PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 1456 *Sheet No.* 1(a)-54

CP

Space reserved for the use of the Board

1. Smith (Surname) Asa (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Squirrel Point Light Station
   (b) Subdivision First District
   (c) City or town Phippsburg, State Maine
6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1380-1620 1560
9. Present gross rate of pay $ 240
10. Deduction for allowances $ 1320
11. Net rate paid in cash $

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Heat ☒ Fuel ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3 ; ☒ Unfurnished ☒ Light ☐ Laundry ☐ Subsistence or rations in kind }

13. Describe any other allowance, privilege, or perquisite of value None Uniforms ite

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost. Coat depending upon quality of material selected by employee; estimate $20 per annum.

15. (a) Regular hours of work: From not fixed m. to m. (b) How many hours per week excluding unusual or irregular overtime work? Summer irregular Winter irregular (c) If not a full time and all-the-year-round position, state number of hours per day ; number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all hours while on station.

16. (a) Rate of pay for overtime none (b) Amount of overtime pay in last 12 months none

17. (a) Does the employee in any way direct or supervise other employees? No. (b) If so, in what way? (See Form 16 before answering) (c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

None.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Periodical inspection by representatives of district headquarters, and instructions orally or by mail from time to time

20. What is the name, official position, and sheet number of the employee's immediate superior?
C. E. Sherman, Superintendent of Lighthouses, Sheet No. 1(a)-1.

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	X5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Boatman at least 5 years handling row and sailboats in all weathers.

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time

This is a one man station, and requires lots of work for one, such as painting, white-washing, varnishing, cleaning white paint, inside and outside, cleaning brass and keeping the light and fog signal in order for inspection at all times, also I have books to keep such as journal of the station fog signal reports, record of absences and inspector book.

A report of the above books is made out at the end of each month and sent to the office, and the yearly report at the end of each year June 30.

I have six building to keep in repair, walks & grounds to keep in good condition. I work from eight to ten hrs. daily and on duty the year around.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(SGD) ASA SMITH, Keeper
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Care and operation of a 5th order wick light.
Care and operation of a mechanical bell fog signal.
Cleaning and minor repairs of above apparatus.
Cleaning, painting and making minor repairs to structures.
Keeping station records and preparing and submitting periodical reports.
Observing weather conditions and aids to navigation.

26. How long have the employee's duties been substantially as described above? Since May 8, 1926.

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

OCT 1 [illegible], 1928 (Date) — [illegible] (Signature of Preparing Officer) — Chief Clerk. (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1320 to $ 1620.

OCT 2 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1320, to $ 1620

OCT 24 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

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