10 "        |
| Maid                                         | 6.90 "         | 6.90 "         |
| Assistant Maid                               | 5.50 "         | 5.50 "         |
| Elevator Operator, 16 years of age and above | 6.90 "         | 6.90 "         |
| Elevator Operator, under 18 years of age     | 5.50 "         | 5.50 "         |
| Bell-boy                                     | 5.50 "         | 5.50 "         |
| Linen-Keeper                                 | 7.70 "         | 7.70 "         |
| Assistant linen-keeper                       | 6.60 "         | 6.60 "         |

# LAUNDRY EMPLOYEES (CLASSIFIED)

|                                                           |            |            |
|-----------------------------------------------------------|------------|------------|
| Drier and preparer, male & female (under 18 years of age) | 15 per day | 30 Per day |
| Drier and Preparer, male (18 yrs of age & under)          | 75         | 95         |
| Drier & preparer, female (18 yrs of age & above)          | 55         | 75         |
| Ironer, hand, male & female (under 18 yrs of age)         | 15         | 30         |
| Ironer, hand, male (18 yrs of age & above)                | 75         | 95         |
| Ironer, hand, female (18 yrs of age & above)              | 55         | 75         |
| Ironer, machine, male & female (under 18 yrs)             | 15         | 30         |
| Ironer, machine, male (18 yrs of age & above)             | 75         | 95         |
| Ironer, machine female (18 yrs of age & above)            | 55         | 75         |
| Ironer, chief, male                                       | 100        | 100        |
| Ironer, chief, female                                     | 85         | 85         |
| Sorter, (Class II)                                        | 90         | 90         |
| Sorter, (Class I)                                         | 100        | 100        |
| Washer, hand, female                                      | 45         | 45         |
| Washer, machine, male                                     | 100        | 100        |
| Washer, machine, female                                   | 45         | 45         |

Waiter  
Waitress

65  
60  
40

110  
75  
60

# HOTEL EMPLOYEES

FOLLOWING IS BASIC RATE FOR SECOND CATEGORY HOTEL  
FOR 1ST CATEGORY HOTEL AND 10%  
FOR 3RD CATEGORY HOTEL DEPEND 10%

|                                              |                |                |
|----------------------------------------------|----------------|----------------|
| Director                                     | 5700 monthly   | 6840 monthly   |
| Assistant Director                           | 5130 "         | 5700 "         |
| Secretary                                    | 15.15 per hour | 15.15 per hour |
| Assistant Secretary                          | 11.00 "        | 12.10 "        |
| Desk Clerk                                   | 11.00 "        | 12.10 "        |
| Head Porter                                  | 11.00 "        | 12.10 "        |
| Assistant Head Porter                        | 9.65 "         | 11.00 "        |
| Porter                                       | 6.90 "         | 6.90 "         |
| Operating Engineer                           | 9.65 "         | 12.10 "        |
| Upholsterer                                  | 9.65 "         | 12.10 "        |
| Maid                                         | 6.90 "         | 6.90 "         |
| Assistant Maid                               | 5.50 "         | 5.50 "         |
| Elevator Operator, 18 years of age and above | 6.90 "         | 6.90 "         |
| Elevator Operator, under 18 years of age     | 5.50 "         | 5.50 "         |
| Bell-boy                                     | 5.50 "         | 5.50 "         |
| Linen-keeper                                 | 7.70 "         | 7.70 "         |
| Assistant linen-keeper                       | 6.60 "         | 6.60 "         |

## LAUNDRY EMPLOYEES (CLASSIFIED)

|                                                           |            |            |
|-----------------------------------------------------------|------------|------------|
| Drier and preparer, male & female (under 18 years of age) | 15 Per day | 30 Per day |
| Drier and Preparer, male (18 yrs of age & under)          | 75         | 95         |
| Drier & preparer, female (18 yrs of age & above)          | 55         | 75         |
| Ironer, hand, male & female (under 18 yrs of age)         | 15         | 30         |
| Ironer, hand, male (18 yrs of age & above)                | 75         | 95         |
| Ironer, hand, female (18 yrs of age & above)              | 55         | 75         |
| Ironer, machine, male & female (under 18 yrs)             | 15         | 30         |
| Ironer, machine, male (18 yrs of age & above)             | 75         | 95         |
| Ironer, machine female (18 yrs of age & above)            | 55         | 75         |
| Ironer, chief, male                                       | 100        | 100        |
| Ironer, chief, female                                     | 85         | 85         |
| Sorter, (Class II)                                        | 90         | 90         |
| Sorter, (Class I)                                         | 100        | 100        |
| Washer, hand, female                                      | 45         | 45         |
| Washer, machine, male                                     | 75         | 100        |
| Washer, machine, female                                   | 55         | 65         |

NOTE: Concerning Hotel Employees, including those classified as domestic but working in hotels, all work in excess of the normal eight-hour day will be paid at the regular hourly rate. The basic rule of time and one-half is not applicable.

APPENDIX "E" to AFHQ Admin Memo No. 34 (cont'd)

Revised 228  
ga

| GRADE                                                           | RATE PER DAY |      |
|-----------------------------------------------------------------|--------------|------|
|                                                                 | Min.         | Max. |
| Diver (plus additional hourly rate of 35 lire when under water) |              |      |
| Traughtsmen (leadsmen)                                          | 100          | 110  |
| Driller, ships' plates                                          | 80           | 120  |
| Leadman                                                         | 140          | 115  |
| Master (superintendent)                                         | 185          | 160  |
| Master (salvage hand)                                           | 85           | 225  |
| Mechanic, ship gear                                             | 80           | 110  |
| Pilot (rate to be fixed at discretion of employing service)     |              | 120  |
| Quartermaster (asst-Supt)                                       | 155          | 190  |
| Quartermaster                                                   | 130          | 160  |
| Rigger                                                          | 90           | 130  |
| Rivetter, ship                                                  | 80           | 115  |
| Sailmaker                                                       | 80           | 115  |
| Salvage Hand                                                    | 70           | 90   |
| Shipfitter                                                      | 90           | 135  |
| Shipwright                                                      | 90           | 135  |
| <u>SEAGOING RATES (SCHOONERS)</u>                               |              |      |
| Master and chief Engineer                                       |              | 250  |
| 1st Officer and 1st Engineer                                    |              | 200  |
| 2nd Officer and 2nd Engineer                                    |              | 180  |
| 3rd Officer and 3rd Engineer                                    |              | 170  |
| Bo'sun                                                          |              | 150  |
| Cook or Steward                                                 |              | 140  |
| Seaman                                                          |              | 130  |
| <u>HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT ETC.</u>            |              |      |
| Master                                                          |              | 180  |
| Mate                                                            |              | 140  |
| Engineer                                                        |              | 140  |
| Cook or Steward                                                 |              | 120  |
| Seaman                                                          |              | 120  |
| Stoker or Fireman                                               |              | 125  |
| <u>BARGES &amp; LIGHTERS</u>                                    |              |      |
| Bargehand                                                       | 85           | 105  |
| Master Bargehand                                                | 100          | 120  |
| <u>DOMESTIC EMPLOYEES (CLASSIFIED)</u>                          |              |      |
| <u>MESS &amp; HOSPITALS</u>                                     |              |      |
| Caretaker Guard (Monthly)                                       |              | 2640 |
| Chef                                                            | 75           | 110  |
| Cleaner, officers' quarters, male                               | 65           | 80   |
| Cleaner, officers' quarters, female                             | 50           | 70   |
| Cook                                                            | 75           | 100  |
| Dish Washer                                                     |              |      |

Driller, ships' plates 100 120  
 Leadingman 80 115  
 Master (superintendent) 140 160  
 Master (salvage hand) 185 225  
 Mechanic, ship gear 85 110  
 Pilot (rate to be fixed at discretion of employing service) 80 120

Quartermaster (asst-Supt) 155 190  
 Quartermaster 130 160  
 Rigger 90 130  
 Rivetter, ship 80 115  
 Sailmaker 80 115  
 Salvage Hand 70 90  
 Shipfitter 90 135  
 Shipwright 90 135

#### SEAGOING RATES (SCHOONERS)

Master and chief Engineer 250  
 1st Officer and 1st Engineer 200  
 2nd Officer and 2nd Engineer 180  
 3rd Officer and 3rd Engineer 170  
 Bo'sun 150  
 Cook or Steward 140  
 Seaman 130

#### HARBOR CRAFT RATES - TUGS, L.T.S., "Z" CRAFT ETC.

Master 180  
 Mate 140  
 Engineer 140  
 Cook or Steward 120  
 Seaman 120  
 Stoker or Fireman 125

#### BARGES & LIGHTERS

Bargee 85 105  
 Master Bargee 100 120

#### DOMESTIC EMPLOYEES (CLASSIFIED)

##### MESS & HOSPITALS

Caretaker Guard (Monthly) 2640  
 Chef 110  
 Cleaner, officers' quarters, male 80  
 Cleaner, officers' quarters, female 70  
 Cook 75  
 Dish Washer 100  
 Gardener (10 hour day) 55  
 55

## APPENDIX "H" to AFHQ Adm Memo No. 34

COST OF LIVING BONUS AUTHORIZED BY PARAGRAPH 6

1. Bonus for Italian Civilian Employees other than those covered by paragraph 2 of this Appendix.

a. Daily Wage Group(1) Adult Group

|                                      | <u>Basic Wage</u> | <u>+Maximum Permissible<br/>bonus per day</u> |
|--------------------------------------|-------------------|-----------------------------------------------|
| Up to and including 120 lire per day |                   | 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 lire and above              |                   | 55 lire                                       |

(2) Juveniles may be paid a cost-of-living bonus up to 29 liras per day.

Notes: Absentent 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 employing service.

b. Monthly Wage Group  
(1) Adult Group

|                                    | <u>Basic Wage</u> | <u>+ Maximum Permissible<br/>Bonus per month</u> |
|------------------------------------|-------------------|--------------------------------------------------|
| Up to and including 3000 per month |                   | 1950 lire                                        |
| from 3001 to 3100 lire             |                   | 1920 lire                                        |
| From 3101 to 3200 lire             |                   | 1870 lire                                        |
| From 3201 to 3300 lire             |                   | 1820 lire                                        |
| From 3301 to 3400 lire             |                   | 1770 lire                                        |
| From 3401 to 3500 lire             |                   | 1720 lire                                        |
| From 3501 to 5000 lire             |                   | 1690 lire                                        |
| From 5001 to 5100 lire             |                   | 1620 lire                                        |
| From 5101 to 5200 lire             |                   | 1570 lire                                        |
| From 5201 to 5300 lire             |                   | 1520 lire                                        |
| From 5301 to 5400 lire             |                   | 1470 lire                                        |
| From 5401 lire and above           |                   | 1430 lire                                        |

(2) Juveniles May be paid a cost-of-living bonus up to 754 lire

(1) Adult GroupBasic Wage

Up to and including 120 lire per day  
 From 121 to 125 lire  
 From 126 to 130 lire  
 From 131 to 135 lire  
 From 136 to 165 lire  
 From 166 to 170 lire  
 From 171 to 175 lire  
 From 176 to 180 lire  
 From 181 lire and above

+Maximum Permissiblebonus per day

75 lire  
 72 lire  
 70 lire  
 67 lire  
 65 lire  
 62 lire  
 60 lire  
 57 lire  
 55 lire

(2) Juveniles may be paid a cost-of-living bonus up to 29 liras 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 employing service.

b. Monthly Wage Group(1) adult GroupBasic Wage

Up to and including 3000 per month  
 from 3001 to 3100 lire  
 From 3101 to 3200 lire  
 From 3201 to 3300 lire  
 From 3301 to 3400 lire  
 From 3401 to 3500 lire  
 From 3501 to 5000 lire  
 From 5001 to 5100 lire  
 From 5101 to 5200 lire  
 From 5201 to 5300 lire  
 From 5301 to 5400 lire  
 From 5401 lire and above

+ Maximum PermissibleBonus per month

1950 lire  
 1920 lire  
 1870 lire  
 1820 lire  
 1770 lire  
 1720 lire  
 1690 lire  
 1620 lire  
 1570 lire  
 1520 lire  
 1470 lire  
 1430 lire

(2) 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 "C" to AFHQ Adm Memo No. 34

| <u>SKILLED &amp; UNSKILLED</u> |                             | <u>(SARDINIA)</u>                    |  |
|--------------------------------|-----------------------------|--------------------------------------|--|
| <u>Classification</u>          | <u>Hourly Rate<br/>lire</u> | <u>Daily Rate (8 hours)<br/>lire</u> |  |
| Skilled workers                | 9.90                        | 79.00                                |  |
| Semi-skilled workers           | 9.58                        | 76.60                                |  |
| Unskilled workers              | 7.33                        | 58.60                                |  |
| Female workers                 | 4.98                        | 39.80                                |  |
| Apprentices                    | 5.68                        | 45.40                                |  |

| <u>PROFESSIONAL &amp; OFFICE GRADE</u> |  | <u>(LIA)</u>            |  |
|----------------------------------------|--|-------------------------|--|
|                                        |  | <u>Monthly<br/>Lire</u> |  |
| College or Undergraduate with degrees  |  | 4,000                   |  |
| High School Graduate                   |  | 2,400                   |  |
| Others                                 |  | 1,250                   |  |

## APPENDIX "H" to AFHQ Adm Memo No. 34 (cont'd)

2. Bonus for Italian Civilians Employed in Allied Hotels, Clubs, and Messes and other Employees whose wages are paid partly in kind.

a. Adult Group

+Maximum Permissible  
Bonus per month

|                                         |           |
|-----------------------------------------|-----------|
| Up to and including 3600 lire per month | 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  |

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

- + These maxima are liable to modification by the action of local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945.

24

4046  
✓  
AIRMAIL COMMISSION  
APO 354  
G-1 Section Civilian Personnel

Ref Civ Pers/ 892

13 July 1945

Subject . Employment of Civilian Personnel

To . All Concerned.

1. As agreed at the Establishment Section Meeting of 9 July 1945, the employment of personnel for duty in this Headquarters Building has been delegated to a greater extent to the office of G-1 Section Civilian Personnel.

2. So that fair consideration may be given to all prospective employees whom have already been registered with G-1 Section Civilian Personnel Office, independent recruiting as authorized, and practiced in the past will be minimized to the extent as mentioned below.

3. The attached form has been adopted for use in this Headquarters, and will be used by all Sections and Sub-Commissions requiring additional civilian staff. Recommended applicant will be contacted after a three day period if any difficulty or delay is experienced in the selecting of satisfactory applicants already on file with this office.

4. Civilians will not be directed to this office, as has been the practice in the past, with a request for their employment. The above instructions - as outlined above, and set forth on CIV PERS FORM 18 will be complied with.

5. Additional Forms (Civ Pers Forms 18) may be obtained from this office.

*N. P. Theodore*  
N. P. THEODORE  
1st Lt. AGE.  
Ass't G-1 (A).

DISTRIBUTION  
"C"

1 Incl.  
CIV PERS FORM 18

16 JUL 1945

# HEADQUARTERS ALLIED COMMISSION

Section

A P C 394

Reference No. \_\_\_\_\_ 1945

SUBJECT. Request for Civilian Personnel

TO . G-1 (A) Section Civilian Personnel.

1. Request that this office be assigned the following civilian personnel;

Proposed Grade \_\_\_\_\_

Total Required \_\_\_\_\_

LIST NECESSARY QUALIFICATIONS; MALE ☐ FEMALE ☐

When requesting Personnel in the Grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.

2. Applicants should be referred for interview to \_\_\_\_\_  
located in Room \_\_\_\_\_ on the \_\_\_\_\_ floor.

3. In compliance with your Ltr Civ Pers No. 892 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available;

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

TO . 3-1 (A) Section Civilian Personnel.

1. Request that this office be assigned the following civilian personnel;

Proposed Grade \_\_\_\_\_  
Total Required \_\_\_\_\_

LIST NECESSARY QUALIFICATIONS; MALE ☐ FEMALE ☐

When requesting Personnel in the Grade of Junior Administrative Assistant or any higher position CIV PERS FORM 2 will be used and attached as an inclosure to this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Applicants should be referred for interview to \_\_\_\_\_  
Located in Room \_\_\_\_\_ on the \_\_\_\_\_ floor.

3. In compliance with your Ltr Civ Pers No. 392 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available;

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Designation

CIV PERS FORM 18  
July 45

## HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

Ref Civ Pers/864

3 July 1945

Subject. Annual Leave of Absence - Locally Employed Civilians.

To . All Concerned.

1. Attention is directed to paragraph 5 AFHQ Administrative Memorandum 47, dtd 16 Nov. 44.

"5. LEAVE"

a. Annual Leave with Pay - Leave with pay at the rate of one half (1/2) day per month may be accumulated by monthly paid employees in clerical and administrative grades who have served in the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except under the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. Under no circumstances will pay in lieu of leave be given.

b. Leave Without Pay - Leave without pay may be granted for any period, under circumstances approved by the Commanding Officer of the Military unit or establishment."

2. The attached form has been adopted for use in this Headquarters to insure that no civilian receives a surplus amount of authorized leave with pay, which may otherwise occur in the event of a transfer to another Allied unit or in a re-assignment to another section.

3. Each employing section will be required to complete form, and forward same to G-1 Section Civilian Personnel for approval prior to granting of leave.

4. Any leave with pay or otherwise, granted prior to issuance of these instructions will be entered on inclosed form in the same manner and forwarded immediately to this office, where it will be placed in employees personnel file.

5. Additional forms may be had upon request directed to this office.

*M. P. H. H. H.*  
B. H. H. H. H.

1. Attention is directed to paragraph 5 ARHQ Administrative Memorandum 47, dtd 16 Nov. 44.

"5. LEAVE"

a. Annual Leave with Pay - Leave with pay at the rate of one half (1/2) day per month may be accumulated by monthly paid employees in clerical and administrative grades who have served in the Armed Forces satisfactorily for six (6) months or more with the same Employing Service, to accrue from date of employment. Annual leave with pay will be granted to employees whose service has been satisfactory, and if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except under the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. Under no circumstances will pay in lieu of leave be given.

b. Leave Without Pay - Leave without pay may be granted for any period, under circumstances approved by the Commanding Officer of the Military unit or establishment."

2. The attached form has been adopted for use in this Headquarters to insure that no civilian receives a surplus amount of authorized leave with pay, which may otherwise occur in the event of a transfer to another Allied unit or in a re-assignment to another section.

3. Each employing station will be required to complete form, and forward same to G-1 Section Civilian Personnel for approval prior to granting of leave.

4. Any leave with pay or otherwise, granted prior to issuance of these instructions will be entered on inclosed form in the same manner and forwarded immediately to this office, where it will be placed in employees personal file.

5. Additional forms may be had upon request directed to this office.

*M. P. Theodore*  
M. P. THEODORE  
1st Lt. AGD.  
Ass't G-1 (A).

1 Incl.

Civilian Employee's Leave - Application Form.

DISTRIBUTION

"C"

(Incl. 1, Ltr Civ Pers/564 dtd 3 July 1945.)

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME \_\_\_\_\_

IDENT NO. \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_

DATE EMPLOYMENT BEGAN \_\_\_\_\_

Leaves taken, granted or requested  
(Show inclusive Dates)

From \_\_\_\_\_ To \_\_\_\_\_ Total Days \_\_\_\_\_

Requesting authority & Reason  
With Pay or Without Pay  
(W/P) (W-O/P)

(See Reverse Side)  
(1)

1st IND.

SUBJECT. Leave of Absence for \_\_\_\_\_

To \_\_\_\_\_

1. Leave without pay for \_\_\_\_\_ days commencing \_\_\_\_\_  
Sub-Commission or Sect. \_\_\_\_\_

hereby authorized.

Date \_\_\_\_\_ 1945

N. P. THEODORE  
1st Lt. AGD.  
Ass't G-1 (A)

(To be submitted in duplicate)

CIV PERS FORM 17

July 45

1219

|                                                             |                             |                                                                           |  |
|-------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|--|
| NAME _____                                                  |                             | IDENT NO. _____                                                           |  |
| EMPLOYED BY _____                                           |                             |                                                                           |  |
| DATE EMPLOYMENT BEGAN _____                                 |                             |                                                                           |  |
| Leaves taken, granted or requested<br>(Show inclusive Date) |                             | Requesting authority & Reason<br>With Pay or without Pay<br>(W/P) (W-O/P) |  |
| From <input type="checkbox"/>                               | To <input type="checkbox"/> |                                                                           |  |
| Total Days                                                  |                             |                                                                           |  |

(See Reverse Side)  
(1)

SUBJECT. Leave of Absence for 1st INL.  
To \_\_\_\_\_  
1. Leave without pay for \_\_\_\_\_ days commencing \_\_\_\_\_  
Sub-Commission or Sect. \_\_\_\_\_  
hereby authorized.

Date \_\_\_\_\_ 1945  
(To be submitted in duplicate)

CIV PERS FORM 17  
July 45

N. P. THEODORE  
1st Lt. ACD.  
Ass't G-1 (A)

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN,

This is to certify that I have not received any leave with pay either in this Headquarters, or any other Allied unit, other than those days which were authorized.

\_\_\_\_\_  
(Signed)

1221

\_\_\_\_\_  
(Signed)

other than those days which were authorized.

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HEADQUARTERS ALLIED COMMISSION  
APO 304  
Section Civilian Personnel

MEMORANDUM

NUMBER 9

2 June 1945

Revised Basic Rates of Pay for Hotel Mess and Club Employees

1. Reference paragraph 3 (c) and appendix's "B" and "C" AIHQ Administrative Memorandum Number 47 dated 16 November 1945.
2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, the undermentioned Basic Rates of Pay are authorized for Hotel, Mess and Club Employees of the Allied Armed Forces employed within the Boundaries of Rome Province.
3. These rates supersede those for Hotel, Mess and Club Employees as set forth in above mentioned Memorandum.

RATES OF PAY FOR HOTEL EMPLOYEES OF THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE. EFFECTIVE 1 JUNE 1945.  
MONTHLY RATES

| GRADES                                                     | Scale of Pay |      |
|------------------------------------------------------------|--------------|------|
|                                                            | Min.         | Max. |
| Manager                                                    | 4500         | 8500 |
| Asst. Manager, Head Receptionist or personnel controller.  | 3500         | 6500 |
| Chief Cashier                                              | 3000         | 5500 |
| Book-Keeper                                                | 2500         | 4500 |
| Hall Porter                                                | 3000         | 6500 |
| Porter                                                     | 2500         | 3300 |
| Hotel Watchman                                             | 2700         | 3900 |
| Telephone Operator (Male or Female) (English Speaking)     | 2100         | 3600 |
| Telephone Operator (Male or Female) (non English Speaking) | 2000         | 2500 |
| Telephone Operator                                         | 2500         | 2800 |
| Bell Boy (under 18 yrs of age)                             | 2500         | 2800 |
| Handyman                                                   | -            | 1550 |
| Head Waiter                                                | 2500         | 3300 |
| Waiter                                                     | 3400         | 6500 |
| Waitress                                                   | 2700         | 4400 |
| Asst. Waiter                                               | 2200         | 3100 |
| Barman                                                     | 2500         | 2800 |
| Head Cook or chef                                          | 3500         | 4500 |
| Cook                                                       | 2900         | 8700 |
| Asst. Cook                                                 | 2700         | 5000 |
| Asst. Cook                                                 | 2500         | 3500 |

1. Reference paragraph 3 of Administrative Memorandum Number 47 dated 16 November 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, the undermentioned Basic Rates of Pay are authorized for Hotel, Mess and Club Employees of the Allied Armed Forces employed within the boundaries of Rome Province.

3. These rates supersede those for Hotel, and Mess and Club Employees as set forth in above mentioned memorandum.

RATES OF PAY FOR HOTEL EMPLOYEES ON THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE. EFFECTIVE 1 JUNE 1945.

MONTHLY RATES

| GRADES                                                    | Scale of Pay |      |
|-----------------------------------------------------------|--------------|------|
|                                                           | Min.         | Max. |
| Manager                                                   | 4500         | 8500 |
| Asst. Manager, Head Receptionist or personnel controller. | 3500         | 6500 |
| Chief Cashier                                             | 3000         | 5500 |
| Book-keeper                                               | 2500         | 4500 |
| Hall Porter                                               | 3000         | 6500 |
| Porter                                                    | 2500         | 3300 |
| Hotel Watchman                                            | 2700         | 3900 |
| Telephone Operator (Male or Female)                       | 2100         | 3600 |
| (English Speaking)                                        |              |      |
| Telephone Operator (Male or Female)                       | 2000         | 2500 |
| (non English Speaking)                                    |              |      |
| Slave Operator                                            | 2500         | 2800 |
| Bell Boy                                                  | 2500         | 2800 |
| Bell Boy (under 16 yrs of age)                            | -            | 1650 |
| Handyman                                                  | 2500         | 3300 |
| Head Waiter                                               | 3400         | 6500 |
| Waiter                                                    | 2700         | 4400 |
| Waitress                                                  | 2200         | 3100 |
| Asst. Waiter                                              | 2500         | 2800 |
| Burnian                                                   | 3500         | 4500 |
| Head Cook or chef                                         | 2900         | 8000 |
| Cook                                                      | 2700         | 5000 |
| Asst. Cook                                                | 2500         | 3500 |
| Pot and Utensil Washer                                    | 2700         | 3300 |
| Dishwasher                                                | 2500         | 3000 |
| Storeman, Pantyman                                        | 2500         | 4500 |
| Still Room Hand                                           | 2500         | 3500 |
| Housekeeper (Female)                                      | 2100         | 4600 |
| Linen Keeper, Linen Hand (Female)                         | 2100         | 3600 |

contd.

(1)

21 JUNE 1945

1224

785016

| GRADES                                               | Scale of Pay |      |
|------------------------------------------------------|--------------|------|
|                                                      | Min.         | Max. |
| Chambermaid                                          | 2100         | 3000 |
| Laundry Hand (Male)                                  | 2700         | 4000 |
| Laundry Hand (female or Ironing men)                 | 2100         | 2900 |
| Hotel Plumber                                        | 2400         | 4000 |
| Hotel Electrician                                    | 2550         | 4500 |
| Hotel Painter                                        | 2550         | 4000 |
| Hotel Boilerman                                      | 2400         | 4000 |
| Hotel Carpenter                                      | 2400         | 4000 |
| Hotel Mason                                          | 2400         | 4000 |
| Juveniles (Male or female) (under 13 yrs all grades) | 2400         | 1650 |

NOTES:

1. Deduction for food. Wage rates will be reduced by thirty line per day so long as rations are being issued. Such reductions will be recorded on payroll forms.
2. Female Rates. Where female rates are not specified fifteen (15) per cent will be deducted from the male rate in the same classification.
3. Overtime and additional Pay. The standard working day for Hotel, Mess and Club employees will be regarded as one of 12 hrs duration, and overtime or additional pay is not authorized unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by A.S.G./AC. In any event payment of overtime or additional pay will only be made in Hotel, in which the civilian management is responsible for the entire administration and employment of labour. Overtime will in no case be paid to Hotel, Mess or Club Employees directly employed by the Allied Armed Forces.
4. These rates of pay are applicable and may be granted at the discretion of the Allied Military Manager with the concurrence of the Civilian Hotel Managers to the following:
  - listed classified "de luxe" hotels;
    - Ambassador Hotel
    - Grand Hotel
    - Bernini Hotel
    - Excelsior Hotel

For all other hotels taken over by the Allied Forces as going concerns the above rates of pay less a deduction of ten (10) per cent may be applied.

|                                                      |      |      |
|------------------------------------------------------|------|------|
| Laundry Room (female)                                | 2400 | 4500 |
| Hotel Plumber                                        | 2550 | 4000 |
| Hotel Electrician                                    | 2550 | 4000 |
| Hotel Painter                                        | 2400 | 4000 |
| Hotel Boilerman                                      | 2400 | 4000 |
| Hotel Carpenter                                      | 2400 | 4000 |
| Hotel Mason                                          | 2400 | 4000 |
| Juveniles (male or female) (under 18 yrs all grades) | 2400 | 1650 |

NOTES:

1. Deduction for food. Wage rates will be reduced by thirty lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.
2. Female Rates. Where female rates are not specified fifteen (15) per cent will be deducted from the male rate in the same classification.
3. Overtime and additional pay. The standard working day for Hotel, Mess and Club employees will be regarded as one of 12 hrs duration, and overtime or additional pay is not authorized unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by A.S.G./AC. In any event payment of overtime or additional pay will only be made in Hotel, in which the civilian management is responsible for the entire administration and management of labour. Overtime will in no case be paid to Hotel, Mess or Club Employees directly employed by the Allied Armed Forces.
4. These rates of pay are applicable and may be granted at the discretion of the Allied Military Manager with the concurrence of the Civilian Hotel Managers to the following:
  - Listed classified "de luxe" hotels;
    - Amassador Hotel
    - Grand Hotel
    - Bernini Hotel
    - Excelsior Hotel

For all other hotels taken over by the Allied Forces as going concerns the above rates of pay less a deduction of ten (10) per cent may be applied.

Ref. Civ Pers Memo 3 22 June 1945.

SALARY SCHEDULE FOR MESS AND CLUB EMPLOYEES OF THE ALLIED ARMED  
FORCES WITHIN THE BOUNDARIES OF ROSE PROVINCE.

MONTHLY RATES

| GRADES                                                    | Scale of pay |      |
|-----------------------------------------------------------|--------------|------|
|                                                           | Min          | Max. |
| Asst. Cook                                                | 2500         | 3500 |
| Asst. Manager                                             | 3000         | 5600 |
| Asst. waiter                                              | 2500         | 2800 |
| Barmen                                                    | 3500         | 4500 |
| Cashier                                                   | 2500         | 4200 |
| Cook                                                      | 2700         | 4800 |
| Dishwasher                                                | 2500         | 3000 |
| Handyman                                                  | 2500         | 3000 |
| Head Cook                                                 | 2900         | 6000 |
| Head Waiter                                               | 3000         | 5000 |
| Housekeeper (female)                                      | 2400         | 4000 |
| Laundry hand (male)                                       | 2700         | 3800 |
| Linen keeper, Linen hand (female)                         | 2100         | 3600 |
| Manager                                                   | 3900         | 7000 |
| Orderly, British Mess                                     | 2500         | 3000 |
| Waiter                                                    | 2700         | 3700 |
| Waitress                                                  | 2000         | 3100 |
| Juvenile (male & female) (under 18 yrs of age all grades) | -            | 1650 |

NOTES:

1. Wage rates will be reduced by 30 lire per day so long as rationations are being issued. Such reductions will be recorded on payroll forms.
2. Overtime rates are not permissible for employees in Messes and Clubs.
3. Where female rates are not specific fifteen (15) per cent will be deducted from the male rate in the same classification.

"

N. F. THEODORE,  
1st Lt. AGD.,  
G-1 American.

DISTRIBUTION.  
"C"

(3)

13A

## MONTHLY RATES

| GRADES                                                    | Scale of pay |      |
|-----------------------------------------------------------|--------------|------|
|                                                           | Min          | Max. |
| Asst. Cook                                                | 2500         | 3500 |
| Asst. Manager                                             | 3000         | 3600 |
| Asst. waiter                                              | 2500         | 2800 |
| Bartender                                                 | 3500         | 4500 |
| Cashier                                                   | 2500         | 4200 |
| Cook                                                      | 2700         | 4800 |
| Dishwasher                                                | 2500         | 3000 |
| Handyman                                                  | 2500         | 3000 |
| Head Cook                                                 | 2900         | 6000 |
| Head Waiter                                               | 3000         | 5000 |
| Housekeeper (female)                                      | 2400         | 4000 |
| Laundry hand (male)                                       | 2700         | 3800 |
| Linen keeper, linen hand (female)                         | 2100         | 3600 |
| Manager                                                   | 3900         | 7000 |
| Orderly, British Mess                                     | 2500         | 3000 |
| Waiter                                                    | 2700         | 3700 |
| Waitress                                                  | 2000         | 3100 |
| Juvenile (male & female) (under 18 yrs of age all grades) | -            | 1650 |

## NOTES:

1. Wage rates will be reduced by 30 lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.
2. Overtime rates are not permissible for employees in Messes and Clubs.
3. Where female rates are not specific fifteen (15) per cent will be deducted from the male rate in the same classification.

## DISTRIBUTION.

"C"

(3)

M. P. THEODORE,  
1st Lt. AGD.,  
G-1 American.

THE QUARTERS ALLIED COMMISSION  
AFO 394  
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 8

22 June 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYED BY THE ALLIED FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE HOTEL, CLUB AND MESS GRADES.

1. Reference G-1 Section Civilian Personnel, Memorandum Number 2, dated 19 March 1945, and paragraph 2, Appendix "B" AFHQ Administrative Memorandum Number 18, dated 24 March 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, the following changes effective 1 June 45 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

APPENDIX "B"

COST OF LIVING BONUS FOR ITALIAN CIVILIANS EMPLOYED IN ALLIED HOTEL, CLUBS AND MESSES WITHIN THE BOUNDARIES OF ROME PROVINCE.

(a) Adult Group

| <u>Basic Wage</u><br><u>Lire per month</u> | <u>Maximum Permissible Bonus</u><br><u>lire per month.</u> |
|--------------------------------------------|------------------------------------------------------------|
| Up to and including 3600 lire              | 3125 lire                                                  |
| From 3601 to 3700 lire                     | 3075 lire                                                  |
| From 3701 to 3800 lire                     | 3025 lire                                                  |
| From 3801 to 4000 lire                     | 2975 lire                                                  |
| From 4001 to 5000 lire                     | 2925 lire                                                  |
| From 5001 to 5100 lire                     | 2875 lire                                                  |
| From 5101 to 5200 lire                     | 2825 lire                                                  |
| From 5201 lire and above.                  | 2775 lire                                                  |

(b) Juveniles (Male and Female), under 18 years of age may be paid a cost of living bonus up to 730 lire per month.

H. P. McLaughlin  
H. P. McLaughlin,  
1st Lt. AGD.,  
G-1 American.

DISTRIBUTION  
"C"

# HEADQUARTERS ALLIED COMMISSION

AFQ 394

G-1 Section Civilian Personnel

MEMORANDUM

NUMBER 7 )

26 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE

MONTHLY WAGE GROUP

(EXCEPT HOTEL, MESS AND CLUB GRADES)

1. Reference par. 2, G-1 Section Civilian Personnel, Memorandum Number 2, dated 19 March 1945, and par. 2, Appendix "A" AFHQ Administrative Memorandum Number 18, dated 24 March 1945.
2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

## APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE  
(MONTHLY WAGE GROUP ONLY)

2. Monthly Wage Group. (Including Chief Foremen - Artisan, Skilled and Unskilled grades).

(a) Adult Group.

Basic Wage  
lire per month

Maximum permissible bonus.  
lire per month

Male Female

Up to and including 3000 lire  
From 3001 to 3100 lire  
From 3101 to 3200 lire  
From 3201 to 3300 lire  
From 3301 to 3400 lire  
From 3401 to 3500 lire  
From 3501 to 5000 lire  
From 5001 to 5100 lire  
From 5101 to 5200 lire  
From 5201 to 5300 lire  
From 5301 to 5400 lire  
From 5401 to 10000 lire  
10001 lire and above

4550 lire  
4520 lire  
4470 lire  
4420 lire  
4370 lire  
4320 lire  
4290 lire  
4220 lire  
4170 lire  
4120 lire  
4070 lire  
4030 lire  
2730 lire

2600 lire  
2570 lire  
2520 lire  
2470 lire  
2420 lire  
2370 lire  
2340 lire  
2270 lire  
2220 lire  
2170 lire  
2120 lire  
2080 lire  
1755 lire

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

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located within the boundaries of Rome Province.

# APPENDIX "A"

## COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE (MONTHLY WAGE GROUP ONLY)

2. Monthly Wage Group. (Including Chief Foremen - Artisan, Skilled and Unskilled grades).
- (a) Adult Group.

| Basic Wage<br>lire per month  | Maximum permissible bonus,<br>lire per month |           |
|-------------------------------|----------------------------------------------|-----------|
|                               | Male                                         | Female    |
| Up to and including 3000 lire | 4550 lire                                    | 2600 lire |
| From 3001 to 3100 lire        | 4520 lire                                    | 2570 lire |
| From 3101 to 3200 lire        | 4470 lire                                    | 2520 lire |
| From 3201 to 3300 lire        | 4420 lire                                    | 2470 lire |
| From 3301 to 3400 lire        | 4370 lire                                    | 2420 lire |
| From 3401 to 3500 lire        | 4320 lire                                    | 2370 lire |
| From 3501 to 5000 lire        | 4290 lire                                    | 2340 lire |
| From 5001 to 5100 lire        | 4220 lire                                    | 2270 lire |
| From 5101 to 5200 lire        | 4170 lire                                    | 2220 lire |
| From 5201 to 5300 lire        | 4120 lire                                    | 2170 lire |
| From 5301 to 5400 lire        | 4070 lire                                    | 2120 lire |
| From 5401 to 10000 lire       | 4030 lire                                    | 2080 lire |
| 10001 lire and above          | 2730 lire                                    | 1755 lire |

(b) Juveniles may still only be paid a cost of living bonus up to 754 lire per month.

Note. Abatement at the rate of 104 lire per month will

Handwritten calculations:

11500  
2710  
13790

10500  
2626  
13126

2340  
1690  
650

4800  
2176  
13176

4030  
104  
3926

41030-52  
3926  
184

be made from the maximum permissible bonus under (a) and (b) when full rations, i.e. all meals are provided to the employees by the employing service.

DISTRIBUTION  
"C"

*W. W. DRAGETTER*  
Lt. Col. AGD.  
G-1 American

## HEADQUARTERS ALLIED COMMISSION

APO 394

## G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 6 )

15 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE DAILY WAGE GROUP

1. Reference par. 1, G-1 Section Civilian Personnel Memorandum Number 2, dated 19 March 1945, and Appendix "A", AFHQ Administrative Memorandum Number 18, dated 24 March 1945.

2. As determined by the Local Sub-Committee of the Labor and Wages Control Committee, per authority contained in AFHQ Administrative Memorandum Number 25, dated 18 April 1945, the following changes effective 1 May 1945 are published for necessary action by employing units of the Allied Commission located in Rome and its Province.

APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE

(DAILY WAGE GROUP ONLY).

(a) Adult Group

|                              | Basic Wage   |  | Max. Permissible bonus |        |
|------------------------------|--------------|--|------------------------|--------|
|                              | Lire per day |  | Male                   | Female |
|                              |              |  | lire per day           |        |
| Up to and including 120 lire |              |  | 175                    | 100    |
| From 121 to 125 lire         |              |  | 172                    | 97     |
| From 126 to 130 lire         |              |  | 170                    | 95     |
| From 131 to 135 lire         |              |  | 167                    | 92     |
| From 136 to 165 lire         |              |  | 165                    | 90     |
| From 166 to 170 lire         |              |  | 162                    | 87     |
| From 171 to 175 lire         |              |  | 160                    | 85     |
| From 176 to 180 lire         |              |  | 157                    | 82     |
| 181 and above                |              |  | 155                    | 80     |

(b) Juveniles, (male and female), under 18 years of age may be paid a cost of living bonus up to 69 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

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE DAILY WAGE GROUP

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APPENDIX "A"

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE  
(DAILY WAGE GROUP ONLY).

(a) Adult Group

| Basic Wage<br>Lire per day   | Max. Permissible bonus |        |
|------------------------------|------------------------|--------|
|                              | Male                   | Female |
| Up to and including 120 lire | 175                    | 100    |
| From 121 to 125 lire         | 172                    | 97     |
| From 126 to 130 lire         | 170                    | 95     |
| From 131 to 135 lire         | 167                    | 92     |
| From 136 to 140 lire         | 165                    | 90     |
| From 141 to 145 lire         | 162                    | 87     |
| From 146 to 150 lire         | 160                    | 85     |
| From 151 to 155 lire         | 157                    | 82     |
| From 156 to 160 lire         | 155                    | 80     |

(b) Juveniles, (male and female), under 18 years of age may be paid a cost of living bonus up to 69 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.

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"C"

*W. W. Dragneff*  
N. W. DRAGNEFF,  
Lt. Col. AGD.,  
G-1 American

RESTRICTED

HEADQUARTERS

MEDITERRANEAN THEATER OF OPERATIONS

UNITED STATES ARMY

APO 512

RHE/lja

AG 248.5/700 D-C

8 May 1945

SUBJECT: Wage Entry on Civilian Accident and Social Insurance Reports.

TO : All Concerned.

1. References: AFHQ Administrative Memorandum Number 61, 16 December 1944.  
 MATOUSA Circular Number 74, 23 May 1944.

2. Workmen's Compensation and Social Insurance are available to civilian employees of the US Forces in accordance with the provisions of reference publications. When an employee becomes eligible for the benefits described therein, the employing unit must complete the prescribed form on behalf of the employee.

3. The amount of compensation provided the individual is based upon his wage rate. This rate is entered by the employing unit as Item Number 9 on Social Insurance Form SI-1 and as Item Number 3 on the standard Workmen's Accident Report.

4. It has been agreed by the Italian Government and all Allied employers of labor that, in completing Social Insurance Form SI-1 and the standard Workmen's Accident Report, only the Allied Forces Basic Wage will be reported. Italian officials will then make the adjustments necessary to translate this figure into an amount comparable to that of the Italian private industry basic wage.

BY COMMAND OF GENERAL MCNARNEY:

Reproduced by Hq. Allied Commission,  
 G-1 Sect. Civ Pers. 11 May 45.

/s/ R. H. Freese  
 R. H. FRESE  
 Maj. AGD.  
 Asst Adjutant General

Ref Civ Pers/727

1st Ind.

NWD/jl

Hq. Allied Commission, G-1 Sect. Civ Pers., APO 394, 11 May 1945.  
 TC: See Distribution.

SUBJECT: Wage Entry on Civilian Accident and Social Insurance Reports.

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3. The amount of compensation provided the individual is based upon his wage rate. This rate is entered by the employer in Item Number 9 on Social Insurance Form SI-1 and as Item Number 3 on the standard Workmen's Accident Report.

4. It has been agreed by the Italian Government and all Allied employers of labor that, in completing Social Insurance Form SI-1 and the standard Workmen's Accident Report, only the Allied Forces Basic Wage will be reported. Italian officials will then make the adjustments necessary to translate this figure into an amount comparable to that of the Italian private industry basic wage.

BY COMMAND OF GENERAL MCARNEY:

Reproduced by Hq. Allied Commission,  
G-1 Sect. Civ Pers. 11 May 45.

/s/ R. H. Freese  
R. H. FRESE  
Maj. AGD.  
Asst Adjutant General

Ref Civ Pers/727

1st Ind.

NWD/jl

Hq. Allied Commission, G-1 Sect. Civ Pers., APC 394, 11 May 1945.  
TC: See Distribution.

1. For information and compliance, all Sections and Regions of Allied Commission maintaining Social Insurance Reports for locally employed civilians.

DISTRIBUTION

"D"

N. W. DRAGNETT,  
Lt. Col. AGD.  
G-1 American

REGISTERED

R E S T R I C T E D

8A

ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER

24 )

17 April 1945

E X T R A C TCondition 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, male         | 70  | 80  |

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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  
"D"R E S T R I C T E D

*4046 file* *7A*  
HEADQUARTERS ALLIED COMMISSION  
AFO 394  
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 5 )

18 April 1945

SOCIAL INSURANCE COVERAGE FOR  
ITALIAN CIVILIANS EMPLOYED DIRECTLY  
BY ALLIED FORCES

1. Letter Ref./268, Headquarters Allied Commission, G-1 Sect. Civ Pers., dtd 8 January 1945, is amended as follows:

Par. 2 b is rescinded and the following substituted therefor:

"(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employees must present themselves with appropriate card to the proper Istituto on the first day absent."

2. Sections are requested to inform employees of the above to insure them from forfeiture of any benefits which they may be entitled to receive.

*N. W. Dragneff*  
N. W. DRAGNEFF  
Lt. Col. AGD.  
G-1(A)

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HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

6

31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

"II- PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY, AND SARDINIA"

Section III, AFHQ Administrative Memorandum Number 65, 1944, is rescinded and the following substituted therefor:

1. Civilian employees when travelling on duty involving absence from the normal place of duty and home way, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Monthly Basic Wage

9,600 lire and more  
6,000 lire to 9,599 lire  
4,500 lire to 5,999 lire  
3,500 lire to 4,499 lire  
less than 3,500 lire

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

Daily Basic Wage

370 lire and more  
231 lire to 369 lire  
170 lire to 230 lire  
135 lire to 169 lire  
less than 135 lire

Daily Subsistence Allowance

250 lire  
225 lire  
175 lire  
150 lire  
125 lire

a. For absences of more than ten but 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 the Commanding Officer.

b. For absences involving procurement of sleeping accommodation by the traveller at his own expense, two fifths of

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.

2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, AFHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

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1. Civilian employees when travelling on duty involving absence from the normal place of duty and home way, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full days absence of 24 hours:

Daily Subsistence Allowance

Monthly Basic Wage

|                          |          |
|--------------------------|----------|
| 9,500 lire and more      | 250 lire |
| 6,000 lire to 9,500 lire | 225 lire |
| 4,500 lire to 5,999 lire | 175 lire |
| 3,500 lire to 4,499 lire | 150 lire |
| less than 3,500 lire     | 125 lire |

Daily Subsistence Allowance

Daily Basic Wage

|                      |          |
|----------------------|----------|
| 370 lire and more    | 250 lire |
| 231 lire to 369 lire | 225 lire |
| 170 lire to 230 lire | 175 lire |
| 135 lire to 169 lire | 150 lire |
| less than 135 lire   | 125 lire |

a. For absences of more than ten but 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 the Commanding Officer.

b. 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 a above.

2. No allowances are payable under paragraph a above if rations are provided in kind, or under paragraph b if quarters are provided.

RESTRICTED

RESUBMITTED

Hq AG., Estab. Sect. Memo No. 5. (Cont'd)

3. These rates will become effective for travel performed on and after 1 March 1945."

3. Travelling allowance will be claimed by the employee on the Special Claim Form (P/F35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority in the space provided on the Payment Voucher (P/F3). Supplies of Claim Form. (P/F35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

4. Nothing in this Establishment Memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

C. M. PARKIN,  
Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

J. L. JONES,  
Colonel,  
Executive Officer (R)

DISTRIBUTION  
"2"

Establishment memorandum as their authority in the space provided on the Payment Voucher (P/P3). Supplies of Claim Form, (P/P35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

4. Nothing in this Establishment memorandum shall be construed as bearing reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

C. M. PARKIN,  
Colonel, Infantry  
Actg Deputy Executive Commissioner

OFFICIAL:

A. L. JONES,  
Colonel,  
Executive Officer (B)

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"2"

DECLASSIFIED

RESTRICTED

ALLIED FORCE HEADQUARTERS  
APO 512

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        |                          |

- 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

1 2 4 3

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

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

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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

Basic Wage

Maximum  
Permissible Bonus

|                              |         |
|------------------------------|---------|
| 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 140 lire         | 65 lire |
| From 141 to 145 lire         | 62 lire |
| From 146 to 150 lire         | 60 lire |
| From 151 to 155 lire         | 57 lire |
| From 156 to 160 lire         | 55 lire |

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

# R E S T R I C T E D

AFHQ Adm Memo No. 18 (cont'd)

| <u>Basic Wage</u>             | <u>Maximum</u><br><u>Permissible Bonus</u> |
|-------------------------------|--------------------------------------------|
| Up to and including 3000 lire | 1950 lire                                  |
| From 3001 to 3100 lire        | 1920 lire                                  |
| From 3101 to 3200 lire        | 1870 lire                                  |
| From 3201 to 3300 lire        | 1820 lire                                  |
| From 3301 to 3400 lire        | 1770 lire                                  |
| From 3401 to 3500 lire        | 1720 lire                                  |
| From 3501 to 5000 lire        | 1690 lire                                  |
| From 5001 to 5100 lire        | 1620 lire                                  |
| From 5101 to 5200 lire        | 1570 lire                                  |
| From 5201 to 5300 lire        | 1520 lire                                  |
| From 5301 to 5400 lire        | 1470 lire                                  |
| 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 RATES ARE PAID PARTLY IN KIND.

### 1. Adult Group

| <u>Basic Wage</u>             | <u>Maximum</u><br><u>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, AGP.

From 3101 to 3200 lire  
 From 3201 to 3300 lire  
 From 3301 to 3400 lire  
 From 3401 to 3500 lire  
 From 3501 to 5000 lire  
 From 5001 to 5100 lire  
 From 5101 to 5200 lire  
 From 5201 to 5300 lire  
 From 5301 to 5400 lire  
 From 5401 and above

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

Basic Wage

Up to and including 3600 lire  
 From 3601 to 3700 lire  
 From 3701 to 3800 lire  
 From 3801 to 4900 lire  
 From 4901 to 5000 lire  
 From 5001 to 5100 lire  
 From 5101 to 5200 lire  
 From 5201 and above

Maximum  
 Permissible Bonus  
 1325 lire  
 1275 lire  
 1225 lire  
 1175 lire  
 1125 lire  
 1075 lire  
 1025 lire  
 955 lire

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Reproduced by HQ AC, G-1 Sect. Civ Pers,  
 APO 394, 27 Msr 45. NWD  
 S/ C. W. CHRISTENBERRY  
 Colonel, AGD.  
 Adjutant General

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"D"

-2-  
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HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 3 )

27 March 1945

CONDITIONS UNDER WHICH ITALIANS  
WILL BE EXEMPTED FROM THE MILITARY SERVICE

Headquarters Allied Commission, G-1 Sect. Civ Pers, Memorandum Number 1, dated 12 March 1945 is amended as follows:

1. Paragraph 2 b is amended by the addition of the following;

"For employing Sections of Headquarters Allied Commission, forms will be submitted directly to G-1 Section Civilian Personnel."

N. W. DRAGNETT  
Lt. Col. AGD.  
G-1(A)

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HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 2 )

19 March 1945

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

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

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

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

a. Adult Group

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

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

25 lire 29 lire

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

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

a. Adult Group

|                               | Maximum                                |            |
|-------------------------------|----------------------------------------|------------|
|                               | <u>Permissible Bonus</u><br><u>Old</u> | <u>New</u> |
| Up to and including 3000 lire | 1560 lire                              | 1950 lire  |
| From 3001 to 3100 lire        | 1530 "                                 | 1920 "     |
| 3101 to 3200 "                | 1480 "                                 | 1870 "     |
| 3201 to 3300 "                |                                        |            |

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

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

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

a. Adult Group

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

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

25 lire 29 lire

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

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

a. Adult Group

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

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

650 lire 754 lire

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

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

1. Adult Group (Increased 285 lire per month)

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

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

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

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

1. Adult Group (Increased 285 lire per month)

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

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

*029-1116*  
R. T. UHLER  
Lt. Col. AGD.  
G-1(A)

## RESTRICTED

ALLIED FORCE HEADQUARTERS  
APO 512

ADMINISTRATIVE MEMORANDUM )

NUMBER

15 )

13 March 1945

Conditions under which Italians will be exempted from the Military Service.....I  
Allied Force Basic Wage Scale.....II  
Rescission of Administrative Memorandum.....III

I--- CONDITIONS UNDER WHICH ITALIANS WILL BE EXEMPTED FROM THE MILITARY SERVICE.

AFHQ Administrative Memorandum Number 10, 1945, is amended as follows:

1. Delete the last sentence of paragraph 2a and substitute the following:

"Forms will be submitted in quadruplicate to the local British or United States Labor representative, except in the case of personnel employed by the Italian State Railways, forms for whom will be submitted direct to the Director Military Railway Service, Italy."

2. Paragraph 3a (16) is added as follows:

"(16) Director Military Railways Service, Italy."

II-- ALLIED FORCE BASIC WAGE SCALE

1. The following new grades will be added to the Allied Force Basic Wage Scale. These will become effective beginning with the first pay period after the receipt by the employing unit of this Administrative Memorandum. They are subject to the cost of living bonus at the rates and under the conditions prescribed by AFHQ Administrative Memorandum Number 62, 1944.

2. New Grades to be added to the Allied Force Basic Wage Scale

a. To Appendix "D" (Italy) to AFHQ Administrative Memorandum Number 47, 1944 (as amended),

"Locksmith

90 - 135 lire per day.

b. To Appendix "F" (Sicily) to AFHQ Administrative Memorandum Number 47, 1944 (as amended),

1252

Service.....I  
 Allied Force Basic Wage Scale.....II  
 Rescission of Administrative Memorandum.....III

I--- CONDITIONS UNDER WHICH ITALIANS WILL BE EXEMPTED FROM THE MILITARY SERVICE.

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1. Delete the last sentence of paragraph 2a and substitute the following:

"Forms will be submitted in quadruplicate to the local British or United States labor representative, except in the case of personnel employed by the Italian State Railways, forms for whom will be submitted direct to the Director Military Railway Service, Italy."

2. Paragraph 3a (16) is added as follows:

"(16) Director Military Railways Service, Italy."

II-- ALLIED FORCE BASIC WAGE SCALE

1. The following new grades will be added to the Allied Force Basic Wage Scale. These will become effective beginning with the first pay period after the receipt by the employing unit of this Administrative Memorandum. They are subject to the cost of living bonus at the rates and under the conditions prescribed by AFHQ Administrative Memorandum Number 62, 1944.

2. New Grades to be added to the Allied Force Basic Wage Scale

a. To Appendix "D" (Italy) to AFHQ Administrative Memorandum Number 47, 1944 (as amended),

"Locksmith

90 - 135 lire per day.

b. To Appendix "F" (Sicily) to AFHQ Administrative Memorandum Number 47, 1944 (as amended),

Medical Practitioner  
 Nursing Orderly  
 Caretaker (Cemetery)

30 - 40 lire per hour  
 80 - 105 lire per day  
 80 - 105 lire per day."

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AFHQ Administrative Memorandum No. 15, (cont'd)

3. The following deletion to be made from the Allied Force Basic Wage Scale.

Appendix "A" to AFHQ Administrative Memorandum Number 47, 1944.

"Prisoner of War Mail Examiner 3000 - 4000 lire per month"

III- RESCISSION OF ADMINISTRATIVE MEMORANDUM

AFHQ Administrative Memorandum Number 22, 1944 is rescinded.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

"Reproduced by G-1 Sect. Civ. Pers, Hq. Allied Commission  
APO 394, 16 March 1945.

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Appendix "A" to AFHQ Administrative Memorandum Number 47, 1944.

"Prisoner of War Mail Examiner 3000 - 4000 lire per month"

III- RESCISSION OF ADMINISTRATIVE MEMORANDUM

AFHQ Administrative Memorandum Number 22, 1944 is rescinded.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

"Reproduced by G-1 Sect. Civ. Pers, Hq. Allied Commission  
APO 394, 16 March 1945.

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2B  
HEADQUARTERS ALLIED COMMISSION  
APO 394  
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 1 )

12 March 1945

CONDITIONS UNDER WHICH ITALIANS  
WILL BE EXEMPTED FROM THE MILITARY SERVICE

The following supersedes all instructions previously issued by this headquarters regarding conditions under which Italian Civilians employed by the Allied Forces may be exempted from the Military Service. AFHQ Adm. Memo. No. 10, dtd 20 Feb 45, Copy atchd hereto, is authority.

1. General

a. As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian Personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied Manpower.

b. All Italians in AMG/AC employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below:

2. Initial Procedure - Application will be made for authority to retain in employment personnel subject to call in the following manner:

a. Application forms (Appendix "A") will be completed by the Regional Commissioner and/or Director of Sub-Commission of employing unit in respect of all personnel effected. Separate forms will be used for each individual for whom authority to retain in employment is requested.

b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initial action.

c. Regional Labor Supply Office will forward three (3) copies of the application form as follows;

Category I - Skilled Labor - To Chief of Special Staff  
Section at AFHQ.

Category II - All other Labor - To the appropriate exempting authorities, which in this case, as designated in AFHQ Adm Memo No. 10, is G-1 Section

1 2 5 6

The following supersedes all instructions previously issued by this headquarters regarding conditions under which Italian Civilians employed by the Allied Forces may be exempted from the Military Service. AFHQ Adm. Memo. No. 10, dtd 20 Feb 45, Copy atchd hereto, is authority.

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b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initial action.

c. Regional Labor Supply Office will forward three (3) copies of the application form as follows;

Category I - Skilled Labor - To Chief of Special Staff  
Section at AFHQ.

Category II - All other Labor - To the appropriate exempting authorities, which in this case, as designated in AFHQ Adm Memo No. 10, is G-1 Section Civilian Personnel, for the Chief Commissioner Allied Commission.

3. Approved Exemptions - Original certificate of exemption with It Italian HQ seal will be kept on file at Headquarters Allied Commission G-1 Section Civilian Personnel, where they may be shown by an Allied Officer to Italian authorities when necessary. A "Certified True Copy" of each exemption will be sent to the employing unit of person to whom it concerns.

1257  
Memo No. 1, G-1 Sect. Civ Pers. 10 (cont'd)

4. Refusal of Exemption- Where an application is refused, the employing unit may continue to employ such personnel until called up by the Italian Authorities.
5. Duration of Exemption - Exemptions granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and previous authority quoted. Prior to termination of initial exemption, every effort possible must be made by employing unit to replace exempted employees with personnel not within the Military Call Up Classes.
6. Notification - Upon release from employment of any exempted personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District.
7. Channels of Application -
  - a. Column No. 15 will be filled by Regional Commissioner, and or Director of Sub-Commission concerned.
  - b. Forms will be submitted through normal channels. Civilians must not be sent to this Headquarters to make their own application.
  - c. Care must be exercised in filling out applications as errors will cause refusal of application.

*R. T. Uhler*

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

2 Incls.

AFHQ Adm Memo No. 10 (Copy)  
Appx "A" & "B" to AFHQ Adm Memo No. 10.

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"D"

be submitted in the same manner except that the "RENEWAL" and previous authority quoted. Prior to termination of initial exemption, every effort possible must be made by employing unit to replace exempted employees with personnel not within the Military Call Up Classes.

6. Notification - Upon release from employment of any exempted personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District.

7. Channels of Application -

- a. Column No. 15 will be filled by Regional Commissioner, and or Director of Sub-Commission concerned.
- b. Forms will be submitted through normal channels. Civilians must not be sent to this Headquarters to make their own application.
- c. Care must be exercised in filling out applications as errors will cause refusal of application.

*R. T. Uhler*

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

2 Incls.

AFHQ Adm Memo No. 10 (Copy)  
Appx "A" & "B" to AFHQ Adm Memo No. 10.

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ALLIED FORCE HEADQUARTERS

APC 512

ADMINISTRATIVE MEMORANDUM No. 10.

20th February 1945.

CONDITIONS UNDER WHICH ITALIANS  
WILL BE EXEMPTED FROM THE MILITARY SERVICE

1. General.

(a) As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied manpower.

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

2. Initial Procedure.

Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

Category I - Skilled Labour employed in Military Installations.

Category II - All other Labour.

Forms will be submitted in quadruplicate to the local British or United States Labour representative.

(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

Category I - To appropriate Head of Service or Chief of Special Staff Section at AFHQ, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

Category II - To the appropriate exempting authority (see paragraph 3 and 5.)

3. Exempting Authorities.

(a) The following are declared to be Exempting Authorities for

(a) As a result of the authorization to provide Italian Units for employment as such Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied manpower.

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

## 2. Initial Procedure.

Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

Category I - Skilled Labour employed in Military Installations.

Category II - all other Labour.

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(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

Category I - To appropriate Head of Service or Chief of Special Staff Section at AFHQ, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

Category II - To the appropriate exempting authority (see paragraph 3 and 5.)

## 3. Exempting Authorities.

(a) The following are declared to be Exempting Authorities for the purpose of this instruction:

- (1) Commanding General, 15th Army Group.
- (2) Commanders of Armies.
- (3) Commanders of Corps.
- (4) Commanders of British Districts and United States Base Sections or Depots.

- (5) Flag Officer, Northern Area, MEDITERRANEAN.
- (6) Flag Officer, TIRANTO, Adriatic and Liaison, ITALY.
- (7) Commander, United States EIGHTH Fleet.
- (8) Senior Naval Officer, Eastern Sicily.
- (9) Commander-in-Chief, RAF, MED/ME.
- (10) Commanding General, AAF/MTO
- (11) Commanding General NAED/ATC.
- (12) Commanding General, The Replacement and Training Command, MTOUSA.
- (13) Commanding General, ROME Area Allied Command.
- (14) Commanding Officer, Headquarters Command, AFHQ.
- (15) Chief Commissioner, The Allied Commission.

(b) Independent organizations operating over widespread areas will refer applications for exemption to the nearest appropriate exempting authority.

#### 4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Service.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

Commando in Capo del basso Tirreno, NAPLES  
Territorial HQ ROME  
Territorial HQ BARI  
Territorial HQ PALERMO  
Territorial HQ NAPLES  
Mil HQ CALABRIA) Until such time as commitments are taken  
Mil HQ SARDINIA) over by territorial HQ at NAPLES and ROME  
respectively.

or to other Territorial HQs as and when they are established.

(c) The Certificate of Exemption will be sealed and countersigned on behalf of the Italian Authorities and returned to the Exemption Authority for onward transmission to the employing unit who will hand it to the person exempted.

(d) Should the Italian Authorities take exception to an exemption authorized by an Allied Exempting Authority, they will return the Certificate of Exemption, with their comments but without Seal or Countersign, to the Exempting Authority, through MMIA for review. Final determination in each case will be made by the Exempting Authority.

Command, MTOUSA.

- (13) Commanding General, ROME Area Allied Command.
- (14) Commanding Officer, Headquarters Command, AFHQ.
- (15) Chief Commissioner, The Allied Commission.

(b) Independent organizations operating over widespread areas will refer applications for exemption to the nearest appropriate exempting authority.

#### 4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Services.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

Commando in Capo del basso Tirreno, NAPLES  
 Territorial HQ ROME  
 Territorial HQ BARI  
 Territorial HQ PALERMO  
 Territorial HQ NAPLES  
 Mil HQ CALABRIA) Until such time as commitments are taken  
 Mil HQ SARDINIA) over by territorial HQ at NAPLES and ROME  
 respectively.

or to other Territorial HQs as and when they are established.

(c) The Certificate of Exemption will be sealed and countersigned on behalf of the Italian Authorities and returned to the Exemption Authority for onward transmission to the employing unit who will hand it to the person exempted.

(d) Should the Italian Authorities take exception to an exemption authorized by an Allied Exempting Authority, they will return the Certificate of Exemption, with their comments but without Seal or Countersign, to the Exempting Authority, through MMIA for review. Final determination in each case will rest with the Exempting Authority, but full consideration will be given to the views of the Italian Authorities and MMIA.

#### 5. Channels of Application.

All applications forwarded by the local British or United States Labour Representative to an Exempting Authority will be submitted through the normal channels of command.

6. Duration of Exemption.

Exemption granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and the previous authority quoted.

7. Notification.

(a) Employing units will notify the Exempting Authority of any person to whom exemption has been granted who is subsequently released from employment, and will instruct the released employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Italian Military District.

(b) Exempting Authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

8. Civilian Firms.

Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

9. Refusal of Exemption.

Where an application for permission to retain personnel in employment is refused, the employing unit may continue to employ such personnel until called up by the Italian authorities.

10. Applicability.

(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) Nothing in this instruction shall in any way affect Italian prisoners of war (including co-operators) employed by the Allied Forces.

(c) Nothing in this instruction shall be construed as providing exemption for deserters from the Italian Armed Forces. In all cases deserters will be turned over to the nearest Italian Military Authority for return to their units for disciplinary action.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

## 7. Notification.

(a) Employing units will notify the Exempting Authority of any person to whom exemption has been granted who is subsequently released from employment, and will instruct the released employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Italian Military District.

(b) Exempting Authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

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Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

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(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) Nothing in this instruction shall in any way affect Italian prisoners of war (including co-operators) employed by the Allied Forces.

(c) Nothing in this instruction shall be construed as providing exemption for deserters from the Italian Armed Forces. In all cases deserters will be turned over to the nearest Italian Military Authority for return to their units for disciplinary action.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

(Signed) C.W. CHRISTENBERRY  
Colonel, AGD  
Adjutant General.

JOHN HARDING  
Lieutenant General  
Chief of Staff

2 Incls. Appx "A"  
"B"

REPRODUCED: HQ ALLIED COMMISSION, G-1 Sect. Civ Pers. APO 394, U.S. Army.  
RTU *RTU* 12 March 1945.

APPENDIX "A" to AFHQ adm memo No. 10

+ Military  
Naval  
Air Force

APPLICATION FOR EXEMPTION FROM CALL UP OF  
ITALIAN PERSONNEL WITHIN 1914-1924 CLASSES

P A R T I C U L A R S

1. Serial No. \_\_\_\_\_ 2. Surname \_\_\_\_\_
3. Christian Name \_\_\_\_\_ 4. Father's Name \_\_\_\_\_
5. Military Class \_\_\_\_\_ 6. Military No. (if any) \_\_\_\_\_
7. Home address \_\_\_\_\_
8. Name of Last Italian Unit in which serving \_\_\_\_\_
9. Italian Military District to which belonging \_\_\_\_\_
10. Civil Trade \_\_\_\_\_
11. Nature of Present Employment \_\_\_\_\_
12. Whether employed with W.E. \_\_\_\_\_
13. Grounds of Application if surplus to W.E. \_\_\_\_\_
14. The following to be completed by the Labor Representative  
(Labor Supply Office)  
Whether or not replaceable \_\_\_\_\_  
Signature of Labor Representative \_\_\_\_\_  
Date \_\_\_\_\_
15. Signature \_\_\_\_\_  
Name of Employing Unit \_\_\_\_\_  
Date \_\_\_\_\_

DECISION OF EXEMPTING AUTHORITY

EXEMPTION GRANTED IN RESPECT OF SERIAL NO. \_\_\_\_\_  
FOR SIX MONTHS FROM DATE.

EXEMPTION REFUSED IN RESPECT OF SERIAL NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

P A R T I C U L A R S

1. Serial No. \_\_\_\_\_
2. Surname \_\_\_\_\_
3. Christian Name \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Military Class \_\_\_\_\_
6. Military No. (if any) \_\_\_\_\_
7. Home address \_\_\_\_\_
8. Name of last Italian Unit in which serving \_\_\_\_\_
9. Italian Military District to which belonging \_\_\_\_\_
10. Civil Trade \_\_\_\_\_
11. Nature of Present Employment \_\_\_\_\_
12. Whether employed with W.E. \_\_\_\_\_
13. Grounds of Application if surplus to W.E. \_\_\_\_\_
14. The following to be completed by the Labor Representative  
(Labor Supply Office)  
Whether or not replaceable \_\_\_\_\_  
Signature of Labor Representative \_\_\_\_\_  
Date \_\_\_\_\_
15. Signature \_\_\_\_\_  
Name of Employing Unit \_\_\_\_\_  
Date \_\_\_\_\_

DECISION OF EXEMPTING AUTHORITY

EXEMPTION GRANTED IN RESPECT OF SERIAL NO. \_\_\_\_\_  
FOR SIX MONTHS FROM DATE.

EXEMPTION REFUSED IN RESPECT OF SERIAL NO. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

Name of Exempting Authority \_\_\_\_\_  
Date \_\_\_\_\_

\* Delete whichever is inapplicable.

APPENDIX "B" to AFHQ Adm Memo No. 10

DICHIARAZIONE  
(Certificate)

Al Comando del Distretto Militare di \_\_\_\_\_  
(To the Command of the Military District of)

Si dichiara che il Sig \_\_\_\_\_ (Nome e cognome)  
(This is to certify that) (Name)

della classe \_\_\_\_\_ presta servizio presso \_\_\_\_\_  
(is employed by)

\_\_\_\_\_  
(Occupazione)  
(Occupation)

Si prega volerlo esonerare del richiamo alle armi  
(It is requested that he be exempted from Military Service)

Firmato \_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Data  
(date)

Bollo Stato Maggiore RE  
(Italian HQ Stamp)

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(1A)

HEADQUARTERS ALLIED COMMISSION  
APO 394

15 February 1945.

EXECUTIVE ORDERS)

NUMBER 15)

Appointment of a Civilian Employment Committee for Allied Commission .. I

I -- APPOINTMENT OF A CIVILIAN EMPLOYMENT COMMITTEE FOR ALLIED COMMISSION

Effective upon the publication and distribution of this order, there is established in this headquarters a Civilian Employment Committee consisting of the following named officers and civilian member of the Allied Commission.

|                             |                 |                 |            |
|-----------------------------|-----------------|-----------------|------------|
| Lt Col ROMANE T. UHLER      | 0176496 AGD (A) | Est Sec         | - Chairman |
| Major WILLIAM A. S. DOLLARD | 0506918 NMB (A) | Civ Affairs Sec | - Member   |
| Capt G. H. TIPPING          | 214423 RA (B)   | Finance Sub-Com | - Member   |
| Mr David Sachs              | (Civilian) (A)  | Labor Sub-Com   | - Member   |

It shall be the duty of this Committee to determine the interpretation and policy regarding the hiring, wages, and working conditions of locally recruited civilian employees of the Allied Commission within the framework of outstanding directives published by Allied Force Headquarters.

The Committee will meet at such times and places as the Chairman may direct. Reports and recommendations will be submitted as the Committee deems necessary.

By command of Rear Admiral STONE:

M. S. LUSH,  
Brigadier,  
Executive Commissioner.

OFFICIAL:

*N. W. Digneff*  
N. W. Digneff,  
Lt Col, AGD,  
Adjutant.

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