## LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

**Employee Name:** Almquist Arthur S **DOB:** 1887

**Records checked:**

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive (negative)

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive (negative)

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive (negative)

**AND**

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk (positive) negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive (negative)

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive (negative)

**If Negative:**

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

**If Negative:**

**CMRS:** possible CG service Area: _____ positive negative

**ARCIS:** _____ Area: _____ positive negative

Notes: _____

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

File No. 45

Name A L M Q U I S T, Mr. ARTHUR

BORN: FEBRUARY 13, 1887.

Service COAST GUARD (L. H. S.)

This file belongs in the Division of Appointments, Treasury, and has been charged to YOU. Please do not transfer to anyone or retain it for more than 5 days without notifying the Appointment Division File Room; EXT. 844-2582

U. S. GOVERNMENT PRINTING OFFICE 2—16322

DEPT. STOCK FORM 2249
REV. 1-41

# UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 42947

*PERSONNEL RECOMMENDATION*

TO DIRECTOR OF PERSONNEL

Date 1 July, 1941

Name: Almquist, Arthur

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.:

*Nature of Recommendation*

Change in status - civilian to military

| | FROM | TO |
|---|---|---|
| Position | Keeper | Boatswain's Mate, 2c. |
| Grade | Field (Range $1260-1620) | No change in pay and allowance. Sec. 7 Act of August 5, 1939, applies. |
| Salary | $1380 p.a. plus $240 pa Qtrs. | |
| Bureau or Div. Organizational Subdivisions | U. S. Coast Guard | U. S. Coast Guard |
| Headquarters | Chicago, Illinois | Chicago, Illinois |
| Post of Duty | Port Washington Light Station | Port Washington Light Station |
| Appropriation | Civilian Employees, C. G. | Pay and Allowances, C. G. |
| Allotment | | |
| | FIELD [X] DEPRTMTL. [ ] | FIELD [X] DEPRTMTL. [ ] |

EFFECTIVE 1 July, 1941.

*Remarks:*

The change indicated is pursuant to the Act of August 5, 1939.

*Justification:*

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

N. R. STILES,
Commander, U. S. Coast Guard
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY
7-9-41

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION
Reg.

DATE OF BIRTH
2-13-87

LEGAL RESIDENCE
Wisconsin

SEX: M
RACE: W

NATURE OF POSITION
NEW | ADDTL. IDENT.

VICE VACANCY | VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE?
No

SUBJECT TO RETIREMENT ACT?
Lighthouse Act
6-20-18

DATE OF OATH

INTERLEAVED—PATD

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) Arthur Almquist Sex Male

Present address Port Washington Light Sta Date of birth Feb 13, 1887

Give below all places of residence during the past FIVE years

| From-- (Month and year) | To-- Month and year) | Number and Street | City and State |
|---|---|---|---|
| July 1930 | March 1935 | Little Sable Light Station | Mears, Michigan |
| March 1935 | Oct 1939 | Port Washington Light Station | Port Washington, Wis |
| | | | |
| | | | |
| | | | |
| | | | |

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? No (Yes or no)

If so, give details in space provided below.

| Date of Arrest | Age | Charge | Court and Location | Judge | Disposition |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
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| | | | | | |

(S) COAST GUARD U.S.
CG 2692 U.S. TREAS. DEPT. RECORD
NO ADDITIONAL RECORD FOUND AT T.C.B.

Have you ever been fingerprinted? No Where?

When? If for the Civil Service, what position?

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

U. S. COAST GUARD

Arthur Almquist
Customary payroll signature of employee

Subscribed and sworn to before me this 5 day of October, 1939

E. J. Mekink
Notary Public Ozaukee County

My commission expires Sept 1, 1940

KB

July 1, 1939. Lighthouse District No. TWELFTH

consolidated with CHICAGO Coast Guard District,

Headquarters CHICAGO, ILL.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Arthur Almquist (Name) — Illinois (Legal Residence)

DATE OF BIRTH 2-13-1887 STATUS

| DESIGNATION | ACTION | SALARY | BUREAU—SERVICE—STATION | DATE OF EFFECT |
|---|---|---|---|---|
| 2nd Asst Keeper | | $540 | L. H - Racine Reef L. S. Wis | Sep. 16/17 |
| Asst Keeper | Trans | $480 | " " " " | June 7/18 |
| Keeper | Incr | $600 | " " " " | Nov 1/18 |
| " | " | $660 | " | Sep 16/22 |
| " | Read Jump | $900 | " | July 1/24 |
| " | " | $1140 | " | Feb 1/25 |
| " | Trans. | $1140 | " Little Sable L. S. Mich. | Apr. 1/25 |
| " | Incr → | 1200 | | |
| " | Trans → | 1400 | " Indiana Harbor " " | July 1/25 |
| " 1st. | Prom. | 1500 | " " " " | Sept. 1, 1926. |
| " | Transfer | 1260 | Calumet Harbor L.S. | Mar 2, 1927 |
| " | COMPENSATION Act. May 28, 1928 | 1380 | " " | JUL 1 1928 |
| Keeper | Transfer (730) | 1320 | L. H - Twin River Pt. Wisc. | Jan. 1, 1929 |
| " | Transfer | 1320 | " - Calumet Harbor L.S. | |
| Keeper | Transfer | 1500 | L. H - Grand Haven L.S. | July 1, 1929 |
| " | Transfer | 1380 | " - Little Sable L.S. | 7-1-30 |
| " | " | 1260 | " Port Washington L.S. 13th Dist. | 4-1-35 |
| " | INCREASE IN COMPENSATION | 1320 | " " | FEB - 1 1937 |
| " | INCREASE IN COMPENSATION | 1380 | " - " | MAR 1 1939 |

Form A-38

45 ✓

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

March 1, 1939.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective March 1, 1939.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. F. GARDNER
MAR 10 1939

Chief, Division of Personnel.

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
MAR 25 1939
SHEET NO. 39-37
DEPARTMENT OF COMMERCE

From: $1320

To: $1380

Service and grade:

Appropriation (unit): Field.

R

12

CARDED

FOR BASIS OF THIS ACTION SEE
LETTER DATED 1/18/39
IN FILE F 248-8

GOVERNMENT PRINTING OFFICE 11—9061

Form A-88

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~
Division of Personnel
WASHINGTON

February 1, 1937

Mr. A. Almquist

Through the Commissioner of Lighthouses

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1937

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDM. J. GARDNER FEB - 2 1937

Chief, Division of Personnel.
~~Chief of Appointment Division~~.

From: $1260

To: $1320

Service and grade:

Appropriation (unit): Field

FOR BASIS OF THIS ACTION SEE LETTER DATED DEC 23 1936 IN FILE 1093/1.

12
Q

APPOINTMENT DIVISION
FEB 13 1937
5325

GARDNER

GOVERNMENT PRINTING OFFICE 11—9051

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

MJS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
1935 APR - 3 - PM 3: 14

1935 APR - 3 - AM 8: 58

CHIEF CLERK

DEPARTMENT OF COMMERCE
APR - 4 1935
APPOINTMENT DIVISION

AM 8: 58

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

April 1, 1935.

Commissioner of Lighthouses:-

Referring to Notice of Change in Station, in the case of Arthur Almquist to Keeper, Port Washington Light & Fog Signal Station, Wisconsin, dated January 31, 1935.

The Bureau is advised that Mr. Almquist entered on duty at this station at the rate of pay of $1260 per annum, on April 1, 1935.

Superintendent

ENTERED ON COMPLETION OF PERSONNEL JOURNALS
Date 4/3/35

CARDED
APR - 3 1935

For the Commissioner,

Chief, Personnel Division

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 31, 1935.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty (change of station).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER FEB 28 1935

Chief of Appointment Division.

From: $1380 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

12
B

CARDED

APPOINTMENT DIVISION
ENTERED ON JOURNAL
MAR - 9 1935
SHEET NO. 1698
DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

Transfer of Arthur Almquist from keeper of Little Sable Light Station, Mich., at $1620 year to keeper Port Washington Light & Fog Signal Station, "isconsin, at $1500 year. Acceptable to the nominee.

Civil Service Position.

Form 73

NOMINATION

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

EWING Y. MITCHELL
JAN 18 1935
DEPARTMENT OF COMMERCE
JAN 15 1935
APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE
JAN 31 1935
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT,

Milwaukee, Wisconsin, January 7, 1935.
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Transfer

Name, Arthur Almquist

Position, Keeper

Location, Port Washington Light & Fog Signal Station, Wisconsin.

Effective, February 16, 1935

Legal residence, ~~Michigan~~ Wis.

Proposed salary, $1260-A and allowance $240-A for qtrs.

Proposed range, ($1260-1620)

Appropriation, Sal.Kprs. of L.H's.

[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

**Former position,** Keeper

Location, Little Sable L.S. Mich.

Former salary, $1380-A with qtrs.

Former range, ($1380-1740)

**Rank on eligible list,** Rating, Percentage, , Other eligibles considered:

(Lt.#3672)

**Previous incumbent and his pay,** new position / Services terminated,

Reason,

Pos. 3301
Journal 126
auth. 2-18-35

**Members of family in Government service,** Not any.

**Date of birth,** February 13, 1887.

**Remarks:** Although there is a reduction in salary, this transfer is not in violation of Civil Service Rules regarding religious or political opinions. Attached is letter from Mr. Almquist accepting this transfer.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19----

Approved:-

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
FEB 27 1935
DEPARTMENT OF COMMERCE

Secretary, Local Board of Examiners. Secretary, Civil Service District.

Superintendent.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

January 14, 1935

THIS IS A CIVIL SERVICE POSITION

Submitted to the Secretary of Commerce, approved. Justification form is attached, together with field classification sheet in duplicate. This new station was authorized by Department letter dated May 21, 1934.

Action O. K.
Kerlin
Adm. Asst. to Secy.

for memo. of 1/17/35
Eggleston
Due file 646

For Committee approval
Due file John J. Landman
W P Harman
Acting Commissioner of Lighthouses

[1] Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RECEIVED
NOV 16 1934
MILWAUKEE

TWELFTH DISTRICT

Little Sable
(Depot, Vessel, or Station)

Nov 14, 1934

Supt of Lighthouses
Milwaukee, Wis

In reply to your letter of the 13th relative to change in salary from 1380 to 1260 per annum.

I will still gladly accept transfer to Port Washington Light Station.

A. Almquist
Keeper.

DEPARTMENT OF COMMERCE

Description of duties of field position

Name: **Arthur Almquist** Bureau Lt.# **3672**

Bureau: Lighthouse

Salary: **$1260 per annum** Salary Range: **$1260-1620**

Position: **Keeper**

Station: **Port Washington Light and Fogsignal Station, Wis., 12th Lighthouse District.**

Description of duties:

**Similar to those of position of keeper at Little Sable Lightstation, Michigan, Lt.#1015, formerly occupied by this keeper.**

File

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

# DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT:ER

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

August 5, 1930

LIGHTHOUSES
1930 AUG 7 AM 9 08

CHIEF CLERK
1930 AUG 15 PM 5

DEPARTMENT OF COMMERCE
AUG 16 1930
APPOINTMENT DIVISION

Commissioner of Lighthouses:

Referring to Notice of Change in Salary, dated June 23, 1930, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1380 per annum, on July 1, 1930.

For and in the absence of the Superintendent,

First Assistant Superintendent

CARDED

C. S. REPORT DATA
ENTERED

August 14, 1930.

EJD Bureau of Lighthouses, Washington, D. C.,

Submitted to the Secretary of Commerce, for his information.

Acting Commissioner of Lighthouses.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

June 23, 1930.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 1, 1930, or entrance on duty (change of station and duties).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

JUL 8 1930

EDW. J. GARDNER

Chief of Appointment Division.

From: $1500 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

CARDED

APPOINTMENT DIVISION ENTERED JUL 12 1930 ON JOURNAL 2752 DEPARTMENT OF COMMERCE

12
E

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
Ed. April, 1929

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT:ER

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT.

Milwaukee, Wis., June 18, 1930
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Transfer & Promotion — Legal residence, Michigan

Name, Arthur Almquist — To fill Pending Vac. — Proposed salary, $1380-A

Position, Keeper — Quarters at new sta. (is not a reduction Sec comp-1620) — Proposed range, $1380-1680-A

Location, Little Sable L.S.Mich. — Appropriation, Salaries, L.H.Keepers

Effective, July 1, 1930 — [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

**Former position,** Keeper (2nd Asst.) — Former salary, $1500-A

Location, Grand Haven Phd.L.H.Mich. — Former range, $1380-1680-A

**Rank on eligible list,** — **Rating,** — **Percentage,** — , **Other eligibles considered:**

**Previous incumbent,** Charles Lennis 1500 (LT.#1015) — **Services terminated,** to June 30, 1930

Reason, To be retired — Pending

**Members of family in Government service,** Not any

**Date of birth,** February 13, 1887

**Remarks:** Quarters furnished at Little Sable L.S.; not provided at Grand Haven

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19____

6-23-30

Secretary, Civil Service District.

Superintendent

---

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 20 1930

Submitted to the Secretary of Commerce, approved.

Action O. K.

Adm Asst. to [illegible]

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
JUL 3 1930
DEPARTMENT OF COMMERCE

Acting Commissioner of Lighthouses

[1] Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
LIGHTHOUSES

DEPARTMENT OF COMMERCE
JUL 29 1929
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

ER

1929 JUL 25 AM 8 48

July 23, 1929

CHIEF CLERK

1929 JUL 29 PM 3 35

Commissioner of Lighthouses:

Referring to Notice of Change in Salary, dated June 20, 1929, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1500 per annum, on July 1, 1929.

For and in the absence of the Superintendent,

First Assistant Superintendent

CARDED

Bureau of Lighthouses, Washington

JUL 27 1929

Submitted to Secretary of Commerce for his information

Acting Comm'sioner of Lighthouses

C. S. REPORT DATA ENTERED

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

June 20, 1929.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective July 1, 1929, or upon entrance on duty (change of station).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER,
JUN 26 1929

Chief of Appointment Division.

From: $1320 per annum.

To: $1500 per annum.

Service and grade: Field.

Appropriation (unit):

G
12

APPOINTMENT DIVISION
2334
JUN 29 1929
DEPARTMENT OF COMMERCE

CARDED,

[illegible] PRINTING OFFICE 11—9051

Form 73

NOMINATION

AHT:ER

LIGHTHOUSES 1929 JUN 8 AM 9:07

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1929 JUN 19 PM 3:29

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT,

Milwaukee, Wis., June 6, 1929
(City) (Date)

JUN 20 1929 DEPARTMENT OF COMMERCE APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer To keep 2nd P. — Legal residence, Illinois

Name, Arthur Almquist — Proposed salary, $1500-A Same Step

Position, Keeper (2nd Assistant) — Proposed range, $1380-1680-A

Location, Grand Haven Phd.L.H.Mich. — Appropriation, Salaries, ~~Keepers~~ Lighthouses of

Effective, July 1,, 1929 — [1 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper (2nd Assistant) — Former salary, $1320-A

Location, Calumet Hbr.L.H.Ill. — Former range, $1200-1500-A

Rank on eligible list, - Rating, Percentage, , Other eligibles considered:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUN 25 1929 DEPARTMENT OF COMMERCE

Previous incumbent, New position -(Lt.#1949) Services terminated, Auth Dtd. 2/20/29

Reason,

Members of family in Government service, Not any

Date of birth, February 13, 1887

Remarks: Quarters not provided at Grand Haven Phd.L.H. Approval of action recommended will not be in violation of Section 2 of Rule 1 of Civil Service Rules. Mr. Almquist has requested transfer.

Selection regular, subject to the action of the
U. S. Civil Service Commission, , 19-----

---

*Secretary, Civil Service District.*

Superintendent

---

Incl.

BUREAU OF LIGHTHOUSES
WASHINGTON

June 18, 1929.

Submitted to the Secretary of Commerce, approved, attention being invited to Department letter of February 20 authorizing this position. Inclosed is Field Classification form in duplicate in connection with the duties of this new position.

Action O.K.J.

Kerling
Adm. Asst. to Secy

J. D. King
Acting Commissioner of Lighthouses.

[1 Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE

Description of duties of field positions.

---

Bureau No.:
Lt.#1949

Name:
Arthur Almquist

Bureau:
Lighthouses

Salary:
$1500 per annum

Salary range:
$1380-$1680

Position:
Light Keeper

Station:
Grand Haven Phd. Lt. Sta., Mich.,
12th District.

Description of duties:

Duties same as those of position occupied by Ira Burritt, Lt.#1021, Assistant Keeper at the Manistee Light Station in the Twelfth Lighthouse District.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Superintendent 12th DISTRICT.

RECD DEPT OF COMMERCE FEB 21 1929 APPOINTMENT SECTION
LIGHTHOUSES
AM 11 9 13
CLERK
RECD FEB 25 P M 2 35

AHT:ER

Milwaukee, Wisconsin, February 19, 19~~2~~29

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and enter upon duty at his new station on / or about February 21, 1929

Name, Arthur Almquist

From Twin River Point L.H.Wis.

Previous incumbent, F. Miller $1320-A

Services terminated, January 31, 1929

Position, Keeper - 2nd Assistant $1320-A (1200-1500-A)

To Calumet Harbor L.H.Ill. $1320-A (1200-1500-A)

Reason, Transferred

For and in the absence of the Supt.,

N. Lee Lucke

First Assistant Superintendent

, 191

The above-referred-to transfer became effective beginning with .....

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 22 1929

Submitted to the Secretary of Commerce for his information.

CARDED
File

F. A. Dallmeyer
*Acting Commissioner.*

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE SERVICE
12th District
FEB 13 1929
MILWAUKEE, WIS.

TWELFTH DISTRICT

Twin River Point Lgt Sta
(Depot, Vessel, or Station)

Feb 13, 1929

Supt of Lighthouses
Milwaukee
Wis.

I hereby make application for transfer to another station with quarters. Even if there is a reduction in salary.

A. Almquist 12th dist Keeper

Joseph Kummes
Keeper

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

AHT/HQ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1929 FEB 11 AM 9 23

DEPARTMENT OF COMMERCE
FEB 12 1929
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

February 7, 1929.

CHIEF CLERK
1929 FEB 12 AM 10 52

Commissioner of Lighthouses:-

Referring to Notice of Change in Salary, dated December 7, 1928, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1320 per annum, on January 1, 1929.

Superintendent.

CARDED

C. S. REPORT DATA
ENTERED

Bureau of Lighthouses, Washington
FEB 11 1929

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses.

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. Offcr.
Air Engr.
Chief Engr.
Hydro.
Radio
Engr. Constrn.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

PERSONNEL CLASSIFICATION BOARD FORM NO. [redacted] FIELD QUESTIONNAIRE
(To be filled out in accordance with the [redacted] ions given in P. C. B. Forms Nos. 15 [redacted]

1013

Bureau No. 14. [redacted] Sheet No. 12(b)-62

Space reserved for the use of the Board

1. Almquist (Surname) Arthur Charles (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Little Sable Light Station
(b) Subdivision
(c) City or town Hart State Mich.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1200-1680
9. Present gross rate of pay $ 1740-A
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1500

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☒ Fuel ☐ Light ☐ Uniform ☐ Laundry Meals per day: ☐ 1 ☐ 2 ☐ 3 ☐ Subsistence or rations in kind

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform-$35.00

15. (a) Regular hours of work: From [illegible] m. to [illegible] m. (b) How many hours per week excluding unusual or irregular overtime work? 24 12 hours each 24 hours
Summer 24 Winter 24 (c) If not a full time and all-the-year-round position, state number of hours per day ; number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty In case of accident or emergency requires it is necessary that employee

16. (a) Rate of pay for overtime (b) Amount of overtime pay in last 12 months None

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering) Assigns regular work and special tasks to the assistant. Preserves order and application to work thru personal presence. Makes decisions on important matters affecting the work of subordinates, which decisions do not generally or regularly require the approval of his superior. (c) How many? One

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

Edward R. Ledwell, 12(b)-63.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.) Is guided by the "Instructions to Employees, Lighthouse Service" and by district office general instructions, but works on his own responsibility without close observation by his superior. The station under his charge is periodically inspected by the Superintendent of his authorized representative, and keeper's work is subjected to review.

20. What is the name, official position, and sheet number of the employee's immediate superior? C. H. Hubbard, Superintendent of Lighthouses 12 (a)-1.

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

| Elementary | | | | | | | | High | | | | Normal | | | | College | | | | Postgraduate or professional | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | (Kind) |

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent? Had approx. 14 years experience as Asst. Keeper.

*Composed and certified by Charles Lennie.

10—1856

Percentage of working time

The important part of my duty as light keeper is to make sure that the rays of the light shine bright and clear from sunset to sunrise, that it may give aid to navigation, and it is my duty to see that the apparatus used for the light is kept clean and in excellent condition, and also keep a 12 room dwelling and six other buildings clean.

My work is also to make out monthly reports and annual requisition, and annual returns for the supplies needed I also keep a daily Journal and watch book.

| | | |
|---|---|---|
| 6 days | Painting 108 ft. tower outside. | |
| 4 " | Painting tower inside. | |
| 2 weeks | " " dwelling inside. | |
| 3 days | " " " outside. | |
| 1 " | " " lantern inside | |
| 4 hours | " " oil house. | |
| 5 " | " " coal house. | |
| 2 days | " " winding stairs. | Also have to do our own repair work such as broken windowpains, fix roofs of dwelling and outbuildings, walks around dwelling, keep a road in good order, shovel sand every week, keep charge of 37 acres of land. Many of these duties have to be gone over many times in a year. |
| 2 " | " " barn. | |
| 1 " | " " tool house. | |
| 5 hours | " " outhouses. | |
| 3 " | " " tank. | |
| 2 days | Polish brass in lantern. | |
| 2 " | To varnish floors. | |
| 1½ " | To wash windows. | |

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

Charles Louis Keeper.
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

See Item 25 attached. This employee has not shown the percentage of time given to each of the various duties, but he has given a good idea of the time spent each year performing the many tasks at his station. As he states above, the most important duty he has to perform is the watching of the aid, and many of the various items of work listed are performed while he is on watch. See last paragraph of Item 25 attached.
The light at Little Sable is oil vapor, and the tower is very high.
The station is in a very remote location.

26. How long have the employee's duties been substantially as described above? Since April 20, 1924.

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

Sept. 12, 1928 (Date) — M. A. McGill (Signature of Preparing Officer) — Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680.

Sept 26, 1928 (Date) — (Signature of head of field office or station) — Superintendent. (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380, to $ 1680.

OCT -8 1928, 1928 (Date) — J. S. CONWAY (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 7, 1928.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective December 15, 1928, or as soon thereafter as you enter on duty (by change of station).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary.

Respectfully,

D 1928

WM. J. GARDNER,

Chief of Appointment Division.

From: $1380 per annum.

To: $1320 per annum.

Service and grade:

Appropriation (unit): Field.

CANCELED

APPOINTMENT DIVISION 2/20 DEC 15 1928 DEPARTMENT OF COMMERCE

TC

12

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT/HQ LIGHTHOUSES 1928 DEC 6 AM 9 04

1928 DEC 7 AM 11 14 CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT.

Milwaukee, Wisc. (City) December 4 (Date), 1928

COMMISSIONER OF LIGHTHOUSES:

Action recommended, TRANSFER - (Request)

Name, Arthur Almquist

Position, Keeper - (2nd Assistant)

Location, Twin River Pt. L.H., Wisc.

Effective, December 15, 1928

Legal residence, Illinois

Proposed salary, $1320-A Same Step

Proposed range, 1200-1500

Appropriation, ~~Sal., Kprs.~~ of L.H.

[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper - (1st Ass't.)

Location, Calumet Hbr. L.H., Ill.

Former salary, $1380-A

Former range, 1260-1560

Rank on eligible list, --  Rating,  Percentage,  , Other eligibles considered:

Previous incumbent, Guy L. Gordon 1200

Reason, Transfer Resigns

Services terminated, On or about Dec. 14, 1928.

Members of family in Government service, Not any

Date of birth, Feb. 13, 1887

Remarks: Although there is a reduction in salary this transfer is not in violation of Civil Service Rules regarding religious or political opinions. Attached is letter from Mr. Almquist requesting transfer as above.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19----

For and in the absence of the Sup't.,

N. Lee Wolfe
1st Asst. Supt.

12-7-28

Secretary, Civil Service District.

Incl.

BUREAU OF LIGHTHOUSES
WASHINGTON

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEC 6 1928 DEPARTMENT OF COMMERCE

DEC 6 1928

Submitted to the Secretary of Commerce, approved.

Chief Clerk

H. B. Bowerman
Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 DEC 6 AM 9 04

LIGHTHOUSE SERVICE
12TH DISTRICT
NOV 22 1928

TWELFTH DISTRICT

Columbia Harbor
(Depot, Vessel, or Station)

Nov 21, 1928

Supt of Lighthouses

In reply to your letter of the 21st I wish to state that I would like to trade with Mr Gordon as I can have my children up there.

Respectfully

1st asst Keeper

Approved

James M Robinson
Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Arthur Almquist,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

From: $1260

To: $1380




11—9564

12

CARDED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT/HQ

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

April 7, 1927.

LIGHTHOUSES
1927 APR 9 AM 8 55

CHIEF CLERK
1927 APR 9 PM 3 27

DEPARTMENT OF COMMERCE
APR 9 1927
APPOINTMENT DIVISION

Commissioner of Lighthouses:-

Referring to Notice of Change in Salary, dated March 11, 1927, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1260 per annum, on March 22, 1927.

Superintendent.

Airways
Surveys
Lighting
Radio
Weather
Clerical
Chief Engr.
Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Assist.
Dep. Commr.
Commissioner

CARDED

Bureau of Lighthouses, Washington
APR 9 - 1927

Submitted to Secretary of Commerce for his information.

Acting Commissioner

U. S. REPORT DATA
ENTERED

Form A-21

# NOTICE OF CHANGE IN SALARY
## KEEPERS—LIGHTHOUSE SERVICE

---

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 11, 1927.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1500 per annum to $1,260 per annum, effective March 15, 1927, or as soon thereafter as you enter on duty.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

MAR 15 1927

EDW. J. GARDNER,

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED MAR 15 1927 ON JOURNAL DEPARTMENT OF COMMERCE

C
12

CARDED

AHT/HQ

Form 73

LIGHTHOUSES 1927 MAR 9 AM 8 59

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1927 MAR 10 PM 2 5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT.

DEPARTMENT OF COMMERCE MAR 11 1927 APPOINTMENT DIVISION

Milwaukee, Wis. (City) March 7th (Date), 1927.

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** TRANSFER — Legal residence, Illinois

Name, Arthur Almquist — Proposed salary, $1260-A

does not really a reduction as is allowed $240 for quarters at new station — at min. base step of old rate

Position, (1st Assistant) Keeper — Proposed range, 1140-1500

DEPARTMENT OF COMMERCE MAR 12 1927 APPOINTMENT DIVISION

Location, Calumet Harbor L.S. quarters — Appropriation, ~~Sal., L.H.Kprs.~~

Effective, March 15, 1927 — ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ as soon thereafter as he enters on duty.

**Former position,** (1st Asst.) Keeper — Former salary, $1500-A

Location, Indiana Harbor L.S. no quarters — Former range, 1380-1740

**Rank on eligible list,** Rating, Percentage, , Other eligibles considered:

**Previous incumbent,** Edward Kott 1320 — Services terminated, On or about 3/14/27

Reason, Transfer mutual trans to Indiana Harbor

**Members of family in Government service,** Not any

**Date of birth,** February 13, 1887

**Remarks:**

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 14 1927 DEPARTMENT OF COMMERCE

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19----

*Secretary, Civil Service District.*

SUPERINTENDENT.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 9 - 1927

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

3-11-27

[1] Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
MILWAUKEE, WIS.

MM:DH

CHIEF CLERK

5

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1926 SEP 21 AM 10 13

LIGHTHOUSES

SEP 21 1926
APPOINTMENT DIVISION

1926 SEP 20 AM 9 32

OFFICE OF INSPECTOR, 12TH DISTRICT
MILWAUKEE, WIS.

September 16, 1926.

Commissioner of Lighthouses:

Referring to Notice of Change in Salary, dated August 26, 1926, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1500 per annum on September 1, 1926.

For and in the absence of the Superintendent.

N. Almquist

First Assistant Superintendent.

CARDED

Bureau of Lighthouses, Washington
SEP 20 1926

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner of Lighthouses.

U. S. REPORT DATA
ENTERED

Form A-21

# NOTICE OF CHANGE IN SALARY
## KEEPERS—LIGHTHOUSE SERVICE

---

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 26, 1926.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1440 per annum to $ 1500 per annum, effective September 1, 1926, or as soon thereafter as you enter on duty.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

EDW. J. GARDINER

Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

SEP 1 - 1926

GARDNER

APPOINTMENT DIVISION ENTERED SEP 1 1926 ON JOURNAL DEPARTMENT OF COMMERCE

A
12th

Form 73

AHT-MM
LIGHTHOUSES

1926 AUG 25 AM 9 06

# NOMINATION

## DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1926 AUG 25 PM 3 03

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT.

Milwaukee, Wis., August 26, 1926
(City.) (Date.)

COMMERCE AUG 30 1926 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Increase in salary of

Name, Arthur Almquist — Legal residence, Illinois

Position, Keeper (1st Asst.) — Salary, $1500-A (above min - Same as in former range.)

Location, Indiana Hbr.L.H., Ind. — (Range: $1380 to 1620)

Effective September 1,1926 — Appropriation, ~~Sal., Kprs. of L.H.~~ Such Etc.

{'~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

**Former position,** Keeper (2nd Asst.) — Former salary, $1440-A (Range: $1320-1560)

Location, Same

**Rank on eligible list,** -- Rating, Percentage, , Other eligibles considered:

**Previous incumbent,** George J. Meengs 1560 Services terminated, August 4,1926.

Reason, Died. Salary was $1560-A.

**Members of family in Government Service,** Not any.

**Date of birth,** Feb.13,1887.

**Remarks:**

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

DEPARTMENT OF COMMERCE SEP 1 1926 ACTION NECESSARY

*Secretary, Civil Service District.*

Superintendent.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 25 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING ASSISTANT SECRETARY

Acting Commissioner of Lighthouses.

† Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

MM:LH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1925 AUG 17 AM 9 19

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

August 14, 1925

CHIEF CLERK
5
1925 AUG 19 AM 10 5

DEPARTMENT OF COMMERCE
AUG 19 1925
DIVISION

Commissioner of Lighthouses:

1. Referring to Notice of Change in Salary, dated July 21, 1925, in the case of Arthur Almquist: 2nd Harbor

2. Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $1440 per annum, on August 1, 1925.

Hydro
Radio
Engr. Cons.
Mar. Eng.
Personnel
Financial
Law and Prop.
Adm Asst.
Dep. Comr.
Comr.

Superintendent

CARDED

Bureau of Lighthouses, Washington
AUG 18 1925

Submitted to Secretary of Commerce for his information

H. B. Bruerman
Acting Commissioner

C. S. REPORT
ENTERED

Form A-21

# NOTICE OF CHANGE IN SALARY
## KEEPERS-LIGHTHOUSE SERVICE

---

**DEPARTMENT OF COMMERCE**
APPOINTMENT DIVISION
WASHINGTON

July 21, 1925.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1200 per annum to $1440 per annum, effective July 25, 1925, or as soon thereafter as you enter on duty.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER. JUL 24 1925

Acting Chief of Appointment Division.

H
11—8074
12th

APPOINTMENT DIVISION ENTERED JUL 21 1925 ON JOURNAL DEPARTMENT OF COMMERCE

CANCELED

Form 73

LIGHTHOUSES AHT-MM 9 00 1925 JUL 20 AM

1925 JUL 20 PM 5 CHIEF CLERK

**NOMINATION**

**DEPARTMENT OF COMMERCE**
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT,

Milwaukee, Wis., July 18, 1925 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

NECESSARY ACTION TAKEN JUL 24 1925 DEPARTMENT OF COMMERCE

**Action recommended,** Transfer of

Name, Arthur Almquist

Position, Keeper (2 AK)

Location, Indiana Harbor L.H., Ind.

Effective July 25, 1925

Legal residence, Illinois

Salary, $1440-A
(Range: $1320-$1560)

Appropriation, (Sal., Kprs. of L.H.)

{ ~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

Duchrete

**Former position,** Keeper (AK)

Former salary, $1200-A
(Range: $1080-$1320)

Location, Little Sable L.H., Mich.

**Rank on eligible list,** Rating, Percentage, , Other eligibles considered:

**Previous incumbent,** Edward C. Peterson Services terminated, July 24, 1925

Reason, Will be transferred to Little Sable.

**Members of family in Government Service,** Not any.

**Date of birth,** Feb. 13, 1887.

**Remarks:**

Selection regular, subject to the action of the
U. S. Civil Service Commission, , 19

For and in the absence of the Supt.

1st Asst. Supt.

7-21-25.

*Secretary, Civil Service District.*

---

**BUREAU OF LIGHTHOUSES**
WASHINGTON

JUL 20 1925

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

11—2314

CROSS REFERENCE

SEE FILE--464/16/ D #1

NAME Almquist, Arthur

POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES

STATION 12th Dist.

CIRCULAR #11----9/15/23

| BASE PAY | Bonus | Total | Allowances | | | As Classified for estimate purposes | | | Recommendations regarding differential from standard rates | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Items | Value | Aggregate | Service | Grade | Pay | Is differential recommended | Amt.per annum to be Added | Subtracted |
| 660 | 240 | 900 | XCR | 404.25 | 1064.25 | LHS | 3 | 1080 | | | |

CIRCULAR #13----11/13/23

Approved $1080

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1020 TO $1260

PERSONNEL CLASSIFICATION BOARD FORM NO. 1
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 123

2—12758

1. Alexquist (Surname) Arthur (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station 12th District, Milwaukee, Wis.
   (b) Subdivision Racine Phd. Lt. Sta.
   (c) City or town Racine State Wis.
6. Pay-roll title Keeper
7. Customary office title Asst. Keeper

DO NOT WRITE IN THIS SPACE

| | | | |
|---|---|---|---|
| | a | | |
| | b | | |
| | c | | |
| | d | | |

8. (a) Number of regular working hours of the position, per day eight; per week seven days.
   (b) If this is not a full-time position, state percentage of time employed per day ____; or per week ____
   (c) If night work, wholly or in part, state the hours: From ____ m. to ____ m.
9. If this is not an all-year-round position, state approximate number of days employed each year all year.
   During what months twelve.
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation not any.
11. Present rate of pay, exclusive of bonus $ 600.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 600.00 per annum; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate not any.
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☒ Quarters; ☒ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☒ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum 45 cents per day ration.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniforms.; annual cost, $ 35.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 See Q 23.
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ____; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ____; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ____; number of lessons ____; number completed ____
18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

| | Percentage of total time given to each task |
|---|---|
| 1- Assists keeper in caring for all buildings and grounds and equipment at station. Assists in the proper maintenance and operation of station, including state of upkeep of buildings, such as cleaning and painting, etc., of interior and exterior of all buildings and care of grounds and also performing minor repairs to same, all of which is inspected by superiors..... | 55 |
| 2- Operation of lighting equipment, this equipment being of a type peculiar to the requirements of the Lighthouse Service..... | 35 |
| 3- Proper handling of station boats, including making minor repairs to hull and machinery and cleaning and painting..... | 5 |
| 4- Assists in keeping routine records of station..... | 5 |
| | 100 |

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

Work is at all times under immediate supervision; however, is responsible for entire operation and functioning of the station and equipment when standing periodical watches, watches being stood at regular shifts, distributed throughout the twenty-four hours of each day.

20. Do the duties involve direction or supervision of the work of other employees? No.
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

21. How long have the employee's duties been substantially as described above? May 29th, 1918. (Approx. 5 yrs.)

22. I hereby certify that to the best of my knowledge and belief the answers to the foregoing questions are correct.

May 15th, 1923. (Date) — (Signature of Preparing Officer) — Superintendent. (Title)

23. I have read the foregoing and I agree to it except as follows:

Employee inaccessible.

(Signature of Employee)

**THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION**

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

| | High Degree | Average | Not Essential |
|---|---|---|---|
| Judgment | | X | |
| Accuracy | | X | |
| Initiative (originality and resourcefulness) | | X | |
| Trustworthiness (dependability) | X | | |
| Speed (quickness) | | X | |
| Physical Qualities (strength and endurance) | X | | |

| EDUCATIONAL TRAINING | | |
|---|---|---|
| | Essential | Desirable But Not Essential |
| College | | |
| High School | | |
| Common School | X | |

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Machinery, boating, painting and carpentering.

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 1200.00 to $ 1320.00

May 15th, 1923. (Date) — (Signature of head of field office or station) — (Title)

Superintendent, 12th Lighthouse District.

GOVERNMENT PRINTING OFFICE 2—12758

Form A-21

# NOTICE OF CHANGE IN SALARY
## KEEPERS—LIGHTHOUSE SERVICE

---

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

M
r. A. Almquist,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1140 per annum to $ 1200 per annum, effective July 1, 1925.

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

WM. J. GARDNER,
Chief of Appointment Division.

mfc
11-12-24

CARDED

APPOINTMENT DIVISION ENTERED JUL 11 1925 ON JOURNAL DEPARTMENT OF COMMERCE.

AHT-MM
Form 73a

REPORT OF TRANSFER OF APPOINTE

LIGHTHOUSES
1925 APR 11 AM 8 52

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Supt.,
OFFICE OF LIGHTHOUSE INSPECTOR, 12th DISTRICT.

Milwaukee, Wis., April 9, 1925. 191

APPOINTMENT DIVISION
APR 11 1925
DEPARTMENT OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee has been transferred as indicated, and entered upon duty at his new station on April 1, 1925.

Name, Arthur Almquist Position, Keeper (Asst.)

From Racine Bkw.Lt.&Racine Phd.L.H., To Little Sable L.H., Mich.
Wis.

Previous incumbent, Henrik G. Olsen

Services terminated, March 31, 1925 Reason, Transferred to Racine Phd.

Superintendent.

, 191

APPOINTMENT DIVISION
ENTERED
APR 14 1925
ON JOURNAL
DEPARTMENT OF COMMERCE,

The above-referred-to transfer became effective beginning with .....

4/11/25

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 11 1925

Submitted to the Secretary of Commerce for his information.

CARDED

Acting Commissioner.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

M. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully, EDW. J. GARDNER.

APPOINTMENT DIVISION ENTERED FEB 7 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1140 per annum

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

12th
JL

CARDED FEB 9 1925

(CROSS REFERENCE)

Almquist, A. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $ 900., effective July 1, 1924.

For authorization see letter dated JUL 2 3 19[illegible] File No. 1095/21.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
MILWAUKEE, WIS.

AHT-MM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 SEP 21 AM 8 48

DEPARTMENT OF COMMERCE
SEP 26 1922
APPOINTMENT DIVISION.

CHIEF CLERK

1922 SEP 25 PM 4 01

OFFICE OF SUPERINTENDENT, 12TH DISTRICT
MILWAUKEE, WIS.

September 19, 1922.

Racine Ohio

Commissioner of Lighthouses:

Referring to Notice of Change in Salary, dated Sept. 2, 1922, in the case of Arthur Almquist:

Bureau is advised that Mr. Almquist entered on duty at the new rate of pay, $660 per annum, including $60 per annum longevity pay, on September 16, 1922.

Superintendent.

CARDED

Hydro.
Engr. Cons.
Mar Engr.
Personnel
Accounts.
Contracts.
Chf Clk.
Dep. Comr.
Comr.

Bureau of Lighthouses, Washington
SEP 25 1922

E K

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

---

**DEPARTMENT OF COMMERCE**
**APPOINTMENT DIVISION**
**WASHINGTON**

September 2, 1922.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 600 per annum to $ 660 per annum, effective September 16, 1922, or as soon thereafter as you enter on duty (including $60 per annum longevity pay).

No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

U. S. REPORT DATA ENTERED

RECEIVED SEP 2 1922 ON JOURNAL DEPARTMENT OF COMMERCE

A
G
12th

AHT-MM
Form 73

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 AUG 31 AM 7 51

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 12th DISTRICT,

Milwaukee, Wis., (City.) August 29, 1922 (Date.) 19

5

COMMISSIONER OF LIGHTHOUSES:

1922 SEP 1 AM 8 25

**Action recommended,** Increase in salary of

Name, Arthur Almquist — Legal residence, Illinois

Position, Keeper (assigned to duty as Asst.) — Salary, $660-A (inc. $60-A longevity pay)

Location, Racine Phd.L.S., Wis. — Appropriation, "Salaries, Keepers of Lighthouses"

Effective September 16, 1922 — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

**Former position,** Keeper (assigned to duty as Asst.) — Former salary, $600-A

Location, Racine Phd.L.S., Wis.

**Rank on eligible list,** -- Rating, Percentage, , Other eligibles considered:

DEPARTMENT OF COMMERCE SEP 1 1922 APPOINTMENT DIVISION

**Previous incumbent,** Himself — Services terminated, --

Reason, --

NECESSARY ACTION TAKEN SEP 2 1922 DEPARTMENT OF COMMERCE

**Members of family in Government Service,** Not any.

**Remarks:** At the close of September 15, 1922 Mr. Almquist will have completed five years' continuous service as lightkeeper.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

*Secretary, Civil Service District.*

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

EK

Submitted to the Secretary of Commerce, approved. AUG 31 1922

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

[1] Strike out the clause which does not apply.

Form 111

APPOINTMENT JAN 2 1919

CHIEF CLERK

1918 DEC 30 PM 3

LIGHTHOUSE SERVICE DEC 30 1918

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE

### LIGHTHOUSE SERVICE

I, Arthur Almquist

do solemnly[1] (See below) 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.

Arthur Almquist
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 4th day of December, A. D. 1918

(Affix official seal here)

[4] (Name) Chas. A. Kyba

(Official title) Notary Pub. Racine Co. Wis

My commission expires June 5, 1921.

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Keeper | $600-A | Racine Phd. L. S., Wis. |
| Former [5] Asst. Keeper | 480-A | Racine Phd. L. S. Wis. |

(The above should be filled in by the district officer before sending to appointee)

Office of Lighthouse ~~Inspector~~ Supt., Twelfth District

Milwaukee, Wisconsin (Address), December 27, 1918 (Date)

The above-named appointee entered upon duty on November 1, 1918 (Date)

CARDED

C. W. Hubbard
Superintendent. (Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

GENERAL APPOINTMENT—FIXED [illegible]

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 21, 1918.

Mr. Arthur Almquist,
Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper in the Lighthouse Service at a salary of Six Hundred dollars per annum effective November 1, 1918.

By promotion from assistant keeper at $480 per annum.

CARDED

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division

ON BASIS OF THIS ACTION BE[illegible] APPOINTMENT DIVISION ENTERED NOV 23 1918

DATED 11-15-18

R [illegible] OF 1095-12

Ho

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position, (By increase in compensation.)

Legal Residence: Illinois.

Form 111

# OATH OF OFFICE 1225

(Prescribed by Section 1757, Revised Statutes)

LIGHT JUN 10 1918 HOUSES

JUN 10 1918 8 59 AM

## DEPARTMENT OF COMMERCE

### LIGHTHOUSE SERVICE

I, Arthur Almquist

do solemnly [1] swear (See below) 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.

1918 JUN 13 AM 10 12

Arthur Almquist
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 7th day of June, A. D. 1918

(Affix official seal here)

[4] (Name) Chas. A. Kybd

(Official title) Notary Pub. Racine Co. Wis

My commission expires June 5, 1921.

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Asst. Keeper | $480-A | Racine Bkw.Lt. & Racine Phd.L.S., Wis. |
| Former [5] 2nd Asst. Keeper | 540-A | Racine Reef Light Station, Wis. |

(The above should be filled in by the district officer before sending to appointee)

OFFICE OF LIGHTHOUSE INSPECTOR, 12th DISTRICT

Milwaukee, Wis., (Address) June 7, 1918. (Date)

The above-named appointee entered upon duty on May 29, 1918. (Date)

In the absence and by direction of the Inspector.

(Signature, followed by official title)

Superintendent, 12th District.

CANCELED

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 27, 1918.

Mr. F. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from second assistant keeper at $540 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C
R

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William P. Larson.

Legal Residence: Illinois.

APPOINTMENT DIVISION ENTERED MAY 28 1918 ON JOURNAL DEPARTMENT OF COMMERCE

11—3692

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

TWELFTH DISTRICT

MAY 20 1918 — LIGHT MAY 24 1918 HOUSES

Racine Reef Light Sta
(Station, Depot, or Vessel.)

May 20, 1918

Lighthouse Inspector.
Milwaukee. Wis.

Dear Sir.

I have dicided I can no longer continue in the service unless I can get a transfer to a mainland Sta with quarters. I find it imposible to meet my expenses of house rent and fuel and my combined grocery bills at home and here. Can not rent a flat less than 16 or 18 dollars a month here in Racine I am well plased with the service and Keeper and I would prefer staying in the service if my financal difficulties could be over come by obtaining a transfer as stated above. If a transfer is imposible I wish to have my resignation take affect May 28, 1918

Arthur Almquist.
2nd Assistant Keeper
Racine Reef Light Sta.
Racine. Wis.

E. A. Hendrickson
Keeper.

CHH-MM

Form 78

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT
MAY 24 1918
HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Twelfth DISTRICT,

Milwaukee, Wis., (City.) May 21, (Date.) 1918.

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Transfer of

APPOINTMENTS
1918 MAY 25 PM 3 11

CHIEF CLERK

Name, Arthur Almquist, Legal residence, Illinois,

Position, Assistant Keeper, Salary, $480 per annum,

1918 MAY 25 PM 1 46

Location, Racine Bkw. Lt. & Racine Phd. L. S., Wis. Appropriation, "Salaries, Keepers of Lighthouses".

Effective May 25, 1918 { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

**Former position,** 2nd Assistant Keeper, Former salary, $540 per annum,

Location, Racine Reef Light Station, Wis.

**Rank on eligible list,** ---- Rating, Percentage, , Other eligibles considered:

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
MAY 27 1918
DEPARTMENT OF COMMERCE

**Previous incumbent,** William P. Larson Services will be terminated, On or about May 24, 1918.

Reason, Transferred at request and promoted to Keeper, Racine Bkw. Lt. & Racine Phd. L.S., Wis.

**Members of family in Government Service,** None.

**Remarks:** Keeper's letter, dated May 20, 1918, requesting transfer to mainland station where quarters are furnished, is attached hereto.

The action recommended will not be in violation of Section 2 of Rule 1 of the Civil Service Rules.

Selection regular, subject to the action of the U. S. Civil Service Commission, , 191

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*Secretary, Civil Service District.*

Inspector, 12th District.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 24 1918

Submitted to the Secretary of Commerce, approved.

1918 MAY 25 PM 1 41

Acting Commissioner

5-27-18

[1] Strike out the clause which does not apply.

11—2314

PERSONAL QUESTION SHEET

# DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

LIGHT
SEP 21 1917
HOUSES

CHIEF CLERK
SEP 22 1917
5

MARCH 5, 1913.

To the CHIEFS OF BUREAUS OF THE DEPARTMENT OF COMMERCE:

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

*William C. Redfield*
*Secretary.*

CANCELED.

## PART I.

**(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)**

1. What is your full name? (State whether Mr., Miss, or Mrs. and spell out names in full, including middle name or names. Example: Mr. John Richard Roe. If name itself is merely a letter, it should be so stated.)

Mr. Arthur Almquist

2. How do you intend to write your name on the pay roll? **(This should agree with signature to your oath of office.)** Arthur Almquist

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.)

| Chicago | Illinois | Cook County | 4 |
|---|---|---|---|
| City or town. | State or Territory. | County. | Congressional district. |

4. What is your race? (Answer "white," "colored," or "Mongolian.") White

5. Where were you born? Chicago Illinois

6. When were you born? Feb 13 1887
Month. Day. Year.

7. Give name and address of person whom you would like to have notified in case of accident.

Mrs Arthur Almquist — Name. 3609 Pedzir ave — Number and street.

Chicago — City or town. Illinois — State or Territory.

8. Are there any members of your family, besides yourself, in the civil service of the United States? No.

(If answer is "Yes," give in blank spaces below the information called for by the headings.)

| Name. | Relationship. | Department. | Bureau or Service. | Position. |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

By Civil Service Exam. about March 1917

10. Have ~~you~~ any physical disabilities? (If so, describe briefly. If you have defective eyesight, state whether corrected by glasses.)

No.

11. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

| Department. | Bureau or Service. | Position. | Salary. | Appointed. | Separated. |
|---|---|---|---|---|---|
| | | | | | |
| | No. | | | | |
| | | | | | |

12. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

No.

13. Were you in the military or naval service of the United States during the Civil or Spanish-American War? (If so, give the information called for by the blanks below.)

| Company and regiment, or vessel. | Date enlisted. | Date discharged. | Cause of discharge. |
|---|---|---|---|
| No | | | |
| | | | |

14. If you served in the military or naval service of the United States at any time other than during the Civil or Spanish-American Wars, indicate such service in the spaces below.

| Company and regiment, or vessel. | Date enlisted. | Date discharged. | Cause of discharge. |
|---|---|---|---|
| No. | | | |
| | | | |

15. Are you the widow or orphan of an honorably discharged soldier or sailor? No. (If answer is "yes," give the information called for by the blanks below.)

Relationship (widow or orphan)

Name under which soldier or sailor rendered service

| Company and regiment, or vessel. | Date enlisted. | Date discharged. | Cause of discharge. |
|---|---|---|---|
| | | | |
| | | | |

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)

Lithograph Press Feeder

17. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Public school education

18. What special qualifications have you—educational, professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil Engineer," or "Translator," or "Interpreter," or "Draftsman," or "Carpenter.")

Carpenter and painting

19. What, if any, civil service examinations have you passed? (Give names and dates as near as you recollect.)

Lighthouse civil service examination March 1917

20. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

Yes

21. State the date upon which the above blanks were filled. Sept 17, 1917

Witness:

In case signature is by mark.

(Signature) Wm. Arthur Almquist

P. O. Address: Racine Wis
City or town.
Racine Rep. Light Station
Number and street.
Wis.
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded Sept. 19, 1917

In the absence and by direction of the Inspector.

(Signature) [illegible]

(Official title) Supt. 12th District.

11—1434

# PART II.

**(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned or by some authorized official who can give the information desired. If unable to answer any question, indicate that fact.)**

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:

Lighthouse Service, (Bureau or Service.) Racine Reef Light Station, Wis. (Place (city, town, station, or vessel).) 12th (District.)

2. To what position has he been appointed? 2d Asst. Keeper,

3. State the date of appointment. Sept. 8, 1917.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

Sept. 16, 1917.

5. State the date of the oath. Sept. 14, 1917.

6. State the date the employee entered on duty. Sept. 16, 1917.

7. What is his salary? At $540. per annum.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

9. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive.

10. If classified, state the date of classification. May 6, 1896.

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

Without examination.

12. Is the employee required to give bond? No.

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

-----

14. If foreign born, state when and where naturalization papers were taken out. -----

In the absence and by direction of the Inspector.

Reviewed, approved, and forwarded to the Department.

(Signature) W. Lee Lomax

(Official title) Supt. 12th District.

Date: Sept. 16, 191 7

11—1434

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT SEP 21 1917 HOUSES

CHIEF CLERK Sep 27 1917

## DEPARTMENT OF COMMERCE
### LIGHTHOUSE SERVICE

I, Arthur Almquist,

do solemnly[1] Swear (See below) 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.

Arthur Almquist
(Appointee signs here)

APPOINTMENTS SEP 27 19..

[2] Sworn to (See below) and subscribed before me, this[3] 14 day of Sept (Affix official seal here), A. D. 1917

[4] (Name) Edward J. Sullivan

(Official title) Notary Public

My commission expires.... Apr 28, 1921

EDWARD J. SULLIVAN NOTARY PUBLIC COOK COUNTY, ILL.

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment |
|---|---|---|
| Present 2d Asst. Keeper, | $540-A | Racine Reef Light Station, Wis. |
| Former[5] ----- | | |

(The above should be filled in by the district officer before sending to appointee)

Office of Lighthouse Inspector, 12th District

Milwaukee, Wis., (Address), Sept. 19, 1917. (Date)

The above-named appointee entered upon duty on Sept. 16, 1917. (Date)

In the absence and by direction of the Inspector.

N. Sullivan
(Signature, followed by title)

Supt. 12th District.

CARDED

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

C

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 8, 1917.

Mr. Arthur Almquist,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Second Assistant Keeper in the Lighthouse Service at a salary of Five Hundred and Forty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. ____) issued by the local Civil Service Board for the Twelfth Lighthouse District.

By direction of the Secretary:

Respectfully, (Signed) Clifford Hastings.

Chief of Appointment Division.

L

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward Kott.

Legal Residence: Illinois.

(See reverse side.)

APPOINTMENT DIVISION ENTERED SEP 8 1917 ON JOURNAL DEPT. OF COMMERCE

11—398.

Form 73

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT SEP 1 1917 HOUSES

SPECIAL

OFFICE OF LIGHTHOUSE INSPECTOR, 12th DISTRICT,

Milwaukee, Wis., (City.) Aug. 29 (Date.) 191 7

CHIEF CLERK SEP 4 1917

5

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Probationary appointment of

Name, Arthur Almquist, *

Legal residence, Illinois.

Position, 2d Asst. Keeper,

Salary, $540-A

Location, Racine Reef Light Station, Wis.

Appropriation, Salaries, Keepers of Lighthouses.

Effective Sept. 5, 1917, {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

**Former position,** -----

Former salary, ------

Location, ---

APPOINTMENTS SEP 14 191

DEPARTMENT OF COMMERCE SEP 1 1917 MOTION TAKEN

**Rank on eligible list,** 1 Rating, Asst. Keeper. Percentage, 86.6, Other eligibles considered: C. James A. Beloungea. C. Ben Miller.

* Not appointed Sept 5

**Previous incumbent,** Edward Kott, Services terminated, Aug. 31, 1917.

Reason, Transferred to 1st Asst. Keeper, Calumet Harbor L. S., Ill.

**Members of family in Government Service,** None.

**Remarks:** Quarters not provided for family of 2d asst. at this station.

In the absence and by direction of the Inspector.

Selection regular, subject to the action of the U. S. Civil Service Commission. August 30, 191 7.

Peter Hamilton
*Secretary, 7th Civil Service District.*

N. Mulvaney
Supt. 12th District.

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BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 1 - 1917

Submitted to the Secretary of Commerce, approved.

H. B. Bowerman
Acting Commissioner

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1 Strike out the clause which does not apply.

11—2314