N4

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: KITCHEN, WILLIAM M **DOB:** 6/24/1902 CA

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative 2 FILES
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

CMRS: possible CG service	Area:	positive	negative
ARCIS:	Area:	positive	negative

Notes:

vn 1

S. S. 116
7-1-45

DEPARTMENT OF COMMERCE

Date July 18, 1947

PERSONNEL ACTION

WASHINGTON, D. C.

Civil Aeronautics Administration

TO DIRECTOR OF PERSONNEL

Name Mr. William M. Kitchen

NATURE OF RECOMMENDATION: Resignation

3257-1

	FROM	TO
Position	General Mechanic	
Grade and Salary	CPC-6, $2694.96 per annum	
Bureau Division	ANF Plant & Structures Branch P & S Maintenance Division Structures & Ground Sec. - Field Work Parties	
Headquarters	53244 - 300 - 0006 Kansas City, Missouri 5th Region	
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☐ FIELD

EFFECTIVE DATE: 1:45 p.m. May 7, 1947

Remarks:

No accumulated annual leave.

JUSTIFICATION:

Reason for resigning: Health
No accumulated annual leave.
Days off: Sat. & Sun.
Shift: 8:00 - 4:45

CSC REPORT NO.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: 7702.001

PLACE OF BIRTH: California

DATE OF BIRTH: 6-24-02

LEGAL RESIDENCE: Wyoming

SEX: M

RACE: W

VETERAN'S PREFERENCE: No

SUBJECT TO RETIREMENT ACT: Yes

NATURE OF POSITION: NEW ☐ REALLOCATION ☐

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS

BUDGET CERTIFICATION
JUL 21 1947
DATE REGION #5

APPROVAL RECOMMENDED

APPROVED

Regional Administrator

DATE July 21, 1947

TO: Payroll Unit, 5-184 ✓ Date: 7-14-47

FROM: Regional Personnel Officer

SUBJECT: Leave

William M. Kitchen resigned his/xxx position effective 1:45 pm 5-7-47 (5-1606). Please furnish the Personnel Section, 5-232, the amount of his/xxx accumulated annual leave, days off, and shift.

Days Off: Sat. & Sun.
Shift: 8:00- 4:45

No annual leave W.W. CECIL - 5-230

Heath

Leave received in 5-232 on:

Maintenance Division

SECTION: Structures & Grounds Section	SECTION
UNIT: Field Working Parties	UNIT
14. OFFICIAL STATION: Kansas City, Missouri	OFFICIAL STATION

15. REMARKS *(Use Item 32 on reverse side if more space is required)*

Resignation (telegram) attached.

23. TRANSACTIONS UNIT
STANDARD TERMINOLOGY

FANFOLD REMARKS

24. DIRECTOR OF PERSONNEL
SIGNATURE
DATE

25. EXEC. ASST. TO THE SECRETARY
SIGNATURE
DATE

16. REQUESTED BY	17. APPROVED BY	18.
Harry Bender RCH. (SIGNATURE)	(SIGNATURE)	
SUPT., ANF PLANT & STRUCTURES (TITLE)	BRANCH (TITLE)	

2166

(1-51-46)

REQUEST FOR PERSONNEL ACTION

BUREAU OR OFFICE: CAA

Items 19 through 25 NOT to be used by originating office.

1. NO.	2. DATE OF REQUEST	3. PROPOSED EFFECTIVE DATE
	July 11, 1947	May 7, 1947 (5 o'clock P.M.)

4. NAME OF EMPLOYEE OR CANDIDATE: William M. Kitchen — W.L.B.

5. NATURE OF RECOMMENDATION

6. POSITION ACTION
- [ ] ESTABLISH
- [ ] RECLASSIFY
- [ ] CANCEL

7. APPOINTMENT
- [ ] REGULAR
- [ ] TEMPORARY (NOT TO EXCEED) _____
- [ ] BY TRANSFER
- [ ] REEMPLOYMENT

8. CHANGE IN STATUS
- [ ] PROMOTION
- [ ] DEMOTION
- [ ] REASSIGNMENT
- [ ] RETURN TO DUTY
- [ ] SUSPENSION
- [ ] LEAVE WITHOUT PAY
- [ ] FURLOUGH
- [ ] INTRA-DEPARTMENTAL TRANSFER

9. SEPARATION
- [X] RESIGNATION
- [ ] EXPIRATION OF APPOINTMENT
- [ ] BY TRANSFER
- [ ] REDUCTION IN FORCE
- [ ] REMOVAL FOR CAUSE
- [ ] RETIREMENT
- [ ] DEATH

10. OTHER (Specify) [ ] _____

FROM	TO
11. TITLE OF POSITION: General Mechanic	TITLE OF POSITION
12. GRADE AND SALARY: CPC-6 $2694.96 — POSITION NO.: 53244-300-0006	GRADE AND SALARY — POSITION NO.
13. ORGANIZATION (ANF)	ORGANIZATION
BUREAU OR OFFICE: Plant & Structures Branch	BUREAU OR OFFICE
DIVISION: Maintenance Division (P&S)	DIVISION
SECTION: Structures & Grounds Section	SECTION
UNIT: Field Working Parties	UNIT
14. OFFICIAL STATION: Kansas City, Missouri	OFFICIAL STATION

15. REMARKS (Use Item 32 on reverse side if more space is required)

Resignation (telegram) attached.

16. REQUESTED BY: Harry Bender RCH. — SIGNATURE
SUPT., ANF PLANT & STRUCTURES BRANCH — TITLE

17. APPROVED BY _____ — SIGNATURE
_____ — TITLE

18.

19. BUDGET CLEARANCE
APPROVED BY: BUDGET CERTIFICATION 7702.001
DATE: JUL 14 1947
REGION #5

20. LEAVE INFORMATION
ACCUMULATED ANNUAL LEAVE (Hours)
APPROVED BY
DATE

21. CLASSIFICATION SECTION
CSC ALLOCATION — DATE 8-1-59
(Check which) [ ] NEW [ ] VICE [ ] A.I.
NAME REFERENCE — ASSIGNED POS. NO.
APPROVED BY
DATE 7-14-47

22. PLACEMENT SECTION
APPROVED BY
DATE

23. TRANSACTIONS UNIT
STANDARD TERMINOLOGY
FANFOLD REMARKS

24. DIRECTOR OF PERSONNEL
SIGNATURE
DATE

25. EXEC. ASST. TO THE SECRETARY
SIGNATURE
DATE

2166

FORM CDI (1-31-46)

TO BE FILLED IN BY EMPLOYEES WHEN RESIGNING

26. I HEREBY RESIGN FOR THE FOLLOWING REASONS:

27. MY LAST DAY OF WORK WILL BE	**28.** FORWARD ANY COMMUNICATIONS, INCLUDING BONDS AND SALARY CHECK TO ME AT THE ADDRESS BELOW		
	STREET AND NUMBER	CITY	STATE

29. IT IS UNDERSTOOD THAT FINAL SALARY CHECK CANNOT BE RELEASED UNTIL PAYMENT IS MADE OF ANY INDEBTEDNESS TO THE GOVERNMENT AND UNTIL ALL GOVERNMENT PROPERTY CHARGED TO ME HAS been RETURNED

30. DATE	**31.** SIGNATURE *(As shown on pay roll)*

32. REMARKS *(Continued)*









DEPARTMENT OF COMMERCE
Civil Aeronautics Administration
Fifth Region

230

ADVANCE NOTICE OF TERMINATION

July 15, 1947
Date

TO: Section: **Chief, Maintenance Division**
Accounts Division (Bond Clerk)
Accounts Division (Audits Section)
Property Management Division

FROM: Payroll Section

SUBJECT: Clearance of Property and Expense Accounts

The following employee has been separated from this office on or about 5/7/47 1:45 p.m. for the following reason

NAME	REASON
William M. Kitchen **General Mechanic**	*Military Furlough _____ *Resignation XX Transfer _____

*Salary check for the lump-sum payment will be held in the Payroll Section pending receipt from you, by endorsement hereon, of advice that such check can be released.

_____
Date

TO: 5-206

FROM: 5-592

The record of property issued to W. M. Kitchen by the Maintenance Division has been cleared this date.

Rex T. Merlatt 5-592
Signature

DEC 29 1947
Date

TO: Payroll Section - 184

FROM: ~~Accounts Division (Audit Section)~~
Property Management Division

Salary check for the above-named person can now be released insofar as the indicated section is concerned.

Proper office has been notified of clearance in cases of transfers.

A. Howell
Signature

DEPARTMENT OF COMMERCE
Civil Aeronautics Administration
Fifth Region

ADVANCE NOTICE OF TERMINATION

TO: Section: Chief, Maintenance Division
Accounts Division (Bond Clerk)
Accounts Division (Audits Section)
Property Management Division

July 15, 1947
Date

FROM: Payroll Section

SUBJECT: Clearance of Property and Expense Accounts

The following employee has been separated from this office on or about ~~COB~~ 8-7-47 1:45 p.m. for the following reason

NAME	REASON
William M. Kitchen General Mechanic	*Military Furlough ____ *Resignation XX Transfer ____

*Salary check for the lump-sum payment will be held in the Payroll Section pending receipt from you, by endorsement hereon, of advice that such check can be released.

Date

TO: 5-206

FROM: 5-____

The record of property issued to _____ by the _____ Division has been cleared this date.

Signature

10/21/47
Date

TO: Payroll Section - 184

FROM: Accounts Division (Audit Section)
~~Property Management Division~~

Salary check for the above-named person can now be released insofar as the indicated section is concerned.

Proper office has been notified of clearance in cases of transfers.

Emma J. Stetina
Signature

Journal No. 1
Page 5

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS ADMINISTRATION
KANSAS CITY, MISSOURI

July 24, 1946

Pay Increases (Periodic), by authority of the Act of August 1, 1941, Section 2(b), as amended, are granted the following employees, effective July 14, 1946.

Certification is hereby made that the service and conduct of these employees have been satisfactory, and that their current efficiency ratings are Good or better.

NAME	ORGANIZ. AREA POSITION	LAST SALARY INCREASE FROM GR	FROM SALARY	TO GR	TO SALARY	DATE	NEW SALARY	CHANGE SLIP
Webb, Tiffany	53222-300-3000	P-2	$2980	P-2	$3090	7-1-45	$3648.00	77
Schmitz, William E.	53222-300-3000	P-3	$3640	P-3	$3750	7-1-45	$4400.40	78
Reeder, George C.	53222-300-3000	P-2	$3090	P-2	$3200	7-1-45	$3773.40	79
Patton, Charles W.	53223-300-3000	P-2	$2980	P-2	$3090	7-1-45	$3648.00	80
Merilatt, Rex P.	53243-300-3000	P-2	$2980	P-2	$3090	7-1-45	$3648.00	81
McCormick, Charles J.	53224-300-3000	P-1	$2320	P-1	$2430	7-1-45	$2895.60	82
Clark, Robert W.	53211-300-3000	P-3	$3640	P-3	$3750	7-1-45	$4400.40	83
Cook, Morris A.	53211-300-3000	SP-6	$2320	SP-6	$2430	7-1-45	$2895.60	84
Halcro, Alberta H.	53223-300-0003	CAF-3	$1902	CAF-3	$1968	7-1-45	$2318.76	85
Ryden, Carl E.	53223-300-0001	P-3	$3640	P-3	$3750	7-1-45	$4400.40	86
Williams, Henry E.	53234-300-0001	P-2	$2980	P-2	$3090	7-1-45	$3648.00	87
Stuck, Benjamin C.	53233-300-0001	P-3	$3750	P-3	$3860	7-1-45	$4525.80	88
Gladney, Henry G.	53242-300-0003	P-2	$2980	P-2	$3090	7-1-45	$3648.00	89
Colleran, Martin F.	53244-300-0004	CPC-8	$2540	CPC-8	$2650	7-1-45	$3146.40	90
Kitchen, William M.	53244-300-0006	CPC-6	$2232	CPC-6	$2298	7-1-45	$2694.96	91
Van Alstine, Walter I.	53246-260-0013	CPC-8	$2650	CPC-8	$2760	7-1-45	$3271.80	92
Stewart, Lester H.	53246-310-0012	CPC-8	$2650	CPC-8	$2760	7-1-45	$3271.80	93
Simpson, Victor E.	53246-460-0007	CAF-6	$2300	CAF-7	$2980	7-1-45	$3146.40	94
Quick, Gerald C.	53246-560-0010	CPC-8	$2650	CPC-8	$2760	7-1-45	$3271.80	95

Recommended: E Henderson
Personnel Officer

Approved: Leonard Rudeen
Regional Administrator

Distribution: cc: Personnel Folder
Payroll (2)
Retirement

cc: Budget (5-175)

FORM CDI (1-31-46) DEPARTMENT OF COMMERCE

REQUEST FOR PERSONNEL ACTION

BUREAU OR OFFICE: CAA

Items 19 through 25 are to be used by originating office.

1. NO.	2. DATE OF REQUEST	3. PROPOSED EFFECTIVE DATE
	May 19, 1947	COB May 14, 1947

4. NAME OF EMPLOYEE OR CANDIDATE: William M. Kitchen

5. NATURE OF RECOMMENDATION

6. POSITION ACTION
- ☐ ESTABLISH
- ☐ RECLASSIFY
- ☐ CANCEL

7. APPOINTMENT
- ☐ REGULAR
- ☐ TEMPORARY (NOT TO EXCEED) _____
- ☐ BY TRANSFER
- ☐ REEMPLOYMENT

8. CHANGE IN STATUS
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ REASSIGNMENT
- ☐ RETURN TO DUTY
- ☐ SUSPENSION
- ☐ LEAVE WITHOUT PAY
- ☐ FURLOUGH
- ☐ INTRA-DEPARTMENTAL TRANSFER

9. SEPARATION
- ☐ RESIGNATION
- ☐ EXPIRATION OF APPOINTMENT
- ☐ BY TRANSFER
- ☐ REDUCTION IN FORCE
- ☐ REMOVAL FOR CAUSE
- ☐ RETIREMENT
- ☐ DEATH

10. OTHER (Specify)
- ☒ LWOP

FROM	TO
11. TITLE OF POSITION: General Mechanic	TITLE OF POSITION
12. GRADE AND SALARY: CPC-6 $2694.96 — POSITION NO.: 53244-300-0006	GRADE AND SALARY — POSITION NO.
13. ORGANIZATION	ORGANIZATION
BUREAU OR OFFICE: ANF Plant & Structures Branch	BUREAU OR OFFICE
DIVISION: Maintenance Division	DIVISION
SECTION: Structures & Grounds	SECTION
UNIT: Field Working Parties	UNIT
14. OFFICIAL STATION: Kansas City, Missouri	OFFICIAL STATION

15. REMARKS (Use Item 32 on reverse side if more space is required)

See attached letter.

Last day of duty status 15 hrs 4" Cob 2/21/47

Per 184 Cancelled by CD-1 letter July 1 Navigation Annual Leave Accumulation of 720 hrs. Cob 5/15/47 AL there

16. REQUESTED BY: Henry Bender — SIGNATURE — SUPT. ANF PLANT & STRUCTURES BRANCH — TITLE

17. APPROVED BY — SIGNATURE — TITLE

18.

19. BUDGET CLEARANCE
APPROVED BY: BUDGET CERTIFICATION Approved MAY 21 1947 REGION #3
DATE

20. LEAVE INFORMATION
ACCUMULATED ANNUAL LEAVE (Hours)
APPROVED BY
DATE

21. CLASSIFICATION SECTION
CSC ALLOCATION — DATE
(Check which) ☐ NEW ☐ VICE ☐ A.I.
NAME REFERENCE — ASSIGNED POS. NO.
APPROVED BY
DATE 7-14-47

22. PLACEMENT SECTION
APPROVED BY
DATE

23. TRANSACTIONS UNIT
STANDARD TERMINOLOGY
FANFOLD REMARKS

24. DIRECTOR OF PERSONNEL
SIGNATURE
DATE

25. EXEC. ASST. TO THE SECRETARY
SIGNATURE
DATE

2166

FORM CDI (1-31-46)

TO BE FILLED IN BY EMPLOYEES WHEN RESIGNING

26. I HEREBY RESIGN FOR THE FOLLOWING REASONS:

27. MY LAST DAY OF WORK WILL BE	**28.** FORWARD ANY COMMUNICATIONS, INCLUDING BONDS AND SALARY CHECK TO ME AT THE ADDRESS BELOW		
	STREET AND NUMBER	CITY	STATE

29. IT IS UNDERSTOOD THAT FINAL SALARY CHECK CANNOT BE RELEASED UNTIL PAYMENT IS MADE OF ANY INDEBTEDNESS TO THE GOVERNMENT AND UNTIL ALL GOVERNMENT PROPERTY CHARGED TO ME HAS BEEN RETURNED

30. DATE	**31.** SIGNATURE *(As shown on pay roll)*

32. REMARKS *(Continued)*

RECEIVED MAY 21 1947 C.A.A. Budget 5th Region

RECEIVED MAY 21 1947 Personnel Branch C.A.A.

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 March 31, 1947 based on performance during period from April 1, 1946 to March 31, 1947

William M. Kitchen
(Name of employee)

General Mechanic, CPC-6
(Title of position, service, and grade)

Civil Aero. Admin., ANF Plant & Struct.Br., P & S Maint. Div., K. C., Mo.
(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 ☒

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

Reviewing official G

Rated by Rex P. Merilatt (Signature of rating official) Act. Chief, S & G Sec (Title) 4/2/47 (Date)

Reviewed by J. V. Yelle (Signature of reviewing official) Chief P & S Maint Div. (Title) 4-4-47. (Date)

Rating approved by efficiency rating committee MAY 2 1947 (Date) Report to employee GOOD (Adjective rating)

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

MAY 14 1947

1. REMARKS

This employee on field assignment, therefore, not possible to discuss the rating with him. However, a discussion regarding his efficiency rating will be had upon his return to the Regional Office.

2. THIS RATING WAS DISCUSSED WITH ME ON: _____ _____

(Date) Signature

APR 15 1947

Form ACA 64 (Rev. 11-1-44)

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS ADMINISTRATION

PERSONNEL REQUISITION
(See Reverse Side for Instructions)

RECEIVED JUL 1 1946 Personnel Branch C.A.A.

Washington ( ) Region (5) Date 6-26 1946

TO: PERSONNEL OFFICER - Ref. 5-230

I. IT IS RECOMMENDED THAT A POSITION BE:

Established: ( ) New (unlike any other) ( ) Permanent
( ) Additional identical ( ) Temporary for _____ months
to _____ ( ) W.A.E.
Abolished ( ) ( ) Other _____
(Specify)

II. IT IS RECOMMENDED THAT THE FOLLOWING ACTION BE TAKEN:

( ) Appointment ( ) Promotion ( ) Leave without pay
( ) Transfer ( ) Demotion From _____ to _____
( ) Restoration to pay status ( ) Reallocation ( ) Separation: Resignation ( )
( ) Extension _____ months (x) Other Pay Increase (Periodic) Termination ( )
(Specify)

( ) Fill vacancy left by _____ ( ) TAGEX ( ) TAWOG

(x) Employee or
( ) Applicant selected William M. Kitchen (x) Male ( ) Female
(First) (Middle initial) (Last)

III.	FROM	TO
Position	Jr. General Mechanic	Jr. General Mechanic
Grade and Salary	CPC-6 2619.72	CPC-6 2694.96
Service	Federal Airways	Federal Airways
Division/Branch	Signals Branch	Signals Branch
Section/Unit	Field & Lighting Section	Field & Lighting Section
Unit		
Position Number	3348-300-0011	3244-300-0006 ~~3348-300-0011~~
Headquarters	Kansas City, Missouri	Kansas City, Missouri

Proposed effective date July 14, 1946

Appropriation MANF

IV. Remarks: Certification is hereby made that the service and conduct of William M. Kitchen have been satisfactory.

Signature Henry Bender

SUPT., ANF PLANT & STRUCTURES BRANCH
(Title)

Budget Funds Certification: BUDGET CERTIFICATION JUN 28 1946 REGION #5

Placement - CAA Received: Released: AUG 1

Classification Received: Released: JUL 2 ENT'D

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 March 31, 1946 based on performance during period from April 1, 1945 to March 31, 1946

William M. Kitchen (Name of employee) — General Mechanic, CPC-6 (Title of position, service, and grade)

Civil Aeronautics Administration, Federal Airways, Signals Branch, Field & Lighting Unit
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
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*.	Administrative, supervisory, or planning ☐ All others ☒

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

Rated by J. L. Giles (Signature of rating official) Airways Engr (Title) 4-18-46 (Date)

Reviewed by Harry Bender (Signature of reviewing official) SUPT., ANF PLANT & STRUCTURES BRANCH (Title) 4/20/46 (Date)

Rating approved by efficiency rating committee APR 30 1946 (Date) Report to employee (Adjective rating)

AUG 29 1946 G

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 March 31, 1946 based on performance during period from April 1, 1945 to March 31, 1946

William M. Kitchen (Name of employee) — General Mechanic, CPC-6 (Title of position, service, and grade)

Civil Aeronautics Administration, Federal Airways, Signals Branch, Field & Lighting Unit
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
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*.	Administrative, supervisory, or planning ☐ All others ☒

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

Reviewing official: G

Rated by J. S. Kelsi (Signature of rating official) — Airways Engr (Title) — 4-18-46 (Date)

Reviewed by Harry Bender (Signature of reviewing official) — SUPT., ANF PLANT & STRUCTURES BRANCH (Title) — 4/20/46 (Date)

Rating approved by efficiency rating committee APR 30 1946 (Date) — Report to employee GOOD (Adjective rating)

SEP 9 1946

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

68 cent

A F F I D A V I T

I do swear (or affirm) that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States. Further, that during such time as I am an employee of the Department of Commerce (1) I will not engage in a strike against the Government of the United States, nor (2) will I become a member of an organization of Government employees that asserts the right to strike against the Government of the United States.

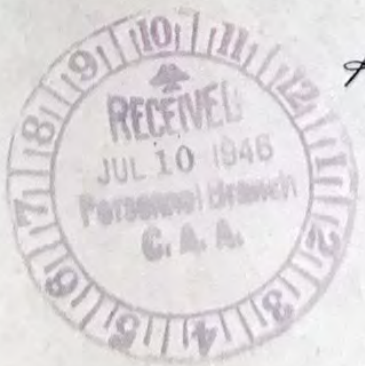
W. M. Kitselman
Signature of employee

Subscribed and sworn before me this 6th day of July A.D., 1946

at Evanston (City), Wyo. (State).

Lorraine Rollins
Signature of Officer

Register U. S. Land Office
Title



S. S. 116
7-44

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

dfa

5

PERSONNEL ACTION

Name Mr. William M. Kitchen

Date June 30, 1945

NATURE OF ACTION:— Pay Increase (Periodic)

3257-1

	FROM	TO
Position		General Mechanic
Grade and Salary	CPC-6, $2232 per annum	CPC-6, $2298 per annum
Bureau Division		Federal Airways Signals Branch Field & Lighting Maint. Unit 53348 - 300 - 0011
Headquarters		Kansas City, Mo. 5th Region
Departmental or Field	☐ DEPARTMENTAL ☐ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: July 1, 1945.

Remarks: Your salary has been adjusted in accordance with Federal Employees Pay Act of 1945.

Current efficiency rating: Good
Date and nature of last salary increase: April 1, 1944 (Promotion).
Certification is hereby made that the services and conduct of Mr. Kitchen have been satisfactory.
Mr. Kitchen's salary has been adjusted in accordance with Federal Employees Pay Act of 1945, effective July 1, 1945.

CSC REPORT NO.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY: Act of August 1, 1941, Sec. 2 (b), as amended.

APPROPRIATION: MANF, 66.001

PLACE OF BIRTH: California

DATE OF BIRTH: 6-24-02

LEGAL RESIDENCE: Wyoming

SEX: M | RACE: W

VETERAN'S PREFERENCE: No

SUBJECT TO RETIREMENT ACT: Yes

NATURE OF POSITION: NEW | REALLOCATION

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS
BUDGET CERTIFICATION
DATE AUG 29 1945
Region 6

RECEIVED AUG 31 1945 Personnel Branch C. A. A.

APPROVED
Acting
Regional Administrator
DATE 6-30-45

REGIONAL FILE COPY

220

REGIONAL FILE COPY

A-230 9/4/45
" (116-6)
Empl. (116-3) ✓
Attach. none

Keyed VW
Posted to Position Card
Address Cards
Admin. Incr.
Trial Period
Selective Service
Form 63

DATE

APPROVED

DEPARTMENTAL FIELD

FROM

DEPARTMENTAL FIELD

TO

NATURE OF ACTION:—

NAME

DATE

PERSONNEL ACTION

CIVIL AERONAUTICS ADMINISTRATION
WASHINGTON, D.C.

DEPARTMENT OF COMMERCE

2

Form ACA 64

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS ADMINISTRATION

REQUEST FOR PERSONNEL ACTION
(Use reverse side for new appointments only)

Kansas City, Missouri (City) August 23 (Date) 1945

To: Personnel Officer, C.A.A.
I recommend the following action is the case of William M. Kitchen (Name of employee)

RECEIVED AUG 24 1945 Personnel Branch C. A. A.

RECEIVED AUG 24 1945 C. A. A. Budget 5th Region

BUDGET CERTIFICATION AUG 24 1945 Region 5

___ Transfer ___ Change in title and/or grade because of materially changed duties and responsibilities

___ Promotion

___ Termination ___ Extension.....months

Type..... X Other (Periodic Pay Increase)

3257-1

Title	Grade	Annual Salary	Office or Div., Sect., Unit & Offic. Headqts.
From Junior Gen. Mechanic 53348-300-0011	CPC-6	~~$2230~~ 2232.748	Federal Airways Division, Signals Branch, Fields & Lighting Unit Headqts.--Kansas City, Mo.
To: Jr. General Mechanic 53348-300-0011	CPC-6	$2298	Federal Airways Division, Signals Branch, Fields & Lighting Unit Headqts.--Kansas City, Mo.

___ Additional position identical to.....

___ Fill vacancy left by.....

___ Materially changed duties.

___ New position, unlike any other.

Effective as of July 1 1945

Remarks:

Certification is hereby made that the services and conduct of Mr. Kitchen have been satisfactory.

Appropriation MANF 6602.1-3348 from 6600 Signature Harry Bender
Harry Bender - 5-5
Acting Supt., ANF Plant & Structures Branch

typed 7-27-45 date 6-30-46

For Personnel Office Use only

Status Control C.A.A.	Classification Dept. of Commerce	Placement C.A.A.	Fanfold No.
Position P	Received:	Received:	
Certification	Released:	Released:	

S. S. 116
11-42

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

BBB 5

PERSONNEL ACTION

Date prepared March 15, 1944

Name Mr. William M. Kitchen

CSC REPORT NO.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY: Act of August 1, 1941, Sec. 2 (b)

NATURE OF ACTION:— Promotion

	FROM	TO
Position		General Mechanic
Grade and Salary	CPC-6, $1860 per annum	CPC-6, $1920 per annum
Bureau Division		Federal Airways Signals Branch Field & Lighting Maint. Unit 53348 - 300 - 0011
Headquarters		Kansas City, Mo. 5th Region
Departmental or Field	☐ DEPARTMENTAL ☐ FIELD X	☐ DEPARTMENTAL ☐ FIELD X

APPROPRIATION 8257-1

MAN DATE OF BIRTH 1944

6-LEGAL RESIDENCE

Wyoming RACE

VETERAN'S PREFERENCE

SUBJECT TO RETIREMENT ACT

NATURE OF POSITION: NEW | REALLOCATION

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS

MAR 30 1944

DATE

EFFECTIVE DATE: April 1, 1944.

Remarks:

Current efficiency rating: Good.
Date and nature of last salary increase: August 1, 1942, Change in Classification Act Service and Compensation.
Certification is hereby made that the service and conduct of Mr. Kitchen have been satisfactory.

RECEIVED MAR 31 1944 Personnel Branch C. A. A.

APPROVED

DATE 3-15-44 Regional Manager

DEPARTMENTAL SUSPENSE—STATISTICS

T. C.C.A. 4/1/44
M. & W.H.K.

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 March 31, 1945 based on performance during period from April 1, 1944 to March 31, 1945

William H. Kitchen
(Name of employee)

General Mechanic, CPC-6
(Title of position, service, and grade)

Civil Aeronautics Admin., Federal Airways, Signals Br., F.&L. Maint. Ut., Kansas City, Mo.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
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*.	Administrative, supervisory, or planning ☐ All others ☑

+ (1) Maintenance of equipment, tools, instruments.
V (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.
V (6) Attention to pertinent detail.
(7) Accuracy of operations.
V (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.
V (13) Amount of acceptable work produced. (Is mark based on production records? no) (Yes or no)
(14) Ability to organize his work.
(15) Effectiveness in meeting and dealing with others.
V (16) Cooperativeness.
V (17) Initiative.
(18) Resourcefulness.
V (19) Dependability.
V (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
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: Good
Reviewing official: G

Rated by J. S. Silas (Signature of rating official) Airway Engr. (Title) 3-30-45 (Date)

Reviewed by K. C. Newman (Signature of reviewing official) Chief Signals Br (Title) 4-2-45 (Date)

Rating approved by efficiency rating committee APR 6 1945 (Date) Report to employee GOOD (Adjective rating)

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

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		
CPC	6	
(Service)	(Grade)	(Class)

As of March 31, 1944 based on performance during period from April 1, 1943 to March 31, 1944

William M. Kitchen	Junior General Mechanic	Civil Aeronautics Admin.
(Name of employee)	(Title of position)	(Bureau)

Federal Airways	Signals	Fields & Lighting	Kansas City, Missouri
(Division)	(Section)	(Subsection or unit)	(Field office)

ON LINES BELOW MARK EMPLOYEE

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

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___ (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	Fair	
Reviewing official	F	

On the whole, do you consider the conduct of this employee to be satisfactory? _____ (Yes or no) (See back of form)

Rated by J. S. Hiles (Signature of rating official) Airways Engineer (F&L) (Title) 4-8-44 (Date)

Reviewed by R. D. Freeman (Signature of reviewing official) Chief, Signals Branch (Title) April 11, 1944 (Date)

Rating approved by efficiency rating committee 5-15-44 (Date) Report to employee F (Adjective rating) _____ (Numerical rating)

16—26177-1

S. S. 116
11-8-41

DEPARTMENT OF COMMERCE 5th Region

WASHINGTON, D. C.

CIVIL AERONAUTICS ADMINISTRATION

PERSONNEL ACTION

Date prepared August 1, 1942

Name Mr. William H. Kitchen

NATURE OF ACTION:— Change in Classification Act Service and Compensation

	FROM	TO
Position	Junior General Mechanic (53348-300-11)	Junior General Mechanic (53348-300-11)
Grade and Salary	CU-6 $1740 per annum	CPC-6 $1860 per annum
Bureau Division	Federal Airways Signals Branch Field & Lighting Maint. Unit (53348)	Federal Airways Signals Branch Field & Lighting Maint. Unit (53348)
Headquarters	Kansas City, Missouri (Fifth Region)	Kansas City, Missouri (Fifth Region)
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: August 1, 1942.

Remarks:

Action is necessary in accordance with Public Law 694, 77th Congress, August 1, 1942.

CSC R[illegible]

CIVIL SERVICE OR OTHER LEGAL AUTHORITY: Public Law 694, 77th Cong., 8-1-42.

APPROPRIATION: NASF

DATE OF BIRTH: 6-24-02

LEGAL RESIDENCE: Wyoming

SEX: M RACE:

VETERAN'S PREFERENCE: No

SUBJECT TO RETIREMENT ACT: Yes

NATURE OF POSITION: NEW ☐ REALLOCATION ☐

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS

DATE 8-1-42 Admin. Officer

APPROVED

Leonard W. Jurden, Regional Manager

DEPARTMENTAL SUSPENSE—STATISTICS

DATE

Form ACA 64

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS ADMINISTRATION

REQUEST FOR PERSONNEL ACTION
(Use reverse side for new appointments only)

.....194.....
(City) (Date)

To: Personnel Officer, C. A. A.
I recommend the following action in the case of William M. Pitcher
(Name of employee)

____Transfer
____Promotion
____Termination
Type.....

____Change in title and/or grade because of materially changed duties and responsibilities
____Extension ..... months
____Other

	Title	Grade	Annual Salary	Office or Div., Sect., Unit & Offic. Headqts.
From:	Jr. Sta. Mech.	CU-6	1740	53348
To:	" 300-11	CPC-6	1860	

____Additional position identical to.....
____Fill vacancy left by.....
____Materially changed duties.
____New position, unlike any other.

Effective as of 8-1-42 19....

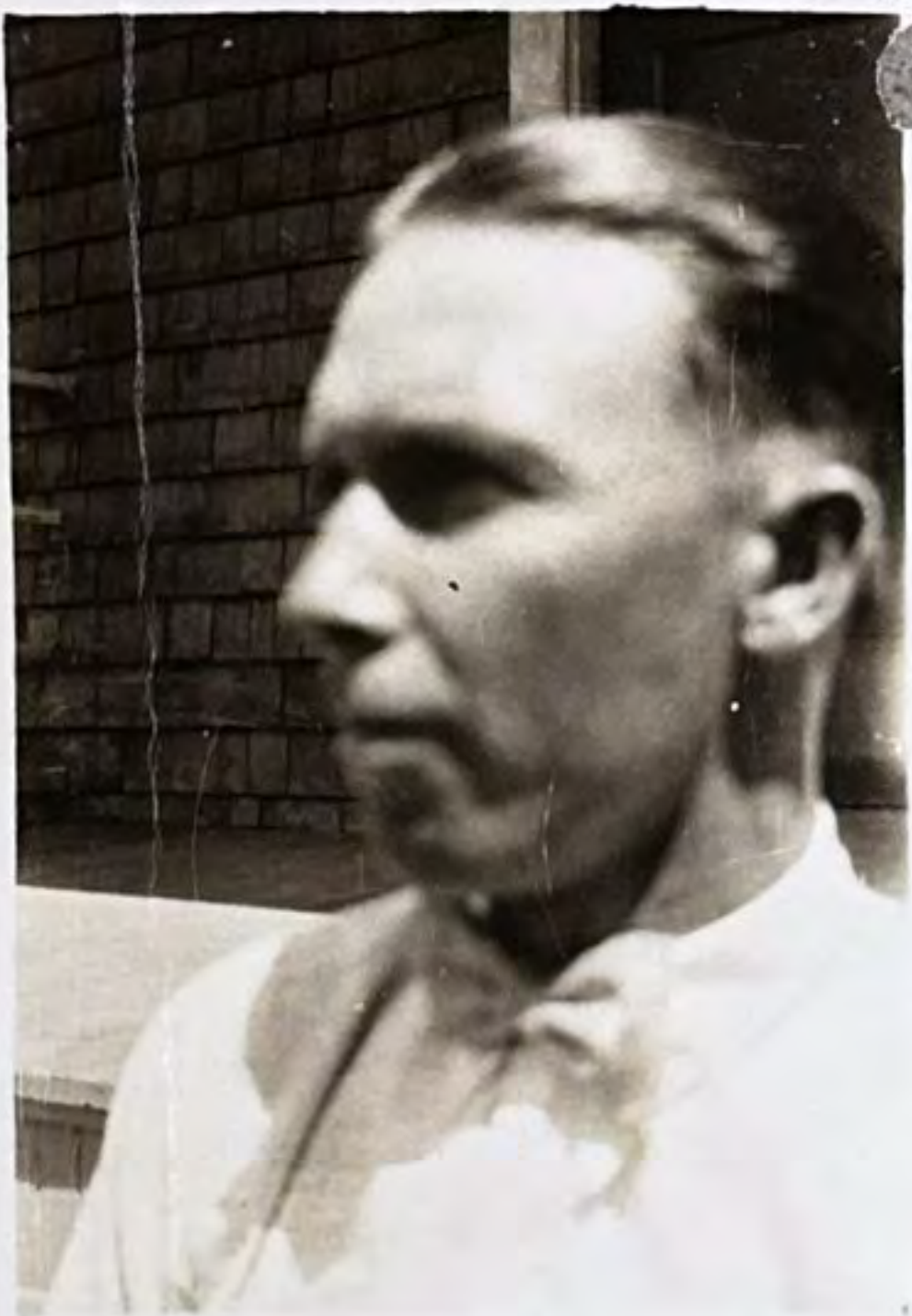
Remarks:

Appropriation..... Signature.....

Typed 8/22/42 AW

For Personnel Office Use only

Status/Control C. A. A.	Classification Dept. of Commerce:	Placement C. A. A.	Fanfold No.
Position	Received:	Received:	
Certification	Released:	Released:	



Form 15 (Revised)
2-1-39—10M

CIVIL AERONAUTICS AUTHORITY

APPLICATION FOR EMPLOYMENT

SUBMIT A PHOTOGRAPH TAKEN WITHIN THE LAST 2 YEARS

Instructions.—Read all questions carefully. Give complete and specific answers. Use a separate sheet wherever additional space is required. If this application does not present a complete statement of your qualifications, experience, and ability, it is desirable to submit a written supplement accompanied by exhibits or samples which illustrate these factors. Please type if possible.

RETURN TO PERSONNEL OFFICE

Do not use this space

Date September,9,1940.

I. Name William Maurice Kitchen (First) (Middle) (Last) Maiden name ----------

Residence telephone ---------- Business telephone ----------

Address: Street General Delivery City Kansas City, State Mo., Since Aug., 1940

Last previous address New Dungeness Lighthouse City Sequim State Wash, Since Sept, 1938

Age 38 Date of birth June,24,1902 Birthplace San Francisco,Cal. Citizen of United States

DESCRIPTION	PERSONAL	DEPENDENTS			ANY PHYSICAL DEFECTS	
		Description	No.	Ages		
Male X ☐	Single ☐	Wife-husband		34	Sight ☐	Feet ☐
Female ☐	Married 14 Yrs.	Children			Hearing ☐	Hand ☐
Height 5ft8in	Widowed ☐	Parents			Speech ☐	Others ☐
Weight 138	Divorced ☐	Others			Describe:	
Color white	Separated ☐					

In case of emergency send word to:

Name Dolores Kitchen

Street General Delivery Phone ----------

City Kansas City,Missouri

Date of last physical exam. March,18, 1940 Purpose Injury Result Returned to duty.

Time lost through illness last 2 years 50 days, ---- weeks, ---- months. Present health Good

II. 1. Are you at present employed by the U. S. Government in a civil-service position? Yes yes No —

2. If you are now employed by the U. S. Government in probational status, give date on which you will complete your probationary period ----------

3. Do you have eligibility for appointment to the competitive classified service? yes

(a) Reinstatement ---- (b) Transfer x (c) From an eligible register ----

4. Are you eligible for: Permanent x or Temporary ---- appointment?

5. If you have ever been employed in any branch of the U. S. Government give the exact date of pay roll termination if recent August,31,1940.

6. If you are listed on a civil-service register(s), give name of register(s) ------

7. What Federal, State, or other merit examinations have you taken in the last 5 years?

TITLE OF EXAMINATION	CONDUCTED BY WHAT COMMISSION	DATE	GRADE
Assistant Lighthouse Keeper	Civil service Lighthouuse service	Sept1936	
Handyman ,Bureau of Air Commerce.	Civil service,	Sept1935	

8. Position desired Jr.Airways Mechanic 9. What salary do you expect? $ 1680.00 per annum

10. Will you accept temporary employment? yes 11. How soon could you start work? Immediately

16—8177

III. EDUCATION.

Give below a complete record of your education and training to date:

Age Entered Yrs.	Age Entered Mos.	Age Left Yrs.	Age Left Mos.	School (Give Name and Location)	Grade Completed	Year Completed	Specialized in Extracurricular Activities (Prizes, Honors, Offices) Indicate degree received
6		I6		Grammar Public	5 6 7 8	I9I8	
				Junior high school	7 8 9 10		
				High or preparatory	1 2 3 4		
				Junior college	1 2 3 4		
				College or technical	1 2 3 4		
				Business school	1 2 3 4		
				Other training			

IV. EMPLOYMENT AND EXPERIENCE.

In the space below give a complete history of employment. Include Government and military service, and account for all periods of unemployment. Begin with your present or last position held and work back. (Indicate with an "X" the name of any employer to whom you do not wish us to write.)

Yrs. & Mos. on Job	Date Left	Employer (Name and Address)	Annual Salary Minimum	Annual Salary Maximum	Position and Duties
I yr-II mos.	Aug 31 I940	U.S.Lighthouse Service(U.S. Coast Guard)Seattle Wash.		$I320.00	First Assistant Lighthouse Keeper
I yr.mos.	Sept I7 I938	U.S.Lighthouse Service Portland,Ore.		$I320.00	2nd.Assistant Lighthouse Keeper
&7 yrs5mos.	Nov I I935.	Dept of Commerce,Aeronautics Branch,Salt Lake City,Utah.		$I440.00	Assistant airways Keeper and Handyman.
I yr.	Nov I I936	Service Station(owner R.E. Plapp.9I24 N.E.Prescott Portland ore.		$20.00 week.	Station operator.
I yr I0mo.	June 20 I928	Union Pacific R.R.		$92.90 yr.	Diesel engineer.

V. Indicate the amount of your skill and years of experience in the following, if any:

Specialized Skills: Skills	Years	Speed a min.	Skills	Years	Skills	Years	Aeronautical Skills	Work and Location Preferred
Dictation			Bookkeeping					
Typing			Accounting					
Transcription			Statement mch					
Dictaphone			Mimeograph					
			Filing					

16—8177

VI. SPECIALIZED KNOWLEDGE AND EXPERIENCE:

1. If application is for a position requiring aeronautical experience answer the following in detail:
   (a) Total solo hours ..... Last 12 months ..... Last 36 months .....
   (b) Where did you receive your training ..... Year .....
2. Give certificate, weight, and engine classifications, and any special ratings now held by you. Fill in the required information including "INSTRUCTOR RATING."*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Pilot certificate*

   (a) INSTRUMENT RATING ..... Scheduled .....
   Nonscheduled ..... Other .....
   (b) Total all instruction .....
   (c) Total all instrument .....
3. State aeronautical military or service connection, together with rank and ratings which you hold .....
4. Give number of solo hours appropriate to each weight and engine classification:*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Total*

5. Give weight and engine classifications and other ratings previously held:*

Rating	*Date originally obtained*	*Date lapsed*

6. What mechanic certificate do you hold? Aircraft mechanic ..... (Yes or no) Number .....
   Aircraft engine mechanic ..... (Yes or no) Number .....
7. Attach a general description of your aeronautical experience with reference to:
   (a) Your flying experience. (b) Your experience as an instructor. (c) Other.
8. Attach a detailed description of your aeronautical experience concerning research, design, construction, inspection, maintenance, and repair.
9. List any professional societies or associations of which you are a member .....
   None
10. List any articles or books you have published. (Submit copies or indicate where copies are available) .....
    None
11. What foreign languages can you translate readily? .....
    None
12. To what organizations or clubs do you belong? .....
    None

VII. Give five references other than relatives or employers:

FULL NAME	FULL ADDRESS	OCCUPATION
Mr. C. C. Lange	Municipal Airport, Seattle, Was h.	Supt. Of airways
Commender F. C. Hingsburg.	U. S. Coast Guard, Seattle, Wash.	Chief of Staff
Mr. J. Sherman.	Union & S. E. Morrison, Portland, Ore.	Owner Pacific Outfitting Co.
Mr. R. E. Plapp.	9124 N. E. Prescott st, Portland, Ore.	Mechanic.
Mr. Byron W. Wolverton.	Herman Hotel apts. Portland, Ore.	Manager

*If necessary attach a detailed statement concerning this item.

16—8177

VIII. MISCELLANEOUS INFORMATION:

1. If You have any pecuniary interest in or own any stock in or bonds of any civil aeronautics enterprise, give the name of the institution(s) None

2. If you are related by blood or marriage to anyone in the employ of the U. S. Government or of the government of the District of Columbia, fill out the form below: NONE

RELATIONSHIP	STATE NAME AND ADDRESS	AGENCY IN WHICH EMPLOYED
—	—	—

LEGAL VOTING RESIDENCE

STATE AND CONGRESSIONAL DISTRICT	COUNTY	CITY
Missouri	Jackson	Kansas City

4. If you now hold any elective or appointive Federal, State, or municipal office, give details None

5. If you have had military or naval (reserve or active) service, indicate: (*a*) Branch of service None (*b*) Highest rank attained — (*c*) Date enlisted — (*d*) Date discharged —

6. Have you established military preference with the U. S. Civil Service Commission? Yes — No x

7. If so, check kind of preference below:
   5-point — Disability — Wife of disabled veteran — Widow of veteran —

8. If you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, give details None

9. If you receive an annuity from the U. S. Government under the Retirement Act, describe its nature and amount none

10. To what extent do you use intoxicants? None

11. Are there any unsatisfied judgments on record against you? No If so, state amount, nature of judgment, name of creditor, and reason for nonpayment * —

12. Have you ever had a surety bond canceled or any application declined by a bonding company? No
    If so, state particulars * —

13. State amount of your unsecured outstanding obligations None

14. If you have been arrested, indicted, or convicted for a violation of law other than a minor traffic violation, or finally adjudged liable in damages in any civil proceedings for fraud, state name of court, nature and disposition of the case None

15. Have you ever been discharged or required to resign from any position? No If so, state the name of the organization and reason ——————

16. If you have any income or concurrent connection in addition to your regular salary, state the amount per year and the source ** None

17. Do you own your home? No Rent house? No Rent apartment? Yes Board? No

18. Do you own real estate? No Value, $ ——— Incumbrance, $ ———

19. Do you own stocks, bonds, or securities? No Value, $ ——— Incumbrance, $ ———

20. How much life insurance do you carry? None

21. Have you ever been refused life insurance? No Why? ———

I certify that the foregoing answers are correct to the best of my knowledge and belief. (Applications are thoroughly investigated. Any false statement is sufficient cause for rejection or dismissal after appointment.)

William M Kitchen
(Signature of applicant)

* If necessary, attach a detailed statement concerning any items that require amplification.
** Questions 16–21 are considered desirable in determining stability but may be omitted if applicant is reluctant to furnish information.

U. S. GOVERNMENT PRINTING OFFICE 16—8177

Form 15
(Rev. 3-1-40)



CIVIL AERONAUTICS AUTHORITY

APPLICATION FOR EMPLOYMENT

Instructions.—Read all questions carefully. Give complete and specific answers. Use a separate sheet wherever additional space is required. If this application does not present a complete statement of your qualifications, experience, and ability, it is desirable to submit a written supplement accompanied by exhibits or samples which illustrate these factors. Please type if possible.

RETURN TO PERSONNEL OFFICE

Do not use this space

Date February, 28, 1941

I. Name William (First) Maurice (Middle) Kitchen (Last) Maiden name

Residence telephone Business telephone

Address: Street City Kansas City State Missouri, Since Aug, 1941

Last previous address New Dungeness Lighthouse City Sequim State Wash, Since Sept, 1938

Age 38 Date of birth June, 24, 1902 Birthplace San Francisco, Cal. Citizen of United States

DESCRIPTION		PERSONAL		DEPENDENTS			ANY PHYSICAL DEFECTS			
				Description	No.	Ages				
Male	X	Single					Sight	☐	Feet	☐
Female	☐	Married	Mrs.	Wife-husband	1	34	Hearing	☐	Hand	☐
Height	5ft. 6	Widowed	☐	Children			Speech	☐	Others	☐
Weight	145	Divorced	☐	Parents			Describe:			
Color	white	Separated	☐	Others						

In case of emergency send word to:
Name Dolores Kitchen
Relationship wife Phone
Street Kansas City, Missouri
City Kansas City, Missouri

Date of last physical exam. March, 18, 1940 Purpose Injury Result Returned to Duty.
Time lost through illness last 2 years 50 days, weeks, months. Present health Good

I. 1. Are you at present employed by the U. S. Government in a civil-service position? Yes Yes No -----

2. If you are now employed by the U. S. Government in probational status, give date on which you will complete your probationary period

3. If you have eligibility for appointment to the competitive classified service, check spaces below:
(a) Reinstatement (b) Transfer X (c) From an eligible register
(d) Permanent X (e) Temporary

4. If you have ever been employed in any branch of the U. S. Government give the exact date of pay roll termination if recent
---

5. If you have taken any Federal, State, or other merit examinations within the last 5 years, give details below:

TITLE OF EXAMINATION	CONDUCTED BY WHAT COMMISSION	DATE	GRADE
Junior General Mechanic	Civil Service, Kansas City	1940	
Assistant Lighthouse Keeper	Civil Service, Portland Ore	1936	
Handyman, Bureau Air Comm.	Civil Service, Salt Lake City	1935	

6. Position desired Junior General Mechanic
7. What salary do you expect? $ 1680.00
8. Will you accept temporary employment?
9. How soon could you start work? immediatly

16—8177

III. EDUCATION.

Give below a complete record of your education and training to date:

Age Entered Yrs.	Age Entered Mos.	Age Left Yrs.	Age Left Mos.	School (Give Name and Location)	Grade Completed	Year Completed	Specialized in Extracurricular Activities (Prizes, Honors, Offices) Indicate degree received
6		I6		Grammar Public	5 6 7 X 8	I9I8	
				Junior high school	7 8 9 10		
				High or preparatory	1 2 3 4		
				Junior college	1 2 3 4		
				College or technical	1 2 3 4		
				Business school	1 2 3 4		
				Other training			

IV. EMPLOYMENT AND EXPERIENCE.

In the space below give a complete history of employment. Include Government and military service, and account for all periods of unemployment. Begin with your present or last position held and work back. (Indicate with an "X" the name of any employer to whom you do not wish us to write.)

Yrs. & Mos. on Job	Date Left	Employer (Name and Address)	Annual Salary Minimum	Annual Salary Maximum	Position and Duties
6 mos		Civil Aeronautics Administration Kansas City, Missouri	$I680.00	$ yr.	Junior General Mechani
I yr. II	Aug, 31 I940	U.S. Lighthouse Service (U.S. Coast Guard) Seattle, Wn.		$ I320.00 yr	Ist. Assistant Keeper
I yr. I0	Sept, 17 I938	U.S. Lighthouse Service Portland, Oregon.		$ I320.00 yr	2nd. Assistant Keeper
I yr.	Nov, I I936	Service station (owner R.E. Plapp. 9124 N.E. Prescott, Portland, Oregon.		$ 20.00 per wk.	Station operator
7 yrs.					
7 yrs 5 mos.	Nov. I I935	Dept of Commerce, Aeronautics Branch, Salt Lake City, Utah.		$ I440.00 yr	Assistant Airways Keeper and Handyman.
I yr.	June, 20,				
I0 mos.	I928	Union Pacific Railroad		$ 92.90 yr.	Diesel Engineer

V. Indicate the amount of your skill and years of experience in the following, if any:

Specialized Skills: Skills	Years	Speed a min.	Skills	Years	Skills	Years	Aeronautical Skills	Work and Location Preferred
Dictation			Bookkeeping					
Typing			Accounting					
Transcription			Statement mch.					
Dictaphone			Mimeograph					
			Filing					

16—8177

VI. SPECIALIZED KNOWLEDGE AND EXPERIENCE:

1. If application is for a position requiring aeronautical experience answer the following in detail:
   (*a*) Total solo hours ---- Last 12 months ---- Last 36 months ----
   (*b*) Where did you receive your training ---- Year ----

2. Give certificate, weight, and engine classifications, and any special ratings now held by you. Fill in the required information including "INSTRUCTOR RATING."*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Pilot certificate*
----	----	----	----

   (*a*) INSTRUMENT RATING ---- Scheduled ----
   Nonscheduled ---- ---- Other ----
   (*b*) Total all instruction ----
   (*c*) Total all instrument ----

3. State aeronautical military or service connection, together with rank and ratings which you hold ----

4. Give number of solo hours appropriate to each weight and engine classification:*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Total*
----	----	----	----

5. Give weight and engine classifications and other ratings previously held:*

Rating	*Date originally obtained*	*Date lapsed*
----	----	----

6. What mechanic certificate do you hold? Aircraft mechanic ---- (Yes or no) Number ----
   Aircraft engine mechanic ---- (Yes or no) Number ----

7. Attach a general description of your aeronautical experience with reference to: ----
   (*a*) Your flying experience. (*b*) Your experience as an instructor. (*c*) Other.

8. Attach a detailed description of your aeronautical experience concerning research, design, construction, inspection, maintenance, and repair.

9. List any professional societies or associations of which you are a member ----

10. List any articles or books you have published. (Submit copies or indicate where copies are available) ----

11. What foreign languages can you translate readily? None

12. To what organizations or clubs do you belong? National Federation of Federal Employees

VII. Give five references other than relatives or employers:

FULL NAME	FULL ADDRESS	OCCUPATION
C.C.Lange	King County Airport, Seattle, Wn.	Supt. of Airways
F.C.Hingsburg	U.S.Coast Guard, Seattle, Wn.	Chief of Staff
G.B.Ashlock	Box 551 Rawlins, Wyo.	Mechanician
J. Sherman	Union and S.E.Morrison, Portland, Oregon.	Manager
R.E.Plapp	9124 N.E.Prescott, Portland, Oregon.	Mechanic

*If necessary attach a detailed statement concerning this item.

16—8177

VIII. MISCELLANEOUS INFORMATION:

1. If You have any pecuniary interest in or own any stock in or bonds of any civil aeronautics enterprise, give the name of the institution(s) None

2. If you are related by blood or marriage to anyone in the employ of the U. S. Government or of the government of the District of Columbia, fill out the form below:

RELATIONSHIP	STATE NAME AND ADDRESS	AGENCY IN WHICH EMPLOYED
--------	----------	----------

LEGAL VOTING RESIDENCE

STATE AND CONGRESSIONAL DISTRICT	COUNTY	CITY
Missouri	Jackson	Kansas City,

4. If you now hold any elective or appointive Federal, State, or municipal office, give details --------

5. If you have had military or naval (reserve or active) service, indicate: (*a*) Branch of service ---------- (*b*) Highest rank attained -------- (*c*) Date enlisted ------ (*d*) Date discharged -------

6. Have you established military preference with the U. S. Civil Service Commission? Yes-------- No ---No

7. If so, check kind of preference below:
   5-point ----- Disability ----- Wife of disabled veteran ----- Widow of veteran -----

8. If you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, give details None

9. If you receive an annuity from the U. S. Government under the Retirement Act, describe its nature and amount None

10. To what extent do you use intoxicants? None

11. Are there any unsatisfied judgments on record against you? No If so, state amount, nature of judgment, name of creditor, and reason for nonpayment * ---------

12. Have you ever had a surety bond canceled or any application declined by a bonding company? No
    If so, state particulars * --------

13. State amount of your unsecured outstanding obligations None

14. If you have been arrested, indicted, or convicted for a violation of law other than a minor traffic violation, or finally adjudged liable in damages in any civil proceedings for fraud, state name of court, nature and disposition of the case None

15. Have you ever been discharged or required to resign from any position? No If so, state the name of the organization and reason --------

16. If you have any income or concurrent connection in addition to your regular salary, state the amount per year and the source ** None

17. Do you own your home? No Rent house? Yes Rent apartment? No Board? No

18. Do you own real estate? No Value, $------ Incumbrance, $-------

19. Do you own stocks, bonds, or securities? No Value, $------ Incumbrance, $-----

20. How much life insurance do you carry? None

21. Have you ever been refused life insurance? No Why? ----------

I certify that the foregoing answers are correct to the best of my knowledge and belief. (Applications are thoroughly investigated. Any false statement is sufficient cause for rejection or dismissal after appointment.)

William M Whitaker
(Signature of applicant)

* If necessary, attach a detailed statement concerning any items that require amplification.
**Questions 16-21 are considered desirable in determining stability but may be omitted if applicant is reluctant to furnish information.

U. S. GOVERNMENT PRINTING OFFICE 16—6177

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTER( )
PROBATIONARY—1ST ( )

1860

Classification Symbols		
CPC	6	
(Service)	(Grade)	(Class)

As of March 31, 1943 based on performance during period from April 1, 1942 to March 31, 1943

Wm. M. Kitchen (Name of employee) Jr. General Mechanic (Title of position) Civil Aeronautics Administration (Bureau)

Federal Airways (Division) Signals (Section) Fields & Lighting Maint. (Subsection or unit) Kansas City, Mo. (Field office)

ON LINES BELOW MARK EMPLOYEE
V 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 ..... ☒

+ V (1) Maintenance of equipment, tools, instruments.
+ V (2) Mechanical skill.
V (3) ~~Skill in the application of techniques and procedures.~~
V (4) Presentability of work (appropriateness of arrangement and appearance of work).
(5) ~~Attention to broad phases of assignments.~~
V V (6) Attention to pertinent detail.
V V (7) Accuracy of operations.
+ V (8) Accuracy of final results.
V V (9) Accuracy of judgments or decisions.
V V (10) Effectiveness in presenting ideas or facts.
V + (11) Industry.
+ V (12) Rate of progress on or completion of assignments.
(13) ~~Amount of acceptable work produced. (Is mark based on production records?~~) (Yes or no)
V V (14) Ability to organize his work.
V V (15) Effectiveness in meeting and dealing with others.
V + (16) Cooperativeness.
+ V (17) Initiative.
V V (18) Resourcefulness.
+ + (19) Dependability.
V V (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	G	4
Reviewing official	G	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 J. S. Tilos (Signature of rating official) Chief F. & L. Maint. Unit (Title) 4-24-43 (Date)

Reviewed by W. F. Higgason (Signature of reviewing official) Acting Chief, Signals Branch (Title) 4-28-43 (Date)

Rating approved by efficiency rating committee 5/18/43 (Date) Report to employee G (Adjective rating) 4 (Numerical rating)

16—66177-1

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

EXPLANATION OF DEVIATIONS FROM LAST EFFICIENCY RATING

The performance of this employee has shown great improvement during the past year.

U. S. GOVERNMENT PRINTING OFFICE 16—26177-1

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) ( )

Classification Symbols		
CU	6	
(Service)	(Grade)	(Class)

As of March 31, 1942 based on performance during period from April 1, 1941 to March 31, 1942

William M. Kitchen (Name of employee) — Jr. General Mechanic (Title of position) — Civil Aeronautics Administration (Bureau)

Federal Airways (Division) — Signals (Section) — Fields and Lighting (Subsection or unit) — Kansas City, Mo. (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.
✓	✓	(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? no (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.*

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	G	6
Reviewing official	Good	6

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by J. S. Lewis (Signature of rating official) — Airway Engineer FXL (Title) — 4-7-42 (Date)

Reviewed by D. Howard (Signature of reviewing official) — Chief, Signals Br. (Title) — APR 28 1942 (Date)

Rating approved by efficiency rating committee MAY 15 1942 (Date) / Report to employee G (Adjective rating) 6 (Numerical rating)

16—26177-1

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-1

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) ( )

Classification Symbols		
CU	6	
(Service)	(Grade)	(Class)

As of March 31, 1942 based on performance during period from April 1, 1941 to March 31, 1942

William M. Kitchen (Name of employee) — Jr. General Mechanic (Title of position) — Civil Aeronautics Administration (Bureau)

Federal Airways (Division) — Signals (Section) — Fields and Lighting (Subsection or unit) — Kansas City, Mo. (Field office)

ON LINES BELOW MARK EMPLOYEE
V 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.
✓ ✓ (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 (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.*

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	G	6
Reviewing official	GOOD	6

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by J. S. Giles (Signature of rating official) — Airways Engineer (Title) — 4-7-42 (Date)

Reviewed by J. Howard (Signature of reviewing official) — Chief Signals Br. (Title) — APR 28 1942 (Date)

Rating approved by efficiency rating committee MAY 15 1942 (Date) — Report to employee G (Adjective rating) — 6 (Numerical rating)

16—26177-1

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) ( )

Classification Symbols		
CU	6	
(Service)	(Grade)	(Class)

As of March 31, 1942 based on performance during period from April 1, 1941 to March 31, 1942

William M. Kitchen (Name of employee) — Jr. General Mechanic (Title of position) — Civil Aeronautics Administration (Bureau)

Federal Airways (Division) — Signals (Section) — Fields and Lighting (Subsection or unit) — Kansas City, Mo. (Field office)

ON LINES BELOW MARK EMPLOYEE
V 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 ..... ☒

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

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (Yes or no) (See back of form)

Rated by J. S. Giles (Signature of rating official) — Airway Engineer (Title) — 4-7-42 (Date)

Reviewed by D. J. Young (Signature of reviewing official) — Chief Signals Br. (Title) — APR 28 1942 (Date)

Rating approved by efficiency rating committee MAY 15 1942 (Date)

Report to employee G (Adjective rating) 6 (Numerical rating)

16—26177-1

Form 3200—(April 1935)
U. S. Civil Service Commission

Classification Symbols		
Service	Grade	Class
Field	6	CU

5th Region

SERVICE RATING FORM

(Read instructions on back of this form)

$1680

Check one:
Supervisory ..... ☐
Nonsupervisory ..... ☒

Name William M. Kitchen, Junior General Mechanic Department Civil Aeronautics Administration.
Air Navigation (Bureau) Airways Engineers (Division) Survey Construction (Section) Field (Subsection)

On lines below mark employee:
✓ if neither strong nor weak point.
– if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:
1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

		Rating Officer	Reviewing Officer
✓	(a) Acceptability of work; thoroughness.	6	6
✓	(b) General dependability; accuracy.		
✓	(c) Neatness and orderliness of work.		
✓	(d) Skill with which the important procedures, instruments, or machines are employed in performing his duties.		
✓	(e) *Effectiveness in getting good work done by his unit.*		

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

✓	(a) Amount of work accomplished.	6	6
✓	(b) Application of time, interest, and energy to duties; industry.		
✓	(c) Promptness in completing assignments; speed.		
	(d) _____ (State any other elements of this class considered)		
✓	(e) *Effectiveness in securing adequate output from his unit.*		

III. QUALIFICATIONS SHOWN ON JOB

✓	(a) Knowledge of duties and related information.	6	7
✓	(b) Ability to learn and to profit from experience.		
✓	(c) Judgment, sense of proportion, common sense.		
✓	(d) Initiative and resourcefulness.		
–	(e) Cooperativeness; ability to work with and for others.		
	(f) _____ (State any other elements of this class considered)		
	(g) *Effectiveness in developing and training employees.*		19
	(Custodial only) Ability to perform such physical work as the job requires.		

Rated by Harvey Bender (Rating officer) Apr 9, 1941 (Date)

Reviewed by [illegible] (Reviewing officer) 4-15-41 (Date)

Sum of ratings . . . 6

Report to employee Good

On the whole, do you consider the department and attitude of this employee toward his work to be satisfactory? . . Yes (Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
3 – 7	Excellent.	Promotable within grade if below top salary.
8 – 13	Very Good.	Promotable within grade if below top salary.
14 – 19	Good.	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.*
20 – 24	Fair.	Reduce one step if above middle salary.*
25 – 30	Unsatisfactory.	Dismiss from present position.

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

16—3831

S. S. 116
11-6-41

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

5th Region

7

PERSONNEL ACTION

Date prepared May 13, 1942

Name Mr. William M. Kitchen

NATURE OF ACTION:— Within-Grade Salary Advancement

	FROM	TO
Position	Junior General Mechanic (5-M2-20)	Junior General Mechanic (5-M2-20)
Grade and Salary	CU-6 $1680 per annum	CU-6 $1740 per annum
Bureau Division	Federal Airways Signals Branch Field & Lighting Maint. Unit (52618)	Federal Airways Signals Branch Field & Lighting Maint. Unit (52618)
Headquarters	Kansas City, Missouri (Fifth Region)	Kansas City, Missouri (Fifth Region)
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: April 1, 1942.

Remarks: This employee is eligible for a within-grade salary advancement under the Mead-Ramspeck Act.

POSTED

1941 Service Rating: Good
Date of last salary increase: September 1, 1940.

CSC REPORT NO.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Act of August 1941

APPROPRIATION
MANF,ACA, 1942

DATE OF BIRTH
6-24-02

LEGAL RESIDENCE
Wyoming

SEX: M | RACE:

VETERAN'S PREFERENCE
No

SUBJECT TO RETIREMENT ACT
Yes

NATURE OF POSITION
NEW | REALLOCATION

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS
Admin. Officer
DATE 5-13-42

APPROVED

Leonard W. Jurden, Regional Manager

DEPARTMENTAL SUSPENSE—STATISTICS

DATE

FORM NO. 84
U. S. TREASURY COPY

DEPARTMENT OF COMMERCE
CHANGE IN PAYROLL
CIVIL AERONAUTICS AUTHORITY
WASHINGTON, D. C.

5

5th Region
October 1, 1941

NAME : Mr. William M. Kitchen 46520

JOB NO. R

NATURE OF ACTION : Reassignment from Junior General Mechanic, CU-6, $1680 per annum, Bureau of Federal Airways, Survey and Construction Section, Kansas City, Missouri, Fifth Region, to

POSITION OF : Junior General Mechanic (5-M2-28)
VR GEN MEC 570

GRADE : CU-6 AT SALARY OF $1680 per annum

DEPT., DIV. AND SECTION : Bureau of Federal Airways, Signals Branch, Field and Lighting Maintenance Unit (52618)

OFFICIAL STATION : Kansas City, Missouri (Fifth Region)

July 1, 1941 01

OCT 28 1941

PERSONNEL JOURNAL NO. 8366

DATE OF BIRTH 6-24-02

LEGAL RESIDENCE Wyoming

CHANGE OF DUTIES | ADDITIONAL POSITION IDENTICAL TO THAT OF: MATERIALLY CHANGED DUTIES ☐ | FILL VACANCY LEFT BY: Self* NEW POSITION, UNLIKE ANY OTHER ☐ | C. S. C. ALLOCATION X

*Position and incumbent involved in this change.

REMARKS

P

70.00 2.45- 67.55-

02

MANF, ACA, 1942

Chief Clerk 10-1-41

TO: U. S. TREASURY,
WASHINGTON, D. C.

CIVIL SERVICE COMMISSION
FILE DATE
X

Gentlemen:

It is hereby requested that you make the payroll change indicated above, which has been approved by the Civil Aeronautics Authority, effective as of _____.

Yours very truly,

_____ (DATE)

_____ DIRECTOR OF PERSONNEL

APPROVED BY THE AIR SAFETY BOARD	APPROVED BY THE ADMINISTRATOR	APPROVED BY THE CIVIL AERONAUTICS AUTHORITY

PENSE COPY
UDGET COPY

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS AUTHORITY
WASHINGTON, D. C.

9

5th Region
October 1, 1941

JOB. NO. R

NAME : Mr. William M. Kitchen

NATURE OF ACTION : Reassignment from Junior General Mechanic, CU-6, $1680 per annum, Bureau of Federal Airways, Survey and Construction Section, Kansas City, Missouri, Fifth Region, to

POSITION OF : Junior General Mechanic (5-M2-28)

GRADE : CU-6 AT SALARY OF $1680 per annum

DEPT., DIV., AND SECTION : Bureau of Federal Airways, Signals Branch, Field and Lighting Maintenance Unit (52618)

OFFICIAL STATION : Kansas City, Missouri (Fifth Region)

DATE EFFECTIVE : July 1, 1941

PERSONNEL JOURNAL NO.	DATE OF BIRTH	LEGAL RESIDENCE
8366	6-24-02	Wyoming

CHANGE OF DUTIES: ADDITIONAL POSITION IDENTICAL TO THAT OF ☐ MATERIALLY CHANGED DUTIES ☐ | FILL VACANCY LEFT BY Self* NEW POSITION, UNLIKE ANY OTHER ☐ | C. S. C. ALLOCATION X

*Position and incumbent involved in this change.

REMARKS

BUDGET

CERTIFIED AS TO SUFFICIENCY OF ALLOTTED FUNDS

BUDGET CONTROL Chief Clerk 10-1-41 DATE

MANP,ACA, 1942

CIVIL SERVICE COMMISSION
FILE DATE
POSTED 10/3

DATE REQUISITION RECEIVED	DATE FORWARDED TO WASHINGTON	DATE APPROVAL RECEIVED FROM WASHINGTON
Cancelled	10/3/41 Approved 8-1-41	Cancelled

FORM NO. 84
U. S. TREASURY COPY

CHANGE IN PAYROLL
CIVIL AERONAUTICS AUTHORITY
WASHINGTON, D. C.

5

B

5th Region
July 29, 1940

ADMINISTRATOR OF CIVIL AERONAUTICS

NAME : Mr. William M. Kitchen

JOB NO.

NATURE OF ACTION : & ~~$240 per~~ from ~~Assistant~~ Lighthouse Keeper, Grade LK-2, ~~$1320~~ $1620 per annum, Treasury Department, U. S. Coast Guard Service, Portland, Oregon, to

PERSONNEL JOURNAL NO. 6162 8-5-40

POSITION OF : Junior General Mechanic

DATE OF BIRTH 6-24-02

GRADE : CU-6 AT SALARY OF $1680 per annum

DEPT., DIV. AND SECTION : Administrator of Civil Aeronautics
Bureau of Federal Airways, Survey & Construction Section

OFFICIAL STATION : Kansas City, Missouri (Fifth Region)
SEP 1 1940

LEGAL RESIDENCE Wyoming

CHANGE OF DUTIES
ADDITIONAL POSITION, IDENTICAL TO THAT OF MATERIALLY CHANGED DUTIES ☐
FILL VACANCY LEFT BY Rex P. Merilatt--Promoted
NEW POSITION, UNLIKE ANY OTHER ☐

REMARKS

Form 375 is attached.

MANF ,ACA

7/29/40
Chief Clerk

TO: U. S TREASURY,
WASHINGTON, D. C.

Gentlemen:

It is hereby requested that you make the payroll change indicated above, which has been approved by the Civil Aeronautics Authority, effective as of _____.

Yours very truly,

(DATE) _____ DIRECTOR OF PERSONNEL

APPROVED BY THE AIR SAFETY BOARD	APPROVED BY THE ADMINISTRATOR	APPROVED BY THE CIVIL AERONAUTICS AUTHORITY
POSTED		

FORM NO. 84

FIELD
SUSPENSE COPY
BUDGET COPY

9

CIVIL AERONAUTICS AUTHORITY
WASHINGTON, D. C.

5th Region
July 29, 1940

ADMINISTRATOR OF CIVIL AERONAUTICS

NAME : Mr. William M. Kitchen

JOB NO.

PERSONNEL JOURNAL NO.

NATURE OF ACTION : Transfer from Assistant Lighthouse Keeper, Grade LK-2, $1620 per annum, Treasury Department, U. S. Coast Guard Service, Portland, Oregon, to

POSITION OF : Junior General Mechanic

DATE OF BIRTH: 6-24-02

GRADE : CU-6 AT SALARY OF $1680 per annum

DEPT., DIV, AND SECTION : Bureau of Federal Airways, Survey & Construction Section

LEGAL RESIDENCE: Wyoming

OFFICIAL STATION : Kansas City, Missouri (Fifth Region)

DATE EFFECTIVE :

HW.

CHANGE OF DUTIES

ADDITIONAL POSITION. IDENTICAL TO THAT OF:

MATERIALLY CHANGED DUTIES ☐

FILL VACANCY LEFT BY:

NEW POSITION, UNLIKE ANY OTHER: Rex P. Marlatt--Promoted

REMARKS

Form 375 is attached.

3
7/29/40

4
July 29, '40

BUDGET

CERTIFIED AS TO SUFFICIENCY OF ALLOTTED FUNDS

7/29/40
BUDGET CONTROL Chief Clerk DATE

CHARGE % CHARGE

CHARGE % CHARGE

NAVY % 4%

7/29

DATE REQUISITION RECEIVED	DATE FORWARDED TO WASHINGTON	DATE APPROVAL RECEIVED FROM WASHINGTON
	7/29/40	38

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

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Department of Commerce
(Department or Establishment)

Civil Aeronautics - Fifth Region
(Bureau or Office)

I, William Maurice Kitchen, 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.

William Maurice Kitchen
(Signature of Appointee)

Subscribed and sworn to before me this 1st day of September, A.D. 1940

at Kansas City, Missouri
(City or place) (State)

[SEAL]

Henry Simmons

Henry Simmons, Chief Clerk

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

Position to which appointed Junior General Mechanic

Date of entrance on duty September 1, 1940

U. S. GOVERNMENT PRINTING OFFICE 10—1689

Form 375
August 1938

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such. All answers must be in ink or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

GIVE DATES AND PERIODS OF TIME REQUIRED IN YEARS AND MONTHS AS ACCURATELY AS POSSIBLE

1. (a) Give your name Kitchen, William. Maurice, (b) Are you a citizen of the United States? Yes (Yes or No)

2. Give (a) the date of your birth June, 24, 1902. (b) the place of your birth San Francisco, Cal.

3. Give in the blanks below a detailed statement of your education, including dates:

(a) Grammar school: Attended from Sept., 1908, to May, 1918 Highest grade completed 8

(b) High school: Name and location

Attended from ____, 1____, to ____, 1____ Highest grade completed ____ Were you graduated? ____

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree conferred	Date of degree
Name	Location	From	To		Name	Sem. hrs. in major		

(d) Specify here any specialized courses which you have completed in high school, college, or elsewhere, and indicate the credits received for each course

(e) Have you ever been admitted to the bar? No Of what State? ____ When? ____

4. Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment. List employments chronologically, beginning with the earliest.

	Place of employment	Dates of employment (Month and year)	NAME AND ADDRESS OF EMPLOYER (Give street address and city and State. If unemployed, give own address at that time)	Yearly salary or net earnings	NAME OF POSITION AND DESCRIPTION OF DUTIES
1	City Travel- State ing.	From May 19 22 To Aug 26	Business for self	$	Printing.
2	City Int State of record	From Aug 26 To June 28	Union pacific Railroad.	$5.92 per ac.	Deisel engineer.
3	City LeRoy State Wyo.	From June 19 28 To Sept 35	Dept. of commerce Aeronautics Div.	$1440.00 per year.	Asst. Airways Keeper.
4	City Salt Lake State City, Utah.	From Sept 35 To Nov 35	Bureau of Air Comm. Aeronautics Div.	$6.00 day.	Handyman,
5	City Portland State Ore	From Nov 36 To Nov 36	Service station		Operator
6	City Portland State Ore	From Nov 36 To Dec 37	United States Lighthousee service	$1320.00 per yr.	Asst. Lighthouse keeper (second) Plus $240.00 rent.
7	City Portland State Ore	From Dec 37 To	U.S. Lighthouse Service	$1380.00 per yr.	Asst. Lighthouse keeper (First) Plus $240.00 rent
8	City State	From To			
9	City State	From To			

IF MORE SPACE IS REQUIRED, CONTINUE YOUR ENTRIES ON A SEPARATE SHEET ARRANGED AS ABOVE 16—497

Form 375
August 1938

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Rating _____

Application No. _____

The applicant will carefully fill ALL blank spaces

Position sought Jr. General Mechanic.
(Give exact title of position or examination)

in the Civil Aeronautics Authority
(Office in which the position exists)

Present position (if now employed) 1st. Assistant keeper (Title) Lighthouse service (Department and bureau or office) U.S. Coast Guard.

N. B.—Applicant will write plainly full name (if a woman, stating whether Miss or Mrs.) and post-office address in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made to the Commission in writing.

Name of Applicant William Maurice Kitchen

Number and Street _____

Post Office Sequim,

County Clallam,

State or Territory Washington.

Applicant will not fill the following blanks

Kind of examination _____

Place _____

Date _____

Application _____ *approved* _____, 19__

By whom _____ *approved* _____

U. S. GOVERNMENT PRINTING OFFICE 16—497

5. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the time you have worked at each, and when, where, and under whom, giving places and dates. (If you have served an apprenticeship, so state.)

1 yr.1 0 mo,Deisel Engineer,U.P.RR....7 yrs.3 mo.Operating,maintaining,and minor repairs on Kohler plants...Operated trucks and tractor,leveling landing fields. Painted towers and buildings,minor builging repairs,in capacity of Handyman. 3 yrs.3 mo.experience with Radio Beacon and Radio telephone,also additional experience and general repairs on deisel engines,Electric generator plants,. Carpenter repairs. Interior and exterior painting of buildings and boats. Minor repairs on boats. Attending Beacon lights.

6. If not now employed, state how long you have been unemployed

employed at present

7. Have you ever been in the United States military or naval service? No (Yes or no) If so, give name of organization and dates of enlistment and discharge.

8. (*a*) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? Yes

(*b*) If so, give information indicated regarding each examination.

Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
Airways keeper	Denver,Colo.	May,1929.	Yes
Handyman	Salt Lake City,Utah.	Sept.1935	Yes
Lighthouse keeper	Portland,Oregon.	Sept,1936.	Yes.

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of 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."

(*Signature of applicant*) William Maurice Kitchen
(Sign one given name, middle initial or initials, if you have any, and your surname)

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED

JURAT OR OATH

[The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, *before whom the applicant must appear in person.*]

Subscribed and duly sworn to before me according to law by the above-named applicant, this 4th day of Nov., 1940, at city [or town] of Port Angeles county of Clallam, and State [or Territory or District] of Wash.

(*Signature of officer*) Wm. J. Cole

(*Official title*) _____

MY COMMISSION EXPIRES MARCH 3, 1941

No. 5

(Surname)	(First name)	(Second name)	(Designation)
KITCHEN	WILLIAM	MAURICE	CU-6

Date of Birth			Date of Original Appointment								
Month	Day	Year	Month	Day	Year	Male	M	White	W	(Date)	(Grade)	(Salary)
June	24	02	Sep.	1	1940	Female		Other				

Period	Gross Amount Earned	Deductions: Retirement	Deductions: Other	Net Amount Paid	Remarks
19 40					
July					
August					
	70.00	2.45		67.55	Trans. from Coast Guard Service Eff. September 1, 1940
September	70.00	2.45		67.55	
	70.00	2.45		67.55	
October	70.00	2.45		67.55	
	70.00	2.45		67.55	
November	70.00	2.45		67.55	
560.00	70.00	2.45		67.55	
December	70.00	2.45		67.55	
19 41	70.00	2.45		67.55	
January	70.00	2.45		67.55	
	70.00	2.45		67.55	
February	70.00	2.45		67.55	
	70.00	2.45		67.55	
March	70.00	2.45		67.55	
	70.00	2.45		67.55	
April	70.00	2.45		67.55	
	70.00	2.45		67.55	
May	70.00	2.45		67.55	
	70.00	2.45		67.55	
June	"	"		"	
46520 Total	1,400.00	49.00	OK	1,351.00	10 — 39.00 — 39.00

CARDED

840.00

16—711

G. A. O. Form 2093

No.

(Surname)	(First name)	(Second name)	(Designation)		
				(Date)	(Grade)	(Salary)

Date of Birth			Date of Original Appointment			Male		White	
Month	Day	Year	Month	Day	Year	Female		Other	

Period	Gross Amount Earned	Deductions		Net Amount Paid	Remarks
		Retirement	Other		
1941 840.00					
July					
August					
September					
October					
November					
December					
1942					
January					
February					
March					
April					
May					
June					
Total					

U. S. GOVERNMENT PRINTING OFFICE 16—711

G. A. O. Form 2093

214

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: KITCHEN, WILLIAM M **DOB:** 6/24/1902 CA

Records checked:

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive negative 2 FILES

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive negative

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive negative

AND

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive negative

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive negative

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: possible CG service Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

C. S. 116
7-44

PERSONNEL ACTION

DEPARTMENT OF COMMERCE

WASHINGTON, D. C.

CIVIL AERONAUTICS ADMINISTRATION

dfa

TO DIRECTOR OF PERSONNEL

Name Mr. William M. Kitchen

Date June 30, 1945

NATURE OF RECOMMENDATION:— Pay Increase (Periodic)

3257-1

	FROM	TO
Position		General Mechanic
Grade and Salary	CPC-6, $2232 per annum	CPC-6, $2298 per annum
Bureau Division		Federal Airways Signals Branch Field & Lighting Maint. Unit 53348 - 300 - 0011
Headquarters		Kansas City, Mo. 5th Region
Departmental or Field	☐ DEPARTMENTAL ☐ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: July 1, 1945.

Remarks: Your salary has been adjusted in accordance with Federal Employees Pay Act of 1945.

JUSTIFICATION:

Current efficiency rating: Good
Date and nature of last salary increase: April 1, 1944 (Promotion).
Certification is hereby made that the services and conduct of Mr. Kitchen have been satisfactory.
Mr. Kitchen's salary has been adjusted in accordance with Federal Employees Pay Act of 1945, effective July 1, 1945.

CSC REPORT NO. 0135

CIVIL SERVICE OR OTHER LEGAL AUTHORITY: Act of August 1, 1941, Sec. 2 (b), as amended.

APPROPRIATION: MANf, 66.001

PLACE OF BIRTH: California

DATE OF BIRTH: 6-24-02

LEGAL RESIDENCE: Wyoming

SEX: M RACE: W

VETERAN'S PREFERENCE: No

SUBJECT TO RETIREMENT ACT: Yes

NATURE OF POSITION: NEW ☐ REALLOCATION ☐

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS

DATE

APPROVAL RECOMMENDED

PERSONNEL OFFICER

APPROVED

Acting Regional Administrator

DATE 6-30-45

FILED

PATENTED

S. S. 116
11-42

PERSONNEL ACTION

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

BBB 1

TO DIRECTOR OF PERSONNEL

Date March 15, 1944

Name Mr. William M. Kitchen

NATURE OF RECOMMENDATION:— Promotion

3257-1

CSC REPORT NO. 80582

CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Act of August 1, 1941, Sec. 2 (b)

	FROM	TO
Position		General Mechanic
Grade and Salary	CPC-6, $1860 per annum	CPC-6, $1920 per annum
Bureau Division		Federal Airways Signals Branch Field & Lighting Maint. Unit 53348 - 300 - 0011
Headquarters		Kansas City, Mo. 5th Region
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☒ FIELD

APPROPRIATION
MANF, ACA, 1944

DATE OF BIRTH
6-24-02

LEGAL RESIDENCE
Wyoming

SEX: M | RACE: W

VETERAN'S PREFERENCE
No

SUBJECT TO RETIREMENT ACT
Yes

NATURE OF POSITION
NEW | REALLOCATION

CSC ALLOCATION

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS

DATE

EFFECTIVE DATE: April 1, 1944.

Remarks:

JUSTIFICATION:

Current efficiency rating: Good.
Date and nature of last salary increase: August 1, 1942, Change in Classification Act Service and Compensation.
Certification is hereby made that the service and conduct of Mr. Kitchen have been satisfactory.

APPROVAL RECOMMENDED

APPROVED

W. F. Klein
Regional Manager

DATE FILED 3-15-44

MANIFOLD © PATENTED

S. S. 118
11-6-41

PERSONNEL ACTION

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

5th Region B1

AUG 29 1942

17666

CSC REPORT NO.
17666

CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Public Law 694, 77th Cong., 8-1-42.

TO DIRECTOR OF PERSONNEL

Date August 1, 1942

Name Mr. William M. Kitchen

NATURE OF RECOMMENDATION:— Change in Classification Act Service and Compensation

	FROM	TO
Position	Junior General Mechanic (53348-300-11)	Junior General Mechanic (53348-300-11)
Grade and Salary	CU-6 $1740 per annum	CPC-6 $1860 per annum
Bureau Division	Federal Airways Signals Branch Field & Lighting Maint. Unit (53348)	Federal Airways Signals Branch Field & Lighting Maint. Unit (53348)
Headquarters	Kansas City, Missouri (Fifth Region)	Kansas City, Missouri (Fifth Region)
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: August 1, 1942.

Remarks:

APPROPRIATION
MANF

DATE OF BIRTH
6-24-02

LEGAL RESIDENCE
Wyoming

SEX: M | RACE: W

VETERAN'S PREFERENCE
No

SUBJECT TO RETIREMENT ACT
Yes

NATURE OF POSITION
NEW | REALLOCATION

CSC ALLOCATION
X

VICE

ADDITIONAL IDENTICAL

CERTIFIED AS TO SUFFICIENCY OF FUNDS
DATE 8-1-42 Admin. Officer

JUSTIFICATION:

Action is necessary in accordance with Public Law 694, 77th Congress, August 1, 1942.

FUNDS CERTIFICATION:
AUG 27 1942 .....

CLASSIFICATION SECTION
Verified and Recorded
Initials 8/28/42 Date

APPROVED AND RECOMMENDED
A-90 9/1/42 WB
A-85 Hrs 9-2
A-41

APPROVED
By [signature]
Leonard W. Jurden, Regional Manager

DATE

Personnel Officer

SPANGLER PATENTED

S. S. 116
11-6-41

PERSONNEL ACTION

DEPARTMENT OF COMMERCE
WASHINGTON, D. C.
CIVIL AERONAUTICS ADMINISTRATION

5th Region 1

TO DIRECTOR OF PERSONNEL

Date May 13, 1942

Name Mr. William M. Kitchen

NATURE OF RECOMMENDATION:— Within-Grade Salary Advancement

	FROM	TO
Position	Junior General Mechanic (5-M2-28)	Junior General Mechanic (5-M2-28)
Grade and Salary	CU-6 $1680 per annum	CU-6 $1740 per annum
Bureau Division	Federal Airways Signals Branch Field & Lighting Maint. Unit (52618)	Federal Airways Signals Branch Field & Lighting Maint. Unit (52618)
Headquarters	Kansas City, Missouri (Fifth Region)	Kansas City, Missouri (Fifth Region)
Departmental or Field	☐ DEPARTMENTAL ☒ FIELD	☐ DEPARTMENTAL ☒ FIELD

EFFECTIVE DATE: April 1, 1942.

Remarks: ~~This employee is eligible for a within-grade salary advancement under the Mead-Ramspeck Act.~~

JUSTIFICATION: 1941 Service Rating: Good

Date of last salary increase: September 1, 1940.

This employee is eligible for a within-grade salary advancement under the Mead-Ramspeck Act.

This employee is eligible for a within-grade salary advancement under the Mead-Ramspeck Act.

CSC REPORT NO. 11432

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

Act of August 1, 1941

Public Law 200

APPROPRIATION: MANF,ACA, 1942

DATE OF BIRTH: 6-24-02

LEGAL RESIDENCE: Wyoming

SEX: M | RACE:

VETERAN'S PREFERENCE: No

SUBJECT TO RETIREMENT ACT: Yes

NATURE OF POSITION: NEW | REALLOCATION

CSC ALLOCATION: X

VICE:

ADDITIONAL IDENTICAL:

CERTIFIED AS TO SUFFICIENCY OF FUNDS

Admin. Officer

DATE 5-13-42

APPROVAL RECOMMENDED

Leonard W. Jurden, Regional Manager

APPROVED

DATE

PATENTED

FORM NO. 84

OFFICE OF
DIRECTOR OF PERSONNEL

DEPARTMENT OF COMMERCE
ADMINISTRATION
CIVIL AERONAUTICS ~~AUTHORITY~~
WASHINGTON, D. C.

PERSONNEL ACTION

5th Region
October 1, 1941

NAME : Mr. William M. Kitchen

JOB. NO. R

NATURE OF ACTION : Reassignment from Junior General Mechanic, CU-6, $1680 per annum, Bureau of Federal Airways, Survey and Construction Section, Kansas City, Missouri, Fifth Region, to

POSITION OF : Junior General Mechanic (5-M2-28)

GRADE : CU-6 AT SALARY OF $1680 per annum

DEPT., DIV. AND SECTION : Bureau of Federal Airways, Signals Branch, Field and Lighting Maintenance Unit (52618)

OFFICIAL STATION : Kansas City, Missouri (Fifth Region)

DATE EFFECTIVE : July 1, 1941

PERSONNEL JOURNAL NO.
8366

6-24-02

Wyoming

CHANGE OF DUTIES | ADDITIONAL POSITION IDENTICAL TO THAT OF: | MATERIALLY CHANGED DUTIES ☐ | FILL VACANCY LEFT BY: Self* | NEW POSITION, UNLIKE ANY OTHER ☐ | C. S. C. ALLOCATION X

REMARKS

*Position and incumbent involved in this change.

BUDGET — CERTIFIED AS TO SUFFICIENCY OF ALLOTTED FUNDS

[signature] 10-1-41
BUDGET CONTROL Chief Clerk DATE

APPROPRIATION MANF,ACA, 1942

CERTIFICATION — This action recommendation has been investigated and it is hereby certified that the classification of the position and the qualifications of the person concerned meet the requirements of the Civil Aeronautics Authority and the Civil Service Commission.

[signature]
DIRECTOR OF PERSONNEL

CIVIL SERVICE COMMISSION
FILE X DATE

APPROVAL RECOMMENDED

A-55 [signature]
A-85 MCB 10-14-41
A-50
A-90 RMI 10/14 WB 10/14
A-40
DIVISION CHIEF

[signature]
BUREAU DIRECTOR

[signature]
REGIONAL MANAGER

THE ADMINISTRATOR

APPROVED BY THE AIR SAFETY BOARD

APPROVED BY THE ADMINISTRATOR
10-1-41

APPROVED BY THE CIVIL AERONAUTICS AUTHORITY

FFICE OF
R OF PERSONNEL

DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS AUTHORITY
WASHINGTON, D. C.
ADMINISTRATOR OF CIVIL AERONAUTICS

PERSONNEL ACTION B
5th Region
July 29, 1940

JOB NO.

PERSONNEL JOURNAL NO.
6162
8-5-40

6-24-02

Wyoming

: Mr. William M. Kitchen

: Transfer from ~~Assistant Lightkeeper~~ Keeper, ~~Grade LK-2, $1620~~ $1320 per annum, & $240 p.a. for qtrs., Treasury Department, U. S. Coast Guard Service, Portland, Oregon, to

ION F : Junior General Mechanic
CEAR

DE : CU-6 AT SALARY OF $1680 per annum

T., DIV. AND ECTION : Administrator of Civil Aeronautics
Bureau of Federal Airways, Survey & Construction Section

FFICIAL TATION : Kansas City, Missouri (Fifth Region)

DATE FFECT-IVE : SEP 1 - 1940

HANGE OF UTIES
ADDITIONAL POSITION, IDENTICAL TO THAT OF:
MATERIALLY CHANGED DUTIES ☐
FILL VACANCY LEFT BY: Rex P. Merilatt--Promoted
NEW POSITION, UNLIKE ANY OTHER ☐

REMARKS

Form 375 is attached.

Civil Service Commission approval: Certificate No. N-20922
dated August 12,1940

BUDGET
CERTIFIED AS TO SUFFICIENCY OF ALLOTTED FUNDS
7/29/40
BUDGET CONTROL Chief Clerk DATE
MANF, ACA
CHARGE % CHARGE %
CHARGE % CHARGE %

CERTIF-ICATION
THIS RECOMMENDATION HAS BEEN INVESTIGATED AND IT IS HEREBY CERTIFIED THAT: THE CLASSIFICATION OF THE POSITION AS TO GRADE AND SALARY AND THE QUALIFICATIONS OF THE PERSON CONCERNED MEET THE REQUIREMENTS OF THE AUTHORITY AND CIVIL SERVICE COMMISSION.

DIRECTOR OF PERSONNEL

APPROVAL RECOM-MENDED
REGIONAL SUPERVISOR
DIRECTOR OF REGIONAL OFFICES
THE ADMINISTRATOR

APPROVED BY THE AIR SAFETY BOARD
CARDED

APPROVED BY THE ADMINISTRATOR
8-7-40

APPROVED BY THE CIVIL AERONAUTICS AUTHORITY
SEP 30 1940

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 March 31, 1945 based on performance during period from April 1, 1944 to March 31, 1945

William M. Kitchen. (Name of employee)

General Mechanic, CPC-6 (Title of position, service, and grade)

Civil Aeronautics Admin., Federal Airways, Signals Br., F.&L. Maint. Ut., Kansas City, Mo.
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
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*.	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? no) (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.*

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 G
Reviewing official G

Rated by J. S. Silva (Signature of rating official) Airway Engr. (Title) 3-30-45 (Date)

Reviewed by O. O. Neiman (Signature of reviewing official) Chief Sigs. Br. (Title) 4-2-45 (Date)

Rating approved by efficiency rating committee APR 6 1945 (Date) Report to employee 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

1943 - 9-4

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

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

EFFICIENCY RATING

As of March 31, 1944 based on performance during period from April 1, 1943 to March 31, 1944

William M. Kitchen (Name of employee)

Junior General Mechanic, CPC-6 (Title of position, service, and grade)

Civil Aeronautics Admin., Federal Airways Div., Signals Branch, Fields & Lighting Unit (Organization—Indicate bureau, division, section, unit, field station)

Kansas City, Missouri

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
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*.	Administrative, supervisory, or planning ☐ All others ☒

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

Reviewing official F

Rated by G. S. Yeiser (Signature of rating official) Airways Engineer (F&L) (Title) 4-8-44 (Date)

Reviewed by A. C. Freeman (Signature of reviewing official) Chief, Signals Branch (Title) April 11, 1944 (Date)

Rating approved by efficiency rating committee 5-15-44 (Date) Report to employee F (Adjective rating)

16—26177-2

Form 3200—(April 1935)
U. S. Civil Service Commission

Classification Symbols		
Service	Grade	Class
Field	6	CU

5th Region

SERVICE RATING FORM

(Read instructions on back of this form)

$1680

Check one:
Supervisory ..... ☐
Nonsupervisory ..... ☒

Name William M. Kitchen, Junior General Mechanic **Department** Civil Aeronautics Administration.

Air Navigation (Bureau) Airways Engineers (Division) Survey Construction (Section) Field (Subsection)

On lines below mark employee:
✓ if neither strong nor weak point.
– if weak point.
+ if strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below rate employee:
1 or 2 if Excellent.
3 or 4 if Very Good.
5 or 6 if Good.
7 or 8 if Fair.
9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

Rating Officer	Reviewing Officer		
✓	✓	(a)	Acceptability of work; thoroughness.
✓	✓	(b)	General dependability; accuracy.
✓	✓	(c)	Neatness and orderliness of work.
✓	✓	(d)	Skill with which the important procedures, instruments, or machines are employed in performing his duties.
	✓	(e)	*Effectiveness in getting good work done by his unit.*

6 6

II. PRODUCTIVENESS

Base rating primarily on element (a), if known; otherwise on (b) and (c).

✓	✓	(a)	Amount of work accomplished.
✓	✓	(b)	Application of time, interest, and energy to duties; industry.
✓	✓	(c)	Promptness in completing assignments; speed.
		(d)	_____ (State any other elements of this class considered)
	✓	(e)	*Effectiveness in securing adequate output from his unit.*

6 6

III. QUALIFICATIONS SHOWN ON JOB

✓	✓	(a)	Knowledge of duties and related information.
✓	✓	(b)	Ability to learn and to profit from experience.
✓	✓	(c)	Judgment, sense of proportion, common sense.
✓	✓	(d)	Initiative and resourcefulness.
–	✓	(e)	Cooperativeness; ability to work with and for others.
		(f)	_____ (State any other elements of this class considered)
		(g)	*Effectiveness in developing and training employees.*
			(Custodial only) Ability to perform such physical work as the job requires.

6 7

19 6

Sum of ratings . . . 6

Rated by Harry Bender (Rating officer) Apr 9 1941 (Date)

Reviewed by W. J. Klein (Reviewing officer) 4-15-41 (Date)

Report to employee . . . Good

On the whole, do you consider the department and attitude of this employee toward his work to be satisfactory? . . . Yes
(Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
3 – 7	Excellent.	Promotable within grade if below top salary.
8 – 13	Very Good.	Promotable within grade if below top salary.
14 – 19	Good.	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.*
20 – 24	Fair.	Reduce one step if above middle salary.*
25 – 30	Unsatisfactory.	Dismiss from present position.

* For Cu-2 and Cu-3, the fourth salary rate will be considered the middle salary.

16—3831

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

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Department of Commerce
(Department or Establishment)

Civil Aeronautics - Fifth Region
(Bureau or Office)

I, William Maurice Kitchen, 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.

William Maurice Kitchen
(Signature of Appointee)

Subscribed and sworn to before me this 1st day of September, A.D. 1940

at Kansas City, Missouri
(City or place) (State)

[SEAL]

Henry Simmons, Chief Clerk

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

Position to which appointed Junior General Mechanic

Date of entrance on duty September 1, 1940

U. S. GOVERNMENT PRINTING OFFICE 10—1089

CARDED

Form 15
(Rev. 3-1-40)



CIVIL AERONAUTICS AUTHORITY

APPLICATION FOR EMPLOYMENT

Instructions.—Read all questions carefully. Give complete and specific answers. Use a separate sheet wherever additional space is required. If this application does not present a complete statement of your qualifications, experience, and ability, it is desirable to submit a written supplement accompanied by exhibits or samples which illustrate these factors. Please type if possible.

RETURN TO PERSONNEL OFFICE

Do not use this space

Date February, 28, 1941

I. Name William Maurice Kitchen Maiden name ---------
(First) (Middle) (Last)

Residence telephone ---------- Business telephone ----------

Address: Street ---------- City Kansas City State Missouri, Since Aug., 1941

Last previous address New Dungeness Lighthouse City Sequim State Wash, Since Sept., 1938

Age 38 Date of birth June, 24, 1902 Birthplace San Francisco, Cal. Citizen of United States

DESCRIPTION	PERSONAL	DEPENDENTS			ANY PHYSICAL DEFECTS	
		Description	No.	Ages		
Male ☒	Single ☐				Sight ☐	Feet ☐
Female ☐	Married 14 Yrs.	Wife-husband	1	34	Hearing ☐	Hand ☐
Height 5ft. 6	Widowed ☐	Children			Speech ☐	Others ☐
Weight 145	Divorced ☐	Parents			Describe:	
Color white	Separated ☐	Others				

In case of emergency send word to:
Name Dolores Kitchen
Relationship wife Phone ----------
Street Kansas City, Missouri
City Kansas City, Missouri

Date of last physical exam. March, 18, 1940 Purpose Injury Result Returned to Duty
Time lost through illness last 2 years 50 days, ---- weeks, ---- months. Present health Good

II. 1. Are you at present employed by the U. S. Government in a civil-service position? Yes Yes No ----

2. If you are now employed by the U. S. Government in probational status, give date on which you will complete your probationary period ----

3. If you have eligibility for appointment to the competitive classified service, check spaces below:
(a) Reinstatement ---- (b) Transfer x (c) From an eligible register ----
(d) Permanent x (e) Temporary ----

4. If you have ever been employed in any branch of the U. S. Government give the exact date of pay roll termination if recent ----

5. If you have taken any Federal, State, or other merit examinations within the last 5 years, give details below:

TITLE OF EXAMINATION	CONDUCTED BY WHAT COMMISSION	DATE	GRADE
Junior General Mechanic	Civil Service, Kansas City	1940	
Assistant Lighthouse Keeper	Civil Service, Portland, Ore	1936	
Handyman, Bureau Air Comm.	Civil Service, Salt Lake City Utah	1935	

6. Position desired Junior General Mechanic
7. What salary do you expect? $ 1680.00
8. Will you accept temporary employment?
9. How soon could you start work? Immediatly

16—8177

III. EDUCATION.

Give below a complete record of your education and training to date:

Age Entered Yrs.	Age Entered Mos.	Age Left Yrs.	Age Left Mos.	School (Give Name and Location)	Grade Completed	Year Completed	Specialized in Extracurricular Activities (Prizes, Honors, Offices) Indicate degree received
6		I6		Grammar Public	5 6 7 ~~8~~	I9I8	
				Junior high school	7 8 9 10		
				High or preparatory	1 2 3 4		
				Junior college	1 2 3 4		
				College or technical	1 2 3 4		
				Business school	1 2 3 4		
				Other training			

IV. EMPLOYMENT AND EXPERIENCE.

In the space below give a complete history of employment. Include Government and military service, and account for all periods of unemployment. Begin with your present or last position held and work back. (Indicate with an "X" the name of any employer to whom you do not wish us to write.)

Yrs. & Mos. on Job	Date Left	Employer (Name and Address)	Annual Salary Minimum	Annual Salary Maximum	Position and Duties
6 mos		Civil Aeronautics Administration Kansas City, Missouri	$I680.00 yr		Junior General Mechanic
I yr. II	Aug, 3I I940	U.S. Lighthouse Service (U.S. Coast Guard) Seattle, Wn		$I320.00 yr	Ist. Assistant Keeper
I yr. I0	Sept, I7 I938	U.S. Lighthouse Service Portland, Oregon.		$I320.00	2nd. Assistant Keeper
I yr.	Nov, I 1936	Service Station (owner R.E. Plapp 9I24 N.E. Prescott, Portland, Oregon		$ 20.00 per wk.	Station operator
7 yrs. 5 mos.	Nov, I 1935	Dept of Commerce, Aeronautics Branch, Salt Lake City, Utah.		$I440.00 yr	Assistant Airways Keeper and Handyman
I yr. I0 mos	June, 20, I928	Union Pacific Railroad		$ 92.90 yr	Diesel Engineer

V. Indicate the amount of your skill and years of experience in the following, if any:

Specialized Skills: Skills	Years	Speed a min.	Skills	Years	Skills	Years	Aeronautical Skills	Work and Location Preferred
Dictation			Bookkeeping					
Typing			Accounting					
Transcription			Statement mch.					
Dictaphone			Mimeograph					
			Filing					

16—8177

VI. SPECIALIZED KNOWLEDGE AND EXPERIENCE:

1. If application is for a position requiring aeronautical experience answer the following in detail:
   (a) Total solo hours ---- Last 12 months --- Last 36 months ---
   (b) Where did you receive your training ---------- Year -----

2. Give certificate, weight, and engine classifications, and any special ratings now held by you. Fill in the required information including "INSTRUCTOR RATING."*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Pilot certificate*
----------	-------	-------	-------

   (a) INSTRUMENT RATING ------- Scheduled ----------
   Nonscheduled ------ Other -------
   (b) Total all instruction ---------
   (c) Total all instrument ---------

3. State aeronautical military or service connection, together with rank and ratings which you hold ----------

4. Give number of solo hours appropriate to each weight and engine classification:*

Weight and engine classification	*Past 12 months*	*Past 36 months*	*Total*
----------	--------	-------	----

5. Give weight and engine classifications and other ratings previously held:*

Rating	*Date originally obtained*	*Date lapsed*
-------	----------	----------

6. What mechanic certificate do you hold? Aircraft mechanic ----- (Yes or no) Number --------
   Aircraft engine mechanic ------ (Yes or no) Number ------

7. Attach a general description of your aeronautical experience with reference to: ----------
   (a) Your flying experience. (b) Your experience as an instructor. (c) Other.

8. Attach a detailed description of your aeronautical experience concerning research, design, construction, inspection, maintenance, and repair.

9. List any professional societies or associations of which you are a member ----------

10. List any articles or books you have published. (Submit copies or indicate where copies are available) ----------

11. What foreign languages can you translate readily? None

12. To what organizations or clubs do you belong? National Federation of Federal Employees

VII. Give five references other than relatives or employers:

FULL NAME	FULL ADDRESS	OCCUPATION
C.C.Lenge	King County Airport, Seattle, WN.	Supt.of Airways
F.C.Hingsburg	U.S.Coast Guard, Seattle, WN.	Chief of Staff
G.B.Ashlock	Box 551 Rawlins, Wyo.	Mechanician
J. Sherman	Union and S.E.Morrison, Portland, Oregon.	Manager
R.E.Plapp	9124 N.E.Prescott, Portland, Oregon	Mechanic

*If necessary attach a detailed statement concerning this item.

16—8177

VIII. MISCELLANEOUS INFORMATION:

1. If You have any pecuniary interest in or own any stock in or bonds of any civil aeronautics enterprise, give the name of the institution(s) None

2. If you are related by blood or marriage to anyone in the employ of the U. S. Government or of the government of the District of Columbia, fill out the form below:

RELATIONSHIP	STATE NAME AND ADDRESS	AGENCY IN WHICH EMPLOYED
------	----------	----------

LEGAL VOTING RESIDENCE

STATE AND CONGRESSIONAL DISTRICT	COUNTY	CITY
Missouri	Jackson	Kansas City

4. If you now hold any elective or appointive Federal, State, or municipal office, give details ----------

5. If you have had military or naval (reserve or active) service, indicate: (*a*) Branch of service ------- (*b*) Highest rank attained ------ (*c*) Date enlisted --- (*d*) Date discharged ---

6. Have you established military preference with the U. S. Civil Service Commission? Yes ------ No NO

7. If so, check kind of preference below:
   5-point ----- Disability ------ Wife of disabled veteran ----- Widow of veteran -----

8. If you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, give details None

9. If you receive an annuity from the U. S. Government under the Retirement Act, describe its nature and amount None

10. To what extent do you use intoxicants? None

11. Are there any unsatisfied judgments on record against you? No If so, state amount, nature of judgment, name of creditor, and reason for nonpayment * -------

12. Have you ever had a surety bond canceled or any application declined by a bonding company? No
    If so, state particulars * --------

13. State amount of your unsecured outstanding obligations None

14. If you have been arrested, indicted, or convicted for a violation of law other than a minor traffic violation, or finally adjudged liable in damages in any civil proceedings for fraud, state name of court, nature and disposition of the case None

15. Have you ever been discharged or required to resign from any position? No If so, state the name of the organization and reason --------

16. If you have any income or concurrent connection in addition to your regular salary, state the amount per year and the source ** None

17. Do you own your home? No Rent house? Yes Rent apartment? No Board? No

18. Do you own real estate? No Value, $ -------- Incumbrance, $ --------

19. Do you own stocks, bonds, or securities? ------ Value, $ ------ Incumbrance, $ ------

20. How much life insurance do you carry? None

21. Have you ever been refused life insurance? No Why? ----------

I certify that the foregoing answers are correct to the best of my knowledge and belief. (Applications are thoroughly investigated. Any false statement is sufficient cause for rejection or dismissal after appointment.)

William M Mitchell
(Signature of applicant)

* If necessary, attach a detailed statement concerning any items that require amplification.
**Questions 16-21 are considered desirable in determining stability but may be omitted if applicant is reluctant to furnish information.

U. S. GOVERNMENT PRINTING OFFICE 16—8177

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Civil aeronautics authority ..... Date Sept. 9 1940

1. Name in full (Mr., Miss, or Mrs.) Mrs. Ketcher (Surname) William (Given name) Maurice (Middle name)
2. Present address Glen. Del. Kansas city, (Number) (Street) (City) Missouri. (State)
3. Legal (voting) residence Missouri (State and Congressional District) Jackson (County) Kansas City (City or town)
4. Where born Cal. San Francisco (State or foreign country) (City or town) When born June 24 1902 (Month Day Year)
5. If foreign-born, state whether naturalized or alien —
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
√			√			√		

7. Number and ages of dependents domiciled with you one 34 yrs
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Dept. of comm	Salt Lake	assistant							
aeronautics	city, Utah	airways keeper							
Division	LeRoy Nuga		$1440.00 pr yr	June	21	1928	Sept	13	1935
" "	Salt Lake	Handyman	$6.00 per day	Sept	15	1935	Nov	1	1935
Lighthouse	Destruction	assistant	$1320.00						
Service	Island	keeper	pr yr	Nov	6	1936	Sept	17	1938
	Portland Ore	assistant							
Service	Mar	keeper	$1320.00	Sept	17	1938	Aug	31	1940
" "	Dungeness								

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: no

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
—	Position — Department or office —	—
—	Position — Department or office —	—
—	Position — Department or office —	—

10. Do you now hold any State or municipal office? If so, state below: no

— (Title) — (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? no

— (Wife, widow, or orphan) — (Name of veteran) — (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
√							

Enlisted —	Discharged —	Enlisted —	Discharged —
Rank —	Rank —	Rank —	Rank —
Organization —	Organization —	Organization —	Organization —

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) —

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Union Pacific R.R.	Diesel Engineer maintaining Diesel Engines	14 yr. 10 mo

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Dolores Kitchen

Relationship Wife Post office address General Del. Kansas city, Mo.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

Williamm Kitchen
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

Form AB-30

DEPARTMENT OF COMMERCE

AERONAUTICS BRANCH

Kitchen, Wm. M. (Name)

Wyoming (Legal residence)

STATUS

DESIGNATION	SERVICE AND GRADE	SALARY	ACTION	STATION—DISTRICT	DATE OF EFFECT
Asst. Aircw. Pgr.	1500 1500	$1440	Trans.	LeRay, Wyo., 5th Dist.	7-1-33
"	"		Dis. W.O.P.	"	9-12-35

3/4

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: KITCHEN, WILLIAM M **DOB:** 6/24/1902 CA

Records checked:

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive negative 2 FILES

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive negative

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive negative

AND

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive negative

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive negative

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: possible CG service Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

out 40

File No. 1437

Name K I T C H E N, Mr. WILLIAM M.

BORN: June 24, 1902

Service COAST GUARD (L.H.S.)

U. S. GOVERNMENT PRINTING OFFICE 2—16322

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 54746

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date October 3, 1940.

Name: Kitchen, William M.

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No:

Nature of Recommendation

Separation by transfer

	FROM	TO
Position	Keeper	Jr. General Mechanic
Grade	Field (Range $1320-1680)	CU-6
Salary	$1320 p.a. plus $240 p.a.Qtrs.	$1680 p.a.
Bureau or Div.	U. S. Coast Guard	Department of Commerce
Organizational Subdivisions		Civil Aeronautics
Headquarters	Seattle, Washington	
Post of Duty	New Dungeness Lt. Sta.,Wash.	Kansas City, Mo.
Appropriation	Civilian Employees, C.G.	
Allotment		
Field or Deptl.	Field	

EFFECTIVE August 31, 1940.

Remarks:

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 6-24-1902

LEGAL RESIDENCE: Wyoming

SEX: M RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

Justification:

Mr. Kitchen's resignation is inclosed.

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD.

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

23 August,I940.

SEATTLE DISTRICT
AUG
26
1940
U. S. COAST GUARD

To; Commander,Seattle District
From: William M.Kitchen,Ist assistant Keeper,
via the Keeper,New Dungeness Light Station.

Subject: Letter of Resignation.

Reference:(a) Letter 21 August,I940.
(b) File 75.

I. I,hereby tender my resignation,as First assistant Keeper,at New Dungeness Light Station, to become effective at the close of 3I August,I940.

William M.Kitchen
William M Kitchen

Omar A. Bisdon
Keeper

July 1, 1939. Lighthouse Districts No. Seventeenth consolidated with Seattle Coast Guard District, Headquarters Seattle, Washington

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

William M. Ritchen (Name) — Wyo. (Legal Residence)

STATUS

DATE OF BIRTH 6-24-1902

DESIGNATION	SERVICE AND GRADE	SALARY	ACTION	BUREAU	STATION—DISTRICT	DATE OF EFFECT
Ast. Aerg. Kpr.	—	1440	Prob.	L. H.	LeRoy, Wyo. Salt Lake Dist	Jan. 16 1931
		JULY 1, 1933 - Transfer to AERONAUTICS BRANCH				
	SERVICES DISCONTINUED	close of Sept. 12, 1935 (W.S.P.)				
Keeper	—	1320	Reinst	L. H.	Destruction Island 17th Dist	11-9-36.
"		1380	Increase	"	" "	1-16-38
"	—	1320	Transfer	"	New Dungeness L.S.	10-1-38

D-82 CAK:PJN

DEPARTMENT OF COMMERCE
Lighthouse Service

LIGHTHOUSES Sept.

OCT 24 9 14 AM '38

Office of the Superintendent, 17th District
Portland, Oregon,

October 19, 1938

DEPARTMENT OF COMMERCE
OCT 26 1938
DIVISION OF PERSONNEL

R-1

CHANGE IN STATUS OF EMPLOYEE

Name: William M. Kitchen

Nature of action Transfer & Decrease in Pay

Effective Date October 1, 1938

	FROM	TO
Position	1st Assistant Keeper	1st Assistant Keeper
Pay	$1380 p.a. plus quarters valued at $240 per annum	$1320 p. a. plus quarters valued $240 per annum
Station	Destruction Island Light Station	New Dungeness Light Station

Remarks:
This change is reported in accordance with Department letter dated Sept. 14, 1938

CARDED

F.C. Hingsburg
Superintendent of Lighthouses

For and in the absence of the Superintendent

C. A. Knight
Chief Clerk.

10/27/38

Bureau of Lighthouses
Washington

October 25, 1938

Submitted to the Secretary of Commerce for information.

For the Commissioner:

Chief of Personnel Division

s-e-e

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

September 14, 1938.

M. William M. Kitchen

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change in station).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

CARDED EDW. J. GARDNER SEP 22 1938

Chief, Division of Personnel.

From: $1380 per annum

To: $1320 per annum

Service and grade:

Appropriation (unit): Field

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
SEP 24 1938
SHEET NO. 38-473
DEPARTMENT OF COMMERCE

F

17

GOVERNMENT PRINTING OFFICE 11—9051

B

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT,

DEPARTMENT OF COMMERCE
SEP 7 1938
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE
SEP 14 1938
DIVISION OF PERSONNEL

Portland, Ore. (City), August 30, 1938 (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer & Decrease in Pay

Name, William M. Kitchen

Position, ~~1st Asst.~~ Keeper

Location, New Dungeness Light Station

Effective, September 1, 1938

Legal residence, ~~Washington~~ Ore.

Proposed salary, $1320 p.a. plus qtrs. valued at $240 p.a.

Proposed range, $1320-1680 p.a. plus qtrs. valued at $240 p.a.

Appropriation, Salaries, Keepers of Lighthouses

[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, ~~Same~~ Keeper

Location, Destruction Island Light Station

Former salary, $1380 p.a. plus qtrs. valued at $240 p.a.

Former range, $1380-1740 p.a. plus qtrs. valued at $240 p.a.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Previous incumbent and his pay, Richmond E. Umdenstock (L.T.#391) $1320 p.a. plus qtrs. valued at $240 pa. Services terminated, to be close Aug. 31, 1938 or as soon thereafter as his transfed is approved.

Reason, Transfer 1st Asst. Keeper, Cape Flattery Light Station.

Members of family in Government service, one

Date of birth, June 24, 1902

Remarks: This employee has agreed to accept this transfer and same is not in violation of Section 2 Rule I of Civil Service Rules regarding religious, or political opinions or affiliations.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19-----

Secretary, Civil Service District.

F. C. Hingsburg
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 6

Submitted to the Secretary of Commerce, approved.

Action O. K.
Chief Clerk

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE

DIVISION OF PERSONNEL
WASHINGTON

To Dept

DEPARTMENT OF COMMERCE
FEB 3 1938
DIVISION OF PERSONNEL

December 10, 1937.

Mr. William M. Kitchen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of duties).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER DEC 11 1937

Chief, Division of Personnel.

From: $1320 per annum.

To: $1380 per annum.

CARDED

Service and grade: Field.

Appropriation (unit):

M
17

RETURN THIS COPY to the Dept showing in space below effective date of this change.

ENTERED ON DUTY Jan. 16, 1938

W P Harman
(Sig.)

W. P. Harman, Administrative Assistant
(Title)

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
FEB 12 1938
SHEET NO. 38-56
DEPARTMENT OF COMMERCE

SUPERINTENDENT
OF LIGHTHOUSES
PORTLAND, OREGON
37 DEC 17 AM 8:00
VESSELS
MECHN
SUPT
RECMDN
REPORT
RETURN
TO
PURCHSG
ACCTG
RECORDS

FEB 1 11 30 AM '38

CAK:F

Office of Superintendent of Lighthouses,
Portland, Oregon, December 21, 1937

Forwarded to William M. Kitchen, First Assistant, (Through the Keeper), Destruction Island Light Station, LaPush, Wash'n, for his information and files.

Change of duties and pay as outlined herein will take effect December 16, 1937.

For and in the absence of the Superintendent:

O. F. GANONG
Assistant Superintendent of Lighthouses

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
Nov 30 DEPARTMENT OF COMMERCE 8 AM '37
DEC 3 1937
DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Seventeenth DISTRICT.

Portland, Oregon (City), November 26 (Date), 1937

DEPARTMENT OF COMMERCE 10 AM 5
DEC 10 1937
DIVISION OF PERSONNEL

COMMISSIONER OF LIGHTHOUSES:

Action recommended, promotion in pay and grade. Legal residence, Oregon

Name, William M. Kitchen — Proposed salary, $1380 p.a., plus qrt. valued at $240 p.a.

Position, ~~First Assistant~~ Keeper — Proposed range, $1380 to $1740 p.a., plus qr.val.$240 p.a.

Location, Destruction Island Light Station — Appropriation, Salaries, Keepers of Lighthouses

Effective, December 1, 1937 — [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, ~~Second Assistant~~ Keeper — Former salary, $1320 p.a., plus qrt. valued at $240 p.a.

Location, Destruction Island Light Station — Former range, $1320 to $1680 p.a., plus qr.val.$240 p.a.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Lt # 374

Previous incumbent and his pay, Forrest M. Christner, $1380 p.a., plus qr.val.$240 p.a. Services terminated, Close Sept. 30, 1937

Reason, transferred to handyman, Seattle Lighthouse Depot.

Members of family in Government service, none. See Form 73 of November 26th, superseding a previous nomination for the transfer of Eugene E. Mead as first assistant keeper, Destruction Island light station. The revised recommendation is for the transfer of Mr. Mead to Cape Meares light station.

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19-----

E. C. MERRILL
Superintendent of Lighthouses

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 1 - 1937

Submitted to the Secretary of Commerce, approved.

Action O. K.
Chief Clerk

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

August 4, 1937.

The Civil Service Commission:

In accordance with the Commission's request of June 9, 1937 (file SRR:RD, Form 2857), there is transmitted herewith Form 124, executed by William M. Kitchen, in connection with his reinstatement as Keeper in the Lighthouse Service.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER AUG - 4 1937

Chief, Division of Personnel.

Enclosure.
C

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~

WASHINGTON

DIVISION OF PERSONNEL

THE CIVIL SERVICE COMMISSION:

August 11, 1937.

Transmitted herewith are the papers, indicated below by "x," in the case of William M. Kitchen who has been appointed to the following position:

Position ..... Keeper.

Salary ..... $1320.

Bureau ..... Lighthouses.

Cert. No. ..... U-17900 (reinstatement).

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER

AUG 12 1937

Chief, Division of Personnel.

~~Chief of Appointment Division.~~

Inclosure.

Examination papers

x Form 124

Form 2413

Form 2390

B

GPO 11—10670

Form 2857
October, 1931

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

SRR:RD

DEPARTMENT OF COMMERCE
JUN 10 1937
DIVISION OF PERSONNEL

June 9, 1937

The Honorable

The Secretary of Commerce

Sir:

The appointments of the persons named below, reported by your office, have not received final approval by the Commission because of the fact that the Declaration of Appointee, the Medical Certificate, or the Fingerprint Chart, indicated in each case by the letter symbol opposite the name of the appointee, has not been received.

Attention is invited to the fact that the regulations require that these forms be executed and filed at the time the appointee enters upon duty. Please furnish immediately the forms indicated so that there may be no further delay in the action to be taken in these appointments. The letter symbols indicating the forms required are:

(D), Declaration of Appointee.
(M), Medical Certificate.
(F), Fingerprint Chart.

Name	~~Appointed~~ *Reinstated	Designation	Bureau or Office	Forms required
Auger, Alfred c&c 7/3	10-30-36	Keeper	Ligthh. Ser. Fld.	D
Harville, Margaret M. c&c 7/3	9-1-36	Und. Clk-Typ.	For.&Domm. Comm. D. C.	D
Hasbeth, Francisco c&c 7/3	10-3-36	Keeper	Lighth. Ser. Fld.	D
Hochgesang, Charles H. c&c 7/3	10-1-36	Sr. Inst. Mkr.	Bur. of Stand.	D
Janssen, Theodore A. c&c 7/3	11-2-36	Asst. Econ. Ana.	Bu. of Census DC	D
Lindsey, George C., Jr. 8/11	10-13-36	Jr. Clk-Steno.	Bu. of Air Comm. Atlanta, Ga.	D
Kitchen, William M. 8/4	11-9-36	Keeper	Lighth. Ser. Fld.	D
Litzerman, George, J. c&c 7/3	9-11-36	Jr. Radio Oper.	Bu. of Air Comm. Fld.	D
Love, Mrs. Gladys E. c&c 7/3	10-8-36	Jr. Steno.	Bu.For.&Dom. Comm D. C.	D

*See Departmental Circular 137

Inclosure: Form 124 for each case

Bureau

U. S. CIVIL SERVICE COMMISSION.

File B

NO. _____

DATE OF BIRTH		
MONTH	DAY	YEAR
June	24	1902
SEX M	RACE W	
RETIREMENT AGE 65		

DATE	DESIGNATION	OFFICE

Kitchen (SURNAME) William (FIRST NAME) Maurice (SECOND NAME)

TOTAL CREDITED TO EMPLOYEE: 392898

DATE OF ORIGINAL APPOINTMENT: Mar. 15, 1928

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD	REMARKS
1931	23.10	5.00	18.10		0	18.10
1932	50.40	12.00	38.40		$18.10	56.50
1933	50.40	12.00	38.40		56.50	94.90
1934	50.40	12.00	38.40		94.90	133.30
1935	50.40	12.00	38.40		133.30	171.70
9-12-35	10.08	2.00	8.08		171.70	179.78
Ded. & ser.hist.cert.correct: (Sgd.) F. A. DeLong, Acting Chief, Appointment Division. Nov. 26, 1935						
Payment	234.78	55.00	179.78	22.74		257.52
						Check 29989 dated Dec. 18, 1935.
10-31-35	No deductions. Aggregate salary $171.50 - Tontine $1.00					
Not indebted on account of unearned leave.						
Service history certified correct: F. A. DELONG Acting Chief, Division of Personnel.						

MAR 31 1937

10 L. H. 3/31/37

NO.

(SURNAME)	(FIRST NAME)	(SECOND NAME)
Kitchen	William	Maurice

DATE OF BIRTH		
MONTH	DAY	YEAR
June	24	1902

SEX M RACE W

RETIREMENT AGE 65

LEGAL VOTING RESIDENCE		
STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
Wyoming	Unita	Fort Bridger

MILITARY SERVICE _____ YES _____ NO X

MILITARY PENSION OR WAR RISK COMPENSATION _____ YES _____ NO X

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	BASIC PAY			MOS.	DAYS	YRS.
	Temp.	Caretaker		$5 Mo.	3-15-28	Com-LHS-Thayer Jct., Wyo,			1935
	Tr.& Chg.Des.	" & Weather Obsvr.		100 Mo.	6-21-28	" LeRoy, Wyo.			Vai.
	Prob.A.	Asst.Airw.Kpr.(1200-1500)	$1200	1440 A*	1-16-31	" "			
	Trans.	" "	1200	1440 *	7-1-33	Com-Aero-5th Dist-LeRoy,Wyo.	0	10	2 6/30/30
	Disc.w.o.prej.		1200	1440 "	9-12-35	"			
	A.Uncl.**	Handyman	***	7.00 da.	9-26-35.	Com-Air-5th Dist-Salt Lake City,Utah.			
	Disch.w.o.prej.	"	***	7.00 "clo.	10-31-35	"			

***Employed intermittently - total of 24-1/2 days.

EDUCATION: (INDICATE NUMBER OF YEARS) COMMON SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4 DEGREES, IF ANY _____

SPECIAL QUALIFICATIONS _____

**Appt. under Section 4, C.S.Rule VIII

*Appointed at $1440; $240 p.a. deducted for quarters.

16—133

REQUEST FOR SERVICE RECORD

DEPARTMENT OF COMMERCE

(Department or Establishment)

Feb. 11, 1937

(Date)

SERVICE RECORD AND RETIREMENT DIVISION
U.S. CIVIL SERVICE COMMISSION
WASHINGTON, D.C.

Gentlemen:

It is requested that the complete official service record and retirement deductions by fiscal years be furnished for the following-named employee:

1. Name in full (Mr., Mrs., or Miss) ~~Kitchen, William H~~ (Surname) (First name) (Middle name)
(Give name or names under which service was rendered)
2. Date of birth ~~June 24, 1902~~ Date appointed to this office ~~Nov. 9, 1937~~
3. Service claimed as follows:

DEPARTMENT AND BUREAU	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
		2806 to							
		C.S.C.	11/26/35						
2806 to	~~11/9/37~~ 3/31/37								

4. Military and Naval Record. If any, check (✓) to indicate branch and other information, also give dates of enlistment and discharge. Under organization give company, regiment, and branch of service, i. e., infantry, artillery, marines, vessel, etc.:

None	Army	Navy	Marine Corps	Coast Guard	Pensioner	Veterans Bureau beneficiary

World War ☐ War with Spain ☐ Other ☐

MILITARY RECORD

ORGANIZATION	DATE OF ENLISTMENT OR COMMISSION	DATE OF HONORABLE DISCHARGE

Very respectfully,

FEB 11 1937
EDW. J. GARDNER.

Chief, Div of Personnel

(Title of appointing officer)

CIVIL SERVICE COMMISSION
Form 2865—March 1933

U. S. GOVERNMENT PRINTING OFFICE: 1933 10—417

E.O. D. 5-9-36

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Dept

DEPARTMENT OF COMMERCE

Department or Establishment Department of Commerce Lighthouse Service Date Oct. 8 1936

1. Name in full (Mr., Miss, or Mrs.) Mr. Kitchen (Surname) William (Given name) Maxwell (Middle name)
2. Present address General Delivery (Number) (Street) Portland (City) Oregon (State)
3. Legal (voting) residence Oregon (State and Congressional District) Multnomah (County) Portland (City or town)
4. Where born California (State or foreign country) San Francisco (City or town) When born June 24 1902 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
√			√			√		

7. Number and ages of dependents domiciled with you One 30 years
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Bureau of air comm	Le Roy Wyo Salt Lake	asst. airways keeper	$1440. per yr.	June	21	1928	Sept	13	1935
Bureau of air comm	Salt Lake city Utah	Handyman	$6.00 per day	Sept	16	1935	Nov	1	1935

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

DIVISION OF PERSONNEL ADMINISTRATION FEB 11 1937 DEPARTMENT OF LABOR

10. Do you now hold any State or municipal office? If so, state below:

None
(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

no
(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
√							

Enlisted ..... Discharged	Enlisted ..... Discharged .....
Rank ..... Rank	Rank ..... Rank .....
Organization ..... Organization	Organization ..... Organization .....

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) N O N E

SUPERINTENDENT OF LIGHTHOUSES PORTLAND, OREGON

1936 NOV 27 PM 8:13

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Union Pacific R.R.	Diesel Engineer maintaining Diesel engines in water service dept	1 yr. 10 mo

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Kitchen Dalores

Relationship wife Post office address gen. Delivery Portland Ore.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

W. M. Kitchen
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE: 1930 10—1930

CAK:A

Office of the Superintendent, 17th Dist.
Portland, Ore., Nov. 16, 1936

Forwarded in duplicate to the Commissioner of Lighthouses.

E. C. Merrill
Superintendent of Lighthouses

LIGHTHOUSES FEB 8 11 26 AM '37

1937 JAN - 8 - AM 9:20

SUPERINTENDENT OF LIGHTHOUSES PORTLAND, OREGON

1936 6 AM 9:14

NOV 20 11 40 AM '36 LIGHTHOUSES

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

DEPARTMENT OF COMMERCE
NOV 25 1936
DIVISION OF PERSONNEL

LIGHTHOUSES
Nov 20 11 40 AM '36

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

COMMERCE
(Department or Establishment)

17th Lighthouse District
(Bureau or Office)

I, WILLIAM M. KITCHEN, 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.

FILED ON COMPLETION OF PERSONNEL JOURNAL
Date 11/30/36

William M Kitchen
(Signature of Appointee)

Subscribed and sworn to before me this 2nd day of November, A. D. 193

at Portland, Oregon
(City or place) (State)

[SEAL]

[illegible]

Chief Clerk

CARDED

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

Position to which appointed Second Assistand Keeper, Destruction Island Light Station

Date of entrance on duty November 9, 1936.

U. S. GOVERNMENT PRINTING OFFICE: 1930 10—1689

Office of the Superintendent of Lighthouses, 17th Dist.
Portland, Ore., Nov. 16, 1936

Original forwarded to Commissioner of Lighthouses

E.C.Merrill, Superintendent of Lighthouses

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL November 2, 1936.

Mr. William M. Kitchen,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

~~Keeper~~

in the Lighthouse Service

at a salary of Thirteen Hundred and Twenty dollars per annum

effective upon entrance on duty.

Nature of appointment: Reinstatement.

Civil Service authority: Certificate No. U-17900

Classification allocation:

CARDED

By direction of the Secretary:

Respectfully,

NOV -9 1936

17
H

Acting Chief, Division of Personnel.
~~Chief of Appointment Division~~.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
NOV 14 1936
SHEET NO. 5237
DEPARTMENT OF COMMERCE

Appropriation (unit): Field

Vice: Cyril D. Beaulieu

Legal residence: Oregon

U.S. GOVERNMENT PRINTING OFFICE 11—8657

Form 1788
January 1934

UNITED STATES CIVIL SERVICE COMMISSION

SRR:JEH

WASHINGTON, D. C.

REINSTATEMENT CERTIFICATE No. U-17900

November 2, 1936.

DEPARTMENT OF COMMERCE
NOV 5 1936
DIVISION OF PERSONNEL

To the Secretary of Commerce
Washington, D. C.

Sir:

In response to your request of October 23, 1936, (Date) the following reinstatement is hereby authorized:

William M. Kitchen (Name) of (Residence)

FORMER STATUS	STATUS AUTHORIZED
Department of Commerce (Department)	Department of Commerce (Department)
Bureau of Air Commerce (Bureau or office)	Lighthouse Service (Bureau or office)
Assistant Airways Keeper (Position, grade, and salary)	Keeper (Position, grade, and salary)
$1440 per annum	$1320 per annum
Salt Lake City, Utah (City in which formerly employed)	Destruction Island Light Station (City in which to be employed)
September 12, 1935, discharged w.o.p. (Date and manner of separation)	

Subject to satisfactory report on fingerprint chart.

Mr. Kitchen has been rated eligible on Form 375.

Action must be taken upon the authority contained in this certificate and report made to the Commission within thirty days.

Very respectfully,

L. A. Moyer

L. A. Moyer, Chief Examiner.

NOTE.—The certificate as issued is subject to the provisions of the act making appropriations for the department, bureau, or establishment.

16—293 U. S. GOVERNMENT PRINTING OFFICE

Form S. S. 93-A

[1] STATEMENT TO ACCOMPANY REINSTATEMENT RECOMMENDATIONS

DEPARTMENT OF COMMERCE

WASHINGTON

Name: William M. Kitchen Date of Birth: June 24, 1902

Address: 83rd and Sandy Blvd., Portland, Oregon.

Members of family (if any) in the service— None

Name: Relationship:

Where employed:

What particular need the person proposed for reinstatement can fill that can not just as well be filled by promotion or appointment from a register: Previous service in Department of Commerce as assistant airways keeper, weather observer and handyman, which is believed to be valuable experience for a keeper in the Lighthouse Service.

Such other reasons favoring reinstatement as may be applicable:

CASES OF REINSTATEMENT OF FORMER EMPLOYEES

Total length of service: Unappointed service as weather observer from about 1928. Appointed Asst. Airways Kpr. 1/16/31; disc.reduction of force 9/12/35. Rir (appointed service - 4yrs,7mo.27d)

Number of days of sick leave taken during last year of employment:

Number of occasions when such leave was taken:

Last efficiency rating:

Reason for leaving the service. (If by resignation, whether such resignation was entirely of employee's own initiative and volition):

Whether unqualifiedly recommended for further Government employment. (Should be answered "Yes" or "No"):

If removed on charges or permitted to resign in lieu of removal, give résumé of charges or reasons, or attach copy:

Chas A Park

Head of Bureau.

Acting Commissioner of Lighthouses

[1] This Form should accompany Form S. S. 93, "Personnel Recommendation," when reinstatement is proposed.

U. S. GOVERNMENT PRINTING OFFICE 1930

REQUEST FOR REINSTATEMENT

of William M. Kitchen

FIRST INDORSEMENT

(To be executed by department or office where person was formerly employed)

Commerce (Department), October 23, 1936 (Place and date)

Returned to Commerce

1. Total length of service 1-16-31 - 9-12-35

2. How many days sick leave were taken during last year of employment? State number of occasions when such leave was taken Not of record

3. What was his latest efficiency rating? Not rated

4. What was the reason for his leaving the service? Reduction in force

5. If he resigned, was such resignation entirely of his own initiative and volition?

6. Is he unqualifiedly recommended for further Government employment? Yes

7. If removed on charges or permitted to resign in lieu of removal, give resumé of charges, or reasons, or attach copy:

(Signature)

(Title)

SECOND INDORSEMENT

(To be executed by department or office in which reinstatement is proposed)

Commerce (Department), October 23, 1936. (Date)

To the U. S. Civil Service Commission:

Certificate for the reinstatement of the person named in the basic communication is requested, such reinstatement being desirable for the following reasons:

1. State what particular need he can fill that can not just as well be filled by promotion or appointment from a register:

Previous experience in the Department renders his reinstatement more desirable than a selection from the register.

2. State any other reasons favoring reinstatement

Forms 2390, 2413, 375, and affidavit as to marital status are attached for the Commission's consideration.

By direction of the Secretary: (Signature) EDW. J. GARDNER OCT 26 1936

(Title) Chief, Division of Personnel.

P

U. S. GOVERNMENT PRINTING OFFICE: 1931 10—1780

Standard Form No. 15
Approved by the President March 10, 1928

REQUEST FOR REINSTATEMENT

Commerce
(Department, bureau, or office)

WASHINGTON, D. C., October 23, 1936

(To be executed by department in which reinstatement is proposed and sent to department or office where person was formerly employed)

To: Civil Service Commission

With a view to the reinstatement of William M. Kitchen, date of birth June 24, 1902, who resides at 83 Sandy Boulevard, Portland, Oregon it is requested that the information called for in the first indorsement hereon be furnished this department:

FORMER STATUS:	STATUS TO BE AUTHORIZED:
Commerce (Department)	Commerce (Department)
Air Commerce (Bureau or office)	Lighthouses (Bureau or office)
Assistant Airways Keeper, $1440 per annum (Position, grade, and salary)	Keeper, $1320 per annum (Position, grade, and salary)
LeRoy, Wyoming (City in which formerly employed)	Destruction Island Light Station (City in which to be employed)
Sept. 12, 1935, w.o.p. reduction in force (Date and manner of separation)	None (Members of family in civil service)*

MILITARY OR NAVAL RECORD

By direction of the Secretary: (Signature)

(Official title) Chief, Division of Personnel.

Inclosure.

* State names, degree of relationship, and where employed.

NOTE.—The reverse side of this request must be properly executed in all cases. If reinstatement is proposed in the same department or office where formerly employed, the same officer may sign the basic communication and First Indorsement. If former service was in a different department, the First Indorsement must be signed by the proper official of the department where formerly employed.

10—1730

CAK:A

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, OREG.

IN REPLYING REFER TO
DATE OF THIS LETTER AND
FILE No.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
OCT 21 1936
APPOINTMENT

DEPARTMENT OF COMMERCE
1936 OCT 20 PM 1 54

LIGHTHOUSE SERVICE
OFFICE OF SUPERINTENDENT, 17TH DISTRICT
PORTLAND, OREG.

OCT 19 11 39 AM '36

October 15, 1936

Commissioner of Lighthouses:

1. Reference is made to Bureau telegram of October 13th requesting affidavit as to marital status, form 2948, William M. Kitchen.

2. There is forwarded herewith affidavit as to marital status, subscribed and sworn to by Mr. Kitchen, which has been completed however, on the form mimeographed in this office from one previously furnished by the local Civil Service Manager.

3. As to form 2948, this office has no information and does not understand what is required.

4. As to the affidavit as to marital status, the Bureau is advised that the local Civil Service Manager has notified this office that this form is no longer required but Civil Service Form 124(b), Declaration of Appointee is required in lieu thereof. The records of this office indicate that form 124(b), properly completed, was forwarded with the nomination for Mr. Kitchen's reinstatement.

For and in the absence of the Superintendent

C. F. Ganong

C. F. Ganong
Assistant Superintendent

- - - - - - -

Bureau of Lighthouses
Washington **October 20, 1936**

Submitted to the Secretary of Commerce, attention being invited to the Bureau's indorsement submitting nomination for reinstatement under date of October 13.

If, as above indicated, the marital status affidavit is no longer required in such cases, the Bureau will discontinue the submission of same.

Bu advised the form is required B.

For the Commissioner:

Chief of Personnel Division

HLM

CAK:A

Form 73

NOMINATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE OCT 15 1936 LIGHTHOUSES APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT.

1936 OCT 15 AM 10:19

Portland, Oregon (City) October 7, 1936 (Date) 19

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

DEPARTMENT OF COMMERCE OCT 20 1936 APPOINTMENT DIVISION

Action recommended, Reinstatement

Name, William Maurice Kitchen

Position, Keeper, (Second Assistant)

Location, Destruction Island Light Station

Effective, Oct. 16, 1936,

[1] ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, Asst. Airways Keeper

Location, Bu. of Air Commerce

Legal residence, Oregon

Proposed salary, $1320. per A plus quarters valued at $240. per A

Proposed range, $1320 to $1680. per A plus quarters valued at $240. per A

Appropriation, Salaries, Keepers of Lighthouses

Former salary, $1440 p.a.

Former range, (Bu)

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

(Lt. #375)

Previous incumbent and his pay, Cyril D. Beaulieu $1320 per A

Services terminated, to be as soon as his transfer recommended for Slip Point Light Station, is approved

Reason,

Members of family in Government service, None.

Remarks: Form 375 in triplicate; Civil Service form 124b, Declaration of Appointee; 2413, Certificate of medical examination; form 2390, finger print chart are enclosed herewith.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

Action O.K. *Secretary, Civil Service District.*

E. C. Merrill
Superintendent of Lighthouses

Chief Clerk

BUREAU OF LIGHTHOUSES
WASHINGTON

October 13, 1936

Submitted to the Secretary of Commerce, approved. In addition to the forms mentioned under remarks above, it appears that the marital status affidavit will be necessary. The Bureau has requested the Superintendent to forward this form, and it will be submitted upon receipt in this office. Form S.S.93-A is herewith.

Mr. Kitchen was employed as assistant airways keeper from January 16, 1931, to the close of September 12, 1935, at which time it is understood his services were terminated owing to the discontinuance of the station at which he was employed. In addition to that service, it is understood that he was employed as a caretaker and weather observer beginning about 1928, and that he has had subsequent employment in the Bureau of Air Commerce as a handyman or laborer.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

Form 875
May 1934

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such. All answers must be in ink or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

GIVE DATES AND PERIODS OF TIME REQUIRED IN YEARS AND MONTHS AS ACCURATELY AS POSSIBLE

1. (a) Give your name Kitchan, William Maurice (b) Are you a citizen of the United States? Yes (Yes or No)

2. Give (a) the date of your birth June. 24. 1902 (b) the place of your birth San Francisco, Cal.

3. Give in the blanks below a detailed statement of your education, including dates:

(a) Grammar school: Attended from September, 1908 to May, 1918 Highest grade completed 8

(b) High school: Name and location

Attended from ____, 1____ to ____, 1____ Highest grade completed ____ Were you graduated? ____

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree conferred	Date of degree
Name	Location	From	To		Name	Sem. hrs. in major		

(d) Specify here any specialized courses which you have completed in high school, college, or elsewhere, and indicate the credits received for each course

4. Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment.

	Place of employment	Dates of employment (Month and year)	NAME AND ADDRESS OF EMPLOYER (Give street address and city and State. If unemployed, give own address at that time)	Yearly salary or net earnings	NAME OF POSITION AND DESCRIPTION OF DUTIES
1	City Travel State ing	From May 22, 19__ To Aug 26, 19__	Business for self		Printing
2	City POint of State ROcksWyo	From Aug 26, 19__ To June 28, 19__	UniOn pacificR.R. Point of RocksWyo	$95.92 per mo.	Deisel engineer
3	City Leroy State yo	From June 28, 19__ To Sept 35, 19__	Dept.of Commerce	$1440.00 per yr.	Asst.Airways Keeper
4	City Salt Lake State City, Utah	From Sept 35, 19__ To Nov 35, 19__	Bureau of Air Commerce special appointment	$6.00 per day.	Handyman, in charge paint crew.
5	City State	From ____, 19__ To ____, 19__			
6	City State	From ____, 19__ To ____, 19__			
7	City State	From ____, 19__ To ____, 19__			
8	City State	From ____, 19__ To ____, 19__			
9	City State	From ____, 19__ To ____, 19__			

IF MORE SPACE IS REQUIRED, CONTINUE YOUR ENTRIES ON A SEPARATE SHEET ARRANGED AS ABOVE

16—497

Form 375
May 1934

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Rating _____

Application No. _____

The applicant will carefully fill ALL blank spaces

Position sought Asst. Lighthouse Keeper
(Give exact title of position or examination)

in the Dept of Commerce
Lighthouse Service
(Department and bureau or office)

Present position (if now employed) _____
(Title)

N. B.—Applicant will write plainly full name (if a woman, stating whether Miss or Mrs.) and post-office address in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made to the Commission in writing.

Name of Applicant W. M. Kitchen

Number and Street Gen del

Post Office Portland

County Multnomah

State or Territory Oregon

Applicant will not fill the following blanks

Kind of examination _____

Place _____

Date _____

Application _____ *approved* _____, 19____

By whom _____ *approved* _____

U. S. GOVERNMENT PRINTING OFFICE 16—497

5. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the time you have worked at each, and when, where, and under whom, giving places and dates. (If you have served an apprenticeship, so state.)

One yr. ten mo. Deisel engineer Union Pacific railroad.
August 1926 to June 1928. Point of Rocks Wyo.
Seven yrs. 3 mo. Asst. Airways Keeper. Operating Kohler plants.
Seven yrs. Two experience in carpenter work such as minor repairs and upkeep of buildings, also interior and exterior painting.
Two months painting towers, buildings and repairing same.
One yr operating motor and rowing boat.

6. If not now employed, state how long you have been unemployed

Unemployed since November 1935.

7. If ever in the United States military or naval service, give dates of enlistment and discharge

8. (a) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? Yes

	Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
(b) If so, give information indicated regarding each examination.	Airways Keeper	13th Civil serv. Denver, Colo.	May, 1929	Yes
	Handyman	Salt Lake City, Utah.	Sept, 1935	Yes

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of 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."

(*Signature of Applicant*) W. William M Kitchen
(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full)

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED

JURAT OR OATH

[The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, *before whom the applicant must appear in person.*]

Subscribed and duly sworn to before me according to law by the above-named applicant, this 5th day of October, 1936, at city [or town] of Portland, county of Multnomah, and State [or Territory or District] of Oregon

(*Signature of officer*) Graham R. Glen

(*Official title*) Notary Public State of Oregon

My Commission Expires Dec 1. 1939

December 9, 1935.

L. A. Moyer, Chief Examiner,
The Civil Service Commission,
Washington, D. C.

Sir:

Reference is made to your letter dated December 6, 1935, relative to the application for refund in the case of William Maurice Kitchen, former assistant airways keeper, in the Bureau of Air Commerce at LeRoy, Wyoming.

You are advised that Mr. Kitchen was discontinued without prejudice because of the abolishment of his position by the Bureau.

Respectfully,

F. A. DELONG

DEC 10 1935

MLH:DB

Acting Chief of Appointment Div.

COMMISSIONERS

HARRY B. MITCHELL, PRESIDENT
LUCILLE FOSTER McMILLIN
LEONARD D. WHITE

LAWSON A. MOYER, CHIEF EXAMINER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D.C.

DEPARTMENT OF COMMERCE

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE SRR:GK:ML
R-392898
AND DATE OF THIS LETTER

1935 DEC - 7 - AM 8:38

December 6, 1935

CHIEF CLERK

DEPARTMENT OF
COMMERCE
DEC - 7 1935
APPOINTMENT
DIVISION

Chief Clerk,
Department of Commerce,
Washington, D.C.

My dear Sir:

This office is in receipt of an application for refund of retirement deductions under the Act of May 29, 1930, in the case of William Maurice Kitchen, former assistant airways keeper, in the Bureau of Air Commerce, at LeRoy, Wyoming.

Form 2806, retirement record card, gives the reason for separation as "Discontinued without prejudice". In order that it may be determined whether refund should be based upon the total amount of deductions, or upon the total amount less the sum of one dollar per month for each month that the employee has served the major fraction thereof since July 1, 1930, information is requested as to the exact reason for separation particularly as to whether the separation was voluntary or involuntary.

By direction of the Commission:

Very respectfully,

L. A. Moyer

L.A. Moyer,
Chief Examiner.

NO. _____

DATE OF BIRTH		
MONTH	DAY	YEAR
June	24	1902
SEX M	RACE W	
RETIREMENT AGE	65	

DATE	DESIGNATION	OFFICE

Kitchen (SURNAME) William (FIRST NAME) Maurice (SECOND NAME)

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD	TOTAL CREDITED TO EMPLOYEE	DATE OF ORIGINAL APPOINTMENT 3-15-28 REMARKS
1931	$23.10	$5.00	$18.10			$18.10	Ded. began 1-16-31
1932	50.40	12.00	38.40		18.10	56.50	
1933	50.40	12.00	38.40		56.50	94.90	
1934	50.40	12.00	38.40		94.90	133.30	
1935	50.40	12.00	38.40		133.30	171.70	
9-12-35	10.08	2.00	8.08		171.70	179.78	
Ded. and ser. hist. cert. correct: Nic				F. A. DELONG		Acting	Chief, Appointment Division.

NOV 26 1935

appl. for refund
to C.S.C.
11/26/35.

RETIREMENT RECORD CARD—CIVIL SERVICE COMMISSION FORM 2806—FEB., 1931 16—183 U. S. GOVERNMENT PRINTING OFFICE: 1931

NO.

Kitchen William Maurice
(SURNAME) (FIRST NAME) (SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
June	24	1902

SEX M RACE W

RETIREMENT AGE 65

LEGAL VOTING RESIDENCE		
STATE AND CONG. DISTRICT	COUNTY	CITY OR TOWN
Lycoming	Uintah	Ft. Bridger

MILITARY SERVICE ____ YES ____ NO X

MILITARY PENSION OR WAR RISK COMPENSATION ____ YES ____ NO X

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE		
			PAY LESS ALLOWANCES	BASIC PAY			MOS.	DAYS	YRS.
	Temp.	Caretaker		$5 M.	3-15-28	Com-LHS-Thayer Junction, Wyo.			
	Trans.Chg.Des.	" & Wthr.Obs.		100 "	6-21-28	" LeRoy, Wyoming			
	Disc.	"		100 "	1-15-31	" "			
	Prob.Appt.	Asst.Air.Kpr.(1200-1500)	1200*	1440 A	1-16-31	" "			
	Trans.	"	1200*	1440 "	7-1-33	Com-Aero-5th-Leroy, Wyoming			
	Disc. WOP	"	1200*	1440 "clo.	9-12-35	"			
	(Due to position being abolished - separation involuntary)								

*Deduction of $240 A. for qtrs. provided by Government.

EDUCATION: (INDICATE NUMBER OF YEARS)

COMMON SCHOOL 1 2 3 4 5 6 7 X

HIGH SCHOOL 1 2 3 4

COLLEGE 1 2 3 4

DEGREES, IF ANY ____

SPECIAL QUALIFICATIONS Caretaker site 9 Leroy, Wyo., for 2 yrs. 7 mos.; minor metreological observer.

IN REPLY REFER TO

REF. NO.

DEPARTMENT OF COMMERCE
BUREAU OF AIR COMMERCE
WASHINGTON

DEPARTMENT OF COMMERCE
OCT 23 1935
APPOINTMENT DIVISION

October 22, 1935

Memorandum for the Chief of Appointment Division:

Reference is made to Department notice dated August 19, 1935, covering the discontinuance of Assistant Airways Keeper William M. Kitchen, effective date to be reported.

Mr. Kitchen's services were discontinued effective at the close of September 12, 1935.

Donald Bartlett

Donald Bartlett,
Chief, Administrative Division.

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
OCT 28 1935
SHEET NO. 4886
DEPARTMENT OF COMMERCE

August 19, 1935.

Mr. William M. Kitchen,

Through the Director of Air Commerce.

Sir:

In view of the abolishment of your position the Department, upon recommendation of the Director of Air Commerce, has discontinued, without prejudice, your services as assistant airways keeper at $1440 per annum in the field service of the Bureau of Air Commerce, effective on a date later to be determined.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER AUG 19 1935

Chief of Appointment Division.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
SEP 21 1935
SHEET NO. 4875
DEPARTMENT OF COMMERCE

B

CARDED

Form AB-83

PERSONNEL RECOMMENDATION

DEPARTMENT OF COMMERCE
Bureau of Air Commerce
~~-AERONAUTICS BRANCH-~~

JFO

DEPARTMENT OF COMMERCE
AUG - 9 1935
APPOINTMENT DIVISION

District Manager
Office of ~~Supt. of Airways~~ Fifth Dist.

Salt Lake City, Utah (City) July 15, 1935. (Date)

THE ASSISTANT DIRECTOR ~~FOR AIRWAYS~~ of Air Commerce:

The following personnel change is respectfully recommended: without prejudice / Bu.

DEPARTMENT OF COMMERCE
AUG 14 1935
APPOINTMENT DIVISION

Nature of recommendation: Discontinuance (due to abolishment of position)

Civil Service authority:

Name: William M. Kitchen Eod. 1/16/31

Legal residence: Wyoming #4 No Mil Pay.

	FROM—	TO—
Position	Assistant Airway Keeper	
Salary range	$1200-1500 A	
Salary	$1440 less $240 for quarters	
Station	LeRoy, Wyoming, Site 9 SL-0	
Appropriation	Air Navigation Facilities.	

Bureau says this man is hardly more than a caretaker and is not qualified for telegraphist

Effective date: to be reported

Previous incumbent and his pay: -

Disposition: -

REMARKS: Discontinuance this employee being recommended inasmuch as keeper personnel at this site is being discontinued and the position abolished. Due to separation being involuntary, tontine deductions should be refunded.

C C Longe

District Manager ~~Superintendent of Airways.~~

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
AUG 19 1935
DEPARTMENT OF COMMERCE

~~Office of District Manager, Dist.,~~ (City)

~~Selection regular, subject to the action of the U.S. Civil Service Commission,~~ ~~19~~

~~Dist. Civil Service Manager.~~

8/19/35

AERONAUTICS BRANCH
WASHINGTON

THIS IS A CIVIL SERVICE POSITION

August 2, 1935 (Date)

Submitted to the Secretary of Commerce, recommending approval. It is further recommended that the resulting vacancy be discontinued.

Mr. Kitchen does not desire transfer to another station, and the District Manager does not recommend him as suitable for assignment to any other point in the district.

Action Dd KJ JCN

Eugene L. Vidal,
Director of Air Commerce.

Asst. to Sec'y

U. S. GOVERNMENT PRINTING OFFICE: 1934 11-111089

Standard Form No. 17
Approved by the President, March 26, 1926

AERONAUTICS BRANCH

REPORT ON PROBATIONARY APPOINTEE

CHIEF CLERK

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

1931 JUN 22 AM 11 31

DEPARTMENT OF COMMERCE JUN 22 1931 APPOINTMENT DIVISION

Department of Commerce
(Department)

Lighthouse Service, Airways Division (Bureau or office) Salt Lake City, Utah June 16, 1931.
(Place and date)

To Commissioner of Lighthouses:
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on July 15, 1931., ~~1932~~ .

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) ~~(she)~~ is considered qualified for absolute appointment.

Name William M. Kitchen

Position Asst. Airways Keeper

Salary $1440. Annum

Appropriation Air Navigation Facilities.

Station Site 9 SL-0, LeRoy, Wyoming.

Date of entrance on duty January 16th, 1931.

Remarks:

CARDED

Submitted:

(Signature of immediate superior)
Airways Mechanician

JUN 20 1931

Submitted to Secretary of Commerce for his information

(Head of bureau or office)
Airways Engineer

GOVERNMENT PRINTING OFFICE 10—1732

For the Commissioner,

Chief, Personnel Division

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

DEPARTMENT OF COMMERCE
FEB 2 - 1931
APPOINTMENT DIVISION

PERSONAL HISTORY

(Statement to be prepared by appointee in his own handwriting)

Bureau, division, or office U.S. Department of Commerce, Lighthouse Service, Airways Division.

1. Name in full William Maurice Kitchen.

2. Legal (voting) residence Wyoming, Precinct no. 4, Uinta, Fort Bridger.
(State and Congressional District) (County) (City or town)

3. Where born? California, San Francisco. When born? June 24, 1902.
(State or foreign country) (City or town) (Month—Day—Year)

4. If foreign, state whether naturalized or alien

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male √	Female	Single	Married √	Divorced	Widowed	White √	Colored

6. A complete record of your past civil service for the United States Government:

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year

CARDED

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ____ Discharged ____ Enlisted ____ Discharged ____

Organization ____ Organization ____

8.

EDUCATION (Circle number of years)	Common school	High school	College	Degrees, if any
	1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

9. State special qualifications Caretaker at Site #9-S L-O, LeRoy, Wyo. for two years and seven months, Minor meteorological observer.

10. Name, relationship, and address of person to be notified in case of emergency:

Dolores Kitchen, wife.
(Name) (Relationship)

LeRoy Wyoming.
(Post office address)

I certify that the foregoing answers are correct to the best of my knowledge and belief.

W. M. Kitchen.
(Name as usually written and which will be used as official signature)

January 26, 1931. Present address LeRoy, Wyoming.
(Date)

10—1659 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION
1931 FEB 2 PM 3 47

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

U. S. Department of Commerce,
(Department or Establishment)

Lighthouse Service, Airways Division.
(Bureau or Office)

I, William ~~Maurice~~ Kitchen., 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.

William ~~Maurice~~ Kitchen.
(Signature of Appointee)

CARDED

Subscribed and sworn to before me this 26 day of January A. D. 1931

at Mountain View, Wyoming,
(City or place) (State)

P. O. REPORT DATE

[SEAL]

Wm Kenyon
Notary Public

My Commission Expires June 21 1931

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

Position to which appointed Assistant Airways Keeper, Site 9, SL-O, ~~Kut~~LeRoy, Wyoming.

Date of entrance on duty January 16, 1931.

GOVERNMENT PRINTING OFFICE 10—1039

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 12, 1931

Mr. William M. Kitchen,

Through the Commissioner of Lighthouses.

Sir

You have been appointed, subject to taking the oath of office,

Assistant Airways Keeper

in the Lighthouse Service

at a salary of One Thousand Four Hundred Forty dollars per annum

effective January 1, 1931, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary

Civil Service authority: Manager, Thirteenth Civil Service District.

Classification allocation:

CARDED

By direction of the Secretary:

Respectfully,

JAN 17 1931

F. A. DELONG

Acting Chief of Appointment Division.

L

Appropriation (unit): Air Commerce

Vice: New position

Legal Residence: Wyoming.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JAN 24 1931
SHEET NO. 2138
DEPARTMENT OF COMMERCE

11-8657

Form 73

AERONAUTICS BRANCH

DEPARTMENT OF COMMERCE
JAN 8 1931
APPOINTMENT DIVISION

LIGHTHOUSES
1930 DEC 26 PM 12 31

1931 JAN 5 PM 2

CHIEF CLERK

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Airways Engineer.
OFFICE OF ~~SUPERINTENDENT OF LIGHTHOUSES~~, Salt Lake DISTRICT.

Salt Lake City, Utah. (City) December 18 (Date), 1930.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probational appointment.

DEPARTMENT OF COMMERCE
JAN 12 1931
APPOINTMENT DIVISION

Name, William M. Kitchen

Position, Assistant Airways Keeper

Location, Site 9, SL-O. LeRoy, Wyoming.

Effective, January 1, 1931.

Legal residence, Fort Bridger, Wyo.

Proposed salary, ~~$1200~~ per annum. * 1440 - Reg Bureau.

Proposed range, $1200 - ~~$1500~~. ok

Appropriation, Air Navigation Facilities.

{ [1] ~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

Former position, None. New position.

Location, - -

Former salary, - -

Former range, - -

No pay

Rank on eligible list, 22nd Rating, 77.50 Percentage, , Other eligibles considered: 3

Previous incumbent and his pay, ~~None~~. New Position (Lt.#2742) Services terminated, - -

Reason, - -

Members of family in Government service, None

Date of birth, June 24, 1902.

Remarks: Deduction of $240.00 per annum will be made for living quarters furnished. Mr. Kitchen has been employed as caretaker at Site 9 at $100 per month since June 21, 1928, and is familiar with every detail of the duties at this site.

Selection regular, subject to the action of the
U. S. Civil Service Commission, DEC 22 1930, 19.....

J. H. Teicher
Secretary, Thirteenth Civil Service District.

W. P. Kline
Airways Engineer.

BUREAU OF LIGHTHOUSES
WASHINGTON

January 6, 1931

RG/HLM

Submitted to the Secretary of Commerce, approved. * As the cash salary of this position under the designation of Caretaker has been $100 per month, it is recommended that appointment as Assistant Airways Keeper be at the gross rate of $1440 per annum, including family quarters valued at $240 per annum, retirement deductions to be made from the gross rate of $1440. It is recommended that position be authorized accordingly. Field Classification sheet is inclosed.

ACTION TAKEN
JAN 14 1931
DEPARTMENT OF COMMERCE

W. P. Harman
Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE

Description of duties of field positions

Bureau No.: Lt.# 2742

Name: **William M. Kitchen**

Bureau: Lighthouses

Salary: ~~$1200~~ **$1440** per annum

Salary Range: $1200-~~$1560~~ 1500

Position: Assistant Airways Keeper

Station: **LeRoy, Wyoming,**
Salt Lake Airways District.

Description of duties:

Making and recording of weather observations, including barometric pressure, temperature, wind direction and velocity, cloud conditions, ceiling heights, visibility range, and general weather conditions, such as rain, snow, fog, hail, electrical disturbances, storms, etc.

Transmitting on telegraph typewriters reports of observations at scheduled periods; operating signal panels in accordancewith instructions from central communication station; reporting passage and landing of aircraft; assistaing operators of aircraft that land at the station in various ways, such as helping to move the aircraft to desired position for parking or taking off; getting motors started; advising where transportation, supplies or mechanical assistance may be obtained; rendering first aid and sending for medical assistance in cases of accident, etc.; maintaining lights and making replacements of bulbs, fuses, etc.; reporting failures of equipment which cannot be remedied by simple adjustments or replacements; keeping all glassware (globes, lenses, mirrors, etc.) in a clean and serviceable condition; painting metal and woodwork when required; inspecting conditions of landing field surfaces; checking incipient washes; reporting any considerable erosions which require correction by grading or resurfacing; placing emergency markers to warn aircraft against landing in these places, and arranging for the protection of Government property against loss or damages by trespassers.

414

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: KITCHEN, WILLIAM M **DOB:** 1902 CA 6/24/

Records checked:

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive negative 2 FILES

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive negative

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive negative

AND

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive negative

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive negative

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: possible CG service Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

WILLIAM M. KITCHEN

WILLIAM M. KITCHEN

Draft

Transcanadian 5/1/40

OUT FILES

CAK:A

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT.

Portland, Oregon (City) October 7, 1936 (Date), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement

Name, **William Maurice Kitchen**

Position, **Keeper, Second Assistant**

Location, **Destruction Island Light Station**

Effective, **Oct. 16, 1936,** {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Legal residence, **Oregon**

Proposed salary, **$1320. per A plus quarters valued at $240. A**

Proposed range, **$1320 to $1680. per A plus quarters valued at $240. per A**

Appropriation, **Salaries, Keepers of Lighthouses**

Former position, Asst Airway Keeper

Location, Bu. of Air Commerce

Former salary, $1440 pa

Former range,

Rank on eligible list, Rating, Percentage, (12th), Other eligibles considered:

Air Comm., Asst Prof. 1/16/31 @ $1440
Dism (Reduce) 9/12/35

Previous incumbent and his pay, Cyril D. Beaulieu (Lt. #375) $1320 per A

Services terminated, **as soon as his transfer recommended for Slip Point Light Station, is approved**

Reason,

Members of family in Government service, None.

Remarks: Form 375 in triplicate; Civil Service form 12½b, Declaration of Appointee; 2413, Certificate of medical examination; form 2390, finger print chart are enclosed herewith.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

Secretary, Civil Service District.

E. C. Merrill
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

October 13, 1936

Submitted to the Secretary of Commerce, approved. In addition to the forms mentioned under remarks above, it appears that the marital status affidavit will be necessary. The Bureau has requested the Superintendent to forward this form, and it will be submitted upon receipt in this office. Form S.S.95-A is herewith.

Mr. Kitchen was employed as assistant airways keeper from January 16, 1931, to the close of September 12, 1935, at which time it is understood his services were terminated owing to the discontinuance of the station at which he was employed. In addition to that service, it is understood that he was employed as a caretaker and weather observer beginning about 1928, and that he has had subsequent employment in the Bureau of Air Commerce as a handyman or laborer.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

Form S. S. 93-A

[1] STATEMENT TO ACCOMPANY REINSTATEMENT RECOMMENDATIONS

DEPARTMENT OF COMMERCE

WASHINGTON

Name: William M. Kitchen Date of Birth: June 24, 1902

Address: 83rd and Sandy Blvd., Portland, Oregon.

Members of family (if any) in the service— None

Name: Relationship:

Where employed:

What particular need the person proposed for reinstatement can fill that can not just as well be filled by promotion or appointment from a register: Previous service in Department of Commerce as assistant airways keeper, weather observer and handyman, which is believed to be valuable experience for a keeper in the Lighthouse Service.

Such other reasons favoring reinstatement as may be applicable:

CASES OF REINSTATEMENT OF FORMER EMPLOYEES

Total length of service: Unappointed service as weather observer from about 1928. Appointed Asst. Airways Kpr. 1/16/31; disc.reduction of force 9/12/35. Rix (appointed service - 4yrs,7mo.27d)

Number of days of sick leave taken during last year of employment:

Number of occasions when such leave was taken:

Last efficiency rating:

Reason for leaving the service. (If by resignation, whether such resignation was entirely of employee's own initiative and volition):

Whether unqualifiedly recommended for further Government employment. (Should be answered "Yes" or "No"):

If removed on charges or permitted to resign in lieu of removal, give résumé of charges or reasons, or attach copy:

Head of Bureau.

Acting Commissioner of Lighthouses

[1] This Form should accompany Form S. S. 93, "Personnel Recommendation," when reinstatement is proposed.

U. S. GOVERNMENT PRINTING OFFICE: 1930

Form 375
May 1934

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.

(NONCOMPETITIVE)

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of any such paper, is a violation of the law and punishable as such. All answers must be in ink or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

GIVE DATES AND PERIODS OF TIME REQUIRED IN YEARS AND MONTHS AS ACCURATELY AS POSSIBLE

1. (a) Give your name Kitchen, William Maurice (b) Are you a citizen of the United States? Yes (Yes or No)

2. Give (a) the date of your birth June, 24, 1902 (b) the place of your birth San Francisco, Cal.

3. Give in the blanks below a detailed statement of your education, including dates:

(a) Grammar school: Attended from September, 1908, to May, 1918 Highest grade completed 8

(b) High school: Name and location _____

Attended from _____, 1____, to _____, 1____ Highest grade completed _____ Were you graduated? _____

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree conferred	Date of degree
Name	Location	From	To		Name	Sem. hrs. in major		

(d) Specify here any specialized courses which you have completed in high school, college, or elsewhere, and indicate the credits received for each course

4. Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment.

	Place of employment	Dates of employment (Month and year)	NAME AND ADDRESS OF EMPLOYER (Give street address and city and State. If unemployed, give own address at that time)	Yearly salary or net earnings	NAME OF POSITION AND DESCRIPTION OF DUTIES
1	City Provol State ing	From May 22, 19__ To Aug 26, 19__	Business for self		Printing
2	City Point of State Rocksyo	From Aug 27, 19__ To June 28, 19__	Union pacific R.R. Point of Rocksyo	$95.92 per mo.	Deisel engineer
3	City Leroy State yo	From June 28, 19__ To Sept 35, 19__	Dept. of Commerce	$1440.00 per yr.	Asst. Airways Keeper
4	City Salt Lake State Cty. Utah	From Sept 35, 19__ To Nov 37, 19__	Bureau of Air Commerce special appointment	$6.00 per day.	Handyman, in charge paint crew.
5	City State	From, 19__ To, 19__			
6	City State	From, 19__ To, 19__			
7	City State	From, 19__ To, 19__			
8	City State	From, 19__ To, 19__			
9	City State	From, 19__ To, 19__			

IF MORE SPACE IS REQUIRED, CONTINUE YOUR ENTRIES ON A SEPARATE SHEET ARRANGED AS ABOVE 16—497

Form 375
May 1934

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.
(NONCOMPETITIVE)

Rating _____

Application No. _____

The applicant will carefully fill ALL blank spaces

Position sought Asst. Lighthouse Keeper
(Give exact title of position or examination)

in the Dept of Commerce
Lighthouse Service
(Department and bureau or office)

Present position (if now employed) _____
(Title)

N. B.—Applicant will write plainly full name (if a woman, stating whether Miss or Mrs.) and post-office address in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made to the Commission in writing.

Name of Applicant William M Kitchen

Number and Street Gen del

Post Office Portland

County Multnomah

State or Territory Oregon

Applicant will not fill the following blanks

Kind of examination _____

Place _____

Date _____

Application _____ approved _____, 19____

By whom _____ approved _____

U. S. GOVERNMENT PRINTING OFFICE 16—497

5. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the time you have worked at each, and when, where, and under whom, giving places and dates. (If you have served an apprenticeship, so state.)

One yr. ten mo. Helper on linear union pacific railroad. August, 1926 to June 1928. Point of Rocks Wyo.
Seven yrs. 5 mo. Asst. Airways Keeper, Operating Kohler plants.
Seven yrs. two experience in carpenter work such as minor repairs and upkeep of buildings, also interior and exterior painting.
Two months painting towers, buildings and repairing same.
One yr operating motor, and rowing boat.

6. If not now employed, state how long you have been unemployed

Unemployed since November 1935.

7. If ever in the United States military or naval service, give dates of enlistment and discharge

8. (a) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? Yes

(b) If so, give information indicated regarding each examination.

Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
Airways Keeper	13th Civil serv. Denver, Colo.	May, 1929	Yes
Handyman	Salt Lake City, Utah.	Sept. 1935	Yes

I, the undersigned, do solemnly swear (or affirm) that the statements made by me in answer to each and all of 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."

(*Signature of Applicant*) William M Kitchen
(Sign your first name in full, your middle initial or initials, if you have any, and your surname in full)

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED

JURAT OR OATH

[The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, *before whom the applicant must appear in person.*]

Subscribed and duly sworn to before me according to law by the above-named applicant, this 2nd day of October, 1936, at city [or town] of Portland, county of Multnomah, and State [or Territory or District] of Oregon

(*Signature of officer*) Graham Killam

(*Official title*) Notary Public State of Oregon

My Commission Expires Dec 1. 1939.

commissioner of lighthouses

hlm

lighthouses

washington dc oct 13 1936

superintendent lighthouses portland oregon

forward affidavit marital status form two nine four eight

william m kitchen

KING

confirmation

Via McKay

CAK:A

LIGHTHOUSES
OCT 19 11 39 AM '36

October 15, 1936

Destruction 13 20

Commissioner of Lighthouses:

1. Reference is made to Bureau telegram of October 13th requesting affidavit as to marital status, form 2948, William M. Kitchen.

2. There is forwarded herewith affidavit as to marital status, subscribed and sworn to by Mr. Kitchen, which has been completed however, on the form mimeographed in this office from one previously furnished by the local Civil Service Manager.

3. As to form 2948, this office has no information and does not understand what is required.

4. As to the affidavit as to marital status, the Bureau is advised that the local Civil Service Manager has notified this office that this form is no longer required but Civil Service Form 124(b), Declaration of Appointee is required in lieu thereof. The records of this office indicate that form 124(b), properly completed, was forwarded with the nomination for Mr. Kitchen's reinstatement.

For and in the absence of the Superintendent

C. F. Ganong
Assistant Superintendent

- - - - - - - - -

Bureau of Lighthouses
Washington

October 20, 1936

Submitted to the Secretary of Commerce, attention being invited to the Bureau's indorsement submitting nomination for reinstatement under date of October 13.

If, as above indicated, the marital status affidavit is no longer required in such cases, the Bureau will discontinue the submission of same.

For the Commissioner:

Chief of Personnel Division

HLM

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
~~APPOINTMENT DIVISION~~
WASHINGTON

DIVISION OF PERSONNEL November 2, 1936.

Mr. William M. Kitchen,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

at a salary of Thirteen Hundred and Twenty dollars per annum

effective upon entrance on duty.

Nature of appointment: Reinstatement.

Civil Service authority: Certificate No. U-17900

Classification allocation:

By direction of the Secretary:

Respectfully, [illegible]

17
H

Acting Chief, Division of Personnel.
~~Chief of Appointment Division~~.

Appropriation (unit): Field

Vice: Cyril D. Beaulieu

Legal residence: Oregon

NOV 3 5 19 M '36
LIGHTHOUSES

U. S. GOVERNMENT PRINTING OFFICE 11—8057

NOV 10 1936

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

November 24, 1936

Superintendent of Lighthouses: Portland, Oregon.

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION William M. Kitchen - kpr., 2a ~~Destruction Island~~

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

Personal history sheets are herewith returned for completion. Legal residence is not shown (3); also item 13. Please examine all forms carefully before forwarding to the Bureau with a view to avoiding the necessity for their return for completion.

For the Commissioner:

R. J. Gross,
Chief of Personnel Division.

HLM

Ed Kpr. 2a
November 9, 1936

District _____ Date _____

Returned to Commissioner of Lighthouses:

Superintendent of Lighthouses.

10

13600

CAK:A

LIGHTHOUSES
FEB 8 11 26 AM '37

February 4, 1937

Commissioner of Lighthouses:

1. Complying with Bureau form letter of Nov. 24, 1936, requesting corrections on standard form 6, Personal History Statement, William M. Kitchen, there is forwarded herewith in duplicate, this form with data filled in as requested.

2. These statements will be examined in this office in the future and see that all blank spaces are completed.

E. C. Merrill
Superintendent of Lighthouses

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Department of Commerce Lighthouse Service Date Oct 5 1936

1. Name in full (Mr., Miss, or Mrs.) Mr. (Surname) Kitchen William (Given name) Maurice (Middle name)
2. Present address General Delivery (Number) Portland (Street) Oregon (City) (State)
3. Legal (voting) residence Oregon (State and Congressional District) Multnomah (County) Portland (City or town)
4. Where born California (State or foreign country) San Francisco (City or town) When born June 24 1902 (Month Day Year)
5. If foreign-born, state whether naturalized or alien
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male	Female	Single	Married	Divorced	Widowed	White	Colored	
✓			✓			✓		

7. Number and ages of dependents domiciled with you One 30 Years
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
Bureau of Air comm.	Le Roy Wyo Salt Lake	Asst. airways Keeper	$1440.00 per yr.	June	21	1928	Sept	13	1936
Bureau of Air comm	Salt Lake city, Utah	Handyman	$6.00 per da	Sept	15	1935	Nov	1	1935

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office None	

10. Do you now hold any State or municipal office? If so, state below:

(Title) (Location) None (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

(Wife, widow, or orphan) No (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None ✓	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

Enlisted ..... Discharged .....
Rank ..... Rank .....
Organization ..... Organization .....

[OVER]

10—1930

SUPERINTENDENT
OF LIGHTHOUSES
PORTLAND, OREGON

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) NONE

1936 NOV 27 PM 8:13

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
Union Pacific R.R.	Diesel Engineer maintaining Diesel engines in Water service Dept	1 yr. 10 mo.

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify Kitchen Dolores

Relationship wife Post office address Gen. Delivery Portland Ore

I certify that the foregoing answers are correct to the best of my knowledge and belief.

W. M. Kitchen
(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE: 1936 10—1930

CAK:A

Office of the Superintendent, 17th Dist.
Portland, Ore., Nov. 16, 1936

Forwarded in duplicate to the Commissioner of Lighthouses.

E. C. Merrill
Superintendent of Lighthouses

Dept. Ed Kpr. 2a
November 9 1936

FEB 8 11 26 AM '37
1936 NOV - 6 - AM 9:14
1937 JAN - 8 - AM 9:20
NOV 20 11 40 AM '36
SUPERINTENDENT OF LIGHTHOUSES PORTLAND, OREGON

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

June 15, 1937

Superintendent of Lighthouses: **Portland, Oregon**

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION **William M. Kitchen, Keeper (2A) $1320**
Destruction Island

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

Complete the enclosed form and return to the Bureau promptly.

For the Commissioner:

C. J. Ludwig, Jr.
Chief Clerk

see

Portland, Oregon
District 17th Date July 29, 1937

Returned to Commissioner of Lighthouses:
1. Civil Service Form 124, Declaration of Appointee, completed by William M. Kitchen, is enclosed herewith as requested.

E. C. Merrill
Superintendent of Lighthouses.

To dept informally

13600

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
PORTLAND, OREG. CAK:F
IN REPLYING REFER TO
DATE OF THIS LETTER AND
FILE No.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES
Nov 13 11 39 AM '37

OFFICE OF SUPERINTENDENT, 17TH DISTRICT
PORTLAND, OREG.

November 8, 1937

Commissioner of Lighthouses,
Washington, D. C.

Transmitted herewith is Form 73, revised nomination recommending the transfer and demotion in grade and pay of E. E. Mead from keeper of Point Retreat light station, 16th Lighthouse District, Alaska, to assistant keeper, Cape Meares light station.

The enclosed nomination cancels and supersedes nomination of October 22, 1937 recommending that Mr. Mead be transferred from keeper of Point Retreat light station at $1440 per annum to assistant keeper, Destruction Island light station at the same rate of pay.

The position of assistant keeper at Cape Meares light station has developed since submission of the nomination of October 22. It is considered desirable that the vacancy at Cape Meares be filled by the transfer of Mr. Mead. A separate nomination will be submitted for the promotion of W. M. Kitchen, present second assistant keeper at Destruction Island light station to fill the position of first assistant keeper at that station.

E. C. MERRILL
Superintendent of Lighthouses

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

November 17, 1937

Superintendent of Lighthouses
Portland, Oregon

Reference is made to your letter of November 8 proposing the cancellation of the transfer of Eugene E. Mead from Point Retreat in the 16th District to Destruction Island in your district at $1440 per annum, which was approved by Department letter of November 2, and the substitution therefor of the nomination for transfer of Mr. Mead to Cape Meares at $1380 ($1260-1620) per annum.

In view of your statement that Mr. Mead's transfer to your district is at his request, it should be effected in accordance with the rule established in Bureau Circular No. 390, dated June 12, 1933, which provides that transfer from a higher to a lower range shall be at the corresponding salary step. In the event, therefore, that your office still desires to cancel Mr. Mead's transfer to Destruction Island at $1440 and effect his transfer to Cape Meares instead, the nomination may be resubmitted showing the proposed pay at $1320 per annum.

The nomination of William M. Kitchen for promotion to first assistant keeper at Destruction Island is also returned herewith, it appearing that no action should be taken on it until further information is received regarding the transfer of Mr. Mead.

It is noted that Form 73 is being received from your office in duplicate only. Your attention is invited to Bureau unnumbered circular of September 3, 1937, in which it is stated that the Department requires personnel recommendations be submitted to it in duplicate, which requires that they be received in the Bureau in triplicate. Until further notice, therefore, it is requested that nominations be submitted to reach the Bureau in triplicate. Attention is invited also to the fact that the first name and middle initial should be used on nominations.

For the Commissioner:

W. P. Harman,
Administrative Assistant

Enclosures
hlm/sec

LIGHTHOUSES
Nov 30 11 25 AM '37

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Seventeenth DISTRICT.

Portland, Oregon (City), November 26 (Date), 1937

COMMISSIONER OF LIGHTHOUSES:

Action recommended, promotion in pay and grade.

Name, William M. Kitchen

Position, First Assistant Keeper

Location, Destruction Island Light Station

Effective, December 1, 1937 [1 ~~the actual date of entrance on duty~~ or as soon thereafter as he enters on duty.

Legal residence, Oregon

Proposed salary, $1380 p.a., plus qrt. valued at $240 p.a.

Proposed range, $1380 to $1740 p.a., plus qr.val.$240 p.a.

Appropriation, Salaries, Keepers of Lighthouses

Former position, Second Assistant Keeper

Location, Destruction Island Light Station

Former salary, $1320 p.a., plus qrt. valued at $240 p.a.

Former range, $1320 to $1680 p.a., plus qr.val.$240 p.a.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

LT #374

Previous incumbent and his pay, Forrest M. Christner, $1380 p.a., plus qr.val.$240 p.a. Services terminated, Close Sept. 30, 1937

Reason, transferred to handyman, Seattle Lighthouse Depot.

Members of family in Government service, none.

Remarks: See Form 73 of November 26th, superseding a previous nomination for the transfer of Eugene E. Mead as first assistant keeper, Destruction Island light station. The revised recommendation is for the transfer of Mr. Mead to Cape Meares light station.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19.....

..... Secretary, Civil Service District.

E. C. MERRILL
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 1 - 1937

Submitted to the Secretary of Commerce, approved.

W. P. HARMAN
Acting Commissioner of Lighthouses.

[1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE

DIVISION OF PERSONNEL

WASHINGTON

December 10, 1937.

Mr. William M. Kitchen,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of duties).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

Chief, Division of Personnel.

From: $1320 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

M

17

DEC 13 10 Sr VW .31
LIGHTHOUSES

DEC 13 1937

D-82

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of the Superintendent, 17th District
Portland, Oregon, January 27, 1938

LIGHTHOUSES
FEB 1 11 30 AM '38

CHANGE IN STATUS OF EMPLOYEE

Name: **William M. Kitchen**

Nature of action **Promotion in pay and grade.**

Effective Date **December 16, 1937**

	FROM	TO
Position	**Second Assistant Keeper**	**First Assistant Keeper**
Pay	**$1320 (plus quarters valued at $240) per annum**	**$1380 (plus quarters valued at $240) per annum**
Station	**Destruction Island Light Station**	**Destruction Island Light Station**

Remarks:
This change is reported in accordance with Department letter dated

December 10, 1937

E. C. Merrill
Superintendent of Lighthouses

Bureau of Lighthouses
Washington

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 17th DISTRICT.

Portland, Ore. (City), August 30, 1938 (Date), 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer & Decrease in Pay

Name, William M. Kitchen

Position, 1st Asst. Keeper

Location, New Dungeness Light Station

Effective, September 1, 1938

Legal residence, Washington

Proposed salary, $1320 p.a. plus qtrs. valued at $240 p.a.

Proposed range, $1320-1680 p.a. plus qtrs. valued at $240 p.a.

Appropriation, Salaries, Keepers of Lighthouses

[1] ~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

Former position, Same

Location, Destruction Island Light Station

Former salary, $1380 p.a. plus qtrs. valued at $240 p.a.

Former range, $1380-1740 p.a. plus qtrs. valued at $240 p.a.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

(L.T. #391)

Previous incumbent and his pay, Richmond E. Understock, $1320 p.a. plus qtrs. valued at $240 pa. Services terminated, to be close Aug. 31, 1938 or as soon thereafter as his transfer is approved.

Reason, Transfer 1st Asst. Keeper, Cape Flattery Light Station.

Members of family in Government service, one

Date of birth, June 24, 1902

Remarks: This employee has agreed to accept this transfer and same is not in violation of Section 2 Rule I of Civil Service Rules regarding religious, or political opinions or affiliations.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

Secretary, Civil Service District.

F. C. Hingsburg
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 6 [illegible]

Submitted to the Secretary of Commerce, approved.

W. P. HARMAN

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

Form A-38

DEPARTMENT OF COMMERCE

DIVISION OF PERSONNEL

WASHINGTON

September 14, 1938.

M. William M. Kitchen

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change in station).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

SEP 22 1938

Chief, Division of Personnel.

From: $1380 per annum

To: $1320 per annum

Service and grade:

Appropriation (unit): Field

RETURN THIS COPY to the Dep't showing in space below effective date of this change.

ENTERED ON DUTY .....

(Date) (Title)

F

17

SEP 23 1938

GOVERNMENT PRINTING OFFICE 11—9051

D-82 CAK:PJN

LIGHTHOUSES

OCT 24 9 14 AM '38

DEPARTMENT OF COMMERCE
Lighthouse Service

Office of the Superintendent, 17th District
Portland, Oregon,

October 19, 1938

CHANGE IN STATUS OF EMPLOYEE

Name: William M. Kitchen

Nature of action Transfer & Decrease in Pay

Effective Date October 1, 1938

	FROM	TO
Position	1st Assistant Keeper	1st Assistant Keeper
Pay	$1380 p.a. plus quarters valued at $240 per annum	$1320 p. a. plus quarters valued $240 per annum
Station	Destruction Island Light Station	New Dungeness Light Station

Remarks:
This change is reported in accordance with Department letter dated Sept. 14, 1938

F.C. Hingsburg
~~Superintendent~~
Superintendent of Lighthouses

For and in the absence of the Superintendent

C. A. Knight
Chief Clerk.

Bureau of Lighthouses
Washington

October 25, 1938

Submitted to the Secretary of Commerce for information.

For the Commissioner:

R. J. GROSS
Chief of Personnel Division

S-O-S

75

75

U. S. COAST GUARD (5)
REC'D JAN 12 1940 By
ANS'D

Seattle

8 January, 1940.

From: Commander, Seattle District.
To: KITCHEN, W. M., Assistant Keeper, Smith Island Station.

Subject: Orders; resumption of regular station and duty.

1. Effective upon the reporting of two enlisted men at Smith Island Light station, on or about 15 January, 1940, your temporary assignment at that station is terminated. Proceed via the CG-271, to New Dungeness Light station and resume your regular station and duties.

2. No expense is indicated and none is authorized.

W. H. HUNTER,

M.P.Jensen, Lieut.Comdr.
Personnel Officer.

Copy to:
Headquarters
CG-271
New Dungeness Light Sta.,

Subject: KITCHEN, W. M.; New Dugeness Light Station, New Dungeness, Washington. January 29, 1940.

(Copy)

1. 27 January, 1940, 11:30 a.m. subject-named man was injured overlifting while getting station boat out of water. He evidently strained ligaments in back and legs. Witness was Orval A. Risdon (Keeper). Notice was delayed on account of bad weather and inability to get ashore on account of same.

- - - -

STANDARD FORM NO. 6
(Approved by the President 3/28/24)
Revised Dec. 5, 1929

SEATTLE WASH. MAR 26 1940 U.S. COAST GUARD

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or establishment U.S. COAST GUARD. Date MARCH 23, 1940

1. Name in full (Mr., Miss, or Mrs.) MR. KITCHEN (Surname) WILLIAM (Given name) MAURICE (Middle name)
2. Present address ____ (Number) ____ (Street) SEQUIM (City) WASH. (State)
3. Legal (voting) residence ____ (State and Congressional District) MULTNOMAH (County) ORE (City or town)
4. Where born CAL. (State or foreign country) SAN FRANCISCO (City or town) When born JUNE 24 1902 (Month Day Year)
5. If foreign-born, state whether naturalized or alien —
6. Indicate sex, marital condition, and race by check, thus: √ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male	Female	Single	Married	Divorced	Widowed	White	Colored
√			√			√	

7. Number and ages of dependents domiciled with you ONE 33 YEARS
8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
DEPT OF COMM.	SALT LAKE	ASST. AIRWAYS	$1440.00	JUNE	21	1928	SEPT	13	1936
AERONAUTICS	CITY, UTAH.	KEEPER	PER YR						
DIVISION.									
" "	" "	HANDYMAN	$6.00	SEPT	16	1936	NOV	1	1936
U S		SECOND							
LIGHTHOUSE	DESTRUCTION	ASST. KEEPER	$1320.00	NOV	6	1936	SEPT	17	1938
SERVICE	ISLAND. PORTLAND, ORE		PER YR.						
" "	NEW DUNGENESS	1ST. ASST. KEEPER	$1320.00	SEPT	17	1938	—	—	1940

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: NO

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below: NO

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? NO

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (√) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
√							

Enlisted ____ Discharged ____
Rank ____ Rank ____
Organization ____ Organization ____

Enlisted ____ Discharged ____
Rank ____ Rank ____
Organization ____ Organization ____

[OVER]

10—1930

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) ——— ———

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE
UNION PACIFIC R.R.	DEISEL ENGINEER MAINTAINING DEISEL ENGINES	1 YR. 10 MO.

15. Education. Indicate by circling the number of years:

Common school	High school	College	(Name of college, degrees, and dates conferred)
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

16. In case of emergency, notify DOLORES KITCHEN

Relationship WIFE Post office address SEQUIM WASH

I certify that the foregoing answers are correct to the best of my knowledge and belief.

W. M. Kitchen

(Name as usually written and which will be used as official signature)

U. S. GOVERNMENT PRINTING OFFICE 10—1930

[redacted] copy of this form will be sent to the [redacted]

In re:"Report termination of total or partial disability" -- Injury in case of William M. KITCHEN, 27 January, 1940, New Dungeness Lt.Station.

75

Seattle District 1st Indorsement Seattle, Washington, 26 March, 1940.

From: Commander, Seattle District.
To : U.S. Employees Compensation Commission, Washington, D.C.

1. Forwarded.

FILE T. Le. B.

W. H. MUNTER,

M.P. JENSEN, Lt.Comdr.,
Personnel Officer.

HEADQUARTERS. Second Indorsement. Washington, D.C. 1 April, 1940. Med075

From: Commandant.
To : U.S. Employees' Compensation Commission, Washington, D.C.

1. Forwarded.

By direction.

T. C. ROBERTSON,
Chief, Civilian Personnel.

MAILED APR 2 - 1940 MAIL DEPT

Med-75

1 April, 1940.

Second Indorsement.

From: Commandant.
To : U.S. Employees' Compensation Commission, Washington, D.C.

Subject: KITCHEN, William M.; injury, 6 December, 1939.

1. Forwarded.

By direction.

T. O. ROBERTSON,
Chief, Civilian Personnel.

MAILED
APR 2 - 1940
MAIL DEPT

Seattle, Wash.,
26 April, 1940.

Medical Officer in Charge,
U.S. Employees' Compensation Commission,
Old Land Office,
Washington, D.C.

Subject: W. M. Kitchen, injury.
Reference: (a) Your letter, 9 April, 1940, file 681203
Inclosure: 1. Statement of W. M. Kitchen.
2. Statement of O. A. Risdon, Keeper.

1. On receipt of reference (a), Mr. Kitchen was requested to furnish all information requested therein. His reply, together with the Keeper's statement, is inclosed herewith.

2. It is believed you have a record of previous injuries reported by Mr. Kitchen, with statement of witnesses in each case indicated on Form C.A.2.

3. The following is a record of leave of absence of subject named man for the last three years:

1937 - Annual and compensatory,	36 days.				
1938 - " " "	6 " ,	Sick leave,	46 days.		
1939 - " " "	57 " ;	" "	15 "		
1940 - " " "	37 " ,				

Leave from 29 January to 18 March, 1940, was due to injury sustained 27 January, but as Mr. Kitchen had exceeded sick leave allowances, this was charged to annual and compensatory leave. A portion of the annual and compensatory leave shown during previous years may also have been due to sick leave or injury, but not so charged. It is known that all leave taken in 1938 was due to injury sustained on 23 April, 1938. In 1939, he was granted 15 days of sick leave in March, evidently not due to injury, but nature of illness is not known. In December, 1939, 6½ days were granted due to injury sustained 6 December, 1939. This office has no reason to doubt Mr. Kitchen's credibility. It is believed his back was trained due to heavy lifting, and that this trouble is aggravated each time he lifts or moves heavy equipment, which is required of a keeper at light stations.

Yours very truly,

W. H. MUNTER,

(S) M. P. JENSEN, Lieut. Comdr.
Personnel Officer.

Med-75

FILE

1 May, 1940.

First Indorsement.

From: Commandant.
To : U.S. Employees' Compensation Commission, Washington, D.C.

Subject: William M. Kitchen, First Assistant Keeper; injury.

1. Forwarded.

By direction.

T. O. ROBERTSON,
Chief, Civilian Personnel.

MAILED
MAY 2 - 1940
MAIL DESK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

New Dungeness Light Station,
18 April, 1940.

To: Commander, Seattle District.
From: Wm. M. Kitchen, First Assistant Keeper.
(Through the Keeper)
New Dungeness Light Station.

Subject: Injury, 27 January, 1940.
Ref: Letter dated 15 April, 1940.

1. In compliance with your request for more detailed explanation of injury sustained, the following data is given as accurate as possible to obtain.

2. On 27 January, 1940, Saturday, 11:30 A.M., the following injury occurred while performing regular duties in line of pumping and bailing water out from station boat. During the period in question a southeast wind came up, and a rough sea developed, to the extent of making it impossinle to land the boat at dock, making it necessary to drag boat up on the beach. Weight of boat estimated to be around four hundred pounds, Keeper O. A. Risdon, assisted at time, also witnessed same.

3. This caused an aggravation to previous injuries suatained on Destruction Island Light Station, which data will be found on enclosed sheets.

4. Carried on regular duties such as watches, until Monday, 12:30 P.M. 29 January, when it became impossihle to stand or walk properly.
Went to General Hospital for treatments, under the care of Dr. J.L. McFadden, Pt. Angeles, Wash.

5. Any heavy lifting will cause excessive strain and soraness to affected parts.

Respectfully,

Wm. M. Kitchen,
First Asst. Keeper.

Sworn to before me on April 22, 1940,
at Sequin, Washington.
(S) J. P. Hagan, Asst. P.M.

(COPY)

Previous injuries

8 January, 1938, Saturday 9:30 A.M.

First injury occurred at Destruction Island Light Station performing duties in line of minor repairs on water pump. Injury caused while cranking motor on water pump, advanced spark kicked badk and through me against wall, causing hurt in back over left hip.
No person assisting, no medical treatment available.
Carried on regular duties.
Witnesses: J. Peterson, Keeper
Werner Storm, Relief Keeper.

---

23 April, 1938, 12:30 P.M. Saturday.
Second injury occurred at Destruction Island Light Station performing duties in line of assisting with installation of Radio equipment weighting approximately four hundred pounds, and was carried at a distance of one hundred to one hundred and fifty feet, up a stairway.
This overlifting and carrying, caused excessive strain on back and hip, at same position of 8 January, 1938, injury.
Assisting in lifting were, Mr. O. A. Taylor, Mr. Morris.
Witnesses were J. Peterson, Keeper.....J.L. Preston, Radioman.
Went to U.S.P.H. Service, Portland, Ore., for treatments.
10 April, 1939.
Third injury occurred at New Dungeness Light Station, performing duties in line of assisting to install fog horns, estimated weight four hundred to five hundred pounds, Stationary lifting on same caused ligaments in left hip and leg to become strained and tender.
P. Cassidy, assisted in lifting.
Witness, Wallace Ervin,Keeper,
Dr. J. L. McFadden, attending case.

6 December, 1939.
Fourth injury occurred at New Dungeness Light Station performing duties in line of launching boat, weight about four hundred pounds, lifting and dragging boat about one hundred feet.
Strained ligaments in back, left hip and leg at position of previous injuries, stated above.
Witness Ted Menzony, second assistant keeper.
Dr. J. L. McFadden attending case.

Fifth injury occurred at New Dungeness Light Station, 27 January, 1940, Saturday, 11:30 A.M. Detailed information given in foregoing letter.

Respectfully,

Wm. M. KITCHEN,
First Assistant Keeper.

Sworn to before me on April 22, 1940,
at Sequin, Washington.
(S) Jack S. Hogan, Asst. P.M.

Treasury Department
U.S. COAST GUARD

Seattle District
New Dungeness Light Station
18 April 1940.

From: Keeper, New Dungeness Light Station.
To : Commander, Seattle District.

Subject: Injury of Mr. Kitchen (Keeper's statement)

Reference: (a) Your letter dated 15 April, 1940 (75).
(b) Paragraph 3, reference letter.

Sir:

To the best of my knowledge, Mr. Kitchen's troubles are all due to injuries received while stationed at Destruction Island Light Station. During our service of about six months together it has been noted that any heavy lifting or other strenuous work causes an aggrevation of the injured parts. Immediately following the performance of any heavy duties the claimant complains of extreme pain in the small of the back and in the left leg.

It has not been noted that the claimant complains at any time except after the performance of heavy duties.

Respectfully,

Orval A. Risdon,
Keeper.

Standard Form No. 16
Approved by the President March 10, 1926

REQUEST FOR TRANSFER

1940 AUG 7 AM 8 51

DEPARTMENT OF COMMERCE
ADMINISTRATOR OF CIVIL AERONAUTICS
(Department, commission, or office)

WASHINGTON, D. C., August 5, 1940

U. S. Civil Service Commission

Washington, D. C.

Approval is requested of the following transfer (or nominal reinstatement for purpose of transfer):

Name: William M. Kitchen of Sequim, Washington
(Post office address)

FROM	TO
Treasury (Department)	Commerce (Department)
U. S. Coast Guard (Bureau or office)	Administrator of Civil Aeronautics (Bureau or office)
Keeper, $1320 per annum (Plus $240 p.a. for qtrs.) (Position, grade, and salary)	Junior General Mechanic, CU-6, $1680 p.a. (Position, grade, and salary)
Portland, Oregon (City in which now employed)	Kansas City, Missouri (City in which to be employed)

The minimum salary rate in the grade in the bureau or office in which services are to be employed is $ 1680 p.a. (See note 4 below.)

Copy to Director of Personnel
Treasury Department
Washington, D. C.
for information

(Signature) G. H. Dorsey

(Official title) Chief, Appointment Section

NOTES

1. Any facts rendering this transfer necessary or desirable should be stated for the information of the Commission.

2. A transfer from a nonapportioned to an apportioned position of a person who is a resident of a State having an excess of apportioned appointments may be made only upon the certificate of the appointing officer that the transfer is required in the interest of good administration, setting forth in detail the reasons therefor. It should appear that the appointment is necessary because of some special requirement of the place or qualification of the person for the place which can not otherwise be reasonably met.

3. In case of transfer from one clerical position to another, state fully the qualifications of the person rendering the transfer desirable.

4. The certificate to be issued is subject to the provisions of the act making appropriations for the department, bureau, or establishment.

5. An Act approved February 14, 1922, prescribes that when an employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made.

If more space is needed than is afforded in the Fourth Indorsement, attach an additional sheet. Attention to these details will save correspondence and consequent delay.

10—1731

Form 9626
TREASURY DEPARTMENT
U. S. Coast Guard
Sept. 1930

U. S. COAST GUARD

OFFICIAL DISPATCH

TRANSMIT

75

DATE 7 AUGUST 1940

FROM COMMANDANT
XXXXXXXXXXXXXXXXXXXXXXXXXX
COAST GUARD HEADQUARTERS

TO (FOR ACTION)
COMMANDER SEATTLE DISTRICT

UNLESS DESIGNATED OTHERWISE TRANSMIT THIS DISPATCH AS NITE.

TO (FOR INFORMATION)

	CODE
	CIPHER
	ACKNOWLEDGE
	PRIORITY
X	ROUTINE
	ACKNOWLEDGE
	PRIORITY
	ROUTINE

MAIL TO

TELEPHONE TO

MESSENGER TO

OUTGOING HEADING

CG32MC L NPG T Z QUAH 081746 QUAW GR 13

is there

TEXT

ANY OBJECTION PROPOSED TRANSFER KEEPER WILLIAM M KITCHEN TO CIVIL AERONAUTICS

TOD 1746 NR 32 TO NAVY MC

PERSONNEL
N R S

OPERATOR'S RECORD. E.M.K. RG for OFFICIAL BUSINESS. INITIALS OF "RELEASING" OFFICER.

U. S. GOVERNMENT PRINTING OFFICE 2—15417

FORM 9619-A
TREASURY DEPT.

U. S. COAST GUARD

HEADING: RN79 DE Z QUAW 081930 QUAH GR 4

FROM: COMSEADIST

ACTION: COMDT

INFORM:

TEXT

YOUR 081746 NO OBJECTION

REF: IS THERE ANY OBJECTION PROPOSED TRANSFER KEEPER WILLIAM M KITCHEN TO CIVIL AERONAUTICS.

Info. requested by
Miss Janeck
C.S.C. Branch 321

Approved
8/9/40

Asst. Comdt.	Mail & Files
Aviation	Marine Engineering
CG Reserve	Maritime Service
Civil Engineer	Medical
Civilian Personnel	Office Manager
Commandant	Operations
Communications	Ordnance
Const. & Repair	Permanent Board
Finance	Personnel
Inspector	Procurement
Intelligence	Public Relations
Law	Radio Engineering

RW NAVY 79

TOD 2056 8 AUG 1940 M

N.R.S.

OPERATOR'S RECORD AND DATE

OFFICIAL INITIALS

75

75

U. S. COAST GUARD

REC'D AUG 31 1940

Form 98

NOTICE OF RESIGNATION OR DEATH

TREASURY DEPARTMENT
~~DEPARTMENT OF COMMERCE~~
~~LIGHTHOUSE SERVICE~~
U.S.Coast Guard
~~OFFICE SUPERINTENDENT OF LIGHTHOUSES~~ 17th ~~DISTRICT~~
Seattle, District, Seattle, Wash.

Commandant:
~~COMMISSIONER OF LIGHTHOUSES:~~

~~Portland, Oregon~~ 27 August, 1940

Separation by transfer

in duplicate

Herewith is transmitted the resignation/of the following-named employee:

Name, William M. Kitchen — Position, Keeper (1st assistant)

Legal residence, Wyoming — Station, New Dungeness Light Station, Wash.

Salary, $1320 pa ~~per~~ plus quarters valued at $240 per annum

The acceptance of this resignation/~~with~~ without prejudice is recommended effective at the close of 31 August, 1940

This employee has * taken leave in excess of the accrued rate.

Remarks: (In case of death, if person had 25 years or more of service, give name, degree of relationship, and address of next of kin.)

Mr. Kitchen has no military preference. To the close of August,1940, Mr. Kitchen exceeded his sick leave accrued to that date by three hours, as follows:

	Annual			Sick			Compensatory		
	D	H	M	D	H	M	D	H	M
Leave brought forward from 1939	43	23	0	- 10	3	0	2	29	30
Earned to 31 August, 1940	17	8	0	10	0	0	14	16	0
	61	7	0	-	-3	0	17	1	30
Leave taken from 1 Jan. to 31 Aug.,1940	58	5	30	0	0	0	16	21	30
	3	1	30	0	-3	0	0	4	0

W. H. MUNTER
By direction:
~~Superintendent of Lighthouses~~

M. P. JENSEN, Lieut.Comdr.
Personnel Officer

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce,

11—4623

Mr. Bailey
Clad
says
he was 9-1-40
Jr. Gen mechanic
CU-6 $1680 pa
Kansas city, Mo.

SEATTLE DISTRICT
AUG
26
1940
U. S. COAST GUARD

23 August,1940.

To; Commander,Seattle District
From: William M.Kitchen,1st assistant Keeper,
via the Keeper,New Dungeness Light Station.

Subject: Letter of Resignation.

Reference:(a) Letter 21 August,1940.
(b) File 75.

I. I,hereby tender my resignation,as First assistant Keeper,at New Dungeness Light Station, to become effective at the close of 31 August,1940.

William M.Kitchen
William M Kitchen

Inal A. Risdon
Keeper

U. S. COAST GUARD.
REC'D AUG 31 1940

Form No. 2599
TREASURY DEPARTMENT
U. S. COAST GUARD
(Revised 1937)

REPORT OF CHANGE IN PERSONNEL

KITCHEN	William	M.	--	Keeper (1st assistat)
(Surname)	(First name)	(Middle initial)	(Service No.)	(Rank or rating)

New Dungeness Light Station.	Sequim, Wash.	27 August, 1940
(Unit)	(Place)	(Date)

W. M. Kitchen has submitted his resignation from the position of 1st assistant keeper, New Dungeness Light Station, at $1320 p.a., plus quarters valued at $240, to take effect at the close of 31 August, 1940; reason for resignation, transfer to the Civil Aeronautics Authority effective 1 September, 1940.

AUTHORITY:

W. H. MUNTER
By direction:

M. P. JENSEN Lieut. Comdr.
(Commanding)

Personnel Officer
(Title)

SPACE BELOW IS FOR HEADQUARTERS' USE ONLY

LAW	PERSONNEL RECORDS		
	STATISTICS	CORRESPONDENCE	RECORDS

U. S. GOVERNMENT PRINTING OFFICE 0 10935

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

TO:

Date Prepared: October 3, 1940.

Name: Kitchen, William M.

From: U. S. Coast Guard

Bureau No:

Separation by transfer

	FROM	TO
Position	Keeper	Jr. General Mechanic
Grade	Field (Range $1320-1680)	CU-6
Salary	$1320 p.a. plus $240 p.a. tvo.	$1680 p.a.
Bureau or Div. Organizational Subdivisions	U. S. Coast Guard	Department of Commerce Civil Aeronautics
Headquarters Post of Duty	Seattle, Washington	
Appropriation Allotment	New Dungeness Lt. Sta., Wash. Civilian Employees, C.G.	Kansas City, Mo.
Field or Deptl.	Field	

EFFECTIVE
Remarks:

Justification:

Mr. Kitchen's resignation is inclosed.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

DATE OF BIRTH: Reg. 6-24-1902

LEGAL RESIDENCE: Wyoming

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act

DATE OF OATH

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.

BUREAU SUSPENSE AND FILE COPY

OCT - 5 1940

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 9

TO:

Date Prepared October 3, 1940.

Name: Kitchen, William M.

From: U. S. Coast Guard

Bureau No:

Separation by transfer

	FROM	TO
Position	Keeper	Jr. General Mechanic
Grade	Field (Range $1320-1680)	CU-6
Salary	$1320 p.a. plus $240 p.a.Qtrs.	$1680 p.a.
Bureau or Div. Organizational Subdivisions	U. S. Coast Guard	Department of Commerce Civil Aeronautics
Headquarters		
Post of Duty	Seattle, Washington	
Appropriation	New Dungeness Lt. Sta.,Wash.	Kansas City, Mo.
Allotment	Civilian Employees, C.G.	
Field or Deptl.	Field	

EFFECTIVE
Remarks: August 31, 1940.

Justification:

Mr. Kitchen's resignation is inclosed.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION

Re

DATE OF BIRTH
6-24-1902

LEGAL RESIDENCE
Wyoming

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

SUBJECT TO RETIREMENT ACT?
Lighthouse Act

DATE OF OATH

BUREAU OR DIVISION PERSONNEL OFFICER

OCT 1 1940