2026 JUN 29 15:05

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

Date: 07/10/2026

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
Chapin, William, J.		

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: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD) 5th District	From: 1923	To: 1924
(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-0007703103

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 6/30/26 KBH
Soundex: C150

9 JUL 9 AM 9:50:12

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:

William J. Chapin

LEGAL RESIDENCE

~~Del.~~ N. C.

INACTIVE

William J. Chapin

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper Prob. Sandy Pt. Life Stn.	840	L.H.	Sept. 1, 1923
" " "	900	"	Sept. 1, 1924
RESIGNED CLOSE OF		not wop May 22, 1924.	

Form A—16

GOVERNMENT PRINTING OFFICE

Form 73

IGA

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

LIGHTHOUSES AUG 9 1923

1923 AUG 16 AM 9 04 CHIEF CLERK

Baltimore, Md., August 8, 1923, 19
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:
Thru Secty. 4th Civil Serv. Com. Washington, D. C.
Action recommended, Probationary appointment

Name, William J. Chapin — Legal residence, Pennsylvania

Position, Keeper — Salary, $840. p.a. base

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

Effective August 20, 1923 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE AUG 16 1923 APPOINTMENT

Former position, ----- — Former salary,

Location,

Rank on eligible list, 4 — Rating, Keeper — Percentage, 86.4 — , Other eligibles considered:
(PR) Hill 91.0
(PR) Cogswell 89.6
(C) Gray 87.0

Previous incumbent, Staton B. Midgett — Services terminated, July 7, 1923

Reason, Left station July 7, 1923, and has not been heard from since that time.

Members of family in Government Service, None

Date of birth, August 6, 1892

Remarks:

APPOINTMENT DIVISION NECESSARY ACTION TAKEN AUG 23 1923 DEPARTMENT OF COMMERCE

Selection regular, subject to the action of the U. S. Civil Service Commission, AUG 14 1923, 19

L. H. FISHER
Secretary, 4th Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 15 1923

Submitted to the Secretary of Commerce, approved.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

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

11—2314

NOT TO BE ACCEPTED AS AUTHO[redacted] FOR INVESTIGATION OPERATIONS UNLESS ACCOMPA[redacted] BY OFFICIAL CREDENTIALS

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. William J. Chapin. August 16, 1923.

Through the Commissioner of Lighthouses.

Sir:

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

By selection from certificate of eligibles (No. .....)

issued by the Secretary, 4th Civil Service District.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

AUG 23 1923
ON JOURNAL
DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Staton B. Midgett.

Legal Residence: Pennsylvania.

Form A-14 (See reverse side.) 11—5980

C

5th

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES DIVISION 1923 SEP 15 AM 8 32

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHIEF CLERK 1923 SEP 15 AM 11 04

I, William J. Chapin

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.

William J. Chapin

(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 31 day of August, A. D. 19 23.

(Affix official seal here)

[4] (*Name*) J. C. Ruffhead

(*Official title*) Chief Clerk, 5th Lighthouse Dist.

My commission expires .....

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Assistant Keeper	$840. p.a. base	Sandy Point Light Station
Former [5]		

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

Office of Superintendent of Lighthouses, 5th District

Baltimore, Md., September 14, 1923

(Address) (Date)

The above-named appointee entered upon duty on September 1, 1923 (Date)

U.S. REPORT DATA ENTERED

For and in the absence of the Superintendent.

H. L. Humphrey

First Assistant Superintendent

(Signature, followed by title)

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

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

[3] The oath may be taken any time on or after the effective 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 superintendent of lighthouses 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 superintendent of lighthouses and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

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

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

11—944

CARDED

CHIEF C[illegible]

OCT 11 AM 10 46 LIGHTHOUSES

SEP '25 1923

DEPARTMENT OF COMMERCE

1923 OCT 11 AM 8 51

DEPARTMENT OF COMMERCE OCT 11 1923 APPOINTMENT DIVISION

PERSONAL QUESTION SHEET

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. If unable to write, he may sign by mark in the presence of one witness.)

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

William Jacobson Chapin

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

W J Chapin

3. Bureau or Service, place, and district in which employed:

Light House (Bureau or Service.) Sandy Point (Place (city, town, station, or vessel).) 6 (District.)

4. Position to which appointed Assistant Keeper

5. Compensation $840 Per Year

6. Appropriation from which paid Salaries, Keepers of Light Houses

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination, ———, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

From Keepers Examination 1922

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

Beaufort (City or town.) N.C. (State or Territory.) Carteret (County.) ——— (Congressional district.)

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

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

11. Where were you born? Beaufort N.C.

12. When were you born? Aug. (Month.) 6 (Day.) 1892 (Year.)

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

14. What is your marital condition? married

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

Mrs W.J. Chapin (Name.) #500 Seven, ave. (Number and street.)

Carteret (City or town.) Mel. (State or Territory.)

Supt.
1 A Supt.
Chief Clk.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Draf
Hydro
Accounts
Ordering
Personnal
Cost Kpg.
File Clk.
Stenog.

CARDED

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

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

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

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

No

18. 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.

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

No

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Relieving Ship	Oct 29/1912	Sept 25/1914	by Purchase
" "	Feb 3/1914	Nov 4/1918	Honorable

21. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Receiving Ship	Nov 6/1918	Aug 15 1919	Honorable

22. Are you the widow or orphan of an honorably discharged soldier or sailor? ..... (If answer is "Yes," give the information called for by the blanks below.)

Relationship (widow or orphan) No

Name under which soldier or sailor rendered service .....

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

23. 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 18, 19, 20, 21.)

Mate on Oil Barge

24. 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.)

Eight Grade

25. 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.")

no

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

Deepsea

27. 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

Date, Sept 25 23, 191

Witness (in case signature is by mark):

(Signature) W. J. Chapin

P. O. Address: Annapolis
City or town.

R.F.D. #2 Box 71
Number and street.

Md.
State or Territory.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

ICA Commissioner of Lighthouses, Washington, D. C.

Reviewed, approved, and forwarded October 10, 1923., 191

(Signature) H. D. King

(Official title) Superintendent of Lighthouses

Form 73

ICA

LIGHTHOUSES 1924 JAN 22 AM 8 56

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK 1924 JAN 22 PM 2 53

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

Baltimore, Md., (City.) January 21, 1924. (Date.) 19

JAN 23 1924 APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, **Chapin, William J.** Legal residence, **North Carolina**

Position, **Keeper** Salary, **$900. p. a. base**

Location, **Sandy Point Light Station** Md Appropriation, **Salaries, Keepers of Lighthouses**

Effective **February 1, 1924.** {[1] ~~xxxx

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON January 23, 1924.

Mr. William J. Chapin,

Through the Commissioner of Lighthouses.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 840 per annum to $ 900 per annum, effective February 1, 1924, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

APPOINTMENT DIVISION
RECEIVED
JAN 23 1924
DEPARTMENT OF COMMERCE

11—8074

C
C
5th

CARDED

Form 93
ICA

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Sixth DISTRICT,

Baltimore, Md., June 2, 1924., 19

DEPARTMENT OF COMMERCE
LIGHTHOUSES
1924 JUN 5
APPOINTMENT DIVISION.
1924 JAM 6 39

COMMISSIONER OF LIGHTHOUSES:

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

Name, William J. Chapin Position, 1st Assistant Keeper

Legal residence, Beaufort, N. C. Station, Sandy Point Light Station

Salary, $900. per annum base pay

DEPARTMENT OF COMMERCE
JUN 6 1924
APPOINTMENT DIVISION.

The acceptance of this resignation is recommended effective at the close of May 22, 1924.

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

Remarks:

Mr. Chapin left the Service without notice and it is recommended that this resignation be accepted but not without prejudice.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JUN 6 - 1924
DEPARTMENT OF COMMERCE

H. D. King
Superintendent of Lighthouses

6/4/24.

BUREAU OF LIGHTHOUSES JUN 3 - 1924

WASHINGTON

Enclosure

Submitted to the Secretary of Commerce, approved.

11—4023

APPROVED: E. W. Gilbert

ACTING ASSISTANT SECRETARY

S. Conway

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUP. OF LIGHTHOUSES MAY 23 1924 BALTIMORE, MD.

LIGHTHOUSES 1924 JUN 3 AM 39

FIFTH DISTRICT

Sandy Point Light
(Station, Depot, ~~or Vessel~~)

May 22, 1924

Superintendent of Light houses
Sir:

I respectfully Inform you I left Sandy Point Light Station May 22-1924 as I have to report for duty at my new job at that date

Respectfully
W. J. Chapin
Asst Keeper

Edw. Jansen
Keeper

Supt.
1 A Supt.
Chief Clk.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
Vil

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 4, 1924.

M r. William J. Chapin,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on May 22, 1924, but not without prejudice in view of your failure to give sufficient notice of your intention to resign, thereby causing embarrassment to the service.

Bureau..... Lighthouses.

Station..... Sandy Point Light Station.

Position..... Keeper.

Salary..... $900 per annum.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION RECEIVED JUN 5 1924 DEPARTMENT OF COMMERCE

JUN - 6 1924

W. J. GARDNER
Acting Chief of Appointment Division.

IC
C
5rh

C. S. REPORT DATA ENTERED

CARDED

(CROSS REFERENCE)

March 6, 1924. Bureau of Lighthouses advises the Department of the following change in the personnel of the 5th Lighthouse district:

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
Chapin, Wm. J.	1st Keeper	$~~1340~~ $900	Increase	1/23/24	2/1/24

See file of A. B. Muse.

CROSS REFERENCE

SEE FILE--464/16/D #1

NAME Chapin, Hm. J. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
840	240	1080	CR	164.25	1244.25	LHS	3	1260	Yes	180	

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

approv. $1440

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1440 TO $1650

☐ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum

45 ¢ per day 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.

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 for the course of a day, month, or year—given to each task.) 2—12065

Percentage of total time given to each task

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.

DUPLICATE

CLASSIFICATION BOARD FORM NO. 4.
(To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

To Accompany Report of { ☒ New Appointments September, 1923
☐ Changes in Duties for ....., 192

1. Chapin (Surname.) William (Given name.) J. (Initial.)
(a) Previous incumbent Midgett Staton B.
2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse District
(b) Subdivision Sandy Point Light Station
(c) City or town ..... State Md.
6. Pay-roll title Light Keeper
7. Customary office title 2nd Asst. Keeper

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

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 ..... $ 840. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 780. 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; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum X $164.25
45 ¢ per day 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.
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 [illegible] day, month, or year—given to each task.) 2—12965

Percentage of total time given to each task

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.) Name the employee's *immediate* or closest superior. If not a civilian, give the superior's title or rank.

Keeper is in full charge of station and is largely governed in the performance of his duties by letters from the District office and by a book of instructions to Employees. Frequently placed on his own responsibility saving life and property under stress of weather. 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 3rd at this station and he regularly has no employees under him.

21. How long have the employee's duties been substantially as described above? Since September 1, 1923.

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

October 9, 1923., 192 (Date)

H. D. KING, Supt. of Lighthouses, 5th Dist. (Signature of Preparing Officer) (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 $ 1020. to $ 1260. exclusive of allowances mentioned in question 15.

October 9, 1923., 192 (Date)

H. D. KING Supt. of Lighthouses (Signature of head of field office or station) (Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. 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, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $..... to $.....

....., 192 (Date)

..... (Signature of chief of bureau) ..... (Title)

GOVERNMENT PRINTING OFFICE 2—12965

CG-CP-75

August 17, 1942.

Mr. William J. Chapin,
R.F.D. Route 2,
Box 149-B,
Alexandria, Virginia.

Sir:

Reference is made to your recent visit to this office at which time you requested a statement showing your service as Keeper in the former Lighthouse Service.

Upon examination of the record it has been found that you were employed from September 1, 1923 to May 22, 1924, as Keeper at Sandy Point Light Station.

Very truly yours,

T. O. ROBERTSON, Chief,
Civilian Personnel Section.

AUG 18 1942

REH

OG-CP-75

UNITED STATES COAST 11 August, 1942

NORFOLK, VIRGINIA.

13 August, 1942.

From: Commandant,
To: District Coast Guard Officer, Fifth Naval District, Norfolk.

Subject: William J. Chapin, former Keeper; request for service record.

1. Mr. Chapin has requested that Headquarters furnish him with a certified statement of his employment in the Norfolk district as Keeper about 1923 to 1924. He states that he was employed as first assistant keeper at Sandy Point Light Station, Maryland. A certified statement of any service found in his name is requested promptly.

N. R. STILES,
By direction.

MAILED
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Cir. Personnel

3-2

UNITED STATES COAST GUARD

NORFOLK, VIRGINIA.

13 August, 1942.

From: District Coast Guard Officer, 5th Naval District.
To: Commandant, Coast Guard Headquarters.

Subject: William J. Chapin, former Keeper; request for service record.

Reference: (a) Headquarters' letter 11 August, 1942 (CG-CP-75).

Inclosure: (A) Certified Statement of Service.

1. In compliance with reference (a), inclosure (A) is forwarded herewith showing service record of subject man.

2. Headquarters is advised that the service record card of this man shows that he resigned with prejudice (no notice given) at the close of 22 May, 1924.

GLENN C. FONGER,
By direction.

File

UNITED STATES COAST GUARD

NORFOLK, VIRGINIA.

13 August, 1942.

TO WHOM IT MAY CONCERN:

This is to certify that William J. Chapin was employed in the former Lighthouse Service as follows:

From 1 Sept., 1923 to 31 Jan., 1924, 2d Asst. Keeper, Sandy Point Lt. Sta.
" 1 Feb., 1924 to 22 May, 1924, 1st Asst. Keeper, " " " "

GLENN C. FONGER,
Ensign, U. S. Coast Guard,
Fifth Naval District.

CG-CP-75

11 August, 1942

William J Chapin

From: Commandant.
To: District Coast Guard Officer, Fifth Naval District, Norfolk.

Subject: William J. Chapin, former Keeper; request for service record.

1. Mr. Chapin has requested that Headquarters furnish him with a certified statement of his employment in the Norfolk district as Keeper about 1923 to 1924. He states that he was employed as first assistant keeper at Sandy Point Light Station, Maryland. A certified statement of any service found in his name is requested promptly.

N. R. STILES,
By direction.

Would like to have a copy of my services while in the Light House service.

William J Chaplin
R F D Route 2 Box 149-B
Alex Va

Left on Oct 1923 - to 1924.
as ~~first assistant~~ or first ~~Keeper~~
at Sandy Point md.

Would like to have a copy
of my services while in the
Light House service.

CHAPIN, WILLIAM J.

U. S. GOVERNMENT PRINTING OFFICE 16—15468-1

UNITED STATES COAST GUARD

CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE	CHARGED TO	DATE
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