

NOTICE OF RATING

UNITED STATES CIVIL SERVICE COMMISSION

Board of Civil Service Examiners, HAWAII Service,

Honolulu, Hawaii.,

April 2, 1929, 192

Robert Drummond

1532 Liholiho St

Honolulu, Hawaii

The average percentage attained by you in the General Machinist examination, on January 14, 1929 is 97.00

For eligibility, a rating of 70 per cent is required of all applicants. Veterans who submit the required evidence are given 5 points and disabled veterans 10 points in addition to their earned ratings in examinations. The words "Preference allowed" or "Disability preference allowed" after the average percentage indicate that such credits have been included. 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 term of eligibility for those who obtain an eligible average percentage is one year from the date of entering the name on the register.

When tendered appointment eligibles should either promptly signify to the official tendering the appointment their willingness to accept, or should decline the appointment in writing.

Very respectfully,

G. T. Lomme
Secretary, Local Board.

1. The term of eligibility is one year from the date of entering the name on the register. The entry is usually made within a few days after the date of 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.

2. Eligibles must keep the secretary of the board informed of any change of post office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Requests to have the address changed should be made by letter, and such letter should relate only to the change in address.

3. Inquiries should be concise and should state kind, place, and date of examination, and the average percentage obtained. Confine the inquiry to one subject.

4. For permission to inspect examination papers or to secure therefrom the average obtained in each subject, personal application should be made to the secretary of the board.

5. Inquiries in regard to relative standing on the eligible registers should be addressed to the secretary of the board.

6. The relative standing of persons on any register may be changed by the addition of names of eligibles having higher ratings. The average percentage obtained, and not the date of examination, determines the relative position of a name upon a register.

7. Until requested to certify names for appointment, the board has no information concerning any vacancy that may exist in any branch of the service.

8. The civil service rules require that when there is a vacancy to be filled, upon request of the appointing officer, certification shall be made from the proper register of the names of the three persons having the highest average percentages on that register, and from among these three names a selection shall be made to fill the vacancy. It is not mandatory that the highest name be selected.

9. The prospects of appointment can not be given, but the mere passing of an examination does not of itself insure either certification or appointment. The lowest eligible rating is 70. The higher the rating the more likely it is that it may be reached for certification within the period of eligibility. In this connection, however, see paragraph 15 in reference to "preference claimants."

10. The conditions of appointment in the various branches of the service are such that nothing can help or hinder the certification of a name in the order of its standing on a register.

11. The Commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules which permit them to select for appointment any one of the three names certified.

12. The name of an eligible can not be certified more than three times to the same department or office from the same register, except as the result of passing another examination.

13. Examination papers are rated with great care under a system which insures accuracy and absolute fairness.

14. An eligible who declines an appointment tendered will not be certified again unless such eligible shall request the benefit of the remaining certifications which the rules allow, stating reasons, which must be satisfactory to the Commission, for declining the appointment.

15. An act of Congress, approved July 11, 1910, 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 preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such and to the wives of injured soldiers, sailors, and marines who themselves are not qualified but whose wives are qualified to hold such positions.

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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) for eligibility, a rating of 70 per cent is required of all applicants. A veteran is given 5 points and a disabled veteran 10 points in addition to his earned ratings in an examination. As the allowance to preference eligibles is in points and not in percentage, it is possible for preference eligibles to secure a rating of more than 100.

16. Section 10, Civil Service Act, provides:

That no recommendation 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.

17. 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 ineligibility 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 if they are ineligible any expense incurred in reporting for duty or otherwise will be at their own risk.

18. Persons who are in the competitive classified service, while retaining the right to vote as they please, and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns. (Rule 1, sec. 1.)

19. 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.

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 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 chancre; 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, incurable by glasses; progressive myopia; progressive or disabling palsy; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; bands, 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 examinations where physical ability is of subordinate importance.

Applicants who have heart disease must submit certificates from two physicians. If the defect 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 should be 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.