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

ACC

10000/143/604
(2ND)

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

10000/143/604
(2ND)

CIVILIAN EMPLOYEES OF P.S. S/C
APR. - OCT. 1945

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

1298

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

14045/1 4 October 45 1944

SUBJECT: *Employment of Civilians.*

TO Public Safety S/C.
Col. Chapman

1. Ref. your Form 3 dated 30ct 45

2. Approval is given to the employment of Amendolea, Matteo Renato

150 as a Jr.Admin.Asst. at a rate

not exceeding 225 2640 5940 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 24 Sept. 45

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

2664

150
25
375

Civ. Pers. Form 4
Aug. 44

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

-3 SET. 1945

SUBJECT: Bardice Giuliano 11045/1 AAF PA.

TO : Public Safety S/C / September 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.

2600

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

-3 SET. 1945

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

5 SET. 1945

127

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

File

1 Sept 45 19

14045/1

SUBJECT: Reclassification.

To : Public Safety S/C
Col. Chapman

1. Reference your letter Form 2 dated 24 Aug 45

2. Approval is granted for the reclassification (*) of Colassi Umberto

Int/Tr Hist to the status of Jr.Adm.Asst. Salary to

range from 2420 to 5940 per day/month.

(Plus living bonus)

Effective 1 Sept 45

R. T. UHLER
Lt. Col. AGD
Gp. American

2663

Copy to: Internal Security

(*) It is the policy of this Headquarters, as determined by A.F.H.Q. Administrative Memorandum No. 47, dated 16 November 1944, 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

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

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

A. C. CIVILIAN PERSONNEL G-1 SECTION

14045/1 Am 126

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 AMENDOLA, Matteo Renato

Present job title - Proposed title Jr. Adm. Asst.

Job description Is employed on Security work of a highly confidential nature on liaison duties between this Sub-Commission and the Italian Govt. and his work also includes (a) translating documents of a highly confidential and technical nature including work on Fascism which cannot be entrusted to anyone else. (b) Interpreting for the Director and other officers of this Sub-Commission on security matters between this Sub-Commission and high members of the Italian Government including Director of Public Security, Commanding General Carabinieri, Commanding General Guardia di Finanza. As Amendola is a person of the highest integrity and trustworthiness and has an expert knowledge of these matters he is extremely suitable for the post and it would be almost impossible to find another person with the necessary qualifications. He works under practically no supervision and it is strongly recommended that he be graded Jr. Administrative Assistant. He commenced work with this S-C on 24 Sept. 1945.

Use back of sheet for additional remarks

Date 1 October 1945 Signature John W. Chapman

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

Reference number AG/14045/1/PS

Civ. Pers. Form 2
Aug. 44

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

File
125A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/PS. 28 Sept., 45

SUBJECT : Security Passes

TO : Headquarters Commandant
(Attn. Security Printing)

May Security Passes be issued to the following who are working for this Sub-Commission :-

CARTER, Purves - Iden. Card No 48301

AMENDOLEA, Matteo Renato,-C. No 063,
16th April, 1945

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

ER/sk

2663

DoCExempt Filed E.O. 12356 Section 3.3/NND No. 785016

file

HEADQUARTERS
ALLIED COMMISSION

Public Safety S-6 12HA
(SECTION)

APO 334

Reference AC/14045/1/PS Date 28 Sept 45.

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (~~Room 11 — Ground Floor~~)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1800 hours 29 Sept 45

Name of Employee: SIRACUSA, Luciano

Classification : Interpreter

Wage Rate : 3900 + Bonus

2. Employee is being dismissed for the following reasons:

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

2662

3. Employee has been instructed to report to Civilian Personnel Section on 29 Sept 45 (Date) for the purpose of obtaining required clearance.

Name: P. Hostetter Major

Rank: Major

Title: Executive Offr
Public Safety S-6.

Civ. Pers. Form 8
Feb. 45

CONFIDENTIAL

122A

Headquarters
Venezia Giulia Police Force
13 Corps

24 SET. 1945

File No: VGP/6/3 — 19th September 1945.

Subject: Injury to Civilian Public Safety Personnel.

To : H.Q., Allied Commission.
(Attn: Public Safety Sub-Commission)

1145/1

113 Mis file refers

1. Reference your signal, no. 5181 of 11th September 1945, on the above subject.

2. In the early days of A.M.G. in VENEZIA GIULIA, efforts were made by this office to recruit ex-Italian Police Agencies to form a civilian Police Force.

3. This did not meet with the approval of certain hooligan elements, in consequence, as the recruits left the Prefettura they were beaten and, in some cases, badly hurt.

4. A number of recruits operated in conjunction with the British Military Police but, as they left their place of duty, they also were assaulted.

5. In consequence of this, all injured personnel went into hiding, and failed to report for further duty or the injuries sustained whilst connected with this organisation.

6. It is estimated that approximately 20 were injured in this manner but no details were available.

7. Two Guardia Municipale have been injured in the course of their duty whilst riding motor cycles. Both having been in collision with W.D. Transport.

H Thorne Thorne 2661

(Col. H. Thorne Thorne)
Colonel,
Chief of Police.

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

/ 113hm file refers

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7. Two Guardia Municipale have been injured in the course of their duty whilst riding motor cycles. Both having been in collision with W.D. Transport.

H Thorne Thorne 26/1

TO	INIT	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
POLICE		
SEC. & INTEL.		
FINANCE		
ADMIN.		
SECURITY		
CHIEF CLERK		

/ewp

(Col. H. Thorne Thorne)
Colonel,
Chief of Police.

no material interest to report.

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

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

HEADQUARTERS

ALLIED COMMISSION

Public Safety S/6

SECTION

APO 334

Reference Ac/14045/1/PS. Date 24 Sept. 45

SUBJECT: **Dismissal of Civilian Employees**

TO : Civilian Personnel Section, (~~Room No. Georgia Biros~~)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 1800 hrs ~~4 Sept~~ 4 Aug 45.

Name of Employee: ROSENBERG, Eva.

Classification : Inter/Gen

Wage Rate : 4290 + Bonus

2. Employee is being dismissed for the following reasons:

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

Left of her own accord.

266

3. Employee ~~has been~~ was instructed to report to Civilian Personnel Section on 4 Aug (date) for the purpose of obtaining required clearance.

Name:

Rank: Major

Title: Executive Offr
P.S.S.C.

Civ. Pers. Form 8
Feb. 45

Italie

18 SET. 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

12 September 1945

MEMORANDUM)
)
NUMBER 11)

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP (EXCEPT HOTEL, MESS AND CLUB GRADES)

1. Reference Appendix "A", G-1 Section Civilian Personnel Memorandum Number 7, dated 26 May 1945, and Appendix "A" par.1b., AMHQ Administrative Memorandum Number 34, dated 29 June 1945.

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

APPENDIX "A"

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

(a) Adult Group

Basic WAGE	Max. Permissible bonus Lire per Month	
	Male	Female
Up to and including 3000 Lire	4550 Lire	3900 Lire
From 3001 to 3100 Lire	4520 Lire	3870 Lire
From 3101 to 3200 Lire	4470 Lire	3820 Lire
From 3201 to 3300 Lire	4420 Lire	3770 Lire
From 3301 to 3400 Lire	4370 Lire	3720 Lire
From 3401 to 3500 Lire	4320 Lire	3670 Lire
From 3501 to 5000 Lire	4290 Lire	3640 Lire
From 5001 to 5100 Lire	4220 Lire	3570 Lire
From 5101 to 5200 Lire	4170 Lire	3520 Lire
From 5201 to 5300 Lire	4120 Lire	3470 Lire
From 5301 to 5400 Lire	4070 Lire	3420 Lire
From 5401 to 10000 Lire	4030 Lire	3380 Lire
10001 Lire and above	2730 Lire	2405 Lire

Noted EK 18/9/45.

- 26 -

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

Memorandum Number 7, dated 26 May 1945, and Appendix "B" par. 10, AFHQ Administrative Memorandum Number 34, dated 29 June 1945.

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

APPENDIX "A"

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(a) Adult Group

Basic Wage	Max. Permissible bonus lire per month	
	Male	Female
Up to and including 3000 lire	4550 lire	3900 lire
From 3001 to 3100 lire	4520 lire	3870 lire
From 3101 to 3200 lire	4470 lire	3820 lire
From 3201 to 3300 lire	4420 lire	3770 lire
From 3301 to 3400 lire	4370 lire	3720 lire
From 3401 to 3500 lire	4320 lire	3670 lire
From 3501 to 5000 lire	4290 lire	3640 lire
From 5001 to 5100 lire	4220 lire	3570 lire
From 5101 to 5200 lire	4170 lire	3520 lire
From 5201 to 5300 lire	4120 lire	3470 lire
From 5301 to 5400 lire	4070 lire	3420 lire
From 5401 to 10000 lire	4030 lire	3380 lire
10001 lire and above	2730 lire	2405 lire

(b) Juveniles may still only be paid a cost of living bonus of to 24 lire per month.

II. Abatement at the rate of 10% 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.

Noted 18/9/45.

M. P. THEODORE
1st Lt. AGD
Acting G-1 (A)

DISTRIBUTION
"C"

DIRECTOR	AGO	2119
DEPUTY DIRECTOR		
EXEC. OFFICER	QMR	20-G
PERS.		
L.C. & REG.		
PERSONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

281

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

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

RXII/PS

RM 149

file 140.4s 1/1 BS

HEADQUARTERS
VENEZIE REGION
Allied Military Government
ABC 394

17 SET. 1945

14th. September 1945.

TO : Headquarters Allied Commission
(att: Public Safety Sub-Commission)

SUBJECT : Injury or deaths.

FILE NO. : RXII/PS/57 (S).

1. With reference to your telegram of the 13th. inst. respecting the injury of the fireman-driver of the undersigned.

2. Attached is a report submitted by the driver of the vehicle of the circumstances of the accident, which is self-explanatory.

3. The fireman-driver is named BARISON Agostino and he was proceeding from this H.Q. to the H.Q. Garage on duty for the undersigned.

4. In view of the possibility of a claim against A.M.G. the matter was taken up with Capt. FORSTER, Regional Fire Officer, who states the whole question of medical treatment and compensation if any will be dealt with through the Italian fire-service.

2650

W.R. HARE
Major.
Regional Security Officer.

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

COPY

Driver's statement re accident on Saturday, 1st September I945,
P A D O V A.

KOHN Frank, Special Agent, Regional Public Safety Office,
Allied Military Government, Region XII.

I. At about I500 hrs on Saturday 1st September 45, I was driving Allied Military Government Fiat motor car AMG/XII No. I65.

2. I was travelling westwards along Via Michele San Michedi my speed was about I2 miles per hour. I sounded my horn as I approached the junction and I heard the sound of another motor horn.

3. I continued across the junction and was almost half way across when suddenly an Amerioan 6x6 motor truok came from Via Giacomo Leopardi on my right hand side. This vehicle was travelling at a fast speed.

4. I saw that a collision was imminent, so I accelerated in an endeavour to get clear. The driver of the truok swerved slightly to his right. The widing gear at the front of the truck collided with the rear offside part of my car.

5. In my opinion, the driver of the American truok should have travelled at a more moderate speed in approaching a blind corner.

6. In my vehicle as a passenger was BARISON Agostino, who is employed as a motor car driver with Allied Military Government Public Safety Division, Region XII.

7. Both vehicles were immediately stopped and I found that I was slightly injured on the forehead and suffered from shook. BARISON was injured and bleeding about the head and was immediately taken to hospital by two civilians, but he was released shortly afterwards, having received tratment.

8. The driver of the American vehicle- Walter WAIMSLEY was uninjured and the front of his vehicle(which part struck my vehiole) was undamage.

9. The right hand side, from front door backwards, of the vehicle I was driving was badly damaged.

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

IO. I immediately reported the accident to Lt. Colonel GREEN, Regional Public Safety Officer and to Lieut. Hynes WRAGG, Regional Transportation Officer, the latter arranging to have the Allied Military Government vehicle removed to our garage.

KOHN Frank,
Special Agent
G6 R.P.S.O.

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

118A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
A.C.O 304

13 September 1945

AC/14045/1/PS

SUBJECT : Injuries or Deaths.

TO : Civil Affairs Section, A.C.

1. Reference letter Establishment Section dated 25 August 1945 above subject, the following report is submitted;

Lombardia Region, Nil
Piemonte " , Nil
Liguria " , Nil
Leghorn Commune , Nil

Naples Commune :

Carpentieri, Maria, laborer, injured while on duty cleaning - 7 July 1945
Paone, Anna, laborer, injured while on duty cleaning - 9 July 45
Lionetto, Francesco, accountant, Agricultural division. Traffic accident already filed claim on 29 July 44
Buglione, Felice, mechanic, motor pool, seriously burned in explosion in our garage. He was cause of explosion by lighting a cigarette lighter in grease pit. Accident occurred 13 August 1945.
Liguori, Pasquale, in same explosion as outlined above, was killed - 13 Aug. 1945.

2603

Venezia Region :

Barison, Agostino, Italian fireman, driver for Major Hare, Security officer, passenger on official business in vehicle driven by Frank Kohn civilian agent for RPSO. Vehicle collided with an American ¼ ton truck. Barison was injured on the head, taken to hospital and immediately released.

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

Kohn, Frank - Civilian agent for RPSO - driver of vehicle in above accident - suffered shock and was slightly injured on the forehead.

2. In order that this report may be forwarded with no further delay, we are submitting it without the return of Venezia Giulia Region. An appendix will be sent as soon as this information is forwarded to us.

JOHN T. CHAMBAN
Colonel, J.A.G.D.
Director.

WJD/3

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

1170

HEADQUARTERS
ALLIED COMMISSION
Public Safety S-6.
(SECTION)
APO 334

Reference AC/140451/1/PS. Date 14 Sept 45.

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, ~~(Room 11 — Ground Floor)~~
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 15 Sept 45

Name of Employee: FASANO, Adele.

Classification : # Inter/Tech.

Wage Rate : 4505 + 2340 Bonus.

2. Employee is being dismissed for the following reasons:

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

Left of her own accord 20.9

3. Employee has been instructed to report to Civilian Personnel Section on 15/9/45 (date) for the purpose of obtaining required clearance.

Name: Lt Col A.F. Hoelzel
Rank: Major
Title: Ex. Offr.
Public Safety S-6.

Civ. Pers. Form 8
Feb. 45

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

file 1157

1100 4/1
ea

ARE VICTIM REPORT APPENDIX RUSO

3283 13 December 43 SECRET

UNCLASSIFIED ED

SUBJECT TO INJURY OR DEATH X3

PAPER TO ARE VICTIM REPORT APPENDIX MUST FROM AVOID SIZE ACCEP PAPER

PLEASE FURNISH NAME OF LOCAL FIRMEN INTEND TO AUTOMOBILE ACCIDENT

WILL ACTING AS UNION FOR MAJOR NAME YOUR SECURITY OFFICER TO

THIS INFORMATION REQUIRED IN CONJUNCTION WITH PRIOR CONSULTATION

THIS SUB COMMISSION YOUR DIVISION XX

26: 2

Public Safety C/S

837

SECRET FIGHTING
GHQ USA
Asst Adjutant

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

file

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

11 SEP 1945

3/3.B/CA 10 Sep 45

SUBJECT : Reports of Injury or Death

TO : All S/Cs

1 Attention is drawn to Ext. Sec. letter unnumbered of 25 Aug and in particular para 5 thereof.

2 This Section has received no report from you.

S.T. [illegible], Lt Col,
CAO CA Section

2671

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

File 113

1400/51

ARMY PENTAGON STUDIA

5151 11 September 45 SECRET

ENCLASSIFIED FD

SUBJECT TO INJURY OR DEATH REFUSE FD

PAINT TO ARE WHETHER CHINA FROM ALONE GIVE AGENT PAINT

FLEASE FORWARD AT ONCE REPORT OFFICIAL ANY INJURY OR DEATH OCCURRING TO ITALIAN CIVILIAN PERSONNEL IN RESULT OF PUBLIC SAFETY DIVISION OR RESULTING WILL OR OFFICIAL BUSINESS FOR PUBLIC SAFETY DIVISION FD NIL REPORTS REQUIRED FD

285v

Public Safety Sub-Commission

237

F.F. SOMERVELL Maj.

NICHOLAS PISCITELLO
CPO USA
Asst Adjutant.

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

7 SET. 1945

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

7 Sept 45 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety S/C
S/Sgt. Devini

1. Ref. your AC/14015/1/PS dated 23 Aug 45

2. Approval is given to the employment of Maria Jannuzzi Denese at a rate as a Interp/Typist not exceeding 4290 Lire per ~~day~~/month plus living bonus.

3. The minimum rate which is 2520 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period. 2673

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 16 Sept 45

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

Civ. Pers. Form 4
Aug. 44

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

11 DA

File

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/~~1945~~/PS

Tel: 489081-502

11 Sept., 1945

SUBJECT : Report of Injury or Death.

TO : Civil Affairs Section, Allied Commission

107A

1. Reference letter Establishment Section dated 25 August, 1945, above subject, no returns have as yet reached this Sub-Commission from the field.

2. This Sub-Commission is contacting all Regions by telephone to-day to expedite a reply.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

WJD/sk

2670

109 A

3 SEP. 1945

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

1404S/1
er

28 August 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

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

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

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

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

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

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

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG

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

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

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

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

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

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

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

This order is to be strictly complied with.

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

BY COMMAND OF REAR ADMIRAL STONE:

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

OFFICIAL:

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

DISTRIBUTION:
Group I Dist "D"
Group II Dist "A"

RESTRICTED

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

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

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

This order is to be strictly complied with.

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

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

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

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

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

SET. 19

109A

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

14 OCT 45

28 August 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 15)

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

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

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

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

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

2641

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

This order is to be strictly complied with.

5. Cabled instructions to this effect have already been sent to AMG Liguria, Piemonte, Lombardia, Venezia and Venezia Giulia, under reference Num-

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

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

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4. Nevertheless it is of the utmost importance that Sub-Accountants and other Officers responsible for compiling Payrolls ensure strict adherence to the rates authorized in their area, and to give effect to this, ALL PAYROLLS WILL IN FUTURE BEAR THE FOLLOWING ADDITIONAL CERTIFICATE, SIGNED BY THE PAYING OFFICER: 264

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

This order is to be strictly complied with.

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

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN,
Colonel, Infantry,
Act'g Vice President.

OFFICIAL:

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

DISTRIBUTION:
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R E S T R I C T E D

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

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

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

27 AGO. 1945

25 August 1945

SUBJECT: Report of Injury or Death

TO : Director, Public Safety Sub-Commission, Hq Allied Commission

Reference this headquarters letter Civ Pers/234 dated 14 December 1944.

1. Provisions of the above-mentioned letter are intended to protect the governments of the United States and the United Kingdom from any claims arising out of the death or injury of any Italian civilians employed by Allied Military Government and the Allied Commission.

2. It has been found, however, that some Regions, etc., now inactivated have been lax in the carrying out of these provisions, with the result that claims are being made to Claims and Firings and to the U. S. Claims Service.

3. In order that there may be no recurrence of this situation and in order that headquarters files may be complete, it is directed that all Sections, Sub-Commissions, Regions and Zones make a report not later than 10 September 1945 of all such cases that have occurred. Reports will contain name of employee, and state whether killed or injured, also set forth the date the incident occurred. In every case where a copy of the certificate of injury was not furnished to this headquarters, a true copy of that certificate will be made and will accompany the report.

4. Care must be taken to assure that this report is complete. Inquiries will therefore be made of all subordinate units (divisions, provinces, camps, etc.).

5. Negative reports are required.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PARKIN
Col, Inf
Acting Vice President

RESTRICTED

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

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHF/ab

Public Safety

100 ft

AG 248/894 D-O

21 August 1945

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

TO: All Concerned

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

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

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

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

BY COMMAND OF GENERAL MCNARNEY:

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

DISTRIBUTION:
"X"
"YY"

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

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

105A

AC/14045/1/PS

23 August 45

SUBJECT : Travel Orders.

TO : Establishment Section, HQ Allied Commission.

1. Miss ADA CAFARO, an employee of Public Safety AMG/ACC/AC since December 1943 was on orders to proceed, as interpreter, to Pisa and Modena in company with representatives of this Sub-Commission, MMIA, MATOUSA, the Ministry of Grace and Justice and the Ministry of War in connection with activities dealing with the turning over of concentration camps of those cities to agencies of the Italian Govt.

2. Said trip was planned, and completed, in one day, transport being provided by a special plane from AFHQ.

for 104A

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

644

RWP/sc

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

C 14045/1/PS 104A

HEADQUARTERS
ALLIED COMMISSION
ESTABLISHMENT SECTION
APO 394

Ref: 37/72/EST

23 August 1945.

SUBJECT: Travel Orders.

TO : Director, Public Safety Sub-Commission.

1. Reference is made to Letter Orders ADJ: 300.4, dated 20 August 1945.

2. Under the terms of these orders, Miss Ada Cafaro was directed to proceed to Pisa on temporary duty in connection with the activities of the Public Safety Sub-Commission, for a period of three days. Travel by military aircraft and government motor transport was authorized.

3. The Chief Commissioner has directed that a detailed explanation of the official business in connection with which this travel was performed, be furnished. This explanation will reach this office by 25 August 1945.

BY COMMAND OF REAR ADMIRAL STONE:

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

cc: Chief Commissioner.

Reply 23/8/45 2m.2

TO		
DIRECTOR		
DEPUTY DIR.		
EXEC. OFF.		
PUBLIC S.		
I. & S.		
U.		

2640

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

103A

HEADQUARTERS
ALLIED COMMISSION
Public Safety S&L
(SECTION)
APO 334

Reference AC/14045/1/PS Date 20:8:45

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (~~House II - Quorum Floor~~)
Headquarters, Allied Commission.

1. The following named employee of this Division will be dismissed with effect from 18 Aug. 45; 1800 hrs.

Name of Employee: REBECCHI, OTELLO.

Classification : INTERPRETER/TYPIST

Wage Rate : 2420 + BONUS (MINIMUM)

2. Employee is being dismissed for the following reasons:

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

3. Employee has been instructed to report to Civilian Personnel Section 20 Aug. 45 (Date) 2042 for the purpose of obtaining required clearance.

Name: (Sgd) F. F. Hoelscher

Rank: Major

Title: Ex. Off'r
Public Safety S&L.

Civ. Pers. Form 8
Feb. 45

HEADQUARTERS

ALLIED COMMISSION

Public Safety S6

(SECTION)

APO 394

1021

Reference No. AC/14045/1/PS Date 20 : 8 : 45

SUBJECT: *Request for Civilian Personnel.*

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

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

Proposed Grade TYPIST/JNIER

Total Required 1 (ONE)

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☐ either

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

Fluent English & very capable typist essential.

2. Applicants should be referred for interview to ~~Room~~ S/Sgt DAVINS, Chief Clerk located in room 12 on the 5th floor.

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

20

Name

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

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

Proposed Grade TYPIST/JNIOR

Total Required 1 (ONE)

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☐ either

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

Fluent English & very capable typist essential.

2. Applicants should be referred for interview to ~~Room~~ S/Sgt DAVINS, Chief Clerk located in room 12 on the 5th floor.

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

26.

Name

Address

Phone No.

Name: (Sgd) F. F. Hoelscher

Rank: MAJOR,

Designation: EX. OFFR PUBLIC SAFETY S-C

Civ Pers Form 18
July 45

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

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

101A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

16 August 1945

TO : Whom it may concern.

Mrs Lola Bellei was employed in the Public Safety Sub-Commission, Allied Commission, in the years 1944-45, and during the time when the undersigned was Director of that Sub-Commission.

Mrs Bellei as Junior Administrative Assistant in addition to ably performing her duties as supervisor of typists and translators, was assigned various responsible tasks which were always performed very satisfactorily. She was the confidential interpreter for the officers of the Sub-Commission in their conversations with Italian officials and proved herself to be entirely trustworthy.

She left the services of the Sub-Commission voluntarily in order to accept employment of more permanent nature. Her services have been such that I would be glad to re-employ her at any time.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

JWC/jwf

2640

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

file 100 A

AC/14045/1/PS

13 August 45

SUBJECT : Request for Pass.

TO : Internal Security A.C.
(Attn Lt. Bongarzone).

It would be appreciated if a Permanent Pass to enter the premises of the Allied Commission Headquarters could be given to H.E. FERRARI - Chief of the Italian Police, owing to his frequent visits to this Headquarters on official matters. CIVIL POLICE Iden. Card Q 6469.

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

2654

BC/

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

99 A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502

13 August 45

AC/14045/1/PS

SUBJECT : Security Pass.

TO : HQ Comdt
(attn: Internal Security)

Attached is AC Pass of RICCIO, Wanda who terminated her employment to-day, 13 August 45.

JOHN J. CHAPMAN
Colonel, J.A.G.D.
Director.

ER/3

2630

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

Filed

HEADQUARTERS

ALLIED COMMISSION

Public Safety Sub-Commission

(SECTION)

A P O 384

Reference AC/14045/1/13 Date 13 August 1945

SUBJECT: **Dismissal of Civilian Employees.**

TO : Civilian Personnel Section, (Records Group, Floor)
Headquarters, Allied Commission.

1. The following named employee of this Division will ~~be dismissed with effect~~ terminate her employment w.e.f. 13 August 1945.

Name of Employee: RICCIO, Wanda

Classification : Inter/Gen.

Wage Rate : 3900 + bonus

2. Employee is being dismissed for the following reasons:

(+) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Is leaving of her own accord.
A.C. Pass returned to Int. Security.

3. Employee has been instructed to report to Civilian Personnel Section on 13 August (date) for the purpose of obtaining required clearance.

Name: F.F. HOELSCHER

Rank: Major

Title: Ex. Officer
Public Safety S/C

Civ. Pers. Form 8
Feb. 45

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

1 AGO. 1948

968

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

10 August 1945

SUBJECT: *Employment of Civilians.*

TO : Public Safety S/C.

1. Ref. your request dated 4 August 1945

2. Approval is given to the employment of CARTER, PURVES

as a Interpreter General. at a rate

not exceeding 4290 Lire per ~~xxx~~ month. plus living bonus.

3. The minimum rate which is 2420 Lire per ~~xxx~~ 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

2536

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

5. Effective 9 August 1945.

NN. FR. THEODORE
1Lt. Lt. AGD. ECA
Ass't G-1 (A).

Civ. Pers. Form 4
Aug. 44

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

HEADQUARTERS ALLIED COMMISSION

A P O 394

G-1 Section Civilian Personnel

-9 AGO. 1945

8 August 19 45

SUBJECT: Transfer.

TO : Public Safety
Col. Chapman

1. Reference your letter AC/14045/1/PS dated 30 July 45

2. Approval is granted for the transfer of FASANO. Adele

employed in Security Division to Public Safety

Sub-Commission

3. Classification and wage rate to remain the same Interp/Tech.
(Grade)

at 4505 per month. Plus living bonus.

Effective 1st August 45

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

Copy to: Security Division
Internal Security
File.

Civ. Pers. Form 6
Nov. 44

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

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

11 AGO. 1945

(C) 14045/1175

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

10 August 1945

SUBJECT: Reclassification.

To : Public Safety S/C.

1. Reference your letter Civ.Pers.Form 2 dated 26 July 1945

2. Approval is granted for the reclassification (*) of EVANGELISTI, Ada.

Typist E.S. to the status of Jr. Admin. Asst. Salary to

range from 2055 to 5050 per day/month. plus bonus.

Effective: 16 AUG. 45

~~R. P. UTLER~~
~~Lt. Col. AGD~~
~~G-1 American~~

2634

(*) It is the policy of this Headquarters, as determined by A.F.H.Q. Administrative Memorandum No. 47, dated 16 November 1944, 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: Internal Security.

File.

Please initial return file.

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

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

R E S T R I C T E D

DCK/fa

12 AUG. 1945

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
NUMBER 38) 2 August 1945

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

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

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER;

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

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

263.

DISTRIBUTION
"D"

TO	INIT	DATE
DIRECTOR		13/8
DEPUTY DIR.		13/8
EXEC. OFF.		11-8
POLICE		
LIC. & SEC.		
PRISONS		
ADM		
S		
CAS		

R E S T R I C T E D

10 AUG. 1945

R E S T R I C T E D

DCK/fa

92A

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER 37) 11 July 1945

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

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

1. Paragraphs 1a and 1b are rescinded.

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

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

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

(2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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

3. The provisions of APHQ Administrative Memorandum Number 25,

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

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

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

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

(2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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

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

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

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

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

"Band Member 55 lire (per hour)"

R E S T R I C T E D

State with what units

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

AFHQ Administrative Memo No. 37 (Cont'd)

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

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

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER;

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

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

N. P. T.

DISTRIBUTION
"D"

TO	INITIAL	DATE
DIRECTOR	[illegible]	[illegible]
DEPUTY DIRECTOR	[illegible]	[illegible]
EXECUTIVE	[illegible]	11-8

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

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER;

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

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

R. P. 1.

DISTRIBUTION
"D"

TO	INITIAL	DATE
DIRECTOR		
DEPUTY DIRECTOR		
EXEC OFF		
PERS		
LEG & TRANS		
CIVIL AFF		

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

HEADQUARTERS ALLIED COMMISSION
APO 394
Establishment Section

-9 AGO. 1945

Ref/106 EST

1 August 1945

SUBJECT: Leave, Civilian Employees

TO : See Distribution

1. The following rules concerning leave, and travel in connection therewith, are applicable to all Allied civilian employees of AC/AMG:

a. The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.

b. Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.

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

1. The following rules concerning leave, and travel in connection therewith, are applicable to all Allied civilian employees of AC/AMG:

a. The concurrence of the section or sub-commission personnel and administrative officer will be required prior to the submission of the leave form to this office. If leave is desired outside the vicinity of Rome, the proper request for orders (request for travel or assignment orders) must be submitted through the normal channels, stating in the blank provided for complete statement of the mission the following purpose: "authorized leave of absence". Travel will not be requested by ATC aircraft or rail unless accompanied by a statement to the effect that cost of the travel will be borne by the individual. Individual motor transport, except travel by the regular courier services, will not be requested, although if the individual transport is scheduled to the destination of the individual, this office has no objection, except as laid down by Ltr. Ref. 550/118/EC, Office of the Executive Commissioner, subject "Travel to Northern Towns", dated 21 June 1945.

b. Employees who travel contrary to regulations do so at their own risk. Ignorance of the law and/or regulations cannot be considered an excuse.

c. Orders will not be requested for secretarial employees to travel unless concurred in by the Section concerned. Anyone travelling on leave outside the Rome Area without proper military orders is subject to disciplinary action which means placing the individual in a "leave without pay" status.

d. Prior to departure from Rome, arrangements must be made in advance for messing and billeting by the individual. The Army does not accept this responsibility.

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

2. Travel orders will not be granted for secretarial employees to proceed on temporary duty away from their assigned posts unless the request therefor is accompanied by a detailed explanation of the necessity for the travel.

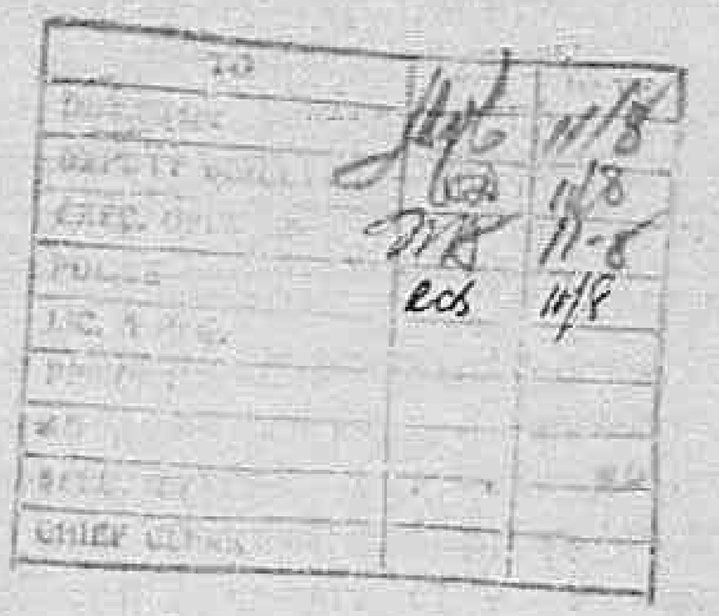
3. Travel orders will not be issued to locally-employed civilians for leave purposes.

BY COMMAND OF REAR ADMIRAL STONE:

C. M. PERKIN,
Colonel, Inf.
Actg Vice President

OFFICIAL:

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



DISTRIBUTION

"A"

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

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

Ade 90A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

4 August 1945

AC/14045/1/PS

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

This Sub-Commission is in urgent need of an Inter/Gen who is a good typist and has a good knowledge of English.

A person to be used as an office clerk is even more urgently required. A good knowledge of English together with initiative of his/her own is absolutely essential.

May these requirements be met as soon as possible please.

For the Acting Major
JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

ER/G

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

89A

ALLIED COMMISSION.

OFFICE OF THE HEADQUARTERS COMMANDANT.

SUBJECT: SIRACUSA, LT C IN ND.

TO : PUBLIC SAFETY S/C 3 August 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.

Pass handed to SIRACUSA, Luciano on 3 August 1945. E Coleman

2625

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

2160

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

881

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: RICCIO, WANDA

TO : PUBLIC SAFETY 3 August 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.

Pass handed to Riccio, Wanda on 7 Aug 45.
E Robinson

2620

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

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

87A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

30 July 1945

AC/14045/1/PS

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

FASANO, Adele was transferred from Security Division to this Sub-Commission w.e.f. 1 August 45. Her classification will remain Inter/Tech.

2621

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director.

ER/G

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

14045/1/F5

86A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

TO WHOM IT MAY CONCERN : 28 July 1945.

Mrs. Lola BELLET has been employed in this Sub-Commission since June 44 and leaves of her own desire to accept a better position.

She has proved earnest, able, cooperative, and attentive to detail. She has a good command of English and Italian and meets people well.

She leaves as a Junior Administrative Assistant.

For JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director.

2625

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

83A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

30 July 45 1944

SUBJECT: *Employment of Civilians.*

TO ✓ Public Safety
Sgt. Davini

1. Ref. your AC/14045/1/PS dated 20 July 45

2. Approval is given to the employment of REBECCHI, Otello

as a Interp/Typist at a rate

not exceeding 4290 Lire per ~~xxx~~ month. Plus living bonus

2420 Lire per ~~xxx~~ month will

3. The minimum rate which is 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, 2620 dated 1st August 1944.

Effective 1st August 45

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

Civ. Pers. Form 4
Aug. 44

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

83A

Public Safety Sub-Commission.

AC/14045/1/PS

31 July 1945

xxxxxxxxxxxxxxxx Room 36 1st Annex

1st Aug

CAPUANO, Fina.
Inter/Tech.
4540

x Coastal Operation

2624

F.F. HOELSCHER.
Major.
Ex Officer P.S. S-C

82A

A. 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 **ADA EVANGELISTI**

Present job title **Typist-shorthand E.S.** Proposed title **Junior administrative assists**

Job description **Under the general direction of the Head of Civilian Movements Section, Miss Evangelisti interviews applicants for travel permits for Italy and surroundings countries. She supervizes the work of one civilian clerk and two civilian typist clerks, in addition to keeping the files for this division. Acts as interpreter for all applicants who speak with the Section Head. Files consist of complete**

2624

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

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 **ADA EVANGELISTI**

Present job title **Typist-shorthand E.S.** Proposed title **Junior administrative assista**

Job description **Under the general direction of the Head of Civilian Movements Section, Miss Evangelisti interviews applicants for travel permits for Italy and surroundings countries. She supervizes the work of one civilian clerk and two civilian typist clerks, in addition to keeping the files for this division. Acts as interpreter for all applicants who speak with the Section Head. Files consist of complete record of every applicant with all pertinent matters relative to applicant background. This system also involves screening which she is called upon to do.**

2624

Use back of sheet for additional remarks

Date **26 July 1945**

Signature *per* JOHN W. CHAPMAN, Colonel.
Sub Commission or Section Head.

Reference number AC/14045/1/P.S.

Civ. Pers. Form 2
Aug. 44

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

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

HEADQUARTERS ALLIED COMMISSION

APO 304

G-1 Section Civilian Personnel

24 July 1945

SUBJECT: Transfer.

TO Public Safety S/C.

1. Reference your letter AC/14045/1/PS Dated 21 July 1945

2. Approval is granted for the transfer of MARINI, Roberto.

employed in G-1 Section Civ.Personnel ~~Sub-Commission~~ to Public Safety

Sub-Commission.

3. Classification and wage rate to be Interpreter General
(Grade)

at 2420 to 4290 lire per ~~xxx~~ month, plus living bonus.

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

2624

Civ. Pers. Form 6

Nov. 44 Copy To Internal Security

201 File.

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

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

80A

Public Safety Sub-Commission

AC/14045/PS 24 July 1945.

terminate her
xxx employment of her own free will from 28 July 1945.

BELLEI, Lola.
Junior Administrative Assistant.
5050 lire a month plus bonus.

x - leased operation.

Leaving of her own free will under honorable circumstances. AC Pass will be returned on the 28 July.

2621

28 July 1945.

F.F.H.
Major.
Executive Officer
Public Safety Sub-Commission.

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

HEADQUARTERS

ALLIED COMMISSION

Public Safety Sub-commission

(SECTION)

APO 394

79A

Reference Ac/14045/1/PS. Date 24 July 1945.

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 28 July 1945.

Name of Employee: JEANNE BLANC.

Classification : Translator.

Wage Rate : ~~4000~~ 3900 a month.

2. Employee is being dismissed for the following reasons:

( ) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
(X) Reduction in staff.
( ) Remarks Ac Pass will be returned on 28 July 45 on termination of employment.

3. Employee has been instructed to report to Civilian Personnel Section on 28 July 1945 (date) for the purpose of obtaining required clearance.

Name: [illegible]

Rank: Major.

Title: Executive Offr. Public Safety S-6.

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

Civ. Pers. Form 8
Feb. 45

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

78A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

21 July 1945 1945

SUBJECT : *Employment of Civilians.*

TO : Public Safety S/C.

1. Ref. your For- 3 dated 12 July 1945

2. Approval is given to the employment of JEANNE. BLANC:

as a Translator 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

5. Beginning the 17 July 1945.

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

Civ. Pers. Form 4
Aug. 44

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

ER

AWR/fj

HEADQUARTERS
VENEZIE REGION
Allied Military Government
APO 394

6 July 1945

TO : P.S. Sub-Commission, H.Q., A.C.

SUBJECT : Civilian Employees.

FILE No. : RXII/PS/5.23

Reference attached application from FRANTA KOHN, my personal assistant and interpreter.

On his release from Concentration Camp in October '43, KOHN took up service with Major Rawlings (then Capt) C.A.P.O. 8th Army spearhead and has been in the service of Public Safety AMG/AC ever since.

He was subsequently in Region III, Region VIII and Region XII (Venezie) in continuous employment throughout this period.

He has rendered valuable and faithful police service to Allied Military Government and is deserving of the consideration and appreciation of A.C.H.Q. for his service in which he has exhibited zeal, ability and efficiency above the average.

I trust serious consideration will be given to this matter by H.Q. and that some definite recognition will be given to this, my considered opinion.

I should like to feel he could be included in the list of civilians to be awarded the Italian Star and I ask that the matter be taken up with A.F.H.Q.

Further, on the closing down of this Region next September, I hope that employment can still be found for him in either Venezia Giulia or in Austria with Mil Government.

KOHN speaks English, Italian, Yugoslav, some Russian and of course Czecho-slovak.

He is out and out pro-British and I hope that it is within the power of H.Q.A.C. to officially recognise his valuable services under A.M.G.

A.W. ROWLERSON 261
Lieut. Colonel
Regional Public
Safety Officer.

~~C~~ CONFIDENTIAL

26 June 1945

TO : Lt.Colonel A.W.Rowlerson R.P.S.O. A.M.G. Region XII.

Subject : Employment of civilians by AMG/AC.

Sir,

1; I think the time is opportune for me to set out my present position in relation to my employment with A.M.G. and to respectfully ask your assistance and advice for my future.

2. As you are well aware, it is now almost two years since I took up employment with A.M.G. and during that period, in whatever place I have been stationed, I have done my best to carry out my duties in a satisfactery manner, and I have reason to believe that my efforts have had a measure of success and are appreciated.

3. At this time, however, my future appears to be in doubt. My return home to Czechoslovakia is not possible and in the event of your returning to the U.K. or ~~xx~~ Region XII breaking up, I should be without employment and the means of living.

4. Having these facts in mind, I should be grateful if you would approach HQ Allied Commission with a view to my obtaining a position with one of the Sub Commissions, preferably Public Safety Sub Commission, in connection with the reorganisation of the Italian police, where my police experience and knowledge of European languages would be useful.

I am, Sir,

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

1; I think the time is opportune for me to set out my present position in relation to my employment with A.M.G. and to respectfully ask your assistance and advice for my future.

2. As you are well aware, it is now almost two years since I took up employment with A.M.G. and during that period, in whatever place I have been stationed, I have done my best to carry out my duties in a satisfactory manner, and I have reason to believe that my efforts have had a measure of success and are appreciated.

3. At this time, however, my future appears to be in doubt. My return home to Czechoslovakia is not possible and in the event of your returning to the U.K. or ~~xx~~ Region XII breaking up, I should be without employment and the means of living.

4. Having these facts in mind, I should be grateful if you would approach HQ Allied Commission with a view to my obtaining a position with one of the Sub Commissions, preferably Public Safety Sub Commission, in connection with the reorganisation of the Italian police, where my police experience and knowledge of European languages would be useful.

I am, Sir,

Your obedient Servant,

Franke Kolisch.

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

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

62464

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

19 July 45 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety S/C
Sgt. Davini

1. Ref. your AC/14045/1/PS dated 19 July 45

2. Approval is given to the employment of SIRACUSA, Luciano

as a Interp/General (M) 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective as of 20 July 45

le. 261 v

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

Civ. Pers. Form 4
Aug. 44

HEADQUARTERS

ALLIED COMMISSION

Public Safety Sub-Commission
(SECTION)

APO 394

Reference No. AC/14045/1/PS Date 23 July 1945.

SUBJECT: *Request for Civilian Personnel.*

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

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

Proposed Grade Typist/Inter.

Total Required One

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☐ Either.

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

2. Applicants should be referred for interview to S/Sgt Davini

located in room 12 on the 5th floor.

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

Name

2615

YSA

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

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

Proposed Grade Typist/Inter.

Total Required One

LIST NECESSARY QUALIFICATIONS; Male ☐ Female ☐ Either.

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

2. Applicants should be referred for interview to S/Sgt Davini

located in room 12 on the 5th floor.

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

Name

Address

Phone No.

2615

Name: William Davini

Rank: S/Sgt.

Designation: Chief Clerk.

Civ Pers Form 18
July 45

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

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

2174

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

19 July 45 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety
Sgt. Davini

1. Ref. your AC/14045/1/PS dated 11 July 45

2. Approval is given to the employment of RICCIO Fanda

as a Interp/General F 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 19 July 45

2614

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

Civ. Pers. Form 4
Aug. 44

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

2178

92 43A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

16 July 1945

Ref Civ Pers/896

14045/1

Subject. Civilian Employment

To . All Concerned.

1. Attention of all employing sections of this Headquarters is invited to AFHQ Administrative Memorandum No. 34 of 29 June 1945.

2. Wage rates and cost of Living Bonus scales as contained in this headquarters G-1 Section Civilian Personnel Memorandum Nos 6, 7, 8, and 9, as will prevail in so far as they relate to civilians employed within the boundaries of Rome Province.

[illegible]	Sept 31/7
[illegible]	Sept 31/3
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	
CHIEF CLERK	

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

DISTRIBUTION
"C"

2615

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

All civilians will read, initial the attached. 14045/1/PS

Miss Cafaro. - Alda Cafaro.
Miss Rosenberg. - Rosenberg 2nd
Mrs. Bellei -
Mr. Galassi. -
Miss. Evangelista - Ada Evangelisti
Miss. Scozzi. - Jeoff.
Miss. Lucci - Lucci Laura
Mr. Cafolla - Claude Cafolla
Miss. Scalone - E. Scalone -
Miss. Costa - M. C.
- Siracusa - [illegible]
- Wanda - Wanda Ricci 261-

Chief Clerk

20/7/45.

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

124

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

21 July 1945

SUBJECT : Conduct becoming Civilian Personnel working for this Sub-Commission.

TO : All Civilian Employees Concerned.

1. This is to remind all civilian personnel who are prone to forget, that this is a military office, and as such, their behavior must of a necessity always be business-like, polite and proper.

2. In order to maintain a standard of fairness to all concerned, this office cannot grant any special privileges to any one individual unless these are based upon very unusual circumstances. Generally speaking, there will be no additional time of leave granted to any individual other than what is accorded to him by the standard labor regulations already established by higher Headquarters.

3. During office hours, there will be no socializing or fraternizing with either employees of this office or visitors from outside. It is needless to point out that this habit, if allowed to continue will seriously impair the working efficiency which is sorely needed at this time.

4. Telephones will be used <u>only</u> for matters pertaining to this office.

5. Any problem whatsoever which may arise concerning civilian personnel will be discussed first with the Chief Clerk, and only with his permission can a civilian approach any Officer in this Sub-Commission. No cases of bypassing the Chief Clerk's authority will be tolerated.

2611

D. W. Walmsley Mayer
JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

D/f

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

714

SUBJECT: ROSEMBERG, EVA

TO : PUBLIC SAFETY S/C

19 July 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. BONGARZONE
1st LT. AUS
Internal Security Officer

261

HEADQUARTERS
ALLIED COMMISSION

21-704

Public Safety Sub-COmmission

Section
A P O 394

Reference No. ~~AC/14045/1/PS~~ ~~21 July~~ 1945

SUBJECT. Request for Civilian Personnel

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

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

Proposed Grade ~~Inter.General~~

Total Required One

LIST NECESSARY QUALIFICATIONS; MALE [X] FEMALE [ ]

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

2. Applicants should be referred for interview to

Public Safety S/C Located in Room 12 on the 5 floor.

3. In compliance with your Ltr Civ Pers No. 692 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable

603

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

ilian personnel:

Proposed Grade Inter.General

Total Required One

LIST NECESSARY QUALIFICATIONS; MALE [x] FEMALE [ ]

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

2. Applicants should be referred for interview to

Public Safety S/C Located in Room 12 on the 5 floor.

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

Name

Address

Phone No.

D

Name

S/Sgt

Rank

ee

Designation

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

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

2184

HEADQUARTERS

ALLIED COMMISSION

Public Safety Sub-Commission.
(SECTION)

APO 394

Reference 14045/1/PS

Date 21 July 1945

SUBJECT: **Dismissal of Civilian Empioyees.**

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 24 June 1945

Name of Employee: MICHELE BIANCARDI

Classification : Inter.General.

Wage Rate : 4290 Lire

2. Employee is being dismissed for the following reasons:

(X) Ceased operation.
( ) Inefficiency.
( ) Insubordination.
( ) Dishonesty.
( ) Security.
( ) Reduction in staff.
( ) Remarks. Has been ill since above date and is incapable of continuing his work.

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

Name: [illegible]

Rank: Sgt

Title: CC

~~NOTE—This form must be submitted in duplicate~~

Civ. Pers. Form 8
Feb. 45

694

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HEADQUARTERS
ALLIED COMMISSION

Public Safety S-6. file 68A

~~Section~~

APO 394

Reference No. AC/14045/1/PS. 20 July 1945

SUBJECT. Request for Civilian Personnel

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

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

Proposed Grade Typist/Inter.

Total Required ONE (1)

LIST NECESSARY QUALIFICATIONS; MALE ☐ FEMALE ☐ either

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

2. Applicants should be referred for interview to _____

S/Sgt. DAVINT Located in Room 12 on the 5th. floor.

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

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

ilian personnel;

Proposed Grade Typist / Inter.

Total Required ONE (1)

LIST NECESSARY QUALIFICATIONS: MALE ☐ FEMALE ☐ either

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

2. Applicants should be referred for interview to _____

S/Sgt. DAVINT Located in Room 12 on the 5th. floor.

3. In compliance with your Ltr Civ Pers No. 692 dated 13 July 1945, may the below listed civilian be referred to this section for possible employment in the event that no suitable applicants are available;

260.

_____
Name

_____
Address

_____
Phone No.

(Sgd) [illegible]

Name

Major.

Rank

for Director Public Safety

Designation

Sub-Commission.

CIV PERS FORM 18
July 45

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

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER 34)

29 June 1945

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

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

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

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

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

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

2. Application of the Regulations - These regulations apply to the direct employment of civilian labor and will be observed by all branches of the Allied Forces. These regulations are not applicable to a civilian organization such as a railroad, public utility, etc., which may be taken over by the Allied Forces.

3. Recruitment

2606

a. British Installations and Units - Applications for employees will normally be made to the nearest P.A.B.L. (Civil) or

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

FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

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

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

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

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

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

2. Application of the Regulations - These regulations apply to the direct employment of civilian labor and will be observed by all branches of the Allied Forces. These regulations are not applicable to a civilian organization such as a railroad, public utility, etc., which may be taken over by the Allied Forces.

3. Recruitment

2606

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

b. [illegible] - [illegible] for employees will be [illegible] the nearest Area Section Headquarters or such other labor office as may be established in any particular locality from time to time. Wherever possible, all applications should be routed through the AMG/AC Labor Offices.

RESTRICTED

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

AFHQ AIR MEMO No. 34 (cont'd)

4. Rates of Pay

a. Allied Forces Basic Wage Scale - Employees throughout Italy, Sicily and Sardinia will be paid a basic wage below or within the rates set forth in the schedules attached as Appendices "A", "B" "C", "D", "E", "F", and "G", which shall be designated the "Allied Forces Basic Wage Scale" and become effective from the date of issue of this memorandum.

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

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

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

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

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

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

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

relation to an average of 26 working days per month at 8 hours per day: 30 days per month at 12 hours per day in case of Hotel, mess and club employees.

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

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

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

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

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

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

5. Hours of Work and Overtime

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

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

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

AFHQ Adm Memo No. 34 (cont'd)

c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week and for those whose employment commenced or terminated within any normal pay week for each completed hour in excess of an average of eight (8) hours per day. Excepted from these conditions are those employees specifically designated in the Appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week-day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor.

6. Cost-of-Living Bonus

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

b. The following provisions are applicable to Southern Italy, Sicily and Sardinia only, at the discretion of District, Base Section or equivalent commanders for the territory under their control.

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

(2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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

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

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

6. Cost-of-Living Bonus

a. AFHQ Administrative Memorandum Number 62, 1944, as amended by AFHQ Administrative Memorandum Number 15, 1945, is superseded by the following, effective with the commencement of the first pay period subsequent to the date of issue of this memorandum.

b. The following provisions are applicable to Southern Italy, Sicily and Sardinia only, at the discretion of District, Base Section or equivalent commanders for the territory under their control.

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

(2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of eight (8) hours work if paid on a daily basis; 26 days work if paid on a monthly basis; or 30 days work in the case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.

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

2603

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

(1) Under sub-paragraph d below;

(2) By Local Sub-Committees established in accordance with AFHQ Administrative Memorandum Number 25, 1945, and subsequent amendments, application of which is hereby extended to Northern Italy, with the proviso that for Northern Italy the powers of Local Sub-Committees as defined in paragraph 6, AFHQ Administrative Memorandum Number 25, 1945, shall be limited to granting so much as may be necessary of a cost-of-living bonus as set forth in Appendix "H" hereto.

d. Essential key personnel who have been previously employed in Southern Italy, Sicily and/or Sardinia, and who have been trained for a specific job may continue to receive their present rates of pay, including bonuses.

(3)

RESTRICTED

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

R E S T R I C T E D

AFHQ Adm Memo No 34 (cont'd)

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

8. Leave

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

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

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

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

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

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

12. Allowances

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

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,5999 lire	225 lire

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if the exigencies of the service permit. Annual leave with pay is not a basic right and cannot be allowed except in the above circumstances. No extra expense to the military unit or installation for the employment of a substitute will be allowed. In no circumstances will pay in lieu of leave be given.

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

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

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

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

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

12. Allowances

a. Civilian employees when 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 day's absence of 24 hours:

Monthly Basic Wage	Daily Subsistence Allowance
9,600 lire and more	250 lire
6,000 lire to 9,9999 lire	225 lire
4,500 lire to 5,999 lire	175 lire
3,500 lire to 4,499 lire	150 lire
less then 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

RESTRICTED

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

APPENDIX "A" to ANNEX No. 34

CLERICAL AND ADMINISTRATIVE GRADES (ITALY)

GRADE	LIRE PER MONTH Min.	Max.
Accountant	2200	5400
Assistant Purchasing Agent	3000	6300
Band Leader	3000	5500
Bookkeeper	2200	5000
Cashier Chief	2500	4400
Cashier	2200	3600
Cinema Manager	2200	3900
Office Clerk	2200	3600
Draughtsman	2200	5000
Draughtsman Chief	2500	5400
+Executive (business analysis, exporters, etc)	5000	11000
Interpreter General, male or female	2200	3900
Interpreter Technical	2600	4900
Junior Admin. Assistant, clerk supervisor	2200	5400
+Professional worker (electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer)	4000	11000
+Senior Administrative Assistant, sub-professional worker	3600	6800
Shop Superintendent	3000	5600
Shorthand Writer	4500	6000
Supervisor of Labor	9000	10000
Deputy Supervisor of Labor	7500	8500
Assistant Deputy Supervisor of Labor	5500	6800
Teacher, language, whole-time	2600	4900
Telephone operator, English-speaking, male or female	2200	3600
Telephone operator, non-English speaking, male or female	2000	2500
Typist, male or female	2000	3600
Typist, shorthand, English speaking, male or female	2100	3900
Warehouse Superintendent	2500	5000
Wireless Operator (Sender & Receiver)	3000	5400

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

Cashier	2200	3600
Cinema Manager	2200	3900
Office Clerk	2200	3600
Draughtsmen	2200	5000
Draughtsmen Chief	2500	5400
*Executive (business analysis, exporters, etc)	5000	11000
Interpreter General, male or female	2200	3900
Interpreter Technical	2600	4900
Junior Admin. Assistant, clerk supervisor	2200	5400
*Professional worker (electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer)	4000	11000
*Senior Administrative Assistant, sub-professional worker	3600	6800
Shop Superintendent	3000	5800
Shorthand Monitor	4500	6000
Supervisor of Labor	3000	10000
Deputy Supervisor of Labor	7500	8500
Assistant Deputy Supervisor of Labor	5500	6800
Teacher, language, whole-time	2600	4900
Telephone operator, English-Speaking, male or female	2200	3600
Telephone operator, non-English speaking, male or female	2000	2500
Typist, male or female	2000	3600
Typist, shorthand, English speaking, male or female	2100	3900
Warehouse Superintendent	2500	5000
Wireless Operator (Sender & Receiver)	3000	5400

*Overtime is not payable in these grades.

NOTES

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

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

AFHQ Adm Memo No. 34 (cont'd)

(1) For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance of one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

(2) For absences involving procurement of sleeping accommodation by the traveler at his own expense, two fifths of the daily allowance rate above may be paid for this item in addition to any allowance payable under paragraph (1) above.

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

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

a. Ufficio del Lavoro
b. Camera del Lavoro
c. Unione Industriale
d. Local C.M.S. Committee, as authorized in AFHQ Administrative Memorandum Number 25, 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

/s/ C. T. Christensberry
/t/ C. T. CHRISTENSBERRY
Colonel, AGD
Adjutant General

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

Reproduced by Hq. Allied Commission,
G-1 Section Civ Pers, 9 July 1945

N. F. T.

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

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

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

a. Ufficio del Lavoro
b. Camera del Lavoro
c. Union Industriale
d. Local Sub-Committee, as authorised in AFHQ Administrative Memorandum Number 25, 1945.

BY COMMAND OF FIELD MARSHAL ALEXANDER;

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

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

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

N. P. T.

DISTRIBUTION.

"D"

RESTRICTED

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

APPENDIX "B" to AFHQ Adm Memo No. 34

MESS AND CLUB GRADES (ITALY)

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

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

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

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

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

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

2. The standard working day for Hotel, Mess & Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1 September 1943, can be produced and verified by AC/A.G. This only applies to the Hotels which are taken over and where the management is responsible for the entire administration and supply of labor, and not the Hotels, Messes and Clubs which are requisitioned and direct labor employed by the Armed Forces.

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

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

APPENDIX "C" to AFHQ Adm Memo

HOTEL GRADES (ITALY)

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

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Boilerman, Hotel	2400	3150
Carpenter, Hotel	2400	3150
Cashier, Chief	2500	4400
Chambermaid	2100	3000
Chef or Head Cook	2900	7000
Chef, Second	2600	6000
Cook	2700	4400
Cook, assistant	2500	2800
Dish Washer	2500	2800
Electrician, Hotel	2550	3600
Elevator Operator	2500	2800
Hall Porter	3000	5900
Handyman	2500	3300
Housekeeper (female)	2400	3400
Laundryhand (male)	2700	3500
Laundryhand (female) or Ironing Women	2100	2900
Linen Keeper, Linen Hand (female)	2100	3400
Manager	3900	7400
Manager, Assistant, Head Receptionist or Personnel Controller	3500	5900
Mason, Hotel	2400	3300
Painter, Hotel	2550	3150
Plumber, Hotel	2400	3150
Porter	2500	3300
Pot & Utensil Washer	2500	3000
Stillroom Hand	2500	3000
Storeman, Pentryman	2500	3600
Telephone Operator (English-speaking) (male or female)	2100	3600
Telephone Operator (non English speaking) (male or female)	1650	2500
Waiter, Head	3400	6500
Waiter, Second Head	3400	5500
Waiter, Assistant	2500	2800
Waiter	2700	4400
Waitress	2200	3100
Watchman, Hotel	2700	3900
Juveniles (Male & Female under 18 years of age) all grades		1500

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APPENDIX "D" to AFHQ Adm Memo No. 34

CLASSIFIED ARTISAN, SKILLED AND UNSKILLED GRADES (ITALY)

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

Foremen or Ganger; (Unskilled Labor) 20% per day more than the basic rate paid to unskilled labor.

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

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

GRADE	LIRE PER DAY Min.	Max.
Ammunition Mechanic	90	135
Anti-Materiel Laborer	-	90
Apprentices, all grades	40	90
Artisan's Mate (helper)	85	105
Armature Winder	100	165
Armourer	100	145
Asphalt Layer	90	120
Baker	90	120
Baler, clothing & soft goods	85	105
Barber	85	115
Battery Worker	90	135
Blacksmith	90	125
Boilermaker	90	125
Boilerman	90	120
Bookbinder	105	125
Bookbinder's Assistant	85	100
Brakeman	90	120
Bricklayer	90	120
Butcher	85	110
Caretaker (cemetery)	90	130
Carpenter	90	120
Caulker	90	120
Charcoal Maker	90	120
Chauffeur & Mechanic	90	125

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foreman or Rangers) 3000-5400 lire per month.

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

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APPENDIX "C" to A.HQ A/a Memo No. 31 (cont'd)

NOTES

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

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

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

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

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APPENDIX "D" to AFPU Award Memo No. 34 (cont'd)

GRADE	LINE PER DAY Min.	Max.
Cooper	90	150
Coppersmith	90	135
Coremaker (foundry)	90	120
Cutters	85	125
Dental Mechanic	100	125
Drier, m/c and Preparer	85	105
Driver, Truck	95	115
Driver, Crane or Winch)		
Driver, Mechanical Plant)	100	130
Driver, M.R. Electric)		
Driver, Steam Roller or IC stationary)		
Driver Mechanic, Truck	95	125
Driver, Truck and Trailer	100	130
Driver, Engine Loco	100	130
Electricians	95	135
Electro-Plater	90	135
Elevator Repairer Mechanic	95	135
Employees, Clothing, Boot and Shoe Manufacturing Plants		
+ Cutter, Machine	100	135
+ Machine Operator, male or female	85	105
+ Cutter, Pattern	150	195
+ Cutter, Assistant	85	95
+ Embroiderer, male or female	90	115
+ Boot Machinist	90	120
+ Boot Machine Operator Mechanic	100	125
Exhumer of Bodies	-	95
Farrier	90	115
Farrier with own anvil	110	135
Fire-Fighter	85	95
Fireman, Oil Fuel, Coal or Steam Loco	90	120
Fitter or Mechanic, Aero, Radial or Diesel	110	145
Fitter or Mechanic, Automobile or Mt	100	135
Foundrymen	85	115
Gardener	85	95
Gear Cutting Specialist	-	165
Glazier	85	115

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Driver, Mechanical Plant)	100	130
Driver, M.T. Electric)		
Driver, Steam Roller or IC stationary)		
Driver Mechanic, Truck	95	125
Driver, Truck and Trailer	100	130
Driver, Engine Loco	100	130
Electricians	95	135
Electro-Plater	90	135
Elevator Repairer Mechanic	95	135

Employees, Clothing, Boot and Shoe Manufacturing Plants

+ Cutter, Machine	100	135
+ Machine Operator, male or female	85	105
+ Cutter, Pattern	150	195
+ Cutter, Assistant	85	95
+ Embroiderer, male or female	90	115
+ Boot Machinist	90	120
+ Boot Machine Operator Mechanic or	100	125
Exhumer of Bodies	-	95
Farrier	90	115
Farrier with own anvil	110	135
Fire-Fighter	85	95
Fireman, Oil Fuel, Coal or Steam Loco	90	120
Fitter or Mechanic, Aero, Radial or Diesel	110	145
Fitter or Mechanic, Automobile or Mt	100	135
Foundryman	85	115
Gardener	85	95
Gear Cutting Specialist	-	165
Glazier	85	115
Greaser	85	105
Grinder, Precision	100	135
Groom or Stableman	85	95
Gunfitter	90	135
Hammerman or Striker	90	105
Inspector, Precision Work	140	175
Joiner	95	125

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

GRADE	LIRE PER DAY Min.	Max.
Laboratory & Dispensary Assistant	100	125
Lifesaver	85	105
Lighthouse Keeper	85	100
Lineman	100	135
Linotype Operator	100	145
Lithe Engraver	130	165
Lithographer	100	145
Lithographer's Assistant	90	105
Locksmith	90	135
Lumber Workers		
Choker Setter	85	115
Dogger	90	115
Edgerman	90	125
Feller	90	115
Log Turner	85	105
Lumber Handler	85	95
Machine Minder	85	105
Machine Minder's Assistant	70	90
Machinist	90	135
Markers & Sorters, male or female	75	100
Masons	90	125
Mechanics, sewing machine)		
Mechanics, ty writer)	100	135
Mechanics, wireless)		
Mechanics, Marine Engr (MM)	-	135
Mechanic's Assistant	90	105
Messenger (English-speaking (under 18 years of age))	-	65
Messenger (English-speaking) 18 years of age and over)	70	90
Milling Hand (Flour Mill)	90	105
Motion Picture Operator	90	135
Motor Launch Driver Mechanic (Venice)	120	150
Moulders	90	135
Nurses, (Hospital)	90	115
Occupational Therapist	90	115
Packer	85	95

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

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Schedule "C" to L.R.O. Order No. 34 (cont'd)

GRADE	LIRE PER DAY Min.	Max.
Postal Sorter, male or female	75	120
Presser Hand	85	110
Pressers, Machine (Hoffman Steam Press)	90	125
Printer	100	135
Process Engravers	130	165
Photo Developer, Single or Machine	100	120
Printing Machine Minder	90	135
Printing Machine Mate	85	105
Quarryman	90	115
Recordak Operator	90	110
Repairer, Watch & Precision Instruments	120	165
Rigger	95	120
Rivet Heater	85	105
Riveter	95	120
Riveter Holder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sewing Hand, Male or female	60	85
Sheet Metal Worker	100	135
Shoemaker (Special Boot & Surgical Work)	100	135
Shunter or Brakesmen	85	105
Slater	85	105
Smelterer (Ore Smelting)	90	120
Stoker, Forage, expert	85	100
Stevedore	90	110
Stevedore, cooling ore	100	120
Stevedore Head	100	125
Stereotyper	100	145
Stone, hand cutter	95	120
Storemen or Storewoman	85	100
Tailor (with own machine)	105	125
Tailor (without own machine)	85	105
Tent Maker (with own machine)	105	125
Tent Maker (without own machine)	85	105

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Printing Machine Cata	85	105
Quarryman	90	115
Recorder Operator	90	110
Repairer, Watch & Precision Instruments	120	165
Rigger	95	120
Rivet Heater	85	105
Riveter	95	120
Riveter Holder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sewing Hand, Male or female	60	85
Sheet Metal Worker	100	135
Shoemaker (Special Boot & Surgical Work)	100	135
Shunter or Brakesman	85	105
Slater	85	105
Smelterer (Ore Smelting)	90	120
Stoker, Forge, expert	85	100
Stevedore	90	110
Stevedore, coaling ore	100	120
Stevedore Head	100	125
Stereotyper	100	145
Stone, hand cutter	95	120
Storeman or Storewoman	85	100
Tailor (with own machine)	105	125
Tailor (without own machine)	85	105
Tent Maker (with own machine)	105	125
Tent Maker (without own machine)	85	105
Tent Mender	85	105
Tile Layer	90	115
Time-Keeper	90	135
Tinsmith	90	120
Toolmaker	90	125
Track Walker, Railroad	85	105
Trimmer, Coal	85	105
Turner	90	135
Truck Master	110	135
Truck Master's Assistant	100	125
Tire Treader	90	135

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GRADE	LIRE PER DAY Min.	Max.
Upholsterer	90	120
Vulcanizer	90	120
Warehouseman or Storekeeper	90	135
Washer, Hand, male or female	85	95
Washer, Machine, male or female	85	105
Watchmen	70	90
Welder	95	135
Wheelwright	90	115
≠ Unskilled Labor (Male, 18 years of age & above)	-	85
(Female, 18 years of age & above)		72
(Male or female, below 18 years of age)	-	45

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

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

NOTES

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

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APPENDIX "F" to AFHQ Adm memo No. 34

ALL GRADES (SICILY)

GRADES	LIRE PER DAY Min.	Max.
CLERICAL & ADMINISTRATIVE		
Accountant, certified	150	185
Accountant	120	150
Adviser, agriculture	170	200
Adviser, financial (English-speaking Economist)	170	200
Adviser, legal, grad, lawyer (English-speaking)	200	255
Adviser, legal, grad, lawyer	130	150
Adviser, property control (English-speaking)	180	210
Adviser, transportation	200	285
Censor, Civil		
Chief re-examiner	140	195
Re-examiner	100	125
Clerk, male	80	110
Clerk, female	70	100
Economic Research Assistant	170	250
Interpreter, oral	90	125
Interpreter, translating	100	125
Manager, office executive (English-speaking)	135	170
Manager, personnel supervisory (English-speaking)	135	170
Manager, refrigeration plant	170	190
Office boys	35	55
Operators, telephone	90	110
Operators, telephone (English speaking)	120	140
Overseer, departmental, Class I	155	190
Overseer, departmental, Class II	140	160
Purchasing Agent, fruit & vegetables	230	290
Secretary, executive (English-speaking)	130	165
Secretary, executive	100	130
Superintendent, garage	140	175
Superintendent, warehouse	160	190
Stenographer	100	110

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Adviser, legal, grad, lawyer (English-speaking)	200	295
Adviser, legal, grad, lawyer	130	150
Adviser, property control (English-speaking)	180	210
Adviser, transportation	200	285
Censor, Civil		
Chief re-examiner	140	195
Re-examiner	100	125
Clerk, male	80	110
Clerk, female	70	100
Economic Research Assistant	170	250
Interpreter, oral	90	125
Interpreter, translating	100	125
Manager, office executive (English-speaking)	135	170
Manager, personnel supervising (English-speaking)	135	170
Manager, refrigeration plant	170	190
Office boys	35	55
Operators, telephone	90	110
Operators, telephone (English speaking)	120	140
Overseer, departmental, Class I	155	190
Overseer, departmental, Class II	140	160
Purchasing Agent, fruit & vegetables	230	290
Secretary, executive (English-speaking)	130	165
Secretary, executive	100	130
Superintendent, garage	140	175
Superintendent, warehouse	160	190
Stenographer	100	110
Teacher, language	175	200
Telephone, consultant, technical (English-speaking)	160	200
Timekeeper, male	80	110
Timekeeper, female	70	100
Typists, male	80	105
Typists, female	70	90
Writer	120	145

UNCLASSIFIED LABOR

Ammunition Expert	90	110
Appraiser, chief	130	140

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APPENDIX "E" to AFHQ to Adm Memo No. 34

MARINE GRADES (ITALY)

GRADE	LIRE PER DAY Min.	Max.
+ Diver	110	125
++ Lineman (Navy)	85	95
Longman (Navy)	85	95
Rope Splicer	90	115
Sailmaker	95	125
Seleme Hand	85	105
Salvage Hand (Master)	100	125
Security Patrol Officer or Deputy Harbormaster	-	165
Shipwright	105	135

SEA-GOING RATES (SCHOONERS)

Master	-	250
1st Officer	-	200
2nd Officer	-	180
3rd Officer	-	170
Chief Engineer	-	250
1st Engineer	-	200
2nd Engineer	-	180
3rd Engineer	-	170
Bosun	-	150
Cook or steward	-	140
Seaman	-	130

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

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

BARGES & LIGHTERS

Bargeman and Lighterman	85	105
Master Bargeman and Master Lighterman	100	120

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Security Patrol Officer or Deputy Harbormaster	-	165
Shipwright	105	135

OFF-SHORE RATES (SCHOONERS)

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

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

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

BARGES & LIGHTERS

Bargemen and Lightermen	85	105
Master Bargemen and Master Lightermen	100	120

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

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GRADE	LIRE PER DAY Min.	Max.
Engineer, locomotive diesel	105	150
Engineer, steam, stationery	95	125
Engineer, mechanical	140	170
Exporter, English-speaking (buyer & shipper export goods)	171	285
Farrier	80	105
Fireman	80	115
Fireman, oil fuel	80	105
Fire Fighter	85	95
Fitter-Automotive (motor mechanic)	90	125
Fitter driver (chauffeur-mechanic)	90	125
Foundrymen	80	105
Furnacemen	80	125
Glazier	80	105
Greaser, refrigerating	80	115
Greaser, others	80	105
Grinder, precision	80	105
Hairdresser	80	105
Hammerman	80	105
Hammerman (steam-operated hammer)	90	130
Inspector, citrus fruit	115	170
Joiner, wood	80	115
Keeper, storeroom or warehouse	80	100
Laboratory Assistant	70	90
Laborer, semi-skilled	75	85
Lime Burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expeditor - C.E.M.		175
Locksmith	95	120
Loftsman	90	125
Machine tender	80	115

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Fireman	80	115
Fireman, oil fuel	80	105
Fire Fighter	85	95
Fitter-Automotive (motor mechanic)	90	125
Fitter driver (chauffeur-mechanic)	90	125
Foundryman	80	105
Furnaceman	80	125
Glazier	80	105
Greaser, refrigerating	80	115
Greaser, others	80	105
Grinder, precision	80	105
Hairdresser	80	105
Hammerman	80	105
Hammerman (steam-operated hammer)	90	130
Inspector, citrus fruit	115	170
Joiner, wood	80	115
Keeper, storeroom or warehouse	80	100
Laboratory Assistant	70	90
Laborer, semi-skilled	75	85
Lime Burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expeditor - C.E.M.		175
Locksmith	95	120
Lofterman	90	125
Machine tender	80	115
Machinist, lathe operator	100	125
Machinist, milling machine operator	100	125
Machinist, plane operator	100	110
Machinist, tool room	100	135
Machinist, bench work	100	125
Maker, cabinet	80	115
Maker, mattress	80	105
Maker, pattern	105	150
Maker, template	80	125
Malaria Control expert	200	250
Mason	80	105
Mechanic, automotive, motor	90	125
Mechanic, diesel	80	125
Mechanic, instrument repairer	100	135

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GRADE	HIRE PER DAY Min.	Max.
Appraiser	120	130
Apprentices, all trades	35	75
Armature winder	90	130
Armorer	90	125
Baker	80	105
Band Leader	55 (per hour plus 20% of total cost of band)	
Band Member	55 (per hour)	
Bartender	60	90
Battery worker	80	100
Blacksmith	90	125
Boilermaker	90	125
Bookbinder	80	105
Bookbinder's assistant	60	70
Bootmaker, surgical	110	135
Bricklayer	85	115
Burner, acetylene	80	125
Butcher	80	105
Caretaker, cemetery	80	105
Carpenter	80	105
Chainman	80	105
Chargehand, female (sub-forewoman)	80	100
Clothing classifier & repairer, female	50	60
Coachbuilder	80	115
Coachpainter	80	115
Compositor, chief	135	145
Compositor	100	135
Compositor, assistant	80	100
Concrete laborer	70	80
Concrete mixer operator	105	115
Cement finisher	105	115
Cooper	100	130
Coppersmith	80	100
Core Maker	105	125
Cupola Tender	85	125
Dental hygienist & technician		230
	80	115

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

Schedule B.O. 12356 Section 3.3/NND No. 785016

APPENDIX "F" to APHQ Adm Memo No. 34 (cont'd)

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

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

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

UNCLASSIFIED LABOR

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

FOREMAN

Ganger of unskilled labor (not less than 12 laborers)	85
Foreman of unskilled labor	95
Foreman of classified labor 20 lire above the maximum of the particular classification, provided not less than 12 laborers under charge.	259

MARINE LABOR (Classified)

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

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

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

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

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

	Per day	
Nursing Orderly	80	105
Operator, crane	80	125
Operator, crane, electrical	80	125
Operator, crane, steam	80	125
Operator, linotype	105	135
Operator, pump	80	110
Operator, radio	95	120
Operator, radio (with rations)	70	85
Operator, radio apprentice	65	85
Operator, radio apprentice (with rations)	40	60
Operator, saw	80	105
Operator, tire	90	125
Operator, winch	80	105
Painter, polisher	80	105
Physiotherapist	115	140
Plasterer	80	105
Plumber	85	115
Porter, cold storage meat	75	85
Printer	100	135
Projectionist, motion picture	110	135
Projectionist, motion picture assistant	80	100
Quarryman - stone cutters	70	85
Radiographer	140	175
Rat catcher		90
Reinforcing iron worker	90	115
Repairer, gasket	80	105
Repairer, shoe	80	115
Research analyst	90	110
Rivet heater	70	95
Riveter	80	105
Riveter, bucker-up	60	70
Saddler	80	115
Saleswoman	60	90
Saw Setter	90	125
Sewyer	80	105
Scraper	65	75
Sheet Metal Worker	90	120
Signwriter	85	110
Skilled reneker or woolen clothing	70	80

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

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

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

HOTEL EMPLOYEES

FOLLOWING IS BASIC RATE FOR SECOND CATEGORY HOTEL
FOR 1ST CATEGORY HOTEL ADD 10%
FOR 3RD CATEGORY HOTEL DEDUCT 10%

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

LAUNDRY EMPLOYEES (CLASSIFIED)

(under 18 years of age)	15 per day	30 Per day
Drier and preparer, male & female		
Drier and Preparer, male (18 yrs of age & under)	75	95
Drier & preparer, female (18 yrs of age & above)	55	75
Ironer, hand, male & female (under 18 yrs of age)	15	30
Ironer, hand, male (18 yrs of age & above)	75	95
Ironer, hand, female (18 yrs of age & above)	55	75
Ironer, machine, male & female (under 18 yrs)	15	30
Ironer, machine, male (18 yrs of age & above)	75	95
Ironer, machine, male (18 yrs of age & above)	55	75

2590

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

FOR 1ST CATEGORY HOTEL ADD 10%
FOR 3RD CATEGORY HOTEL DEDUCT 10%

Director	5700 monthly	6840 monthly
Assistant Director	5130 "	3700 "
Secretary	15.15per hour	15.15 per hour
Assistant Secretary	11.00 " "	12.10 " "
Desk Clerk	11.00 " "	12.10 " "
Head Porter	11.00 " "	12.10 " "
Assistant Head Porter	9.65 " "	11.00 " "
Porter	6.90 " "	6.90 " "
Operating Engineer	9.65 " "	12.10 " "
Upholsterer	9.65 " "	12.10 " "
Maid	6.90 " "	6.90 " "
Assistant Maid	5.50 " "	5.50 " "
Elevator Operator, 18 years of age and above	6.90 " "	6.90 " "
Elevator Operator, under 18 years of age	5.50 " "	5.50 " "
Bell-boy	5.50 " "	5.50 " "
Linen-Keeper	7.70 " "	7.70 " "
Assistant linen-keeper	6.60 " "	6.60 " "

LAUNDRY EMPLOYEES (CLASSIFIED)

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

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

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

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

GRADE	LIRE PER DAY Min.	Max.
Diver (plus additional hourly rate of 35 lire when under water)		110
Draughtsman (leadsman)	100	120
Driller, ships' plates	80	115
Leadingman	140	160
Master (superintendent)	185	225
Master (salvage hand)	85	110
Mechanic, ship gear	80	120
Pilot (rate to be fixed at discretion of employing service)		
Quarterman (asst-Supt)	155	190
Quartermaster	130	160
Rigger	90	130
Riveter, ship	80	115
Sailmaker	80	115
Salvage Hand	70	90
Shipfitter	90	135
Shipwright	90	135
SEAGOING RATES (SCHOONERS)		
Master and Chief Engineer		250
1st Officer and 1st Engineer		200
2nd Officer and 2nd Engineer		180
3rd Officer and 3rd Engineer		170
Bo'sun		150
Cook or Steward		140
Seaman		130
HARBOR CRAFT RATES - TUGS, ETC, "Z" CHART ETC.		
Master		180
Mate		140
Engineer		140
Cook or Steward		120
Seamen		120
Stoker or Fireman		125
BARGES & LIGHTERS		
Bargeman	85	105
Master Bargeman	100	120

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

service)

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

SEAGOING RATES (SCHOONERS)

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

HARBOR CRAFT RATES - TUGBOATS, "Z" CRAFT ETC.

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

BARGES & LIGHTERS

Bargeman	85	105
Master Bargeman	100	120

DOMESTIC EMPLOYEES (CLASSIFIED)
MESS & HOSPITALS

Caretaker Guard (Monthly)		2640
Chef	75	110
Cleaner, officers' quarters, male	65	80
Cleaner, officers' quarters, female	50	70
Cook	75	100
Dish Washer	35	55
Gardener (10 hour day)	55	65

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APPENDIX "H" to AFHQ Adm Memo No. 34

COST OF LIVING BONUS AUTHORIZED BY PARAGRAPH 6

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

a. Daily Wage Group

(1) Adult Group

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

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

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

b. Monthly Wage Group

(1) Adult Group

Basic Wage	+ Maximum Permissible Bonus per month
Up to and including 3000 per month	1950 lire
From 3001 to 3100 lire	1920 lire
From 3101 to 3200 lire	1870 lire
From 3201 to 3300 lire	1820 lire
From 3301 to 3400 lire	1770 lire
From 3401 to 3500 lire	1720 lire
From 3501 to 5000 lire	1650 lire

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Up to and including 120 lire per day	75 lire
From 121 to 125 lire	72 lire
From 126 to 130 lire	70 lire
From 131 to 135 lire	67 lire
From 136 to 165 lire	65 lire
From 166 to 170 lire	62 lire
From 171 to 175 lire	60 lire
From 176 to 180 lire	57 lire
From 181 lire and above	55 lire

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

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

b. Monthly Wage Group

(1) Adult Group

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

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

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Annexure A.G. 12356 Section 2.3/NMD No. 18501b

APPENDIX "G" to AFHQ Adm Memo No. 34

SKILLED & UNSKILLED GRADES (SARDINIA)

Classification	Hourly Rate lire	Daily Rate (8 hours) lire
Skilled Workers	9.90	79.00
Semi-skilled workers	9.58	76.60
Unskilled workers	7.33	58.60
Female workers	4.98	39.80
Apprentices	5.68	45.40

PROFESSIONAL & OFFICE GRADES (SARDINIA)

	Monthly Lire
College or Undergraduate with degrees	4,000
High School Graduate	2,400
Others	1,250

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

A . 3

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

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

a. Adult Group

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

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

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

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

From	3601	to 3700 lire	1275 lire
From	3701	to 3800 lire	1225 lire
From	3801	to 4900 lire	1175 lire
From	4901	to 5000 lire	1125 lire
From	5001	to 5100 lire	1075 lire
From	5101	to 5200 lire	1025 lire
From	5201	and above	955 lire

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

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

259-

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

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

HEADQUARTERS ALLIED COMMISSION 14045/1/1-2
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/ 692. 13 July 1945

Subject . Employment of Civilian Personnel

To . All Concerned.

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

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

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

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

5. Additional forms, (Civ Pers Form 18) may be obtained from this office.

SECURITY		
CLERK TYPIST	80	18-7-45

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

DISTRIBUTION
"C"

1 Incl.
CIV PERS FORM 18

2595

H E A D Q U A R T E R S
A L L I E D C O M M I S S I O N

Section
A P O 394

Refsrence No._____ _____1945

SUBJECT. Request for Civilian Personnel

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

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

Proposed Grade_____

Total Required_____

LIST NECESSARY QUALIFICATIONS; MALE ☐ FEMALE ☐

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

2. Applicants should be referred for interview to_____

_____Located in Room_____on the_____floor.

2594

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

_____

Declassified E.O. 12356 Section 3.3/NSD No. 185016

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

Proposed Grade_____

Total Required_____

LIST NECESSARY QUALIFICATIONS; MALE ☐ FEMALE ☐

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

_____

_____

_____

_____

_____

_____

2. Applicants should be referred for interview to_____

_____located in Room_____on the_____floor.

2592

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

_____
Name

_____
Address

_____
Phone No.

_____
Name

_____
Rank

_____
Designation

CIV PERS FORM 18
July 45

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

65A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. G-1/Civ. Pers/368 2 July 1945

Subject. Civilian Personnel - Information.

To . Public Safety Sub-Commission.

1. This office desires to obtain a completed Civilian Personnel Form No. 1.(Application for Employment) from all Civilians employed locally by this Headquarters.

2. It will be noted that in most instances persons who have not had the occasion to fill the above mentioned form were employed by this Headquarters during the earlier days in Rome.

3. It is requested that employee be instructed to report to this office with attached slip, between the hours of 0830 to 1130 and from 1400 to 1700.

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

2591

Incl. 4 Request Slip

NOTE:

Civilians who have already completed a Civilian Personnel Form No. 1, (Application for Employment) are requested to report to this office again for rescreening.

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

Subject. Civilian Personnel - Information.

To . Public Safety Sub-Commission.

1. This office desires to obtain a completed Civilian Personnel Form No. 1.(Application for Employment) from all Civilians employed locally by this Headquarters.

2. It will be noted that in most instances persons who have not had the occasion to fill the above mentioned form were employed by this Headquarters during the earlier days in Rome.

3. It is requested that employee be instructed to report to this office with attached slip, between the hours of 0830 to 1130 and from 1400 to 1700.

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

2591

Incl. 4 Request Slip

NOTE:

Civilians who have already completed a Civilian Personnel Form No. 1, (Application for Employment) are requested to report to this office again for rescreening.

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

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Carlei Maddalena

TO : Public Safety S/C 6 July 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.

Abmedetulee, Sgt.
C. A. BONGARZONE
1st LT. AUS
for Internal Security Officer

2590

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

600-1 634

SUBJECT: Scalone, Elvira

TO : Public Safety S/C 6 July 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. BONGARZONE
1st Lt. AUS
Internal Security Officer

(Incl. 1, Ltr Civ Pers/864 dtd 3 July 1945.

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME GALASSI Umberto IDENT NO.

EMPLOYED BY Public Safety S-b., Hq Allied Commission

DATE EMPLOYMENT BEGAN 19th June 44

Leaves taken, granted or requested (Show Inclusive Date) From	To	Total Days	Requesting authority & Reason With Pay or ~~Without Pay~~ (W/P) (~~W/O P~~)
2-7-45	7-7-45	6	Employed by this S-b since 19 June 44, & has rendered valuable service.

F. Hotchkiss Major
Exec Off.

2580

(See Reverse Side)
(1)

1st IND.

SUBJECT. Leave of Absence for Galassi Umberto

To . Public Safety Sub-Commission or Sect.

1. Leave ~~XXXXXX~~ with pay for 6 days commencing 2 July 45

1A CIV PERS SECT
DATE 9-1-45
HQ 1140th AC

67A

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

Leaves taken, granted or requested (Show inclusive Date) From	To	Total Days	Requesting authority & Reason (With Pay or ~~Without Pay~~ (W/P)	(~~W O/P~~)
2-7-45	7-7-45	6	Employed by this Sub since 19 June 44, & has rendered valuable service	

W. F. Holden Major
Exec Off.

2580

(See Reverse Side)
(1)

1st IND.

SUBJECT. Leave of Absence for Calasci Umberto

To . Public Safety Sub-Commission or Sect.

1. Leave ~~without~~ with pay for 6 days commencing 2 July 45

hereby authorized.

Date 11 July 1945

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

(To be submitted in duplicate)

CIV PERS FORM 17
July 45

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

(Incl.-1, Ltr Civ Pers/864 dtd 3 July 1945.

G-1 A CIV PERS SECT
DATE 1-1-45
HQ 2637a AC.

61A

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME Lola Bellei IDENT NO. 780

EMPLOYED BY Public Safety Sub-Commission

DATE EMPLOYMENT BEGAN 9 June 1944

Leaves taken, granted or requested (Show Inclusive Date)			Requesting authority & Reason With Pay or Without Pay (W/P)
From	To	Total Days	
July 16	July 21	6	In accordance with AFHQ Memo 47, employee has been with this S/C since 9 June 1944 and has rendered satisfactory service.

none none none

W. H. Hoelscher
Exec. Off.

(See Reverse Side)
(1)

1st IND. 2587

SUBJECT. Leave of Absence for Lola Bellei

To . Public Safety Sub-Commission or Sect.

1. Leave ~~xxxxxxx~~ W/P pay for 6 days commencing 16 July 45

hereby authorized.

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

none	none	✓ none

Leaves taken, granted or requested (Show inclusive Date) From	To	Total Days	Requesting authority & Reason With Pay (W/P) or Without Pay (W/O)
July 16	July 21	6	In accordance with AFHQ Memo 47, employee has been with this S/C since 9 June 1944 and has rendered satisfactory service. W. W. Hockbaum Exec. Off.

(See Reverse Side)
(1)

1st IND. 2587

SUBJECT. Leave of Absence for Lola Bellei

To . Public Safety Sub-Commission or Sect.

1. Leave ~~XXXXXXX~~ with pay for 6 days commencing 16 July 45

hereby authorized.

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

Date 11 Jul 1945

(To be submitted in duplicate)

CIV PERS FORM 17
July 45

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

1. The below Certification to be signed by employee.

TO THOM IT MAY CONCERN.

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

Lola Bella
(Signed)

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

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

(Signed)

(2)

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

59A

File

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/PS 11 July 1945

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel

1. This Sub-Commission has urgent need to employ 2 more translators for a period of 1 month. After a month they will be released.

2. May these be supplied as soon as possible please.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

JL/pl

2580

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

File 58A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 489081-502

AC/14045/1/PS

9 July 1945

SUBJECT : Security Pass.

TO : HQ. Commandant
(Internal Security).

Herewith Internal Security Pass of Renée Vitellozzi who has terminated her employment with this Sub-Commission.

JOHN W. CHAPMAN
Colonel, JAGD
Director.

JL/ae

Encl.

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/PS 9 July 1945

SUBJECT : Civilian Employees

TO : G-1 Civilian Personnel

;On the 12th June 45 Pat Sinacola, Interpreter General terminated his employment with this Sub-Commission under honorable conditions.

for JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director

AC/pl

11015/11 564

HEADQUARTERS
ALLIED CONTROL COMMISSION
G-1 CIVILIAN PERSONNEL SECTION
APO 394

Date 1 JUL 1945

SUBJECT: Civilian Employees

TO : Public Safety S/C

1. Our Records show that the below listed employee or employees, did not appear on your Civilian Payroll submitted for the last pay period:

NAME	CLASSIFICATION	LAST PAY RECEIVED
Sinacola, Pat	Interp/Gen	15 June 45

2. If any of the a/m have been seperated from your rolls, a letter of seperation is requested, accompanied by the ACC Civilian employee pass(if issued).

S.C.
G-1 Civilian Personnel

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

employees, did not appear on your Civilian Payroll submitted for the last pay period:

NAME	CLASSIFICATION	LAST PAY RECEIVED
Sinacola, Pat	Interp/Gen	15 June 45

2. If any of the a/m have been seperated from your rolls, a letter of separation is requested, accompanied by the ASC Civilian employee pass(if issued).

S.C.
G-1 Civilian Personnel

2580

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

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

14045/1 55A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

9 July 45 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety S/C.
Col. Chapman

1. Ref. your: AC/14045/1/PS dated 7 July 45

2. Approval is given to the employment of ROSENBERG. Eva

as a Interp/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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, that salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum ou completion of the fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective as of 7 July 45

2582

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

Civ. Pers. Form 4
Aug. 44

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

5/c A

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

1600.5/1

SUBJECT: Scozzi, Dino

TO : Public Safety S/C 8 July 194 5

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.

Edmondo Petrucci Sgt.
C. A. BONGARZONE /
1st I.T. AUS
for Internal Security Officer

2584

530

File 14045/1

A. 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 (Commission or Section)

Employee's or applicant's name CAFARO, Adn. (Miss)

Present job title Jr. Admin. Asst. Proposed title Senior Admin. Asst.

Job description Is employed on filing and registration without supervision and is performing the duties of a Corporal who is shortly to be released. Frequently she is called upon to interview Ministers of State, Heads of Police Agencies, which duties require a high standard of interpreting; her perfect and native knowledge of English makes her particularly suitable

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

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. (Name and location of section)

Employee's or applicant's name ~~XXXXXXX~~ CAFARO, Ada. (Miss)

Present job title Jr. Admin. Asst. Proposed title Senior Admin. Asst.

Job description Is employed on filing and registration without supervision and is performing the duties of a Corporal who is shortly to be released. Frequently she is called upon to interview Ministers of State, Heads of Police Agencies, which duties require a high standard of interpreting; her perfect and native knowledge of English makes her particularly suitable for this work. This is frequently of such confidential nature that it can only be entrusted to a person of the highest integrity and trustworthiness. She is a good typist and can translate excellently and with speed. She has been employed by the Allies since Sept. 1943 and it is strongly recommended that she be promoted to Senior Admin. Asst. so that we shall be able to P.T.O.

2538

Use back of sheet for additional remarks.

Date 2 July 1945.

Signature John W. Chapman
Lt-Col - Director Public Safety
Sub Commission for Second Area

Reference number AC/14045/1/PS

Civ. Pers. Form 2
Aug. 44

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

retain her to assist us to carry on the important work on which this S-C is engaged. She performs the most important of the duties previously carried out by Mrs. Amati, who was graded as a Senior Admin. Asst. and who has now terminated her employment with this S-C.

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

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

52a

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/PS

7 July 1945

SUBJECT : Civilian Personnel

TO : G-1 Civilian Personnel

The bearer, ROSENBERG EVA, is to be hired as General Translator, and will replace Pina Capuano who is leaving on 15 July 1945. Miss Rosenberg is starting to work to-day.

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

FHH/lb

25/a

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
PUBLIC		
LC. & FIN.		
ADMIN.		
CHIEF CLERK		

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/864

3 July 1945

Subject. Annual Leave of Absence - Locally Employed Civilians.

To . All Concerned.

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

"5. LEAVE

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

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

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

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

2578

4. Any leave with pay or otherwise, granted prior to issuance

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

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

"5. LEAVE

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

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

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

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

2578

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

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

N. P. Theodore

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

1 Incl.

Civilian Employee's Leave - Application Form.

DISTRIBUTION
"C"

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

(Incl. 1, Ltr Civ Pers/864 dtd 3 July 1945.

CIVILIAN EMPLOYEE'S LEAVE - APPLICATION FORM

NAME _____ IDENT NO. _____

EMPLOYED BY _____

DATE EMPLOYMENT BEGAN _____

☐ Leaves taken, ☐ granted or ☐ requested (Show inclusive Date) From	To	Total Days	Requesting authority & Reason With Pay (W/P) or Without Pay (W-O/P)

(See Reverse Side)
(1)

1st IND.

SUBJECT. Leave of Absence for _____

To _____ Sub-Commission or 2677

1. Leave without pay for _____ days commencing _____
With

_____ hereby authorized.

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

Leaves taken, granted or requested (Show inclusive Date)			Requesting authority & Reason With Pay or Without Pay	
From	To	Total Days	(W/P)	(W-O/P)

(See Reverse Side)
(1)

1st IND.

SUBJECT. Leave of Absence for _____

To . _____ Sub-Commission or 357

1. Leave without pay for ____ days commencing _____
with

Hereby authorized.

Date _____ 1945

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

(To be submitted in duplicate)

CIV PERS FORM 17
July 45

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

1. The below Certification to be signed by employee.

TO WHOM IT MAY CONCERN.

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

_____

(Signed)

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

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

50A

SUBJECT: Cafolla Claudio

TO : Public Safety S/C

Hdqrs. PR

4 July 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.

Alexander Tebaldi Sgt
C. A. BONGARZONE 2576
1st LT. AUS
Internal Security Officer

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

1194

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Ricci Laura

TO : Public Safety S/C 4 July 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. BONGARZONE
1st LT. AUS
Internal Security Officer

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

48A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

1

3 July 45 19—

SUBJECT: **Reclassification.**

To : Public Safety
Col. Chapman

1. Reference your letter AC/14045/1/PS dated 2 July 45

2. Approval is granted for the reclassification (*) of CAFARO, Ada

Jr.Adm.Asst. to the status of Sr. Admin.Asst. Salary to

range from 3365 to 6360 per day/month.

(Plus living bonus)

Effective 16 July 45

R.F. UHLER
Lt Col AGD
Asst AdjGen

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

Copy to; Internal Security

(*) It is the policy of this Headquarters, as determined by A.F.H.Q. Administrative Memorandum No. 47, dated 16 November 1944, 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

TO	INIT.	
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER		
POLICE		
C.C. & DEF.		
PRISONS		
LAND, OFFICE		257
SECURITY		
KEY CLERK		

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

A 7A

HEADQUARTERS ALLIED COMMISSION

APO 804

G-1 SECTION CIVILIAN PERSONNEL

29 June 45 1944

SUBJECT: *Employment of Civilians.*

TO: Public Safety

1. Ref. your Civ Pers Form 3 dated 28 June 45

2. Approval is given to the employment of CARTIA. Maddalena

as a Interp/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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 29 June 45.

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

2573

Civ. Pers. Form 4
Aug. 44

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

46A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

28 June 45 1944

SUBJECT: *Employment of Civilians.*

TO ✓ Public Safety S/E

1. Ref. your Civ Pers Form 3 dated 28 June 45

2. Approval is given to the employment of SCALONE, Elvira

as a General/Interp. 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 AFHQ Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 29 June 45.

for H.P. THEODORE
1st Lt. AGD
Asst G-1 (A)

Civ. Pers. Form 4
Aug. 44

[illegible] Declassified E.O. 12356 Section 3.3/NND No. 785016

141 A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-I SECTION CIVILIAN PERSONNEL

28 June 45 1944

SUBJECT: *Employment of Civilians.*

PL

TO : √Public Safety S/C.
Maj. Hoelscher

1. Ref. your AC/14045/1/PS dated 18 June 45

2. Approval is given to the employment of CAFOLLA. Claudio

as a Interp/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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective 27 June 45

for L.E.
R. W. DRAGNETT
Lt. Col. AGD
G-1 American

2571

Civ. Pers. Form 4
Aug. 44

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

413A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 June 1945 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety

1. Ref. your Request dated 25 June 1945

2. Approval is given to the employment of Pucci Laura

as a Typist E.C. at a rate

not exceeding 4290 Lire per day/month. plus liv. 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective date 26 June 1945.

N. P. THEODORE,
1st. Lt. AGD.,
Asst' G-1 (A)

257v

Civ. Pers. Form 4
Aug. 44

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

14045/1 412A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

25 June 1945 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety- Sub Commission

(att. Col. Chapman)

1. Ref. your AC/14045/1/PS dated 20 June 1945

2. Approval is given to the employment of Biancardi Michele

as a Interpreter General at a rate

not exceeding 4200 Lire per~~day~~/month. plus liv. 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective date 20 June 1945.

2503

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

Civ. Pers. Form 4
Aug. 44

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

Feature Safety 41A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

140.01 S/1 AC

MEMORANDUM)
NUMBER 8)

22 June 1945

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

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

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

APPENDIX "D"

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

(a) Adult Group

Basic Wage Lire per month	Maximum Permissible Bonus lire per month.
Up to and including 3600 lire	3125 lire
From 3601 to 3700 lire	3075 lire
From 3701 to 3800 lire	3025 lire
From 3801 to 4900 lire	2975 lire
From 4901 to 5000 lire	2925 lire
From 5001 to 5100 lire	2875 lire
From 5101 to 5200 lire	2825 lire
From 5201 lire and above.	2775 lire

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

10	1
DIRECTOR	
DEPUTY Director	
EXEC. Officer	
POLICE	
U.S. Affairs	
[illegible]	
[illegible]	
SECURITY	
CHIEF CLERK	

A. P. THEOLOGUS, 2508
1st Lt. AGD.,
G-1 American.

DISTRIBUTION
"C"

104

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER ( )

11 Oct 45 R

22 June 1945

Revised Basic Rates of Pay for Hotel Mess and Club Employees

1. Reference paragraph 3 (a) and appendix's "B" and "C" AFHQ Administrative Memorandum Number 47 dated 16 November 1945.

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

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

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

GRADES	Scale of Pay	
	Min.	Max.
Manager	4500	8000
Asst. Manager, Head Receptionist or Personnel Controller.	3500	6500
Chief Cashier	3000	5500
Book-Keeper	2500	4500
Hall Porter	3000	6500
Porter	2500	3300
Hotel Watchman	2700	3900
Telephone Operator (Male or Female) (English Speaking)	2500	3600
Telephone Operator (Male or Female) (non English Speaking)	2000	2500
Elevator Operator	2500	2800
Bell Boy	2500	2800
Bell Boy (under 18 yrs of age)		

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

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

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

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

MONTHLY RATES

GRADES	Scale of Pay Min.	Max.
Manager		
Asst. Manager, Head Receptionist or Personnel controller.	4500	3600
Chief Cashier	3500	6500
Book-Keeper	3500	5500
Hall Porter	2500	4500
Porter	3000	6500
Hotel Watchman	2900	3300
Telephone Operator (Male or Female) (English Speaking)	2700	3900
Telephone Operator (Male or Female) (non English Speaking)	2500	3600
Elevator Operator	2000	2500
Bell Boy	2500	2800
Bell Boy (under 18 yrs of age)	2500	2800
Handyman	-	1650
Head Waiter	2500	3300
Waiter	3400	6500
Waitress	2700	4100
Asst. Waiter	2200	3100
Barman	2500	2800
Head Cook or chef	3500	4500
Cook	2960	8000
Asst. Cook	2700	5000
Pot and Utensil Washer	2500	3300
Dishwasher	2500	3300
Storeman, Pantryman	2500	3000
Still Room Hand	2500	4500
Housekeeper (Female)	250	3500
Linen Keeper, Linen Hand (Female)	2400	4000
	2100	3600

TO
DIRECTOR
DEPUTY DIRECTOR
EXEC. OFFICER
POLICE
[illegible]
CHIEF CLERK

2567

contd'

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

GRADES	Scale of Pay Min.	Max.
Chambermaid	2100	3000
Laundry Hand (Male)	2700	4000
Laundry Hand (female or Ironing Woman	2100	2900
Hotel Plumber	2400	4000
Hotel Electrician	2550	4500
Hotel Painter	2550	4000
Hotel Boilerman	2400	4000
Hotel Carpenter	2400	4000
Hotel Mason	2400	4000
Juveniles (Male or Female) (under 18 yrs all grades)		1650

NOTES;

1. Deduction for Food. Wage rates will be reduced by thirty lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.

2. Female Rates. Where female rates are not specified fifteen (15) per cent will be deducted from the male rate in the same classification.

3. Overtime and additional Pay. The standard working day for Hotel, Mess and Club employees will be regarded as one of 12 hrs duration, and overtime or additional pay is not authized unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by A.M.G./AC. In any event payment of overtime or additional pay will only be made in Hotel, in which the civilian management is responsible for the entire administration and management of labour. Overtime will in no case be paid to Hotel, Mess or Club Employees directly employed by the Allied Armed Forces.

4. These rates of pay are applicable and may be granted at the discretion of the Allied Military Manager with the concurrence of the Civilian Hotel Managers to the following -

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

Hotel Boilermen	2400	4000
Hotel Carpenter	2400	4000
Hotel Mason		1650
Juveniles (male or female) (under 18 yrs all grades)		

NOTES;

1. Deduction for Food. Wage rates will be reduced by thirty lire per day so long as rations are being issued. Such reductions will be recorded on payroll forms.

2. Female Rates. Where female rates are not specified fifteen (15) per cent will be deducted from the male rate in the same classification.

3. Overtime and additional Pay. The standard working day for Hotel, Mess and Club employees will be regarded as one of 12 hrs duration, and overtime or additional pay is not authorised unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by - A.M.G./AC. In any event payment of overtime or additional pay will only be made in Hotel, in which the civilian management is responsible for the entire administration and engagement of labour. Overtime will in no case be paid to Hotel, Mess or Club Employees directly employed by the Allied Armed Forces.

4. These rates of pay are applicable and may be granted at the descretion of the Allied Military Governor with the concurrence of the Civilian Hotel Managers to the following listed classified "de Luxe" hotels;

   Ambassador Hotel — Grand Hotel
   Bernini Hotel — Excelsior Hotel

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

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

Ref. Civ Pers Memo 9 22 June 1945.

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

MONTHLY RATES

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

NOTES;

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

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

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

NOTES;

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

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

DISTRIBUTION.
"C"

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

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

file 394

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

AC/14045/1/Ags 25 June 1945

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

This Sub-Commission has urgent need to employ 2 more translators for a period of 1 month. After a month they will be released.

May these be supplied as soon as possible please.

Francis T. Hagenbeck Major
JOHN T. CHAPMAN
Colonel, F.A.G.D.
Director.

XR/G.

25-0

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

38A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

1400/1 pe

23 June 1945 1944

SUBJECT: *Employment of Civilians.*

TO : Public Safety S/C
(Maj. Hoelscher)

1. Ref. your Request dated 21 June 1945

2. Approval is given to the employment of Scozzi Dirce

as a Typist /Interpreter at a rate

not exceeding 4290 Lire per ~~day~~/month. plus liv. 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

Effective Date 22 June 1945

H. E. THEODORE,
2nd Lt. AGD.,
Asst. G-1 (A)
2564

Civ. Pers. Form 4
Aug 44

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

34A

22 June 1945 19....

SUBJECT: Transfer.

TO : Public Safety Sub-Commission
(Att. Col. Chapman)

36A

1. Reference your letter AC/14045/1/PS Dated 21 June 1945

2. Approval is granted for the transfer of Marina Cantelupe

employed in Public Office Sub-Commission, to WMD/IPOW

Sub-Commission.

3. Classification and wage rate to remain the same Interpreter General (F)
(Grade)

at 2420 to 4290 lire per ~~day~~ month. plus liv. Bonus.

Last Pay received 6630 including cost of living bonus.

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

Civ. Pers Form 6
Nov. 44

TO	INIT	D.
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER	JM	22-6
POLICE		
LIC. & REG.		
PRISONS		
ADM. DIVISION		
SECURITY		
CHIEF CLERK		

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

Copies to;
Internal Security
WMD/IPOW
FILE

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

36A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

21 June 1945

AC/14045/1/PS

SUBJECT : Marina Cantalupo

TO : S-1 Civilian Personnel.

The above mentioned employee, general interpreter, is being transferred from this office to War Material Disposal and IPOW by agreement on both sides.

JOHN W. CHAPMAN
Colonel, J.A.G.D.
Director.

PTE/3

2564

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

35A

I, the undersigned, fully understand that I travel in a
(Io, il sottoscritto, mi rendo perfettamente conto che il)

vehicle or aircraft of the Allied Commission or Allied
(veicolo o aeromobile o aereo della Commissione Alleata)

Military Government or Italian Government at my own risk
(del Governo Militare Alleato o del Governo Italiano è al mio)

and in the event of an accident, I may not make any claim
(rischio, che in caso di un incidente non potrò fare alcun)

against the Allied Commission the Allied Forces or the
(reclamo contro la Commissione Alleata le Forze Alleate o il)

Italian Government
(Governo Italiano)

Date . . . . . .

. . . . . .
(Signature)

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

3/4 A

14045/1

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

20 June 1945

TO ALL CIVILIAN EMPLOYEES :

The hours of labor in the Public Safety S/C are as follows :

From 0830 to 1230 hours and
" 1400 " 1800 hours.

These times are specific and a tardiness will not be tolerated. Failure to observe the above hours will result in dismissal.

John W. Chapman

JOHN W. CHAPMAN
Colonel J.A.G.D.
Director.

A; Antonelli — Vincenzo Antonelli
L. Bellei — Lola Bellei
P. Capuano — Pina Capuano
M. Cantalupo — Mario Cantalupo
A. Cafaro — Ada Cafaro.
E. Evangelisti — de Evangelisti
U. Galassi. — Galassi
Bonacard

25 v

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

File

33A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 489081-502

AC/14045/1/PS

20 June 1945

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

LAURO DUILIO's employment with this Sub-Commission was terminated yesterday, 19 June 45. His work was unsatisfactory and his A.C. pass is returned herewith.

BIANCARDI MICHELE is being taken as replacement as an Interpreter-General. He will be on a fortnights trial.

On the 30 June, ANTONELLI VERA will terminate her employment with this Sub-Commission under honorable circumstances. An interpreter-typist is needed as replacement; may one be supplied now please so that training can be given by the girl who is leaving.

JOHN W. CHAPMAN
Colonel, JAGD
Director.

ER/ac

25

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Lauro, Dario

TO : Public Safety, S/C.

11 HQ 571 PC File

15 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. BONGARZONE
1st LT. AUS
Internal Security Officer

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

file 31A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 479709

18 June 1945

AC/14045/1/PS

SUBJECT : Civilian Employees.

TO : G-1 Civilian Personnel.

On the 30th June Renée Vitellozzi, Junior Admin. Asst. will terminate her employment with this Sub-Commission after one year of honorable service. In addition Marina Cantalupo, another translator of thim office, has shown insufficient initiative in her work and it is desired that she be replaced also, as of 30 June 1945.

It is therefore requested that two English translators be obtained for this Sub-Commission at the earliest possible moment and preferably within four or five days so that they may be given on the job training by girls who are leaving.

F. F. HOELSCHER
Major,
Executive Officer.

FFH/ae

2551

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

29A

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

1600/11

SUBJECT: ANTONELLI, VERA

TO : PUBLIC SAFETY 12 May 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

Ahmed Abdelaziz, Pvt
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

2586

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 478709

AC/14045/1/PS

13 June 1945

SUBJECT : Vanda Galli.

TO : G-1, Civilian Personnel.

Miss Vanda Galli, Typist-Interpreter of the Public Safety Sub-Commission, has terminated her employment as of 23rd May 45, under honorable circumstances.

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

AC/ac

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

127A

14045/1

pe

12 June 45 19....

SUBJECT: Transfer

TO : Public Safety S/C. ✓
Col. Chapman

123 A

1. Reference your letter AC/14045/1/PS Dated 11 June 45

2. Approval is granted for the transfer of EVANGELISTI. Ada

employed in Public Health Sub-Commission, to Public Safety Sub-Commission.

3. Classification and wage rate to remain the same Typist SH. E.S.
(Grade)

at to 4290 lire per ~~xx~~ month. (Plus living bonus)

Effective as of 1 June 45

J.C.
for N. W. DRAGNEFF
Lt. Col. AGD
G-1 American.

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

Civ. Pers. Form 6
Nov. 44

Copy to: Public Health
Internal Security
File.

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXECUTIVE OFFICER		2554
P		
LIC. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

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

IMMEDIATE

125A

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

12 Jun 45.

Ref: 3/3 B/CA.

SUBJECT: Civilian Accommodation.

TO: See Distribution below.

Notification has been issued this morning from the Executive Commissioner's office that the Hotel Colonna will close at the end of this month. This appears to affect the following civilians employed by Sub-Commissions of this Section and they should be warned immediately that they must find alternative accommodation.

Should they prefer to leave the Commission, every effort will be made to help them to reach their homes.

Miss Rombo.
Miss Rosetti
Sig. Rubino
Sig. Modiano
Sig. D'Antimono
Sig. Romano
Sig. Fedrette
Sig. Pisapia
Sig. Stein
Sig. Levi
Miss Chiein

D[illegible]	Dept	13/6
D[illegible]	[illegible]	[illegible]
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
[illegible]		
SECRETARY		
CHIEF CLERK		

A.D. Bonham-Carter

A.D. BONHAM-CARTER, Lt. Col.,
CSO Civil Affairs Section.

2550

DISTRIBUTION: Displaced Persons & Repatriation S/C.
Education S/C.
Monuments, Fine Arts & Archives S/C.
Legal S/C.
Local Government S/C.
Patriots Branch.
Public Health S/C.
Public Safety S/C.

1605

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

PUBLIC SAFETY S-C.

29 May 1945 1945

Subject. Female Employees.

To . G-1 Section Civilian Personnel.
Headquarters Allied Commission
APO 394.

1. Reference your letter, Civ Pers/775, dated 24 May 1945.

2. This is to certify that ADA EVANGELISTI
(Employees Name)
Typist-Shorthand, employed by this section, claims that
(Grade)
she ~~is not~~ is the sole support of her family with two
(Figure)
dependents consisting of father and mother.

(Employing chief of Officer)

Public Safety Sub-Commission
(Section or Sub-Commission)

Ada Evangelisti

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

Book 123A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 189081-502

AC/14045/1/PS

11 June 1945

SUBJECT : Employee Ada Evangelisti.

TO : G-1 Civilian Personnel.

THRU : Public Health Sub-Commission.

The a/m employee is now in the services of Public Safety Sub-Commission commencing from 1 June 45, in accordance with agreement made with Public Health Sub-Commission.

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

LJF/ee

1st Endors.

From - Public Health.
To : G-1 - Civ. Pers.

Approved.

25/1

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

122A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

1104 5/1 pe

6 June 45 1944

SUBJECT: *Employment of Civilians.*

TO: Public Safety S/C.
Sgt. Padula

1. Ref. your Request dated 5 June 45

2. Approval is given to the employment of Lauro, Duilio

as a Messenger under 18 at a rate

not exceeding 75 Lire per day/month Plus L.69 liv.bonus)

3. The minimum rate which is - 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 fourteen day probationary period.

4. Your attention is directed to Office Memo. No. 15, this Headquarters, dated 1st August 1944.

TO		
DIRECTOR	Lt.	7/6
DEPUTY DIRECTOR		7/6
EXECUTIVE OFFICER		6-6
POLICE		
LEG. & LIAISON		
PRISONS		
ADM. OFFICER		
SECURITY		
[illegible]		

f.c.
for N. W. DRAGNEFF
Lt. Col. AGD
G-1 Allied Com.

255

Civ. Pers. Form 4
Aug. 44

Public Safety

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

11004/1 20A

MEMORANDUM)
:
NUMBER 7)

26 May 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED FORCES WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRISING THE MONTHLY WAGE GROUP
(EXCEPT HOTEL, MESS AND CLUB GRADES)

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

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

APPENDIX "A"

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

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

(a) Adult Group.

Basic Wage lire per month	Maximum permissible bonus. lire per month Male	Female
Up to and including 3000 lire	4550 lire	2600 lire
From 3001 to 3100 lire	4520 lire	2570 lire
From 3101 to 3200 lire	4470 lire	2520 lire
From 3201 to 3300 lire	4420 lire	2470 lire
From 3301 to 3400 lire	4370 lire	2420 lire

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

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

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

APPENDIX "A"

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

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

(a) Adult Group.

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

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

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

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

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

H. W. DRACKETT
Lt. Col. AGD.
C-1 American

DISTRIBUTION
"C"

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

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

DISTRIBUTION
"C"

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

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

RESTRICTED

RVB/gem

ALLIED FORCE HEADQUARTERS
APO 512

AG 012/185 GEC-O

20 May 1945

SUBJECT: Supplying of Information to Italian Tax Officials.

TO : All Concerned.

1. Although the Allied Forces are not liable to Italian taxation, this exemption is not extended to their Italian or other civilian employees who are normally resident in Italy. Similarly, an Italian contractor is liable to taxation under Italian law in respect of profits arising out of any contract entered into with an element of the Allied Forces.

2. Italian tax-assessing officials who make application, may be allowed, as a means of assisting them in the collection of taxes and not more frequently than once in six months, to inspect the Social Insurance Cards kept in accordance with Administrative Memorandum Number 61, this headquarters, 1944, and may be furnished with the names of Italian persons or firms having contracts with the Allied Forces. The minimum value of contracts for which contractors names are furnished will be at the discretion of the military officer concerned.

3. Italian tax-assessing officials will not be furnished with copies of payrolls of civilian employees or given information as to amounts of wages paid, nor will they be supplied with information regarding contracts other than as provided in paragraph 2 above.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Reproduced by Hq. Allied Commission
G-1 Sect Civ Pers. 26 May 45.

NWD

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

Ref Civ Pers/783 1st Ind. NWD/jl 2540

HQ Allied Commission, G-1 Sect Civ Pers

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

Similarly, an Italian contractor is liable to taxation under Italian law in respect of profits arising out of any contract entered into with an element of the Allied Forces.

2. Italian tax-assessing officials who make application, may be allowed, as a means of assisting them in the collection of taxes and not more frequently than once in six months, to inspect the Social Insurance Cards kept in accordance with Administrative Memorandum Number 61, this headquarters, 1944, and may be furnished with the names of Italian persons or firms having contracts with the Allied Forces. The minimum value of contracts for which contractors names are furnished will be at the discretion of the military officer concerned.

3. Italian tax-assessing officials will not be furnished with copies of payrolls of civilian employees or given information as to amounts of wages paid, nor will they be supplied with information regarding contracts other than as provided in paragraph 2 above.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

Reproduced by Hq. Allied Commission
G-1 Sect Civ Pers. 26 May 45.

NWD

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

Ref Civ Pers/783 1st Ind. NWD/jl 2540

HQ Allied Commission, G-1 Sect Civ Pers.,APO 394, 26 May 1945.
TO: See Distribution.

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

2. The attention of tax officials should be drawn to the fact that under the system now in force all employees of the

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

Allied Forces, except office employees, are issued with supplementary ration cards. These cards, which show the name and address of the employees, are surrendered when food is purchased and should be available to tax assessing officers on application to the offices of S.E.P.R.A.L. (Sezione Provinciale Alimentazione) where they are ultimately collected.

N. W. DRAGNEFF
Lt. Col. AGD.
G-1 American

DISTRIBUTION
"D"

TO		
DIRECTOR	Orig	48/5
DEPUTY DIRECTOR	0 Dup	20/5
EXEC. OFFICER		
FISCAL	0 2	24/5
LEG. & REP.		
PRESS	Plan	3 / 5
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

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

N. W. DRAGNEFF
Lt. Col. AGD.
G-1 American

DISTRIBUTION
"D"

TO		
DIRECTOR	(two)	15 / 5
[illegible]	1-2	20-5
[illegible]	[illegible]	[illegible]
POLES	2	24-5
E.C. & R.O.		
PRISONS	Plus 3	32 / 5
ADM. OFFICE		
SECURITY		
CHIEF CLERK		

RESTRICTED

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

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

1805/1

18A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/775

24 May 1945

Subject. Civilian Employees (Female)

To . Public Safety

1. It is requested that the attached forms be completed and returned to this office as soon as possible.

2. Information requested is necessary to adjust rates of pay between this headquarters and those of private industries.

N. W. DRAGNEFF
Lt. Col. AGD.
G-1 American

Incls. (7) Forms: Information Female Employees with Dependents.

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

File

17A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 502
---
21 May. 1945

AC/14045/1/PS

SUBJECT : Mrs. Ethel AMATI.

TO : G-1 (Civilian)

1. Mrs. Ethel Amati, a civilian employee has terminated her employment under honorable circumstance with this Sub-Commission 15 May 1945.

2. It is suggested that proper entry be made on the Mrs. Amati records to that effect.

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

JWC/c.

2546

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

DUPLICATE

№ 1255 / 6A

PURCHASES & CONTRACTS

HQ. ALLIED CONTROL COMMISSION

Major W. A. SEWELL 140451
PURCHASES & CONTRACTS

Received From ..... The sum

of 34295 Lire for the payroll of Public Safety 15 Detachment

For period of 1 - MAG. 1945 Date to Date

R Robinson Cpl.
RECIPIENT 2545

15-A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)
:
NUMBER 6)

15 May 1945

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

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

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

APPENDIX "A"

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

(a) Adult Group

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

2544

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

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

108 A (1st Cover).

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

APPENDIX "A"

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

(a) Adult Group

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

2544

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

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

DISTRIBUTION
"O"

DIRECTOR	SMH	17/5
DEPUTY DIRECTOR		
EXEC. OFFICER		4/5
POLICE		
DC, A FEG.		
PRISONS		
ADM. OFFICER	-1-	
SECURITY	PP	18/5
CHIEF CLERK		

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

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

Public Safety
1/4 A.

R E S T R I C T E D

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHF/lja

14045/1

AG 248.5/700 D-O

8 May 1945 pc.

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

TO : All Concerned.

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

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

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

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

BY COMMAND OF GENERAL MCNARNEY:

2543

/S/R. H. Frese
R. H. FRESE
Maj. AGD.

Reproduced by Hq. Allied Commission,

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

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

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

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

BY COMMAND OF GENERAL MCNARNEY:

2543

/S/R. [illegible]. Frese
R. H. FRESE
Maj. AGD.
Asst Adjutant General

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

NWD

Ref Civ Pers/727 1st Ind. NWD/jl

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

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

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

DISTRIBUTION
"D"

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Please initial reverse side.

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

TO	INIT.	DATE
DIRECTOR	WVM	11/5
DEPUTY DIRECTOR		
EXEC. OFFICER	[illegible]	[illegible]
FOR'L		
LIC. & REG.		
PRISONS		
ADM. SERVICES		
SECURITY		
CHIEF CLERK		

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

ALLIED COMMISSION

OFFICE OF THE HEADQUARTERS COMMANDANT

13A

14045/1

SUBJECT: CHANG NO, PING

TO : PUBLIC SAFETY

er.
12 May 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.

Alberto Rebici, T/4
C. A. BONGARZONE
1st LT. AUS
Internal Security Officer

2542

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

RESTRICTED

IIA

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

4 May 1945.

ESTABLISHMENT MEMORANDUM)
:
NUMBER 8)

TERMINATION OF EMPLOYMENT BY ITALIAN CIVILIANS

1. All offices employing Italian civilians in the clerical and supervisory grades are directed to inform personnel within their offices of the following:

a. That in the event of termination of employment by the Allied Commission, the employee will be given two weeks' notice.

b. That in the event of termination of employment by the employee, two weeks' notice must be given by the employee to the Allied Commission.

c. That in the event of discharge of employee for fault of misconduct, no notice need by given and discharge will be immediate.

2. This policy will be effected as an operating procedure, wherever practicable, consistent with operational and working conditions within each office of the Allied Commission. The foregoing policy is also for the adoption by Regions.

BY COMMAND OF REAR ADMIRAL STONE:

C. J. PARKIN,
Colonel, Infantry,
Actin Vice President.

OFFICIAL:

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

DISTRIBUTION:
"A"

2541

RESTRICTED

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

9A

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

30 April 45 1944

SUBJECT: **Employment of Civilians.**

To : Public Safety S/C.
Col. Chapman

1. Ref. your AC/14045/1/P.S. dated 27 April 45

2. Approval is given to the employment of Capuano, Pina

as a Interp/Tech. at a rate

not exceeding 4580 Lire per day/month.(Plus living bonus)

3. The minimum rate which is 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 1st August 1944.

Effective 24 April 45.

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

25/0

Civ. Pers. Form 4
Aug. 44

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

26 April 45 1944

SUBJECT: **Employment of Civilians.**

To : Public Safety S/C.
Col. Chapman

1. Ref. your AC/15045/1/PS dated 25 April 45

2. Approval is given to the employment of ANTONELLI, Vera

as a Interp/Tech. at a rate

not exceeding 4580 Lire per ~~day~~/month. (Plus living bonus)

3. The minimum rate which is 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 AFHQ. Administrative Memorandum No. 47, dated 16th November 1944, 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 1st August 1944.

TO		
DIRECTOR		
DEPUTY DIRECTOR		
EXEC. OFFICER	28th	28th
POLICE		
L/C. & REG.		
PRISONS		
ADM. OFFICER		
SECURITY		
CHIEF CLERK		

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

2529

Civ. Pers. Form 4
Aug. 44

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

ALLIED COMMISSION

PUBLIC SAFETY

AMATI E.	Sr. Admin Ass't	½		6360	1430	3180	715	3895
BELLEI L.	Sr. " "	½		5050	1620	2525	810	3335
CAFARO A.	" " "	½		5050	1515	2525	758	3283
VITELLOZZI P.	" " "	½		5050	1620	2525	810	3335
GAIASSI U.	Typist/Interpreter	½	2 days	4290	1690	2640	845	3485
GALLI V.	" "	½		4290	1690	2145	845	2990
SIPIACOLA P.	Interpreter Gen.	½	3 days	4290	1690	2887	845	3732
CAETANIPO M.	" "	½		4290	1690	2145	845	2990

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

1045/1

PUBLIC SAFETY 15 April 5 30 April

dmin Asst	4		6360	1430	3180	715	3895	3895
" "	4		5050	1620	2525	810	3335	26 3309
" "	4		5050	1515	2525	758	3283	450 2833
" "	4		5050	1620	2525	810	3335	26 3309
st/Interpreter	4	2 days	4290	1690	2640	845	3485	26 3459
"	4		4290	1690	2145	845	2990	26 2964
rpreter Gen.	4	3 days	4290	1690	2867	845	3732	26 3706
" "	4		4290	1690	2145	845	2990	26 2964

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

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 478709-257

AC/ 14045/1/PS

27 April 1945

SUBJECT : Request for Civilian employee

TO : G-1 Civilian Personnel

1. By reason of the liberation of a large part of Northern Italy, the immediate potentiality of further liberation, and the necessary control of movement in those areas, the work of this Sub-Commission has considerably increased, and it is found necessary to obtain the services of 1 additional civilian employee; one who is bi-lingual and can type.

2. It is learned that Miss Pina CAPUANO, who was formerly employed with Public Health S/C, is available, and it is requested she be rehired as Technical interpreter to fill this need.

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

2537

FPL/wg.

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

fic 4A

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel : 478709

AC/14045/1/PS

26 April 1945

SUBJECT : Civilian Personnel

TO : G.1 Civilian Personnel

The bearer, ANTONELLI Vera, is to be hired as Technical Translator, and fills the request made by this Sub-Commission for a replacement for ROSSI Rita, recently discharged.

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

FDB/wg.

2536

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

Public Safety

3A

DIRECTOR	RESTRICTED	
DEPUTY DIRECTOR		
EXEC. OFFICER		
POLICE	ALLIED MILITARY HEADQUARTERS	
LIC. & REG.		
PERSONS		
ADMINISTRATIVE MEMORANDUM		
S.		
NUMBER		

17 April 1945

EXTRACT

Condition of Employment and Wage Scales for Civilians Employed By the Allied Forces in Italy, Sicily and Sardinia.....I

* * * * *

I--- CONDITION OF EMPLOYMENT AND WAGE SCALES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

AFHQ Administrative Memorandum Number 47, 1944 is amended as follows:

1. In Appendix "D":

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

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

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

* * * * *

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

Extracted by Headquarters
Allied Commission, G-1 Sect.
Civ Pers.,APO 394, 21 Apr 45

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

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 24) 17 April 1945

E X T R A C T

Condition of Employment and Wage Scales for Civilians Employed By the Allied Forces in Italy, Sicily and Sardinia.....I

* * * * *

I--- CONDITION OF EMPLOYMENT AND WAGE SCALES FOR CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA

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

* * * * *

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

2534

Extracted by Headquarters
Allied Commission, G-1 Sect.
Civ Pers.,APO 394, 21 Apr.45

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R E S T R I C T E D

2320

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

File

25-2

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

ac/160845/1/ps.

Tel: 489081-502

23 April 1945

SUBJECT : Civilians of American and British Nationality

TO : Establishment Section (Civilian Personnel)

The following American-British Civilians are now in the employ of this Sub-Commission:

Name	Home Address	Room N°	Phone N°	
Miss Elisabeth Darno(A)	Piazza Cols di Rienzo 69-Rome	38	367	2nd
Miss Adele Fasano (B)	Via Como 35 - Rome	38	367	"
Mrs Lola Bellei (A)	Passeggiata Ripetta 19 - Rome	12	502	5th

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

LJP/wg

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

File

HEADQUARTERS ALLIED COMMISSION
Public Safety Sub-Commission
APO 394

Tel: 489081-502

23 April 1945

SUBJECT : Civilians of American and British Nationality

TO : Establishment Section (Civilian Personnel)

The following American-British Civilians are now in the employ of this Sub-Commission:

Name	Home Address	Room N°	Phone N°	
Miss Elisabeth Derno(A)	Piazza Cola di Rienzo 69-Rome	38	367	2nd Floor
Miss Adele Fusano (A)	Via Como 35 - Rome	38	367	" "
Mrs Lola Bellei (A)	Passeggiata Ripetta 19 - Rome	12	502	5th "

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

LJP/wg

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

File 1A 1904/11

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION
ALLIED CIVILIAN PERSONNEL

Phone: 223

17 April 1945

MEMORANDUM

TO: Public Safety
(Att: Sgt Paduba)

1. This office is constantly consulted by Postal Officers, Embassies and various agencies, in order to locate civilians of American, British and other nationality.

2. It would be in interest of all concerned if you will inform this office of any Allied Nationals in your Sub-Commission that are on A.C payroll with the Italian Civilians.

3. Please include floor, room and phone number of each.

J. Wm. CUNLIFFE
Major. A.C.D.
Director.

Miss Elisebeth DERRO... Piazza Cola di Rienzo No. 69, Rome
Miss Adele FASANO... ~~Piazza~~ Via Como, 35, Rome
Mrs. Lola Bellei .. Via Passeggiata Ripetta 19.

Submitted

2534