JUN 17 2025 PM03:06

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

Date: 6/23/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	
E-Mail Address: afbfg4@umsl.edu	**Phone Number:** 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
Charlton, Leonidas, B.		1862 Canada

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 (LA/MS)	From: 1916	To: 1922
(Agency & Location)	From:	To:
(Agency & Location) 2 Folders	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-00058494 72

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 6/10/25 RyH
Soundex: C643

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:

Form 73

EP-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

Wired Insp 10/19/16

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., October 17 - 1916.
(City.) (Date.)

LIGHT OCT 19 1916 HOUSES

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **Leonidas B. Charlton.** Legal residence, **Mississippi.**

Position, **Assistant Keeper in the Lighthouse Service.** Salary, **$516 per annum.**

Location, **Merrill Shell Bank Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **October 20, 1916,** {[1]~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Location, -

Rank on eligible list, First. Rating **Assistant Keeper.** Percentage, **90.8**, Other eligibles considered:

Eugene H. Miller, Jr., C.; Silas M. Welch, C.

Previous incumbent, James T. Williams. Services ~~terminated~~ **not to be terminated.**

Reason, **Recommended for transfer to Bolivar Point Light Station, Texas, as Second Assistant Keeper.**

Members of family in Government Service, None.

Remarks: Leonidas B. Charlton claims to have been Assistant Keeper of New Range Lights, Bay City, Michigan, from Aug. 15, 1883, to Nov. 30, 1883. Quarters are not provided at Merrill Shell Bank Light Station for the families of the Keepers. Capt. William C. Eagon was also considered, but not recommended owing to the amount of boating required at this station.

Selection regular, subject to the action of the U. S. Civil Service Commission. Oct. 17, 1916

E. H. Thomas
Secretary, 10 Civil Service District.

Jerry
Inspector.

HB-NDW

BUREAU OF LIGHTHOUSES
WASHINGTON

October 19, 1916.

Submitted to the Secretary of Commerce, approved.

C
Acting Commissioner.

OK

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
OCT 20 1916
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 19, 1916.

Mr. Leonidas S. Charlton,

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, 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 selection from certificate of eligibles (No. _____) issued by the ~~Local Civil Service Board of the Eighth Lighthouse District.~~

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

C.O.D. Oct. 23, 1916 R.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James T. Williams.

Legal Residence: Mississippi.

(See reverse side.)

OCT 20 1916

HR-HDW

Washington D C October 19 1915

Lighthouses Inspector New Orleans Louisiana

Appointment Charlton assistant ~~keeper~~ Merrill Shell Bank approved effective October twentieth McDonough appointed mate effective nineteenth

PUTNAM

- - - - - - - - - - - - -

Commissioner

Today's journal

20 sept tel

JC 4:48pm ✓

JC 10/19

JC

ECG

HB

COPY (MCC)

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Merrill Shell Bank L.S., Miss.
(Station, Depot, or Vessel)

December 18, 1917.

The Secretary of Commerce

Washington, D. C.

(Through the Lighthouse Inspector, New Orleans, La.)

Sir:

It is respectfully requested that I be granted three (3) days' leave without pay from 9 a.m. December 9 to 9 a.m. December 12, inclusive, 1917, the full allowance of annual and sick leave for the current calendar year having been exhausted. This absence was made necessary by illness.

Respectfully,

(Signed) L. B. CHARLTON,

Assistant Keeper.

THROUGH THE KEEPER:

(Signed) JOHN McNAMARA,

Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 26 1917

JAS-MCC
1 inclosure

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

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.
December 22, 1917.

Leonidas B. Charlton,
leave without pay.

Dept rec'd Dec 26

The Commissioner of Lighthouses:

Forwarded herewith is application of Leonidas B. Charlton, Assistant Keeper of Merrill Shell Bank Light Station, Mississippi, for three days' leave of absence without pay from 9 a.m., December 9, to 9 a.m., December 12, 1917, he having taken this amount of leave in excess of the authorized allowance for the current calendar year.

It is recommended that this leave be granted.

In the absence and by direction of the Inspector:

J. A. Shadinger
Chief Clerk.

Bureau of Lighthouses, Washington
JAN 7 - 1918

Submitted to Secretary of Commerce recommended for approval,
By direction of the Commissioner:

T. S. C.
Chief Clerk.

C
X
Mel

LIGHT
JAN 9 1918
HOUSES

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

January 9, 1918.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 7th instant, the Department has approved the application of Leonidas B. Charlton, assistant keeper of Merrill Shell Bank Light Station, Mississippi, for three days' leave without pay from 9 a.m., December 9, to 9 a.m., December 12, 1917.

By direction of the Secretary:

SIGNED) GEO. E. HAVEN

Bureau of Lighthouses, Washington.
JAN 15 1918

To Lighthouse Inspector, New Orleans La
for his information, guidance, and files of office.

Acting Commissioner

C-E.

Form 73

JAM-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

LIGHT HOUSES MAY 1[illegible]918

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT.

New Orleans, La., May 11, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

MAY 16 1918 8 55 AM

Name, **Leonidas B. Charlton.** Legal residence, **Mississippi.**

Position, **Keeper in the Lighthouse Service.** Salary, **$624 per annum.**

Location, **Lake Borgne Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **May 16, 1918,** {[1] ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Assistant Keeper in the Lighthouse Service. Former salary, **$516 p.a.**

Location, **Merrill Shell Bank Light Station, Mississippi.**

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

--- --- ---

Previous incumbent, John A. Munch. Services terminated, **to about May 15, 1918.**

Reason, **Resigned.**

Hydrog.
Engr. Corps,
Mar. Engr.

Members of family in Government service, None.

Accounts.
Contracts
Chf. Clk.
Dep. Commr,
Commr.

Remarks:

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 16 1918

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
MAY 18 1918

MAY 18 1918 2 34 PM

May 16, 1918.

Mr. Leonidas B. Charlton,

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 Twenty-four 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.)

By direction of the Secretary:

Respectfully,

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John A. Munch.

Legal Residence: Mississippi.

Form 93

WJB.

NOTICE OF ~~RESIGNATION OR~~ DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., January 7, 1925.

COMMISSIONER OF LIGHTHOUSES:

Herewith is Notice of Death ~~transmitted the resignation~~ of the following-named employee:

Name, Leonidas B. Charlton Position, Keeper in the Lighthouse Service.

Legal residence, Mississippi. Station, Lake Borgne Light Station, Miss.

Salary, $1080.00 per annum.

~~The acceptance of this resignation is recommended effective at the close of~~

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

Remarks:

Keeper Charlton died at the Marine Hospital, New Orleans, La., on the morning of January 3, 1925. The cause of his death was acute heart trouble.

E. S. K.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

Booked

...MERCE
...USE SERVICE

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
January 29, 1925

Memorandum for Mr. Lanphier:

Mrs. Charlton called at 12:30, bringing in the signed affidavit. She stated that she made a trip to the lighthouse and removed her belongings and that the lighthouse skiff was at the station.

She also added as a matter of information that the present keeper has two men who trap in the vicinity and who she believes are residing at the station and that, at the time of the tender's visit, these men probably had the Government skiff off trapping.

She says she has two small boats of her own still at the station and that, on her visit, she noted that the men had removed the batteries from one and damaged the other. Also that about $20.00 worth of her provisions had been consumed. This, however, she does not desire to place in the form of a complaint and states that she is happy to have been able to secure her furniture.

Joseph F. Stark, Temporary Keeper,
Lake Borgne Light Station

January 6, 1925

1. It is requested that you permit Mrs. L. B. Charlton to remove her personal belongings and those of her husband from the Lake Borgne Lighthouse.

L.

Superintendent of Lighthouses

2614 Baronne
N.O. La.
Katherine Charlton. Wife
- Roy W. - 36
- Benjamin - -
- Philip - -
- Elmer - 14

February 19, 1925

Mrs. Catherine Charlton,
P. O. Box 522,
Bay St. Louis, Miss.

Madam:

1. A recent check of the property at Lake Borgne Light Station by a representative of this office showed a number of shortages, which matter has been taken up with Mr. Stark, the Temporary Keeper.

2. With regard to the 25# boat anchor, the statement was made that this anchor was taken away from the station in your motor boat. Please advise if you have a 25# anchor and if so, its present location. If not, can you advise what became of the anchor that was at the station.

Superintendent of Lighthouses

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 22 1921
NEW ORLEANS.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 24th, 1921.

1921 OCT 19 PM 1 35

M L. B. Charlton, Keeper,
Lake Borgne Light Station,
New Orleans, La.

October 19, 1921.

r. Leonidas B. Charlton,

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 October 23, 1921, (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.

First Assistant Superintendent

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD MARTIN

Chief of Appointment Division.

P
8th

Lake Borgne L.S.

October 24th, 1921.

L. B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Miss.

1. Transmitted herewith is Department letter dated October 19th, 1921, advising you that your salary as Keeper in the Lighthouse Service has been changed from $780 to $840 per annum, to include longevity allowance for five years continuous service, effective October 23rd, 1921.

For and in the absence of the Superintendent,

F. A. M.

First Assistant Superintendent.

pay.

October 11th, 1921.

The Commissioner of Lighthouses:

1. Referring to Bureau letter of November 18,1918, relative to reclassification of pay, and to paragraph 4 thereof, regarding longevity:

2. The Bureau is informed that L.B.Charlton, Keeper of Lake Borgne Light Station, Miss., will complete five years of continuous service at the close of Oct. 23, 1921. It is therefore recommended that his base pay be increased from $780 to $840 per annum to include the longevity allowance of $60 per annum, effective commencing Oct.24,1921.

Superintendent of Lighthouses.

MCC-EC
Incl.

September 1, 1920.

L. B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Mississippi.

Sir: 1. There is inclosed, for your information, copy of letter dated August 27th, 1920, received by this office from Mr. G. W. Anderson.

2. Reference is made to your letter of August 27, 1920, and to [illegible] the keeper of Lake Borgne Light Station.

2. He will appreciate any [illegible] in order that he may perform his duty by immediately reporting to the proper [illegible] this office, this information, which he [illegible] you be much obliged.

3. When the Keeper reported at this office, he had no information as to the identity of the occupant of the boat.

Respectfully,

E. S. L.

Superintendent of Lighthouses.

August 31, 1920.

Mr. G. W. Anderson,
c/o Anderson & Jackson, Inc.,
New Orleans, Louisiana.

Sir:

1. Receipt is acknowledged of your letter of August 27, 1920, and the contents of your letter will be communicated to the Keeper of Lake Borgne Light Station.

2. He will appreciate same as he was making every effort to perform his duty by immediately reporting in person to this office, the incident, which no doubt caused you so much anxiety.

3. When the Keeper reported at this office, he had no information as to the identity of the occupant of the boat.

Respectfully,

E.S.L.

Superintendent of Lighthouses.

Send copy of Anderson's letter to Keeper Charlton for his info. L

CIPHER
UNIVERSAL GRAIN CODE

...ODSTUFFS
CABLE ADDRESS "ANSON"

UNITED STATES WHEAT DIRECTOR
LICENSE NUMBER 010041 G. H. Y.
UNITED STATES FOOD ADMINISTRATION
LICENSE NUMBER G-01106

NEW ORLEANS,

August 27th, 1920.



Commander Lanphier,

Superintendent of Light Houses,

Custom House,

City.

Dear Sir:-

Mr. Charlton, the keeper of the Lake Borgne Light, requested me to advise you that his report to you with reference to the drowning of my son, Walter Anderson, was incorrect. I went back to Lake Borne Light to try and stop his sending it but found that I was too late, and he requested me to drop you a line to let you know that the boy was safe, and I take this occasion to express my thanks to Mr. Charlton for the kindness shown me at the Light and for the care which he took of my son's boat, money and belongings, all of which he turned over to me.

Yours very truly,

W. W. Anderson

GWA'EM.

EP-JEB

October 8, 1919.

L. B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Miss.

1. Replying to that portion of your letter of September 23, regarding increase of salary in your case. You are informed that the law provided for a temporary increase of $10.00 per month in your case from July 1, 1918, to June 30, 1919, only. Beginning July 1, 1919, and to continue until June 30, 1920, a law has provided the bonusof $20.00 per month in lieu of the $10.00 per month, provided for last year.

2. As you received an increase of $10.00 last year, the net increase in your total pay this year is $10.00 per month, over the total monthly pay last year.

L.

Superintendent of Lighthouses.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT 21 1918 HOUSES

LIGHTHOUSE INSPECTOR NOV 25 1918 New Orleans, La.

November 19, 1918.

Mr. Leonidas B. Charlton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $624 per annum to $780 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.

8

November 25, 1918.

Thomas B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Mississippi.

Transmitted herewith is Department letter dated November 19, 1918, notifying you of increase in salary to $780.00 per annum, effective November 1, 1918.

Superintendent of Lighthouses.

Office of Superintendent of Lighthouses,
Eighth District, New Orleans, La.,
November 21, 1918.

L. B. CHARLTON, KEEPER,
LAKE BORGNE LIGHT STA.,
BAY ST. LOUIS, MISS.

As a result of a recent reclassification of light stations in this district, you are informed that beginning November 1, 1918, the following revised schedule of pay at your station is in effect:

Keeper $780 per annum

Keepers will receive the usual commutation allowance for rations of forty-five cents (45¢) per day.

The rates of pay under this revision are base rates and keepers receiving the $120 per annum increase of compensation granted by legislative act for one year will continue to receive same up to the close of June 30, 1919, in addition to the new base rates, and those not now receiving the $120 per annum increase may be recommended to receive same, provided the ability and qualifi-

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
MAY 18 1918
HOUSES

May 16, 1918.

LIGHTHOUSE INSPECTOR
MAY 23 1918
New Orleans, La.

Mr. Leonidas B. Charlton,

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 Twenty-four 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.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John A. Munch.

Legal Residence: Mississippi.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Leonidas B. Charlton,

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.

Leonidas B. Charlton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of June, A. D. 1918.

(Affix official seal here)
S E A L

[4] (*Name*) J. A. Breath

(*Official title*) J.P. and exOfficio Notary Public

J. A. Breath,
Notary Public
Hancock County, Miss.

My commission expires January 1, 1920

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present	Keeper in the Light-house Service	$624 p.a.	Lake Borgne Light Station, Mississippi.
Former	Asst. Keeper in the Lighthouse Service	$516 p.a.	Merrill Shell Bank Light Station, Miss.

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

MCC

Office of Lighthouse Inspector, 8th District

New Orleans, La., June 7, 1918.
(Address) (Date)

The above-named appointee entered upon duty on May 16, 1918.
(Date)

(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, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

JAM-MCC
2 inclosures

June 4, 1918.

Leonidas B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Mississippi.

"Oath of Office" sworn to by you under date of May 31, 1918, before the Assistant Postmaster at Bay St. Louis, Miss., is returned, as same is not executed in accordance with Regulations.

Your name should be signed at the top of the form just below the oath. Your first name should be spelled out.

Your attention is invited to instructions contained in paragraph 4 at bottom of the form, stating that oath should be taken before a justice of the peace, notary public, judge, clerk of court, etc., 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, etc.

A new oath is inclosed, which you are directed to execute and return as soon as practicable as no compensation can be paid you until same is received in proper form.

Inspector.

JAM-MCC

May 24, 1918.

Leonidas B. Charlton, Keeper,
Lake Borgne Light Station,
Bay St. Louis, Mississippi.

Transmitted herewith is Department letter dated May 16, 1918, appointing you Keeper in the Lighthouse Service at a salary of $624 per annum (plus 10% during the present fiscal year to end June 30, 1918) and the usual ration allowance, effective commencing May 16, 1918, the day you entered upon duty at Lake Borgne Light Station.

Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same promptly, as no compensation can be paid you under the new appointment until the oath is received in proper form.

D
Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTH DISTRICT

LIGHTHOUSE INSPECTOR MAY 16 1918 New Orleans, La.

Lake Borgne
(Station, Depot, or Vessel)

May 15th, 1918

L. H. Inspector Sir
I must respectfully report that
I have arrived at this station
this 15th day of may and checked
off station property and have
taken charge of station at 5 P.M.
receipts for transfer of property
are being mailed to day

yours Respectfully
L. B. Charlton

P.S. please adress all mail to
Bay St Louis Miss

Noted - LHI

3-17-18 " M.C.C. (Corrected lists of Mr. Thomas & Mr. Whittaker)

W.J.B.

SOD 5/16/18.

Form 73

JAN-MCC

NOMINATION

SPECIAL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT,

New Orleans, La., May 11, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion and appointment.

Name, **Leonidas B. Charlton.** Legal residence, **Mississippi.**

Position, **Keeper in the Lighthouse Service.** Salary, **$624 per annum.**

Location, **Lake Borgne Light Station, Mississippi.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **May 16, 1918,** {~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, Assistant Keeper in the Lighthouse Service. Former salary, **$516 p.a.**

Location, **Merrill Shell Bank Light Station, Mississippi.**

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

--- --- ---

Previous incumbent, John A. Munch. Services terminated, ~~X~~ **to about May 15, 1918.**

Reason, **Resigned.**

Members of family in Government Service, None.

Remarks:

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

X

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

---

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

11—2314

JAM-MCC

May 11, 1918.

Leonidas B. Charlton, Asst. Keeper,
Merrill Shell Bank Light Station,
Pass Christian, Mississippi.
(Through the Keeper.)

You are informed that nomination has this day been forwarded to the Commissioner of Lighthouses recommending your transfer and promotion to Lake Borgne Light Station, Miss., as Keeper, at a salary of $624 per annum (plus 10% during the present fiscal year) and the usual ration allowance.

You are directed to leave Merrill Shell Bank Light Station in sufficient time to reach Lake Borgne Light Station on the evening of May 15, 1918.

Three copies of Form 30 have been forwarded to Mr. John A. Munnh and he has been directed to prepare a "Receipt for Transfer of Property" thereon, which you will check over and sign in accordance with Instructions "B" on the form upon your arrival at the station.

Promptly advise this office the exact date you relieve Mr. Munch of his duties as Keeper of Lake Borgne Light Station.

(Signed) DORRY,

Inspector.

Copy furnished John McNamara, Keeper, Merrill Shell Bank Light Station, Miss., for his information, guidance, and the station files.

Promptly advise this office the exact date Mr. Charlton leaves Merrill Shell Bank enroute to Lake Borgne. The vacancy caused by his transfer will be filled at the earliest date practicable.

Inspector.

E.O.D. Lake Borgne 5-16-18.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Merrell Shell Banks Miss
(Station, Depot, or Vessel.)

May 10th, 1918

Sir

Refering to your letter of may 7th 1918
I Will accept the transfer and promation
to the position of keeper of Lake Bosgne
Light station Louisiana

Very Respectfully
Lonidas. B. Charlton

MCC

May 7, 1918.

Leonidas B. Charlton, Asst. Keeper,
Merrill Shell Bank Light Station,
Pass Christian, Mississippi.
(Through the Keeper.)

Advise this office, by return mail if practicable, if you will accept transfer and promotion to the position of Keeper at Lake Borgne Light Station, Louisiana, at a salary of $624 per annum (plus 10% during the present fiscal year) and the usual ration allowance.

Lake Borgne Light Station is situated in the marsh near south end of Lower Point Clear, Mississippi, about six miles from Dunbar, Louisiana, on the L. & N. R.R. Only one keeper is authorized to care for this station, and family quarters are provided.

If selected for above position, it is desired to have you report at the station for duty on the evening of May 15, 1918, and you are directed to make arrangements accordingly. However, do not proceed until you receive definite instructions to do so from this office.

(Signed) DORRY,
Inspector.

Copy furnished John McNamara, Keeper, Merrill Shell Bank Light Station, Pass Christian, Miss., for his information and the station files.

Inspector.

Leonidas B. Charlton

Leonidas B. Charlton

INACTIVE

LEGAL RESIDENCE.
Mississippi

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
(Prob. Appt.) Asst. Keeper } Merrill Shoal Bank L. Sta. Miss.	$516.	Lighthouse	Oct. 23, 1916.
Keeper } Lake Borgne L.S. Miss	624	"	June 7, 1918.
" Increases "	780	"	Nov 4, 1918
" " "	840	"	Oct 23, 1921.
" (Redj. Pay) "	1080	"	JUL 1 - 1924
	Died	Jan 3, 1925	
		INACTIVE	

11—1248

Form 73

EP-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

APPOINTMENT DIVISION NECESSARY ACTION TAKEN OCT 19 1916 DEPARTMENT OF COMMERCE

LIGHT OCT 19 1916 HOUSES

CHIEF CLERK OCT 19 1916

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., October 17, 191 6
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Leonidas B. Charlton.* Legal residence, Mississippi.

Position, Assistant Keeper in the Lighthouse Service. Salary, $516 per annum.

Location, Merrill Shell Bank Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 20, 1916, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Location, -

Rank on eligible list, First. Rating, Assistant Keeper. Percentage, 90.8, Other eligibles considered:

Eugene H. Miller, Jr., C.; Silas M. Welch, C.

Previous incumbent, James T. Williams. Services ~~terminated~~ not to be terminated.

Reason, Recommended for transfer to Bolivar Point Light Station, Texas, as Second Assistant Keeper.

Members of family in Government Service, None.

*Remarks: Leonidas B. Charlton claims to have been Assistant Keeper of New Range Lights, Bay City, Michigan, from Aug. 15, 1883, to Nov. 30, 1883. Quarters are not provided at Merrill Shell Bank Light Station for the families of the Keepers. Capt. William C. Eagon was also considered, but not recommended owing to the amount of boating required at this station.

Selection regular, subject to the action of the U. S. Civil Service Commission. Oct 17, 1916

10/4/16 OKPS

E. H. Gueron
Secretary, 10 Civil Service District.

Inspector

HB-NDW

BUREAU OF LIGHTHOUSES
WASHINGTON

October 19, 1916.

Submitted to the Secretary of Commerce, approved.

Acting Commissioner.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 19, 1916.

Mr. Leonidas B. Charlton,

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, 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 selection from certificate of eligibles (No. - - - -) issued by the local Civil Service Board of the Eighth Lighthouse District.

APPOINTMENT DIVISION OCT 19 1916 DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

CARDED.

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

L
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: James T. Williams.

Legal Residence: Mississippi.

(See reverse side.)

CHANGE REPORTED
NOV 31 1916
U. S. COMMISSION

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Lighthouse Inspector
NOV 17 1916
New Orleans

Per

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 20 1916
HOUSES

I, Leonidas B. Charlton,

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.

☞ Leonidas B. Charlton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 16th day of November, A. D. 1916

(Affix official seal here)

[4] (Name) O Baars

(Official title) Notary Public

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present	Assistant Keeper in the Lighthouse Service	$516 p.a.	Merrill Shell Bank Light Station, Miss.
Former [5]	Probationary appointment.		

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

MCC

RANDED

Office of Lighthouse Inspector, Eighth District

New Orleans, La., November 17, 1916.
(Address) (Date)

The above-named appointee entered upon duty on October 23, 1916.
(Date)

R E Darry
(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

DEC 16 1916

Rec

Lighthouse Inspector
NOV 17 1916
New Orleans.

Lighthouse Inspector
NOV 20 1916
New Orleans.

LIGHT
NOV 25 1916
HOUSES

PERSONAL QUESTION SHEET

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.)

CARDED.

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

Mr Leonidas Burwell Charlton

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

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

Pass Christian (City or town.) Miss (State or Territory.) Harrison (County) Sixth (Congressional district.)

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

5. Where were you born? Mapleton, Canada

6. When were you born? March 7 1862 (Month. Day. Year.)

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

Annie L. Charlton, Pascagoula (Name.) Miss (Number and street.)

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

8. Are there any members of your family, besides yourself, in the civil service of the United States? yes

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
J. H. Bartmon	son in law	~~Light House Service~~ 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.)

Assistent Light House Keeper April 1 1916

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

no 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.
~~Light House Service~~ Commerce	Lighthouse	Assistent	400 per annum	aug 16 1883	Nov 30 1883

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

no

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
	no		

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
	no		

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

Relationship (widow or orphan) no

Name under which soldier or sailor rendered service no

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

Relationship (widow or orphan) no

Name under which soldier or sailor rendered service no

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

11—1434

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.)

Fishing and Raising stocks

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.)

Common

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

Carpenter and Pilot

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

Carpenter service in 1902 New Orleans, La.
Assistant Lighthouse Keeper sep 1. 19[illegible]

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

yes

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

Witness: John McNamara
In case signature is by mark.

(Signature) L. B. Charlton

P. O. Address: Pass Christian Miss
City or town.
town
Number and street.
State
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 November 23 - - - - - -, 19[illegible].

(Signature) [signature]

(Official title) Inspector, 8th Lighthouse District.

11—1434

PART II.

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

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

Lighthouse (Bureau or Service.) Merrill Shell Bank L.S., Miss. (Place (city, town, station, or vessel).) Eighth. (District.)

2. To what position has he been appointed? Assistant Keeper in the Lighthouse Service.

3. State the date of appointment. October 19, 1916.

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

Date of entrance upon duty.

5. State the date of the oath. November 16, 1916.

6. State the date the employee entered on duty. October 23, 1916.

7. What is his salary? $516 per annum.

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

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

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

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

From Assistant Lighthouse Keeper Examination.

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

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

Pass Christian (Harrison Co.), Mississippi.

14. If foreign born, state when and where naturalization papers were taken out. Certificate of naturalization issued by the Circuit Court of Bay City, Michigan, on April 29, 1891.

Reviewed, approved, and forwarded to the Department.

(Signature) [signature]

(Official title) Inspector, 8th L. H. District.

Date: November 23, 1916.

11-1434

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES

JAS-MCC
1 inclosure

OFFICE OF INSPECTOR, 8TH DISTRICT
NEW ORLEANS, LA.
December 22, 1917.

Leonidas B. Charlton,
leave without pay.

CHIEF CLERK'S
JAN 8 1918
5

The Commissioner of Lighthouses:

Forwarded herewith is application of Leonidas B. Charlton, Assistant Keeper of Merrill Shell Bank Light Station, Mississippi, for three days' leave of absence without pay from 9 a.m., December 9, to 9 a.m., December 12, 1917, he having taken this amount of leave in excess of the authorized allowance for the current calendar year.

APPOINTMENTS
JAN 8 1918

It is recommended that this leave be granted.

In the absence and by direction of the Inspector:

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JAN 9 1918
DEPARTMENT OF COMMERCE

J. A. Shadinger
Chief Clerk.

Bureau of Lighthouses, Washington.
JAN 7 - 1918

Submitted to Secretary of Commerce recommended for approval.
By direction of the Commissioner:

J. D. Clark
Chief Clerk.
JAN 8 1918 3 66 PM

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
DEC 21 1917
New Orleans.

LIGHT
DEC 26 1917
HOUSES

EIGHTH DISTRICT

Merrill Shell Bank L.S., Miss.
(Station, Depot, or Vessel)

December 18, 1917.

The Secretary of Commerce

Washington, D. C.

(Through the Lighthouse Inspector, New Orleans, La.)

Sir:

It is respectfully requested that I be granted three (3) days' leave without pay from 9 a.m. December 9 to 9 a.m. December 12, inclusive, 1917, the full allowance of annual and sick leave for the current calendar year having been exhausted. This absence was made necessary by illness.

Respectfully,

Assistant Keeper.

L. B. Charlton

THROUGH THE KEEPER:

John McNamara.

Keeper.

January 9, 1918.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 7th instant, the Department has approved the application of Leonidas B. Charlton, assistant keeper of Merrill Shell Bank Light Station, Mississippi, for three days' leave without pay from 9 a.m., December 9, to 9 a.m., December 12, 1917.

By direction of the Secretary:

SIGNED) GEO. C. HAVENNER

CARDED.

APPOINTMENT DIVISION ENTERED JAN 9 1918 DEPT OF COMMERCE

C-H.

TREASURY DEPARTMENT

WASHINGTON

CHIEF CLERK
FEB 16 1918
5

February 15, 1918.

APPOINTMENTS
FEB

The Honorable

The Secretary of Commerce.

Sir:-

I have the honor to acknowledge the receipt, by reference from your Department, of the official bond of Wallace M. Hill, as Chief of Party, Coast and Geodetic Survey, Department of Commerce, dated February 5, 1918, in the penal sum of $4,000.

This bond has been approved and will be placed on file in the Section of Surety Bonds of this Department.

By direction of the Secretary.

Respectfully,

Assistant Secretary.

Entered
N.

Form 73

JAM-MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL
LIGHT
MAY 13 1918
HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT,

New Orleans, La., May 11, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENTS
1918 MAY 16 PM 2 47

Action recommended, Transfer, promotion and appointment.

Name, Leonidas B. Charlton Legal residence, Mississippi.

Position, Keeper in the Lighthouse Service. Salary, $624 per annum.

Location, Lake Borgne Light Station, Mississippi. Appropriation, Salaries, Keepers of Lighthouses.

Effective May 16, 1918, { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, Assistant Keeper in the Lighthouse Service. Former salary, $516 p.a.

Merrill Shell Bank Light Station, Mississippi.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 17 1918 DEPARTMENT OF COMMERCE

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

- - - - - -

Previous incumbent, John A. Munch. Services terminated to about May 15, 1918.

Reason, Resigned.

Members of family in Government Service, None.

Remarks:

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

Inspector.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 16 1918

Submitted to the Secretary of Commerce, approved.

1918 MAY 16 PM 1 56

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 16, 1918.

Mr. Leonidas B. Charlton,

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 Twenty-four 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.)

By direction of the Secretary:

CARDED

Respectfully,
(Signed) Clifford Hastings.

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John A. Munch.

Legal Residence: Mississippi.

APPOINTMENT DIVISION ENTERED MAY 17 1918 ON JOURNAL DEPARTMENT OF COMMERCE

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

1449

LIGHT HOUSES JUN 10 1918

JUN 10 1918 10 35 AM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

CHL

1918 JUN 13 AM 10 1

I, Leonidas B. Charlton,

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.

Leonidas B. Charlton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of June, A. D. 191 8.

(Affix official seal here)

[4] (Name) J. A. Breath,

(Official title) J.P. & ex officio Notary Public.

My commission expires January 1, 1920

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Light-house Service	$624 p.a.	Lake Borgne Light Station, Mississippi.
Former [5] Asst. Keeper in the Lighthouse Service	$516 p.a.	Merrill Shell Bank Light Station, Miss.

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

MCC

CARDED

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT

New Orleans, La., June 7, 1918
(Address) (Date)

The above-named appointee entered upon duty on May 16, 1918.
(Date)

R. R. Dorry
(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, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—044

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 19, 1918.

Mr. Leonidas B. Charlton,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 624 per annum to $ 780 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:

OR BASIS OF THIS ACTION BE
DATED 11/15/18
1095-8

Respectfully,

(Signed) Clifford Hennings.
Chief of Appointment Division.

CARDED

R
Ha

APPOINTMENT DIVISION
NOV 21 1918

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1921 OCT 13 PM 12 01

WJB.

L.B.Charlton,
longevity pay.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
October 11th, 1921.

1921 OCT 18 PM 3 56

DEPARTMENT OF COMMERCE
OCT 19 1921
APPOINTMENT DIVISION

The Commissioner of Lighthouses:

1. Referring to Bureau letter of November 18,1918, relative to reclassification of pay, and to paragraph 4 thereof, regarding longevity:

2. The Bureau is informed that L.B.Charlton, Keeper of Lake Borgne Light Station, Miss., will complete five years of continuous service at the close of Oct. 23, 1921. It is therefore recommended that his base pay be increased from $780 to $840 per annum to include the longevity allowance of $60 per annum, effective commencing Oct.24,1921.

E. S. Lamphier.
Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE
OCT 19 1921
APPOINTMENT DIVISION

Bureau of Lighthouses, Washington

OCT 17 1921

EK

Submitted to Secretary of Commerce recommended for approval.

J. S. CONWAY
Acting Commissioner.

10/18/21

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

M

October 19, 1921.

r. Leonidas B. Charlton,

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 October 23, 1921, (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,

(SGD) CLIFFORD WALKER

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED OCT 19 1921 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

P

Sch

(CROSS REFERENCE)

Charlton, Jeannidean B. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1080, effective July 1, 1924.

For authorization see letter dated JUL 24 1924 File No. 1095/21.

Form 93

WJB.

NOTICE OF ~~RESIGNATION OR~~ DEATH.

1925 JAN 10 AM 10 26

CHIEF CLERK. 5

1925 JAN 9 AM 11 56

LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT.

DEPARTMENT OF COMMERCE JAN 10 1925 APPOINTMENT DIVISION

New Orleans, La., January 7, 1925.

COMMISSIONER OF LIGHTHOUSES:

Herewith is Notice of Death ~~transmitted the resignation~~ of the following-named employee:

Name, Leonidas B. Charlton Position, Keeper in the Lighthouse Service.

Legal residence, Mississippi. Station, Lake Borgne Light Station, Miss.

Salary, $1080.00 per annum.

~~The acceptance of this resignation is recommended effective at the close of x~~

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

Remarks:

Keeper Charlton died at the Marine Hospital, New Orleans, La., on the morning of January 3, 1925. The cause of his death was acute heart trouble.

APPOINTMENT DIVISION ENTERED JAN 12 1925 ON JOURNAL DEPARTMENT OF COMMERCE

E. S. Lamphier.

Superintendent of Lighthouses.

1/10/25

BUREAU OF LIGHTHOUSES

WASHINGTON

JAN 9 - 1925

Submitted to the Secretary of Commerce, for his information ~~approved~~.

11—4023

CARDED

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1925 JAN 9 AM 11 56

WJB.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

Jos.F.Stark,Laborer,
Lake Borgne L.S.,Miss.

January 7, 1925.

CHIEF CLERK
5
1925 JAN 10 AM 10 26

The Commissioner of Lighthouses:

1. Referring to the accompanying Form 93, reporting the death of Leonidas B. Charlton, Keeper of Lake Borgne Light Station, ~~Miss.,~~ on January 3, 1925:

2. This being a one-keeper station, and in order to safeguard life and property, Mr. Joseph F. Stark was assigned to duty as Laborer (acting Keeper) with pay at the rate of $1020 per annum, pending the selection of a permanent keeper. He entered on duty January 4, 1925.

DEPARTMENT OF COMMERCE
JAN 10 1925
APPOINTMENT DIVISION

E. S. Lamphier.
Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
JAN 9 - 1925

Submitted to Secretary of Commerce for his information

Acting Commissioner of Lighthouses

CARDED

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Charlton, Leonidas POSITION Keeper

BUREAU ~~BUREAU OF NAVIGATION~~ STATION 8th 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	XCR	404.25	1484.25	LHS	5	1260	Yes	60	

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

approv-$1260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1200 TO $1440

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

Sheet No. 45

2—12758

1. Charlton (Surname) Leonidas (Given name) B. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Lake Borgne Light Station
   (b) Subdivision Eighth Lighthouse District
   (c) City or town ____ State Miss.
6. Pay-roll title Keeper
7. Customary office title Keeper

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

8. (a) Number of regular working hours of the position, per day 24; per week 168
   (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 12:00 p m. to 1:00 a 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, $ 840 per annum; bonus, $ 240 per annum.
13. If the employee receives overtime pay, state the rate ---
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
    Subsistence - cash $164.25 per annum
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 ---; annual cost, $ ---
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
1. Custodian of property.	5%
2. Reports and correspondence.	10%
3. Maintenance of 5th order fixed oil light from tower, which includes cleaning of lamp, lens, lantern, etc; changes lamp at midnight each night	25%
4. Cleaning and maintenance of tower, quarters, grounds, and painting of structures.	60%

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

On his own responsibility subject to directions and supervision of Superintendent of Lighthouses.

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

21. How long have the employee's duties been substantially as described above? May 16, 1918.

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

JUN 7 - 1923 (Date), 1923. E. S. LANPHIER (Signature of Preparing Officer) SUPERINTENDENT OF LIGHTHOUSES (Title)

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

Signature not secured owing in inaccessibility of employee

E. S. LANPHIER (Signature of Employee)
SUPERINTENDENT OF LIGHTHOUSES

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			
Initiative (originality and resourcefulness)			
Trustworthiness (dependability)	X		
Speed (quickness)			
Physical Qualities (strength and endurance)	X		

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

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Boating - one year.

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

JUN 7 - 1923 (Date), 1923. E. S. LANPHIER (Signature of head of field office or station) SUPERINTENDENT OF LIGHTHOUSES (Title)

GOVERNMENT PRINTING OFFICE 2—12758