

CONVEYANCE OF RIGHTS TO LIFE STORY

I, JUNE M. KABA, being of sound mind give, convey and transfer to JAMES EMERY CLARKSON all right, title and interest that I may have in and to any and all articles, publications, documents, and/or books pertaining to my life story.

I make this conveyance with no expectation of any remuneration to myself or my estate. This conveyance is motivated by my appreciation for the friendship, concern and understanding that I have received from JAMES EMERY CLARKSON when I needed it most.

EXECUTED this 24 day of July ~~August~~, 1997.

June M. Kaba  
JUNE M. KABA

STATE OF WASHINGTON)  
ss.  
GRAYS HARBOR COUNTY)

On this 24<sup>th</sup> day of July ~~August~~, 1997, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared JUNE M. KABA, to me known to be the individual above-named, and who executed the foregoing instrument as her voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed this 24<sup>th</sup> day of July ~~August~~, 1997.

JENNI ODEEN  
STATE OF WASHINGTON  
NOTARY ---- PUBLIC  
MY COMMISSION EXPIRES

Jenni Odeen  
NOTARY PUBLIC in and for the  
State of Washington, residing  
at: Ocean Shore  
My Commission expires: 7-15-01

***Notarized Affidavit of Authenticity***

**I, James E Clarkson, do hereby swear under penalty of perjury and before God that the following information is true:**


1. I am a citizen of the United States and a resident of Aberdeen in Grays Harbor County in Washington State. I am 47 years of age, married with three children. I graduated First Honors from a College Preparatory School in San Francisco, California in 1969. I also have three years of college completed at the University of California and St. Martin's College in Lacey, Washington and I have an Associate's Degree in General Studies from Grays Harbor College. I also have completed extensive professional training as outlined below.
2. I served for over 3 years at Ft. Lewis, WA as a Military Police Investigator. In 1977 I received an Honorable Discharge and an Army Commendation Medal for distinguished service.
3. Counting my military service time, I have continuously worked in the field of Law Enforcement for 24 years. After receiving my discharge, I have been a reserve Deputy Sheriff, a county Correctional Officer, and since 1979 I have been continuously employed as an Aberdeen Police Officer.
4. Neither the Aberdeen Police Department nor any other agency that has employed me is in any way involved in the project that is the reason for composing this affidavit. I have identified these agencies solely for the purpose of identifying myself and establishing my credibility.
5. I have completed over 1,300 hours of specialized training beyond the completion of the State Police Academy. This training has been primarily devoted to improving my abilities as a Criminal Investigator.
6. I have served as a Patrol Officer, a Field Training Officer, a Detective, a Sergeant of Detectives, and currently I am assigned as a Patrol Sergeant. I am certified by the State of Washington as a First Level Supervisor. I am also assigned as the Officer in Charge of the Fatal Accident Team. Part of my specialized training has included successful completion of Technical Accident Investigation as taught by the Washington State Patrol.
7. During the last 20 years I have received numerous commendations for the quality of my investigative efforts.
8. I met the woman identified in the tape transcript and other documents as June Kaba from Ocean Shores, Washington in 1992 while conducting an Adult Evening Program at the Ocean Shores Library on the subject of Unidentified Flying Objects. She alluded to having direct knowledge of significant events related to her employment by the US Government at Wright Army Air Field in Ohio. At that time she also stated that she did not want to make further disclosures because of her fear that she would be criminally prosecuted for violating a security oath.

*Notarized Affidavit of Authenticity*

9. Early in June 1997 I was called by June Kaba because of news releases from the Air force designed to coincide with the anniversary of the reported crash of an alien craft and recovery of non-human bodies in the vicinity of Roswell, New Mexico during the July 4<sup>th</sup> weekend of 1947. June Kaba asserted that she knew for a fact that the Air Force's disclosure that the alleged crash in Roswell involved a downed weather balloon and test dummies dropped by parachute, was a deliberate cover-up. She further stated that she wanted me to document her account of her recollections.
10. On June 27, 1997 I went to June Kaba's home at 896 Catala Ave. SE Ocean Shores, WA 98569. At her request we discussed her personal history and I taped our interview. This tape was later transcribed by a friend of mine named Mary Sullivan who was at that time a legal secretary in the office of the Grays Harbor County Prosecutor.
11. I have listened to the tape of that conversation and compared it to the transcription of that interview made by Mary Sullivan. The transcription is a true and accurate copy of the interview between June Kaba and I.
12. June Kaba gave me the remaining records that she kept from her employment between the years of 1943 and 1952. I learned from her explanations and from those documents that she had been married twice, that her maiden name was Crain and her first married name was Cabbage. June M. Crain was born on June 16, 1925 in Dayton, Ohio. I also learned from those documents that her employer during those years had been the United States WAR Dept. Wright Field Dayton, Ohio, Army Air Force.
13. June Kaba died on August 23, 1998 in Hoquiam, WA at the age of 73.
14. After her death I received copies of her correspondence with a well-known UFO and military history researcher, Mr. Kevin Randle. I have compared her account of the same events that she gave him over 5 years ago with her statements to me. These recollections are entirely consistent, then and now. Further, we spoke about these events on several occasions, not always in recorded conversations. June Kaba never claimed to know more or less than what she stated to Mr. Randle and myself.
15. It is my sincere belief that June Kaba did work at the places and times that the documentation indicates. Further, on several occasions she told me that she knew that she did not have many years left in her life and that it was extremely important that what she knew should be made public. I am completely convinced that she gave me a true statement of the events that she recalled from her employment at Wright Field in Dayton, Ohio in the years 1943 through 1952.
16. In making these statements I am fulfilling a promise that I made to June Kaba, that her story would be told and that if at all possible, it would be used to help in the efforts of many other researchers in this field, to tear down the wall of lies and secrecy that was erected by our own government, perhaps with the best of intentions, and that stands between the people of the earth and understanding our true place in the Universe.

*Notarized Affidavit of Authenticity*

17. Finally, I am making this statement with the knowledge that in telling the truth I am taking risks to my employment and reputation. If the forces of intimidation and ridicule choose to attack the epitaph of a fine woman who was respected and loved by many in her community, or if they choose to "shoot the messenger" by attacking a veteran cop, then so be it. I will be traveling in such esteemed company as Deputy Dale Spaur or Betty Cash; God rest their souls.

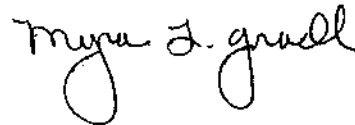


James E. Clarkson  
State Section Director  
Mutual UFO Network  
Grays Harbor County  
Washington State

SUBSCRIBED AND SWORN to me before this 5<sup>TH</sup> of January, 1999

Print Name MYRA L. GRADL  
Notary Public in and for the State of Washington  
Residing at GRAYS HARBOR  
Commission Expires: 11-30-00

MYRA L. GRADL  
NOTARY PUBLIC  
STATE OF WASHINGTON  
My Commission Expires Nov. 30. 2000



NOTIFICATION OF PERSONNEL ACTION

HEADQUARTERS, AIR SERVICE COMMAND

CAM:wh

*Photo*

PATTERSON FIELD

Station

FAIRFIELD, OHIO

Location

- 1. To: June M. Crain  
First Name Middle Initial Last Name
- 2. Through: Supply Division Aircraft Section  
Office in which employed or to be employed

This is to notify you of the following action concerning your employment:

- 3. Nature of action: Change in Status  
Use standard terminology
- 4. Effective date: February 16, 1943

	FROM	TO
5. Position	Jr. Clerk-Typist	Asst. Clerk
6. Salary	\$1440 per annum	\$1620 per annum
7. Grade	CAF-2	CAF-3
8. Activity	Army Air Forces	Army Air Forces
9. Duty Station	Hq., Air Service Command Patterson Field Fairfield, Ohio  FIELD	Hq., Air Service Command Patterson Field Fairfield, Ohio  FIELD

10. Remarks:

Continuously employed in War Department since: 6-19-42  
Date of last promotion: 11-1-42  
43-6827-ASC

*3A-7*

This action is subject to the provisions on the reverse hereof, when applicable.

For the Commanding Officer

*Ann O. Mark*

Major, A.C.

Civilian Personnel Officer

for JOSEPH L. WHITNEY, Colonel, A.C.

(This information to be furnished only in "S. Trans" cases)

Chief, Civilian Personnel Section

- 11. The records of this station show that the leave status of this individual as of..... was as follows:

TOTAL ACCUMULATED AND ACCRUED

OVERDRAWN

Annual ..... Da. .... Hr. .... Min. .... Da. .... Hr. .... Min.  
 Sick ..... Da. .... Hr. .... Min. .... Da. .... Hr. .... Min.

WAR DEPARTMENT  
OFFICE OF THE SECRETARY



NOTIFICATION OF PERSONNEL ACTION

Office: Wright Field, Ohio

Date: July 3, 1942

Name JUNE M. GRAIN

This is to notify you of the following action concerning your employment:

Nature of Action: Confirmation of War Service Appointment (Indefinite)

Effective Date: June 19, 1942

	From	To
Position		Under Clerk-Typist
Grade & Salary		CAF-1 at \$1260 per annum
Bureau		Army Air Forces
Org. Unit		Air Service Command
Station		Wright Field, Ohio
Departmental or Field	FIELD	FIELD

Remarks: Appointment made under War Service Regulation V, Section 2.  
This action does not confer a classified Civil Service status.  
Position 241.

This action is subject to the provisions on the reverse hereof, when applicable.

By order of the Secretary of War

Administrative Assistant

REPORT OF FIELD PERSONNEL ACTION

WAR DEPARTMENT, ARMY AIR FORCES  
HEADQUARTERS, FIELD SERVICES  
AIR SERVICE COMMAND  
PATTERSON FIELD  
FAIRFIELD, OHIO

A-10

JMH:bl

10	31	1942
Month	Day	Year

To: Chief, Civilian Personnel Division  
Headquarters, Army Air Forces  
Washington, D.C.

1. Name **June M. Crain**  
2. Nature of Action **Change in Status**  
3. Effective Date **November 1, 1942**

1623

	From	To	9. C.S.C. Report Series
4. Position	Under Clerk-Typist	Junior Clerk-Typist	10. Civil Service Authority <b>CSC Letter 2-15-41</b>
5. Grade and/or Salary Allowances	CAF-1, \$1260 per annum	CAF-2, \$1440 per annum	11. Appropriation <b>AAF</b>
6. Bureau and/or other unit	Army Air Forces	Army Air Forces	12. Date of Birth <b>6-19-25</b>
7. Headquarters and duty Station	Hq., Field Services Air Service Command Patterson Field Fairfield, Ohio	Hq., Field Services Air Service Command Patterson Field Fairfield, Ohio	13. Subj. to Ret. Act. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8. Departmental or field		FIELD	14. If separation, Last Paid Thru
			15. Bureau Authority for Action or Position
			16. Oath taken

Inclosures:

Position No. 242 in the Manual of Standard Field Classification Sheets  
Remarks: **Continuously employed in War Department since: 6-19-42**  
**Date of last promotion: None**  
**War Service Appointment**

Copies To: (Check)

- 1.  District Manager—Temporary series only.
- 2.  CSC Copy attached - Permanent series only.
- 3.  Employee
- 4.  Civilian Personnel Field Office - Change in name of graded employee only.
- 5.

(Other)

AFS *[Handwritten signature]*

*[Handwritten signature]*  
JOSEPH L. WHITNEY, Colonel, A.C.  
Chief, Civilian Personnel Branch

WAR DEPARTMENT  
ARMY AIR FORCES

ASCP03  
Date: 3-8-43

NOTIFICATION OF PERSONNEL ACTION  
HEADQUARTERS, AIR SERVICE COMMAND

PATTERSON FIELD

Station

FAIRFIELD, OHIO

Location

1. To: JUNE M. CUBBAGE  
First Name Middle Initial Last Name
2. Through: Supply Division, Aircraft Supply Section, Photographic Supply Bt  
Office in which employed or to be employed

This is to notify you of the following action concerning your employment:

3. Nature of action: Change in name  
Use standard terminology
4. Effective date: March 8, 1943

	FROM	TO
5. Position		
6. Salary		
7. Grade		
8. Activity		
9. Duty Station	FIELD	FIELD

10. Remarks:

Change in name from June M. Crain by reason of marriage.

This action is subject to the provisions on the reverse hereof, when applicable.

For the Commanding Officer

*Alvin S. Mark* Major, A.C.  
Civilian Personnel Officer

for JOSEPH L. WHITNEY, Colonel, Air Corps,  
Chief, Civilian Personnel Section.

11. The records of this station show that the leave status of this individual as of \_\_\_\_\_ was as follows:

TOTAL ACCUMULATED AND ACCRUED				OVERDRAWN			
Annual	Da.	Hr.	Min.	Da.	Hr.	Min.	
Sick	Da.	Hr.	Min.	Da.	Hr.	Min.	

ARMY AIR FORCES  
Headquarters  
Air Service Command  
Patterson Field, Fairfield, Ohio

JBB:gee  
June 1, 1943  
(Date of Notice)

SUBJECT: Notice of Efficiency Rating

TO: June M. Cabbage

You are hereby informed that for the eleven month period ending 5-18-43, your efficiency rating is as follows:

CLASSIFICATION				EFFICIENCY RATING
Designation	Service	Grade	Salary	Adjective
Asst. Clerk	CAF	3	\$1620	Very good

Your conduct, on the whole is considered to be satisfactory.  
(is or is not)

SIGNIFICANCE OF RATINGS

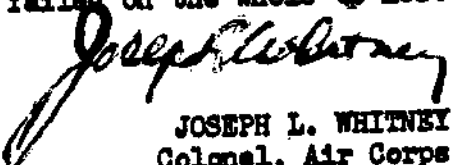
Excellent - The employee has more than met every important job requirement and has not fallen down below satisfactory service in any respect.

Very Good - Employee has more than met the job requirements in sufficient numbers of ways that it can be said he has given, on the whole, better than satisfactory service and has not fallen down below satisfactory service in any respect.

Good - Employee has done all that was required of his job in a competent manner and everything considered has given satisfactory service.

Fair - Employee's work has been generally acceptable but in some respects has not come up to job requirements so it can be said that he has not done all that was required in a competent manner.

Unsatisfactory - The employee has failed on the whole to meet the job requirements.

  
JOSEPH L. WHITNEY,  
Colonel, Air Corps,  
Chief, Civilian Personnel Section,  
Personnel & Training Division.

ASC-CPS 309 4-43

(See other side)

ARMY AIR FORCES  
Headquarters  
Air Service Command  
Patterson Field, Fairfield, Ohio

JUN 3 1943

(Date of Notice)

SUBJECT: Notice of Efficiency Rating

TO: June M. Cabbage  
Photo. Br. Photo. Supply Br.

You are hereby informed that for the \_\_\_\_\_ month period ending  
March 31, 1943, your efficiency rating is as follows:

CLASSIFICATION				EFFICIENCY RATING
Designation	Service	Grade	Salary	Adjective
Asst. Clerk	CAF	3	\$1620	Very Good

Your conduct, on the whole is \_\_\_\_\_ considered to be satisfactory.  
(is or is not)

SIGNIFICANCE OF RATINGS

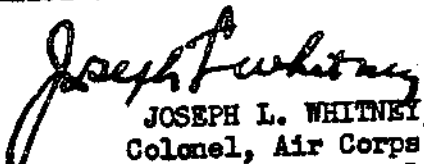
Excellent - The employee has more than met every important job requirement and has not fallen down below satisfactory service in any respect.

Very Good - Employee has more than met the job requirements in sufficient numbers of ways that it can be said he has given, on the whole, better than satisfactory service and has not fallen down below satisfactory service in any respect.

Good - Employee has done all that was required of his job in a competent manner and everything considered has given satisfactory service.

Fair - Employee's work has been generally acceptable but in some respects has not come up to job requirements so it can be said that he has not done all that was required in a competent manner.

Unsatisfactory - The employee has failed on the whole to meet the job requirements.


  
JOSEPH L. WHITNEY,  
Colonel, Air Corps,  
Chief, Civilian Personnel Section,  
Personnel & Training Division.

THE DEPARTMENT OF THE AIR FORCE

~~WAR DEPARTMENT~~

NOTIFICATION OF PERSONNEL ACTION

C-8392

1. NAME (MR.—MRS.—MRS.—FIRST—MIDDLE INITIAL—LAST) <b>MRS. JUNE M. CUBBAGE</b>		2. DATE OF BIRTH <b>June 19, 1925</b>	3. JOURNAL OR ACTION No.	4. DATE <b>May 13, 1948</b>			
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Temporary Appointment - CS Reg. 2.114e(2) Indefinite</b>		6. EFFECTIVE DATE <b>May 13, 1948</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>CS REG. 2.114e(2) 6th Region Ltr. Dtd. April 7, 1948</b>				
FROM		TO					
		8. POSITION TITLE <b>Clerk-Typist</b>					
		9. SERVICE, GRADE, SALARY <b>CAF-3, \$2168.28 per annum AMC-243</b>					
		10. ORGANIZATIONAL DESIGNATIONS <b>Supply Division Equipment Section</b>					
		11. HEADQUARTERS <b>Hq, Air Materiel Command Wright-Patterson Air Force Base Dayton, Ohio</b>					
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR "DEPT'L"	<input checked="" type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL			
13. REMARKS  <b>SUP-6628</b>  <b>"Strike" Affidavit executed.</b>  <b>Entrance efficiency rating of Good.</b>  <b>Subject to investigation.</b>							
 <b>W. J. SCHNEIDER</b> <b>Assistant, Administrative Branch</b> 14. SIGNATURE OR OTHER AUTHENTICATION							
15. VETERAN PREFERENCE		16. POSITION CLASSIFICATION ACTION					
NONE	5 PT.	10 POINT		NEW	VICE	I. A.	REAL
		Disab.	Wife	Widow			
<input checked="" type="checkbox"/>							
17. SEX <b>F</b>	18. RACE <b>W</b>	19. APPROPRIATION <b>(ACA) P 430-01</b> FROM: <b>2180705</b> TO: <b>802-7004</b>		20. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) <b>No</b>	21. DATE OF OATH (ACCESSIONS ONLY) <b>May 13, 1948</b>	22. LEGAL RESIDENCE	


THE DEPARTMENT OF THE AIR FORCE

ala

~~WAR DEPARTMENT~~

NOTIFICATION OF PERSONNEL ACTION

C-8392

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST) <b>MRS. JUNE M. CUBBAGE</b>		2. DATE OF BIRTH <b>June 19, 1925</b>	3. JOURNAL OR ACTION No.	4. DATE <b>August 6, 1948</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Resignation</b>		6. EFFECTIVE DATE <b>July 21, 1948</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>CS Reg. 9</b>	
<b>FROM</b>		<b>TO</b>		
8. POSITION TITLE <b>Clerk-Typist</b>  CAF-3, \$2498.28 per annum		9. SERVICE, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS  Supply Division Equipment Section  HQ., Air Materiel Command Wright-Patterson Air Force Base Dayton, Ohio		11. HEADQUARTERS		
<input checked="" type="checkbox"/> FIELD <b>MCMS-817-E</b>		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
<input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L		
13. REMARKS				
SUP-6628  Ill health.  Number of hours of Terminal Annual Leave: 26 3/4 Hours. Calendar year covered: July 22, 1948 through July 27, 1948 - 2 3/4 Hours.				
Mailing Address: 1052 Harshman Road, Dayton 3, Ohio.				
 <b>H. J. SCHNEIDER</b> ASSISTANT, ADMINISTRATIVE BRANCH				
14. SIGNATURE OR OTHER AUTHENTICATION				
15. VETERAN PREFERENCE				
NONE	5 PT.	10 POINT		
		Disab.	Wife	Widow
		WWII	WWI	OTHER
16. POSITION CLASSIFICATION ACTION				
NEW	VICE	I. A.	REAL	
17. SEX	18. RACE	19. APPROPRIATION		20. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)
		FROM:		21. DATE OF OATH (ACCESSIONS ONLY)
		TO:		22. LEGAL RESIDENCE

WAR DEPARTMENT  
**POSITION DESCRIPTION**  
 FIELD SERVICE

1. POSITION NO.  
 Req. SUP-5423  
 June M. Cabbage  
 SUP-6628

2. INSTALLATION

Headquarters, ANO Area "A"

5. TITLE

Clerk-Typist

6. SERVICE

CAF

7. SERIES

320

8. GRADE

3

9. No.

AMC-242

3. POSITION LOCATION

Supply Division

Equipment Section

Materials Branch

Photographic Unit

10. SIGNATURE OF ANALYST

Ray L. Bolon

11. DATE ALLOCATED

5-6-48

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

**SUPERVISION RECEIVED:** Under general supervision of Military and Civilian Chiefs of Unit, incumbent receives assignments and necessary instructions, performs duties according to policies, regulations and procedures, submits completed work for review as to satisfactory results, accuracy, format, adequacy and neatness, and consults superiors on various phases of the work as the needs arise.

**SUPERVISION EXERCISED:** None.

**MAJOR DUTIES:** As Head Typist for the Unit, performs the following duties:

1. Types letters, memoranda, indorsements, R&R's, messageforms, teletypes, telegrams, Local Purchase Authorizations, Purchase Requests, Shipping Orders, Amendments and/or Cancellations to Purchase Requests and Call Letters, Requests for Issuance and Amendments to Shipping Instructions, policy directives to Unit personnel and policy directives to Air Material Command areas and other AAF activities. Types the appropriate number of copies and arranges material in the proper form. Takes and types from notes long distance telephone conversations of two or more persons.

2. Composes from brief notes or oral instructions office correspondence e.g., office instructions, necessitating the application of standardized wording and/or phrasing and the composition of sentence structure.

3. Assembles from incoming material or from sources available within the Unit data for inclusion in periodic reports. Assembles and types the following reports:

a. Daily Absentee Report: Indicates name, date and type of leave granted by Unit Chief and is accomplished by a daily check of Unit attendance by incumbent.

b. Daily Consolidated Workload Report: Contains such information as Total Net Manhours Worked, Total Manhours spent on each phase of Unit operation, e.g., requirements action, total pieces of correspondence received, processed, delinquent, initiated. Accomplishes this report by consolidating figures and explanatory information submitted by class super-

Employee

June M. Cabbage

visors.

c. Consolidated Semi-Monthly Report of Local Procurements: Contains date, class, procuring activity, description and cost of all local procurements authorized by AMC to other activities as compiled from information contained in Purchase Requests.

d. Daily Journal: accomplished by typing from notes into report form.

e. Monthly Report of Technical Instructions: Accomplishes this report by making a resume of action taken during the previous month on Technical Instructions as indicated in correspondence and Purchase Requests pertinent to the Technical Instructions. Report contains the Technical Instruction number, addendum number, type (initial interim or final) and progress to date. Submits report in rough draft to Unit Chief for review before typing final form.

4. When deemed necessary for the purpose of clarification of information in correspondence, drafts charts in tabulated form, utilizing data dictated by Unit Chief for transcription into correspondence.

5. Maintains by subject matter Unit files of Technical Orders, AMC Letters and Regulations, AAF Letters and Regulations, Supply Division, Equipment Section, and Materials Branch Notices, Technical Instructions and other related data. Maintains by name Unit personnel records, including such information as leave granted, promotions and transfers.

6. Reads, disseminates and interprets procedures and revisions to procedures relative to the preparation of correspondence and communications to clerk-stenographers and clerk-typists within the Unit. Trains new Unit

The above duties and responsibilities are approved.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

POSITION AUDIT

DATE

BY


WAR DEPARTMENT  
**POSITION DESCRIPTION**  
 FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

5. TITLE

6. SERVICE

7. SERIES

8. GRADE

9. No.

3. POSITION LOCATION

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. Continued Page 5

DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

personnel engaged in typing and stenography in correspondence procedures.

7. Receives, signs for, distributes and files by subject matter all Unit Classified Mail. Prepares occasional reports, as requested by higher authority, of number of pieces of classified mail received, filed or destroyed.

8. Performs other duties as directed.

MINOR DUTIES: Accepts and places long-distance telephone calls for Unit Chief; originates office forms, e.g., Purchase Request booklets, for convenience of Unit personnel in the performance of their work; answers telephone inquiries of a routine nature, referring calls to individuals concerned with subject matters of inquiry; receives office callers and directs them to proper officials; performs Unit routine clerical duties at time of excessive workload and shortage of personnel.

NO. 57114E

WAR DEPARTMENT  
**POSITION DESCRIPTION**  
FIELD SERVICE

*Key*

1. POSITION NO.  
REXE6-19

2. INSTALLATION  
Headquarters AMC, Area B

5. TITLE  
Clerk-Stenographer

6. SERVICE  
GS

7. SERIES  
312

8. GRADE  
3

9. NO.  
CSC STD

3. POSITION LOCATION  
Engineering Division

10. SIGNATURE OF ANALYST  
Esther R. Walden

11. DATE ALLOCATED  
2-2-51

Equipment Laboratory

12. ADDITIONAL IDENTICAL TO THIS POSITION

Parachute Branch

Cargo Unit

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

I. NATURE AND PURPOSE OF WORK.

(a) Introduction. In the Cargo Unit, Parachute Branch which has as its function the research, design, development, test and standardization of parachutes to be used for cargo carrying purposes, this position exists to provide stenographic, clerical and typing service to all personnel of the Unit. This position is an independent position not related to any other position in the Unit.

(b) Duties.

1. Takes and transcribes dictation covering Memorandum Reports, Specifications, replies to Unsatisfactory Reports, replies to drawing and data transaction reports, letters, R & R's, suborders, telegrams, messageforms, technical reports etc. Transcribes such data in accordance with current regulations. All work to be typed includes frequent and unusual technical terminology and symbols. Also types from rough draft routine correspondence and reports.

2. Under general supervision of the Branch stenographer sets up and maintains files on purchase requests and purchase orders, memorandum reports, D & DTR's, expenditure orders, commercial reports, accident reports, and other reports pertaining to cargo parachutes. Maintains 3 x 5 cross index file cards on subject headings of files. Also maintains file of Equipment Laboratory Office Instructions. Searches files for information requested by project engineers.

3. Answers telephones and teletalks as required; refers requests for technical information to engineers; answers routine inquiries by reference to files or from previous experience.

4. Reproduces copies of graphs, charts, test reports and other data needed by engineers by ozalid or ditto methods.

5. Makes out weekly time cards from information furnished by each employee of the Unit containing name, symbol, date, expenditure order, or account number with total hours spent on each expenditure order or account number.

6. Maintains a roster of Branch personnel, both civilian and military containing name, designation and grade and/or serial number. Reports daily to Equipment Administration all personnel on leave, temporary duty, etc.

*June M. Cullage*

DUTIES - CONTINUED

PER. TIME EACH TA...

7. Responsibility for Supervision, Guidance and Control of work of others. does not directly or indirectly control the work of any other employees.

Incumbent

II. SCOPE AND EFFECT OF WORK. The actions, decisions, recommendations or commitments of the incumbent are limited to the stenographic, typing and clerical work described above. The effect of the work is to aid the efficient administrative functioning of the Unit, by relieving engineers of clerical duties and allowing them to apply efforts to technical tasks.

III. SUPERVISION AND GUIDANCE RECEIVED. Receives directions for performing assignments verbally from the Unit Chief and from the head stenographer of the Branch. Refers to AMC Regulations, AF Letters, Equipment Laboratory Notices, and steno notes for establishing rules of the Branch, Laboratory and Command for preparing correspondence, reports and forms.

IV. MENTAL DEMANDS. Incumbent must be able to prepare correspondence in accordance with existing regulations for preparation of military and non-military correspondence, employ skill in taking and transcribing dictation, type accurately and speedily, employ efficient filing methods to meet the needs of the Office, utilize knowledge of English grammar and composition, exercise tact and diplomacy in carrying on day-to-day accomplishment of clerical, typing and stenographic work for all technical personnel of the Unit. In addition, incumbent must be familiar with and understand the activities of the Unit so that correct information can be given to callers and proper direction given to visitors.

V. PERSONAL WORK CONTACTS. Contacts are with technical personnel assigned to the Unit, with head stenographer of the Branch and with personnel outside the Branch to obtain or secure detailed information necessary to completion of assignments. Incumbent has telephone contacts with personnel outside the Branch in securing or giving information.

VI. OTHER. Not pertinent.

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							



MCREXEA2

40-128

EQUIPMENT LABORATORY )  
OFFICE INSTRUCTION )  
NO. 40-128 )

ENGINEERING DIVISION  
EQUIPMENT LABORATORY  
WRIGHT - PATTERSON AIR FORCE BASE  
17 MARCH 1951

PERSONNEL, CIVILIAN

1. Effective 13 March 1951, Mrs. Helen L. Wetzel, W-3810, is assigned to the Ground Equipment Branch, and will report to the Chief thereof for duty.
2. Effective 13 March 1951, Mr. Richard D. Betts, B-30435, is assigned to the Parachute Branch, and will report to the Chief thereof for duty. ✓
3. Effective 14 March 1951, Mr. Robert L. Vandiver, V-2340, is assigned to the Mechanical Branch, and will report to the Chief thereof for duty.
4. Effective 15 March 1951, Mr. Leslie E. Cruze, C-83885, is assigned to the Parachute Branch, and will report to the Chief thereof for duty. ✓
5. Effective 16 March 1951, Miss. June M. Cabbage, C-8392, is assigned to the Parachute Branch, and will report to the Chief thereof for duty. ✓
6. Effective 16 March 1951, Mr. Lawrence L. Morford, M-7422, is relieved from assignment in the Test Branch, and the Equipment Laboratory.

DISTRIBUTION:

MCREXEA (3)  
MCREXEA3 (1)  
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MCREXE8 (1)

cc to:

Mrs. H. L. Wetzel - MCREXE3  
Mr. R. D. Betts - MCREXE6  
Mr. R. L. Vandiver - MCREXE5  
Mr. L. E. Cruze - MCREXE6  
Miss. J. M. Cabbage - MCREXE6 ✓

*gn*  
*B. Price*  
BRUCE B. PRICE  
Colonel, USAF  
Chief, Equipment Laboratory  
Engineering Division

**SUBJECT: Suggestion**

**TO: WCEB**

**FROM: WCEBH-1**

**DATE: 25 Jan 52**

**Comment No. 1**  
**Mrs. June M. Cabbage**  
**24166/Bl5/PmlA32**

1. In order to better utilize the time of stenographers and typists I wish to make the following suggestions:

a. That all Inter-office envelopes (Form no. X-ATSC 10-501) be attached in the mail room. The mail room now attaches envelopes to all mail going to Operations Office for signature. By attaching them to all mail this would save the stenos time for actual typing and also stop delay caused by communications being returned to branch offices for attachment of the envelope.

b. That all hand receipts for Classified communications be prepared in the mail room. The person responsible for this duty would be required to acknowledge receipt of the classified communication by signing the file copy over a stamped or typed statement to the effect that the document has been delivered to that office for hand receipt and forwarding. I make this suggestion due to the reason that hand receipts must be letter-perfect before they will be accepted by other mail rooms. The present regulations are not too clear as to the exact manner in which the receipts must be prepared. Since the receipts are not encountered every day it is very easy to not be up to date on the manner in which they must be filled out. Much time is spent in obtaining information as to the exact manner in which they must be filled out, time spent by both the steno and the mail room clerk who is familiar with them. In fact more time is spent in finding out how to fill them out than in actually accomplishing the typing. This waste of time would be stopped if someone in the mail room, who will be aware of any changes that are made concerning the receipts and also will be able to be more familiar with them, would do the actual filling out. Mail will no longer be delayed enroute due to improperly executed hand receipts, also much time will be saved by the stenos in reading the regulations over each time she must fill out a hand receipt or consulting the mail room and using that persons time in explanation.

**CONCURRENCE**

**June M. Cabbage**  
**Cargo Unit**  
**Parachute Branch (WCEBH-1)**

Cubbage June M.

xx

1052 Harshman Road, Dayton, Ohio

Cargo Unit, Parachute Branch,  
Equipment Laboratory, WADC, W-PAFB

Steno GS-3

24166

Weapons Components Division

Security Plate for Safes

June M. Cubbage

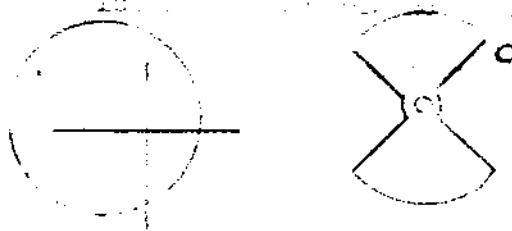
15 April 1952

x

xx

That the attached model be made up in plastic (had Flourscent) and be attached to all safes with a good cohesive or be attached by other method which is practical. The size of the plate to be such that it will fit in the left corner or right of the top drawer of safes.

Small sketch is as follows:



The use of a "T" shaped sign - red - which is placed in the handle of the top drawer. This sign interferes with the opening of the drawer and at times due to constant opening will displace the dial of the safe to such an extent that it does interfere with opening of other drawers.

Further the dial such as I propose will be always accessible and will not easily be forgotten since it is a requirement that the present sign must be placed inside the safe (in order that it not be displaced).

HEADQUARTERS

# Wright Air Development Center

IN REPLY ADDRESS BOTH COMMUNICATION AND ENVELOPE TO COMMANDING GENERAL,  
WRIGHT AIR DEVELOPMENT CENTER ATTENTION FOLLOWING OFFICE SYMBOL:

WCPCU3

WRIGHT-PATTERSON AIR FORCE BASE

DAYTON OHIO

Miss June M. Cabbage  
1052 Harshman Road  
Dayton, Ohio

24 APR 1952

Dear Miss Cabbage:

The Wright Air Development Center desires to acknowledge receipt of your suggestion which has been assigned the following number and title: "No. WADC 52-279, Security Plate for Safes".

Subject suggestion has been forwarded to responsible authorities for consideration. You will be advised of the results as soon as evaluation has been completed.

In the meantime, if you have obtained additional information regarding your suggestion since it was submitted, please notify the Suggestions and Awards Unit, WCPCU3 in order that consideration may be given to all available facts.

The interest you have shown in submitting your suggestion is appreciated. We invite you to continue your interest and participation in the Suggestions Program by submitting any constructive ideas which you believe may be beneficial to the Government.

*Marvel M. Foot*  
for  
BERTRAM M. ROSE  
Chief, Civilian Personnel Section  
Personnel Department

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