'26 APR 17 AM 8:43:11

REFERENCE SERVICE SLIP
Archival Research Room Record Request
National Archives at St. Louis

Date: 04/17/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Cadro, Joseph		

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):
- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (LA)		
From: 1921	To: 1921	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

3 folders

Other Identifying Information (Maiden Name, Job Title, etc.)

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0007302265

CMRS Search Request Number(s):

Attendant Signature:

Remarks: ARCH SEARCH 4/17/26 - RL

'26 APR 19 AM 10:11:02

SCREENING NOTES

- ☒ Reviewed and Nothing Removed 04/16
- ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

FORM NO. 5211-A

ACTION NO.

MCRNO- 52

UNITED STATES MARITIME COMMISSION
WAR SHIPPING ADMINISTRATION
WASHINGTON, D. C.

Name: Joseph Cadro, Jr. - 36610 Date: July 10, 1945

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

NATURE OF ACTION: Separation (Transfer)

Effective Date: June 30, 1945, close of business

APPROPRIATION

LR

Designation	FROM	TO
Title	Shipyard Inspector (Machinery)	
Grade and Salary	CAF-10 $3500	
Organization (Office of)		
Division	Regional Construction Office	
Section	Ship Construction	
Branch		
Unit	(Pennsylvania SY, Inc.)	
Headquarters	Beaumont, Texas	
Departmental or Field	Field	

D.O. Ltr Continued 1/18/49 Hines

DATE OF BIRTH
8-10-03

LEGAL RESIDENCE | SEX

CLASSIFICATION ACTION

NEW | VICE | I.A.

RECLASSIFICATION

NAME REFERENCE

P. C. D. NO.

DATE ALLOCATED

DURATION OF POSITION

M. C. OR W. S. A. NO.

OATH OF OFFICE

VETERANS PREFERENCE

Remarks: War Department
Without reemployment rights.

☐ *Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.*

☐ *This appointment is for such time as your services may be required and funds are available therefor.*

☐ *The first year of service under this appointment shall be a trial period, satisfactory completion of which shall be considered part of the entrance examination. If conduct or capacity at any time during this period is not satisfactory the appointment may be terminated.*

☐ *This appointment is subject to the condition that a character investigation, yet to be made, will be satisfactory. If unsatisfactory, the appointment will be terminated.*

By Direction of:

☒ U. S. MARITIME COMMISSION

☐ WAR SHIPPING ADMINISTRATOR

E. S. Montgomery
Director, Division of Personnel Management

nd

4

THIS ACTION VOID UNLESS PERFORATED

UARCO BUSINESS SYSTEMS

Form 670 (Rev. 9-44)

NOTICE OF SEPARATION

U. S. MARITIME COMMISSION and WAR SHIPPING ADMINISTRATION (Check one)

Date 7/5/45

FOR USE OF PERSONNEL OFFICE

1. Employee's Name: Joseph Cadro, Jr. 36610

Date of Birth: 8-10-03

2. Action: (check one) ☐ Resignation ☒ Separation by transfer ☐ Other (specify)

Veterans Preference: none

3. EFFECTIVE: This box for Personnel Office
S.Trans. eff. 6/30/45 c.o.b.

5. My last day of actual work is to be:
Date: 6/30/45 c.o.b.
At close of business or at ☐ a.m. ☐ p.m.
if not a full day of work.

L. D. S. 6/30/45 c.o.b.

A. A. L. Transferred

4. I hereby give notice of leaving the following position, as checked above:

Title: Shipyard Inspector (Machinery)

Grade and Salary: CAF-10 $3500

Organization (Office of)

Division: Regional Construction Office

Section: Ship Construction

Unit: (Pennsylvania Shipyards, Inc.)

Hdqrtrs.: Beaumont, Texas

Dept'l. or Field: Field

6. My mailing address will be:

until (date) _____

Remarks: S. Trans. eff. 6/30/45 c.o.b.

7. Reason:

To accept transfer to WAR DEPT. - New Orleans Port of Embarkation.

8. Supervisor's Recommendation:

7-10-45

James Brooks L

7/17/45

JGB.

9. Division or other Administrative Action

Approved: [signature] 7/24/45

10. Division of Personnel Management

UNITED STATES MARITIME COMMISSION

DATE

THIS ADVICE 9-29-44

OATH OF OFFICE

FORM OEM-1 (8-5-43)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

ADVICE OF PERSONNEL ACTION

ISSUING OFFICE

NAME Joseph Cadro, Jr. - 36610
Through the Regional Director, New Orleans

65835

CIVIL SERVICE AUTHORITY
CS: 257 R 3

NATURE OF ACTION

Transfer

APPROPRIATION SYMBOL
LR 9-1-44

EFFECTIVE DATE September 11, 1944

SUBJECT TO RETIREMENT ACT

DESIGNATION	FROM	TO
POSITION	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
GRADE and SALARY	CAF-10 $3500	CAF-10 $3500
OFFICE		
DIVISION	Regional Construction Office	Regional Construction Office
SECTION	Ship Construction	Ship Construction
UNIT	(Todd-Houston SB Corp.)	(Penna. SY Inc.)
HEADQUARTERS	Houstoh, Texas	Beaumont, Texas.
DEPARTMENTAL OR FIELD	Field	Field
POSITION NO.		

DATE OF BIRTH 8-10-03

LEGAL RESIDENCE

SEX

NATURE OF POSITION

NEW | VICE | X I. A.

NAME REFERENCE
Robert V. Leffers

CIVIL SERVICE POSITION NO.

DATE ALLOCATED

ALLOTMENT
MC 2136

REMARKS:

MC 8-26-44
3
mf

APPOINTMENTS TO POSITIONS ARE MADE FOR SUCH PERIOD OF TIME AS THE WORK IS REQUIRED AND FUNDS ARE AVAILABLE. NEW APPOINTMENTS ARE SUBJECT TO CHARACTER INVESTIGATION. THIS DOCUMENT MAY NOT BE USED AS A BASIS FOR THE ASSERTION OF ANY AUTHORITY OR FOR A CLAIM OF ANY PRIVILEGES AS A REPRESENTATIVE OF THE GOVERNMENT.

By direction of United States Maritime Commission

Mario P. Canalpi
Director, Division of Personnel Management

20244 20245

Reg Levi –

~~GULF-GREAT LAKES REGION,~~ NEW ORLEANS, LA.

NO. 34 AUGUST 18, 1944

MC 8/24/44

POSITION CHANGES

4. Cadro, Joseph Jr. - 36610 d.b. 8-10-03	Transfer CS: 257 Rev. 3	Shipyd. Inspector (M) CAF-10 $3500 Gulf-Great Lakes Reg. Ship Const. Section Todd-Houston SB Corp. Houston, Texas	Shipyd. Inspector (M) CAF-10 $3500 Gulf-Great Lakes Reg. Ship Const. Section Pennsylvania SY Inc. Beaumont, Texas	Ad.Id. Robert V. Leffers Not Appr. by MC #2136	Effective ~~Entrance on Duty~~ 9/11/44
5. Romer, Dorothy E. - 37117 d.b. 8-29-10	Promotion CS: 257 Rev. 3	Clerk-Typist CAF-2 $1440 Gulf-Great Lakes Reg. Ship Const. Section Vessel Test & Accept.Br. New Orleans, La.	Clerk-Typist CAF-3 $1620 Gulf-Great Lakes Reg. Ship Const. Section Vessel Test & Accept. Br. Vessel Records Unit New Orleans, La.	Ad. Id. Frances McCormick Not Appr by #2144	

LR 9/1/44 per Budget

H. L. VICKERY, VICE-CHAIRMAN

CHIEF, PERSONNEL SECTION

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Civil Service or Other Legal Authority

Dept. Cir. 257 Rev. 3

Name: Joseph Cadro, Jr. February 18, 1944

Through the Regional Director, New Orleans

NATURE OF ACTION: Change in Status

Effective Date: February 16, 1944

	From	To
Position	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
Grade and Salary	CAF-9 $3200	CAF-10 $3500
Division	Regional Construction Office	Regional Construction Office
Section	Ship Construction	Ship Construction
Branch	(Houston SB Corp.)	TODD (Houston SB Corp.) per ltr dated 5/17/44
Unit		
Headquarters	Houston, Texas	Houston, Texas
Departmental or Field	Field	Field

Remarks:

This action is subject to the provisions of paragraphs (a) listed on the reverse side of this notification.

By direction of
United States Maritime Commission

Approved:

PERSONNEL FILE lc

THIS ACTION VOID UNLESS PERFORATED

Date of Birth
8-10-03

BUDGET APPROVAL

B. P. No. LR

$ from LR

Date 2-14-44

NATURE OF POSITION

New, Received

Additional Identical

M. C. Number

Vice James J. Weaver Trans. 1-16-44

Reallocation Received

Duration of Position
Permanent

M. C. Number
1251

Date of Oath

Division 5211 No.
42912

MC 2-15-44
3-A

lk

8-10-03

42912

Form 5211—Revised Sept. 1940

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

1. City: New Orleans, Louisiana Date: January 27, 1944
2. Nature of recommendation: Change in Status
3. Name: Joseph Cadro, Jr. FEB 7 1944
4. Probable duration of employment: Indefinite

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title	Shipyard Inspector (Mach.)	Shipyard Inspector (Mach.)
Grade	CAF-9	CAF-10
Salary	$3200	$3500
Division	Regional Construction Office	Regional Construction Office
Section	Ship Construction Section	Ship Construction Section
Unit	Houston Shipbuilding Corp.	Houston Shipbuilding Corp.
Station	Houston, Texas	Houston, Texas

6. Are travel expenses to be allowed? No Is transportation of household effects to be requested? No

7. Nature of position:
- ☐ New position.
- ☐ Additional identical position to that occupied by
- ☐ Similar position to that occupied by
- ☒ To fill vacancy left by James J. Weaver, transf. to Todd-Galveston Dry Dock.
- ☐ To fill vacancy approved by Maritime Commission.
- ☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

Job #1251

Name of supervisor: W. H. Logan

9. Justification for action:

To fill vacancy caused by transfer of James J. Weaver.

10. Signatures:

M. M. Hilligoss, Actg. Chief, Personnel Section

L. R. Sanford, Director, Gulf Coast

H. L. Vickery, Commissioner

16—17041

FOR USE OF DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

Placement and Training Section

Available: Citizenship:

Present employment verified:

References investigated:

Eligible by: Dept. Circular 257, Revision 3 (Form 62 not required)
Transfer ☐ Department advised:
Reinstatement ☐
Civil Service Certificate No. Date:

Present employment:

Hold for replacement: Yes ☐ No ☐
Remarks:

DATE:	PROGRAM:	B. P. NO:
2/4/44	LR	

Col. J. A. Callahan
ASST BUDGET OFFICER

Approved for clearance:
Date: 1-26-44 W. Williams
Acting Chief, Personnel Section

Classification Section

Type of action: Permanent
Vice James J. Weaver, trans. to Todd-Galveston Dry Dock. 1-16-44 (to Galveston)

Title: Shipyard Inspector (Mach.)
Grade: CAF-10 M. C. No. 1251
Location: Regional Construction Office
Ship Construction Sec.
Houston Shipbldg. Corp.
Houston, Tex.

1-27-44
ejm

2/9/44

2-18

Appointments and Pay Roll Section "3-A"

Nature of action: Change in Status

M. C. vacancy:

Classification:

Effective: 2-16-44

C. S. authority:
Budget clearance: Fr: LR
$3500
Salary increase:

8-10-03

Approved for the Commission
Recommended: FEB 15 1944
Date
Director, Division of Personnel

Warren Adamson
Director, Division of Personnel
Supervision and Management.

INSTRUCTIONS

COPIES REQUIRED: Original and one copy. ROUTING: After approval by Director of Division, transmit in duplicate to Division of Personnel. Field service recommendations will be forwarded by the District Managers to the Director of the Division in Washington having jurisdiction over position.

1. Give location and date. 2. NATURE OF RECOMMENDATION: (*a*) Establish new position. (*b*) Appointment. (*c*) Temporary appointment. (*d*) Extension of temporary appointment. (*e*) Transfer. (*f*) Salary increase. (*g*) Salary reduction. (*h*) Reclassification. (*i*) Change in title. (*j*) Change in headquarters. (*k*) Separation (reduction of force; for cause). (*l*) Furlough. (*m*) Change in name (marriage or by order of court). 3. NAME: Give name of individual. If not yet selected, insert "Qualified eligible." 4. PROBABLE DURATION OF EMPLOYMENT: Show as permanent, permanent—indefinite (give approximate period). If temporary, show whether "Pending establishment of register" or "For period not to exceed ..... months. 5. STATUS DATA: If change in status, fill in both blocks. If new appointment, fill in proposed status. 6. TRAVEL EXPENSES AND TRANSPORTATION OF HOUSEHOLD EFFECTS:

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Name: Joseph Cadro, Jr.

February 23, 1944

Through the Regional Director, New Orleans

Civil Service or Other Legal Authority

Sect. 2 (b) Act of 8-1-~~44~~-41

NATURE OF ACTION: Promotion

Effective Date: January 1, 1944

	From	To
Position	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
Grade and Salary	CAF-9 $3200	CAF-9 $3300
Division	Regional Construction Office	Regional Construction Office
Section	Ship Construction	Ship Construction
Branch	(Houston Shipbuilding Corp.)	(Houston Shipbuilding Corp.)
Unit		
Headquarters	Houston, Texas	Houston, Texas
Departmental or Field	Field	Field

Remarks: Section 2 (b) Act of 8-1-41.
Last pro. (chg.stat.) War Department
6-1-42 $2700 to $3200
Increase effective from 1-1-44
through 2-15-44

This action is subject to the provisions of paragraphs listed on the reverse side of this notification. (a)

By direction of
United States Maritime Commission

Approved:

PERSONNEL FILE lw

THIS ACTION VOID UNLESS PERFORATED

ed

Date of Birth
8-10-03

BUDGET APPROVAL

B. P. No. LR

$

Date

NATURE OF POSITION
New, Received

Additional Identical

M. C. Number
Vice

Reallocation Received

Duration of Position

M. C. Number

Date of Oath

Division 5211 No.

MC 2-23-44
7

C

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Civil Service or Other Legal Authority

Dept. Cir. 257 Rev. 3

Name: Joseph Cadro, Jr.

December 24, 1943

Through the Regional Director, New Orleans

NATURE OF ACTION: Transfer - War Service - For Duration

Effective Date: December 11, 1943

	From	To
Position	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
Grade and Salary	CAF-9 $3200	CAF-9 $3200
Division	Regional Construction Office	Regional Construction Office
Section	Ship Construction	Ship Construction
Branch	(Todd-Galveston DD, Inc.)	(Houston SB Corp.)
Unit		
Headquarters	Galveston, Texas	Houston, Texas
Departmental or Field	Field	Field

Remarks:

This action is subject to the provisions of paragraphs (a) listed on the reverse side of this notification.

By direction of
United States Maritime Commission

Approved:

12-11-43

PERSONNEL FILE mb

THIS ACTION VOID UNLESS PERFORATED

Date of Birth
8-10-03

BUDGET APPROVAL
B. P. No. LR
$ from DA
Date 12-6-43

NATURE OF POSITION
New, Received

Additional Identical

M. C. Number
Vice

Reallocation Received

Duration of Position
Permanent

M. C. Number
F-II-1307

Date of Oath

Division 5211 No.
393705

MC 12-11-43
3-B
LK

Form 5211—Revised Sept. 1940

8-10-03 39375 2362

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

1. City: New Orleans, Louisiana Date: November 8, 1943
2. Nature of recommendation: Transfer
3. Name: Joseph Cadro, Jr.
4. Probable duration of employment: Indefinite

NOV 23 1943

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
Grade	CAF-9	CAF-9
Salary	$3200	$3200
Division	Regional Construction Office	Regional Construction Office
Section	Ship Construction Section	Ship Construction Section
Unit	Todd-Galveston Dry Dock, Inc.	Houston Shipbuilding Corp.
Station	Galveston, Texas	Houston, Texas

6. Are travel expenses to be allowed? No Is transportation of household effects to be requested? No

7. Nature of position:
   - ☐ New position.
   - ☐ Additional identical position to that occupied by
   - ☐ Similar position to that occupied by
   - ☒ To fill vacancy left by Frank S. Jurkowski transferred 7-6-42
   - ☐ To fill vacancy approved by Maritime Commission.
   - ☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

Job #1307

Name of supervisor: W. H. Logan

9. Justification for action:

Inasmuch as Mr. Cadro has requested the transfer to Houston - and his services can be utilized at this yard - it is recommended action be taken to effect this change.

10. Signatures:

W. M. Bateman

W. M. Bateman, Chief, Personnel Section

L. R. Sanford, Director, Gulf Coast

H. L. Vickery, Commissioner

16—17641

FOR USE OF DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

Placement and Training Section

Available: Citizenship: verified

Present employment verified:

References investigated:

DATE:	PROGRAM:	B. P. NO:
12/6/43	LP	

E. F. Callahan
ASST. BUDGET OFFICER

Eligible by:
Transfer ☐ Department advised:
Reinstatement ☐
Civil Service Certificate No. Civil Service Dept. Circular 257, Revision 3 Form 62 not required. Date:
Present employment:

Hold for replacement: Yes ☐ No ☐
Remarks:

Approved for clearance:
Date: 11-9-43 Chief, Personnel Section

NOV 24 1943 Classification Section

Type of action: Permanent
New Position
Not approved by MC.

Title: Shipyard Inspector (Mach.)
Grade: CAF-9 M. C. No. F-II-1307
Location:

Regional Construction Office
Ship Construction Section
Houston, Texas

Houston Shipbuilding Corp.

11/27/43

11-24-43 Appointments and Pay Roll Section "3-B"

Nature of action: Transfer - WS

M. C. vacancy:

~~Classification~~:

Effective: EOD 12-11-43

C. S. authority:
Budget clearance: Fr: PA
$3200
Salary increase:

8-10-03

Approved for the Commission
Date: DEC 11 1943
Recommended: Warren Adamson
Director, Division of Personnel
Director, Division of Personnel Supervision and Management.

INSTRUCTIONS

COPIES REQUIRED: Original and one copy. ROUTING: After approval by Director of Division, transmit in duplicate to Division of Personnel. Field service recommendations will be forwarded by the District Managers to the Director of the Division in Washington having jurisdiction over position.

1. Give location and date. 2. NATURE OF RECOMMENDATION: (*a*) Establish new position. (*b*) Appointment. (*c*) Temporary appointment. (*d*) Extension of temporary appointment. (*e*) Transfer. (*f*) Salary increase. (*g*) Salary reduction. (*h*) Reclassification. (*i*) Change in title. (*j*) Change in headquarters. (*k*) Separation (reduction of force; for cause). (*l*) Furlough. (*m*) Change in name (marriage or by order of court). 3. NAME: Give name of individual. If not yet selected, insert "Qualified eligible." 4. PROBABLE DURATION OF EMPLOYMENT: Show as permanent, permanent—indefinite (give approximate period). If temporary, show whether "Pending establishment of register" or "For period not to exceed _____ months. 5. STATUS DATA: If change in status, fill in both blocks. If new appointment, fill in proposed status. 6. TRAVEL EXPENSES AND TRANSPORTATION OF HOUSEHOLD EFFECTS: Answer "Yes" or "No." 7. NATURE OF POSITION: Indicate by check mark (✓). Give name and date where required. 8. DUTIES OF POSITION: Give complete description of the work to be performed, and name of supervisor. 9. JUSTIFICATION FOR ACTION: State necessity for action recommended in terms of volume or need. 10. Affix signature and titles.

16—17641 U. S. GOVERNMENT PRINTING OFFICE

12-8

DEC 21 1943

12/9

12-29

Joseph Cado, Jr.

UNITED STATES MARITIME COMMISSION

July 26, 1943

To: Mrs. Vance - Payroll Unit
Mrs. Poole - Appointments Unit
Mr. Prowse - Budget Unit
Mrs. Pollock - Personnel Files
Mr. Schuett - Tabulating Section

From: Classification Section

Subject: Change in Title of the Gray's Iron Works, Inc., Galveston, Texas, to Todd-Johnson Dry Docks, Inc.

In accordance with a letter from the Regional Construction Office at New Orleans, La., dated July 14, 1943, the management of Gray's Iron Works, Inc., Galveston, Texas, has recently been taken over by Todd-Johnson Dry Docks, Inc. Therefore, the following personnel should be changed accordingly:

Regional Construction Office
Material Coordinating Section

Ralph Long	Associate Material Coordinator	CAF-10

Division of Finance
Construction Audit Section

Joseph H. Wolfe	Pr. Construction Cost Auditor	CAF-11
Vincent B. Humphreys	Construction Cost Auditor	CAF-9
Louis Pierpoint	Construction Cost Auditor	CAF-9
Godfrey E. Fest	Jr. Construction Cost Auditor	CAF-7
I. P. Kovacevich	Pr. Const. Cost Audit Clerk	CAF-6
Carl B. Winton	Construction Cost Audit Clerk	CAF-4
Doris M. Golden	Assistant Clerk-Stenographer	CAF-3

Regional Construction Office
Ship Construction Section

E. A. Currie	Sr. Shipyard Inspector (Welding)	CAF-10
Edgar S. Sewell	Sr. Shipyard Inspector (Mach.)	CAF-10
Joseph Cado, Jr.	Shipyard Inspector (Machinery)	CAF-9
Rose F. Haynes	Asst. Shipyard Inspector (Joiner)	CAF-7
Eliz. E. Hamilton	Assistant Clerk-Stenographer	CAF-3
Ruby Hammen	Assistant Clerk-Stenographer	CAF-3
Oscar M. Jacobi	Sr. Shipyard Inspector (Elec.)	CAF-10
Marvin A. Smith	Shipyard Inspector (Hull)	CAF-9

Joseph N. Stonesifer

FORM NO. 5211-A

2

UNITED STATES MARITIME COMMISSION

DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

WASHINGTON, D. C.

C. S. C. Report No.

Name: Joseph Cadro, Jr. February 16, 1943

Through the Regional Director, New Orleans

Civil Service or Other Legal Authority

Reg. IX XXX
Sec. 2a
E. O. 9243
WP10-1400
1-12-43

(10th)

NATURE OF ACTION: Appointment by Transfer-
War Service- For Duration

Effective Date: January 22, 1943

	From	To
Position		Shipyard Inspector (Machinery)
Grade and Salary		CAF-9 - $3200
Division		Regional Construction Office
Section		Ship Construction
Branch		(Gray's Iron Works)
Unit		
Headquarters		Galveston, Texas
Departmental or Field		Field

Date of Birth
8-10-03 (M)

BUDGET APPROVAL
B. P. No. DA 8680
$
Date 2-11-43

NATURE OF POSITION
New, Received

Additional Identical

M. C. Number
Vice

Reallocation Received

Remarks:

From War Department

This action is subject to the provisions of paragraphs (a) (d) listed on the reverse side of this notification.

Louisiana
Married

Duration of Position
Permanent

M. C. Number

By direction of
United States Maritime Commission

Date of Oath
1-23-43

Division 5211 No.
23034

MC X 2-12-43

Approved:

1-B dvn

dvh

21243

PERSONNEL FILE

THIS ACTION VOID UNLESS PERFORATED

Standard Form No. 8
(Approved by the President, May 22, 1925)

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

U.S. Maritime Commission
(Department or Establishment)

Reg. Constr. Office - Reg. II
Ship Construction Section
Galveston, Texas(Gray's Iron Works)
(Bureau or Office)

I, JOSEPH CADRO, JR., do
(Name in full, printed or typed)

solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So HELP ME GOD.

Joseph Cadro Jr
(Signature of Appointee)

Subscribed and sworn to before me this 23 day of January, A.D. 1943

at Galveston, (City or place), Texas (State)

[SEAL]

I. P. KOVACEVICH
Notary Public in and for Galveston County, Texas.

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

June 1943

Position to which appointed Shipyard Inspector (Machinery) CAF-9 $3200

Date of entrance on duty January 22, 1943

U.S. GOVERNMENT PRINTING OFFICE 10—1689

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

U.S. Maritime Commission	Reg. Constr. Office Ship Construction Section	Galveston, Texas
(Department or agency)	(Bureau or division)	(Place of employment)

Name JOSEPH CADRO, JR.
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * * * *

I, JOSEPH CADRO, JR., do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Joseph Cadro, Jr.
(Signature of employee)

Subscribed and sworn to before me this 13 day of January A. D., 19 43,

at Galveston, (City or place), Texas (State)

I. P. Kovacevich

I. P. KOVACEVICH
Notary Public in and for Galveston County, Texas.

[SEAL]

U. S. GOVERNMENT PRINTING OFFICE: 1940— O

Form 3876
Sept.,1942

United States Civil Service Commission
TENTH CIVIL SERVICE REGION
(Comprising Louisiana and Texas)
OFFICE OF THE REGIONAL DIRECTOR
New Orleans, La.

[redacted]
File: [redacted]
Date: [redacted] 12, 1943
Requisition No: [redacted]

[redacted]
Assistant Placement Officer,
Personnel Section,
U. S. Maritime Commission,
Storm Building,
New Orleans, Louisiana

Authority is granted for the transfer of

[redacted] Joseph Cafro, Jr.

under War Service Regulation IX, Section [redacted] 8, Subsection [redacted] a

To:	Position	[redacted] Shipyard Inspector (Mech)
	Grade and Salary	[redacted] $2600 pa
	Department	[redacted] U. S. Maritime Commission
	Bureau	[redacted] U. S. Maritime Commission
	Location	[redacted] New Orleans, La. Duty: Galveston, Texas
From:	Position	[redacted] Diesel Engineer
	Grade and Salary	[redacted] $2600 pa
	Department	[redacted] War Department
	Bureau	[redacted] U. S. Engineer Office
	Location	[redacted] New Orleans, La.

This transfer may be made effective on or after [redacted] January 10, 1943
but in no case later than ten days from such date except at the option of the receiving agency.

Subject to the following conditions:

Very truly yours,

Paul H. Figg

PAUL H. FIGG,
Regional Director.

cc To Service Record Division, CSC
cc To office from which transferred
cc CSC (DWT)

L*B

FEB 6 1943

23034

UNITED STATES MARITIME COMMISSION

348 Baronne Street
NEW ORLEANS, LOUISIANA

FEB 12 1943
U.S. Maritime Commission
Division of Personnel
Washington, D. C.

January 30, 1943

Director Division of Personnel
U.S. Maritime Commission
Washington, D.C.

Dear Sir:

The attached forms are submitted in connection with the appointment of: **Joseph Cadro, Jr.**

FORM 5211:- Title **Shipyard Inspector (Machinery)**
Grade **CAF-9** Salary $ **3200**
Division **Reg. Constr. Office - ~~Reg. II~~**
Section **Ship Construction**
Unit **~~Field~~**
Official Station **Galveston, Texas (Gray's Iron Works)**

AUTHORITY FOR POSITION: **Wire 1-4-43**

DATE:	PROGRAM:	B. P. NO:
2/11/43	Da	8680

L. A. CALLAHAN
ASST. BUDGET OFFICER

New Position
Not approved by MC.
2/8/43

Application Form (x) To be Forwarded Later Date
Form 124b (x)
Form 2806-1 ( )
Military Questionnaire (x)

C. S. Authority: **WT#10-1400 dated 1-12-43 under Reg. IX, E.O. 9243. 10th Region New Orleans, La.**
E.O.D. Date: **January 22, 1943**
Date of Oath: **January 23, 1943**

The above information is for immediate confirmation by the Maritime Commission.

Very truly yours,

D.E. Chaffin

D.E. Chaffin
~~Acting~~ Chief, Personnel Section

DC:ch

Approved for the Commission
Date: FEB 12 1943
W Adams
Director, Division of Personnel

8-10-03
Louisiana
Male
Married

CAF-9

Form 5211—Revised
Sept. 1940

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

1. City: New Orleans, La. Date: Jan. 13, 1942
2. Nature of recommendation: Appointment
3. Name: CADRO, Joseph Jr.
4. Probable duration of employment: Indefinite

FEB 6 1943

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title		Shipyard Inspector (Machinery)
Grade		CAF-9
Salary		$3200
Division		Gulf Coast Region - Region II
Section		Ship Construction Section
Unit		Field
Station		Galveston, Texas (Gray's Iron Works, Inc)

6. Are travel expenses to be allowed? No. Is transportation of household effects to be requested? No

7. Nature of position:
   - ☐ New position.
   - ☐ Additional identical position to that occupied by
   - ☐ Similar position to that occupied by
   - ☐ To fill vacancy left by
   - ☒ To fill vacancy approved by Maritime Commission. Wire 1-4-43
   - ☐ To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

See description of duties for Shipyard Inspector (Machinery).

Name of supervisor: M. F. Flewelling

9. Justification for action:

Volume of work at this yard necessitates this appointment.

10. Signatures:

M.F. Flewelling, Jr. Head, Machinery Branch

L.R. Sanford, Regional Director

T. Edward Shaw, Assistant to Director

H.L. Vickery, Commissioner

16—17641

FOR USE OF DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

Placement and Training Section

Available: Citizenship:

Present employment verified:

References investigated:

Eligible by:

Transfer ☐ Department advised:

Reinstatement ☐

Civil Service Certificate No. Date:

Present employment:

Hold for replacement: Yes ☐ No ☐

Remarks:

Approved for clearance:

Date:

Classification Section	Appointments and Pay Roll Section
Type of action:	Nature of action:
	M. C. vacancy:
Title:	Classification:
Grade: M. C. No.	
Location:	
	C. S. authority:
	Budget clearance:
	Salary increase:
	Recommended:
	Director, Division of Personnel Supervision and Management.

INSTRUCTIONS

COPIES REQUIRED: Original and one copy. ROUTING: After approval by Director of Division, transmit in duplicate to Division of Personnel. Field service recommendations will be forwarded by the District Managers to the Director of the Division in Washington having jurisdiction over position.

1. Give location and date. 2. NATURE OF RECOMMENDATION: (*a*) Establish new position. (*b*) Appointment. (*c*) Temporary appointment. (*d*) Extension of temporary appointment. (*e*) Transfer. (*f*) Salary increase. (*g*) Salary reduction. (*h*) Reclassification. (*i*) Change in title. (*j*) Change in headquarters. (*k*) Separation (reduction of force; for cause). (*l*) Furlough. (*m*) Change in name (marriage or by order of court). 3. NAME: Give name of individual. If not yet selected, insert "Qualified eligible." 4. PROBABLE DURATION OF EMPLOYMENT: Show as permanent, permanent—indefinite (give approximate period). If temporary, show whether "Pending establishment of register" or "For period not to exceed _____ months. 5. STATUS DATA: If change in status, fill in both blocks. If new appointment, fill in proposed status. 6. TRAVEL EXPENSES AND TRANSPORTATION OF HOUSEHOLD EFFECTS: Answer "Yes" or "No." 7. NATURE OF POSITION: Indicate by check mark (✓). Give name and date where required. 8. DUTIES OF POSITION: Give complete description of the work to be performed, and name of supervisor. 9. JUSTIFICATION FOR ACTION: State necessity for action recommended in terms of volume or need. 10. Affix signature and titles.

16—17641 U. S. GOVERNMENT PRINTING OFFICE

Form Pl. 1

UNITED STATES MARITIME COMMISSION

Personnel Questionnaire:

Pursuant to Section 201 (b), Merchant Marine Act of 1936, which reads as follows, each appointee is required to answer the questions listed below:

> "It shall be unlawful for any member, officer, or employee of the Commission to be in the employ of any other person, firm, or corporation, or to have any pecuniary interest in, or hold any official relationship with, any carrier by water, shipbuilder, contractor, or other person, firm association or corporation with whom the Commission may have business relations."

———————— O ————————

Questionnaire:

(1) Are you now in the employ of any person, firm or corporation other than a Governmental agency? ____Yes. __✓__No.

(2) Have you any financial interest in any unit of the shipping industry? ____Yes. __✓__No.

(3) Have you any official relationship with any unit of the shipping industry? ____Yes. __✓__No.

(4) Are you related, by blood or marriage, to one who has any financial interest in, or who holds any official relationship with any unit of the shipping industry? ____Yes. __✓__No.

(If the answer to any of the above is "Yes", please attach hereto a brief statement of explanation.

What is your legal residence:

La. 9 Ward New Orleans, La
(State) (Congressional District) (County) (City or town)

Joseph Cadro, Jr
Signature of Appointee

(Revised 7/5/43)

PERSONNEL QUESTIONNAIRE (MILITARY) Cadro

1. Name: Joseph Cadro Jr Date of Birth: Aug 10-1903
2. Present Residence Address: 1320 Ave H, Galveston Texas
3. Division: U.S. Maritime Commission Construction Section: Inspection
   Region II
4. Give one short line description of duties: EXAMPLE: Inspects hull construction for compliance with plans and specifications.
   Inspect machinery for Compliance with Plans & Spec.
5. Marital Status: (Circle which applies)
   (1. Married) 2. Single 3. Widowed 4. Divorced
6. If married, is wife employed? ("Yes" or "No") NO Date Married June 21 1925
7. Dependents:

	Relationship	Wholly or Partially Dependent	Date of Birth
1.	Son	Wholly	June 16-1932
2.			
3.			
4.			

8. Have you registered under the Selective Service Act? ("Yes" or "No") _____
9. If so, give Local Board number and its address:
   Local Board No 9 - Orleans Parish. New Orleans La
10. Home address registered with Local Board:
    1916 Alvar Strut New Orleans La
11. Have you filed your Selective Service Questionnaire? ("Yes" or "No") yes
12. Have you received notice of your classification? ("Yes" or "No") yes
    (a) If so, state: (1) Class 4-H (2) Order Number 11614
    (3) Date notice was mailed to you January 30 1943
    (4) Expiration date of classification, if any _____
    (b) If not, notify Agency Committee of Class, Order Number, and Expiration Date as soon as assigned.
13. Are you at present a member of any Reserve Organization of the Army, Navy, or Marine Corps? ("Yes" or "No") NO If so, state:
    (1) Name of Service _____ (2) Class of Service _____
    (3) Branch or arm of Service _____
    (4) Rank or Rating _____

Date: Aug 5- 1943 Signature: Joseph Cadro Jr

NOTE: If there is any change with regard to any of the information requested above which affects or might affect your draft status, you are required to notify immediately (by memorandum) the Secretary of the Agency Committee on Deferments through the Director of your division.

Grade & Title: Shipyard Inspector (Machinery CAF-9 $3200
Regional Cont. Office - Galveston, Texas
Date of Birth: 8-10-03
Effective Date: 1-22-43

PERSONNEL QUESTIONNAIRE
(MILITARY)

1. Name: Joseph Cadro, Jr
2. Home Address: 1916 Alvar Street, New Orleans, La.
3. Marital Status: (Circle which applies)
   1. Married 2. Single 3. Widowed 4. Divorced
4. If married, is wife employed: ("Yes" or "No") no
5. Dependents: (State relationship and whether wholly or partially dependent)

	Relationship	Wholly or Partially
1.	Son	Wholly
2.		
3.		
4.		
5.		

6. Have you registered under the Selective Training and Service Act?
   (Answer "Yes" or "No") yes
7. If so, give Local Board number and location:
   Board No 9 New Orleans La
8. Give home address registered with Local Board
   1916 Alvar Street New Orleans, La
9. If registered have you filed your Selective Service Questionnaire?
   (Answer "Yes" or "No") yes
10. Have you received notice of your classification?
    (Answer "Yes" or "No") yes
11. (a) If so, state classification assigned and expiration date, if any:
    (1) Class 3A (2) Expires Untill
    (b) If not, notify this Division of Class and Expiration Date as soon as assigned.

Date: 1-23-43 Signature Joseph Cadro Jr.

NOTE: If there is any subsequent change in your classification you are required to notify immediately (by memorandum) the Division of Personnel through the Director of your Division.

Form 2413
(November 1941)

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

Beatrice D. Cady (Name) — 7207 Cobalt Road, Wood Acres, Md. (Post-office address)

Female (Sex) — Nov. 11, 1911 (Date of birth) — Senior Typist - Stenographer (Title of examination taken)

Maritime Commission (Department and bureau in which you are to be employed) — Washington, D. C. (City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? No —

2. If answer is "yes" give details ———

PHYSICIAN SHOULD FILL IN THE FOLLOWING

6 3/4 inches. (Height, without shoes) * ——— pounds. (Weight, in clothing) 134 pounds. (Weight, without clothing) { Males, with and without clothing; females, clothed, but without wrap or hat.

*To be taken for males only upon special written request of the official ordering examination.

Items checked (√) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. **Eyes:** Distant vision: Without glasses: Right: 20/15 Left: 20/15 — With glasses if worn: Right: 20/— Left: 20/—

Near vision:

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.
This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924). (Jaeger No. 2)

	Without glasses:	With glasses, if used:
(Jaeger No. 1)	R. 5 in. to 2 3/3 in.	R. ——— in. to ——— in.
	L. 5 in. to 2 3/3 in.	L. ——— in. to ——— in.
(Jaeger No. 2)	R. ——— in. to ——— in.	R. ——— in. to ——— in.
	L. ——— in. to ——— in.	L. ——— in. to ——— in.

Evidence of disease or injury: Right ✓ Left ✓

Color vision: Is color vision normal when Ishihara or other color plate test is used? Yes. Ishihara

If not, can applicant pass lantern, yarn or other comparable test? —

2. **Ears:** (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary conversation: Right ear 20/20 ft. Left ear 20/20 ft. Evidence of disease or injury: Right ear ✓ Left ear ✓

3. **Nose, sinus disease, etc.** ✓

4. **Mouth and throat** ✓

5. **Gastro-intestinal** ✓

6. **Thyroid** (especially in women) ✓

7. **Heart and blood vessels** ✓

Blood pressure: Mm. Hg. systolic 118 Mm. Hg. diastolic 80

Is organic heart disease present? No If organic heart disease is present, is it fully compensated? —

8. **Lungs:** Right ✓ Left ✓

History of tuberculosis? No If so, has the disease been arrested for at least 1 year? —

If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.) ———

9. **Hernia** None
(If present, name variety: Inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truss? ———

10. **Varicose veins** None
(If present, state location and degree)

Varicocele (*see note 10 on reverse side*) None

11. **Feet:** Is flat foot present? No Degree of impairment of function None
(None, slight, moderate, severe)

12. **Deformities, atrophies, and other abnormalities, diseases, or defects not included above** None.

13. **Scars of serious injury or disease** ✓ None

14. **Nervous system** (*see note 14 on reverse side*) ✓

Is there any history of a "nervous breakdown"? No

If hospitalized, give name of hospital and location —

15. (*a*) **Urinalysis** (*see reverse side*) Not indicated (*b*) **Venereal disease** No

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks."

17. Does Veterans Administration recognize service-connected disability in this case? No (Yes or no) If "yes," cover in your comments.

18. Has examinee ever received disability retirement from U. S. Civil Service Commission? No (Yes or no)

16—1066-1

This certificate is to be returned to the official requesting the examination

[OVER]

WASHINGTON, D. C.

Doctor: This person is being considered for a Government position. Efficiency rules and laws providing for compensation for injuries and retirement benefits make it imperative that the Commission's certificate as to physical fitness be absolutely ACCURATE AND COMPLETE. The Commission will review the executed medical certificate and decide whether the person under consideration is physically qualified for the position.

Failure to report fully your findings in this examination might cause this individual great inconvenience since he may be given further physical examination by a Federal medical officer.

If you have not a designation as Federal medical officer, disregard the statement "The examining physician must be in the Federal service" which you will find on the back of medical certificate Form 2413; however, the certificate should be signed in the space provided.

The fee for your examination must be paid by the individual examined.

Medical Division
UNITED STATES CIVIL SERVICE COMMISSION

Form 2413
(November 1941)

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

Joseph Cadis Jr — (Name)

(Post-office address)

Male — (Sex); Aug 10 1902 — (Date of birth)

(Title of examination taken)

(Department and bureau in which you are to be employed)

Galveston, Tex — (City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? no

2. If answer is "yes" give details

PHYSICIAN SHOULD FILL IN THE FOLLOWING

67 inches. (Height, without shoes) * 195 pounds. (Weight, in clothing) 190 pounds. (Weight, without clothing) { Males, with and without clothing; females, clothed, but without wrap or hat.

*To be taken for males only upon special written request of the official ordering examination.

Items checked (√) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. **Eyes:** Distant vision: Without glasses: Right: 20/30 Left: 20/30 With glasses if worn: Right: 20/20 Left: 20/20

Near vision:

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.

This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924). (Jaeger No. 2)

(Jaeger No. 1)	Without glasses:	With glasses, if used:
	R. 14 in. to 4 in.	R. ____ in. to ____ in.
	L. 14 in. to 4 in.	L. ____ in. to ____ in.
(Jaeger No. 2)	Without glasses:	With glasses, if used:
	R. ____ in. to ____ in.	R. ____ in. to ____ in.
	L. ____ in. to ____ in.	L. ____ in. to ____ in.

Evidence of disease or injury: Right none Left none

Color vision: Is color vision normal when Ishihara or other color plate test is used? yes (Stillings test)

If not, can applicant pass lantern, yarn or other comparable test?

2. **Ears:** (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary conversation: Right ear 20/20 ft. Left ear 20/20 ft. Evidence of disease or injury: Right ear none Left ear none

3. **Nose, sinus disease, etc.** neg

4. **Mouth and throat** neg

5. **Gastro-intestinal** neg

6. **Thyroid** (especially in women) neg

7. **Heart and blood vessels** neg

Blood pressure: Mm. Hg. systolic 138 Mm. Hg. diastolic 80

Is organic heart disease present? no If organic heart disease is present, is it fully compensated?

8. **Lungs:** Right neg Left none

History of tuberculosis? none If so, has the disease been arrested for at least 1 year?

If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.)

9. **Hernia** none

(If present, name variety: Inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truss?

10. **Varicose veins** none

(If present, state location and degree)

Varicocele (*see note 10 on reverse side*) none

11. **Feet:** Is flat foot present? no Degree of impairment of function

(None, slight, moderate, severe)

12. **Deformities, atrophies, and other abnormalities, diseases, or defects not included above** none

13. **Scars of serious injury or disease** none

14. **Nervous system** (*see note 14 on reverse side*) neg

Is there any history of a "nervous breakdown"? no

If hospitalized, give name of hospital and location

15. (*a*) **Urinalysis** (*see reverse side*) neg (*b*) **Venereal disease** none

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks."

17. Does Veterans Administration recognize service-connected disability in this case? no (Yes or no) If "yes," cover in your comments.

18. Has examinee ever received disability retirement from U. S. Civil Service Commission? no (Yes or no)

16—1066-1

This certificate is to be returned to the official requesting the examination

[OVER]

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to *remove the glasses at least one-half hour before testing uncorrected vision.*

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. Flat foot of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a *weak* foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. Scars, deformities, atrophies, and paralyses should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. Urinalysis to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected, and when obesity is found on examination.

Record of urinalysis, if made: Sp. gr. 1.012 Albumen neg Sugar neg Casts none

If tachycardia is present, give pulse rate: Sitting — Immediately after exercise — Two minutes after exercise — Cardiac reserve —
(Good, fair, or poor)

I have found this applicant abnormal under the following headings: none

In my opinion, applicant is capable of performing duties involving arduous physical exertion.
(Arduous, moderate, or light)

REMARKS:

(*Signature of applicant*) + Joseph Cadro Jr
(This space to be filled in, as a matter of identification, by the applicant in own handwriting, and in ink, in the presence of the physician)

New Orleans La
(Place of examination)

1-20-43
(Date of examination)

The examining physician must be a duly licensed doctor of medicine (M. D.)

M D Long, M. D.
(Signature of examining physician)

(If in Federal medical service, give title and branch)

Full time? — Part time? — Fee paid? 2 00

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in —
(Department) (Bureau)

Title of position —

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) —

16—1066-1

Standard Form No. 57
Approved April 9, 1942
U. S. CIVIL SERVICE COMMISSION
C. S. C. Dept. Cir. No. 332

APPLICATION FOR FEDERAL EMPLOYMENT

ANNO NO.

Answer every question clearly and completely. Use typewriter or print in BLACK ink. Black entries assure all pointing agencies clear photographic copies. Use printed side ONLY. Give all names used, such as maiden name: *Mrs. Mary Louise Jones Doe.* ***If you are applying for a specific United States Civil Service Examination,*** read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if ***not,*** mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

APP. NO.

ANSWER 1, 2, AND 3 IF APPLYING FOR A SPECIFIC EXAMINATION:

1. **Place of examination** (if a written test) **or place of employment** (if specified in announcement)

City and State

2. Name of examination: (See announcement for EXACT title)

Senior Inspector-Machinery

3. Optional subject (if any):

AV.

This space for U. S. Civil Service Commission

☐ Appor. ☐ Nonappor.

To U. S. Civil Service Commission

This space for U. S. Civil Service Commission

SEL. NO.

4. ☐ Mr. ☐ Mrs. ☐ Miss Joseph (First) Cadro (Middle) Jr. (Last)

5. 1916 Alvar Street (R. D. or street number)

City or post office, and State New Orleans, La.

O. S.
Gr.
E & E.
P & D.
Int.

☐ Preference: Allowed—
☐ Veteran.
☐ Disability.
☐ Wife.
☐ Widow.
☐ Disallowed.
☐ Closed.

Adm'd exam.
Approved by
Exam. date
Not. Ra.
Date Reg.
☐ Material att'd.
☐ Material filed.
☐ Material ret.

☐ Indian.

6. Date of birth (month, day, year): Aug. 10, 1903

7. Age last birthday: 39

8. Date of this application: Jan. 1943

9. Legal or voting residence: State Louisiana

10. Telephone: Residence— CR 2307 Business— UP 1207

11. (a) Check one: ☒ Male. ☐ Female. (b) Check one: ☐ Divorced. ☐ Single. ☒ Married. ☐ Separated. ☐ Widowed.

12. Height, without shoes: 5 ft. 6 in. Weight: 197 lb.

13. Where were you born? Port Eads, La. (Town) (State or Country)

14. Are you a citizen of the United States? (Check proper box). Unless otherwise instructed, naturalized citizens must submit, along with the application, Naturalization Certificate; other foreign-born, documentary proof of citizenship. Documents will be returned. ☒ Yes ☐ No

15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? . If so, list all cases without any exception whatsoever, under Item 45, page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If appointed, your fingerprints will be taken. ☐ Yes ☒ No

16. (a) Have you any physical defect or disability whatsoever? . . ☐ Yes ☒ No

(b) Have you ever had a nervous breakdown? . . . . . ☐ Yes ☒ No

If your answer to either (a) or (b) is yes, give full particulars under Item 45, page 4.

17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? . . . . . If so, give complete details under Item 45. ☐ Yes ☒ No

18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? . . . . . If so, state (under Item 45), when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case. ☐ Yes ☒ No

19. Within the past 12 months, have you used intoxicating beverages? If so, specify ☐ Occasionally. ☐ Habitually ☐ To excess. ☐ Yes ☒ No

20. Are any members of your family or relatives (either blood or by marriage), employed by the United States Government, excluding persons in the armed forces? . . . . . If so, give name, address, relationship, and branch of service of each such relative under Item 45. ☐ Yes ☒ No

21. Are you NOW employed by the Federal Government? . . . . . ☒ Yes ☐ No

(a) If so, War Department Engineer Office (Department or Bureau) New Orleans Dist. N. O. La. (Location)

(b) If you now are or have ever been so employed, give dates: from Jan. 5 (Month) 19 22 (Year) to Date (Month) 19 ____ (Year)

22. (a) Were you ever in the U. S. military or naval service? . . . ☐ Yes ☒ No
If so, give branch of service and date of last discharge:
☐ Army. ☐ Navy. ☐ Marine. ☐ Coast Guard. Date

(b) Were all discharges granted under honorable conditions? . ☐ Yes ☐ No

(c) Have you already established military preference with the Civil Service Commission? . . . . . ☐ Yes ☐ No
If so, check kind of preference below:
☐ Veteran ☐ Disabled Veteran. ☐ Wife of Veteran. ☐ Disabled Veteran. ☐ Widow of Veteran.
If you are applying for a specific examination, and wish to claim veteran preference in connection with it, attach C. S. C. (Preference) Form 14, together with the evidence specified therein.

23. Have you registered under the Selective Service Act? . . . . . ☒ Yes ☐ No
If so, give address and number of local board No 9
4323 St. Claude Ave., N.O. La.
If classified, give your classification 3A Your order number 11614

24. (a) Are you now a member of any branch of military or naval reserve? . . . . . ☐ Yes ☒ No
If so, give name of organization
(b) Are you now on active duty? . . . . . ☐ Yes ☒ No

25. Give number of persons completely dependent on you, other than husband or wife . . One

26. Would you accept short-term appointment? . . . . . ☐ Yes ☒ No
☐ 6 Months. ☐ 3 Months. ☐ 1 Month.

27. (a) Would you accept appointment anywhere offered in the United States? . . . . . ☒ Yes ☐ No
Give location preferences New Orleans, La. or Galveston, Texas

(b) Would you accept appointment outside the United States? . ☐ Yes ☒ No
Give locations acceptable

(c) Would you accept appointment in Washington, D.C.? . . . ☐ Yes ☒ No
If so, and if you are applying for a specific examination, refer to the examination announcement to see if the Certificate of Residence (C. S. C. Form 12) is to be submitted. Proof of residence is required for many kinds of positions.

28. What is the lowest entrance salary you will accept? $3200
You will not be considered for positions paying less. per Annum

29. Are you willing to travel? . . . . . ☐ Yes ☐ No
If so, specify: ☐ Occasionally. ☒ Frequently. ☐ Constantly.

30. How much notice will you require to report for work? 5 days

1D

From (Month) (Year) To Mar. 31 1935 (Month) (Year)

Name of employer: U.S. Engineers, N.O. Dist.

Address Foot of Prytania St.,

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor Mr. B. H. Dupuy Superintendent

Reason for leaving Promoted

Exact title of your position Gasoline Engineer Salary: Starting, $ 1680.00 Per An. Final, $ 1920.00

Duties and responsibilities Engineer on Survey boats, also operating and navigating Launches for the District.

Machines and equipment you used

Place New Orleans, La. (City)

From 11-19 (Month) 19 23 (Year) To 11-1 (Month) (State) 19 28 (Year)

Name of employer: U.S. Engineers, N.O. Dist.

Address Foot of Prytania St., New Orleans, La.

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor W. B. Smith Assistant Engineer

Reason for leaving Promoted

Exact title of your position Engineman Salary: Starting, $ 1056.00 Per A Final, $ 1680.00

Duties and responsibilities Operating and Navigating U.S. Launches.

Machines and equipment you used

Place New Orleans, La. (City)

From 1-26 (Month) 19 21 (Year) To 11-19 (Month) (State) 19 23 (Year)

Name of employer: U.S. Engineers, New Orleans

Address Foot of Prytania St., New Orleans, La.

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor

Reason for leaving Promoted

Exact title of your position Salary: Starting, $ 2.00 per day Per an Final, $ 768.00

Duties and responsibilities Labor Deckhand on Tug Donovan. Labor acting Ice Plant Operator.

Machines and equipment you used

Place New Orleans, La. (City)

From 8-11 (Month) 19 19 (Year) To 1-26 (Month) (State) 19 21 (Year)

Name of employer: U.S. Engineers, N.O. Dist.

Address Foot of Prytania St., New Orleans, La.

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor W. B. Smith Assistant Engineer

Reason for leaving Promoted

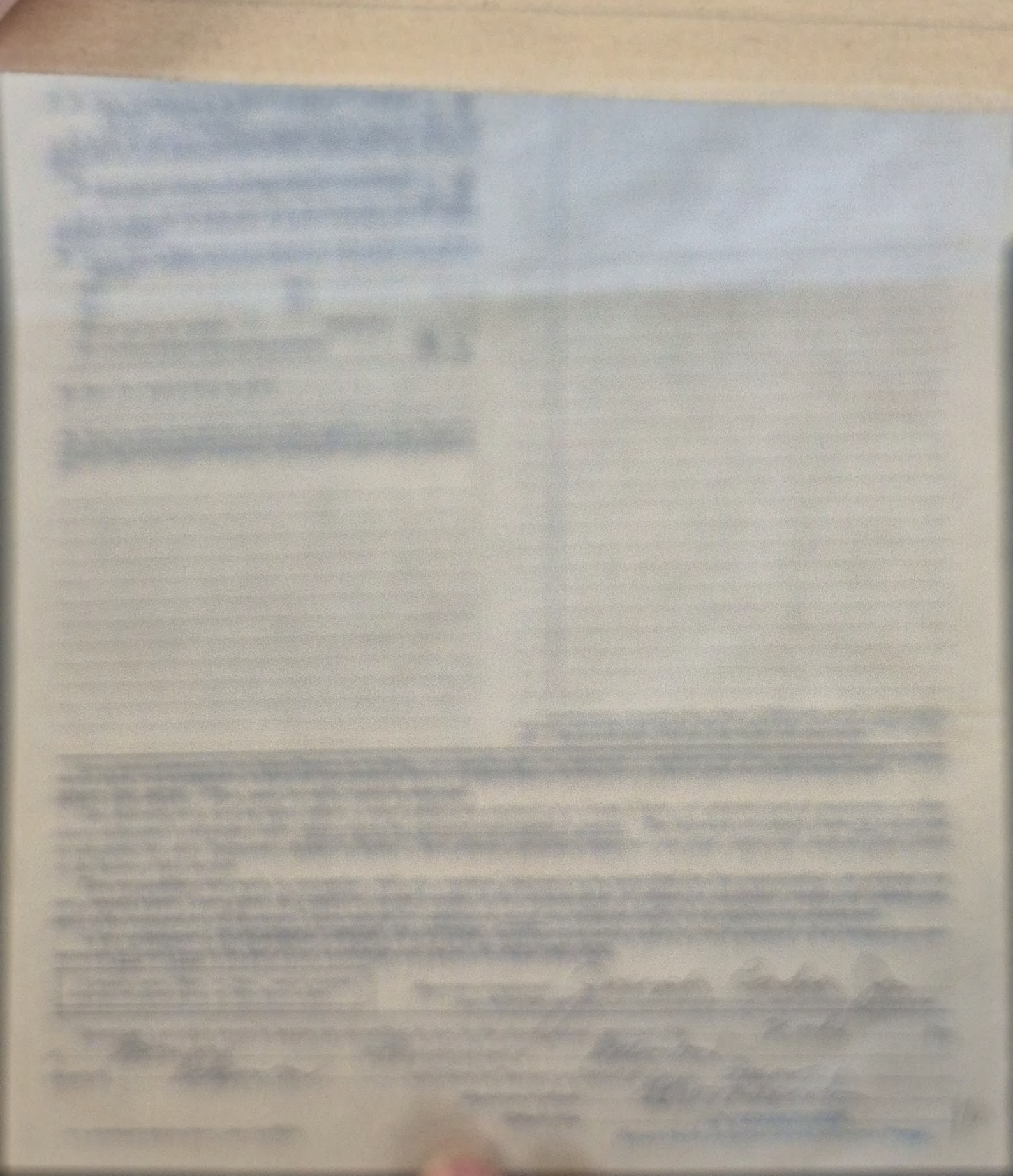
Exact title of your position Salary: Starting, $ 2.00 per day Per an Final, $ 900.00

Duties and responsibilities General Labor in carpenter gang. Acting Assistant Operator in power plant.

Machines and equipment you used

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of THIN paper, size 8 x 10½ inches. Write on each sheet your name, full address, and examination title (if any). Use one side **only**. Enclose, unattached, with application.

10



31. (a) Have you ever **filed** applications for any general civil service examinations? (If so, list them below.) . . . . . ☐ Yes ☐ No

Titles of examinations	Examined in what cities	Month and year	Ratings
Engineman	New Orleans, La.	Jan. 15/24	80%
Engineman	New Orleans, La.	Oct. 15/24	86%
Mate	New Orleans, La.	Oct. 1/25	80%
Assistant Engr. M.V.	New Orleans, La.	May 18/27	93%
Gasoline Engineer	New Orleans, La.	Oct. 1/28	89.5%

(b) Have you **passed** any State or other civil service examination (other than the above) within the last 5 years? If so, give details under Item 45, Page 4 . ☐ Yes ☒ No

32. EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 (6 7) 8 9 10 11 12. Did you graduate? . . . ☐ Yes ☐ No

Name and location of school	Dates attended From—	Dates attended To—	Years completed Day	Years completed Night	Degrees conferred Title	Degrees conferred Date	Semester hours credit
(b) College or university							
International Correspondence School-2 years, Internal Combustion Engineer					American School - 1		year
Diesel Electric Engineer							
(c) Other					Studies		

(d) Undergraduate major subjects (20 or more semester hours)	Semester hrs.	Major subjects (graduate)	Semester hrs.

33. Indicate your knowledge of foreign languages.

	READ Exc.	Good	Fair	SPEAK Exc.	Good	Fair	UNDERSTAND Exc.	Good	Fair
	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐

34. Are you **now** a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? . . . . ☒ Yes ☐ No

If not, have you ever been licensed? . . . . . ☐ Yes ☐ No

Give kind of license and State M.V. Engr., La.

Earliest license (year)

Most recent license (year) June 21, 1940

35. REFERENCES: List five persons, who are not related to you by blood or marriage, who live in the United States, and who are or have been mainly responsible for close direction of your work, or who are in a position to judge your work critically in those occupations in which you regard yourself as best qualified.

Full Name	Address (Give complete address, including street and number)	Business or Occupation
J. W. Adam	Burrwood, La.	Associate Engr.
W. B. Smith	U.S. Engineer Office, N. O. La.	Principal Engineer
J. B. Cable	Harvey Locks, Harvey, La.	Lockmaster
J. E. Kennedy	U.S. Engineer Office, N. O. La.	Lieutenant
J. M. Parpal	U.S. Harvey Yard, Harvey, La.	Machinist Foreman
Alfred Clark	U.S. Engr. Office, N.O. La.	Master M.V. Kenny

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? . . . . . ☒ Yes ☐ No

38. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have had since you first began to work. **Start with your present position and work back to the first position you held,** accounting for all periods of unemployment. Describe your field of work and position and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this application.

PRESENT POSITION

Place New Orleans, (City) La. (State)

From Apr. 1 (Month) 19 35 (Year) To Date (Month) 19 (Year)

Name of employer: U.S. Engineer Dept. N.O. Dist.

Address Foot of Prytania St., New Orleans, La.

Kind of business or organization:

Number and class of employees you supervised M.V. Engineer's & Motorboat operators

Name and title of your immediate supervisor Mr. B. H. Dupuy Superintendent

Exact title of your position Diesel Engineer

Salary: Starting, $ 2300.00

Per Annum, $ 3200.00

Duties and responsibilities Supervising repairs and installation of Diesel and Gasoline Engines, performing the duties of District Trouble Shooter or Service Engineer.

Machines and equipment you used

Place New Orleans, La. (City)
From Nov. 11 (Month) 19 28 (Year) To Mar. 31 (Month) 19 35 (Year)
Name of employer: U.S. Engineers, N.O. Dist.
Address Foot of Prytania St., New Orleans, La.
Kind of business or organization:
Number and class of employees you supervised
Name and title of your immediate supervisor Mr. B. H. Dupuy Superintendent
Reason for leaving Promoted

Exact title of your position Gasoline Engineer
Salary: Starting, $1680.00 Per Annum Final, $1920.00
Duties and responsibilities Engineer on Survey boats, also operating and navigating Launches for the District.
Machines and equipment you used

Place New Orleans, La. (City)
From 11-19 (Month) 19 23 (Year) To 11-1 (Month) 19 28 (Year)
Name of employer: U.S. Engineers, N.O. Dist.
Address Foot of Prytania St., New Orleans, La.
Kind of business or organization:
Number and class of employees you supervised
Name and title of your immediate supervisor W. B. Smith Assistant Engineer
Reason for leaving Promoted

Exact title of your position Engineman
Salary: Starting, $1056.00 Per Annum Final, $1680.00
Duties and responsibilities Operating and Navigating U.S. Launches.
Machines and equipment you used

Place New Orleans, La. (City)
From 1-26 (Month) 19 21 (Year) To 11-19 (Month) 19 23 (Year)
Name of employer: U.S. Engineers, New Orleans,
Address Foot of Prytania St., New Orleans, La.
Kind of business or organization:
Number and class of employees you supervised
Name and title of your immediate supervisor
Reason for leaving Promoted

Exact title of your position
Salary: Starting, $2.00 per day Per Annum Final, $768.00
Duties and responsibilities Labor Deckhand on Tug Donovan. Labor acting Ice Plant Operator.
Machines and equipment you used

Place New Orleans, La. (City)
From 8-11 (Month) 19 19 (Year) To 1-26 (Month) 19 21 (Year)
Name of employer: U.S. Engineers, N.O. Dist
Address Foot of Prytania St., New Orleans, La.
Kind of business or organization:
Number and class of employees you supervised
Name and title of your immediate supervisor W. B. Smith Assistant Engineer
Reason for leaving Promoted

Exact title of your position
Salary: Starting, $2.00 per day Per Annum Final, $900.00
Duties and responsibilities General Labor in Carpenter Gang. Acting Assistant Operator in Power Plant.
Machines and equipment you used

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of THIN paper, size 8 x 10½ inches. Write on each sheet your name, full address, and examination title (if any). Use one side **only**. Enclose, unattached, with application.

38. Do you hold any elective or appointive office under the Federal, State, or local? ☐ Yes ☒ No
If so, give details under Item 45.

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? ☐ Yes ☒ No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"):

None

41. (a) Were any of the following members of your family born outside Continental U. S. A.? ☐ Father. ☐ Mother. ☐ Wife. ☐ Husband ☐ Yes ☒ No

If so, indicate which by marking the appropriate box, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.

(b) Have you any relatives, by blood or marriage (excluding persons in the U. S. armed forces), **now** living in a foreign country? ☐ Yes ☒ No

If so, for each relative show under Item 45 the (1) name, (2) relationship, (3) place of residence, (4) birthplace, (5) present citizenship, and (6) whether transient or resident.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, turret-lathe, or scientific or professional devices:

SKILL _____ SKILL _____

SKILL _____ SKILL _____

Words per minute in typing _____; stenography _____

Do you have a license to operate an automobile? ☒ Yes ☐ No

43. State what kind of work you prefer _____

44. Give any special qualifications not covered elsewhere in your application, such as (a) your more important publications (do NOT submit copies unless requested); (b) your patents or inventions; (c) hobbies, construction of instruments, etc.

45. Space for detailed answers to other questions:

Question No.	

If more space is required, use a sheet of THIN paper, size 8 x 10½ inches. Write on each sheet your name, date of application, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters (except in Alaska), Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief, SO HELP ME GOD.

If female, prefix "Miss" or "Mrs.," and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) Joseph Cadro Jr
(Sign WITH PEN AND INK your name—one given name, initial or initials, and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this 2nd day of February, 1943, at city [or town] of Galveston county of Galveston, and State [or Territory or District] of Texas

(Signature of officer) I. P. Kovacevich

(Official title) I. P. KOVACEVICH
Notary Public in and for Galveston County, Texas

U. S. GOVERNMENT PRINTING OFFICE : 1942—O-455243

STANDARD FORM NO. 7
(Approved by the President March 28, 1924)

SERVICE RECORD CARD

NAME (Surname first):		LEGAL (VOTING) RESIDENCE		
Cadro, Joseph Jr. 36610		State and Cong. District: Louisiana	County:	City or town:

Port Eads, La. (Place of birth.)	8-10-03 (Date of birth.)	Retirement age: 62 65 70	M.	F.	Mar.	Sin.	Wid.	Div.	Wh.	C.	Other race:	Previous Government service
			X		X							X

(Indicate by check.)

SERVICE RECORD

DATE OF ACTION	DATE E. O. D.	NATURE OF ACTION	POSITION	SALARY	BUREAU, DIVISION, OR OFFICE	OFFICIAL STATION	APPROPRIATION	CIVIL SERVICE	
								Status	Authority
1943 2-12	1-22	A Trans-War Serv-ForDur	ShipydInsp(Mach)	$3200 p.a.	RegConsOff ShipCons	Galveston, Tex	DAP	CAF-9	R.IX 1-12-43
12-11	12-11	Trans-War Serv-ForDur	"	"	"	Houston, Tex.		"	DC257R3
1944 2-15	2-16	Chg Stat	"	3500	"	"	IR	CAF-10	DC457R3 Sect 2-b
2-23	1-1	Pro	"	3300	"	"	"	CAF-9	8-1-41
	9-11	Trans.	"	3500	"	Beaumont, Tex		Caf-10	
6-30-45- Separation (Transfer) War Dept.									

10—1658 GOVERNMENT PRINTING OFFICE

CADRO, JOSEPH JR.

WAR SERVICE APPOINTMENT

caf-10

1944 JAN FEB MAR APR MAY JUN JUL AUG

LAST NAME	FIRST NAME	MIDDLE INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	DATE OF APPOINTMENT	BASIS OF COMPENSATION	TOUR OF DUTY	CALENDAR YEAR

LEAVE RECORD

Standard Form 70—OCT. 1944—C. S. C. GPO / 16—42029-1 FORM APPROVED—BUDGET BUREAU No. 50-RO-20

MO.	REP. PERIOD	ANNUAL TAKEN HOURS	ANNUAL TAKEN TOTAL	ANNUAL ACCR.	SICK TAKEN HOURS	SICK TAKEN TOTAL	SICK ACCR.
JAN							
	1	✓	✓		✓	✓	
	2	✓	✓	16	✓	✓	10
FEB							
	1	40	40		✓	✓	
	2	✓	40	32	✓	✓	20
MAR							
	1	✓	40		✓	✓	
	2	✓	40	52	✓	✓	30
APR							
	1	✓	40		✓	✓	
	2	✓	40	68	✓	✓	40
MAY							
	1	✓	40		✓	✓	
	2	✓	40	84	✓	✓	50
JUN							
	1	40	80		✓	✓	
	2	48	128	104	✓	✓	60

MO.	REP. PERIOD	ANNUAL TAKEN HOURS	ANNUAL TAKEN TOTAL	ANNUAL ACCR.	SICK TAKEN HOURS	SICK TAKEN TOTAL	SICK ACCR.
JUL							
				120			70
AUG							
				136			80
SEP							
				156			90
OCT							
				172			100
NOV							
				188			110
DEC							
				208			120

ABSENCE WITHOUT PAY

W—LWOP AWL—ABSENCE WITHOUT LEAVE SUS—SUSPENSION

DATE	TYPE	HOURS	TOTAL

REMARKS (CHANGES IN TOUR OF DUTY, ETC.)

S. Trans. (WD-POE)
eff. 6/30/45 c.o.b.

YEARLY SUMMARY

ITEM	ANNUAL	SICK
BALANCE FORWARD	604	672
YEAR ACCRUAL	104	60
TOTAL	708	732
TOTAL TAKEN	128	—
BALANCE	580	732

LAST NAME	FIRST NAME	MIDDLE INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	DATE OF APPOINTMENT	BASIS OF COMPENSATION	TOUR OF DUTY	CALENDAR YEAR
Cadro	Joseph	Jr.	36610	A. Trans. WS Indef.	1/22/43	P/A	8	1945

1944

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H
1					a		S																	
2					a						a													
3					a						a													
4					a																			
5											a													
6					a						a													
7					a						a													
8					a						a	8												
9					a						a	8												
10					a						a	8												
11					a										S									
12															S									
13																								
14													a											
15													a											
16																								
17																		S						
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23																								
24																								
25					a	4																		
26																								
27																				a				
28			a								S		S							a				
29			a																	a				
30																								
31	S																							
A. MO.			2		10	4	—		—		8		2	4						3				
AGGR.	—		2		12	4	12	4	12	4	20	4	22	4	22	4	22	4	22	4	25	4	25	4
S. MO.	1		—		—		1		—		1		4		2				1					
AGGR.	1		1		1		2		2		3		4		6		6		7		7		7	—
L W O P																								
MIL.																	•		•		•			

	ACC.	CURRENT
A	75-0-0	26-0-0
S	76-0-0	15-0-0
ADV. SICK		

LWOP DEDUCTIONS RE

No. DAYS	FROM—	TO—	

Trans. eff. 9/11/44,
$3500, from Sh. Cons
Todd-Houston to Penns
Shyds. M.C. appl. 8/

TITLE: GRADE: SALARY: HOW APPTD.: GPO 16—15

LOCATION	SEPARATED	E. O. D.	NAME

LEAVE RECORD

Form 5213—Rev. Jan. 1943

CADRO, Joseph, Jr.
NAME

1-22-43
E. O. D.

SEPARATED

Ship Constr. Section
Galveston, Texas
LOCATION

TITLE: Shipyd. Inspr. GRADE: CAF-9 SALARY: 3200 HOW APPTD.: A. Trans. (WS Indef.)

16—15207-1

1943	JAN D	JAN H	FEB D	FEB H	MAR D	MAR H	APR D	APR H	MAY D	MAY H	JUN D	JUN H	JUL D	JUL H	AUG D	AUG H	SEP D	SEP H	OCT D	OCT H	NOV D	NOV H	DEC D	DEC H
1									S															
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																					a			
13																					a			
14	S																							
15																					a			
16																							a	
17	L																						a	
18					a						a	4											a	
19					a						a													
20					W																			
21																								
22					a																			
23					a																			
24																								
25																	a							
26																								
27																	a							
28									a								a							
29									a								a							
30							S																	
31																								
A. MO.	/				5				2		1	4					4				3		3	
AGGR.	6		6		11		11		13		14	4	14	4	14	4	18	4	18	4	21	4	24	4
S. MO.	/						1		1															
AGGR.	1		1		1		2		3		3		3		3		3		3				3	-
L W O P																								
MIL.																								

	ACC.	CURRENT	TOTAL
A	73-3-30	26-0-0	99-3-30
S	64-0-0	15-0-0	79-0-0

ADV. SICK

LWOP DEDUCTIONS REPORTED

No: Days	FROM—	TO—	

A. TRANS. - WAR DEPT. - U. S. ENG
APPT. THERE 9/1/38

GC-PL-66

UNITED STATES MARITIME COMMISSION
GULF COAST REGIONAL CONSTRUCTION OFFICE
NEW ORLEANS 12, LOUISIANA

PERSONNEL IDENTIFICATION

Name Cadro (Last) Joseph (First) Jr (Middle)

Section Inspection

Present Home Address 1703 (Number) Pease Ave (Street) Houston (City) Texas (State)

Home Telephone No. Fairfax - 3549 Or Nearby Telephone No. ____

In case of emergency please notify the following:

Relationship - 1. Mrs Joseph Cadro

" 2. ____

" 3. ____

Address - 1. 1916 Alvar Strut, New Orleans La.

" 2. Phone - Crescent 2307

" 3. ____

(Give street number, city, state, and telephone number

The above information is necessary for the maintence of personnel records. It is important that the Personnel Section be NOTIFIED IMMEDIATELY on this form of any change in the above information.

Date January 18 1944

Signature Joseph Cadro Jr.

Original to Personnel File
Circulate duplicate:
Telephone Supervisor ____
Information Clerk ____
Nurse, File ____

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

U. S. MARITIME COMMISSION-PENNSYLVANIA SHIPYARDS, INC.-BEAUMONT, TEXAS

PERSONAL & CONFIDENTIAL

TO : Mr. W. E. Pepper, Chief
Personnel Section

DATE: July 2, 1945
File: P16 (I) M 6413

FROM : Mr. Robert V. Leffers
Head Machinery Inspector

SUBJECT: RESIGNATION-Joseph Cadro, Jr.

Reference: (a) Inspector's Manual
Serial #150A 10-30-44
Paragraph 4

Enclosure: (A) Inspector's Badge
(B) Identification Pass

Dear Sir:

As per Reference (a), Enclosures (A) and (B) are herewith forwarded for your information and files.

Mr. Cadro's last day of duty was Saturday, June 30, 1945, at 5:00 P.M.

Yours very truly,

Robert V. Leffers

Robert V. Leffers
Head Machinery Inspector

bjm
O&3cc:NO

Manager, Branch Regional Office
Tenth Civil Service Region
Customhouse Building
New Orleans 16, Louisiana

Relative to the proposed transfer of the person named on the reverse side:

☒ 1. Consent is given to the transfer.

☐ 2. Objection is made to the transfer. The reasons the loss of such employee's services would jeopardize the work of this agency, or the extent to which the employee's skills and qualifications are being, or will be utilized in the War Program in this agency, are attached.

☐ 3. The employee is no longer with this agency.
   a. Date of his separation _____.
   b. Length of his Federal Service _____.
   c. If separation occurred within the last thirty days, objection is not (is) made to his reappointment or reemployment. (If objection is made attach statement showing reasons.)

The employee's last efficiency rating is:

Excellent____ Very Good____ Good____ Fair____ Unsatisfactory____

Statement of duties employee is actually performing at present:

Chief, Gulf Coast Personnel Section **6/27/45**

Signature: **W. E. Pepper** | Official Title | Date

RECEIVED
JUN 22 1945
PERSONNEL
SECTION

United States Civil Service Commission
TENTH CIVIL SERVICE REGION
OFFICE OF THE MANAGER, BRANCH REGIONAL OFFICE
New Orleans 16, Louisiana

Form No. L-1028
(Revised)
(May 1945)

Date June 21, 1945
File L.T.HM

Chief

Personnel Section
U. S. Maritime Commission
Stern Building
New Orleans, Louisiana

Joseph Cadro, Jr.
(Name)

Sr. Shipyard Inspector (Mach), $3500 pa
(Present Position)

If you are not authorized to act in this matter, you are requested to contact your central office regarding the matter as quickly as possible.

U. S. Maritime Commission, NOLa.
(Bureau and Location)

War Dept.
(Agency to which transfer is proposed)

N. O. Port of Embarkation, NOLa.
(Bureau and Location)

PLEASE COMPLETE THE REVERSE OF THIS FORM.

Marine Engineer, P-4, $3800 pa
(Proposed position, grade and salary)

The person named above is being considered for transfer under War Service Regulation IX or for reentry into the Government service within sixty days of separation under Regulation V or VIII.

In order that determination may be made whether further Federal employment should be allowed in this case, you are requested to return this form, furnishing the information called for on the reverse side concerning the proposed appointee's manner of separation.

Please advise this office on the back of this form whether your agency has any objection to proposed transfer or reentry into the Federal Service. If reply is not received within 7 days, it will be assumed there are no objections to the employee's release.

Very truly yours,

F. D. Tournier

F. D. TOURNIER,
Acting Manager, Branch Regional Office

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

U. S. Maritime Commission, New Orleans, La.

PERSONAL & CONFIDENTIAL

File: (C) M 1951

DATE: June 25, 1945

TO : Mr. W. E. Pepper, Chief
Personnel Section

FROM : Mr. James Brooks, Chief
Ship Construction Section

SUBJECT: Request for Transfer - Joseph Cadro, Jr.
Shipyard Inspector (Machinery), Beaumont, Texas

Ref.(a): Your memo of June 22, 1945

In reply to Reference (a), this office is willing to release Mr. Cadro for subject transfer. However, this position will be left open at Beaumont in the event we see fit to transfer another employee of the Commission.

James Brooks

James Brooks

United States Civil Service Commission
TENTH CIVIL SERVICE REGION
OFFICE OF THE MANAGER, BRANCH REGIONAL OFFICE
New Orleans 16, Louisiana

Form No. L1010
(Revised)
(May 1945)

RT-#10-7718
File: HM

Date: June 26, 1945

Industrial Personnel Officer
N. O. Port of Embarkation
Poland & Dauphine Sts.
New Orleans, Louisiana

Authority is granted for the transfer of

Joseph Cadro, Jr. Date of Birth: 8/10/03

under War Service Regulation IX, Section 2, Subsection a *

TO:	Position	Marine Engineer
	Grade and Salary	P-4, $3800 pa
	Department	War
	Bureau	N. O. Port of Embarkation
	Location	New Orleans, La.
FROM:	Position	Sr. Shipyard Inspector (Mach.)
	Grade and Salary	$3500 pa
	Department	U. S. Maritime Commission
	Bureau	U. S. Maritime Commission
	Location	New Orleans, La.

This transfer may be made effective on or after July 1, 1945 but in no case later than ten days from such date except at the option of the receiving agency.

Subject to the following conditions: Subject to the results of an investigation to be made by the War Dept.

*-The reemployment rights which may be granted in any War Service transfer are limited to the status of the employee prior to this transfer.

Very truly yours,

F. D. Tournier

F.D. TOURNIER
Acting Manager, Branch Regional Office

cc-Service Record Division
cc-Office from which transferred
cc-Chief, War Transfer Unit

Standard Form No. 63, Rev.
February 1944
U. S. Civil Service Commission
Dept. Cir. No. 475

REQUEST FOR PERSONNEL DATA AND LEAVE TRANSCRIPT

Form approved
Budget Bureau
No. 50-R010. 2
Approval expires
June 30, 1944

PART A—TO BE COMPLETED BY EMPLOYING AGENCY

(Insert within the window-envelope brackets below, the address of the releasing agency; indicate specific bureau or branch, and location.)

Chief, Personnel Section
U.S. Maritime Commission
348 Baronne St.
New Orleans, Louisiana

(Signature of officer in employing agency)

MINTURN M. SNIDER, Capt., T.C.
Asst. Indus. Personnel Officer
(Official title)

July 2, 1945.
(Date)

(Insert within the window-envelope brackets below, the specific address of the office to which this form is to be returned.)

Officer In Charge
Processing Section
Industrial Personnel Division
New Orleans Port of Embarkation
4400 Dauphine St.,
New Orleans 12, Louisiana.

The following employee entered on duty:

CADRO, JR., JOSEPH
(Name)

7-1-45 (Entrance on duty date) Appointment by Transfer (Nature of appointment)

Marine Engineer, P-4, $3800. per annum
(Position, grade, and salary)

Previously employed by releasing agency as:

Sr. Shipyard Inspector (Mach) CAF-10, $3500. p.a.
(Position and salary)

U.S. Maritime Commission
(Bureau or office)

New Orleans, Louisiana.
(Location)

PART B—TO BE COMPLETED BY RELEASING AGENCY

1. Furnish the following information concerning this employee's service in your agency:
   From 1/22/43 to 6/30/45
   (Dates employed)
2. If transfer is without salary increase (see special instructions), indicate:
   (a) Last equivalent salary increase from any cause other than an "especially meritorious" increase
   _____ and agency in
   (Amount and effective date)
   which action took place (if other than releasing agency) _____

   OR

   (b) Date employee entered on duty in Federal service, where there has been no subsequent break in service exceeding 30 days and no equivalent increase in compensation, other than an "especially meritorious" increase _____

   (c) Date of any "especially meritorious" increase subsequent to date indicated under (a) or (b) _____
3. If probationary or trial period has not been completed, give date scheduled to be completed _____
4. Current (official) efficiency rating Very good

Furnish below a transcript of leave transferable under Executive Order 9414 (see special instructions):

	Annual	Sick (Hours)	LWOP
5. Length of work day _____ hours.			
6. ☐ **Permanent Employee**			
(a) Accumulated leave, January 1, 19____	____	____	x x x x
Unliquidated advanced	x x x x	____	x x x x
(b) Leave granted during current calendar year	____	____	____
(c) Indicate any change during current calendar year which would affect the monthly credit of leave _____			
7. ☐ **Temporary Employee**			
(a) Balance of leave to employee's credit as of end of last service month _____ (Date)	____	____	x x x x
(b) Leave granted since end of last month of service	____	____	____
8. Total hours of leave without pay, excluding military, since the date employee began service period required prior to eligibility for within-grade pay increase under the act of August 1, 1941	x x x x	x x x x	____

W. E. Pepper
(Signature of officer in releasing agency)

Chief, Gulf Coast Personnel Section
(Official title)

7/5/45
(Date)

COPY 2

16—38666-1

Mr. James Brooks

Mr. W. E. Pepper

June 22, 1945

Request for Transfer - Joseph Cadro, Jr.
Shipyard Inspector (Machinery), Beaumont, Texas

We are in receipt of a request from the Tenth U. S. Civil Service Region for the transfer of Joseph Cadro, Jr., Senior Shipyard Inspector (Machinery), at Beaumont, Texas to the War Department, New Orleans Port of Embarkation as Marine Engineer, $3800. Please advise whether you will be willing to release Mr. Cadro for this transfer.

UNITED STATES MARITIME COMMISSION

9-29-44

[redacted]

Joseph Cadro, Jr. - 36610
Through the Regional Director, New Orleans

CS: 257 R 3

Transfer

LR 9-1-44

September 11, 1944

8-10-03

Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
CAF-10 $3500	CAF-10 $3500
Regional Construction Office	Regional Construction Office
Ship Construction	Ship Construction
(Todd-Houston SB Corp.)	(Penna. SY Inc.)
Houstoh, Texas	Beaumont, Texas.
Field	Field

x

Robert V. Leffers

NC 2136

NC 8-26-44
3
mr

By direction of United States Maritime Commission

Mario P. Cansipi
Director, Division of Personnel Management

10-26-44 +0264

Class 10-20-44 JSV

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

Cadro, Joseph Jr. — (Name of employee)

Shipyard Inspector (Machinery) CAF-10 — (Title of position, service, and grade)

U.S.M.C., Reg. Constr. Off., Ship Constr. Sec., Penn. Sy. Inc., Beaumont, Texas
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: "Very Good"

J. Edward Shaw, - Chairman
(Signature) Efficiency Rating Committee
Gulf Coast Region,
(Title)

June 1, 1945
(Date of notification)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

✓ (11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
(14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
✓ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

Approved by Efficiency Rating Committee: TEG, [illegible], J. Shaw, A. M.

(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating
Rating official Very Good
Reviewing official Very Good

Rated by Robert V. Leffers (Signature of rating official) acting Head Inspector (Machinery) (Title) April 21 1945 (Date)

Robert V. Leffers
Reviewed by [signature] (Signature of reviewing official) Charles P. Hackett Head Mach. Insp. (Title) 4/28-45 (Date)

Charles P. Hackett
Rating approved by efficiency rating committee MAY 19 1945 (Date) Report to employee Very Good (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

Cadro, Joseph, Jr.
(Name of employee)

Shipyard Inspector (Mach.) CAF-10
(Title of position, service, and grade)

U.S.M.C., Reg. Constr. Off., Ship Constr. Sec., Machinery Branch, Pennsylvania Shipyds. Inc., Beaumont, Texas
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE
V if adequate
– if weak
+ if outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:
Administrative, supervisory, or planning ..... ☑
All others ..... ☐

---- (1) Maintenance of equipment, tools, instruments.
---- (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
---- (4) Presentability of work (appropriateness of arrangement and appearance of work).
---- (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
---- (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
✓ (10) Effectiveness in presenting ideas or facts.
✓ (11) Industry.
---- (12) Rate of progress on or completion of assignments.
---- (13) Amount of acceptable work produced. (Is mark based on production records? ----) (Yes or no)
---- (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
✓ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
+ (20) Physical fitness for the work.

---- (21) *Effectiveness in planning broad programs.*
---- (22) *Effectiveness in adapting the work program to broader or related programs.*
---- (23) *Effectiveness in devising procedures.*
---- (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
✓ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
✓ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
---- (27) *Effectiveness in promoting high working morale.*
---- (28) *Effectiveness in determining space, personnel, and equipment needs.*
---- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
---- (31) *Effectiveness in delegating clearly defined authority to act.*

Approved by Efficiency Rating Committee	
	YES
	[illegible]
	[illegible]
	[illegible]

STATE ANY OTHER ELEMENTS CONSIDERED

---- (A) ----

---- (B) ----

---- (C) ----

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Very Good

Reviewing official Very Good

Rated by Robert V. Leffers (Signature of rating official) acting Head Inspector (Machinery) (Title) April 21 1945 (Date)

Robert V. Leffers

Reviewed by Charles P. Hackett (Signature of reviewing official) Head Mach. Brch. (Title) 4/28-45 (Date)

Charles P. Hackett

Rating approved by efficiency rating committee MAY 19 1945 (Date) Report to employee Very Good (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2



Fitz

UNITED STATES MARITIME COMMISSION
Gulf-Great Lakes Region
348 Baronne Street
New Orleans 12, Louisiana

April 4, 1945

U. S. Engineers
Foot of Frytania St.
New Orleans, La.

Dear Sir:

The employee whose name is indicated below has claimed previous employment with your agency. It will be appreciated if you will furnish us the total of all periods of service eligible for consideration for Civil Service retirement purposes while employed in your agency and a record of all such previous service that has been officially verified by your office. Also include all active military service.

Claims service from 1919 to 1943.

Joseph Cadro, Jr. (Name)	8/10/03 (Date of Birth)

BRANCH OF SERVICE AND STATION	NATURE OF APPOINTMENT OR OTHER ACTION (1)	POSITION (PAY-ROLL TITLE)	RATE OF PAY (2)	EFFECTIVE DATE
War-Engrs. New Orleans Dist., New Orleans, La.	A. Uncl.	Laborer	$2.00 pd	8-11-19
	Term.	"	2.00	6-10-20
	A. Uncl.	"	2.40	12-1-20
	Pay changed	"	2.00	1-1-21
	Term.	"	2.00	1-17-21
	A. Uncl.	Deckhand	900.00	1-18-21
	Term.	"	900.00	



File

UNITED STATES MARITIME COMMISSION
Gulf-Great Lakes Region
348 Baronne Street
New Orleans 12, Louisiana

April 4, 1945

U. S. Engineers
Foot of Frytania St.
New Orleans, La.

War-Engrs. New Orleans Dist., New Orleans, La.	A. Uncl.	Laborer	$2.00 pd	8-11-19
	Term.	"	2.00	6-10-20
	A. Uncl.	"	2.40	12-1-20
	Pay changed	"	2.00	1-1-21
	Term.	"	2.00	1-17-21
	A. Uncl.	Deckhand	900.00	1-18-21
	Term.	"	900.00	1-25-21
	A. Uncl.	Laborer	2.00	1-26-21
	Term.	"	2.00	5-26-21
Commerce-Lighthouse, [illegible].La.	A. Uncl.	Asst.Lighthouse Keeper	720.00	10-29-21
	Term.	"	720.00	11-29-21
[illegible]Engrs. New Orleans	A. Uncl.	Laborer	1.60	1-5-22
[illegible], New Orleans, La.	Term.	"	1.60	7-31-22
	A. Uncl.	Deckhand	547.20	8-1-22
	Term.	"	547.20	11-5-22
	A. Uncl.	Laborer	768.00	11-7-22
	Term.	"	768.00	11-18-23
	Apptd. Temp.	Engineman	1056.00	11-19-23
	Term.	"	1056.00	1-31-24
	P.A.	"	1056.00	2-1-24
	Pay changed	"	1404.00	9-7-24
	Pay changed	"	1584.00	7-1-26
	Pay changed	"	1560.00	9-1-26
	Act 5-28-28	"	1680.00	7-1-28
	Pro.	Gasoline Engineer	1680.00	11-1-28
	Pay changed	" "	1920.00	10-1-29
	do	do	1920.00	10-6-31
	(allowances changed)			
	Pro.	Diesel Engineer	2300.00	4-1-35
	Pro.	" "	2600.00	9-1-38
	Pro.	" "	2700.00	8-27-40
	Pro.	" "	3200.00	6-1-42
	S. Trans.	" "	3200.00	1-21-43

(To U.S.Maritime Commission, N.O.La.)

by Departmental Circular No. 473 of March, 1944.

(2) Do not include over-time pay, allowances, bonuses, or other compensation given in addition to basic pay of the positions as fixed by law or regulation.

(Over)

RECEIVED
5 APR 1945
NEW ORLEANS DISTRICT

If this employee was employed on a WAE, part-time, contract, or fee basis, please indicate the total actual hours, months, and days worked.

Your prompt return of the above information will be appreciated. If your agency no longer has access to the information requested, please advise where such information may be obtained.

Very truly yours,

W. E. Pepper

W. E. Pepper, Chief
Regional Personnel Section

REC'D APR 5 1945
PERSONNEL BRANCH
NEW ORLEANS DISTRICT

LMVNX-3 201 Cadro, Joseph, Jr.

16 April 1945
(Date)

The foregoing is a correct summary of the official record of the employee named above, based on the official records of this office or official certification from other offices in which he was employed.

FOR THE DISTRICT ENGINEER:

A. C. Klein
(Signature)

A. C. KLEIN
Executive Assistant
(Title)

RECEIVED
APR 18 1945
PERSONNEL SECTION

Gulf-Great Lakes Region
348 Baronne Street
New Orleans, La.

December 14, 1944

Mr. Mario P. Canaipi, Director
Division of Personnel Management
U. S. Maritime Commission
Commerce Building
Washington 25, D. C.

Attention: Mrs. Margaret M. Howe

Dear Mr. Canaipi:

This is to inform you that Mr. Joseph Cadro, Jr., Shipyard Inspector (Machinery), Beaumont, Texas, has been placed in Selective Service Classification 4-A. No expiration date was given.

Very truly yours,

W. E. Pepper
Chief, Personnel Section



not
copy ok
Maine
12

Shipyard Emp. 9-300 PCO-Beaumont
Jeries

UNITED STATES MARITIME COMMISSION
Gulf-Great Lakes Region
348 Baronne Street
New Orleans, La.

December 14, 1944

Mr. Mario P. Canaipi, Director
Division of Personnel Management
U. S. Maritime Commission
Commerce Building
Washington 25, D. C.

Attention: Mrs. Margaret M. Howe

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Very truly yours,

W. E. Pepper

W. E. Pepper
Chief, Personnel Section

DEC 18 1944

Form 3101
Rev. 8-36

UNITED STATES MARITIME COMMISSION

INTEROFFICE MEMORANDUM

Pennsylvania Shipyards
Beaumont, Texas

To: Mr. James Brooks — December 11, 1944 — Attention: Mr. C. P. Hackett
Head Machinery Inspection Branch

From: Mr. Robert V. Leffers

Subject: DRAFT STATUS-Joseph Cadro, Jr. — File: P16 (I) M 5416

Dear Sir:

Mr. Joseph Cadro, Jr. has been classified 4-A. He is located in Board No. 9, Orleans Parish, New Orleans, Louisiana.

No deferrment date was shown on Mr. Cadro's draft status card.

Yours very truly,

Robert V. Leffers

Robert V. Leffers
Acting Head Machinery Inspector

esm
0&3cc/NO

GC-PL-174

UNITED STATES MARITIME COMMISSION
348 Baronne Street
New Orleans, Louisiana

September 12, 1944

Director, Division of Personnel
U. S. Maritime Commission
Washington, D. C.

Attention: Appointments Unit

Dear Sir:

Re: M. C. Approval: August 25, 1944
Name: Joseph Cadro, Jr.
Action: Transfer
Effective: September 11, 1944

From	To
Shipyd. Inspector (M)	Shipyd. Inspector (M)
CAF-10 $3500	CAF-10 $3500
Gulf-Great Lakes Region	Gulf-Great Lakes Region
Ship Construction Section	Ship Construction Section
Todd-Houston Shipbldg. Corp.	Pennsylvania Shipyard Inc.
Houston, Texas	Beaumont, Texas

Payroll changes are being made accordingly.

Very truly yours,

W. E. Pepper, 4.

W. E. Pepper,
Chief, Personnel Section

c.c. Payroll Unit

JOURNAL- Aug. 18,1944.
APPROVED-APPROVED- Aug. 25,1944

1. Phillips, Elizabeth C.
2. Bothe, Earl C.
3. Bentley, Venecil
4. Cadro, Joseph, Jr.-Effective-EOD
5. Romer, Dorothy E.-Effective Sept.1,1944.

Form 5211—Revised Sept. 1945

UNITED STATES MARITIME COMMISSION

PERSONNEL RECOMMENDATION

8-10-03

1. City: New Orleans, Louisiana Date: August 9, 1944
2. Nature of recommendation: Transfer
3. Name: Joseph Cadro, Jr. - 36610
4. Probable duration of employment: Indefinite

REFER TO INSTRUCTIONS ON REVERSE BEFORE FILLING OUT FORM

5.	From (present status)	To (proposed status)
Title	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)
Grade	CAF-10	CAF-10
Salary	$3500	$3500
Division	Gulf-Great Lakes Region	Gulf-Great Lakes Region
Section	Ship Construction Section	Ship Construction Section
Unit	Todd-Houston Shipbuilding Corp.	Pennsylvania Shipyards, Inc.
Station	Houston, Texas	Beaumont, Texas

6. Are travel expenses to be allowed? no Is transportation of household effects to be requested? no

7. Nature of position:
- [x] New position.
- [x] Additional identical position to that occupied by Robert V. Leffers, Job #1489.
- [ ] Similar position to that occupied by
- [ ] To fill vacancy left by
- [ ] To fill vacancy approved by Maritime Commission.
- [ ] To fill vacancy recommended on Form No. 5211, dated

8. Duties of position: (Give complete description of work to be performed or refer to proper job description.)

Job #2136

Name of supervisor: Robert V. Leffers 8/18/44

9. Justification for action:

Transfer is made at the request of Mr. Cadro. Inasmuch, as there is need for additional machinery inspectors at Pennsylvania Shipyards, transfer is recommended. All expenses will be borne by Mr. Cadro.

10. Signatures:

James Brooks
James Brooks, Chief, Ship Const. Section

L. R. Sanford
L. R. Sanford, Director, Gulf-Great Lakes Region

T. Edward Shaw
T. Edward Shaw, Assistant to Director

16—17611

FOR USE OF DIVISION OF PERSONNEL SUPERVISION AND MANAGEMENT

Placement and Training Section

Available: Citizenship:

Present employment verified:

References investigated:

Eligible by: IV

Transfer ☐ Department advised:

Reinstatement ☐

Civil Service Certificate No. Date:

Present employment:

Hold for replacement: Yes ☐ No ☐

Remarks:

Approved for clearance:

Date:

Classification Section	Appointments and Pay Roll Section
Type of action: Permanent New Position - Addid Robert V. Leffers, Job #1489.	Nature of action:
	M. C. vacancy:
Title: Shipyard Inspector (M) Grade: CAF-10 M. C. No. 2136 Location: Gulf-Great Lakes Region Ship Construction Section Pennsylvania Shipyards, Inc. Beaumont, Texas.	Classification:
	C. S. authority: Budget clearance:
8-11-44.	Salary increase:
	Recommended: *Director, Division of Personnel Supervision and Management.*

RECEIVED AUG 10 1944 PERSONNEL SECTION

INSTRUCTIONS

COPIES REQUIRED: Original and one copy. ROUTING: After approval by Director of Division, transmit in duplicate to Division of Personnel. Field service recommendations will be forwarded by the District Managers to the Director of the Division in Washington having jurisdiction over position.

1. Give location and date. 2. NATURE OF RECOMMENDATION: (*a*) Establish new position. (*b*) Appointment. (*c*) Temporary appointment. (*d*) Extension of temporary appointment. (*e*) Transfer. (*f*) Salary increase. (*g*) Salary reduction. (*h*) Reclassification. (*i*) Change in title. (*j*) Change in headquarters. (*k*) Separation (reduction of force; for cause). (*l*) Furlough. (*m*) Change in name (marriage or by order of court). 3. NAME: Give name of individual. If not yet selected, insert "Qualified eligible." 4. PROBABLE DURATION OF EMPLOYMENT: Show as permanent, permanent—indefinite (give approximate period). If temporary, show whether "Pending establishment of register" or "For period not to exceed ..... months. 5. STATUS DATA: If change in status, fill in both blocks. If new appointment, fill in proposed status. 6. TRAVEL EXPENSES AND TRANSPORTATION OF HOUSEHOLD EFFECTS: Answer "Yes" or "No." 7. NATURE OF POSITION: Indicate by check mark (V). Give name and date where required. 8. DUTIES OF POSITION: Give complete description of the work to be performed, and name of supervisor. 9. JUSTIFICATION FOR ACTION: State necessity for action recommended in terms of volume or need. 10. Affix signature and titles.

—17641 U. S. GOVERNMENT PRINTING OFFICE

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Gulf-Great Lakes Region

Xxxxxxxxxxxxxxxxxx
New Orleans 12, Louisiana

File Reference: F16-3 (C) 3070

August 9, 1944

PERSONAL AND CONFIDENTIAL

Mr. Robert V. Leffers
Acting Head Shipyard Inspector (Machinery)
United States Maritime Commission
P. O. Box 870
Beaumont, Texas

Subject: Transfer
JOSEPH CADRO, JR.

Dear Sir:

This will serve to introduce Mr. Joseph Cadro, Jr., Shipyard Inspector (Machinery), CAF-10, who is being transferred from the Maritime Inspection Office of the Todd-Houston Shipbuilding Corporation to that of the Pennsylvania Shipyards, Inc., Beaumont, Texas.

Mr. Cadro is expected to report on Friday, September 1, 1944 and will you kindly assign him to his new duties.

Yours very truly,

James Brooks
Chief, Ship Construction Section
Gulf-Great Lakes Region

MLandry/da

cc: Const. Personnel
Const. Personnel Reading
Mr. Hackett
Mr. Cadro
Mrs. Schober

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. James Brooks, Chief
Ship Construction Section

DATE: August 1, 1944

FROM : Mr. Charles P. Hackett, Head
Machinery Inspection Branch

SUBJECT: Request for Transfer -- JOSEPH CADRO, JR.

It is recommended that the Personnel Department transfer Mr. Joseph Cadro, Jr. from Houston, Texas to Pennsylvania Shipyard, Beaumont, Texas.

Mr. Cadro is a Shipyard Inspector (Machinery) CAF-10, and there will be no change in status in this transfer. It is requested that Mr. Cadro report to Beaumont September 1, 1944.

Since this transfer is being made at Mr. Cadro's request, he will not be reimbursed for moving his household effects.

OK 8/1

Charles P. Hackett

Inspection Office
Irish Bend Island
Houston, Texas

July 20, 1944
File: P17-2 (I) M 2560

PERSONAL & CONFIDENTIAL

Mr. James Brooks, Chief
Ship Construction Section
U. S. Maritime Commission
348 Baronne Street
New Orleans, Louisiana

Attention: Mr. C. P. Hackett

SUBJECT: REQUEST FOR TRANSFER
Mr. Joseph Cadro, Jr.

Reference (a): Letter From Mr. J. Cadro, Jr. to Mr. A.E. McNeill, Date July 12, 1944.

Reference (b): Letter From Mr. C.P. Hackett to Mr. A.E. McNeill, Dated July 15, 1944, File: P16-3(C) M 1519

Enclosure (A): Copy of Reference (a).

Dear Sir:

Transmitted herewith is enclosure (A) for your records and files.

From your recent conversation in your office with Mr. Cadro, you are no doubt completely familiar with his problems as outlined in reference (a).

In regards to reference (b) it is the opinion of the writer that the tankers AOG21 and AOG22 will be completed by August 20th. Tankers AOG60 and AOG61 should be far enough advanced at that time so that the inspections can be completed by the present staff.

Incidently, this office is extremely short of machinery inspectors due to resignations, transfers, and sickness so any action that you might be able to take to provide replacements will be greatly appreciated.

Mr. James Brooks July 20, 1944

Mr. Cadro has performed his duties on this job very efficiently and in the writer's opinion he should be shown every consideration in his request provided the tankers are far enough advanced so that our present staff can carry on.

Yours very truly,

A. E. McNeill
Acting Head Inspector
Machinery

AEMcN:rfl
Enc.

C
O
P

Y:vdc:8/3/44

Todd

July 12, 1944

Mr. A. E. McNeill
Acting Head Shipyard Inspector, Machinery
United States Maritime Commission
Todd Houston Shipbuilding Corporation
Houston 1, Texas

Subject: Transfer Request

Reference : (a) My letter to Mr. C. P. Hackett, dated April 21, 1944

(b) My letter to Mr. A. E. McNeil, dated February 17, 1944

Ateention: Mr. C. P. Hackett

Dear Sir:

In reference (a) I mentioned that I thought the T1-M-A2 Tankers would be completed in July. At this writing, I am estimating the completion as October 6, 1944.

As you know, the beginning of the school period for children is opening on September 6, 1944. In view of this, I would appreciate, that if a transfer is possible prior to this time it would save the breaking up and transferring of the children's school program, also saving myself considerable expense as noted in reference (a) and (b).

The construction of the remaining tankers will be advanced to a stage where the inspectors of this office can take care of the routine inspection necessary for the completion of these ships.

Your cooperation and consideration will be appreciated.

Yours truly,

J. Cadro, Jr.
Shipyard Inspector, Mach.

Gulf-Great Lakes Region

New Orleans 12, Louisiana

File Reference: P16-3 (C) 3072

August 9, 1944

PERSONAL AND CONFIDENTIAL

Inspectors in Charge
United States Maritime Commission
Todd-Houston Shipbuilding Corporation
P. O. Box 2586
Houston 1, Texas

Subject: Transfer
JOSEPH CADRO, JR.

Gentlemen:

This is advise that arrangements are being made to transfer Mr. Joseph Cadro, Jr. from the Maritime Inspection Office of the Todd-Houston Shipbuilding Corporation to that of the Pennsylvania Shipyards, Inc. of Beaumont, Texas.

Mr. Cadro is being transferred at his same status and all expenses will be borne by him.

Please have him report to his new station on Friday, September 1, 1944.

Yours very truly,

James Brooks
Chief, Ship Construction Section
Gulf-Great Lakes Region

MLandry/da
cc: Const. Personnel
Const. Personnel Reading
Mr. Hackett
Mr. Pepper

COMMISSIONERS
HARRY B. MITCHELL, PRESIDENT
LUCILLE FOSTER MCMILLIN
ARTHUR S. FLEMMING
LAWSON A. MOYER,
EXECUTIVE DIRECTOR AND CHIEF EXAMINER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE IC:BLC
AND DATE OF THIS LETTER

March 16, 1944

The Chairman
U. S. Maritime Commission
Washington 25, D. C.

Attention: Director of Personnel

Dear ~~Mr.~~ Sir:

As a result of investigation the person named below has been rated eligible on suitability, subject to satisfactory fingerprint clearance.

Name and Address	Position
Mr. Joseph Cadro, Jr. 1827 Avenue H Galveston, Texas	Shipyard Inspector (Machinery) Trans. RIX Sec. 2a E.O. 9243

By direction of the Commission:

Very respectfully,

L. A. Moyer
Executive Director
and Chief Examiner

Form 4095
June 1943

cc Mr. Cadro



16—35937-1 U. S. GOVERNMENT PRINTING OFFICE

Standard Form No. 66
Approved November 1943
U. S. C. S. C.
Dept. Cir. No. 456

INQUIRY CONCERNING STATUS PREFERENCE SERVICE

Form approved
Budget Bureau
No. 50-R011

SECTION A—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY
(Please type or print)

The following information is requested for use in connection with reduction in force:

☐ Has the employee named below served previously with a classified civil service status?

☐ Has the employee established military preference?

☒ Is the service shown below in accordance with the Commission's records?

TO:

U. S. CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

Attention: Service Record Division

Surname	First	Middle
Cadro	Edward	-

Date of birth: January 3, 1905

Agencies in which service is shown on our records:	From:	To:
War Department - U. S. Army Air Corps	October 27, 1942	January 4, 1944

FROM: (Name and address of department or agency making request)

Division of Personnel
U. S. Maritime Commission
Washington 25, D. C.

Signature Warren Adams

Official title Director, Division of Personnel

Date February 10, 1944

SECTION B—TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

The employee named {has / has not} served with a classified civil service status.

The employee named {has / has not} established military preference.

☐ The service indicated is in accordance with the Commission's records.

☒ According to the Commission's records, his previous service is as follows: central office

Agencies in which employed:	From:	To:
War Department, U.S.Army Air Corps	Oct. 27, 1942	No rec. of sep.

Feb. 24, 1944
(Date)

UNITED STATES CIVIL SERVICE COMMISSION

U. S. GOVERNMENT PRINTING OFFICE 16—37520-1

UNITED STATES MARITIME COMMISSION
Inspection Office
Houston Shipbuilding Corporation
Houston, Texas

PERSONAL AND CONFIDENTIAL

File: P16 (I) M 2113
January 18, 1944.

Mr. James Brooks, Chief
Ship Construction Section
U. S. Maritime Commission
348 Baronne Street
New Orleans 12, Louisiana

Attention: Mr. C. P. Hackett, Head
Machinery Inspection Branch

SUBJECT: JOSEPH CADRO, JR., SHIPYARD INSPECTOR, MACHINERY, CAF-9 REQUEST FOR PROMOTION

Dear Sir:

This office would like to initiate a request for promotion of Mr. Cadro from Shipyard Inspector, Machinery, CAF-9 to Senior Shipyard Inspector, Machinery, CAF-10.

Since his allocation to this yard, November 16, 1943, Mr. Cadro has efficiently carried out all duties assigned to him. His previous experience and knowledge of Diesel engines makes him a very valuable employee.

Inasmuch as his qualifications through past experience and present responsibilities imposed on him justify an increase in grade, we feel justified in making this request at this time.

Yours very truly,

W. H. Logan
W. H. LOGAN
Head Mach. Inspector

WHL:LK:emd

DIVISION OF PERSONNEL

U S MARITIME COMMISSION

DEC. 29, 1943

MR L B SANFORD
U S MARITIME COMMISSION
348 BARONNE ST.
NEW ORLEANS 12, LA.

ATT: R G BEST

REQUISITION AUTHORITY GRANTED TO MOD EDWARD CADRO MACHINERY INSPECTOR CAF-7

POSITION 1913 DELTA SB. CO. NEW ORLEANS. CL-HB.

WARREN ADAMS
U S MARITIME COMMISSION

HBrown/mw
CC: Adams-Giller
Classification
Central Files
Mail Room
P & T
5211 File

Inspection Office
Houston Shipbuilding Corp.
Houston, Texas

December 23, 1943
File: P16 (I) M 2061

Mr. Joseph Cadro, Jr.
USMC Inspection Office
Todd-Galveston Dry Docks, Inc.
Galveston, Texas

SUBJECT: TRAVEL ORDER
Joseph Cadro, Jr.

Reference: (a) Letter from Mr. James Brooks to Mr. E. C. Lucas dated December 17, File: L20 (C) 2196 with Enclosure

Enclosure: (A) Copy of Reference (a)
(B) Travel Order No. M90-944RC

Dear Sir:

Reference (a) was received in this office December 22, 1943.

We are sending herewith Enclosures (A) and (B), so that you can contact the Regional Office and give them the information they desire.

Yours very truly,

W. H. Logan
Head Shipyard Inspector, Mach.

mng

3cc: New Orleans Office

Mr. Cadro was temporarily detailed from Houston to Galveston. As the detail was for a very few days, no action will be taken on mailing list. Emp. 1-5-44

Inspection Office
Houston Shipbuilding Corp.
Houston, Texas

December 23, 1943
File: P16 (I) M 2062

R E G I S T E R E D

Mr. Joseph Cadro, Jr.
USMC Inspection Office
Todd-Galveston Dry Docks, Inc.
Galveston, Texas

SUBJECT: SALARY CHECK

Dear Mr. Cadro:

Enclosed you will find salary check number 61,252 dated December 15, 1943.

Yours very truly,

W. H. Logan
Head Shipyard Inspector, Mach.

mng

2cc: New Orleans Office

GC-PL-174

Appts

UNITED STATES MARITIME COMMISSION
348 Baronne Street
New Orleans/Louisiana
12

December 18, 1943

Director, Division of Personnel
U. S. Maritime Commission
Washington, D. C.

Attention: Appointments Unit

Dear Sir:

Re: M. C. Approval: December 11, 1943
Name: Joseph Cadro, Jr.
Action: Transfer
Effective: December 11, 1943

From	To
Shipyard Inspector (Machinery) CAF-9 - $3200 Regional Construction Office Ship Construction Section Todd-Galveston Dry Dock, Inc. Galveston, Texas	Shipyard Inspector (Machinery) CAF-9 - $3200 Regional Construction Office Ship Construction Section Houston Shipbuilding Corp. Houston, Texas Long Range Funds

Payroll changes are being made accordingly.

Very truly yours,

R. G. Best

R. G. Best
~~Chief, Personnel Section~~
Exec. Asst. to Director

c.c. Payroll Unit
c.c. Mr. Bibb

acw

25, D. C.

In reply refer
File AP:JG

December 13, 1943

Mr. L. R. Sanford
Regional Director of Construction
U. S. Maritime Commission
348 Baronne Street
New Orleans 12, Louisiana

Attention: Mr. R. C. Best

Dear Mr. Sanford:

Please forward the entrance on duty date as promptly as possible for the following transfer approved December 11, 1943, long range:

	From	To	Effective
Joseph Cadro, Jr.	Shipyard Inspector (Machinery)	Shipyard Inspector (Machinery)	Entrance on duty
39375	CAF-9 - $3200	CAF-9 - $3200	
	Regional Construction Office	Regional Construction Office	
	Ship Construction Section	Ship Construction Section	
II-1307	Galveston, Texas	Houston, Texas	

Very truly yours,

Warren Adams, Director
Division of Personnel

JGreenhalgh/jg

Control Record on 5211
Personnel Recommendation
G. C. Pl 71

Gulf Coast Regional Construction Office
U. S. Maritime Commission 2362
Date and Time Rec'd 11-9-43

Reg.Cons.Office,Ship Cons.-Houston(Houston Shipbldg.)Shipyd.Insp.(M)CAF-9-$3200-Cadro,Jr.
(Organizational Unit and Station) (Title and Grade Requested) (Name or Vacancy)

Action Requested: Position ( ) Appointment ( ) Change in Status (X)

Present Status: Reg.Cons.Off.Ship Cons.-Galveston(Todd-Gal.D.D.)Shipyd.Insp.(M)CAF-9 $3200.
(Organization Unit and Station, Title, Grade)

ORGANIZATION AND CLASSIFICATION

Orig. and 4 copies to O&C
Returned to Control Desk (Date)
M. C. Authority:
New Position: No Authorization
Class Sheet Attach.
Add. Identical
Vice Frank S. Jurkowski trans. 7-6-42
Approved by:
(Chart, Memo, etc; date)

Job #1307

Replacement for
whose position will be abolished

Title Shipyard Inspector (Machinery)
Grade CAF-9
Location Ship Constr.- Houston Shipbldg. Houston, Texas
Approved by ejm date 11-9-43

PLACEMENT

O&C approved copies to Placement 11-9-43
Returned to Control Desk
Indef. Appointment.( )Temp.Appointment( )
Emergency Appointmt. ( )
Date applicant available
Verbal notice to report by PT yes no
References investigated
Citizenship by birth( ) Naturalization verified ( )
Requested C.S.Auth.for M.C.nomination( ) or cert. of elig.( ) Date
Elig. by transfer ( ) Reinstate. ( ) New appointment ( ).
C.S. File No. dated
C.S. Regulation No. section
Executive Order No.
Note: C.S. Dept. Cir. 257, Revision 3
Form 62 not required.

Approved by ccc date 11-9-43

APPOINTMENT AND PAYROLL

Original and all carbons of Form 5211 routed to Appointments (Dated)
5211's to Director of Personnel, Wash., D.C.:
(1) For M.C. Approval:
Sent (Date) 11-18 Received (Date)

Appointment papers sent to M.C. representative at shipyard:(Name)

Sent (Date) (Yard) (Location)

Appointment papers to Director of Personnel, Wash., D. C. (Date)
Applicant notified to report (Date) Will Report
Final Disposition

REMARKS

USMC H-P-1

FORM 3106

UNITED STATES MARITIME COMMISSION
December 20, 1943

TO: Mr. Joseph Cadro, Jr.

FROM: Payroll Branch

Dear Mr. Cadro:-

This acknowledges receipt of your letter of Dec. 7 relative to pay-roll allotment for War Bonds.

We have checked our records and find that you did close out a bond with our Oct. 1 - 15 roll; but you will recall that we had to return your new authorization of $18.75 for signature, and received it too late to effect a change with our Oct.16 - 30 roll.

This still leaves the balance to your credit of $6.25; and if, at any future date, you will give us your authority to adjust this difference either by an additional or reduced amount from one salary check, we shall be glad to do so.

We are noting our records for change of address on your future bonds.

mam

ore 16—6544

RITIME COMMISSION
on Office
building Corp.
n, Texas

December 7, 1943

OTMENT

d from Galveston to Houston, I notify the proper authorities to Maritime Commission Inspection Corp., Houston 1, Texas.

explanation as to why $6.25 was 15 through October 31, instead this matter will be appreciated.

Yours very truly,

Joseph Cadro Jr.
Joseph Cadro, Jr.

UNITED STATES MARITIME COMMISSION
Inspection Office
Houston Shipbuilding Corp.
Houston, Texas

December 7, 1943

Mr. Wm. M. Bateman, Chief
Personnel Section
U. S. Maritime Commission
348 Baronne Street
New Orleans 12, Louisiana

SUBJECT: BOND ALLOTMENT

Dear Sir:

Since I have been transferred from Galveston to Houston, I would appreciate it if you would notify the proper authorities to send my bonds to me at the U. S. Maritime Commission Inspection Office, c/o Houston Shipbuilding Corp., Houston 1, Texas.

I would appreciate having an explanation as to why $6.25 was deducted from my pay for October 15 through October 31, instead of $18.75. Your co-operation in this matter will be appreciated.

Yours very truly,

Joseph Cadro Jr.
Joseph Cadro, Jr.

Houston. Texas
Nov. 22 1943

Mr. W. M. Bateman, Chief
Personnel Section
United States Maritime Commission
348 Baronne Street
New Orleans 12, Louisiana

Dear Sir:

Their was a $6.25 deduction made on my pay check of Oct 16-31 Which is an error as my Bond deduction of $6.25 was closed out with the Oct 1-15 pay roll. Would you please have the Pay roll section check the above and advise me as to what action is being taken. Also have my mailing address change on treasury Form # 2254 From P.O. Box 660 Galveston texas, to U.S.M.C. Inspection office — % Houston Shipbuilding Corp. — P.O. Box 2584 — Houston 1, Texas.

address noted on the card 11-23-43 [illegible]

Yours very Truly
J. Cadro Jr.
Shipyard Inspector (Mach)

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

1201

SYMBOLS
DL = Day Letter
NT = Overnight Telegram
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

A. N. WILLIAMS, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

HSA196 12=WUX HOUSTON TEX 16 1111A

1943 NOV 16 AM 11 22

WILLIAM M BATEMAN CHIEF PERSONNEL SECTION=

U S MARITIME COMMISSION 348 BARONNE ST NRLNS=

JOSEPH CADRO JR. REPORTED FMR DUTY THIS OFFICE 8:00 A.M.

NOVEMBER 16=

W H LOGAN.

8:00 A.M. 16.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

To: Payroll File

Joseph Cadiz Jr.
(Name)

~~Shipyard Sup.~~ Sup. (Mach.)
(Title)

has been detailed from Ind. Galveston

Galveston to Houston Sb.

pending official transfer by M. C.

(Signed) [signature]

To report Nov. 15/43

Form 3106

UNITED STATES MARITIME COMMISSION

10/18/43

TO: Mr. Joseph Cadro, Jr.

FROM: Payroll Branch

Dear Mr. Cadro:-

We are sorry to have to return attached form #2254, but signature at left must coincide with payroll,

Joseph Cadro, Jr.

Your co-operation and prompt return will be appreciated.

Mam

10/1/43

Mr. J. Cadro, Jr.

Payrill Branch

Increase of War Bond Deductions

Dear Mr. Cadro:-

We thank you for your letter of September 21, authorizing increase of your deductions for War Bonds from $6.25 to $18.75 per pay period.

Below is a record of your deductions to date:

March 15	$6.25	
March 31	6.25	
April 15	6.25	1 - $25 Bond
April 30	6.25	
May 15	6.25	
May 31	6.25	1 - $25 Bond
June 15	6.25	
June 30	6.25	
July 15	6.25	1 - $25 Bond
July 31	6.25	
Aug. 15	6.25	
Aug. 30	6.25	1 - $25 Bond
Sept.15	6.25	
Sept.30	6.25	
Oct. 15	6.25	1 - $25 Bond

In view of this fact, we have closed out another bond with the October 15 deduction, and will make your revision with our Oct. 16 - 31 roll. We hope thiis will be satisfactory to you.

We attach hereto Treasury Form #2254, which we will appreciate your completing and returning to this office at your early convenience.

We thank you for your co-operation.

mam

Howe
5
File

UNITED STATES MARITIME COMMISSION
GULF COAST REGIONAL CONSTRUCTION OFFICE
348 BARONNE STREET
~~NEW ORLEANS, LOUISIANA~~
New Orleans 12, Louisiana
July 6, 1943

Mr. Warren Adams, Director
Division of Personnel
United States Maritime Commission
Washington 25, D. C.

Dear Mr. Adams:

There are transmitted herewith the formal requests of the Regional Director for the occupational deferment of the following employees:

✓ Mr. Joseph Cadro, Jr., employed in the Inspection Office of the Gray's Iron Works, Galveston, Texas, in the capacity of Shipyard Inspector (Machinery).

Mr. Theodore J. Johnson, employed in the Inspection Office of the Delta Shipbuilding Co., Inc., in the capacity of Assistant Shipyard Inspector (Electrical).

Mr. William Tillotson, employed in the Inspection Office of the Ingalls Shipbuilding Corporation, Pascagoula, Mississippi.

It is requested that appropriate action be taken to obtain the deferment of these employees.

Very truly yours,

W.M. Bateman

William M. Bateman
Chief, Personnel Section

Enclosures



JUL 8 1943

UNITED STATES MARITIME COMMISSION

April 7, 1943

To: Mr. Warren Adams
Director, Division of Personnel

From: William M. Bateman
Chief, Personnel Section

Attention: Payroll

Attached are copies of our requests for transfer of leave for Joseph Cadro, Jr., Lillian S. Palmer, and Anthony Capozza, who

on

___
±(6)
___(7) Ac
___(8) Accu
±(9) Accura
±(10) Effectiv
or facts
___(11) Industry.
___(12) Rate of progre
of assignments
___(13) Amount of acceptab
(Is mark based on
records? Yes___ No
±(14) Ability to organize his
±(15) Effectiveness in meeting a
dealing with others.
±(16) Cooperativeness.
±(17) Initiative.
±(18) Resourcefulness.
±(19) Dependability.
±(20) Physical fitness for the work.

(over)

Standard Form No. 51 (C.S.C)

LESS THAN 90 DAYS

REPORT OF EFFICIENCY RATING

Regular (x) Interim ( )
Probationary-1st ( ) 2nd ( )

3200

Service: CAF Grade: 9 Class:

As of 3/31/43 based on performance during period from 1/22/43 to 3/31/43

Joseph Cadro, Jr.	Shipyd. Insp. (Mach)	USMC
(Name of employee)	(Title of position)	(Bureau)

Reg. Const. Off.	Ship Cons.	(Grays)	Galveston, Tex.
(Division)	(Section)	(Subsection or Unit)	(Field Office)

ON LINES BELOW MARK EMPLOYEE	1. Underline elements especially important in position. 2. Rate only on elements pertinent to position. (a) Do not rate on elements in right column except for employees in administrative, supervisory or planning positions. (b) Rate administrative, supervisory and planning employees on all elements pertinent to the position in both columns. 3. Before rating, become thoroughly familiar with instructions in rating manual.	CHECK ONE:
if adequate		Administrative supervisory, or planning
if weak		
if outstanding		All others ✓

___(1) Maintenance of equipment, tools, instruments.
___(2) Mechanical skill.
___(3) Skill in the application of techniques and procedures.
___(4) Presentability of work (appropriateness of arrangement and appearance of work).
___(5) Attention to broad phases of assignments.
±(6) Attention to pertinent detail.
___(7) Accuracy of operations.
___(8) Accuracy of final results.
±(9) Accuracy of judgments or decisions.
±(10) Effectiveness in presenting ideas or facts.
___(11) Industry.
___(12) Rate of progress on or completion of assignments.
___(13) Amount of acceptable work produced. (Is mark based on production records? Yes___ No___)
±(14) Ability to organize his work.
±(15) Effectiveness in meeting and dealing with others.
±(16) Cooperativeness.
±(17) Initiative.
±(18) Resourcefulness.
±(19) Dependability.
±(20) Physical fitness for the work.
___(21) Effectiveness in planning broad programs.
___(22) Effectiveness in adapting the work program to broader or related programs.
___(23) Effectiveness in devising procedures.
___(24) Effectiveness in laying out work and establishing standards of performance for subordinates.
___(25) Effectiveness in directing, reviewing, and checking the work of subordinates.
___(26) Effectiveness in instructing, training, and developing subordinates in the work.
___(27) Effectiveness in promoting high working morale.
___(28) Effectiveness in determining space, personnel and equipment needs.
___(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
___(30) Ability to make decisions.
___(31) Effectiveness in delegating clearly defined authority to act.

(over)

STATE ANY OTHER ELEMENTS CONSIDERED

____(A) _____

____(B) _____

____(C) _____

STANDARD Deviations must be explained below		Adjective Rating	Numerical Rating
All underlined elements marked plus, and no element marked minus.....	Excellent (1)		
A majority of underlined elements marked plus, and no element marked minus.....	Very Good 2 or 3	Rating Official:	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or--a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements.....	Good 4,5, or 6	E	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks...	Fair 7 or 8	Reviewing Official:	
A majority of underlined elements marked minus.....	Unsatisfactory 9	Good	4

On the whole, do you consider conduct of employee to be satisfactory? Yes
(Yes or No)

Rated by E. A. Sewell (Signature of rating official) Acting Principal Mach Bro. (Title) 5-22-43 (Date)

Reviewed by C P Hackett (Signature of reviewing official) Act Ld. Mach Bro. (Title) 6-1-43 (Date)

Rating approved by efficiency rating committee 8-1-43 (Date) Report to employee EG (Rating:- Adj.Num.)

CONDUCT REPORT

(This space to be used if answer to conduct question is "No." In such case give full statement of particulars in which employee's conduct has not been satisfactory)

_____
(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

_____
(Signature)

New Orleans 12, Louisiana
July 6, 1943

xxxxxxxxxxxxxxxxxx
New Orleans 12, Louisiana
July 6, 1943

Mr. Warren Adams, Director
Division of Personnel
United States Maritime Commission
Washington 25, D. C.

Dear Mr. Adams:

There are transmitted herewith the formal requests of the Regional Director for the occupational deferment of the following employees:

Mr. Joseph Cadro, Jr., employed in the Inspection Office of the Gray's Iron Works, Galveston, Texas, in the capacity of Shipyard Inspector (Machinery).

Mr. Theodore J. Johnson, employed in the Inspection Office of the Delta Shipbuilding Co., Inc., in the capacity of Assistant Shipyard Inspector (Electrical).

Mr. William Tillotson, employed in the Inspection Office of the Ingalls Shipbuilding Corporation, Pascagoula, Mississippi.

It is requested that appropriate action be taken to obtain the deferment of these employees.

Very truly yours,

William M. Bateman
Chief, Personnel Section

Enclosures

New Orleans 12, Louisiana
July 6, 1943

Mr. Warren Adams, Director
Division of Personnel
United States Maritime Commission
Washington 25, D. C.

Dear Sir:

Please take the action necessary to bring this case to the attention of the Agency Committee on Deferments in accordance with Executive Order 9309.

Name: Joseph Cadro, Jr.

Title: Shipyard Inspector (Machinery)

Location: U. S. Maritime Commission Inspection Office, Gray's Iron Works, Galveston, Texas.

Duties: To conduct regular inspections of machinery installation work to determine that workmanship, methods of assembly and installation are in accordance with approved plans and contract requirements; to prepare reports covering the progress of installation and construction; the performance of related responsible inspections.

Selective Service Board:
Local Board No. 9, New Orleans, Louisiana

Classification:
3-A (One dependent)

Many inspectors in the various yards throughout this Region have been compelled to work longer hours due to the fact that the inspection staffs have been inadequate. We have been unable to recruit a sufficient number of qualified persons to fill our existing vacancies. It is imperative that this office retain the services of those experienced persons now in our employ and your assistance in obtaining the deferment of Mr. Cadro is requested.

Very truly yours,

L. R. Sanford
Regional Director, Gulf Coast

SHarmanson:sh
cc: Director's Reading File

FORM 3106

File

UNITED STATES MARITIME COMMISSION

TO: Mr. C. P. Hackett, Act. Head
Hull Inspection Branch

FROM: E. S. Sewell, Act. Principal
Machinery Inspector

The attached leave slip is late due to conditions here in the yard, as I did not want to put in a leave for Mr. Cadro if the work warranted both of us being here over the week-end.

Mr. Cadro is going to New Orleans to move his family down here, and since things are quiet, I can manage alright without his help.

GPO 16—6544

File: P16 (C) M 659
May 10, 1943

PERSONAL AND CONFIDENTIAL

Mr. E. S. Sewell
Senior Machinery Inspector
U.S.M.C. Inspection Office
Gray's Iron Works, Inc.
Galveston, Texas

Subject: J. CADRO, JR., SHIPYARD INSPECTOR (MACHINERY) CAF-9 - SALARY INCREASE

Reference (a): Mr. Cadro's letter to Chief, Ship Construction Section, dated May 6, 1943.

Dear Mr. Sewell:

This is to acknowledge receipt of Mr. Cadro's letter, reference (a).

It is not our intention to question what was or was not promised to Mr. Cadro; however, we do know that he was informed that the salary for CAF-9, plus overtime, would be more than $3500. This amount was much greater than his previous salary which he received while with the U. S. Engineers, whose records show that in 1935 he received $2300 and was increased finally to $3200, and that during his total time of employment with the engineers, he averaged $169 per annum.

In order that we may give consideration to Mr. Cadro's request, it is suggested that he consider a transfer to Houston, where a greater opportunity is afforded for advancement. It is requested that you advise this office as soon as possible as to whether or not Mr. Cadro would like to go to Houston. A good man is needed in that yard, and we feel sure that he would like it there. At the same time, he would be in line for advancement.

Very truly yours,

James Brooks, Acting Chief
Ship Construction Section

By
C. P. Hackett, Acting Head
Machinery Inspection Branch

MFFlewelling/hw
cc: Reading file
Construction Personnel
Construction Personnel Reading
Personnel Section

File

UNITED STATES MARITIME COMMISSION
GULF COAST REGIONAL CONSTRUCTION OFFICE
348 BARONNE STREET
NEW ORLEANS, LOUISIANA

April 6, 1943

Personnel Officer
War Department - U. S. Engineer Office
New Orleans, Louisiana

It is requested that you furnish this office a statement showing the leave record of Joseph Cadro, Jr., who entered on duty in this Commission on January 22, 1943

For your convenience, the form below may be used in making this report, copy of which may be retained for your files.

Very truly yours,
William M. Bateman
William M. Bateman
Chief, Personnel Section

RECD PERSONNEL SEC. APR 8 1943 NEW ORLEANS DISTRICT

AP

April 10, 1943

	days	hours	minutes
Annual Leave:			
Accumulated on January 1, 1943 ~~1942~~	73	3	30
Granted, current year	6	0	0
Sick Leave:			
Accumulated on January 1, 1943 ~~1942~~ OR - Advances not liquidated on January 1, 1942	64	0	0
Granted, current year - medical evidence	0	0	0
Granted, current year - personal certificates	1	0	0
Number of advances, current year	0	0	0
Leave Without Pay:			
Granted, current year	0	0	0

Date of appointment 9-1-38 Date of Separation 1-21-43

Leave status at time of transfer: Permanent x Temporary ____

For the District Engineer:

Signed by A.C. Klein
A.C. Klein

(8 hr emp)

Chief Administrative Asst.
Title



UNITED STATES MARITIME COMMISSION

April 7, 1943

To: Mr. Warren Adams
Director, Division of Personnel

From: William M. Bateman
Chief, Personnel Section

Attention: Payroll

Attached are copies of our requests for transfer of leave for Joseph Cadro, Jr., Lillian S. Palmer, and Anthony Capozza, who entered on duty in this Commission on January 22, 1943, March 2, 1943, and March 16, 1943 respectively.

William M. Bateman

GMGoodwin:ec

3 Attachments:
Copies of requests for
transfer of leave for
the above named.

COPY

March 1, 1943

Director, Division of Civilian Personnel
War Department
New Orleans, Louisiana

Employed in
U. S. Engineers Office

It is requested that you furnish this office a statement showing the leave record of Joseph Cadro, Jr., who entered on duty in this Commission on January 22, 1943.

For your convenience, the form below may be used in making this report, copy of which may be retained for your files.

Very truly yours,

Director, Division of Personnel

April 10, 1943

	Days	Hours	Minutes
Annual Leave:			
Accumulated on January 1, 1943	73	3	30
Granted, current year	6	0	0
Sick Leave:			
Accumulated on January 1, 1943 OR - Advances not liquidated on Jan. 1, 1943	64	0	0
Granted, current year - medical evidence			
Granted, current year - personal certificate	1	0	0
Number of advances, current year			
Leave Without Pay:			
Granted, current year			

Date of appointment 9-1-38 Date of separation 1-21-43
Leave status at time of transfer: Permanent X Temporary

/s/ A. C. Klein
Signature

(8hr emp)

Chief Administrative Assistant
Title

Files

FORM 3106

UNITED STATES MARITIME COMMISSION

2/16/43 -

TO: Mr. Joseph Cadro, Jr.,
Grays Iron Works
Galveston, Texas

FROM: Payroll Unit

Dear Mr. Cadro:

We are returning herewith Treasury Form #2254, and ask that you kindly change name of co-owner, inserting therein the "first or given" name of Mrs. Cadro.

Your co-operation and prompt return of this card will be appreciated.

Douglas E. Chaffin

MAMadden:mam
enc (1)

OPO 16—6544

UNITED STATES MARITIME COMMISSION
WASHINGTON

MAR 24 1943

U. S. Civil Service Commission
Washington, D. C.

Attention: Mr. Wm. H. McMillan

Gentlemen:

It is respectfully requested that a character investigation be undertaken in regard to **Joseph Cadro, Jr.**, who has been appointed to the following position with the Maritime Commission:

Position **Shipyard Inspector (Machinery)**

Grade & Salary **CAF-9, $3200**

Type of Appointment **By Transfer-War Service-Duration; Reg. IX, Sec. 2a EO 9243 WT#10-1400**

Station **Galveston, Texas**

( ) Subject to Civil Service Investigation

(x) Not Subject to Civil Service Investigation

The following material is transmitted in connection with this investigation:

(x) Photostatic copy of application to Maritime Commission
( ) Civil Service papers
( ) _____

Very truly yours,

Warren Adams
Director, Division of Personnel



PThompson/pt

cr
3-20

UNITED STATES MARITIME COMMISSION
WASHINGTON

February 16, 1943
In reply refer AP:CER

Director of Civilian Personnel
War Department
Washington, D. C.

Dear Sir:

It is our understanding that **Joseph Cadro, Jr.** , who is now employed by the Maritime Commission, ~~was formerly with~~ your agency.*

In order to determine his eligibility for a salary increase under Public Law 200, it is necessary that we have certain information relative to his services with you. It will be appreciated, therefore, if you will insert the necessary information in the blanks on the lower half of this sheet and return it promptly to this office.

The enclosed duplicate of this letter is for your files.

*Employed as Diesel Engineer, $3200 per annum, U. S. Engineer Office, New Orleans, Louisiana

Very truly yours,
Warren Adams (dcb)

Warren Adams, Director
Division of Personnel

AP
Date of appointment to your agency Probationally appointed 2-1-24
Date of termination from your agency 1-21-43
Title, Grade and Salary at time of termination Diesel Engineer, ungraded, $3200 per annum.
Date of last salary increase 6-1-42
Check cause: ☐ Meritorious (Public 200); ☐ Automatic (Public 200); ☐ Grade promotion; ☒ Other
From: unGraded ____, Salary $ $2700 p.a.; To unGraded $3200, Salary $ ____
Latest efficiency rating not rated Date of Rating ____
(Adjective and numerical)
Number of days leave without pay granted:
Since last salary increase none.
OR IF NO SALARY INCREASE RECEIVED
In 18 months preceding termination from your agency none
If appointment to your agency was by transfer from another government department, indicate department ____

For the District Engineer:

A. C. Klein
(Name)
Chief Administrative Assistant,
War-Engrs. New Orleans District,
New Orleans, La.
(Title)

Dated: 3-18-43



11-8-43

Form CP-50 (R-838)
(Substitute for Form 4a)

WAR DEPARTMENT
Report of Field Personnel Action

PERSONNEL FEB 23 1943

Bill

AP

Engineer Dept. at Large,
New Orleans District.

February 15, 1943.

1. Name **Joseph Cadro, Jr.**

2. Nature of Action - **Separation by Transfer.**

3. Effective Date **January 21, 1943.**

9. C.S.C. Report Series
Permanent

10. Civil Service Authority

11. Appropriation
Civil Funds.

12. Date of Birth
8-10-03

13. Subj. to Ret. Act
Yes (No
xx)

14. If Separation, Last Paid Thru
January 21, 1943.

15. Bureau Authority for Action or Position

	From	To
4. Position	**Diesel Engineer**	
5. Grade and/or Salary Allowances	**$3200 p.a.**	
6. Bureau and/or Other Unit	**War-Engineers, New Orleans District**	
7. Headquarters and Duty Station	**New Orleans, La.**	
8. Departmental or Field	FIELD	FIELD

Remarks: **To: U. S. Maritime Commission, New Orleans, La.**
Probationally appointed: 2-1-24

SUBJECT TO RETIREMENT DEDUCTIONS.

Copies to: (Check)

1. ( ) Regional Director - Temporary series only
2. (x) CSC copy attached - Permanent series only
3. ( ) Employee
4. (x) Chief of Engineers
5. (x) Payroll Auditing Section - C of E (civil works only)
x **U. S. Maritime Commission, New Orleans, La.**

For the District Engineer:

16. A. H. McRae

A. H. McRae,
Capt., Corps of Engineers,
Assistant.

File

February 18, 1943

Mr. E. A. Currie
Sr. Shipyard Inspector
Gray's Iron Works
Galveston, Texas

Dear Mr. Currie:

Your telegram of February 16 has been referred to this office by Mr. Brooks. Our records show that Joseph Cadro, Jr. was placed on a payroll for pay due from January 22 through February 15.

When the check is received from the Treasury Department, it will be forwarded to you.

Very truly yours,

Douglas E. Chaffin
Chief, Personnel Section

GMGoodwin:ec

ANDARD TIME INDICATED

ECEIVED AT

..(07)..

TELEPHONE YOUR TELEGRAMS TO POSTAL TELEGRAPH

Postal Telegraph

Mackay Radio
Commercial Cables

TELEGRAMS CABLEGRAMS RADIOGRAMS

All America Cables
Canadian Pacific Telegraphs

THIS IS A FULL RATE TELEGRAM. CA
GRAM OR RADIOGRAM UNLESS OTHERW
INDICATED BY SYMBOL IN THE PREAMB
OR IN THE ADDRESS OF THE MESSAGE.
SYMBOLS DESIGNATING SERVICE SELECTE
ARE OUTLINED IN THE COMPANY'S TARIF
ON HAND AT EACH OFFICE AND ON FILE WI
REGULATORY AUTHORITIES.

Form 16

NO.DA226 D.GVA75 (FIVE) 10 COLLECT=TD GALVESTON TEX 16 358P

JAMES BROOKS=

=ACTING CHIEF SHIP CONSTRUCTION SECTION

UNITED STATES MARITIME COMM

348 BARRONE ST (NEWORLEANS LOU)=

1943 FEB 16 PM 4 23

:INVESTIGATE JOSEPH CADRO JR PAY ACCOUNT NO =CHECKS RECEIVED=

:E A CURRIE A D E S SEWELL.

DIVISION OF PERSONNEL

FEBRUARY 13, 1945

MR. L. R. SANFORD
U. S. MARITIME COMMISSION
348 BARONNE STREET
NEW ORLEANS, LOUISIANA

ATTENTION: CHAFFIN

APPOINTMENTS DOROTHY WILLIAMS, WALTER CHAMBERS APPROVED TWELFTH LONG RANGE, CADRO APPROVED TWELFTH DEFENSE AID.

WARREN ADAMS
U. S. MARITIME COMMISSION

ep

Charge to the account of _____ $_____

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		ORDINARY	
DAY LETTER		URGENT RATE	
SERIAL		DEFERRED	
OVERNIGHT TELEGRAM		NIGHT LETTER	
SPECIAL SERVICE		SHIP RADIOGRAM	

Patrons should check class of service desired; otherwise the message will be transmitted as a telegram or ordinary cablegram.

WESTERN UNION

1206

CHECK
ACCOUNTING INFORMATION
TIME FILED

A. N. WILLIAMS, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

Send the following telegram, subject to the terms on back hereof, which are hereby agreed to

WANT A REPLY?
"Answer by WESTERN UNION" or similar phrases may be included without charge.

WA218 14 GOVT NL--WUX WASHINGTON DC 13 1943 FEB 13 PM 6 01

L R SANFORD
ATTENTION CHAFFIN
U S MARITIME COMMISSION
348 BARONNE STREET
NEW ORLEANS, LOUISIANA

APPOINTMENTS DOROTHY WILLIAMS, WALTER CHANBERS APPROVED TWELFTH LONG RANGE, CADRO APPROVED

TWELFTH DEFENSE AID.

WARREN ADAMS

This form *must* be executed by the appointee before he enters on duty. It must then be forwarded promptly to the CIVIL SERVICE OFFICE which certified the appointee's name. The Department Officer before whom the certificate is executed must sign the statement on the reverse of this sheet.

Form 124 b—Field
August 1941

Appointing officer:
Please check below respecting this appointment.
..... Permanent
..... Reinstatement

UNITED STATES CIVIL SERVICE COMMISSION

United States Maritime Commission
(Branch of service or department)

Galveston, (Name of city), Texas (State)

DECLARATION OF APPOINTEE

ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly. Appointee will retain attached form. (Every question *must* be answered.)

1. Name Joseph Cadro, Jr.
(Furnish one given name, initial or initials, if any, and surname)
2. (*a*) Place of birth Port Eads, La. (*b*) Date of birth August 10, 1903
(Month, day, and year)
(*c*) Are you a citizen of the United States? Yes
(Yes or no)
3. If foreign-born, give the information requested below:
(*a*) Date of arrival in the United States ..... (*b*) Port of entry ..... (*c*) Name of ship .....
(*d*) If naturalized: (1) Under what name naturalized? ..... (2) When? .....
(3) Where naturalized (name and location of court)? .....
(*e*) If naturalized through parent: (1) Under what name was parent naturalized? .....
(2) When was parent naturalized? .....
(3) Where was parent naturalized (name and location of court)? .....
(*f*) If naturalized through marriage: (1) Under what name was husband naturalized? .....
(2) When was husband naturalized? ..... (3) Where was husband naturalized (name and location of court)? ..... (4) Husband's certificate of citizenship number .....
4. (*a*) Name of father Julien J. Cadro
(*b*) Address (if living) Route 1, Buras, La.
(*c*) Place and date of birth April 6, 1882, New Orleans, La.
5. (*a*) Maiden name of mother Victorine Buras
(*b*) Address (if living) Route 1, Buras, La.
(*c*) Place and date of birth May 6, 1885, Buras, La.
6. From what examination are you being appointed? Senior Machinery Inspector
(Title)
7. To what position are you being appointed? Shipyard Inspector-Machinery
8. Are any members of your family or relatives (either blood or by marriage) in *any* part of the service of the United States (executive, judicial, legislative, military, or naval)? Answer "Yes" or "No" No. If so, fill in the following blanks stating, under "Relationship," whether the connection is by blood or marriage. (See sec. I of attached form.) If additional space is necessary, attach a sheet.

Name	Post-office Address (Give street number, if any)	Position and Department or Office in Which Employed	Relationship	Married or Single
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

9. Were any of the above-named persons appointed to the Government service after you made your application for this position? ..... If so, give the name of each such person and state whether he is living in the same house with you .....
10. What is your present address (give street and number, city, and State)? % Jean Lafitte Hotel, Galveston, Texas How long have you resided at this address? Two Days
11. (*a*) Are you holding any position or office under the United States or under any State, Territory, county, or municipality? No
(Yes or no)
(*b*) If so, state the place, position, and salary .....
(*c*) Are you willing to resign such position or office, upon appointment in the Federal Government, if it becomes necessary to do so in order to hold the Federal position? .....
(Yes or no)

16—19678-1

[OVER]

12. (a) Have you served in any branch of the military or naval service of the United States at any time? No (Yes or no)

If so, state service RECEIVED

(b) If discharged, state under what conditions (Honorable, dishonorable, inaptitude, etc.)

13. Have you been retired from (a) U. S. Government service? No (b) District of Columbia government? No

(c) U. S. military or naval service? No If so, state whether for age, length of service, or disability

Amount of retirement pay Rank when retired from military or naval service

14. Have you been discharged for cause or have you resigned *any* position under compulsion since filing your application for this position? No (Yes or no) If so, attach a sheet giving the date, place, employer's name and address, and the reason for the discharge or forced resignation in each case.

15. Have you ever been arrested or fined, or convicted of any offense? No (Yes or no) If so, attach a sheet and give full details showing dates, places, and nature of offenses, and the manner in which all charges have been disposed of that are not still pending. (Your answer should include *all* felonies and *all* misdemeanors.)

16. Have you ever been barred from a U. S. civil-service examination? No (Yes or no) If so, when and for what reason?

17. Have you paid or offered or promised to pay any money or any other thing of value to any person, firm, or corporation for the use of influence to procure your appointment? No (Yes or no)

18. Are you a member of any Communist or German Bund organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States, or do you have membership in or any affiliation with any group, association, or organization which advocates, or lends support to any organization or movement advocating, the overthrow of our constitutional form of government in the United States? No (Yes or no) If so, name the organization and give complete details on sheet to be attached hereto.

19. Will you inform yourself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? Yes

I hereby certify that the answers to the foregoing questions are true in every particular.

Date 1-23-43 Joseph Cadro Jr.
(Signature of appointee—Must correspond exactly with name given in answer to question 1)

APPOINTING OFFICER BEFORE WHOM THE FOREGOING CERTIFICATE IS MADE:

Before appointment is further considered this form must be submitted to the appropriate civil-service office for approval *if*—

(1) *Citizenship.*—Answer to question 2 (*a*) hereon shows foreign birth, while answer to similar question in the application shows birth in the United States.

(2) *Age.*—Discrepancy exists between the answer given to question 2 (*b*) hereon and that given to the corresponding question in the application, and if questioning of the applicant (in the manner described in Departmental Circular No. 195) either substantiates doubt as to eligibility or indicates willful misrepresentation. (This instruction applies only in probationary appointments.)

(3) *Members of family.*—Answer to question 8 hereon includes the names of two or more persons at the same address as the appointee.

(4) The appointee holds any State, Territorial, county, or municipal office or position, whether by election or appointment, in possible contravention of the Executive orders of January 17 and 28, 1873, and does not agree to resign such position or office if necessary. (See Civil Service Commission Form 1236 quoting these orders and listing *exceptions* thereto.) (See applicant's answer to questions 11 (*a*), (*b*), and (*c*).)

If the appointee's answer to question 18 is "Yes," he cannot be given appointment.

Please fill in and sign the following in connection with *probationary appointment.*

Have you, for purposes of identification and to prevent impersonation—

(1) Questioned the appointee on his personal history for agreement with his application statements?

(2) Checked the appointee's personal and physical appearance for agreement with his medical certificate and descriptions given in preliminary and declaration sheet?

(3) Checked the appointee's signature and handwriting in this form with that in the examination papers and application?

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty. The appointee has been identified satisfactorily by the method described in Departmental Circular No. 195.

E. S. Lovell U.S.M.C.
(Officer's signature)

Acting Senior Mach. Inspec.-Gray Iron Works
(Official title)

This is to be signed by a field officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

U. S. GOVERNMENT PRINTING OFFICE 16—19678

Control Record on 5211
Personnel Recommendations
G. C. Pl 71

Gulf Coast Regional Construction Office
U. S. Maritime Commission 972
Date and Time Rec'd 1-20

Ship Construction -Galveston (Gray's) Shipyard Insp. (Machinery) CAF-9 CADRO
(Organizational Unit and Station) (Title and Grade Requested) (Name or Vacancy)
Action Requested: Position ( ) Appointment (x) Change in Status ( )
Present Status: _____
(Organization Unit and Station, Title, Grade)

ORGANIZATION AND CLASSIFICATION

Orig. and 4 copies to O&C 1-20
Returned to Control Desk (Date) _____
M. C. Authority:
New Position: No Authorization _____
Class Sheet Attach. _____
Add. Identical _____
Vice _____
Approved by: Wire 1-4-43
(Chart, Memo, etc; date)

Replacement for _____
whose position will be abolished _____

Title Shipyard Inspector (Mach.)
Grade CAF-9
Location Ship Constr., Galveston, Texas
Gray's Iron Works, Inc.
Approved by DC io date 1-20-43

PLACEMENT

O&C approved copies to Placement 1-20
Returned to Control Desk 1-20-43
Indef. Appointment.(xx)Temp.Appointment( )
Emergency Appointmt. ( )
Date applicant available 1-22-43
Verbal notice to report by PT yes x no ___
References investigated _____
Citizenship by birth(x) Naturalization verified ( )
Requested C.S.Auth.for M.C.nomination(x) or cert. of elig.( ) Date 1-1-43
Elig. by transfer (x) Reinstate. ( ) New appointment ( ).
C.S. File No. WT#10-1400 dated 1-12-43
C.S. Regulation No. IX section 2a
Executive Order No. 9243
Note: _____

Approved by CCC elk date 1-20-43

APPOINTMENT AND PAYROLL

Original and all carbons of Form 5211 routed to Appointments (Dated) 1-20
5211's to Director of Personnel, Wash., D.C.:
(1) For M.C. Approval:
Sent (Date) _____ Received (Date) _____

Appointment papers sent to M.C. representative at shipyard:(Name) Sefelt

Sent (Date) 1-21 (Yard) Gray's Iron Works, Inc. (Location) Galveston, Texas

Appointment papers to Director of Personnel, Wash., D. C. (Date) 2-2
Applicant notified to report (Date) wix Will Report 1-22
Final Disposition reported 1-22

REMARKS

USMC 11-P-1

(85)

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

Cadro, Joseph Jr. (Name of employee)

Shipyard Inspector (Machinery) CAF-10 (Title of position, service, and grade)

U.S.M.C., Reg. Constr. Off., Ship Constr. Sec., Penn. Sy. Inc., Beaumont, Texas (Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: "Very Good"

J. Edward Shaw - Chairman (Signature)
Efficiency Rating Committee
Gulf Coast Region. (Title)

June 1, 1945 (Date of notification)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

_____ (12) Rate of progress on or completion of assignments.

_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)

X (14) Ability to organize his work.

X (15) Effectiveness in meeting and dealing with others.

X (16) Cooperativeness.

X (17) Initiative.

X (18) Resourcefulness.

X (19) Dependability.

X (20) Physical fitness for the work.

_____ (30) *Ability to make decisions.*

_____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____

_____ (B) _____

_____ (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	*Numerical rating*
All underlined elements marked plus, and no element marked minus	Excellent /	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	*Numerical rating*
Rating official	E	
Reviewing official	Good	4

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by E. S. Sewell Acting Principal Mach. Insp. 5/22/43
(Signature of rating official) (Title) (Date)

Reviewed by C. P. Hazlett A.S.M.C. Mach. Branch 6-1-43
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 8-1-43 (Date) Report to employee G (Adjective rating) _____ (Numerical rating)

16—26177-1

LESS THAN 90 days

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( ); PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
CAF	9	
(Service)	(Grade)	(Class)

As of 3-31-43 based on performance during period from 1-22-43 to 3-31-43

Joseph Cadro, Jr. (Name of employee) | Shipyd.Insp. (Mach) (Title of position) | USMC (Bureau)

Reg. Const. Off. (Division) | Ship Cons. (Section) | (Grays) (Subsection or unit) | Galveston, Texas (Field office)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ if outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
   a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
   b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ☐

All others ☐

---

(1) Maintenance of equipment, tools, instruments.
(2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
(5) Attention to broad phases of assignments.
X (6) Attention to pertinent detail.
(7) Accuracy of operations.
(8) Accuracy of final results.
X (9) Accuracy of judgments or decisions.
X (10) Effectiveness in presenting ideas or facts.
(11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
X (14) Ability to organize his work.
X (15) Effectiveness in meeting and dealing with others.
X (16) Cooperativeness.
X (17) Initiative.
X (18) Resourcefulness.
X (19) Dependability.
X (20) Physical fitness for the work.

(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
(24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
(25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
(26) *Effectiveness in instructing, training, and developing subordinates in the work.*
(27) *Effectiveness in promoting high working morale.*
(28) *Effectiveness in determining space, personnel, and equipment needs.*
(29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
(30) *Ability to make decisions.*
(31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) ____
(B) ____
(C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent /	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
A majority of underlined elements marked minus	Unsatisfactory	9

	Adjective rating	Numerical rating
Rating official	E	
Reviewing official	Good	4

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by C. S. Sewell Acting Principal Mach. Ins. 5/22/43
(Signature of rating official) (Title) (Date)

Reviewed by C. W. Haskell Ass't Hd. Mach. Branch 6-1-43
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee 8-1-43 (Date) Report to employee G (Adjective rating) ____ (Numerical rating)

16—26177-1

File

Galveston, Tex
Ship Constr.

UNITED STATES MARITIME COMMISSION
WASHINGTON

March 1, 1943

Director, Division of Civilian Personnel
War Department
New Orleans, Louisiana

Employed in:
U. S. Engineers Office

It is requested that you furnish this office a statement showing the leave record of Joseph Cadro, Jr., who entered on duty in this Commission on January 22, 1943.

For your convenience, the form below may be used in making this report, copy of which may be retained for your files.

Very truly yours,

Warren Adams

Director, Division of Personnel

AP — April 10, 1943

	Days	Hours	Minutes
Annual Leave:			
Accumulated on January 1, 1943	73	3	30
Granted, current year	6	0	0
Sick Leave:			
Accumulated on January 1, 1943 OR - Advances not liquidated on Jan. 1, 1943	64	0	0
Granted, current year - medical evidence	0	0	0
Granted, current year - personal certificate	1	0	0
Number of advances, current year	0	0	0
Leave Without Pay:			
Granted, current year	0	0	0

Date of appointment 9-1-38 Date of separation 1-21-43
Leave status at time of transfer: Permanent x Temporary

For the District Engineer:

A.C. Klein
Signature
A.C. Klein

Chief Administrative Assistant.
Title



(8 hr emp)

STANDARD TIME INDICATED

RECEIVED AT

TELEPHONE YOUR TELEGRAMS TO POSTAL TELEGRAPH

Postal Telegraph

Mackay Radio | All America Cables

Commercial Cables | Canadian Pacific Telegraphs

THIS IS A FULL RATE TELEGRAM, CA
GRAM OR RADIOGRAM UNLESS OTHERW
INDICATED BY SYMBOL IN THE PREAM
OR IN THE ADDRESS OF THE MESSAGE.
SYMBOLS DESIGNATING SERVICE SELEC
ARE OUTLINED IN THE COMPANY'S TARI
ON HAND AT EACH OFFICE AND ON FILE W
REGULATORY AUTHORITIES.

Form 16

NO.DA73 D.GVA30 (FIVE) 17 COLLECT=GALVESTON TEX 22 1056A

1943 JAN 22 AM 11

PERSONNELL SECTION=

REGIONAL CONSTRUCTION OFFICE U S MARITIME COMMISSION 34

BARONNE ST (NEWORLEANS LOU)=

PERSONNEL JAN 22 1943

MR JOSEPH CADRO JR SHIPYARD INSPECTOR MACHINERY REPORTED FOR DUTY TEN AM GRAYS IRON WORKS GALVESTON=

E S SEWELL MACHINERY INSPECTOR..

PERSONNEL
FEB 4 - 1943

February 2, 1943
File: MC P14 (I) M - 53

Mr. James Brooks, Acting Chief
Ship Construction Section
United States Maritime Commission
Gulf Coast Regional Construction Office
348 Baronne Street
New Orleans, La.

Attention: Mr. D. E. Chaffin
Chief, Personnel Section

Subject: APPLICATION FORMS
Joseph Cadro, Jr.

Dear Sir:

Please find enclosed, two copies of the above Subject Form No. 57, filled out by Mr. Joseph Cadro Jr., Shipyard Inspector (Machinery).

Respectfully,

E. S. Sewell

E. S. Sewell
Act. Sr. Shipyard Inspector (Mach.)

PERSONNEL
JAN 30 1943

UNITED STATES MARITIME COMMISSION
INSPECTION OFFICE
GRAY'S IRON WORKS—SHIPBUILDING DIVISION
GALVESTON, TEXAS

January 28, 1943
File: MC P14 (I) M - 47

Chief, Ship Construction Section
United States Maritime Commission
Gulf Coast Regional Construction Office
348 Baronne Street
New Orleans, La.

Attention: Mr. D. E. Chaffin
Chief, Personnel Section

SUBJECT: APPLICATION FORMS
Joseph Cadro, Jr.

Dear Sir:

We are enclosing copies of the above subject forms for Joseph Cadro, Jr. along with the Identification Photo Form.

Two copies of Form No. 57 will be forwarded to your office soon.

Very truly yours,

E. S. Sewell

E. S. Sewell
Senior Inspector-Machinery

Form Pl. 1

UNITED STATES MARITIME COMMISSION

Personnel Questionnaire:

Pursuant to Section 201 (b), Merchant Marine Act of 1936, which reads as follows, each appointee is required to answer the questions listed below:

> "It shall be unlawful for any member, officer, or employee of the Commission to be in the employ of any other person, firm, or corporation, or to have any pecuniary interest in, or hold any official relationship with, any carrier by water, shipbuilder, contractor, or other person, firm association or corporation with whom the Commission may have business relations."

---------- O ----------

Questionnaire:

(1) Are you now in the employ of any person, firm or corporation other than a Governmental agency? ____Yes. ___✓No.

(2) Have you any financial interest in any unit of the shipping industry? ____Yes. ___✓No.

(3) Have you any official relationship with any unit of the shipping industry? ____Yes. ___✓No.

(4) Are you related, by blood or marriage, to one who has any financial interest in or who holds any official relationship with any unit of the shipping industry? ____Yes. ___✓No.

(If the answer to any of the above is "Yes", please attach hereto a brief statement of explanation.

What is your legal residence:

La. 9 Ward New Orleans La
(State) (Congressional District) (County) (City or town)

Joseph Cadro, Jr.
Signature of Appointee

PERSONNEL QUESTIONNAIRE
(MILITARY)

1. Name: Joseph Cadro Jr

2. Home Address: 1916 Alvar St, New Orleans La

3. Marital Status: (Circle which applies)
1. Married 2. Single 3. Widowed 4. Divorced

4. If married, is wife employed: ("Yes" or "No") no

5. Dependents: (State relationship and whether wholly or partially dependent)

	Relationship	Wholly or Partially
1.	Son	Wholly
2.		
3.		
4.		
5.		

6. Have you registered under the Selective Training and Service Act?
(Answer "Yes" or "No") yes

7. If so, give Local Board number and location:
Board No 9, New Orleans La

8. Give home address registered with Local Board
1916 Alvar Street, New Orleans, La

9. If registered have you filed your Selective Service Questionnaire?
(Answer "Yes" or "No") yes

10. Have you received notice of your classification?
(Answer "Yes" or "No") yes

11. (a) If so, state classification assigned and expiration date, if any:
(1) Class 3 A (2) Expires until

(b) If not, notify this Division of Class and Expiration Date as soon as assigned.

Date: 1-23-43 Signature Joseph Cadro, Jr

NOTE: If there is any subsequent change in your classification you are required to notify immediately (by memorandum) the Division of Personnel through the Director of your Division.

U. S. Maritime Commission, Stern Bldg., New Orleans, La.

1/1/43

Tenth

xxxxxxxxxxxxxxxxxx

One (1)	Male	Shipyard Inspector (Mach)	$3200	Galveston, Texas.	*

* As soon as transfer can be effected.

It is requested that the above vacancy be filled by transfer of Joseph Cadro, Jr., 1916 Alvar Street, New Orleans, Louisiana, presently employed by the U. S. Engineer Office, Foot of Prytania St., New Orleans, La., as Diesel Engineer, $3200 p.a.

Assistant Placement Officer, Personnel Section

Form 3876
Sept.,1942

United States Civil Service Commission
TENTH CIVIL SERVICE REGION
(Comprising Louisiana and Texas)
OFFICE OF THE REGIONAL DIRECTOR
New Orleans, La.

PERSONNEL
JAN 13 1943

WT-#10-1400
File: CG:HM
Date: Jan. 12, 1943
Requisition No.: 254

Assistant Placement Officer,
Personnel Section,
U. S. Maritime Commission,
Stern Building,
New Orleans, Louisiana

Authority is granted for the transfer of

Joseph Cadro, Jr.,

under War Service Regulation IX, Section 2, Subsection a

To:	Position	Shipyard Inspector (Mach)
	Grade and Salary	$3200 pa
	Department	U. S. Maritime Commission
	Bureau	U. S. Maritime Commission
	Location	New Orleans, La. Duty: Galveston, Texas
From:	Position	Diesel Engineer
	Grade and Salary	$3200 pa
	Department	War Department
	Bureau	U. S. Engineer Office
	Location	New Orleans, La.

This transfer may be made effective on or after January 10, 1943 but in no case later than ten days from such date except at the option of the receiving agency.

Subject to the following conditions:

Very truly yours,

Paul H. Figg

PAUL H. FIGG,
Regional Director.

cc To Service Record Division, CSC
cc To office from which transferred
cc CSC (DWT)

GC Pl 163

Applicant reporting to Galveston on January 22, 1943

To: Edgar S. Sewell
Title: Inspector, U.S. Maritime Commission
Address: Gray's Iron Works
Galveston, Texas
Required Appointment Forms attached

(x) Oath of Office (Properly notarized)
Date of entrance on duty to be
shown on bottom line of Oath
(x) Personnel Affidavit
(2) (x) Form 124b
(x) Form 2806-1
(2) (x) Military Questionnaire
(2) (x) Form ~~25~~ 57 and 2 shipping questionnaires
( ) Medical Certificate
(x) Fingerprint letter
(x) Identification Photo Form
(x) War Bond Deduction Card
(x) Appointment forms to be returned to:

Regional Construction Office, Region I.
348 Baronne Street, Stern Building
New Orleans, Louisiana

D. E. Chaffin
Chief Personnel Section

DC:ch

GC-P1-75

UNITED STATES MARITIME COMMISSION
Gulf Coast Regional Construction Office
348 Baronne Street
New Orleans, Louisiana

January 30, 1943

Personnel Officer
War Department
U.S. Engineer Office
New Orleans, La.

Dear Sir:

This is to advise that Joseph Cadro, Jr.

entered on duty in this office on January 22, 1943

as Shipyard Inspector (Machinery) (Title of position) at CAF-9 $3200 per annum (Grade and Salary)

by Transfer (Transfer or other appointment)

Yours very truly,

Douglas E. Chaffin

Douglas E. Chaffin
Chief, Personnel Section

DEC: ch

M.R.C.50M.3-6-40

ADDRESS REPLY TO
THE DISTRICT ENGINEER
FOOT OF PRYTANIA STREET

REFER TO FILE NO.

WAR DEPARTMENT
UNITED STATES ENGINEER OFFICE
~~SECOND~~ NEW ORLEANS DISTRICT

NEW ORLEANS, LA.
December 28, 1942.

TO WHOM IT MAY CONCERN:

This is to certify that I have known Mr. Joseph Cadro since birth. During this period I have been in close contact with him and have found him to be of good character, honest, sober and an efficient employee.

He has worked about 24 years for the War Department, U. S. Engineers, New Orleans District, of which I am also an employee, and during this period, on many occasions, we have served together as shipmates.

I take great pleasure in recommending Mr. Cadro as being a qualified and expert gas and diesel engineer, and I honestly believe that he would be a great asset to his country if his ability was applied directly to the war effort.

L. A. Jeanfreau

L. A. Jeanfreau,
Master,
Head, Navigation Section.

EXECUTIVE COMMITTEE
HORACE A. THOMPSON
ROBERT N. BRUCE
ALFRED F. JACOBI
WILLIAM E. DUEEASE
CHARLES B. SKINNER

LOUISIANA POST
DEDICATED TO THE NATIONAL DEFENSE
THE SOCIETY OF AMERICAN MILITARY ENGINEERS
U. S. ENGINEER OFFICE FOOT OF PRYTANIA ST.
NEW ORLEANS, LA.

PRESIDENT, MAJOR HENRY D. MOORE
VICE-PRESIDENT, FRANK C. CAREY
TREASURER, ARTHUR L. WALKER
ASST. TREASURER, ROBERT J. BROWNE
SECRETARY, WILLIAM E. WUNDERLICH
ASST. SECRETARY, RHEA D. PERCY

December 30,1942

To Interested Parties:

Please be advised that the writer has known Mr.Joe Cadr,Jr.since 1929. During this time he has been closely associated with him in Government work.

The writer considers Mr.Cadro an exceptionally good mechanic with a full knowledge of both the theories of engine operation and the practical operation and maintenance of gasoline and Diesel engines. For the past 8 years he has served as maintenance man for Diesel engines in the former First New Orleans District and later in the New Orleans District,United States Engineers.

Mr.Cadro is entirely reliable and enjoys an excellent reputation in the community.

William E. Wunderlich

William E.Wunderlich
Assoc.Engineer(Mech)
Head of Hyacinth Removal Section,U.S.E.D.

WJB.

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

Name of employee Joseph Cadro.

Designation Keeper in the Lighthouse Service. *Compensation* $720 p.a.

Place of employment South Pass Range Rear Light Station, La.

Date of appt. Nov.8,1921. eff. from Oct.29th,1921, for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment.

Last day served November 30th, 1921.

Copy for information of Sect., 10th Civil Service District, New Orleans, La.

E.S.L.

Superintendent of Lighthouses.

(Signed) E. S. Lanphier

Superintendent of Lighthouses.

(*Official title.*)

Lighthouse Service.

(*Bureau or service.*)

Date December 2nd, 1921.

11—2876

Booked

GENERAL APPOINTMENT—FIXED DATE

SUPERINTENDENT OF LIGHTHOUSES
NOV 12 1921
NEW ORLEANS.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 8, 1921.

Mr. Joseph Cadro,

Through the Commissioner of Lighthouses.

1921 NOV 9 AM 8 3

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Twenty dollars per annum,

effective October 29, 1921.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

By direction of the Secretary:

Respectfully,

P
C

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Sam Landry.

Legal Residence: Louisiana.

8th

South Pass Rge. R.

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Joseph Cadro,

do solemnly [1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

(Signed) Joseph Cadro
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 18th day of November, A. D. 19 21.

(Affix official seal here)

(S E A L)

[4] (*Name*) (Signed) Frank J. Lobrano

(*Official title*) Clerk of Court

My commission expires June 1924.

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper in the Light-house Service.	$720 p. a.	South Pass Range Rear Light Station, La.
Former [5] Temporary appointment for a period not to exceed 30 days from date of establishment of a register of	eligibles for probational appt. in above position.	

WJB. (The above should be filled in by the district officer before sending to appointee)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT

New Orleans, La., (Address) November 21st, 1921. (Date)

The above-named appointee entered upon duty on October 29th, 1921. (Date)

E. S. L.
(Signature, followed by title)
Superintendent of Lighthouses.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time on or after the effective date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a superintendent of lighthouses or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

bonded.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
DEC 2 1921
NEW ORLEANS.

EIGHTH DISTRICT

South Pass Range Rear
(Station, Depot, or Vessel)
November 30th, 1921

Superintendent of Light Houses
Eight District
New Orleans La

Sir

Joseph Cadro Temporary
Asst Keeper. Serviced & Gas Lens
this day. November 30th 1921
Discontinued

Yours Respectfully
Leonard F Edgecombe
Keeper

WJB.

November 14th,1921.

Joseph Cadro, Temp. Keeper,
South Pass Range Rear Light Station,
Port Eads, La.
(Through the Keeper)

1. Transmitted herewith, to be retained by you, is Department letter dated November 8th, 1921, appointing you Keeper (temporary) in the Lighthouse Service at a salary of $720 per annum, effective from October 29th, 1921, the actual date of your entrance on duty.

2. You will subscribe to the enclosed Oath of Office before a Notary Public or other person authorized to administer oaths and return same to this office without delay.

3. NO PAY CAN BE SENT YOU UNDER THIS APPOINTMENT UNTIL THE OATH OF OFFICE IS RETURNED, PROPERLY EXECUTED.

(Signed) E. S. Lanphier

Superintendent of Lighthouses.

Copy for information of L. F. Edgecombe, Keeper, South Pass Range Rear Light Station, Port Eads, La. See that this employee returns the oath of office, properly executed, without delay.

Superintendent of Lighthouses.

Booked

Form 73

WJB.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., (City.) November 2nd (Date.), 1921

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment pending selection of an eligible from the Civil Service Register or transfer of an employee already in the service.

Name, Joseph Cadro — Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service. — Salary, $720 per annum.

Location, South Pass Range Rear Light Station,La. — Appropriation, Salaries of Keepers of Lighthouses.

Effective October 29th, 1921, {the actual date of entrance on duty, ~~or~~ ~~as soon thereafter as he enters on duty~~[1]

Former position, - - - - - - - - - - - - - - - - — Former salary, - - - - - - - - - -

Location, - - - - - - - - - - - - - - - -

Rank on eligible list, - - Rating, - - Percentage, - - - , Other eligibles considered:

- - - - - - - - -

Previous incumbent, Sam Landry — Services terminated, Aug. 31st, 1921.

Reason, Resigned.

Members of family in Government Service, Julien Cadro, father, married. Captain in U.S.Engineer Dept., Port Eads, La.

Remarks: Due to the necessity of maintaining the full authorized complement of keepers at the above station Joseph Cadro was assigned to duty Oct. 29th,1921. He has never been employed under any branch of the Dept. of Commerce. This nomination is made to fill the lowest rated position at above station. Mr. Cadro was born Aug. 10,1903.

Selection regular, subject to the action of the
U. S. Civil Service Commission, , 19

E. J. L.

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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[1] Strike out the clause which does not apply.

11—2314

Booked

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 31 1921
NEW ORLEANS.

EIGHTH DISTRICT

South Pass Range
(Station, Depot, or Vessel)

Oct 29th, 1921

Superintendent of Light Houses
Eighth District
New Orleans La

Dear Sir

I have this day Employed Joseph Cadro as Temporary Assistant Keeper at this Station. As authorized

Yours Respectfully
Lisraël Edgecombe
Port Eads La

EP-WJB.

October 24, 1921.

L. F. Edgecombe, Keeper,
South Pass Range Rear Light Station,
Port Eads, La.

1. Replying to your letter of Oct. 22nd, you are informed that salary check sent N.J.Barrois covered pay for services in full from Aug. 29th to Sept. 30th incl. ($4.00 for August and $60.00 for Sept.) plus ration allowance. In accordance with instructions heretofore given you bonus cannot be paid until receipt of authorization in each individual case from the Department at Washington. In this instance same has not yet come to hand.

2. Regarding your inquiry relative to S. Landry not yet having received pay for two days (Sept. 3rd and 4th) on which dates you state that owing to personal illness you placed him in charge of the station, as you were not authorized to assign him to duty you will be advised later as to who should pay this man for his services.

3. For your information it is statd that J.Snow has declined transfer to the position of 1st Asst.Keeper at your station. On Sept. 15th you were authorized to place a suitable person on duty to fill the vacant position temporarily. It is not known at the present time how soon a person will be selected for 1st Asst. Keeper, therefore you should be guided by the instructions given you in letter of Sept. 15th.

4. Your remarks regarding the services of Temporary Asst.Keeper Barrois are noted. The rating obtained by Barrois in recent examination has placed him 41st on a list of eligibles consisting of 43 names, so that he is not yet within reach of certification. Consideration will be given to his probational appointment when his name is within reach of certification.

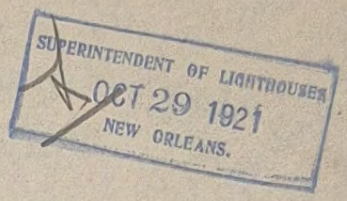
For and in the absence of the Superintendent.

F A M.

First Assistant Superintendent.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

South Pass Range
(Station, Depot, or Vessel)

October 27, 1921

Superintendent of Light Houses
Eight District
New Orleans La

Dear Sir

Referring to your letter of October 24th 1921 Which you State I was Authorized to Place A Suitable Person on Duty from Sept 17th up to date I have Seen. Trying to Employ A Suitable Person to fill the Vacant Position Temporarily. As I was Authorized And up to date I have Not got any Person yet I think I Will Be able To get A Suitable Person Soon Now

Yours Respectfully
Leonard H Edgecombe
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 24 1921
NEW ORLEANS.

EIGHTH DISTRICT

Lower Pass Range
(Station, Depot, or Vessel)

October 22nd, 1921

Superintendent of Light & Lenses
Eight District
New Orleans La

60/Sept. 4 aug.

Dear Sir

Referring to Newton J Barrois Temporary Asst Keeper Which was Employed August 29th 1921 Mr Barrois did not Receive check for two days Services In August. Also Mr Barrois did Not Receive any Pay Please Advise

Referring to September 3rd 1921 Which date I was Taken Sick Not Able To go on Duty. And only Having one Asst Keeper at Station I Employed Sam Landry formely 1st Asst Keeper at this Station To Take charge for two days

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

2

EIGHTH DISTRICT

.....
(Station, Depot, or Vessel)

....., 191

From Sept 3th To Sept 4th 1921
Including Both dates, up to
date. Mr Landry has not
Received any pay for his
two days Services.
Please advise.
Please advise me if I keep the
First Asst Keeper Will be
Appointed at this Station
as I have only one asst
at Station now.
I Also Recommend the
Temporary Asst Keeper at
Station. - Newton J Barrois
for 2nd Assistant Keeper
at this Station. Mr Barrois
has given good Services
up to date.

Yours Respectfully
Richard F Edgecombe
Keeper

WJB.

Sept. 15th, 1921.

L. F. Edgecombe, Keeper,
South Pass Range Rear Light Station,
Port Eads, La.

1. In the near future Julius Snow, 1st Asst. Keeper at Southwest Pass Light Station, will be offered the position of 1st Asst. Keeper at your station. In the meantime you are authorized to employ a suitable person to fill the vacancy temporarily, with pay at the rate of $720 per annum, plus the usual bonus and ration allowance. The person you select must be a citizen of the United States, at least 18 years of age, and must not have more than two members of his family in the Government service.

2. Have the person you select fill out the enclosed Personal Question Sheet and mail same to this office without delay, advising the exact date of his entrance on duty.

Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

PART I.

1. Name of employee Joseph Cadro

2. Position to which appointed Keeper in the Lighthouse Service.

3. Bureau or Service Lighthouse, District 8th

4. Place of duty South Pass Range Rear Light Station, La.
(City, town, station, or vessel.)

5. Salary $720 per annum.

6. Appropriation from which paid Salaries of Keepers of Lighthouses.

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

Temporary appointment - without examination.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

1. What is your full name? (State whether Mr., Miss, or Mrs., and spell out names in full, including middle name or names. Example: "Mr. John Richard Roe." If name itself is merely a letter, so state.)

Mr. Joseph Cadro

2. How do you intend to write your name on the pay roll? (This should agree with signature to your oath of office.)

Joseph Cadro

3. What is your present legal residence? (Give State or Territory, county, city or town, and Congressional district.)

Louisiana	Plaquemines	Port Eads	1st
(State or Territory.)	(County.)	(City or town.)	(Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

Same address

5. What is your race? (Answer "white," "colored," or "Mongolian.") White.

6. Where were you born? Plaquemines Parish, Port Eads, La.

7. When were you born? August 10th, 1903. (Month.) 10th (Day.) 1903. (Year.)

8. If foreign born, state when and where naturalization papers were taken out Citizen

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single.

10. Give name and address of person whom you would like to have notified in case of accident.

Julien Cadro (Name.) Port Eads, La. (Number and street.)

Port Eads (City or town.) La. (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
Julien Cadro	Port Eads, La.	Position Captain Department or office U.S.Eng.	Father	Married.
		Position Department or office		
		Position Department or office		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Laborer.

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

Public School, 5th grade.

20. What special qualifications have you—educational, professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil engineer," or "Translator," or "Interpreter," or "Stenographer," or "Draftsman," or "Carpenter.")

Operating license, 15 tons.

21. What, if any, civil-service examinations have you passed? (Give names and dates as near as you recollect.)

Have'nt.

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") Yes If not, state the name and address of the person who wrote them for you.

Date, Oct. 29th, 19 21.

Witness (in case signature is by mark):

(Signature) (Signed) Joseph Cadro

(Present address) Port Eads, La.
(Number and street.)

(City or town.) (State or Territory.)

WJB.

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded November 2nd, 19 21.

(Signature) E.J.K.

(Official title) Superintendent of Lighthouses.

11-20079

Borked

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
NOV 28 1921
NEW ORLEANS.

EIGHTH DISTRICT

South pass Range Rear
(Station, Depot, or Vessel)

November 26, 1921

Superintendent of Light Houses
Light Distrc
New Orleans La.

Dear Sir

I Respectfully Resign As
Tempory Keeper at South Pas
Range Rear Light- Station
to become Efect in
November 30, 1921

Your Respectfully
Joseph Cadiz.
Tempory Keeper

Approved
Leonard F Edgecombe
Keeper

Joseph Cadro #2

LEGAL RESIDENCE
Pa.

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY (Pro Tem) Keeper No Pass Pgr Sta Sq	720	L.H.	Oct 29, 1921.
LAST DAY OF SERVICE		Nov 30, 1921	

Joseph Cadro.

Form 73

WJB.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 NOV 5 PM 3 47

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., November 2nd, 19 21
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment pending selection of an eligible from the Civil Service Register or transfer of an employee already in the service.

1921 NOV 8 AM 10 48

Name, Joseph Cadro — Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service. — Salary, $720 per annum.

Location, South Pass Range Rear Light Station, La. — Appropriation, Salaries of Keepers of Lighthouses.

Effective October 29th, 1921, { the actual date of entrance on duty, ~~or~~ ~~as soon thereafter as he enters on duty.~~

DEPARTMENT OF COMMERCE NOV 8 1921 APPOINTMENT DIVISION

Former position, - - - - - - - - - - - - - - - - Former salary, - - - - - - - - -

Location, - - - - - - - - - - - - - - - -

Rank on eligible list, - - Rating, - - Percentage, - - - , Other eligibles considered:

- - - - - - - -

Previous incumbent, Sam Landry — Services terminated, Aug. 31st, 1921.

Reason, Resigned.

Members of family in Government Service, Julien Cadro, father, married. Captain in U.S. Engineer Dept., Port Eads, La.

Remarks: Due to the necessity of maintaining the full authorized complement of keepers at the above station Joseph Cadro was assigned to duty Oct. 29th, 1921. He has never been employed under any branch of the Dept. of Commerce. This nomination is made to fill the lowest rated position at above station. Mr. Cadro was born Aug. 10, 1903.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission,~~ NOV 3 - 1921, 19

TEMPORARY
PENDING CERTIFICATION

E. H. Summers
Secretary, TENTH Civil Service District.

E. J. Langhier
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. NOV 7 1921

APPOINTMENT DIVISION NOV - 8 1921 DEPARTMENT OF COMMERCE

J. S. CONWAY
Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 8, 1921.

Mr. Joseph Cadro,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Seven Hundred and Twenty dollars per annum,

effective October 29, 1921.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

By direction of the Secretary:

Respectfully,

U. S. REPORT DATA ENTERED

CARDED

P
C

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Sam Landry.

Legal Residence: Louisiana.

8th

APPOINTMENT DIVISION ENTERED NOV 9—1921 ON JOURNAL DEPARTMENT OF COMMERCE

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1921 NOV 23 PM 12 06
CHIEF CLERK
DEPARTMENT OF COMMERCE NOV 25 1921 APPOINTMENT DIVISION
SUPERINTENDENT OF LIGHTHOUSES NOV 19 1921 NEW ORLEANS

I, Joseph Cadro,

do solemnly [1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

Joseph Cadro
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 18th day of November, A. D. 1921.

(Affix official seal here)

[4] (Name) Frank J. Soboraro

(Official title) Clerk of Court

My commission expires June 1924

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper in the Light-house Service.	$720 p. a.	South Pass Range Rear Light Station, La.
Former [5] Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appt. in above position.		

WJB. (The above should be filled in by the district officer before sending to appointee)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT

New Orleans, La., (Address) November 21st, 1921. (Date)

CARDED

The above-named appointee entered upon duty on October 29th, 1921. (Date)

E. S. Lamphier.
(Signature, followed by title)
Superintendent of Lighthouses.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time on or after the effective date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a superintendent of lighthouses or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

U. S. REPORT DATA ENTERED

SUPERINTENDENT OF LIGHTHOUSES
OCT 31 1921
NEW ORLEANS.

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
NOV 1921
APPOINTMENT DIVISION.
LIGHTHOUSES
1921 NOV 4 PM 12 08

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

1921 NOV 5 AM 8 01

PART I.

1. Name of employee: Joseph Cedro
2. Position to which appointed: Keeper in the Lighthouse Service.
3. Bureau or Service: Lighthouse, District: 8th
4. Place of duty: South Pass Range Rear Light Station, La. (City, town, station, or vessel.)
5. Salary: $720 per annum.
6. Appropriation from which paid: Salaries of Keepers of Lighthouses.
7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

Temporary appointment - without examination.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

1. What is your full name? (State whether Mr., Miss, or Mrs., and spell out names in full, including middle name or names. Example: "Mr. John Richard Roe." If name itself is merely a letter, so state.)

Joseph Cedro

2. How do you intend to write your name on the pay roll? (This should agree with signature to your oath of office.)

Joseph Cedro

3. What is your present legal residence? (Give State or Territory, county, city or town, and Congressional district.)

La (State or Territory.) Plaquemine Parish (County.) Port Eads La (City or town.) 1st. (Congressional district.)

ORDERED

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

Same address

5. What is your race? (Answer "white," "colored," or "Mongolian.") White

6. Where were you born? Plaquemine Parish Port Eads La

7. When were you born? August (Month.) 10 (Day.) 1903 (Year.)

8. If foreign born, state when and where naturalization papers were taken out Citizen

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single

10. Give name and address of person whom you would like to have notified in case of accident.

Julien Cuedo (Name.) Port Eads La (Number and street.)

Port Eads (City or town.) La (State or Territory.)

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") yes If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
Julien Cuedo	Port Eads La	Position Captain Department or office US Eng	father-in-law	Married
		Position Department or office		
		Position Department or office		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.) no

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

15. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.

18. What was your occupation prior to entering the United States service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 13, 14, 15, and 16.)

Sailor

19. What education have you received? (State the grades of schools you have attended, and, if you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1910; Columbia University, LL. B., 1913.)

Public School 5th Grade

20. What special qualifications have you—educational, professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil engineer," or "Translator," or "Interpreter," or "Stenographer," or "Draftsman," or "Carpenter.")

Operating Levers 15 Tons

21. What, if any, civil-service examinations have you passed? (Give names and dates as near as you recollect.)

None.

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") yes If not, state the name and address of the person who wrote them for you.

Date, October 29 1921

Witness (in case signature is by mark):

(Signature) Joseph Eades

(Present address)

Port Eads (City or town.) La (State or Territory.)

(Number and street.)

WJB.

INDORSEMENT.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

Reviewed, approved, and forwarded November 2nd, 1921.

(Signature) E. D. Langhier.

(Official title) Superintendent of Lighthouses.

11—6922

WJB.

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

1921 DEC 5 AM 8 51

CHIEF CLERK

Name of employee Joseph Cadro,

Designation Keeper in the Lighthouse Service. *Compensation* $720 p.a.

Place of employment South Pass Range Rear Light Station, La.

Date of appt. Nov.8,1921, eff. from Oct.29th,1921, for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment.

Last day served November 30th, 1921.

1921 DEC 5 PM 4 30

E. S. Lamphier.

Superintendent of Lighthouses.
(Official title.)

Lighthouse Service.
(Bureau or service.)

CARDED

APPOINTMENT DIVISION ENTERED DEC 6 1921

Date December 2nd, 1921.

11—2876
ON JOURNAL
DEPARTMENT OF COMMERCE

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