Standard Form No. 75
February 1946

UNITED STATES CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. Check one: Dept'l ☐ Field ☒

2. Official headquarters: NSC, PHTH

3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number
Supervisory Publications Editor (Gen), GS-010-7 PD 3116

(b) Other (specify)

4. Agency position No. 3742

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS Service	Series	Grade	INITIALS	DATE
a. Civil Service Commission						
b. Department, agency, or establishment	Information Specialist	GS	010	8	Hem	9/19/56
c. Bureau						
d. Field office						
e. Recommended by initiating office	Information Specialist	GS	010	9		9/17/56 2-27-56

9. Organizational title of position *(if any)*

10. Name of employee *(If vacancy, specify V-1, 2, 3, or 4)*
Mr. Riley Crabb

11. Department, agency, or establishment
Navy Department

a. First subdivision
Naval Supply Center

b. Second subdivision
Industrial Relations Department

c. Third subdivision
Employee Relations and Services Division

d. Fourth subdivision
Services Employee Relations Branch

e. Fifth subdivision
Publications Section

12. This is a complete and accurate description of the duties and responsibilities of my position
Riley Crabb 9/10/56
(Signature of employee) (Date)

13. This is a complete and accurate description of the duties and responsibilities of this position
Verna G Rutz 9/10/56 2-13-56
(Signature of immediate supervisor) (Date)
Title: Employee Relations Officer

14. Certification by head of bureau, division, field office, or designated representative
S. J. Walker 9/17/56 2-27-56
(Signature) (Date)
Title: Industrial Relations Officer

15. Certification by department, agency, or establishment
(Signature) (Date)
Title:

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

EVALUATION

SUP. CONT.	PER NAVEXOS-88 ☐
	PER EVAL. CHART ☐
	REMARKS:
COMMUNICATION	
CONTROL OF OTHERS	
TOTAL GRADE:	CLASSIFIED

If more space is required, use the other side and additional pages size 8 x 10½

16—47709-3 U. S. GOVERNMENT PRINTING OFFICE

I. NATURE AND PURPOSE OF WORK

A. Introduction

My work as Information Specialist at the Naval Supply carries a dual responsibility. As Assistant Technical Information Officer I prepare and release information about the Center to outside communications media. As a member of the Publications Section, Employee Services Branch, Employee Relations and Services Division, Industrial Relations Department, I edit the station paper, CENTER RELAY.

The Technical Information Office at NSC is one of many collateral duty billets of the Administrative Officer, consequently responsibility for the continuance of the outside information program falls on his civilian assistant. I maintain direct liasion with correspondents, newspapers, radio and television stations, the Chamber of Commerce and other public and semi-public organizations such as the Aloha Week Committee. I initiate and prepare news releases; implement the community relations program; provide pictorial coverage and implement the Fleet Home Town News Program.

The CENTER RELAY is distributed to all employees, military and civilian, of NSC. In addition copies are sent to the Commanding Officers of all principal 14ND activities, to the Chief and his principal assistants in the BuSandA, Washington, D.C., to some forty Supply activities on the mainland, and to local newspapers, radio and TV stations and other military publications.

B.Duties

1. As assistant Technical Information Officer I prepare and release all material of a public relations nature about the Center. News releases are written by me and distributed through the 14th Naval District Public Information Office. Advertising of the sale of surplus material is placed directly with the newspaper, radio and TV stations concerned. I work directly with radio and TV stations in the production of NSC programs. The 14thND PIO is notified of these as a matter of courtesy. (See Exhibit A) 30%

I develop outside contacts with communications media representatives to allow a controlled flow of information and ideas to reach the general public relative to the objectives and program at NSC. I contribute to the community relations by initiating plans for appropriate participation in national and local holidays, public ceremonies, safety and industrial relations conferences, parades and other special events. (See Exhibits B,C,D)

2. I review local news or information media to ascertain distorted or untruthful information about the Center and submit factual information refuting or clarifying erroneous reports to the Technical Information Officer or the Public Information Officer, 14ND. I take necessary action to obtain official still and/or motion picture coverage, both ground and aerial, of activities and events occurring within the Center. I select and edit photographs, pictures, motiom pictures and other illustrative material based on an evaluation of its potentiality to portray the objectives and program of the Center. (See Exhibit E) 10%

3. I prepare and forward to Fleet Home Town News Center, news stories, photographs and tape recordings for radio of uniformed men and women at NSC. 5%

4. I write, dictate, edit and select stories, headlines and art for about 40% of the 8 pages of the RELAY. My assistants produce the major portion, consulting with me only on the suitability of important or controversial stories, features and pictures. I assist in advance planning and research, and confer with my assistants on last minute changes, omissions and additions. I take pictures when the official photographer is not available, using my own cameras to assure coverage of special events such as Aloha Week programs or award ceremonies. 35%

5. I am responsible for the finished work of PD #3879, Editorial Clerk (Typist), GS-010-4, reviewing it after the final paste-up of eash issue of the RELAY. I suggest feature and personality stories to her. 75% of the material I write for the RELAY is dictated to the clerk-stenographer, PD #3880. After typing she returns the copy directly to me for corrections and rewrite before type-setting. I perform personnel work for my staff, such as approving leave, giving performance ratings and reviewing PDs. I assign the photographer to RELAY and Center technical information tasks and supervise him on those assignments. 20%

Other duties include advanced planning of publicity for special employee programs such as the Combined Charity Drive; and writing, make-up and art of special publications such as handbooks, brochures and other printed matter which may be the logical work of the Publications Section.

II. SCOPE AND EFFECT OF WORK

In carrying out the public relations side of the technical information office, I contribute to the national security by (1) cultivating and winning public understanding and appreciation of NSC's and the Navy's missions and needs and (2) by maintaining and developing the good will and co-operation of the individuals and organizations with whom the Center deals externally in its day to day operations. How well I do all these things determines to a considerable degree tbe public opinion toward the Center and the Navy.

The CENTER RELAY informs employees about NSC, its objectives and how they are being accomplished. It gives recognition to employees for accomplishments on the job, leading to increased production and higher morale.

III. SUPERVISION AND GUIDANCE RECEIVED

I work as a co-equal with the Technical Information Officer under the supervision of the Commanding Officer in the planning of outside information. He or the Executive Officer indicate to me what is desired. I then take steps to carry out the project.

The majority of the Technical Information projects are initiated by myself, based on my ascertainment of the needs of the Center's program. I write a news story, a radio or TV script, or a memo suggesting participation in Aloha Week or the 49th State Fair and submit it to the Commanding Officer for approval. Highly controversial matters are taken up with him before production. I submit an analysis of the problem and recommend action to be taken. The only reference source used in the work of information specialist is the U.S.Navy Public Information Manual.

I receive only general supervision from my supervisor, Mrs. Verna G. Rutz, Supervisory Employee Relations Officer, GS-9, PD #3114, in editing the RELAY. Problems involving changes or policy or interpretation of similar matters are discussed with her, and occasionally with the Executive Officer. The final "dummy" of the paper is submitted to her for review and approval. I am required to work independently and have almost complete control over the editorial content, tone and style of the RELAY. The only official guidelines are spelled out in NAVEXOS P-35 and P-385. These are concerned with the mechanical reproduction of the paper and its size and the number of copies which can be printed.

IV. MENTAL DEMANDS

My position demands inventiveness in creating interesting stories out of the daily routine of office and warehouse supply operations. I have to use initiative in going into various Center activities and making the personnel realize their work has merit and deserves recognition. Then, once an idea for a feature, a news release or a television show has been created, I must use careful judgement in selecting the "angle" or "slant" of the story, emphasizing those factors which have a positive effect on the morale of the personnel of the Center, and de-emphasizing those which would be negative.

Special projects usually originate with the Command or with the Industrial Relations Office, but here again developing written and visual information about the project and slanting it for the various media chosen requires initiative, originality

and sound judgement in creating the positive effect required by the Command or IRD. I must be able to anticipate the news requirements of the various media. I must always remember to show impartiality and must resist any pressure to give special consideration to one representative or to one of the media.

I must open and maintain channels of communication within the Center and also with the general public. I must have the ability to determine what is news, whether or not one or all media should be chosen for the release and how the material should be worked up for release. I determine what repercussions if any will be generated from certain conditions, facts, statements and policies of the Center and I must have the ability to cope with these varied repercussions at all levels.

I must be tactful, courteous, and must maintain an outward appearance of easy-going good humor at all times if I am to get Center employees to tell their stories, pose for pictures, or cooperate in the successful completion of special projects. These same qualities are vitally important in obtaining the cooperation of the managers of outside communications media.

V. PERSONAL WORK CONTACTS

I deal personally with the Commanding Officer, his Executive Officer and Aide, officers in charge of various departments and depots and supervisors to keep open and interested all possible sources of spot news in the Center and to develop ideas for feature stories and pictures. These contacts are on a day to day basis.

Frequent contacts must be maintained with media representatives, government officials, community leaders and community groups in person and by telephone. Occasional contacts are made with the supervisor of the 14ND Publications and Printing Office, with the 14ND PIO and with Defense Deparment and other government officials. These people are directly concerned with my work, either as news sources or as incoming or outgoing communications channels.

"EXHIBIT A"

When the first of the NSC public auctions was planned, there was no budget for advertising. I suggested to the Technical Information Officer that we take full advantage of the Navy's prestige position in the community and concentrate a larger portion of the campaign in the three local television stations.

To avoid any possible refusal on their part in giving us public service time to advertise the auction, I made up three complete packages of material, one for each station. I photographed popular types of Navy surplus with my own 35mm camera and had proper slides made by Kodak Hawaii. I wrote 50 and 100-word spot announcements to go with each of the slides. In company with the Technical Information Officer I then took the publicity package to each TV station and presented it to the manager.

In each case we were successful in having the spot-visual announcements run many times before the actual auction, at no cost to the government. In the two succeeding auctions, a small advertising appropriation was budgeted. Again the same technique was used and the stations gave us two, free announcements for each paid announcement.

"EXHIBIT B"

For NSC participation in Aloha Week for the past two years, I have suggested to the Command that a float be used in the Aloha Week Parade, with recognition both to NSC and to the Civilian Employees Association.

The suggestion was accepted and I was appointed contact man with the Aloha Week parade committee for the Center. In selecting an appropriate theme I worked with the Center's artist in the design of the float, I arranged for its place in the parade and saw to it that participating personnel and drivers were at the parade area on time.

Our entry in the 1955 parade won first place in the military public institutions division.

"EXHIBIT C"

NSC has increased its local purchases tremendously in the past three years. To assure recognition of RADM J.L.Herlihy's vigorous support of this program by the business community, I contacted the Trade Committee of the Honolulu Chamber of Commerce and arranged to have the Admiral and the Executive Officer appear as honor guests at the regular luncheon meeting of the Board of Directors, Feb. 2, 1956.

At the meeting RADM Herlihy received a standing vote of thanks in recognition of his service to the community. By arrangement with the public relations director of the Chamber it was agreed that he should make the news release on the recognition.

Stories appeared in the four local daily papers. The news item was also repeated on several radio broadcasts and was picked up by United Press and relayed to the coast.

"EXHIBIT D"

The Tenth Anniversary of the Naval Supply Center occurred on Jan. 2, 1956. To give public recognition to this event, I arranged for the use of Betty Smyser's "Guest Book" program on KGMB-TV, Dec. 30, 1955, 12:30 to 1 p.m.

To make full use of the time I suggested to the Command a variety program with music, interviews of senior employees who had worked at the Center ten years or more, and a chart talk by the Executive Officer on the place of NSC in the community.

The suggestion was approved by RADM Herlihy and I wrote a complete script for the show. I worked with the director of the Center's orchestra in selecting appropriate music. I also worked with the Industrial Relations Officer in choosing people to be interviewed, and suggested the subject matter for presentation in the chart talk by the Executive Officer.

"EXHIBIT E"

To counteract adverse publicity of "wild Navy drivers" appearing in the local papers I arranged for a review of the NSC Driver Training program on KGMB-TV. To dramatize the actual training at the Center's testing area, I invited the star of the TV program, Kini Popo, to come out to the Center and take some of the tests himself.

I arranged for a motion picture camera unit from Barbers Point to be on hand to record the tests on film. I wrote a brief shooting script for the cameras to follow. The nine minutes of film taken were edited down to a tight, three-minute show for TV presentation. This was taken to the station the day of the program and while being presented on the screen, the participants in the test, Kini Popo and LeRoy Henry, Director of the Chauffeur Examining Station, supplied the dialogue. The Executive Officer, CDR H.R.Fahlbusch, and myself also appeared on the program with Mr. Henry.