NOV 07 2024 PM 01:04

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

Date: 11/11/2024

## REQUESTER INFORMATION

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

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

| Name used in Service (Please Print – Last, First, Middle) | Service Number/SSN | Date & Place of Birth |
|---|---|---|
| Cotelle, Walter, F. | | 1879 MA |

## 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): |
|---|---|
| 1935 MA | |

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

Researcher Signature:

## CIVILIAN SERVICE

| (Agency & Location) | |
|---|---|
| Lighthouse Service (MA) | |
| From: 1915 | To: 1922 |
| (Agency & Location) | |
| From: | To: |
| (Agency & Location) | |
| From: | To: |

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

***This Space Intentionally Left Blank***

## STAFF USE ONLY

| Appointment Time and Date: | Additional Researchers: ☐ Yes ☐ No |
|---|---|
| CMRS Service Request Number: 2-302478807 22 | Attendant Signature: |
| CMRS Search Request Number(s): | Remarks: |

### SCREENING NOTES

| ☐ Reviewed and Nothing Removed JMH | ☐ 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: |
|---|---|
| | |

NOV 27 AM 11:07:21

## LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

**Employee Name:** Cotelle, Walter F. **DOB:** 1879 MA

**Records checked:**

| | | | |
|---|---|---|---|
| Agency: Commerce 6028 | Area: Bay 10, Lower Catwalk | positive | (negative) |
| Agency: Commerce 6029 | Area: Bay 10, Lower Catwalk | positive | (negative) |
| Agency: Old Commerce | Area: Bay 10, Lower Catwalk | positive | (negative) |

**AND**

| | | | |
|---|---|---|---|
| Agency: Treasury 2189 | Area: Bay 13, Lower Catwalk | (positive) | negative |
| Agency: Treasury 2188 | Area: Bay 13, Lower Catwalk | positive | (negative) |
| Agency: Old Treasury | Area: Bay 13, Lower Catwalk | (positive) | negative |

**If Negative:**

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

**If Negative:**

| | | | |
|---|---|---|---|
| **CMRS:** possible CG service | Area: _____ | positive | negative |
| **ARCIS:** _____ | Area: _____ | positive | negative |

Notes: _____

Walter F. Cotelle

| LEGAL RESIDENCE. |
| --- |
| Massachusetts. |

## STATUS

| DESIGNATION | SALARY | BUREAU OR OFFICE | DATE OF EFFECT OF ACTION AUTHORIZED |
| --- | --- | --- | --- |
| 3rd Asst Kpr Cape Ann L.S. Mass | $456 | L.H. | Oct. 1, 1917. |
| 2nd " " " " " " | 480 | " | Apr. 1, 1918. |
| 1st " " Race Pt L.S. " | 516 | " | Jun. 1, 1918. |
| " Increases " | 720 | " | Nov 4, 1918 |
| Resigned close May 31, 1919. | | | |
| Keepr (Reinstated) The Graves Mass | 840 | L.H. | Oct. 20, 1919. |
| " " " " | $900 | " | Nov 17, 1919 |
| " Trans Cape Ann L.S. Mass | $660 | " | Dec. 8, 1919. |
| " " " " " | $720 | " | Oct 20, 1920 |
| RESIGNED CLOSE OF Feb 28, 1922. | | | |

11—1248

Walter F. Cotelle

Form 73

**NOMINATION**

WGY-WBJ

No applications or other papers which need be considered

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) September 5 (Date.) 191

LIGHT SEP 13 1917 HOUSES

CHIEF CLERK SEP 14 1917

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Probationary appointment-

Name, Walter F. Cotelle-

Legal residence, Massachusetts-

Position, Third Assistant Keeper-

Salary, $456 per annum-

Location, Cape Ann Light Station, Mass.-

Appropriation, Salaries of Keepers of Lighthouses, 1918-

APPOINTMENTS SEP 15 1917

APPOINTMENT NECESSARY ACTION TAKEN SEP 17 1917 DEPARTMENT OF COMMERCE

Effective October 1, 1917- {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,** 1 Rating, Asst. Lighthouse Keeper- Percentage, 85.4 , Other eligibles considered:
Arthur H. Vanderhoop, C- James L. Hart, C-

**Previous incumbent,** Donald Cockburn- Services terminated, September 30, 1917-

Reason, Resignation-

**Members of family in Government Service,** None-

Quarters are provided for families of keepers at this station.

**Remarks:** Mr. Cotelle was not required to appear at this office as he is now in the service as Machinist on Light Vessel, with a good record.

Selection regular, subject to the action of the U. S. Civil Service Commission. SEP 6 - 1917 , 191

In the absence and by direction of the Inspector:

B. L. Salomon
*Secretary, 1st Civil Service District.*

Yeager
Chief Clerk.

---

**BUREAU OF LIGHTHOUSES**
WASHINGTON

SEP 14 1917

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

September 17, 1917.

Mr. Walter F. Cotelle,

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, Third 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 Second Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) *Clifford Hastings.*

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Donald Cockburn.

Legal Residence: Massachusetts.

(See reverse side.)

APPOINTMENT DIVISION ENTERED SEP 17 1917 DEPT. OF COMMERCE

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT
OCT 12 1917
HOUSES

CHIEF CLERK
OCT 17 1917

APPOINTMENTS
OCT 17 191

I, Walter F. Cotelle,

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.

Walter F. Cotelle
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 25th day of September, A. D. 191 7

(Affix official seal here)

[4] (Name) David Kelley

(Official title) Notary Public

My commission expires Nov. 1920

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Third Assistant Keeper | $456. per annum | Cape Ann Light Station, Mass. |
| Former [5] -- | -- | -- |

CARDED.

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

Office of Lighthouse Inspector, Second District

Boston, Mass. (Address), October 10, 1917. (Date)

The above-named appointee entered upon duty on October 1, 1917. (Date)

(Signature, followed by title) Inspector.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

Per

**PERSONAL QUESTION SHEET**

LIGHT
OCT 17 1917
HOUSES

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

*March 5, 1913.*

CHIEF CLERK
OCT 18 1917
2522

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.

APPOINTMENTS
OCT 18 1917

*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.)

Mr Walter Francis Cotelle.

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

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

So. Yarmouth (City or town.) Massachusetts. (State or Territory.) Barnstable (County.) 16th (Congressional district.)

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

5. Where were you born? So. Yarmouth Mass.

6. When were you born? March (Month.) 26th (Day.) 1879. (Year.)

11—1434

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

Lucretia Cotelle. | | |
Name. | Number and street.

Cape Ann Light Station | Massachusetts.
City or town. | 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.)

Asst Light House Keeper July 27. 1917.

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. |
|---|---|---|---|
| None. | | | |

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 No.

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

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.)

Machinist on Light Vessel #6.

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.)

Yarmouth Gramma 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.")

Machinist Carpentering Plumbing Painting

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

Asst Light House Keeper Feb 6. 1916. July 27 1917

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. Sept 20th, 1917

(Signature) Walter F. Cotelle

Witness:

In case signature is by mark.

P. O. Address: So Yarmouth.
City or town.

Number and street.

Mass.
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 October 16, 1917.

(Signature) W. H. Goodall

(Official title) Inspector, 2nd 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 (Bureau or Service.) Cape Ann Light Station, Mass. (Place (city, town, station, or vessel.)) Second (District.)

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

3. State the date of appointment. September 17, 1917.

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

October 1, 1917.

5. State the date of the oath. September 25, 1917.

6. State the date the employee entered on duty. October 1, 1917.

7. What is his salary? $456 per annum.

8. From what appropriation is he paid? Salaries of Keepers of Lighthouses, 1918.

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.)

Selected from Civil Service Eligible Register.

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) W. R. Lucas

(Official title) Inspector, 2nd District.

Date: October 16, 1917.

11—1434

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RECEIVED LIGHT HOUSES MAR 15 1918

FGY-WBJ

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) 1918 MAR 16 PM 2 56 March 12, 1918. (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

OFFICE OF CHIEF CLERK

**Action recommended,** Promotion-

Name, Walter F. Cotelle-

Legal residence, Massachusetts-

Position, Second Assistant Keeper-

Salary, $480 per annum-

Location, Cape Ann Light Station, Mass.

Appropriation, Salaries, Keepers of Lighthouses, 1918-

APPOINTMENTS

Effective April 1, 1918- (the actual date of entrance on duty, or as soon thereafter as he enters on duty.

**Former position,** Third Assistant Keeper-

Former salary, $456 per annum-

1918 MAR 16 PM 3 24

456 p.a.

Location, Cape Ann Light Station- Mass

APPOINTMENT DIVISION ASSISTANT ACTION TAKER MAR 18 1918 DEPARTMENT OF COMMERCE

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

**Previous incumbent,** Gerald M. Reed- Services terminated, March 31, 1918-

Reason, Resignation-

**Members of family in Government Service,** None-

**Remarks:** Mr. Cotelle is a capable employee, deserving of this promotion.

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

In the absence and by direction of the Inspector:

Yeager

Chief Clerk.

*Secretary, Civil Service District.*

3-16-18

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 15 1918

Submitted to the Secretary of Commerce, approved.

1918 MAR 16 PM 2 46

Darlington

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 18, 1918.

Mr. Walter F. Cotelle,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

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

(By promotion from third assisant ke per at $456 per annum.)

CARDED

APPOINTMENT DIVISION ENTERED MAR 19 1918 DEPT. JOURNAL OF COMMERCE

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

M
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Gerald M. Reed.

Legal Residence: Massachusetts.

11—3693

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS

CARDED

LIGHT HOUSES APR 15 1918

I, Walter F. Cotelle 1918 APR 26 AM 10 00

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.

Walter F. Cotelle

(Appointee signs here)

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

(Affix official seal here)

[4] (Name) Ignatius P. Barrows

(Official title) Master Lighthouse Service

My commission expires _____

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Second Assistant Keeper- | $480 per annum- | Cape Ann Light Station, Mass. |
| Former [5] Third Assistant Keeper- | 456 " " | " " " " " |

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

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT

Boston, Mass., April 12 1918.
(Address) (Date)

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

W. H. Goodwin

(Signature, followed by Title)

Inspector, 2nd 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, 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

Form 73

NOMINATION

WGY-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT, MAY 23 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) May 21 (Date.) 191 8

CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

APPOINTMENTS

1918 MAY 24 PM 1 56

1918 MAY 24 PM 2 17

**Action recommended,** Promotion and transfer-

Name, Walter F. Cotelle-

Legal residence, Massachusetts-

Position, First Assistant Keeper-

Salary, $516 per annum-

Location, Race Point Light Station, Mass.-

Appropriation, Salaries, Keepers of Lighthouses-

Effective June 1, 1918

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

**Former position,** Second Assistant Keeper-

Former salary, $480 per annum-

Location, Cape Ann Light Station, Mass.-

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

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 23 1918 DEPARTMENT OF COMMERCE

**Previous incumbent,** Llewellyn D. Rogers- Services terminated, May 31, 1918-

Reason, Resignation-

**Members of family in Government Service,** None-

**Remarks:** Mr. Cotelle is an efficient employee, and deserving of this promotion.

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

In the absence and by direction of the Inspector:

Yeager
Chief Clerk.

*Secretary, Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON

5-24-18

Submitted to the Secretary of Commerce, approved.

MAY 23 1918

1918 MAY 24 AM 9 59

Acting Commissioner

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

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

May 27, 1918.

Mr. Walter F. Cotolle,

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 Sixteen dollars per annum,

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

(By transfer from second assistant keeper at $480 per annum.)

CARDED

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

C
R

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Llewellyn D. Rogers.

Legal Residence: Massachusetts.

APPOINTMENT DIVISION ENTERED MAY 27 1918 ON JOURNAL DEPARTMENT OF COMMERCE

3157

Form 111

**OATH OF OFFICE**

(Prescribed by Section 1757, Revised Statutes)

LIGHT JUN 21 1918 HOUSES

JUN 21 1918 8 56 AM

## DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Walter F. Cotella,

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.

Walter F. Cotella,
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 17th day of June, A. D. 1918.

(Affix official seal here)

[4] (*Name*) Louis A. Law

(*Official title*) Notary Public

My commission expires Aug. 27. 1920

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present First Assistant Keeper- | $516 per annum- | Race Point Light Station, Mass. |
| Former [5] Second Assistant Keeper- | $480 per annum- | Cape Ann Light Station, Mass. |

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

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT

Boston, Mass. (Address), June 19 1918. (Date)

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

(Signature, followed by title) Inspector.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

1918 JUN 21 AM 9 50

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 9, 1918.

Mr. Walter F. Cotelle,
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 November 1, 1918.

By promotion from first assistant keeper at $516 per annum.

CARDED

NOV 12 1918

By direction of the Secretary:

Respectfully,

OR BASIS OF THIS ACTION DATED 10/16/18 1095/2

(Signed) Clifford Rowland

Chief of Appointment Division.

R
Ho

Appropriation:
Salaries, Keepers of Lighthouses.

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

Legal Residence:
Massachusetts.

Form 111
MMB

**OATH OF OFFICE**

([redacted]rescribed by Section 1757, Revised St[redacted]utes)

LIGHT NOV 23 1918 HOUSES

## DEPARTMENT OF COMMERCE
### LIGHTHOUSE SERVICE

CHIEF CLERK

5

I, Walter F. Cotelle

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.

1913 NOV 23 PM 3 33

Walter F Cotelle
(Appointee signs here)

[2] sworn (See below) and subscribed before me, this [3] 20th day of November, A. D. 191 8

(Affix official seal here)

[4](Name) Louis A. Law.

(Official title) Notary Public

My commission expires Aug 27. 1920

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Asst. Keeper | $720 per A. | Race Point Light Station |
| Former [5] " " | 516 " " | " " " " |

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

Office of Lighthouse Inspector, Second District

Boston, Massachusetts. (Address), Nov. 21, 1918 (Date)

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

CHARGED

W R Gocaan
(Signature, followed by t[redacted] 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

MAY 23 1919 8 52 AM

5

LIGHT HOUSES MAY 23 1919

Form 93
EWS-MMB

**NOTICE OF RESIGNATION OR DEATH**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., May 21 1919 MAY 24 PM 1 33

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, W. F. Cotelle Position, Keeper

Legal residence, Massachusetts Station, Race Point Light Station

Salary, $720 per Annum

The acceptance of this resignation is recommended effective at the close of May 31, 1919.

APPOINTMENTS

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

1919 MAY 24 PM 2 34

**Remarks:**

DEPARTMENT OF COMMERCE MAY 26 1919 EXPEDITING DIVISION

Leal. 5/24/19

Eaton

Superintendent, 2nd District.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 23 1919

Submitted to the Secretary of Commerce, approved.

11—4623

1919 MAY 24 AM 11 37

Conway

Acting Commissioner

Hmb

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

Race Point Light
(Station, Depot, or Vessel)

May 20, 1919.

LIGHT
MAY 23 1919
KEEPER

MAY 21 1919

Light House Superintendent.

Dear Sir.

Please accept my resignation from Race Point Light to take effect May 31. 1919.

Very Respectfully.

W. F. Cotelle
1st Asst Keeper

Respectfully forwarded
Lowther
Kpr

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

Mr. Walter F. Cotelle, May 26, 1919.

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 May 31, 1919.

Bureau_____ Lighthouse Service, 2nd District.

Position_____ Keeper.

Salary_____ $720. per annum.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED MAY 28 1919 DEPT. JOURNAL DEPT. OF COMMERCE

U. S. REPORT DATA ENTERED

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

M
C

Form 73
MMB

SEP 29 1919 9 35 AM

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES SEP 29 1919

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., (City.) September 25, (Date.) 19 19

COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

**Action recommended,** Re-instatement

Name, Walter F. Cotelle

Position, Keeper

Location, The Graves Light Station Mass

Effective October 10, 1919.

Legal residence, Massachusetts

1919 SEP 30 PM 3 19

Salary, $840 per annum

Appropriation, Salaries of Keepers of Lighthouses.

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

**Former position,** Keeper

Location, Race Point Light Station Mass

Former salary, $720 per annum

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

APPOINTMENTS

**Previous incumbent,** Martin Sabins

Reason, Promotion

Services terminated, October 9, 1919.

1919 SEP 30 PM 4 01

**Members of family in Government Service,** None

**Remarks:** Mr. Cotelle resigned from Race Point Light Station on May 31, 1919. Quarters are not provided for families of Keepers at this station.

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

*Secretary, Civil Service District.*

Superintendent.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 29 1919

Submitted to the Secretary of Commerce, approved.

1919 SEP 30 PM 3 03

DEPARTMENT DIVISIONS NECESSARY ACTION TAKEN OCT 3- 1919 DEPARTMENT OF COMMERCE

Acting Commissioner

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

11—2314

Form 381.
May, 1910.

# REQUEST FOR REINSTATEMENT.

Department of Commerce
[Department, Commission, or Office.]

Washington, D. C., October 3, 1919.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of Walter F. Cotelle, a legal resident of the State (or Territory) of Massachusetts, to the position Keeper, now vacant (or to become vacant on ), at a salary of $ 840 pa., in the Lighthouse Service, for which a certification of eligibles has not been requested.* Mr. Cotelle was, without delinquency or misconduct on his part, separated by resignation on May 31, 1919, from the position of Keeper at a salary of $ 720 pa., in the Lighthouse Service.
[Removal or resignation.] [Bureau or Office.]

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

None.
[State degree of relationship and where employed.]

## MILITARY OR NAVAL RECORD.

Regiment Company

Vessel Date of honorable discharge

By direction of the Secretary: (SIGNED) E. W. LIBBEY
Signature:

RM
C

Official title: Chief Clerk.

*If a certification has been requested, the date should be given. When a requisition has been made under section 1 of Rule VII for a certification of eligibles, and the Commission, at the request of the Department, has made public announcement of an examination to secure such eligibles, the vacancy shall not thereafter be filled by transfer, promotion, or reinstatement, without the consent of the Commission.

6—2536

Form 1788—Jan., 1919.

NO. 220,60

CERTIFICATE AUTHORIZING REINSTATEMENT.

1919 OCT 11 AM 8 56

# UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., October 10, 1919.

To the

Secretary of Commerce,

Sir:

1919 OCT 11 AM 10 21

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

Walter F. Cotelle of

| STATUS AUTHORIZED. | FORMER STATUS. |
|---|---|
| Commerce (Department.) | Commerce (Department.) |
| Lighthouse Service (Bureau or office.) | Lighthouse Service (Bureau or office.) |
| Keeper $840 (Position and salary.) | Keeper $720 (Position and salary.) |
| Field (City in which to be employed.) | Field (City in which formerly employed.) |
| October 3, 1919 (Date of request.) | May 31, 1919. Resignation (Date and manner of separation.) |

OCT 13 1919

Very respectfully,

John F. Doyle

Secretary.

6—3053

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 10, 1919.

Mr. Walter F. Cotelle,

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 Eight Hundred and Forty dollars per annum,

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

(By reinstatement in accordance with authority contained in Certificate No. 22060, issued by United States Civil Service Commission.)

APPOINTMENT DIVISION ENTERED OCT 14 1919 BY MEMORIAL DEPT OF COMMERCE

CARDED

By direction of the Secretary:

Respectfully,

(SIGNED) H. M. CROSS

M
C Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Martin Sabins.

Legal Residence: Massachusetts.
Second

C. S. REPORT DATA ENTERED

11—3692

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

APPOINTMENTS OCT 24 1919

LIGHTHOUSE INSPECTOR 2nd DIST. BOSTON, MASS.

OCT 20 1919

LIGHT OCT 24 1919 HOUSES

I, Walter F. Cotelle

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.

Walter F. Cotelle 1919 OCT 24 PM 4 24

(Appointee signs here)

OCT 24 PM 2 45

[2] Sworn to (See below) and subscribed before me, this [3] 24th day of October, A. D. 1919

(Affix official seal here)

[4] (Name) Charles Bassett

(Official title) Notary Public & Justice of the Peace

My commission expires Mar. 1, 1924

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment. |
|---|---|---|
| Present Keeper | $840 per annum | The Graves Light Station, Mass. |
| Former [5] Reinstatement | - Certificate No. 22060. | |

CARDED

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

OFFICE OF LIGHTHOUSE INSPECTOR, 2nd DISTRICT

Boston, Mass., (Address) October 21, 1919. (Date)

The above-named appointee entered upon duty on October 20, 1919. (Date)

For and in the absence of the Superintendent:

E. W. Sawyer

(Signature, followed by title) Chief Clerk.

[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 to 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.

C. S. REGISTER DATA ENTERED

11—944

OCT 1 1919 9 00 AM

LIGHT HOUSES NOV 1 1919

CHIEF CLERK

# DEPARTMENT OF COMMERCE

APPOINTMENTS NOV 1 1919

1919 NOV 1 PM 3 00

## 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 Walter Francis Cotelle

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

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

Light House (Bureau or Service.) The Graves Light Station (Place (city, town, station, or vessel).) 2nd (District.)

4. Position to which appointed Keeper

5. Compensation $840 p.a.

6. Appropriation from which paid Salaries of Keepers of Light Houses.

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.)

By Reinstatement. Certificate #22060

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

South Chatham (City or town.) Mass (State or Territory.) Barnstable (County.) 16 (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? South Yarmouth Massachusetts.

12. When were you born? March (Month.) 26th (Day.) 1879 (Year.)

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

—

14. What is your marital condition? Good

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

Mrs Walter F. Cotelle (Name.) Main (Number and street.)

South Chatham (City or town.) Massachusetts. (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.)

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. |
|---|---|---|---|---|---|
| Commerce | Light Houses | Keeper | 840 P.A. | 7/27/17 | 5/30/18 |
| | | | | | |
| | | | | | |

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.)

| 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.

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

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.)

Fishing

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.)

Common School Education

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.")

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

Asst Keeper — 2/8/16 — 7/27/17

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.)

Geo.

Date, Oct 19, 1919

Witness (in case signature is by mark):

(Signature) Walter F. Cotelle

P. O. Address: South Chatham
City or town.
Main
Number and street.
Massachusetts
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 Oct. 30, 1919.

For and in the absence of the Superintendent:

(Signature) C. W. Sawyer

(Official title) Chief Clerk.

11—1434

NOV 26 1919 19 AM

Form 73
WBJ

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
NOV 26 1919
HOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., November 18, 1919.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Promotion

Name, Walter F. Cotelle

Position, Keeper

Location, The Graves Light Station, Mass.

Effective November * 17, 1919

Legal residence, Massachusetts

Salary, $900 per annum

Appropriation, Salaries of Keepers of Lighthouses-

the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

**Former position,** Keeper

Location, same

Former salary, $840 per annum

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

**Previous incumbent,** Martin Sabins

Reason, Resignation

Services terminated, October 31, 1919

**Members of family in Government Service,** None

**Remarks:** Mr. Cotelle is a capable employee, deserving of this promotion. It is requested that notice of change in salary be made effective November 1, 1919, the day the position became vacant. This request is made because it was necessary to place a Second Assistant on duty at this station on the 17th instant, owing to emergency. Nomination of the latter is being forwarded this date.

Selection regular, subject to the action of the

U. S. Civil Service Commission, , 19

* changed in Bureau

*Secretary, Civil Service District.*

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 28 1919

Submitted to the Secretary of Commerce, approved.

DEPARTMENT DIVISION
NECESSARY
ACTION TAKEN
DEC 1 - 1919
DEPARTMENT OF COMMERCE

NOV 29 PM 4 02

Acting Commissioner

[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

December 2, 1919.

M

r. Walter [illegible]ommissioner of Lighthouses.

Sir: You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 840 per annum to $ 900 per annum, effective November 17, 1919.

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 DEC 2 - 1919 JOURNAL DEPT. OF COMMERCE

U. S. REPORT DATA ENTERED

KM
C

2nd District

Form 73

WBJ

NOV 26 1919 19 02 AM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES NOV 26 1919

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., (City.) November 19 (Date.) 1919.

COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Transfer, with reduction in salary- CHIEF CLERK

Name, Walter F. Cotelle — Legal residence, Massachusetts

Position, Keeper — Salary, $660 per annum 1919 NOV 29 AM 9 16

Location, Cape Ann Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective December 8, 1919 — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

**Former position,** Keeper — Former salary, $900 per annum

Location, The Graves Light Station, Mass.

APPOINTMENT

**Rank on eligible list,** -- Rating, -- Percentage, -- Other eligibles considered: 1919 NOV 29 AM 9 53

**Previous incumbent,** (William C. Daggett) Services terminated, September 23, 1919

Reason, Promotion — W. L. Lonergan promotes Daggett. Oct 2/19. Resigned Oct 23/19
Simon L. Heggen vice W. L. Lonergan Nov 8/19.

**Members of family in Government Service,** None

**Remarks:** Letter from Mr. Cotelle indicating his desire for transfer to this position, which involves a reduction in pay is herewith. Action recommended is not in violation of Sec. 2, C.S.R. I. Quarters are provided for families of keepers at this station.

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

HSB 11/29/19

Secretary, Civil Service District.

Eaton
Superintendent.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 28 1919

Submitted to the Secretary of Commerce, approved.

APPROVED BY THE ACTING SECRETARY 11/29/19 1093

1919 NOV 28 PM 4 02

Acting Commissioner

NECESSARY ACTION TAKEN DEC 8 - 1919 DEPARTMENT OF COMMERCE

1 Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

LIGHT
NOV 26 1919
HOUSES

The Graves
(Station, Depot, or Vessel)

Nov 14., 1919

NOV 15 1919

Supt of Light Houses
Boston Mass.

In reply to your request would say that I would be pleased to accept the position as 3rd Asst at Cape Ann Light Station.

Very Respt.
W. F. Cotelle
2nd Asst Graves

Carter
Keeper

NOTICE OF CHANGE IN SALA[illegible]
KEEPERS -- LIGHTHOUSE SER[illegible]

---

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 3, 1919.

Mr. Walter F. Cotelle,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $900 per annum to $660 per annum, effective December 8, 1919, 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,

CARDED

Acting Chief of Appointment Division.

RM
C

2nd District

APPOINTMENT DIVISION ENTERED DEC 4 1919 ON JOURNAL DEPT. OF COMMERCE

C. S. REPORT DATA ENTERED

DEC 10 1919 9 12 AM

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
EWS-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
DEC 10 1919
HOUSES

Chief Clerk
Supr. Const.
Supr. Instr.
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.
December 8, 1919.

CHIEF CLERK
1919 DEC 11 AM 9 12

To: Commissioner of Lighthouses:

Subject: W. F. Cotelle: Entrance on duty:

1. The following information is furnished relative to effective date of Notice of Change in Salary:

NAME: Walter F. Cotelle
NOTICE DATE: December 3, 1919
EFFECTIVE DATE: December 8, 1919.

CHARGED
1919 DEC 10 PM 3 52
APPOINTMENTS
1919 DEC 11 AM 10 36

For and in the absence of the Superintendent.

Bureau of Lighthouses, Washington
DEC 10 1919

Sawyer
Chief Clerk.

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

REPORT DATE
ENTERED

Form 73

GEE-SI

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

Boston, Mass., (City.) October 1, (Date.) 19 20.

COMMISSIONER OF LIGHTHOUSES:

1920 OCT 2 PM 4 08

**Action recommended,** Promotion.

APPOINTMENTS

Name, Walter F. Cotelle

1920 OCT 4 PM 4 30

Legal residence, Massachusetts

Position, Keeper

Salary, $720 per annum.

1920 OCT 3 PM 3 09

Location, Cape Ann Light Station, Mass.

Appropriation, Salaries of Keepers of Lighthouses

Effective October 11, 1920, {[1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

**Former position,** Keeper

Former salary, $660 per annum.

Location, Cape Ann Light Station, Mass.

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

**Previous incumbent,** William C. Daggett Services terminated, October 10, 1920.

Reason, Promotion.

**Members of family in Government Service,** None-

**Remarks:** Mr. Cotelle is a capable employee and deserving of this promotion.

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

*Secretary, Civil Service District.*

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

APPOINTMENT DIVISION NECESSARY ACTION TAKEN. OCT - 8 1920 DEPARTMENT OF COMMERCE

OCT 2 1920

Submitted to the Secretary of Commerce, approved.

1920 OCT 4 AM 11 52

Acting Commissioner of Lighthouses.

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1920 OCT 12 PM 4 01

SI

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

1 incl.
in dup.

October 11, 1920.

CHIEF CLERK

5

1920 OCT 14 AM 9 09

To: Commissioner of Lighthouses.

Subject: Notice of Change in Salary of Walter F. Cotelle, Keeper.

The inclosed Notice of Change in Salary of Walter F. Cotelle, keeper, is returned with the request that same be corrected to read "You are advised that your salary as keeper in the Lighthouse Service has been changed from $660 per annum to $720 per annum" as per Form 73 from this office dated the 1st instant.

For and in the absence of the Superintendent.

Sawyer
Chief Clerk.

Bureau of Lightnouses, Washington
OCT 13 1920

Submitted to Secretary of Commerce recommended for approval.

1920 OCT 13 PM 2 02

Acting Commissioner

APPOINTMENT DIVISION
RECEIVED
ACTION TAKEN
OCT 15 1920
DEPARTMENT OF COMMERCE

10-14-20

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

---

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 8, 1920.

Mr. Walter F. Cotelle,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $660 per annum to $720 per annum, effective October 11, 1920, or as soon thereafter as you enter on duty.

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:

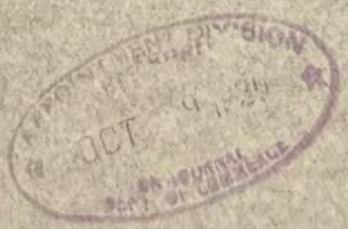
Respectfully,

U. S. REPORT DATA

CARDED

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

P
C
2nd



ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

LIGHTHOUSES

SI

1920 OCT 22 AM 11 54

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

APPOINTMENTS

October 21, 1920.

To: Commissioner of Lighthouses.

CARDED 1920 OCT 25 AM 10

Subject: Walter F. Cotelle, Keeper - Change in Salary.

1920 OCT 25 AM 9 00

Reference: Notice of Change in Salary, dated October 8, 1920.

The effective date of Change in Salary referred to above was October 20, 1920.

Bureau of Lighthouses, Washington
OCT 23 1920
1920 OCT 23 PM 1 47

Superintendent.

Submitted to Secretary of Commerce for his information.

Acting Commissioner

Form 93

GEE-SI

**NOTICE OF RESIGNATION OR DEATH**

LIGHTHOUSES
1922 FEB 13 AM 8 33

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., February 11, 1922.

CHIEF CLERK

COMMISSIONER OF LIGHTHOUSES:

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

1922 FEB 15 AM 11 15

Name, Walter F. Cotelle Position, Keeper

Legal residence, Massachusetts Station, Cape Ann Light Station, Mass.

Salary, $720. per annum.

DEPT. OF COMMERCE
FEB 15 1922
APPOINTMENT DIVISION

The acceptance of this resignation is recommended effective at the close of February 28, 1922.

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

**Remarks: --**

2/15/22.

Superintendent.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

FEB 13 1922

Submitted to the Secretary of Commerce, approved.

11—4623

J. S. CONWAY

Acting Commissioner of Lighthouses.

LIGHTHOUSES

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 FEB 13 AM 8 33

SUPERINTENDENT OF LIGHTHOUSES 2ND DIST. BOSTON Mass.

SECOND DISTRICT

Cape Ann Gt Station
(Station, Depot, or Vessel)

Feb. 10th, 1922

FEB 11 1922

Superintendent of Light Houses
Boston Mass.

I wish my resignation to take effect Feb 20th 1922 or as soon thereafter as the Tender can move my effects.

Forwarded,
E. C. Mott Keeper.

W. F. Cotelle.
2nd Asst.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 15, 1922.

M
r. Walter F. Cotelle,
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

February 28, 1922.

Bureau..... Lighthouse Service.

Station..... Cape Ann Light Station, Massachusetts.

Position..... Keeper.

Salary..... $720 per annum.

CARDED

By direction of the Secretary:

Respectfully,

(SIGNED) H. M. CROSS

Acting Chief of Appointment Division.

A
C
24

U. S. REPORT DATA ENTERED

APPOINTMENT DIVISION ENTERED FEB 16 1922 ON JOURNAL DEPARTMENT OF COMMERCE

JEH-MAB November 28, 1919.

Walter F. Cotelle.

Superintendent of Lighthouses, Boston, Mass.

1. Referring to your Form 73, dated November 18, 1919, recommending the promotion of Walter F. Cotelle from the position of second assistant keeper to the position of first assistant keeper of The Graves Light Station.

2. It is noted that you recommend that this promotion be made effective November 1, 1919, but inasmuch as you state that it was necessary to place a second assistant keeper on duty on November 17, an emergency apparently did not exist on November 1, which would necessitate making Cotelle's promotion effective on the latter date. The Bureau has, therefore, changed the effective date on the nomination from November 1 to November 17, and has submitted the nomination to the Department, approved.

Acting Commissioner

Form 73

NOMINATION

WGY-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 23 1918

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) May 21 (Date.), 191 8 MAY 23 1918 10 00 AM

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion and transfer-

Name, Walter F. Cotelle-

Position, First Assistant Keeper-

Location, Race Point Light Station, Mass.-

Effective June 1, 1918

Hydrog.
Engr. Const.
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Comr.
Comm'r.

Legal residence, Massachusetts-

Salary, $516 per annum-

Appropriation, Salaries, Keepers of Lighthouses-

~~(or the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Second Assistant Keeper-

Former salary, $480 per annum-

Location, Cape Ann Light Station, Mass.-

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

Previous incumbent, Llewellyn D. Rogers- Services terminated, May 31, 1918-

Reason, Resignation-

Members of family in Government Service, None-

Remarks: Mr. Cotelle is an efficient employee, and deserving of this promotion.

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

In the absence and by direction of the Inspector:

Yeager
Chief Clerk.

*Secretary,* *Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 23 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

AKT-MAB. October 20, 1919.

Walter F. Cotelle,
reinstatement.

Hon. James A. Gallivan,
House of Representatives,
Washington, D. C.

My dear Mr. Gallivan:

1. Referring again to your letter of October 8, 1919 on behalf of Walter F. Cotelle, who is seeking appointment as keeper of Stage Harbor Light Station, Mass.

2. I have the honor to advise you that it does not appear from the records that Mr. Cotelle has ever filed application for the position of keeper of Stage Harbor Light Station, Mass. (Hardings Beach, Mass.). However he filed application for reinstatement in the Service, and I take pleasure in stating that he was appointed on Oct. 10, 1919 to the position of second assistant keeper of The Graves Light Station, Mass.

Cordially yours,

Commissioner.

Bureau of Lighthouses, Washington
OCT 20 1919

To Superintendent of Lighthouses, Boston, Mass.

For files of his office. By direction of the Commissioner. See your report of Oct. 14, 1919.

Chief Clerk.

OCT 16 1919 9 23 AM

LIGHT
OCT 16 1919
HOUSES

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

GEE-WBJ

# DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

102

OFFICE OF INSPECTOR, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

Byron
Engr. Corps
Mar. Engr
Accounts
Contracts
Chf. Clk.
Insp. Clerk

October 14, 1919.

To: Commissioner of Lighthouses:

Subject: W. F. Cotelle:

Reference: Bureau endorsement 11th instant on letter from J.A.Gallivan, M.C., dated 8th instant.

1. This office has no application on file of Walter F. Cotelle, So. Chatham, Mass., for position of Keeper of Harding's Beach Lighthouse. The position is not vacant.

2. Mr. Cotelle entered this service October 1, 1917, as Assistant Keeper, and resigned on May 31st of this year, because of inability to "get along" with First Assistant Keeper Spencer at Race Point Light Station.

3. Mr. Cotelle has made application for reinstatement, and nomination on Form 73, dated September 25th, has been forwarded, recommending him for position of Second Assistant Keeper at The Graves Light Station, Mass.

Superintendent.

JAMES A. GALLIVAN, M. C.
12TH DISTRICT MASSACHUSETTS
COMMITTEE ON APPROPRIATIONS

OCT 10 1919 9 AM

E. T. KINNALY
SECRETARY

LIGHT
OCT 10 1919
HOUSES

# House of Representatives U. S.

## Washington, D. C.

October 8th, 1919.

10/11/19 ack.
10/20/19 ans'd

George R. Putnam, Esq.,
Bureau of Lighthouses,
Department of Commerce,
Washington, D.C.

Hydrog.
Engr. Cons
Mar. Engr
Personnel
Accounts
Contracts
Chf. Clk
Dep. Comr.
Comsnr.

LIGHT
OCT 10 1919
HOUSES

Ack'd Oct 10

My dear Mr. Putnam;

May I ask that you kindly advise me as to the present status of the application of Walter F. Cotelle, of So. Chatham, Mass., who is seeking appointment as Keeper of Harding's Beach Lighthouse at Chatham, Mass., For your information would say that Mr. Cotelle has had long experience in the lighthouse service and I know him to be an honest and conscientious worker. It would please me very much to learn of his being appointed.

Keep Under

Thanking you in advance for an early and, I hope favorable reply and with best wishes, I am,

Cordially yours,

James A. Gallivan

AKT

Bureau of Lighthouses, Washington
October 11, 1919.

To Superintendent of Lighthouses, Boston, Mass.
report
for ~~return~~ and return,

Acting Commissioner.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
MAR 21 1918
HOUSES

March 18, 1918.

Mr. Walter F. Cotelle,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

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

(By promotion from third assisant ke per at $456 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

M
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Gerald M. Reed.

Legal Residence: Massachusetts.

11—3692

2 Insp.

Form 73

NOMINATION

WGY-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAR 15 1918 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) March 12 (Date.), 1918.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion-

Name, Walter F. Cotelle-

Legal residence, Massachusetts-

Position, Second Assistant Keeper-

Salary, $480 per annum-

Location, Cape Ann Light Station, Mass.

Appropriation, Salaries, Keepers of Lighthouses, 1918-

Effective April 1, 1918-

(~~the actual date of entrance on duty~~, or
(as soon thereafter as he enters on duty.

Former position, Third Assistant Keeper-

Former salary, $456 per annum-

Location, Cape Ann Light Station-

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

Hydrog.
Engr. Off.
Mar. Engr.
~~Personnel~~
Accounts.
Contract
Chf. Clk.
Dep. Commr.
Commr.

Previous incumbent, Gerald M. Reed- Services terminated, March 31, 1918-

Reason, Resignation-

Members of family in Government Service, None-

Remarks: Mr. Cotelle is a capable employee, deserving of this promotion.

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

In the absence and by direction of the Inspector:

Yeager
Chief Clerk.

*Secretary, Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON MAR 15 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

McC

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

# DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

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

LIGHT
OCT 12 1917
HOUSES

OFFICE OF INSPECTOR, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS., 15

October 10, 1917.

WLLC.
1- Incl.

Walter F. Cotelle,
Personal Question Sheet.

Oath fwd to Dept 10/17

Commissioner of Lighthouses:

Herewith is Oath of Office of Walter F. Cotelle, Third Assistant Keeper, Cape Ann Light Station.

Personal Question Sheet will be forwarded to the Bureau as soon as received.

Inspector.

Form 73

**NOMINATION**

WGY-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, ---Second--- DISTRICT,

---Boston, Mass.,--- (City.) ---September 5--- (Date.) 1917.

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Probationary appointment-

Name, Walter F. Cotelle-

Legal residence, Massachusetts-

Position, Third Assistant Keeper-

Salary, $456 per annum-

Location, Cape Ann Light Station, Mass.-

Appropriation, Salaries of Keepers of Lighthouses, 1918-

Effective October 1, 1917- {the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Inspector.
Insp. Clerk.
Mar. Supt.
Property.
Accounts.
Contracts
Chf. Clk.
Dep. Comnr.
Comnr.

**Former position,** --

Former salary, --

Location, --

**Rank on eligible list,** 1 Rating, Asst. Lighthouse Keeper- Percentage, 85.4 , Other eligibles considered:

Arthur H. Vanderhoop, C- James L. Hart, C-

**Previous incumbent,** Donald Cockburn- Services terminated, September 30, 1917-

Reason, Resignation-

**Members of family in Government Service,** None-

Quarters are provided for families of keepers at this station.

**Remarks:** Mr. Cotelle was not required to appear at this office as he is now in the service as Machinist on Light Vessel, with a good record.

Selection regular, subject to the action of the U. S. Civil Service Commission. SEP 6 - 1917 , 191

In the absence and by direction of the Inspector:

B. L. Talbot
*Secretary, 1st Civil Service District.*

Yeager
Chief Clerk.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 14 1917

Submitted to the Secretary of Commerce, approved.

C
Acting Commissioner

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
SEP 19 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 17, 1917.

Mr. Walter F. Cotelle,

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, Third 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 Second Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Donald Cockburn.

Legal Residence: Massachusetts.

(See reverse side.)

11—598.