STANDARD FORM 57
REVISED MAY 1954
U. S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

APPLICATION NO.

1. Kind of position applied for or name of examination
Information Specialist

2. Option(s) *(if mentioned in examination announcement)*
Publications Editor - GS-7

3. Place of employment applied for *(city and State)*
California

4. Mr. / Mrs. / Miss — *(First name) (Middle) (Maiden, if any) (Last)*
Riley Crabb

5. Street and number or R. D. number
6255 Banner

City or post office *(including postal zone)* and State
Hollywood 38, Calif.

ANNOUNCEMENT

6. Place of birth
City: Minneapolis
State or foreign country: Minnesota

7. Date of birth *(month, day, year)*
April 2, 1912

8. [X] Male [ ] Female

9. Height without shoes: 5 feet 10½ inches
Weight: 145 pounds

10. [X] Married [ ] Single

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

[ ] Appor. [ ] Nonappor.
Material: [ ] Submitted [ ] Returned
Entered Register:
Notations:
App. Review:
Approved:

Option	Grade	Earned Rating	Preference	Augm. Rating
			[ ] 5 Points (Tent.)	
			[ ] 10 Point Comp. Dis.	
			[ ] Other 10 Point	
			[ ] Disal.	
			[ ] Being Investigated	
Initials and Date				

11. Home phone
Office phone

12. Legal or voting residence *(State)*
Honolulu
Hawaii

13. If you have ever been employed by the Federal Government, indicate last grade
GS-8
Dates of service in that grade
From 23 Sept 56 To 15 Aug 57

14. AVAILABILITY INFORMATION. A. Indicate the lowest salary you will accept $ 4,525 per year
You will not be considered for any position with a lower entrance salary.

B. If you are now a Federal employee, indicate the lowest grade you will accept GS-7

C. Will you accept appointment for [ ] 1 to 3 months? [ ] 3 to 6 months? [X] 6 to 12 months?
Acceptance or refusal of a short-term appointment will not affect your consideration for another appointment.

D. Are you willing to travel [X] Occasionally? [ ] Frequently? [ ] Constantly?

E. Will you accept appointment [ ] In Washington, D. C.? [ ] Anywhere in United States? [ ] Outside U. S.?

F. If you will accept appointment only in certain locations, list them:
Southern California

15. VETERAN PREFERENCE. A. If you claim 5-point preference based on wartime military service, indicate:

Date(s) of entry into active service	Date(s) of separation	Branch of service *(Army, Navy, Air Force, etc.)*	Serial number. If none, give grade or rating at separation
20 Jan 1944	11 Dec 1945	U.S.Army	39722360

B. Do you claim 5-point preference as a peacetime campaign veteran? [ ] Yes [X] No

C. Do you claim 10-point preference? [ ] Yes [X] No

D. Have you ever been granted 10-point veteran preference or 5-point preference as a peacetime campaign veteran by the U. S. Civil Service Commission? [ ] Yes [ ] No If so, indicate below the office which granted this preference to you. Attach your notice of preference allowance if available. It will be returned to you.

Name of U. S. Civil Service Commission office or name of Board of U. S. Civil Service Examiners

Address of Commission office or Board of Examiners
City
State

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY. The information contained in answer to question 15A has been verified with the discharge certificate, which shows that the separation was under honorable conditions.

Signature ---------- Agency ----------

Title ---------- Date ----------

(Continued on next page)

16. EXPERIENCE. *(Start with your present position and work back)*

① Dates of employment *(month, year)*
From 19 Sept 1958 To present time

Exact title of your position
Ass't Employee Relations Officer

Salary or earnings
Starting $5125 per year
Final $ 5200 per year

Classification Grade *(if in Federal service)*
GS-7

Place of employment
City Barstow,
State Calif.

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Military Supply

Name and address of employer *(firm, organization, etc.)*
Marine Corps Supply Center, Barstow, Calif.

Name and title of immediate supervisor
B.O.Leach, Employee Relations Officer, GS-9

Reason for wanting to leave To better myself

Description of work I give guidance and counseling to employees and supervisors on disciplinary and morale problems, retirement, insurance and medical care..Iwrite orders, bulletins & memorandums for IRO. I do outside public relations projects on assignment for the Command: write features and news releases, radio and TV scripts, shoot and edit 16mm TV film. I lecture on Handling Employee Behavior Problems in the Supervisory Development Course..I write and edit a bi-weekly IRO bulletin,and ride herd on 54 bulletin boards and their custodians. I do the work of the Employee Relations Officer in his absence, supervising a clerk-steno and clerk. At request of Branch heads or IRO I investigate morale problems in shop or Office, preparing detailed reports on same. I write news features on Supply Center operations for station paper.

② Dates of employment *(month, year)*
From 5 Jan 1953 To 15 Aug 1957

Exact title of your position
Information Specialist

Salary or earnings
Starting $ 4205 per year
Final $ 5200 per year

Classification Grade *(if in Federal service)*
GS-8

Place of employment
City Honolulu
State Hawaii

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Navy Supply

Name and address of employer *(firm, organization, etc.)*
Naval Supply Center, Pearl Harbor
Navy 128, c/o FPO, San Francisco

Name and title of immediate supervisor
Mrs. Verna G Rutz
Employee Relations Supervisor

Reason for leaving Probable abolishment of job.

Description of work I was Assistant Technical Information Officer for the Supply Center, handling all outside public relations. I wrote news releases and feature articles, radio and TV scripts. I made speaking engagements for the Admiral and other officers of the Command. I maintained relations with news media reps, the Chamber of Commerce, and arranged VIP tours of the Center. I worked closely with the Employee Services Officer in arranging employee recognition ceremonies for Beneficial Suggestions, Length of Service Awards, Retirement and Superior Performance Awards. I arranged for Center participation in Armed Forces Day, Aloha Week and in other local festivals and pageants. I was editor of the CENTER RELAY, the four page, weekly station paper of NSC. I wrote or edited stories, headlines and photo captions, rewrote (See Supl.)

③ Dates of employment *(month, year)*
From Oct. 1951 To Dec. 1952

Exact title of your position
Account Executive

Salary or earnings
Starting $ 275 per mo
Final $ 375 per mo

Classification Grade *(if in Federal service)*

Place of employment
City Honolulu
State Hawaii

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Radio and TV Broadcasting

Name and address of employer *(firm, organization, etc.)*
Hawaiian Broadcasting System, Ltd.
1534 Kapiolani Blvd., Honolulu (KGMB-TV)

Name and title of immediate supervisor
Wayne Kearl, Sales Mgr.

Reason for leaving Offered better job at Naval Supply Center.

Description of work I sold radio advertising to the business firms of Honolulu for KGMB, the CBS outlet. I wrote advertising copy, wrote and produced documentary and dramatic radio programs, selecting and directing actors and actresses in performance, and had part time supervision of a copy writer, radio announcers and technicians. I took pictures of radio personalities for publicity purposes and wrote news releases and magazine stories about them.
I wrote and placed radio publicity in Honolulu for the American Relief for Korea Clothing Drive in November, 1952.

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

④ Dates of employment *(month, year)*
From Aug, 1951 To Oct. 1951

Exact title of your position
Self-employed

Salary or earnings
Starting $ per
Final $ 100 per mo

Classification Grade *(if in Federal service)*

Place of employment
City Honolulu
State Hawaii

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*

Name and address of employer *(firm, organization, etc.)*
Lived at 2883A Kolowalu St., Honolulu

Name and title of immediate supervisor

Reason for leaving Needed more income, took selling job at KGMB

Description of work After selling interest in publishing business, Item #5, my wife and I made a combined business and pleasure trip to the States and Mexico, checking the background of a novel on Yucatan, and consulting agents and publishers in New York and Hollywood, Aug 5 to Aug 31. From return home until start of work at KGMB, I worked on novel and on banana farm in Maunawili Valley, Oahu.

If you need additional experience blocks, use supplemental sheets. SEE INSTRUCTION SHEET.

17. SPECIAL QUALIFICATIONS AND SKILLS.

(A) Licenses and Certificates.—Indicate the kind of license or certificate and the State or other licensing authority which granted it; for example, pilot, teacher, electrician, lawyer, radio operator, C. P. A., etc.

Z-803584

Kind of License Seaman's Papers Licensing Authority Coast Guard

(B) List any special skills you possess and machines and equipment you can use, such as short-wave radio, multilith, comptometer, key-punch, turret lathe, scientific or professional devices.

(C) Approximate number of words per minute in:
Typing 35 Shorthand 0

(D) Give any special qualifications not covered elsewhere in your application, such as:
(1) Your more important publications. *(Do not submit copies unless requested)*
(2) Your patents or inventions.
(3) Public speaking and public relations experience.
(4) Membership in professional or scientific societies, etc.
(5) Honors and fellowships received.

Chairman, Board of Directors, Industrial Editors of Hawaii.
President, Honolulu Lodge, Theosophical Society - conducted meetings and study groups, lectured twice a month on philosophy and psychology, gave radio and TV talks.

18. EDUCATION.

A. Give the highest elementary or high-school grade completed 12
If you completed high school, give date 15 June 1929

B. Name and location of last high school attended:
West High School, Minneapolis

C. Name and location of college or university:	Dates attended From	Dates attended To	Years completed Day	Years completed Night	Credit hours Semester or Quarter	Degrees received
Univ. of Hawaii Extension School Course in Personnel Management	Jan'56	Apr'56			2	

D. Chief undergraduate college subjects	Credit hours Semester or Quarter		E. Chief graduate college subjects	Credit hours Semester or Quarter	

F. Other schools or training, such as trade, vocational, Armed Forces, or business. Give for each name and location of school, dates attended, subjects studied, certificates, and any other pertinent data:
Y.M.C.A. Nite-school, Minneapolis, class in typing and accounting, Sept-Dec, 1932
Y.W.C.A. " " " class in creative writing, Jan-June, 1933

19. Have you lived or traveled in any foreign countries?
☒ Yes ☐ No
If answer is "Yes," give in Item 34 names of countries, dates, and length of time spent there and reason or purpose *(military service, business, education, or vacation)*.

20. Indicate your knowledge of foreign languages.

	Reading EXC.	Reading GOOD	Reading FAIR	Speaking EXC.	Speaking GOOD	Speaking FAIR	Understng EXC.	Understng GOOD	Understng FAIR	Writing EXC.	Writing GOOD	Writing FAIR
Spanish			X			X						

16—58940-3

21. REFERENCES.—List three persons living in the United States or Territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16, EXPERIENCE.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS Give complete current address	BUSINESS OR OCCUPATION
1. Mr. Kleber Miller	Hawaii Employer's Council 1139 Kapiolani Blvd.	Director Public Relations
2. Ed Sheehan	Woodrum, Carney & Staff 1160 Bishop St.	Advertising Account Executive
3. Mrs. Sabine Ehlers	Naval Shipyard, Pearl Harbor	Editor "Shipyard Log"

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
22. (a) Are you a citizen of the United States of America, or (b) as a native of American Samoa do you owe allegiance to the United States of America?	X	
23. Are you now, or have you ever been, a member of the Communist Party, U. S. A., or any Communist organization?		X
24. Are you now, or have you ever been, a member of a Fascist organization?		X
25. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?		X
If your answer to question 23, 24, or 25 above is "Yes," state on a separate sheet to be attached to and made a part of this application the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See instruction sheet)		
26. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? *If your answer is "Yes," give in Item 34 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed; and (5) kind of appointment.*		X
27. A. Have you any physical handicap, chronic disease, or other disability?		X
B. Have you ever had a nervous breakdown?		X
C. Have you ever had tuberculosis?		X
If your answer to A, B, or C is "Yes," give details in Item 34.		

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
28. May inquiry be made of your present employer regarding your character, qualifications, etc?	X	
29. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? *If your answer is "Yes," give details in Item 34.*		X
30. Are you an official or employee of any State, Territory, county, or municipality? *If your answer is "Yes," give details in Item 34.*		X
31. Have you ever been barred by the U. S. Civil Service Commission from taking examinations or accepting civil-service appointments? *If your answer is "Yes," give dates of and reasons for such debarment in Item 34.*		X
32. A. Have you ever been discharged from employment because: (1) Your conduct was not satisfactory?		X
(2) Your work was not satisfactory?		X
B. Have you ever resigned after official notification that: (1) Your conduct was not satisfactory?		X
(2) Your work was not satisfactory?		X
C. Have you ever been discharged from the Armed Services under other than honorable conditions?		X
If your answer to A, B, or C is "Yes," give details in Item 34 as clearly as you can remember, including the name and address of employer, approximate date, and reasons in each case.		
33. Have you ever been arrested, charged, or held by Federal, State, or other law-enforcement authorities for any violation of any Federal law, State law, county or municipal law, regulation or ordinance? Do not include anything that happened before your 16th birthday. Do not include traffic violations for which a fine of $25 or less was imposed. All other charges must be included even if they were dismissed. *If your answer is "Yes," give in Item 34 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.*		X

34. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.

Item No.		Item No.	
19	Mexico, Jan & Feb. 1940, recreation Mexico, Aug. 1951, recreation & study Okinawa, July & Aug. 1945, Military Service		

If more space is required, use paper the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach to inside of this application.

ATTENTION: If you are appointed, all facts you give will be subject to investigation including a check of your fingerprints. Before signing this application, go back over it to make sure you have answered all questions correctly and fully, so that your eligibility can be decided on the basis of all the facts. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for cancellation of your application or your dismissal after appointment and is punishable by law.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Date 15 Aug 1957 Signature of applicant _____

16—53946-3 U. S. GOVERNMENT PRINTING OFFICE

STANDARD FORM 57A
MAY 1954—U. S. CIVIL SERVICE COMMISSION

CONTINUATION SHEET FOR STANDARD FORM 57
"Application for Federal Employment"

INSTRUCTIONS.—Fill out this form only when necessary for completion of Item 16, "EXPERIENCE," on Standard Form 57. Enclose with your application. Typewrite or write clearly in dark ink.

1. NAME (*First, Middle, Maiden (if any), Last*)	2. DATE OF BIRTH (*month, day, year*)
Riley Crabb	April 2, 1912
3. KIND OF POSITION APPLIED FOR OR NAME OF EXAMINATION	**4. DATE OF THIS CONTINUATION SHEET**
Information Specialist GS-10	15 Aug 1957

12 DATES OF EMPLOYMENT (*month, year*) FROM October, 1947 TO December, 1947

EXACT TITLE OF YOUR POSITION: Instructor

SALARY OR EARNINGS: STARTING $ 20 PER mo; FINAL $ PER

CLASSIFICATION GRADE (*if in Federal Service*):

PLACE OF EMPLOYMENT: CITY Honolulu; STATE Hawaii

KIND OF BUSINESS OR ORGANIZATION (*manufacturing, accounting, insurance, etc.*): Adult Evening School

NAME AND ADDRESS OF EMPLOYER (*firm, organization, etc.*): Department of Public Instruction (McKinley High School) Honolulu

NAME AND TITLE OF IMMEDIATE SUPERVISOR: H.R.Smith, principal

REASON FOR LEAVING: School was over.

DESCRIPTION OF WORK: I taught a class of eight adults the art and mechanics of producing complete radio programs. The instruction included the selection and writing of dramatic, documentary, news and commentary programs the selection of appropriate music, musical bridges and sound effects, and the training of the speaking voice for professional announcing. With the use of my own tape recorder and record player, programs were produced and played back for analysis right in the class room.

13 DATES OF EMPLOYMENT (*month, year*) FROM December, 1945 TO March, 1946

EXACT TITLE OF YOUR POSITION: Cab Driver

SALARY OR EARNINGS: STARTING $ 260 PER mo; FINAL $ PER

CLASSIFICATION GRADE (*if in Federal Service*):

PLACE OF EMPLOYMENT: CITY San Fernando, STATE Calif.

KIND OF BUSINESS OR ORGANIZATION (*manufacturing, accounting, insurance, etc.*): Taxicab Co.

NAME AND ADDRESS OF EMPLOYER (*firm, organization, etc.*): San Fernando Cab Co. San Fernando, Calif.

NAME AND TITLE OF IMMEDIATE SUPERVISOR: ?

REASON FOR LEAVING: Resigned to return to Hawaii.

DESCRIPTION OF WORK: This was a fill-in job after my discharge from the Army at Fort MacArthur, Calif., while saving money and arranging for passage back to the Islands as a civilian aboard the "Lurline" in April, 1946.

14 DATES OF EMPLOYMENT (*month, year*) FROM January, 1944 TO December, 1945

EXACT TITLE OF YOUR POSITION: soldier

SALARY OR EARNINGS: STARTING $ PER; FINAL $ PER

CLASSIFICATION GRADE (*if in Federal Service*): Pvt to Cpl

PLACE OF EMPLOYMENT: CITY Oregon, Calif., Hawaii, Okinawa, STATE

KIND OF BUSINESS OR ORGANIZATION (*manufacturing, accounting, insurance, etc.*): Military business

NAME AND ADDRESS OF EMPLOYER (*firm, organization, etc.*): U.S.Army, Pentagon Bldg. Washington, D.C.

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

REASON FOR LEAVING: Honorable Discharge at convenience of government.

DESCRIPTION OF WORK: I trained with the Engineers and finished basic training at the Clerk-Typist school, Camp Abbot, Oregon. First assignment was a Chaplain's assistant, Signal Corps, Honolulu. Helped Chaplain with services, read scriptures and announcements, lead singing, arranged for civilian vocalists, and wrote letters of condolence. I was assigned to the Pacific edition, Stars & Stripes, for the last 7 months of my enlistment, as staff writer and circulation man. I had Pearl Harbor (Sup.)

SUPPLEMENTAL ANSWER SHEET No. 1

Riley Crabb
April 2, 1912
Information Specialist

2. (Cont.) material submitted by department correspondents and selected photos and art for the paper. I supervised layout and final makeup of the finished paper for offset printing at a commercial printing plant. I was responsible for the full time work of my two assistants, an Editorial Writer, GS-5, and a Clerk-Stenographer, GS-3, and had the part time services of the station artist, photographer and sixteen correspondents in the Center depts. and depots. I assisted department heads and the Command in the preparation of brochures, manuals and catalogs. I worked with the President of the Civilian Employee's Association in the planning and supervising of employee celebration and entertainment programs, Aloha Week in the fall, Christmas, and Lei Day in the spring. For Lei Day 1956 I gto three groups started, a 20-voice chorus, a 7-piece orchestra and a square dance group, with these plus mambo and Hawaiian hula dancers I produced a forty-five minute show. A repeat performance was given on KGMB-TV. My time was divided about fifty-fifty betwen internal and external publis relations.

5. (Cont.) they returned.. I planned the layout of each of the 40 pages, including front and back covers, in regards to relationship of title, sub-title, by-line, copy and pictures. I marked pictures for size, wrote captions for same and sent pix to printer for reproduction and veloxes. I pasted up finished copy and pix (half tone veloxes) and returned to printer for making offset plates. I owned and used a press camera to take pictures to go with local stories I wrote myself. I handled most of the business affairs of Pacific Patrol including finances, hiring and firing, and supervision of the clerk-typist, assistant editor and advertising salesman.

6. (Cont.) staff artists and an advertising saleswoman.

7. (Cont.) Magazine in October I also put the magazine on the air for half an hour on Saturday nights with a program of recorded music, interviews with celebrities, humorous commentary and news, directed primarily toward Servicemen stationed in the Hawaiian Islands.

9. (Cont.) program, 15 min., once a week over KHON and the Aloha Network - three radio stations on the other islands. I trained committee members in speech to help me voice the news program and to give variety to it. I wrote news releases on our weekly United Nations meetings in the Community Room in the Y.W.C.A. (Average, 8 hrs. per week.)

11. (Cont.) job of circulation manager in the Wakiki-Kapahulu districts in addition to my news reporting. I set up and supervised a carrier distribution system of 40 boys.

15. (Cont.) Saipan, and Guam as my duty areas in that order. My duties were to find and supervise enlisted men to distribute the daily editions of the Stars and Stripes, collecte the money from them and turn it in, and to send such news stories from my area as I had time to write.