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. 1449 *Sheet No.* 1(b)-87

Space reserved for the use of the Board

1. Alley, Alexander W
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouse Service
4. Field service
5. (a) Field station Saddleback Ledge Light Station
(b) Subdivision First District
(c) City or town Final Haven, State Maine

6. Pay roll title Light Keeper
7. Customary office title First Assistant Keeper
8. Present administrative allocation $1500-$1800
9. Present gross rate of pay $ 1600.
10. Deduction for allowances $ --
11. Net rate paid in cash $ 1600.

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; No [illegible] Value of uniform furnished by employee estimated at $20 per annum

15. (a) Regular hours of work: From Irregular m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Winter (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? Yes (b) If so, in what way? (See Form 16 before answering) In the care, control and upkeep of the station, the duties of which are equally shared by the three keepers.
(c) How many? One

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.

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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.) By the Principal Keeper, in the routine duties of the station in which duties the two Keepers share equally. In the absence of the principal keeper he assumes full charge of the station.

20. What is the name, official position, and sheet number of the employee's immediate superior? Bennett, Andrew P., Keeper, Sheet No. 1(b)-86.

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	X 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? Lighthouse keeper's training and two years in all stations.

10—1858

28. 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

Go on watch at 12.05 A M. Watch light until sunrise, then put it out. Then get the lighting apparatus ready for lighting again. Also to keep a watch on the weather, and to start the machine bell the minute it gets thick and to see that it is striking on time and keep it wound up. Help to keep a watch of the weather through the day, go into the tower 30 minutes before sunset put on alcohol torch and heat up until oil vaporizes. Then light up keep watch until 12 o'clock, then call the next watch. To keep my quarters cleaned and dusted, painted, ceiling whitewashed, floor varnished and to have in good condition all all times. To cook every third week, the cook to keep the Kitchen in first class condition all the time. To help shine the brass often. To help keep the station in excellent condition all ways. To help in the spring and fall thorough house cleaning when every bit of paint is washed from cellar to lantern, boathouse and bell tower. To help paint the buildings once a year inside and out. The lantern and cowl has to either cleaned and painted often. Clean out the cisterns, whitewash, then whitewash cellar and boathouse inside. Clean and whitewash boat slips. To help keep bell tower and machine bell in good condition all the time. Help keep power boat cleaned, painted and in good condition. Help chip and paint iron work on tower balcony railings, boat slips, breakwaters, bell weight guide, mast, etc.

To go ashore six miles for our provisions and mail. To help the workers all I can, and help make temporary repairs to damages done by tempests.

Keep the station log and fog signal report during absence of principal keeper.

21. 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) William E. Wells.
(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 F.S.V. 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.
Observing weather conditions and aids to navigation.

26. How long have the employee's duties been substantially as described above? Since June 15, 1928.

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 5 1928 (Date), 1928 — JAMES C. WOOLLEY (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 $ 900. to $ 1800.

OCT 5 1928 (Date), 1928 — 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 $ 1500 to $ 1800

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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