

16. CONTINUED

Dates of employment: (Month, year) From: <u>Nov. 1935</u> To: <u>Aug. 1940</u> Place of employment (city and State): <u>Washington, D. C.</u>	Exact title of your position: <u>Insurance Underwriter</u>	Salary or earnings: Starting \$ <u>100.</u> per mo. Final \$ <u>150</u> per mo.
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Self</u>	Description of your work: <u>In Nov. 1935 I became a part time agent for the Mass. Mut. Life Ins. Co. and on completion of college in June 1936 I became a full time agent. At the same time I became a general Ins. underwriter and handled several general lines of Ins. I devoted all of my time to the Ins. business until May 1938. From then until I entered the service in Aug 1940 I devoted approx. 50% of my time to another business (see below).</u>	
Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Insurance</u>		
Number and kind of employees supervised by you: <u>none</u>		
Name and title of immediate supervisor: <u>none</u>		
Reason for leaving: <u>Placed on duty with Army</u>		
Dates of employment: (Month, year) From: <u>May 1938</u> To: <u>Aug. 1940</u> Place of employment (city and State): <u>Washington, D. C.</u>	Exact title of your position: <u>Washington Representative</u>	Salary or earnings: Starting \$ <u>0</u> per Final \$ <u>150</u> per mo.
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Telephone Answering Service Albee Bldg., Washington, D. C.</u>	Description of your work: <u>In May 1938 I became Washington Representative for "Telephone Answering Service" a Baltimore, Maryland organization desiring to open an office in Washington, D.C. The necessary subscribers to this service were secured through my efforts and a successful and profitable office was established in Washington. I was responsible for hiring and training of all personnel and the overall supervision and management of the Washington Office.</u>	
Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): <u>Telephone Service</u>		
Number and kind of employees supervised by you: <u>8 clerical</u>		
Name and title of immediate supervisor: <u>Walter G. Lohr, owner</u>		
Reason for leaving: <u>Placed on duty with Army</u>		
Dates of employment: (Month, year) From: _____ To: _____ Place of employment (city and State): _____	Exact title of your position: _____	Salary or earnings: Starting \$ _____ per Final \$ _____ per
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: _____	Description of your work: _____	
Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): _____		
Number and kind of employees supervised by you: _____		
Name and title of immediate supervisor: _____		
Reason for leaving: _____		
Dates of employment: (Month, year) From: _____ To: _____ Place of employment (city and State): _____	Exact title of your position: _____	Salary or earnings: Starting \$ _____ per Final \$ _____ per
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: _____	Description of your work: _____	
Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.): _____		
Number and kind of employees supervised by you: _____		
Name and title of immediate supervisor: _____		
Reason for leaving: _____		

If more space is required, use a continuation sheet (Standard Form 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this page. 9-15-47-20-1

1. As Regional Insurance Officer for the Veterans Administration Regional Office at Portland, Oregon, I am responsible for the development and administration of the Government Life Insurance Program in the State of Oregon. I work directly under the Regional Manager and act as his technical advisor on all insurance matters. It is my responsibility to determine the best methods for the development of this program and I am guided only by official publications, such as laws enacted by Congress, circulars, and technical and administrative bulletins from higher authority. A wide latitude is allowed in the selection of these methods.

This program calls for the dissemination of information of a technical and administrative nature to Contact Representatives of the Veterans Administration and to Service Officers representing The American Legion, Veterans of Foreign Wars, Disabled American Veterans, The American Red Cross, life insurance groups, and other civil and fraternal organizations. Talks are given to groups of these individuals and also to their organizations. An average of over one talk a week is given to some service organization, civil, or fraternal group. Frequent radio talks are given over radio stations through out the state.

As Insurance Officer I supervise an assistant insurance officer who carries on some of the functions outlined above, an insurance claims clerk, and secretarial aides. Also, I have direct technical supervision of all insurance matters over approximately fifty Contact Representatives of the Veterans Administration throughout the state.

The importance of this work cannot be over emphasized, as it is absolutely necessary that all Contact Representatives be thoroughly versed in both National Service Life Insurance and United States Government Life Insurance so that they in turn may assist the Veteran in the details of his Government Insurance. The amount of Government Insurance that is reinstated or actually continued in the regional area is a direct reflection on the ability of the Insurance Officer to properly plan and carry out such an extensive and far reaching program. It is also necessary that I have the utmost cooperation from individual insurance underwriters operating in the state. Therefore it is necessary that they too are well versed in Government Insurance and have had the benefits explained to them so that they too will cooperate with the program. This requires addressing agency meetings and also underwriting organization meetings. My office must be ready at all time to receive individual agents who come in for technical assistance and advice as to procedures.

As Insurance Officer I supervise a program of public relations which is carried on through a public relations officer. This consists of preparing news releases for papers and radio, and the use of transcribed broadcasts of regular programs concerning insurance distributed on a national scale. When on field trips through the state not only are the Veterans Administration personnel called but also all Service Officers, their organizations, civic leaders, and press and radio outlets as well. Close liaison is maintained at all times with the State Insurance Commissioner and his staff to insure cooperation of local underwriters in the program.

All claims for disability insurance benefits are processed through my office under my direct supervision. Development of these claims and complete follow up is maintained by the office. All correspondence concerning insurance is answered by this office.

II. I entered on active duty with the Army in August 1940. My first assignment was that of Adjutant and Plans and Training Officer for an armored battalion of the First Armored Division. In this capacity I was responsible for all administrative functions of the organization and also for the preparation and carrying out of all training schedules. This organization was usually carried as overstrength and as personnel became trained they were used to form the nucleus of newly formed units. In June of 1941, I attended a Division school for Air Ground Liaison Officers and then a three month course at the Armored Force School to be qualified as a Communications Officer. I was then assigned in this capacity to the 752nd Tank Battalion I was responsible for securing all radio and other signal equipment installing it in our vehicles, and also training operating personnel in its use. It might be noted that this was the first completely equipped Tank Battalion in the Army so far as radio was concerned. This unit was then made a part of the II Corps at Dessert Training Center and used as an experimental unit testing various radio equipment until our departure for England in August 1942. From our arrival in England and through the African Campaign, I acted as Air Liaison Officer and Plans and Training Officer. During the last month of the African Campaign this organization was expanded to several thousand men and became an overseas replacement training organization for Armored Force. I organized all the training programs and assisted in devising policy and procedure for this organization as it was the first unit of its kind organized.

In November 1943 I was transferred to Fifth Army Headquarters in Italy and after a brief training period was assigned as an air ground liaison officer and placed on temporary duty with a light Bomb Group. It was my duty to keep the Commander of the Bomb Group informed as to the ground situation and to brief aircraft crews prior to missions as to locations of ground troops and to keep them informed as to the part they were playing in assisting the ground troops to advance. This particular group attacked fairly close in targets that directly effected the ground troops at the time. Further on completion of all missions flown I would attend and take part in the interrogation of aircraft crews. This was done to determine the effect of the mission and also with the hope of learning enemy information that could be of value to the ground troops. The results of these interrogations was immediately relayed to Army Headquarters.

In April 1944 I was returned to the States under the rotation policy and in June I was assigned to the War Department General Staff G-2. My duty was that of Executive Officer of the Historical Branch. This organization was by direction of the Chief of Staff of the Army, required to supervise the preparation of all histories of all units and campaigns. Further it is the agency responsible for the publication of Battle Studies and the production of the complete Official History of the War. In this assignment I supervised all operations to provide administrative services for the Branch. I interpreted regulations, determined office policy and procedures, and put into operation methods for efficient functioning of the office; coordinated work schedules and arranged for security of classified materials; supervised personnel in performance of such duties as the preparation and maintenance of supply, personnel, and special reports pertaining to personnel and administrative matters and allocation of office space; received, interviewed, and assisted visitors; and maintained liaison with staff and operating units. I coordinated the answering of all historical inquiries made to the War Department by outside agencies and supervised the distribution of all War Department historical publications to all interested agencies.

17. MILITARY EXPERIENCE.—In order to make the most effective use of the services of war veterans, detailed information is required about the training and experience they have acquired in the Armed Services. Fill in the appropriate information for each service school you have attended. If you attended special or technical schools while in the service, write in Item (a) "No attendance" and indicate in Item (c) all important changes in duty assignment, showing dates of such assignment.

(a) First Special Service School attended: Armored Force School Location: Fort Knox, Kentucky Dates attended (months, years): From: June 1941 To: Sept. 1941 Rating received at end of this training:	(b) What were you taught in First Special Service School? See paragraph II attached
(c) Duty assignment or rating after this training (give all important changes in duty assignment whether or not you attended a Service School): Dates of duty assignment (months, years): From: To:	(d) What did you do during this duty assignment?
(e) Second Special Service School attended: RAF Air Liaison Officers School Location: RAF Field Salisbury, England Dates attended (months, years): From: October 1942 To: one month Rating received at end of this training:	(f) What were you taught in Second Special Service School?
(g) Duty assignment after this training: Dates of duty assignment (months, years): From: To:	(h) What did you do during this duty assignment?

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION.—Circle highest grade completed:
1 2 3 4 5 6 7 8 9 10 11 12
Mark (x) the appropriate box to indicate satisfactory completion of:
 Elementary School Junior High School Senior High School

(a) Give name and location of last high school attended:

McKinley Washington, D.C.

(b) Subjects studied in high school which apply to position desired:

General Course

(c) Name and Location of College or University	Major	Dates Attended		Years Completed		Degrees Conferred		Semester Hours Credit
		From—	To—	Day	Night	Title	Date	
University of Maryland College Park, Maryland	Bus. Admin.	Sept. 31	June 36	5		B.S.	June 36	120
(d) List Your Chief Undergraduate College Subjects	Semester Hours	List Your Chief Graduate College Subjects						Semester Hours
Accounting	12							
Economics	15							

(e) Other training, such as vocational, business, study courses given through the Armed Forces Institute (show name and location of school), or "in-service training" in a Federal agency:

Subjects Studied	Dates Attended		Years Completed	
	From—	To—	Day	Night

19. Indicate your knowledge of foreign languages:	READING			SPEAKING			UNDERSTANDING		
	Ess.	Good	Fair	Ess.	Good	Fair	Ess.	Good	Fair
French			X			X			X

21. Are you now or have you ever been a licensed or certified member of any trade or profession (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)

Yes No Give kind of license and State: **Ins. Solicitor**

First license or certificate (year): **1935, Washington, D.C.**

Latest license or certificate (year): **1940**

22. Give any special qualifications not covered elsewhere in your application such as:

- (a) your more important publications (do NOT submit copies unless requested)
- (b) your patents or inventions
- (c) public speaking and public relations experience
- (d) membership in professional or scientific societies, etc.

(a) How was your knowledge of foreign languages acquired?

College and use in North Africa

(b) If you have traveled or resided in any foreign countries, indicate

(1) names of countries, (2) dates and length of time spent there and

(3) reason or purpose (e.g., business, education, recreation):

England 1942 - 5 mos., Italy 1944 - 4 mos.

Africa 1943 - 11 mos. Army

20. List any special skills you possess and machines and equipment you can use, such as operation of short-wave radio, multilith, computer, key-punch, turret lathe, scientific or professional devices:

Approximate number of words per minute in typing shorthand

