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

Date: '25 AUG 14 PM 4:09:43
8/18/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Clayton, Ollie, K. C435		1898 MS

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 (MS)	
From: 1918	To: 1920
(Agency & Location)	
From:	To:
(Agency & Location)	
From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0006141060

Attendant Signature:

CMRS Search Request Number(s): Submitted to Arc. search 8/18/25

Remarks: FBop

'25 AUG 27 AM 9:17:06

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:

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

Name of employee Ollie K. Clayton

Designation Keeper in the Lighthouse Service *Compensation* $720 per annum

Place of employment Horn Island Light Station, Miss.

Last day served December 10, 1919.

Copy furnished Secretary, Tenth Civil-Service District,
330 Customhouse Building, N.O., La., for his information. (Sgd.) E. S. LANPHIER,

E. S. L.

Superintendent of Lighthouses.

Superintendent of Lighthouses.
(*Official title.*)

Date December 15, 1919.

Lighthouse Service - 8th District.
(*Bureau or service.*)

11—2876

Carded MOE

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES AUG 28 1919

August 27, 1919.

...e K. Clayton,

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 Seven Hundred and Twenty dollars per annum,

effective August 16, 1919.

Your appointment will continue for a period not to exceed thirty days from date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

C/AS

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Sidney B. Spratley.

Legal Residence: Mississippi.

6th District

11—1393

Horn Island L.S.

COPY (MCC) Recd.9:30 a.m. Sep.8,1919. L.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Ollie K. Clayton,

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.

(Sgd.)OLLIE K. CLAYTON
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of September, A. D. 1919.

(Affix official seal here)
S(Circuit
E(Court,
A(Jackson Co.,
L(Miss.

[4](*Name*) (SGD.) W.C.Havens, Circuit Clerk

(*Official title*) Jackson County, Miss.

My commission expires Jan. 1, 1920.

	Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present	Keeper in the Light-house Service	$720 p.a.	Horn Island Light Station, Miss.
Former	Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment in above-mentioned position.		

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

MCC

Office of ~~Lighthouse Inspector~~ Superintendent of Lighthouses, 8th District

New Orleans, La., (Address) September 8, 1919. (Date)

The above-named appointee entered upon duty on August 16, 1919. (Date)

E.S.L.

Superintendent of Lighthouses.

[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

Carded MCC

MCC
2 inclosures

September 2, 1919.

Ollie K. Clayton, Temporary keeper,
Horn Island Light Station,
Pascagoula, Miss.
(Through the Keeper.)

1. Transmitted herewith is Department letter dated August 27, 1919, appointing you temporary assistant keeper at Horn Island Light Station at a salary of $720 per annum and a daily ration allowance of 45¢, effective commencing August 16, 1919.

2. Subscribe to inclosed "Oath of Office" before a notary public or other person authorized to administer oaths and return same as soon as practicable.

3. NO PAY WILL BE SENT YOU UNTIL THE OATH IS RECEIVED IN PROPER FORM.

4. For and in the absence of the Superintendent:

(Sgd.) F. A. MUTH,

First Assistant Superintendent.

Copy furnished Frank P. Spratley, Keeper, Horn Island Light Station, Pascagoula, Miss., for his information and the station files. You are directed to see that this employee returns the oath of office, properly completed, with as little delay as practicable.

For and in the absence of the Superintendent:

First Assistant Superintendent.

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Superintendent of Lighthouses, 8th
OFFICE OF LIGHTHOUSE INSPECTOR, ... DISTRICT,

New Orleans, La., August 19, 1919.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of certification of eligibles for probational appointment.

Name, Ollie K. Clayton — Legal residence, Mississippi

Position, Keeper in the Lighthouse Service — Salary, $720 per annum

Location, Horn Island Light Station, Mississippi. — Appropriation, Salaries, Keepers of Lighthouses

Effective August 16, 1919. {[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, - - - Rating, - - - Percentage, - - - - , Other eligibles considered:
No eligibles available.

Previous incumbent, Sidney E. Spratley — Services terminated, August 15, 1919.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Due to the necessity for maintaining the full authorized complement of Keepers at Horn Island Light Station, Ollie K. Clayton was assigned to duty on August 16, 1919. He has never been employed under any branch of the Department of Commerce. This nomination is made to fill the lowest-rated position at above station, in accordance with Department authority of June 5, 1918.

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

E.S.L.

..... Superintendent of Lighthouses.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked mee

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTH DISTRICT



(Station, Depot, or Vessel)

....., 191

I placed him on duty at the beginning of the morning of Aug 16th 1919 and Relieved Sidney E. Spratley at the close of the day Aug 15th 1919.

I am forwarding Certificate of discharge, So that a record of same may be made in that Office. Please return it as soon as possible. also Mr. Clayton Desires an Application Blank for an Asst. Keeper.

Respectfully

Frank P. Spratley.

Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Horn Island Light
(Station, ~~Depot, or Vessel~~)

Aug 16th, 1919

Superintendent of L. H.
New Orleans La.

Sir:

In regard to your letter of July 21st 1919 Requesting me Employ a suitable person for the Position of Asst. Keeper at Horn Island Light Station.

I have Employed Mr Allie K. Clayton

Date & place of birth., September 7th 1897 at Pascagoula Miss.

His present Legal residence Pascagoula Miss.

he fired on a Dodge boat about 1 mo. at a salary of $60 per month, and about 1 year & 9 months in the Army at $38.00 per mo.

Has no relatives in the Government Service

COPY (MCC) Recd. 1:30 p.m. Aug.18,1919. L.

DEPARTMENT OF LABOR
U. S. EMPLOYMENT SERVICE.

U.S.CIVIL SERVICE COMMISSION.

This form is to be used solely for the purpose of recording forme employment of a person appointed to the Government service with a vie to directing applicants for employment to the possible need for worke It may be filled out by the appointee, or by other person from data i application of examination papers. In the latter case the question a to strike need not be answered.

Record of last private employment of..Ollie K. Clayton.....

Appointed..Temp.Kpr., Horn Island L.S., Miss....in the...Lighthouse Service.....
(Date) (Position) (Office)

Trade or calling..Cook.....Pay received $60.....

Name and address of last employer.....S. D. Brown Grocery Co.....

.....Pascagoula, Miss.....

Was termination of employment due to a strike?..No.....

MCC

Office of Superintendent of Lighthouses, 8th District,
New Orleans, La., August 19, 1919.

Forwarded to U. S. Employment Service, City Hall, New Orleans, La.

E.S.L.

SUPERINTENDENT OF LIGHTHOUSES

MCC
1 inc.
BY REGISTERED MAIL.

August 21, 1919.

Ollie K. Clayton, Temporary assistant keeper,
Horn Island Light Station,
Pascagoula, Mississippi.
(Through the Keeper.)

1. Returned herewith is your "Certificate of Honorable Discharge from the U. S. Army," the necessary record of same having been made for the files of this office.

(Sgd.) E. S. LANPHIER,
Superintendent of Lighthouses.

Copy forwarded to Frank P. Spratley, Keeper, Horn Island Light Station, Pascagoula, Miss., for his information and the station files.

Superintendent of Lighthouses.

ENLISTMENT RECORD

NAME: Ollie K. Clayton Grade: Cook.

Enlisted: April 20, 1917, at Pascagoula, Miss.

Serving in First enlistment period at date of discharge.

Prior Service: None.

Noncommissioned officer: None.

Marksmanship, gunner qualification or rating: None.

Horsemanship: None.

Battles, engagements, skirmishes, expeditions: None.

Knowledge of any vocational: None.

Wounds received in service: None.

Physical condition when discharged: Good.

Typhoid prophylaxis completed: September 26, 1917.

Paratyphoid prophylaxis completed: September 26, 1917.

Married or Single: Single.

Character: Excellent.

Remarks: Left U.S. August 29, 1918. Arrived in France, Sept. 12, 1918.
Left France Dec. 18, 1918. Arrived in U.S.Dec. 31, 1918.

Signature of soldier: Ollie K. Clayton.

(Sgd.) M. K. Upshaw

Capt., 114 Am. Tn.,
Commanding Co."E".

January 18, 1919
PAID IN FULL
Thirty-two &88/100 dollars,
D.A.Tellen,
Q.M.Corps, U.S.A.

Ticket Form Ly. No. 4007(?)
Issued Camp Beauregard, La.
To ----------
PASCAGOULA,
Ticket Agent.

COPY (MCC)

HONORABLE DISCHARGE FROM THE UNITED STATES ARMY

TO ALL WHOM IT MAY CONCERN:

THIS IS TO CERTIFY, That Ollie K. Clayton, 1605275, Cook, Co. E, 114 Am. Train, THE UNITED STATES ARMY, as a Testimonial of Honest and Faithful Service, is hereby Honorably Discharged from the military service of the United States by reason of Expiration of Service.

Said Ollie K. Clayton was born in Pascagoula, in the State of Mississippi.

When enlisted he was 18 years of age and by occupation a Laborer.

He had brown eyes, brown hair, dark complexion, and was 5 feet 5 inches in height.

Given under my hand at Camp Beauregard, La., this 18th day of January, one thousand nine hundred and nineteen.

ROBERT H. CARRUTH,
Lieut. Col., U.S.Army.
Commanding.

Washington, D.C., Apr. 22, 1919.
Paid $60 under Act of Congress, approved February 24, 1919.
C.E.GRAY,
Major, Q.M.Corps.

Form No. 525, A.G.O.
Oct.9,1918.

COPY (MCC) Recd., 1:30 p.m., Aug. 18, 1919.

DEPARTMENT OF COMMERCE

PERSONAL QUESTION SHEET

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

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

Mr. Ollie Kell Clayton

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

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

Lighthouse (Bureau or Service.) | Horn Island L.S., Miss. (Place (city, town, station, or vessel).) | Eighth (District.)

4. Position to which appointed Keeper (temporary) in the Lighthouse Service

5. Compensation $720 per annum.

6. Appropriation from which paid Salaries, Keepers of Lighthouses.

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

Without examination--temporary appointment.

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

Pascagoula (City or town.) | Mississippi (State or Territory.) | Jackson (County.) | 6th (Congressional district.)

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

- - - -

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

11. Where were you born? Pascagoula, Miss.

12. When were you born? September (Month.) 7 (Day.) 1897 (Year.)

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

14. What is your marital condition? Single

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

Mr. Chas. Clayton (Name.) | (Number and street.)

Pascagoula (City or town.) | Mississippi (State or Territory.)

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

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

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

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

No

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
War	U.S.Engineer				
~~Engineers~~	Dredgeboat	Fixing	$60	July 1	July 28,1919.

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

None

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co.E, 114 Am.Train	Apr.29,1917	Jan.23,1919	End of War

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

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

22. 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) .....

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

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

23. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 18, 19, 20, and 21.)

Work for J.S.Bebo and S.D.Brown Grocery Co.

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

6th Grade - Infant Jesus Academy

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

None

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

None

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

Yes

Date, August 15 - - - - - -, 191 9

Witness (in case signature is by mark):

(Signature) (Sgd.) OLLIE K. CLAYTON

P. O. Address: Pascagoula
City or town.

- - - - -
Number and street.

Mississippi
State or Territory.

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

MCC

Reviewed, approved, and forwarded August 19 - - - - -, 1919.

(Signature) E.S.L.

(Official title) Superintendent of Lighthouses.

Corrected + Booked MCC

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Horn Island Light St
(Station, Depot, or Vessel)

Nov. 26, 1919

Superintendent Light Houses

Sir

I would like for you except my Resignation On December 10 I have a man who wants to take my place here

Yours Respectfy
Asst Keeper
Ollie K Eddington

Louis Burns.
Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Horn Light House
(Station, Depot, or Vessel)

Sept 14, 1919

Superintendent 8th L H S
New Orleans La

Sir: Through the Keeper
Please send my check at
once as I am really in need
of it. Respectfully

Ollie. S. Clayton
Temp. Keeper

Frank P. Gbradley
Keeper.

Oath not read when Pay Roll Made up.
Check sent 9-16-19
MAC

Ollie K. Clayton.

Ollie K. Clayton.

INACTIVE

LEGAL RESIDENCE
Mississippi.

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Pend. Elig) Horn Island Lista, Miss.	720	L. H.	Aug. 16, 1919
LAST DAY OF SERVICE Dec. 10 1919.			
		INACTIVE	

11—1248

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF Superintendent of Lighthouses, 8th District

New Orleans, La., August 19, 1919.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of certification of eligibles for probational appointment.

Name, Ollie K. Clayton — Legal residence, Mississippi.

Position, Keeper in the Lighthouse Service — Salary, $720 per annum

Location, Horn Island Light Station, Mississippi. — Appropriation, Salaries, Keepers of Lighthouses

Effective August 16, 1919, {the actual date of entrance on duty, ~~or the date of the oath of office or the date of duty~~}

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

Location, -

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

No eligibles available.

Previous incumbent, Sidney E. Spratley — Services terminated, August 15, 1919.

Reason, Resigned.

Members of family in Government Service, None.

1919 AUG 25 AM 9 53

Remarks: Due to the necessity for maintaining the full authorized complement of keepers at Horn Island Light Station, Ollie K. Clayton was assigned to duty on August 16, 1919. He has never been employed under any branch of the Department of Commerce. This nomination is made to fill the lowest-rated position at above station, in accordance with Department authority of June 5, 1918.

Selection regular, subject to the action of the U. S. Civil Service Commission August 19, 1919

TEMPORARY PENDING THE ESTABLISHMENT OF A REGISTER OF ELIGIBLES

Secretary, 10 Civil Service District.

E. S. Lanphier.
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 23 1919

Submitted to the Secretary of Commerce, approved.

1919 AUG 25 PM 16

Acting Commissioner

APPOINTMENT DIVISION RECEIVED AUG 27 1919 DEPARTMENT OF COMMERCE

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

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 27, 1919.

Mr. Ollie K. Clayton,

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 Seven Hundred and Twenty dollars per annum, effective August 16, 1919.

Your appointment will continue for a period not to exceed thirty days from date of establishment of a register of eligibles for probational appointment in the above-mentioned position.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED AUG 9 1919 DEPT. OF COMMERCE

(SIGNED) CLIFFORD HASTINGS

C/AS

Chief of Appointment Division.

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Sidney E. Spratley.

Legal Residence: Mississippi.

8th District

C. S. REPORT DATA ENTERED

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

5

LIGHT HOUSES SEP 12 1919

APPOINTMENTS SEP 12 1919

I, Ollie K. Clayton,

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.

1919 SEP 10 PM 2

Ollie K. Clayton
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of September, A. D. 191 9.

(Affix official seal here)

1919 SEP 12 PM 3 23

[4] (Name) W. C. Stevens, Circuit Clerk

(Official title) Jackson County, Miss.

My commission expires Jan. 1st 1920.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Light-house Service	$720 p.a.	Horn Island Light Station, Miss.
Former [5] Temporary appointment for a period not to exceed 30 days from date of establishment of a register of eligibles for probational appointment in above-mentioned position.		

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

MCC

CANCELLED

Office of Superintendent of Lighthouses, 8th District

New Orleans, La., (Address) September 8, 1919. (Date)

The above-named appointee entered upon duty on August 16, 1919. (Date)

E. J. Lamplier.

Superintendent of Lighthouses.

[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.

U. S. REPORT DATA

COPY (MCC) AUG 21 1919 4 03 PM

5

DEPARTMENT OF COMMERCE

APPOINTMENTS AUG 22 1919

AUG 30 1919

PERSONAL QUESTION SHEET

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

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

Mrs Ollie Fell Eclaefton

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

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

Lighthouse	Horn Island L.S., Miss.	Eighth
Bureau or Service.	Place (city, town, station, or vessel).	District.

CHIEF CLERK

4. Position to which appointed Keeper (temporary) in the Lighthouse Service. 1919 AUG 25 PM 2 20

5. Compensation $720 per annum.

6. Appropriation from which paid Salaries, Keepers of Lighthouses.

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

Without examination--temporary appointment.

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

Pascagoula	miss	Jackson	6th
City or town.	State or Territory.	County.	Congressional district.

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

———

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

11. Where were you born? Pascagoula miss

12. When were you born? Sept 7 1897
Month. Day. Year.

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

14. What is your marital condition? Single

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

Mrs Thos Eclaefton	
Name.	Number and street.
Pascagoula	miss
City or town.	State or Territory.

CARDED

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

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

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

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

No

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
War	U.S. Engineer	Engineers Quarg. Boat Fireman	$60.00	July 1st	July 28 1918

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

None

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co. K 11th Am. Engrs	4-29-17 April 29 1917	1-23-19 Jan 23 1919	E and of war

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

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

22. 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) ---

Name under which soldier or sailor rendered service ---

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

23. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 18, 19, 20, and 21.)

Clerk for D. S. Bolen and S. D. Brown

Grocers: L. C.

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

6th Grade

Sinkfield Jesus Academy

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

None

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

None

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

yes

Date, Aug 15, 1919

Witness (in case signature is by mark):

(Signature) Ollie K Claytor

P. O. Address: Pascagoula Miss
City or town.

Number and street.

Mississippi
State or Territory.

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

MCC

Reviewed, approved, and forwarded August 19 1919.

(Signature) E. S. Lamphier.

(Official title) Superintendent of Lighthouses.

EJC

APPOINTMENT
SEP 19 1919
919 SEP 20 AM 11 17

Sir:

Referring to the report of assistance rendered by you on August 22, 1919, to a fisherman whose boat had capsized during a squall in the vicinity of Pascagoula River Entrance Light, A., Mississippi, the Department takes pleasure in commending you for the service thus rendered which will be noted on the records as part of your official history.

Respectfully,

LIGHTHOUSES--Appointment Division's files

Exact copy as signed by E. F. SWEET

Mailed ---------- by ----------

E. F. SWEET
Acting Secretary of Commerce.

Mr. Ollie K. Clayton,
Assistant Keeper, Horn Island Light Station, Miss.
(Through Commissioner of Lighthouses).

DEC 18 1919 9 AM

LIGHT
DEC 18 1919
HOUSES

MCC

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

CHIEF CLERK
1919 DEC 18 PM 3

Name of employee Ollie K. Clayton

Designation Keeper in the Lighthouse Service *Compensation* $720 per annum

Place of employment Horn Island Light Station, Miss.

Last day served December 10, 1919.

1919 DEC 18 PM 4 16

E. S. Lamphier.

Superintendent of Lighthouses.
(Official title.)

Date December 15, 1919.

Lighthouse Service - 8th District.
(Bureau or service.)

CARDED
APPOINTMENT DIVISION ENTERED
DEC 19 1919
PAY JOURNAL

11—2876

U. S. REPORT DATE