'26 APR 6 PM 3:50:54

REFERENCE SERVICE SLIP
Archival Research Room Record Request
National Archives at St. Louis

Date: 04/03/2026

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Bounds, Otho		1867 MD

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):
- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death: 1957 MD

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD) 5th dist	From: 1892	To: 1937
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

Other Identifying Information (Maiden Name, Job Title, etc.)

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-CCU7246019

Attendant Signature:

CMRS Search Request Number(s): Submitted to arch search 4/7/26

Remarks:

'26 APR 16 AM 10:41:57

SCREENING NOTES

☒ Reviewed and Nothing Removed AW ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

1. DATE OF REQUEST: 9 September 1957

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH
Bounds, Otho		9-27-1867

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

Lighthouse Service
Norfolk, Virginia
Retired 10-1-37

5268

(*If formerly employed by agencies in addition to above, list under item 7*)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

- [ ] a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION
- [X] b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE
- [ ] c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

This Official Personnel Folder was sent from The National Archives, Washington, D. C. Record Group 26 or 56 (Two Folders Department of Commerce or Treasury and Bureau of Lighthouses)

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

- [ ] a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- [x] b. FOLDER ENCLOSED Loan
- [ ] c. FOLDER NOT LOCATED
- [ ] d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED
- [ ] e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- [ ] f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

Grass

TO:
ADDRESS: Chief, Civilian Personnel Division
U. S. Coast Guard
1300 E Street N. W.
ATTN: Washington 25, D. C.

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

U. S. GOVERNMENT PRINTING OFFICE 16—66697-1

file 3-2

PS-1
P6-2/L16-4
21 October 1957

Mrs. Mattie Bounds
927 Brown Street
Salisbury, Maryland

My dear Mrs. Bounds:

Your claim for the final retired pay due the estate of Otho Bounds, Keeper, former Lighthouse Service, now United States Coast Guard, Retired, has been sent to the General Accounting Office for settlement.

If there is undue delay in the settlement of this claim, it is suggested that you contact the Claims Division, General Accounting Office, Washington, D. C.

There is forwarded herewith the Withholding Tax Statement for the Year 1957, to aid you in the settlement of the estate of Otho Bounds.

Very truly yours,

R. R. CURRY
Captain, U. S. Coast Guard
Chief, Special Services Division
By direction of the Commandant

Encl: (1) Form W-2

JNKydd:jnk 21 October 1957

mjm

PS-1
P6-2/L16-4
21 October 1957

General Accounting Office
Claims Division
Washington 25, D. C.

Sirs:

There is forwarded herewith for your consideration the claim submitted by Mattie Bounds for the final retired pay due the estate of Otho Bounds, Keeper, former Lighthouse Service, now United States Coast Guard, Retired, deceased.

This claim in the amount of $184.97 has been examined and is approved for payment. The appropriation to be charged is 2080241, Retired Pay, Coast Guard, 1958.

Standard Form No. 1154 "Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee", representing unpaid sums due the deceased's estate, is forwarded for use in connection with the settlement of the claim for final retired pay.

Attached to the claim is a death certificate and a funeral bill showing funeral expenses incurred in this case have been paid in full.

Very truly yours,

R. R. CURRY
Captain, U. S. Coast Guard
Chief, Special Services Division
By direction of the Commandant

Encl: (1) Form 1154
(2) Form 1055
(3) Death Cert.
(4) Funeral Bill

JNKydd:jnk 21 October 1957

mjm.

Standard Form No. 1154a—Revised
Form prescribed by
Comptroller General, U. S.
March 5, 1957
(General Regulations No. 104)

PUBLIC VOUCHER
FOR UNPAID COMPENSATION DUE A DECEASED CIVILIAN EMPLOYEE

D. O. Vou. No. .....

Bur. Vou. No. .....

PAID BY

TREASURY - COAST GUARD HEADQUARTERS
(Department and bureau, agency, or establishment)

WASHINGTON 25, D. C.
(Location)

This block NOT to be used when supported by claim on Standard Form No. 1155

NAMES AND ADDRESSES OF PAYEES	AMOUNT
Mrs. Mattie Bounds (widow)	
927 Brown Street	
Salisbury, Maryland	
Net amount due as per summary on reverse hereof	$184.97

Amount of unpaid compensation due Otho BOUNDS, Keeper, FLHS, Ret. (168), a civilian employee of the United States or the District of Columbia, who died on the 1 day of September, 1957

Gross amount chargeable to appropriations and funds, as distributed below $184.97

MEMORANDUM

[illegible] ZULDER
Acting Chief, Payroll Section

ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown; other classification optional)

2060241	Retired Pay, Coast Guard, 1958	$5.97
20X6875(02)	Suspense, Coast Guard 5499	179.00

99-72 999000 1234 $5.97

Paid to the payee(s) named hereon by check No. ..... through ..... drawn on Treasurer, U. S., or on .....; or by cash in the amount of $.....
(Name of bank)

Itemized Account

Casket Half couch Med. bronze finnished Metal casket for Husband, Mr. Otho Bounds. $500.00

Preparation and Embalming $ 40.00

Metal Vault and Opening of Grave at Cemetery $

Asphalt Vault and Opening of Grave at Cemetery $ 185.00

Concrete Vault and Opening of Grave at Cemetery $

(Use of our lowering device, grass and tent included)

Cemetery Lot or Space $

Extra Mileage $

Clothing Tie & hose $ 3.50

$

$

$

$

$

Total $ 728.50

Cash Disbursements

HOLLOWAY & COMPANY

Paid 19-1957

Walter K. Holloway

FUNERAL HOME

We have advanced Cash for the following:

$

$

$

Thank you

Total Cash Disbursements $

Complete Funeral Service Expense $ 728.50

HOLLOWAY & COMPANY

Funeral Home

SALISBURY, MARYLAND

TELEPHONE 3761 — 416-418 E. CHURCH ST.

To Mrs. Mattie V. Bounds

633 Truitt Street, Salisbury, Maryland.

Services Rendered for

Mr. Otho Bounds

Sept. 4 Th. 1957

I HEREBY CERTIFY THAT THE ATTACHED IS A TRUE COPY OF A RECORD ON FILE WITH THE DIVISION OF VITAL RECORDS AND STATISTICS.

J. W. Leadenham SC.D., CHIEF
DIVISION OF VITAL RECORDS AND STATISTICS

SEP 23 1957
DATE ISSUED

VALID ONLY WITH IMPRESSED SEAL

NOT VALID WITHOUT RAISED SEAL

MARYLAND STATE DEPARTMENT OF HEALTH—BALTIMORE, 18

CERTIFICATE OF DEATH

Reg. Dist. No. 237

1. PLACE OF DEATH
a. COUNTY: Wicomico — MARYLAND
b. CITY OR TOWN (If outside corporate limits, write RURAL and give nearest town): Salisbury
c. LENGTH OF STAY IN 1b:
d. NAME OF HOSPITAL (If not in hospital, give street address) OR INSTITUTION: Pen. Gen. Hospital

2. USUAL RESIDENCE (Where deceased lived. If institution: Residence before admission)
a. STATE: Maryland — b. COUNTY: Wicomico
c. CITY OR TOWN (If outside corporate limits, write RURAL and give nearest town): 12 Salisbury
d. STREET ADDRESS: 633 Truitt St
e. IS RESIDENCE ON A FARM? YES ☐ NO ☒

3. NAME OF DECEASED (Type or print): First OTHO — Middle — Last BOUNDS

4. DATE OF DEATH: Month SEPT. — Day 1 st — Year 19 57

5. SEX: Male
6. COLOR OR RACE: White
7. MARRIED ☒ NEVER MARRIED ☐ WIDOWED ☐ DIVORCED ☐
8. DATE OF BIRTH: Sept. 27, 1867
9. AGE (In years last birthday): 89 yrs.
IF UNDER 1 YEAR: Months 11 — Days 4
IF UNDER 24 HRS.: Hours — Min.

10a. USUAL OCCUPATION (Give kind of work done during most of working life, even if retired): Retired Light-House Keeper (U.S. Coast Guard)
10b. KIND OF BUSINESS OR INDUSTRY:
11. BIRTHPLACE (State or foreign country): Allen, Maryland
12. CITIZEN OF WHAT COUNTRY? U S A

13. FATHER'S NAME: William John Bounds
14. MOTHER'S MAIDEN NAME: Hastings

15. WAS DECEASED EVER IN U. S. ARMED FORCES? (Yes, no, or unknown): No (If yes, give war or dates of service)
16. SOCIAL SECURITY NO.:
17. INFORMANT: Mrs. Mattie V. Bounds (Wife) Address: 633 Truitt St. Salisbury, Maryland

MEDICAL CERTIFICATION

18. CAUSE OF DEATH [Enter only one cause per line for (a), (b), and (c).]

PART I. DEATH WAS CAUSED BY:
IMMEDIATE CAUSE (a): Uremia — INTERVAL BETWEEN ONSET AND DEATH: 10 days
DUE TO (b): Nephrosclerosis — ?
DUE TO (c):
Conditions, if any, which gave rise to immediate cause (a), stating the underlying cause last.

446 X

PART II. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RELATED TO THE TERMINAL DISEASE CONDITION GIVEN IN PART 1(a)

19. WAS AUTOPSY PERFORMED? YES ☐ NO ☒

20a. ACCIDENT WAS UNDERLYING ☐ OR CONTRIBUTING ☐ CAUSE OF DEATH (IF EITHER, NOTIFY MEDICAL EXAMINER)
20b. DESCRIBE HOW INJURY OCCURRED. (Enter nature of injury in Part I or Part II of item 18.)
20c. TIME OF INJURY Month, Day, Year, Hour a. m. p/m. 19
20d. INJURY OCCURRED While at work ☐ Not while at work ☐
20e. PLACE OF INJURY (Home, farm, factory, street, office bldg., etc.)
20f. (City or town) (County) (State)

21. I certify that I attended the deceased from June, 1957, to Sept 1, 1957, that I last saw the deceased alive on Sept 1, 1957, and that death occurred at 9:30P M, from the causes and on the date stated above.

ACTUAL SIGNATURE: William D Gray M.D. ADDRESS (Street, city or town, state): 334 Camden Ave DATE SIGNED: 9/3/57
PHYSICIAN'S NAME (Type): William D Gray Camden Ave. Salisbury, Md. Sept. 3 1957

22a. BURIAL, CREMATION, REMOVAL (Specify): Burial
22b. DATE THEREOF: Sept. 4, 1957
22c. NAME OF CEMETERY OR CREMATORY: Allen Meth Church Cemetery
22d. LOCATION (City, town, or county) (State): Allen, Maryland

23. FUNERAL DIRECTOR'S SIGNATURE: [illegible] ADDRESS: HOLLOWAY & COMPANY FUNERAL HOME - SALISBURY, MD.
24a. REC'D BY REGISTRAR DATE: SEP 4 1957
24b. REGISTRAR'S SIGNATURE: Mary N. Holloway

Standard Form No. 1055—Revised
Form prescribed by Comp. Gen., U. S.
April 5, 1951
General Regulations No. 104—Rev.

(Read carefully instructions on reverse)

CLAIM AGAINST THE UNITED STATES FOR AMOUNTS DUE IN THE CASE OF A DECEASED CREDITOR

(See Instruction (b) on Reverse)

1. I/we, the undersigned, hereby make claim as widow (Relationship) for amounts due from the United States in the case of Otho Bounds (Name of decedent) who died on the 1st day of September, 19 57, while domiciled in the State of Maryland

2. The basis of this claim is as follows: Keeper, former Lighthouse Service, now United States Coast Guard, Retired
(State nature of claim, amount, name and location of Department or Agency involved)

3. Has there been or will there be appointed an executor or administrator of the decedent's estate? No ("Yes" or "No.") If the answer is "Yes," the following statement should be completed:

I/we have been duly appointed _____ of the estate of the deceased, as evidenced
(Executor or Administrator)
by certificate of appointment herewith, administration having been taken out in the interest of:

_____
(Name, address, and relationship of interested relative or creditor)

and such appointment is still in full force and effect.

(If making claim as the executor or administrator of the estate of the deceased, no witnesses are required, but a short certificate of letters testamentary or of administration must be submitted.)
(If you are the executor or administrator of the estate of the deceased, disregard paragraphs 4, 5, and 6.)

4. If an executor or administrator has not been or will not be appointed, the following information should be furnished: The deceased is survived by—

Widow or widower (Name—if none, so state): Widow - Mrs. Mattie Bounds
Children (if none, so state):

Name	*Age (if under 21)*	*Address*
None		

Grandchildren (List ONLY the children of DECEASED children—if none, so state):

Name	*Age (if under 21)*	*Address*	*Name of deceased parent of grandchild*
None			

16—45263-2

If no child or grandchild survives, enter below the following:

Father (if deceased, so state): *Name* William John Bounds — *Address* Deceased

Mother (if deceased, so state): *Name* Hastings — *Address* Deceased

Brothers and sisters (if none, so state):

Name	*Age (if under 21)*	*Address*
None		

Nephews and nieces (list ONLY the children of DECEASED brothers or sisters—if none, so state):

Name	*Age (if under 21)*	*Address*	*Name of deceased parent of nephew or niece*
None			

RECEIVED OCT 21 1957 SURVIVORS BENEFITS SECTION U.S. COAST GUARD

5. Have the funeral expenses been paid? Yes ("Yes" or "No.") (*If paid, receipted bill of the undertaker must be attached hereto.*)

6. Whose money was used to pay the funeral expenses? Life Insurance Policy
(*If funeral expenses were paid from the proceeds of an insurance policy, state the name of the beneficiary of such policy.* Mrs. Mattie Bounds)

CERTIFICATES

Date Please date 9-30-57

FINES, PENALTIES, and FORFEITURES are imposed by law for making of false or fraudulent claims against the United States or the making of false statements in connection therewith.

7. I/we, the undersigned claimant(s) certify that the statements herein have been examined by me/us and that such statements are true to the best of my/our knowledge and belief.

p/p Mrs Mattie Bounds
(Signature of claimant)
927 Brown st Salisbury, Md
(Address)

(Signature of claimant)
(Address)

TWO WITNESSES ARE REQUIRED

8. We certify that we are well acquainted with the above Mrs. Mattie Bounds
(Name of claimant(s))
and that the signature(s) of the claimant(s) was(were) affixed in our presence.

two witnesses Connie Ellen, Jr.
(Signature of witness)
927 Brown St. Salisbury, Md.
(Address)

Mrs. Norma E Ellis
(Signature of witness)
927 Brown St Salisbury Md
(Address)

INSTRUCTIONS

(*a*) All unnegotiated Federal checks in possession of the claimant, drawn to the order of the decedent, should accompany the claim.

(*b*) This form will not be used if decedent's death occurred while in the employ of the United States and payment is to be made in accordance with the provisions of Public Law 636, approved August 3, 1950. In all such cases Standard Form No. 1153 or Standard Form No. 1155, whichever is applicable, will be executed by the claimant and forwarded to the employing agency. (*Supplement No. 1, General Regulations No. 104—Revised.*) However, this form may be used to claim compensation due (1) deceased employees of the Panama Canal and the Panama Railroad on the Isthmus of Panama, (2) deceased employees of the Federal land banks, Federal intermediate credit banks, production credit corporations, or the regional banks for cooperatives (*section 7, Public Law 636, supra*), or (3) deceased Senators, and officers and employees of the United States Senate. (*Public Law 911, approved January 6, 1951.*)

U. S. GOVERNMENT PRINTING OFFICE 16—45253-2

PS-1
19 September 1957
P6-2

Mrs. Mattie Bounds
633 Truitt Street
Salisbury, Maryland

When the enclosed forms have been completed, return them to Commandant (PS-1) in the enclosed pre-addressed envelope which requires no postage.

Very truly yours,

R. R. CURRY
Captain, U. S. Coast Guard
Chief, Special Services Division
By direction of the Commandant

Encl:
(1) Form No. 1055
(2) Waiver
(3) Envelope

MJM:rar return to room 2111, sta 2-4

PS-1
19 September 1957
P6-2

Mrs. Mattie Bounds
633 Truitt Street
Salisbury, Maryland

My dear Mrs. Bounds:

Receipt is acknowledged of your letter of 3 September 1957 advising us of the death of your husband, Otho Bounds, Keeper, former Lighthouse Service, now United States Coast Guard, Retired.

It is requested that a certified copy of the certificate of death be forwarded to Commandant (PS-1) for our records.

At the time of death there was due the estate of your husband retired pay for the month of July and 1 August 1957. Retirement benefits paid by the Coast Guard cease at the death of a retired member. Death benefits for the Widows of certain employees of the former Lighthouse Service are provided by Public Law 719, 81st Congress, approved 19 August 1950. The Civil Service Commission is charged with the responsibility for administering the Act and that agency has devised a form to be used by eligible widows for making application for the benefits of this Act. Widows eligible for benefits should write direct to the Retirement Division, U. S. Civil Service Commission, Washington, D. C. for the application form, and information as to the procedure for making claim therefor.

If you husband had service other than that with the former Lighthouse Service, it may be possible that as his legal widow death benefits provided by laws administered by another agency, such as the Veterans Administration or Social Security Administration may be available. In that event it is suggested that you contact the department concerned relative to your eligibility.

The forms necessary to effect settlement of the final retired pay are herewith enclosed. If a legal representative is appointed to administer the estate of your husband, the person appointed should complete the enclosed Forms No. 1055, claim for the final retired pay and attach thereto a copy of the Court Order as evidence of the appointment. If a legal representative is not appointed, the next of kin, or the person who paid or will pay the funeral expenses, should execute the enclosed Forms No. 1055, in the presence of two witnesses, taking care to answer all questions as checked. If the funeral expenses have been paid, a bill receipted by the undertaker should be forwarded, otherwise, the undertaker should sign the enclosed waiver form. This information is required to support the claim for the retired pay due on the date of death.

TREASURY DEPARTMENT
U. S. COAST GUARD
CGHQ-9964 (Rev. 3-55)

REPORT OF DEATH

OF PERSONS OTHER THAN THOSE CARRIED AS MISSING

To: Chief, Payment and Claims Division.

DATE 11 September 19 57

NAME	SERVICE NO.	GRADE OR RATING
BOUNDS, Otho	NONE (FLHS)	Keeper, Retired
DATE OF RECEIPT OF EVIDENCE OF DEATH: 4 September 1957	ESTABLISHED DATE OF DEATH: 1 September 1957	

Information concerning death of the above-listed person has been received reporting established date of death as herein set forth.

R. R. CURRY, CAPTAIN, USCG
Chief, Special Services Division

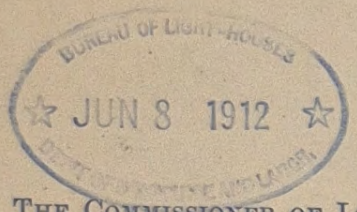
OM.

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

Department of Commerce and Labor

LIGHTHOUSE SERVICE



OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,
Baltimore, Maryland

June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Appointment

Name, Otho Bounds Legal residence, Maryland

Position, Assistant Keeper Salary, $480.00 per annum

Location, Sharps Island Lightstation, Md.

Effective July 1, 1912 or as soon thereafter as he enters on duty.

Former position, Assistant Keeper Former salary, $40.00 per mo.

Location, Sharps Island Lightstation, Md.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Ruland -

Inspector

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 21 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

~~Acting~~ Commissioner

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 29, 1912.

Mr. Otho Bounds,

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, Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective July 1, 1912.

(By change from $40 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

F
D

E.D. July 1, 1912.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Maryland.

11—1393

Department of Commerce and Labor

EFFICIENCY REPORT

LIGHT HOUSE BOARD
JUN 8 1909
NO.

(Read the instructions on the reverse side of this Form before attempting to fill it out).

1. Bureau Light-House Service 2. Where employed Sharps Island L-S., Md.
3. Name Otho Bounds 4. Where born Maryland
5. Age 41 6. Position Assistant Keeper
7. Compensation $40 a mo. 8. When appointed (*a*) June 27, 1907
9. How appointed (*b*) Through Civil Service Examination
10. Appointed from — State: Maryland; Congressional District: First; County: Somerset
11. Status under Civil Service Rules (*c*) Classified competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Assists in care and maintenance of station.
15. Efficiency — Quantity of work (*d*): 9/10; Quality of work (*e*): Good; Interest manifested in work (*f*): Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

Robt. F. Russell
Commander, U. S. N., Inspector, 8th Light House Dist *Head of Bureau or Office.*

CAPTAIN, U. S. N.
NAVAL SECRETARY

June 5, 1909

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Otho Bounds 2. Age 43 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Assistant Keeper.

5. Compensation $40. per mo. 6. Where employed Sharps Island Light, Md.

7. When appointed (*a*) June 27, 1907 8. How appointed (*b*) Through Civil Service examination.

9. Status under Civil Service Rules (*c*) Classified competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount

12. Other Government service None.

13. Duties (describe fully) Assists in care and maintenance on station.

14. Has the employee special qualifications? No. If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	180 00
Quality of work	85	3	255 00
Interest manifested in work (see also Question 17)	85	3	255 00
Attendance	100	2	200 00
Total		10	890 00
Average percentage			89 00

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Is not a purely routine employee and manifests interest in his work and in the service.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No. If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

Commander, U. S. N. Inspector, 6th Dist.

The official who approves the statements thus submitted will sign here—

Chief of Bureau or Office.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAY 6 1914 HOUSES

REC'M Rev.

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., May 5, 1914
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion

Name, **Otho Bounds** Legal residence, **Md.**

Position, **Keeper** Salary, **$600. p.a.**

Location, **Hooper Island L.S., Md.** Appropriation, **"Salaries, Keepers"**

Effective **May 20, 1914** { [redacted] or as soon thereafter as he enters on duty.

Former position, Asst. Keeper Former salary, **$480. p.a.**

Location, **Sharps Island L.S., Md.**

~~Rank on eligible list,~~ ~~Rating,~~ ~~Percentage,~~ , Other eligibles considered:
Petro Beloso, 1st Asst. Cape Henry Light, Va. C. Joseph F. Tal-bott, Asst. Currituck Geo. A. Dow, Asst., York Spit Light, D. Sound Beacs W. J. Westcott, 2nd Asst. Kpr., Assateague L.S., Va. D.

Previous incumbent, C.H. Applegarth Services terminated, **At close of May 19, 1914.** D.

Reason, **Transfer and increase in pay recommended.**

Relatives in Government Service, None

Remarks: This recommendation is made at the request of Mr. Bounds, letter attached. Nominee is worthy of this promotion by reason of his length of service and relative efficiency. Mr. Bounds was selected after consideration of his application with those of other asst. keepers named above.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191 **He has served as assistant keeper in this District since 24 July, 1907.**

Rutland.

Secretary, Civil Service District.

JCR

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 6 1914

Submitted to the Secretary of Commerce, approved.

HHB

Acting Commissioner

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

11—2314

FE
McC

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

LIGHT HOUSES MAY 13 1914

May 9, 1914.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

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

~~Keeper~~

in the ~~Lighthouse Service~~

at a salary of ~~Six Hundred~~ dollars per ~~annum~~,

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

(By transfer from assistant keeper at $480 per annum.)

EOD May 25, 1914.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY

Chief of Appointment Division.

M
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Charles H. Applegarth.

Legal Residence: Maryland.

11—8692

MAY 13 1914

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAY 13 1915
HOUSES

REOM.
Hooper Island Light Station, Md.
Resignation of Otho Bounds,
effective date.

Hydrog.
Mail Engr.
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

May 12, 1915

Commissioner of Lighthouses, Washington, D.C.

The Bureau is informed that the resignation of Otho Bounds from the position of Keeper of Hooper Island L.S., Md. at $600. per annum became effective on May 8, 1915.

In the absence and by direction of the Inspector,

(Effective at the close of May 7, 1915.) Dawson
J.L.

Supt., L.S.

Bureau of Lighthouses, Washington
MAY 15 1915

Submitted to Secretary of Commerce for his information.

See Department letter of April 9, 1915, in this case.

H.R.B. Acting Commissioner.

L Mc D

✓

H.R.B.

LIGHT
APR 10 1915
HOUSES

April 9, 1915.

Sir:

The Department is in receipt of your resignation, dated April 1, 1915, as keeper of Hooper Island Light Station, Maryland, at $600 per annum, in the Lighthouse Service, and has accepted the same, upon the recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Last day service May 7, 1915. GL

Mr. Otho Bounds,
Through the Commissioner of Lighthouses.

R
C

APR 12 1915

5

Mc

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK--REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Dec 16, 1915, mied Supt

Baltimore, Md., (City.) Dec. 10, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

SPECIAL

Action recommended, Reinstatement

Name, **Otho Bounds**

Legal residence, **Md.**

Position, **Assistant Keeper**

Salary, **$480. per an.**

Location, **Seven-Foot Knoll L.S., Md.**

Appropriation, **Salaries, Keepers, Lighthouses.**

Effective **Dec. 16, 1915** } ~~the~~ or as soon thereafter as he enters on duty.

Former position, Keeper

Former salary, **$600. per an.**

Location, **Hooper Island L.S., Md.**

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
Tom Barnett, Buxton, N.C. (C) T. C. Lonergan, Hampton, Va. (C)
H. L. Matthews, Jr., Cobbs Creek, Va.(C) J. M. Stowe, Frisco, N.C.(C)
L.H.Crockett, Tangier, Va. (C)

Previous incumbent, Robert Kuhn Services terminated **to at the close of Dec. 15, 1915**

Reason, **To be transferred to assistant keeper at $480. p.a., Ragged Point L.S.,Md.**

Relatives in Government Service, None

Remarks: Mr. Bounds' letter dated Dec. 9 accepting offer of reinstatement herewith. This nominee was in the lighthouse service of this District for a period of about 7 years, prior to his resignation effective at the close of May 7, 1915. He is considered a capable lighthouse keeper and worthy of reinstatement. Recommendation subject to the approval of the Civ. Ser. Com.

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

Secretary, Civil Service District

Lighthouse Inspector.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 13 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES DEC 17 1915

December 16, 1915.

Mr. Otho Bounds,

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 reinstatement in accordance with authority contained in Civil Service Certificate No. 8940.)

E 0 20 Dec 20, 1915.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Robert Kuhn.

Legal Residence: Maryland.

11—8692

DEC 18 1915

JEL

Washington D C December 16 1915

Lighthouse Inspector Baltimore Maryland

Bounds reinstated assistant keeper Seven Foot Knoll effective December sixteen or thereafter

PUTNAM

Commissioner

JE

Journal for Dec. 16

WB

Sent telegram Dec. 16/15

1:1:38

DCH

L

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAR 27 1916
HOUSES

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

HDK--REON.

Inclosure, in duplicate.
Leave of absence, Otho Bounds, Asst. Keeper, Seven-Foot Knoll L.S., Md.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts
Contracts
Chf. Clk.
Dep. Comm'r.
Comm'r.

March 25, 1916

Violation of Regs. 469, par. 5, but rec OK in view of circumstances of case. HB Mar. 27

Commissioner of Lighthouses, Washington, D.C.

Herewith is forwarded application for leave of absence of Otho Bounds, assistant keeper, Seven-Foot Knoll L.S., Md.

Mr. Bounds left the station in order to procure supplies and visit his family. A bona fide attempt was made by Mr. Bounds to obtain the services of a substitute but without success. This station is in the near vicinity of Sparrows Point, Md., where on account of the great labor demand in these great iron mills labor is quite unobtainable for short periods at reasonable price.

Failing to obtain a substitute Mr. Bounds endeavored to return to station within 4 days but was prevented by ice conditions.

Authority is requested to approve this absence without substitute in excess of the amount allowed under the regulations.

King
Lighthouse Inspector.

Inclosures.

Bureau of Lighthouses, Washington
MAR 28 1916

Returned approved as recommended.

HB

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAR 29 1916
HOUSES

HDK--REOM.
Inclosures.
Seven-Foot Knoll L.S., Md.:
Leave of absence of asst. Bounds.

Hydrog.
Engr. Cons.
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Comnr.
Comnr.

for action
M Mar 29

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

March 28, 1916

Rec that Dept be requested to waive Regs, 1914, par. 469 (par 5) in this and in other case, care to be exercised to comply with reg in future.

Commissioner of Lighthouses, Washington, D.C.

Referring to my letter of March 25 forwarding application for leave of absence of Otho Bounds, assistant keeper, Seven-Foot Knoll L.S., Md. This letter should properly have also covered similar application for the period Jan. 4 to 12, 1916, which is forwarded herewith. OB Mar. 31

The circumstances in the two cases are similar and it is believed that authority can properly be requested for approval in this case as well as in the case forwarded with my letter of March 25.

In further explanation of the necessity for these visits ashore for provisions, it may be stated that Mr. Bounds is a recent appointee at Seven-Foot Knoll L.S., having been reinstated in the lighthouse service of this District to the position of assistant keeper thereat on Dec. 20, 1915; and has not had opportunity to lay in any considerable supply of provisions for the winter season.

Very

Lighthouse Inspector. 29

McC.
6 inclosures.

Bureau of Lighthouses, April 1, 1916.

Submitted to Secretary of Commerce recommending that the applications, herewith, of Otho Bounds, for 9 days' leave with pay from January 4th to 12th, and 6 days' leave with pay from February 8th to 10th, 1916, be approved, and that the Regulations, 1914, par. 469 (par. 5), providing that at stations where two keepers are authorized neither keeper shall be absent more than four days without providing at his own expense a substitute satisfactory to the Inspector, be waived in these two instances, for the reasons set forth in the accompanying papers. Instructions will be given that care be exercised in the future to prevent recurrences of this kind. The return of the applications (Form 76) and of the letter addressed to the Inspector by Bounds is requested, when no longer needed.

HB

L Mem 5ths of 3/25 accompd this and to D/K TSC

LIGHT
APR 4 1916
HOUSES

Hydrog.
Engr. Comm.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

April 4, 1916.

Commissioner of Lighthouses:

For the reasons set forth in the Fifth Inspector's letters of the 25th and 28th ultimo, and in accordance with the Bureau's recommendation of the 1st instant, the Department hereby waives the provision of the leave regulations which requires that at stations where two keepers are authorized neither keeper shall be absent more than four days without providing at his own expense a substitute satisfactory to the inspector, and approves the applications of Otho Bounds, assistant keeper of Seven Foot Knoll Light Station, Maryland, for 9 days' leave with pay from January 4th to 12th, and 6 days' leave with pay from February 5th to 10th, 1916.

The papers which the Bureau requested be returned are enclosed herewith.

(SIGNED) A. L. THURMAN

(SIGNED) A. L. THURMAN

Acting Secretary.

Bureau of Lighthouses, Washington.

JEL
Set inclosures.

APR 5 1916

To Lighthouse Inspector, Baltimore, Md.,
for his information, guidance, and files of office.

Papers accompanying your letter of March 25, 1916, are inclosed.

Acting Commissioner

Enclosure No. 1543.
C

1803

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT APR 21 1916 HOUSES

REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., April 20, 1916
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer involving increase in salary.

Name, **Otho Bounds** Legal residence, **Maryland**

Position, **Assistant Keeper** Salary, **$516. per an.**

Location, **Lower Cedar Point Light Station and Lower Cedar Point Light, Md.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **May 1, 1916** {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper Former salary, **$480. per an.**

Location, **7-Foot Knoll Light Station, Md.**

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
No other requests for transfer to this station on file in this Office.

Previous incumbent, ✓ **John M. Stowe** Services terminated ^ to **at the close of April 30, 1916.**

Reason, **Recommended for transfer to assistant keeper at $480. p.a., North River Light Station, N.C.**

Members of family in Government Service, None

Remarks: Mr. Bounds called at this Office today and verbally requested this transfer. He has had about 9 years of service in this District as asst. keeper and keeper and it is believed will make a good assistant keeper at Lower Cedar Point L.S. etc., Md.

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

H. D. King,

Secretary, Civil Service District. **Lighthouse Inspector.**

BUREAU OF LIGHTHOUSES
WASHINGTON APR 21 1916

Submitted to the Secretary of Commerce, approved.

✓ C ✓

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
APR 24 1916
HOUSES

April 22, 1916.

Mr. Otho Bounds,

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 Five Hundred and Sixteen dollars per annum,

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

(By transfer from assistant keeper at $480 per annum.)

E D May 1, 1916.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

R
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John M. Stowe.

Legal Residence: Maryland.

11—3602

APR 24 1916

Form 73

NOMINATION

JFR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT SEP 7 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., September 6, 1916.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Otho Bounds. Legal residence, Allen, Md.

Position, Keeper. Salary, $648.00 per annum.

Location, Hooper Island L.S.,Md. Appropriation, Salaries, Keepers of Lighthouses.

Effective Sept. 16,1916. {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper. Former salary, $516.00 per annum.

Location, Lower Cedar Point L.S.,Md.

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

Previous incumbent, John L. Ennis. Services terminated, to close of Sept. 15,1916.

Reason, Transfer to Keeper Seven-Foot Knoll L.S.,Md.,effective Sept.16, 1916, recommended.

Members of family in Government Service, None.

Remarks: This recommendation is made in accordance with request of Mr. Bounds.

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

H. D. King.

Secretary, Civil Service District. Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 7 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

1183

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT SEP 11 1916 HOUSES

September 8, 1916.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Forty-eight dollars per annum,

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

(By transfer from assistant keeper at $516 per annum.)

Ed D Sept 17, 1916. W

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

R C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John L. Ennis.

Legal Residence: Maryland.

11—3692

SEP 11 1916

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

Sept 11th

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

LIGHT
AUG 31 1917
HOUSES

REOM.

for record KMM 9/4/31 Rec. OK 8/31 KMD 8/31

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

August 29, 1917

Commissioner of Lighthouses, Washington, D.C.

Subject: Leave of absence without substitute, Otho Bounds.

Reference: Form 65 and Form 76 attached. (Please return when they have served their purpose). Noted KMB

There are inclosed Form 65, report of Hooper Island L.S., Md. for the month of July 1917 and Form 76 of Aug. 1, 1917 granting 13 days and 2 hours of shore liberty to the keeper of this station, Mr. Otho Bounds. 7 days

At the time the shore liberty was granted it was not noticed that Mr. Bounds as per Form 65 had failed to provide a substitute, his statement on Form 76 that he had furnished substitute in the person of Albert Tyler, Hoopersville, Md., being taken at its face value.

Although this keeper's absence from duty on shore liberty during the preceding part of the calendar year has not been excessive, I am inclined to believe he was lax in the matter of furnishing a substitute in this instance and keeping in mind the best interests of the service in this district and particularly at this station I recommend that pay for 7 days be deducted from keeper Bounds' pay check for August 1917, the 7 days constituting the period during which he was absent and should have furnished substitute, in accordance with the regulations.

H. D. King

Lighthouse Inspector.

McC.
2 inclosures.

Bureau of Lighthouses,
September 7, 1917.

Submitted to Secretary of Commerce recommending that Bounds be charged with 7 days' leave without pay, effective beginning July 11, 1917, during which period he failed to furnish substitute. It is requested that the accompanying inclosures (forms 65 and 76) be returned to this office with the Department's response in this case.

Acting Commissioner

LIGHT
SEP 10 1917
HOUSES

Hydrog.
Engr. Cons.
Mar. Engr.
[redacted]
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

September 10, 1917.

Commissioner of Lighthouses:

For the reasons stated in the Fifth Inspector's letter of the 29th ultimo, forwarded by the Bureau on the 7th instant, the Department approves the recommendation that Otho Bounds, keeper of Hooper Island Light Station, Maryland, be charged with 7 days' leave without pay, effective beginning July 11, 1917, during which period he failed to furnish a substitute.

The papers which accompanied the Bureau's recommendation are returned herewith, as requested.

[SIGNED] E. F. SWEET

Acting Secretary.

Bureau of Lighthouses, Washington.
SEP 17 1917

To Lighthouse Inspector, ... Baltimore Md
for his information, guidance, and files of office. Be guided accordingly.

Acting Commissioner.

Enclosure 997.
L

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

HOK--REOM.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 24 1917
HOUSES

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Nov. 23, 1917

Mr. Otho Bounds, Keeper,
Hooper Island Light Station,
Hoopersville, Md.

Subject: Letter of caution.

Since the receipt of your letter of October 16, 1917 in the matter of motor boat No. 26, I visited Hooper Island Light Station and in view of the generally satisfactory condition of the station I shall take no further action at this time than to caution you against writing such deliberately misleading letters as yours of July 23.

Upon reading carefully this letter, I note that it is so worded that there is probably not a directly false statement therein but I am satisfied, however, that the letter was written with the intention of throwing blame for which you were responsible upon another person.

Although as stated above, the condition of Hooper Island Light Station at this time is generally satisfactory, it is not in my opinion in as good condition as when you took charge and somewhat more active and intelligent interest is expected to be displayed by you in the future.

H. D. King
Lighthouse Inspector.

C O P Y for the information of the Commissioner of Lighthouses in accordance with Par. 508, Regulations 1914.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Submitted to Secretary of Commerce for his information.
Commr.

King
Lighthouse Inspector.

Bureau of Lighthouses
DEC 4 - 1917

Cabot OK HM Nov 24.

1/7073

Commissioner

McC.

A.W.S.Tyler,
charges.

July 17, 1919.

Superintendent of Lighthouses, Baltimore, Md.:

1. Referring to your letter of July 7, 1919, relative to charges against Otho Bounds, keeper, and A. W. S. Tyler, assistant keeper, Hooper Island Light Station.

2. Your letter, with inclosures, has been submitted to the Department recommended for approval, and you will be advised in due time of the action taken by the Department.

3. Report whether Tyler has taken leave in excess of the accrued rate, in accordance with the Regulations, 1918, Art. 488 (2d par), and be guided accordingly in future similar cases.

Acting Commissioner.

of March 23,1922,
See 5th Supt's. ~~indorsement~~ on Bureau indorsement of March 22, 1922,
re transfer of Otho Bounds in file of EDWARD LINTON.

1241 . 5(b)-111

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 44 *Sheet No.*

Space reserved for the use of the Board

1. Bounds Otho
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Seven Foot Knoll Light Station
(b) Subdivision
(c) City or town State

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1560-1860 1680.
9. Present gross rate of pay $ None
10. Deduction for allowances $ 1680.
11. Net rate paid in cash $

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 ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

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, approximately $15.

15. (a) Regular hours of work: From None m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer 66 Winter 96 (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 Subject to call for emergency duty throughout 24 hours

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

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)
By example and direct personal instruction. Keeper and assistant commonly work side by side or watch and watch on same work.
(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.

George C. Hunley, 5(b)112

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.)
By periodical (usually semi-annual or more frequent) inspection of his station by district superintendent or his representative, and by review in district office of monthly reports and annual property returns.

20. What is the name, official position, and sheet number of the employee's immediate superior? H.D.King, Supt. of Lighthouses,5(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)
							X																	

Other education (describe): None, Composed and Certified by Otho Bounds.

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?
Waterman and Boatman all my life.

Nos. 21 & 22 Composed and Certified by Otho Bounds.

10—1850

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
.50	Standing Watch, Sunset to midnight. Attending light, trimming and filling lamps
.20	Household duties. Cooking, Sweeping scrubbing and keeping ~~Station~~ clean,
.20	Care of ~~Station~~, Chipping iron. Polishing brass and painting ~~Station~~.
.05	Going to P.O.
.05	Going after Provisions.
	Have one (1) Assistant.
	Isolated Station, four (4) miles to Post Office.
	Six (6) miles to store.

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.

Otho Bowers.
(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

This employee is principal keeper in charge of a lighthouse built on submarine foundation. The structure consists of a 2 story house about 30 feet square on a foundation inter-braced iron piles, and surmounted by a glazed lantern containing Fresnel lens for display of light which may be either kerosene wick lamp or incandescent oil vapor apparatus. The house is also equipped with fog bell operated by clockwork. Communication with shore is by motor launch kept at station. Each of two keepers is allowed 8 days ashore per month and when both are at station, they divide watches of light and fog signal. The principal keeper is in responsible charge and his first duty is to see that the light never fails to burn from sunset to sunrise nor the fog signal to sound when needed. All apparatus is required to be kept in perfect condition of cleanliness and operating efficiently and the entire structure thoroughly clean and well painted inside and outside, and minor repairs made as needed within his capacity. Owing to exposed location and salt water, proper preservation of metal work, especially iron foundations, requires constant attention. He is also required to keep all station records including journal watch book, fog-signal record and property accounts.

(Date) (Signature of head of field office or station) (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 $ 1560 to $ 1860

SEP 25 1928 H. B. BOWERMAN Acting Commissioner of Lighthouses

(Date) _____, 1928 (Signature of head of bureau or his representative) (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928 10—1856

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
.50	Standing Watch, Sunset to midnight. Attending light, trimming and filling lamps
.20	Household duties. Cooking, Sweeping scrubbing and keeping Station clean,
.20	Care of Station., Chipping iron. Polishing brass and painting Station.
.05	Going to P.O.
.05	Going after Provisions.
	Have one (1) Assistant,
	Isolated Station, four (4) miles to Post Office.
	Six (6) miles to Store.

...ding P. C. B. Form No. 15, and that it is a true statement of my duties.

...T. O. Bowers.
...Employee)

...the same

26. How long have the employee's duties been substantially as described above? February 1, 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. 21, 1928 (Date) — H. D. King (Signature of Preparing Officer) — Supt. of Lighthouses (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 $1620. to $1920.

Sept. 21, 1928 (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses (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 $1560 to $1860

SEP 25 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form 73a

(Copy) - EJD

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

November 26, 1930. , 19

COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about December 15, 1930.

Name, Otho Bounds Position, Keeper

From ~~Seven Foot Knodl L.S.~~ To Love Point Light Station

Salary and range, Arthur Midgett - (LT, #1214) Salary and range,

Previous incumbent and pay,

Services terminated, Nov 30, 1930 Reason, Retired account Disability

(Sg.d) L. M. Hopkins

~~Superintendent of Lighthouses.~~

DEC 26 1930 , 19

The above-referred-to transfer became effective beginning with DEC 16 1930

For and in the absence of the Superintendent:

T. S. Johnson

Asst. Superintendent of Lighthouses

JAN 6 1931

NOV 29 1930

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1930

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Date August 5, 1937

Superintendent of Lighthouses,

Fifth District

Norfolk, Virginia
(City)

AUG 27

I hereby apply for retirement from active duty in the Lighthouse Service effective October 1, 1937, on the basis of service shown hereon.

Otho Bounds,
(Name)

Keeper
(Designation)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Virginia *Date* August 10, 1937

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $1,288.20 ~~$1,289.05~~ per annum, effective at the close of September 30, 1937

It is certified that the record of service and pay shown on Page 2 is correct as shown by the records of this office, and that all Government service shown has been verified.

For and in the absence of the Supt.:

T. S. Johnson,
Asst. *Superintendent of Lighthouses.*

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, September 1, 1937

Submitted to the Secretary of Commerce, recommending approval, in accordance with the Act of June 20, 1918, providing for retirement from active duty in the Lighthouse Service.

6

SUPT. OF LIGHTHOUSES AUG 10 1937 NORFOLK, VA.

W. P. HARMAN
Acting *Commissioner of Lighthouses.*

FOR USE OF DEPARTMENT

11—10551

Form 9

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Lv 7/11/17 to 7/17/17 incl

Name Otho Bounds Date of birth September 27, 1867

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
Civilian employment Asst. Kpr.	June	27	1907	May	24	1914	
Keeper	May	25	1914	May	7	1915	7-10-11
Asst. Keeper	Dec.	20	1915	Sept.	16	1916	7 days leave without
Keeper	Sept.	17	1916	July	31	1919	pay beginning 7/11/17.
Asst. Keeper	August	1	1919	Mar.	31	1922	to 7/17/17 incl.
1st Asst. Keeper	April	1	1922	Jan.	31	1924	
Keeper	Feb.	1	1924	Sept.	26	1937	21-9-
Total service		29 years, 7 months, 10 11 days.					28-19-11

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim: --

Does applicant receive or has he applied for compensation under the War Risk Insurance Act? No If so, give number of claim: --

Does applicant receive or has he applied for compensation under the Federal Compensation Act, as amended? No

If so, state the compensation received: --

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Keeper	Sept.	27	1932	Sept.	26	1937	$1740.00	$8700.00

Total compensation for last five years of active service $8700.00

Average compensation for last five years of active service $1740.00

Annual rate of retired pay ($1,740.00 × years 29.6138 ÷ 40) = $1288.20

(Not exceeding 30)

$1288.20

U. S. GOVERNMENT PRINTING OFFICE: 1921 11—10551

August 20, 1937

Superintendent of Lighthouses
Norfolk, Virginia

The application of Otho Bounds, keeper, for retirement at the close of September is herewith returned. The Bureau's record contains a copy of a letter dated September 10, 1917 from the Department in which it is stated that Mr. Bounds was to be charged with 7 days of leave without pay effective beginning July 11, 1917.

As it appears that your office has not excluded this period of leave without pay in the computation of the annuity, it is requested that this be done and Form 9 returned to the Bureau.

For the Commissioner:

Enclosure
hlm/see

W. P. Harman,
Administrative Assistant

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

LIGHTHOUSES
AUG 27 8 52 AM

August 20, 1937

Superintendent of Lighthouses
Norfolk, Virginia

The application of Otho Bounds, keeper, for retirement at the close of September is herewith returned. The Bureau's record contains a copy of a letter dated September 10, 1917 from the Department in which it is stated that Mr. Bounds was to be charged with 7 days of leave without pay effective beginning July 11, 1917.

As it appears that your office has not excluded this period of leave without pay in the computation of the annuity, it is requested that this be done and Form 9 returned to the Bureau.

For the Commissioner:

Enclosure
hlm/see

W. P. Harman,
Administrative Assistant

- - - - - - - - - - -

LL
/Enc.

Office of Supt. of Lighthouses,
Norfolk, Va., August 26, 1937

Returned to Commissioner of Lighthouses:

Application of Otho Bounds for retirement is herewith, corrected as requested above. It is noted that the Bureau returned for correction only two of the three copies which this Office originally forwarded. It will be appreciated if the Bureau will correct the third copy.

N. C. Manyon,
Superintendent of Lighthouses.

September 9, 1937.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of Section 6 of the Act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department has retired you from active duty in the Lighthouse Service (Fifth District), with retired pay at the rate of $1288.20 per annum, effective beginning October 1, 1937.

By direction of the Secretary:

Respectfully,

W. A. DELONG

Acting Chief, Division of Personnel.

C:D

5

SEP 15 1937

September 10, 1937.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

My attention has been called to the fact that you are retiring from the Lighthouse Service at the close of September 30, 1937. The records show that your service has been very creditable and this should be a source of comfort to you in the days to come.

My good wishes go with you for long life and health and happiness.

Sincerely yours,

DANIEL C. ROPER

Secretary of Commerce.

D

SEP 15 1937

STANDARD FORM 50 (9 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED.
BUDGET BUREAU NO. 50-R064.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Bounds, Otho (Mr.)	9-27-1867	28	8-10-48

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

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
AMENDMENT Retirement (Age)	Close 9-30-37	

FROM		TO	
Keeper	8. POSITION TITLE		
$1740 per annum) Plus $60 pa Qtrs	9. SERVICE, GRADE, SALARY		
U. S. Coast Guard	10. ORGANIZATIONAL DESIGNATIONS		
Norfolk, Va. Love Pt., Md.	11. HEADQUARTERS		
[x] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [ ] DEPARTMENTAL	

13. REMARKS

In accordance with the Comptroller General's Decision B-70029 dated 10-23-47, which reversed Decision A-31584 of 5-28-30, your retirement pay has been recomputed on the basis of the average gross pay (which includes the valuation of quarters for the period occupied) received during the last five years of your active duty. The computation on this basis changes the rate of your retirement pay from $1288.20 to $1322.89, and this notice is issued in order that you may have accurate information as to the rate of retirement pay which you are authorized to receive.

Total Service: 29 years, 7 months, 11 days.

Computation: ($1786.86 x 29.6138 ÷ 40) = $1322.89

H. L. Morgan
H. L. MORGAN
Chief, Civilian Personnel Division
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE								16. POSITION CLASSIFICATION ACTION			
NONE	5 PT.	10 POINT			WWII	WWI	OTHER	NEW	VICE	I. A.	REAL.
		DISAB.	WIFE	WIDOW							

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M		FROM: TO: Civilian Employees, CG	XX LH 6-30-38		Md.

Serv 811

4. PERSONNEL FOLDER COPY

AUG 11 1948

☆ U.S. GOVERNMENT PRINTING OFFICE: 1947 — 765869

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 - MAR 18 1940

3- File 75 JEM

20 August 1948
FA-PA 75

General Accounting Office
Claims Division
Washington 25, D. C.

Gentlemen:

Reference your file Misc-2886123.
Inclosed is a letter of Mr. Otho Bounds, a retired member of the former Lighthouse Service, in which he claims the difference due in retired pay based on gross salary, which includes the amount deducted as a charge for occupancy of Government quarters, over that paid him based on net salary, for the period October 1, 1937 to June 30, 1947. Adjustment for period subsequent to June 30, 1946 will be made by this office. In this connection, reference is made to the Comptroller General's decision of October 23, 1947 (B-70029).

Also inclosed is Treasury Department Form 2249, describing this retirement. This form shows correct computation of retired pay to be $1322.89 per annum, whereas, for the period October 1, 1937 to June 30, 1946, Mr. Bounds was paid at the rate of $1288.20 per annum - an underpayment of $34.69 per year, or $2.89 per month.

Computation of the amount due and appropriations chargeable are as follows:

2081255 - Retired Pay, Lighthouse Service, 1938	$26.01
2091255 - Retired Pay, Lighthouse Service, 1939	34.69
2001255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1940	34.69
2011255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1941	34.69
2021255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1942	34.69
2031255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1943	34.69
2041255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1944	34.69
2051255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1945	34.69
2061255 - Retired Pay, Former Lighthouse Service, Coast Guard, 1946	34.69
Total	$303.53

For tax withholding purposes, the records of this office show that Mr. Bounds claims 4 exemptions.

Mr. Bounds' mailing address is 106 Truitt St., Salisbury, Maryland, and his claim is forwarded for settlement. No part of this claim has been or will be paid by this office.

By direction of the Commandant.

Very truly yours,

M. C. REDFORD, Pay Clerk, USCG
Acting Chief, Pay and Audit Section

Incls:
1. Claimant's letter dtd 1/12/48
2. Treas. Form 2249

CC: Claimant
Budget Division, Sta. 6-3

JEMUZIK:edl 6-7 8-19-48

COS JEM COS

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

February 17, 1948

CLAIMS DIVISION
IN REPLY PLEASE QUOTE
Misc-2886123-WDG

The Commandant,
United States Coast Guard,
Washington 25, D. C.

Sir:

Transmitted herewith for administrative examination and report is the claim of Otho Bounds, 106 Truitt Street, Salisbury, Maryland, for an amount alleged to be due for retirement pay, covering the difference between the amount due based on gross salary, over that paid based on net salary, as an employee of the United States Lighthouse Service.

It is requested that this office be furnished a certified copy of the claimant's appointment to service, together with information as to the rate of pay for five years prior to the date of his retirement.

In the event any amount is found to be due the claimant, there should be transmitted a properly approved short form pay roll, showing the gross pay, allowance for quarters, increase of pay, and appropriation chargeable.

The enclosure should be returned with your report.

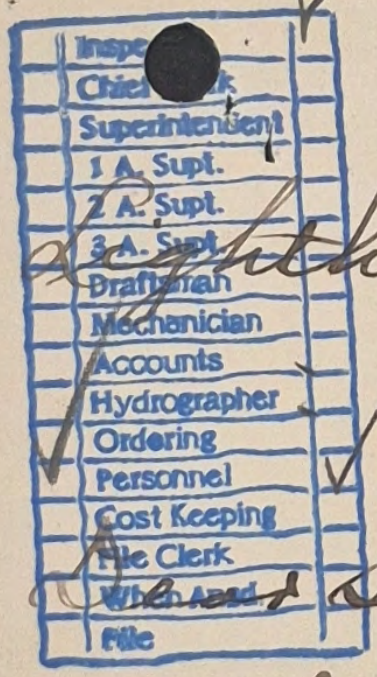
Respectfully,

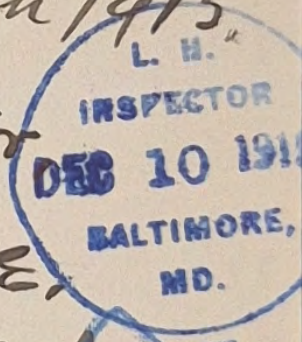
P. E. Sours

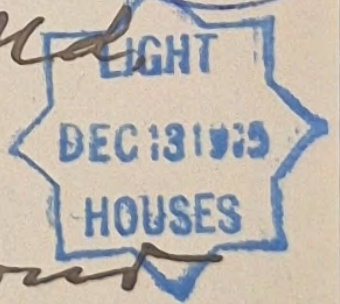
Chief of Section.

Enclosure.

Wm. Inmate
Eden, Md.
Dec. 9th 1915







Lighthouse Inspector
Baltimore,
Md.

Sir:—

In reply to your letter of Dec. 6th would say, that I desire to be considered for reinstatement in the Lighthouse Service, to the position offered, at Seven-Foot Knoll L. S. Md.

Respectfully
Otho Bounds,

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

Otho Bounds (Name)

Maryland (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Asst Keeper		420	L.H. Sharps Isd, Md	June 27, 1907
" "	Change	40 pa.	" " "	July 1, 1908
" "	"	480 pa	" " "	July 1, 1912
Keeper	Prom.	600	" Hooper Isd LS. Md	May 25, 1914
RESIGNED CLOSE OF		—	close May 7, 1915	
Asst Keeper	Reins	480	L.H.-Seven Foot Knoll LS. Md.	Dec. 20, 1915
" Keeper	Trans.	516	" Lower Cedar Pt S.S. etc Md	May 1, 1916
" Keeper	Prom	648	" Hooper's Isd LS. Md	Sept. 17, 1916
"	Ins	960	" " "	Nov 1, 1918
"	Change	780	" " "	Aug 1, 1919
"	Prom.	840	" " "	Dec. 20, 1920
"	Trans	900	" Sandy Pt LS., Md	April 1, 1922
"	Incr.	960	" " " "	July 10, 1923
Keeper	Trans.	960	" Seven Foot Knoll, Md	Feb. 1, 1924
"	Read of Pay	1200	" " "	July 1, 1924
"	" "	1500	" " "	Feb. 1, 1925
"	Ins	1560	" " "	July 1, 1925
" INCREASE IN COMPENSATION		1620	" " "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928.	1680	" " "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1740	" " "	JUL 3 1930
"	Trans (732)	1740	" Love Point L.S.	Dec. 16, 1930
Retired (age) close Sept. 30, 1937.				
$1288.20 yr.				

September 9, 1937.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

In accordance with the provisions of Section 6 of the Act approved June 20, 1918, and upon recommendation of the Commissioner of Lighthouses, the Department has retired you from active duty in the Lighthouse Service (Fifth District), with retired pay at the rate of $1288.20 per annum, effective beginning October 1, 1937.

By direction of the Secretary:

Respectfully,

CARDED SEP 13 1937

L. A. DELONG
Acting Chief, Division of Personnel.

C:D

DIVISION OF PERSONNEL
ENTERED ON JOUR.
SEP 4 1937
SHEET NO. 5-522
DEPARTMENT OF COMMERCE

September 10, 1937.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

My attention has been called to the fact that you are retiring from the Lighthouse Service at the close of September 30, 1937. The records show that your service has been very creditable and this should be a source of comfort to you in the days to come.

My good wishes go with you for long life and health and happiness.

Sincerely yours,

DANIEL C. ROPER

SEP 13 1937

Secretary of Commerce.

D

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Name Otho Bounds Date of birth September 27, 1867

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
~~Civilian employment~~ Asst. Kpr.	June	27	1907	May	24	1914	
Keeper	May	25	1914	May	7	1915	
Asst. Keeper	Dec.	20	1915	Sept.	16	1916	7 days leave without pay beginning 7/11/17.
Keeper	Sept.	17	1916	July	31	1919	
Asst. Keeper	August	1	1919	Mar.	31	1922	to 7/17/17 incl.
1st Asst. Keeper	April	1	1922	Jan.	31	1924	
Keeper	Feb.	1	1924	Sept.	26	1937	
Total service		29 years, 7 months, ~~18~~ 11 days.					

Does applicant receive or has he applied for a pension from the Government under any law? No If so, give number of pension certificate or of claim: --

Amended to include qtrs. as result Comp. Gen. Dec. B-70029 dated 10-23-47

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Number Days in Pay Status (P. D. or P. H. personnel)	Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year			
Pay	Sept.	27	1932	Sept.	26	1937	5 yrs.	Total	8700.00
Quarters	Nov.	1	1933	Sept.	26	1937	3Y 10M 26D	$60.00 q.	234.32
									8934.32

Total compensation for last five years of active service $8934.32

Average compensation for last five years of active service $1786.86

Annual rate of retired pay ($1786.86 × years (Not exceeding 30) 29.6138 ÷ 40) = $1322.89

U. S. GOVERNMENT PRINTING OFFICE 16—35893-1

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Name Otho Bounds Date of birth September 27, 1867

Designation Keeper

RECORD OF ALL ACTIVE GOVERNMENT SERVICE

(Including military, naval, and civilian service. Each department, branch, or independent office in which applicant served in a civilian capacity should be listed separately)

	Beginning			Ending			Remarks
	Month	Day	Year	Month	Day	Year	
Army							
Navy							
Marine Corps							
~~Civilian employment~~ Asst.Kpr.	June	27	1907	May	24	1914	
Keeper	May	25	1914	May	7	1915	
Asst. Keeper	Dec.	20	1915	Sept.	16	1916	7 days leave without
Keeper	Sept.	17	1916	July	31	1919	pay beginning 7/11/17.
Asst. Keeper	August	1	1919	Mar.	31	1922	to 7/17/17 incl.
1st Asst. Keeper	April	1	1922	Jan.	31	1924	
Keeper	Feb.	1	1924	Sept.	26	1937	
Total service		29 years, 7 months, ~~18~~ 11 days.					

Does applicant receive or has he applied for a pension from the Government under any law? No

of pension certificate or of claim: --

to include gtrs. as result Comp. [illegible]

FISCAL YEARS OF BASIC PAY RECEIVED D[illegible]

IATELY PRECEDING EF[illegible]

, as amended? No

, state the compensation received: --

STATEMENT BY FISCAL YEARS OF BASIC PAY RECEIVED DURING LAST FIVE YEARS OF ACTIVE SERVICE IMMEDIATELY PRECEDING EFFECTIVE DATE OF RETIREMENT

(Compute service on basis of 30 days a month. Do not include periods of leave without pay, rations, quarters, or other allowance)

Designation	Beginning			Ending			Rate of Pay	Pay Received
	Month	Day	Year	Month	Day	Year		
Keeper	Sept.	27	1932	Sept.	26	1937	$1740.00	$8700.00

Total compensation for last five years of active service $8700.00

Average compensation for last five years of active service $1740.00

Annual rate of retired pay ($1,740.00 × years 29.6138 ÷ 40) = $1288.20

(Not exceeding 30)

U. S. GOVERNMENT PRINTING OFFICE: 1931 11—10551

Form 9

To Dept

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

DEPARTMENT OF COMMERCE AUG 27 '37 AM
SEP 2 1937
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE
PM SEP 8 1937
DIVISION OF PERSONNEL

SEP 1 CHIEF CLERK

LIGHTHOUSES 8 52 AM

RETIREMENT UNDER ACT OF JUNE 20, 1918, AS AMENDED

(In case of disability retirement, execute medical certificate on Form 9a)

Date August 5, 1937

Superintendent of Lighthouses,

Fifth District

Norfolk, Virginia
(City)
Love Pt.

In file

I hereby apply for retirement from active duty in the Lighthouse Service effective October 1, 1937, on the basis of service shown hereon.

Age retirement
29 + years service
70 years age

Otho Bonnett
(Name)

Keeper
(Designation)

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES

City Norfolk, Virginia *Date* August 10, 1937

Submitted to Commissioner of Lighthouses, Washington, D. C., recommending retirement at $~~1,288.20~~ 1,288.20 per annum, effective at the close of September 30, 1937

It is certified that the record of service and pay shown on Page 2 is correct as shown by the records of this office, and that all Government service shown has been verified.

For and in the absence of the Supt.:

T. S. Johnson,
Asst. *Superintendent of Lighthouses.*

BUREAU OF LIGHTHOUSES, *Washington, D. C.*, September 1, 1937

Submitted to the Secretary of Commerce, recommending approval in accordance with the Act of June 20, 1918, providing for retirement from active duty in the Lighthouse Service.

K JC
1-2-37

Chief Clerk

SUPT. OF LIGHTHOUSES
AUG 10 1937
NORFOLK, VA.

A P Harman
Acting *Commissioner of Lighthouses.*

FOR USE OF DEPARTMENT

11—10551

Form 73a

To dept

CHIEF CLERK
1931 JAN 6 PM 2 33

DEPARTMENT OF COMMERCE
JAN 6 - 1931
APPOINTMENT DIVISION

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. Fifth DISTRICT.

November 26, 1930

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about December 15, 1930.

Name, Otho Bounds — Position, Keeper

From Seven Foot Knoll Light Station — To Love Point Light Station

Previous incumbent, Arthur Midgett (Lt.#1214)

Services terminated, November 30, 1930 — Reason, Retired account disability.

CARDED

L. M. Hopkins
Superintendent of Lighthouses.

December 26, 1930

The above-referred-to transfer became effective beginning with December 16, 1930.

For and in the absence of the Superintendent
Asst. Superintendent of Lighthouses.

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

January 6, 1931

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

AHL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1931 JAN 3 AM 8 55

DEPARTMENT OF COMMERCE
JAN 5 - 1931
APPOINTMENT
DIVISION

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

January 2, 1931.

CHIEF CLERK
1931 JAN 5 PM 3 39

Commissioner of Lighthouses,
Washington, D. C.

Subject: Transfers.

1. Below is monthly report for December of transfers with the necessary information appertaining thereto:

Name	Position	Salary	Nature of Change	Letter date	Eff. date of Change
Otho Bounds	Keeper	$1740.p.a.	Form 73-a	12-26-30	12-16-30
T. J. Steinhise	"	$1560.	Form 73-a	12-26-30	12-16-30
Seven Foot Knoll					

L. M. Hopkins
Superintendent of Lighthouses.

CARDED

Bureau of Lighthouses, Washington
JAN 8 1931
Submitted to Secretary of Commerce for his information
By direction of the Commissioner

R J Gross
Chief, Personnel Division.

Form 73a

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. Fifth DISTRICT.

1930 DEC 1 PM 11

CHIEF CLERK

DEPARTMENT OF COMMERCE
DEC 1 1930
APPOINTMENT DIVISION

November 26, 1930

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about December 15, 1930.

Name, Otho Bounds — Position, Keeper

From Seven Foot Knoll Light Station — To Love Point Light Station

Previous incumbent, Arthur Midgett – (LT. #1214)

Services terminated, November 30, 1930 — Reason, Retired account disability.

L. M. Hoptins
Superintendent of Lighthouses.

CARDED

, 19

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

.....

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 29 1930

Submitted to the Secretary of Commerce for his information.

W. P. Harman
Acting Commissioner of Lighthouses.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

Otho Bounds,

Through the Commissioner of Lighthouses.

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED JUL 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

From: 1680

To: 1740

5th Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Otho Bounds.

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: $1620

To: $1680

CARDED

11—0504

L

APPOINTMENT DIVISION ENTERED JUL 2 1928 ON JOURNAL DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE February 23, 1927

OFFICE OF SUPT, 5th DISTRICT,
Baltimore, Md.

Commissioner of Lighthouses,
Washington, D. C. 2-8-27.

Subject: Transfers and promotions.

1. Below is report for month of JANUARY of transfers, promotions and demotions made in this district which do not require oaths, including transfers made by Form 73a, with necessary data required by the Department in connection thereto:

NAME	POSITION	SALARY	NATURE OF CHANGE	Letter Date	Effec date of change
BOUNDS, OTHO	KEEPER	$1620	INCREASE	1/1/27	1/1/27

/s/ King
Superintendent of Lighthouses.

SEE LETTER OF FEBRUARY 8, 1927, in file of STAUBLY, L.H.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

JAN 12 1927

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1560 per annum.

To: $1620 per annum.

Service and grade: Field.

Appropriation (unit):

APPROVED BY THE ACTING SECRETARY 1/11/27

FILE 1093/1

C

5

CLERED

APPOINTMENT DIVISION ENTERED JAN 14 1927 ON JOURNAL DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Bounds, Otho POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates Is differential recommended	Amt. per annum to be Added	Subtracted
900	240	1140	CR	164.25	1304.25	LHS	4	1320	yes	180	

CIRCULAR #13----11/13/23 approved $1500

GRADE RECOMMENDED 7

RANGE OF COMPENSATION RECOMMENDED FROM $1500 TO $1740

~~per week per cash commutation of rations.~~

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 Uniform; annual cost, $Est. $20.00

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
(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

WATER STATION

1. Operating fourth order light and reed horn fog signal.
2. Keeping the station painted and clean.
3. Keeping the machinery and small boats in order.
4. Keeping station records and preparing reports.
5. Going for mail and provisions.
6. Observing aids to navigation and conditions of weather.
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked X do not apply to his family who must live ashore.

The employees of this station have charge of one additional screwpile light station which has been changed to an automatic gas light. This involves considerably more work as these employees have to paint and clean this station as well as their own.

...AL CLASSIFICATION BOARD FORM NO. 1
...filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 112
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Bounds (Surname) Otho (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse Dist.
   (b) Subdivision Sandy Point Lt. Sta., Md.
   (c) City or town ____ State Md.
6. Pay-roll title Light Keeper
7. Customary office title 1st Ass't. Keeper.

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (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 1/3 of time from sunset to sunrise. m. to ____ m.
9. If this is not an all-year-round position, state approximate number of days employed each year ____
   During what months ____
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 ____
11. Present rate of pay, exclusive of bonus $ 900. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 900. per annum; bonus, $ 240. per annum.
13. If the employee receives overtime pay, state the rate None.
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 $164.25 45 cents per diem commutation of rations.
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 Uniform; annual cost, $Est. $20.00
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
    (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

WATER STATION

1. Operating fourth order light and reed horn fog signal.
2. Keeping the station painted and clean.
3. Keeping the machinery and small boats in order.
4. Keeping station records and preparing reports.
5. Going for mail and provisions.
6. Observing aids to navigation and conditions of weather.
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked X do not apply to his family who must live ashore.

The employees of this station have charge of one additional screwpile light station which has been changed to an automatic gas light. This involves considerably more work as these employees have to paint and clean this station as well as their own.

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

Ass't. Keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

20. Do the duties involve direction or supervision of the work of other employees? .....
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

This employee ranks second at this station and he regularly has one employee under him.

21. How long have the employee's duties been substantially as described above? Since April 1, 1922.

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

May 25, 1923. (Date) H. D. King (Signature of Preparing Officer) Supt. of Lighthouses (Title)

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

.....
(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		X
Common School	X	

Technical Education: If essential, kind and extent .....

.....

Experience: If essential, kind and extent .....

.....

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 $ 1140. to $ 1500. exclusive of allowances mentioned in question 15.

May 25, 1923. (Date) H. D. King (Signature of head of field office or station) Supt. of Lighthouses. (Title)

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. Otho Bounds,

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 $ 1560 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,

EDW. J. GARDNER

Acting Chief of Appointment Division.

11—8074

E
56h

APPOINTMENT DIVISION ENTERED JUL 16 1925 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. Otho Bounds,

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.
Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1500.

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

EK

APPOINTMENT DIVISION
RECEIVED
FEB 6 1925
DEPARTMENT OF COMMERCE

CARDED

5th

FEB 5 - 1925

(CROSS REFERENCE)

Bounds Otho In accordance with authority

of the Director of the Budget dated June 27, 1924, the salary is re-

adjusted to $ 600, effective July 1, 1924.

For authorization see letter dated JUL 23 1924 File No. 1095/21.

(CROSS REFERENCE)

March 6, 1924. Bureau of Lighthouses advis es the Department of the following change in the personnel of the 8th Lighthouse district:

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
Bounds, Otho	Keeper	$960	From 73a	------	2/1/24

See file of A. R. Mag.

LIGHTHOUSES

Form 73a
ICA

REPORT OF TRANSFER OF APPOINTEE

1924 FEB 16 AM 8 40

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. Fifth DISTRICT.

1924 FEB 18 PM 2 25

Baltimore, Md., January 10, 1924. , 19

DEPARTMENT OF COMMERCE FEB 1924 APPOINTMENT BRANCH

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on February 1, 1924.

Name, Otho Bounds Position, Keeper

From Sandy Point To Seven Foot Knoll

Previous incumbent, Theodore Schlatzer

Services terminated, will January 29, 1924 Reason, Retired January 29, 1924

Superintendent of Lighthouses

ICA Baltimore, Md., February 15, 1924., 19

The above-referred-to transfer became effective beginning with February 1, 1924.

For and in the absence of the Superintendent.

First Assistant Superintendent

11—4598

BUREAU OF LIGHTHOUSES
WASHINGTON

FEB 18 1924

Submitted to the Secretary of Commerce for his information.

CARDED

J. S. CONWAY

Acting Commissioner of Lighthouses.

Form 73a
ICA

LIGHTHOUSES
CHIEF CLERK
1924 JAN 11 AM 8 42

REPORT OF TRANSFER OF APPOINTEE

1924 JAN 12 AM 11 01

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. Fifth DISTRICT.

Baltimore, Md., January 10, 1924. ,19

DEPARTMENT OF COMMERCE
JAN 12 1924
APPOINTMENT DIVISION.

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on February 1, 1924.

Name, Otho Bounds — Position, Keeper

From Sandy Point L.S. Md — To Seven Foot Knoll Md.

Previous incumbent, Theodore Schlatzer

Services terminated, will January 29, 1924 — Reason, Retired January 29, 1924

APPOINTMENT DIVISION
ENTERED
JAN 15 1924
ON JOURNAL
DEPARTMENT OF COMMERCE

H. D. King
Superintendent of Lighthouses 5th

, 19

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

.....

11—4598

J.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 11 1924

Submitted to the Secretary of Commerce for his information.

CARDED

E. C. GILLETTE
Acting Commissioner of Lighthouses.

CROSS REFERENCE.

August 11, 1923. The Bureau of Lighthouses advises the Department that of the date of effect of the following change.

Name	Position	Salary	Nature of change	Effective date.
Othp Bounds	Keeper	$960pa.	Promotion	July 10, 1923

See file Andrew B. Sadler

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 10, 1923.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 900 per annum to $ 960 per annum, effective July 10, 1923, 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.

11—8074

C
C
5th

APPOINTMENT DIVISION ENTERED JUL 16 1923 ON JOURNAL DEPARTMENT OF COMMERCE

FOR BASIS OF THIS ACTION SEE LETTER DATED 7/7/23 IN FILE 2476

U. S. REPORT DATA ENTERED

CARDED

Cross reference.

May 6, 1922, The Bureau of Lighthouses advises the Department of the date of effect of the follwwing change:

Name	Position	Salary	Nature of Change	Letter dated	Effec. Date of Change
Otho Bounds	Keeper	$900 pa.	Transfer	3/31/22	4/1/22

See file Eldred J. Cherrix.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 31, 1922.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $840 per annum to $900 per annum, effective April 1, 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,

CARDED

(SIGNED) WILLIAM FORD FASTING
Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED
MAR 31 1922
ON JOURNAL
DEPARTMENT OF COMMERCE

A
C
5th

U. S. REPORT DATA ENTERED

Form 73

MEM

LIGHTHOUSES
LIGHTHOUSES

1922 MAR 28 AM 8 38
1922 MAR 21 AM 8 37

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md. (City.), March 20, 1922 (Date.) 19

BUREAU OF LIGHTHOUSES MAR 23

COMMISSIONER OF LIGHTHOUSES:

1922 MAR 30 PM 4 42

5

Action recommended, Transfer

Name, Otho Bounds — Legal residence, Md.

Position, Keeper — Salary, $ 900. p.a. (incl. longv)

Location, Sandy Point L.S.,Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective April 1,1922 — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $840. p.a. (incl. longv.)

Location, Hooper Isl. L.S. Md.

DEPARTMENT OF COMMERCE MAR 31 1922

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 31 1922 DEPARTMENT OF COMMERCE

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

Previous incumbent, Edward Linton — Services terminated, Close of March 31/22

Reason, Transferred to Hooper Island L.S.,Md.

Members of family in Government Service, None

Remarks: Exchange of positions is ~~being~~ recommended for and in the best interests of the Lighthouse Service.

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

3/31/22

Secretary, Civil Service District.

W. D. King

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON MAR 29 1922

EK

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

MEM

Asstrog.
Engr. Comm.
Mar. Engr.
Financial
Accounts.
Constructn
Chf. Clk.
Dep. Comma
Engineering

1921 NOV 10 AM 8 34

November 9,1921.

Commissioner of Lighthouses,
Washington, D.C.

CHIEF CLERK
1921 NOV 12 AM 9 38

Below is report for the month of October of transfers and promotions made in this district which do not require oaths, excluding transfers made by Forms 73A, with the necessary data required by the Department in connection thereto.

CHIEF CLERK
1921 NOV 14 AM 11 0:

NAME	POSITION	SALARY	NATURE OF CHANGE	LETTER DATE	EFFECTIVE DATE OF CHANGE
Bounds, Otho	Keeper, Hooper Isld L.S.	$ 840.p.a.	Increase	Oct.7/21	Dec.20,1920

DEPARTMENT OF COMMERCE
NOV 10 1921
APPOINTMENT DIVISION.

This is longevity increase allowed by the Department upon recommendation made to the Bureau on Form 73 Sept. 30,1921.

For and in the absence of the Superintendent.

H. G. Shingleburg
Assistant Superintendent.

CARDED
Bureau of Lighthouses, Washington
NOV 10 1921

EK

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

C. S. REPORT DATA
ENTERED

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

M

October 7, 1921.

r. Otho Bounds,
Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 840 per annum, effective December 20, 1920 (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

S
5th district

APPOINTMENT DIVISION ENTERED OCT 7 1921 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-MEM

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

September 30,1921.

Commissioner of Lighthouses,
Washington, D.C.

Subject: Longevity pay, Otho Bounds, Keeper, Hooper Isld L.S.

1. In going over the records it has been found that Otho Bounds, Assistant Keeper at Hooper Island Light Station, Md. is not receiving longevity pay which has been due him since December 20,1920. This oversight appears to be due to the fact that the keepers at Hooper Island Light Station receive $60. more per annum than the average station, due to more isolated locality, and upon checking up persons who were to receive longevity pay during 1920 Mr. Bounds was overlooked.

2. Form 73 is attached, recommending that Otho Bounds receive longevity pay beginning December 20,1920.

Superintendent of Lighthouses.

Form 73

NOMINATION

MEM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

Baltimore, Md. (City.) September 30,1921 (Date.) 19

COMMISSIONER OF LIGHTHOUSES:

Action recommended, ~~XXXXXXXXXX~~ Increase in pay to include longevity.

Name, Otho Bounds — Legal residence, Md.

Position, Keeper — Salary, $840. p.a., including longv.

Location, Hooper Island L.S., Md. — Appropriation, Salaries, Lighthouse Keepers

Effective December 20,1920 — {'the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty.~~

Former position, Keeper — Former salary, $780. p.a.

Location, Hooper Island L.S., Md.

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

Previous incumbent, himself — Services terminated,

Reason,

Members of family in Government Service, None

Remarks: Originally entered the Service Jan. 27,1907. Resigned May 7,1915. Reinstated December 20,1915, which gives him five years continuous service beginning Dec. 20,1920, on which date his longevity pay should begin. See letter, this date, to which this Form 73 is attached.

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

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Hol-EK October 6, 1921.

Inclosure.

Submitted to the Secretary of Commerce, approved. Inclosed is the 5th Superintendent's letter of September 30, 1921, relative to longevity pay for Bounds.

J. S. CONWAY
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 21, 1919.

M

r. Othe Sounds.

Through the Commissioner of Lighthouses.

Sir: You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 960 per annum to $ 780 per annum, effective August 1, 1919. This action is taken as the result of charges preferred against you on June 20, 1919.

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,

CARDED

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

RM
G

ON BASIS OF THIS ACTION DATED 7-21-19
POSTDATED
IN FILE OF

A. W. S. Tyler = Outs

APPOINTMENT DIVISION ENTERED JUL 2 21919 DEPT. JOURNAL OF COMMERCE

C. S. REPORT DATA
ENTERED

McC.

A.W.S.Tyler,
charges.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

5

SUPT. OF LIGHTHOUSES JUL 19 1919 BALTIMORE, MD.

July 17, 1919.

APPOINTMENTS

Superintendent of Lighthouses, Baltimore, Md.:

1. Referring to your letter of May 1919 JUL 28 PM 4 31 relative to charges against Otho Bounds, keeper, and A. W. S. Tyler, assistant keeper, Hooper Island Light Station.

2. Your letter, with inclosures, has been submitted to the Department recommended for approval, and you will be advised in due time of the action taken by the Department.

LIGHT HOUSES JUL 22 1919 SECRETARY

3. Report whether Tyler has taken leave in excess of the accrued rate, in accordance with the Regulations, 1918, Art. 488 (2d par), and be guided accordingly in future similar cases.

1919 JUL 21 CHIEF CLERK

J. Conway

1919 JUL 28 PM 3 54

Acting Commissioner.

HDK-MEM

Office of Supt. of Lighthouses, Baltimore, Md.
July 21,1919.

1. Returned to the Commissioner of Lighthouses with advices that according to the records of this office, Tyler has taken 23 days and 17 hours leave, which is not in excess of the accrued rate. This is not to state that I am satisfied that he has not taken more than this amount of leave, but on account of the impossibility of positive proof, it is recommended that no deduction from pay be made.

King

Supt. of Lighthouses

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Bureau of Lighthouses, Washington
JUL 26 1919

Submitted to Secretary of Commerce recommending for approval.

1919 JUL 30 PM 2 41

Approved:

E. F. Sweet
Acting Secretary.

Conway
Acting Commissioner

1919 JUL 28 PM 3 50

APPOINTMENTS

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 13, 1918.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $648 per annum to $ 960 per annum, effective November 1, 1918.

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.

THE BASIS OF THIS ACTION BEARS DATED 10-17-18
NUMBER OF 1095-5

CANCELED

R
Ho

APPOINTMENT DIVISION
NOV 15 1918

U[illegible] TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-2

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT
OCT 31 1916
HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)

Bounds, Otho

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse Service, 5th Dist.

4. Designation of position:

Assistant Keeper

5. Occupation (if not clearly shown by answer to question 4):

6. Annual earnings:

$262.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ 516. PA

9. Initial rate of pay:

$ 420. p.a.

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—

Substitute—		Regular—	
Years:	Months:	Years:	Months:
		8	6

11. State, Territory, or foreign country of birth (do not give town):

Maryland

12. Race:

W

13. Sex:

Male

14. Date of birth—

Month: September

Year: 1867

15. Kinds of schools attended, years attended, and degrees taken:

E5

16. Marital condition:

M

17. War veteran?

No

18. Appointed from—

Congressional district and State: 1 Maryland

County: Wicomico

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: Baltimore

State: Maryland

DO NOT FOLD THIS CARD.

11—5869

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

HDK--REOM.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 24 1917
HOUSES

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Nov. 23, 1917

Mr. Otho Bounds, Keeper,
Hooper Island Light Station,
Hoopersville, Md.

Subject: Letter of caution.

APPOINTMENTS DEC 1 1917

CHIEF CLERK
DEC 5 1917

Since the receipt of your letter of October 16, 1917 in the matter of motor boat No. 26, I visited Hooper Island Light Station and in view of the generally satisfactory condition of the station I shall take no further action at this time than to caution you against writing such deliberately misleading letters as yours of July 23.

Upon reading carefully this letter, I note that it is so worded that there is probably not a directly false statement therein but I am satisfied, however, that the letter was written with the intention of throwing blame for which you were responsible upon another person.

Although as stated above, the condition of Hooper Island Light Station at this time is generally satisfactory, it is not in my opinion in as good condition as when you took charge and somewhat more active and intelligent interest is expected to be displayed by you in the future.

H. D. King

Lighthouse Inspector.

C O P Y for the information of the Commissioner of Lighthouses in accordance with Par. 508, Regulations 1914.

King

DEC 4 - 1917

Lighthouse Inspector.

Submitted to Secretary of Commerce for his information.

Commissioner

File
Hmb

September 10, 1917.

Commissioner of Lighthouses:

For the reasons stated in the Fifth Inspector's letter of the 29th ultimo, forwarded by the Bureau on the 7th instant, the Department approves the recommendation that Otho Bounds, keeper of Hooper Island Light Station, Maryland, be charged with 7 days' leave without pay, effective beginning July 11, 1917, during which period he failed to furnish a substitute.

The papers which accompanied the Bureau's recommendation are returned herewith, as requested.

(SIGNED) E. F. SWEET

Acting Secretary.

CARDED.

APPOINTMENT DIVISION ENTERED SEP 10 1917 DEPT OF COMMERCE JOURNAL

Enclosure 997.
L

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES AUG 31 1917

REOM.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 10 1917 DEPARTMENT OF COMMERCE

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK SEP 8 1917

August 29, 1917

5

Commissioner of Lighthouses, Washington, D.C.

APPOINTMENTS SEP 8 19

Subject: Leave of absence without substitute, Otho Bounds.

Reference: Form 65 and Form 76 attached. (Please return when they have served their purpose).

There are inclosed Form 65, report of Hooper Island L.S., Md. for the month of July 1917 and Form 76 of Aug. 1, 1917 granting 13 days and 2 hours of shore liberty to the keeper of this station, Mr. Otho Bounds.

At the time the shore liberty was granted it was not noticed that Mr. Bounds as per Form 65 had failed to provide a substitute, his statement on Form 76 that he had furnished substitute in the person of Albert Tyler, Hoopersville, Md., being taken at its face value.

Although this keeper's absence from duty on shore liberty during the preceding part of the calendar year has not been excessive, I am inclined to believe he was lax in the matter of furnishing a substitute in this instance and keeping in mind the best interests of the service in this district and particularly at this station I recommend that pay for 7 days be deducted from keeper Bounds' pay check for August 1917, the 7 days constituting the period during which he was absent and should have furnished substitute, in accordance with the regulations.

King
Lighthouse Inspector.

McC.
2 inclosures.

Bureau of Lighthouses,
September 7, 1917.

Submitted to Secretary of Commerce recommending that Bounds be charged with 7 days' leave without pay, effective beginning July 31, 1917, during which period he failed to furnish substitute. It is requested that the accompanying inclosures (forms 65 and 76) be returned to this office with the Department's response in this case.

Putnam
Acting Commissioner

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT SEP 26 1916 HOUSES

APPOINTMENTS OCT 6 1916

CHIEF OCT 6

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Otho Bounds

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.

Otho Bounds

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 19th day of Sept, A. D. 191 6

(Affix official seal here)

[4](Name) F. C. Ruffhead

(Official title) Chief Clerk, 5th L. H. Dist.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper	$648. p.a.	Hooper Island L.S., Md.
Former[5] Asst. Keeper	$516. p.a.	Lower Cedar Point L.S. and Lower Cedar Point Light, Md.

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

REOM

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) Sept. 25, 1916 (Date)

The above-named appointee entered upon duty on Sept. 17, 1916 (Date)

In absence and by direction of the Inspector,

CARDED.

(Signature, followed by title) Supt., L. S.

[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

OCT - 6 1916

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

September 8, 1916.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Forty-eight dollars per annum,

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

(By transfer from assistant keeper at $516 per annum.)

APPOINTMENT DIVISION ENTERED SEP 8 - 1916 ON JOURNAL DEPT. OF COMMERCE

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) W. S. GILCHRIST

R C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John L. Ennis.

Legal Residence: Maryland.

CHANGE REPORTED SEP 1916 C. S. COMMISSION

11—3692

Form 73

NOMINATION

JFR

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT SEP 7 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md. (City.) September 6 (Date.), 1916.

CHIEF CLERK SEP 8 1916 5

APPOINTMENTS SEP 8 1916

BUREAU OF APPOINTMENTS NECESSARY ACTION SEP 8 1916 DEPT. OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion.

Name, Otho Bounds. Legal residence, Allen, Md.

Position, Keeper. Salary, $648.00 per annum.

Location, Hooper Island L.S.,Md. Appropriation, Salaries, Keepers of Lighthouses.

Effective Sept. 16,1916. {the actual date of entrance on duty or as soon thereafter as he enters on duty.

Former position, Assistant Keeper. Former salary, $516.00 per annum.

Location, Lower Cedar Point L.S.,Md.

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

Previous incumbent, John L. Ennis. Services terminated, to close of Sept. 15,1916.

Reason, Recommended Transfer to Keeper Seven-Foot Knoll L.S.,Md.,effective Sept.16, 1916, recommended.

Members of family in Government Service, None.

Remarks: This recommendation is made in accordance with request of Mr. Bounds.

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

Secretary, Civil Service District.

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP - 7 1916

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H. INSPECTOR MAY 4 1916 BALTIMORE, MD.

LIGHT MAY 5 1916 HOUSES

CHIEF CLERK MAY 6 1916

APPOINTMENTS MAY 6 1916

I, Otho Bounds

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.

☞ Otho Bounds
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 28th day of April, A. D. 1916

(Affix official seal here)

[4](Name) F. C. Ruffhead

(Official title) Chief Clerk, 5th L. H. Dist.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Assistant Keeper	$516. per an.	Lower Cedar Point Light Station and Lower Cedar Point Light, Md.
Former[5] do.	480. " "	Seven-Foot Knoll L.S., Md.

CANCELED.

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

Inspector
Chief Clerk
Superintendent RECM
1 A. Supt.
2 A. Supt.
3 A. Supt.
Draftsman
Mechanician
Accounts
Hydrographer
Ordering
Personnel
Cost Keeping
File Clerk
When Annul
File

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT

Baltimore, Md., (Address) May 4, 1916 (Date)

The above-named appointee entered upon duty on May 1, 1916 (Date)

W. D. King
(Signature, followed by title)
Lighthouse Inspector.

[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

Entd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 22, 1916.

Mr. Otho Bounds,

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 Five Hundred and Sixteen dollars per annum,

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

(By transfer from assistant keeper at $480 per annum.)

APPOINTMENT DIVISION ENTERED APR 22 1916 ON JOURNAL DEPT OF COMMERCE

By direction of the Secretary:

Respectfully, CARDED.

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R
C

CHANGE REPORTED MAY 1916 C. S. COMMISSION

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John M. Stowe.

Legal Residence: Maryland.

11—3602

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
APR 21 1916
DEPT OF COMMERCE

LIGHT HOUSES
APR 21 1916

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) April 20, (Date.) 1916

CHIEF CLERK
APR 22 1916

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer involving increase in salary.

Name, **Otho Bounds** Legal residence, **Maryland**

Position, **Assistant Keeper** Salary, **$516. per an.**

Location, **Lower Cedar Point Light Station and Lower Cedar Point Light, Md.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **May 1, 1916** {~~the date he reports for duty~~, or as soon thereafter as he enters on duty.

APPOINTMENTS
APR 22 1916
10,

Former position, Assistant Keeper Former salary, **$480. per an.**

Location, ~~7-Foot~~ Scarn **Knoll Light Station, Md.**

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
No other requests for transfer to this station on file in this Office.

Previous incumbent, John M. Stowe Services terminated ~~,~~ to **at the close of April 30, 1916.**

Reason, **Recommended for transfer to assistant keeper at $480. p.a., North River Light Station, N.C.**

Members of family in Government Service, None

Remarks: Mr. Bounds called at this Office today and verbally requested this transfer. He has had about 9 years of service in this District as asst. keeper and keeper and it is believed will make a good assistant keeper at Lower Cedar Point L.S. etc., Md.

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

King

Secretary, Civil Service District. Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR 21 1916

Submitted to the Secretary of Commerce, approved.

Conway
Acting Commissioner

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

11—2314

Inclosures.
Seven-Foot Knoll L.S., Md.:
Leave of absence of asst. Bounds.

Office of Inspector, 5th District
Baltimore, Md.

April 4, 1916.

March 28, 1916

Commissioner of Lighthouses:

For the reasons set forth in the Fifth Inspector's letters of the 25th and 28th ultimo, and in accordance with the Bureau's recommendation of the 1st instant, the Department hereby waives the provision of the leave regulations which requires that at stations where two keepers are authorized neither keeper shall be absent more than four days without providing at his own expense a substitute satisfactory to the inspector, and approves the applications of Otho Bounds, assistant keeper of Seven Foot Knoll Light Station, Maryland, for 9 days' leave with pay from January 4th to 12th, and 6 days' leave with pay from February 5th to 10th, 1916.

The papers which the Bureau requested be returned are enclosed herewith.

(SIGNED) A. L. THURMAN

Acting Secretary.

INDEXED

Enclosure No. 1543.
C

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAR 29 1916
HOUSES

HDK--REOM.
Inclosures.
Seven-Foot Knoll L.S., Md.:
Leave of absence of asst. Bounds.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK
APR 3 1916

March 28, 1916

5

APPOINTMENTS
APR 3 1916

Commissioner of Lighthouses, Washington, D.C.

Referring to my letter of March 25 forwarding application for leave of absence of Otho Bounds, assistant keeper, Seven-Foot Knoll L.S., Md. $480. This letter should properly have also covered similar application for the period Jan. 4 to 12, 1916, which is forwarded herewith.

The circumstances in the two cases are similar and it is believed that authority can properly be requested for approval in this case as well as in the case forwarded with my letter of March 25.

In further explanation of the necessity for these visits ashore for provisions, it may be stated that Mr. Bounds is a recent appointee at Seven-Foot Knoll L.S., having been reinstated in the lighthouse service of this District to the position of assistant keeper thereat on Dec. 20, 1915; and has not had opportunity to lay in any considerable supply of provisions for the winter season.

King

Lighthouse Inspector.

4-3-16

McC.
6 inclosures.

Bureau of Lighthouses, April 1, 1916.

Submitted to Secretary of Commerce recommending that the applications, herewith, of Otho Bounds, for 9 days' leave with pay from January 4th to 12th, and 6 days' leave with pay from February 5th to 10th, 1916, be approved, and that the Regulations, 1914, par. 469 (par. 5), providing that at stations where two keepers are authorized neither keeper shall be absent more than four days without providing at his own expense a substitute satisfactory to the Inspector, be waived in these two instances, for the reasons set forth in the accompanying papers. Instructions will be given that care be exercised in the future to prevent recurrences of this kind. The return of the applications (Form 76) and of the letter addressed to the Inspector by Bounds is requested, when no longer needed.

G. R. Putnam

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAR 27 1916
HOUSES

HDK--REOM.
Inclosure, in duplicate.
Leave of absence, Otho Bounds,
Asst. Keeper, Seven-Foot Knoll L.S., Md.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

March 25, 1916

Commissioner of Lighthouses, Washington, D.C.

Herewith is forwarded application for leave of absence of Otho Bounds, assistant keeper, Seven-Foot Knoll L.S., Md.

Mr. Bounds left the station in order to procure supplies and visit his family. A bona fide attempt was made by Mr. Bounds to obtain the services of a substitute but without success. This station is in the near vicinity of Sparrows Point, Md., where on account of the great labor demand in these great iron mills labor is quite unobtainable for short periods at reasonable price.

Failing to obtain a substitute Mr. Bounds endeavored to return to station within 4 days but was prevented by ice conditions.

Authority is requested to approve this absence without substitute in excess of the amount allowed under the regulations.

King
Lighthouse Inspector.

Inclosures.

Bureau of Lighthouses, Washington
MAR 28 1916

Returned approved as recommended.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT DEC 22 1915 HOUSES

CHIEF CLERK JAN 4 1916

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

I, Otho Bounds

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.

Otho Bounds
(Appointee signs here)

APPOINTMENTS JAN 4 1916

[2] Sworn to (See below) and subscribed before me, this [3] 21st day of Dec, A. D. 1915

(Affix official seal here)

[4] (Name) F. O. Pugsley

(Official title) Chief Clerk, 5th L. H. Dist.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Assistant Keeper	$480. per an.	Seven-Foot Knoll L.S., Md.
Former [5] Keeper	$600. " "	Hooper Island L.S., Md.

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

REOM

CARDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address), Dec. 21, 1915 (Date)

The above-named appointee entered upon duty on Dec. 20, 1915 (Date)

H. D. King
(Signature, followed by title)
Lighthouse Inspector

[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

Ent'd

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 16, 1915.

Mr. Otho Bounds,

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 reinstatement in accordance with authority contained in Civil Service Certificate No. 8940.)

CARDED.

APPOINTMENT DIVISION ENTERED DEC 16 1915 DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD

Chief of Appointment Division.

R

CHANGE REPORTED DEC 1915 COMMISSION.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Robert Kuhn.

Legal Residence: Maryland.

11-3092

Form 1788 (First Sheet).
Jan., 1913.

NO. 8940

CERTIFICATE AUTHORIZING REINSTATEMENT.

6

UNITED STATES CIVIL SERVICE COMMISSION,

DIVISION OF APPOINTMENTS
McA-Cs
APPOINTMENT WRITTEN
DEC 16 1915
DEPT OF COMMERCE

CHIEF CLERK
DEC 16 1915

Washington, D. C., December 15, 1915

APPOINTMENTS
DEC 16 1915
920

To the Honorable,
The Secretary of Comerce.

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

Otho Bounds of

STATUS AUTHORIZED.	FORMER STATUS.
Commerce (Department.)	Commerce (Department.)
Lighthouse Service (Bureau or office.)	Lighthouse Service (Bureau or office.)
Assistant Keeper, $480 (Position and salary.)	Keeper, $600 (Position and salary.)
Seven-Foot Knoll Light Station, Md. (City in which to be employed.)	Hooper Island Light Station, Md. (City in which formerly employed.)
December 14, 1915 (Date of request.)	May 7, 1915, resigned (Date and manner of separation.)

Very respectfully,

John T. Doyle

Secretary.

6—3058

Form 381.
May, 1910.

REQUEST FOR REINSTATEMENT.

DEPARTMENT OF COMMERCE
[Department, Commission, or Office.]

Washington, D. C., December 14, 1915.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of Otho Bounds, a legal resident of the State (or Territory) of Maryland, to the position of Assistant Keeper of Seven-Foot/Knoll Light Station, Maryland, now vacant (or to become vacant on December 15, 1915), at a salary of $480 p. a., in the Lighthouse Service [Bureau or Office.], for which a certification of eligibles has not been requested.* Mr. Bounds was, without delinquency or misconduct on his part, separated by resignation [Removal or resignation.] on May 7, 1915, from the position of Keeper of Hooper Island Light/Station, Maryland, at a salary of $600 p. a., in the Lighthouse Service. [Bureau or Office.]

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

The Bureau reports that there are no members of Mr. Bounds' family in [State degree of relationship and where employed.] the Government service.

MILITARY OR NAVAL RECORD.

Regiment..... Company.....

Vessel..... Date of honorable discharge.....

By direction of the Secretary:

Signature: (SIGNED) GEO. C. HAVENNER

Official title: Chief Clerk.

R

*If a certification has been requested, the date should be given. When a requisition has been made under section 1 of Rule VII for a certification of eligibles, and the Commission, at the request of the Department, has made public announcement of an examination to secure such eligibles, the vacancy shall not thereafter be filled by transfer, promotion, or reinstatement, without the consent of the Commission.

6—2530

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK--REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., (City.) Dec. 10, (Date.) 1915

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Reinstatement SPECIAL

Name, Otho Bounds Ef-1911-89 Legal residence, Md.

Position, Assistant Keeper Salary, $480. per an.

Location, Seven-Foot Knoll L.S., Md. Appropriation, Salaries, Keepers, Lighthouses.

Effective Dec. 16, 1915 { ~~the actual date of assumption of duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper Former salary, $600. per an.

Location, Hooper Island L.S., Md.

Rank on eligible list, Rating, Percentage, , Other eligibles considered:
Tom Barnett, Buxton, N.C. (C) T. C. Lonergan, Hampton, Va. (C)
H. L. Matthews, Jr., Cobbs Creek, Va.(C) J. M. Stowe, Frisco, N.C.(C)
L.H.Crockett, Tangier, Va. (C)

Previous incumbent, Robert Kuhn Services terminated to at the close of Dec. 15, 1915

Reason, To be transferred ^ to assistant keeper at $480. p.a., Ragged Point L.S.,Md.

Relatives in Government Service, None

Remarks: Mr. Bounds' letter dated Dec. 9 accepting offer of reinstatement herewith. This nominee was in the lighthouse service of this District for a period of about 7 years, prior to his resignation effective at the close of May 7, 1915. He is considered a capable lighthouse keeper and worthy of reinstatement. Recommendation subject to the approval of the Civ. Ser. Com.

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

King

Secretary, Civil Service District

Lighthouse Inspector.

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON
DEC 18 1915

Submitted to the Secretary of Commerce, approved.

Conway

Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAY 13 1915
HOUSES

REOM.
Hooper Island Light Station, Md.
Resignation of Otho Bounds,
effective date.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

CHIEF CLERK
MAY 18 1915

May 12, 1915

Commissioner of Lighthouses, Washington, D.C.

The Bureau is informed that the resignation of Otho Bounds from the position of Keeper of Hooper Island L.S., Md. at $600. per annum became effective, beginning* on May 8, 1915.

APPOINTMENTS
MAY 18 15

In the absence and by direction of the Inspector,

Hawkinson
Supt., L.S.

*Change approved by M. Walker. 5/18/15.
JWC

Close May 7. 1915

Call up file of
John L Ennis successor
Eod - May 8/15

CARDED

APPOINTMENT DIVISION
ENTERED
MAY 18 1915
DEPT. OF COMMERCE

5-18-15

Bureau of Lighthouses, Washington
MAY 15 1915

Submitted to Secretary of Commerce for his information.
See Department letter of April 9, 1915, in this case.

H. B. Bowerman
Acting Commissioner

April 9, 1915.

Sir:

The Department is in receipt of your resignation, dated April 1, 1915, as keeper of Hooper Island Light Station, Maryland, at $600 per annum, in the Lighthouse Service, and has accepted the same, upon the recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(Signed) GEO. W. LEADLEY.

Chief of Appointment Division.

Mr. Otho Bounds,
Through the Commissioner of Lighthouses.

April 9, 1915.

Sir:

The Department is in receipt of your resignation, dated April 1, 1915, as keeper of Hooper Island Light Station, Maryland, at $600 per annum, in the Lighthouse Service, and has accepted the same, upon the recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(Signed) CHAS. W. LEADLEY.

Chief of Appointment Division.

Mr. Otho Bounds,
Through the Commissioner of Lighthouses.

CARDEN
APPOINTMENT DIVISION ENTERED APR 9 - 1915 ON JOURNAL DEPT. OF COMMERCE
ORDER REPORTED MAY 1915 LIGHTHOUSE COMMISSION.

R
C

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

L. H.
INSPECTOR
APR 6 1915
BALTIMORE,
MD.

FIFTH DISTRICT

Hooper Island Light,
(Station, Depot, or Vessel)

April 1st, 1915.

LIGHT
APR 7 1915
HOUSES

Lighthouse Inspector:-
Baltimore,
Md.

Sir:-

I herewith tender my resignation as Lighthouse keeper, to take effect as soon as I can be relieved.

Respectfully
Otho Bounds,
Keeper.

Inspector	
Chief Clerk	
Superintendent	
1 A. Supt.	
2 A. Supt.	
3 A. Supt.	
Draftsman	
Mechanician	
Accounts	
Hydrographer	
Ordering	
Personnel	✓
Cost Keeping	
File Clerk	
When Aned	
File	

Form 93

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

REOM.

LIGHT APR 7 1915 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., Apl. 6, 1915

DIVISION OF APPOINTMENTS Resignation Accepted APR 7 1915 DEPT. OF COMMERCE

CHIEF CLERK APR 9 1915

THE COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, Otho Bounds Position, Keeper

Legal residence, Maryland Station, Hooper Island L.S., Md.

Salary, $600. per an.

APPOINTMENTS APR 9 1915 942

The acceptance of this resignation is recommended effective at the close of a date later to be determined and reported to the Bureau.

This employee has not taken leave in excess of the accrued rate.

Remarks:

Nomination of a successor to Mr. Bounds will be made as soon as practicable.

King

Lighthouse Inspector.

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 7 1915

Submitted to the Secretary of Commerce, approved.

11—4623

Conway

Acting Commissioner

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

L. H. INSPECTOR
5th Dist.
RECEIVED
MAY 26 1914

LIGHT
JUN 3 1914
HOUSES

CHIEF CLERK
JUN 8 1914

APPO
JUN 8 1914

I, Otho Bounds

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.

☞ Otho Bounds
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 19 day of May, A. D. 1914

(Affix official seal here)

[4](Name) Ernest A Toudine

(Official title) Clerk Circuit Court Worcester Co Md

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Keeper	$600. p.a.	Hooper Island L.S., Md.
Former[5] Asst. Kpr.	480. " "	Sharps Island L.S., Md.

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

REOM.

CARDED.

Office of Lighthouse Inspector, 5th District

Balto., Md., (Address) June 1, 1914 (Date)

The above-named appointee entered upon duty on May 25, 1914 (Date)

E L Reese
(Signature, followed by title) Inspector

[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

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 9, 1914.

Mr. Otho Bounds,

Through the Commissioner of Lighthouses.

Sir:

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

~~Keeper~~

in the ~~Lighthouse Service~~

at a salary of ~~Six Hundred~~ dollars per ~~annum~~,

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

(By transfer from assistant keeper at $480 per annum.)

CHANGE REPORTED
MAY 1914
U. S. COMMISSION.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEAMLEY

CARDED.

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Charles H. Applegarth.

Legal Residence: Maryland.

REPORT AND RECORDS DIVISION
MAY 11 1914
DEPT. OF COMMERCE

11—3692

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 6 1914

REOM

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT,

Baltimore, Md., May 5, 1914
(City.) (Date.)

CHIEF CLERK MAY 9 1914 5

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion

Name, Otho Bounds Ef 89

Legal residence, Md.

Position, Keeper

Salary, $600. p.a.

Location, Hooper Island L.S., Md.

Appropriation, "Salaries, Keepers"

APPOINTMENTS MAY 9 1914 10.2

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

APPOINTMENT DIVISION MAY 9 1914 DEPT OF COMMERCE

Former position, Asst. Keeper

Former salary, $480. p.a.

Location, Sharps Island L.S., Md.

Rank on eligible list, ~~Rating, Percentage,~~ , Other eligibles considered:
Petro Beloso, 1st Asst. Cape Henry Light, Va. C. Joseph F. Talbott, Asst. Currituck Sound Beacs D.
Geo. A. Dow, Asst., York Spit Light, D.
W. J. Westcott, 2nd Asst. Kpr., Assateague L.S., Va. D.

Previous incumbent, C. H. Applegarth (Charles) Services terminated, At close of May 19, 1914.

Reason, Transfer and increase in pay recommended.

Relatives in Government Service, None

Remarks: This recommendation is made at the request of Mr. Bounds, letter attached. Nominee is worthy of this promotion by reason of his length of service and relative efficiency. Mr. Bounds was selected after consideration of his application with those of other asst. keepers named above. He has served as assistant keeper in this District since 24 July, 1907.

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

Ruland.

Secretary, Civil Service District.

JOP

5-9-14

1 Inclosure.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved: MAY 6 1914

H. B. Bowerman
Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

L. H. INSPECTOR,
5th DIST.
MAY 4 1914

INSPECTOR	✓
CHIEF CLK.	
SUPT.	
1st A. SUPT.	
2nd A. SUPT.	
3rd A. SUPT.	
LAMPIST	
ACCOUNTS	
ORDERS	
RECORDS	✓
COST REG.	
CALL FILE	
ATTENDANCE	
FILE	

LIGHT
MAY 6 1914
HOUSES

FIFTH DISTRICT

Sharps Island, Md,
(Station, Depot, or Vessel.)
May 1st, 1914,

Light-House Inspector,
Baltimore,
Md.

Sir,

In reply to your letter of April 14th, 1914, regarding the promotion, and appointment to the position of Keeper of Stoopers Island Light-Station, would say that I make application for the position.

Respectfully,
Orha Bowlds.
Asst. Keeper.

Jesse H. T. Hockley
Keeper

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes.)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHT-HOUSES
JUL 26 1912
DEP'T OF COMMERCE AND LABOR

OFFICE OF DISBURSING CLERK
RECEIVED
JUL 27 1912
DEPT OF COMMERCE AND LABOR

I, Otho Bounds

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.

☞ Otho Bounds
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 18 day of July, A. D. 1912

(Affix official seal here)

[4] (Name) Ernest A. Jacobsen

(Official title) Clerk Cir. Ct. Worcester Co Md

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Asst. Keeper	$480.00 p.a.	Sharps Island Md. Lightsta.

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

DIVISION OF APPOINTMENTS
RECEIVED
JUL 29 1912
G
DEP'T OF COMMERCE AND LABOR

Office of Lighthouse Inspector, Fifth District

Baltimore, Maryland, (Address) July 25, 1912. (Date)

The above-named appointee entered upon duty on July 1, 1912. (Date)

CARDED.

E. D. Rutland
(Signature, followed by title)
Inspector.

[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.

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

11—944

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

June 29, 1912.

Mr. Otho Bounds,
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, Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective July 1, 1912.

(By change from $40 per month.)

Not to be reported to C. S. C.

CARDED.

APPOINTMENT DIVISION, REPORTED JUN 29 1912 TO DISBURSING CLERK DEP'T OF COMMERCE AND LABOR

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

F
D

Appropriation: Salaries, Keepers of Lighthouses.
Vice:
Legal Residence: Maryland.

11—1303

OM.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

BUREAU OF LIGHT-HOUSES JUN 8 1912 DEPT OF COMMERCE AND LABOR

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,

Baltimore, Maryland

June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

APPOINTMENT DIVISION RECEIVED JUN 25 1912 DEPT OF COMMERCE AND LABOR

Action proposed, Appointment

Name, Otho Bounds Legal residence, Maryland

Position, Assistant Keeper Salary, $480.00 per annum

Location, Sharps Island Lightstation, Md.

Effective July 1, 1912 ~~or as soon thereafter as he enters on duty.~~

Former position, Assistant Keeper Former salary, $40.00 per mo.

Location, Sharps Island Lightstation, Md.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rutland

Inspector

6-27-12

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON JUN 21 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

APPOINTMENT DIVISION APPOINTMENT WRITTEN JUN 29 1912 DEPT OF COMMERCE AND LABOR

G. R. Putnam

~~Acting~~ Commissioner

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 1911

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Otho Bounds 2. Age 43 (Last birthday.)

3. Bureau Lighthouse Service 4. Position Assistant Keeper.

5. Compensation $40. per mo. 6. Where employed Sharps Island Light, Md.

7. When appointed (*a*) June 27, 1907 8. How appointed (*b*) Through Civil Service examination.

9. Status under Civil Service Rules (*c*) Classified competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount

12. Other Government service None.

13. Duties (describe fully) Assists in care and maintenance on station.

14. Has the employee special qualifications? No. If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	90	2	180 00
Quality of work	85	3	255 00
Interest manifested in work (see also Question 17)	85	3	255 00
Attendance	100	2	200 00
Total		10	890 00
Average percentage			89 00

DIVISION OF APPOINTMENTS RECEIVED JUN 21 1911 DEPT OF COMMERCE AND LABOR

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Is not a purely routine employee and manifests interest in his work and in the service.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Fair equivalent.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No. If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

W. R. Shoemaker

Commander, U. S. N. Inspector, 8th Dist.

The official who approves the statements thus submitted will sign here—

G. R. Putnam

Chief of Bureau or Office.

11—4259

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Service
2. Where employed Sharps Island L-S., Md.
3. Name Otho Bounds
4. Where born Maryland
5. Age 41
6. Position Assistant Keeper
7. Compensation $40 a mo.
8. When appointed (a) June 27, 1907
9. How appointed (b) Through Civil Service Examination
10. Appointed from
    - State Maryland
    - Congressional District First
    - County Somerset
11. Status under Civil Service Rules (c) Classified competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Assists in care and maintenance of station.
15. Efficiency
    - Quantity of work (d) 9/10
    - Quality of work (e) Good
    - Interest manifested in work (f) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

C

H. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robt. S. Russell
Commander, U. S. N., Inspector, 5th Light House Dist
Head of Bureau or Office.

June 5, 1909

11—3005

Form 111.

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 21 1908
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

LIGHT HOUSE BOARD
RECEIVED
NOV 14 1908

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

No. 10939

I, Otho Bounds

do solemnly[a] swear 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.

Otho Bounds

[b] Sworn to and subscribed before me, this 10th day of November, A. D. 1908

(Affix official seal here.)

[c](Name:) Ernest A. Toadvine

(Official title:) Clerk Circuit Court

OFFICIAL TITLE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Asst.keeper, $40.per month	Sharps Island Light-station, Md.	Maryland	Maryland

OFFICE OF THE Inspector, 5th LIGHT-HOUSE DISTRICT,

Baltimore, Md. (Address.), November 13, 1908. (Date.)

CARDED

The above-named appointee entered upon duty on July 1, 1908. (Date.)

(Signed:) Robt. D. Russell

Commander, U. S. N., Inspector, 5th L. H. Dist.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

FORWARDED
NOV 21 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
NOV 21 1908
DEPT OF COMMERCE AND LABOR

Ent'd NOV 19 1908

GENERAL APPOINTMENT—PRIOR [illegible]

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

10939

October 20, 1908.

Mr. Otho Bounds, of Maryland, is hereby appointed

Assistant Keeper of Sharps Island Light-Station, Md.,

in the Light-House Service,

at a salary of Forty dollars per month,

this appointment to be effective beginning July 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice himself)

Payment of the compensation authorized in this appointment is subject to the oath of office being taken.

(By promotion from $120 per annum.)

CARDED.

DIVISION OF APPOINTMENTS
REPORTED
OCT 22 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Acting Secretary.

Date of oath: , 190

The Light-House Board.

CHANGE REPORTED
OCT — 1908
U.S. COMMISSION

De
D

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

DIVISION OF APPOINTMENTS RECEIVED OCT 19 1908 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

10939

Office of the Inspector, 5th L. H. Dist.,

Baltimore, Md.

OFFICE OF THE CHIEF CLERK RECEIVED OCT 19 1908 DEPT OF COMMERCE AND LABOR

The Light-House Board,

Washington, D. C. October 10, 1908. (Date)

Sirs: I have the honor to recommend the (1) Promotion reappointment (Probationary appointment, transfer, promotion, etc.)

of (2) Otho Bounds Ef-not reported (Name of person—letter for letter—as reported to Board) of (3) Maryland (State of legal residence)

from (4) Assistant Keeper (Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Sharps Island Light-Station, Md. (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $ 420. per an. (Salary now paid) to (7) Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Sharps Island Light-Station, Md. (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at

(9) $ 40. per mo. (Salary recommended), effective beginning (10) July 1, 1908. (the date of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~ (Strike out the clause not appropriate)

~~in the place of (11)~~ (State name of *last* person holding position)

~~who (12)~~ (Died, transferred, resigned, dismissed, etc.) ~~on (13)~~ (Last day of service)

~~Mr. (14)~~ ~~stands No. (15)~~ ~~in list of eligibles,~~

~~Class (16)~~, ~~with an average of (17)~~ ~~per cent, and~~

This increase is recommended in accordance with the ~~was considered with (18)~~

Board's letter of July 15, 1908. Approval of Equalization Report

~~(19) letters of declination of~~ herewith.

Respectfully,

Robt. F. Russell

Commander, U. S. N., Inspector, 5th L. H. Dist.

DIVISION OF APPOINTMENTS RECEIVED OCT 20 1908 DEPT OF COMMERCE AND LABOR

10-20-05

Department of Commerce and Labor

LIGHT-HOUSE BOARD

October 17 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

OFFICE OF THE CHIEF CLERK FORWARDED OCT 19 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

INDEXED

Lt. Colonel, Corps of Engineers, U. S. A.,

Engineer Secretary.

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos.

11—2314

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

December 17, 1906.

To the Chiefs of Bureaus of the Department of Commerce and Labor:

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 officer in immediate charge should review the information given by the appointee or employee, and if correct, should forward the form to the Chief of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Department.



Oscar S. Straus

Secretary.

CANCELED

PART I.

(Part I should be executed 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? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Mr. Otho Bounds

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.) Allen, (City or town.) Md. (State or Territory.) Wicomico, (County.) First (Congressional district.)

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

5. Where were you born? Allen, Md

6. When were you born? September (Month.) 27th (Day.) 1867. (Year.)

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No.

11—1134

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationships, the Departments and Bureaus or Services in which they are employed, and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
No.				

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.)

Light-House Service, March or April 1907, I think,

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.)

No.

12. 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.)

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No.			

13. 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.

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No.			

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

Sailor, or Boatman, Carpenter and painter.

15. 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.

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

None.

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

Rural Carriers. Eden, No. 2, Md. 1904, I think.

18. 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.

19. State the date upon which the above blanks were filled. August, 7th, 1907

Witness: Jesse M. Dowdley.
In case signature is by mark.

(Signature) Thos Bounds

P. O. Address St. Michaels, Md.
City or town. Number and street. State or Territory.

Reviewed, approved, and forwarded August 10, 1907.

(Signature) Edward Lloyd jr.

(Official title) Commander, U. S. N., Inspector, 5th L. H. Dist.

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some 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.

Light-House Service (Bureau or Service.) Sharps Island, Md. (Place (city, town, or station).) Fifth (District.)

2. To what position has he been appointed? Assistant Keeper.

3. State the date of appointment. July 24, 1907.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.) June 27, 1907.

5. State the date of the oath. August 7, 1907.

6. State the date the appointee or employee entered on duty. June 27, 1907.

7. What is his salary? $420. per annum.

8. From what appropriation is he paid? Salaries of Keepers of Light-Houses.

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 appointee or 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.)

Non-educational examination.

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

(Signature) Edward Lloyd jr.

Date: August 10, 1907. (Official title) Commander, U. S. N., Inspector, 5th L. H. Dist.

Form 111

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 17 1907
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
AUG 16 1907
G
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Otho Bounds

do solemnly[a] Swear 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.**

Otho Bounds

CARDED

Light House Board,
Entered upon duty.
Date 27 June '07

[b] Sworn to and subscribed before me, this 7th day of August, A. D. 1907

J B Johnson
Chief Clerk.

[c] Name: Wade M. Seward

Official title: Notary Public

Affix official seal.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Asst. Keeper	Sharps Island	Md.	Md.

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

[b] Insert here "Sworn to" or "Affirmed," as the case may be.

[c] 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. *The oath should be taken on or after the date of the appointment.*

N.B. 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.

11—944

OFFICE OF THE CHIEF CLERK
FORWARDED
AUG 17 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

PROBATIONARY APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

10939

July 24, 1907.

Mr. Otho Bounds, of Maryland, having qualified under the civil-service regulations, is hereby appointed Assistant Keeper at Sharps Island Light-Station, Maryland, in the Light-House Service, with compensation at the rate of Four hundred and Twenty dollars per annum, for a probationary period of six months, effective beginning June 27, 1907, he having entered upon duty on that date and since continuously served in the above-mentioned position. (Vice Daniel B. Buckley)

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken

DIVISION OF APPOINTMENTS
REPORTED
JUL 25 1907
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED

Leonard J. Mellon
Assistant Secretary.

U—1873

The Light-House Board.

W

CHANGE REPORTED
JUL 27 1907
U.S. COMMISSION

EAC.
File No. 10939.

Department of Commerce and Labor
LIGHT-HOUSE BOARD
Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
JUL 23 1907
DEPT OF COMMERCE AND LABOR

22 July, '07.

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Otho Bounds, of Maryland, as Assistant Keeper of Sharps Island, Md., Light-Station, to date from 27 June, '07, the date of his entrance upon duty, with pay at the rate of $420 a year, in the place of Mr. Samuel B. Shockley, temporary appointee. T. clerk June 26. 1907

Mr. Bounds has passed the required Civil Service examination and obtained a rating of 89.80 in Class V. This position was offered him previous to 15 June, '07, and he stated that he would accept it if appointed.

Respectfully,

Lt.Col.,Corps of Engineers,U.S.A.,
Engineer Secretary.

3d on eligible list.
Considered with:
William W. Croswell,
James M. Ellis.
5th Insp. D.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL 23 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
INDEXED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
JUL 24 1907
DEPT OF COMMERCE AND LABOR

STANDARD FORM 127
APRIL 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 9 September 1957

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

B532

2. NAME (*Last, first, middle*)	3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If other than item 2*)	4. DATE OF BIRTH
Bounds, Otho		9-27-1867

5. FORMER FEDERAL EMPLOYING OFFICE (*Agency, bureau or equivalent, address, and dates of employment*)

Lighthouse Service
Norfolk, Virginia
Retired 10-1-37

12/16/15 – 12/15/30
6/21/07 – 5/8/15

(*If formerly employed by agencies in addition to above, list under item 7*)

6. PERSONNEL FOLDER ACTION (*Check appropriate box*)

- [ ] a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION
- [X] b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE
- [ ] c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

This Official Personnel Folder was sent from The National Archives, Washington, D. C. Record Group 26 or 56 (Two Folders Department of Commerce or Treasury and Bureau of Lighthouses)

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8.

- [ ] a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- [✓] b. FOLDER ENCLOSED — Loan
- [ ] c. FOLDER NOT LOCATED
- [ ] d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED
- [ ] e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- [ ] f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

12/15/30 – 9/20/37

9/13/57 – a2

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO:
ADDRESS: Chief, Civilian Personnel Division
U. S. Coast Guard
1300 E Street N. W.
ATTN: Washington 25, D. C.

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

7-7917-8146

U. S. GOVERNMENT PRINTING OFFICE 16—66697-1