REPORT OF RATINGS—JUNIOR RANGE EXAMINER EXAMINATION

United States
Civil Service Commission
Washington, D. C.

JUN 23 1931

To August L. Howery
446 Hoffman Ave.
San Francisco, Calif.

It is important when you write or make personal inquiry of the Commission relative to your standing or chances of appointment that you state the date and title of the examination and your correct rating. To do so will hasten a reply to your inquiry.

Your ratings in the examination taken on MAR 28 1931, are as follows:

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>Relative weights</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Range management</td>
<td>8</td>
<td>92.6</td>
</tr>
<tr>
<td>2. Botany</td>
<td>7</td>
<td>89.13</td>
</tr>
<tr>
<td>Ineligible rating in above subjects (see footnote)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Thesis</td>
<td>2</td>
<td>70.00</td>
</tr>
<tr>
<td>4. Education and experience</td>
<td>3</td>
<td>83.00</td>
</tr>
</tbody>
</table>

AVERAGE PERCENTAGE

Preference allowed (5 points added) 7
Disability preference allowed (10 points added) 7

Rating, noncompetitive mental test (if required—see footnote) 7

RATINGS REQUIRED.—In Subjects 1 and 2 combined, with the weights indicated, nonpreference competitors must attain an average rating of at least 70, competitors entitled to military preference an average rating of at least 65, exclusive of military preference credit, and competitors entitled to disability preference an average rating of at least 60, exclusive of military preference credit. In addition, all competitors must attain in the whole examination an eligible average of at least 70, inclusive of military preference credit, if any.

In the noncompetitive mental test, nonpreference competitors will be required to attain a rating of at least 50, competitors entitled to military preference a rating of at least 45, exclusive of military preference credit, and competitors entitled to disability preference a rating of at least 40, exclusive of military preference credit.

Following is the method of finding the average percentage of an examination: Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

The names of competitors who obtain an average of 70 will be entered on the register of eligibles, with the average percentage obtained; but those whose percentage is below 70 are ineligible for appointment. The period of eligibility for those who obtain an eligible average percentage is one year. All honorably discharged soldiers, sailors, and marines, and the widows of such, and the wives of injured soldiers, sailors, and marines who themselves are not qualified, but whose wives are qualified to hold such positions, are entitled to preference under the act of July 11, 1919. (See paragraph 17 on the reverse side of this sheet.)

All examination papers are rated with great care, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them. In order to receive any benefit from a possible change of ratings, it is manifest that any appeal should be made as promptly as possible.

Duplicates of notices of ratings will not be furnished to applicants during their eligibility nor after it has expired. Duplicates will be furnished to eligibles on registers only when it is found that the original notice was not received by the applicant.

Very respectfully,

U. S. CIVIL SERVICE COMMISSION.

[over]
INFORMATION FOR ELIGIBLES

1. Eligibles should inform the Commission of any change of post office address. A failure to do so may result in loss of appointment. All correspondence should be bona fide residence, kind of examination, date when taken, and the rating obtained.

2. The Commission should be advised immediately of any circumstances which affect the conditions at a salary or location originally stated as satisfactory, under which appointment if tendered will be accepted. This will prevent delay in filling vacancies and avoid certifying eligibles to positions they can not accept.

3. Relative standing on any particular register is constantly changing by the addition or dropping of names with higher average, by the restoration to the register of the names of persons who have declined appointment, etc. The average percentage obtained, and not the date of examination, determines the position of a name on the register.

4. The term of eligibility is one year from the date of entering the name on the register. The entry is made on the same date as the notice of rating. Extension of eligibility is made only when the needs of the service require it, and then must apply to the entire list of eligibles. It is unnecessary to request extension of eligibility beyond the period of one year since such action depends entirely upon the demands of the service without regard to the desire of eligibles.

5. The entrance salary which an eligible is willing to accept affects his opportunity for certification, as the Commission will not consider an eligible for a position the salary of which is materially less than he is willing to accept.

6. The Commission has no knowledge of vacancies that may occur in any branch of the service until requests for certification are received, and therefore cannot express an opinion in regard to the prospects of an eligible for appointment.

7. When there is a vacancy to be filled the Commission is required, upon request of the appointing officer, to certify the names of the three persons standing highest on the proper register.

8. The appointing officer may select any one of the three names certified, and in the proper exercise of this discretion the Commission is not authorized to interfere.

9. Positions in the Executive Departments at Washington are in what is known as the apportioned service. Certification to which must be made so as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population.

10. For the purpose of certification to positions in most parts of the service outside of the District of Columbia, the territory of the United States is arranged in districts, and certification confined to residents of the district in which the position is located.

11. An eligible can not be certified more than three times to the same department or office as the result of one examination.

12. An eligible may request in writing that his eligibility be suspended for a stated period within the term of eligibility, but such suspension will not extend the term of eligibility.

13. No applicant for examination will be allowed to change the designation of the position for which he applies after the date of closing the receipt of applications, and no eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the Commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles.

14. The appointment of a person whose name is on more than one register removes his name from all registers of the same or lower grade. Upon request in writing made during the term of eligibility, the name may be restored for the remainder of such term to the register or registers other than the one from which he received an appointment, except that appointment finally cancels all eligibility resulting from one and the same examination.

15. A person who takes an examination, whether he passes or fails, may take any subsequent examination. If, while a person is still eligible, he is again examined for the same position and makes an eligible average, his name will be entered on the register resulting from the later examination on the same date with other eligibles, the new entry canceling the old. If an eligible average is not obtained, the former eligibility is not affected.

16. Appointment is made for a probationary period of six months, during which the conduct and capacity of the probationer are to be considered by the appointing officer to determine his fitness for retention in the service.

17. An act of Congress, approved July 11, 1919, contains the following provision:

"That hereafter in making appointments to clerical and other positions in the Executive branch of the Government in the District of Columbia or elsewhere, the entrance salary shall be given to honorably discharged soldiers, sailors, and marines, and to the wives of injured soldiers, sailors, and marines who are not qualified, but whose wives are qualified to hold such positions."

A person entitled to preference under this provision of law has the following advantages: (a) he is released from all age limitations except for the positions as fireman and policeman of the District of Columbia and those established to meet the provisions of the retirement law; (b) he is released from many of the physical requirements; (c) honorably discharged soldiers, sailors, and marines have five points added to their earned ratings in examinations for entrance to the classified service. Disabled veterans entitled to a pension under the Bureau of Pensions or to compensation or training by the Veterans’ Bureau, widows of honorably discharged soldiers, sailors, and marines, and wives of injured soldiers, sailors, and marines who are not qualified but whose wives are qualified, have ten points added to their earned ratings. The names of all competitors rated at 70 or more are placed on the eligible registers, but the names of disabled veterans, their wives, and the widows of honorably discharged soldiers, sailors, and marines are placed above all others. An average percentage of 65 must be earned by veterans not disabled; 60 must be earned by disabled veterans, their wives, and the widows of honorably discharged soldiers, sailors, and marines.

18. Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family in the classified service no other member of such family is eligible for appointment in that service. As eligibility may result from the appointment of some member or members of an applicant’s family, prompt report of any such appointment must be made to the Commission. Eligibles are warned that they should not accept appointment contrary to this provision of law, and that if they are ineligible any expense incurred in reporting for duty or otherwise will be at their own risk.

19. Section 10, Civil Service Act, provides—

“That no recommendations of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act.”

20. Physical examination and requirements.—In view of the benefits granted employees under employees’ compensation and retirement legislation, persons appointed may be given a physical examination by a physician in the Federal service before entering on duty.

The following are among the defects of which all debar persons from appointment: Bright’s disease; malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorreas, and chancroid, also tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to affect usefulness; seriously defective vision of both eyes, incorrectable by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs, or body so injured, crippled, or deformed as to affect usefulness seriously; chronic alcoholism or drug addiction: Provided, That the applications of persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be accepted for examination where physical ability is of subordinate importance.

Applicants who have any heart disease must submit certificates from two physicians. If the disability is not fully compensated, the application will be disapproved. Physical requirements may be omitted under certain conditions in the case of veterans entitled to disability preference.

In case an appointment is offered you and you have any doubt as to your physical condition, it may save you unnecessary trouble and expense to have a thorough physical examination made by your family physician, in which event you should show him the above statement to guide him in making observations.

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