

ACC 10000/148/158

AC/134/TU/1

CIVILIAN PERSONNEL - DIRECTIVES

Dec. 1944 - May 1946

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Civilian Personnel Section

6 May 1946.

MEMORANDUM)
NUMBER 14)

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

1. All previous Memorandums detailing the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.
2. In accordance with information contained in Civilian Labour Information Bulletin Number 28, Rome Area Allied Command, APO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

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

(a) ADULT GROUP	Basic Wage - Lire per day.	Maximum Permissible Bonus	
		Lire per day	
		Male	Female
Up to and including 120 lire		275	240
From 121 - 125 lire		272	237
From 126 - 130 lire		270	235
From 131 - 135 lire		267	232
From 136 - 165 lire		265	230
From 166 - 170 lire		262	227
From 171 - 175 lire		260	225
From 176 - 180 lire		257	222

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the cost of living bonus for civilian employees of the Allied Forces within the boundaries of Rome Province are hereby rescinded.

2. In accordance with information contained in Civilian Labour Information Bulletin Number 28, Rome Area Allied Command, APO 794, dated 25 April 1946, the following tables will be used in calculating civilian personnel payrolls for Rome Province, effective 1 May 1946.

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

(a) ADULT GROUP

Basic Wage -- Lire per day.

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

Maximum Permissible Bonus

Lire per day

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

(b) Juveniles (Male and Female) under 18 years of age may be paid a Cost of Living Bonus up to 109 lire per day.

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

(over)

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

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

(a) <u>ADULT GROUP</u>	<u>Basic Wage - Lire per Month</u>	<u>Maximum Permissible-Bonus</u>	
		<u>Lire per Month</u>	<u>Female</u>
Up +0 and including 3000 lire		Male	Female
From 3001 - 3100 lire		7310	6400
From 3101 - 3200 lire		7280	6370
From 3201 - 3300 lire		7230	6320
From 3301 - 3400 lire		7180	6270
From 3401 - 3500 lire		7130	6220
From 3501 - 5000 lire		7080	6170
From 5001 - 5100 lire		7050	6140
From 5101 - 5200 lire		6980	6070
From 5201 - 5300 lire		6930	6020
From 5301 - 5400 lire		6880	5970
From 5401 - 10000 lire		6830	5920
10001 and above		6790	5880
		5490	4905

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

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

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

(a) <u>ADULT GROUP</u>	<u>Basic Wage - Lire per Month.</u>	<u>Maximum Permissible-Bonus</u>	
		<u>Lire per Month.</u>	<u>Female</u>
Up +0 and including 3600 lire		Male	Female
From 3601 - 3700 lire		6125	5825
From 3701 - 3800 lire		6075	5775
From 3801 - 3900 lire		6025	5725
From 3901 - 4000 lire		5975	5675
From 4001 - 5000 lire		5925	5625
From 5001 - 5100 lire		5875	5575
From 5101 - 5200 lire		5825	5525
5201 and above		5775	5475

From 3401 - 3500 lire	7080
From 3501 - 5000 lire	7050
From 5001 - 5100 lire	6980
From 5101 - 5200 lire	6930
From 5201 - 5300 lire	6880
From 5301 - 5400 lire	6830
From 5401 - 10000 lire	6790
10001 and above	5490

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

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

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

(a) ADULT GROUP

Basic Wage - Lire per Month.

Up to and including 3600 lire

From 3601 - 3700 lire	6125
From 3701 - 3800 lire	6075
From 3801 - 3900 lire	6025
From 3901 - 4000 lire	5975
From 4001 - 5000 lire	5925
From 5001 - 5100 lire	5875
From 5101 - 5200 lire	5825
5201 and above	5775

Maximum Permissible-Bonus Lire per Month.

<u>Male</u>	<u>Female</u>
6125	5825
6075	5775
6025	5725
5975	5675
5925	5625
5875	5575
5825	5525
5775	5475

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

DISTRIBUTION
"C"

Martin W. Haber
MARTIN W. HABER
P/O Air Corps 5658
Asst. G-1 Amer.

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

MEMORANDUM)

NUMBER 13)

13 March 1946

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

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

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

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

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

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

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

randums and instructions published on AFHQ Memorandum Number 5, cs, is 1 January 1946.

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

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

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

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

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

Distribution
"C"

H. G. Galpin

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

3657

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

11 February 1946

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

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

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

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

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

(b) Juveniles (Male and Female) under 18 yrs of age may receive living bonus up to 109 lire per day.

COST OF LIVING BONUS FOR ITALIAN CIVILIAN
OF THE ALLIED FORCES

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

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

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

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

(b) Juveniles (Male and Female) under 18 yrs of age may be paid a Cost of Living Bonus up to 109 lire per day.

NOTE: Abatement at the rate of 4 lire per day will be made from the maximum permissible bonus under (a) and (b) above in respect of each day on which full rations, i.e. above 2656 meals are provided to the employee.

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

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

(a) Adult Group

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

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

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

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

(a) Adult Group

<u>Basic Wage</u>	
<u>lire per month</u>	
<u>Up to and including 3600 lire</u>	
From 3601 - 3700 lire	Male 4925 Female 4625
From 3701 - 3800 lire	Male 4875 Female 4575
From 3801 - 4000 lire	Male 4825 Female 4525
From 4001 - 4200 lire	Male 4775 Female 4475

Maximum permissible bonus

<u>Lire per month</u>	
<u>Male Female</u>	
4925	4625
4875	4575
4825	4525
4775	4475

From 3101 - 3200 lire 5120
 From 3201 - 3300 lire 5070
 From 3301 - 3400 lire 5020
 From 3401 - 3500 lire 4970
 From 3501 - 5000 lire 4940
 From 5001 - 5100 lire 4870
 From 5101 - 5200 lire 4820
 From 5201 - 5300 lire 4770
 From 5301 - 5400 lire 4720
 From 5401 - 10000 lire 4680
 10001 lire and above 3705

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

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

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

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

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

Distribution

"D"

Larry Galvin
 HARRY GALVIN
 1st Lt. Air Corps
 Ass't G-1 (A)

10K/Em

RECEIVED

ALLIED FORCE HEADQUARTERS
AEO 512ADMINISTRATIVE MEMORANDUM)
2 November 1945

NUMBER 43

EXHIBIT A Q I

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

1. Paragraph 5c, AFHQ Administrative Memorandum Number 34, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed hours worked over forty-eight (48) in any normal pay week for all completed hours in excess of eight (8) per day where a normal pay week cannot be established. A normal pay week is a pay week during which hours amounting to forty-eight (48) in total are scheduled over a fixed number of days. The computation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excessed from these conditions are those employees specifically designated in the agreements as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor."

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

"6. 2. (2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of:

For Monthly Wage Group

50 days work for hotel, mess and club 6655

1. Paragraph 5c, AFHQ Administrative Memorandum Number 37, 1945, is rescinded and the following substituted therefor with effect from 15 October 1945:

"5. c. Overtime - Overtime may be paid at the rate of time-and-one-half for all completed tours worked over forty-eight (48) in any normal pay week for all completed hours in excess of eight (8) per day where a normal pay week cannot be established. A normal pay week is a pay week during which hours amounting to forty-eight (48) in total are scheduled over a fixed number of days. The computation of overtime in weeks other than normal shall be done on a daily basis of eight (8) hours per day. Excess from these conditions are those employees specifically designated in the appendices as being ineligible for overtime pay. Overtime rates may also be paid in any locality for the seventh consecutive day of working, whether Sunday or a week day. Overtime should be discouraged in the interests of efficiency and the employment of surplus labor."

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

"5. b. (2) The maximum permissible bonus which may be paid is determined by the basic wage applicable to the individual. For this purpose, the basic wage is the remuneration due to an individual upon completion of:

For Monthly Wage Group

30 days work for hotel, mess and club **5655**

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

For Daily Wage Group

either 48 hours within any normal work week

or 8 hours on any one day.

R E S T R I C T E D

JHQ Administrative Memorandum Number 45 (cont'd)

- (3) The proportion of bonus payable varies directly with the proportion of basic wage due (as defined in (2) above), subject to the proviso that Cost-of-Living Bonus will not be paid in respect of any day on which no work is performed.
- (4) The Cost-of-Living Bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ G.W. Christenberry
 /T/ G.W. CHRISTENBERRY
 Colonel, AGD
 Adjutant General

Ex-acted by Headquarters
 Allied Commission, G-1 Sec.
 Civ. Para., APO 394, 21 Apr. 45

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ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM

25 October 1945

NUMBER 47

NOTICE OF TERMINATION OF EMPLOYMENT TO
CIVILIAN EMPLOYEES

1. As military requirements diminish, it becomes necessary to reduce the number of Italian civilian employees in Allied establishments. To make these reductions in force as orderly as possible, the employing services will give adequate notice of discharge whenever possible. It is suggested that manual workers be given a minimum of one week's notice, and that office workers be notified two weeks in advance of dismissal.

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

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

/S/ G.W. Christenberry
/E/ G.W. CHRISTENBERRY
Colonel, AGD
Adjutant General

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

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-4 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-4 Section Civilian Personnel Memorandum Number 7, dated 26 May 1945, and Appendix "A" par. 1b., AFHQ Administrative Memorandum Number 34, dated 29 June 1945.

2. As determined by the Local Sub-Committee of the Local Wages Control Committee, per authority contained in AFHQ Administrative Memorandum 25, dated 16 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 GroupBasic Wage

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

Max. Permissible bonus

Male	Female
4530 lire	3900 lire
4520 lire	3870 lire
4470 lire	3820 lire
4420 lire	3770 lire
4370 lire	3720 lire
4320 lire	3670 lire
4290 lire	3640 lire
4220 lire	3570 lire
4170 lire	3520 lire
4120 lire	3470 lire
4070 lire	3420 lire

HEADQUARTERS
ALLIED COMMISSION
APO 394

G-1 Section Civilian Personnel

7 November 1944

Subject: Civilian Labor Exemption from Military Service.

To : See Distribution.

1. The Italian authorities have undertaken to provide, beyond previous commitments, units for employment with the Allied Forces. To the end that the organization of these units be facilitated it is essential that the military status of Italians now in Allied employ be scrutinized and stipulated conditions met with.

2. Applications for exemption from military service will only be granted when the services of the civilian employee is of such vital operational value as to transcend any use to which he might be put in the Armed Forces.

3. Applications for exemption will be submitted in triplicate by the Regional Commissioner or Director of Sub-Commission to HQ. AG., 3-1 Civilian Personnel. Civilians must not be sent to this HQ to make their own applications nor must they make out the forms. This must be done by the aforementioned officials.

4. Column 10 on the attached form is to be used by the Regional Commissioner or Director of Subcommission for his certified confirmation and description of the job in question.

5. Exemptions will be valid for only a period of three months from date of granting. Applications for granting of extension of exemption will be made in the same form but marked "RENEWAL".

6. Upon the release from employment of any civilian employing exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and instruct the employee to report to the nearest Carabinieri Reale HQ for sending to the closest Italian Military District.

now in Allied employ be scrutinized and supplied not with.

2. Applications for exemption from military service will only be granted when the services of the civilian employee is of such vital operational value as to transcend any use to which he might be put in the Armed Forces.

3. Applications for exemption will be submitted in triplicate by the Regional Commissioner or Director of Sub-Commission to HQ. AC., 9-1 Civilian Personnel. Civilians must not be sent to this HQ to make their own applications nor must they make out the forms. This must be done by the aforementioned officials.

4. Column 10 on the attached form is to be used by the Regional Commissioner or Director of Subcommission for his certified confirmation and description of the job in question.

5. Exemptions will be valid for only a period of three months from date of granting. Applications for granting of extension of exemption will be made in the same form but marked "RENEWAL".

6. Upon the release from employment of any civilian enjoying exemption Regional Commissioners and Directors of Sub-Commissions will notify this HQ and instruct the employee to report to the nearest Carabinieri Regale HQ for sending to the closest Italian Military District.

7. When an applicant's exemption is refused he may be employed until called up by Italian authorities.

8. All existing exemptions, regardless of validity, issued by this HQ prior to 1 October 1944 must be immediately returned to 9-1 Civilian Personnel for re-issuing or rejection and no certificate pre-dating 1 October 1944 will be valid unless subsequently endorsed.

9. Regional Commissioners and Directors of Subcommissions will submit a report to 9-1, Civilian Personnel by the first day of each month showing number of exempted personnel employed as of last day of preceding month, number from whom exemptions were withdrawn and number of extensions granted in the same period.

5651

LOCATION FOR LOCATION FROM CALL-UP OF ITALIAN
 PERSONNEL WITHIN 1914-24 CLASSES

4 MILITARY CLASS	5 MILITARY NUMBER (if any)	6 HOME ADDRESS	7 NAME OF LAST ITALIAN UNIT IN WHICH SERVING	8 ITALIAN MILITARY DISTRICT TO WHICH BELONGING	9 CIVIL TRADE	10 NATURE OF PRESENT EMPLOYMENT

Delete whichever is inapplicable

(Signature of Employing Unit)

(Date)

(See Other Side)

DECISION OF EXEMPTING AUTHORITY

EXEMPTION GRANTED IN RESPECT OF
Serial Nos. FOR 3 MONTHS FROM DATE

EXEMPTION REFUSED IN RESPECT OF
Serial Nos.

Signature.....

Name of Exempting Authority.....

Date.....

HEADQUARTERS ALLIED COMMISSION

AFM 394

C-1 Civilian Personnel Section

Ref/3-1/Civ Pers/136

8 November 1944

Subject. Job Standards.

To . All Sub-Commissions and Branches.

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

PRELIMINARY JOB STANDARD STATEMENT I

TITLE.

Junior Administrative Assistants, Accountants, Clerk Supervisors.

Salary: 2420 L. to 5940 L.

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

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

TITLE.

Junior Administrative Assistants, Accountants, Clerk Supervisors.
Salary: 2420 L. to 5940 L.

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

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

5650

PRELIMINARY JOB STANDARD STATEMENT II

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

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

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

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

PRELIMINARY JOB STANDARD STATEMENT III

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

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

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

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

PRELIMINARY JOB STANDARD STATEMENT III

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

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

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

Ref Civ Pers/136

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

R. T. Uhler

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

5649

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref. Civ. Pers/426

10 February 1945

Subject. Civilian Labor Exemption from Military Service.

To. See Distribution.

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

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

R. T. Uhl

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

DISTRIBUTION
"D"

5648

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 4)

12 April 1945

EXEMPTION FROM CALL UP OF ITALIAN PERSONNEL

Par. 6, Memo No. 1, HQ AG, Civ. Pers. Sect., dtd 12 March 1945, is amended by adding the following:

"Upon expiration of exemption, certified true copy of certificate will be withdrawn from the exempted person and returned to this Headquarters."

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

DISTRIBUTION

"D"

5647

APO 394

Section Civilian Personnel

MEMORANDUM)

NUMBER 1)

12 March 1945

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

The following supersedes all instructions previously issued by this headquarters regarding conditions under which Italian Civilians employed by the Allied Forces may be exempted from the Military Service. AFHQ Adm. Memo. No. 10, dtl 20 Feb 45, Copy atchd hereto, is authority.

1. General

a. As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian Personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied Manpower.

b. All Italians in AMG/AC employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below:

2. Initial Procedure - Application will be made for authority to retain in employment personnel subject to call in the following manner:

a. Application forms (Appendix "A") will be completed by the Regional Commissioner and/or Director of Sub-Commission of employing unit in respect of all personnel effected. Separate forms will be used for each individual for whom authority to retain in employment is requested.

b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initial action.

c. Regional Labor Supply Office will forward three (3) copies

1. General

a. As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian Personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied Manpower.

b. All Italians in AMG/AC employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below;

2. Initial Procedure - Application will be made for authority to retain in employment personnel subject to call in the following manner:

a. Application forms (Appendix "A") will be completed by the Regional Commissioner and/or Director of Sub-Commission of employing unit in respect of all personnel affected. Separate forms will be used for each individual for whom authority to retain in employment is requested.

b. Forms will be submitted in quadruplicate to the Labor Supply Office of each respective region for initial action.

c. Regional Labor Supply Office will forward three (3) copies of the application forms as follows:

Category I - Skilled Labor - To Chief of Special Staff
Section of

Category II - All other Labor - To the appropriate exempting authorities, which in this case, as designated in AFHQ Admin Memo No. 10, is G-1 Section Civilian Personnel, for the Chief Commissioner Allied Commission.

3. Approved Exemptions - Original certificate of exemption with It Italian HQ seal will be kept on file at Headquarters Allied Commission G-1 Section Civilian Personnel, where they may be shown by an Allied Officer to Italian authorities when necessary. A "Certified True Copy" of each exemption will be sent to the employing unit of person to whom it concerns.

Memo No. 1, G-1 Sect. Civ Pers. AG (cont'd)

4. Refusal of Exemption- Where an application is refused, the employing unit may continue to employ such personnel until called up by the Italian Authorities.
5. Duration of Exemption - Exemptions granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and previous authority quoted. Prior to termination of initial exemption, every effort possible must be made by employing unit to replace exempted employees with personnel not within the Military Call Up Classes.
6. Notification - Upon release from employment of any exempted personnel, Regional Commissioners, and/or Directors of Sub-Commissions will notify this Headquarters by memorandum, enclosing "Certified True Copy" of exemption certificate, and instruct employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Military District.
7. Channels of Application -
 - a. Column No. 15 will be filled by Regional Commissioner, and or Director of Sub-Commission concerned.
 - b. Forms will be submitted through normal channels. Civilians must not be sent to this Headquarters to make their own application.
 - c. Care must be exercised in filling out applications as errors will cause refusal of application.

2 Incls.

AFHQ Adm Memo No. 10 (Copy)
Appx "A" & "B" to AFHQ Adm Memo No. 10.

R. T. Uhler

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

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"D"

COPY

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM No. 10.

20th February 1945.

5799

CONDITIONS UNDER WHICH ITALIANS
WILL BE EXEMPTED FROM THE MILITARY SERVICE

1. General.

(a) As a result of the additional commitments undertaken by the Italian Authorities to provide Italian Units for employment as such with the Allied Forces, it is essential that the required Italian personnel be made available for service in these units now being organized to the maximum extent, which is possible without involving depletion of Allied manpower.

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

2. Initial Procedure.

Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

Category I - Skilled Labour employed in Military Installations.

Category II - All other Labour.

Forms will be submitted in quadruplicate to the local British or United States Labour representative.

(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

Category I - To appropriate Head of Service or Chief of Special Staff Section at AFHQ, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

(b) All Italians in Allied employment, either directly or by contractors, who are subject to call will continue in their employment only on the conditions set forth below.

2. Initial Procedure.

Application will be made for authority to retain in employment personnel subject to call in the following manner:

(a) Application forms (Appendix "A") will be completed by the employing unit in respect of all personnel affected. Men falling within the following categories will be listed on separate forms:

Category I - Skilled Labour employed in Military Installations.

Category II - All other Labour.

Forms will be submitted in quadruplicate to the local British or United States Labour representative.

(b) The local British or United States Labour representative will complete the certificate appearing on the application form stating whether or not replacements can be provided from civilian sources. He will then forward three (3) copies of the application form as follows:

Category I - To appropriate Head of Service or Chief of Special Staff Section at AFHQ, who will in turn forward 2 copies to the appropriate exempting authority with his recommendation.

Category II - To the appropriate exempting authority (see paragraph 3 and 5.)

3. Exempting Authorities.

(a) The following are declared to be Exempting Authorities for the purpose of this instruction:

- (1) Commanding General, 15th Army Group.
- (2) Commanders of Armies.
- (3) Commanders of Corps.
- (4) Commands of British Districts and United States Base Sections or Depots.

- (5) Flag Officer, Northern Area, MEDITERRANEAN.
- (6) Flag Officer, TARANTO, Adriatic and Liaison, ITALY.
- (7) Commander, United States EIGHTH Fleet.
- (8) Senior Naval Officer, Eastern Sicily.
- (9) Commander-in-Chief, RAF, MED/ME.
- (10) Commanding General, AAF/WTO
- (11) Commanding General, NAED/ATC.
- (12) Commanding General, The Replacement and Training Command, MTOUSA.
- (13) Commanding General, ROME Area Allied Command.
- (14) Commanding Officer, Headquarters Command, AFHQ.
- (15) Chief Commissioner, The Allied Commission.

(b) Independent organizations operating over widespread areas will refer applications for exemption to the nearest appropriate exempting authority.

4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Service.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

Commando in Capo del basso Tirreno, NAPLES
Territorial HQ ROME
Territorial HQ BARI
Territorial HQ PALERMO
Territorial HQ NAPLES

Mil HQ CALABRIA) Until such time as commitments are taken over by territorial HQ at NAPLES and ROME respectively.

or to other Territorial HQs as and when they are established.

(c) The Certificate of Exemption will be sealed and counter-

will refer applications for exemption to the nearest appropriate exempting authority.

4. Procedure by Exempting Authority.

(a) The exempting authority will take into consideration the certificate of the British or United States Labour representative but will not authorize exemption in any case unless satisfied that the retention in employment of the individual concerned is so essential that such individual will be of greater value to the Allied War effort by remaining in his present capacity than he would be if called into the Italian Military Service.

(b) Where exemption is granted the Exempting Authority will complete a Certificate of Exemption (Appendix "B") and will forward it together with one copy of the application form to the appropriate Italian Authority as set out below:

Commando in Capo del basso Tirreno, NAPLES
Territorial HQ ROME
Territorial HQ BARI
Territorial HQ PALERMO
Territorial HQ NAPLES
Mil HQ CALABRIA) Until such time as commitments are taken
Mil HQ SARDINIA) over by territorial HQ at NAPLES and ROME
respectively.

or to other Territorial HQs as and when they are established.

(c) The Certificate of Exemption will be sealed and countersigned on behalf of the Italian authorities and returned to the Exemption Authority for onward transmission to the employing unit who will hand it to the person exempted.

(d) Should the Italian Authorities take exception to an exemption authorized by an Allied Exempting Authority, they will return the Certificate of Exemption, with their comments but without Seal or Countersign, to the Exempting Authority, through MMIA for review. Final determination in each case will rest with the Exempting Authority, but full consideration will be given to the views of the Italian Authorities and MMIA.

5. Channels of Application.

All applications forwarded by the local British or United States Labour Representative to an Exempting Authority will be submitted through the normal channels of command.

6. Duration of Exemption.

Exemption granted under the provisions hereof will be valid only for a period of six months with effect from date of exemption. Applications for further exemption will be submitted in the same manner except that the form will be marked "RENEWAL" and the previous authority quoted.

7. Notification.

(a) Employing units will notify the Exempting Authority of any person to whom exemption has been granted who is subsequently released from employment, and will instruct the released employee to report to the nearest Reali Carabinieri Headquarters for direction to the nearest Italian Military District.

(b) Exempting authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

8. Civilian Firms.

Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

9. Refusal of Exemption.

Where an application for permission to retain personnel in employment is refused, the employing unit may continue to employ such personnel until called up by the Italian authorities.

10. Applicability.

(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) Nothing in this instruction shall in any way affect Italian prisoners of war (including co-operators) employed by the Allied Forces.

(c) Nothing in this instruction shall be construed as providing exemption for deserters from the Italian Armed Forces. In all cases desertions will be treated as such.

(b) Exempting authorities will supply full particulars of all personnel whose exemption is cancelled or expires to the appropriate Italian Authority as set out in paragraph 4(b) above.

8. Civilian Firms.

Applications for exemption will be made by the authority concerned in similar form and on similar grounds as set forth above in respect of personnel employed by civilian firms doing work of operational importance for the Allied Forces.

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Where an application for permission to retain personnel in employment is refused, the employing unit may continue to employ such personnel until called up by the Italian authorities.

10. Applicability.

(a) This instruction is applicable to Italian Civilian personnel employed by both British and United States Forces and by civilian firms doing work of operational importance for the Allied Forces.

(b) Nothing in this instruction shall in any way affect Italian prisoners of war (including co-operators) employed by the Allied Forces.

(c) Nothing in this instruction shall be construed as providing exemption for deserters from the Italian Armed Forces. In all cases deserters will be turned over to the nearest Italian Military Authority for return to their units for disciplinary action.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

(Signed) C.W. CHRISTENSEN
Colonel, AGP
Adjutant General

JOHN HARDING
Lieutenant General
Chief of Staff

2 Incls. Appx "A"
-Appx "B"

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

APPENDIX "A" to AFHQ Adm Memo No. 10

+ Military
Naval
Air Force

APPLICATION FOR EXEMPTION FROM CALL UP OF
ITALIAN PERSONNEL WITHIN 1914-1924 CLASSES

P A R T I C U L A R S

1. Serial No. _____ 2. Surname _____
3. Christian Name _____ 4. Father's Name _____
5. Military Class _____ 5. Military No. (if any) _____
7. Home address _____
8. Name of last Italian Unit in which serving _____
9. Italian Military District to which belonging _____
10. Civil Trade _____
11. Nature of Present Employment _____
12. Whether employed with W.E. _____
13. Grounds of Application if surplus to W.E. _____
14. The following to be completed by the Labor Representative
(Labor Supply Office)
Whether or not replaceable _____
Signature of Labor Representative _____
Date _____
15. Signature _____
Name of Employing Unit _____
Date _____

9. Italian Military District to which belonging _____
10. Civil Trade _____
11. Nature of Present Employment _____
12. Whether employed with W.E. _____
13. Grounds of Application if surplus to W.E. _____
14. The following to be completed by the Labor Representative
(Labor Supply Office)
Whether or not replaceable _____
Signature of Labor Representative _____
Date _____
15. Signature _____
Name of Employing Unit _____
Date _____

DECISION OF EXEMPTING AUTHORITY

EXEMPTION GRANTED IN RESPECT OF SERIAL NO. 5643
FOR SIX MONTHS FROM DATE.

EXEMPTION REFUSED IN RESPECT OF SERIAL NO. _____
SIGNATURE _____

Name of Exempting Authority _____
Date _____

+ Delete whichever is inapplicable.

APPENDIX "B" to AFHQ Form Memo No. 10

DICHIARAZIONE
(Certificate)Al Comando del Distretto Militare di _____
(To the Command of the Military District of)Si dichiara che il Sig. _____ (Nome e cognome)
(This is to certify that) (Name)della classe _____ presta servizio presso _____
(is employed by)_____
(Occupazione)
(Occupation)Si prege volerlo esonerare del richiamo alle armi
(It is requested that he be exempted from Military Service)Firmato _____
(Signed)_____
Data
(date)Bullo Stato Maggiore RE
(Italian HQ Stamp)

5642

HEADQUARTERS ALLIED COMMISSION

AFO 394

C-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 10)

12 September 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 Appendix "A", C-1 Section Civilian Personnel Memorandum Number 6, dated 15 May 1945, and Appendix "H", par. 1a., 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 Number 25, dated 18 April 1945, the following changes effective 1 September 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
(DAILY WAGE GROUP ONLY)

(a) Adult Group

<u>Basic Wage</u>	
Up to and including 120 lire	
From 121 -125 lire	
From 126 -130 lire	
From 131 -135 lire	
From 136 -165 lire	
From 166 -170 lire	
From 171 -175 lire	
From 176 -180 lire.	
181 and above	

<u>Max. Permissible bonus</u>	
<u>Lire per day</u>	
<u>Male</u>	<u>Female</u>
175	150
172	147
170	145
167	142
165	140
162	137
160	135
157	132
155	130

5821

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 Number 25, dated 18 April 1945, the following changes effective 1 September 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
(DAILY WAGE GROUP ONLY)

(a) Adult Group

Basic Wage	Max. Permissible bonus	
	Male	Female
Up to and including 120 lire	175	150
From 121 -125 lire	172	147
From 126 -130 lire	170	145
From 131 -135 lire	167	142
From 136 -165 lire	165	140
From 166 -170 lire	162	137
From 171 -175 lire	160	135
From 176 -180 lire	157	132
181 and above	155	130
		5641

(b) Juveniles (male and female), under 18 yrs 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) above in respect of each day on which full rations, i.e. all meals are provided to the employee by the employing service.

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"C"

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

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

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:

"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.

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

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

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

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R E S T R I C T E D

DCK/fa

ALLIED FORCE HEADQUARTERS
APO 518

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

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

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

MPA
N. P. T.

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"D"

5639

R E S T R I C T E D

HEADQUARTERS ALLIED COMMISSION

APO 394

Establishment Section

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 ATO 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. 350/118/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.

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.

5638

Ltr. File 106/EST, 1 August 1945, Cont'd

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

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ALLIED FORCE HEADQUARTERS

APO 512

DCK/fs

ADMINISTRATIVE MEMORANDUM)

NUMBER

37)

31 July 1945

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

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

1. Paragraphs 1a and 1b are rescinded.
2. Paragraphs 6b, c and d are rescinded and the following substituted therefor:

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

(1) Italian Civilian directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of 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 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."

1. Paragraphs 1a and 1b are rescinded.
2. Paragraphs 6b, c and d are rescinded and the following substituted therefor:

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

 - (1) Italian Civilian directly employed by the Allied Forces may be paid, in addition to the amounts established in paragraph 4 above, all or part of 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 case of Hotel, Mess and Club employees. The cost-of-living bonus is not part of the basic wage and will be excluded, for example, from the computations and adjustments for overtime pay and female differential.
 - (3) In the case of an employee who does not work a full pay period the proportion of the bonus which may be paid is to correspond with the proportion of basic wages, excluding overtime, earned during that period."
3. The provisions of AFHQ Administrative Memorandum Number 25, 1945, are made applicable to the whole of Italy, Sicily and Sardinia.
4. Appendix "A" is amended by the deletion of: "Band Leader 3000 Minimum 5500 Maximum."
5. Appendix "F" is amended by the deletion of:

"Band Leader 55 lire (per hour) plus 20% total cost of band)"
 "Band Member 55 lire (per hour)."
6. Appendix "D" is amended by the insertion of the following:

"Musicians Hourly - for engagement not exceeding 4 hours
 75-150 lire per hour."

5637

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1980

APHQ Administrative Memo No 37 (Cont'd)

Daily - for engagement not exceeding 4 hours 350-700 lire per day

Weekly - 1800-3000 lire per week

The above rates are inclusive of all bonuses and allowances.

7. Appendix "T" is amended by the addition of the details contained in paragraph 5 above, including footnote.

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

BY COL AND OF FIELD MARSHAL ALEXANDER

G.W. CHRISTENBERRY
Colonel, AGD
Adjutant General.

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ALLIED FORCE HEADQUARTERS

ATO 512

ADMINISTRATIVE MEMORANDUM

NUMBER

38

2 August 1945.

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

Paragraph 6, APHQ 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 15-150 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."

DISTRIBUTION:

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Colonel, AGD
Adjutant General.

ALLIED FORCE HEADQUARTERS

APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

38

2 August 1945.

CONDITIONS OF EMPLOYMENT, WAGE SCHEDULE, BOUNTIES 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 bounties and allowances."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C.W. Christenberry
Colonel, AGD
Adjutant General

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R-E-C-T-R-J-C-T-E-D

R-E-3-T-R-I-A-T-E-D

ROME AREA ALLIED COMMAND

ATO 794, US ARMY

CIVILIAN LABOUR INFORMATION BULLETIN

NUMBER

(applicable to all Allied Forces)

OFFICIAL

10 AUG. 1945.

A. = SUPPLY OF CIVILIAN LABOUR (all Units).

1. All Civilian workers required for the Allied Forces are now obtained through the "Collocamento" (the Labour Exchange of the Italian Provincial Labour Offices). Action to be taken by Units is as follows:-
2. U.S. Units in Rome requiring civilian workers apply as heretofore to the US Civilian Labour Office, which arranges supply. This office is now situated on the ground floor, 26 Viale Africa, telephone 588436.
3. British Units in Rome requiring civilian workers apply as heretofore and as laid down in Para. 11(e) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)" to 2902 C.L.U. who arrange supply. 2902 C.L.U. is now situated at 26, Viale Africa, telephones :
Administrative Office 588465.
General 588462.
Labour Supply 588435.

4. The Rome Collocamento is also now situated at 26, Viale Africa and is controlled, in so far as the supply of labour to the Allied Forces is concerned, by the U.S. and British Civilian Labour Offices.

5. U.S. and British Units should ensure that they are in possession of authorities required under para. 12(c) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)."

6. British Units should ensure that they are in possession of authorities required under para. 12(c) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)."

7. In order that the Collocamento may function efficiently it is necessary that its records of employed and unemployed workers be complete, exact and up to date. In future, all workers supplied by the Collocamento will

3. British Units in Rome requiring civilian workers apply as heretofore and as laid down in Para. 11(e) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)" to 2902 C.L.U. who arrange supply. 2902 C.L.U. is now situated at 26, Viale Africa, telephones: Administrative Office .. 588465.

General 538462.

Labour Supply 588435.

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5. U.S. and British Units should ensure that they are in possession of authorities required under para. 12(c) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)."

6. In order that the Collocamento may function efficiently it is necessary that its records of employed and unemployed workers be complete, exact and up to date. In future, all workers supplied by the Collocamento will be in possession of a "Libretto di Lavoro" or equivalent document in course of preparation. Therefore Units receiving new workers henceforth, (or Units who in an emergency find their own workers), are requested to

7.
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R-T-S-T-R-I-C-T-D
C.I. Information Bulletin No 14 (cont'd)

ensure that the workers are in possession of a Collocamento document before they are engaged. Units are also requested to instruct all present workers that they should obtain such a document if they are not already in possession of one, and, as far as possible, to ensure that workers observe this instruction.

8. Units are requested further to assist by instructing workers who are dismissed to report back to the Collocamento to register themselves as unemployed and available for work elsewhere. Attention of British Units is drawn also to para. 11(f) of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)." All Units discharging workers for reasons entailing Blacklisting should report them in full, giving name and nature of offence, to the U.S. Civilian Labour Office or 2902 C.I.U., as applicable.
 9. The registration of all workers of the Allied Forces will help to complete the records of the Collocamento and will facilitate the recruiting of satisfactory workers.
- B. = AFHQ ADMINISTRATIVE MEMORANDA Nos 37 and 38.
1. This Command Civilian Labour Information Bulletin No. 11 dated 9 July 45 refers.
 2. Attention of all Employing Units is directed to the provisions of AFHQ Administrative Memoranda Nos 37 & 38 dated respectively 31 July 1945 and 2 August 1945, and republished hereunder for compliance.
 3. Reference therein to Appendix 'B' is for Sicily Units only.
 4. All applications for reclassifications from Band Leaders or Band Members to Musicians will be submitted for approval to A D Labour this HQ on AFC 37C (in triplicate).
 5. Units will especially note para. 8 of Memo No 37, and that the rates quoted for Musicians are inclusive of all bonuses and allowances.
 6. A GRO revising the publication of "Regulations for..."

ment of Civilian Labour (Italy, Sicily and Sardinia)."
All Units discharging workers for reasons entailing
Blacklisting should report then in full, giving name
and nature of offence, to the U.S. Civilian Labour Office
or 2902 C.I.U., as applicable.

9. The registration of all workers of the Allied Forces will help to complete the records of the Collocamento and will facilitate the recruiting of satisfactory workers.

B. = AFHQ ADMINISTRATIVE MEMORANDA Nos 37 and 38.

1. This Command Civilian Labour Information Bulletin No. 11 dated 9 July 45 refers.
2. Attention of all Employing Units is directed to the provisions of AFHQ Administrative Memoranda Nos 37 & 38 dated respectively 31 July 1945 and 2 August 1945, and republished hereunder for compliance.
3. Reference therein to Appendix 'B' is for Sicily Units only.
4. All applications for reclassifications from Band Leaders or Band Members to Musicians will be submitted for approval to A D Labour this HQ on AEC 370 (in triplicate).
5. Units will especially note para. 8 of Memo No 37, and that the rates quoted for Musicians are inclusive of all bonuses and allowances.
6. A GRC revising the publication of "Regulations for the Employment of Civilian Labour (Italy, Sicily and Sardinia)" (not applicable to US Units), in accordance with Memoranda Nos 37 & 38, will be published in due course.

BY COMMAND OF BRIGADIER-GENERAL BROWN.

[Signature]
O.B. TURPHY,
Major, AGD,
Adjutant General.

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HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

16 July 1945

Ref Civ Pers/896

Subject. Civilian Employment

To . All Concerned.

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

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

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REF ID: A70 512

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
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 Ferrara, 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

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

Section	Number	Year	Section	Number	Year
III	47	1944	II	9	1945
III	62	1944	II	15	1945
III	64	1944	II	17	1945
II	2	1945	III	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, Fisticola 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, Fisticola 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.

2. Recruitment

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

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

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AFHQ ADM 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/AMG. They will confirm in writing to APMRS and notify the Chairman of the Local Sub-Committee of Labor and Wages Control Committee (ALWC (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

d. Pay on 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 twice tested and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rates for similar work in industry.

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

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

for grades not listed may be established by appropriate Labor Officers in conjunction with AC/AMG. They will confirm in writing to AAFRS and notify the Chairman of the Local Sub-Committee of Labor and Regus Control Committee (AFIR (Italian) Board) concerned the classification and provisional rate of pay fixed. Application will then be made through normal channels to the Allied Force Local Resources (Italian) Board for approval.

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

(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 treated as tented and thereafter receive a rate of pay commensurate with their skill and ability below or within the limits set out in Appendices "A", "B", "C", "D", "E", "F", and "G", due regard being given to the local prevailing rates for similar work in industry.

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

c. Pay for Night Shifts - The daily basic rate of all persons employed on night shift may be increased by 10 lire. This applies only to workers engaged 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 basic 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.

(2)

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APHQ Adm Memo No. 3 (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 Appendixes 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. APHQ Administrative Memorandum Number 62, 1944, as amended by APHQ 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.

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

amended by AFHQ Administrative Memorandum Number 16, 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.

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.

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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 ($\frac{1}{2}$) 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. Engagement - No unit will be permitted to engage a worker previously employed by an Allied agency unless he has been released by the former employing unit.

12. Allowances

a. Civilian employees when traveling on duty involving absence from the normal place of duty and home pay, in the absence

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 absences from the normal place of duty and home way, in the absence of Service accommodation, and rations, be paid subsistence allowance at the following rates for each full day's absence of 24 hours:

Monthly Basic Wage

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

Daily Basic Wage

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

Daily Subsistence Allowance

250 lire
225 lire
175 lire
150 lire
125 lire

Daily Subsistence Allowance

250 lire
225 lire
175 lire
150 lire
125 lire

APPENDIX "A" to AFHQ A Memo 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
Draughtsmen	2200	5000
Draughtsmen Chief	2500	5400
+Executive (business analysis, exporters, etc)		
Interpreter General, male or female	5000	11000
Interpreter Technical	2200	3900
Junior Admin. Assistant, clerk supervisor	2600	4900
+Professional Worker (Electrical engineer, doctor, lawyer, dentist and construction, civil or mechanical engineer)	2200	5400
+Senior Administrative Assistant, sub-professional worker	4000	11000
Shop Superintendent	3600	6800
Shorthand Monitor	3000	5800
Supervisor of Labor	4500	6000
Deputy Supervisor of Labor	9000	10000
Assistant Deputy Supervisor of Labor	7500	8500
Teacher, language, whole-time	5500	6800
Telephone operator, English-Speaking, male or female	2600	4900
Telephone operator, non-English speaking, male or female	2200	3600
Typist, male or female	2000	2500
Typist, shorthand, English speaking, male or female	2000	3600
Warehouse Superintendent	2100	3900
Wireless Operator (Sender & Receiver)	2500	5000
	3000	5400

Drumheadman 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
Shop Foreman Monitor	4500	6000
Supervisor of Labor	5000	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. ROME PROVINCE; For Rome Province 10% should be added to the above Basic Rates of Pay, calculated to the nearest five (5) lire.

5632

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 retentions are provided in kind, or under paragraph (2) if quarters are provided.

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

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

BY COMMAND OF FIELD MARSHAL ALEXANDER;

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

8 Inclosures;

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

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N. P. T.

DISTRIBUTION.

"D"

c. Unione Industriale

d. Local Sub -Committee, as authorized 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

8 Inclosures;

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

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"D"

(5)

RESTRICTED

MESS AND CLUB GRADES (ITALY)

GRADE	LIRE PER MONTH	
	Min.	Max.
Assistant Cook	2500	2800
Assistant Manager	3000	5000
Assistant Waiter	2500	2800
Burner	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 1942, can be produced and verified by A.C.M.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.

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 2 female under 18 yrs)		1500
all grades		

- 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 1942, can be produced and verified by AC/43. 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.

5631

APPENDIX "C" to AFHQ Adm Memo

HOTEL GRADES (ITALY)

GRADE	LIKE PER MONTH	
	Min.	Max.
Borman	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	2500	7000
Chef, Second	2300	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	2250	3150
Plumber, Hotel	2400	3150
Porter	2500	3300
Pot & Utensil Washer	2500	3000
Stillroom Hand	2500	3000
Storeman, Pantryman	2500	3600
Telephone Operator (English-speaking)	2100	3600
Telephone Operator (male or female)	1650	2500
Telephone Operator (non English speaking)	3400	6500
Telephone Operator (male or female)	3400	5500
Waiter, Head		
Waiter, Second Head		

Cashier, Chief	2100	3000
Chambermaid	2900	7000
Chef or Head Cook	2900	6005
Chef, Second	2700	4400
Cook	2500	2800
Cook, assistant	2500	2800
Dish Washer	2550	3600
Electrician, Hotel	2500	2800
Elevator Operator	3000	5900
Hall Porter	2500	3300
Handyman	2400	3400
Housekeeper (female)	2700	3500
Laundryhand (male)	2100	2900
Laundryhand (female) or Ironing Women	2100	3400
Linen Keeper, Linen Hand (female)	3900	7100
Manager	3500	5900
Manager, Assistant, Head Receptionist or Personnel Controller	2400	3300
Mason, Hotel	2550	3150
Painter, Hotel	2400	3150
Plumber, Hotel	2500	3300
Porter	2500	3000
Pot & Utensil Washer	2500	3000
Stillroom Hand	2500	3600
Storeman, Pantryman	2100	3600
Telephone Operator (English-speaking)	1650	2500
Telephone Operator (male or female)	3400	6500
Telephone Operator (non English speaking)	3400	5500
Telephone Operator (male or female)	2500	2800
Waiter, Head	2700	4400
Waiter, Second Head	2200	3100
Waiter, Assistant	2700	3900
Waiter		
Waitress		
Watchman, Hotel		
Juveniles (Male & Female under 18 years of age) all grades		1500

CLASSIFIED A SAN, SKILLED AND UNSKILLED GRADES (ITALY)

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

Foreman 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-Material Laborer	-	90
Apprentices, all grades	40	90
Artisan's Mate (helper)	65	105
Armature Winder	100	165
Armourer	100	145
Asphalt Layer	90	120
Baker	90	120
Baler, clothing & soft goods	85	105
Barber	25	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
Buloner	85	110
Caretaker (concretery)	90	130
Carpenter	90	120
Caulker	90	120
Charcoal Maker	90	120
Chauffeur & Mechanic	90	125
Chauffeur or Driver	85	105
Chapman	90	115

GRADE

TIME 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	35	100
Brakeman	90	120
Bricklayer	90	120
Butcher	85	110
Caretaker (cemetery)	90	130
Carpenter	90	120
Caulker	90	120
Charcoal Maker	90	120
Chauffeur & Mechanic	90	125
Chauffeur or Driver	35	105
Chainman	90	115
Checker	85	95
Checker, railway goods yard	90	115
Closers (Boot repairing), male or female	85	100
Clothing Classifier	65	85
Cocobuilder	90	120
Cobbler	90	125
Compositor	105	125
Compositor's Assistant	90	100
Compositor Chief	120	135
Concretor	85	120

5630

APPENDIX "C" to AFHQ ADM. ORDER No. 34 (cont'd)

HOTELS

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

2. The standard working day for Hotel, Mess and Club employees is 12 hours and no overtime will normally be paid unless a local collective contract existing before 1 September 1942 can be produced and verified by AFHQ. 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.

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 pricing 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.

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

GRADE	LIRE PER DAY	
	Min.	Max.
Cooper	90	150
Coppersmith	90	135
Coremaker (foundry)	90	120
Cutters	85	125
Dental Mechanic	100	125
Drier, m/c and Preparer	85	105
Driver, Truck	95	115
Driver, Crane or Winch	100	130
Driver, Mechanical Plant		
Driver, M.R. Electric		
Driver, Steam Roller of 10 stationary)		
Driver, Mechanic, Truck	95	125
Driver, Truck and Trailer	100	130
Driver, Engine Loco	100	130
Electricians	95	135
Electro-Plaster	90	135
Elevator Repairer Mechanic	95	135
Employees, Clothing, Boot and Shoe Manufacturing Plants		
+ Cutter, Machine	100	135
+ Machine Operator, Lolo or Lavelle	85	105
+ Cutter, Pattern	150	195
+ Cutter, Assistant	85	95
+ Embroiderer, male or female	90	115
+ Boot Mechanic	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
Foundryman	85	115
Gardener	85	95
Gear Cutting Specialist	-	165
Glazier	85	115
Gresser	85	105
	100	135

Driver, Steam Roller of IC stationary)	95	125
Driver Mechanic, Truck	100	130
Driver, Truck and Trailer	100	130
Driver, Engine Loco	95	135
Electrician	90	135
Electro-Plater	95	135
Elevator Repair Mechanic		
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 Machineist	90	120
+ Boot Machine Operator Mechanic	100	125
Examiner of Bodies	-	95
Farrier	90	115
Farrier with own anvil	110	135
Fire-Tighter	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
Glanier	85	115
Greaser	85	105
Grinder, Precision	100	135
Grooms or Stableman	85	95
Gunfitter	90	135
Hammerman or Striker	90	105
Inspector, Precision Work	140	175
Joiner	95	125

5629

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

GRADE	LIVE PER DAY	
	Min.	Max.
Laboratory & Dispensary Assistant	100	125
Lifesaver	85	105
Lighthouse Keeper	85	100
Linenman	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
Taller	90	115
Lor 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	100	135
Mechanics, typewriter		
Mechanics, wireless		
Mechanics, Marine Eng'r (M.E.)	90	135
Mechanic's Assistant		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
		125

Donner	90	115
Edgerman	90	125
Faller	90	115
Loy 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	100	135
Mechanics, typewriter	-	135
Mechanics, wirelugs	90	105
Mechanics, marine Eng. (M)	-	65
Mechanic's Assistant	-	90
Messenger (English-speaker) (under 18 years of age)	70	90
Messenger (English-speaker) 18 years of age and over)	90	105
Milling Hand (Flour Mill)	90	135
Motion Picture Operator	120	150
Motor Launch Driver Mechanic (Venice)	90	135
Moulders	90	115
Nurses, (Hospital)	90	115
Occupational Therapist	85	95
Packer	95	120
Painter, Varnisher Signwriter	105	125
Paper Cutter Operator	90	115
Parquet Layer	90	125
Pattern Maker	90	115
Pavement Layer	85	110
Permanent Way Inspector	105	140
Pier Supervisor	95	120
Plasterer	85	105
Platelayer (Railroads)	100	125
Plater (Printing)	90	120
Plumber	85	95
Pointman (Railroads)	85	120
Police Officer, male or female	-	-

GRADE	DAILY WAGE 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 2 machines	100	120
Printing Machine Minder	90	135
Printing Machine Mate	85	105
Quarryman	90	115
Records Operator	90	110
Repairer, Watch & Precision Instruments	120	165
Rigger	95	120
Rivet Heater	85	105
Rivetter	95	120
Rivetter Holder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sewing Hand, Male or female	60	85
Sheet Metal Worker	100	135
Shoemaker (Special Foot & Surgical work)	100	135
Shunter or Brakesmen	85	105
Slater	85	105
Smelter (Ore Smelting)	90	120
Stacker, Forage, expert	85	100
Stevedore	90	110
Stevedore, coaling ore	100	120
Stevedore Head	100	125
Stereotypier	100	145
Stone, hand cutter	95	120
Storeman or Storewoman	85	100
Tailor (with own machine)	105	125
Tailor (without own machine)	85	105
Tent Maker (with own machine)	105	125
Tent Maker (without own machine)	85	105
Tent Mender	85	105
Tile Layer	90	115
Time-keeper	90	135
	90	120

Rigger	95	120
Rivet Heater	85	105
Rivetter	95	120
Rivetter Helder-up	85	105
Road Supervisor	90	125
Road Worker	85	95
Saddler	85	115
Saw Repairer & Sharpener	90	115
Sawyer	90	115
Sawing 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
Smelter (Ore Smelting)	90	120
Stakcer, Forage, 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	90	135
Truck Master's Assistant	110	125
Tire Treader	100	135
	90	

5628

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

GRADE	LIRE PER DAY	
	Min.	Max.
Upholsterer	90	120
Vulcanizer	90	120
Warehouseman or Storekeeper	90	135
Washer, Hand, male or female	85	95
Washer, Machine, male or female	85	105
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.

GRADE	LIFE PER DAY	
	Min.	Max.
<u>CLERICAL & ADMINISTRATIVE</u>		
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	140	195
Chief re-examiner	100	125
Re-examiner	80	110
Clerk, male	70	100
Clerk, female		
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, barracks	140	175
Superintendent, warehouse	160	190
Stenographer	100	110
Teacher, languages	175	200
Telephone, consultant, technical (English-speaking)	160	200

Chief re-examiner	140	195
Re-examiner	100	125
Clerk, male	80	110
Clerk, female	70	100
Economic Research assistant	170	250
Interpreter, oral	90	125
Interpreter, translation	100	125
Manager, office executive (English-speaking)	135	170
Manager, personnel 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, Horse	140	175
Superintendent, warehouse	160	190
Stenographer	100	110
Teacher, language	175	200
Telephone, consultant, technical (English-speaking)	160	200
Timekeepers, male	80	110
Timekeepers, female	70	100
Typists, male	80	105
Typists, female	70	90
Writer	120	145
Ammunition Expert	90	110
Appraiser, chief	130	145

CLASSIFIED LABOR

5627

MARINE GRADES (ITALY)

125E

GRADE	LIRE PER DAY	
	Min.	Max.
+ Diver	110	125
++ Linesmen (Navy)	85	95
Pumpmen (Navy)	85	95
Rope Splicer	90	115
Sailmaker	95	125
Salvage Hand	85	105
Salvage Head (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
Boatman	-	150
Cook or steward	-	140
Seaman	-	130

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

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

BARQUES & LIGHTERS

Barquesmen and Lightermen	85	105
Master Barquesmen and Master Lightermen	100	120

SEA-GOING RATES (SCHCOONERS)

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

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

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

RANGES & LIGHTERS

Barge and Lightermen	85
Master Barge and Master Lightermen	100

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

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

GRADE	DIRE PER DAY	
	Min.	Max.
Engineer, locomotive diesel	105	150
Engineer, steam, stationary	95	125
Engineer, mechanical	140	170
Exporter, English-speaking (buyer & shipper export goods)	170	285
Carrier	80	105
Fireman	80	115
Fireman, oil fuel	80	105
Wire Patcher	85	95
Fitter-Automotive (motor mechanic)	90	125
Fitter driver (chasseleur-mechanic)	90	125
Foundryman	80	105
Turnscemen	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
Laborat cry Assistant	70	90
Laborer, semi-skilled	75	85
Line Burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expeditor - C.E.M.	175	175
Locksmith	95	120
Loftman	90	125
Machine tender	80	115

Pitter driver (chauffeur-mechanic)	90	125
Foundryman	80	105
Tunnaceman	80	125
Glazier	80	105
Greaser, refrigerating	80	115
Greaser, others	80	105
Grinder, precision	80	105
Hairdresser	80	105
Hammerman	80	105
Hammerman (steam-operated hammer)	90	130
Inspector, citrus fruit	115	170
Joiner, wood	80	115
Keeper, storeroom or warehouse	80	100
Laboratory Assistant	70	90
Laborer, semi-skilled	75	85
Line Burner	90	115
Lithographer	90	135
Lithographer, assistant	80	100
Locator, Expeditor - C.E.S.	95	175
Locksmith	90	120
Loftman	90	125
Machine tender	80	115
Machinist, lathe operator	100	125
Machinist, milling machine operator	100	125
Machinist, planer 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

5626

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

GRADE	LIFE 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
Bookbinder	90	125
Bookbinder's assistant	80	105
Bookmaker, surgical	60	70
Bricklayer	110	135
Burner, acetylene	85	115
Butcher	80	125
Caretaker, cemetery	80	105
Carpenter	80	105
Chainman	80	105
Chargehand, female (sub-forewoman)	80	100
Clothing classifier & repairer, female	50	60
Cocobuilder	80	115
Cocobpainter	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
Cord Maker	105	125
Cupalo Tender	80	125
Dental hygienist & technician		230

Blacksmith	90	125
Bookbinder	80	105
Bookbinder's assistant	60	70
Bookbinder, surgical	110	135
Bricklayer	85	115
Burner, acetylene	80	125
Butcher	80	105
Caretaker, cemetery	80	105
Carpenter	80	105
Chainman	30	100
Chargehand, female (sub-forewoman)	50	60
Clothing classifier & repairer, female	80	115
Cochbuilder	80	115
Cochpainter	135	145
Compositor, chief	100	135
Compositor	80	100
Compositor, assistant	70	80
Concrete laborer	105	115
Concrete mixer operator	105	115
Cement finisher	100	130
Cooper	80	100
Coppersmith	105	125
Core maker	80	125
Cupolo Tender	80	125
Dental hygienist & technician	80	230
Dockgate controller	110	115
Draftsman, engineering	115	140
Driver, crane, automotive	80	140
Driver, motor truck	70	115
Driver, mule	100	80
Driver, steam roller	85	130
Electrician - wiring	85	125
Electrician - communications	90	135
Electrician - auto	175	125
Electrician - technician	140	190
Engineer, industrial consulting	105	340
Engineer, electrical		170
Engineer, locomotive		170

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
Steeffitter	85	125
Stoker and fireman	80	105
Storekeeper, tool room	80	110
Supervisor, road	80	115
Tailor, cutter, male	75	85
Tailor, cutter, female	65	75
Tailor, own machine	30	90
Tailor, without machine	70	80
Tailoress, own machine	70	80
Tailoress, without machine	50	70
Tallyman	115	145
Tent tender	80	105
Textile refitter	80	105
Tinsmith	80	105
Toolsmith	80	115
Vulcanizer	80	115
Welder, gas & electric	90	125
Wood turner	80	110
<u>UNCLASSIFIED LABOR</u>		
Boys (under 13 years of age)	60	40
Unskilled laborers, male	-	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)	
<u>FOREMAN</u>		
Canner of unskilled labor (not less than 12 laborers)		25
Foreman of unskilled labor		95
Foreman of classified labor 20 lire above the maximum		

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
Tinmith	80	105
Toolsmith	80	115
Vulcanizer	80	115
Welder, gas & electric	90	125
Wood turner	80	110
Boys (under 18 years of age)	60	40
Unskilled laborers, male	-	75
Unskilled laborers, female	-	50
Unskilled laborers, (heavy) female	-	60
Watchman day	55 (overtime at 10 lire per hour)	55 (overtime at 10 lire per hour)
Watchman night	60 (overtime at 12 lire per hour)	60 (overtime at 12 lire per hour)

UNCLASSIFIED LABORFOREMAN

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

MARINE LABOR (Classified)

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

5625

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

GRADE	LIVE 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 meat	75	85
Printer	100	135
Projectionist, motion picture	110	135
Projectionist, motion picture assistant	80	100
Quarryman - stone cutters	70	85

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

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%

	5700 monthly	6840 monthly
Director	5130	5700 "
Assistant Director	15.15 per hour	15.15 per hour
Secretary	11.00 "	12.10 "
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 "
Bell-boy	5.50 "	5.50 "
Linen-Keeper	7.70 "	7.70 "
Assistant linen-keeper	6.60 "	6.60 "
<u>LAUNDRY EMPLOYEES (CLASSIFIED)</u>		
Drier and preparer, male & female (under 18 years of age)	15 per day	30 Per day
Drier and Preparer, male (18 yrs of age & under)	75	95
Drier & preparer, female (18 yrs of age & above)	55	75
Drier, hand, male & female (under 18 yrs of age)	15	30
Ironer, hand, male (18 yrs of age & above)	75	95
Ironer, hand, male (18 yrs of age & above)	55	75

Director	5130	"	5700
Assistant Director	15.15 per hour	"	15.15 per hour
Secretary	11.00	"	12.10
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	6.90	"	6.90
Elevator Operator, 18 years of age and above	5.50	"	5.50
Elevator Operator, under 18 years of age	5.50	"	5.50
Bell-boy	7.70	"	7.70
Linen-Keeper	6.60	"	6.60
Assistant Linen-keeper			
LAUNDRY EMPLOYEES (CLASSIFIED)			
Drier and preparer, male & female (under 18 years of age)	15 per day	30 Per day	
Drier and Preparer, male (18 yrs of age & under)	75	95	
Drier & preparer, female (18 yrs of age & above)	55	75	
Ironer, hand, male & female (under 18 yrs of age)	15	30	
Ironer, hand, male (18 yrs of age & above)	75	95	
Ironer, hand, female (18 yrs of age & above)	55	75	
Ironer, hand, female (18 yrs of age & above)	15	30	
Ironer, machine, male & female (under 18 yrs)	75	95	
Ironer, machine, male (18 yrs of age & above)	55	75	
Ironer, machine female (18 yrs of age & above)		100	
Ironer, chief, male		85	
Ironer, chief, female		90	
Sorter, (Class II)		100	
Sorter, (Class I)		45	
Washer, hand, female	75	100	
Washer, machine, male	55	65	
Washer, machine, female			

NOTE: Concerning Hotel Employees, including those classified as domestic but working in hotels, all work in excess of 8 hours normal eight-hour day will be paid at the regular hourly rate. The basic rule of time and one-half is not applicable.

APPENDIX "D" 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	120
Draughtsmen (leadsmen)	100	115
Driller, ships' plates	80	160
Leadingsman	140	225
Master (superintendent)	185	110
Master (calvage hand)	85	120
Mechanic, ship gear	80	
Pilot (rate to be fixed at discretion of employing service)		
Quartermaster (asst-Supt)	155	190
Quartermaster	130	160
Rigger	90	130
Rivetter, ship	80	115
Sailmaker	80	115
Salvage Hand	70	90
Shipfitter	90	135
Shipwright	90	135
SEAGOING RATES (SCHOONERS)		
Master and Chief Engineer	250	
1st Officer and 1st Engineer	200	
2nd Officer and 2nd Engineer	180	
3rd Officer and 3rd Engineer	170	
Bo'sun	150	
Cook or Steward	140	
Seaman	130	
HARBOR CRAFT RATES - TUGBOATS, "Z" CRANES ETC.		
Master	160	
Bo'sun	140	
Engineer	140	
Cook or Steward	120	
Seaman	120	
Stoker or Fireman	125	
BARGES & LIGHTERS		85 105

130	160
90	130
80	115
80	115
70	90
90	135
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 - TUGBOATS, "Z" CRAFT ETC.

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

BARGES & LIGHTERS

Barge man	85	105
Master Barge man	100	120

DOMESTIC EMPLOYEES (CLASSIFIED)MESS & HOSPITALS

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

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

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

+Maximum Permissible

bonus per day

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

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

Notes:

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

Up to and including 3000 lire
 From 3001 to 3100 lire
 From 3101 to 3200 lire
 From 3201 to 3300 lire
 From 3301 to 3400 lire
 From 3401 to 3500 lire

+ Maximum Permissible

Bonus per month

1950 lire
 1920 lire
 1870 lire
 1820 lire
 1770 lire

up to and including 120 lire per day

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

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

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

b. Monthly Wage Group
(1) Adult Group

Basic Wage

Up to and including 3000 per month

From 3001 to 3100 lire	1950 lire
From 3101 to 3200 lire	1920 lire
From 3201 to 3300 lire	1870 lire
From 3301 to 3400 lire	1820 lire
From 3401 to 3500 lire	1770 lire
From 3501 to 5000 lire	1720 lire
From 5001 to 5100 lire	1690 lire
From 5101 to 5200 lire	1620 lire
From 5201 to 5300 lire	1570 lire
From 5301 to 5400 lire	1520 lire
From 5401 lire and above	1470 lire
	1430 lire

+ Maximum Permissible Bonus per month

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

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

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

pg 23

APPENDIX "G" to AFHQ Adm Memo No. 34

SKILLED & UNSKILLED GRADES (SARDINIA)

<u>Classification</u>	<u>Hourly Rate Lire</u>	<u>Daily Rate (8 hours) Lire</u>
Skilled workers	9.90	79.00
Semi-skilled workers	8.58	76.60
Unskilled workers	7.33	58.60
Female workers	4.98	39.80
Apprentices	5.68	45.40

PROFESSIONAL & OFFICE GRADES (SARDINIA)

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

APPENDIX "H" to AFHQ Admin 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

	<u>+Maximum Permissible Bonus per month</u>
--	---

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.

b. Juveniles

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

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

5622

Transportation Sub-Comm

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 8 ;

22 June 1945

COST OF LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES OF THE ALLIED
FORCES EMPLOYED WITHIN THE BOUNDARIES OF ROME PROVINCE AND COMPRIS-
ING THE HOTEL, CLUB AND MESS GRADES.

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

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

APPENDIX "B"

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

(a) Adult Group

<u>Basic Wage</u> <u>Lire per month</u>	<u>Maximum Permissible Bonus</u> <u>lire per month.</u>
Up to and including 3600 lire	3125 lire
From 3601 to 3700 lire	3075 lire
From 3701 to 3800 lire	3025 lire
From 3801 to 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.	2755 lire

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

H. P. H. H.
W. D. SHELDON 5621
1st Lt. ASD.,
G-1 American.

DISTRIBUTION

"C"

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

MEMORANDUM

NUMBER 9

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	8500
Asst. Manager, Head Receptionist or personnel controller.	3500	6500
Chief Cashier	3000	5500
Book-keeper	2500	4500
Hall Porter	3000	6500
Porter	2500	3300
Hotel Watchman	2700	3900
Telephone Operator (Male or Female) (English Speaking)	2100	3600
Telephone Operator (Male or Female) (non English Speaking)	2000	2500
Director, Operator	2500	2800
Bell Boy	2500	2300
Bell Boy (under 18 yrs of age)	-	1650

3. These rates embrace those for Hotel, and Mess and Club forces employed within the boundaries of the Province.

EMPLOYEES OF THE PROVINCE OF THE ALGERIAN PROVINCES EMPLOYED
 RATES OF PAY FOR HOTEL EMPLOYEES OF THE PROVINCE OF THE ALGERIAN PROVINCES EMPLOYED
 WITHIN THE BOUNDARIES OF THE PROVINCE OF THE ALGERIAN PROVINCES EMPLOYED
 MONTHLY RATES

GRADES	Scale of Pay	
	Min.	Max.
Manager	4500	8600
Asst. Manager, Head Receptionist or personnel controller.	3500	6500
Chief Cashier	3000	5500
Book-keeper	2500	4500
Hall Porter	3000	6500
Porter	2500	3300
Hotel Watchman	2700	3900
Telephone Operator (Male or Female)	2100	1600
(English Speaking)	2000	2500
Telephone Operator (Male or Female)	2500	2800
(non English Speaking)	2500	2800
Telephone Operator	2500	1650
Telephone Boy (under 18 yrs or age)	2500	3300
Handyman	3400	6500
Head Waiter	2700	4400
Waiter	2200	3100
Waitress	2500	2800
Asst. Waiter	3500	4500
Barman	2400	8000
Head Cook or chef	2700	5000
Cook	2500	3500
Asst. Cook	2500	3300
Pot and Utensil Washer	2500	3000
Dishwasher	2500	4500
Storeman, Pantryman	2500	3500
Still Room Hand	2100	4500
Housekeeper (Female)	2100	3500
Linen Keeper, Linen Hand (Female)	2100	3500

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(1)

21 JUNE 1945

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 authorized unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by A.M.G./A.C. 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 discretion of the Allied Military Manager with the concurrence of the

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 authorized unless a legal collective contract, existing prior to 1st September 1942, can be produced by the Management and is verified by A.M.G./A.C. 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 discretion of the Allied Military Manager with the concurrence of the Civilian Hotel Managers to the following listed classified "de Luxe" hotels;

Ambassador Hotel	Grand Hotel
Bernini Hotel	Excelsior Hotel

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

Ref. Civ Pers Memo 9 22 June 1945.

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

GRADES	Scale of pay	
	Min	Max.
Asst. Cook	2500	3500
Asst. Manager	3000	5600
Asst. waiter	2500	2800
Berwen	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
Visitor	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.

ation.

11/1/1945

Asst. waiter	2500	2800
Barnman	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	3800
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.

ation.

N. P. Theodore

N. P. THEODORE,
1st Lt. AGD.,
S-1 American.

DISTRIBUTION.

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HEADQUARTERS ALLIED COMMISSION

APO 394

-1 Section Civilian Perso. 31

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.	
	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	4200 lire	2340 lire

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.	
	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

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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.

W. W. Draget
W. W. DRAGET
Lt. Col. AGD.
G-1 American

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RVB/sem

ALLIED FORCE HEADQUARTERS
APO 512

AG 012/185 GEG-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 S/ C. W. Christenberry
3-1 Sect Civ Pers. 26 May 45. C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant General

NWD

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 S/ C. W. Christenberry
G-1 Sect Civ Pers. 26 May 45. C. W. CHRISTENBERRY
Colonel, AGD.
Adjutant General

NWD

Ref Civ Pers/783

188 Ind.

NWD/jl

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

-1-

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 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.I. (Sezione Provinciale Alimentazione) where they are ultimately collected.

N. W. Dragner

N. W. DRAGNER
 Lt. Col. AGD.
 G-1 American

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Lt. Col. AGD.
G-1 American

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HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

15 May 1945

MEMORANDUM

NUMBER 6)

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

	<u>Basic Wage</u>		<u>Max. Permissible bonus</u>	
	<u>Lire per day</u>		<u>Male</u>	<u>Female</u>
			<u>lire per day</u>	
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
From 181 and above			155	80

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

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

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

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

N. W. Dragneff

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

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHF/lja

AG 248.5/700 D-0

8 May 1945

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

TO : All Concerned.

1. References: AFHQ Administrative Memorandum Number 61, 16 December 1944.

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 MCNERNEY:

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

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

5615

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 MONARNEY:

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

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

5615

Ref Civ Pers/727

1st Ind.

NWD/jl

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

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

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D. W. Dragunoff
N. W. DRAGUNOFF,
Lt. Col. AGD.
G-1 American

R E S T R I C T E D

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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 be 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. I. PARKIN
Colonel, Infantry,
Acting Vice President.

OFFICIAL:

J. L. Jones
J. L. JONES,
Colonel,
Executive Officer (E).

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HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM)

NUMBER 5)

18 April 1945

SOCIAL INSURANCE COVERAGE FOR
ITALIAN CIVILIANS EMPLOYED DIRECTLY
BY ALLIED FORCES

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

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

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

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

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

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R E S T R I C T E DALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

24)

17 April 1945

E X T R A C TCondition of Employment and Wage Scales for Civilians Employed
By the Allied Forces in Italy, Sicily and Sardinia.....I

* * * * *

I--- CONDITION OF EMPLOYMENT AND WAGE SCALES FOR CIVILIANS
EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIAAFHQ Administrative Memorandum Number 47, 1944 is amended
as follows:

1. In Appendix "D":

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

2. In Appendix "E": (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 GeneralExtracted by Headquarters
Allied Commission, G-1 Sect.
Civ Pers., APO 394, 21 Apr. 45DISTRIBUTION

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HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

Ref Civ Pers/622

7 April 1945

Subject. Workmen's Compensation in Italian Territory.

To . See Distribution.

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

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

1 Incl.
Appendix "A"

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APPENDIX "A" to Ltr. 3-1 Sect. Civ Pers/622 dtd 7 Apr 45.

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

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

THE INJURED	Name _____ Sex _____ Age _____ Race _____ Length of Employment _____ Employee No. _____ Classification _____ Performing Assigned Duty at time of Accident: Yes _____ No _____
DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly _____ TYPE, FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL: _____ Estimated Length of Disability _____ Date and Hour treated _____
CAUSE ANALYSIS	What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION) _____ Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT) _____
CORRECTED ACTION	What has been done to prevent a similar injury? _____ 5609

DIAGNOSIS AND DISPOSITION	Nature of injury and part of body affected. Describe clearly TYPE: FATALITY: PERMANENT TOTAL: TEMPORARY TOTAL: PERMANENT PARTIAL. Disposition of Case: QUARTERS: HOSPITAL: Estimated Length of Disability Date and Hour treated What machine, machine part, or other physical agency was involved in the accident? (UNSAFE CONDITION) Was personal failure wholly or partially responsible for accident, and how? (UNSAFE ACT) What has been done to prevent a similar injury? 5609
CORRECTED ACTION	

REPORT MADE BY: _____

DATE _____

Hour _____

RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT SECTION

ESTABLISHMENT MEMORANDUM

NUMBER

6)

31 March 1945

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 1, dtd 4 January 1945, is hereby rescinded.
2. Travelling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of Section II, APHQ, Administrative Memorandum No. 17, dtd 23 March 1945.

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

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

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

<u>Monthly Basic Wage</u>	<u>Daily Subsistence Allowance</u>
---------------------------	------------------------------------

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

<u>Daily Basic Wage</u>	<u>Daily Subsistence Allowance</u>
-------------------------	------------------------------------

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

8. For absences of more than ten but less than 24:

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

Section III, A3HQ Administrative Memorandum Number 65,
1944, is rescinded and the following substituted therefor:

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

Daily Subsistence Allowance

Monthly Basic Wage

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

250 lire
225 lire
175 lire
150 lire
125 lire

Daily Subsistence Allowance

Daily Basic Wage

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

250 lire
225 lire
175 lire
150 lire
125 lire

a. For absences of more than ten but less than 24 hours which involve the procurement of meals only, an allowance **5608** one fifth of the daily allowance rate above may be paid for each meal at the discretion of the Commanding Officer.

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

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

RESTRICTED

Hq AOC, Estab. Sect, Memo No. 6, (Cont'd)

RESTRICTED

3. These rates will become effective for travel performed on and after 1 March 1945."

3. Travelling allowance will be claimed by the employee on the Special Claim Form (T/P35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Commandant, Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority in the space provided on the Payment Voucher (F/P3). Supplies of Claim Form, (T/P35), are being distributed to all Regions by this Headquarters, and additional supplies will be furnished upon application.

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

By Command of Rear Admiral STONE:

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

OFFICIAL:

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

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as bearing reference to U. S. or British civilian employees.

By Command of Rear Admiral STONE:

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

OFFICIAL:

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

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R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

18)

24 March 1945

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

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

Appendix "A"

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

1. Daily Wage Group

a. Adult Group

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

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

2. For pay periods between the dates of 8 December 1944 and 28 February 1945 (both inclusive), the Appendices "A" and "B" to AFHQ Administrative Memorandum Number 62, 1944 are effective and any payments made thereunder are validated.

Appendix "A"

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

1. Daily Wage Group

a. Adult Group

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

b. Juveniles may be paid a cost-of-living bonus up to
29 lire per day. **5607**

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

2. Monthly Wage Group

a. Adult Group

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AFHQ Adm Memo No. 18 (cont'd)

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

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

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

Appendix "B"

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

1. Adult Group

<u>Basic Wage</u>	<u>Maximum</u> <u>Permissible Bonus</u>
Up to and including 3600 lire	1325 lire
From 3601 to 3700 lire	1275 lire
From 3701 to 3800 lire	1225 lire
From 3801 to 4900 lire	1175 lire

From 5201 to 5300 lire
 1220 lire
 From 5301 to 5400 lire
 1470 lire
 From 5401 and above
 1430 lire

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

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

Appendix "B"

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

1. Adult Group

Basic Wage

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

Maximum Permissible Bonus

1325 lire
 1275 lire
 1225 lire
 1175 lire
 1125 lire
 1075 lire
 1025 lire
 955 lire

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

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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

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

NWD

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HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 Section Civilian Personnel

MEMORANDUM

NUMBER 2)

19 March 1945

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

The following information contained in AFHQ Cable PX 41305, dated 10 March 1945, is published for necessary action.

Effective with commencement of 1st pay period subsequent to 28 February 1945, cost of living bonus for civilian employees established by AFHQ Administrative Memorandum 62 is authorized to be increased as follows:

1. Daily Wage Group (15 lire per day increase)

a. Adult Group

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

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

25 lire 29 lire

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

2. Monthly Wage Group (390 lire per month increase) 5606

a. Adult Group

Maximum

1. Daily Wage Group (15 lire per day increase)a. Adult GroupBasic Wage

Up to and including 120 lire

From 121 to 125 lire

126 to 130 "

131 to 135 "

136 to 165 "

166 to 170 "

171 to 175 "

176 to 180 "

From 181 and above

b. Cost of living bonus for juveniles increased 4 lire per

25 lire 29 lire

day.

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

5606

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

Up to and including 3000 lire

From 3001 to 3100 lire

3101 to 3200 "

3201 to 3300 "

3301 to 3400 "

3401 to 3500 "

3501 to 5000 "

5001 to 5100 "

5101 to 5200 "

5201 to 5300 "

5301 to 5400 "

From 5401 and above

MaximumPermissible BonusOldNew

60 lire 75 lire

57 " 72 "

55 " 70 "

52 " 67 "

50 " 65 "

47 " 62 "

45 " 60 "

42 " 57 "

40 " 55 "

MaximumPermissible BonusOldNew

1560 lire 1950 lire

1530 " 1920 "

1480 " 1870 "

1430 " 1820 "

1380 " 1770 "

1330 " 1720 "

1300 " 1690 "

1230 " 1620 "

1180 " 1570 "

1130 " 1520 "

1080 " 1470 "

1040 " 1430 "

G-1 Sect. Civ. Pers. Hq AC, Memo No. 2 (cont'd)

b. Cost of living bonus for Juveniles increased 104 lire per month.

650 lire 754 lire

c. Abatement will be made when full rations are furnished at a rate of 104 lire per month for monthly wage group.

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

1. Adult Group (Increased 285 lire per month)

Basic Wage

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

Maximum Permissible Bonus	New	
	Old	New
1040 lire	1325 lire	
990 "	1275 "	
940 "	1225 "	
890 "	1175 "	
840 "	1125 "	
790 "	1075 "	
740 "	1025 "	
670 "	955 "	

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

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

Basic Wage

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

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

679-1111
 R. T. UHLER
 Lt. Col. AGD.
 G-1(A)

<u>Permissible Bonus</u>	
<u>Old</u>	<u>New</u>
1040 lire	1325 lire
990 "	1275 "
940 "	1225 "
890 "	1175 "
840 "	1125 "
790 "	1075 "
740 "	1025 "
670 "	955 "

HEADQUARTERS ALLIED COMMISSION
APO 394

9-1 Section Civilian Personnel

9 January 1945

Ref. Civ Pers/271

Subject: Civilian Employees - Bonus and Overtime.

To : See Distribution.

1. The following is based on Ltr. HQ AFOWSA, 23 248/788-0
dated 23 December 1944. Publication is made for the information and
guidance of all Sections employing Italian Civilians.

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

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

EXAMPLE:

A typist who is not subject to 15% deduction, receives
3960 liras per month (1 Oct 44 Basic Wage Rate plus
40% for Rome Province). She also receives 1300 liras
a month "Cost of Living Bonus". She works 2 days
overtime (or 2 Sundays) each half month.

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

(B) The "Cost of Living Bonus" for DAILY employees will
not in any case exceed the maximum permissible **5605** of
any particular grade for any one day. Bonus may be paid
for the SEVENTH consecutive day or any proportional
part thereof in the case of a DAILY employee, to be
based on the basic rate of the grade (1 Oct 44) and
NOT on the overtime rate.

part of the wage for the purpose of any overtime calculations and adjustments for OVERTIME PAY, FEMALE DIFFERENTIALS, NIGHT WORK, etc, will be made against the 1 Oct. 44 basic wage rate, to which the appropriate "Cost of Living Bonus" may be added.

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

EXAMPLE:

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

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

(B) The "Cost of Living Bonus" for DAILY employees will not in any case exceed the maximum permissible **5605** of any particular grade for any one day. Bonus may be paid for the SEVENTH consecutive day or any proportional part thereof in the case of a DAILY employee, to be based on the basic rate of the grade (1 Oct 44) and NOT on the overtime rate.

EXAMPLE:

A female laborer who is subject to 15% deduction, receives 80 lire per day (1 Oct 44 Base Rate plus 10% for Rome Province). She works 7 consecutive days for which time and a half is given for the 7th day. She also receives for each working day 60 lire "Cost of Living Bonus". Wages for 7 days therefore should be computed as follows:

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

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

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

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Lt. Col. AGP.
G-1 (X)

comparable rate for male employees, "Cost of living bonus will be based on the resulting reduced rate and not on the scale for the comparable male grade."

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Lt. Col. AGP.
2-1 (2)

2077

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Section Civilian Personnel

Ref. Civ Pers/268

8 January 1945

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

To : See Distribution.

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

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

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

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

- (b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee.

5604

are compelled to adopt this method of appliance.

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

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

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

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

(b) When employment terminates or is interrupted by illness, accident or other compensatory contingency, employing Section will forward notification to this office. This Section will complete and certify card, (Form SI-1) and forward same to appropriate Section, who in turn will forward it to employee. Reverse side of card contains instructions for employees guidance.

(c) In the case of workers who walk out on the job, or otherwise absent themselves without due reasons, Sections are requested to notify this office in writing. At such a time this office will place his social insurance card (Form SI-1) in a suspense file for a period of 30 days. If worker fails to reappear during this allotted period of time, existing insurance rights will be considered forfeited and card will be destroyed.

Ltr 268, G-1 Civ Pers dtd 8 Jan 45 cont'd.

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

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

R. T. Uhler

R. T. UHLER
Lt. Col. AGD.
G-1(4)

3007

3 Incls.

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

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

Incl.-3- Ltr, Notice to Workers.

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R. T. Uhler

R. T. UHLER
Lt. Col. AGD.
3-1(A)

3 Incls.

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

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

Incl.-3- Ltr, Notice to Workers.

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2082
Republished as an Attachment to Letter, Headquarters Allied Commission,
G-1 Civilian Personnel Section, Ref. No. 118 Dated, 8 JAN 45

ALLIED FORCE HEADQUARTERS
A.F.O. 512

ADJUTANT GENERAL
NUMBER 61

16 December 1944.

SOCIAL INSURANCE COVERAGE FOR ITALIAN CIVILIANS
RELIEVED DURING THE ALLIED FORCES.

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

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

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

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

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

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

c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card to the nearest Italian office.

b. In addition, separate compensation for continuation of benefits (accident claims being continued as presently provided under AIG regulations) referred to Institute Nazionale Infotenti by means of report form prepared by employing unit).

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

- a. The paying officer or his delegate will be responsible for preparation of a "Worker's Social Insurance Card" Form SI-1 (copy attached as appendix "a") for each worker employed. The cards will be maintained during period of employment.
- b. The file will be initially constituted to include cards for all workers paid the first pay period after the effective date of the plan. The date of commencing work, from the standpoint of social insurance coverage, will be considered as being the same as the effective date of the plan and will be so entered in item 3 of the card, except in the case of employing units which are able and wish to give their employees the benefit of coverage for the entire period of their employment by supplying the actual commencing date, where verifiable from records. (The latter procedure will be of distinct advantage to employee with respect to eligibility for an amount of unemployment, tuberculosis, old-age and invalidity benefits).
- c. When employment terminates or is interrupted by illness, accident or other compensatory contingency, the card will be completed, certified by the paying officer or his delegate and given to the worker to enable him to establish his social insurance rights by turning in the card at the appropriate Italian office. A new card will be prepared to cover any succeeding period of employment should he again return to work.
- d. When a worker, during his period of employment, wishes to apply for medical care for a member of his family or for marriage or birth allowance (i.e., a benefit not contingent on his own separation from work) a certification that he is currently employed by the Allied Forces will be given to him, at his request, on the "Worker's Employment Status Report" form SI-2 (copy attached as appendix "b") based on information already contained on his social insurance card Form SI-1.

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

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

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

Admin Memo No 61, ARK, and 16 Dec. 44. (cont'd)

attached as Appendix (B) suitable for posting at each site, explaining the plan to workers. The scheme will be finalized, retroactively to 1 Dec 44.

By command of Field Marshal AXMINSTER:

(Sgd C.M. AXMINSTER,
Colonel ACD,
Acting Adjutant General.

APPENDIX "A" to ARK and Memo No. 61.

SUGGESTION FOR IMPROVING THE
WORKERS' SOCIAL INSURANCE CARDS
FCM 61-1

1. The first five items on card will be filled in when or before worker draws first pay. The length of pay period will be indicated by marking the appropriate word (weekly, monthly, bi-weekly or semi-monthly) in item 5, or by rubber stamp. The card then goes on the ACTIVE file.
2. Last pay date, cards in the active file will be pulled for each worker paid, and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 9 and 10, and will be given to the worker. (NOTE: Item 10 requires no entry other than a check line---, indicating nothing to report, except in cases when, in the opinion of the unit supervisor, the compensation from work is a "VALUABLE QUIT" without justification or a "DISMISSAL FOR CAUSE" of such a nature as to affect the worker's right to unemployment benefits. In such cases only, one or the other of the two reasons cited should be entered in writing on a rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.
3. Cards not pulled (at conclusion of process described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or who have otherwise absented themselves since last pay period. These cards will be date stamped in item 6 and will be placed in WLD FILE. If worker's later reports on return to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If he is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive concerning the procedure, cards remaining in active file for period of more than 30 days, or then by date-stamp in item 6, may be destroyed with result as forfeiture of existing social insurance rights. Cards may be retained longer, however, where reason for worker's absence is known and there is expectation of his returning to work or claiming card.
4. Whenever workers employment terminates at either his own or employer's initiative, or is interrupted by illness, accident, or other compensatory contingency, he is entitled to no further use of his card to establish social insurance rights. At expiration of unit supervisor, card may be given to a person other than the worker (for example, family member or a fellow worker, on written request) where the worker is unable, for reasons beyond

2. Last pay day, cards in the active file will be pulled for each worker paid and will be tallied by circling the number of the pay period in item 7. If the worker is leaving, the card will be completed by drawing a line through the unused numbers in item 7 and filling in items 9 and 10, and will be given to the worker. (Note: Item 10 requires no entry other than a check line---, indicating nothing to report, except in cases where, in the opinion of the unit supervisor, the termination from work is a "voluntary" quit without justification or a "Dismissal for Cause" of such a nature as to reflect the worker's right to unemployment compensation. In such cases only, one or the other of the two reasons cited should be entered in writing on the rubber stamp). If the worker is not leaving, the card will be returned to the active file after tally in item 7.

3. Cards not pulled (at conclusion of project described in paragraph 2, above) will represent workers who walked out on the job without drawing pay, or who have otherwise absented themselves from last pay period. These cards will be date stamped in item 6 and will be placed in D-20 file. If worker later reports and returns to work, the card (date-stamped to show pay periods missed) will be replaced in active file. If it is laid off, card will be completed and given to him. In accordance with policy stated in paragraph 2(c) of Directive concerning this procedure, cards stamped in item 6, file for period of more than 30 days, as shown by date-stamp in item 6, may be destroyed with result of forfeiture of existing social insurance rights. Cards may be retained longer, however, when reason for worker's absence is known and there is expectation of his returning to work or claiming card.

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

5. Employing units in a position to give the lowest insurance credit for periods of layoff prior to the effective date of the social insurance plan (see paragraph 2(b) of Directive concerning this procedure) may do so by issuing separate cards to certify the prior period of employment. As an alternative, a written entry may be made under item 7: "Laid Off" periods from (date) to (date) to be taken account of when item 6 is filled in upon completion of the card. In this case, the date shown in item 3 will be the actual completion date.

6. Both items 6 and 7 on the card are subject to tally items to supply file maintenance. They may be used in that order where there are various variations the unit supervisor finds desirable. Other than as specified to the Italian social insurance system, an entry must be made in each unit's file after each card is filed. The card is filed in the unit's file and the card should be prepared.

WILLIAMSON CO. Ark. April 10th 1861.

CONFIDENTIAL

(CIVIL ENGINEERING)

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

2. Province _____

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

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

6. above-named worked at least part of each pay period except any period ending

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

7. Tally of pay periods worked: First No. circled represents no. of pay periods to be entered in item 8, below).

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

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52

8. Employment records on this card carded _____ with total of _____ (D. 4.)

periods worked.

(With cut No.)

10. Reason for online employment _____

THE UNIVERSITY OF CHICAGO

UNIT D VOUCHERS IN W-12

TOEN ST-2

Dec. 14.

Order type (q_1, σ, q_2)

(1993, 2007)

RESIST TO THE TEMPTATION

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

In applying for benefits, card must be submitted with regular application form to nearest Institute, Health or Providence Social office.

If no immediate application is being made, the card should nevertheless be turned in prior to recording, so that credit

7. I will, of my own free will, certify that the following periods for which I have worked are correct and true to the best of my knowledge and belief. (Circle No. for each 7-day period: Final No. entered in item 8, below).

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

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

8. Employment recorded on this card ended _____ with total of _____ (5 to)

9. Final pay rate L. _____ day _____ month _____

10. Reason for ending employment _____

WORKER'S SOCIAL INSURANCE CARD
 ATTACHED IN IN-11
 Form SI-1
 Dec. 44.

(Back of CARD)
 CERTIFIED (signature and stamp)

NOTICE TO THE WORKER.

This card is valid for determining your right to unemployment, invalidity and old age, tuberculosis, etc. benefits. It must be submitted with regular application for benefits, and must be submitted with regular application for benefits, and must be submitted with regular application for benefits.

In applying for benefits, card must be submitted with regular application for benefits, and must be submitted with regular application for benefits.

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

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

.....

If there is no social insurance office in County where you live, application for a card may be obtained at Washington.

WARNING: Any alteration of information on this card renders it void and is punishable by law. Offenders will be prosecuted.

5602

appendix "B" to ATRC Adm Proc No. 61.

WORKERS EMPLOYMENT STATEMENT FOR SOCIAL SECURITY - FORM 51-2

(15.01.10)

[illegible]

4. The above-named is currently employed by the "Allin" Porok and has been so employed for _____ pay periods.

(Net out No.)

WORKERS EMPLOYMENT STATUS REPORT
ALLIED PAPER IN WALLY

Date:

Certified
(Signature and Stamp)

FOYE 31-2

(B. ON CF FOLI)

NOTICE TO THE PUBLIC.

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

Certificate must be submitted with regular application form to nearest Assistance Unit or Providenza Sociale Office.

Before submitting a manuscript, you must write down the name of birth here.

.....

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

NOTATION: Any variation of information on this certificate renders it void and is punishable by law. Signed this certificate is valid. Dated this day of 1944.

Certified _____
(Signature and Stamp)

(BACK OF FORM)

Form 51-2

NOTES TO THE USER.

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

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

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

.....

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

ATTENTION: Any alterations of information on this certificate render it void and is punishable by law. Safeguard this certificate carefully. Duplicates are not issued.

MINISTRIA "D" TO ANKARA, in Peko No. 61

TELENOTATION

MINISTRY OF INDUSTRY, COMMERCE & LABOUR

NOTICE TO WORKERS.

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

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

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

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

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

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

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

TIL MINISTRI,
Gronchi

29 November 1944.

BT

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

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

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

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

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

THE MINISTER,
Gronchi

29 November 1944.

2F

5601

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

MINISTERO DELL' INDUSTRIA
DEL COMMERCIO E DEL LAVORO

AVVISO AI LAVORATORI

Applicazione delle assicurazioni sociali ai lavoratori italiani
incaggiati delle Forze alleate.

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

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

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

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

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

Lo Stato si è addossato le spese dei benefici che vi potranno

la disoccupazione; per le tubercolosi, per la nazionalità e natalità; per le malattie e per gli infortuni sul lavoro e la malattia professionale.

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

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

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

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

Lo Stato si è addossata le spese dei benefici che vi potranno competere in conseguenza del lavoro prestato alle dipendenze delle Forze Alleate, volendo con ciò riconoscere il concorso che con la vostra opera data alle cause della liberazione.

IL MINISTRO
Gronchi

Roma, 25 Novembre 1944

5600

AVVISO AI LAVORATORI DIPENDENTI DALL' A.C.

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

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

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

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

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

NOTICE TO WORKERS EMPLOYED BY A. C.

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

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

oppure in caso di matrimonio o della nascita di un figlio, il vostro Capo Ufficio disporrà, su vostra richiesta, purché vi venga rilasciato:

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

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

NOTICE TO WORKERS EMPLOYED BY A. C.

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

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

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

5599

Transportation Sub-Branch

HEADQUARTERS ALLIED COMMISSION
APO 394
ESTABLISHMENT SECTION

4 January 1945

ESTABLISHMENT MEMORANDUM

NUMBER 1)

CIVILIAN EMPLOYEE'S TRAVELING ALLOWANCE

1. Establishment Memorandum No. 30, 10 November 1944, is hereby rescinded.
 2. Traveling allowances for civilian employees of Allied Commission will be paid in accordance with the provisions of AFHQ Administrative Memorandum No. 65, 26 December 1944.
- "III - PAYMENT OF SUBSISTENCE ALLOWANCE TO CIVILIANS EMPLOYED BY THE ALLIED FORCES IN ITALY, SICILY AND SARDINIA."
1. M/T Drivers and Civilian Employees other than those included in Clerical and Supervisory Grades - At the discretion of the Commanding Officers of units, subsistence allowances may be paid under the following conditions to an M/T driver and other civilian employee who is required for service reasons to be absent on official business from his usual place of duty and his home.
 - a. When absent for more than five hours but not exceeding ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 25 lire.
 - b. When absent for more than ten hours on any one day in excess of his normal hours of duty, an allowance not exceeding 50 lire.

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

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

a. Employees in receipt of basic wages (see paragraph 4, AFHQ Administrative Memorandum Number 62, 1244) of:

2097

DECLASSIFIED E.O. 12356 Section 3.3/NND No. 785021

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

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

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

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

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

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

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

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

5598

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

Hq. JCO. Estab. Memo No. 1, 4 Jan 49 cont'd.

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

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

4. Traveling allowance will be claimed by the employee on the Special Claim Form (F/P35), which will also be certified by the appropriate officer. Payment will be made by the Headquarters Command, Finance Officers and/or Sub-Accountants, quoting this Establishment Memorandum as their authority, in the space provided on the Payment Voucher (P/P3). Supplies of Claim Form, F/P35, are being distributed to all Regions, by this Headquarters, and additional supplies will be furnished upon application.

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

By command of Rear Admiral STONE:

NORMAN E. RISKE
Colonel
Deputy Chief of Staff

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

DISTRIBUTION:

"1"

HEADQUARTERS ARMED COMMISSION
AGO 394
G-1 Section Civilian Personnel

Indisputation
248 (or com.)

Ref/G-1/Civilians/251

26 December 1944

SUBJECT: Civilian Employee - Female.

TO : See Distribution.

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

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

"Typist"

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

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

DISTRIBUTION
"D"

5597

TRANSFERRING ALLIED COMMISSION

210 394

3-1 Section Civilian Personnel

Ref/G-1/CivPers/245

23 December 1944

SUBJECT: Civilian Employee - Female.

TO : Sec Distribution.

1. Notes of Pay for Female.

a. Attention is directed to paragraph 3 h of Administrative Memorandum N-47, 4PM, 24 Nov 44, whereby it is established that female employees shall be paid 15% less than the comparable rates and grades for male employees; except where separate female classifications are listed.

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

Example;

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

c. The following figures, as samples, give the completed calculation for female employees in the categories mentioned (figures include 10% additional for Home Province and 15% deduction for females). The November 16 Bonus as authorized in AFHQ Admin. Pers. No 188, and defined in latter Reference Civ. Pers. No 187 and 24 Nov 44 is to be added to the rates below.

Grade

MAX

resources used in the computation are set on the 1 Oct 44 rate. After such totals are arrived at, the 16 Nov 44 bonus amount is added in its entirety. With respect to the 15% deduction in the case of female employees, such deduction is made from the 1 Oct 44 male rate, and then the proper 16 Nov 44 bonus is added.

Example;

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

c. The following figures, so examples, give the completed calculation for female employees in the categories mentioned (figures include 10% additional for Home Province and 15% deduction for female). The November 16 Bonus as authorized in AMHQ Admin. Memo. No 4108, and defined in letter Reference Civ. Pers. No 187 dtd 24 Nov 44 is to be added to the rates below.

Grade	Rate	Rate
Accountant	2055	5050
Bookkeeper	1870	4675
Clerk, Office	1370	3365
Freightman	1870	4675
Executive	4675	10285
Interpreter, Technical	2430	4550
Jr. Admin. Asst. Clerk Supervisor	2055	5050
Professional Worker	3740	10285
Sr. Admin. Asst. Sub Professional	3365	6380
Messenger, E.S. under 17		85
" " over 17		85
Unskilled labor		80

5596

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

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

Interpreter General
Telephone Operator E.S.
" " N.E.S.
Typist, Shorthand E.S.

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

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

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

DISTRIBUTION

"D"

ADMINISTRATIVE MEMORANDUM

NUMBER

62)

19 December 1944

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

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

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

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

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

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

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

Transportation s/c.

ALLIED FORCE HEADQUARTERS
AFQ 512

able throughout all liberated Italy at the discretion of District Base Section, Army or equivalent commanders for the territory under their control.

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

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

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

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

By command of Field Marshal ALEXANDER:

s/ C. W. Christenberry,
C. W. CHRISTENBERRY
Colonel, AGD
Acting Adjutant **5595.**

2 Inclosures
Appendices "A" and "B".

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

APPENDIX "A" to AFHQ Admin Memo No. 62

COST-OF-LIVING BONUS FOR ITALIAN CIVILIAN EMPLOYEES
OTHER THAN THOSE COVERED BY APPENDIX "B"1. Daily Wage Group:a. Adult Group:

	<u>Basic Wage</u>	<u>Maximum Permissible Bonus</u>
Up to and including 120 lire		60 lire
From 121 to 125 lire		57 "
From 126 to 130 lire		55 "
From 131 to 135 lire		52 "
From 136 to 165 lire		50 "
From 166 to 170 lire		47 "
From 171 to 175 lire		45 "
From 176 to 180 lire		42 "
From 181 and above		40 "

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

2. Monthly Wage Group:a. Adult Group:

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

From 125 to 130 lire
 From 131 to 135 lire
 From 136 to 165 lire
 From 166 to 170 lire
 From 171 to 175 lire
 From 176 to 180 lire
 From 181 and above

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

2. Monthly Wage Group:

a. Adult Group:

Basic Wage		Maximum Permissible Bonus	
Up to and including 3000 lire		1550 lire	
From 3001 to 3100 lire		1530 "	
From 3101 to 3200 lire		1480 "	
From 3201 to 3300 lire		1430 "	
From 3301 to 3400 lire		1360 "	
From 3401 to 3500 lire		1330 "	
From 3501 to 5000 lire		1300 "	
From 5001 to 5100 lire		1230 "	
From 5101 to 5200 lire		1180 "	
From 5201 to 5300 lire		1130 "	
From 5301 to 5400 lire		1080 "	
From 5401 and above		1040 "	

b. Juveniles may be paid a cost-of-living bonus up to 550 lire per month.

5594

APPENDIX "B" AFHQ Admin Memo No. 62

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

1. Adult Group:

Basic Wage	Maximum Permissible Bonus
Up to and including 3600 lire	1040 lire
From 3601 lire to 3700 lire	990 "
From 3701 lire to 3800 lire	940 "
From 3801 lire to 4900 lire	890 "
From 4901 lire to 5000 lire	840 "
From 5001 lire to 5100 lire	790 "
From 5101 lire to 5200 lire	740 "
From 5201 lire and above.	670 "

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

Up to and including 3600 lire	1040 lire
From 3601 lire to 3700 lire	990 "
From 3701 lire to 3800 lire	940 "
From 3801 lire to 4900 lire	890 "
From 4901 lire to 5000 lire	840 "
From 5001 lire to 5100 lire	790 "
From 5101 lire to 5200 lire	740 "
From 5201 lire and above.	670 "

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

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 Civilian Personnel Section

Ref Civ Pers/234

14 December 1944

Subject. Workmen's Compensation in Italian Territory.

To . All Concerned.

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

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

- (a) Cease paying his salary or wages as from the date he stops work.
- (b) Give him, or his dependants, a certificate of injury in the form set out.
- (c) Advise him or his dependants to apply to the local Office of the Istituto per l'Assicurazione Contro gli Infortuni sul Lavoro for such medical attention and or compensation as he or his dependants are entitled to receive. The address of the local office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podeste). In some injured persons should if possible, be sent to Ospedale della 'Istituto Nazionale Infortuni No. 9 via Monte Della Gioie. Where not practicable, send to any civilian hospital.

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

3. The certificate of injury referred to in par.

Transferratore Sub Com

1. In the event of death, injury or illness arising out of and in the course of such employment, the employing Section, Subcommission or Branch will:

- (a) Cease paying his salary or wages as from the date he stops work.
- (b) Give him, or his dependents, a certificate of injury in the form set out.
- (c) Advise him or his dependents to apply to the local Office of the Istituto per l'Assicurazione Contro gli Infortuni sul Lavoro for such medical attention and or compensation as he or his dependents are entitled to receive. The address of the local office of the Istituto and of the Doctors employed by them can be ascertained from the Mayor (Podestà). In some injured persons should if possible, be sent to Ospedaleiro dell' Istituto Nazionale Infortuni No. 9 via Monte Della Gioie. Where not practicable, send to any civilian hospital.

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

3. The certificate of injury referred to in par. 1(b) above will be made out in quadruplicate and will be forwarded to Headquarters Allied Commission, 0-1 Civilian Personnel Section for proper signature (par 3 on form) and further action. Two copies will be returned to respective Sub-Commission one of which will be handed to injured person (see par. 1 b) other to be retained for files.

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

5. These instructions will apply only to Headquarters of Allied Commission. Regions will comply with instructions set forth in MTOCSA Circulars A, 126, and 132 es. Forms will be submitted directly to Regional Offices of the U.S. Claims Service. One copy of each to be forwarded to this office for information.

R. T. Miller
R. T. MILLER
Lt. Col. AGC.
9-1(a) "

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

DISTRIBUTION

"D"

R. T. UHLER
Lt. Col. ASD.
G-1(a)

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

DISTRIBUTION

"D"

DEPARTMENT OF DEFENSE, WASHINGTON, D.C. 20305-5000

CERTIFICATE OF DEATH

CERTIFICATE OF DEATH

1. I certify that Signor _____
is certified that the Signor

of _____ born on _____
at _____ (Date)
(Date)

the son of _____ and of _____
father's name) mother's name)
(Nome del padre) (Nome della madre)

was killed/incapacitated at _____ hours on _____
a morio/perito alle ore _____ il giorno _____
(Date)
(Date)

(Exact location of the accident)
(esatto localita dell' infortunio)

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

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

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

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

3. The daily earnings for each of the fifteen days immediately
preceding the death shall be paid to the family of the deceased.

(Exact location of the accident)
(esatta localita dell' infortunio)

in an accident arising out of and in the course of his employment
L'infortunio è avvenuto mentre lavorava alla dipendenza delle
ment with the Allied Forces.
Forze Militari Alleate.

as
qualità di (Exact nature of employment)
(esatta categoria e mestiere)

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

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

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

Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comp- nesso straordinario	Day Giorno	Date Data	Gross Earnings Including Overtime Totale paga comp- nesso straordinario
1			9		5592
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		

Signature of the O.C. Unit
 Firma del Componente l'Unità

Name in Block letters
 Nome in stampatello

Date _____ Personal Number _____
 Data _____ N. di matricola _____

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

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

in any difficulty)

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

ANNEX "A" TO HQ MOUSA CIRCULAR "132

DECLARATION OF INJURY

 (Rank, full Name,
 certify that _____ and APO Number)

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

The injury occurred in the following manner: _____

 (State facts briefly- indicate if injury was due to carelessness
 intoxication or willful misconduct).

Nature of injury _____
 (Give extent of injury and indicate whether
 injured stopped work)

The injured worker has been employed by the American Army
 since _____
 (Date)
 at a daily wage of _____
 (Amount)

The witnesses are _____

 (Give names & addresses, if military personnel give serial No.
 and APO)

son of _____ (date, month & year) _____ (Place of Birth)
 and _____ (Mother's name)
 was injured _____ (date and hour)
 while in the performance of duty.

The injury occurred in the following manner; _____

(State facts briefly- indicate if injury was due to carelessness
 intoxication or willful misconduct).

Nature of injury _____ (Give extent of injury and indicate whether
 injured stopped work)

The injured worker has been employed by the American Army
 since _____

(Date)
 at a daily wage of _____ (Amount)

The witnesses are _____

(Give names & addresses, if military personnel give serial No.
 and APO)

Attending physician _____

Name- _____

Address- _____

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

Declaration made _____ on _____ (Date)
 (Place)

Signed _____ 5591
 (Official Superior)

Rank _____ Serial No. _____

V-1-

ATTNEY "A."

HEADQUARTERS ALLIED COMMISSION

AFO 394

9-1 Civilian Personnel Section.

Ref. Civ. Pers/187

24 November 1944

Subject. Increase of Civilian Wages.

To . All Sections, Sub-Commissions, and Branches.

1. Effective 16 November 1944, a general increase in wages of all civilian employees of the Armed Forces in Italian Government territory is authorized. This new ruling has been put into effect by the Allied Forces Local Resources Board to meet the increased cost of living.

2. The increases range from 40 to 60 lire a day, the larger amount applying to employees in the lower pay categories. These increases constitute a temporary cost of living bonus which is added to the workers PRESENT pay predicated on the basic rate of October 1, 1944.

3. Examples of how the new increases will effect present pay scales follow:

- (A) A worker now receiving 65 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
- (B) A worker earning 165 lire and above per day will get a total increase of 40 lire bringing his wage up to 225 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

4. The following is submitted for your guidance and information.

DAILY WAGE GROUP

All figures below in the lire per day read in two columns.

2. The increases range from 40 to 60 lire a day, the larger amount applying to employees in the lower pay categories. These increases constitute a temporary cost of living bonus which is added to the workers PRESENT pay predicated on the basic rate of October 1, 1944.

3. Examples of how the new increases will effect present pay scales follow:

- (A) A worker now receiving 85 lire a day will get a total increase of 60 lire, making his new wage 145 lire per day.
- (B) A worker earning 165 lire and above per day will get a total increase of 40 lire bringing his wage up to 225 lire per day, or over according to present daily rate being received.
- (C) A worker receiving 5600 and over per month will get a total increase of 1040 lire making his new wage 6640 lire per month or over according to present monthly rate being received.

4. The following is submitted for your guidance and information.

DAILY WAGE GROUP

All figures below in the lire per day read in two columns.

(A) <u>Present Daily Wage</u>	(B) <u>Authorized Daily Increase.</u>
85 to 120	60
125	57
130	55
135	52
140 to 165	50
170	47
175	45
180	42
185 and above	40
	5590

MONTHLY WAGE GROUP

All figures in lire per month read in two columns.

(A) <u>Present Monthly Wage</u> Up to and including	(B) <u>Authorized Monthly Incr.</u>
3000	1560
3100	1530
3200	1480
3300	1430
3400	1380
3500	1330
3600	1300
3700 to 5000	1300
5100	1230
5200	1180
5300	1130
5400	1080
5500	1040
5600 and over	1040

5. The cost of living bonus will change as the Basic wage is increased within the set minimum and maximum. Extreme care should be taken when computing for entry on payrolls. Payrolls will be checked prior to payment of funds, by this office to insure that no payment is being made in excess of authorized increase.

6. All Sections are required to make adjustments in salaries to confirm with this increase on the 1 October 1944 Basic Wage Scale.

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

5. The cost of living bonus will change as the Basic wage is increased within the set minimum and maximum. Extreme care should be taken when computing for entry on payrolls. Payrolls will be checked prior to payment of funds, by this office to insure that no payment is being made in excess of authorized increase.

6. All Sections are required to make adjustments in salaries to conform with this increase on the 1 October 1944 Basic Wage Scale.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

HQC/E

23 October 1944

SUBJECT: Payrolls.

TO : All Sub-Commissions, Branches, this HQ.
(ATTN: Authorizing Officer for Civilian Payrolls)

1. The manner in which payrolls are at present prepared is highly unsatisfactory, and a great amount of unnecessary work and loss of time is entailed in consequence.

2. In order that the present standards may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

(a) Employees on a daily rate will not be paid for Sundays, unless they work on those days.

(b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 12-day periods, the working month being 26 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.

(c) It is of the greatest importance that the exact nature of the work of each employee be entered on payrolls, and the function as shown must coincide with one of the official grades.

(d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is emphasized that no such grade exists in AMC/ACC (officers do not have "Secretariat") and it is requested that the function of employees who have been so described hitherto be accurately stated, e.g. typist, clerk.

(e) The basic currency for AMC/ACC accounting purposes is the Lira, and foreign currencies must not under any circumstances appear on payrolls.

(f) Official maximum rates of pay must be strictly adhered to in every grade.

(g) Separate payrolls must be prepared for each class of worker. In some cases clerks, labourers, drivers, etc., are included on one payroll.

(h) Rates of pay must be clearly shown, also the period worked so that computation may be easily checked.

248.

2. In order that the present standard may be improved the following instructions are issued for strict compliance by the officers responsible for the preparation of payrolls:

- (a) Employees on a daily rate will not be paid for Sundays, unless they work on those days.
- (b) Employees on a monthly rate will be paid half of that rate (if a full month is worked) on each payroll. Payrolls will be submitted for 13-day periods, the working month being 26 days. In cases where overtime pay is due, the monthly rate should be divided by twenty-six (26) to determine the daily rate.
- (c) It is of the greatest importance that the exact nature of the work of each employee be entered on payrolls, and the function as shown must coincide with one of the official grades.
- (d) In a great many cases employees are shown as "Secretary", or "Executive Secretary". It is emphasized that no such grade exists in AMG/ACC (officers do not have "Secretaries") and it is requested that the function of employees who have been so described hitherto be accurately stated, e.g. typist, clerk.
- (e) The basic currency for AMG/ACC accounting purposes is the Lira, and foreign currencies must not under any circumstances appear on payrolls.
- (f) Official maximum rates of pay must be strictly adhered to in every grade.
- (g) Separate payrolls must be prepared for each class of worker. In some cases clerks, labourers, drivers, etc., are included on one payroll.
- (h) Rates of pay must be clearly shown, also the period worked so that computation may be easily checked.
- (i) It is emphasized that the arithmetical accuracy of payrolls is the responsibility of the authorizing officer, and any overpayments are the personal financial liability of that officer.

FOR THE VICE-PRESIDENT, ESTABLISHMENTS BRANCH:

R. H. Robertson
R. H. ROBERTSON
Hq. Commandant.

5589

Schedule approved by AFHQ to be in live Oct. 1, 1944

APPENDIX "A"

Salary Schedule for the Employment
of Administrative, Office and Clerical Italian Civilian Employees of
the Allied Armed Forces in Italy paid on a monthly basis.

ALLIED FORCES BASIC WAGE SCALE

Grade	Present Naples Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx % increase on max.
	Min.	Max.	Min.	Max.	
Accountant	2,100	4,500	2,200	5,400	20%
Assistant Purchasing Agent	3,000	5,500	3,000	6,300	15%
Band Leader	3,000	5,000	3,000	5,500	10%
Book-keeper	2,000	4,000	2,000	5,000	25%
Cashier Chief	2,500	3,500	2,500	4,400	25%
Cinema Manager	2,000	3,120	2,100	3,900	25%
Clerk Office	1,820	2,860	2,000	3,600	30%
Draughtsman	2,000	4,000	2,000	5,000	25%
Draughtsman Chief	2,500	4,500	2,500	5,400	20%
Executives (business analysts, exporters, etc)	5,000	9,600	5,000	11,000	14%
Interpreter, General	1,820	3,120	2,000	3,900	25%
do. Technical	2,600	3,900	2,600	4,900	25%
Junior Adm. assistant, clerk supervisors.	2,100	4,500	2,200	5,400	20%
Professional Worker (electrical engineer, doctor, lawyer, dentist, construction, civil mechanical engineer).	4,000	9,600	4,000	11,000	14%
Senior Administrative Assistant, Sub-Professional worker.	3,600	6,000	3,600	6,600	14%
Shop Superintendent.	3,000	5,000	3,000	5,800	16%
Supervisor of Labour, Deputy " "	8,000	9,000	9,000	10,000	11%
Assistant Deputy Supervisor of Labour.	6,500	7,500	7,500	8,500	13%
Teacher, language, whole-time	5,000	6,000	5,500	6,800	13%
Telephone Operator, speaking English.	2,600	3,900	2,600	4,900	25%
Telephone Operator, non-English speaking.	1,820	2,860	2,000	3,600	30%
Typist	1,430	1,950	2,000	2,500	50%
Typist shorthand, English speaking	1,820	2,860	2,000	3,600	30%
Warehouse Superintendent	2,000	3,120	2,100	3,900	25%
Wireless Operator.	2,500	4,000	2,500	5,000	25%

14830

4290

Cinema Manager	2,500	3,500	2,500	4,400	25%	14830
Clerk Office	2,080	3,120	2,160	3,900	25%	
Draughtsman	1,820	2,860	2,000	3,600	30%	
Draughtsman Chief	2,000	4,000	2,080	5,000	25%	
Executives (business analysts, exporters, etc)	2,500	4,500	2,500	5,400	20%	
Interpreter, General	5,000	9,600	5,000	11,000	14%	
do. Technical	4,820	3,120	2,000	3,900	25%	
Junior Admin. Assistant, clerk supervisors.	2,600	3,200	2,600	4,900	25%	
Professional Worker (electrical engineer, doctor, lawyer, dentist, construction, civil mechanical engineer).	2,100	4,500	2,200	5,400	20%	
Senior Administrative Assistant, Sub-Professional worker.	4,000	9,600	4,000	11,000	14%	
Shop Superintendent.	3,600	6,000	3,600	6,800	14%	
Supervisor of Labour, Deputy " "	3,000	5,000	3,000	5,800	16%	
Assistant Deputy	5,000	9,000	9,000	10,000	11%	
Supervisor of Labour, Teacher, language, whole-time	6,500	7,500	7,500	8,500	13%	
Telephone Operator, speaking English.	5,000	6,000	5,500	6,800	13%	
Telephone Operator, non-English speaking.	2,600	3,900	2,600	4,900	25%	
Typist	1,820	2,860	2,000	3,600	30%	
Typist shorthand, English speaking	1,430	1,750	2,000	2,500	50%	
Warehouse Superintendent	1,820	2,860	2,000	3,600	30%	
Wireless Operator, (Sender & Receiver)	2,080	3,120	2,100	3,900	25%	
Prisoner of War Mail Examiner	2,500	4,000	2,500	5,000	25%	
	3,000	4,500	3,000	5,400	20%	

NOTES

1. ~~ROME PROVINCE~~: For Rome Province 10% should be added to the Allied Force Basic Wage Scale, calculated to the nearest five (5) lire. **5588**
2. Except where female classifications are listed, the above rates apply equally to male or female employees.

APPENDIX "B"

Salary Schedule for the

Employment of Classified Artisan, Skilled and Unskilled Grade Employees of the Allied Forces in Italy paid on a daily basis.

ALLIED FORCES BASIC WAGE SCALE

- Foreman or Gangster : (Artisan and Skilled Labour) 10 lire per day more than highest paid man under his supervision.
- Foreman or Gangster : (Unskilled Labour) 10 lire per day more than rate paid to his men.
- Chief Foreman : (Artisan & Skilled Labour supervising three (3) or more foreman or gangsters) 4500 - 6000 lire per month.
- Chief Foreman : (Unskilled Labour supervising three (3) or more foreman or gangsters) 3000 - 5400 lire per month.

Grade	Present Payles		Proposed Allied Forces Basic Wage Scale		Approx % increase on max.
	Min. Lire	Max. Lire	Min. Lire	Max. Lire	
Armature Mechanic	80	120	90	135	12%
Anti-Aircraft Labourer	-	70	-	90	28%
Apprentices, all grades	30	60	40	90	50%
Artisan's Mate (helper)	70	90	85	105	17%
Armature Winder	90	150	100	165	10%
Armourer	90	130	100	145	12%
Asphalt Layer	80	105	90	120	15%
Baker	80	105	90	120	15%
Baler, clothing and soft goods	75	90	85	105	17%
Barber	70	100	85	115	15%
Battery worker	80	120	90	135	12%
Blacksmith	80	110	90	125	10%
Boilermaker	80	110	90	125	14%
Boilerman	80	105	90	120	15%
Bookbinder	85	110	100	125	14%
Bookbinder's Assistant	70	85	85	100	17%
Boot Mechanic	80	105	90	120	15%
Boot Machine Operator	90	110	100	125	14%
Mechanic	80	105	90	120	15%
Bricklayer	80	105	90	120	15%
Butcher	70	95	85	110	16%
Cook	80	100	90	110	8%

Grade	Basic Rate		Basic Wage		Increase on mat.
	Min. Rate	Max. Rate	Min. Wage	Max. Wage	
Amputation Mechanic	80	120	90	135	12%
Anti-Mineral Labourer	-	70	-	90	28%
Apprentices, all grades	30	60	40	90	50%
Archer's Mate (helper)	70	90	85	105	17%
Armature Winder	20	150	100	165	10%
Armorer	90	130	100	145	12%
Asphalt Layer	80	105	90	120	15%
Baker	80	105	90	120	15%
Baler, clothing and soft goods	75	90	85	105	17%
Barber	70	100	85	115	15%
Battery worker	80	120	90	135	12%
Blacksmith	80	110	90	125	14%
Boilermaker	80	110	90	125	15%
Bookbinder	80	105	90	120	14%
Bookbinder's Assistant	65	110	85	125	17%
Boot Machine Operator	70	85	85	100	15%
Boot Machine Operator Mechanic	50	105	90	120	15%
Bricklayer	90	110	100	125	14%
Bricklayer	80	105	90	120	15%
Butcher	70	95	85	110	16%
Caretaker (Dormitory)	80	120	90	130	8%
Carpenter	80	105	90	120	13%
Carver	80	105	90	120	13%
Charcoal Maker	80	105	90	120	15%
Shuffeur Mechanic	80	110	90	125	14%
Chauffeur or Driver	70	90	85	105	17%
Chadman	80	100	90	115	15%
Chester	65	80	85	95	20%
Clerk, Railway	80	100	90	115	15%
Cooks, Hotels	60	85	85	100	17%
Closers (boot repairing)	55	65	65	85	30%
Clothing Classifier	80	105	90	120	15%
Cloth Builder	80	110	90	125	14%
Cottler	90	110	105	125	14%
Compositor	90	90	90	100	11%
Compositor's Assistant	100	120	120	135	12%
Compositor Chief	70	105	85	120	15%
Conductor	80	105	90	150	43%

Grade	Present Rates		Proposed Allied Forces Basic Wage Scale		Approximate increase on P.W.
	Min. Rate	Max. Rate	Min. Rate	Max. Rate	
Coppersmith	80	120	50	125	12%
Cornmaker (foundry)	80	105	50	120	15%
Cutlery	75	110	35	125	14%
Dental Mechanics	90	110	100	125	14%
Driver, W/c and Proprietor	70	90	15	105	17%
Driver, Truck					
" Crane or Winch					
" Mechanical Plant					
" M.R. Electric					
" Steam Roller or IC Stationary					
Driver Mechanic, Truck	80	100	95	115	15%
Driver, Truck & Trailer	85	105	95	125	20%
Driver, Engine loco.	85	120	100	130	8%
Electrician	85	120	95	135	16%
Elevator Repairman Mechanic					
Employer, Clothing and Manufacturing Plants	100	120	100	135	12%
" Cutter, Machine	60	80	55	105	17%
" Clothing machine operator	150	180	150	185	8%
" Cutter, pattern	70	90	65	95	20%
" Cutter, assistant	70	100	60	115	13%
" Embroiderer	50	60	60	85	42%
" Sewing Hand					
Engineers of Boilers					
Farrier					
Farrier with sawmill	30	100	90	145	15%
Fireman, Oil Fuel, Coal	100	120	110	135	12%
or Steam loco.	30	105	50	120	15%
Fitter or Mechanic, loco radial diesel	100	130	110	145	12%
Foundryman	70	100	85	115	20%
Grader	70	80	85	95	-
Gear cutting specialist	75	100	85	115	15%
Glasser	70	120	85	135	17%
Grinder	90	120	100	135	15%
Grinder, precision	65	75	85	95	25%
Groom or Stableman	80	120	90	135	15%
Gutter					

Driver Mechanic, Truck	85	105	85	125	125
Driver, Truck & Trailer	85	120	100	130	130
Driver, Engine Room	80	110	100	130	130
Electrician	85	120	95	135	135
Elevator Repairer Mechanic	85	120	95	135	135
Employment, Clothing and Manufacturing Plants	100	120	109	135	135
* Cutter, Machine	60	90	85	105	105
* Clothing machine operator	150	130	150	135	135
* Cutter, Pattern	70	80	85	95	95
* Cutter, Assistant	70	100	90	115	115
* Embroiderer	50	60	60	85	85
* Sewing and	-	80	-	95	95
Trimmers of Bodies	90	100	90	115	115
Painter with own civil Painting, Oil Paint, Coal Painting, or Steam Locomotive	100	120	110	135	135
Painter of Locomotive, Aero engine diesel	80	105	90	120	120
Remanufacturer	100	130	110	145	145
Cardener	70	100	85	115	115
Care cutting specialist	70	80	85	95	95
Glazier	100	100	100	105	105
Grass	70	90	85	105	105
Grinder, precision	90	120	100	135	135
Groom or Stableman	65	75	85	95	95
Gunditter	80	120	90	135	135
Horseman or Stableman	70	90	90	105	105
Joiner	85	110	95	125	125

5587

* Fitter of Locomotive,
Automobile or RT.

* These grades are restricted to plants engaged in fabricating iron structures for
the Allied Forces and working under their direct control.

Grade	Present Payroll Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx % Increase on M.L.A.
	Min.	Max.	Min.	Max.	
Laboratory & dispensary assistant	90	110	100	125	14%
Life Savers	70	90	85	105	17%
Lighthouse keeper	-	80	105	100	25%
Lineman	90	120	100	135	18%
Linotype Operator	90	130	100	145	18%
Litho Engravers	120	150	130	165	10%
Lithographer	90	130	100	145	12%
Lithographer's assistant	80	90	90	105	17%
Lumber Workers					
Choker Setter	70	100	85	115	15%
Digger	80	100	90	115	15%
Edgerman	80	110	90	125	14%
Faller	80	100	90	115	15%
Log Turner	70	90	85	105	17%
Lumber handler	65	80	85	95	20%
Machine Minder	70	90	85	105	17%
Machine Minder's assistant	50	70	70	90	28%
Machinist	80	120	90	135	12%
Machinists & Sorters	55	70	70	90	28%
Masons	80	110	90	125	14%
Mechanics, sewing machine					
" typewriter	90	120	100	135	12%
" wireless	-	120	-	135	12%
Mechanics, Marine Eng (30)	80	90	90	105	11%
Mechanics assistant					
Messenger	-	50	-	65	30%
English speaking (under 17)	60	70	70	90	28%
" (over 17)	80	120	90	135	12%
Motion Picture Operator	80	120	90	135	12%
Moulders					
Nurses (Hospital)	80	100	90	115	15%
Occupational Therapist	80	100	90	115	15%
Packer	65	70	85	95	36%
Painter, varnisher,					
" signwriter	85	105	95	120	15%
Paper cutter operator	90	110	105	125	14%
Parquet Layer	80	100	90	115	15%
Pattern maker	80	110	90	125	14%
Pavement Layer	80	100	90	115	15%
Permanent Way Inspector	75	95	85	110	16%
Plan Supervisor	95	125	105	140	12%

Edgerman	80	110	90	125	14
Faller	80	100	90	115	15
Log Turner	70	90	85	105	17
Lumber handler	65	85	85	95	20
Machine Winder	75	90	85	105	17
Machine Winder's Assistant	50	70	70	90	25
Machinist	90	120	90	135	12
Markers & Sorters	55	70	70	90	28
Masters	90	110	90	125	14
Mechanics, sewing machine					
" typewriter	90	120	100	135	12
" wireless	-	120	-	135	12
Mechanics, Machine Engr (RM)	80	90	90	105	17
Mechanics assistant					
Messenger	-	50	-	65	30
English speaking (under 17)	60	70	70	90	28
" (over 17)	80	120	90	135	12
Motion Picture Operator	80	120	90	135	12
Moulders					
Nurses (Hospital)	80	100	90	115	15
Occupational Therapist	80	100	90	115	15
Packer	65	70	85	95	36
Painter, varnisher,					
" signwriter	85	105	95	120	15
Paper cutter operator	90	110	105	125	14
Parquet Layer	80	100	90	115	15
Pattern Maker	80	110	90	125	14
Pavement Layer	80	100	90	115	15
Permanent Way Inspector	75	95	85	110	16
Pier Supervisor	95	125	105	140	12
Plasterer	85	105	95	120	15
Platelayer (Railroads)	70	90	85	105	17
Plater (Printing)	90	110	100	125	14
Plumber	80	100	90	120	15
Porter (Railroads)	80	100	95	120	20
Police Officer		New grade	85	120	-
Pressers, Machine (Hoffman)					
Steam Press	60	110	90	125	14
Printer	90	120	100	135	12
Process Engravers	120	150	130	165	10
Photo developer,					
single or machine		New grade	100	120	-
Printing Machine Winder	90	120	90	135	12
" late	70	90	85	105	17

Grade	Present Wages Basic Rate		Proposed Allied Force Basic Wage Scale		Approx. Increase on Max.
	Min. Rate	Max. Rate	Min. Rate	Max. Rate	
Quarryman					
Recordak Operator					157
Repairer, Watch and Precision Instrument					-
Rigger	120	150	120	165	107
Rivet Heater	55	105	95	120	157
Riveter	70	90	85	105	177
Riveter Holder-up	85	105	95	120	157
Road Supervisor	70	90	85	105	177
Road Worker	80	110	90	125	147
Saddler	60	70	85	95	367
Saw Reptiror & Sharpener	75	100	85	115	157
Sawyer	80	100	90	115	157
Sheet Metal Worker	80	100	90	115	157
Shoe Maker (Special Boot & Surgical Work)	80	120	100	135	127
Shunter or Brakesman	90	120	100	135	127
Slater	70	90	85	105	177
Smelter (ore smelting)	70	90	85	105	177
Stacker, forage	80	105	90	120	157
Stevedore	80	105	85	85	-
Stevedore, coaling ore	90	85	90	110	307
Stevedore head	90	95	100	115	217
Stenographer	90	100	100	125	257
Stone handsetter	55	110	100	145	327
Storeman or Storewoman	60	105	95	120	157
Tailors (with own machine)	60	80	85	100	257
Tailors (without own M/c)	90	110	105	125	147
Tent makers (with own M/c)	70	90	85	105	177
Tent makers (without own M/c)	90	110	105	125	147
Tent Mender	70	90	85	105	177
Tile Layer	70	90	85	105	177
Tire-keeper	80	100	90	115	157
Tinsmith	70	120	90	135	127
Tool Maker	80	105	90	120	157
Track walker, railroad	70	110	90	125	147
Trimmar Coal	70	90	85	105	177
Turner	70	90	85	105	177
Truck Master	80	120	90	135	127
Truck Master's Assistant	100	120	110	135	127
Tyre Treader	90	110	100	125	127
Upholsterer	80	120	90	135	127
Vulcaniser	80	105	90	120	157

5586

Sawyer	80	180	90	115	15
Sheet Metal Worker	80	100	90	115	15
Shoe Maker (Special Foot & Surgical Work)	80	120	100	135	12
Shunter or Brakeman	90	120	100	135	12
Slater	70	90	85	105	17
Smelter (ore smelting)	70	90	85	105	17
Stacker, forage	30	105	90	120	15
Stevordore	New Grade	85	65	35	-
Stevordore, coaling ore	80	85	90	110	30
Stevordore head	90	95	100	115	24
Stereotyper	90	105	100	125	25
Stone handler	90	110	100	145	32
Storeman or Storewoman	50	105	95	120	15
Tailors (with own machine)	60	80	85	100	25
Tailors (without own M/c)	90	110	105	125	14
Tent makers (with own M/c)	70	90	85	105	17
Tent makers (without own M/c)	90	110	105	125	14
Tent Mender	70	90	85	105	17
Tile Layer	80	100	90	115	15
Time-keeper	70	120	90	135	12
Tinsmith	80	105	95	120	15
Tool Maker	80	110	90	125	14
Track walker, railroad	70	90	85	105	17
Trimmer Coal	70	90	85	105	17
Turner	80	120	90	135	12
Truck Master	100	120	110	135	15
Truck Master's Assistant	90	110	100	125	15
Tyre Treader	80	120	90	135	15
Upholsterer	80	105	90	120	15
Valve fitter	80	105	90	120	15
Warehouseman or Storekeeper	80	120	90	135	12
Washer, band	50	60	85	95	58
Washer, machine	70	90	85	105	17
Watchman	60	70	70	90	23
Welder	85	120	35	135	12
Wheelwright	80	100	90	115	15
Unskilled labour	-	65	-	85+	30
Boys up to 17	-	35	-	45	30

5586

+ Labourers on main drains 10 line per day extra whilst actually employed on drains.

- NOTES 1. HOME PROVINCE For Home Province 10 line should be added to the Allied Forces Basic Wage Scale.
2. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.

APPENDIX "C"

HOTEL GRADES
(Monthly Rates)

Grade	Present Mayles Basic Rate		Proposed Allied Forces Basic Wage Scale		Approx Increase of max
	Min.	Max.	Min.	Max.	
Manager	live	live	live	live	-
Assistant Manager, Head Receptionist or Personnel controller	3,900	7,400	3,900	7,400	-
Chief Cashier	New grade		3,500	5,900	-
Book-keeper	2,500	3,500	2,500	4,400	25%
Hall Porter	2,000	4,000	1,800	4,000	-
Porter	New grade		3,000	5,900	-
Hotel Watchman	2,400	2,900	2,400	3,300	14%
x Telephone operator (English-speaking)	New grade		2,700	3,900	-
x Telephone operator (non-English speaking)	x 2,100	3,300	2,100	3,600	9%
Elevator operator	x 1,650	2,250	1,650	2,500	14%
Bell Boy (over 17)	1,700	2,100	1,700	2,100	-
Bell Boy (under 17)	x 1,800	2,100	1,800	2,100	(Equal to present rate for passenger)
Handyman	x -	1,500	-	1,500	-
Head Waiter	1,900	2,400	2,300	3,300	37%
Waiter	3,400	4,400	3,400	6,500	48%
Waitress	2,700	3,400	2,700	4,400	30%
Assistant Waiter	2,200	2,800	2,200	2,800	-
Burner	2,100	2,600	2,100	2,500	-
Head Cook or Chef	New grade		3,500	4,500	-
Cook	2,900	4,400	2,900	7,000	60%
Assistant Cook	2,700	3,600	2,700	4,400	22%
Pot & Garasil Washer	1,800	2,100	1,800	2,600	25%
Dish washer	New grade		2,000	3,000	-
Storeman, pantryman	2,000	2,500	1,600	2,500	Equal to present max. for washer
Staff Room hand	x 2,400	3,600	2,400	3,600	Equal to present rate for warehouseman
Housekeeper	New grade		1,900	3,000	-
Linen keeper, linen hand	2,400	3,400	2,400	3,400	-
Chambermaid	1,900	2,400	1,900	3,400	42%
Laundryhand (male)	2,100	2,700	2,100	3,000	11%
	New grade		2,700	3,500	-

Porter	2,400	2,900	2,400	3,300	14%
Hotel Watchman		New grade	2,700	3,900	-
x Telephone operator (English-speaking)	x 2,100	3,300	2,100	3,600	9%
x Telephone operator (non-English speaking)	x 1,650	2,250	1,650	2,500	14%
Elevator operator	1,700	2,100	1,700	2,100	-
Bell Boy (over 17)	x 1,800	2,100	1,800	2,100	(Equal to present)
Bell Boy (under 17)	x -	1,500	-	1,500	-
Handyman	1,900	2,400	2,300	3,300	37% (rate for passengers)
Head Waiter	3,400	4,400	3,400	6,500	48%
Waiter	2,700	3,400	2,700	4,400	36%
Waitress	2,200	2,800	2,200	2,800	-
Assistant Waiter	2,400	2,600	2,400	2,600	-
Borman	New grade		3,500	4,500	-
Head Cook or Chef	2,900	4,400	2,900	7,000	60%
Cook	2,700	3,600	2,700	4,400	22%
Assistant Cook	1,800	2,100	1,800	2,600	25%
Pot & Hissail Washer	New grade		2,000	3,000	-
Dish washer	2,000	2,500	1,500	2,500	Equal to present max. for washer
Storeman, pantryman	x 2,400	3,600	2,400	3,600	Equal to present rate for warehouseman
Stills room hand	New grade		1,900	3,000	-
Housekeeper	2,400	3,400	2,400	3,400	-
Linen keeper, linen hand	1,900	2,400	1,900	3,400	42%
Chambermaid	2,100	2,700	2,100	3,000	41%
Laundryhand (male)	New grade		2,700	3,500	-
Laundryhand (female) or Ironing Woman	New grade		1,500	2,900	-
Hotel Plumber	x 2,400	3,150	2,400	3,150	-
" Electrician	x 2,550	3,600	2,550	3,600	-
" Painter	x 2,550	3,150	2,550	3,150	-
" Boilerman	x 2,400	3,150	2,400	3,150	-
" Mason	x 2,400	3,300	2,400	3,300	-
" Carpenter	x 2,400	3,150	2,400	3,150	-

x The rates for these grades have been computed on a 30-day month basis.

* No increase on the proposed Allied Forces Pacific Wage Scale is authorized for Rome Province.

...../NOTES

APPENDIX 'C' (Continued)

- NOTES.
1. All rates subject to a deduction of 900 lire per month where meals are provided.
 2. The standard working day for Hotel, Mess and Club employees is 12 hours and no overtime will normally be paid unless a legal collective contract, existing before 1.9.42, can be produced and verified by ACC/AMC. This only applies to hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not to Hotels, Messes and Clubs which are requisitioned and direct labour employed by the Armed Forces.
 3. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.
 4. (a) The maximum rate, and such rates as may be definitely specified, will apply to De-Luxe Hotels only.
(b) The maximum rate authorised for payment in the case of First-Class Hotels will be at the rate of Ten per cent (10%) less than the maximum for De-Luxe Hotels.
(c) The maximum rate authorised for payment in the case of Second-Class Hotels will be at the rate of Twenty per cent (20%) less than the maximum for De-Luxe Hotels.

5585

APPENDIX "D"

MESSES AND CLUBS.

(Monthly Rates)

	<u>Min.</u> Lira	<u>Max.</u> Lira
Assistant Cook	1900	2100
Assistant Waiter	2100	2600
Cook	2700	3600
Dish Washer	1600	1900
Handyman	1300	2400
Head Cook	2700	1100
Head Waiter	2700	1400
Orderly (British Mess)	2400	3000
Waiter	2700	3400
Waitress	2200	2600

NOTES:

1. All rates subject to a deduction of 900 lire per month where meals are provided.
2. The standard working day for Hotel, Mess and Club employees is 12 hours, and no overtime will normally be paid unless a legal collective contract, existing before 1.9.42, can be produced and verified by AWC/ACC. This only applies to the Hotels which are taken over and where the management is responsible for the entire administration and supply of labour, and not the Hotels, Messes and Clubs which are requisitioned and direct labour employed by the Armed Forces.
3. The rates for Messes and Clubs will apply to the whole of ITALY.
4. Except where female classifications are listed, the above rates of pay apply equally to male or female employees.

APPENDIX "E"

MARINE GRADES.

Daily Rates.

Grade	Present Marines Basic Rate		Proposed Allied Forces Europe Wage Scale		Approximate increase on max.
	Min. Rate	Max. Rate	Min. Rate	Max. Rate	
Diver	-	110	110	125	14%
Lineman (Nav.)	-	80	80	95	20%
Pumpman (Nav.)	-	50	50	55	10%
Rope Splicer	60	100	90	145	30%
Scallmaker	65	110	95	125	15%
Salvage Hand	70	90	85	105	14%
Salvage Hand (Master)	95	110	100	125	17%
Security Patrol Officer or Deputy Harbourmaster	-	150	-	165	10%
Shipwright	80	100	105	135	35%

SEA-COAST RATES (SALVOGRADERS).

Master	-	250	-	250	-
1st Officer	-	200	-	200	-
2nd Officer	-	150	-	150	-
3rd Officer	-	170	-	170	-
Chief Engineer	-	250	-	250	-
1st Engineer	-	200	-	200	-
2nd Engineer	-	180	-	180	-
3rd Engineer	-	170	-	170	-
Bo'sun	-	140	-	150	7%
Cook or Steward	-	130	-	140	8%
Seaman	-	120	-	130	8%

HARBOR CRATE RATES - TUGBOATS, "Z" CRATE BUD.

Master	-	150	-	150	-
Mate	-	140	-	140	-
Engineer	-	140	-	140	-
Cook or Steward	-	140	-	140	-
Seaman	-	120	-	120	-

5584

Salvage (Land)	70	90	85	105	170
Salvage (Sea)	95	110	100	125	145
Security Patrol Officer	-	170	-	165	10%
or Deputy Harbormaster	80	100	105	155	35%
Shipwright					

SEA-COAST RATES (SEALOCHERS)

Master	-	250	-	250	-
1st Officer	-	200	-	200	-
2nd Officer	-	180	-	190	-
3rd Officer	-	170	-	170	-
Chief Engineer	-	250	-	250	-
1st Engineer	-	200	-	200	-
2nd Engineer	-	180	-	180	-
3rd Engineer	-	170	-	170	-
Bo'sun	-	140	-	150	-
Cook or Steward	-	130	-	140	-
Seaman	-	120	-	130	-

5584

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

Master	-	190	-	190	-
Mate	-	170	-	170	-
Engineer	-	140	-	140	-
Cook or Steward	-	110	-	120	-
Seaman	-	100	-	125	-
Stoker or Fireman	50	100	-	125	-

PARIES & LICENSERS

Paragon	70	50	85	105	170
Master Paragon	90	110	100	130	2%

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

NOTE: Except where female classifications are listed, the above rates of pay apply equally to male and female employees.

2141

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