'26 MAR 10 AM11:52:23

REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 03/06/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Collins, Reeves		

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.)

CIVILIAN SERVICE

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

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

Researchers Signature: Andrew Burns

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-000712842

Attendant Signature:

CMRS Search Request Number(s):

Remarks: C-452

'26 MAR 25 AM10:18:19

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:

Reeves Collins

Reeves Collins

LEGAL RESIDENCE.
Texas

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY (pend cert) Keeper Galveston Jetty L.S. Tex.	$480	L.H.	July 5, 1918
Last day service - July 11, 1918.			
		INACTIVE	

11—1248

Form 73 RSW

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT:

New Orleans, La. (City.) June 27 (Date.) 1918.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of certification of eligibles for permanent appointment in position of keeper.

Name, Reeves Collins

Legal residence, Texas

Position, ~~Additional~~ Keeper in the Lighthouse Service.

Salary, $480 p.a., and rations.

Location, Galveston Jetty Light Station, Tex.

Appropriation, Salaries, Keepers of Lighthouses.

Effective June 17, 1918 { the actual date of entrance on duty, ~~or as soon thereafter as practicable~~

Former position, New position

Former salary, -----

Location, -----

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

Previous incumbent, New position with OL 11/8/17. Services terminated, ---

Reason, Due to necessity for maintaining full authorized complement at this station Reeves Collins was assigned to duty on June 17, 1918. Quarters are not provided for keepers' families at this station.

Members of family in Government Service, None.

Remarks: This nomination is made to fill the lowest rated position at this station, in accordance with Department letter of June 6, 1918. Exigencies of the service required that the first qualified person obtainable be assigned to duty in this position.

Selection regular, subject to the action of the U. S. Civil Service Commission, June 28, 1918

TEMPORARY

Pending the establishment of a register of eligibles.

Secretary, 10 Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. JUL 8 1918

1 Strike out the clause which does not apply.

RECEIVED JUN 27 1918 LIGHT HOUSES

APPOINTMENTS JUL 2 1918

1918 JUL 9 AM 9

1918 JUL 2 AM 10 09

1918 JUL 8 PM 2 56

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUL 9-1918 DEPARTMENT OF COMMERCE

H. B. Bowerman
Acting Commissioner

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 9, 1918.

Mr. Reeves Collins,

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 Four Hundred and Eighty dollars per annum,

effective June 17, 1918.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C Chief of Appointment Division.

F

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Texas.

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

1—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1918 JUL 8 PM 2 58

LIGHT JUL 8 1918 HOUSES

JUL 18 1918 9 21 AM

APPOINTMENTS JUL 9 1918

I, Reeves Collins

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.

Reeves Collins
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 1st day of July, A. D. 1918.

(Affix official seal here)

[4] (Name) Alex. Gomez

(Official title) Notary Public in and for Galveston County, Texas

My commission expires My commission expires June 1st 1919.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Light-house Service	$480 p. a.	Galveston Jetty Light Station, Tex.
Former [5] New position		

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

RSW

Office of Lighthouse Inspector, 8th District

New Orleans, La. (Address), July 5, 1918. (Date)

CARDED

The above-named appointee entered upon duty on June 17, 1918. (Date) JUL 8 AM 11 30

(Signature, followed by title) 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.

11—944

APPOINTMENTS

DEPARTMENT OF COMMERCE

1918 JUL 9 AM 10 00

PERSONAL QUESTION SHEET

LIGHT HOUSES JUL 8 1918

JUL 8 1918 9 21 AM

(To be furnished for each

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.)

LIGHT HOUSES JUL 25 1918

JUL 25 1918 9 11 AM

CHIEF CLERK

1918 JUL 25 PM 3 5

Name of employee Reeves Collins

Designation Keeper in the Lighthouse Service *Compensation* $480 p.a.

Place of employment Galveston Jetty Light Station, Texas.

Date of appointment: July 9, 1918, effective June 17, 1918, for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Last day served July 11, 1918.

APPOINTMENT DIVISION ENTERED JUL 27 1918 ON JOURNAL DEPARTMENT OF COMMERCE

Superintendent of Lighthouses, 8th Dist.
(Official title.)

Lighthouse Service.
(Bureau or service.)

Date July 22, 1918.

11—2876

CARDED

11. Where were you born? Waldwell, Texas

12. When were you born? January 27 1882
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.

Mamie Riley 311 - 15 st
Name. Number and street.

Galveston Texas
City or town. State or Territory.

11—1434

APPOINTMENTS

LIGHT HOUSES JUL 8 1918

DEPARTMENT OF COMMERCE

1918 JUL 9 AM 10 00

PERSONAL QUESTION SHEET

JUL 8 1918 9 21 AM

(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 Reuss. Collins

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

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

LIGHTHOUSE (Bureau or Service.) Galveston Jetty Light Station (Place (city, town, station, or vessel).) 8th (District.)

4. Position to which appointed Temporary Keeper.

5. Compensation $480 per annum, and rations.

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.

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

Galveston (City or town.) Texas (State or Territory.) Galveston. (County.) 7th (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? Caldwell. Texas

12. When were you born? January (Month.) 27 (Day.) 1882 (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.

Mamie Riley (Name.) 311 - 15th (Number and street.)

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

11—1434

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.) No—

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

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

No—

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.) No—

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

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. No—

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

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

Relationship (widow or orphan) No—

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

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

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

Carpenter

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.)

8 Grade —

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

Mechanical

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, ..., 191

Witness (in case signature is by mark):

.....

(Signature) Reeves Collins

P. O. Address: Galveston Texas
City or town.
311 15 st
Number and street.
Texas
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.)

Reviewed, approved, and forwarded July 5, 1918.

(Signature) .....

Superintendent, 8th Lighthouse District.
(Official title)

11—1434

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.)

Name of employee Reeves Collins

Designation Keeper in the Lighthouse Service *Compensation* $480 p.a.

Place of employment Galveston Jetty Light Station, Texas.

Date of appointment: July 9, 1918, effective June 17, 1918, for a period not to exceed 30 days from date of establishment of a register of eligibles for permanent appointment.

Last day served July 11, 1918.

Copy for information and files of Secretary, Tenth Civil-Service District, New Orleans, La.

[SIGNED] DORRY

Superintendent.

Superintendent of Lighthouses, 8th Dist.
(*Official title.*)

Date July 22, 1918.

Lighthouse Service.
(*Bureau or service.*)

11—2878

Cardeck mcc

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT HOUSES JUL 10 1918

JUL 10 1918 2 25 PM

July 9, 1918.

Mr. Reeves Collins,

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 Four Hundred and Eighty dollars per annum, effective June 17, 1918.

Your appointment will continue for a period not to exceed thirty days from the date of establishment of a register of eligibles for permanent appointment.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C
F

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Texas.

11—1393

8 Insp.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Reeves Collins

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.

Reeves Collins
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 1st day of July, A. D. 1918.

(Affix official seal here)

S (Notary Public
E (County of Galveston,
A (Texas.
L (

[4] (*Name*) Alex Gomez
Notary Public in and for Galveston County, Texas.
(*Official title*)

My commission expires June 1, 1919.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Light-house Service	$480 p. a.	Galveston Jetty Light Station, Tex.
Former [5] New position		

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

RSW

Office of Lighthouse Superintendent, 8th District

New Orleans, La. (Address), July 5, 1918. (Date)

The above-named appointee entered upon duty on June 17, 1918. (Date)

(Signature, followed by title) 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.

11—944

Carded MAC

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. Reeves Collins

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

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

LIGHTHOUSE (Bureau or Service.) Galveston Jetty Light Station (Place (city, town, station, or vessel).) 8th (District.)

4. Position to which appointed: Temporary Keeper.

5. Compensation: $480 per annum, and rations.

6. Appropriation from which paid: Salaries, Keepers of Lightbouses.

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.

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

Galveston (City or town.) Texas (State or Territory.) Galveston (County.) 7 (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? Caldwell Texas

12. When were you born? January (Month.) 27 (Day.) 1882 (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.

Mamie Riley (Name.) 311 - 15 st (Number and street.)

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

11—1434

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.) No —

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

19. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.) No —

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.) No —

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

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 No —

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

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

Relationship (widow or orphan) No —

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

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

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

Carpenter

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.)

8th Grade

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

Mechanical

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, ..., 191

Witness (in case signature is by mark): .....

(Signature) Reeves Collins

P. O. Address: Galveston
City or town.
311 13th st
Number and street.
Texas
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.)

Reviewed, approved, and forwarded July 5, 1916.

(Signature) .....

Superintendent, 8th Lighthouse District.
(Official title)

11—1434

Carded
mce

MCC

2 inclosures

July 15, 1918.

Reeves Collins, Temporary Addl. Keeper,
Galveston Jetty Light Station,
Box 327,
Galveston, Texas.
(Through the Keeper.)

Transmitted herewith is Department letter dated July 9, 1918, appointing you additional keeper in the Lighthouse Service at a salary of $480 per annum and a ration allowance of 45¢ per day in cash, effective commencing June 17, 1918, for duty at Galveston Jetty Light Station.

This appointment will continue until the appointment and arrival of a new second assistant keeper.

Inclosed is check in the amount of $26.38, covering compensation due you for services from June 17 to 30, inclusive.

(Signed) DORRY,

Superintendent.

Copy furnished Geo. W. Bardwell, Keeper, Galveston Jetty L.S., for his information and the station files.

Superintendent.

Form 73 RSW

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 8th DISTRICT,

New Orleans, La. (City.) June 27 (Date.), 1918.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment for a period not to exceed 30 days from date of certification of eligibles for permanent appointment in position of keeper.

Name, Reeves Collins — Legal residence, Texas

Position, Additional Keeper in the Lighthouse Service. — Salary, $480 p.a., and rations.

Location, Galveston Jetty Light Station, Tex. — Appropriation, Salaries, Keepers of Lighthouses.

Effective June 17, 1918 { 'the actual date of entrance on duty, ~~as soon thereafter as he enters on duty~~.

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

Location, ------

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

Previous incumbent, New position — Services terminated, ---

Reason, Due to necessity for maintaining full authorized complement at this station Reeves Collins was assigned to duty on June 17, 1918. Quarters are not provided for keepers' families at this station.

Members of family in Government Service, None.

Remarks: This nomination is made to fill the lowest rated position at this station, in accordance with Department letter of June 6, 1918. Exigencies of the service required that the first qualified person obtainable be assigned to duty in this position.

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

Inspector.

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

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

JAM-RSW

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTH DISTRICT

June 27, 1918.

Reeves Collins, Temporary Keeper,
Galveston Jetty Light Station,
Box 327, Galveston, Tex.
(Through the Keeper).

You are informed that nomination has been forwarded the Commissioner of Lighthouses with recommendation that you be appointed a temporary keeper at Galveston Jetty Light Station, Tex., for a period not to exceed 30 days, effective June 17, 1918, pending establishment of an eligible register.

This appointment is made at salary of $480 per annum and to include rations.

Inclosed herewith is "Personal Question Sheet", in duplicate, which you should fillout, answering all questions completely, and return both copies to this office promptly.

Subscribe to "Oath of Office" inclosed herewith, before Notary Public or other person authorized to administer oaths and return same as soon as practicable, as no salary can be paid you until oath is returned properly executed.

Should your services as temporary keeper prove satisfactory and you desire permanent employment in the Lighthouse Service your name will be given due consideration in the event you attain the required rating and your name appears sufficiently high on the register of eligibles. Inclosed herewith is Form 1025 "Application for Examination - Lighthouse Service" for this purpose.

Fill out, sign, and return "Experience Statement" inclosed herewith.

B. B. DORRY,

Inspector.

Copy furnished G. W. Bardwell, Keeper, for his information and the station files.

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

EIGHTH DISTRICT

Galveston Pelly Light Sta.
(Station, Depot, or Vessel.)

June 18th, 1918

Lighthouse Inspector 8th District
New Orleans La

Sir.

In accordance with your letter of May 15th I have employed a man as Laborer and give the following information concerning him

1 Name Reeves Collins.
2 Born- Jan 27- 1882. Caldwell Tex
3 Present legal residence Galveston Tex
4 Has never been in the employ of the Government
5 Has no relatives in the Government Service
6 Placed on duty June 17th 1918.

Respectfully
G. H. Baldwell Keeper.

JAM-MCC

May 15, 1918.

George W. Bardwell, Keeper,
Galveston Jetty Light Station,
P. O. Box 327,
Galveston, Texas.

Referring to the vacancy existing at the station under your charge in the position of Second Assistant Keeper:

You are authorized to employ a suitable person as temporary Laborer pending the filling of above vacancy in accordance with Civil-Service Rules. The person employed must be a citizen of the United States and 18 years of age or over. Salary will be paid him at the rate of $480 per annum (plus 10% during the present fiscal year to end June 30, 1918). No allowance will be made for rations.

Furnish this office promptly the following information concerning the person employed:

1. His first name in full, middle initial (if any), and last name in full.

2. Date and place of birth. (If foreign born, forward his naturalization certificate to this office, which will be returned after proper record has been made.)

3. His present legal (that is, voting) residence.

4. Has he ever been employed in the Government Service? If so, give name of position, salary, length of service, and under what Department.

5. Has he any relatives in the Government Service now, that is, members of his family who reside under the same roof with him? If so, give names, positions, salaries, length of service, and under what Departments.

6. The exact date you placed him on duty.

Give the above your careful attention.

Inspector