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. 1429 ✓ *Sheet No.* 1(b)-7

CP

Space reserved for the use of the Board

1. Hart (Surname) Allen (Given name) C. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Owls Head Light Station
   (b) Subdivision First District
   (c) City or town Owls Head State Maine
6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation 1320-1080
9. Present gross rate of pay $ 1680
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1440

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

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 Uniform; ite cost depending upon quality of material selected by employee—estimate $20 per annum.

15. (a) Regular hours of work: From not more fixed m. to irregular 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 usually or by mail from time to time

20. What is the name, official position, and sheet number of the employee's immediate superior? C. L. 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	5	6	7	8 X	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 weather.

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	
	I am Keeper of Owls Head Lighthouse at Owls Head, Maine. I am the only one on duty and have care of the station night and day. I keep the bell in order, do all the painting and all other work on the station with the exception of major repairs.

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) ALLEN C HOLT
(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 4th order incandescent electric 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.
Care and attention of grounds of station
Keeping station records and preparing and submitting periodical reports
Observing weather conditions and aids to navigation.

This employee is disabled by illness from performing active duty and is at present under observation and treatment at the U S Naval Hospital pending examination for retirement on account of disability. Since April 5, 1928.

26. How long have the employee's duties been substantially as described above? [illegible]

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

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OCT 22 1928 (Date), 1928 — H B BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

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