2026 JUN 29 15:05

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

Date: 07/10/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Conard, Oscar, A.		1880 DE

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: 1928

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 (DE/NJ) 4th District	From: 1916	To: 1924
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00077703417

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 6/30/26 RAH
Soundex: C563

26 JUN 11:15

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:

Oscar A. Conard

Oscar A. Conard

LEGAL RESIDENCE.
Delaware

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
2nd Asst Kpr. | Eldora Life Saving Station N.J.	$456.	L. M.	Feby. 1, 1916.
1st " " " "	540.	"	Apr. 28, 1917.
Keeper " "	660	"	June 4, 1918.
" Increase "	960	"	Nov 4, 1918.
" Vineyard Sd Life Sta N.J.	720	"	July 1, 1920
" " " " "	780	"	Feb 1, 1921
~~" Frank Kirwin Life Sta N.J.~~	~~840.~~	—	——— (cancelled)
RESIGNED CLOSE OF Jan 31. 1923			

11—1248

Form 73
RJC.
Pers..

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF THE SECRETARY RECEIVED JAN 17 1916 THIRD U.S. CIVIL SERVICE DISTRICT

LIGHT JAN 18 1916 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., January 15th, 1916.
(City.) (Date.)

DIVISION OF APPOINTMENTS JAN 19 1916 DEPT OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

CHIEF CLERK JAN 19 1916

Name, Oscar A. Conard, Legal residence, Delaware.

Position, Second Assistant Keeper. Salary, $456.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey. Appropriation, "Salaries of Keepers of Lighthouses."

Effective February 1, 1916, {~~the actual date of entrance on duty~~; or as soon thereafter as he enters on duty.

JAN 19 1916 10,

Former position, x x x x Former salary, x x x x

Location, x x x x

Rank on eligible list, 5 Rating, Kpr.& Asst.Kpr. Percentage, 78.6 , Other eligibles considered:

Wingate (D); McCabe (C); Manlove (D); Marvel (C).

Previous incumbent, Jay W. Haldeman Services terminated, on or about Jan. 31,1916.

Reason, Nominated for promotion and appointment to position of First Asst.Keeper, Elbow of Cross Ledge Lt.Sta., Del.Bay, N.J.

Members of family in Government Service, None.

Remarks: Quarters not furnished by Government for family.

* no fuel or light.

Selection regular, subject to the action of the U. S. Civil Service Commission. JAN 17 1916 , 191

Stewart Wilson
Secretary THIRD Civil Service District.

In the absence and by direction of the Inspector:

— Mmall
Chief Clerk.

BUREAU OF LIGHTHOUSES
WASHINGTON

1-19-16

JAN 18 1916

Submitted to the Secretary of Commerce, approved.

Conway
Acting Commissioner

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 19, 1916.

Mr. Oscar A. Conard,

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 Fourth Lighthouse District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Jay W. Haldeman.

Legal Residence: Delaware.

(See reverse side.)

CARDED:

APPOINTMENT DIVISION ENTERED JAN 19 1916 ON JOURNAL DEPT. OF COMMERCE

CHANGE REPORTED MAR 1916 U. S. COMMISSION.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L.H. DIST. FEB 3 1916 PHILADELPHIA, PA.
LIGHT MAR 16 1916 HOUSES
CHIEF CLERK MAR 17 1916
APPOINTMENTS MAR 17 1916

I, Oscar A. Conard,

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.

☞ Oscar A Conard
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 31st day of January, A. D. 1916.

(Affix official seal here)

[4] (Name) Chas Durant Rogers.

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2nd Asst.Keeper.	$456.00 p.a.	Elbow of Cross Ledge Lt.Sta., Del.Bay,N.J.
Former[5]		

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

CARDED.

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT

Philadelphia, Pa., (Address) March 15, 1916. (Date)

The above-named appointee entered upon duty on February 1, 1916. (Date)

Rord
(Signature, followed by title)
Inspector, 4th L.H.District.

[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

Entd

Entd 3/15/16

JEL

COPY

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

March 13, 1916.

CHIEF CLERK
MAR 14 1916

APPOINTMENTS
MAR 14 1916

Lighthouse Inspector,

Philadelphia, Pa.

Referring to Department letter appointing the following-named employee, secure and forward oath of office covering this appointment as soon as practicable. See paragraph "Forwarding oaths and personal question sheets," ~~page 117~~ Par 426, Regulations, 1914.

Name of employee: Oscar A. Conard

Position: Second Assistant Keeper

Date of Department letter: January 19, 1916.

(Signed)

J. S. Conway
Acting Commissioner.

Bureau of Lighthouses, Washington.
MAR 13 1916

Submitted to Secretary of Commerce for his information.

J. S. Conway
Acting Commissioner.

File

OFFICE OF INSPECTOR 4TH L. H. DIST. MAR 14 1916 PHILADELPHIA, PA.
APPOINTMENTS APR 1 1916
LIGHT APR 1 1916 HOUSES
CHIEF CLERK APR 1 1916

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

William C. Redfield
Secretary.

CARDED.

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.) Mrs. Oscar Augustus Leonard

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

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

Camden	Delaware	Kent	At large
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Kent Co. Delaware

6. When were you born? June (Month.) 24 (Day.) 1880 (Year.)

11—1434

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

Mrs. Martha Conard
Name.

Wyoming
City or town.

Delaware
Number and street.

State or Territory.

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationships, the Departments and Bureaus or Services in which they are employed, and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
No.				

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Examination for Keeper and Asst. Keeper May 6 1916

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

No.

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No.					

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

No.

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

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

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

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

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered Augustus B. Conard Father

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co. E. First New Jersey Reg.	May 23. 1861	June 23. 1865	Close of War

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)

Canning work

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

Public school

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

Not any

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

Examination for Keeper and Asst Keeper May 6 - 1915

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

Yes.

21. State the date upon which the above blanks were filled. January 31, 1916

Witness: Julian Bacon
In case signature is by mark.

(Signature) Oscar Aleonard

P. O. Address: Wyoming
City or town.

Number and street.

Delaware
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded MAR 31, 1916, 19

(Signature) Rowt

(Official title) Inspector, 4th Lighthouse District

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
Lighthouse Service Fellows of Gros Ledge Lt. Sta, Del Bay 7J - 4th "
Bureau or Service. Office (city, town, station, or vessel.) District.

2. To what position has he been appointed? Second Assistant Keeper.

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

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

5. State the date of the oath. January 31 1916.

6. State the date the employee entered on duty. February 1st, 1916

7. What is his salary? $456.00 per annum.

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

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

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

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)
From Keeper and Asst. Keeper examination = May 6, 1915.

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

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) Rout

(Official title) Inspector, 4th Lighthouse District

Date: MAR 31, 1916, 19

11—1434

Form 78

RJC.
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT APR 11 1917 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., April 10th, 1917.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK APR 13 1917

Action recommended, Promotion and appointment.

Name, Oscar A. Conard, Legal residence, Delaware.

Position, First Assistant Keeper. Salary, $540.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey. Appropriation, Salaries, Keepers of Lighthouses.

Effective, April 20, 1917, { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

APPOINTMENTS APR 13 1917

APR 1917 DEPARTMENT OF COMMERCE

Former position, Second Assistant Keeper. Former salary, $456.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

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

x x x x

Previous incumbent, John E. Collins, Services terminated, on or abt. Apr. 19, 1917.

Reason, Recommended for transfer, promotion and appointment to the position of Keeper of Reedy Island Range Front Lt.Sta., etc., Del., effective on or abt. April 20, 1917.

Members of family in Government Service, x x x x

Remarks:

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

S. Lord

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

4-13-17

APR 12 1917

Submitted to the Secretary of Commerce, approved.

H. B. Bowerman

Acting Commissioner

---

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 13, 1917.

Mr. Oscar A. Conard,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

First Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Forty dollars per annum,

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

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

APPOINTMENT DIVISION ENTERED APR 13 1917 DEPARTMENTAL DEPT. OF COMMERCE

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John E. Collins.

Legal Residence: Delaware.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L.H.DIST. MAY 5 1917 PHILADELPHIA, PA.

LIGHT MAY9 1917 HOUSES

CHIEF CLERK MAY 1917

I, Oscar A. Conard,

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.

☞ Oscar Conard
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] fourth day of May, A. D. 1917.

(Affix official seal here)

[4] (Name) Chas. Wm. McRight

(Official title) Notary Public

APPOINTMENTS MAY17 1917

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present First Asst.Kpr.	$540.00 p.a.	Elbow of Cross Ledge Lt.Sta.,Del.Bay, N.J.
Former[5] Second Asst.Kpr.	$456.00 p.a.	Elbow of Cross Ledge Lt.Sta.,Del.Bay, N.J.

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

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., May 8th, 1917.
(Address) (Date)

The above-named appointee entered upon duty on April 25, 1917.
(Date)

In the absence and by direction of the Inspector
Chief Clerk.

(Signature, followed by title)
Inspector, 4th L.H.District.

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

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

Per

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
8—4789-?

MAKE NO ENTRIES IN THIS COLUMN.

LIGHT HOUSES NOV 22 1916

RECORD OF CIVIL EMPLOYEE

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)

Conard, Oscar A.

2. Department:

Commerce.

3. Bureau, office, or service:

Lighthouse.

4. Designation of position:

Second Assistant Keeper.

5. Occupation (if not clearly shown by answer to question 4):

Second Assistant Keeper of

Elbow of Cross Ledge Lt.Sta., N.J.

6. Annual earnings:

$456.

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 456. PA

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—

Substitute—		Regular—	
Years:	Months:	Years:	Months:
			5

11. State, Territory, or foreign country of birth (do not give town):

Delaware.

12. Race:

W.

13. Sex:

M.

14. Date of birth—

Month: June

Year: 1880.

15. Kinds of schools attended, years attended, and degrees taken:

E10.

16. Marital condition:

M.

17. War veteran?

No.

18. Appointed from—

Congressional district and State: At large- Delaware

County: Kent

19. Civil service status:

C.

20. Method by which classified status was obtained:

CE.

21. Place of employment—

City: Philadelphia

State: Penna.

DO NOT FOLD THIS CARD.

11—5869

Form 73

JAH
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
MAY 14 1918
HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., May 13, 1918.
(City.) (Date.)

1918 MAY 17 AM 10 13

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENTS

Action recommended, Promotion and appointment.

Name, **Oscar A. Conard.** Legal residence, **Delaware.**

1918 MAY 17 PM 12 12

Position, **Keeper.** Salary, ~~$660.00~~ 660.00 Ja

Location, **Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **June 4, 1918.** {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, First Assistant Keeper. Former salary, ~~$600.00~~ 540 **per annum.**

Location, **Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.**

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

x x x x

Previous incumbent, Julian Bacon Services terminated, **June 3, 1918.**

Reason, **Resigned.**

Members of family in Government Service, x x x x

Remarks:

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

5-17-18

In the absence and by direction of the Inspector:
Chief Clerk.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 16 1918

Submitted to the Secretary of Commerce, approved.

1918 MAY 16 PM 3 58

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 21, 1918.

Mr. Oscar A. Conard,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Keeper

in the Lighthouse Service

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

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

(By promotion from first assistant keeper at $540 per annum.)

APPOINTMENT DIVISION ENTERED MAY 21 1918 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

CARDED

C
V

(Signed) Clifford Hastings.

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Julian Bacon.

Legal Residence: Delaware.

Entered 6/4/18

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF INSPECTOR 4TH L. H. DIST. PHILADELPHIA, PA. JUN 1918

PHILADELPHIA JUN 5 1918 HOUSES

JUN 5 1918 8 49 AM

I, Oscar A. Conard

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.

Oscar A. Conard
(Appointee signs here)

JUN 13 1918 AM 10 11

[2] Sworn to (See below) and subscribed before me, this[3] 30th day of May, A. D. 1918

(Affix official seal here)

[4] (Name) C. H. Westbrook

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present keeper	$660 per annum	Elbow of Cross Ledge Lt. Sta., Del. Bay, N.J.
Former[5] 1st asst. kpr.	$540 " "	do do do

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

Office of Lighthouse Inspector, Fourth District

Philadelphia, Penna., June 4, 1918.
(Address) (Date)

CARDED

The above-named appointee entered upon duty on June 4, 1918.
(Date)

In the absence and by direction of the Inspector:
Wm Gulick
Chief Clerk.

(Signature, followed by title)

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

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

[3] The oath may be taken any time 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

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 13, 1918.

r. Oscar A. Conard,
M

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 $960 per annum, effective November 1, 1918.

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

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED NOV 14 1918 DEPARTMENT OF COMMERCE

F
Ho

OR BASIS OF THIS ACTION SEE LETTER DATED 10/22/18 TITLE OF 1095/4

Form 73

JAH
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

LIGHT HOUSES JUN 23 1920

1920 JUN 24 PM 2 56

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT,

Philadelphia, Pennsylvania, June 22, 19 20.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, reduction, and appointment.

Name, Oscar A. Conard. Legal residence, Delaware.

Position, Keeper. Salary, $720.00 per annum.

Location, Tinicum Island Range Rear Light Station, New Jersey. Appropriation, Salaries, Keepers of Lighthouses.

Effective July 1, 1920. {~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

Former position, Keeper. Former salary, $960.00 per annum.

Location, Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey.

APPOINTMENT

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

1920 JUN 24 PM 3 36

Previous incumbent, Charles B. English. Services terminated, June 30, 1920.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUN 25 1920 DEPARTMENT OF COMMERCE.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Mr. Conard has requested this transfer in writing, with the knowledge that it carries with it a reduction in pay. This recommendation will not be in violation of Section 2 of Civil Service Rule 1.

JAS 6/24/20. Selection regular, subject to the action of the U. S. Civil Service Commission, , 19

P R Darrey

Secretary, Civil Service District. Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 28 1920

Submitted to the Secretary of Commerce, approved.

Conway

Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1920.

Mr. Oscar A. Conard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $960. per annum to $720. per annum, effective July 1, 1920 or as soon thereafter as you enter on duty at the changed rate of 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

Chief of Appointment Division.

CARDED

REPORT DATA ENTERED

JUL 6 1920

S
04th district

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT, 4th Lighthouse District
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
LIGHTHOUSES
FILE NO.

JAH
301

1920 SEP 13 AM 8 48
Supt.,
OFFICE OF 4TH DISTRICT
PHILADELPHIA, PA.

September 10, 1920.

Commissioner of Lighthouses, Washington.

1920 SEP 14 PM 2 40

SUBJECT: Effective date of promotions.

REFERENCE: Bureau end. of Feb.20,'20 on copy of Dept. letter of Feb.12/20.

APPOINTMENTS

For the information of the Bureau and the Department, the following changes took effect in this district recently:

1920 SEP 15 AM 9 51

CONARD, OSCAR A. Transferred, reduced, and appointed keeper of Tinicum Island Range Rear Light Station, New Jersey, at $720.00 per annum, effective July 1, 1920. This employee was keeper of Elbow of Cross Ledge Light Station, Delaware Bay, New Jersey, prior to his transfer, at $960.00 per annum.

HARRISON, CLYDE. Promoted from additional keeper at large at $660.00 per annum to second assistant keeper of Fourteen Foot Bank Light Station, Delaware Bay, Delaware, at $780.00 per annum, effective July 1, 1920.

PALMER, FRANK S. Promoted from first assistant keeper of Brandywine Shoal Light Station, Delaware Bay, Delaware, at $900.00 per annum, to keeper of the same station at $1080.00 per annum, effective August 4, 1920.

VIRDIN, WILLIAM. Promoted from second assistant keeper of Brandywine Shoal Light Station, Delaware Bay, Delaware, at $840.00 per annum, to first assistant keeper of the same station at $900.00 per annum, effective August 4, 1920.

REPORT DATA ENTERED

B B Dey

Superintendent of Lighthouses.

Bureau of Lighthouses, Washington
SEP 13 1920

Submitted to Secretary of Commerce for his information.

1920 SEP 14 PM 12 36

H. B. Bruerman
Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
PHILADELPHIA, PA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO. 557

LIGHT JAN 6 1921 HOUSES

CHIEF CLERK

OFFICE OF INSPECTOR, 4TH DISTRICT
PHILADELPHIA, PA.

1921 JAN 8 AM 9 13

HFM

Recomdg. Longevity
Pay.

January 5, 1920.

APPOINTMENTS

COMMISSIONER OF LIGHTHOUSES,
Washington, D.C.

1921 JAN 8 AM 11 05

1. On February 1,1921, Mr. Oscar A.Conard, keeper of Tinicum Island Range Rear Light-Station, N.J., will have completed five years of continuous service.

2. I respectfully recommend that longevity pay of $5.00 per month be granted him on the date named.

Prestubiate 720
180 in effect.

Superintendent of Lighthouses.

Bureau of Lighthouses, Washington.
JAN 6 - 1921

Submitted to Secretary of Commerce recommended for approval.

1921 JAN 7 PM 1 55

Acting Commissioner

108
1/8/21.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
JAN 10 1921
DEPARTMENT OF COMMERCE.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 10, 1921.

M
r. Oscar A. Conard,
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 February 1, 1921, (Including $60 per annum longevity pay.

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

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

JAN 10 1921
DEPARTMENT OF LABOR

P
C
4th

U. S. REPORT DATA
ENTERED

Form 73

GCW/H
Pers.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 JAN 4 PM 4 0

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fourth DISTRICT.

Philadelphia, Penna., January 2, 1923.
(City.) (Date.)

1923 JAN 5 PM 3

DEPARTMENT OF COMMERCE
JAN 5 1923
APPOINTMENT DIV.

39

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer, promotion, and appointment.

Name, **Oscar A. Conard.** Legal residence, **New Jersey.**

Position, **Keeper.** Salary, **$840.00 per annum (this rate includes longevity pay of $60 p.a.)**

Location, **Finns Point Range Front Light Station, New Jersey.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **January 16, 1923.** [1] ~~the date of his entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper. Former salary, **$780.00 per annum, which includes longevity pay of $60 pa**

Location, **Tinicum Island Range Rear Light Station, New Jersey.**

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

Previous incumbent, John S. Birch. Services terminated **on or about Jan.15,1923.**

Reason, **Nominated for transfer, reduction, and appointment to the position of keeper of Tinicum Island Range Rear Light Station, N. J., effective on or about Jan.16,1923.**

Members of family in Government Service, None.

Remarks:

APPOINTMENT DIV. ACTION TAKEN JAN 5 1923 DEPARTMENT OF COMMERCE

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

1/5/23.

Secretary, Civil Service District.

A. B. Darrow
Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES
WASHINGTON

January 4, 1923.

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Mr. Oscar A. Conard, January 5, 1923.

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 840 per annum, effective January 16, 1923, or as soon thereafter as you enter on duty, (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 EASTMAN

Chief of Appointment Division.

APPOINTMENT DIVISION
RECEIVED
JAN 16 1923
ON OFFICIAL
DEPARTMENT OF COMMERCE

CARDED

G
G

4th

U. S. REPORT DATE
ENTERED

Form 93

CHIEF CLERK 5

1923 JAN 9 AM 8 51

NOTICE OF RESIGNATION OR DEATH

GCW/H
Pers.

1923 JAN 9 PM 4 36

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt., Fourth DISTRICT,

Philadelphia, Penna., January 8, 1923. ~~XXX~~

DEPARTMENT OF COMMERCE JAN 10 1923 APPOINTMENT DIVISION.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Oscar A. Conard. Position, Keeper.

Legal residence, New Jersey. Station, Tinicum Island Range Rear Light Station, New Jersey.

Salary, $780.00 per annum (includes $60 p. a., longevity pay).

The acceptance of this resignation is recommended effective at the close of January 31, 1923.

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

Remarks:

This employee was to have been transferred to Finns Point Range Front Light Station on or about January 16, 1923. His appointment, in duplicate, is returned herewith.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JAN 10 1923 DEPARTMENT OF COMMERCE

R. R. Downes

Superintendent, 4th Lighthouse District

BUREAU OF LIGHTHOUSES

WASHINGTON JAN 9 - 1923

Submitted to the Secretary of Commerce, approved.

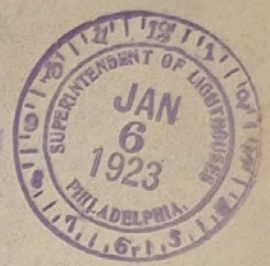
1-10-23

11—4623

H. B. BOWERMAN

Acting Commissioner of Lighthouses.

[redacted] [redacted]



Superintend of Light House
Phila Pa

Tuscarora J. R. R. Lt St.
Jan. 4 = 1923

Sir

I have no desire to retain Juniata
Finns Point Range Front St. St.
Consider this my Resignation to take
effect on Jan. 31 = 1923

Accept

O. H. Conrad

Keeper

Paulsboro
N. J.

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 5, 1923.

Mr. Oscar A. Conard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 840 per annum, effective January 16, 1923, or as soon thereafter as you enter on duty, (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,

Clifford Harding

Chief of Appointment Division.

G
/G

H.S. REPORT DATA ENTERED

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 10, 1923.

Mr. Oscar A. Conard,
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

January 31, 1923.

Bureau.....Lighthouse Service.

Station.....Tinicum Island Range Rear Light Station, New Jersey.

Position.....Keeper.

Salary.....760 per annum.

By direction of the Secretary:

Respectfully,

CARDED

APPOINTMENT DIVISION RECEIVED JAN 10 1923 ON JOURNAL DEPARTMENT OF COMMERCE

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

A
C
4th

U. S. REPORT DATA ENTERED