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

ACC

10000/143/603
(1ST)

DECLASSIFIED E.O. 13356 Section 3.3/NND No: 16207C

10000/143/603
(1ST)

CIVILIAN EMPLOYEES OF P.S. S/C
DEC. 1943 – APR. 1945

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

HEADQUARTERS ALLIED COMMISSION
APO 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Par. 2 b is rescinded and the following substituted therefor: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 forfiature of any benefits which they may be entitled to receive.

TO	INIT	DATE
DIRECTOR		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		

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

DISTRIBUTION
"C"

2531

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

118A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/622 7 April 1945

Subject. Workmen's Compensation in Italian Territory.

To . See Distribution.

In addition to the completion of required forms as set forth in ltr. this Headquarters Ref. Civ Pers/234, dtd 14 December 1944, Subject: Workmen's Compensation In Italian Territory, the attached form will be completed and submitted to this Headquarters not later than forty eight hours after accident occurs.

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

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

1 Incl.
Appendix "A"

DISTRIBUTION
"C"

25[illegible]

11815

APPENDIX "A" to Ltr. S-1 Sect. Civ Pers/622 dtd 7 Apr 45.

THE INJURED	Name _____ Sex _____ Age _____ Race _____ Length of Employment _____ Employee No. _____ Classification _____ Performing Assigned Duty at time of Accident: Yes ____ No ____
DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly _____ _____ TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: . QUARTERS: HOSPITAL: Estimated Length of Disability _____ Date and Hour treated _____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION) _____ _____ _____ _____ Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT) _____ _____ _____
CORRECTIVE ACTION	What has been done to prevent a similar injury? _____ _____ 252 _____

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

THE	Performing Assigned Duty at time of Accident: Yes____ No____
DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: . QUARTERS: HOSPITAL: Estimated Length of Disability____ Date and Hour treated____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION)____ Was personal failure wholly or partially responsible for accident, and how?(UNSAFE ACT)____
CORRECTED ACTION	What has been done to prevent a similar injury?____ 252

REPORT MADE BY:____.

DATE____

Hour____.

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

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

116A

HEADQUARTERS ALLIED COMMISSION
AFO 374
Office of the Executive Commissioner

EL/3B/1.9/CA

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
POLICE		
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		

SUBJECT : Status of School and Daiversity personnel employed by Allies.

To : See Distribution

1 Various AC/AM organisations are employing civilian lecturers, teachers and professors whose services are at present not required by the Minister of Public Instruction but who are in receipt of pay from the Italian Government.

2 Questions have been raised as to the present status of such employees in relation to the preservation of their civil service and seniority rights within the Ministry of Public Instruction.

3 These employees are drawing pay from the Italian Government as well as from the Allies.

4 There are attached copies of Instructions issued by the Ministry of Public Instruction dated 15 Aug 1944, 25 Jan and 29 Jan 1945 which in brief sets out the present position of these employees with regard to pay and pension.

5 It is necessary, however, that details of individuals who are employed and paid by AC/AM and at the same time drawing pay from the Italian Govt should be given to the Ministry of Public Instruction so that their status may be regularised. For this purpose two copies of the attached form will be completed and returned to Education Sub-Commission in respect of each such employee. It is requested that these forms be returned as soon as possible.

BY COMMAND OF NEAR ADMIRAL STONE :

[signature] Col
A/Executive Commissioner

Distribution list "A"
Group I and II - less serials 29-35, 61, 63.

2520

MINISTERO
DELLA PUBBLICA ISTRUZIONE

Gab. N. 776

Roma, 15 agosto 1944.

1168

Ai Reggenti le Direzioni Generali del
MINISTERO
e per conoscenza.
alla Ragioneria Centrale del
MINISTERO

: Dipendenti del Ministero, che prestano servizio alle dipendenze della Sottocommissione Alleata per l'Educazione.

La Commissione Alleata di Controllo, Sottocommissione per l'Educazione, mi ha rappresentato la particolare condizione dei funzionari ed impiegati del ministero, nonche' degli insegnanti, che prestano servizio alle dipendenze della Commissione stessa, ed ai quali evidenti motivi di equita' consigliano che sia reso possibile il normale sviluppo della carriera, nonostante la loro temporanea assenza dagli uffici, cui sono normalmente addetti.

In considerazione dei suddetti motivi, dispongo che tutti i diritti di carriera di tali funzionari, insegnanti ed impiegati (sede, promozioni, nomine, anzianita', ecc.) non vengano in alcun modo pregiudicati dal fatto della loro temporanea assenza dagli uffici.

Vorrete attenervi a tale criterio e farmi intanto pervenire un cenno di assicurazione al riguardo.

IL MINISTRO
f.to De Ruggiero

Per copia conforme
P. Il Capo di Gabinetto
f.to illeggibile

Translation

MINISTRY OF PUBLIC INSTRUCTION

Rome, 15 August, 1944

To the Acting General Directors
and for information
To the Central accountant of the Ministry.

: Persons dependent on the Ministry, who are serving with the Education Subcommission.

2527

The Education Subcommission, of the Allied Control Commission, has brought to my attention the special situation of the officials and employees of the Ministry, as well as the teachers, who are serving under the Commission and to the evident justice of making it possible for them to develop their careers normally, in spite of their temporary absence from office.

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

reso possibile il normale svolgimento della carriera, nonostante la loro temporanea assenza dagli uffici, cui sono normalmente addetti.

In considerazione dei suddetti motivi, dispongo che tutti i diritti di carriera di tali funzionari, insegnanti ed impiegati (sede, promozioni, nomine, anzianita', ecc.) non vengano in alcun modo pregiudicati dal fatto della loro temporanea assenza dagli uffici.

Vorrete attenervi a tale criterio e farmi intanto pervenire un cenno di assicurazione al riguardo.

IL MINISTRO
f.to De Ruggiero

Per copia conforme
p. Il Capo di Gabinetto
f.to illeggibile

Translation

MINISTRY OF PUBLIC INSTRUCTION

Rome, 15 August, 1944

To the Acting General Directors
and for information
To the Central Accountant of the Ministry.

: Persons dependent on the Ministry, who are serving with the Education Subcommission.

2527

The Education Subcommission, of the Allied Control Commission, has brought to my attention the special situation of the officials and employees of the Ministry, as well as the teachers, who are serving under the Commission and to the evident justice of making it possible for them to develop their careers normally, in spite of their temporary absence from office.

In consideration of this fact, I order that all career rights of such officials, teachers, and employees (post, promotions, appointments, seniority, etc.) be not in any way prejudiced by the fact of their temporary absence from office.

Will you please adhere to such criterion and give me assurance to this effect.

ad/ - De Ruggiero.

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

Roma 29.1.1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

A TUTTE LE DIREZIONI GENERALI
e per conoscenza
ALLA RAGIONERIA CENTRALE DEL MINISTERO

OGGETTO : Insegnanti e impiegati in servizio presso gli Enti Alleati.

S E D E

Sciogliendo la riserva contenuta nella precedente circolare del 25 corr., n.1310, si informa che gli assegni che le Autorita' Alleate corrispondono direttamente agli impiegati ed insegnanti in servizio presso gli Enti Alleati, ai quali deve essere sospesa la corresponsione degli stipendi da parte della Amministrazione Italiana, sono pagati al lordo.

Codeste Direzioni Generali esamineranno, quindi, come, senza alcun danno per gli interessati, possa essere risolta la questione relativa ai rilasci per la pensione e simili.

Si fa presente che sono state rivolte premure alla Sottocommissione Alleata per l'Educazione affinche' venga rimesso a questo Ministero un elenco del personale comunque in servizio presso gli Enti Alleati, e cio' allo scopo di mettere codeste Direzioni Generali in grado di effettuare un controllo e un'integrazione dei dati posseduti e di dar corso alle comunicazioni necessarie per regolarizzare la posizione giuridica ed economica del personale dipendente che si trovi nella predetta posizione.

IL MINISTRO
f.to Arangio Ruiz

Translation

SUBJECT : Teachers and employees employed by Allied Units.

2526

Reference is made to the circular of 25 January 1945, No.1310.

It is made clear that allowances paid by Allied Authorities to employees and teachers working for Allied Units, are gross. The above mentioned teachers and employees must not appear on the payroll of Italian Administration.

The "Direzioni Generali" will therefore see how deductions (rilasci) should be made for pension and similar, trying to avoid any damage to the persons concerned.

The Education Subcommission has been approached

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

nistrazione Italiana, sono pagati al lordo.

Codeste Direzioni Generali esamineranno, quindi, come, senza alcun danno per gli interessati, possa essere risolta la questione relativa ai rilasci per la pensione e simili.

Si fa presente che sono state rivolte premure alla Sottocommissione Alleata per l'Educazione affinche' venga rimesso a questo Ministero un elenco del personale comunque in servizio presso gli Enti Alleati, e cio' allo scopo di mettere codeste Direzioni Generali in grado di effettuare un controllo e un'integrazione dei dati posseduti e di dar corso alle comunicazioni necessarie per regolarizzare la posizione giuridica ed economica del personale dipendente che si trovi nella predetta posizione.

IL MINISTRO
f.to Arangio Ruiz

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SUBJECT : Teachers and employees employed by Allied Units.

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Reference is made to the circular of 25 January 1945, No.1310.

It is made clear that allowances paid by Allied Authorities to employees and teachers working for Allied Units, are gross. The above mentioned teachers and employees must not appear on the payroll of Italian Administration.

The "Direzioni Generali" will therefore see how deductions (rilasci) should be made for pension and similar, trying to avoid any damage to the persons concerned.

The Education Subcommission has been asked to give this Ministry a list of the personnel now employed by Allied Units, to enable the "Direzioni Generali" to complete and check the data concerning same in order to regularize their economic and juridical situation.

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

1161

Roma 29 gennaio 1945

MINISTERO DELLA PUBBLICA ISTRUZIONE
Gabinetto

A TUTTE LE DIREZIONI GENERALI
e per conoscenza
ALLA RAGIONERIA CENTRALE DEL MINISTERO

Prot. No. 1310

SEDE

OGGETTO : Insegnanti e impiegati in servizio presso gli Enti Alleati.

Con riferimento alla circolari del 19 agosto 1944, n.376, e del 26 dicembre 1944, n.366, si precisa che le istruzioni impartite valgono non soltanto per gli impiegati ed insegnanti che prestano servizi o alle dipendanze della Sottocommissione Alleata per l'Educazione, ma altresi' per quelli che comunque si trovano in servizi o presso gli Enti del Governo Militare Alleato o presso le Forze Armate Alleate.

Resta fermo che, senza alcun pregiudizio per i loro diritti di carriera, verra' sospesa ai predetti impiegati e insegnanti la corresponsione degli assegni in godimento da parte della Amministrazione italiana. Alla corresponsione degli assegni provvederanno gli Enti Alleati, i quali faranno quanto prima conoscere se la corresponsione avverra' al lordo ovvero al netto.

Mentre si prega di impartire le opportune istruzioni agli uffici dipendenti, si ricorda, con riferimento alla circolare del 26 dicembre l'invito gia' rivolto a codeste Direzioni Generali di far conoscere a questo Gabinetto il loro avviso in merito alla questione dei "rilasci" per la pensione e simili.

IL MINISTRO
f.to Arangio Ruiz.

translation

SUBJECT : Teachers and employees employed by Allied Units.

2520

Reference is made to circulars of 19 August 1944, No.376, and 26 December 1944, No.366. It is understood that these instructions apply not only to employees and teachers employed by Education Subcommission, but to those also employed by Allied Military Government and by Allied Units.

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentioned employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or net.

While it is requested to give the necessary instructions to the offices under you, the Directors General are reminded (see circular of 26 August) of the request made to them to inform this Cabinet of their opinion on the question of the "rilasci" of pensions and similar.

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

presso gli Enti Alleati.

Con riferimento alle circolari del 15 agosto 1944, n.376, e del 26 dicembre 1944, n.366, si precisa che le istruzioni impartite valgono non soltanto per gli impiegati ed insegnanti che prestano servizi e alle dipendenze della Sottocommissione Alleata per l'Educazione, ma altresi' per quelli che comunque si trovano in servizi o presso gli Enti del Governo Militare Alleato e presso le Forze Armate Alleate.

Resta fermo che, senza alcun pregiudizio per i loro diritti di carriera, verra' sospesa ai predetti impiegati e insegnanti la corresponsione degli assegni in godimento da parte della Amministrazione italiana. Alla corresponsione degli assegni provvederanno gli Enti Alleati, i quali faranno quanto prima conoscere se la corresponsione avverra' al lordo ovvero al netto.

Mentre si prega di impartire le opportune istruzioni agli uffici dipendenti, si ricorda, con riferimento alla circolare del 26 dicembre l'invito gia' rivolto a codeste Direzioni Generali di far conoscere a questo Gabinetto il loro avviso in merito alla questione dei "rilasci" per la pensione e simili.

IL MINISTRO
f.to Arangio Ruiz.

translation

SUBJECT : Teachers and employees employed by Allied Units.

2529

Reference is made to circulars of 15 August 1944, No.376, and 26 December 1944, No.366. It is understood that these instructions apply not only to employees and teachers employed by Education Subcommission, but to those also employed by Allied Military Government and by Allied Units.

It is further understood that, without any prejudice to their career, the Italian Administration will suspend payment of allowances to above mentioned employees and teachers. Allied Units will provide for the payment of allowances and will let us know if the payment is gross or net.

While it is requested to give the necessary instructions to the offices under you, the Directors General are reminded (see circular of 26 August) of the request made to them to inform this Cabinet of their opinion on the question of the "rilasci" of pensions and similar.

Restricted
S.O. 12356 Section 3.3/NND No. 785016

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

177 E. Amatto

1945

I am of the opinion that this woman 115A
will be unfit for work for a further 3 days.

File
140457/1

P.G.S. Kennedy Capt RAMC

MEDICAL OFFICER (BR.)
HEADQUARTERS
ALLIED COMMISSION

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

File. 1144

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/PS 10 April 1945

SUBJECT : Civilian Employees

TO : G-1 Civilian Personnel

1. It is requested that a civilian typist with a good knowledge of English, both oral and written, be obtained for this Sub-Commission.

2. This is a replacement for ROSSI, Rita whose dismissal w.e.f. 15 April for inefficiency has been communicated to you on Civilian Personnel Form 8 dated 7 April 1945.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

ER/lb

2520

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

E.K. 1134

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

5 April, 1945.

AC/14045/1/PS

SUBJECT : Inquiry to Civilian Employee.

TO : Establishments Section A.C.
(Civilian Personnel)

At 9.45 a.m. 4 April 1945 Mrs. Ethel Amati, Senior Administrative Assistant, attached to Public Safety Sub-Commission, was accompanying Lt. Col. Wilcox to Perugia on duty in staff car No. 4874616 when the car collided with a tree near Frangellini, Rieti.

Mrs. Amati sustained cuts and bruises to her head and legs. She was taken to 104 General Hospital, Rome, and had two stitches inserted in a cut above her right eye.

She was subsequently allowed to return to her home at 146 Via del Traforo, Rome, where she requires medical treatment.

p. JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

A.T.S/ta.

2522

TO	
DIRECTOR	
DEPUTY DIRECTOR	
EXEC. DEPD. COMMISSION	
POLICE	
LIC. & REG.	
PRISONS	
ADM. OFFICER	
SECURITY	
CHIEF CLERK	

RESTRICTED HEADQUARTERS ALLIED COMMISSION

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 may, 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	Daily Subsistence Allowance
9,600 lire and more	250 lire
5,000 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

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

2521

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

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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

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

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

2521

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

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 (F/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 (F/F3). Supplies of Claim Form, (F/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
"A"

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

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. DARVIN,
Colonel, Infantry
Acting Deputy Executive Commissioner

OFFICIAL:

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

DISTRIBUTION
"A"

RESTRICTED

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

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM)
NUMBER 6) 31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

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"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 may, 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	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

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

2520

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

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

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135 lire to 169 lire	150 lire
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2520

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

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

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 (F/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 (F/F3). Supplies of Claim Form, (F/F35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

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By Command of Rear Admiral STONE:

C. M. PARKIN.
Colonel, Infantry
Actg Deputy Executive Commissioner

OFFICIAL:

J. L. JONES,
Colonel,
Executive Officer (2)

DISTRIBUTION
"A"

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

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
Acting Deputy Executive Commissioner

OFFICIAL:

L. L. JONES,
Colonel,
Executive Officer (B)

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1360

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HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 473427 - 580

4 April, 1945.

AC/14945/1/PS

SUBJECT : Mail of Civilians employed by A.M.G. in areas where Civil Postal services are not authorised.

TO : R.P.S.O's Emilia, Liguria, Lombardia, Piemonte, Venezia.

1. Representations made to Communications Sub-Commission among postal facilities for civilian employees in forward areas has elicited the attached reply which is forwarded for your information and guidance.

Walter Doherty
Lt Col
for JOHN S. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

2513

M/G.

COPY

3 April 1945.

With reference to your AC/15045/1/PS of 17 March 1945.

1. It is considered that in present circumstances it would be undesirable to provide special machinery giving A.M.G. Civilian employees exceptional postal facilities as compared with other members of the public (including Allied subjects) who may be in the areas concerned and who have been cut off from news of relatives in the South for much longer period.

2. By agreement made with A.A.I. in October last a special 25 word postcard service will be opened between the postal services area and the Cities of Bologna, Genoa, Turin, Milan, Verona and Venice very soon after the liberation of those places.

3. The special arrangement made last summer to meet the exceptional circumstances of Venezia Region civilian employees (and which has now lapsed) is hereby cancelled.

/s/ W.W.Green Major
for J.I. HENDERSON
Colonel,
Director.

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

Attached file herewith.

1104

HEADQUARTERS ALLIED COMMISSION
APO 394
Communications Sub-Commission

WHG/bs

In reply
refer to: P. 9.240/CS

3 April 1945

Subject : Mail of Civilians employed by A.M.G. in areas where Civil Postal services are not authorised.

To : Public Safety Sub-Commission.

1034

With reference to your AC/15045/1/PS of 17 March 1945.

1. It is considered that in present circumstances it would be undesirable to provide special machinery giving A.M.G. Civilian employees exceptional postal facilities as compared with other members of the publid (including Allied subjects) who may be in the areas concerned and who have been cut off from news of relatives in the South for much longer period.

2. By agreement made with A.A.I. in October last a special 25 word postcard service will be opened between the postal services area and the Cities of Bologna, Genoa, Turin, Milan, Verona and Venice very soon after the liberation of those placed.

3. The special arrangement made last summer to meet the exceptional circumstances of Venezia Region civilian employees (and which has since lapsed) is hereby cancelled.

W.J. Green
major

for J.L. HENDERSON
Colonel,
Director.

2516

Copies to:
Civil Censorship Group (ref CCG/102-84 of 30 March)
Adjutant
R.C. Venezia Region } (ref PS 16/9.113 of 20 Sept. 1944)

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

file 109A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081 - 365

2 April, 1945.

AC/14045/1/PS

SUBJECT : Civilian Billets.

TO : Billeting Officer.

May accommodation please be reserved for Major A. Manchino, A.C. Liaison Officer with the Royal Carabinieri, who will be engaged on Public Safety duties in Rome from 4th to 7th April 1945.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

APW/C.

RESTRICTED

Public Safety
140455/1088

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 18)

24 March 1945

74A

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

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 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

2516

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

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

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.

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

1. Daily Wage Group

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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

2516

b. Juveniles may be paid 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



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

AFHQ Adm Memo No. 18 (cont'd)

Basic Wage	Maximum Permissible Bonus
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 WAGES ARE PAID PARTLY IN KIND.

1. Adult Group

Basic Wage	Maximum Permissible Bonus
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.

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

From 3401 and above — 1430 lire

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

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

Appendix "B"

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

1. Adult Group

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

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R E S T R I C T E D

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

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 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 cost-of-living bonus up to 29 lire per day.

Number 62, 1944, are superseded by the Appendices "A" and "B" [illegible] 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.

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

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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 20 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

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

AFHQ Adm Memo No. 18 (cont'd)

Basic Wage	Maximum Permissible Bonus
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 WAGES ARE PAID PARTLY IN KIND.

1. Adult Group

Basic Wage	Maximum Permissible Bonus
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

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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 WAGES ARE PAID PARTLY IN KIND.

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

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APO 394, 27 Mar 45.
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106A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502

27 March 1945

AC/14045/1/PS

SUBJECT : Civilian Employee.

TO : G-1 Civilian Personnel Section.

1. Blanche Martini, a former employee of this Sub-Commission terminated her employment with this division on February 28 under honorable conditions.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

LJF/C.

Public Safety 1057

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COLLEC.	
I.C. & A.	
PERSONNEL	
ADM. OFFICER	
SECURITY	
CHIEF CLERK	

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

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

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

25 lire	29 lire

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

2514

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

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

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 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.

2514

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

a. Adult Group

Basic Wage	Maximum 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 "

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

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 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
Lt. Col. AGD.
G-1(A)

Declassified E.O. 12356 Section 3.4/NND No. 785016

1. Adult Group (Increased 285 lire per month)

Basic Wage	Maximum Permissible Bonus Old	New
Up to and including 3600 lire	1040 lire	1325 lire
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4901 to 5000 "	840 "	1125 "
5001 to 5100 "	790 "	1075 "
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From 5201 and above	670 "	955 "

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

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

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

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R E S T R I C T E D

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.

APHQ 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 2510 Administrative Memorandum Number 62, 1944.

2. New Grades to be added to the Allied Force Basic Wage Scale

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

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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"(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	30	-	40 lire per hour
Nursing Orderly	80	-	105 lire per day
Caretaker (Cemetery)	80	-	105 lire per day."

2510

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

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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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

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APO 394, 16 March 1945.

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

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

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

etchd 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; 251-

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.

...2-

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

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.

DISTRIBUTION

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

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.

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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.

DISTRIBUTION
"D"

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

COPY RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 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:

251-

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.

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

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251-

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.

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

(5) Flag Officer, Northern Area, MEDITERRANEAN.
(6) Flag Officer, TARANTO, 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 NAFD/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 committments 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 counter-signed on behalf of the Italian Authorities and returned to the

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

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Territorial HQ BARI
Territorial HQ PALERMO
Territorial HQ NAPLES
Mil HQ CALABRIA) Until such time as committments 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.

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

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.

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

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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"
Appx "B"

REPRODUCED: HQ ALLIED COMMISSION, G-1 Sect. Civ Pers. APO 394, U.S. Army.
RTU 12 March 1945.

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

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

PARTICULARS

1. Serial No._____. 2.Surname_____
3. Christian Name_____.4. Father's Name_____
5. Military Class_____.5. 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 replacable_____
Signature of Labor Representative_____
Date_____.
15. Signature_____
Name of Employing Unit_____
Date_____.

2500

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

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 replacable_____

Signature of Labor Representative_____

Date_____.

15. Signature_____

Name of Employing Unit_____ 250

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.

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

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

53A
10 2A

COPY

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394

REF : RPS/21/8

13 March 45

SUBJECT: Mail of Civilian AMG Employees

TO : HQ AC. Director, Public Safety S/C, APO 394.

1. When the move is made to North West Italy we shall be taking forward a number of civilian employees who will be separated from their families, most of whom reside in Rome Area.

2. Will you please say whether or not there is any objection from a security point of view if letters are collected from the civil staff an forwarded to Rome for censorship and delivery by the civil authorities.

3. We can assist our employees in this manner and overcome the long delays experienced.

4. Whilst it is appreciated that there will be a period during which no civilian postal services will be operating there does appear a need to cater for our employees.

For the Regional Commissioner:

sgd C.R. BRIGGS Lt Col
Regional Public Safety Officer.

HEADQUARTERS ALLIED COMMISSION-Public Safety Sub-Commission APO 394

10005/1

17 March 1945

1st Ind.

From: Director Public Safety Sub-Commission

To : Communications Sub-Commission

2508

Reference is made to conversation Major Green Lt Col. Doherty.

Can arrangements be made to accomodate not only Piemonte Region but also those of Liguria and Lombardia and Veneto.

for Walter Doherty Lt Col
JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

WD/wg

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

HEADQUARTERS
PIEDMONTE REGION
ALLIED MILITARY GOVERNMENT
AFO 394

REF : RPS/21/8 13 March 45.

SUBJECT: Mail of Civilian AMG Employees.

TO : HQ. A.C., Director, Public Safety Sub-Commission, AFO 394.

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2. Will you please say whether or not there is any objection from a security point of view if letters are collected from the civil staff and forwarded to Rome for censorship and delivery by the civil authority.

3. We can assist our employees in this manner and overcome the long delays experienced.

4. Whilst it is appreciated that there will be a period during which no civilian postal services will be operating there does appear a need to cater for our employees.

For the Regional Commissioner:

C.R. BRIGGS.
Lt. Col.
Regional Public Safety Officer.

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC OFFICER		
[illegible]		
[illegible]		
[illegible]		
ADMIN		
[illegible]		
CHIEF [illegible]		

CRB/ar

2507

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

file 101 SAC SOA

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081 - 686

12 March, 1945.

AC/14045/1/PS

SUBJECT : Civilian Staff.

TO : Major F.C. Green, Public Safety Liaison Officer.

1. You are authorized to employ at the rates of pay shown opposite the names of the following :

	Salary	Bonus	Total
Dr. Ernesto M. Rodriguez. Jr. Admin. Assistant.	4400	1300	5700
Carla Doplicher. Technical Interpreter.	4160	1300	5460
Carlo Ticciati. Interpreter-Clerk.	3042	1508	4550
Mazzareno Pacelli (per day) Motor vehicle driver.	100	60	-

2. Inasmuch as these employees are to be paid by R.A.A.C., their employment must be approved by R.A.A.C.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

JWC/C.

2505

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

TO
DIRECTOR
DEPUTY DIRECTOR
EXEC. OFFICER
POLICE
LIC. & REG.
PRISONS

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
APO 394

Public Safety Division,
6 March 1945.

FILE Nº :- LUR/1/PS

SUBJECT :- Civilian Staff.

TO :- Public Safety Sub-Commission,
HQ., Allied Commission.

1. In connection with my duties as Liaison Officer, Public Safety with Rome Area Command I have spoken to Brigadier Low as to where he would wish me to set up my office.

2. He stated that he would like me to arrange with the Provost Marshal to be accommodated at the R.A.A.C. Police Headquarters in the Questura Building in Via San Vitale and this has been arranged.

3. When I take up my duties it will be necessary for me to take certain civilian staff which cannot be supplied by R.A.A.C. and with the closing down of Region IV I can arrange to employ the following persons who are at present employed in this office at the rates of pay shown on the attached list.

DR. Ernesto M.	RODRIGUEZ	- Jr.Admin.Assistant
Renato	DEL NERO	- Clerk
Carla	DOPLICHER	- Technical Interpreter
Carlo	TICCIATI	- Interpr.in charge files
Jolanda	FORCIGNANO	- Jr.Admin.Assistant
Nazzareno	PACELLI	- Motor car driver

4. They will be paid thereafter by R.A.A.C. but in order that this may be done an authority for their employment and rate of pay is required.

5. May I therefore please be supplied with a written authority to employ them at their present rates of pay.

2504

For the Regional Commissioner:

P.C. Green Major

P.C.GREEN,Major
D/RPSO.,LAZIO-UMBRIA REGION.

FCG/db

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

1006

A.M.G. PUBLIC SAFETY H.Q.
LAZIO-UMBRIA REGION

		Salary	Bonus	Monthly Total
Dr. Ernesto M. RODRIGUEZ, Jr.Admin.Assistant.		4.400,--	1300,--	5.700,--
Renato DEL NERO, Clerk.		2.912,--	1560,--	4.472,--
Carla DOPLICHER, Technical Interpreter.		4.150,--	1300,--	5.460,--
Carlo TICCIATI, General Interpreter.		3.042,--	1508,--	4.550,--
Jolanda FORCIGNANO, Jr.Admin.Assistant.		5.018,--	1222,--	6.240,--
Nazzareno PACELLI, motor car driver.	(per day)	100,--	60,--	----------

2503

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

984

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ext. 571

1 March 1945

Office Memo:

TO : Public Safety.

1 Attached herewith Civ.Pers.Form 8 forwarded to your office for your future use in the cases of separations.

2. Additional copies may be obtained from this office upon request.

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

Incl.(10) Civ.Pers.Form 8

TO		
[illegible]		
[illegible]		
[illegible]		
POLICE		
LIC. & REG.		
PRISONS	1	8/5
ADJ. [illegible]		
SECURITY	3	
CHIEF CLERK		

2502

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

HEADQUARTERS

ALLIED COMMISSION

(SECTION)

A P O 394

Reference ..... Date .....

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Room II - Ground Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from .....

Name of Employee: .....

Classification : .....

Wage Rate : .....

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks .....

.....

.....

.....

.....

3. Employee has been instructed to report to Civilian Personnel Section
..... (date) for the purpose of obtaining required clearance.

250-

Name: .....

Rank: .....

Title: .....

~~NOTE: This form must be submitted in duplicate.~~

Civ. Pers. Form 8
Feb. 45

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

96A

SUBJECT: CANTALUPO, MARINA 110451

TO : Public Safety S/C 23 Feb. 1945

Above named has been screened by this office and is judged:

- [X] suitable for employment.
- [ ] not suitable for employment.
- [ ] may be employed subject to further checking.
- [ ] employment held in abeyance for further investigation

[illegible]	
Pol. Pol. Adj.	
Pol. Pol. Adj.	
Pol. Pol. Adj.	
Pol. Pol. Adj.	
Pol. Pol. Adj.	
Pol. Pol. Adj.	
Pol. Pol. Adj.	

2500

Almerindo Falucci, 1/Lt

C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

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

95A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

19 February 1945

SUBJECT: **Employment of Civilians.**

TO : Public Safety S/C
(Att: Col. Chapman)

1. Ref your AC/14045/1/PS dated 19 February 1945

2. Approval is given to the employment of CANTALUPO, Marina
as a Interpreter/General at a rate
not exceeding 4290 Lire per day/month. (Plus living bonus)

3. The minimum rate which is 2420 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo N 15, this Headquarters, dated 1 August 1944.

5. [illegible]

J. W. STEARNS
Major, AGD
G-1 American

2495

Civ Pers Form 4
Aug 44

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

file

G4A

HEAD QUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502

AC/14045/1/PS

19 February. 1945

SUBJECT : Civilian Employee.

TO : G-1 Civilian.

1. It is the desire of this Sub-Commission to employ conditionally Miss Marina Cantalupo, Viale Bruno Buozzi 77 as interpreter-translator.

2. If her work proves satisfactory in two weeks, your section will be notified.

3. Will you please make all the arrangements necessary to show that Miss Cantalupo is temporarily in our employ pending final approval.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

WPL/LJP/G.

BE

2490

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

1902

FOR SAFETY

RESTRICTED

1204/11 G3A

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	ROMAYNE T. UHLER	0176496 AGD	(A) Est Sec	- Chairman
Major	WILLIAM A. S. DOLLARD	0506918 NMC	(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. DRAGNEFF,
Lt Col, AGD,
Adjutant.

DISTRIBUTION:
"A"
Including Gp III Less Serial 84.

RESTRICTED

AAA 0

TO		
COL GILMAN		
DR. YOUNG		
LT COL W.O.N.		
MAJ DORIAN		
MAJ WILSON		
MAJ HAMBLEY		
MAJ BALLINGER		
CAPT P.W.C.		

Daily

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

File. 90-1

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AG/1405/1/PS

Tel: Ext 502.
17 February 1945

SUBJECT : Civilian Employees.

TO : G-1, Civilian.

Bertramo Mario a translator of the Public Safety Sub-Commission has terminated his employment as of 15 February, 1945, under honorable circumstances.

It is requested that another translator-interpreter be procured for the above named Sub-Commission.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

LJP/jwf

N.R.

1904

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

Public Safety

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ. Pers/426 10 February 1945

Subject. Civilian Labor Exemption from Military Service.

To . See Distribution.

1. Reference is made to Application for Exemption from Call Up of Italian Personnel within the 1914-24 Classes, form attached to unnumbered letter, G-1 Section Civilian Personnel, dated 7 November 1944.

2. Column No. 3, Christian Names, on above mentioned form will hereafter include applicant's father's christian name.

TO		
COL CHIEF		
COL DEPUTY		
LT CO W		
MAJ		
MAJ W		
MAJ H		
MAJ BALL		
CAPT P W		

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

DISTRIBUTION
"D"

2495

Public Safety

(88A)

HEADQUARTERS
ALLIED COMMISSION
APO 534
Office of the Headquarters Commandant

3 February 1945

HQC/6/4

SUBJECT: Civilian Mess - Office employees.

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

1. The Italian civilian employees' mess will commence on Thursday, 8 Feb 1945.

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

3. Booklets of tickets, costing ten (10) lire per ticket and covering the period 8 Feb to 15 Feb will be sold in Room 35, 1st Floor, on Monday and Tuesday, 5 and 6 February, between the hours of 0800 and 1200, and 1400 and 1600. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, Sub-Commissions, Branches, etc. should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the mid-day meal. These rolls, together with cash, i.e. 80 lire per person to cover the period stated above, will be forwarded to Room 35, 1st Floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of books; the original copy will be retained by this office for reference and as a receipt for the number of booklets issued.

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

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

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

8. Organizations, etc. whose employees are not being paid from A.C. Funds [illegible] (2) lire per day for office personnel

2494

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

SUBJECT: Civilian Mess - Office employees.

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

1. The Italian civilian employees' mess will commence on Thursday, 8 Feb 1945.

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

3. Booklets of tickets, costing ten (10) lire per ticket and covering the period 8 Feb to 15 Feb will be sold in Room 33, 1st Floor, on Monday and Tuesday, 5 and 6 February, between the hours of 0900 and 1200, and 1400 and 1500. Booklets will not be sold outside the above dates or times.

4. To obtain booklets, Sub-Commissions, Branches, etc. should prepare nominal rolls in duplicate of all employees wishing to avail themselves of the mid-day meal. These rolls, together with cash, i.e. 80 lire per person to cover the period stated above, will be forwarded to Room 33, 1st Floor. The duplicate copy of nominal roll will be returned, receipted for the cash received, and the required number of books; the original copy will be retained by this office for reference and as a receipt for the number of booklets issued.

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

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

7. Heavy Labourers. - Booklets of tickets will also be issued to those employees classified for heavy labourers' meal. These employees will be segregated 2492 ately on nominal rolls. No further charge will be made against these employees, other than the seven (7) lire per day as at present being deducted on the payrolls.

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

Colonel
R. H. ROBERTSON
Hq. Commandant.

TO	INIT	DATE
COL PROVOST		
MAJ YOUNG		
LT CO WILCOX		
MAJ BUCHANAN		
MAJ WILSON		
MAJ HANDLEY		
MAJ MALLINSON		
CAPT P WEI		
[illegible]		

HP 5/2

Declassified E.O. 11652 Section 3.3/NND No. 785016

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

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

11h015/1
87A

Ref/G-1/Civ Pers/248 23 December 1944
SUBJECT: Civilian Employees.

TO : Public Safety S/C.

1. All civilian employees of Headquarters Allied Commission are required to receive Anti-Typhoid-Pox shots. Innoculations before employment is not obligatory.

2. The American Dispensary, located on the 1st Fl. in the Ministero delle Corporazioni Building, will commence giving required innoculations on Thursday Dec. 28 1944, between the hours of 1400 to 1700.

3. All Sections concerned, upon receipt of these instructions, will arrange for employees to comply with the above.

4. Sections will distribute attached forms to employees concerned, who in turn will present same to Medical Officer upon reporting.

5. In the case of personnel employed after receipt of these instructions, forms will be forwarded to employing Section by this office, attached to "Approval Employment" forms and in which case same will apply, as in above paragraph.

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

Incl.- Request for Innoculations. (10)

Distributed

TO	2439
COL CHAPMAN	MAX 5/1
COL YOUNG	
LT COL WI[illegible]	
MAJ UCK[illegible]	
MAJ WILS[illegible]	
MAJ HAMBU Y	
MAJ BALL[illegible]	K 5/2
CAPT P WEL	

Public Safety

DCK/ar

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 3)

11 January 1945

EXTRACT

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

1. The following changes to AFHQ Administrative Memorandum Number 47, 1944, are made effective 1 October 1944:

APPENDIX "A"

a. Delete so much as pertains to "Interpreter, general" and "Telephone Operator, speaking English" and substitute:

	Min	Max.
Interpreter, General, Male or female	2,200	3,900 lire
Telephone Operator, English speaking male or female	2,200	3,600 lire

b. Add the words "Male or female" after the following grades:

Telephone operator, non-English speaking
Typist
Typist shorthand, English speaking.

APPENDIX "C"

2492

Add the words " male or female" after the following grades:

Telephone operator (English speaking).

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

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

1. The following changes to AFHQ Administrative Memorandum Number 47, 1944, are made effective 1 October 1944:

APPENDIX "A"

a. Delete so much as pertains to "Interpreter, General" and "Telephone Operator, speaking English" and substitute:

	Min	Max.
Interpreter, General, Male or female	2,200	3,900 lire
Telephone Operator, English speaking male or female	2,200	3,600 lire

b. Add the words "Male or female" after the following grades:

Telephone Operator, non-English speaking
Typist
Typist shorthand, English speaking.

APPENDIX "C"

Add the words " male or female" after the following grades:

2492

Telephone operator (English speaking).
Telephone operator (non-English speaking).

APPENDIX "D"

a. Add the words "male or female", after the following grades:

Markers, & sorters
Washer, hand
Washer, machine
Sewing, hand

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

Extract, AFHQ, Admin Memo No. 3, d/d 11 Jan 45 (Cont'd)

b. Under "Employees, Clothing, Boot and Shoe Manufacturing Plants add the words " male or female" after the following grades:

Machine Operator
Embroiderer.

2. The following changes to AFHQ Administrative Memorandum Number 47, 1944, are made effective 16 December 1944:

APPENDIX "A"

Delete so much as pertains to "Bookkeeper, Cashier, Cinema Manager, Clerk Office and Draughtsman" and substitute the following.

	Min.	Max.	
Bookkeeper	2,200	5,000	lire per month
Cashier	2,200	3,600	" " "
Cinema Manager	2,200	3,900	" " "
Clerk Office	2,200	3,600	" " "
Draughtsman	2,200	5,000	" " "

APPENDIX "D"

	Min.	Max	
Add: Electro-Plater	90	135	lire per day.

3. The following changes to AFHQ Administrative Memorandum Number 47, 1944, are made effective this date:

APPENDIX "B"

After "Juveniles (male and female under 17 years)" insert "under 18 years for new entrants."

APPENDIX "C"

After "Bell Boy (over 17)":"Bell Boy(under 17); and "Juveniles" insert the words "(under 18 years for new entrants)".

APPENDIX "I"

a. After "Messenger, English speaking (under 17)" insert "under 18 years for new entrants."

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

Delete so much as pertains to "Bookkeeper, Cashier, Cinema Manager, Clerk Office and Draughtsman" and substitute the following.

	Min.	Max.	
Bookkeeper	2,200	5,000	lire per month
Cashier	2,200	3,600	" " "
Cinema Manager	2,200	3,900	" " "
Clerk Office	2,200	3,600	" " "
Draughtsman	2,200	5,000	" " "

APPENDIX "D"

	Min.	Max	
Add: Electro-Plater	90	135	lire per day.

3. The following changes to AFHQ Administrative Memorandum Number 47, 1944, are made effective this date:

APPENDIX "B"

After "Juveniles (male and female under 17 years)" insert "under 18 years for new entrants."

APPENDIX "C"

After "Bell Boy (over 17)";"Bell Boy(under 17); and "Juveniles" insert the words "(under 18 years for new entrants)".

APPENDIX "D"

a. After "Messenger, English speaking (under 17)" insert " under 18 years for new entrants."

b. After "Messenger, English speaking (over 17) insert "over 18 years for new entrants."

c. Under "Unskilled Labor" and after "male and female up to 17 insert "(up to 18 years for new entrants)."

By command of Field Marshal ALEXANDER:

FTM

Extracted by G-1 Section
Civilian Personnel.

DISTRIBUTION
"D"

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

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

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

1912

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

854

14045/1

SUBJECT: BELTRAMO, Mario

TO : Public Safety S/C

26 January 1945

Above named has been screened by this office and is judged:

[X] suitable for employment.

[ ] not suitable for employment.

[ ] may be employed subject to further checking.

[ ] employment held in abeyance for further investigation.

2491

TO
OL. CHAPMAN
OL. YOUNG
T COL. WOOD
MAJ. BUCKLEY
J. WILSON
MAJ HANDLEY
MAJ BALLANCE
CAPT. POWELL
F.O. FOX

C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

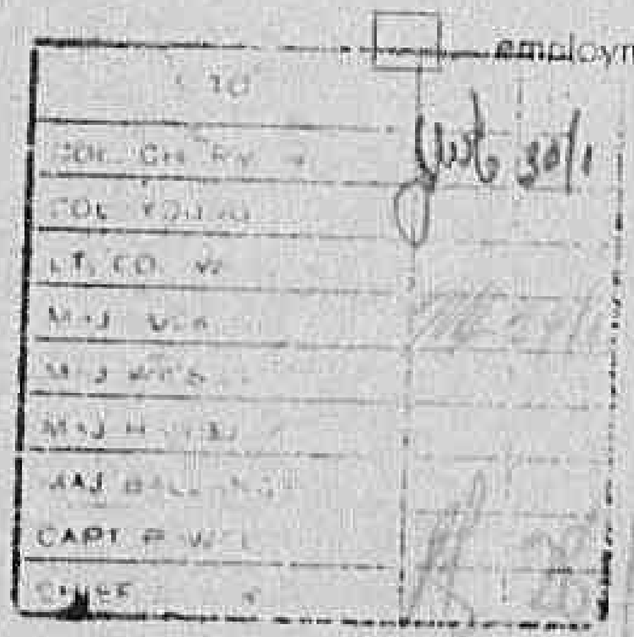
SUBJECT: ROSSI, RITA.

TO : PUBLIC SAFETY S/C.

26 JAN. 1945

Above named has been screened by this office and is judged:

- [X] suitable for employment.
- [ ] not suitable for employment.
- [ ] may be employed subject to further checking.
- [ ] employment held in abeyance for further investigation.



C. A. BONGABZONE
1st LT. AUS
Internal Security Officer

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

14045/1

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
A P O 394

24 Jan - 1945

SUBJECT: **Employment of Civilians.**

TO : Public Safety Sec

1. Ref your AC/140/15/1 P.S. dated 12 January '45

2. Approval is given to the employment of Beltramo, Mario

..... as a interpreter / general ..... at a rate

not exceeding 4290 + bonus Lire per ~~day~~ month.

3. The minimum rate which is 2420 + bonus Lire per ~~day~~ month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo N 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 11 as soon as possible for necessary instruction.~~

I. W. STEARNS
Major, AGD
G-1 American

GA

Civ Pers Form 4
Aug 44

2489

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

11045/1 82A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

24 Jan - 1945

SUBJECT: Employment of Civilians.

TO : Public Safety Sec

1. Ref your AC/11045/1/PS- dated 23 January '45

2. Approval is given to the employment of Rossi, Rita

as a Clerk - Gen - office at a rate

not exceeding 3960 Lire per ~~day~~/month (plus living bonus)

3. The minimum rate which is 2420 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo N 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 11 as soon as possible for necessary action.~~

I. W. STEARNS
Major, AGD
G-I American

G.A. 2488

Civ Pers Form 4
Aug 44

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

81 A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502

25 January, 1945.

AC/14045/1/PS

SUBJECT : Workers Social Insurance.

TO : G-1, Civilian Personnel.

Reference your Civ. Pers/297 of 19 Jan.45, forwarded herewith is requested information respecting civilian employees of this Sub-Commission.

NAME	FATHER	Date of Employment	Pay periods Missed
AMATI Ethel	Frederick-Edwards	10 September 44	None
BELLEI Lola	Giulio Cesaretti	9 June 44	"
CAFARO Ada	Gaetano	1 October 43	"
CALLI Wanda	Angelo	22 August 44	"
CALASSI Umberto	Mazzureno	15 June 44	"
MARTINI Blanche	Frank Vogel	15 September 44	"
SINACOLA Pat	Antonio	15 June 44	"
VITELLOZZI Renee	Jakob Baumwald	21 June 44	"

2457

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

LJP/G.

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

file

1404 SIPE

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
PUBLIC SAFETY SUB COMMISSION
SECURITY DIVISION

80A

REF : SD/125.04/433

22 January 1945

SUBJECT : Workers Social Insurance

TO : G-1, Civilian Personnel

(A)

1. Reference your Civ. Pers/297 of 19 Jan. 45 forwarded herewith is requested information respecting civilian employees of this Division

NAME	FATHER	DATE OF EMPLOYMENT	PAY PERIODS MISSED
DERRO Elizabeth	Antonio	11 September 44	None
DEL PROPOSTO Marina	Cesidio	19 June 44	"
FASANO Adele	Virgilio	2 December 44	"
MERCANTI Liliana	Pompeo	3 July 44	"
NAPOLEONI Bernardina	Andrea	4 July 44	"
SARETTA Uberto	Ugo	27 Mure 44	"
GASTON Massimiliano	Leopoldo	9 August 44	"
SANNA Umberto	Silvio	19 October 44	"

2486

JOHN W. CHAPMAN,
Colonel J.A.G.D.,
Director Public Safety,
Sub Commission.

JAM/nb

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

1204511 79A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/297 19 January 1945

Subject: Worker's Social Insurance.

To : Public Safety

1. In order to give employees benefit of Social Insurance coverage for the entire period of employment with Allied Commission is is necessary that this Section be furnished as soon as possible a list of Italian Civilians in your employment with the following information; Employee's Last Name, First Name, Father's Name, actual commencing date of employment and pay periods missed, if any.

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

TO	INIT	DATE
COL CHRISMAN		
COL YOUNG		
LT COL WILCOX		
MAJ LIPMAN		
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWEL		
CHIEF CLERK		

485

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

216

Public Safety

789

HEADQUARTERS ALLIED COMMISSION
AO 394
ESTABLISHMENT SECTION

42.3/Est

18 January 1945

SUBJECT: Transport of Civilian Employees

TO : All Regional Commissioners.

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

2. This practice will cease.

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

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

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

For the Deputy Chief of Staff:

C. M. Parkin

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

DISTRIBUTION:
"A"
Less Group III

TO	INIT	DATE
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		

2484

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

77A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 478300

AS/1A045/1/PS

20 January, 1945

SUBJECT : Major ZANCHINO CC.RR.

TO : Land Forces Sub-Commission

77A

With reference to your letter AG/11 dated 18 Jan. 45. Major ZANCHINO is an effective member of the CC.RR., and is within the authorised ceiling for that service.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

2483

BP/wg.

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

1140/S/11 — 76A
Su 779

Subject:- Italian Officers - Employment.

Land Forces Sub Comm. A.C.
(M.M.I.A.)
R O M E
AQ/11
3 Jan 45.

Navy Sub Comm. A.C.
Air Force Sub Comm. A.C.
Public Safety Sub Comm. A.C.

1. It is requested that information may be forwarded by the addressee concerned in respect of the officers named below.

2. It is required to know whether these Italian Officers are in fact effective members of the service indicated and that they are carried by the Ministry concerned within the authorised ceiling for that Service.

S.P. Archer

S.P. ARCHER, Capt.
for Major General,
M.M.I.A.

Col. J. BRUNTA. Italian Air Force
Maj. A. ZANCHINO C.C.R.R.
Lt. Comd. APOSTOLO Pietro. Italian Navy
Capt. CALLO Renato (Guardie Finanza?)

SPA/ab

TO		
COL. [illegible]		
COL. YOUNG		
LT. CO. W. F. X.		
MAJ. LUCKMAN	7/8	2/1
MAJ. WOOD		
MAJ. HANNAH X		
MAJ. BALLINGER		
CAPT. POWELL	8	2/1
CHIEF CLERK		

2482

75 A

H1045/1.

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ Pers/268 8 January 1945

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

To : See Distribution.

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

1. Except in unusual cases where separate arrangements must be made, this office will act as a point of centralisation, 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 elegible for unemployment compensation. Therefore, letter must include reasons for separation.

2481

(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

TO	INIT	DATE
COL. CHAPMAN		
COL. YOUNG		

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

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

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

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

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

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

2481

TO	INIT	DATE
COL. CHAPMAN	[illegible]	16/1
COL. YOUNG		
LT. COL. W. C. X		
MAJ LUCKMAN	[illegible]	[illegible]
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWEL	[illegible]	[illegible]
[illegible] CLERK		

(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.

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

Ltr 268, G-1 Civ Pers dated 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. Wuller

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

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

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"D"

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

employees, is attached for posting in individual offices.

R. T. Uhler

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

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

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"D"

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

Republished as an Appendix to letter, Headquarters Allied Commission, G-1 Civilian Personnel Section, Ref. No. [illegible] dated, 8 JAN 1945

ALLIED FORCE HEADQUARTERS
A.F.H.Q. 512

ADMINISTRATIVE INSTRUCTION NUMBER 61

16 December 1944.

SOCIAL INSURANCE BENEFITS FOR ITALIAN CIVILIANS EMPLOYED BY ALLIED FORCES.

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

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

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

2. To implement the coverage where 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 workers employed. The cards will be maintained during period of employment.

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

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

12356 Section 3.3/NND No. 785016

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

2. To implement the coverage scheme certain 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 workman employed. The cards will be maintained during period of employment.

b. The file will be initially constituted to include cards for all workmen 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 and amounts of unemployment, tuberculosis, old-age and invalidity benefits).

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

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

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

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

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

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

By command of Field Marshal ALEXANDER:

(sgd) C.M. CHESTERMAN,
Colonel AGD,
Acting Adjutant General.

APPENDIX "A" to SHAEF Admin Memo No. 51.

SUGGESTED FILE MAINTENANCE PROCEDURE
"NOTICE TO SOCIAL INSURANCE CARDS"
FORM SI-1

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

2. Each pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 8,9 and 10, and will be given to the worker.. (NOTE: Item 10 requires no entry other than a dash line ---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the separation from work is "VOLUNTARY QUIT" without justification or a "DISCHARGE 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 or by rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

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

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

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ite 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 8, 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line ---, indicating nothing to report, except in cases when, in the opinion of the unit supervisor, the separation from work is a "VOLUNTARY QUIT" without justification or a "DISCHARGE 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 or by rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

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

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

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

6. Both items 6 and 7 on the card are simply tally items to simplify file maintenance. They may be used in whatever manner and with whatever variations the unit supervisor finds desirable. Other items are essential to the Italian social insurance system. An entry must be made in each. Writing and figures must be clear and in ink, indelible pencil or rubber stamp. ERASURES AND CORRECTIONS ARE NOT PERMISSIBLE REGARDLESS OF NECESSITY OF GUARDING AGAINST FRAUDULENT CHANGES IN INFORMATION ON CARD. If a mistake is made, a new card should be prepared.

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AMENDMENT TO ARMY Admin Regs No. 61.

WORKERS SOCIAL INSURANCE CARD, FORM SI-1

(FRONT OF CARD)

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

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

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

6. Above-named worked at least part of each pay period except pay periods ending _____
(Use date stamp to record terminal date of any pay period or periods missed).

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

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

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

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

_____ pay periods worked.
(Write out No.)

9. Final Pay rate L._____ per Day / Month 10. Reason for ending employment _____

WORKERS SOCIAL INSURANCE CARD
ALLIED PURCHASING COMMITTEE
Form SI-1 Dec. 44. Certified _____
(signature and stamp)

(BACK OF CARD)

NOTICE TO THE WORKER.

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

In applying for benefits, card must be submitted with regular application forms to nearest Institute bulletin or receiving Social office.

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6. Above-named worked at least part of each pay period except pay periods ending

_____

(Use dots to stamp to record terminal date of any pay period or periods missed).

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

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

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

8. Employment recorded on this card ended_____with total of
(Date)

_____pay periods worked.
(Write out No.)

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

_____

WORKER'S SOCIAL INSURANCE CARD
ALIEN WORKERS IN WAR
Form SI-1 Dec. 44. Certified_____
(signature and stamp)

(BACK OF CARD)

NOTICE TO EMPLOYER.

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

In applying for benefits, card must be submitted with regular application forms to nearest Institute Publique or Providenza Sociale office.

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

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

.....

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

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

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Appendix "C" to AFHQ Admin Memo No. 61

WORKERS MONTHLY ALLOWANCE SLIP FOR SOCIAL INSURANCE BENEFITS - MAM 31-2.

(FRONT OF FORM)

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

Weekly Bi-Weekly

2. Province _____ 3. Pay Period:

Monthly Semi-Monthly

4. The above-named is currently employed by the Allied Forces and has been so employed for _____ pay periods.
(Write out No.)

WORKERS MONTHLY ALLOWANCE SLIP
ALLIED FORCES IN ITALY

Date _____

Certified _____
(Signature and Grade)

Form MI-2

(BACK OF FORM)

NOTICE TO THE WORKER.

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

Certificate must be submitted with regular application form to nearest Assistenza Malattie or Previdenza Sociale Office.

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

.....

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

CAUTION: Any alterations of information on this certificate renders it void and is punishable by law. Safeguard this certificate carefully. Duplicates will not be issued.

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Form SF-2

(BACK OF FORM)

NOTICE TO THE PUBLIC.

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

Certificate must be submitted with regular application form to nearest Social Insurance Institute or Provincial 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.

ALTERATIONS: Any alteration of information on this certificate renders it void and is punishable by law. Safeguard this certificate carefully. Duplicates will not be issued.

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

ANNEX "D" TO A.F.H.Q. Admin Memo No. 61

TRANSLATION

MINISTRY OF INDUSTRY, COMMERCE & LABOUR.

NOTICE TO WORKERS.

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

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

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

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

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

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

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

THE MINISTER,
Gronchi

29 November 1944.

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

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

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

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

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

The PREFECT,
Cronchi

29 November 1944.

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

MINISTERO DELL' INDUSTRIA
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani impiegati 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 la tubercolosi, per la maternità e natalità; per le malattie e per gli infortuni sul lavoro e le malattie professionali.

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

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

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

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

Lo Stato si è addossato le spese dei benefici che vi saranno corrisposti 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.

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zione di trattamento - recentemente ampliato 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 la tubercolosi, per la maternità e natalità; per le malattie e per gli infortuni sul lavoro e le malattie professionali.

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

Tale certificato dovrà essere da voi richiesto sia per ovviare 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 dovrete presentarlo subito all'Istituto nazionale della previdenza sociale, perchè possa provvedere a tener conto, nella vostra posizione assicurativa, del periodo di lavoro da voi prestato presso le Forze Alleate.

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

Lo Stato si è addossato le spese dei benefici che vi saranno corrisposti 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.

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IL MINISTRO
Bronchi

Roma, 25 Novembre 1944

Confidential F.O. 1235 Section 3.3/WND No. 785 file

AVVISO AI LAVORATORI DIPENDENTI DALL' A.C.

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

la "Worker's Social Insurance Card" da valere per la 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 ammali o sia colpito da tubercolosi, oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporre', su vostra richiesta, perche' vi venga rilasciato:

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

3. In caso di infortunio sul lavoro, uno Special certificato puo'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

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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 disporre', su vostra richiesta, perche' vi venga rilasciato:

.. il "Worker's Employment Status Report", da valere - er 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 Speciel certificato puo'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.

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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.

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Public Safety SIC

W/H.

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 52) 19 December 1944

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

1. APHQ Administrative Memorandum Number 48, 1944, is superseded by the following, effective with the commencement of the first pay period subsequent to 8 December 1944. For pay periods that commenced prior to 8 December 1944, and extended beyond such date the provisions of Administrative Memorandum Number 48 are effective and any payments made thereunder are validated.

2. The provisions of this Administrative Memorandum are applicable throughout all liberated Italy at the discretion of District, Base Section, Army or equivalent commanders for the territory under their control.

3. Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in the Allied Forces Basic Wage Scale(see APHQ Administrative Memorandum Number 47,1944), all or part of a daily or monthly cost-of-living bonus as set forth in Appendices "A" and "B" hereto.

4. a. 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 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 computations and adjustments for overtime pay and female differential.

b. 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 to the proportion of basic wages, excluding overtime, earned during that period.

5. Nothing in this Administrative Memorandum shall be construed as rescinding the provisions of APHQ Administrative Memorandum Number 47, 1944.

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commenced prior to 8 December 1944, and extended beyond that date, the provisions of Administrative Memorandum Number 48 are effective and any payments made thereunder are validated.

2. The provisions of this Administrative Memorandum are applicable throughout all liberated Italy at the discretion of District, Base Section, Army or equivalent commanders for the territory under their control.

3. Italian civilians directly employed by the Allied Forces may be paid, in addition to the amounts established in the Allied Forces Basic Wage Scale(see AFHQ Administrative Memorandum Number 47, 1944), all or part of a daily or monthly cost-of-living bonus as set forth in Appendices "A" and "B" hereto.

4. a. 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 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 computations and adjustments for overtime pay and female differential.

b. 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 to the proportion of basic wages, excluding overtime, earned during that period.

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5. Nothing in this Administrative Memorandum shall be construed as rescinding the provisions of AFHQ Administrative Memorandum Number 47, 1944.

By command of Field Marshal ALEXANDER:

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

2 Inclosures
Appendices "A" and "B".

Reproduced and distributed by Headquarters
Allied Commission, G-1 Sect. Civ. Pers.

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

APPENDIX "A" to AFHQ Adm Memo No.62

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	60 lire
From 121 to 125 lire	57 "
From 126 to 130 lire	55 "
From 131 to 135 lire	52 "
From 136 to 165 lire	50 "
From 166 to 170 lire	47 "
From 171 to 175 lire	45 "
From 176 to 180 lire	42 "
From 181 and above	40 "

b. Juveniles may be paid a cost-of-living bonus up to 25 lire per day.

2. Monthly Wage Group:

a. Adult Group:

Basic Wage	Maximum Permissible Bonus
Up to and including 3000 lire	1560 lire
From 3001 to 3100 lire	1530 "
From 3101 to 3200 lire	1480 "
From 3201 to 3300 lire	1430 "
From 3301 to 3400 lire	1380 "
From 3401 to 3500 lire	1330 "
From 3501 to 5000 lire	1300 "
From 5001 to 5100 lire	1230 "
From 5101 to 5200 lire	1180 "
From 5201 to 5300 lire	1130 "
From 5301 to 5400 lire	1080 "

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Up to and Including 120 lire	60 lire
From 121 to 125 lire	57 "
From 126 to 130 lire	55 "
From 131 to 135 lire	52 "
From 136 to 165 lire	50 "
From 166 to 170 lire	47 "
From 171 to 175 lire	45 "
From 176 to 180 lire	42 "
From 181 and above	40 "

b. Juveniles may be paid a cost-of-living bonus up to 25 lire per day.

2. Monthly Wage Group:

a. Adult Group:

Basic Wage	Maximum Permissible Bonus
Up to and including 3000 lire	1560 lire
From 3001 to 3100 lire	1530 "
From 3101 to 3200 lire	1480 "
From 3201 to 3300 lire	1430 "
From 3301 to 3400 lire	1380 "
From 3401 to 3500 lire	1330 "
From 3501 to 5000 lire	1300 "
From 5001 to 5100 lire	1230 "
From 5101 to 5200 lire	1180 "
From 5201 to 5300 lire	1130 "
From 5301 to 5400 lire	1080 "
From 5401 and above	1040 "

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b. Juveniles may be paid a cost-of-living bonus up to 650 lire per month.

TO		
COL. CHAPMAN		
COL. YOUNG		
LT. COL WILCOX		
MAJ LUCKMAN		
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWEL		
CHIEF CLERK		

Exhibit No. 1256 Section 3-A/WMD No. 785016

14045/1 0/2A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ Pers/271

9 January 1945

Subject: Civilian Employees - Bonus and Overtime.

To : See Distribution.

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

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

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

EXAMPLE:

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

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

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

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

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

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

EXAMPLE:

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

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

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

EXAMPLE:

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

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

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

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

B. T. UHLER
Lt. Col. AGD.
G-1 (a)

DISTRIBUTION
"D"

TO		
COL. CHAPMAN		
COL. YOUNG		
LT. COL WILCOX		
MAJ LUCKMAN		
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWEL	5	11
CHIEF CLERK		

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

based on the result the product is a factor of the basis for the comparable melt grade.

B. T. BUYER
Lt. Col. AGD.
G-1 (a)

DISTRIBUTION
"D"

TO		
COL. CHAPMAN		
COL. YOUNG		
LT. COL. WILCOX		
MAJ LUCKMAN		
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWEL		
CHIEF CLERK		

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

Public Safety 4/1A

TO	INIT	DATE
COL. CHAPMAN		
COL. YOUNG		
LT. COL. WILCOX		
MAJ. LUCKER		
MAJ. WILSON		
MAJ. HANDY		
MAJ. BALLANTYNE		
CAPT. POWELL		
CHIEF CLERK		

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENTS SECTION

4 January 1945

ESTABLISHMENT MEMORANDUM)
No. 1)

56A

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

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

1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

2471

The above allowances are properly payable provided the rations or accommodations not furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

a. Employees in receipt of basic wages (see paragraph 4, [illegible] dated 2 December 62, 1944) of:

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

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.

2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.

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1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.

a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.

b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

2471

The above allowances are properly payable provided the rations or accommodations not furnished in kind.

2. Employees in Clerical and Supervisory Grades - A per diem allowance may be paid as follows:

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1944) of:

9,600 lire and more per month - 250 lire per day.
6,000 lire to 9,599 lire per month - 225 lire per day.
4,500 lire to 5,999 lire per month - 175 lire per day.
3,500 lire to 4,499 lire per month - 150 lire per day.
less than 3,500 lire per month - 125 lire per day.

b. (1) The above rates will be payable for every 24 hours of absence from place of residence on official business. If the time of absence in hours exceeds 24 and is not divisible exactly by 24, the final period, if in excess of 12 hours, shall be counted as 24; if under 12 hours, nothing shall be paid in respect of it.

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

(2) These allowances will be paid in full if no rations or accommodation are provided for the use of the employee making the journey. If rations, but not accommodation, are provided, one-third of the allowance will be paid. If accommodation, but not rations, is provided, two-thirds will be paid."

3. The maximum period for which the traveling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

4. Traveling 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.

7. Nothing in this Establishment Memorandum shall be construed as casting reference to U.S. or British civilian employees.

By command of Rear Admiral STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. PARKIN
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
"A"

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

the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

4. Traveling allowance will be claimed by the employee on the Special Claim Form(F/215), 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 (F/33). Supplies of Claim Form, F/215, are being distributed to all Regions, by this headquarters, and additional supplies will be furnished upon application.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees.

By command of Rear Admiral KING:

NORMAN B. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. ERKIN
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
"A"

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

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

Pauline Hughes 4/08

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref/G-1/CivPers/251 28 December 1944

SUBJECT: Civilian Employee - Female.

TO : See Distribution.

64A

1. Paragraph 2, Ltr. G1/ Pers/245, dtd 23 Dec. 44, is amended by the addition of the following;

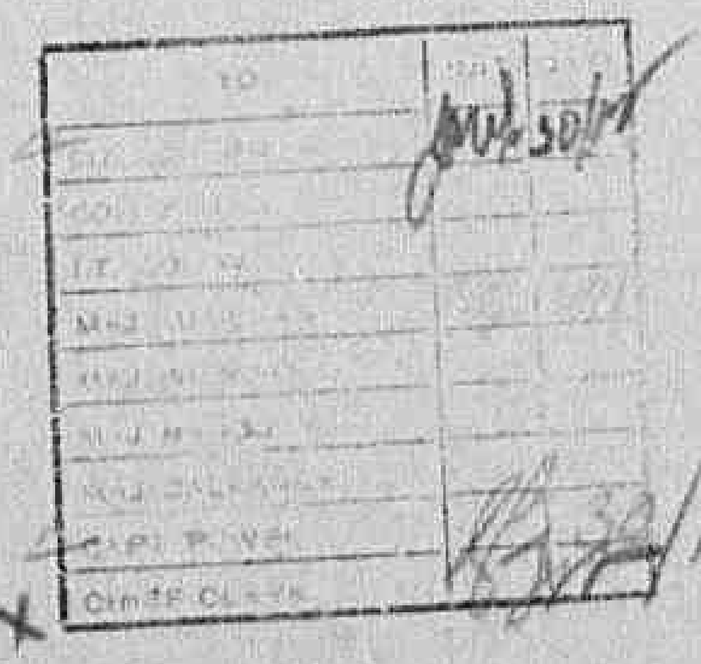
The following grade will also be classed as a separate female classification, and will not be subject to a 15% deduction.

"Typist"

2. All Sections are requested to make necessary adjustment on forthcoming payroll.

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

DISTRIBUTION
"D"



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Public Safety
11045/1 69

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref/G-1/CivPers/245 23 December 1944

SUBJECT: Civilian Employee - Female.

TO : See Distribution.

1. Rates of Pay for Females.

a. Attention is directed to paragraph 3 h of Administrative Memorandum No 47, AFHQ, dtd 16 Nov 44, whereby it is established that female employees shall be paid 15% less than the comparable rates and scales for male employees; except where separate female classifications are listed.

b. The official ruling as now approved by the Resources Board is that this deduction will be made. All calculations, and computations are made on the 1 Oct 44 rate. After such totals are arrived at, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15% deduction in the case of female employees, such deduction is made from the 1 Oct 44 male rate, and then the proper 16 Nov 44 bonus is added.

Example;

(1)	Regular rate of Pay (Male Accountant)	5400
(2)	Plus 10% for Home Province	+ 540
(3)	Total Salary-Home Prov.(male Accountant)	5940
(4)	Less 15 for female	891
(5)	FEMALE RATE FOR MALE PROV.	+-5050
(6)	Add 16 Nov 44 Bonus	1230
(7)	TOTAL FEMALE PAY	6280

c. The following figures, as samples, give the completed calculation for female employees in the categories mentioned (figures include 10% additional for Home Province and 15% deduction for females). The November 16 Bonus as authorized in AFHQ Admin. Memo. No 48as, and defined in letter Reference Civ. Pers. No 167 dtd 24 Nov 44 is to be added to the rates below.

2467

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

a. Attention is directed to paragraph 3 b of Administrative Memorandum No 47, AFHQ, 3 Nov 44, whereby it is established that female employees shall be paid 15% less than the comparable rates and scales for male employees; except where separate female classifications are listed.

b. The official ruling as now approved by the Resources Board is that this deduction will be made. All calculations, and computations are made on the 1 Oct 44 rate. After such totals are arrived at, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15% deduction in the case of female employees, such deduction is made from the 1 Oct 44 male rate, and then the proper 16 Nov 44 bonus is added.

Example;

(1) Regular rate of Pay (Male Accountant)	5400
(2) Plus 10% for Rome Province	+ 540
(3) Total Salary-Rome Prov.(Male Accountant)	5940
(4) Less 15% for female	891
(5) FEMALE RATE FOR ROME PROV.	++5050
(6) Add 16 Nov 44 Bonus	1230
(7) TOTAL FEMALE PAY	6280

c. The following figures, as examples, give the completed calculation for female employees in the categories mentioned (figures include 10% additional for Rome Province and 15% deduction for females). The November 16 Bonus as authorized in AFHQ Admin. Memo. No 486c, and defined in letter Reference Civ. Pers. No 187 dtd 24 Nov 44 is to be added to the rates below.

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Grade	Min	Max
Accountant	2055	5050
Bookkeeper	1870	4675
Clerk, Office	1870	3365
Draughtsmen	1870	4675
Executive	4675	10285
Interpreter, Technical	2431	4980
Sr. Admin. Asst.Clerk Supervisor	2055	5050
Professional Worker	3740	10285
Sr. Admin. Asst.Sub Professional	3365	6380
Messenger, E.S. Under 17		65
" " over 17		85
Unskilled labor		80

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

Ltr Civ Pers/245, dtd 23 Dec 44 (Cont'd)

2. The following grades will be classed as separate female classifications, and will not be subject to a 15% deduction.

Interpreter General
Telephone Operator F.C.
" " F.P.S.
Typist, Shorthand F.S

3. All Sections are requested to make necessary adjustments on forthcoming payrolls.

+ Rome increment is 10' for Office Workers, 10 lire for Artisan grades.
++ Computed to closest 5 lire- 5049= 5050

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

DISTRIBUTION
"D"

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

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

68A 14045/1. AWL

22 December 19 44

SUBJECT: Transfer.

TO : Public Safety S/C 65A

1. Reference your letter AC/14045/1/PS dated 9 December 1944

2. Approval is granted for the transfer of Galli, Vanda

employed in Office of the Chief of ~~Sub-Commission~~ Staff to Public Safety

Sub-Commission.

3. Classification and wage rate to remain the same Interpreter/Typist
(Grade)

at 5260 to 5590 lire per ~~day~~ month.

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

4. No employee will be permitted to change from one Section to another without the agreement of the respective employing Sections

24C

Civ. Pers. Form 6
Nov. 44

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

1937

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ALLIED FORCE HEADQUARTERS
AFO 512

ADMINISTRATIVE MEMORANDUM)
: 16 December 1944
NUMBER: 61)

SOCIAL INSURANCE COVERAGE FOR ITALIAN CIVILIANS
EMPLOYED DIRECTLY BY ALLIED FORCES

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

(1) Illness of worker or of member of his family (free medical care and indemnity for worker during illness).

(2) Unemployment (indemnity)

(3) Tuberculosis (free medical care and indemnity)

(4) Marriage and births (financial aid)

(5) Invalidity and old age (pensions).

b. In addition, workmen's compensation for accidental injury or death will continue as presently provided under AFHQ regulations (accident claims being referred to Instituto 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 at appendix "G") for each worker employed. The cards will be maintained during period of employment.

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

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

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

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

e. In the case of workers who walk out on the job or otherwise absent themselves without due reason, social insurance cards will be held for a period of 30 days, at the end of which time, if the worker has failed to return, existing insurance rights will be considered forfeited and card will be destroyed.

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

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

5. A sufficient supply of Forms SI-1 and SI-2 (printed in English with Italian translation) is being produced and will be distributed forthwith to employing units together with a standard notice in Italian, (English translation attached at Appendix "D") suitable for posting at work sites, explaining the plan to workers. The scheme will be initiated, retrospectively to 1 December 1944.

By command of Field Marshal ALEXANDER:

C. W. CHRISTENBERRY,
Colonel, AGD,
Acting Adjutant General.

4 Inclosures
Appendices "A", "B", "C" and "D".

DISTRIBUTION:
"C"

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

APPENDIX "A" TO AFHQ Adm Memo # 61

SUGGESTED FILE MAINTENANCE PROCEDURE
"WORKER'S SOCIAL INSURANCE CARDS"
FORM SI-1

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes into 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 8, 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a dash line, -----, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the separation from work is a "VOLUNTARY QUIT" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to effect 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 or by 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 job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date-stamped in item 6 and will be placed in DEAD FILE. If worker later reports and returns to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If he is paid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(e) of Directive accompanying this procedure, cards remaining in dead file for period of more than 30 days, as shown by date-stamp in item 6, may be destroyed with resultant forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.

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

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

6. Both items 6 and 7 on the card are simply tally items to simplify file maintenance. They may be used in whatever manner and with whatever variations the unit supervisor finds desirable. Other items are essential to the Italian social insurance system. An entry must be made in each. Writing and figures must be clear and in ink, indelible pencil or rubber stamp. ERASURES AND CORRECTIONS ARE NOT PERMISSABLE BECAUSE OF NECESSITY OF GUARDING AGAINST FRAUDULENT CHANGES IN INFORMATION ON CARD. If a mistake is made, a new card should be prepared.

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

APPENDIX "B" TO AFHQ Adm Memo # 61

WORKER'S SOCIAL INSURANCE CARD, Form SI-1

(FRONT OF CARD)

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

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

Weekly Bi-Weekly

4. Job Classification _____ 5. Pay Period:

Monthly Semi-Monthly

6. Above-named worked at least part of each pay period except pay periods ending _____
(Use date stamp to record terminal date of any pay period or periods missed)

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

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

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

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

_____ pay period worked.
(Write out no.)

9. Final Pay rate L. _____ per day / month 10. Reason for ending employment _____

WORKER'S SOCIAL INSURANCE CARD
ALLIED FORCES IN ITALY
Form SI-1 Dec 44

Certified _____
(Signature and stamp)

(BACK OF CARD)

NOTICE TO THE WORKER:

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

In applying for benefits, card must be submitted with regular application forms to nearest Instituto Nazionale or Previdenza Sociale office.

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

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

.....

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

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

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

ATTACHMENT "C" TO AFHQ Adm Memo # 61

WORKER'S EMPLOYMENT STATUS REPORT FOR SOCIAL INSURANCE BENEFITS - FORM SI-2

(FRONT OF FORM)

1. _____ of _____
(Last name) (First name) (Father's name)

2. Province _____ 3. Pay period: Weekly Bi-weekly Monthly Semi-monthly

3. The above-named is currently employed by the Allied Forces and has been so employed for _____ pay periods.
(Write out no.)

WORKER'S EMPLOYMENT STATUS REPORT
ALLIED FORCES IN ITALY

Date _____

Certified _____
(Signature and stamp)

Form SI-2 Dec 44

(BACK OF FORM)

NOTICE TO THE INSURED:

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

Certificate must be submitted with regular application form to nearest Assistenza Malattia or Previdenza Sociale office.

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

.....

If there is no social insurance office in commune 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. Safeguard this certificate carefully. Duplicates are not issued.

2460

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

APPENDIX "D" To AFHQ Adm Memo # 61

TRANSLATION

MINISTRY OF INDUSTRY, COMMERCE AND LABOR

NOTICE TO WORKERS

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

This Ministry has arranged to give immediate effect to the provision recently approved by the Council of Ministers which admits you and your family to the benefits of social insurance 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, 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 a contingency giving you the right to an immediate benefit and in the case of your ceasing to 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, provision 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 in assuming the expense for the benefits to which you will be entitled for your employment with the Allied Forces, wishing in this way to recognize the contribution that you are giving, with your work, to the cause of liberation.

THE MINISTER
Gronchi

29 November 1944

Public Safety

66A

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

20 December 1944.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 35)

CIVILIAN PERSONNEL PROCEDURE

1. GENERAL.

a. The standard operating procedure for reception, assignment and departure of all allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

b. The Civilian Personnel Director will be responsible to the Vice-President of the Establishment Section for the execution of this plan.

2. DEFINITIONS.

a. "Attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

b. "Assigned" will be used whenever personnel comes under complete control of an Allied Commission official and is available for assignment in place of an officer or enlisted men & other ranks.

3. PROCEDURE.

a. Reporting.

(1) The Head of the civilian agency will give advanced warning of new arrivals and have them report immediately to the Civilian Personnel Director, (or Duty Officer after office hours), with all credentials.

(2) No responsibility or privilege shall be allowed any civilian until the registration formalities are completed.

b. Registration.

(1) Each Allied Civilian Will present a copy of his orders and sign the appropriate Headquarters Register upon arrival and departure.

2464

(2) All Civilians will be interviewed; a secret "Registration-card File" will be kept by the Director.

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

ture of all Allied civilian personnel, reporting to the Commission is established in order to centralize the general administration and prevent duplication of effort by the agencies, sub-commissions and civilians concerned.

b. The Civilian Personnel Director will be responsible to the Vice-President of the Establishment Section for the execution of this plan.

2. DEFINITIONS.

a. "attached" will be used in relationship to all personnel who do not come under the assigning jurisdiction of any Allied Commission official, but are officially connected with this Commission for their daily work.

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(1) Each Allied Civilian will present a copy of his orders and sign the appropriate Headquarters Register upon arrival and departure.

2464

(2) All Civilians will be interviewed; a secret "Registration-card File" will be kept by the Director.

c. Classification.

(1) The Civilian Personnel Director will determine the "assigned-", "attached-", or "miscellaneous-" status and the degree of Allied Commission responsibility.

(2) If assimilated rank is not stated by the Home Office of the Parent Agency, the Civilian Personnel Director will recommend the case to the Allied Commission Adjutant for an appropriate letter of identification.

d. Assignment.

(1) Initial Allied Commission Section assignments will be made by the Civilian Personnel Director.

RESTRICTED

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

Estab Memo No. 35, this Hq, dtd 20 Dec 44 (Cont'd):

(2) Internal assignments will be made by the Personnel Officer concerned.

(3) All changes in assignment will be checked with the Civilian Personnel Director.

e. Coordination.

(1) All statistical information will be coordinated by the Civilian Personnel Director, so that accurate reports can be submitted to higher Headquarters.

(2) All mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

(1) The overseas environment, giving special attention to military relationship, Allied Commission organization and the section of Italy to which the individual is to be sent.

(2) Responsibilities as to: military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.

(3) Privileges as to billeting, messing, recreational facilities, PX, transportation, etc.

g. Administrative.

(1) In general, administrative details will be left to the agency concerned.

(2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.

(3) He will check identification cards and keep number of all "privilege" cards issued.

(4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

(1) Orders of departure will be given to the Director for issuance to

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

(2) all mutual matters of personnel policy will be cleared with the Civilian Personnel Director.

f. Orientation.

The Director will orient the new civilian to:

(1) The overseas environment, giving special attention to military relationship, Allied Commission organization and the section of Italy to which the individual is to be sent.

(2) Responsibilities as to; military law, censorship, classified information, wearing of uniform, reading of Daily Bulletin, etc.

(3) Privileges as to billeting, messing, recreational facilities, P-X, transportation, etc.

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(2) The Director will keep record of medical inoculations, and, if not otherwise arranged, be responsible for informing all those concerned, when a check is due.

(3) He will check identification cards and keep number of all "privilege" cards issued.

(4) To facilitate the accumulation of passes and permits, a routing slip and necessary requests will be issued.

h. Clearance.

(1) Orders of departure will be given to the Director for issuance to the civilian concerned. If the civilian receives the order directly from higher Headquarters, he will immediately present it to the Civilian Personnel Director.

(2) The civilian concerned will be notified immediately and provided with a clearance-slip to be completed.

(3) Upon proper completion and signing out on the Headquarters Register, the travel orders will be handed to the civilian.

RESTRICTED

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

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

Detachment No. 35, this HQ, and CO Det A.A. (Cont'd):

4. CONCLUSION:

Effective this date, the procedure designated will be followed by all concerned.

By command of Rear Admiral STOKES:

NORMAN D. PIKE
Colonel
Deputy Chief of Staff

OFFICIAL:

C. M. PARKIN
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:

"A" (plus 50 copies for the Allied Civilian Personnel Director)

U.K.C.R.A.
F.E.A.

2463

Public Safety
14045/1 70 [illegible]
66A

COL CHAPMAN		
COL YOUNG		
LT COL WILCOX		
MAJ COX		
MAJ WILS		
MAJ HANBURY		
MAJ BALLANCE		
CAPT POWELL		
CHIEF CLERK		

HEADQUARTERS ALLIED COMMISSION
Personnel Section

Ref Ci[illegible] 14 December 1944

Subject. Workmen's Compensation in Italian Territory.

To . All Concerned.

The following is based on Circular No.74 HQ MATOUSA cs and is published for information and guidance of all concerned.

1. In the event of a Civilian employed locally by the Allied Commission in Italy, sustaining death, injury or illness arising out of and in the course of such employment, the employing Section, Subcommission or Branch will:

(a) Cease paying his salary or wages as from the date he stops work.

(b) Give him, or his dependents, a certificate of injury in the form set out.

(c) Advise him or his dependents to apply to the local Office of the Istituto per L'Assicurazione Contro gli Infortunii sul Lavoro for such medical attention and or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podesta). In acute injured persons should if possible, be sent to Ospedaliero dell' Istituto Nazionale Infortunii No. 9 via Monte Delle Dioie. Where not practicable, send to any civilian hospital.

2. No compensation or Medical attention (other than first aid treatment) should be given as the above Istituto is organized to deal with them. It has an office in all towns of sufficient importance, and will arrange to have the injured person collected by ambulance on being so requested.

2462

3. The certificate of injury referred to in par.

66E

Documents D.O. 12356 Section 3.3/NND No. 785016

The following is based on Circular No.74 HQ NATOUSA cs and is published for information and guidance of all concerned.

1. In the event of a Civilian employed locally by the Allied Commission in Italy, sustaining death, injury or illness arising out of and in the course of such employment, the employing Section, Subcommission or Branch will:

(a) Cease paying his salary or wages as from the date he stops work.

(b) Give him, or his dependents, a certificate of injury in the form set out.

(c) Advise him or his dependents to apply to the local Office of the Istituto per L'Assicurazione Contro gli Infortunii sul Lavoro for such medical attention and or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podesta). In some injured persons should if possible, be sent to Ospedaliero dell' Istituto Nazionale Infortunii No. 9 via Monte Delle Gioie. Where not practicable, send to any civilian hospital.

2. No compensation or Medical attention (other than first aid treatment) should be given as the above Istituto is organised to deal with them. It has an office in all towns of sufficient importance, and will arrange to have the injured person collected by ambulance on being so requested.

3. The certificate of injury referred to in par. 1(b) above will be made out in quadruplicate and will be forwarded to Headquarters Allied Commission, G-1 Civilian Personnel Section for proper signature (Par 3 on form) and further action. Two copies will be returned to respective Sub-Commission one of which will be handed to injured person (see par. 1 b) other to be retained for files.

4. A Declaration of Injury, Annex"A" to HQ NATOUSA Circular No. 132 (attached), signed by official supervisor of employee will be forwarded in triplicate with the certificate of injury referred in above paragraph (3).

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

5. These instructions will apply only to Headquarters of Allied Commission. Regions will comply with instructions set forth in MTOUSA Circulars 44, 156, and 138 as. Forms will be submitted directly to Regional Offices of the U.S. Claims Service. One copy of each to be forwarded to this office for information.

R. T. UNZER
R. T. UNZER
Lt. Col. A.G.D.
3-1(A)

2-Incls.
1- Certificate of Injury.
1- Declaration of Injury.

DISTRIBUTION

"D"

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

R. T. UHLIR
Lt. Col. AGD.
3-1(a)

2-Incls.
1- Certificate of Injury.
1- Declaration of Injury.

DISTRIBUTION

"D"

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

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CERTIFICATO D'INFORTUNIO

CERTIFICATE OF INJURY

1. I certify that Signor _____
Io certifico che il Signor

of _____ born on _____
de (address) nato il (date)
(indirizzo) (data)

the son of _____ and of _____
figlio di (Father's name) e di (Mother's name)
(Nome del padre) (nome nella madre)

was killed/incapacitated at _____ hours on _____
e morto/ferito alle ore il giorno (date)
(data)

_____
(Exact location of the accident)
(esatta località dell' infortunio)

in an accident arising out of and in the course of his employ-
l'infortunio è avvenuto mentre lavorava alle dipendenze delle
ment with the Allied Forces.
Forze Militari Alleate.

as _____
qualified as (Exact nature of employment)
(esatta categoria e mestiere)

2. The accident occurred in the following circumstances.
L'infortunio è avvenuto nelle seguenti circostanze.

(Give exact particulars and state whether the accident was
(Fare dettagliate e brevi descrizioni circa l'infortunio
d'infortunio to any wilful or negligent act of the employee)
precisando se è stato causato per negligenza dell'operaio)

2461

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

(Nome del padre) (Nome della madre)

was killed/injured at _____ hours on _____
è morto/ferito alle ore _____ il giorno _____ (date)
(data)

at _____
a (Exact location of the accident)
(esatta località dell' infortunio)

in an accident arising out of and in the course of his employ-
l'infortunio è avvenuto mentre lavorava alle dipendenze della
ment with the Allied Forces.
Forze Militari Alleate.

as _____
quale di (Exact nature of employment)
(esatta categoria di mestiere)

2. The accident occurred in the following circumstances.
L'infortunio è avvenuto nelle seguenti circostanze.

(Give short particulars and state whether the accident was
(Fare dettagliate e brevi descrizioni circa l'infortunio
attributable to any wilful or negligent act of the employee)
precisando se è stato causato per negligenza dell'operaio)

2461

3. His daily earnings for each of the fifteen days immediately
Paga giornaliera per gli ultimi quindici giorni precedenti
prior to the accident were as follows.
l'infortunio.

Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comprensiva straordinario	Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comprensiva straordinario
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8					

-2-

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

Signature of the U.S. Unit
Firma del Comandante l'Unità

Name in block letters
Nome in stampatello

Date
Data

Personal Number
N. di matricola

4. The Officers of the Institute have been instructed that should they require any further information they should communicate with the OIM Joint Claims Commission(A.C. should do likewise if in any difficulty)

Gli Ufficiali dell'Istituto sono a conoscenza che se hanno bisogno di ulteriori informazioni o assistenza devono comunicare con Joint Claims Commission. La Unità (A.C. devono fare lo stesso in difficoltà).

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

The officers of the Institute have been instructed that should they require any further information they should communicate with the OLM Joint Claims Commission(A.C. should do likewise if in any difficulty).

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

ANNEX "A" TO HQ MIDUSA CIRCULAR "132

DECLARATION OF INJURY

_____
(Rank, Full Name, and APO Number)
certify that _____
(Name of injured worker)
residing at _____
(Complete home address)
who is employed as _____
(Show exact capacity, ie, Labor, Carpenter, etc.)
by the American Army at _____
(Name Town, City and area)
born on _____ at _____
(date, month & year) (Place of Birth)
son of _____ and _____
(Father's name) (Mother's name)
was injured _____
(date and hour)
while in the performance of duty.

The injury occurred in the following manner; _____
_____
_____
(State facts briefly- indicate if injury was due to carelessness intoxication or willfull misconduct).

Nature of injury _____
(Give extent of injury and indicate whether injured stopped work)
The injured workeer has been employed by the American Army since _____.
(Date)
at a daily wage of _____.
(Amount)
The witnesses are _____
_____
_____
(Give names & addresses, if military personnel give serial No. and APO)

246

Attending physician _____

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

by the American Army at _____
(Name Town, City and area)
born on _____ at _____
(date, month & year) (Place of Birth)
son of _____ and _____
(Father's name) (Mother's name)
was injured _____
(date and hour)
while in the performance of duty.

The injury occurred in the following manner; _____
_____
_____
_____
(State facts briefly- indicate if injury was due to carelessness intoxication or wilfull misconduct).

Nature of injury _____
(Give extent of injury and indicate whether injured stopped work)
The injured workeer has been employed by the American Army since _____.
(Date)
at a daily wage of _____.
(Amount)
The witnesses are _____
_____
_____
_____
(Give names & addresses, if military personnel give serial No. and APO) 246

Attending physician _____

Name-
Address-

Address of O.D.T. or S.L. nearest place of accident _____

Declaration made _____ on _____
(Place) (Date)

Signed _____
(Official Superior)

Rank _____ Serial No. _____

ANNEX "A" -1-

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

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

File
65A
AG 68A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Ext 502
9 Dec 1944

AC/19045/1/PS

SUBJECT : Application for Civilian Employee.

TO : G-1 Civilian Personnel.

1. This Sub-Commission is in urgent need of a stenographer-typist who possesses these qualifications.

a. Must have a good understanding of English (Oral and written).

b. Considerable experience in taking dictation and transcribing.

2. Applicant must be interviewed by the Executive Officer and undergo a trial before she can be employed.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission

LJP/f.

24.J

Bobbie Lafferty

11/0415/1.
64

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

Ref. Civ Pers/222 7 December 1944

Subject. Civilian Personnel Seeking Employment.

To . All Sub-Commissions

Among the available applicants seeking employment the Civilian Personnel Office files include the following.

Yugoslav Subject. Male. Age 48., Officer of the Yugoslave Royal Army, served in the British Army during the last War. Lived in England three and a half years, took an engineering degree at the Glasgow University. Lived six months in the U.S.A. and six years in Chile and Bolivia. Worked one year as an engineer at the Fearmore Shipping Yards in Glasgow, then worked three years as an engineer with the Zagreb Electric Tramway Company. Was managing engineer of the Lantaro Nitrate Company London at their branch in Chile (A Guggenhiem Bros. concern). After that was a civil engineer at the Kennedy and Karry Company New York in Bolivia. Then opened a factory of his own(Port Constructions and Gas plant). Returned to Europe and became Managing Engineer of the United Electric Central in Yugoslavia. Later worked in Albania with a road building company. Has 20 years experience as a civil and managing engineer. Speaks English, Italian, French, German, Yugoslavian, Russian and Spanish. Has an excellent professional background, is very well bred and refined, active and capable.

Note: Classifications are determined by the actual duties that the applicant will perform in their employment, and not by their past experiences and performances. Backgrounds and past experiences, however, can be used in judging whether or not applicant is capable of performing duties required by employing office. Therefore, Sub-Commissions concerned will

8

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

Among the available applicants seeking employment the Civilian Personnel Office files include the following.

Yugoslav Subject. Male. Age 48., Officer of the Yugoslave Royal Army, served in the British Army during the last War. Lived in England three and a half years, took an engineering degree at the Glasgow University. Lived six months in the U.S.A. and six years in Chile and Bolivia. Worked one year as an engineer at the Beermore Shipping Yards in Glasgow, then worked three years as an engineer with the Zagreb Electric Tramway Company. Was managing engineer of the Lantaro Nitrate Company London at their branch in Chile (A Guggenhiem Bros. concern). After that was a civil engineer at the Kennedy and Kerry Company New York in Bolivia. Then opened a factory of his own(Port Constructions and Gas plant). Returned to Europe and became Managing Engineer of the United Electric Control in Yugoslavia. Later worked in Albania with a road building company. Has 20 years experience as a civil and managing engineer. Speaks English, Italian, French, German, Yugoslavian, Russian and Spanish. Has an excellent professional background, is very well bred and refined, active and capable.

Note: Classifications are determined by the actual duties that the applicant will perform in their employment, and not by their past experiences and performances. Backgrounds and past experiences, however, can be used in judging whether or not applicant is capable of performing duties required by employing office. Therefore, Sub-Commissions concerned will submit after approval interview, an adequate job description, on attached form, of duties to be performed by applicant being considered for position.

Sub-Commissions or Sections interested in interviewing the above applicant contact the Interviewing Section Room 7, Ground Floor, Phone 428. Priority for interviews will be given as requests are made.

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

1 Incl.
Civ Pers. Form No. 2.

TO		
COL. CHAPMAN		
COL. YOUNG		
LT. COL WILCOX		
MR. LOCKMAN		
CHIEF CLERK		

-1-

8

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

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

Public Safety

14045/1.

63

RN.

HEADQUARTERS ALLIED COMMISSION
AFO 394
OFFICE OF THE HEADQUARTERS COMMANDANT

4 December 1944.

SUBJECT: Civilian Mess

TO : All Sub-Commissions, Branches, etc.

1. It is hoped that in the near future a Restaurant will be opened in this Headquarters for use of Italian Civilian employees.

2. To obtain a meal the ticket system will be introduced.

3. Booklets of tickets will be sold to employees bi-monthly at the rate of Lire ten (10) per ticket, which will be in addition to the Lire two (2) already being charged against employees on the payroll.

4. Further particulars in regard to sales will be made in the Daily Bulletin.

5. From the money received extra unrationed food-stuffs will be purchased from the open markets. It should be appreciated however by all, that quantities and varieties are restricted, but every effort will be made to make the daily meal plentiful and appetizing.

6. To discuss full details a meeting will be held in Room 27, 1st Floor on Friday, 8th December 1944 at 1630 hours, to which all addressees are asked to send a representative, and from which a Civilian Mess Committee will be formed.

7. In order to make the running of the Restaurant a success, the strict compliance of instructions and co-operation of all is absolutely necessary.

TO	INIT	DATE
COL. CHAPMAN		
COL. YOUNG		
LT. COL WILCOX		
MAJ LUCKMAN		
MAJ WILSON		
MAJ HANBURY		
MAJ BALLANCE		
[illegible] P W I		

X X

R. H. ROBERTSON,
Lt Col,
HQ Commandant. 2451

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

Re 8404/1

62

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

30 November 44

Ref; G-1/Civ.Pers./199

SUBJECT; Reclassification (Amato, Ethel)

TO ; Public Safety S/C.

1. Reference is made to your request for reclassification of the A/N to the grade of "Executive", dated 25 Nov. 44.

2. It is the decision of the Civilian Personnel Policy Board that such a reclassification cannot be effected on the basis of present duties.

R. T. Uhler

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

[illegible] PM-N		
[illegible] G		
[illegible] COX		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
CAPT [illegible] NEL		
CHIEF CLERK		

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

14 Aug 47 No. 36158A

DUPLICATE

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

R. PAQUETTE, Lieut.
Purchasing & Contract

Received From ..... The sum

of 21,158 Lire for the payroll of PUBLIC SAFETY (Section)

For period of 1 Nov to 15 Nov 1947

CANCELLED

S/Sgt [illegible] RECIBIENT

Public Safety

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section.

1700 5/1/PS
Ltr

Ref. Civ. Pers/187 24 November 1944

Subject. Increase of Civilian Wages.

To . All Sections, Sub-Commissions, and Branches.

1. Effective 16 November 1944, a general increase in wages of all civilian employees of the Armed Forces in Italian Government territory is authorized. This new ruling has been put into effect by the Allied Forces Local Resources Board to meet the increased cost of living.

2. The increases range from 40 to 60 lire a day, the larger amount applying to employees in the lower pay categories. These increases constitute a temporary cost of living bonus which is added to the workers PRESENT pay predicated on the basic rate of October 1, 1944.

3. Examples of how the new increases will effect present pay scales follow:

(A) A worker now receiving 85 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
(B) A worker earning 185 lire and above per day will get a total increase of 40 lire bringing his wage up to 225 lire per day, or over according to present daily rate being received.
(C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

2454

4. The following is submitted for your guidance and information.

DAILY WAGE GROUP

All figures below in the lire per day read in two columns.

(A) Present Daily Wage (B) Authorized Daily Wage

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

of all civilian employees of the Armed Forces in Italian Government territory is authorized. This new ruling has been put into effect by the Allied Forces Local Resources Board to meet the increased cost of living.

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(C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

8454

4. The following is submitted for your guidance and information.

DAILY WAGE GROUP

All figures below in the lire per day read in two columns.

(A) Present Daily Wage	(B) Authorized Daily Increase
85 to 120	60
125	57
130	55
135	52
140 to 165	50
170	47
175	45
180	42
185 and above	40

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

Ref. Civ Pers/187 24 Nov 44.

MONTHLY WAGE GROUP

All figures in lire per month read in two columns.

(A) Present Monthly Wage Up to and including	(B) Authorized Monthly Incr.
3000	1560
3100	1530
3200	1480
3300	1430
3400	1380
3500	1330
3600	1300
3700 to 5000	1300
5100	1230
5200	1160
5300	1130
5400	1080
5500	1040
5600 and over	1040

5. The costof living bonus will change as the Basic wage is increased within the set minimum and maximum. Extreme care should be taken when computing for entry on payrolls. Payrolls will be checked prior to payment of funds, by this office to insure that no payment is being made in excess of authorized increase.

6. All Sections are required to make adjustments in salaries to confirm with this increase on the 1 October 1944 Basic Wage Scale.

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

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

	3400	1380
	3500	1330
	3600	1300
X3700 to	5000	1300
	5100	1230
	5200	1180
	5300	1130
	5400	1080
	5500	1040
X5600 and	over	1040

5. The costof living bonus will change as the Basic wage is increased within the set minimum and maximum. Extreme care should be taken when computing for entry on payrolls. Payrolls will be checked prior to payment of funds, by this office to insure that no payment is being made in excess of authorized increase.

6. All Sections are required to make adjustments in salaries to confirm with this increase on the 1 October 1944 Basic Wage Scale.

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

X COL.
COL.
LT. C.
X MAJ LOCKMAN
MAJ
MAJ
MAJ
CAPT
CHIEF

-2-

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

HEADQUARTERS, ALLIED COMMISSION
APO
G-1 Section Civilian Personnel

PAW005/1

Ref/153

12 November 1944

Subject. Civilian Personnel Seeking Employment.

To . All Sub-Commissions.

Among the available applicants seeking employment, the Civilian Personnel Office Plans include the following:

1. Yugoslav subject. Male. Age 42. Doctor of Economics and Commerce. Studied at Prag University. Worked for 20 years as Department Chief of the Foreign Trade Department in the Ministry of Commerce and Industry in Belgrade. Is specialized in export and import(chiefly timber) foreign trade and international payments. Worked as Commercial Agent of Croatia in Rome for 2 years. Speaks English, French, German and Italian fluently. Is at present employed in a Yugoslave shipping company as secretary-general, but is seeking other employment because of probable annexation of Fiume. This person is well bred, and seems to be capable of succeeding in any administrative position that he might be placed.

2. Polish subject. Male. Age 60. Mining Engineer. Employed as manager of the Polish Coal Convention for 10 years. From 1936 until 1940 was delegate of the Polish Coal Industry for Italy. Has a wide commercial experience of import and export. From December 1941 to September 1943 he worked as an expert at the Coal Division A.C.C. HQ. Speaks English, French, German, Polish, Russian and Italian fluently. Could be used for liaison duties.

3. Italian subject. Female. Age 45. American Secretary. Worked as a Senior Administrative Assistant with Col. Andrews, ACC Region IV since June 1944. Dealt with responsible matters. Has first class references. Speaks English, French and Italian fluently.

2455

4. Dutch Born Subject. Female. 28 years old. Has worked for nearly a year for various officers of the American Red

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

1. Yugoslav subject. Male. Age 42. Doctor of Economics and Commerce. Studied at Prag University. Worked for 10 years as Department Chief of the Foreign Trade Department in the Ministry of Commerce and Industry in Belgrade. Is specialized in export and import (mainly timber) foreign trade and International payments. Worked as Commercial Agent of Croatia in Rome for 2 years. Speaks English, French, German and Italian fluently. Is at present employed in a Yugoslave shipping company as secretary-general, but is seeking other employment because of probable shut-down of firm. This person is well bred, and seems to be capable of succeeding in any administrative position that he might be placed.

2. Polish subject. Male. Age 50. Mining Engineer. Employed as manager of the Polish Coal Corporation for 10 years. From 1936 until 1940 was delegate of the Polish Coal Industry for Italy. Has a wide commercial experience of import and export. From December 1943 to September 1944 he worked as an expert with the Coal division A.C.C. HQ. Speaks English, French, German, Polish, Russian and Italian fluently. Could be used for Italian duties.

3. Italian subject. Female. Age 46. Americas Permanent. Worked as a Senior Administrative Assistant with Commissione Andreano, AMG Region IV since June 1945. Deals with responsible matters. Has three class references. Speaks English, French and Italian fluently.

4. Dutch Born Subject. Female. 26 years old. Has worked for nearly a year for various offices of the Allied Commission in different parts of Italy. Has a wide knowledge of office work, an excellent typist and is able to supervise and control an office. Has been entrusted with confidential matters. Has first class references. Speaks English, Dutch, French, German and Italian fluently.

5. German Jewish Refugee. Female. Age 22. Worked as typist interpreter with the Turkish Embassy and Allied Location. Worked as a secretary with an Italian engineering company. Has been employed as receptionist in Anglo-Italian Region since June 1946. Region IV willing to give me a letter of release which is required prior to employment by this HQ. Speaks English, German, French and Italian fluently. Well educated. Good typist capable of setting up filing systems, locator systems etc.

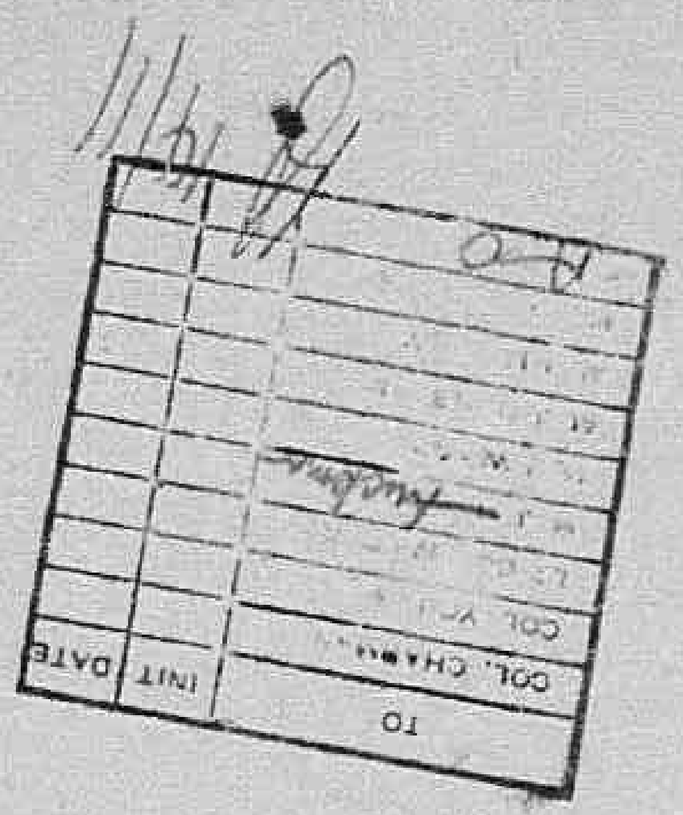
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Declassified E.O. 12356 Section 3.3/NND No. 785016

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

Form 12356 Section 3-3/RMD No. 185016



Public Safety 5-6A

Headquarters
Allied Commission
APO 394

10045/1

10 November 1944. ac.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 30)

CIVILIAN EMPLOYEES' TRAVELLING ALLOWANCE 53a

1. Establishment Memorandum Number 29, this headquarters, dated 2 November 1944, is hereby revoked.

2. Authority is given as from 1 November 1944, for the payment of travelling allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty station.

3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employed, by virtue of his or her official duties, is required to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he is employed, thereby involving absence from his or her home.

4. The rate of travelling allowance will be Lire 150 per day (24 hours), and Lire 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

	PERIOD OF ABSENCE:	TRAVELLING ALLOWANCE: Lire
a.	0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)	250
b.	0800 hours 1 November to 1000 hours 3 November. (48 hrs plus 2 hrs)	300

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days. 2452

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/R35), 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 (F/F3). Supplies of Claim Form, F/R35, are being distributed [illegible] as by this headquarters, and additional supplies will be furnished

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

allowance to civilian employees of the Allied Commission, in respect of periods of absence from their headquarters or duty stations.

3. Absence from their headquarters or duty station is defined as a period exceeding 24 hours duration, in which the civilian employee, by virtue of his or her official duties, is ordered to be temporarily away from the headquarters (Headquarters, Regional or Provincial) by which he is employed, thereby involving absence from his or her home.

4. The rate of travelling allowance will be Lire 150 per day (24 hours), and Lire 100 for an additional part of a day, exceeding 8 hours, over and above the completed 24 hour periods.

Examples:

PERIOD OF ABSENCE:	TRAVELLING ALLOWANCE: LIRE
a. 0800 hours 1 November to 1700 hours 2 November. (24 hrs plus 9 hrs)	250
b. 0800 hours 1 November to 1600 hours 3 November. (48 hrs plus 8 hrs)	300

5. The maximum period for which the travelling allowance may be claimed, without special permission, is 14 days. When, however, in exceptional circumstances, the period of absence from headquarters or duty station will exceed 14 days, the accompanying officer will obtain special permission from the Chief of Section employing the civilian, and such special permission will constitute authority for the payment of the allowance for a period in excess of 14 days.

2452

6. Travelling allowance will be claimed by the employee on the Special Claim Form (F/P35), 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 (F/P3). Supplies of Claim Form, F/P35, are being distributed to all Sections, by this Headquarters, and additional supplies will be furnished upon application.

7. Nothing in this Establishment Memorandum shall be construed as bearing reference to U.S. or British civilian employees.

By command of Commodore L.N.B:

WARREN E. FISKE
Colonel
Deputy Chief of Staff

OFFICIAL:
C. M. Parkin
C. M. PARKIN
Colonel, Infantry
Executive Officer (US).

DISTRIBUTION:
"A"

HAT-LUCKHAM 9/12 14/11

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

ALGOSH.

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.

PRELIMINARY 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 comperable 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 judgement 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

2451

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

I. 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 APHQ Basic Wage Scale are defined, and will be adherred to as closely as possible.

PRELIMINARY JOB STANDARD STATEMENT I

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2451

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 positons 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 sufficiencly skilled to replace a staff sergeant, a warrant officer, or a second Lt. depending upon the size and nature of the operations involved.

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

Ref G-1 Civ Pers/136

PRELIMINARY JOB STANDARD STATEMENT II

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

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 assured 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 comperable to section supervisors(Major Sub-Division of a Bureau in a small Department)

They must be able to effeciently 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 L to 12100 L.

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

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

Civil Service standards such persons should be comperable to section supervisors(Major Sub-Division of a Bureau in a small Department)

They must be able to effeciently manage an important office with the absolute minimum of supervision. The office in which engaged must deal with important specialized and technincal work requiring lengthy experience and excellent educational quelifications. 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 L to 12100 L.

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, leading 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 a 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 judgement, 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

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

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

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

H. T. Uhler

H. T. UHLER
Lt. Col. AGD.
G-1 American.

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

Public Safety
14045/1 53A

NEF/HF/ja

HEADQUARTERS ALLIED COMMISSION
AFO 394

2 November 1944

ESTABLISHMENT MEMORANDUM)
:
NUMBER 29)

1. Effective 1 November 1944, the travel allowance for Italian civilian employees of the Allied Commission will be fixed at the rate of 150 Lire per day.

2. For such portions of a day as exceed 8 hours, the travel allowance is 100 Lire.

3. The maximum period for which the travel allowance may be claimed without special permission is 14 days.

4. When the period of absence from home or duty station involves a longer period than 14 days, special permission will be granted by the chief of section employing the civilian. Such special permission constitutes authorization of the travel allowance in excess of the aforementioned 14 day period.

5. Absence from home or duty station is defined as a period exceeding 24 hours in length in which the civilian employee, by virtue of his official duties, is ordered to be temporarily away from the headquarters by which he is permanently employed, thereby involving absence from home.

By command of Commodore STONE:

NORMAN E. FISKE
Colonel
Deputy Chief of Staff.

TO	UNIT	DATE
COL CHARMAN		
COL [illegible]		
[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		

OFFICIAL:

C. M. Parkin

C.M. PARKIN,
Colonel, Infantry,
Executive Officer (US)

DISTRIBUTION:
"A"

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

DUPLICATE

14045/1

№ 246

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

50 A.

R. PAQUETTE, Lieut

Received From Purchasing & Contra.. *The sum*

of 23,910 *Lire for the payroll of* PUBLIC SAFETY
(Section)

For period of 1 OCT *To* 15 OCT 1944
Date Date

R McKennan 2448
RECIPIENT

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

DUPLICATE

14845/11 No. 289 520

PURCHASES & CONTRACTS etc.

HQ. ALLIED CONTROL COMMISSION

R. PAQUETTE, ... Lieut
Purchasing & Contract

Received From ... The sum

of 23895 Lire for the payroll of PUBLIC SAFETY (Section) 2½ ...

For period of 16 OCT Date To 31 OCT 1944 Date

R McLennan S/Sgt
RECIPIENT

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

Telcon 14045/11

524

9. BREAKDOWN OF MONTHLY RATES - CIVILIAN PAY:

1. The working month is considered on a 26 day basis. The daily rate is computed by dividing the monthly rate by 26.

2. Overtime on monthly rates are computed by getting the daily rate and multiplying by 1 1/2.

3. Breakdown of monthly rates are only to be used when computing for overtime or when the period for payment of a civilian employee is less than 15 days; otherwise monthly rates must be shown as monthly rates on the payroll (FF4).

4. Herewith is presented breakdown of monthly rates for your guidance:

MONTHLY RATE LINE	DAILY RATE LINE	MONTHLY RATE LINE	DAILY RATE LINE
2200	85	5500	211
2310	89	5940	228
2420	93	6050	233
2750	105	6380	245
2860	110	6930	266
3300	127	7430	286
3960	152	8250	314
4290	165	9350	360
4400	169	9900	381
4840	185	11000	423
5390	207	12100	465

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

23 October 1944

HQC/5

SUBJECT: Payrolls.

TO : All Sub-Commissions, Branches, this HQ.
(ATTN: Authorizing Officer for Civilian Payrolls)

1. The manner in which payrolls are at present prepared is highly unsatisfactory, and a great amount of unnecessary work and loss of time is entailed in consequence.

2. In order that the present standard may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

(a) Employees on a daily rate will not be paid for Sundays, unless they work on those days.

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 15-day periods, the working month being 26 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.

(c) It is of the greatest importance that the exact nature of the work of each employee be entered on payrolls, and the function as shown must coincide with one of the official grades.

(d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is emphasised that no such grade exists in AMG/ACC (officers do not have "Secretaries") and it is requested that the function of employees who have been so described hitherto be accurately stated, e.g. typist, clerk.

(e) The basic currency for AMG/ACC accounting purposes is the Lire, and foreign currencies must not under any circumstances appear on payrolls.

(f) Official maximum rates of pay must be strictly adhered to in every grade.

(g) Separate payrolls must be prepared for each class of worker. In no cases clerks, labourers, drivers, etc. are included on one payroll. 2475

(h) Rates of pay must be clearly shown, also the period worked so that con-

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

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2. In order that the present standard may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

(a) Employees on a daily rate will not be paid for Sundays, unless they work on those days.

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 13-day periods, the working month being 26 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.

(c) It is of the greatest importance that the exact nature of the work of each employee be entered on payrolls, and the function as shown must coincide with one of the official grades.

(d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is emphasized that no such grade exists in AMG/ACC (officers do not have "Secretaries") and it is requested that the function of employees who have been so described hitherto be accurately stated, e.g. typist, clerk.

(e) The basic currency for AMG/ACC accounting purposes is the Lira, and foreign currencies must not under any circumstances appear on payrolls.

(f) Official maximum rates of pay must be strictly adhered to in every grade.

(g) Separate payrolls must be prepared for each class of worker. In no cases clerks, labourers, drivers, etc. are included on one payroll. 2445

(h) Rates of pay must be clearly shown, also the period worked so that computation may be easily checked.

(i) It is emphasized that the arithmetical accuracy of payrolls is the responsibility of the authorizing officer, and any overpayments are the personal financial liability of that officer.

FOR THE VICE-PRESIDENT, ESTABLISHMENTS BRANCH:

TO	INIT	DATE
COL. C[illegible]		
COL. [illegible]		
LT COL. [illegible]		
MAJ M. SON		
MAJ WILSO		
MAJ [illegible]		
[illegible]		
[illegible]		
[illegible]		

A.W. Cockey Lt.Col.
R. H. ROBERTSON
Hq. Commandant.

MAJ BAL[illegible]
PT.[illegible]

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

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HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489031
Ext : 502

16 October, 1944.

ACC/14045/1/PS

SUBJECT : Civilian Employees

TO : G-1 (Civilian Personnel Section).

Reference Daily Bulletin No.263 dated 15 October, 44, para 4 (2).

It would be appreciated if the Junior Adm. Assist. referred to could be asked to report to Room 12, 5th Floor for interview, with a view to possible employment in this Sub-Comm.

JOHN W. CHAPMAN
Colonel, J.A.G.A. 2444
Director Public Safety
Sub-Commission.

Mol/G.

Schedule approved by AFHQ to be effective - Oct. 1, 1944 -

APPENDIX "A"

Salary Schedule for the Employment of Administrative, Office and Clerical Italian Civilian Employees of the Allied Armed Forces in Italy paid on a monthly basis.

ALLIED FORCES BASIC WAGE SCALE

See Changes (86 A.)

Grade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx % increase on max.
	Min.	Max.	Min.	Max.	
Accountant	2,100	4,500	2,200	5,400	20%
Assistant Purchasing Agent	3,000	5,500	3,000	6,300	15%
Band Leader	3,000	5,000	3,000	5,500	10%
Book-keeper	2,000	4,000	2,000	5,000	25%
Cashier Chief	2,500	3,500	2,500	4,400	25%
Cinema Manager	2,080	3,120	2,100	3,900	25%
Clerk Office	1,820	2,860	2,000	3,600	25%
Draughtsmen	2,000	4,000	2,000	5,000	25%
Draughtsman Chief	2,500	4,500	2,500	5,400	20%
Executives (business analysts, exporters, etc)	5,000	9,600	5,000	11,000	14%
Interpreter, General Male Or Female	1,820	3,120 - $200	2,000	3,900	25%
- do. Technical	2,600	3,900	2,600	4,900	25%
Junior Adm. Assistant, clerk supervisors.	2,100	4,500	2,200	5,400	20%
Professional Worker (electrical engineer, doctor, lawyer, dentist, construction, civil mechanical engineer).	4,000	9,600	4,000	11,000	14%
Senior Administrative Assistant, Sub-Professional worker.	3,600	6,000	3,600	6,800	14%
Shop Superintendent.	3,000	5,000	3,000	5,800	16%
Supervisor of Labour,	8,000	9,000	9,000	10,000	11%
Deput " " "	6,500	7,500	7,500	8,500	13%
Assistant Deputy Supervisor of Labour.					
Teacher, language, whole-time	5,000	6,000	5,500	6,800	13%
Telephone Operator, Male Or speaking English. Female	2,600	3,900	2,600	4,900	25%
Telephone Operator, Male Or non-English speaking. Female	1,820	2,860	$200 2,000	3,600	30%
Typist, Male Or Female	1,430	1,950	2,000	2,500	30%
Typist shorthand, Male Or Female English speaking	1,820	2,860	2,000	3,600	30%
	2,080	3,120			

2443

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

Band Leader	3,000	5,500	3,000	6,300	15%
Book-keeper	3,000	5,000	3,000	5,500	10%
Cashier Chief	2,000	4,000	2,000	5,000	25%
Cinema Manager	2,500	3,500	2,500	4,400	25%
Clerk Office	2,080	3,120	2,100	3,900	25%
Draughtsman	1,820	2,860	2,000	3,600	30%
Draughtsman Chief	2,000	4,000	2,000	5,000	25%
Executives (business manivate, exporters, etc)	2,500	4,500	2,500	5,400	20%
Interpreter, Corneal Male or female	5,000	9,600	5,000	11,000	14%
" Do. Technical	1,820	3,120 -	2200 2,000	3,900	25%
Junior Adm. assistant, clerk supervisors.	2,080	3,900	2,600	4,900	25%
Professional Worker (electrical engineer, doctor, lawyer, dentist, construction, civil mechanical engineer).	2,100	4,500	2,200	5,400	20%
Senior Administrative Assistant, Sub-Professional worker.	4,000	9,600	4,000	11,000	14%
Shop Superintendent.	3,600	6,000	3,600	6,800	14%
Supervisor of Labour,	3,000	5,000	3,000	5,800	16%
Deputy " " "	6,000	9,000	9,000	10,000	11%
Assistant Deputy Supervisor of Labour.	6,500	7,500	7,500	8,500	13%
Teacher, Language, Trade	5,000	6,000	5,500	6,600	13%
Telephone Operator, Male Or Female speaking English.	2,600	3,900	2,600	4,900	25%
Telephone Operator, male Or Female non-English speaking. Female	1,820	2,260	200 2,000	3,600	30%
Typist, Male Or Female	1,430	1,950	2,000	2,500	30%
Typist shorthand, Male Or Female English speaking	1,820	2,860	2,000	3,600	30%
Warehouse Superintendent	2,080	3,120	2,100	3,900	25%
Wireless Operator, (Sender & (receiver)	2,500	4,000	2,500	5,000	25%
Prisoner of War Mail Examiner	3,000	4,500	3,000	5,400	20%
		New Grade	2,900	3,700	

NOTES:

1. HOME PROVINCE: For Home Province 10% should be added to the Allied Force Basic Wage Scale, calculated to the nearest five (5) lire.

2. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.

4200 × 15 / 26 = 2

2443

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

ATTENDIX "A"

Salary Schedule for the
Employment of Classified Artisan, Skilled and Unskilled Grade Employees of the Allied Armed Forces in Italy paid on a daily basis.

ALLIED FORCES BASIC WAGE SCALE

Foreman or Ganger : (Artisan and Skilled Labour) 10 lire per day more than highest paid man under his supervision.

Foreman or Ganger : (Unskilled Labour) 10 lire per day more than rate paid to his men.

Chief Foreman : (Artisan & Skilled Labour supervising three (3) or more foremen or (Gangers) 4000 - 5000 lire per month.

Chief Foreman : (Unskilled Labour supervising three (3) or more foremen or gangers) 3000 - 5400 lire per month.

Grade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx. % increase on max.
	Min. lire	Max. lire	Min. lire	Max lire	
Ammunition Mechanic	80	120	90	155	12½
Anti-Malarial Labourer	60	70	80	80	14%
Apprentices, all grades	50	60	40	80	33⅓
Artisan's Mate (helper)	70	90	85	105	17%
Armature Winder	90	150	100	165	10%
Armourer	90	120	100	145	20%
Asphalt Layer	50	105	90	120	14%
Baker	80	105	90	120	14%
Boiler, clothing and soft goods	75	90	85	105	17%
Barber	70	100	85	115	15%
Battery worker	80	120	90	135	12½
Blacksmith	80	110	90	125	14%
Boilermaker	80	110	90	125	14%
Boilerman	90	105	90	120	14%
Bookbinder	85	110	100	125	14%
Bookbinder's Assistant	70	85	85	100	17%
Boot Mender/ist	80	105	90	120	14%
Boot Machine Operator Mechanic	90	110	100	125	14%
Brakeman	80	105	90	120	14%
Bricklayer	80	105	90	120	14%
Butcher	70	95	85	110	16%
Cabinetmaker (Carpenter)	80	120	90	150	25%
Carpenter	80	105	90	120	14%
Cashier	80	105	90	120	14%

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or (Rangoon) 3000 - 5400 lbs. per month.

Grade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx Increase on Basic
	Min. Lire	Max. Lire	Min. Lire	Max. Lire	
Ammunition Mechanic	80	120	90	135	12½
Anti-Industrial Labourer	-	70	-	90	28%
Apprentices, all grades	30	60	40	90	50%
Artisan's Mate (helper)	70	90	85	105	17%
Armature Winder	90	150	100	165	10%
Armourer	90	130	100	145	11%
Asphalt Layer	80	105	90	120	15%
Baker	80	105	90	120	15%
Baler, clothing and soft goods	75	90	85	105	17%
Barber	70	100	85	115	15%
Battery worker	80	120	90	135	12½
Blacksmith	90	110	98	125	14%
Boilermaker	80	110	90	125	14%
Boilerman	90	105	90	120	15%
Bookbinder	85	110	105	125	14%
Bookbinder's Assistant	70	85	85	100	17%
Boot Machinist	80	105	90	120	15%
Boot Moulding Operator Mechanic	90	110	100	125	14%
Brakeman	90	105	90	120	15%
Bricklayer	80	105	90	120	15%
Butcher	70	95	85	110	16%
Caretaker (Cemetery)	80	120	90	130	8%
Carpenter	80	105	90	120	15%
Caulker	80	105	90	120	15%
Charcoal Maker	80	105	90	120	15%
Chauffeur Mechanic	80	110	90	125	14%
Chauffeur or Driver	70	90	85	105	17%
Chimney	80	100	90	115	15%
Checker	65	80	85	95	30%
Checker, Railway Goods Yards	80	100	90	115	15%
Closers (boot repairing)	60	85	85	100	17%
Clothing Classifier	55	65	65	85	30%
Coach Builder	80	105	90	120	15%
Cobbler	80	110	90	125	14%
Compositor	90	110	105	125	14%
Compositor's Assistant	80	90	90	100	11%
Compositor Chief	100	120	120	135	12%
Conveyor	70	105	85	120	15%
Cooper	80	105	90	150	43%

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Grade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx % increase on max.
	Min.	Max.	Min.	Max.	
Laboratory & dispensary assistant	90	110	100	125	14%
Life Savers	70	90	85	105	17%
Lighthouse keeper	-	80	85	100	25%
Lineman	90	120	100	135	12%
Linotype Operator	90	130	100	145	12%
Litho Engravers	120	150	130	165	10%
Lithographer	90	130	100	145	12%
Lithographer's assistant	80	90	90	105	17%
Lumber Workers					
Checker Setter	75	100	85	115	15%
Dogger	80	100	90	115	15%
Edgerman	90	110	90	125	14%
Feller	80	100	90	115	15%
Log Turner	70	90	85	105	17%
Lumber handler	65	80	85	95	20%
Machine Minder	70	90	85	105	17%
Machine Minder's Assistant	50	70	70	90	28%
Machinist	80	120	90	135	12%
Marker & Sorter: Male or Female	55	70	70	90	28%
Masons	80	110	90	125	14%
Mechanics, Sewing machine					
" typewriter					
" wireless	90	120	100	135	12%
Mechanics, Marine Engr (FS)	-	120	-	135	12%
Mechanic assistant	80	90	90	105	17%
Messenger					
English speaking (under 17)	-	50	-	65	30%
" " (over 17)	60	70	70	90	28%
Motion Picture Operator	80	120	90	135	12%
Moulders	80	120	90	135	12%
Nurses (Hospital)	80	100	90	115	15%
Occupational Therapist	80	100	90	115	15%
Packer	65	70	85	95	36%
Painter, varnisher, sign-writer	85	105	95	120	15%
Paper cutter operator	90	110	105	125	14%
Parquet Layer	80	100	90	115	15%
Pattern Maker	80	110	90	125	14%
Pavement Layer	80	100	90	115	15%
	75	95	85	110	16%

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Lithographer	90	130	100	140	12%
Lithographer's assistant	80	99	90	105	17%
Lumber Workers					
Choker Setter	70	100	85	115	15%
Dogger	80	100	90	115	15%
Edgerman	80	110	90	125	14%
Faller	80	100	90	115	15%
Log Turner	70	90	85	105	17%
Lumber Handler	65	80	85	95	20%
Machine Minder	70	90	85	105	17%
Machine Minder's Assistant	50	70	70	90	28%
Machinist	80	120	90	135	12%
Markers & Sorters Male Only	55	70	70	90	28%
Masons	80	110	90	125	14%
Mechanics, sewing machine					
" typewriter					
" wireless	90	120	100	135	12%
Mechanics, Marine Engr (2nd)	-	120	-	135	12%
Mechanics assistant	80	90	90	105	17%
Messenger					
English speaking (under 17)	-	50	-	65	30%
" " (over 17)	60	70	70	90	28%
Motion Picture Operator	80	120	90	135	12%
Moulders	80	120	90	135	12%
Nurses (Hospital)	80	100	90	115	15%
Occupational Therapist	80	100	90	115	15%
Packer	65	70	85	95	36%
Painter, varnisher, signwriter	85	105	95	120	15%
Paper cutter operator	90	110	105	125	14%
Parquet Layer	80	100	90	115	15%
Pattern Maker	80	110	90	125	14%
Pavement Layer	80	100	90	115	15%
Permanent Way Inspector	75	95	85	110	16%
Pier Supervisor	95	125	105	140	12%
Plasterer	85	105	95	120	15%
Platelayer (Railroads)	70	90	85	105	17%
Plater (Printing)	90	140	100	125	14%
Plumber	80	105	90	120	15%
Pointsman (Railroads)	60	80	85	95	20%
Police Officer		New grade	85	120	-
Pressers, Machine (Hoffman Steam Press)	80	110	90	125	14%
Printer	90	120	100	135	12%
Process Engravers	120	150	130	165	10%
Photo developer, single or machine		New grade	100	120	-
Printing Machine Minder	90	120	90	135	12%
" " Mate	70	90	85	105	17%

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

Grade	Present Naples Basic Rate		Proposed Allied Force Basic Wage Scale		Approx. increase on max
	Min.	Max.	Min.	Max.	
	LIRE	LIRE	LIRE	LIRE	
Quarryman	80	100	90	115	15%
Recording Operator	New Grade		90	115	-
Repairer, Watch and Precision Instrument	120	150	120	165	10%
Rigger	85	105	95	120	15%
Rivet Heater	70	90	85	105	17%
Riveter	85	105	95	120	15%
Riveter Holder-on	70	90	85	105	17%
Road Supervisor	85	110	90	125	14%
Road Worker	60	70	85	95	36%
Saddler	75	100	85	115	15%
Saw Repairer & Sharpener	80	100	90	115	15%
Sawyer	80	100	90	115	15%
Sheet Metal Worker	80	120	100	135	12%
Shoe Maker (Special Boot & Surgical Work)	90	120	100	135	12%
Shunter or Brakesman	70	90	85	105	17%
Slater	70	90	85	105	17%
Smelterer (ore smelting)	80	105	90	120	15%
Stoker, forage	New Grade		65	85	-
Stevedore	60	85	90	110	29%
Stevedore, coaling ore	90	95	100	115	21%
Stevedore Head	90	100	100	125	25%
Stereotyper	90	110	100	145	32%
Stone handcutter	80	105	95	120	15%
Storeman or Storewoman	60	80	85	100	25%
Tailors (with own machine)	90	110	105	125	14%
Tailors (without own M/c)	70	90	85	105	17%
Tent makers (with own M/c)	90	110	105	125	14%
Tent Makers (without own M/c)	70	90	85	105	17%
Tent Mender	70	90	85	105	17%
Tile Layer	80	100	90	115	15%
Time-keeper	70	120	90	135	12%
Tinsmith	80	105	90	120	15%
Tool Maker	80	110	90	125	14%
Track walker, railroad	70	90	85	105	17%
Trimmer Coal	70	90	85	105	17%
Turner	80	120	95	135	12%
Truck Master	100	120	110	135	12%
Truck Master's Assistant	90	110	100	125	14%
Tyre Treader	80	120	90	135	12%
Upholsterer	80	105	90	120	15%

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Road Worker	80	110	95	125	14/
Saddler	60	70	65	95	14/
Saw Repairer & Sharpener	75	100	85	115	15/
Sawyer	80	100	90	115	15/
Sheet Metal Worker	80	100	90	115	15/
Shoe Maker (Special Boot & Surgical Work)	80	120	100	135	12/
Shunter or Brakesman	90	120	100	135	12/
Slater	70	90	85	105	17/
Smelterer (ore smelting)	70	90	85	105	17/
Stacker, forage	80	105	90	120	15/
Stevedore	New Grade		65	85	-
Stevedore, coaling ore	80	95	90	110	30/
Stevedore head	90	95	100	115	21/
Stereotyper	90	100	100	125	25/
Store hardcutter	90	110	100	145	32/
	85	105	95	120	15/
Storeman or Storewoman	60	80	85	100	25/
Tailors (with own machine)	90	110	105	125	14/
Tailors (without own M/c)	70	90	85	105	17/
Tent makers (with own M/c)	90	110	105	125	14/
Tent Makers (without own M/c)	70	90	85	105	17/
Tent Mender	70	90	85	105	17/
Tile Layer	80	100	90	115	15/
Time-Keeper	70	120	90	135	12/
Tinsmith	80	105	90	120	15/
Tool Maker	90	110	90	125	14/
Trunk Maker, railroad	70	90	85	105	17/
Trimmer Coal	70	90	85	105	17/
Turner	80	120	90	135	12/
Truck Master	100	120	110	135	12/
Truck Master's Assistant	90	110	100	125	14/
Tyre Treader	80	120	90	135	12/
Upholsterer	80	105	90	120	15/
Vulcanizer	80	105	90	120	15/
Warehousemen or Storekeeper	80	120	90	135	12/
Washer, hand Male Or Female	50	60	85	95	58/
Washer, machine Male Or Female	70	90	85	105	17/
Watchman	60	70	70	80	28/
Welder	85	120	95	135	12/
Wheelwright	80	100	90	115	15/
Unskilled Labour					
Boys up to 17	-	55	-	85+	30/
	-	55	-	45	30/

+ Labourers on main drains 10 lire per day extra whilst actually employed on drains.

NOTES 1. ROME PROVINCE. For Rome Province 10 lire should be added to the Allied Force Basic Wage Scale.

2. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.

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APPENDIX "C"

HOTEL TRADES
(Monthly Rates)

Trade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx Increase or more
	Min.	Max.	Min.	Max.	
	Lire	Lire	Lire	Lire	
Manager	3,900	7,400	3,900	7,400	-
Assistant Manager, Head Receptionist or personnel controller	New grade		3,500	5,900	-
Chief Cashier	2,500	3,500	2,500	4,400	25%
Book-keeper	2,000	4,000	1,800	4,000	-
Hall Porter	New grade		3,000	5,000	-
Porter	2,400	2,900	2,400	3,300	14%
Hotel Watchman	New grade		2,700	3,900	-
x Telephone operator (English-speaking) male or female	x 2,100	3,300	2,100	3,600	9%
x Telephone operator (non-English)speaking) male or female	x 1,650	2,250	1,650	2,500	11%
Elevator operator	1,700	2,100	1,700	2,100	-
Bell Boy (over 17)	x 1,800	2,100	1,800	2,100)	(Equal to
Bell Boy (under 17)	x -	1,500	-	1,500)-	present
Handyman	1,200	2,400	2,300	3,300	37% (rate for
Head Waiter	3,400	4,400	3,400	6,500	48% messenger
Waiter	2,700	3,400	2,700	4,400	30%
Waitress	2,200	2,900	2,200	2,300	-
Assistant Waiter	2,100	2,600	2,100	2,500	-
Barman	New grade		3,500	4,500	-
Head Cook or Chef	2,900	4,400	2,900	7,000	60
Cook	2,700	3,000	2,700	4,400	22
Assistant Cook	1,800	2,100	1,800	2,600	29
Pot & Utensil Washer	New grade		2,000	3,000	-
Dish Washer	2,000	2,500	1,600	2,500)	Equal to present max. for males
Storeman, pantryman	x 2,400	3,600	2,400	3,600)	Equal to present rate for warehousemen
Still room Maid	New grade		1,900	3,000	
Housekeeper	2,400	3,400	2,400	3,400	-
Linen Keeper, Linen Maid	1,900	2,400	1,900	3,400	42%
Chambermaid	2,100	2,700	2,100	3,000	11%
Laundryman (male)	New grade		2,700	3,500	-
Laundrymaid (female) or Ironing Woman	New grade		1,900	2,900	-
Hotel Fireman	x 2,400	3,150	2,400	3,150	-
" Electrician	x 2,550	3,600	2,550	3,600	-
" Painter	x 2,550	3,150	2,550	3,150	-
" Refrigerman	x 2,400	3,150	2,400	3,150	-

Assistant Manager, Head Receptionist or personnel controller		3,300	4,200	3,300	4,200	-	
Chief Gaoler		New grade		3,300	5,900	-	
Door-keeper		2,500	3,500	2,500	4,400	25%	
Hall Porter		2,000	4,000	1,800	4,000	-	
Porter		New grade		2,000	5,900	-	
Hotel Watchman		2,400	2,900	2,400	3,300	14%	
x Telephone operator (English-speaking)	Male or female	New grade		2,700	3,900	-	
x Telephone operator (non-English)speaking)	Male or female	x 2,100	3,300	2,100	3,600	9%	
Elevator operator		x 1,650	2,250	1,650	2,500	11%	
Bell Boy (over 17)		1,700	2,100	1,700	2,100	-	
Bell Boy (under 17)		x 1,300	2,100	1,300	2,100)	(Equal to	
Handyman		x -	1,500	-	1,500)	- (present	
Head Waiter		1,900	2,400	2,300	3,300	37% (rate for	
Waiter		3,400	4,400	3,400	6,500	48% passengers	
Waitress		2,700	3,400	2,700	4,400	30%	
Assistant Waiter		2,200	2,800	2,200	2,800	-	
Barman		2,100	2,500	2,100	2,600	-	
Head Cook or Chef		New grade		2,500	4,500	-	
Cook		2,900	4,400	2,900	7,000	60%	
Assistant Cook		2,700	3,400	2,700	4,400	22%	
Pot & Utensil Washer		1,800	2,100	1,800	2,600	25%	
Dish washer		New grade		2,000	3,000	-	
		2,000	2,500	1,600	2,500)	Equal to	
Storeman, pantryman		x 2,400	3,600	2,400	3,600)	present rate for	
Still room hand		New grade		1,800	3,000	warehousemen)	
Housekeeper		2,400	3,400	2,400	3,400	-	
Linen keeper, linen hand		1,900	2,400	1,900	3,400	42%	
Chambermaid		2,100	2,700	2,100	3,000	11%	
Laundryhand (male)		New grade		2,700	3,500	-	
Laundryhand (female) or Ironing Woman		New grade		1,500	2,900	-	
Hotel Plumber		x 2,400	3,150	2,400	3,350	-	
" Electrician		x 2,550	3,600	2,550	3,600	-	
" Painter		x 2,550	3,150	2,550	3,150	-	
" Refrigerman		x 2,400	3,150	2,400	3,150	-	
" Mason		x 2,400	3,300	2,400	3,300	-	
" Carpenter		x 2,400	3,150	2,400	3,150	-	

x The rates for these grades have been computed on a 30-day month basis.

* No increase on the proposed Allied Force Basic Wage Scale is authorised for Hotel Services.

...../NOTES

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2018

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

APPENDIX 'C' (Continued)

NOTES. 1. All rates subject to a deduction of 900 lire per month 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 legal collective contract, existing before 1.9.42, can be produced and verified by ACC/AMG. This only applies to hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not to Hotels, Messes and Clubs which are requisitioned and direct labour employed by the Armed Forces.

3. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.

4. (a) The maximum rate, and such rates as may be definitely specified, will apply to De-Luxe Hotels only.

(b) The maximum rate authorized for payment in the case of First-Class Hotels will be at the rate of Ten per cent (10%) less than the maximum for De-Luxe Hotels.

(c) The maximum rate authorised for payment in the case of Second-Class Hotels will be at the rate of Twenty per cent (20%) less than the maximum for De-Luxe Hotels.

APPENDIX "E"

MARINE GRADES.

Daily Rates.

Grade	Present Naylor Basic Rate		Proposed Allied Force Basic Wage Scale		Approx % increase on max.
	Min. Hire	Max. Hire	Min. Hire	Max. Hire	
Diver	-	110	110	125	14%
Lineman (Navy)	-	80	85	95	20%
Fireman (Navy)	-	80	85	95	20%
Rope Splicer	80	100	90	115	15%
Sailmaker	85	110	95	125	14%
Salvage Chief	70	90	85	105	17%
Salvage Hand (Master)	95	110	100	125	14%
Security Patrol Officer or Deputy Harbourmaster	-	150	-	165	10%
Shipwright	80	100	105	135	35%

SEA-GOING RATES (SCHOONERS)

Master	-	250	-	250	-
1st Officer	-	200	-	200	-
2nd Officer	-	180	-	180	-
3rd Officer	-	170	-	170	-
Chief Engineer	-	250	-	250	-
1st Engineer	-	200	-	200	-
2nd Engineer	-	180	-	180	-
3rd Engineer	-	170	-	170	-
Bo'sun	-	150	-	150	-
Cook or Steward	-	130	-	140	8%
Seamen	-	120	-	130	8%

HARBOUR CRAFT RATES - TUGBOATS, "E" CRAFT ETC.

Master	-	130	-	150	-
Mate	-	120	-	140	-
Engineer	-	120	-	140	-
Cook or Steward	-	110	-	130	-
Seamen	-	110	-	140	27%
Stoker or Fireman	80	100	-	125	25%

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Fireman (Navy)	-	90	85	95	20%
Hose Tender	80	100	90	115	15%
Sailmaker	85	110	95	125	14%
Salvage Hand	70	90	85	105	17%
Salvage Hand (Master)	95	110	100	125	14%
Security Patrol Officer or Deputy Harbourmaster	-	150	-	165	10%
Shipwright	80	100	105	135	35%

STEAMING RATES (SCHOONER).

Master	-	250	-	250	-
1st Officer	-	200	-	200	-
2nd Officer	-	180	-	180	-
3rd Officer	-	170	-	170	-
Chief Engineer	-	250	-	250	-
1st Engineer	-	200	-	200	-
2nd Engineer	-	180	-	180	-
3rd Engineer	-	170	-	170	-
Bo'sun	-	140	-	150	7%
Cook or Steward	-	130	-	140	8%
Seaman	-	120	-	130	8%

HARBOUR CRAFT RATES - TUGBOATS, "Z" CRAFT ETC.

Master	-	150	-	120	-
Mate	-	140	-	170	-
Engineer	-	140	-	140	-
Cook or Steward	-	110	-	120	2438
Seaman	-	110	-	120	9%
Stoker or Fireman	80	100	-	125	25%

BARGES & LIGHTERS.

Bargeman	70	90	85	105	17%
Master Bargeman	80	110	100	120	9%

* Plus 35 lire per hour under water.

\+ 5 lire per hour extra whilst standing diver.

NOTE: Except where female classifications are listed, the above rates of pay apply equally to male and female employees.

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J

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G. - I. SECTION CIVILIAN PERSONNEL
APO 394

14045/1
12/10
4YA

12 October 1944

SUBJECT: Reclassification. (and transfer)

TO : Public Relations Branch

1. Reference your letter PRB/RIO7 dated 6 October 44

XXX 2. Approval is granted for the reclassification & Transfer of CANAPERIA, Amata salary to the status of Jr Admin Ass't

range from £ 2420 to £ 5940 per XXX month.

L. W. STEARNS
Major, AGD
G-I American

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5
Aug 44

Copy To:
Public Safety S/C

24/10

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
G - I. SECTION CIVILIAN PERSONNEL
APO 394

14005/1 46A

5 October 1944

SUBJECT: Reclassification.

TO : Public Safety Sub-Commission
(Capt Powell)

1. Reference your letter Civ Pers Form 2 dated 4 October

XXX 2. Approval is granted for the reclassification of Renèe Vitellozzi

to the status of Junior Admin. Asst. salary to

range from 2100 to 4500 £ per XXX month.

L. W. Stearns
L. W. STEARNS
Major, AGD
G-1 American

Public Safety Sub-Commission
for information
Police
D.S.S.B.
Ex Officer
PUBLIC
Prisons
Fire & C.D.
Regn & Licensing
Adm Officer
REMARKS

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Civ Pers Form 5
Aug 44

2431

APPROVED, as a Jr Admin. Assistant

WAGES 2100 to 4500 DAY MONTH

Signed SG Date 5 Oct 44

Public Safety Sub-Commission

Renée Vitellozzi

Translator/ Interpreter

Junior Administrative Assistant.

Consequent on re-organisation it has been found necessary to re-allocate duties of Civilian staff. The Bearer is now employed as clerk in charge of all documents received in Italian from various Ministries and Police Agencies and is responsible for their registration, allocation to appropriate sub-branches, and preliminary reading to determine priority etc. She supervises the work of the Translators Pool, which involves a high standard of translating. She is fully conversant with P.S. procedure and deals with enquiries made at this Office, and also acts as Interpreter at Governmental Level.

2235

Also conducts routine Correspondence under supervision.

4 October 1944.

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

APPROVED, as a Jr Admin. Assistant

WAGES 2100 to 4500 ~~DAY~~ MONTH

Signed [signature] Date 5 Oct 44

Public Safety Sub-Commission

Renée Vitellozzi

Translator/ Interpreter

Junior Administrative Assistant.

Consequent on re-organisation it has been found necessary to re-allocate duties of Civilian staff. The bearer is now employed as clerk in charge of all documents received in Italian from various Ministries and Police Agencies and is responsible for their registration, allocation to appropriate sub-branches, and preliminary reading to determine priority etc. She supervises the work of the Translators Pool, which involves a high standard of translating. She is fully conversant with P.S. procedure and deals with enquiries made at this Office, and also acts as Interpreter at governmental level.

2435

Also conducts routine Correspondence under supervision.

4 October 1944.

[signature] for D.P.S.

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

2025 Declassified E.O. 12356 Section 3.3/NND No. 785016

DUPLICATE

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

14045/1 No. 247 SA

R. PAQUETTE, Lieut.
Purchasing & Contract

Received From ..... The sum

of 14345 Lire for the payroll of PUBLIC SAFETY (Section)

For period of 16 Sept (Date) to 30 Sept 1944 (Date)

R M Kennard Sgt 2634
RECIPIENT

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

14025/1

WUA

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

29 Sept. 1944

SUBJECT: Employment of Civilians.

TO : Public Safety S/C

1. Ref your Request dated 29 Sept 44

2. Approval is given to the employment of Lisandi, Liliana as a Interp/Trans.
at a rate not exceeding 120 Lire per day/~~month~~.

3. The minimum rate which is 80 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo No 19, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 11 as soon as possible for necessary action.~~

Public Safety Sub-Commission

From	for action / information	DATE
D P S.		
D D P S.		
Ex Officer		
L. W. CUSTEARNS		2433
~~Kxxx Sxxxx~~ Major, ~~GSC~~ A G D		
G-1 Section		
Civil Affairs Personnel		
Fire & C. D.		
Regn & Licensing		
Adm Officer		

REMARKS

S. C. for:

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

14045/1 a2

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

27 September 1944

SUBJECT; Employment of Civilians.

TO ; Public Safety B/C. (Att: Capt.Powell)

1. Ref your request dated 27 September.

2. Approval is given to the employment of Cuccio Peredatto as a Interpreter/Translator at a rate not exceeding 120 Lire per day/month.

3. The minimum rate which is 70 Lire per day will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo No 15, this Headquarters, dated 1 August 1944.

5. ~~Please have applicant report to Room 14 Section G-1 prepatory for necessary action.~~

2432

R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

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

(For your files) 42A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

21 Sept 1944

SUBJECT: Employment of Civilians.

TO : Public Safety. (Capt Powell)

1. Ref your PCC/14045/1/PS. dated 15/9/44.

2. Approval is given to the employment of Martini, Blanche

as a Translator-Interpreter

at a rate not exceeding 120 Lire per day/~~month~~.

3. The minimum rate which is 70 Lire per day/month will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo No 15, this Headquarters, dated 1 August 1944.

5. Please have applicant report to Room 11 as soon as possible for necessary action.

2431

By Lt R.R. Small
R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

ADA CAFARO (Miss) 2430

Junior Admin Assist.

Is employed in Secretarial duties arising from her work as translator-interpreter of correspondence from the Ministry of Greco and Justice dealing with Prisons, Administration and Correspondence from the U.S. CC.RR. and C.C., CC.FF., dealing with the administration of those two police agencies. Apart from the translating which is often of a difficult legal nature, she conducts under supervision, the resultant correspondence from this office, which includes her performing some typing. She acts as interpreter with Government Officials at Ministerial level which requires a high standard of interpreting, and her perfect and native knowledge of English makes her particularly suitable for the work which is frequently of such a Confidential nature th at it can only be entrusted to a person of the highest integrity and trustworthiness.

She also assists in the maintenance of certain correspondence files and statistical records, work which can only be performed by a person having perfect

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

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

AOO/I4045/I/PS

18/9/44

SUBJECT : Employment of Mrs. Martini.

TO : Employment Officer, G-I Civilian Personnel.

Application is made to employ Mrs. MARTINI as Interpreter-Translator in Public Safety S/C.

A.E. YOUNG Col.
Acting Director
Public Safety
Sub-Commission.

2423

EP/ac

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

394

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081
Ext : 502

ACC/11045/1/PS

17 September, 1944.

SUBJECT : Transfer of Civilian Driver.

TO : Transportation Officer.

1. Fiat Saloon, 59612, ACC No.502 has now been taken over by this Sub-Commission from Region IV.

2. It is requested therefore that the civilian driver of this car, BERARDI, Italo be taken on the ACC, Headquarters payroll, w.e.f. 16 Sept 44.

A. E. YOUNG, Col.,
Acting Director
Public Safety
Sub-Commission.

G.

2032

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

14005/1 38

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

14 Sept., 1944.

SUBJECT: Employment of Civilians.

TO : Public Safety S/C

1. Ref your ACC/14045/1/PS,

dated 4 Sept. 44.

2. Approval is given to the employment of Minzi, Giancarlo

as a Translator

at a rate not exceeding 120 Lire per day/~~month~~.

3. The minimum rate which is 80 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. ~~Please have applicant report to Room 11 for necessary action, as soon as possible.~~

M R Panelli 2427

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

Copy to:
Employment Officer
S/C in Reference.

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

No. 141

DUPLICATE

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

F. P. & C. Lieut.

Purchasing & Contract

Received From ..... The sum

of 10,535 Lire for the payroll of Public Safety (Section)

For period of 1 Sept Date to 15 Sept 1944 Date

R McLennan Sgt

RECIPIENT 2420

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

2034

14 Oct 43

For your files

3/A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel
APO 394

15 Sept 1944

SUBJECT; Employment of Civilians.

TO ; Public Safety (Capt Powell)

1. Ref your Letter of Request dated 15 Sept 44

2. Approval is given to the employment of

Mrs. Caneperia Ermata as a Interpreter-Translator

at a rate not exceeding 120 Lire per day/~~month~~.

3. The minimum rate which is 70 Lire per day/~~month~~ will be paid for the first seven days, and may be increased commensurate with employee's skill and ability set out in para 2 above. It is policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

4. Your attention is directed to Office Memo No 15, this Headquarters, dated 1 August 1944.

~~5. Please have applicant report to Room 11 as soon as possible for necessary action.~~

2425

By direction of the Chief of Staff

R.E. SMALL
Major, CAC
G-1 Section
Civilian Personnel.

2035

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

14045/1 37A 36A

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission.
APO 394

13 September 1944.

ACC/14045/1

SUBJECT : Re-classification of employee
Renée Vitellozzi

TO : Employment Office - Civilian Personnel Officer.

Application is made for re-classification of the s/n employed by this S/C as Translator-Interpreter to Interpreter - Technical.

Job description form is attached in support.

This employee has now been employed by this S/C on the work for the past 3 months, and has shown special attitude for the work, and has applied herself very assiduously to her duties, which have frequently been of a very exacting nature.

It is strongly recommended that the re-classification be approved.

A.E. YOUNG Col.
Acting Director
Public Safety
Sub-Commission.

Ref/C-1/Civ.Pers./28 1st. Ind. RRS/ec
HQ ACC. C-1 Section Civilian Personnel. 14 Sept. '44.

TO: Public Safety Sub/C.

1. We do not believe this employee is yet qualified as 2424 technical translator. Her only experience has been less than 90 days at her present position. She has had no other education or experience to justify the higher classification.

R.R. SMALL
Major, CAC
C-1 Section Civ. Pers.

A.C.C. CIVILIAN PERSONNEL, G-1 Section
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, Room 11, Ground Floor, 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", "complex", etc. A sample job description of the position of 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 Public Safety Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name Renée Vitellozzi

Present job title transl.inter. Proposed title Technical-Translator

Job description The applicant is engaged on translating correspondence received by Public Safety S/C from Ministry of Interior, Ministry of Grace & Justice, from Headquarters CC.RR. and from Hq. GG.FF. This correspondence is pratically all of a legal nature, and involves translation of very difficult legal phraseology and technical terms, which requires a high standard of translating.

This work is much more difficult than the ordinary run of correspondence. Applicant has now been engaged on this work for the past

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

experience and education unless he is changing to a different line of work. The 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", "complex", etc. A sample job description of the position of 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 Public Safety Sub-Commission
(Sub-Commission or Section)

Employee's or applicant's name Renée Vitellozzi

Present job title transl.inter. Proposed title Technical-Translator

Job description The applicant is engaged on translating correspondence received by Public Safety S/C from Ministry of Interior, Ministry of Grace & Justice, from Headquarters CC.RR. and from Hq. GG.FF. This correspondence is pratically all of a legal nature, and involves translation of very difficult legal phraseology and technical terms, which requires a high standard of translating.

This work is much more difficult than the ordinary run of correspondence. Applicant has now been engaged on this work for the past three months and is strongly recommended that she be re-classified to the higher grade of Technical-Translator.

Use back of sheet for additional remarks

Date 13 September 1944. Signature for A.E. YOUNG Col.
Action Director
Public Safety Sub-Commission.
Sub Commission or Section Head.

Reference number

Civ Pers Form 2
Aug 44

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

2038

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

35A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 Section Civilian Personnel

9 September 1944

Ref/G-1/Civ.Pers./20
SUBJECT: Discontinuance of Civilian Employees' Quarters and Rations.

TO : Public Safety

1. This office has been directed that after Sept. 30, 1944 it will no longer be possible to furnish quarters and rations to civilian employees, essential or otherwise, of this Headquarters.

2. This information is furnished in order that your employee, CAFARO ADA (Jr.Admin.Asst.), will have advance notice and opportunity to find other quarters and rations.

3. As per original agreement civilian employees who were brought to Rome by A.C.C. and who wish to return to their homes, will be provided with transportation upon request.

By direction of Personnel Policy Board:

R.R. Small

R.R. SMALL
Major, CAC
G-1 Section
Civilian Personnel

Copy to:
Rationing officer.

242a

Public Safety
Fells

D. P. S. . . . .
D. D. P. S. . . .
Ex. Officer . . .
POLICE
. . . . .
. . . . .
Prisons . . . . .
Fire & C. D. . . .
Regn & Licensing . .
Adm Officer . . .
REMARKS

2038

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

14005/1 348

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

8 Sept, 1944.

SUBJECT: Employment of Civilians.

TO : Public Safety S/C (Attn Welfare)

1. Ref your Gen. Pers. Form "2" — Ref No ACC/14005/1/PS dated 7 Sept 44.

2. Approval is given to the employment of Ethel Edwards Amato as a Sr Admin. Asst at a rate not exceeding 6000 Lire per ~~day~~/month.

***

3. The minimum rate which is — Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. Please have applicant report to Room 11 for necessary action, as soon as possible.

M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers. 2421

Copy to:
Employment Officer
S/C in Reference.

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

A.C.C. CIVILIAN PERSONNEL, G-1 Section
CLASSIFICATION QUESTIONNAIRE

34B

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, Room 11, Ground Floor, 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", "complex", etc. A sample job description of the position of 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 PUBLIC SAFETY SUBCOMMISSION

Employee's or applicant's name Ethel Edwards AMATI

Present job title _____ Proposed title _____

Job description The applicant will work as personal and confidential secretary to the Acting Director, Public Safety. In such capacity she will be required to work at the highest Governmental level, interviewing Ministers of State, Heads of Police Agencies and conduct correspondence of a highly confidential and important nature, using her own iniative and with the minimum of supervision. She will also act as interpreter translator and shorthand typist carrying out confidential duties of the character which could

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

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", "complex", etc. A sample job description of the position of 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 ~~PUBLIC SAFETY SUB-COMMISSION~~ PUBLIC SAFETY SUB-COMMISSION

Employee's or applicant's name Ethel Edwards AMATI

Present job title _____ Proposed title _____

Job description

~~The applicant will work as personal and confidential secretary to the Acting Director, Public Safety. In such capacity she will be required to work at the highest Governmental level, interviewing Ministers of State, Heads of Police Agencies and conduct correspondence of a highly confidential and important nature, using her own iniative and with the minimum of supervision.~~

~~She will also act as interpreter~~ translator and shorthand typist carrying out confidential duties of the character which could not ordinarily be given to persons in a lower classification.

~~She will also be responsible for such correspondence which would normally be conducted on matters of high policy as between the Head of a Sub-Commission and other authorities, particularly Intelligence and Security formation. Applicant would also have charge of the translators employed by this Sub-Commission.~~

It is recommended that she be placed on top scale of pay for the grade as she is in already in receipt of such rate in her present employment.

Use back for additional remarks

Date 7 Sept. 1944 Signature _____

Sub Commission or Section Head.

Reference number ACC/14045/1/PS

Civ Pers Form 2
Aug 44

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

33A

3. OFFICERS' PAY - AMERICAN:

All Headquarters officers who have submitted pay vouchers for the month of August 1944 will be paid in Room #27, 1st Floor, (Conference Room), Ministero Delle Corporazioni Building by 1st Lt ROBERT W. ARENS, on Tuesday, 5 September 1944 from 0900-1130 hours, and from 1400 to 1630 hours; also on Wednesday, 6 September 1944 from 0900 to 1100 hours. (Hq 2675th Regt)

4. GENERAL ORDER 33 - AMENDMENT:

Par 4, DB #221, dtd 3 Sept 44, and Par 4, DB #222, dtd 4 Sept 44, are amended to read as follows:

"Lieut Col C. G. PEASEY, Acting Regional Commissioner, Region X, is Room 37 - 40, Ground Floor Annex, Telephone 250.

Col A. N. HANCOCK, Acting Regional Commissioner, Region XI, is Room 62, 2nd Floor Annex, Telephone 325." (Exec Comm)

5. BREAKDOWN OF MONTHLY RATES - CIVILIAN PAY:

The following is published for the information and guidance of all concerned:

1. The working month is considered on a 26 day basis. The daily rate is computed by dividing the monthly rate by 26.

2. Overtime on monthly rates are computed by getting the daily rate and multiplying it by 1½.

3. Breakdown of monthly rates are only to be used when computing for overtime or when the period for payment of a civilian employee is less than 15 days, otherwise monthly rates must be shown as monthly rates on the payroll (FF4).

4. Herewith is presented breakdown of monthly rates for your guidance:

a.

MONTHLY RATE	DAILY RATE	MONTHLY RATE	DAILY RATE
Lire	Lire	Lire	Lire
1800	69	5500	212
2000	77	6000	231
2100	81	6500	250
2500	96	7000	269
3000	115	7500	288
3500	135	8000	308
3600	138	8500	327
4000	154	9000	346
4500	173	9500	365
5000	192	9600	369

241

(G-1 Civ Pers Sec)

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

"Lieut Col G. G. PEARSE, [illegible]
37 - 40, Ground Floor Annex, Telephone 250.
Col A. N. HANCOCK, Acting Regional Commissioner, Region XI, is Room 62, (Exec Comm)
2nd Floor Annex, Telephone 325."

5. BREAKDOWN OF MONTHLY RATES - CIVILIAN PAY: The following is published for the information and guidance of all concerned:

1. The working month is considered on a 26 day basis. The daily rate is computed by dividing the monthly rate by 26.

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4. Herewith is presented breakdown of monthly rates for your guidance:

a. MONTHLY RATE	DAILY RATE	MONTHLY RATE	DAILY RATE
Lire	Lire	Lire	Lire
1800	69	5500	212
2000	77	6000	231
2100	81	6500	250
2500	96	7000	269
3000	115	7500	288
3500	135	8000	308
3600	138	8500	327
4000	154	9000	346
4500	173	9500	365
5000	192	9600	369

(G-1 Civ Pers Sec)

2410

6. VOTING - AMERICAN PERSONNEL: All individuals receiving State Absentee Ballots should execute same immediately upon receipt and mail. Failure to do so may jeopardize your desire to vote. (Voting O)

7. OFFICE FURNITURE: During the period that this HQ was in NAPLES, a considerable amount of office furniture was purchased for use in the HQ building. After the move to ROME, certain items could not be accounted for, the items being DESK LAMPS, ELECTRIC HEATING STOVES, MIMEOGRAPH MACHINE No. 252330.
Will Sub-Commissions, Branches, etc. who brought any of the above mentioned items to ROME forward a statement to the HQ Commandant by Friday, 8 September 44, stating the articles that are in their possession. As Rear HQ SALERNO held 22 of the electric heating stoves, which were issued for offices, messes and villas, returns will include these items. (Hq Comdt)

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

32A

Declassified E.O. 12356 Section 3.3/NSD No. 185016

PUBLIC SAFETY SUBCOMMISSION

Ethel Edwards AMATI

The applicant will work as personal and confidential secretary to the Acting Director, Public Safety. In such capacity she will be required to work at the highest Governmental level, interviewing Ministers of State, Heads of Police Agencies and conduct correspondence of a highly confidential and important nature, using her own iniative and with the minimum of supervision. She will also act as interpreter translator and shorthand typist carrying out confidential duties of the character which could not ordinarily be given to persons in lower grades.

2/13

PUBLIC SAFETY SUB-COMMISSION

Ethel Edwards AMATI

The applicant will work as personal and confidential secretary to the Acting Director, Public Safety. In such capacity she will be required to work at the highest Governmental level, interviewing Ministers of State, Heads of Police Agencies and conduct correspondence of a highly confidential and important nature, using her own iniative and with the minimum of supervision. She will also act as interpreter translator and shorthand ~~typist~~ 2nd typist carrying out confidential duties of the character which could not ordernarily be given to persons in a lower classification. She will also be responsible for such correspondence which would normally be conducted on matters of high policy as between the Head of a Sub-Commission and other authorities, particularly Intelligence and Security formation. Applicant would also have charge of the translators employed by this Sub-Commission.

It is recommended that she be placed on top scale of pay for the grade as she is in already in receipt of such rate in her present occupation.

7 Sept. 1944

A90/14045/1/23

Lt Col

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

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

Tel. Ext. 292

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

30 August 1944

REFERENCE : 16007/2/G-1

SUBJECT : Allied Civilian Nationals Employed with Allied Control Commission.

TO : Distribution below.

1. In order that a complete record of Allied Civilian Nationals employed with this formation may be maintained, it is requested that Heads of Sections, Branches and Sub Commissions, who have such Civilians under their control, issue instructions for the attached proforma to be completed and returned to this office at an early date.

2. The term Allied Civilian National only applies to American and British male and female personnel who are actually assigned to this formation for duty and does not include members of Ministries, Red Cross or Relief Organisation who are only attached.

3. It is further requested that proforma be completed by Civilian Personnel of similar status who are assigned at any future date.

FOR THE ESTABLISHMENTS OFFICER.

J.L. JONES
Lt.Colonel,
G-1 (B)

RCE/po.

DISTRIBUTION:

Vice President Admin. Section
" " Economic Section.
" " Political Section.
Secretary General.
Director, Civil Affairs Branch.
" Internees and Displaced Persons Sub Commission.
" Italian Refugees Branch
" Security Branch
" Communication Sub Commission
" War Materials Disposal and I.P.W. Sub Commission
" P.R.B.
G-1 (A)
G-4 (A)
G-4 (B)
HQ. Commandant.
Adjutant.

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

34B

PARTICULARS OF ALLIED NATIONALS EMPLOYED
WITH ALLIED CONTROL COMMISSION.

NAMES (in full).....

SEX.....NATIONALITY.....

HOME ADDRESS.....

.....

NAME, ADDRESS AND .....
RELATIONSHIP OF NEXT
OF KIN .....

.....

IDENTITY CARD No..... DATE JOINED ACC.....

SECTION, BRANCH OR
SUB COMMISSION TO .....ACTUAL .....
WHICH ASSIGNED EMPLOYMENT

BILLET ADDRESS.....

369

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

14045/1. 30A

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

See 29 B

30 Aug, 1944.

SUBJECT: Employment of Civilians.

TO : Public Safety s/c

1. Ref your Employment request Apo 6/14045/1/PS

dated 28 Aug 44.

2. Approval is given to the employment of Caiazzo Vito,

Clerk as a Translator

at a rate not exceeding 120 Lire per day/~~month~~.

*** 3. The minimum rate which is 40 Lire per day/month will be paid for the first seven days, and may be increased commensurate with his or her skill and ability within the limists set out in para 2 above.

4. Your attention is directed to Advance Headquarters Administrative Instruction No. 1, dated 1 July 1944.

5. ~~Please have applicant report to Room 11 for necessary action, as soon as possible~~.

M.R. Panelli
M.R. PANELLI
Capt, CAC,
G-1, Civilian Pers.

2415

Copy to:
Employment Officer
S/C in Reference.

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

28 August 1944

ACC/14045/1/PS

SUBJECT : Civilian Employees.

TO : G.1 (Civilian Personnel)

Mr. Giuseppe Seeber has been given a trial over two weeks on translation work in this Sub-Commission, and though he is quite an average translator, he has found difficulty in coping with translations dealing with the various technical aspects of police work. It has therefore been decided not to retain his services after 31 Aug 1944. It is however felt that Mr.Seeber might be usefully employed in a branch where the translating work is not of such a technical nature. He has shown himself very willing and conscientious.

This Sub-Commission is still in need of a first-class translator.

PAUL G. KIRK,
Colonel, Inf.
Director Public Safety
Sub-Commission.

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

Adrom Letter
Public Safety

1140 5/1

281

AMENDMENT NO. 5 TO
AFHQ ADV AIM ECHELON AIM INSTR NO. 24

2019/92

RATES OF PAY FOR CIVILIANS DIRECTLY EMPLOYED BY ALLIED FORCES.

1. Destroy Appendix "A" forwarded with Amendment No.3 of 1 Apr., 44.

2. Substitute attached Appendix "A" which incorporates all additions and alterations to basic Wage Rates for NAPLES Area up to 14 July, 44.

3. These rates supersede those given in Appendix "A" to the publication "Instructions Regarding Employment of Civilian Labour (Italy and Sicily)", (The Green Book), notified in AAI Routine Order No.39/44, which are being amended shortly to conform with the new Appendix to this instruction.

/s/ NICHOLS, Maj.
for Major-General,
Chief Administrative Officer

HQ AAI.
17 July, 44

(This copy issued by
Labor Sub-Commission, A.C.C.)

241

RATES OF PAY - CIVILIAN LABOUR

CLERICAL & SUPERVISORY GRADES

	Lire Min	Max	
Accountant	2.100	4.800	per month
Assistant Purchasing Agent	3.000	5.500	" "
Assistant to Port Labour Officer	100	150	per day
Band Leader	3.000	5.000	per month
Bookkeeper (Male)	2.000	4.000	" "
Bookkeeper (Female)	1.800	3.500	" "
Cashier, Chief (Male)	2.500	3.500	" "
Cinema Manager	80	120	per day
Chief Clerk, R. N. Labour Office	2.100	4.000	per month plus overtime
Clerk, Office, Male	70	110	per day
Clerk, Office, Female	50	90	" "
Draughtsman, Chief	2.500	4.500	per month
Draughtsman,	2.000	4.000	" "
Electrical Engineer	4.000	9.600	" "
Executives, business analysis, exporters, etc.	5.000	9.600	" "
Interpreter, general	70	120	per day
Interpreter, technical	100	150	" "
Teacher, language, whole time	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2.100	4.800	per month
Professional Men (Doctor, lawyer, dentist, constructor, civil mechanical engineer)	4.000	9.600	" "
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.	3.600	6.000	" "
Shop Superintendent	3.000	5.000	" "
Supervisor of labour (Navy)		150	per day
Telephone Operator, English Speaking (Female)	70	110	" "
Telephone Operator, Non-English Speaking (Female)	55	75	" "
Typist (Male)	70	110	" "
Typist (Female)	60	90	
Typist, Shorthand, (Steno.) English speaking (Male or Female)	80	120	
Warehouseman Superintendent	2.500	4.000	per month

241

CLASSIFIED ARTISAN & SKILLED GRADES

Foremen: (artisan and skilled labour) 10 Lire per day more than highest paid man under his supervision.

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

Cinema Manager		80	120	per day
Chief Clerk, R. N. Labour Office		2.100	4.000	per month plus overtime
Clerk, Office, Male		70	110	per day
Clerk, Office, Female		60	90	" "
Draughtsman, Chief		2.500	4.500	per month
Draughtsman,		2.000	4.000	" "
Electrical Engineer		4.000	9.600	" "
Executives, business analysts, exporters, etc.		5.000	9.600	" "
Interpreter, general		75	120	per day
Interpreter, technical		100	150	" "
Teacher, languages, whole time		100	150	" "
Junior Administrative Assistants, Clerk Supervisors		2.100	4.500	per month
Professional Man (Doctor, lawyer, dentist, construction, civil mechanical engineer)		4.000	9.600	" "
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.		3.000	6.000	" "
Shop Superintendent		3.000	5.000	" "
Supervisor of labour (Navy)			150	per day
Telephone Operator, English Speaking (Female)		70	110	" "
Telephone Operator, Non-English Speaking (Female)		55	75	" "
Typist (Male)		70	110	" "
Typist (Female)		60	90	
Typist, Shorthand, (Stenog.) English speaking (Male or Female)		80	120	
Warehouseman Superintendent		2.500	4.000	per month

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CLASSIFIED ARTISAN & SKILLED GRADES

Foreman: (artisan and skilled labour) 10 Lire per day more than highest paid man under his supervision.

Chief Foreman: (artisan and skilled labour) 10 Lire per day more than highest paid foreman under his supervision.

	Lire Min	Max	
Ammunition Mechanic	87	120	per day
Anti-Material Labourers (Male)		70	
Anti-Material Labourers (Female)		55	
Apprentices, all grades	30	90	
Artisan's Mate (helper)	70	90	
Armature Winder	90	150	
Armourer	90	130	
Asphalt Layer	80	105	

(To Page 2)

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

	Lire Min	Max	
Barber	70	100	per day
Baker	80	105	
Battery Worker	80	120	
Blacksmith	80	110	
Boilermaker	80	110	
Boilerman	80	105	
Bookbinder	85	110	
Bookbinder's Assistant	70	85	
Boot Machinist	80	105	
Boot Machine Operator Mechanic	90	110	
Brakeman	80	105	
Bricklayer	80	105	
Butcher	70	95	
Caretaker (Cemetery)	80	120	
Carpenter	80	105	
Caulker	80	105	
Closers (Female) (Boot repairing)	60	85	
Clothing Classifier	55	65	
Checker	65	80	
Checker, Railway goods yard.	80	100	
Coach Builder	80	105	
Cobbler	80	110	
Coppersmith	80	120	
Compositor	90	110	
Compositor's Assistant	80	90	
Compositor, Chief	100	120	
Chairman	80	100	
Concreter	70	105	
Cooper	80	105	
Charcoal Maker	80	105	
Chauffeur Mechanic	80	110	
Chauffeur or Driver	70	90	
Chauffeur or Mechanic	80	100	
Cutters (Male)	75	110	
Cutters (Female)	70	90	
Core Maker (Foundry)	80	105	
Dental Mechanics	90	110	
Drier: m/c and Preparers (Male).	70	90	
Drier, m/c and Preparers (Female).	50	60	
Driver, Truck.	80	100	
Driver; Truck and Trailer	85	120	
Driver; Mechanic, Truck.	85	105	
Driver; Crane or Winch.	80	100	
Driver; M.R., Electric.	80	100	
Driver; Engine, Loco,	80	110	
Driver, Steam Roller or I.C. Stationary	80	100	
Electricians	85	120	
Elevator repairer mechanic	85	120	

Classified S.O. 12356 Section 3.3/NND No. 785016

Brakeman	80	105
Bricklayer	80	105
Butcher	70	95
Caretaker (Cemetery)	80	120
Carpenter	80	105
Caulker	80	105
Closers (Female) (Boot repairing)	60	85
Clothing Classifier	55	65
Checker	65	80
Checker, Railway goods yard.	80	100
Coach Builder	80	105
Cobbler	80	110
Coppersmith	80	120
Compositor	90	110
Compositor's Assistant	80	90
Compositor, Chief	100	120
Chainman	80	100
Concreter	70	105
Cooper	80	105
Charcoal Maker	80	105
Chauffeur Mechanin	80	110
Chauffeur or Driver	70	90
Chauffeur or Mechanic	80	100
Cutters (Male)	75	110
Cutters (Female)	70	90
Core Maker (Foundry)	80	105
Dental Mechanics	90	110
Drier: m/c and Preparers (Male).	70	90
Drier, m/c and Preparers (Female).	50	60
Driver, Truck.	80	100
Driver; Truck and Trailer	85	120
Driver; Mechanic, Truck.	85	105
Driver; Crane or Winch.	80	100
Driver; M.R., Electric.	80	100
Driver; Engine, Loco,	80	110
Driver, Steam Roller or I.C. Stationary	80	100
Electricians	85	120
Elevator repairer mechanic	85	120
Exhumers of bodies	-	80
Farrier	80	100
Farrier with anvil	100	120
Fireman Oil Fuel	80	105
Fireman, Coal, Steam Loco.	80	105
Fitter or Mechanic, Automobile	90	120
Fitter Aero, radial, diesel.	100	130
Foundryman	70	100
Gardener	70	80
Glazier	75	100
Greaser	70	90
Grinder, Precision.	90	120
Grooms	65	75
Gunfitter	80	120
Hammerman of Striker	70	90
Hospital Nurses	80	100

(To Page 3)

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

	Lire Min	Lire Max	
Joiner	85	110	per day
Laboratory & Dispensary Assistant (Male)	90	110	
Laboratory & Dispensary Assistant (Female)	80	100	
Life Savers	70	90	
Lighthouse Keeper		80	
Lineman	90	120	
Linotype Operator	90	130	
Lithographer	90	130	
Lithographer's Assistant	80	90	
Machine Minders	70	90	
Machine Minder's Assistant	60	70	
Machinist	80	120	
Markers & Sorters (Female)	55	70	
Masons	80	110	
Mechanics: Instrument, Sewing Machine, Typewriter, Wireless	90	120	
Mechanics; Marine Engineer (RN).		120	
Mechanics, Marine Instrument (RN).		120	
Mechanic, MT.	90	120	
Mechanic's Assistant	80	90	
Messenger, English speaking (under 17)	50	70	
Messenger, English speaking (over 17)	60	120	
Motion Picture Operator	80	120	
Moulders	80	100	
Nurses (Hospital)	80	100	
Occupational Therapist	65	70	
Packer, male.	50	60	
Packer, female	85	105	
Painter, Varnisher, Signwriter.	80	100	
Parquet Layer	80	100	
Pavement Layer	80	110	
Pattern Maker	75	95	
Permanent Way Inspector	95	125	
Pier Supervisor	85	105	
Plasterer	90	110	
Plater (Printing)	70	90	
Platelayer, Railroad.	60	80	
Pointsman	80	105	
Plumber	90	120	*
Printer	80	110	*
Pressers, Machine (Male)	60	90	*
Pressers, Machine (Female).			

* Hoffman Steam Press

Quarryman	50	100	
Railway goods-yard checker			

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

Machine Minder's Assistant	50	70
Machinist	80	120
Markers & Sorters (Female)	55	70
Masons	80	110
Mechanics: Instrument, Sewing Machine, Typewriter, Wireless	90	120
Mechanics; Marine Engineer (RN).		120
Mechanics, Marine Instrument (RN).		120
Mechanic, MT.	90	120
Mechanic's Assistant	80	90
Messenger, English speaking (under 17)		50
Messenger, English speaking (over 17)	60	70
Motion Picture Operator	80	120
Moulders	80	120
Nurses (Hospital)	80	100
Occupational Therapist	80	100
Packer, male.	65	70
Packer, female	50	60
Painter, Varnisher, Signwriter.	85	105
Parquet Layer	80	100
Pavement Layer	80	100
Pattern Maker	80	110
Permanent Way Inspector	75	95
Pier Supervisor	95	125
Plasterer	85	105
Plater (Printing)	90	110
Platelayer, Railroad.	70	90
Pointsman	60	80
Plumber	80	105
Printer	90	125
Pressers, Machine (Male)	80	110
Pressers, Machine (Female).	60	90 *

* Hoffman Stean Press

Quarryman	80	100
Railway goods-yard checker	80	100
Rigger	85	105
Rivet Heater	70	90
Riveter	85	105
Riveter, Holder up.	70	90
Roadworker	60	70
Road Supervisor	80	110
Saddler	75	100
Sawyer	80	100
Saw Repairer & Sharpener	80	100
Sheet Metal Worker	80	120
Shoe Maker (Special Boot & Surgical Work)	90	120
Shunter	70	90
Slater	70	90
Smelterer (Ore smelting)	80	105
Stevedore	80	85
Stevedore; Head	90	100
Stevedore, Coaling, Ore	90	95
Storewoman	55	70

(To Page 4)

S.O. 12256 Section 3.3/NMD No. 785016

	Lire Min	Lire Max	
Stone hand cutter	85	105	per day
Stone hand cutter (Assistant)	80	100	
Tailors (With Machine)	80	110	
Tailors (Without Machine)	60	90	
Tailoresses (With Machine)	60	80	
Tailoresses (Without Machine)	50	70	
Tent maker (with machine)	90	110	
Tent maker (without machine)	70	90	
Tentmender	70	90	
Tile Layer	80	100	
Time Keeper	70	120	
Tinsmith	80	105	
Toolmaker	80	110	
Track Walker (Railroad)	70	90	
Trimmer Coal	70	90	
Turner	80	110	
Truck Master	100	120	
Truck Master's Assistant	90	110	
Tyre Treader	80	120	
Upholsterer	80	105	
Vulcaniser	80	105	
Warehouseman or Storekeeper	80	120	
Washer Hand (Female)	50	60	
Washer Machine (Male)	70	90	
Washer Machine (Female)	50	60	
Watchman	60	70	
Welder	85	120	
Wheelwright	80	100	
Wireless Operator (Sender & Receiver)	3,000	4,500	per month

UNCLASSIFIED GRADES

Foreman or Ganger, unskilled: 10 Lire per day more than rate paid to his men

Chief Foreman, or Chief Ganger: 10 Lire per day more than rate paid to Ganger or Foreman.

	Lire Min	Lire Max	
Unskilled Labour (Male)		65	per day *
Unskilled Labour (Female)		50	
Boys up to 17		35	

Restriction S.O. 12(6) Section 3 (3)(HMD) No. 785016

Tinsmith	80	100
Toolmaker	70	120
Track Walker (Railroad)	80	105
Trimmer Coal	80	110
Turner	70	90
Truck Master	70	90
Truck Master's Assistant	80	110
Tyre Treader	100	120
Upholsterer	90	110
Vulcaniser	80	120
Warehouseman or Storekeeper	80	105
Washer Hand (Female)	80	105
Washer Machine (Male)	80	120
Washer Machine (Female)	50	60
Watchman	70	90
Welder	50	60
Wheelwright	60	70
Wireless Operator (Sender & Receiver)	85	120
	80	100
	3,000	4,500 per month

UNCLASSIFIED GRADES

Foreman or Ganger, unskilled: 10 Lire per day more than rate paid to his men

Chief Foreman, or Chief Ganger: 10 Lire per day more than rate paid to Ganger or Foreman.

	Lire Min	Lire Max
Unskilled Labour (Male)		65 per day *
Unskilled Labour (Female)		50
Boys up to 17		35

* Labourers on main drains 10 Lire per day extra whilst actually employed on drains.

(To page 5)

Document filed re. 1235 Section 3.3/MND No. 18501b

HOTEL GRADES

		Lire Min	Lire Max	
Hotel Manager	(These minimum and maximum wages include additional 900 Lire per month which will be deducted for food provided)	3,900	7,400	per month
Assistant Cook		1,800	2,100	
Assistant Waiters		2,100	2,600	
Cashiers (Female)		1,800	2,400	
Chambermaid		2,100	2,700	
Cook		2,700	3,600	
Dishwasher		1,600	1,900	
Elevator Operator		1,700	2,100	
Handyman		1,900	2,400	
Head Cook		2,900	4,400	
Head Waiter		3,400	4,400	
Housekeeper (Female)		2,400	3,400	
Ironing Women		1,600	2,000	
Linen Keeper		1,900	2,400	
Porter		2,400	2,900	
Skilled Labour (permanent)		2,300	3,000	
Waiter		2,700	3,400	
Waitresses		2,200	2,800	
Washer (Male)		2,000	2,500	
Washer (Female)		1,500	1,800	

MESSES

		Lire Min	Lire Max	
Assistant Cook	(These minimum and maximum wages include additional 900 Lire per month which will be deducted for food provided)	1,800	2,100	per month
Assistant Waiter		2,100	2,600	
Cook		2,700	3,600	
Dish Washer		1,600	1,900	
Handymen		1,900	2,400	
Head Cook		2,700	4,400	
Head Waiter		2,700	4,400	
Orderly (British Mess)		2,400	3,000	
Waiter		2,700	3,400	

2403

MARINE GRADES

Lire

Restrictions S.O. 12(6) Section 3.3/END No. T85016

Dishwasher	1,600	1,900	
Elevator Operator	1,700	2,100	
Handymen	1,900	2,400	
Head Cook	2,900	4,400	
Head Waiter	3,400	4,400	
Housekeeper (Female)	2,400	3,400	
Ironing Women	1,600	2,000	
Linen Keeper	1,900	2,400	
Porter	2,400	2,900	
Skilled Labour (permanent)	2,300	3,000	
Waiter	2,700	3,400	
Waitresses	2,200	2,200	
Washer (Male)	2,000	2,500	
Washer (Female)	1,500	1,800	

MESSES

		Lire Min	Lire Max	
Assistant Cook	(These minimum and maximum wages include additional 900 Lire per month which will be deducted for food provided)	1,800	2,100	per month
Assistant Waiter		2,100	2,600	
Cook		2,700	3,600	
Dish Washer		1,600	1,900	
Handymen		1,900	2,400	
Head Cook		2,700	4,400	
Head Waiter		2,700	4,400	
Orderly (British Mess)		2,400	3,000	
Waiter		2,700	3,400	

2403

MARINE GRADES

		Lire Min	Lire Max	
Assistant Bo'sun (Navy)			140	per day
Boathand		60	70	
Cooks and Stewards aboard ship		70	90	
Coxswain (Helmsman)		80	100	
Diver	(Plus 35 Lire per hour under water)		110	
Draughtsman (Marine)		2,000	4,000	per month
Linesman (Navy)	(5 Lire per hour extra whilst tending diver)		80	per day
Pumpman (Navy)			80	
Rope Splicer		80	100	
Sailmaker		85	110	
Salvage Hand		70	90	
Salvage Hand (Master)		95	110	
Security Patrol Officer & Deputy Harbour Master			150	
Shipwright		80	100	
Stoker & Fireman		80	100	

(To Page 6)

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

SEA-GOING RATES (SCHOONERS)

Master	L. 250 per day
1st Officer	200
2nd Officer	180
3rd Officer	170
Chief Engineer	250
1st Engineer	200
2nd Engineer	180
3rd Egineer	170
Bo'sun	140
Cook	130
Seaman	120

HARBOUR RATES - TUGBOATS & "Z" CRAFT

Master	L. 180 per day
Mate	140 "
Engineer	140 "
Cook	110 "
Seaman	110

BARGES & LIGHTERS

	Lire	
	Min	Max
Bargeman	70	90
Master Bargeman	80	110

NOTES:- 1. For female rates where not specified, 15% shall be deducted from the male rate in the same classification.

2. The daily rates of pay may be increased if necessary not more than 10 Lire for all classes of labour engaged on night shifts and overtime, if applicable, will be paid on this increased rate.

3. The cost of food when issued will be deducted as follows:-
(a) One Lire per meal for

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

Seaman	130 120

HARBOUR RATES - TUGBOATS & "Z" CRAFT

Master	L. 180 per day
Mate	140 "
Engineer	140 "
Cook	110 "
Seaman	110 "

BARGES & LIGHTERS

	Lire	
	Min	Max
Bargeman	70	90
Master Bargeman	80	110

NOTES:-

1. For female rates where not specified, 15% shall be deducted from the male rate in the same classification.

2. The daily rates of pay may be increased if necessary not more than 10 Lire for all classes of labour engaged on night shifts and overtime, if applicable, will be paid on this increased rate.

3. The cost of food when issued will be deducted as follows:-
   (a) One Lire per meal for dehydrated soup.

   (b) Ten Lire per meal or thirty Lire per day for rations.

---

12 JULY 44

WGM

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

2b 27A

Tel. 478708

21 August 1944

ACC/14045/1/PS

SUBJECT : Civilian Employee from Salerno

TO : G I (Civilian Personnel)

26A

With reference to your letter d/20 August 1944 it is essential that the below named Civilian employee is retained by this Sub-Commission. She is carrying out duties of an administrative nature for which her past experience with Public Safety specially fits her, coupled with the fact that she is particularly suited to the highly responsible and confidential work peculeAr to this Sub-Commission.

1. Cafaro Ada (Jr. Admin. Asst.)

PAUL C. KIRK
Colonel, Infantry
Director Public Safety
Sub-Commission

240

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

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

2064

12045/1 2-0A

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-I Civilian Personnel

rel 2-7A

20 August 1944

SUBJECT: Civilian Employees brought up from Naples and Salerno

TO : Public Safety

1. On request by the Executive Commissioner it is necessary to make a review of the Italian Personnel brought up from Naples and Salerno since their accomodation here involves extra billeting dificul_ ties extra expense and removes from Naples and Salerno many who might be useful to other organizations there.

2. Are the below listed employees essential in your section? If so please state reasons why they are not to be replaced by local civilians.

I. Cafaro Ada (Jr.Admin.Asst.)

R. R. Small

R.R.SMALL
Major, CAC
G-I Section
Civilian Personnel

2401

2 Ile

2 C

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Tel.489081-Ext.502

19 August 1944.

ACC/14045/1/PS

SUBJECT : Civilian Meals.

TO : HQ Commandant (Office Space Section).

Ref. Daily Bulleting No. 206 dated 19 Aug. 44, para 5.

Five civilian employees of this Sub-Commission, listed below wish to partake of the mid-day soup meal.

Miss.Bellei Lola
Mrs. Vitellozzi.
Mr. Sinacola
Mr. Seeber
Mr. Galazzi.

PAUL G. KIRK,
Colonel, Inf.
Director Public Safety
Sub-Commission.

240

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

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

DUPLICATE

File on vouch/1

No. 7

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

R. PAQUETTE, 1st. Lieut.

Received From Purchasing & Contract *The sum*

of 1250 *Lire for the payroll of* Police Section

For period of 1 Aug (Date) *To* 15 Aug (Date)

R. McLennan S/Sgt
RECIPIENT

2405

2067

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
(G-1 Civilian Personnel)
APO 394

10 Aug 1944

SUBJECT: Reclassification

TO : Public Safety S/C (Capt Powell)

1. Reference your letter ACC/1-1015/1/PS dated 8 Aug 44.

2. Approval is granted for the reclassification of Ada Caparo

_____ to the status of Jr Admin Asst salary

to range from £2100 to £4500 per ~~day~~, month.

M. R. PANELLI
Capt, CAC
G-1 Civilian Personnel.

It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

ACC/14045/I/PS

8th August 44.

SUBJECT: Civilian Employees.

TO : Employment Officer, Civilian Personnel Office.

Re Signorina Ada CAFARO, Civilian Employee.

Application is made for the re-classification of the above named civilian, employed by this Sub-Commission as Interpreter-Translator, to that of Junior Administrative Assistant.

She came from Salerno specially to join this Sub-Commission, after having been employed by A.M.G. from the time of the occupation by the Allies, and later was employed as Interpreter Secretary to the Provincial Public Safety Officer, Salerno, where she was in charge of the administrative work of the office.

Since being employed at this office Headquarters, she has shown special aptitude for the specialist duties of this Sub-Commission, and is also engaged on work at a high governmental level, and it is strongly recommended that she be re-classified to the grade of Junior Administrative Assistant.

PAUL G. KIRK.
Colonel Inf.
Director Public Safety
Sub-Commission.

2405

EP/AC

(Enclosed credentials)

2069

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

Ad 21A

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Tel. 439661

5 August, 1944

ACC/14043/1/PS

SUBJECT : Use of G.M.T. - Civilians.

TO : The Adjutant, ACC.

Reference Daily Bulleting No. 192 dated 5 Aug. 44, para 2.

Passes permitting civilian employees to ride in Government motor vehicles are required for the undermentioned employees of this Sub-Commission.

Mrs. Bellei	(Identity No.)		337
Mrs. Vitalossi	"	"	1.717.206
Miss. Cafaro	"	"	8.220.554
Mr. Simeola	"	"	428
Mr. Calzusi	"	"	148261

PAUL G. KIRK,
Colonel, Inf.
Director Public Safety
Sub-Commission.

2404

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081
Ext : 502

ACC/14045/1/PS

4 August, 1944.

SUBJECT : Civilian Employees.

TO : Civilian Personnel Office.

With reference to office Memo No.15 dated 1 August 1944, application is made for the following additional Civilian personnel:

1 Typist (first-Class) Male or Female

1 Translator/Interpreter (first-Class) Male or Female.

PAUL G. KIRK
Colonel Infantry
Director Public Safety
Sub-Commission.

EP/G.

Public Safety

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

G-1 (A)/LMS/ja

19A

1 August 1944

OFFICE MEMORANDUM)
:
NUMBER 15)

CIVILIAN PERSONNEL

(Employment and Payment Procedure)

- I -

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

-II -

Recruitment Procedure

Recruitment at the present time is divided into three categories:

(1) Response to newspaper advertising
(2) Casual applicants
(3) Those referred by sections and subcommissions.

At present the first two methods are the principal sources of personnel; however, it is believed that the third source (namely, those referred to the office directly by the sections and subcommissions) should prove the most profitable. Accordingly, it is encouraged that all sections and subcommissions having direct professional contacts with corresponding agencies in the Italian Government make known to them their civilian personnel needs. It is reported that there is a large number of highly qualified unemployed who formerly worked for the Italian Government and local commercial agencies. In view of the impending reduction of approximately 750 EM/OR of this Headquarters, it is imperative that all possible means of recruitment be fully exploited.

- III -

240

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

- I -

This memorandum supersedes Office Memorandum No. 8 (Administrative Instructions 1A), this Headquarters, dated 1 July 44. The Civilian Personnel Office has now been established under the operational control of the G-1 Section and under the policy direction of the Civilian Personnel Policy Board. These offices are located in Room 11, ground floor, Ministero delle Corporazioni Building, Telephone No. 431, and is under the direction of an Acting Supervisor and Assistant Supervisor. This office will perform civilian personnel functions, including the recruitment, selection, classification and reclassification, hiring, and placement of civilians within the Allied Control Commission.

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- III -

240

Hiring

All sections and subcommissions, or other sub-divisions, will report their civilian personnel needs direct to the Civilian Personnel Office. Such requests will be made in writing, giving adequate job description — that is, the type of work to be performed, the language requirements, and any other information that is pertinent to the position to be filled. Civilian Personnel will refer one or more qualified applicants for interview and final selection by the section or subcommission concerned. After the interview, the applicants will be returned to Civilian Personnel. Those who are accepted will be screened by the Security Officer and placed on the civilian payroll. All civilian employees will be formally cleared through Civilian Personnel. In those cases where the individual is recruited independently of Civilian Personnel, the section or subcommission concerned will send the individual together with a letter requesting employment to Civilian Personnel. This letter should include a job description sufficiently complete to justify the recommended classification and salary. Civilian Personnel will approve the employment and establish the rate of pay. Disagreements will be

- 1 -

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

referred to the Civilian Personnel Policy Board. At present the section is interviewing an average of ninety (90) applicants (less than 10% qualified) per day. From this source there is being built up a reserve of potentially qualified civilians for future placement in Allied Control Commission.

- IV -

Rates of Pay

The following rates of pay are extracted from Amendment No. 5, AFHQ, Adv Adm Echelon Adm Instr No. 24, dated 17 July 44. They are reproduced here for the information and guidance of all concerned. Complete pay tables are available for examination in the Civilian Personnel Office.

	Min Lire	Max Lire	
Accountant	2,100	4,500	per month
Assistant Purchasing Agent	3,000	5,500	" "
Bookkeeper (male)	2,000	4,000	" "
Bookkeeper (female)	1,800	3,500	" "
Cashier, Chief (male)	2,500	3,500	" "
Clerk, Office (male)	70	110	per day
Clerk, Office, (female)	60	90	" "
Draughtsman, Chief	2,500	4,500	per month
Draughtsman	2,000	4,000	" "
Executives, business analysis, exporters, etc.	5,000	9,600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2,100	4,500	per month
Professional Men (doctor, lawyer, dentist, civil mechanical engineer, construction)	4,000	9,600	" "
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.	3,600	6,000	" "
Telephone Operator, English-speaking (female)	70	110	per day
Telephone Operator, Non-English-speaking (female)	55	75	" "
Typist (male)	70	110	" "
Typist (female)	60	90	" "
Typist, shorthand, (steno), English-speaking (male or female)	80	120	" "

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, namely, those

Declassified E.O. 12356 section 3.3/NNN No. 785016

Assistant Purchasing Agent	3.000	5.500	" "
Bookkeeper (male)	2.000	4.000	" "
Bookkeeper (female)	1.800	3.500	" "
Cashier, Chief (male)	2.500	3.500	" "
Clerk, Office (male)	70	110	per day
Clerk, Office, (female)	60	90	" "
Draughtsman, Chief	2.500	4.500	per month
Draughtsman	2.000	4.000	" "
Executives, business analysis, exporters, etc.	5.000	9.600	" "
Interpreter, General	70	120	per day
Interpreter, Technical	100	150	" "
Junior Administrative Assistants, Clerk Supervisors	2.100	4.500	per month
Professional Man (doctor, lawyer, dentist, civil mechanical engineer, construction)	4.000	9.600	" "
Senior Administrative Assistants, sub-professional workers, junior executive officers, etc.	3.600	6.000	" "
Telephone Operator, English-speaking (female)	70	110	per day
Telephone Operator, Non-English-speaking (female)	55	75	" "
Typist (male)	70	110	" "
Typist (female)	60	90	" "
Typist, shorthand, (steno), English-speaking (male or female)	80	120	" "

- V -

Reclassification

Reclassification is the process whereby, in accordance with his official duties, an employee's title is changed and a consequent change in salary results. To accomplish this, the employee will be sent to Civilian Personnel with a letter requesting his reclassification. Such request will contain a job description sufficiently detailed to justify the recommended action. Civilian Personnel will refer to the Civilian Personnel Policy Board requests for reclassification for positions falling in the top executive and professional classes, maximum 9600 lire per month.

In those cases in which dismissal is desired, the employee will be sent to Civilian Personnel with a memorandum detailing the reasons for discharge. At the same time a final payroll form should be completed. Passes, badges, and other papers of ACC identification will be picked up by Civilian Personnel on clearance of the final payroll.

- VI -

Payment Procedure

Employees will be paid twice a month through the civilian paymaster, Headquarters Commandant's Office. Payrolls will be submitted to Headquarters

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

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

Commandant as of the fifteenth and last day of each month on the standard payroll form which will be obtained from the paymaster, Headquarters Commandant. The dates for submission and payment will be announced in the Daily Bulletin. It is the responsibility of the section or subcommission concerned that payrolls show proper classification, that salaries are in accordance with Amendment No. 5 to AFHQ Adv Adm Echelon Adm Instr No. 24, dated 17 July 44, and that all employees have been cleared through Civilian Personnel. Civilian Personnel will post-audit payrolls and will also be prepared to pre-audit on request any rough-draft payroll to insure that salaries and classifications are correct.

By order of Captain STONE (USNR):

E. K. Clough
E. L. CLOUGH
Colonel, AGD
Executive Officer

DISTRIBUTION:
"C" - Modified

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

18A

2390

A.C.C. Headquarters

16 July

Lola BELLEI	Jr. Admin. Assistant	Public Safety S/c			16	150	2,400
Renee VITELLOZZI	Interpreter	"	"	"	16	120	1,920
Umberto GRASSI	Typist	"	"	"	16	120	1,920
Pat. SINACOLA	Interpreter	"	"	"	16	120	1,920
Mario MERLONGHI	Driver	"	"	"	16	90	1,440
Nadina ZABIELLO	Interpreter	"	"	"	16	120	1,920
Ada CAFARO	Interpreter and translator	"	"	"	9	120	1,080

12,600

2077

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

2393

Feb 1960 5/1

rs			16 July		4	31 July	4
Jr. Admin. Assistant	Public Safety S/c		16	150		2,400	
Interpreter	"	"	16	120		1,920	
Typist	"	"	16	120		1,920	
Interpreter	"	"	16	120		1,920	
Driver	"	"	16	90		1,440	
Interpreter	"	"	16	120		1,920	
Interpreter and translater	"	"	9	120		1,080	
						12,600	

14045/1 PB
170

HEADQUARTERS
ALLIED CONTROL COMMISSION
G.1 (CIVILIAN PERSONNEL)
APO 394

July 23 1944

SUBJECT: Civilian Employees.

TO: Public Safety Sub-Commission
Att: Col. Paul G. Kirk.

14A

1. Per Ref. to your letter ACC/14045/1/PS

2. Approved reclassification of Mrs. Iole Bellei.

M.R. Canelli, Capt.
G.I (Civilian Personnel)

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

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

Robbins Lackey

1140/5/1

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION
APO 394

Ref/169/35/CA

21 July 1944

SUBJECT: ACC/AMG Certificate of Employment.

TO : Distribution below.

1. With reference to our 169/25/CA dated 28 June 44 in order to avoid an incorrect interpretation, para 2(c) will be amended as follows:

"Persons working for Allied Services are NOT exempted unless classified as skilled personnel considered vitally or operationally necessary and provided such employment is within WE/TO or has been specially authorized."

2. Delete para 8 and substitute:

"A certificate of exemption will be issued only in very exceptional circumstances i.e. when the person concerned is irreplaceable, and it should not be given to the individual but retained by the issuing office. When it is necessary for it to be produced to the Italian authorities it can be done by an Allied Officer."

3. Reference para 8, it is requested that a return of all personnel exempted by you is made by the 30th of July 44 and on the 30th of each month thereafter.

NORMAN E. FISKE
Colonel
Deputy Executive
Commissioner

DISTRIBUTION:
"A"

2396

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

File Accessori/1B
& PA 15A

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

Urgent

19th July, 1944.

ACC/14045/1/PS

SUBJECT : Signorina Ada CAFARO.

TO : Employment Officer.

Request is made for the transfer to this Sub-Commission of the above named civilian employee, at present employed on typing duties in G-4 Office, since the 16th instant.

This civilian has been employed in Public Safety, Salerno Province, since December 1943, and she is thoroughly conversant with Public Safety duties, in addition to which her knowledge of English would be invaluable to this office where the translating is often of such a confidential nature that it is essential that it be performed by someone whose integrity is so established as in the case of this civilian.

She came to Rome on the understanding that she would be employed by Public Safety. It is strongly recommended that this transfer be approved, so that the best possible use can be made of her specialist knowledge.

A copy of recommendation given her by the Provincial Public Safety Officer, Salerno, is attached.

PAUL G. KIRK,
Colonel, Inf.
Chief, Public Safety
Sub-Commission.

Copy to H.Q. Comd.

EP/G.

1st Ind. 21 July 44

The employee in reference was assigned to G-5 G.S.C. G-4 (B). If agreeable with them, we can & will meet your request,

Don Hall

M. P. Canelle Capt.
G-1 (Civilian Personnel).

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

TO WHOM IT MAY CONCERN:

Signorina Ada Cafaro has been employed in the Public Safety Office of the Allied Control Commission Salerno Province since December 1943. Prior to that she was employed in the office of Allied Military Government at Cava dei Torreni from the earliest days of the Allied invasion.

In both offices she was greatly esteemed and rendered faithful and ready service.

In my own office, the former has been employed as interpreter secretary. She is a capable, trustworthy and intelligent employee and I am extremely sorry to lose her services. I can thoroughly recommend her to any person wishing to employ her and I wish her the best of luck for the future.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

22 July 1944

ACC/14045/1/P3

SUBJECT : Civilian Employeed

TO : Employment Officer

re- Mrs Lola BELLEI

Application is made for the re-classification of the above-named Civilian Employee in this Sub-Commission, to Junior Administrative Assistant.

Her duties include interpeting - translating matters of this Sub-Commission at a very high and confidential level and she acts in the capacity of liaison with Italian Government at Ministerial level. This work can only be entrusted to one possessing the highest personal integrity and intelligence, which she has proved over some months.

This lady is an American born subject and a U.S.A. citizen.

She was specially selected to accompay this Sub-Commission from Salerno.

It is strongly recommended that she be re-classified with higher grade of Junior Administrative Assistant.

PAUL G. KIRK
Colonel, Infantry
Chief Public Safety
Sub-Commission

2390

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

18A

HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

22nd July, 1944

ACC/14045/1/PS

SUBJECT : Civilian Employees

TO : Employment Officer.

1. It is anticipated that in the very near future this Sub-Commission will be able to obtain the services of a civilian clerk who has qualifications especially suitable for Public Safety Work.

2. It is desired, therefore, to transfer the services of Nardino ZABIELLO, with effect from 1st August 1944, as being surplus to present requirements.

3. Her work as a translator has been very good, and she is recommended for employment in that capacity in some other ACC Department.

PAUL G. KIRK,
Colonel, Inf.
Chief, Public Safety
Sub-Commission.

2394

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

ADV. HEADQUARTERS
ALLIED CONTROL COMMISS
Public Safety Sub-Commission.

LIST OF CIVILIAN EMPLOYERS

Renzo VITELLOZZI	Viale Pinturicchio 84, Rome	Interpreter
Umberto GALANSI	Piazza Armenia 16, Apt.24 Phn.71905 Rome.	Typist
Pat. SINAGOLA	Via. G. Marconi 2, Apt.26, Rome.	Interpreter
Mario MERLONGHI	Via Carlo Passaglia.10, Rome	Driver

Nadine ~~Zambelli~~ ZABIELLO - Piazza Campitelli 2.

ADA CAFARO - Pensione Marini. Via Francesco Crispi 55. Phone 64333. Rome.

Public Safety

4 11045/1

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

11A

REFERENCE : 16060/1/G-1 17 July 1944

SUBJECT : Strength Returns - Italian Military Personnel

TO : Distribution below

Reference this HQ letter 16098/G-1 dated 4 Mar 44, as amended by 16098/G-1 dated 16 Mar 44, regarding the rendering of Monthly Strength Returns and Casualties in respect of British O.Rs. The instructions contained in these letters now apply to all Italian Military O.Rs.

The particulars required on the nominal roll in support of Form AGC B.2 are as follows :-

Matriculation number
P.O.W. Number (if any)
Rank
Name
Arm of Service, Regt. or Platoon No.
Employment (Driver, G.D., Cook, etc.)

Initial nominal rolls of Italian Military personnel have already been called for from Regions, etc., in this HQ letter 16060/1/G-1 dated 23 May 44, and in T.P.M. 449 dated 13 July 44. Some of these are still outstanding, and it must be stressed that this matter is of the greatest importance as it directly affects the War Establishment of this Formation.

Returns and Casualties of Italian Military personnel will be given the same degree of priority as those of British personnel in order that complete and accurate records may be compiled for submission to GHQ 2nd Echelon.

FOR THE ESTABLISHMENTS OFFICER.

J.L.JONES,
Lt.Colonel,
G-1(B).

WHT/ES

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DISTRIBUTION

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

Reference this HQ letter 16098/G-1 dated 4 Mar 44, as amended by 16098/G-1 dated 16 Mar 44, regarding the rendering of Monthly Strength Returns and Casualties in respect of British O.Rs. The instructions contained in these letters now apply to all Italian Military O.Rs.

The particulars required on the nominal roll in support of Form ACC B.2 are as follows :-

Matriculation number
P.O.W. Number (if any)
Rank
Name
Arm of Service, Regt. or Platoon No.
Employment (Driver, G.D., Cook, etc.)

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FOR THE ESTABLISHMENTS OFFICER

J.L.JONES,
Lt.Colonel,
G-1(S).

WHT/ES

2390

DISTRIBUTION

HQ Comdt.
O.C. Pris. Det.
REGIONAL COMMISSIONER,
Region I, II, III, IV, V,
VI, VII, VIII and IX.
SCAO AMG HQ Fifth Army
SCAO AMG HQ Eighth Army
Regional Commissioner, Rome Region
Italian Refugees Branch
Internees & Displaced Persons Sub-Comm.
Admin Sec
Economic Sec
R.C. & M.C. Sec.
War Material Disposal Sub-Comm.
Public Relations Officer.

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

2087

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

18 Feb 1947

Speak to Mr. Lamb re this Indiana

To whom it may concern

This Signorina Ada Caffaro has been employed in the Public Safety office of the Allied Control Commission Salerno Province since December 1944 Previous to that she was employed in the office of the allied military Government at Casa dei Torani from the earliest days of the allied invasion.

In both offices she was greatly esteemed and rendered faithful & ready service

In my own office, the former, she has been employed as Secretary. She is a capable, trustworthy and intelligent employee & I am extremely sorry to lose her services. I can thoroughly recommend her to any

2389

10045/11 KL

8A

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Establishment Branch

14 July 1944.

ADMINISTRATIVE INSTRUCTION)
NUMBER 1A)

CIVILIAN EMPLOYMENT AND PAYMENT PROCEDURE

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

A - Hiring of employees.

1. Clerical and Supervisory Grades.
   (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
   (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
   (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.
   (a) A letter of request is sent to the Headquarters Commandant for approval.
   (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.

2. The Sub-Commission, Branch, or Section will send the employees accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.

3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls

2380

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

The following instructions supersede Administrative Instruction #1, this Headquarters, dated 1 July 1944.

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   (a) A letter of request must be sent to the Employment Officer for approval or disapproval.
   (b) The employment section will send one or more applicants to requesting Sub-Commission, Branch or Section for approval. If approved the applicant will be sent back to the employment section and the necessary action will be taken.
   (c) Requests for secretaries, sub-professionals, junior administrative assistants, professionals, etc., must include a job description and persons experience.

2. Classified Artisan and Skilled Grades.
   (a) A letter of request is sent to the Headquarters Commandant for approval.
   (b) Same procedure as outlined in preceding paragraph.

B - Discharging of employees.

1. When discharging a civilian employee a letter of discharge stating date and reason for discharge will be sent to the employment section.

2. The Sub-Commission, Branch, or Section will send the employees accompanied by a member of section to the Internal Security Section of the Headquarters Commandant for proper clearance of civilian pass and identification badge.

3. It is the responsibility of the Sub-Commission, Branch, or Section concerned to make all necessary arrangements for payment.

C - Payment.

2380

1. Payrolls with Daily Time Sheets, attached will be sent to Headquarters Commandant on the dates asked for by the Headquarters Commandant. Payrolls must be completed by the Sub-Commission, Branch, or Section concerned and must tally with time sheet.

D - Reclassification.

1. When reclassification of civilian employee status is desired, a letter will be sent to the Employment Officer for approval with a job description.

E. L. CLOUGH,
Colonel, AGD,
Executive Officer.

DISTRIBUTION:
"A"

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

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

ADV. HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission

Subject : Civilian employment. 5th July, 1944.

To : C.I. British.

In accordance with Admin. Instruction No.1 dated 1st July, 1944, application is made to engage the following grades of employees :-

Typist-Stenographer or Typist - male or female.
Translator (Italian-English) - male or female.

MARTIN H. MEANEY
Col. Inf.
Public Safety Sub-Commission.

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

14045/1

7A

ADVANCE HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission
APO 394

14th July, 1944.

SUBJECT : Dott. Prof. Macario Marmo.

TO : Whom it may concern.

This is to certify that Dott. Prof. Macario MARMO, of Naples, has been employed as Interpreter-Translator by this Sub-Commission from 20th March, 1944 to 8th July 1944.

He was very efficient at his work, besides being very conscientious and very eager to serve.

It was with regret that his services were lost to this Sub Commission.

PAUL C. KIRK
Colonel Inf.
Chief Public Safety
Sub-Commission.

C.

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

14045/1
6A

ADV. HEADQUARTERS
ALLIED CONTROL COMMISSION
Public Safety Sub-Commission.

30 June 1944.

Subject : Civilian Employees

To : HQ Commandant.

Reference Daily Bulletin Number 10 dated 29 June 1944, the following is the nominal roll of civilian employees:

Renèe VITELLOZZI Viale Pinturicchio 84, Rome
Interpreter/Translator

Umberto GALASSI Piazza Armenia 16, Rome
Interpreter/Translator

Pat SINACOLA Via G.Moroni 2, Rome
Interpreter/Oral

Mario MERLONGHI Via Carlo Passaglia 10, Rome
Chauffeur

B. POWELL
Captain
Public Safety Sub-Commissio:

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394.

1 0 AUG. 1944

REFERENCE: 16036/4/C-1. 8 July 44.

SUBJECT: Employment of Civilians.

TO: HQ Comdt. A.C.C.

Further to this HQ letter numbered as above dated 1 July 44.

Please add the following names to Appendix 'A' forwarded with the above quoted letter:-

Legal.	-	Dr.CIBILLI.	Danilo.
		PISAPIA.	Antonio
		PEDRETTI.	Anna
Communications.	-	CATTO.	Z.
Translators Pool. (Admin Section).	-	ROMANO.	Robert M.
		ROSATI.	Lydia
Finance.	-	DUONINCONTI.	Maria
		SCARTABELLICO.	Elisa
		SCARTABELLICO.	Hermano
		AVALLONI.	Mario
Public Safety.	-	BELLEI.	Lola
HQ. Comdt. (Kew)	-	PALADINO.	L.
		MERLION.	F.
		GERARDIO.	L.

FOR THE ESTABLISHMENTS OFFICER.

J.L.JONES,
Lt-Col.
G-1 (E).

GP/RS.

Copy to: Director, Legal Sub-Commission.
Director, Communications Sub-Commission.
Chief, Finance Sub-Commission.
Director, Public Safety Sub-Commission.
Vice President, Admin Section.
HQ. Commandant.
Security Section.

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Declassified E.O. 12356, Sec. 3.3/NND No. 785016

		FUMAGALLI.	Anna
Communications.	-	GATTO.	E.
Translators Pool. (Admin Section).	-	BENANO.	Robert M.
		ROSATI.	Lydia
Finance.	-	DUOMINGONI.	Maria
		SCARTABELLICO.	Elisa
		SCARTABELLICO.	Hermano
		AVALLONI.	Mario
Public Safety.	-	BELLEI.	Lola
HQ. Comdt. (Rear)	-	PALADINO.	L.
		NICHIGH.	F.
		GERMANIO.	L.

FOR THE ESTABLISHMENTS OFFICER.

Liberty Copy

J.L.JONES,
Lt-Col.
G-1 (3).

GP/MS.

Copy to: Director, Legal Sub-Commission.
Director, Communications Sub-Commission.
Chief, Finance Sub-Commission.
Director, Public Safety Sub-Commission. ✓
Vice President, Admin Section.
~~HQ. Commandant.~~
Security Section.
G-1(A).
HQ 2675 Regt.
Employment Officer.
G-1 (Br) Adv HQ. AGC.
Hd Comdt. (Rear)

2384

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION
APO 394

Ref/169/25/CA

28 June 1944

SUBJECT: ACC/AMG Certificates of Employment.

TO : Distribution below.

1. The classes of person liable to call-up for service with the Italian Armed Forces are, at present, those males born between 1913-1924 (inclusive).

2. The mechanics of call-up are as follows:

a. The Italian Military District (of which a list in given in Appendix "A") sends a post-card (Cartolina di Procetto) to the address of the person concerned, directing him to report to the Commando Forze Armate (located in the same areas.)

b. If a person fails to report he is technically a deserter and the Carabinieri are informed and make the necessary enquiries.

c. Persons who can prove that they are working for Allied Services are exempted with some exceptions.

3. This system has lent itself to abuse in that persons within the prescribed classes obtain employment with Allied Authorities, work for a few days, are granted a certificate of employment whereby they secure exemption from call-up and then leave their employment and the purpose of this directive is to put a stop to this abuse.

4. A. Branch, Hq. A.A.I. have requested that a monthly report be made to them, showing the number of persons exempted, and the trades in which they are employed. In order that this can be done Regional Commissioners and Headquarters Commandant will submit to this Hq. at once on Pro-forma attached, a return of such persons to whom a certificate of exemption has been given, and the trades in which they are employed.

5. When a male person within the prescribed ages leaves the employment of ACC/AMG his particulars will be immediately reported to the local Italian Military District who will take steps to withdraw his exemption certificate and will institute enquiries through the local Carabinieri to ensure that the person is conscripted into service.

6. It is suggested that this matter could best be handled in Regions through the office of the Provincial Police Officer and at Headquarters through the Employment of the Hq. Commandant.

7. A thorough check should now be made to ensure that Italian Military Districts are informed of any person who has been issued a certificate of employment in ACC/AMG service, but is now no longer in such.

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

2. The mechanics of call-up are as follows:

a. The Italian Military District (of which a list in given in Appendix "A") sends a post-card (Cartolina di Precetto) to the address of the person concerned, directing him to report to the Commando Forze Armate (located in the same areas.)

Amended on 16A b. If a person fails to report he is technically a deserter and the Carabinieri are informed and make the necessary enquiries.

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5. When a male person within the prescribed ages leaves the employment of ACC/AMG his particulars will be immediately reported to the local Italian Military District who will take steps to withdraw his exemption certificate and will institute enquiries through the local Carabinieri to ensure that the person is conscripted into the Service. 228

6. It is suggested that this matter could best be handled in Regions through the office of the Provincial Police Officer and at Headquarters through the Employment of of the Hq. Commandant.

7. A thorough check should now be made to ensure that Italian Military Districts are informed of any person who has been issued a certificate of employment in ACC/AMG service, but is now no longer in such.

8. In future such certificates of employment will be issued only in very exceptional circumstances, i.e. when the person concerned is irreplacable. A return will be rendered to this Hq. on the 30th of each month of all amendments to the original list. The first return will be made on the 15 July 1944. See 16A

9. While this procedure is designed to cover only those persons who fall within the call-up categories, it is obviously inadvisable that any person who has left the service of ACC/AMG should be in possession of any type of current employment certificate, badge or pass and, therefore, every step should be taken to withdraw such certificates, badges or passes as soon as employment terminates. When any person leaves the service of ACC/AMG and fails to surrender his certificate, badge or passes, enquiries should be instituted for their recovery by the local police agencies, and the matter reported direct to the Italian Military District concerned.

M.S. LUSH
Brigadier
Executive Commissioner

DISTRIBUTION:
"A"

Proceedings G.O. 12 12356 Section 3.3/NWD No. 785016

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M.S. LUSH
Brigadier
Executive Commissioner

DISTRIBUTION:
"A"

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

2098

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

PRO-FORMA

PARTICULARS OF ALL ITALIAN MALE PERSONNEL EMPLOYED

By..... (unit of Hq. of formation)
and liable for Military Service

1 SURNAME	2 CHRISTIAN NAME	3 MILITARY NO	4 MILITARY CLASS	5 NAME OF LAST UNIT WHICH SOLDIER SERVED	6 MILITARY DISTRICT TO WHICH SOLDIER BELONGS	7 CLASSIFICATION (a) or (b)

Note: Col 7 will be completed where applicable by inserting (a) or (b) denoting:
(a) Skilled men to be retained and for whom exemption is required.
(b) Unskilled men who are usefull but who could be recalled to Military Service on replacem

Col 8 Will only be completed in respect of personnel classified in col. 7

2382

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

2099

C C

4B

PRO-FORMA

ICULARS OF ALL ITALIAN MALE PERSONNEL EMPLOYED

..... (unit of Hq. of formation)

liable for Military Service

3 MILITARY NO	4 MILITARY CLASS	5 NAME OF LAST UNIT WITCH - SOLDIER SERVED	6 MILITARY DISTRICT TO WHICH SOLDIER BELONGS	7 CLASSIFICATION (a) or (b)	8 NATURE OF PRESENT EMPLOYMENT	9 REMARKS

where applicable by inserting (a) or (b) denoting:
be retained and for whom exemption is required.
who are usefull but who could be recalled to Military Service on replacement by other Italian personnel.
mpleted in respect of personnel classified in col. 7

2382

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

Public Safety Division

Routine

Enclos. 3A for ~~action~~/information

~~G.H.Q.~~ .....

D.O.P.S. .....

Civil Police .....

Special Police .....

Fire & CD .....

Prisons .....

Hosp. & Disensia .....

Adm. Officer .....

Remarks : .....

.....

.....

Pte

233.

F/3/5

3A

PAYMENT - CIVILIAN EMPLOYEES/CURRENT BILLS
OF THIS HEADQUARTERS.

Civilian Labour.

1. In accordance with Headquarters A.M.G. Special Order No. 1, para 12, dated 1 Jan 44, the undersigned has now taken over the payment of all civilian employees and Current Bills of this Headquarters.

2. In future payment of civilians will be made on the 6th of the month for the preceding 15 days, and the 1st of the following month for the latter period, i.e. 15 or 16 days.

3. Payrolls (F/F4) will be prepared in duplicate by the Departments, Sub-Commissions, etc., concerned and they will be responsible for the correct completion of these forms.

4. When preparing a payroll special attention will be paid to the following points:-

(a) Function of the employee
(b) Total No. of days worked
(c) Rate of pay per day
(d) Signature of approving officer

5. Payrolls may be collected from the Camp Office by Departments, Sub-Commissions, etc., as required, for completion as in paras 2, and 4. If payrolls are not prepared correctly by the Departments, Sub-Commissions, etc., concerned, no payment will be made to the Civilian Employees.

6. Casual payments may be made to employees being dismissed or to those on temporary employment. Such employees should be sent to the Camp Office with a covering note in a sealed envelope giving approval from the Departments, Sub-Commissions etc., concerned and stating the period employed and the daily wage to be paid.

Current Bills.

1. Before these are met by the undersigned they must firstly be authorised by 1st. Lt. M. R. Panelli (see Special Order No. 1, para 11, dated 1 Jan 44) and an F/F3 (payment voucher) prepared in duplicate with his signature as Approving Officer. The payment will then be met at the Camp Office, Via Medina.

Forms F/F3 may be obtained from Camp Office or 1st. Lt. M. R. Panelli at H.Q. A.M.G., Provincia Building.

2380
Captain, R.A.
O.C. (Brit. Det.)
H.Q. A.M.G. C.M.F.

In the Field,
3 Jan 44.

DISTRIBUTION:-
Adm. Directorate,
Econ. Directorate,
Firenze Sub-Commission.

Open people 14045/1
Civilian Employees
D.S.

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

(a) Function of the employee
(b) Total No. of days worked
(c) Rate of pay per day
(d) Signature of approving officer

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Forms F/F3 may be obtained from Camp Office or 1st. Lt. M. R. Panelli at H.Q. A.M.G., Provincia Building.

In the Field,
3 Jan 44.

Open new file 14045/1 Civilian Refugees

Captain, R.A.
O.C. (Brit. Det.)
H.Q. A.M.G. C.M.F.

DISTRIBUTION:-

Adm. Directorate,
Econ. Directorate,
Finance Sub-Commission,
Agricultural Sub-Commission,
Labour Sub-Commission,
Pool of Interpreters,
Industry & Commerce,
Industrial Planning Sub-Commission
Labour Sub-Commission,
Legal Sub-Commission,
Mining Sub-Commission,
Monuments & Fine Arts Sub-Commission,
Operations & Security Int. Sub-Commissio.
Property Control Sub-Commission,
Public Health Sub-Commission,
Public Safety Sub-Commission,
Public Works & Utilities Sub-Commission,
Postal Sub-Commission,
Shipping & Internal Transportation Sub-Commissior

H.Q. Commandant,
Adjutant General,
Executive Officer,
G-1,
G-4,
A.M.F.A.
Transportation,
H.Q. Coy. Commander (A)
Translators Pool,
Billeting,
Lt. M. R. Panelli,
Spare,
File,
H.Q. Commandant (Salerno) for information.

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

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

PLK 2A

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
Public Safety Division

REF/rj

16 December, 1943.

SUBJECT : Civilian Employees.

TO : Chief, Public Safety Division, Region I.

1. In confirmation of telephone conversation GIOVANNI BATTISTA FONTANA and ENRICO RUSSO are released from their duties in this division and the approval of the U.S. Commandant has been obtained for their transfer to your Department.

R.E. POWELL,
Captain,
for Chief, Public Safety
Division.

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

43A.

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 473708

15 January 1945

AG/11e45/1/PS

SUBJECT : Italian Officers

TO : HQ Commandant

With reference to your letter dated 8 Jan. 45. herewith completed pro forma in respect of Major ZANCHINO (it) attached to this Sub-Commission.

JOHN H. CHAPMAN
Colonel, J.A.G.D.
Director Public Safety
Sub-Commission.

Enclosure : as above

2473

AF/wg.

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

ALLIED MILITARY FINANCIAL AGENCY
NAPLES OFFICE

14

29 December 1943

Subject : Payment due Binedetto Cuccio

TO : HQ AMG Public Safety Division
Naples

1. AMFA - NAPLES Office, located in Banca d'Italia, Sede di Napoli, in the Galleria Umberto, has Lire 10,000 to pay to Binedetto Cuccio, a refund of money paid AMGOT for a car later confiscated in Palermo.

2. We are advised this party is employed by you as interpreter.

3. If you will have an officer accompany Cuccio to our office to identify him, we can effect payment.

JOHN P. MEYER
Major
AMFA - NAPLES Office

CUCCIC, Benedetto. 1st Ind. BKP/ab
Chief, Public Safety Division, HQ. AMG. 3 January, 1944.

TO: AMFA, Naples Office.

1. This man is NOT in Naples.

2. Arrangements have been made with AMFA HQ., 51 Via Santa Brigida, Naples, for payment to be made at Palermo, Sicily.

Captain
for Chief, 23rd
Public Safety Division.


2106