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

Bureau No. 16.1435 Sheet No. 1(b)-73

Jon:JJ

Space reserved for the use of the Board

1. Babcock (Surname) Byron (Given name) B (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Pond Island Light Station
   (b) Subdivision First District.
   (c) City or town ____ State ____
6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation 0(1680-1620)
9. Present gross rate of pay $ 1680.
10. Deduction for allowances $ 240.
11. Net rate paid in cash $ 1440.

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

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

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

15. (a) Regular hours of work: From 1/2 7 a.m. to ____ m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Irregular Winter Irregular (c) If not a full time and all-the-year-round position, state number of hours per day ____;
number of days per { week / month / year } ____ (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all hours while on station.

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

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

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.
None

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

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

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

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): Correspondence course in bookkeeping.

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

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

Percentage of working time	
	Light the light at sundown and visit the light three times before sunrise. Extinguish and trim the light, clean the windows and Lens. Polish the brass and sweep the tower and workroom daily. Keep the Fog Signal in operation and on time in thick weather; On watch continually in thick weather, clean the machinery and bell after the weather clears. Keeping the grounds in order and mowing the lawns. Cleaning the living quarters Spring and Fall, washing ceilings, walls and woodwork. Painting interior work when and where needed, washing and varnishing floors. Painting outside such as living Quarters and out buildings. Washing the outside when needed and does not require painting. Doing repairs such as sidewalks, doorsteps and boat landings. Other minor repairs to keep the station in a first class condition. Whitewashing tower, cellar and walls and boat landing. On duty at my station continually. Only absent while after mail and supplies. Keep records of station daily events, record of fog signal during operation, record of absences and record of work completed at the station. Submit monthly report of condition of station, monthly report of fog signal, submit annually report of Receipts and expenditures of station supplies. I cant state the exact time it takes to complete my work, but it takes all of my time.

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

(SGD) H.B. Fickett Keeper.
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 15.

This employee maintains a 5th order oil wick light and 1000 lb. mechanical bell fog signal on an island located at the south of the Kennebec River.

26. How long have the employee's duties been substantially as described above? Since July 13, 1926.

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

SEP 2[illegible] 1928, 1928 (Date) — CHARLES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk (Title)

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

SEP 27 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

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

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

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