

188

Projects and Documents
File

Administrative Matters: Personal

Bixler, Mary Harriet

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD
WASHINGTON 25, D. C.



OFFICE OF THE
EXECUTIVE DIRECTOR

Received one portable typewriter from the War Refugee
Board for which I am responsible.

Mary H. Bixler
MARY H. BIXLER

ROYAL B 1105023



THE FOREIGN SERVICE
OF THE
UNITED STATES OF AMERICA

AMERICAN EMBASSY

Istanbul, February 10, 1945

Dear General O'Dwyer:

Under date of February 9 we sent you the letter of resignation received by us from Miss Mary Harriet Bixler who resigned from the staff of the Office of the War Refugee Board in Istanbul.

Miss Bixler informed us that prior to her departure from the United States, the War Refugee Board advanced to her the sum of \$300.00 against salary to be paid to her in the future. Miss Bixler, having no funds in Istanbul to liquidate this indebtedness, has given us the enclosed letter dated February 10, 1945 to advise the Board that she has requested her father, J. S. Bixler, 33 College Avenue, Waterville, Maine, to make reimbursement to the Board, out of her funds in Mr. Bixler's possession, of the amount advanced by the Board.

Sincerely yours,

Herbert Katzki
Herbert Katzki

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Treasury Building
Washington, D. C.

Encl: Letter of M. H. Bixler

Projects and Documents
File

Istanbul, February 10, 1945

Gentlemen:

At the time I left the United States, to accept a position with the War Refugee Board in Istanbul, I received from you \$300.00 in advance of my salary.

Now that I have transferred from the War Refugee Board, I am anxious to return this money to you as soon as possible. I have no funds available for the purpose in Istanbul, but I have funds on deposit in Waterville, Maine, in a joint account with my father, J. S. Bixler, 33 College Avenue, Waterville. Since my father has access to these funds, I have asked him to send you the \$300.00 therefrom.

I am sending a copy of this letter to my father.

Very truly yours,

Mary Harriet Bixler
Mary Harriet Bixler

War Refugee Board
Treasury Building
Washington 25, D. C.

Mr. Gen. William C. Sawyer
Executive Director
War Refugee Board
Treasury Building
Washington, D. C.

Small letter of resignation

Administrative Matters: Resume 1

Dixler, Mary



THE FOREIGN SERVICE
OF THE
UNITED STATES OF AMERICA

AMERICAN EMBASSY

Istanbul, February 9, 1945

Dear General O'Dwyer:

By this time you will have received our telegram advising you that Miss Mary Harriet Bixler, Secretary in our office in Istanbul, has transferred to the staff of the Istanbul Bureau of the Office of War Information. Miss Bixler took up her new post at the OWI on February 9, 1945, and her resignation from the War Refugee Board is effective as of the close of business on February 8. For your records, I am enclosing herein Miss Bixler's letter of resignation.

I have informed Miss Bixler that her transportation back to the United States is no longer the responsibility of the War Refugee Board. She has been informed by the Office of War Information that they accept responsibility for her return voyage at the appropriate time.

The Embassy in Ankara, through which Miss Bixler has been receiving her salary and other compensation, has been informed of her resignation so that the records might be adjusted.

Sincerely yours,

Herbert Katzki
Herbert Katzki

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Treasury Building
Washington, D. C.

Encl: Letter of resignation

Projects and
File
December

Istanbul, February 9, 1945

Gentlemen:

I hereby tender my resignation (without prejudice) as secretary in the office of the War Refugee Board in Istanbul, for the purpose of accepting employment with the Office of War Information in Istanbul.

This resignation is to be effective as of the close of business on February 8, 1945.

Very truly yours,

Mary Harriet Bixler

Mary Harriet Bixler

War Refugee Board
Treasury Building
Washington 25, D. C.

August 14, 1944

Mr. J. W. Pehle

Ward Stewart

SUBJECT: Cash advances to War Refugee Board Employees Which are Still
Subject to Adjustment As of August 12, 1944

1. James H. Mann. Advance of \$400. was made prior to his trip to Portugal and Spain. This is covered by receipt in the confidential envelope in the Treasurer's Office (Mrs. Hoover). Presumably all of this should be returned to the confidential envelope.

2. Ira A. Hirschmann. Advance of \$2,000. was made prior to his return to Ankara. Of this amount, \$900. is covered by receipt in the confidential envelope in the Treasurer's Office, and \$1,100. is covered by receipt #23 in my Agent Cashier's receipt book. The amount to be returned, if any, depends upon the ultimate settlement with Mr. Hirschmann.

3. Herbert Katski. Advance of \$500. was made prior to his departure for Ankara. This is covered by receipt #22 in my Agent Cashier's receipt book. The amount to be returned, if any, depends upon the ultimate settlement with Mr. Katski.

4. Mary Harriet Bixler. Advance of \$300. was made prior to her departure for Ankara. This is covered by receipt #27 in my Agent Cashier's receipt book. Presumably all of this should be returned when Miss Bixler returns to this country. We have agreed, however, to reimburse Miss Bixler at the rate of \$6.00 per day for her expenses from the time she left Washington until the time she left Miami. Miss Bixler should submit a claim for this amount when she returns to the U. S.

Enclosures.

cc: Mr. White
Mr. Dent

File

AUG 16 1944

Check and receipt sent 8/10

8/10/44

August 2, 1944

AUG 10 1944

Financial Arrangements with Miss Mary H. Bixler

When Miss Bixler left Washington, I made her a travel advance of \$300. This payment was made from my Agent Cashier's account and is covered by receipt No. 27 dated June 20, 1944.

Dear Mr. Fyfe: Miss Bixler understands that this travel advance is to be returned when she returns to Washington.

Enclosed you will find a check for \$19.86 to cover the crating, cartage, and ocean freight in connection with the shipping of Miss Mary Harriet Bixler's trunk to the American Embassy in Ankara, Turkey, in July, 1944. It would be appreciated if you would sign the enclosed receipt and return it to my office for our records.

Your reference number is O.M. 35784.

W.S.
Yours very truly,
Assistant Executive Director
(Management)

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

Mr. Howard Fyfe
U. S. Despatch Agent
United States Government Despatch Agency
45 Broadway
New York 6, New York

Enclosures.

Check and receipt sent 8/10

WStewart; pdk 8/10/44

Projects and Documents
File

August 2, 1944

Financial Arrangements with Miss Mary H. Bixler

When Miss Bixler left Washington, I made her a travel advance of \$300. This payment was made from my Agent Cashier's account and is covered by receipt No. 27 dated June 20, 1944. Miss Bixler understands that this travel advance is to be returned when she returns to Washington. The War Refugee Board is committed, however, to paying Miss Bixler \$6.00 a day to cover her expenses from the day she left Washington to the day she left Miami (a period of a little over a week), since Miss Bixler's per diem through the Embassy did not begin until she left Miami.

Administrative Matters: Personnel

W.S.
Assistant Executive Director
(Management)

File

PLAIN

Ankara

Dated July 19, 1944

Rec'd. 3:56 a.m., 20th

U.S. DEPARTMENT OF THE TREASURY
WASHINGTON

CHIEF, TREASURY DEPARTMENT, APPROPRIATION DIV.

112/10000(18)
(The appropriation from which disbursements are made is shown on other lines)

STANDARD FORM NO. 14-A
PREPARED BY THE GOVERNMENT
MAY 19 1942

SECRETARY OF STATE

TELEGRAM
Washington.

OFFICIAL BUSINESS 1315, Nineteenth

FROM HIRSCHMANN FOR WAR REFUGEE BOARD ANKARA

NO. 98.

Mr. Julius Seelye Bixler
33 College Avenue
Wash.

Mrs. Henderson and Miss Bixler arrived yester-

day. Please inform families.

MISS MARY H. BIXLER ARRIVED AT HER DESTINATION JULY EIGHTEEN.

JJM

KELLEY

DAVID WHITE
Administrative Officer

dw

Mr. White notified families 7/21.

STANDARD FORM NO. 14 A
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

Mr. Julius Seelye Bixler
33 College Avenue
Waterville, Maine

MISS MARY H. BIXLER ARRIVED AT HER DESTINATION JULY EIGHTEENTH.

DAVID WHITE
Administrative Officer

DW

WAR REFUGEE BOARD
~~TREASURY DEPARTMENT~~
WASHINGTON

CHARGE TREASURY DEPARTMENT, APPROPRIATION FOR

112/40006(18)

(The appropriation from which payable must be stated on above line)

U. S. GOVERNMENT PRINTING OFFICE

2-14117

11010

ADMIN. ASST.

Agency War Refugee Board

El. Route
July 11, 1944

Dear Mr. White,

Mrs. Henderson and I thought you might like to have a report on our progress, which so far has had most of the earmarks of a pleasure trip. We have been having a marvellous time. Everybody we have met has been friendly, courteous, and obliging, and we have had the best of care. Our traveling companions have been congenial, and our hosts have gone out of their way to make us comfortable. In fact, if the ATC ever wants a testimonial, we can certainly give it one!

We have visited Cairo, and I was able to see Mr. Gunter and give him your message. Of course I never met him before, but he seemed to me to be in good health and

spirits, was also able to see my cousin,
which was very pleasant.

I am not yet quite used to this
typewriter, but I don't think it has suffered
any internal damage on the trip. However,
the handle on the case managed to get broken
neatly in half. Do you suppose it would be
possible to send out a new handle? I can
patch it up with adhesive tape for now, but
I'm afraid that won't be very satisfactory
in the long run.

I hope you are well and not melting in
the heat. Please give my best to Mr. Stewart.

Sincerely yours,

Mary Harriet Bixler

(I seem to have lost my pen)

the paper. I hope you will read to Mr. Boardman
in the long run.
The original application, if you wish, will be
sent to you for your information. I am
of course at your disposal for any further
information you may require. I am,
very respectfully,
Yours truly,
[Signature]

U.S. ARMY SERVICE
JUL 12 788 1944
FOR DEFENSE

U.S. ARMY
PASSED BY
BASE
2218
EXAMINER

Mr. David White
War Refugee Board
385 Treasury Building
Washington 25, D. C.

RB
Projects and Documents
File

Administrative Matters: Resumes



DEPARTMENT OF STATE
WASHINGTON

In reply refer to
FA

July 8, 1944

The Secretary of State presents his compliments to the Executive Director of the War Refugee Board and acknowledges the receipt of his two letters of June 20, 1944 regarding salary and per diem payments to Miss Mary H. Bixler and per diem payments to Mrs. Virginia D. Henderson, employees of the War Refugee Board at Ankara, Turkey.

In this connection there is enclosed herewith a copy of the Department's airgram no. A-107 of June 29, 1944 to the Embassy at Ankara authorizing such payments to Miss Bixler and Mrs. Henderson.

Enclosure:

Copy of airgram no. A-107
of June 29, 1944 to Ankara.

NAR
w.d. 7/10

[Handwritten signature]

Title Admn. Asst. Agency War Refugee Board

A-107
 X
 4:30PM

June 29, 1944

AMEMBASSY,
 ANKARA.

Reference Department's A-92, June 9 and A-100, June 21, regarding assignment by War Refugee Board of Miss Mary H. Bixler and Mrs. Virginia D. Henderson to Ankara.

Embassy is authorized to pay salary of Miss Bixler at rate of \$2000 per annum plus overtime and per diem of \$7.00, both items effective as of the date she leaves the United States. Payment of per diem of \$7.00 is likewise authorized for Mrs. Henderson, effective the same date, but not of her salary which will be paid in the United States. Payment of currency appreciation loss on amount received by these employees abroad is also authorized.

Include payments in your regular accounts for reimbursement by War Refugee Board accordance Section V-45 of Foreign Service Regulations as authorized by letters dated June 20, 1944 from that agency to Department.

HULL ept

FA:WB:EKM

6/24/44

BF

WRB

NE

SPS

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD
WASHINGTON 25, D. C.

OFFICE OF THE
EXECUTIVE DIRECTOR

June 26, 1944

Dear Miss Bixler:

Your Travel Authorization No. WRB-44-25 dated June 17, 1944 is hereby amended by addition of the following paragraphs:

"You will be allowed transportation expenses and \$6.00 per diem in lieu of subsistence for travel within the continental limits of the United States and \$7.00 per diem while on shipboard and for travel outside the continental limits of the United States, payable from the appropriation "112/40006(18) Emergency Fund for the President, National Defense (Allotment to War Refugee Board) 1942-1944", in accordance with Government Travel Regulations.

You will be allowed reimbursement for loss sustained from appreciation of foreign currencies in their relation to the American dollar as authorized by the Act approved March 26, 1934.

A copy of this letter should accompany the voucher making claim for expenses incurred hereunder."

Very truly yours,

David White

David White
Acting Assistant Executive Director
(Management)

Miss Mary H. Bixler
War Refugee Board

Title Admn. Asst. Agency War Refugee Board

Objects and Documents

Payment made to State Department on behalf of Miss Mary H. Bixler

Salary	*	\$1,192.51	F.S.P.A. -	\$150.23
Per diem	-	1,304.62		165.13
Retirement	-	41.70		5.40

Administrative Matters: Personnel

Bixler, Mary H.

The War Agencies Employees Protective Association
c/o Office of Lend-Lease Administration
515 22nd Street, N. W.,
Washington, D. C.

I hereby make application for membership in The War Agencies Employees Protective Association.

I understand that if admitted to membership I shall be eligible to apply for Group Life Insurance under the Group Contract issued to the Association by The Equitable Life Assurance Society of the United States and I hereby apply for the amount of insurance for which I shall become eligible under the Group Insurance Plan. For purposes of becoming insured I hereby certify that I am actively at work on the date of this application.

I was born July 11 1921. I designate as my Group
(month) (day) (year)

Life Insurance beneficiary Julius Seelye Bixler
(Mary Smith Jones - not Mrs. John E. Jones)

Relationship Father Home Address 33 College Ave., Waterville, Me.

Note: If more than one beneficiary is named, the death benefit, unless otherwise provided herein, will be paid in equal shares to the designated beneficiaries who survive the employee; if no such beneficiary survives, payment will be made in accordance with the terms of the policy.

My basic salary is \$ 2000 Amount of Insurance \$ 5000

Enclosed is my check made payable to the Association for \$ 20.75
which includes the \$2 initiation fee and three monthly premiums.

Signed Mary Harriet Bixler

Mary Harriet Bixler
Print Full Name Here

War Refugee Board
(Agency)

Date Signed 6/22/44

Name and address of person to whom certificate is to be sent--

Julius Seelye Bixler

33 College Ave., Waterville, Maine

Eligibility Certified by David White

Title Admn. Asst. Agency War Refugee Board

WAR REFUGEE BOARD

JUN 20 1944 JUN 22 1944

File
J. Lawrence C. Frank

Pursuant to my letter of March 20 and your reply of March 28 (reference FA), the War Refugee Board requests that arrangements be made by the Department of State for the payment on the basis of the salary and per diem of Miss Mary

Dear Mr. Frank:

Harriet Bixler who is in Ankara and Miss Mary H. Bixler and Mrs. Virginia D. Henderson to Ankara, Turkey, it is requested that they receive foreign service pay adjustment during the coming fiscal year. Miss Bixler is to receive \$2,000 per annum plus overtime, plus \$7.00 per diem, effective as of the day she leaves this country. Mrs. Henderson is to receive \$2800 per annum plus overtime, plus \$7.00 per diem, effective also as of the day she leaves this country. It is our understanding that the foreign service pay adjustment for Turkey is 12.85 per cent, and it is hereby requested that this adjustment be made in the cases of Miss Bixler and Mrs. Henderson.

Yours very truly,

Your cooperation in this connection would be very much appreciated. Any questions may be referred to Mr. Ward Stewart, Assistant Executive Director, Room 190, Main Treasury Building, extension 3677-8.

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

Mr. Lawrence C. Frank
Chief, Division of Foreign Administration
Department of State
Washington, D. C.

(Signed) J. W. Peble
J. W. Peble
Executive Director

Honorable G. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D.C.

cc Dent

W.S.

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

JUN 20 1944

DATE JUNE 20, 1944

TO Files
FROM Ward Stewart
Subject: My dear Mr. Shaw:

Pursuant to my letter of March 20 and your reply of March 28 (reference FA), the War Refugee Board requests that arrangements be made by the Department of State for the payment on a reimbursable basis of the salary and per diem of Miss Mary Harriet Bixler who is being sent to assist Mr. Herbert Katzki in Ankara and Istanbul, Turkey. Miss Bixler's assignment has been approved by the Department of State as indicated by the Department's memorandum of June 9, 1944.

The following administrative expenditures should be handled under the arrangements agreed upon in our exchange of correspondence:

1. Salary. \$2,000 per annum plus overtime, effective as of the date Miss Bixler leaves this country.
2. Per diem. \$7.00, effective as of the same date.

Your cooperation in this connection would be very much appreciated. Any questions may be referred to Mr. Ward Stewart, Assistant Executive Director, Room 190, Main Treasury Building, extension 5677-8.

Yours very truly,

(Signed) J.W. Pehle

J. W. Pehle
Executive Director

Honorable G. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D.C.

CC Dent

t; pdk 6/19/44

W.S.

Copy of triplicate form sent to Mr. Fife
File

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

DATE June 20, 1944

TO Files
FROM Ward Stewart
Subject: Miss Mary H. Bixler

I gave Miss Bixler today a travel advance of \$300 in anticipation of her trip to Turkey. She understands that this travel advance is to be returned when she returns to this country. She is to be allowed, however, \$6.00 per diem from the day she leaves Washington until she leaves this country, since the per diem which she will receive from the Legation in Ankara will not become effective until she leaves the United States.

W.S.

Assistant Executive Director
(Management)

Copy of triplicate form sent to Mr. Fife
File

June 14, 1944

June 17, 1944

File
Copy of triplicate form sent to Mr. Kitz

Dear Miss Bixler:

You are hereby authorized to proceed from Washington, D.C. to Ankara, Turkey and such other points as your mission may require, and return on official business of the War Refugee Board.

You are authorized to travel by any feasible method, including air and you are authorized to ship baggage in excess of that allowed by the facilities used.

Very truly yours,

Ward Stewart
Assistant Executive Director
(Management)

Miss Mary H. Bixler
War Refugee Board

EXECUTIVE OFFICE OF THE ASSISTANT
WAR REFUGEE BOARD

From the...

Enclosed is a copy of the triplicate form I sent to the Dept. today.

I have also made a copy for myself.

today,

Washington on the 19th

College Avenue

Ort, Maine

A. S. ...

June 17, 1944

Howard Fyfe
U.S. Dispatch Agent
115 Broadway

June 14, 1944

Dear Mr. White,

Enclosed is a copy of the
triplicate form I sent to Mr. Fyfe today.
I have also made a copy for myself.

I am writing to Mr. Stewart
today, and will see you all in
Washington on the 19th.

Sincerely yours,

Mary Harrier Bixler

33 College Avenue
Waterville, Maine

has
key
A. S.
2" x 39
Owner
Dimensions
page

Copy of ...

Howard Fyfe Agent
U.S. Dispatch
45 Grand St
New York 6
Pki
A. Stewart
Reg. No.
I intend to
my operation
Shipment loc
Remarks

June 14, 1944

Dear Mr. Stewart,

Thank you very much for your letter of June 12. It is a great relief to know that I may use my own trunk! I will get the triplicate form, sent me by Mr. White, off to Mr. Fyfe today. His instructions may not reach me before I leave Waterville, but I am sure that my father will be able to make the arrangements.

The problem of the duffle bag is also satisfactorily solved, since I have been able to buy an Army officer's flight bag, which ought to be regulation if anything is.

I have had the smallpox and tetanus inoculations, and two each of typhus and typhoid, and will finish up this Friday in plenty of time. I expect to arrive in Washington around noon on Monday the 19th, and will report to you after lunch.

My family is busily collecting the addresses of people we know in Cairo and the Near East. I don't expect to be able to look them all up, but it will be a comfort to have them!

Sincerely yours,

Mary Harriet Bixler

33 College Avenue
Waterville, Maine

EXECUTIVE
WAR
REFUGEE BOARD

NAR

M.D. 6/16

Copy of triplicate form sent to Mr. Fyfe

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

JUNE 14, 1944

Howard Fyfe
U.S. Dispatch Agent
45 Broadway
New York 6, N.Y.

This office has ready for export shipment the property described herein, shipping instructions for which are requested:

<u>Pkg No.</u>	<u>Type of Container</u>	<u>Contents</u>	<u>Weight Pounds</u>	<u>Value</u>	<u>Overall Dimensions</u>
1	Trunk	Wearing apparel	175 lb or less	\$200	20½" x 39" x 14"

Intended for: Miss Mary H. Bixler, ~~War~~ War Refugee Board, c/o Ambassador Laurence A. Steinhardt
U.S. Embassy
Ankara, Turkey

Appropriation: Unattached funds

Shipment located at: Waterville, Maine

Mary H. Bixler

Remarks:

33 College Avenue
Waterville, Maine

P. 1

OATH OF OFFICE, AFFIDAVIT,
AND
DECLARATION OF APPOINTEE

War Refugee Board

Department or Establishment

Department or Division

Place of Employment

Mary Harriet Bixler JUN 12 1944

Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party which advocates the overthrow of the Government of the United States by force or violence, and that during such time as I am an employee of the Federal Government, I will not advocate the same.

Dear Miss Bixler: Following our telephone conversation I talked to Mr. Fye in New York about the size of your trunk. He stated that there were no limitations as to size and that he would be able to handle one of the dimensions you mentioned without any difficulty. He emphasized, however, that the trunk should not be sent to him until you receive his request that it be sent. I assume that he will be getting in touch with you in this connection within the next few days.

Glad to hear that preparations are proceeding well and don't hesitate to get in touch with us if you need any help. Yours very truly,

(Signed) Ward Stewart

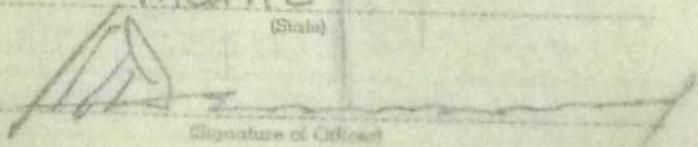
Ward Stewart
Assistant Executive Director

Miss Mary H. Bixler
33 College Avenue
Waterville, Maine

Mary Harriet Bixler
(Signature of Appointee)

day of June A. D. 19 44

Maine
(State)


(Signature of Officer)
Ward Stewart
(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

(Place on Duty) (Position to which appointed) (Date of Birth)

pdk 6/12/44

OATH OF OFFICE, AFFIDAVIT, AND DECLARATION OF APPOINTEE

War Refugee Board

(Department or Establishment)

(Bureau or Division)

(Place of Employment)

A.
**OATH OF
OFFICE**

I, Mary Harriet Bixler

Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

B.
AFFIDAVIT

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C.
**DECLARATION OF
APPOINTEE**

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will ~~inform myself of and~~ observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., ~~and report on~~ attached information for Appointee, and [strike out either (3) or (4)]

(3) ~~the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;~~

(4) the answers contained in my Application for Federal Employment, Form No. 57, dated May 26, 1944, filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

None

Mary Harriet Bixler

(Signature of Appointee)

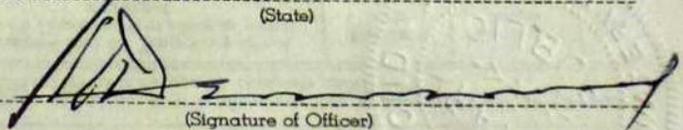
Subscribed and sworn before me this 16th day of June A. D., 19 44

at Waterville

(City)

Maine

(State)



(Signature of Officer)

Notary Public

(Title)

[SEAL]

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

16-32864-2

(Date of Entrance on Duty)

(Position to which appointed)

(Date of Birth)



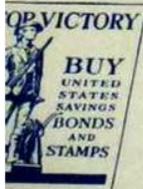
DEPARTMENT OF STATE
WASHINGTON

In reply refer to
FA

June 9, 1944

The Secretary of State presents his compliments to the Executive Director of the War Refugee Board and acknowledges the receipt of the following communication: letter dated May 29, 1944 regarding the assignment of Miss Mary H. Bixler to Ankara, Turkey.

The Department of State has approved the assignment outlined in the communication under acknowledgment and has issued appropriate instructions to the American diplomatic and consular offices concerned.



NAR
W.D.G/10

SAT

Miss Mary H. Bixler
33 College Avenue
Waterville, Maine

Enclosure.

Alexander Lawrence A. Stebbards
United States Embassy
Ankara, Turkey
Attention: Miss Mary H. Bixler
War Refugee Board

You should arrange with a local express company, preferably
Express Agency, to forward this baggage to Mr. Howard
United States Despatch Agent, 45 Broadway, New York 6, New
York. The telephone is 212-41-1111. As notified by
the person for you must call on him when you
are ready to ship the baggage.

Sent airmail special

JUN 8 1944

Dear Miss Bixler:

Before you leave the country for the War Refugee Board it will be necessary that we have on file for you a completed "Oath of Office" Form No. 61a. It will be appreciated if you will execute the enclosed form, have it notarized, and return it to this office at your early convenience. The entries below the double line at the end of the form will be made in this office.

You will receive another letter shortly giving detailed replies to the questions in your letter of June 2. For your advance information, however, the travel arrangements are moving much more rapidly than we anticipated and it is possible that your departure may be scheduled as early as June 19.

Yours very truly,

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

Miss Mary H. Bixler
33 College Avenue
Waterville, Maine

Enclosure.

Attention: Miss Mary H. Bixler
War Refugee Board

You should arrange with a local express company, preferably the Railway Express Agency, to forward this baggage to Mr. Howard [unclear], United States Dispatch Agent, 45 Broadway, New York 6, New York. *Sent airmail special* I am notifying him [unclear] to be on the lookout for your shipment. You will pay [unclear] of your baggage, and be reimbursed by us, be sure

wart; pdk 6/8/44

WRS

to obtain receipts for all amounts over one dollar. I am enclosing a form which you will fill out in triplicate and mail to Mr. Fyfe. I would suggest that you add two additional blank pages and complete one for your own records and mail me the other.

(2) Clothes: It appears to me that your parents, having lived in Syria, would be your best advisors in the matter of what to take, what to wear, the changes of season, etc. My suggestions along this line would be general, namely: that you had best stock up on the little necessities - soap (hand and laundry), articles for the care of your hair and skin, etc. You must bear in mind that Turkey is a highly inflationary country at this time and things you will miss most, unless you bring them with you, are the little casual items which we take for granted in this country. I think you will know best what you will need.

(3) Passports: Your passport is ready and is now at the Turkish Embassy for a visa. We expect that it will be complete, with all other necessary visas, early next week. It is possible that your transportation priority will be ready by the third week in June. Consequently you should plan to be in Washington ready to depart by Monday, the nineteenth of June. At that time also you can take your yellow fever and cholera inoculations. Whatever additional time you may have in Washington we can devote to background instruction. Because of the confidential nature of the material we cannot send anything to you through the mail.

(4) Salary: You will be paid \$2,000 per annum basic salary plus a small overtime allowance plus \$9.00 a day for living expenses, effective as of the day you leave Washington. Living costs in Turkey are very high and if experience shows the per diem to be inadequate an appropriate adjustment will be made. Both the salary and per diem payments will be made through the Embassy so you will need some cash to get you there. If you wish, we will be glad to arrange a suitable travel advance when you arrive in Washington.

(5) Income Tax: Your salary only is subject to income tax. Your per diem amounts need not be entered in your income tax report. It is not necessary for you to file a report from abroad; that can wait until your return to America and you will be allowed until the fifteenth day of the third month after your return in which to get up to date. In the meantime write to your Collector of Internal Revenue informing him of your coming absence abroad and that you will handle your income tax report when you return to the United States. We can talk more about this when you get to Washington.

(6) Insurance: This is voluntary. I am enclosing an application for your information.

6/15/44

WRS

In closing I would like to emphasize your getting your baggage shipped out as soon as possible as it will take approximately two months for it to reach Ankara.

Very truly yours,

W/AD 32 GOVT COLLECT

WATERVILLE ME MAY 3 1944

DAVID WHITE

David White
Administrative Assistant

P. S. In the matter of clothes Mr. Hirschmann tells me Ankara is VERY cold in winter and VERY hot in summer.

ENCLOSURES

The others can easily be covered. It appears that I cannot have anything done about my wisdom teeth until June 27, when I shall have to go to the hospital and have everything taken care of at once. The whole proceeding, including after-care, will take about two weeks, the dentist thought; if I am not to leave until the middle of July it will fit in all right.

This afternoon I had a telephone call from Gerald Arant De Luca, who is investigating my Massachusetts antecedents. He told me to call Mr. William Cummings, in Portland, which I shall do when I get back to Waterville tomorrow afternoon.

This certificate is to be returned to the official requesting the information.

DWhite:dm 6/8/44

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

To:
 (1) Personnel Division (Room) (Bldg.)
 (2) (Room) (Bldg.)
 (3) (Room) (Bldg.)

Under date of May 30, 1944 Miss Bixler applied for her passport to Turkey where she will work for the War Refugee Board under the State Department.

From: D. WHITE (Date) 6/5
 387 (Room) (Bldg.)

SERVICE COMMISSION
MEDICAL EXAMINATION

ed lines below to heavy line
 3818 - 47th St. N (Post-office ad)
 Foreign Servi (Title of exam)
 Turkey (City or town in which)
 No
 ever?

ILL IN THE FOLLOWING
 pounds. { Males, w
 without clothing) { clothe
 g examination.
 viations from normal are note
 respond with items below.)
 ft: 20 With glasses if

the following specimens of
 , No. 2 need not be given.
 Without glasses:
 R. 20
 L. 20
 Without glasses:
 R. _____
 L. _____

If not, can applicant pass lantern, yarn or other comparable test? ...
 2. Ears: (Consider denominators indicated here as normal. Record as numerical conversation: Right ear $\frac{20}{20 \text{ ft.}}$ Left ear $\frac{20}{20 \text{ ft.}}$ Evidence of disease or i

3. Nose, sinus disease, etc. _____
 4. Mouth and throat _____
 5. Gastro-intestinal _____
 6. Thyroid (especially in women) _____
 7. Heart and blood vessels _____

Blood pressure: Mm. Hg. systolic 110 Mr
 Is organic heart disease present? No If organic heart disea
 8. Lungs: Right _____ Left
 History of tuberculosis? No If so, has the disease be
 If there is a history of tuberculosis, is any type of collapse therapy be
 remarks.) _____

9. Hernia _____ name variety: Inguinal, ventral, femoral

WRB

UNITED STATES CIVIL SERVICE COMMISSION
CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

M. BIXLER (Name) 3818 - 47th St. NW (Post-office address)
LE (Sex) July 11, 1932 (Date of birth) Foreign Service (Title of examination taken)
Executive Office of the President (Department and bureau in which you are to be employed) Turkey (City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? No
 2. If answer is "yes" give details _____

PHYSICIAN SHOULD FILL IN THE FOLLOWING

69 inches. (Height, without shoes) * 129 1/2 pounds. (Weight, in clothing) _____ pounds. (Weight, without clothing) _____ pounds. { Males, with and without clothing; females, clothed, but without wrap or hat.

* To be taken for males only upon special written request of the official ordering examination.
 Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
 Near vision: 20 20

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.
 This order will supplement the Executive orders of May 29 and June 13, 1923 (Executive order, September 4, 1924).
 (Jaeger No. 2)

Without glasses:	With glasses, if used:
R. <u>20</u> in. to _____ in.	R. _____ in. to _____ in.
L. <u>20</u> in. to _____ in.	L. _____ in. to _____ in.
Without glasses:	With glasses, if used:
R. _____ in. to _____ in.	R. _____ in. to _____ in.
L. _____ in. to _____ in.	L. _____ in. to _____ in.

Evidence of disease or injury: Right _____ Left cap

Color vision: Is color vision normal when Ishihara or other color plate test is used? cap
 If not, can applicant pass lantern, yarn or other comparable test? _____

2. Ears: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary conversation: Right ear 20 ft. Left ear 20 ft. Evidence of disease or injury: Right ear _____ Left ear _____

3. Nose, sinus disease, etc. 20 ft. 20 ft. antecoryza. allergic to feathers & dust

4. Mouth and throat _____

5. Gastro-intestinal _____

6. Thyroid (especially in women) _____

7. Heart and blood vessels _____

Blood pressure: Mm. Hg. systolic 110 Mm. Hg. diastolic 75

Is organic heart disease present? No If organic heart disease is present, is it fully compensated? _____

8. Lungs: Right _____ Left _____

History of tuberculosis? No If so, has the disease been arrested for at least 1 year? _____

If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.) _____

9. Hernia _____ (If present, name variety: inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truse? _____

10. Varicose veins _____ (If present, state location and degree)

Varicocele (see note 10 on reverse side) _____

11. Feet: Is flat foot present? No Degree of impairment of function _____ (None, slight, moderate, severe)

12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above _____

13. Scars of serious injury or disease _____

14. Nervous system (see note 14 on reverse side) _____

Is there any history of a "nervous breakdown"? _____

If hospitalized, give name of hospital and location _____ (b) Venereal disease denies

15. (a) Urinalysis (see reverse side) _____

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks." _____

17. Does Veterans Administration recognize service-connected disability in this case? No If "yes," cover in your comments. (Yes or no)

18. Has examinee ever received disability retirement from U. S. Civil Service Commission? No (Yes or no)

This certificate is to be returned to the official requesting the examination

[OVER]

Administrative Matters: Personnel

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information on the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing and claims under United States employees' compensation laws.

OFFICE OF THE EXECUTIVE DIRECTOR

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.
HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.
 The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.
2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.
3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.
4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.
5. **Gastro-intestinal.**—Ulcers, inflammations, etc.
6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.
7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.
9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.
10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.
11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.
- 12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.
14. This entry should include symptoms and full history of any mental or nervous abnormality.
15. **Urinalysis** to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected, and when obesity is found on examination.

Record of urinalysis, if made: Sp. gr. 1.020 Albumen 3+ Sugar 0 Cast. tr. f. c.
 If tachycardia is present, give pulse rate: Sitting _____ Immediately after exercise _____ Two minutes after exercise _____ Cardiac reserve _____
 (Good, fair, or poor)

CHEST X-RAY

Referred to Civil Service Commission for decision

I have found this applicant abnormal under the following headings: Has a severe cold with upper respiratory tract allergy
 In my opinion, applicant is capable of performing duties involving _____ physical exertion. (Arduous, moderate, or light)
 REMARKS: (2) Albuminuria
Serology: Negative for syphilis

U. S. Public Health Service Dispensary (Signature of applicant)
 Railroad Retirement Board Bldg.,
 4th & D Sts., S. W., Washington, D. C.

Mary Harrier Birtus
 (This space to be filled in, as a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

(Place of examination)
 (Date of examination)
 MAY 29 1944

The examining physician must be a duly licensed doctor of medicine (M. D.)

M. A. Kitter, M. D.
 (Signature of examining physician)
 (If in Federal medical service, give title and branch)
 Full time? 0 Part time? _____ Fee paid? _____

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in _____ (Department) _____ (Bureau)

Title of position _____

Type of appointment (check): Original appointment Transfer Reinstatement Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) _____

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD
WASHINGTON 25, D. C.

OFFICE OF THE
EXECUTIVE DIRECTOR

May 29, 1944

Dear Sir:

The bearer of this letter, Miss Mary H. Bixler, an employee of the War Refugee Board, is being assigned to foreign duty in Ankara, Turkey. It will be appreciated if you will give her a medical examination and the necessary inoculations.

Very truly yours,

David White
David White
Administrative Assistant

Surgeon in Charge
U. S. Public Health Service
4th & D Streets, S. W.
(Railroad Retirement Building)
Washington, D. C.

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

May 29, 1944

may 29, 1944

TO: Personnel Files

FROM: Ward Stewart

My dear Mr. Shaw

The War Refugee Board is designating Miss Mary H. Bixler to serve as secretarial assistant to Mr. Herbert Katzki, War Refugee Board Representative and assistant to Mr. Hirschmann at Ankara. This is in accord with the request made by Ambassador Steinhardt in his cable No. 888 of May 17, 1944, that a secretary accompany Mr. Katzki.

Miss Bixler is being instructed to apply for her passport and any other necessary clearances for foreign travel immediately. In view of her duties it will be appreciated if action can be taken to grant her a special passport. Through May 31 Miss Bixler can be reached at 3818 47th Street N.W., Washington, D.C., after which she can be reached at 33 College Avenue, Waterville, Maine. When Miss Bixler is ready to leave the country I should also appreciate your assistance in obtaining an air priority for her.

We will notify you further with respect to salary payments and other administrative arrangements. In the meantime, any action that can be taken to expedite the matters described above will be appreciated.

Yours very truly,

(Signed) J.W. Pehle

J. W. Pehle
Executive Director

Honorable G. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D. C.

W Stewart; pdk 5/29/44

Administrative Matters: Personnel

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

DATE May 26, 1944

TO Personnel Files
FROM Ward Stewart
Subject: Miss Mary H. Bixler

Miss Bixler is a graduate of Smith College, Northampton, Massachusetts, and also has an M.A. from Columbia University. Her principal college work has been in literature, languages, and the arts. She has both a reading and speaking knowledge of French and German.

In addition to her broad liberal arts training, Miss Bixler has recently taken a business course and is qualified in typing, shorthand, and accounting. She would be interested in a secretarial position which would offer prospects of active participation in the war effort and future advancement.

She has had considerable foreign travel and would not be at all averse to travel in connection with her work. Her background is sufficiently international so that the adjustment to foreign working conditions should be relatively easy for her. Her general intelligence is reflected by a cum laude graduation from Smith College and election to Phi Beta Kappa. In addition she is pleasant in appearance and generally personable.

She will be in Washington through Monday, May 29, and I am referring her application to Mr. Katzki and possibly later to Mr. Hirschman for consideration as a secretarial assistant to either of them in connection with their work in Turkey. If it seems desirable to go outside the Treasury Department for this purpose and if there are no satisfactory candidates who are personally known to Mr. Hirschmann and Mr. Katzki, it would seem to me that Miss Bixler should receive very serious consideration.

Through Monday, May 29, Miss Bixler can be reached at 3818 47th Street N.W., c/o C. R. Shipley, telephone Ordway 6805.

W.S.
Assistant Executive Director
(Management)

WRB

P. I. Documents

Administrative Matters: Personnel

Bixler

APPLICATION FOR FEDERAL EMPLOYMENT

ANNO. NO.

APP. NO.

INSTRUCTIONS.—Answer every question clearly and completely. Typewrite or write legibly in **BLACK INK**, to assure clear photographic copies for appointing agencies. **If you are applying for a specific United States Civil Service Examination**, read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if **not**, mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

1. Name of examination, if any, or name of position applied for:	AV.	This space for U. S. Civil Service Commission	To U. S. Civil Service Commission
2. Place of examination (if a written test), or place of employment applied for:			
(City and State)			
3. Optional subject (if mentioned in examination announcement):			Appor. Nonappor.

4. ~~Mr~~ Miss Mary Harriet Bixler
 (First name) (Middle) (Last)

5. 33 College Avenue
 (R. D. or street and number)

Waterville, Maine
 (City or post office, and State)

6. Date of birth (month, day, year): July 11, 1921

7. Age last birthday: 22

8. Date of this application: May 26, 1944

9. Legal or voting residence:
 State Maine

10. Telephone numbers:
(Waterville) 1843
 (Residence phone) (Business phone)

11. (a) Check one: Male. Female.
 (b) Check one: Widowed. Single. Separated. Married. Divorced.

12. Height, without shoes: 5 ft. 8 1/2 in. Weight: 135 lb.

13. Where were you born? Bzurut Suria
 (Town) (State or country)

O. S.			
Gr.			
E & E.			
P & D.			
Int.			
Preference: Allowed—	Adm'd exam.		
-- Veteran.	Approved by		
-- Disability.	Exam. date		
-- Wife.	Not Ra.		
-- Widow.	Date Reg.		
-- Disallowed.			
-- Closed.			
-- Indian.			
	Material att'd.		
	Material filed.		
	Material ret.		

This space for U. S. Civil Service Commission

SEL. NO.

Indicate "Yes" or "No" answer by placing X in proper column	Yes	No	Indicate "Yes" or "No" answer by placing X in proper column	Yes	No
14. Are you a citizen of the United States? Unless otherwise instructed, naturalized citizens must submit, along with this application, Naturalization Certificate; other foreign-born, documentary proof of citizenship. Documents will be returned.	X		22. (a) Were you ever in the U. S. military or naval service? If so, give branch of service and date of last discharge: Army. Navy. Marine. Coast Guard. Date		X
15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? If so, list all cases, without any exception whatsoever, under Item 45, page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If appointed, your fingerprints will be taken.		X	(b) Were all discharges granted under honorable conditions? (c) Have you already established military preference with the Civil Service Commission? If so, check kind of preference below: Veteran. Disabled. Wife of disabled veteran. Widow of veteran. If you are applying for a specific examination, and wish to claim veteran preference in connection with it, attach C. S. C. (Preference) Form 14, together with the evidence specified therein.		X
16. (a) Have you any physical defect or disability whatsoever?	X		23. Have you registered under the Selective Service Act? If so, give address and number of local board.		X
(b) Have you ever had a nervous breakdown? If your answer to either (a) or (b) is yes, give full particulars under Item 45, page 4.		X	If classified, give your classification. Your order number.		X
17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? If so, give complete details under Item 45.		X	24. (a) Are you now a member of any branch of military or naval reserve? If so, give name of organization. (b) Are you now on active duty?		X
18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? If so, state (under Item 45) when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.		X	25. Give number of persons completely dependent on you, other than husband or wife. <u>none</u>	X	
19. Within the past 12 months, have you used intoxicating beverages? If so, specify: <input checked="" type="checkbox"/> Occasionally. <input type="checkbox"/> Habitually. <input type="checkbox"/> To excess.	X		26. Would you accept short-term appointment? 6 months. 3 months. 1 month.		X
20. Are any members of your family or relatives (either by blood or by marriage), employed by the United States Government, excluding persons in the armed forces? If so, give name, address, relationship, and branch of service of each such relative under Item 45.		X	27. (a) Would you accept appointment anywhere offered in the United States? Give location preferences.		X
21. Are you NOW employed by the Federal Government?		X	(b) Would you accept appointment outside the United States? Give locations acceptable.	X	
(a) If so, (Department or agency) (Bureau) (Location)			(c) Would you accept appointment in Washington, D. C.? If so, and if you are applying for a specific examination, refer to the examination announcement to see if the Certificate of Residence (C. S. C. Form 12) is to be submitted. Proof of residence is required for many kinds of positions.	X	X
(b) If you now are or have ever been so employed, give dates: from (Month) 19 (Year) to (Month) 19 (Year)			28. What is the lowest entrance salary you will accept? <u>\$1800</u> per year. You will not be considered for positions paying less.		
			29. If you are willing to travel specify: <input type="checkbox"/> Occasionally. <input checked="" type="checkbox"/> Frequently. <input type="checkbox"/> Constantly.		
			30. How much notice will you require to report for work? <u>one week</u>		

VRB

Projects and Documents

Administrative Matters: Personnel

DO NOT WRITE IN THIS SPACE

Place New York N.Y.
From January 19 44 To May 19 44
Name of employer: Columbia University
Address New York, N.Y.

Exact title of your position typist Salary: Starting, 65 cents
Per hr. Final, same

Duties and responsibilities Typing requisitions for the Physics Department

Kind of business or organization: University
Number and class of employees you supervised: none

Name and title of your immediate supervisor: Mrs. June Seuling
Physics Dept (Purchasing Section)
Reason for leaving: End of college term

Machines and equipment you used: Typewriter

Place New York N.Y.
From April 19 44 To May 19 44
Name of employer: Mrs. Leslie Kornpelt
Address Henry St. Settlement
265 Henry Street, New York, N.Y.

Exact title of your position typist Salary: Starting, \$ 150 per page
Per Final, \$

Duties and responsibilities Typing a Ph.D. dissertation to be microfilmed

Kind of business or organization:
Number and class of employees you supervised: none

Name and title of your immediate supervisor: Miss Kornpelt

Reason for leaving: End of project

Machines and equipment you used: typewriter

Place New York N.Y.
From January 19 44 To February 19 44
Name of employer: Mr. Henry Wei
Address International House
500 Riverside Drive, New York N.Y.

Exact title of your position typist Salary: Starting, \$ 150 per page
Per Final, \$

Duties and responsibilities Transcribing certain sections of the laws of the Chinese Republic from a copy in the Law Library of Columbia University

Kind of business or organization:
Number and class of employees you supervised: none

Name and title of your immediate supervisor: Mr. Wei

Reason for leaving: End of project

Machines and equipment you used:

Place Putney Vermont
From June 19 43 To September 19 43
Name of employer: The Supervisor in International Living
Address Putney, Vermont

Exact title of your position Secretary Salary: Starting, \$ 18.00
Per wk Final, \$ 20.00

Duties and responsibilities General Secretarial, including taking dictation of business letters, also of material to be included in a book on the history of the organization; typing

Kind of business or organization: Educational
Number and class of employees you supervised: none

Name and title of your immediate supervisor: Donald B. Watt,
Director
Reason for leaving: Beginning of school term

Machines and equipment you used: Typewriter, adding machine, and mimeograph

U.S. Civil Commission

11/16

att'd. filed. to X

Administrative Matters: Personal

WRB

Projects and Documents
File

Administrative Matters: Personnel

EMPLOYMENT

38. Do you hold any position or office under any State, Territory, county, or municipality? Yes No
If so, give details under Item 45.

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? Yes No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"):
none

41. (a) Were any of the following members of your family born outside Continental U. S. A.? Yes No
--- Wife --- Husband --- Father --- Mother.
If so, indicate which, by marking the appropriate space, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.
(b) Have you any relatives, by blood or by marriage (excluding persons in the U. S. armed forces), now living in a foreign country? Yes No
If so, for each relative show under Item 45 the (1) name, (2) relationship (3) place of residence, (4) birthplace, (5) present citizenship, and (6) whether transient or resident.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, turret-lathe, or scientific or professional devices:
SKILL Typing SKILL _____
SKILL _____ SKILL _____
Words per minute in typing 60 stenography 90
Do you have a license to operate an automobile? Yes No

43. State what kind of work you prefer _____

44. Give any special qualifications not covered elsewhere in your application, such as (a) your more important publications (do NOT submit copies unless requested); (b) your patents or inventions; (c) hobbies, construction of instruments, etc.

45. Space for detailed answers to other questions:
Write in left column numbers of items to which detailed answers apply

Item No.	Write in left column numbers of items to which detailed answers apply
16	ⓐ glass (astigmatism)
41	Laurens Hickok Seelye first cousin once removed Istanbul, Turkey U.S. Citizen middle Western U.S. Bridgman
	Kath. Chambers Seelye (wife of above) first cousin once removed Istanbul, Turkey born British citizen in Turkey (parents missionaries) Bridgman

rd. ed. 1 to X

X

X X

X

If more space is required, use a sheet of THIN paper, size 8 x 10 1/2 inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters (except in Alaska), Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief, SO HELP ME GOD.

If female, prefix "Miss" or "Mrs.," and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) Mary Harrier Bixson
(Sign WITH PEN AND INK your name—one given name, initial or initials, and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this 27th day of May, 1944, at city (or town) of Washington and State (or Territory or District) of DC

(Signature of officer) Agnes Holland
(Official title) Notary Public DC

My commission expires June 20, 1948

B...

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 34 illegWRBR25F06D568-573.pdf
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 37 illegWRBR27F11D293.pdf

Print or type your name here as in Item 4 Mary Harriet Bixler

31. (a) Have you ever filed applications for any Federal civil service examinations? (If so, list them below.) Yes No

Titles of examinations	Examined in what cities	Month and year	Rating

(b) Have you passed any State or other civil service examination (other than the above) within the last 5 years? (If so, give details under Item 45) Yes No

32. EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate? Yes No

Name and location of school	Dates attended		Years completed		Degrees conferred		Semester hours credit
	From	To	Day	Night	Title	Date	
(b) College or university <u>Smith College, Northampton, Mass. (graduated cum laude, Phi Beta Kappa)</u>	<u>1938</u>	<u>1942</u>	<u>Four</u>		<u>B.A.</u>	<u>1942</u>	<u>130</u>
<u>Columbia University, New York City, N.Y.</u>	<u>1943</u>	<u>1944</u>	<u>One</u>		<u>M.A.</u>	<u>June 1944</u>	<u>30</u>
(c) Other <u>Thomas Business College, Waterville, Maine</u>	<u>1942</u>	<u>1943</u>	<u>One</u>		<u>Studies Shorthand, typing and accounting</u>		

(d) List your four chief undergraduate subjects	Semester hrs.	List your four chief graduate subjects	Semester hrs.
<u>Music</u>	<u>64</u>	<u>English</u>	<u>30</u>
<u>English</u>	<u>24</u>		
<u>Greek</u>	<u>12</u>		
<u>Economics</u>	<u>6</u>		

33. Indicate your knowledge of foreign languages.

Language	READ			SPEAK			UNDERSTAND		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
<u>French</u>	✓								
<u>German</u>									

34. Are you now a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? Yes No

If not, have you ever been licensed?

Give kind of license and State _____

Earliest license (year) _____

Most recent license (year) _____

35. REFERENCES: List five persons, who are not related to you by blood or marriage, who live in the United States, and who are or have been mainly responsible for close direction of your work, or who are in a position to judge your work critically in those occupations in which you regard yourself as best qualified.

Full name	Address (Give complete address, including street and number)	Business or occupation
<u>Ms. Helen Taft Manning</u>	<u>4 Pennington Road, Bryn Mawr, Penna.</u>	<u>College Professor</u>
<u>Mr. Marjorie Nicolson</u>	<u>Columbia University, New York, N.Y.</u>	<u>College Professor</u>
<u>Ms. Marjorie Nield</u>	<u>Smith College Vocational Office, Northampton, Mass.</u>	<u>Vocational Advisor</u>
<u>Donald B. Watt</u>	<u>Putney, Vermont</u>	<u>Author</u>
<u>Galen Eustis</u>	<u>Colby College, Waterville, Maine</u>	<u>College Professor</u>

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? Yes No

37. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have had since you first began to work. Start with your present position and work back to the first position you held, accounting for all periods of unemployment. Describe your field of work and position and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this application.

PRESENT POSITION	Place (City) _____ (State) _____	Exact title of your position <u>(Student)</u>	Salary: Starting, \$ _____
	From (Month) 19 _____ (Year) _____ to (Month) 19 _____ (Year) _____		Per _____ Final, \$ _____
	Name of employer: _____	Duties and responsibilities _____	
	Address _____		
	Kind of business or organization: _____		
Number and class of employees you supervised _____			
Name and title of your immediate supervisor _____	Machines and equipment you used _____		

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DO NOT WRITE IN THIS SPACE

Place <u>New York</u> <u>N.Y.</u>	Exact title of your position <u>typist</u>	Salary: Starting, <u>65 cents</u>
From <u>January</u> 19 <u>44</u> To <u>May</u> 19 <u>44</u>		Per <u>hr.</u> Final, \$ _____

Place New York (City) N.Y. (State)
 From January (Month) 19 44 (Year) To May (Month) 19 44 (Year)
 Name of employer: Columbia University (part-time)
 Address New York, N.Y.
 Kind of business or organization: University
 Number and class of employees you supervised none
 Name and title of your immediate supervisor Mrs. June Sealing
Physics Dept. (Purchasing Section)
 Reason for leaving End of college term

Exact title of your position typist Salary: Starting, 65 cents
 Per hr. Final, \$
 Duties and responsibilities Typing requisitions for the Physics Department
 Machines and equipment you used Typewriter

Place New York (City) N.Y. (State)
 From April (Month) 19 44 (Year) To May (Month) 19 44 (Year)
 Name of employer: Miss Leslie A. Koempel
 Address Henry Street Settlement
265 Henry Street, New York, N.Y.
 Kind of business or organization: none
 Number and class of employees you supervised none
 Name and title of your immediate supervisor Miss Koempel
 Reason for leaving End of project

Exact title of your position typist Salary: Starting, 15¢/page
 Per Final, \$
 Duties and responsibilities Typing a Ph.D. dissertation to be microfilmed
 Machines and equipment you used Typewriter

Place New York (City) N.Y. (State)
 From January (Month) 19 44 (Year) To February (Month) 19 44 (Year)
 Name of employer: Mr. Henry Wei
 Address International House
500 Riverside Drive, New York, N.Y.
 Kind of business or organization: none
 Number and class of employees you supervised none
 Name and title of your immediate supervisor Mr. Wei
 Reason for leaving End of project

Exact title of your position typist Salary: Starting, 15¢/page
 Per Final, \$
 Duties and responsibilities Transcribing certain sections of the laws of the Chinese Republic from a copy in the law library of Columbia University
 Machines and equipment you used Typewriter

Place Putney (City) Vermont (State)
 From June (Month) 19 43 (Year) To September (Month) 19 43 (Year)
 Name of employer: Mr. Experiment in International Living
 Address Putney, Vermont
 Kind of business or organization: Educational
 Number and class of employees you supervised none
 Name and title of your immediate supervisor Donald B. Watt
Director
 Reason for leaving Beginning of school term

Exact title of your position Secretary Salary: Starting, \$ 18.00
 Per wk. Final, \$ 20.00
 Duties and responsibilities General Secretarial, including taking dictation of business letters, also of material to be included in a book on the history of the organization; typing
 Machines and equipment you used Typewriter and adding machine

38. Do you hold any position or office under any State, Territory,

county, or municipality? Yes No
If so, give details under Item 45.

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? Yes No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"): none

41. (a) Were any of the following members of your family born outside Continental U. S. A.? Yes No
--- Wife --- Husband --- Father --- Mother.

If so, indicate which by marking the appropriate space, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.

(b) Have you any relatives, by blood or by marriage (excluding persons in the U. S. armed forces), now living in a foreign country? Yes No

If so, for each relative show under Item 45 the (1) name, (2) relationship (3) place of residence, (4) birthplace, (5) present citizenship, and (6) whether transient or resident.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, turret-lathe, or scientific or professional devices:

SKILL Typing SKILL
SKILL SKILL
Wards per minute in typing 60 stenography 90
Do you have a license to operate an automobile? Yes No

43. State what kind of work you prefer Editorial

44. Give any special qualifications not covered elsewhere in your application, such as (a) your more important publications (do NOT submit copies unless requested); (b) your patents or inventions; (c) hobbies, construction of instruments, etc.

"Shakespeare and Death",
Prize essay 1941

On Editorial Board of the Smith
College Monthly, 1941-42

Member of Alpha-Phi-Kappa Phi,
Society of the Arts, Smith College, 1940-42

Hobby: Music (piano + voice)

45. Space for detailed answers to other questions:

Item No. Write in left column numbers of items to which detailed answers apply

16 @ glasss (astigmatism)

41 Laurens Hickok Seeley
first cousin once removed
Istanbul, Turkey
U.S. citizen
(Middle) Western U.S.
Builder

Kate Chambers Seeley (wife father)
first cousin once removed
Istanbul, Turkey
born British citizen in Turkey
(parents Missionaries)
Resident

If more space is required, use a sheet of THIN paper, size 8 x 10 1/4 inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

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If female, prefix "Miss" or "Mrs.," and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) _____
(Sign WITH PEN AND INK your name—one given name, initial or initials, and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this _____ day of _____, 19____, at city [or town] of _____, and State [or Territory or District] of _____

(Signature of officer) _____

(Official title) _____