

ACC 10000/146/1

LSC/13

LABOR S/C - INTERNAL MEMORANDUMS

MAR. - SEPT. 1945

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

File

KH/raw

8 September 1945

MEMORANDUM

Subject: Italian Trade Union Delegation to Russia.

1. In October and November 1944 delegates from Russia visited Italy and, accompanied by AMG Officers and representatives of the Italian working class movement, extensively toured liberated territory in the South. The alleged aim of the delegation was the study of trade union organization in liberated Italy and the examination of the conditions under which Italians lived and worked. In actual fact Di Vittorio, the Communist Secretary of the General Confederation of Labor, adopted the delegation, organized many of the receptions accorded to the visitors and changed the atmosphere of the tour from that of economic and industrial observation to a publicity campaign, aimed at creating confidence and respect for Russia, and dissemination of Soviet ideals.

2. In June 1945 the General Confederation of Labor received a telegram from the Central Council of Soviet Trade Unions proposing a return visit of Italian representatives to Moscow. The invitation was forthwith accepted and the General Confederation of Labor proceeded to compile a list of representatives to make the journey. Lizzadri, the Socialist Joint Secretary of the Confederation, was not happy about being included in the party and he managed to avoid nomination. Di Vittorio, himself, was equally reluctant to leave Italy and hoped to evade the assignment; in this, however, he was not successful, and the final list was as follows:

Di Vittorio, Communist, Joint Secretary of General Confederation of Labor
Santi, Socialist, formerly Socialist Joint Secretary
of the Camera del Lavoro, Milan.

Morelli, Demo-Christian, one of the Joint Secretaries
of the Camera del Lavoro, Milan.

Borghesi, Socialist, member of the Railway Men's Union
of Italy.

Cazzaniti, Demo-Christian, Secretary of the Camera del
Lavoro, Rome.

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Pizzorno, Communist, Secretary of the Camera del Lavoro,
Genova.

Adela Bai, Communist, Woman member of the Advisory
Committee of the Italian General Confederation of Labor.

Anita Contini, Communist, Secretary and Interpreter.

The composition of the delegation as eventually agreed was, as will
be seen, representative of all political parties and also was well
representative of the industrial North of Italy.

3. Publicity prior to the departure of the delegation was
considerable, particularly in the papers IL LAVORO and UNITA.
Di Vittorio, as leader of the delegation, stated that not only were
they returning the visit of the Russians in 1944, but that they pro-
posed also to study the extent and processes of reconstruction in
Russia and to further economic, cultural and artistic collaboration
between the two countries. On 30 July the Soviet Ambassador in
Rome gave a reception in honor of the delegation, this also being
widely reported in the press although in actual fact attendance at
the reception was not particularly good, nor were there any notabili-
ties present. On 1 August the delegation left Rome in a special
sivcraft that had been flown over from Moscow for their private use,
and they arrived the same evening in Moscow.

4. The Italian press, obviously well briefed by Di Vittorio,
gave daily publicity to the progress of the delegation in Russia, and
lengthy descriptions of the places visited and the reception accorded
were published. It is worthy of mention that IL LAVORO of 7 August,
in a lengthy dispatch datelined Moscow, 5 August, quoted Morelli
(Dense-Christian representative from Milan) as saying that he came to
Russia with preconceived ideas which he did not now maintain. He
was especially happy to see the treatment given to children in
Russia and he wished the same was true in Italy. Similar statements
by Morelli were reported in UNITA and AVANTI on 7 August. It became
clear from this and following messages sent from Russia in the name
of Di Vittorio and published in the Italian press, that the leader
of the delegation was following a policy similar to that he followed
during the Russian visit to Italy in 1944; whilst making extensive
tours of Russian cities and industrial establishments he was stress-
ing political aspects rather than the purely economic and industrial
aspects. For example, a press report on 26 August stated that the
Vice-Commissar for Foreign Affairs had granted Di Vittorio an inter-
view to communicate officially to him the decision of the Soviet
Government to liberate all the Italian prisoners-of-war in Russia --
some 19,000. Di Vittorio took it upon himself to convey to the
Soviet Government, in their own name and the name of all Italian
workers, gratitude for the decision. Again on 29 August press
publicity was given to a meeting in Moscow in which Di Vittorio had
referred to 2,000,000 unemployed in Italy and had suggested that a

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scheme should be prepared for transferring unemployed Italians to work in Russia where there is ample scope for large numbers of work people.

5. On 31 August the delegation returned by air from Russia. Then followed a spate of press reports giving impressions of Russia and places visited, and particularly stressing the decision of the U.S.S.R. to release Italian prisoners-of-war -- as previously mentioned, a political aspect with which a purely trade union and economic-industrial delegation should not perhaps have been concerned. Di Vittorio made a speech on the radio in which he described Soviet Russia in glowing terms, lauded all aspects of life in that country, and at great length detailed the food and rationing allowances available to Russian workers, comparing these with the meager allowances in Italy. Press conferences and meetings of representatives from trade unions and working-class organizations, at which the Italian delegation under the leadership of Di Vittorio, extolled the political and economic achievements of Russia, are still continuing.

6. Of special interest, however, are the more thoughtful and reasoned comments of Morelli, the Demo-Christian Joint Secretary of the Milan Camera del Lavoro. These comments were furnished, privately and in confidence, and they are submitted as recorded during conversation. It will be especially noted that Morelli made the clear statement that his views on Communism have not changed, as had been reported by Di Vittorio, and that words put into his mouth by the press were not, in fact, correct. In his comments Morelli also confirms the impression gathered in Rome by reading the Italian press during the delegation's stay in Russia, that what originated as a trade union visit for observation rapidly became a publicity tour for political purposes.

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

RS/TMW

MEMORANDUM TO MR. BRAINE

21 June 1945

Subject: Civilian Labor Organizations

1. Consideration has been given to the memorandum submitted to the Chief of Staff, Rome Area Allied Command, by Col. Bostock, a copy of which was forwarded to you under cover of a letter dated 22 March, 1945, and which was received by me on 18 June.

2. There is no indication as to the decision that was finally arrived at on the suggestions made, but on the information available I would say:

- (a) That it is desirable to coordinate U.S. and British labor demands;
- (b) That such demands should be determined in consultation with the heads of services and necessary priorities accorded where scarcity exists;
- (c) That any central organization should be responsible for advising on matters such as social insurance and for coordination conditions of employment so as to eliminate competition.
- (d) They could also, quite usefully, maintain a blacklist and a list of preferred workers.

3. It is not agreed, however, that there is any necessity to maintain a central register of unemployed workers. This is a task appropriate to the offices of the Italian Ministry of Labor, and one which can be done more effectively by them.

R. Scott.

R. SCOTT
Labor Sub-Commission

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Mr. Hird
Mr. Scott
Yes N.F.A. W.H.
Mr. Hird, Is this N.F.A. - I doubt it because only last week I advised members at RAC as at Para 3 above which shows subject is still 'live'.
RJ 28/6



RS RM

Thursday,
Twenty-second,
March,
1945.

Labour Branch (Br-)
Rome Area Allied Command,
Central Mediterranean Force.

W.H. Braine, Esq.,
Labor Sub-Commission,
Allied Commission.

Confidential.

Dear Mr Braine,

You suggested you were interested in my proposals for the establishment of a joint Allied Civilian Labour Agency, and that I might keep you advised of progress.

A copy of my Memorandum is submitted for your information.

The final decision is not the one I aimed for, although it is a step in the desired direction, and may lead to better liason and a more uniform control.

Yours sincerely.
(W.J. Bostock)

W.J. Bostock
Lt-Colonel.

CONFIDENTIAL.

Labour Branch,
Rome Area Allied Command.

MEMORANDUM FOR CONSIDERATION OF THE CHIEF -of- STAFF, ROME AREA
ALLIED COMMAND

CIVILIAN LABOUR ORGANISATION.

Notice has been given of the impending departure of Lazio-Umbria Regional HQ, A.M.G., and its component Labor Supply Office through which applications for civilian labour for American installations have previously been routed.

As the A.M.G. Labor Supply Office performed no service, other than liaison for the British Forces, the Labour Branch (Br) and its organisation will be unaffected by the projected withdrawal.

It becomes necessary, however, to decide upon some alternative agency for the provision and control of civilian labour required by the American Forces.

Early in January a proposal was submitted by Captain Ned Holsten (US) A.M.G., advocating the establishment of a joint Labour organisation through which all civilian labour required for the Allied Forces would be processed and controlled. Draft is attached.

A subsequent proposal supported by AD Labour RAAC suggested the super-imposition of a small U.S. increment of staff on the existing British organisation, the whole being subject to a central direction. It is understood the proposal was rejected on account of the difficulty in securing the necessary minimum American personnel.

It is the considered opinion of the A.D. Labour that the creation and establishment of a central agency is desirable, and would be of value to all concerned.

The establishment of a joint Allied Labour Branch (or Section) under unified control would provide such a central agency which

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The establishment of a joint Allied Labour Branch (or Section) under unified control would provide such a central agency which would:

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- (a) determine civilian labour requirements in consultation with the staff and heads of services,
- (b) process all authorised demands for civilian labour,
- (c) maintain a joint central register of all applicants for employment, and a record (black list) of unsatisfactory or undesirable workers,
- (d) regulate and allocate specialist and technical labour according to mutually agreed priorities, eliminating competition and unfair bidding between Allied components,
- (e) more effectively coordinate a common policy with reference

Sheet No. 2

to conditions of employment, wages and increments of pay, exemptions from Italian military service, the eligibility for rations and meals, and all other matters relative to labour,

(f) maintain a more complete and effective liaison with the Italian Ministry and recognised federations of workers.

Provision of Staff.

1. Labour Branch, R.A.A.C.

a. Present British establishment consists of:

Lt. Colonel	...	one	...	Assistant Director.
Captain	...	one	...	S/Captain
Other Ranks	...	Two	...	Clerks.
Civilians	...	Two	...	Clerks (female) employed in ration coupon office.

b. Suggested minimum American Increment.

Captain or Lieut.	One	...	Staff Officer.
Other rank (or civilian)	One	...	Clerk.

Note. Should it be decided the officer is responsible for the payment of civilian labour, an Officer of Fiscal Section would be necessary.

Distribution of supplementary ration coupons for civilian labour at present undertaken by G-4(U.S.) could be centralized, and operated as an additional duty by the present staff of two (2) female civilian clerks, now engaged on this service for British Units.

2. Civil Labour Unit.

a. Present British establishment includes:

	...	One	...	In command.
Major	...	One	...	
Captains	...	Two	...	
Lieutenants	...	Four	...	Labour Control Officers.
N-C. Officers	...	Ten	...	Works supervisors
Other ranks	...	Two	...	Clerk, driver,

together with Unit transport consisting of 1 Utility Car, motor cycles, and a scale of equipment making the Unit self-contained and mobile.

This Unit is designed to provide, control, and supervise

to supply staff for Sub-Offices as may

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Assistant Director.	...	one	...
S/Captain	...	one	...
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Other ranks	Two	...	

together with Unit transport consisting of 1 Utility Car, motor cycles, and a scale of equipment making the Unit self-contained and mobile.

This Unit is designed to provide, control, and supervise 10,000 civilians and to supply staff for Sub-Offices as may be required. The main office is located in Rome with a Sub-Office at Rieti.

b. Suggested minimum American Increment.

- to undertake provision and allocation only.

Lieutenant	...	One	...	Labour Control Officer.
N.C.O. or G-1	...	One	...	Assistant.
Civilians	...	Two	...	Clerk and Driver,

together with at least one small vehicle to maintain contacts with employing Units and Service. The above minimum increment

does not allow Staff for control and supervision of labour "on the job" as undertaken by the British Labour Unit, and is essentially a minimum necessary for registration, provision, allocation and the maintenance of essential records.

In submitting this proposal as a basis for consideration it would appear relevant to mention, the writer as A.D. Labour (Civil), A.F.H.Q. was personally responsible for the suggestion to establish a joint civilian Labour Office at FOGGIA on 1st January 1944, and that this arrangement by which increased efficiency has been secured, continues to operate under the direction of Lieut. Col. Joseph Miller Junr. (U.S.) with a joint and Allied Staff.

C.M.F.

WJB/MC.

WJB Lt. Colonel;
Assistant Director of Labour,
Rome Area Allied Command.

During the preparation of the above memorandum, the Commanding General called the A.D. Labour to discuss the matter, and it was understood General Brown is favourable to the proposal provided the necessary additional staff can be secured.

2.

The proposal contained in the above Memorandum has now been considered by the Chief-of-Staff, who has given a ruling:-

a- the existing premises and civilian clerical staff of the Labor Supply Officer, A.M.C., located at 101 via Bon Compagna, Rome, will be taken over by Captain Maxwell (US) Asst-G-4

b- the suggested American military personnel are not available,

c- A.D. Labour will exercise limited control and co-ordinate

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20 MAR 1945

J. Maxwell
Lieut.-Colonel,
Assistant Director of Labour.

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DRAFT proposal to establish a Joint US-British Civilian Labour Branch submitted by Regional Labor Officer, Lazio-Umbria Region, A.M.G., and discussed at a joint meeting of interested parties on 11th Jan. 45.

Submitted by Captain Ned.A. Holsten, Q.M.C. Labour Supply Officer
A.M.G.

Subject: "Labour Central".

1.- It is proposed that there be established for Rome Area a "Labour Central" for the processing of all matters relating to the employment of civilians by Allied Forces.

2.- The British Forces have a similar office in operation known as "DADL" but the American Forces do not have its equivalent.

Obviously there is a greater need with regard to the American Units.

3.- Such "Rome Area Labour Central" would:

- a) Eliminate labour competition among Allied Units.
- b) Maintain "Blacklist" of persons proven undesirable for security, dishonesty, and inefficiency reasons.
- c) Keep available for use of Allied Units all persons proven in their work with other organisations to be capable, competent skilled and desirable.
- d) Coordinate instructions of Unit Civilian personnel officers and provide them with professional assistance in the complexity of fiscal, social insurance, and administrative matters.
- e) Provide for a certified record of employment and payment against possible failure to pay individuals due to units hasty departure or its inability to pay individuals in hospitals or absent at time of departure.
- f) Provide Central location for payment of civilians that they may receive their pay without having to go miles out in the country to find a paying officer at a former location of work. Also eliminate necessity for workers having to wait for "circuit rider" paying officers that operate out of Naples, and elsewhere which if workers are absent or uninformed causes them to wait another half month for their pay.
- g) Centralize issuance of Social Insurance certificates ~~24~~ processing of certificates of injury.
- h) Eliminate rejected or "blacklisted" civilians that wander from military unit by centralizing all hiring and firings.
- i) The "Labour Central" in maintaining records of all hirings and firings and payrolls will establish the civilian requirements of Allied Forces.

4.- At present for the supply of civilians there is an employee

the Italian Government Employment Office. This Office is not authorized under Italian Law, while it has

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h) Eliminate rejected or "blacklisted" civilians that wander from military unit by centralizing all hiring and firing.

i) The "Labour Central" in maintaining records of all hirings and firings and payrolls will establish the civilian requirements of Allied Forces.

4.- At present for the supply of civilians there is an employee of AMG in the Italian Government Employment Office. This Office established originally by Allies is not authorized under Italian Law, there is strong opposition to it by Labour Leaders, and while it has been accepted in token by the Ministry of Labour its continued existence is very impermanent. Its operation is not under authority or for the benefit of the Allied Forces. Consequently it would be preferable to establish a "Labour Central" principally operating for Allied Forces and free of the schemanagens of politicians and labour leaders.

5.- Such a "Labour Central" has been in operation for nearly fifteen months in the Port Area of Naples. We averaged between

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15,000, to 20,000 civilian employees and serviced all military units. The plan was very simple and effective. Though military units came and went, further, often times civilians worked for several different military units during a pay period, the civilians were processed and paid with no difficulty or delay. The same plan was followed at Casablanca in North Africa to very good advantage.

6.- There is a continuous demand for competent English speaking civilians. In the present haphazard independent hiring and firing really capable persons got lost. Whereas with a "Labour Central" upon their severance from employment, particularly due to a units cessation of need, such persons would be made available to other Allied units who have indicated a need.

7.- It is strongly urged that consideration be given for establishment of a "Labour Central" if not on a joint basis for all Allied Forces, then very definitely for all American units for whom some sense and order is severely needed to clarify the present confused, haphazard methods of operation.

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LSC/13

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

ABP/fg

Memo :

12 August 1945

Effective immediately all personnel in Labor Sub-Commission are granted, in addition to Sunday, one day extra off per week.

Listed below is the schedule to be followed:

Mr. K. J. HIRD	-	WEDNESDAYS
Mr. R. SCOTT	-	TUESDAYS
Mr. F. PROCTOR	-	MONDAYS
Miss. M. STEVENSON	-	SATURDAYS
T/5 A. PIRANI	-	WEDNESDAYS

David C. Sachs
DAVID C. SACHS
Deputy Director
Labor Sub-Commission

HEADQUARTERS ALLIED COMMISSION
APO 334
LABOR SUB-COMMISSION

DCS/rmw

20 June 1945

MEMORANDUM TO THE STAFF

Subject: Sunday Duty Officer

The Economic Section has advised that the Sunday Duty Officers for each Sub-Commission are to contact the Economic Section Sunday Duty Officer before leaving for lunch and upon returning, so that he may know the hour of absence and have the telephone number and location of the Duty Officer for the Sub-Commission.

This practice will be followed by each Duty Officer for this Sub-Commission on his Sunday tour-of-duty.

The telephone number of the Duty Officer for the Economic Section on Sundays is: Ext. 357.

David C. Sachs
DAVID C. SACHS
Deputy Director
Labor Sub-Commission

Post after circulation

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOR SUB-COMMISSION

DCS/rmw

2 June 1945

MEMORANDUM TO THE STAFF

Subject: Vehicles for Sunday use.

1. There will be two or three motor vehicles available on Sunday for use by civilians of officer's status. These cards will be available from 08300 hours to 2200 hours. They cannot proceed more than 50 miles in one direction from the City of Rome. The driver must be furnished with lunch and/or dinner.

2. Persons desiring to use one of these cars should submit a written request stating the names of the civilians of officer's status, the destination, the time when the car will be needed, where it is to pick up the party, and approximately how long the car will be in use. There is no ban on Italian civilian passengers accompanying civilians of officer's status. Requests should be submitted to Chief, Administrative and Personnel Branch, Economic Section (Major N. Smith).

DAVID C. SACHS
Deputy Director

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

File

150/13

1 June 1945

TO : Office Memo.

All employees of the Labor Sub-Commission are expected to comply with the attached order.

No exceptions will be made, all will be present for duty at 0830 each morning.

A. Pirani
Spl. A. PIRANI
Chief Clerk
Labor Sub-Commission

Please sign below:

Tandoffi Giacinto

Luigi Girolami

Del Sette Elda

Pycamona Marcella

Alessandro de Chauraz

Francesco Fritelli

Thomas J. Hall

Orelia Latorraca

Frances Santimiani

Giovanni Baldazzi

Comanetti Roberto

Am. Am.

Officer Bauer

Am. Am. Am. Am. Am.

Leo P. M.

HEADQUARTERS
ALLIED COMMISSION
ECONOMIC SECTION
APO 3 94

30 May 1945

F/S MEMORANDUM)

NUMBER 12)

OFFICE HOURS

The Vice-President directs that all Divisions, Branches and Sub-Commissions of the Economic Section be instructed that:

1. Office hours for all officers and civilians (Allied and Italians) during week-days are:

0830 hours to 1230 hours
1400 hours to 1800 hours

2. Division Heads, Branch Chiefs and Sub-Commission Directors are responsible for the strict compliance with these hours by all officers and civilians of the Economic Section.

Norman R. Smith
NORMAN R. SMITH
Major, AGD
Chief, Adm. & Pers. Br.

DISTRIBUTION
All S/C - 3 copies each
All Staff Divisions - 3 copies

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB COMMISSION

LSC/13

DOS/ac

19 May 1945.

TO THE STAFF.

I learnt last night with considerable sorrow of the death of Captain John Moffitt.

He and Captain Fred C. Murphy of Commerce Sub-Commission were killed in an automobile accident while on performance of duty. The accident occurred on 15 May near Palazzolo. Burial took place in an American Military Cemetery.

David C. Sates
DAVID C. SATES
Deputy Director,
Labour Sub-Commission

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

Mr Scott
Mr Proctor
29/4

For Information

MAS/fg

Tel. 489081 - 384

21 April 1945

REF : LSC/13

SUBJECT: Index of Italian decrees

TO : Circulation Staff Labour Sub-Commission

1. An Index of selected decrees passed by the Italian Government during the period 8/9/43 to 1/3/45 has been prepared by legal section.

2. A copy of the index has been made available to Labour Sub-Commission and is being retained by Miss Sanseverino, who will keep the Index up-to-date and have it available for reference.

M. Skennerson

for

W. H. BRAINE
Director,
Labour Sub-Commission

LABOUR SUB COMMISSION

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STANDING ORDERS FOR SECURITY AND FOR THE HANDLING OF
CLASSIFIED MATERIAL

INTRODUCTION

1. It is the responsibility of all officers confidential Secretaries and the Chief Clerk of this Sub-Commission to make themselves aware of the contents of these standing Orders and to carry out the instructions contained therein at all times.
2. They are based upon office Memorandum 2 of 3 Feb. 45 of the Office of the Chief of Staff in so far as they concern classified documents.

TOP SECRET CONTROL OFFICER

3. A TOP SECRET Control Officer for the Sub-Commission will be appointed.

His duties will be as follows

- a. He will receive and Register in a special TOP SECRET REGISTER incoming TOP SECRET Material.
- b. He will keep all TOP SECRET material under lock and key and will let it out of his possession only into that of the Director or of such officers as the Director orders.

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c. He will ensure that the rules regarding the ~~typing~~^{handling} and handling of such Material as are laid down in these standing Orders or in Office Memo 2 are carried out at all times.

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d. He will ensure that all Carbon Copies including spoiled copies, draft and shorthand Notes of

TOP SECRET Material are given to him by the Confidential Secretary preparing the Material.

He will destroy by burning and pulverising the ash all of the above not required for the files.

He will inspect all carbon paper ^{used} and in the preparation of such Material and if it is possible that information could be obtained from the carbon paper be will destroy it by burning.

e. He will personally place all outgoing TOP SECRET Material in an envelope and will ~~send~~ register it.

f. He will ensure that a receipt is obtained from the addressee and will record date received in the Register.

g. If more than one copy of a TOP SECRET document is made each copy will be numbered ^{consequently} ~~consequently~~ and the disposal of each copy noted in the Register.

h. All outgoing TOP SECRET Material will be carried under sealed cover to the addressee or message centre by the TOP SECRET Control Officer or by another officer or Confidential Secretary designated by him.

OTHER OFFICERS

4. TOP SECRET Material will only be shown to those officers to whose work the knowledge is essential and

1 3 2 0

that information could be obtained from the car-
bonpaper be will destroy it by burning.

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signated by him.

OTHER OFFICERS

4. TOP SECRET Material will only be shown to these
officers to whose work the knowledge is essential and
they will only be informed of so much as may affect
their work.

5. It is the responsibility of all officers to en-
sure that all SECRET and CONFIDENTIAL Material in their

possession is properly safeguarded and kept under lock and key when not in use.

6. Officers will not leave their rooms without first ensuring that all such material is under lock and key.

7. Officers will at all times ensure that it is impossible for any visitors or unauthorized members of the staff of the Allied Commission to read such material.

8. In no circumstances will officers discuss or mention in any way TOP SECRET or SECRET Matters within the hearing of unauthorized persons, whether members of the Allied Commission Staff or not.

9. If an officer has occasion to type or forward TOP SECRET, SECRET or CONFIDENTIAL Material himself he will obey the instructions laid down for confidential Secretaries in this respect.

CONFIDENTIAL SECRETARIES

10. All TOP SECRET Material will be typed by a confidential Secretary, who will, while so engaged, not work in a room in which are persons not entitled to see TOP SECRET papers.

11. The confidential Secretary will give all TOP SECRET Carbon copies, draft and waste and all Shortand Notes to the TOP SECRET Control Officer for Disposal.

the staff of the Allied Commission to read such material.

8. In no circumstances will officers discuss or mention in any way TOP SECRET or SECRET Matters within the hearing of unauthorised persons, whether members of the Allied Commission Staff or not.

9. If an officer has occasion to type or forward TOP SECRET, SECRET or CONFIDENTIAL Material himself he will obey the instructions laid down for confidential Secretaries in this respect.

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11. The confidential Secretary will give all TOP SECRET Carbon copies, draft and waste and all Shortand Notes to the TOP SECRET Control Officer for Disposal.

12. Stencil Copies of TOP SECRET Material will be run off under the supervision of a confidential Secretary and all copies including spoiled ones and the Stencil itself handed to the TOP SECRET Control Officer.

13. SECRET Material will be filed by a confidential Secretary who will maintain a SECRET Register for the registration of all incoming and outgoing SECRET Material.
14. Outgoing SECRET material will be placed in an envelope marked SECRET by a confidential Secretary and the envelope sealed and enclosed in a second addressed envelope before forwarding. No indication of the contents will appear on the ^{en}velope.
15. The instructions contained in paragraph 5, 6, 7 and 8 apply equally to Confidential Secretaries as to officers.
16. Confidential Secretaries will at all times carry out instructions given by the TOP SECRET Control Officer regarding both TOP SECRET and SECRET Material.
17. All CONFIDENTIAL material will be typed by a Confidential Secretary.

CHIEF CLERK

18. The Chief Clerk will ensure that all envelopes containing SECRET material arriving in the Sub-Commission are taken to an officer or Confidential Secretary for opening.
19. He is responsible of all CONFIDENTIAL material and will ensure that it is registered, given by him to officers or Confidential Secretaries only and that CONFIDENTIAL files are not made accessible to clerks

envelope before forwarding. No indication of the contents will appear on the ^{en}velope.

15. The instructions contained in paragraph 5, 6, 7 and 8 apply equally to Confidential Secretaries as to officers.

16. Confidential Secretaries will at all times carry out instructions given by the TOP SECRET Control Officer regarding both TOP SECRET and SECRET Material.

17. All CONFIDENTIAL material will be typed by a Confidential Secretary.

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19. He is responsible of all CONFIDENTIAL material and will ensure that it is registered, given by him to officers or Confidential Secretaries only and that CONFIDENTIAL files are not made accessible to clerks or other unauthorised persons.

OTHER MEMBERS OF THE STAFF

20. In no circumstances with other members of the Staff than Officers, Confidential Secretaries and the Chief Clerk be permitted to peruse TOP SECRET and SE-

CRET material.

21. Such persons will only carry SECRET and CONFIDENTIAL Material when such material is contained in a sealed envelope.

CLASSIFICATION OF MATERIAL

22. TOP SECRET Documents, information or Material the security aspect of which is paramount and ~~where~~^{ose} unauthorized disclosure would cause exceptionally grave harm to the Allies.
23. SECRET Documents, information or material the unauthorized disclosure of which would endanger Allied Security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

24. CONFIDENTIAL Documents, information or material the unauthorized disclosure of which while not endangering Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual or would cause serious administrative embarrassment or difficulty.

RESPONSIBILITY FOR TOP SECRET CLASSIFICATION

25. The Director or Deputy Director of the Sub-Commission will classify material as TOP SECRET.
26. No other officer of the Sub-Commission will ^{so} classify material and in the absence of the Director or De-

unauthorized disclosure would cause exceptionally grave harm to the Allies.

23. SECRET Documents, information or material the unauthorized disclosure of which would endanger Allied Security, cause serious injury to the interests or prestige of the Allies or any governmental activity thereof.

24. CONFIDENTIAL Documents, information or material the unauthorized disclosure of which while not endangering Allied security, would be prejudicial to the interests or prestige of the Allies, any governmental activity, or an individual or would cause serious administrative embarrassment or difficulty.

RESPONSIBILITY FOR TOP SECRET CLASSIFICATION

25. The Director or Deputy Director of the Sub-Commission will classify material as TOP SECRET.

26. No other officer of the Sub-Commission will ^{so} classify material and in the absence of the Director or Deputy Director the Vice President or Chief of Staff, Economic Section will be requested to authorize such classification.

GRADING AND DOWN GRADING OF DOCUMENTS AND FILES

27. A file will be graded according to the most highly classified document in that file. Individual letters or other documents will be graded according to their own content and not in accordance with their relation to any other document or file. Extract or quotations from classified documents other than TOP SECRET which in themselves contain nothing to entitle them to receive the same classification will be issued in a lower category. When a document has been classified as TOP SECRET any paraphrase ~~of the~~ of the whole or portions thereof as well as all subsequent references thereto including the subject and the serial numbers will bear the same classification.

28. When a document or file is downgraded a Note of the New Classification allotted to it will be made on the document or file. This note will be signed and dated by the officer authorising such downgrading who will whenever ^{possible} be the officer originally responsible for the classification.

TELEPHONE AND RADIO TELEPHONE MESSAGES

29. Officers and Confidential Secretaries will at all times, when making telephone or RT calls, remember that such calls can be overheard by unauthorised persons and will take care not to commit any breaches of security.

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HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

/cf

Tel. 478828

2 March 1945

MEMO : LSC/13
TO : All Staff

No Italian Civilian to be allowed to go to Army Areas
save in exceptional circumstances and then only if accompanied
by Allied Officer.

No movement orders to be prepared which infringe this
rule.

W. H. Braine

W. H. BRAINE
Director
Labour Sub-Commission

*See letter dated 19 Feb. 45 - Subject: Military Security - in file
LSC/14*

FILE

HEADQUARTERS ALLIED COMMISSION
APO 294
LABOR SUB-COMMISSION

LSC/13

WRB/rmw

8 March 1945

MEMORANDUM FOR THE STAFF

Subject: Weekly Sitreps and Monthly Reports.

1. Labor Sub-Commission is required to forward to Economic Section a weekly situation report each Wednesday morning; and to forward a monthly report together with an abridged monthly report which should reach Economic Section on the morning of the 14th of each month.

2. Each officer will give Miss Stevenson material for the compilation of these reports. Weekly sitrep material should reach her in the early part of Tuesday afternoon; monthly report material by the 10th of each month.

W. H. BRAINE
Director
Labor Sub-Commission

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

76
ABP/js

REF. : LSC/13

9 February 1945

MEMO :

TO : Colonel Smith

Please insure that the newspaper clippings
file, that is maintained by the staff of the Sub-Com-
mission is retained intact.

W. H. Braine

W.H. BRAINE

Director

Labour Sub-Commission

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB COMMISSION

LSC/13

9 February 1945

TO : Chief Clerk.

Please note in special register that this letter from
Minister Gronchi dated 2 February is awaiting reply.

W. H. Braine

W. H. BRAINE
Director,
Labour Sub-Commission

Letter in question:

Ref. 319

*Subject: Istruzione ai Sindacati per l'accertamento
dei lavori agricoli nel 1945.*

Date: 2 Feb.

LSC/13

~~Head of~~
Labor Sub-Commission

1+8

27845

478838

INTER-OFFICE MEMORANDUM

ALL OFFICERS TO NOTE:

Officers will appreciate that before I can sign correspondence which is prepared for my signature in reply to general or specific questions raised, I must satisfy myself that the appropriate Officer has considered all aspects before preparing reply. There should also be evidence available for our files showing who was the Officer responsible for preparing the reply, what steps he took to investigate all aspects of the questions raised, whom he saw, and the opinions received and the reasons for recommending replies on action on the lines indicated. A brief minute which can be handwritten should therefore be attached to the original correspondence under request, something on the following lines:

Director:

I have compared the proposals in this correspondence with the standard agreements laid down by (A.F.L.R.B.) or (current agreements in Italian industry or Italian Government circulars) and find that the proposals are in agreement (except as regards the following:.....). I have discussed with (.....) of (.....) Sub-Commission who (agrees/disagrees).

W.H. Braine
Director
Labor Sub-Commission

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