20/72

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

Date: 5/15/2023

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Anderson, Kraig, L.	23-003
E-Mail Address:	**Phone Number:**
kraiga@gmail.com	858-357-5100

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
Brooke, Eva, M.J.		1873 IL

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:

State of Residence (upon entry into service):

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

Researcher Signature: Kraig Anderson

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service	From: 1918	To: 1927
(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: 2-280 57939532

CMRS Search Request Number(s):

Attendant Signature:

Remarks:

JUN 8 AM 9:49

SCREENING NOTES

- ☒ Reviewed and Nothing Removed
- ☐ 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:

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: BROOKE EVA M.J. **DOB:** 1873 POB: IL

CMP has DOB 1872 DOS 1st 1916

DOS: 1918 - 1927

Records checked:

Agency: Commerce 6028	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Commerce 6029	Area: Bay 10, Lower Catwalk	positive	negative
Agency: Old Commerce	Area: Bay 10, Lower Catwalk	positive	negative

AND

Agency: Treasury 2189	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury 2188	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Old Treasury	Area: Bay 13, Lower Catwalk	positive	negative

2d Search fd-Misfiled

If Negative:

Agency: Treasury SRCs series 1	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 2	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Treasury SRCs series 3	Area: Bay 13, Lower Catwalk	positive	negative
Agency: Coast Guard SRCs	Area: Bay 13, Lower Catwalk	positive	negative

If Negative:

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

Notes: _____

Mrs. Eva J. Brooke

INACTIVE

LEGAL RESIDENCE.
California

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY. Not exc 1 mo. Laborer Oakland Har etc Cal	$780.	L. H.	Oct. 10, 1916
" (Extended not exc 1 mo)	780	"	Nov 10, 1916
Last day sued Nov 18. 1916.			
Laborer (Oakland Har. etc Cal	300	L H	Aug 1, 1917
Transferring to registered system			Sept 1, 1918
		INACTIVE	

11—1248

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HWR-CHT

OFFICE OF LIGHTHOUSE INSPECTOR, 18th DISTRICT.

San Francisco, Cal., October 2, 1916, 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through the District Secretary)

Action recommended, Temporary appointment of

Name, Eva J. Brooke *

Legal residence, California

Position, Laborer

Salary, $780 per annum

Location, Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California.

Appropriation, Salaries of Keepers of Lighthouses

Effective ~~October 10, 1916~~ {~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, None

Former salary, - - - -

Location, - - - -

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

Previous incumbent, None

Services terminated, - - - -

Reason, - - - -

Members of family in Government Service, Husband, C.H.A.Brooke, Keeper Oakland &c.

Remarks: Temporary appointment for 1 month requested pending transfer of an assistant keeper, as per request herewith.
Request notification by wire when appointment is made.

Selection regular, subject to the action of the U. S. Civil Service Commission. OCT 4 - 1916 , 191

John A. Burby
ACTING. Secretary, Twelfth Civil Service District.

H. W. Rhodes.
Inspector

LIGHT OCT 9 1916 HOUSES

CHIEF CLERK OCT 10 1916

APPOINTMENT DIVISION NECESSARY ACTION TAKEN OCT 11 1916 DEPARTMENT OF COMMERCE

APPOINTMENTS OCT 10 1916

CHIEF CLERK OCT 10 1916

APPOINTMENT OCT 1 1916

* No papers. Hurl. HB

BUREAU OF LIGHTHOUSES
WASHINGTON

One inclosure October 10, 1916.

Submitted to the Secretary of Commerce, approved. The authorization of the position of laborer at the above-noted light station, at the rate of pay noted, for the time stated is recommended, in accordance with the recommendation of the Inspector as set forth in his inclosed letter of October 2, 1916. The salary recommended is reasonable, justified, and not in excess of that paid for the same or similar work during the preceding fiscal year. Appropriation, Salaries, Keepers of Lighthouses.

G. E. Putnam
Commissioner.

October 10, 1916.
APPROVED (new position):

A. L. Thurman
Acting Secretary.

11—2314

C

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
SAN FRANCISCO, CAL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
OCT 9 1916
HOUSES

HWR-CHT

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

Oakland Harbor:
laborer for

October 2, 1916

Commissioner of Lighthouses

1. Recommendation is made for the authorization of the temporary position of laborer at Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California, for a period of one month, to date from October 10, 1916 or thereafter, with compensation at the rate of $780 per annum.

2. This authority is required pending the recovery from injuries in the line of duty of the assistant keeper (Edward Johnson), whom it is proposed to recommend for assistant at this station, vice Willard transferred and promoted.

Rhodes.
Inspector

10-10-16

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 11, 1916.

Mrs. Eva J. Brooks,

Through the Commissioner of Lighthouses.

Madam:

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

Laborer at Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California,

in the Lighthouse Service

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

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

Your appointment will continue for a period not to exceed one month.

CARDED

APPOINTMENT DIVISION ENTERED OCT 11 1916 ON JOURNAL DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: California.

CHANGE REPORTED
OCT 1916
U. S. COMMISSION.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT HOUSES OCT 21 1916
APPOINTMENTS OCT 27 1916
CHIEF CLERK OCT 27 1916

I, Eva J. Brooke

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.

Eva J. Brooke
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 12th day of October, A. D. 1916

(Affix official seal here)

[4] (Name) C. H. Thompson,

(Official title) Clerk 18th Lighthouse District

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Laborer	$780 per annum	Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California.
Former[5] (Temporary appointment)		

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

CARDED

Office of Lighthouse Inspector, 18th District

San Francisco, Cal., (Address), October 16, 1916 (Date)

The above-named appointee entered upon duty on October 10, 1916 (Date)

H. W. Rhodes. Inspector
(Signature, followed by title)

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

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

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

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, 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 26 1916

PERSONAL QUESTION SHEET

LIGHT OCT 21 1916 HOUSES

APPOINTMENTS OCT 23 1916

CHIEF CLERK OCT 23 1916

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield
Secretary.

PART I.

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

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)

Mrs. Eva Jane Brooke

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

Eva J. Brooke

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

Oakland	California	Alameda	~~Third~~ Sixth,
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Shelbyville, Illinois.

6. When were you born? April 17 1879
Month. Day. Year.

11—1434

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

Chas. H. A. Brooke (Name.) Western Pacific Mole (Number and street.)

Oakland (City or town.) California (State or Territory.)

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.
Chas. H. A. Brooke	husband	Commerce	Lighthouse	Keeper

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.)

Temporary appointment

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

No.

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
None					

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

No

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered No

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

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

None

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

Public school 8th grades

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

None

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

None

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

Chas. H. A. Brooke, Oakland Harbor Lighthouse, Oakland.

21. State the date upon which the above blanks were filled. October 11, 1916.

Witness:

In case signature is by mark.

(Signature) Eva J Brooke

P. O. Address: Oakland
City or town.
Western Pacific Mole
Number and street.
California
State or Territory.

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

Reviewed, approved, and forwarded October 16, 1916, 19

(Signature) H. W. Rhodes

(Official title) Inspector 18th Lighthouse District

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:

Lighthouses (Bureau or Service.) Oakland Harbor Lightstation, Cal. (Place (city, town, station, or vessel.)) 18th (District.)

2. To what position has he been appointed? Laborer at Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California.

3. State the date of appointment. October 11, 1916

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

Entrance on duty

5. State the date of the oath. October 12, 1916

6. State the date the employee entered on duty. October 10, 1916

7. What is his salary? $780 per annum

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

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

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

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

Temporary appointment for period not to exceed one month

12. Is the employee required to give bond? No

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

- - - - - - - - - - -

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

Reviewed, approved, and forwarded to the Department.

(Signature) H. W. Rhodes.

(Official title) Inspector 18th Lighthouse District

Date: October 16, 1916, 19

11—1434

(COPY)

CHIEF CLERK
NOV 7 1916
5
APPOINTMENT
NOV 7 1916

WESTERN UNION TELEGRAM

SPECIAL
NOV 7 1916
DEPARTMENT OF COMMERCE

San Francisco Calif November 6 1916

Lighthouse Commissioner
Washington

Request extension temporary appointment Eva J Brooke laborer Oakland seven hundred eighty annum effective tenth pending recovery Johnson Secretary approves

(Signed) Rhodes

McC.

Bureau of Lighthouses,
November 7, 1916.

Submitted to Secretary of Commerce recommending that authority be granted to retain Eva J. Brooke on duty as laborer of Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California, at $780 per annum, from the beginning of November 10, 1916, provided the local civil service district secretary approves, the usual nomination to be submitted to Department, when received, bearing endorsement of the district secretary, when formal extension may be issued.

It is further recommended that the temporary position of laborer of the station referred to, at $780 per annum, be extended for a period not to exceed one month, effective beginning Nov. 10, 1916.

Appropriation: Salaries, Keepers of Lighthouses.

G. R. Putnam

11-7-16

November 7, 1916.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of this date, the Department hereby extends the temporary position of laborer at Oakland Harbor Light Station, etc., California, at $780 per annum, for a period not to exceed one month from November 10, 1916, and authorizes the retention of Mrs. Eva J. Brooke on duty therein. A formal extention of temporary appointment will be issued to Mrs. Brooke upon receipt of nomination bearing the endorsement of the local civil service district secretary.

(SIGNED) S. W. STRATTON,
Acting Secretary.

CARDED.

C-L

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HWR-CHT

LIGHT NOV 13 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 18th DISTRICT,

San Francisco, Cal., November 6, 1916, 191
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

(Through the District Secretary)

Action recommended, Extension temporary appointment of

Name, Mrs. Eva J. Brooke — Legal residence, California

Position, Laborer — Salary, $780 per annum

Location, Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California. — Appropriation, Salaries of Keepers of Lighthouses.

Effective November 10, 1916 { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

CHIEF CLERK NOV 15 1916

APPOINTMENT NOV 15 1916 10.

Former position, Same — Former salary, Same

Location, Same

APPOINTMENT DIVISION NECESSARY ACTION TAKEN NOV 15 1916 DEPARTMENT OF COMMERCE

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

Previous incumbent, Herself — Services terminated, November 9, 1916

Reason, Expiration temporary appointment

Members of family in Government Service, Husband, C.H.A.Brooke, Keeper, Oakland Lt.

Remarks: Extension temporary appointment pending recovery of Assistant Johnson from injuries in the line of duty, as per my telegram of this date.

Extension
~~Selection~~ regular, subject to the action of the
U. S. Civil Service Commission. November 7, , 1916
Extension approved for thirty days from November 10, 1916.

C. L. Rhodes
Secretary, 12th Civil Service District.

Rhodes.
Inspector

McC.

BUREAU OF LIGHTHOUSES
WASHINGTON

November 14, 1916.

Submitted to the Secretary of Commerce, approved.

Attention is invited to Department letter of November 7, 1916, authorizing the retention of Eva J. Brooke on duty from November 10, 1916.

11-15-16

Acting Commissioner.

---

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 15, 1916.

Mrs. Eva J. Brooks,
Through
the Commissioner of Lighthouses.

Madam:

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, ~~Laborer at Oakland Harbor Light Station, Oakland~~ Harbor South Jetty and San Antonio Creek Lights, California, in the ~~Lighthouse Service~~ at a salary of ~~Seven Hundred and Eighty~~ dollars per ~~annum~~, effective November 10, 1916.

Your appointment will continue for a period not to exceed one month.
(By extension of temporary appointment.)

APPOINTMENT DIVISION ENTERED NOV 15 1916 ON JOURNAL DEPT OF COMMERCE

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

L

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

CHANGE REPORTED NOV 17 1916 U. S. COMMISSION.

11—1398

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR
NOV -9 1916
SAN FRANCISCO

LIGHT
NOV 27 1916
HOUSES

I, Eva J. Brooke

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.

Eva. J. Brooke
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 9th day of November, A. D. 1916

(Affix official seal here)

[4] (Name) C. H. Thompson.

(Official title) Clerk 18th Lighthouse District

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Laborer (Extension temporary appointment)	$780 per annum	Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California.
Former [5]		

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

OFFICE OF LIGHTHOUSE INSPECTOR, 18th DISTRICT

San Francisco, Cal., (Address), November 22, 1916 (Date)

The above-named appointee entered upon duty on November 10, 1916 (Date)

CARDED.

H. W. Rhodes. Inspector
(Signature, followed by title)

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

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

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

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, 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

DEC 16 19

Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

LIGHT NOV 27 1916 HOUSES

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

HWR-CHT

CHIEF CLERK DEC 2 1916

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

APPOINTMENTS DEC 4 1916

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. See Bureau circular of October 1, 1910. ~~This should be done whether or not further employment has been authorized by the Department~~.

Name of employee (Mrs) Eva J. Brooke Legal residence California

Designation Laborer Compensation $780 pa.

Place of employment Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California.

Date of appointment October 11 & Nov 15, 1916

Last day of service under this appointment November 18, 1916.

State if services will be required beyond the period authorized No

If services are required, nomination should be made on the proper form.

CARDED.

APPOINTMENT DIVISION ENTERED DEC 4 - 1916 BUREAU OF NAVIGATION DEPT. OF COMMERCE

NO CHANGE REPORTED NOV 27 1916 U.S. COMMISSION

A. W. Rhodes

(Signature.)

Inspector 18th Lighthouse District

(Title.)

November 22, 1916, 191

(Date.)

Bureau of Lighthouses, December 2, 1916.
Submitted to Secretary of Commerce for his information.
By direction of the Commissioner:

J. A. Clark

Chief Clerk.

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HWR-CHT

OFFICE OF LIGHTHOUSE INSPECTOR, 18th DISTRICT.

San Francisco, Cal., July 23, 1917
(City.) (Date.)

LIGHT JUL 30 1917 HOUSES

191 CHIEF CLERK AUG 24 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Appointment of

Name, Eva J. Brooke

Legal residence, California

Position, Laborer

Location, Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, Cal.

Salary, $300 per annum

Appropriation, Salaries of Keepers of Lighthouses.

Effective August 11, 1917 { the actual date of entrance on duty; or ~~as soon thereafter as he enters on duty~~

APPOINTMENT DIVISION NECESSARY ACTION TAKEN AUG 25 1917 DEPARTMENT OF COMMERCE

Former position, New position

Former salary,

Location,

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

Previous incumbent, New position Services terminated,

Auth D.L. aug. 11, 1917

Reason,

Members of family in Government Service, Husband, Chas. H. A. Brooke, Keeper Oakland Harbor Lightstation, Cal.

Remarks: *Selected in accordance with the provisions of Schedule A, Subdivision 1, Section 6, Civil Service Rules. The nominee will be employed for only a portion of her time. (Special letter herewith)

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

, 191

H. W. Rhodes.
Inspector

Secretary, *Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 24 1917

X Submitted to the Secretary of Commerce, ~~approved~~ with recommendation that the above position be authorized, effective August 11, 1917, in place of the position of assistant keeper at this station, at $576 per annum. The rate of pay recommended is reasonable, justified, and is not in excess of that paid for the same or similar services during the preceding fiscal year. Appropriation: Salaries, Keepers of Lighthouses. Attention is invited to the Inspector's attached letter of July 23, 1917, on this subject.

X Auth D.L. aug. 11, 1917

Acting Commissioner

1 Strike out the clause which does not apply.

11—23 4

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
SAN FRANCISCO, CAL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

LIGHT
AUG 16 1917
HOUSES

July 23, 1917.

C
O
P
Y

Oakland Harbor, Cal.
employment laborer;

Commissioner of Lighthouses:

1. In consequence of the resignation of Edward Johnson, assistant keeper at Oakland Harbor Light Station, California, with compensation of $576. per annum.

2. Recommendation is made that the position of assistant keeper at this station be abolished from the close of the present month and that a laborer be authorized with pay at the rate of $300. per annum.

3. It is proposed to recommend the appointment of the keeper's wife as laborer, as the quarters are not suitable for two families. Mrs. Brooke has heretofore acted as temporary laborer and is competent to fill the position.

(sgd) H.W. RHODES,

Inspector.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 25, 1917.

Mrs. Eva J. Brooke,

Through the Commissioner of Lighthouses.

Madam:

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, Laborer at Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California, in the Lighthouse Service at a salary of Three Hundred dollars per annum, effective August 1, 1917.

(In accordance with the provisions of Schedule A, Subdivision I, section 6 of the Civil Service Rules.)

APPOINTMENT DIVISION ENTERED AUG 24 1917 ON JOURNAL DEPT. OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

AUG 24 1917

Legal Residence: California.

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHT HOUSES NOV 13 1917

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK NOV 20 1917

I, Eva J. Brooke

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.

APPOINTMENTS NOV 20 1917

Eva J Brooke
(Appointee signs here)

---

[2] Sworn to (See below) and subscribed before me, this [3] 13th day of August, A. D. 191 7

(Affix official seal here)

[4] (Name) C. H. Thompson.

(Official title) Clerk 18th Lighthouse District

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Laborer	$300 per annum	Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, Cal.
Former [5]		

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

OFFICE OF LIGHTHOUSE INSPECTOR, 18th DISTRICT

San Francisco, Cal., (Address), November 7, 1917 (Date)

The above-named appointee entered upon duty on August 1, 1917 (Date)

H. W. Rhodes Inspector
(Signature, followed by title)

---

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

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
SAN FRANCISCO, CAL.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
SEP 18 1917
HOUSES

OFFICE OF INSPECTOR, 18TH DISTRICT
CUSTOMHOUSE
SAN FRANCISCO, CAL.

CHIEF CLERK
SEP 26 1917
5

HWR-CHT

Eva J. Brooke:
correction appointment.

September 13, 1917

APPOINTMENTS
SEP 27 19

Commissioner of Lighthouses,

1. The appointment of Eva J. Brooke, Laborer at Oakland Harbor Light Station, etc., California, $300 per annum, is returned with the request that the effective date be made August 1, 1917, the actual date of entrance on duty, as requested in my nomination of July 23, 1917.

H. W. Rhodes.
Inspector

Bureau of Lighthouses, Washington
SEP 26 1917

9-27-17

Submitted to Secretary of Commerce recommended for approval.

The nomination, referred to by the Inspector, was received in this office on July 30, 1917, but as the special letter referred to on nomination did not accompany same, the Bureau, on August 6, 1917, requested the 18th Inspector to forward the special letter, which was not received in this office until August 16, 1917

Acting Commissioner

September 27, 1917.

Commissioner of Lighthouses:

Receipt is acknowledged of the Eighteenth Inspector's letter of the 13th instant, forwarded by the Bureau on the 26th instant, returning the appointment of Mrs. Eva J. Brooke as laborer at Oakland Harbor Light Station, etc., California, for amendment by changing the effective date from August 11 to August 1, 1917, the actual date of entrance on duty.

Inasmuch as the Bureau was not advised until August 11, 1917, that the above-mentioned position had been authorized, the Department requests to be informed of the Inspector's reasons for assigning Mrs. Brooke to duty on August 1, attention being invited in this connection to paragraph 7, Regulation VI, of the Civil Service Regulations for the Lighthouse Service, which states that except in emergency cases no appointments of employees in the field service who are assigned to duty before formal authority is received from the Department will be made effective prior to the date on which actually authorized, and which provides further that in such cases the circumstances creating the emergency shall be promptly reported by mail to the Bureau on the nomination or by separate letter.

[SIGNED] E. F. SWEET

Assistant Secretary.

C-M

DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

WASHINGTON

LIGHT SEP 28 1917 HOUSES

LIGHTHOUSE INSPECTOR OCT -8 1917 SAN FRANCISCO

September 27, 1917.

LIGHT OCT 15 1917 HOUSES

Commissioner of Lighthouses:

Receipt is acknowledged of the Eighteenth Inspector's letter of the 13th instant, forwarded by the Bureau on the 26th instant, returning the appointment of Mrs. Eva J. Brooke as laborer at Oakland Harbor Light Station, etc., California, for amendment by changing the effective date from August 11 to August 1, 1917, the actual date of entrance on duty.

Inasmuch as the Bureau was not advised until August 11, 1917, that the above-mentioned position had been authorized, the Department requests to be informed of the Inspector's reasons for assigning Mrs. Brooke to duty on August 1, attention being invited in this connection to paragraph 7, Regulation VI, of the Civil Service Regulations for the Lighthouse Service, which states that except in emergency cases no appointments of employees in the field service who are assigned to duty before formal authority is received from the Department will be made effective prior to the date on which actually authorized, and which provides further that in such cases the circumstances creating the emergency shall be promptly reported by mail to the Bureau on the nomination or by separate letter.

E. F. Sweet

Assistant Secretary.

VC-N

McC-T

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON October 3, 1917

LIGHTHOUSE INSPECTOR OCT -8 1917 SAN FRANCISCO

LIGHT OCT 15 1917 HOUSES

CHIEF CLERK OCT 25 1917

Subject: Department letter Sept. 27, 1917, re effective date appointment Eva J. Brooks, laborer, Oakland Harbor L S.

Referred to Lighthouse Inspector, San Francisco, Cal. for remark and return.

Acting Commissioner

APPROPRIATE ACTION NECESSARY ACTION TAKEN OCT 26 1917 DEPARTMENT OF COMMERCE

APPOINTMENTS OCT 1917

1st Indorsement

Office of Inspector, 18th Lighthouse District,
San Francisco, Cal., October 9th 1917.

1. Returned to Bureau with the information that the nomination of Mrs Eva J. Brooke and the special letter requesting authorization of a laborer in lieu of an assistant keeper at this station were mailed from this office on July 23rd - in ample time under ordinary conditions to admit of Department action before August 1st.

2. As the assistant keeper resigned at the close of July 31st, it was necessary to employ a laborer upon August 1st; this office not being aware until the 10th August that its nomination of Mrs Brooke had not been acted upon.

3. It is therefore requested that the Department be asked to make this appointment effective August 1st.

H. W. Rhodes.
Inspector

Bureau of Lighthouses, Washington
OCT 25 1917

Submitted to Secretary of Commerce recommended for approval.

In this connection attention is also invited to Bureau indorsement of September 26, 1917, to the Department.

H. B. Bowerman
Acting Commissioner.

October 26, 1917.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 25th instant, the Department has amended its order appointing Mrs. Eva J. Brooke to the position of laborer at Oakland Harbor Light Station, Oakland Harbor South Jetty and San Antonio Creek Lights, California, by changing the same to read effective August 1, 1917, instead of August 11, 1917. The notice of appointment dated August 25, 1917, has been amended accordingly and is herewith returned.

By direction of the Secretary:

(Signed) Clifford Hastings.
Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED OCT 26 1917 DEPT. OF COMMERCE

Enclosure 1847.
C
H.