OCT 04 2024 AM10:09

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

Date: 10/2/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	
E-Mail Address:	**Phone Number:**
knfgbb@umsl.edu	217-440-1332

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
Clarke, John, G.		1879 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: 1948

State of Residence (upon entry into service):

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

Researcher Signature:

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service	From: 1918	To: 1929
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: 2-300995156 37

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to ArchSearch 10/9/24 KNF
Soundex C462

2024 OCT 17 PM 2:09:47

SCREENING NOTES

☒ Reviewed and Nothing Removed KNF ☐ 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:

1 of 1

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

Employee Name: CLARKE, JOHN G. **DOB:** 1/1/1879, CANADA

SOUNDEX: C462

Records checked:

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

AND

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

If Negative:

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

If Negative:

CMRS: _____	Area: _____	positive	negative
ARCIS: _____	Area: _____	positive	negative

Notes: **DOS: 1918 TO 1929; DOD: 1/1/1948, UNK; LIGHTHOUSE SERVICE**

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 14 1918

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT,

Detroit, Michigan, May 10, 1918.
(City.) (Date.)

MAY 14 1918 3 20 PM

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment of:

Name, **John Clarke** Legal residence, **Michigan**

Position, **2d Asst. Keeper** (Hydrog. / Engr. Cons. / Mar. Engr.) Salary, **$456.00 p.a.**

Location, **Big Bay Point Lt. ~~Station~~, Mich.** Appropriation, **Sal. Kprs. L.H. S.**

Effective **May 20, 1918** (Accounts. / Contracts / Chf. Clk.) { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, -- (Dep. Commr, / Commr.) Former salary,

Location,

Rank on eligible list, 1st Rating, **Asst. Kpr.** Percentage, **90.8** , Other eligibles considered:

Wm. A. Widrig "D" Andrew J. Loomis, "C" Frank Craig "C"

Previous incumbent, George H. Temple Services terminated, **May 7, 1918**

Reason, **Promotion**

Members of family in Government Service, One

Remarks:
Quarters provided for families of keepers.

Selection regular, subject to the action of the U. S. Civil Service Commission. **May 11** , 1918

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

Edw. E. Woodruff
Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 15 1918

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

LIGHT
MAY 18 1918
HOUSES
MAY 18 1918 2 34 PM

May 16, 1918.

Mr. John Clarke,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford L.

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: George H. Temple.

Legal Residence: Michigan.

(See reverse side.)

11—3980

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
DETROIT, MICH.

AWP-LBG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

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

SUPERINTENDENT
OFFICE OF INSPECTOR, 11TH DISTRICT
POST OFFICE BUILDING
DETROIT, MICH.

LIGHT
SEP 3 1918
HOUSES

Cancellation transfer and promotion John Clarke.

August 30, 1918.

SEP 3 1918 9 20 AM

Commissioner of Lighthouses,
Washington, D. C.

Referring to communication from this office of July 30th, covering transfer and promotion of John Clarke from position of 2nd Assistant Keeper Big Bay Point Light Station to position of First Assistant Keeper, Whitefish Point Light Station, Michigan; Mr. Clarke now advises that owing to the condition of his wife's health, it is not possible for him to make the transfer at the present time.

Department letter of August 8, 1918, together with its carbon copy, covering this appointment is accordingly returned herewith, for cancellation.

Woodruff
AP

Bureau of Lighthouses, Washington
SEP 6 - 1918

Submitted to Secretary of Commerce recommended for approval.

HBB

Acting Commissioner.

Out

July 1, 1931

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

Superintendent of Lighthouses: **Detroit, Mich.**

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION **John Clarke**

(1) Give date of entrance on duty, of transfer, or of resignation
(2) Furnish personal history sheet
(3) Furnish oath of office
(4) Furnish civil service form 375 in triplicate
(5) Submit form SS 66, showing last day served by temporary appointee
xx (6) Furnish standard form 13 in quadruplicate (abstract of official record
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nomination through the District Civil Service Secretar
(9) Miscellaneous

U. S. Engineer Office, Detroit, Mich. letter of June 22, 1931 requesting the above abstract is inclosed.

For the Commissioner:
R. J. GROSS
Acting Chief of Personnel Division

District **11th** Date **July 13, 1931.**

Returned to Commissioner of Lighthouses:

Abstract of official record in the case of John Clarke is forwarded herewith in quadruplicate.

For and in the absence of the Superintendent
Asst. Superintendent of Lighthouses
/s/ W. G. Will.

DCC

Bureau of Lighthouses, Washington
JUL 21 1931

Submitted to Secretary of Commerce for his information
For the Commissioner:-

Chief, Personnel Division

It is recommended that the inclosed abstract be forwarded to the U.S. Engineer Office, 410 Old Custom House, Detroit, Mich in accordance with their attached letter of June 22, 1931.

LIGHTHOUSE
1931 JUN 23 PM 2-56

WAR DEPARTMENT
UNITED STATES ENGINEER OFFICE
410 OLD CUSTOM HOUSE
DETROIT, MICH.

June 22, 1931.

Subject: Service Record - John Clarke.

To: US Lighthouse Dept., Washington, DC.

1. The following named employee of this office states that he was employed by your Department on the dates given below. In order to enable us to compile a complete record of all civilian employees in this district and make the proper report to the Chief of Engineers, in compliance with his orders, it is requested that Summary of Official Record be furnished as promptly as practicable:

Name: John Clarke.

Place in which employment claimed:

Asst.Keeper, Raspberry Isl. Lt.Sta., Bayfield, Wisconsin, April, 1905 - April, 1907.

Big Point Lt. Sta., Big Bay, Mich., Apr.1918- Mar.29,1928.

2. It is essential that dates of employment, rates of pay, and other necessary data be fully stated.

For and in the absence of the District Engineer:

B. F. Chadwick,
1st Lt., Corps of Engrs.
Asst. District Engineer.

...President
...evised 1-10-28

ABSTRACT OF OFFICIAL RECORD OF U. S. GOVERNMENT EMPLOYEE

(For the use of the department to which the employee has been transferred)

INSTRUCTIONS

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.
In the case of a reinstatement, the department in which the employee is reinstated should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each **fiscal year**, or part of **fiscal year**, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

5. In the case service was per diem and continuous through the calendar year, so state; if intermittent, give dates of beginning and ending of actual employment, with the number of days served.

NAME: CLARKE, John — October 31, 1880.
(Surname first, Mr., Miss, or Mrs.) (Date of birth)

COMMERCE - 11th Lighthouse District
(Department and office in which last service was had. See Paragraph 2 of Instructions)

(Place) (Date)

I. SERVICE RECORD

ESTABLISHMENT (a)	ACTION (b)	POSITION (Pay-roll title)	RATE OF PAY (c)	DATE EFFECTIVE
11th Lighthouse Dist.	P.A.	Keeper(2d Asst.)	$ ——	Apr.14,1905
" " "	Res	" "		Mar.31,1907
" " "	P.A.	" "	456.00	May 30, 1918.
"	Pro.	" "	660.00	Dec. 3,1918.
"	" (Longevity)	" "	720.00	May 30, 1923.
"	"	" (1st Asst.)	780,00	April 1, 1924.
"	"	" "	1,200.00	Feb. 1, 1925.
"	Res.	"	1,200.00	Mar.29,1928.

10—1831

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: P.A., probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed, reduction of force; L. W. O. P., leave without pay for periods of one month or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND—BY FISCAL YEARS

(See Instructions No. 3)

BEGINNING—			ENDING—			DEDUCTIONS		BEGINNING—			ENDING—			DEDUCTIONS	
Month	Day	Year	Month	Day	Year	Dollars	Cents	Month	Day	Year	Month	Day	Year	Dollars	Cents
NO RETIREMENT DEDUCTIONS MADE															

Do records show employee has made application for refund of any portion of amount shown above? —
(Yes or No)

If the records show that refund of the above deductions has been made in whole or in part, state the amount or amounts, and period or periods covered and give claim number. (If none, so state) —

State leaves of absence in current calendar year: annual —; sick —; without pay —

State any leave of absence in excess of six months in the aggregate in any calendar year:

The foregoing is a complete abstract of the official record on file in this office showing all Federal service to date of the employee named herein.

For and in the absence of the Superintendent: W. G. Will
(Signature)

Assistant Superintendent.
(Official title)

Countersigned ——————, 19——

(Signature)

(Official title)

Furnished to: COMMISSIONER OF LIGHTHOUSES,
WASHINGTON, D.C.

10—1831 U. S. GOVERNMENT PRINTING OFFICE: 1928

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

John Clarke (Name) Mich (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
2nd Asst Keeper	Prob.	456 pa.	L.H. Big Bay Point Mich Sta	May 30, 1918
Keeper	Incr.	660	" "	Nov. 1, 1918
"	"	720	" "	May 30, 1923
"	"	780	" "	April 1, 1924
"	Read of Pay	1020	" "	July 1, 1924
"	"	1200	" "	Feb. 1, 1925
	RESIGNED CLOSE OF	March 29, 1928.		

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

April 6, 1928.

Mr. John Clarke,

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 March 29,1928.

Bureau..... Lighthouse Service

Position..... Keeper

Allocation.....

Salary..... $1,200 per annum

Station..... Big Bay Point Light Station, Michigan

By direction of the Secretary:

Respectfully,

APR 10 1928
WM. J. GARDNER

Acting Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

APPOINTMENT DIVISION ENTERED 1860 APR 14 1928 DEPARTMENT OF COMMERCE

CARDED

TC

11

Form 93

B

LIGHTHOUSES
1928 APR 5 AM 9 14

CHIEF CLERK
1928 APR 6 AM 11 05
DEPARTMENT OF COMMERCE
APR 5 1928
APPOINTMENT DIVISION

NOTICE OF RESIGNATION ~~OR DEATH~~

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 11th DISTRICT,

Detroit, Mich., April 3, 1928.

COMMISSIONER OF LIGHTHOUSES:

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

Name, John Clarke, Position, Keeper (1st Asst.)

Legal residence, Michigan. Station, Big Bay Point LH., Mich.

Salary, $1200. per annum.

The acceptance of this resignation is recommended effective at the close of March 29, 1928.

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

Remarks:

Chas A Park
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON
APR 5 1928

Inclosure

Submitted to the Secretary of Commerce, approved.

H. B. Bowerman
Acting Commissioner of Lighthouses.

11—4623

Form 1201-S

CLASS OF SERV

This is a ful
Telegram or C
gram unless its
acter is indicat
a symbol in the
or in the addres

AN ANSWER IS EXPECTED

by the sender of this message. Please give it to the messenger or telephone it to

WESTERN UNION

WESTERN UNION

TON, PRESIDENT — J. C. WILLEVER, FIRST VICE-PRESIDENT

SYMBOLS	
BLUE	Day Letter
NITE	Night Message
NL	Night Letter
LCO	Deferred
CLT	Cable Letter
WLT	Week End Letter

The filing time as s telegrams and day letters. and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received a and Shelby Sts., Detroit, Mich. Always Open

1928 MAR 29 AM 1 17

CB9 49 NL 5 EXTRA=SAULTSTEMARIE MICH 28

SUPT OF LIGHTHOUSES=
DETROIT MICH=

U.S. LIGHTHOUSE SERVICE RECEIVED MAR 29 1928 DETROIT

HAVE AN OFFER OF A POSITION ON THE GOVERNMENT LOCK HERE CAN GO TO WORK MONDAY APRIL 1 AND WOULD LIKE TO ACCEPT THE OFFER IF THIS IS SATISFACTORY WITH YOU PLEASE WIRE ME MY EXPENSE TO 307 ADAMS AVE SAULTSTEMARIE MICH=

JOHN CLARKE FIRST ASST OF BIGBAY MICH.

3/29

CROSS REFERENCE

SEE FILE--464/16/ D #1

NAME Clarke, John

POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES

STATION 11th 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
720	240	960	XCR	404.25	1364.25	LHS	3	1140	Yes Approved	60	

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

GRADE RECOMMENDED 4

RANGE OF COMPENSATION RECOMMENDED FROM $1080 TO $1320 $1140

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

Sheet No. 12

2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Clarke, John
(Surname) (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse
5. (a) Field Station Eleventh District
(b) Subdivision Big Bay Point Light Station, Michigan.
(c) City or town Big Bay State Michigan
6. Pay-roll title Keeper
7. Customary office title Second Assistant Keeper.

8. (a) Number of regular working hours of the position, per day 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 4 to 6 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 $660 per annum; bonus, $240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $660 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: X* ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; X ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; X ☐ Fuel; X ☐ Light; X ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
45 cents per day commutation of rations. *(Quarters for self and family)
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
Kind of equipment Uniforms; annual cost, $40.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 X ☐ 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
Assists in care and maintenance of incandescent oil vapor light and steam fog signal on shore. Duties as follows:	
1. Standing watch for approach of fog and observing functioning of the light and fog signal apparatus. -	25
2. Operation of fog signal, -	7
3. Care of light and fog signal apparatus - - - - - - - - - - - - - - - - -	20
4. Painting, minor repairs and miscellaneous work around buildings, boats, and grounds, -	40
5. Supply trips to nearest store, mail, &c. - - - - - - - - - - - - - - - -	8

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)
Works under the immediate supervision of the Keeper in charge of the station.

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? 4-1/2 years

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

JUL 14 1923, 1923.
(Date)

Edw. L. Woodruff Supt. of Lighthouses.
(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		
Common School		X

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent Experienced boatman; also familiarity with machinery desirable.

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 $ 900. to $ 1020.

JUL 14 1923, 1923.
(Date)

Edw. L. Woodruff Supt. of Lighthouses.
(Signature of head of field office or station) (Title)

GOVERNMENT PRINTING OFFICE 2—12758

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mr. John Clarke,

Through the Commissioner of Lighthouses,

Sir:

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

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED FEB 7 1925 ON JOURNAL DEPARTMENT OF COMMERCE

EDW. J. GARDNER
Acting Chief of Appointment Division.

Position: Keeper

Salary: $1200 ✓

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

11th

JSJ

CARDED FEB 7 - 1925

(CROSS REFERENCE)

Clarke, John. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1020, effective July 1, 1924.

For authorization see letter dated JUL 30 1924 File No. 1095/21.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 25, 1924.

Mr. John Clarke,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 720 per annum to $ 780 per annum, effective April 1, 1924 (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,

EDW. J. GARDNER,
Acting Chief of Appointment Division.

11—6074

APPOINTMENT DIVISION
MAR 26 1924
DEPARTMENT OF COMMERCE

C
11th

CARDED

Form 73

NOMINATION

LIGHTHOUSES

1924 MAR 24 AM 8 54

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1924 MAR 24 PM 2 42

DEPARTMENT OF COMMERCE MAR 25 1924 LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 11th MAR 24 DISTRICT,

Detroit, Mich., March 22, 1924.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion.

Name, John Clarke, Legal residence, Michigan.

Position, Keeper (1st Asst.) Salary, $780.00 p.a. incl.long.

Location, Big Bay Point Lt.Sta.,Mich. Appropriation, Sal.Kprs. of L.H.

Effective April 1, 1924. {the actual date of entrance on duty, as soon thereafter as he enters on duty}

Former position, Keeper (2d Asst.) Former salary, $720 p.a. inc. long.

Location, Same.

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

Previous incumbent, George H. Temple. Services terminated, February 29, 1924.

Reason, Resigned.

Members of family in Government Service,

Remarks:

APPOINTMENT DIVISION RECOMMENDATION ACTION TAKEN MAR 25 DEPARTMENT OF COMMERCE

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

3/25/24

Chas A Park

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 24 1924

Submitted to the Secretary of Commerce, approved.

Acting Commissioner of Lighthouses.

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

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1923.

M r. John Clarke,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 720 per annum, effective May 30, 1923 (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
JUL 6

Chief of Appointment Division.

11—8074

APPOINTMENT DIVISION
ENTERED
JUL 6 1923
ON JOURNAL
DEPARTMENT OF COMMERCE.

G
G
11th

CARDED

[illegible]
ENTERED

LIGHTHOUSES

Form 73

NOMINATION

1923 JUL 2 AM 9 58

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 11th DISTRICT,

Detroit, Mich., June 30, 1923. 19
(City.) (Date.)

DEPARTMENT OF COMMERCE JUL 2 1923 CHIEF CLERK DIVISION.

1923 JUL 2 PM 4 08

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase in pay - (Longevity)

Name, John Clarke, Legal residence, Michigan.

Position, Keeper (2d Asst.) Salary, $720 per annum (Inc. Long)

Location, Big Bay Point Lt. Sta., Mich. Appropriation, Salkeepers of L.H. (60 pa)

Effective MAY 30, 1923. {the actual date of entrance on duty, or xxxx

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

5

LIGHT DEC 6 1918 HOUSES

DEC 6 1918 10 16 AM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, John Clarke

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.

CHIEF CLERK

☞ John Clarke 1918 DEC 6 PM 12 30

(Appointee signs here)

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

(Affix official seal here)

[4] (Name) J E O

(Official title) Notary Public

My commission expires Sept. 3, 1922

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT
Present Keeper	$660 p.a.	Big Bay Point Lt. Sta., Mich.
Former[5] 2nd Asst. Kpr.	456 p.a.	" " " " " "

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

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT

Detroit, Michigan (Address), December 4, 1918. (Date)

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

Edmund L. Woodruff

(Signature, followed by title)

Superintendent of Lighthouses.

CARDED

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

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

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

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

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

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

11—944

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 15, 1918.

Mr. John Clarke,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper

in the Lighthouse Service

at a salary of Six Hundred and Sixty dollars per annum,

effective November 1, 1918.

By promotion from second assistant keeper at $456 per annum.

FOR BASIS OF THIS ACTION SE
LETTER DATED 10-28-18
IN FILE OF 1095-11

CARDED

DEPARTMENT DIVISION
NOV 19 1918
ORIGINAL
DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

R
Ho

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

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

Legal Residence: Michigan.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON August 8, 1918.

Mr. John Clarke,

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 Five Hundred and Four dollars per annum,

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

(By transfer and promotion from Second Assistant Keeper at $456 per annum)

CANCELED

CANCELED

By direction of the Secretary:

Respectfully,

Clifford Hosking.

Chief of Appointment Division.

R
Ho/

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward O. Rouse.

Legal Residence: Michigan

11—3692

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
DETROIT, MICH.

AWP-LBG

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT
SEP 3 1918
HOUSES

Cancellation transfer and
promotion John Clarke.

OFFICE OF INSPECTOR, 11TH DISTRICT
POST OFFICE BUILDING
DETROIT, MICH.

August 30, 1918.

1918 SEP 7 PM 12 43

Commissioner of Lighthouses,
Washington, D. C.

APPOINTMENTS

Referring to communication from this office of July 30th, covering transfer and promotion of John Clarke from position of 2nd Assistant Keeper Big Bay Point Light Station to position of First Assistant Keeper, Whitefish Point Light Station, Michigan; Mr. Clarke now advises that owing to the condition of his wife's health, it is not possible for him to make the transfer at the present time.

Department letter of August 8, 1918, together with its carbon copy, covering this appointment is accordingly returned herewith, for cancellation.

Woodruff

APPOINTMENT DIVISION
ENTERED
SEP 10 1918
ON JOURNAL
DEPARTMENT OF COMMERCE

CARDED

Report cancellation & transfer

Bureau of Lighthouses, Washington.
SEP 6 - 1918

1918 SEP 7 PM 12 12

Submitted to Secretary of Commerce recommended for approval.

H. B. Bowerman
Acting Commissioner.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 8, 1918.

Mr. John Clarke,
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 Five Hundred and Four dollars per annum,

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

(By transfer and promotion from Second Assistant Keeper at $456 per annum)

APPOINTMENT DIVISION ENTERED AUG 9 - 1918 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,
(Signed) Clifford Hastings.

Chief of Appointment Division.

R
Ho

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Edward C. Rouse.

Legal Residence: Michigan

11—3892

CANCELLED

CANCELLED

CANCELLED

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT HOUSES AUG 1918

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT.

AUG 8 1918 8 50 AM

Detroit, Michigan, July 30, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion of:

Name, John Clarke — Legal residence, Michigan

Position, Keeper, (1st Asst.)) — Salary, $504.00 p.a.

Location, Whitefish Point Lt. Sta., Mich. — Appropriation, Sal. Kprs. of L.H.'s

Effective August 10, 1918. — ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, 2d Asst. Kpr. — Former salary, $456.00

Location, Big Bay Point Lt. Sta., Mich.

APPOINTMENTS

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

1918 AUG 8 AM 9 25

Previous incumbent, Edw. O. Rouse — Services terminated, July 24, 1918

Reason, Resignation

Members of family in Government Service, --

Remarks:

This employee is the only employee available in his grade and the vacancy to which promotion is proposed could not be foreseen at the time he was appointed.

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

, 191

For and in the absence of the Superintendent.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN AUG 8 - 1918 DEPARTMENT OF COMMERCE

Secretary, *Civil Service District.*

Park

First Asst. Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 5 1918

Submitted to the Secretary of Commerce, approved.

1918 AUG 7 AM 11 33

Acting Commissioner

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

11—2314

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

APPOINTMENTS

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1754

1918 JUN 13 AM 10 40

LIGHT HOUSES JUN 12 1918

JUN 12 1918 9 07 AM

I, John Clarke

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.

John Clarke

(Appointee signs here)

CHIEF CLERK

[2] Sworn to (See below) and subscribed before me, this [3] 31st day of May, A. D. 191 8

(Affix official seal here)

1918 JUN 13 AM 10 04

[4] (Name) James Madigan

(Official title) Notary

My commission expires July 6/18

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2d Asst. Kpr.,	$456.00 p.a.	Big Bay Point Light Sta., Mich.
Former [5]		

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

CARDED

Office of Lighthouse Inspector, 11th District

Detroit, Michigan, (Address) June 10, 1918. (Date)

The above-named appointee entered upon duty on May 30, 1918. (Date)

In the absence and by direction of the Inspector.

Park

(Signature, followed by title)

Lighthouse Superintendent

[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.

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 16, 1918.

Mr. John Clarke,

Through the Commissioner of Lighthouses.

Sir:

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

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

By direction of the Secretary:

Respectfully,

CARDED

(Signed) Clifford H

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: George H. Temple.

Legal Residence: Michigan.

(See reverse side.)

APPOINTMENT DIVISION ENTERED MAY 17 1918 ON JOURNAL DEPARTMENT OF COMMERCE

11—5080

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT MAY 14 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, 11th DISTRICT,

Detroit, Michigan, May 10, 1918.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

Action recommended, Probationary appointment of:

Name, John Clarke — Legal residence, Michigan

1918 MAY 15 PM 1 55

Position, 2d Asst. Keeper — Salary, $456.00 p.a.

Location, Big Bay Point Lt. Sta., Mich. — Appropriation, Sal. Kprs. L.H. S.

Effective May 20, 1918 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, -- — Former salary,

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 16 1918 DEPARTMENT OF COMMERCE

APPOINTMENTS

Location,

1918 MAY 15 PM 2 14

Rank on eligible list, 1st Rating, Asst. Kpr. Percentage, 90.8, Other eligibles considered:

Wm. A. Widrig "D" Andrew J. Loomis, "C" Frank Craig "C"

Previous incumbent, George H. Temple Services terminated, May 7, 1918

Reason, Promotion

Members of family in Government Service, One

Remarks:

Quarters provided for families of keepers.

Selection regular, subject to the action of the U. S. Civil Service Commission. May 11, 1918

Peter Norton
Secretary, 7th Civil Service District.

Edw. L. Woodruff
Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 15 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314