

ACC

10000/141/622

10000/141/622

WITTINE GUGLIELMO
DEC. 1945 - JULY 1946

16/38.

FILE

DATE

MINUTES SHEET NO.

PAGE

10/24/45 J.A.A.'s living bonus is 4550 on the minimum rate of pay and 4030 on the minimum rate of pay. *Will.*

3621

HEADQUARTERS ALLIED COMMISSION

APO 394

G-1 SECTION CIVILIAN PERSONNEL

6 July 1946

SUBJECT: Transfer

To : civil Affair section

1. Reference your letter AC/16/1/IG dated 3 August 1946

2. Approval is granted for the transfer of Wittine Guglielmo
 employed in Local Government Sub-Commission, to civil Affairs Section
 Sub-Commission (*).

3. Classification and wage rate to remain the same Sr. Adm. Asst.
 (Grade)
 at 7480 lire per month.
 plus cost of Living Bonus

copies to : Local Govt.
internal security
file

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

Effective 1 Aug 46

5620

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

Civ. Pers. Form 6
 Nov. 44

Richard B. Bullock
 RICHARD B. BULLOCK
 Major Infantry
 G-1 Civilian

16/38
HEADQUARTERS ALLIED COMMISSION
APO 794
LOCAL GOVERNMENT SUB COMMISSION

File 9
Tel : 495

AC/16/1/16.

SUBJECT : Pass for travelling in WD Vehicles. 9 July 1946

TO : Assistant Adjutant.

1. Mr. William Wittine, an Italian civilian, employed as Chief Clerk in this Sub Commission, is in need of a new pass for travelling in WD vehicles.
2. The old pass expired on the 31st March and it will be appreciated if a new pass will be issued to him.
3. He is in need of transportation as he has to go a great distance to come to and return from work. He also has occasion to travel in WD vehicles to Italian Govt. Departments on business of this S/C.

C.G.R. WILLIAMS
Major
Local Government Sub Commission

WV

3619

HEADQUARTERS ALLIED COMMISSION
G-1. SECTION CIVILIAN PERSONNEL
APO 894

Date 21 May 1946

SUBJECT: **Reclassification.**

TO : Local Government S/C.

1. Reference your letter request dated 13 May 1946

XXX 2. Approval is granted for the reclassification of WITTINE Guglielmo
Jr. Admin. Asst. to the status of Senior Admin. Asst. salary to
range from 3960 to 7480 per day, month. Plus cost
living bonus.

Effective 16 May 1946.

XXX It is the policy of this Headquarters, as determined by the Civilian Personnel Policy Board that, salaries of civilian employees will be increased gradually, in accordance with their performance, rather than immediately increased to the maximum on completion of the seven day probationary period.

Copy : Internal Security
File

Civ Pers Form 5
Aug 44

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

1742

16/38

7

Jm. Adm. Asst. Liro 9940

Jm. Adm. Asst.

Under general direction of Executive Officer supervises 3 civilian clerks and one enlisted man ; manages the office ; supervises the filing system prepares important routine reports ; interviews applicants for positions ; keeps Officers informed as to important conferences ; preparation of all outgoing mail for signature ; distribution of work among the various clerks ; ensures the smooth running of clerical and administrative details in an extremely busy office

13 May 1946

3617

6

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AG/16/38/LG

Tel: 206


SUBJECT: Use of Military Transport.

27 December 1945

TO : Adjutant

1. Signor Guglielmo Wittine, (Identity Card No. 29040) is employed as a junior administrative assistant by this Sub Commission.
2. May a permit to ride on W/D vehicles please be issued.

RM/um


RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

*Reminder sent
to Jan 46. L.* *AF. 7 days.*

3616

7908

5

HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

AO/16/38/LG

Tel: 286

SUBJECT: AO pass.

27 December 1945

TO : Internal Security and printing officer.

May an AO pass be issued please in respect of Signore Guglielmo WITENE
who is employed by this Sub Commission as a junior administrative assistant.



RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

non

5635

7907

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: WITTIME GUGLIELMO
TO : Local Govt. S/C

13 November 194

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

- ☒ suitable for employment.
☐ not suitable for employment.
☐ may be employed subject to further checking.
☐ employment held in abeyance for further investigation.

M. H. Brown
Internal Security Officer 3614

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HEADQUARTERS ALLIED COMMISSION

APO 894

G-1 SECTION CIVILIAN PERSONNEL

8 Dicembre 45 1944

SUBJECT: *Employment of Civilians.*TO : Local Government S/C
Major Temple

1. Ref. your AC/1638/LG dated 6 Dec. 45
2. Approval is given to the employment of WITTINE. Guglielmo
as a Jr. Admin. Asst. at a rate
not exceeding 5940 Lire per ~~day~~ month. Plus living bonus.
3. The minimum rate which is 2420 Lire per ~~day~~ month will
be paid for the first seven days, and may be increased commensurate with em-
ployee's skill and ability set out in para. 2 above. It is policy of this Head-
quarters, as determined by AFHQ. Administrative Memorandum No. 47, dated
16th November 1944, that salaries of civilian employees will be increased gradually,
in accordance with their performance, rather than immediately increased to the
maximum on completion of the fourteen day probationary period.
4. Your attention is directed to Office Memo. No. 15, this Headquarters,
dated 1st August 1944.

Effective 10 December 45

Civ. Pers. Form 4
Aug. 44

2420 5940
4550 4030
6970 - 9970

3613
Harry Galkin
HARRY GALKIN
1st. Lt. Air Corps
Asst. G-1 Amer.

16/38 *File* 2
HEADQUARTERS ALLIED COMMISSION
APO 394
LOCAL GOVERNMENT SUB COMMISSION

TEMPORARY PASS

From 10 Dec. 45

HOLDER: Sig. WITTNE, Guglielmo
Identity Card No. 29040

The above mentioned is employed in Local Government S/C and pending the issue of a permanent pass this is to serve as temporary pass to permit his entry and exit of the Hq. AG Building - W.E.F. 10-12-1945

R. R. Temple

RALPH R. TEMPLE
Major
Director
Local Government Sub Commission

DATE: 7 December 1945

RL/nm

3612

A. C. CIVILIAN PERSONNEL G-1 SECTION

CLASSIFICATION QUESTIONNAIRE

The form below is for use when employing a civilian as Junior Administrative Assistant or any higher position and also for use when requesting reclassification of a present employee to a higher position (in accordance with par. III and V Office Memorandum No. 15, this headquarters, dated 1 August 44). For reclassification, the form should be filled out by the employee in conference with the employing officer and signed by the latter. In filling a new position the employing officer fills out the form. After completion the form should be brought to Civilian Personnel, Room 11, Ground Floor, by the employee or applicant concerned. A carbon copy of this job description should be retained and future identical jobs described by quoting reference number, show below.

This form is for a job description only and should not include the incumbent's experience and education unless he is unavailable for local interview. The job description should include: 1. The degree of supervision under which the employee will work. 2. Any supervision by the employee of other workers. 3. A factual word picture of the being done or to be done. Avoid ambiguous words such as «assists», «handles», «difficult», «complex», etc. A sample job description of the position of interviewer (Junior Administrative Assistant) in Civilian Personnel follows: «Under general direction of the head of the Personnel Office interviews civilian applicants for employment. Supervises two civilian clerks who help applicants in filling out applications and one clerk who administers tests and keeps application files. Interviews applicants in English and Italian. Classifies them and refers clerical grades directly for placement. Refers applicants qualified for supervisory work to a Civilian Personnel Officer for check interview and placement referral».

Classification requested by Local Govt. Sub-Commission
(Sub-Commission or Section)
Employee's or applicant's name WITTINE Guglielmo
Present job title _____ Proposed title Junior Admin. Asst.
Job description _____

Under general direction of Director acts as confidential stenographer and secretary; prepares for signature of Director Vice President, and Chief Commissioner memos and letters of highest importance; takes notes of conferences with high Italian officials and Allied officers; interviews Italian civil administrators; supervises two civilian clerks in classification and transmission of Italian documents; acts as personal aide to Chief Executive Officer

Use back of sheet for additional remarks

Date 6 Dec. 45

Signature

Ralph L. Temple
Sub Commission or Section Head

Reference number AC/6/38/LG.

