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

Mary H. Bixler
MARY H. BIXLER

ROYAL B 1105023
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

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

Encl: Letter of M. H. Bixler
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.
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

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

Encl: Letter of resignation
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. Pohls
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, $500 is covered by receipt in the confidential envelope in the Treasurer's Office, and $1,500 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 $3.00 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
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:

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.

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
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.

[Signature]
Assistant Executive Director
(Management)
Ankara
Dated July 19, 1944
Rec'd. 3:56 a.m., 20th

TELEGRAM
OFFICIAL BUSINESS

SECRETARY OF STATE
Washington, D.C.

FROM HIRSCHMANN FOR WAR REFUGEE BOARD ANKARA

NO. 98.
Mr. Julius Sealy Bixler
33 College Avenue
Waterbury, Conn.

Mrs. Henderson and Miss Bixler arrived yesterday. Please inform families.

MISS MARY H. BIXLER ARRIVED AT HER DESTINATION JULY 19TH.

JJM

KELLEY
DAVID WHITE
Administrative Officer

Mr. White notified families 7/21.
Mr. Julius Seelye Bixler
33 College Avenue
Waterville, Maine

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

DAVID WHITE
Administrative Officer
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
sloths. I 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 Bixen

(I seem to have lost my pin)
Whitevar
Refugee Board: Treasury Building
Washington, D.C.

To the President,
I wish to inform you that I am.

I am unable to attend the

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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.
AMERICAN EMBASSY,
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.

RULL ept

FA: W3: EK M 6/24/44 SF WRB No 983
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,

[Signature]
David White
Acting Assistant Executive Director
(Management)

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$1,192.51</td>
</tr>
<tr>
<td>F.S.P.A.</td>
<td>$150.23</td>
</tr>
<tr>
<td>Per 4em</td>
<td>1,304.62</td>
</tr>
<tr>
<td>Retirement</td>
<td>41.70</td>
</tr>
<tr>
<td></td>
<td>5.40</td>
</tr>
</tbody>
</table>
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 Life Insurance beneficiary Julius Saelya 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

Print Full Name Here

War Refugee Board
(Agency)

Date Signed 6/23/44

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

Julius Saelya Bixler
33 College Ave., Waterville, Maine

Eligibility Certified by David White

Title Admin. Asst. Agency War Refugee Board
Pursuant to my letter of March 20 and your reply of March 29 (reference FA), the War Refugee Board requests that arrangements be made by the Department of State for the payment of a salary of $2,000 per annum and per diem of 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 $2,800 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,

[Signature]
Ward Stewart
Assistant Executive Director

(Handwritten) Lawrence C. Frank
Chief, Division of Foreign Administration
Department of State
Washington, D.C.

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

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

Honorable C. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D.C.
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 Harrist 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 O. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D.C.
EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD
INTER-OFFICE COMMUNICATION

DATE June 20, 1944

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

I gave Miss Hixler 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)
June 17, 1944

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
June 14, 1944

Dear Mr. White,

Enclosed is a copy of the triplicate form I sent to Mr. Fyffe 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
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

NAR 7/M/16
Copy of triplicate form sent to Mr. Riffe

Executive Office of the President
WAR REFUGEE BOARD
June 14, 1944

Howard Riffe
U. S. Displaced Persons Agency
45 Broadway
New York 6, N.Y.

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

<table>
<thead>
<tr>
<th>Pkg. No.</th>
<th>Type of Container</th>
<th>Contents</th>
<th>Weight Pounds</th>
<th>Value</th>
<th>Overall Dimensions</th>
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<tr>
<td></td>
<td>Trunk</td>
<td>Wearing Apparel</td>
<td>175 lb.</td>
<td>$200</td>
<td>203&quot; x 34&quot; x 14&quot;</td>
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Form: Miss Mary H. Bixler, War Refugee Board, c/o Ambassador Laurent A. Steinhardt, U.S. Embassy, Ankara, Turkey

Aproval: Unvouchered funds

Shipment located at Waterville, Maine

Remarks

Mary H. Bixler
33 College Avenue
Waterville, Maine
Dear Miss Bixler:

Following our telephone conversation I talked to Mr. Fyfe 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 be sent to him by the 1st of June and that it should be prepared and in touch with you in connection with the next few days.

I assume that he will be getting in touch with you in connection with this connection within the next few days.

I am 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

Assistant Executive Director

Miss Mary H. Bixler
33 College Avenue
Waterville, Maine

Mary Harriet Bixler

33 College Avenue
Waterville, Maine

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

pdk 6/12/44
OATH OF OFFICE, AFFIDAVIT, AND DECLARATION OF APPOINTEE

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

I 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

I 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 observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., and I (3) do not now nor will I during such time as I am an employee of the Federal Government, advocate overthrow of the Government of the United States by force or violence.

(3) (Strike out either (3) or (4))

(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 10th day of June A.D., 1944

at Waterville, Maine

(Signature of Officer)

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

Miss Mary H. Bixler
33 College Avenue
Waterville, Maine

Enclosure.
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.

[Signature]
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 Pyle, United States Dispatch Agent, 45 Broadway, New York 6, New York. He will take care of it in your absence. If you want to call on him when you arrive in New York, his residence is 24, W. 41st Street. I am notifying him to be on the lookout for your shipment. You will pay for all of your baggage, and be reimbursed by me, so be sure...
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. Frye. I would suggest that you add ten additional blank pages and complete one for your own records and call on the other.

Miss Mary H. Bixler
33 College Avenue - see (food and laundry) articles for the care of
Waterville, Maine

Dear Miss Bixler:

Thank you for your letter of June 2, 1944. I shall try to answer fully all your questions and give you at this time the additional information you should have.

(1) Baggage: In addition to your fifty-five pounds of plane baggage, you are allowed an additional one hundred seventy-five pounds to be shipped by trunk. You will also be furnished a portable typewriter to carry (weight 17 lbs.) for which excess baggage allowance will be requested from the plane transportation people. In traveling on the plane, you are allowed to carry on your arm a coat, along with a book and magazines. This does not count in your total weight allowance of 55 lbs. The best way to travel by plane is to have an overnight bag in which you can put enough changes, toilet articles, etc., to take care of you until you reach your destination. Your other baggage will be stored in the plane and will not be accessible except when you change planes and that may vary well be Cairo. It is likely that there will be a stopover at Cairo, the length of which is unpredictable. If the plane goes straight through you will be in Cairo in three or four days after leaving here and one day more to Turkey. However, it may well take you two weeks or longer to complete the journey. Unfortunately you yourself will know only when you are on the way.

(2) Income Tax: Your salary plus 15% is subject to income tax report.

After you have packed your heavy baggage you must arrange to have it crated and addressed as follows:

Ambassador Laurence A. Steinhardt
United States Embassy
Ankara, Turkey

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 Frye, United States Despatch Agent, 45 Broadway, New York 6, New York. Make note of this person for you must call on him when you are in New York; his telephone is Digby 4-2937. I am notifying him from this end to be on the lookout for your shipment. You will pay for the shipment of your baggage, and be reimbursed by us; be sure
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. Pyfe. I would suggest that you add two additional blank pages and complete one for your own records and mail as the other approximately two weeks prior to your departure.

(2) Clothing: 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 necessaries—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) Passport: 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.
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,

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.
DENTIST SAYS EXTRACTION NOT URGENT SO OPERATION POSTPONED UNTIL MY RETURN

M H BIXLER

327P

This afternoon I had a telephone call from Special Agent 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.
June 2, 1944

Dear Mr. White,

While in New York, I was able to see Mr. Hirschmann, and he very kindly gave me some advice. The first thing he told me to do was to check up on the length of time it would take my trunk to travel to Ankara, because last year, he said, it took anywhere from three to six months. My impression would be that it might not take so long this year, things having quieted down in the Mediterranean. Do you have any information on this point? Mr. Hirschmann also repeated your advice to take with me all necessities, to be sure of having them.

This morning I called the Marine Hospital in Brighton, and they informed me that yellow fever and cholera inoculations are given only in New York and Washington. This rather took me aback, but I thought it might be possible, through your influence, to have those sera sent to Waterville and given to me there by a private physician. Otherwise, I suppose, I could plan to come to New York a couple of days before actually leaving and have them then. I will take the smallpox vaccination as soon as I get to Waterville, so as to have that well out of the way. I will go out to the hospital tomorrow morning and have the first tetanus and typhus, and anything else they will give me. The others can easily be arranged. 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 aftercare, 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 Special Agent 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.

15. (a) Urinalysis (see reverse side) ______________________ (b) Venereal disease
16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under
17. Does Veterans Administration recognize service-connected disability in this case? [ ] If "yes," cover in
(Yes or no)
18. Has examinee ever received disability retirement from U. S. Civil Service Commission? [ ] (Yes or no)

This certificate is to be returned to the official requesting the examination.
In between the business of inoculations, wisdom teeth, and weighing baggage, I will probably have some spare time for reading, and I wonder if you could send me some literature on the War Refugee Board. I have only a very general idea of what the scope of the organization is, and it seems to me that I could be more efficient at my job if I knew more about what it is all about. Also, I feel I ought to become acquainted with the vocabulary.

Finally, can you tell me what my salary will be? I put $1500 a year minimum on my Form 57, so I assume it will be somewhere near that amount, but just for the record I would like to know exactly. Do I have to pay an income tax?

If there are any suggestions you would care to make about my course of action during the next month, please do so. I am very eager to be as well-prepared as possible.

Please remember me to Mr. Katzki. I was sorry not to see him again before I left Washington.

Sincerely yours,

Mary Harrier Bixler

33 College Avenue
Waterville, Maine
EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD
To:
(1) Personnel Division

(2) 

(3) 

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

6/5

2071

WILL IN THE FOLLOWING

1. Weight: 

2. Ears: (Consider denominators indicated here as normal. Record as numbers of decibels. Respond with item A below.) 

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

Is organic heart disease present? 

8. Lungs: Right 

History of tuberculosis? 

If yes, has the disease been cleared? 

If there is a history of tuberculosis, is any type of collapse therapy being followed? 

9. Hernia 

10. Other diseases or conditions not otherwise noted. 

If not, can applicant pass lantern, yarn or other comparable test? 

2. Ears: (Consider denominators indicated here as normal. Record as numbers of decibels. Respond with item A below.) 

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

Is organic heart disease present? 

8. Lungs: Right 

History of tuberculosis? 

If yes, has the disease been cleared? 

If there is a history of tuberculosis, is any type of collapse therapy being followed? 

9. Hernia 

10. Other diseases or conditions not otherwise noted. 

If not, can applicant pass lantern, yarn or other comparable test? 

2. Ears: (Consider denominators indicated here as normal. Record as numbers of decibels. Respond with item A below.) 

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4. Mouth and throat 

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6. Thyroid (especially in women) 

7. Heart and blood vessels 

Blood pressure: Mm. Hg. systolic

Is organic heart disease present? 

8. Lungs: Right 

History of tuberculosis? 

If yes, has the disease been cleared? 

If there is a history of tuberculosis, is any type of collapse therapy being followed? 

9. Hernia 

10. Other diseases or conditions not otherwise noted. 

If not, can applicant pass lantern, yarn or other comparable test?
# UNITED STATES CIVIL SERVICE COMMISSION

## CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

**E. BIXLER**

**3316 - 47th St. NW**

**Foreign Service**

**Executive Office of the President**

**(Department and bureau 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**

<table>
<thead>
<tr>
<th>6'7 inches</th>
<th>125 pounds</th>
<th>70 pounds</th>
<th>3 pounds</th>
<th>2 inches</th>
</tr>
</thead>
</table>

   **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**
   - Near vision:

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**

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**, Diastolic: **70**
   - Is organic heart disease present? **Yes**
   - If organic heart disease is present; is it fully compensated? **Yes**

8. **Lungs:**
   - History of tuberculosis? **No**
   - If so, has the disease been arrested for at least 1 year? **Yes**
   - If there is a history of tuberculosis, is any type of collapse therapy being followed at present? (If so, give full details under remarks.)

9. **Hernia**
   - (If present, name variety: inguinal, umbilical, femoral, etc. Read definition on reverse before answering)

10. **Varicose veins**

11. **Varicocele (see note 10 on reverse side)**

12. **Feet:**
   - Is flat foot present? **Yes**
   - **Degree of Impairment of function**

13. **Scars of serious injury or disease**

14. **Nervous system (see note 14 on reverse side)**
   - Is there any history of a “nervous breakdown”? **Yes**

15. **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?**
   - **Yes**

18. **Has examinee ever received disability retirement from U. S. Civil Service Commission?**
   - **Yes**

---

This certificate is to be returned to the official requesting the examination
Notes for Examining Physician

Weight.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weight twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

Hemorrh.—Without boots or shoes; observe that no appliances are used to increase.

1. Eyes.—Pilocere; 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.

Record of urinalysis, if made: Sp. gr. _ Alkalin. Immediately after exercise Cardiac reserve

If tachycardia is present, give pulse rate: Sitting

If tachycardia is present, give pulse rate: Standing

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 tubereculosis 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 vesical impulse is felt which follows the finger on withdrawal.

10. Varicose.—If varicose 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 disabling.

12 and 13. Sore, deformities, atrophies, and parasites should be noted, but it is not important that small insignificant scars or blotches 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.

I have found no evident abnormal under the following headings:

Referral Service

In my opinion, applicant is capable of performing duties involving

Remarks:

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

(U. S. Public Health Service Dispensary)

Mary Harris, M.D.

(Date of examination)

(May 28, 1944)

(The space to be filled in, at a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

Full time? 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

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).
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,

[Signature]
David White
Administrative Assistant

Surgeon in Charge
U. S. Public Health Service
4th & D Streets, S. W.
(Railroad Retirement Building)
Washington, D. C.
May 29, 1944

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 3218 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.
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)
## Application for Federal Employment

**Applicant's Information**

- **Name:** Mary Harriet
- **Address:** 33 College Avenue, Waterville, Maine
- **City:** Waterville
- **State:** Maine
- **Telephone Number:** (Willie) 1843
- **Date of Birth:** July 11, 1921
- **Date of Application:** May 26, 1944
- **Height:** 5 ft, 8 in.
- **Weight:** 135 lbs.
- **Sex:** Female
- **Marital Status:** Married
- **Age Last Birthday:** 22

**Indicate Yes or No answer by placing X in proper column.**

### 14. Are you a citizen of the United States?
- **Yes**
- **No**

### 16. Have you ever been arrested, summoned to court as a defendant, or indicted, convicted, or fined, or imprisoned, or placed on probation, or have 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?
- **Yes**
- **No**

### 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?
- **Yes**
- **No**

### 19. Within the past 12 months, have you used intoxicating beverages?
- **Yes, specifically:**
  - Occasionally
  - Habitually
  - To excess

### 22. Were you ever in the U.S. military or naval service?
- **Yes**
- **No**

### 23. Have you registered under the Selective Service Act?
- **Yes**
- **No**

### 24. Are you now a member of any branch of military or naval reserve?
- **Yes**
- **No**

### 26. Would you accept short-term appointment?
- **Yes**
- **No**

### 28. What is the lowest entrance salary you will accept?
- **$1,500**

---

**Additional Information**

- **Field of Appointment:**
  - Army
  - Navy
  - Marine
  - Coast Guard
- **Brigade:**
  - Active
  - Reserves

---

**Notes:**

- Applicant must sign and date the form.
- Return form to U.S. Civil Service Commission.
Mary Harriet Bider

31. (a) Have you ever filed applications for any Federal civil service examinations?
Yes X

<table>
<thead>
<tr>
<th>Title of examinations</th>
<th>Examined in what city</th>
<th>Month and year</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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?

Name and location of school

(b) College or university
Smith College, Northampton, Mass. (Graduated cum laude, Phi Beta Kappa) 1948
Columbia University, New York City (first class, M.A.)

(c) Other
Thomas Business College, Waterville, Maine

(d) List your four chief undergraduate subjects
Music
English
Geek
Economics

Semester hrs: 64

List your four chief graduate subjects
English

Semester hrs: 30

33. Indicate your knowledge of foreign languages.

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Speak</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>German</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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 entirely 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.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Address</th>
<th>Business or occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Helen Taft Manning</td>
<td>4 Primrose Road, Bryn Mawr, Pa.</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mrs. Monarch Nichols</td>
<td>1 Primrose Road, Bryn Mawr, Pa.</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mrs. Maude Smith</td>
<td>Smith College, New York City</td>
<td>College Professor</td>
</tr>
<tr>
<td>Dr. C. S. Smith</td>
<td>Smith College, New York City</td>
<td>College Professor</td>
</tr>
</tbody>
</table>

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? (Note)

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 positions and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give names you used on pay roll if different from that given on this application.

<table>
<thead>
<tr>
<th>Place (City)</th>
<th>From (Month) to (Month) (Year)</th>
<th>Exact title of your position</th>
<th>Salary: Starting:</th>
<th>Duties and responsibilities</th>
</tr>
</thead>
</table>

Name of employer:

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:
<table>
<thead>
<tr>
<th>Place</th>
<th>New York, N.Y.</th>
<th>From</th>
<th>January 19, 1944, to May 19, 1944</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of employer</td>
<td>Mrs. Alice Kornfeld</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>683 Henry Street, New York, N.Y.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kind of business or organization</td>
<td>University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number and class of employees supervised</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of your immediate supervisor</td>
<td>Mrs. Kornfeld</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for leaving</td>
<td>End of leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td>New York, N.Y.</td>
<td>From</td>
<td>January 19, 1944, to February 19, 1944</td>
</tr>
<tr>
<td>Name of employer</td>
<td>Mr. Henry Wei</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>500 Riverside Drive, New York N.Y.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kind of business or organization</td>
<td>International House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number and class of employees supervised</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of your immediate supervisor</td>
<td>Mr. Wei</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for leaving</td>
<td>End of leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td>Portland, Oregon</td>
<td>From</td>
<td>June 19, 1943, to September 19, 1943</td>
</tr>
<tr>
<td>Name of employer</td>
<td>Mr. Donald B. Watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Portland, Oregon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kind of business or organization</td>
<td>Educational</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number and class of employees supervised</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of your immediate supervisor</td>
<td>Mr. Watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for leaving</td>
<td>Beginning of school term</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duties and responsibilities:
- Typing a Ph.D. dissertation to be microfilmed.
- General secretarial, including taking dictation of professor's letters, answering mail, making a book on the history of the organization; typing.

Salary: Starting $157, final $157.

If more space is required, use a continuation sheet (Standard Form No. 589) or a sheet of paper, size 8 x 103/4 inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Enclose, unattached, with application.
38. Do you hold any position or office under any State, Territory, county, or municipality? 
X

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 Retired Pay Act? 
X

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

41. (a) Were any of the following members of your family born outside Continental U. S. A.? 
X

   - Wife
   - Husband
   - Father
   - Mother

(b) If so, indicate which by marking the appropriate space and show under Item 45 below the place of birth, the native citizenship, and whether the person is an American citizen or a foreign national.

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

   - SKILL
   - TYPING
   - SKILL

Words per minute in typing: 60

Do you have a license to operate an automobile? 
X

43. State what kind of work you prefer:

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

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 were reared, or from the Commissioner 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.

Signature of applicant  
Mary Harriott, Sr.

(Sign WITH PEN AND INK your name—otherwise given name, initial, or initial and surname.)

Subscribed and sworn to before me according to law by the above named applicant this 27th day of July, 1941, at city [or town] of Washington, county of [Washington], and State [or Territory or District] of Washington.

(Signature of officer)  
[Signature]

(Official title)  
[Signature]

commission expires  
June 30, 1946

D. C. GOVERNMENT PRINTING OFFICE  O-9004-1
## APPLICATION FOR FEDERAL EMPLOYMENT

### INSTRUCTIONS
Answer every question clearly and completely. Type or write legibly in BLACK INK, to assure clear photographic copies for applying agencies.

**IF YOU ARE APPLYING FOR A SPECIFIC UNITED STATES CIVIL SERVICE EXAMINATION, read the Examination Announcement, fill in the Examination Announcement, and mail it to the U.S. CIVIL SERVICE COMMISSION, WASHINGTON, D.C., unless otherwise directed. Notify your office of any change of address.**

<table>
<thead>
<tr>
<th>1. Name of examination, if any, or name of position applied for:</th>
<th>AV. This space for U.S. Civil Service Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Place of examination (if a written test), or place of employment applied for:</td>
<td>Ty. U.S. Civil Service Commission</td>
</tr>
<tr>
<td>3. Optional subject (if mentioned in examination announcement):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Mary Harriet Baker</th>
<th>Bixler</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. 33 College Avenue, Waterville, Maine</td>
<td></td>
</tr>
<tr>
<td>6. Date of Birth (month, day, year):</td>
<td>July 11, 1921</td>
</tr>
<tr>
<td>7. Age Last Birthday:</td>
<td>22</td>
</tr>
<tr>
<td>8. Date of this application:</td>
<td>May 25, 1944</td>
</tr>
<tr>
<td>10. Employed by:</td>
<td></td>
</tr>
<tr>
<td>11. (a) Check one of the following: Male.</td>
<td></td>
</tr>
<tr>
<td>(b) Check one of the following: Female.</td>
<td></td>
</tr>
<tr>
<td>(c) Married.</td>
<td></td>
</tr>
<tr>
<td>(d) Single.</td>
<td></td>
</tr>
<tr>
<td>12. Height, Weight:</td>
<td>5'11&quot; &quot;135 lbs.</td>
</tr>
<tr>
<td>13. Where were you born?</td>
<td>Beirn</td>
</tr>
<tr>
<td>14. Are you a citizen of the United States?</td>
<td>Yes No</td>
</tr>
<tr>
<td>15. Have you ever been arrested, or summoned to court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or have any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or public regulation or ordinance whatsoever?</td>
<td>Yes No</td>
</tr>
<tr>
<td>16. (a) Have you any physical defect or disability whatsoever?</td>
<td>Yes No</td>
</tr>
<tr>
<td>(b) Have you ever had a nervous breakdown?</td>
<td>Yes No</td>
</tr>
<tr>
<td>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?</td>
<td>Yes No</td>
</tr>
<tr>
<td>18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position?</td>
<td>Yes No</td>
</tr>
<tr>
<td>19. Within the past 12 months, have you used intoxicating beverages? If so, specify:</td>
<td>Yes No</td>
</tr>
<tr>
<td>20. Are you an employee of the United States Government, or have you served in the armed forces of the United States, or have you served in any branch of the armed forces of any other nation?</td>
<td>Yes No</td>
</tr>
<tr>
<td>21. Are you NOW employed by the Federal Government? If so,</td>
<td></td>
</tr>
<tr>
<td>(a) Department or Agency:</td>
<td></td>
</tr>
<tr>
<td>(b) Position:</td>
<td></td>
</tr>
</tbody>
</table>

** indication "Yes" or "No" answer by placing * in proper column.**

| 22. (a) Were you ever in the U.S. military or naval service? | Yes No |
| (b) Were you ever in the U.S. military or naval service? | Yes No |
| (c) Were you ever in the U.S. military or naval service? | Yes No |
| 23. Have you registered under Selective Service Act? If so, give address and number of local board: | |
| 24. (a) Are you a citizen of any branch of the United States? | Yes No |
| (b) Are you a citizen of any branch of the United States? | Yes No |
| 25. Give number of persons completely dependent upon you, other than husband or wife. | |
| 26. Would you accept short-term appointment? | Yes No |
| 27. (a) Would you accept appointment outside of the United States? | Yes No |
| (b) Would you accept appointment outside of the United States? | Yes No |
| 28. What is the lowest entrance salary you will accept? | $ 1000 |
| 29. If you are willing to travel: specify. Occasionally. Frequently. Constantly. | Yes No |
| 30. How much notice will you require for report? | |
Print or type your name here as in item 4:  Mary Harriet Bixler

31. (a) Have you ever filled applications for any Federal civil service examinations? (If so, list them below.)

<table>
<thead>
<tr>
<th>Titles of examinations</th>
<th>Examined in what cities</th>
<th>Month and year</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Have you passed any State or civil service examination (other than above) during the last 5 years? (If so, give details under Item 45.)

32. EDUCATION (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 8 9 10 11

Name and location of school

<table>
<thead>
<tr>
<th>Dates attended</th>
<th>Years completed</th>
<th>Degrees conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College or university</th>
<th>Surname, Number, Address</th>
<th>Graduated, Etc.</th>
<th>Degree conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith College, New Haven</td>
<td>Mary G. Jones, 123 Main St.</td>
<td>May 1942</td>
<td>B.A. 1942</td>
</tr>
<tr>
<td>Columbia University, New York, N.Y.</td>
<td>Mary G. Jones, 123 Main St.</td>
<td>May 1942</td>
<td>M.A. Summer 1942</td>
</tr>
<tr>
<td>Thomas Business College</td>
<td>John G. Jones, 123 Main St.</td>
<td>May 1942</td>
<td>M.B.A. Summer 1942</td>
</tr>
</tbody>
</table>

(d) List your four chief undergraduate subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>French</td>
<td>12</td>
</tr>
<tr>
<td>German</td>
<td>6</td>
</tr>
<tr>
<td>Econ</td>
<td></td>
</tr>
</tbody>
</table>

33. Indicate your knowledge of foreign languages

<table>
<thead>
<tr>
<th>Languages</th>
<th>Read</th>
<th>Speak</th>
<th>Understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>German</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

34. Are you now a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? If not, have you ever been licensed?

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 control and direction of your work, or who are in a position to judge your work critically in the occupations in which you regard yourself as best qualified.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Business or occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John A. Thompson</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mrs. Helen C. Nelson</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mrs. Margaret Jones</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mr. William M. Smith</td>
<td>College Professor</td>
</tr>
<tr>
<td>Mr. Donald J. Brown</td>
<td>College Professor</td>
</tr>
</tbody>
</table>

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

37. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have held since you first began 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 employment held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name of employers used on pay roll if different from that given on this application.

<table>
<thead>
<tr>
<th>Place</th>
<th>From (City)</th>
<th>To (City)</th>
<th>Exact title of your position (Staff or other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York, N.Y.</td>
<td>January 1947</td>
<td>July 1947</td>
<td>Typist</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Salary: Starting $65, Final $75.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Address</th>
<th>Duties and responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kind of business or organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number and class of employees supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and title of your immediate supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Machines and equipment used:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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DO NOT WRITE IN THIS SPACE

<table>
<thead>
<tr>
<th>Place</th>
<th>From (City)</th>
<th>To (City)</th>
<th>Exact title of your position (Staff or other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York, N.Y.</td>
<td>January 1947</td>
<td>July 1947</td>
<td>Typist</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Salary: Starting $65, Final $75.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Address</th>
<th>Duties and responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td>New York, N.Y.</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>January 44</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>May 44</td>
<td></td>
</tr>
<tr>
<td>Name of employer:</td>
<td>Mrs. Leslie A. Kompele</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>264 Henry Street, New York, N.Y.</td>
<td></td>
</tr>
</tbody>
</table>

**Kind of business or organization:**
- University

**Number and class of employees you supervised:**
- None

**Name and title of your immediate supervisor:**
- Mrs. Kompele

**Reason for leaving:**
- End of project

**Machines and equipment you used:**
- Typewriter

---

<table>
<thead>
<tr>
<th>Place</th>
<th>New York, N.Y.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>January 41</td>
</tr>
<tr>
<td>To</td>
<td>February 44</td>
</tr>
<tr>
<td>Name of employer:</td>
<td>Mr. Wei</td>
</tr>
<tr>
<td>Address</td>
<td>International House, 500 Riverside Drive, New York, N.Y.</td>
</tr>
</tbody>
</table>

**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

**Machines and equipment you used:**
- Typewriter

---

<table>
<thead>
<tr>
<th>Place</th>
<th>Providence, R.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>June 43</td>
</tr>
<tr>
<td>To</td>
<td>September 43</td>
</tr>
<tr>
<td>Name of employer:</td>
<td>Mr. Robert B. Watt</td>
</tr>
<tr>
<td>Address</td>
<td>Trinity College, New York, N.Y.</td>
</tr>
</tbody>
</table>

**Kind of business or organization:**
- Educational

**Number and class of employees you supervised:**
- None

**Name and title of your immediate supervisor:**
- Mr. Watt

**Reason for leaving:**
- Graduation, School Year

**Machines and equipment you used:**
- Typewriter and adding machine

**Duties and responsibilities:**
- Typing, acquisitions, for the
  - Physics Department

**Salary:**
- Starting $65.00, Final $125.00
36. Do you hold any position or office under any State, Territory, county, or municipality?  
   Yes  No  
37. Do you receive any pension or other benefit (exclusive of Adjusted Service Credits) for military or naval service, or an annuity from the U.S. Government under any retirement Act?  
   Yes  No  
40. Show name and address of wife's (or husband's) employer (if none, write "None!").  

41. (a) Were any of the following members of your family born outside Continental U. S. A.?  
   Yes  No  
   (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  
42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, harel-kathe, or scientific or professional devices:  
   Skill:  
   
   Skill:  
   Words per minute in typing  
   Stenography  
   Do you have a license to operate an automobile?  
   Yes  No  
43. State what kind of work you prefer.  
   Editorial  
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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.

(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  
10 , at city [or town] of  

county of  
and State [or Territory or District] of  

(Signature of officer)  
(Official title)