

APPLICATION FOR FEDERAL EMPLOYMENT

TL

APPLICATION NO.
ANNOUNCEMENT

1. Kind of position applied for or name of examination

Federal Service Entrance Examination

2. Option(s) (if mentioned in examination announcement)

Pub. Editor or Information Specialist

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

USIA

4. (First name) (Middle) (Maiden, if any) (Last)

Mr.
Mrs.
Miss

Riley Crabb

5. Street and number or R. D. number

30 So. Judd St.

City or post office (including postal zone) and State

Honolulu, T.H.

6. Place of birth

City Minneapolis, Minnesota

State or foreign country

7. Date of birth (month, day, year)

April 2, 1912

8.

- Male
 Female

9. Height without shoes

5 feet 10 $\frac{1}{2}$ inches

10.

- Married
 Single

Weight

pounds

11. Home phone

51716

12. Legal or voting residence (State)

Hawaii

13. If you have ever been employed by the Federal Government, indicate last grade
GS-7

Office phone
P.H. 56202

Dates of service in that grade
From Jan. 4, 1953 To present

14. AVAILABILITY INFORMATION. A. Indicate the lowest salary you will accept \$ 5000 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? 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 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:

Pacific Coast

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

Army

39722360

B. Do you claim 5-point preference as a peacetime campaign veteran?

Yes No

C. Do you claim 10-point preference?

Yes 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

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

	Material	Entered Register:
<input type="checkbox"/> Appor.	<input type="checkbox"/> Submitted	
<input checked="" type="checkbox"/> Nonappor.	<input type="checkbox"/> Returned	

Notations: App. Review:

Approved:	Option	Grade	Earned Rating	Preference	Augm. Rating
				<input type="checkbox"/> Points (Tent.)	5
				<input type="checkbox"/> 10 Point Comp. Dis.	10
				<input type="checkbox"/> Other 10 Point	Other 10 Point
				<input type="checkbox"/> Disal.	Disal.
				<input type="checkbox"/> Being Investigated	Being Investigated

Initials and Date

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

(1) Dates of employment (month, year) From 4 Jan 1953		To present time	Exact title of your position Supervisory Pub. Editor, GS-7
Salary or earnings Starting \$ 4200 per year Final \$ 4900 per	Classification Grade (if in Federal service) GS-7	Place of employment City Pearl Harbor, State Hawaii	Kind of business or organization (manufacturing, accounting, insurance, etc.) Naval Supply Center
Name and address of employer (firm, organization, etc.) Naval Supply Center, Pearl Harbor		Name and title of immediate supervisor Mrs. Verna Rutz, Employee Relations Supr.	
Reason for wanting to leave No higher editorial position available			
Description of work I edit the station paper, the Center Relay, 8 pages, 3,000 copies, every two weeks, with the help of a staff of three, Ass't. Editor, Clerk-Steno and Photographer, plus 16 dept. correspondents. Since Nov. 1, 1955 I have been detailed to the TIO working directly with the Executive Officer in carrying out the Center's outside public relations program. In addition to editorial duties I write news releases for local and Fleet Home Town News, and write and produce radio and TV publicity and programs. I represent the Command in the Center's participation in such public events as Aloha Week.			

(2) Dates of employment (month, year) From Oct. 1951		To Dec. 1952	Exact title of your position Account Executive
Salary or earnings Starting \$ 250 per mo Final \$ 400 per	Classification Grade (if in Federal service)	Place of employment City Honolulu, Hawaii State	Kind of business or organization (manufacturing, accounting, insurance, etc.) Radio Broadcast
Name and address of employer (firm, organization, etc.) The Hawaiian Broadcasting Co. KGMB-TV and Radio, Honolulu		Name and title of immediate supervisor Fitz Donnell, Station Manager	
Reason for leaving to accept employment with the Navy			
Description of work I sold radio advertising to Honolulu business firms. I wrote advertising copy. I wrote, produced and directed educational and entertaining radio programs, for example, Tales From The Mid-Pacific, dramatizations of Hawaiian legends.			

(3) Dates of employment (month, year) From Aug. 1951		To Oct. 1951	Exact title of your position self-employed
Salary or earnings Starting \$ per Final \$ per	Classification Grade (if in Federal service)	Place of employment City Honolulu, Hawaii State	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.) 2883A Kolowalu St., Honolulu		Name and title of immediate supervisor	
Reason for leaving went to work for KGMB			
Description of work Made a business trip during August to Hollywood, Mexico City, Yucatan, New York City and home again, checking background of novel I was writing and consulting with agents and publishers on that and radio scripts. While at home I worked on my banana farm in Maunawili Valley, Oahu.			

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

(4) Dates of employment (month, year) From Oct 1949 To July 1951		Exact title of your position Editor & Publisher
Salary or earnings Starting \$ 200 per mo	Classification Grade (if in Federal service)	Place of employment City Honolulu, Hawaii State
Final \$ 1000 per		Kind of business or organization (manufacturing, accounting, insurance, etc.) magazine
Name and address of employer (firm, organization, etc.) Pacific Publishing Co. Box 1875, Honolulu		Name and title of immediate supervisor self-employed with partner William S. Ellis, Jr.
Reason for leaving sold out to partner		
Description of work When Ellis and I took over ownership of Pacific Patrol Mag. from the Star-Bulletin, he was working for the U.of Hawaii, so I was full-time manager of this monthly magazine for servicemen. I selected, wrote, or re-wrote editorial material which went into each issue. Most of this was submitted by PIOs all over the Pacific. I marked copy for the printer, proof read same when it returned, planned the layout of each page in relation to title, sub-title, by-line, copy and pictures. I marked pictures for size, wrote captions for same, and sent pix to printer for reduction. I then pasted up finished.		

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.

Kind of License Seaman's Papers Z-803584 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.

As president of the Honolulu Lodge, Theosophical Society I've been giving an average of 2 public lectures a month on philosophy and sociology, since June, 1954. I am Vice-Pres. & Prgm. Chairman of the Industrial Editors of Hawaii.

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, Minn.

C. Name and location of college or university:

none

Dates attended

Years completed

Credit hours

Degrees received

From	To	Day	Night	Semester or Quarter

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:

MPLS YMCA Nite-school, 1934, Accounting & Salesmanship

MPLS YWCA Nite-school, 1934, Creative Writing

19. Have you lived or traveled in any foreign countries?

Yes No

20. Indicate your knowledge of foreign languages.

Spanish

Reading	Speaking	Understanding	Writing
EXC. GOOD FAIR	EXC. GOOD FAIR	EXC. GOOD FAIR	EXC. GOOD FAIR

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).

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.

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.

() 1 2 3 4 5 6 7 8 9 10 11

Date

24 Feb 1957

Signature of applicant

Riley Craft
16-53946-3 U. S. GOVERNMENT PRINTING OFFICE

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) Riley Crabb	2. DATE OF BIRTH (month, day, year) April 2, 1912
3. KIND OF POSITION APPLIED FOR OR NAME OF EXAMINATION Federal Entrance Examination	4. DATE OF THIS CONTINUATION SHEET 21 Jan 1956

(5) DATES OF EMPLOYMENT (month, year) FROM May, 1949 TO Oct. 1949	EXACT TITLE OF YOUR POSITION Editor, Pacific Patrol Magazine		
SALARY OR EARNINGS STARTING \$ 250 PER mo FINAL \$ 11 PER	CLASSIFICATION GRADE (if in Federal Service)	PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Publishing
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) Honolulu Star-Bulletin		NAME AND TITLE OF IMMEDIATE SUPERVISOR Don Burum, Publications Director	
REASON FOR LEAVING Bought out Pacific Patrol from Bulletin	DESCRIPTION OF WORK I was assistant editor and editor of Pacific Patrol Mag. I wrote articles and stories on local military establishments, Army, Navy, Marine and Air Force, took pictures to illustrate said articles. I selected for publication material submitted from government and private sources, edited same, marked copy for printer, proofread galleys and returned same, with pictures, to staff artists for preparation of layouts. I wrote captions to widths specified by them. I sold advertising and		

(6) DATES OF EMPLOYMENT (month, year) FROM Oct. 1948 TO May 1949	EXACT TITLE OF YOUR POSITION Account Executive		
SALARY OR EARNINGS STARTING \$ 200 PER mo FINAL \$ 225 PER	CLASSIFICATION GRADE (if in Federal Service)	PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Radio Broadcasting
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) KHON, Honolulu		NAME AND TITLE OF IMMEDIATE SUPERVISOR Roy Turner, Sales Manager	

REASON FOR LEAVING I was offered an attractive editorial job with the Bulletin	DESCRIPTION OF WORK As an account executive for KHON and the Aloha Network I sold radio advertising to Honolulu business firms, wrote advertising copy, wrote, produced and acted in documentary and educational programs. The shipping strike of 1949 made the selling of advertising difficult and the offer of an editorial job with the Star-Bulletin was too attractive to refuse.		
--	---	--	--

(7) DATES OF EMPLOYMENT (month, year) FROM July 1948 TO Oct 1948	EXACT TITLE OF YOUR POSITION self-employed		
SALARY OR EARNINGS STARTING \$ PER FINAL \$ PER	CLASSIFICATION GRADE (if in Federal Service)	PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) lived at 1249 Matlock Ave., Honolulu		NAME AND TITLE OF IMMEDIATE SUPERVISOR	

REASON FOR LEAVING Went to work for KHON	DESCRIPTION OF WORK I lived on my savings and worked at home on a novel, also edited some lectures for publication for a friend. About this time I accepted a temporary appointment as publicity chairman for the Hawaiian Branch of the American Association for the United Nations, from Dr. Allan Saunders, chairman. I held this temporary appointment for a year. My work included placing United Nations press releases in the local papers and radio stations, writing newspaper and radio material of an		
--	--	--	--

⑧ DATES OF EMPLOYMENT (month, year) FROM May 1948 TO July 1948		EXACT TITLE OF YOUR POSITION Messman	
SALARY OR EARNINGS STARTING \$ 240 PER mo FINAL \$ PER		CLASSIFICATION GRADE (if in Federal Service)	
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) Matson Navigation Co., Honolulu		PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	
		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Shipping	

REASON FOR LEAVING

DESCRIPTION OF WORK I worked one round trip on the Matson freighter "Mahimahi" from Honolulu to San Francisco and back, working as messman in the steward's department. Leisure time aboard ship was used to re-write several chapters on my novel and during turn-around time in 'Frisco' I flew down to Los Angeles to see literary agents. I was "beached" on my return to Honolulu by the 1948 shipping strike.

⑨ DATES OF EMPLOYMENT (month, year) FROM Oct 1947 TO May 1948		EXACT TITLE OF YOUR POSITION Reporter and Circulation mgr.	
SALARY OR EARNINGS STARTING \$ space rates FINAL \$ 175 PER mo		CLASSIFICATION GRADE (if in Federal Service)	
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) Waikiki and Kaimuki Chronicle, Honolulu		PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	
		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) weekly newspaper	

REASON FOR LEAVING Quit to take messman job with Matson

DESCRIPTION OF WORK I began working for the Chronicle as a reporter and columnist on a part time basis, while still employed as a full time radio announcer with KGU. I wrote dramatic reviews, interviewed sports celebrities, did a column on City Hall and one on Waikiki. After resigning from KGU and while waiting the Matson job, I worked full time as circulation mgr. with a carrier system of forty-three boys.

⑩ DATES OF EMPLOYMENT (month, year) FROM May 1946 TO March 1947		EXACT TITLE OF YOUR POSITION Radio Announcer and Librarian	
SALARY OR EARNINGS STARTING \$ 250 PER mo FINAL \$ 280 PER		CLASSIFICATION GRADE (if in Federal Service)	
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) Advertiser Publishing Co. (KGU) Honolulu		PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	
		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Radio Broadcasting	

REASON FOR LEAVING Resigned in anticipation of job with Matson Nav. Co.

DESCRIPTION OF WORK Duties as radio announcer and librarian consisted of reading commercial advertising copy and producing complete transcribed and recorded musical programs at the control board. Library work consisted of filing and cross referencing musical records and transcriptions, setting up each broadcast day's requirements in the way of music.

⑪ DATES OF EMPLOYMENT (month, year) FROM Oct 1947 TO Dec 1947		EXACT TITLE OF YOUR POSITION Part time teacher	
SALARY OR EARNINGS STARTING \$ 20 PER mo FINAL \$ PER		CLASSIFICATION GRADE (if in Federal Service)	
NAME AND ADDRESS OF EMPLOYER (firm, organization, etc.) Adult Evening School, McKinley High Honolulu		PLACE OF EMPLOYMENT CITY Honolulu, Hawaii STATE	
		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Adult education	

REASON FOR LEAVING I was asked to teach this one class

DESCRIPTION OF WORK I taught a class of eight adults the art and mechanics of producing radio programs. The curriculum I set up included selection and writing of different types of material, dramatic, documentary, news commentary and musical commentary, selection of appropriate music, musical bridges and sound effects, and the training of the voice for professional announcing. With the use of my own tape recorder and

FEDERAL ENTRANCE EXAMINATION Supplemental Answer Sheet
Riley Crabb, born April 2, 1912

4. (Cont.) copy and pictures (Half tone Veloxes) and returned the complete pasteup to printer for making offset plates. I owned a press camera and a 35 mm. camera and used them to take pictures for the magazine when needed. I handled most of the business affairs of the magazine and sold advertising for it. When Pacific Patrol really began to make money after the Korean war started I hired an assistant editor, a bookkeeper-stenographer and an advertising salesman. This allowed me to devote more time to the management and planning side of the business. The partner kept the books.

5. (Cont.) while managing Pacific Publishing Co. I produced two weekly radio programs on KHON. One was called Pacific Patrol Magazine on the Air. This was a half-hour, Saturday night variety program of recorded popular music, news, commentary and celebrity interviews directed primarily toward servicemen stationed in the Islands. This ran for nine months and required about 2 hrs. of preparation and broadcast time per week. The other program was called Aloha Playhouse, a series of 15 min. dramatic programs which ran to 32 consecutive performances. These were tape-recorded on Wednesday nights for rebroadcast Sunday evenings. I wrote the scripts, cast the plays from try-outs of would-be actors and actresses, directed the performances, recorded them, and edited the tapes for broadcast. Production time required for each complete broadcast, about 8 hrs.

6. A. While working for KHON I joined the Hawaii National Guard and was assigned immediately to the Public Relations Office, Hdq & Hdq Detachment, Major Wm. C. Meyer in command. When the PIO resigned three months after I joined the Guard in Nov. 1948, the full duties of the office fell on me, a Pfc! Duties on Guard nights included clipping and filing pertinent press notices from Island newspapers, writing press releases and radio releases on Guard activities, especially for recruiting purposes, making inspection trips to other Islands with Guard officers to get material for said releases, writing dramatic and/or documentary radio programs for National Guard recruiting and special, National holiday programs. For business reasons I received an Honorable Discharge from the Guard after serving 1 yr. and 9 mo. of a three year enlistment. Average working time, 4 hours per week.

7. (Cont.) informative nature adapted to local needs and voices. I wrote and voiced a "United Nations News" program over KHON and the Aloha Network. I trained committee members to help me with this, coaching them in speech for radio and the public, and wrote speeches for them. I also wrote news releases on our weekly United Nations meetings in the Community Room of the Y.W.C.A. Average time: 8 hrs. per week.

10. (Cont.) and dramatic transcriptions, cueing the latter for proper sequence on the control board, and writing copy and selecting appropriate music for special programs such as Lincoln's Birthday and the 4th of July.

FEDERAL ENTRANCE EXAMINATION Supplemental Answer Sheet
Riley Crabb, born April 2, 1912

11. (Cont.) an electric phonograph, complete programs were produced in the class room and played back for instruction purposes.

12. For the last seven months of my enlistment in the U.S. Army I was assigned to the Pacific edition of the Army daily newspaper, Stars & Stripes, published in Honolulu. I was circulation man and staff writer. My duty areas were Pearl Harbor, Okinawa, Guam and Saipan, with a month or so on each. I had to find enlisted men to distribute papers in my assigned areas and also wrote such news stories of the on and off duty activities of the enlisted men as I could turn in in my spare time.

I trained with the Army Engineers at Camp Abbott, Oregon and also went to the specialist school there, coming out as a clerk-typist. First assignment overseas, after landing in Hawaii Oct. 10, 1944, was Chaplain's Assistant in the Signal Corps.

13. My pre-World War II experience and employment on the mainland was almost entirely industrial. This included four years with the Minneapolis-Honeywell Co. as a storekeeper and inspector, and two years with the Vega Aircraft Corp., Burbank, Calif., as a production controller and dispatcher. This background bears little direct relation to the position for which I am applying at the present time. In Minneapolis I attended an evening school for radio announcing and in Hollywood, while working for Vega, I studied radio acting at Talent Showcase, Inc.

For security purposes, as far as the Federal Government is concerned, I was cleared on all my pre-World War II experience and employment while working in the wartime job at Vega in 1942.