To August L. Kormay

331 Giannini Hall

Berkeley, 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, place, and title of the examination.

IT IS ALSO MOST IMPORTANT THAT YOU STATE YOUR CORRECT RATING.

The ratings allowed on your application are indicated in the table below:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Relative weight</th>
<th>Principal</th>
<th>Senior</th>
<th>Conservationist</th>
<th>Associate</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and experience</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Preference allowed (5 points added.)

☐ Disability, ☐ Widow, or ☐ Wife

Preference allowed (10 points added.)

In this examination competitors are examined in but one subject, and the rating in that subject is the average percentage of the examination.

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 is ordinarily 1 year, unless the Commission finds it desirable to extend the eligibility of the entire register for an additional period. 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 the reverse side of this sheet.)

The United States Civil Service Commission advises the competitor not to come to Washington, D. C., for the purpose of seeking Federal employment, as a result of this examination, except in response to a definite offer of employment from a Government establishment.

A duplicate notice of rating will be furnished an eligible only when it is found that the original notice was not received.

Very respectfully,

U. S. CIVIL SERVICE COMMISSION.
INFORMATION FOR ELIGIBLES

1. Eligibles should report any change in address promptly. Failure to do so may cause loss of appointment. In writing to the Commission, eligibles should give the kind of examination, date when taken, address at that time, and relative standing.

2. The relative standing of eligibles is determined by the grade attained, except as modified by the State appointment, or by the certification procedure, as outlined in the examination announcement. Relative standing is subject to variation by the addition to the register of new eligibles with higher grades, by the entry on the reemployment list of the names of persons separated because of reduction of force, or by restoration of eligibles previously not available, by the appointment or declination of those with higher ratings, by the granting of military preference after the register has been established, and other changes.

3. Eligibles should always inform the Commission when unable to accept appointment under the conditions as to salary and locality they have indicated as acceptable. The entrance salary an eligible expresses willingness to accept affects his opportunity of certification. The Commission does not ordinarily certify eligibles for positions paying materially less than they have indicated willingness to accept.

4. The name of an eligible who fails to accept appointment is dropped from the register and will not be restored unless satisfactory reasons are shown and assurance is given that he will accept the first available position at the locality and at the entrance salary he has indicated as acceptable.

5. Upon request of an appointing officer to fill a vacancy, the names of the highest three eligibles on the appropriate register are certified. The appointing officer may select any one of the three, notifying the eligible chosen. The Commission has no authority to interfere in the proper exercise of this discretionary power.

6. The Commission ordinarily has no definite information as to the occurrence of vacancies until requested to make certification, and is therefore unable to predict an eligible's prospects of certification, with certainty.

7. An eligible may receive not more than three certificates of appointment as a result of one examination.

8. The term of eligibility is ordinarily 1 year from the date of the establishment of the register, the notice of rating being approximately that date. Extension of the term is made only when the needs of the service or program, or by law, require it. Request for extension of eligibility in individual cases beyond the life of the register cannot be granted.

9. Upon request in writing, the eligibility of an individual may be suspended for any period which he may specify within the term of eligibility, but such suspension will not extend the term of eligibility.

10. Probationary appointment causes removal of the eligible's name from the register from which appointed, and from all registers of equal or lower grade. A name, upon request in writing, during the term of eligibility, may be restored for the remainder of the term to the register or registers other than that from which appointment was made. Temporary appointment does not affect eligibility for permanent appointment, either favorably or unfavorably.

11. Appointments in the departmental service at Washington are required by law to be apportioned among the States, Territories, and District of Columbia, upon the basis of population.

12. Positions in the field service in and outside of Washington, D.C., are not subject to the apportionment but are in what is known as the "nonapportioned service." For the purpose of certification in filling most such positions the United States is divided into districts, and certification is confined to residents of the district in which the position is located.

13. A person who takes an examination, whether he passes or fails, is considered as having entered any subsequent examination for which eligible. If, during eligibility, he is again examined for the same position, his new rating, if an eligible one, supersedes the old, whether higher or lower, and he will then be rated first, and his eligibility will continue for the remainder of the usual term.

14. The first 6 months of appointment, unless temporary, constitute a period of probation, but the Commission and the department may extend the probationary period at 1 year for any specified position. The name of a probationer separated from the service without delinquency or misconduct may be restored to the eligible register, in the discretion of the Commission, for the remainder of the term of eligibility.

15. For eligibility a rating of 70 is required. Veterans allowed preference on submission of the required documentary proof have 5 points added and need earn a rating of only 65: Provided, That the following have 10 points added and need earn a rating of only 60: (1) Veterans who submit official statements from the proper department showing the present existence of service-connected disability; (2) veterans over 55 years of age who, because of disability, whether service-connected or not, are entitled by law to pension or compensation; (3) widows of veterans; and (4) wives of veterans mentioned in (1) and (2) above when the veterans themselves are disqualified for appointment because of disability. Names of 10-point preference eligibles are placed at the head of the register. Veterans are released from age limitations, up to the retirement age, except for a few positions; they are also released from many physical requirements. Military preference obtained as a veteran's widow is canceled upon remarriage of the widow. Women who claim widow preference should therefore notify the Commission of any change in their marital status.

16. 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 appointments 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 do so, any expense in reporting for duty will be incurred at their own risk.

17. An act of Congress provides that preference in appointment shall be given to other than married persons, living with husband or wife employed by the United States Government or the Government of the District of Columbia.

18. Section 10, Civil Service Act, provides: "That no recommendation of any person will be acted upon 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."

19. Physical examination and requirements: In view of the benefits granted under employees' compensation and retirement legislation, persons appointed will be given a physical examination by a Federal medical officer before entering on duty.

The following are among the defects which will debar persons from appointment: Bright's disease; malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorrhea, and chancroid; also tuberculosis (active, or arrested for a period of less than 1 year); insanity or mental illness sufficiently definite to affect usefulness seriously; defective vision of both eyes, not correctable by glasses; progressive myopia, progressive or disabling paralysis; uncorrected valvular disease of the heart; loss of both arms, both legs, or arm and leg, except that the applications of persons who have lost limbs during service 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; hands, arms, feet, legs, or body so injured, crippled, or deformed as to affect usefulness seriously; chronic alcoholism or drug addiction.

Other physical defects such as fallen or misplaced arch of foot affecting gait; color blindness; heredity (rupture); defective hearing, speech, etc., will also debar from examination when in the judgment of the Commission such defects may impair the individual's efficiency or give rise (by aggravation due to employment or by endangering fellow workers) to a claim under employees' compensation acts.

Applicants who have heart disease must submit certificates from two doctors of medicine. If the defect is not fully compensated, the application will be disapproved. Physical requirements may be waived, under certain conditions, in the case of honorably discharged soldiers, sailors, and marines, who establish disability preference.

If an appointment should be offered you, it may save you unnecessary trouble and expense to have a thorough physical examination made by a doctor of medicine. In which event you should show him the above statement and the statement of physical requirements in the announcement of the examination taken, to guide him in making observations. Any remediable defects should be corrected. You are cautioned not to resign any position you hold until your physical condition has been declared satisfactory, and you are definitely offered appointment.

20. Fingerprints of all appointees are taken before entrance on duty.