2025 DEC 16 11:55

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

Date: 12/08/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Coteron, Minnie		1860 AL

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: 1944 LA

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)
Daughter of Robert and Annie Gage

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (LA)	From: 1906	To: 1929
(Agency & Location)	From:	To:
(Agency & Location)	From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00067932 88

CMRS Search Request Number(s): Submitted to Arc. search 1/7/26

Attendant Signature:

Remarks:

2026 JAN 9 AM 11:12:17

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:

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

Mrs. Minnie E. Coteron (Name) — La. (Legal Residence)

STATUS

11—8040

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	600	L.H. Bayou St John L.Sta La	May 31, 1906
"	Prom	624	" "	July 1, 1912
"	Incr.	780	" "	Nov. 1, 1918
"	Trans.	780	" Port Pontchartrain L.Sta La	April 1, 1924
"	Read'g Duty	1020	" "	July 1, 1924
"	" "	1200	" "	Feb. 1, 1925
	Retired - Close May 10, 1928.			

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - MAR 18 1940

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

WJB.

Mrs.M.E.Coteron,
retired.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1929 JUL 24 AM 8:41

DEPARTMENT OF COMMERCE
JUL 25 1929
APPOINTMENT DIVISION

CHIEF CLERK
1929 JUL 26 PM 5 47

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

July 22, 1929.

Commissioner of Lighthouses:

1. Referring to Bureau indorsement of July 2, 1929, on letter addressed to the Commissioner of Lighthouses by the Chief Clerk of the Department under date of June 27, 1929, relative to an examination of Mrs. M.E.Coteron, retired, to determine her present physical condition.

2. Inclosed is letter received from the Medical Officer in Charge of the U.S.Marine Hospital, New Orleans, La., together with his report on the physical examination of Mrs. Coteron, from which it will be noted that Mrs. Coteron's condition is believed permanent and no further examinations will be required.

E. S. Lamphier.
Superintendent of Lighthouses.

EJD Bureau of Lighthouses, Washington,D.C., July 25, 1929.

Submitted to the Secretary of Commerce for his information and with recommendation that no further medical examination be required in this case.

H. D. King
Acting Commissioner of Lighthouses.

file

7-27-29

SUPERINTENDENT OF LIGHTHOUSES
JUL 18 1929
NEW ORLEANS

TREASURY DEPARTMENT

UNITED STATES
PUBLIC HEALTH SERVICE

OFFICE OF
OFFICER IN CHARGE
Marine Hospital,
Orleans, Louisiana

July 17th, 1929

LIGHTHOUSES
1929 JUL 24 AM 8:41

Superintendent of Lighthouses,
Eighth District,
Custom House Building,
423 Canal Street,
New Orleans, Louisiana.

Sir:

Enclosed herewith is report as per your request in the case of Mrs. M. E. Coteron.

It is not considered necessary to have another annual examination as Mrs. Coteron's condition is believed permanent.

Respectfully,

W. C. RUCKER,
Surgeon, USPHS,
In Charge.

WYH/ms
Encl.

ADDRESS ALL COM
SUPERINTENDE
NE

JUL 18 1929
NEW ORLEANS

L EXAMINATION IN THE CASE OF MRS. M. E. COTERON.

le, over 60 years of age, slightly obese and rather feeble.

LIGHTHOUSES
1929 JUL 24 AM 8:41

Negative.
Negative.
: Negative.
roat: Negative.

Lungs: Negative.

Heart: Boot shaped heart. Apex beat well beyond midclavicular line in 6th interspace. Rate and rhythm normal. No murmurs. Exaggerated aortic 2nd note. Blood Pressure: 160/90.

Abdomen: Negative.

Glands: Negative.

Extremities: Negative.

Reflexes: Normal.

Urinalysis: Negative.

It is my opinion on this examination that this lady is undergoing senile changes which are due to no viscious habits or willful misconduct. Her blood pressure does not seem high enough at present to call the condition essential hypertension, although the enlarged heart and exaggerated aortic 2nd tone would be in keeping with such a diagnosis. The patient is undoubtedly permanently incapacitated for work and I think no further examinations are indicated unless a record of her case is desired. I believe the patient to have myocardial weakness most likely due to senile changes.

/s/ K. R. Nelson,
Asst. Surgeon (R), USPHS.

June 27, 1929.

Commissioner of Lighthouses:

In accordance with the provisions of the Act of March 4, 1925, and the Bureau's recommendation of April 12, 1928, Mrs. Minnie E. Coteron, keeper of Port Pontchartrain Lighthouse, Louisiana, was retired on account of disability at the close of business on May 10, 1928.

In order to determine Mrs. Coteron's present physical condition, it is requested that the Bureau take the necessary steps to have her reexamined by a medical officer of the United States and report the result to the Department.

(SIGNED) E. W. LIBBEY,

JUN 29 1929

E-E

Chief Clerk

May 26, 1928.

Mrs. M. E. Coteron,
Port Pontchartrain Lighthouse,
Port Pontchartrain, La.

Dear Madam:

In view of the discontinuance of the Port Pontchartrain Lighthouse, La., the Department hereby grants you permission to reside in the dwelling at that station, in consideration for which you will act as caretaker thereof until the lighthouse dwelling and reservation are disposed of by the Government or until such time as either yourself or the Government desires to make a change in these arrangements, and this letter will be sufficient as evidence of such permission if presented to the person in charge of the lighthouse reservation.

Very truly yours,

E. F. MORGAN

5416-3-S

Acting Secretary of Commerce.

INDEXED

APPOINTMENT DIVISION

May 18, 1928.

Memorandum for Mr. Libbey

The attached recommendation from the Acting Commissioner of Lighthouses involves the appointment of a retired keeper as custodian at $1.00 a year. It is proposed to allow the appointee the use of the dwelling at Point Pontchartrain Lighthouse, Louisiana, the operation of which was discontinued on May 10, 1928. The appointee, Mrs. M. E. Coteron, was retired from the Lighthouse Service on account of disability, effective at the close of May 10, 1928, with an annuity of $587.83. The use of the dwelling which she is to occupy is valued at $240 per annum.

In view of the possible existence of legal objection it is suggested that the recommendation be referred to the Solicitor for a ruling.

Acting Chief of Appointment Division.

Enclosure.
G:C

Respectfully referred to the Solicitor.

MAY 21 1928
(SIGNED) E. W. LIBBEY
Chief Clerk.

Solicitor did not render written decision but she was granted permission by letter of 5/26/28.

CROSS REFERENCE

SEE FILE--464/16/ D'

NAME Coteron, Minnie E. POSITION Keeper

BUREAU Lighthouses STATION 8th Dist.

CIRCULAR #11----9/15/23

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
780	240	1020	XCR	404.25	1424.25	L.H.S.					

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

GRADE RECOMMENDED Unclassified

RANGE OF COMPENSATION RECOMMENDED FROM TO

allowance $164.25

Total $1184.25

Kind of equipment ----; annual cost, $----

17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)

(a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☐ 8

(b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

(c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3

(d) College: Name ----; years ☐ 1 ☐ 2 ☐ 3 ☐ 4

(e) Post graduate work: Kind ----; years ☐ 1 ☐ 2 ☐ 3

(f) Correspondence courses: Kind ----; number of lessons ----; number completed ----

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

	Percentage of total time given to each task
1. Custodian of property.	5%
2. Reports and correspondence.	10%
3. Maintenance of lens, lantern, fixed oil light from tower, and two minor lights on beacons in the water, which includes cleaning of lamps, lens, lanterns, etc; changes lamp at midnight each night.	15%
4. Boating 1/2 mile from station to lights.	10%
5. Cleaning and maintenance of beacon structures, tower, quarters, grounds, wharf, boathouse, boat, and painting of structures.	60%

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

Coteron (Surname) Minnie (Given name) E. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Bayou St.John L.S.,etc. (2 lts.)
   (b) Subdivision Eighth Lighthouse District
   (c) City or town ____ State La.
6. Pay-roll title Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day 24; per week 168
   (b) If this is not a full-time position, state percentage of time employed per day ---; or per week ---
   (c) If night work, wholly or in part, state the hours: From 12:00 p. m. to 1:00 a. m.
9. If this is not an all-year-round position, state approximate number of days employed each year ---
   During what months ---
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ---

11. Present rate of pay, exclusive of bonus $780 per annum; bonus, $240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $780 per annum; bonus, $240 per annum.
13. If the employee receives overtime pay, state the rate ---
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    Subsistence - cash $164.25 per annum
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment ---; annual cost, $ ---
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ---; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ---; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ---; number of lessons ---; number completed ---

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)

	Percentage of total time given to each task
1. Custodian of property.	5%
2. Reports and correspondence.	10%
3. Maintenance of lens, lantern, fixed oil light from tower, and two minor lights on beacons in the water, which includes cleaning of lamps, lens, lanterns, etc; changes lamp at midnight each night.	15%
4. Boating 1/2 mile from station to lights.	10%
5. Cleaning and maintenance of beacon structures, tower, quarters, grounds, wharf, boathouse, boat, and painting of structures.	60%

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.)

On her own responsibility subject to directions and supervision of Superintendent of Lighthouses.

20. Do the duties involve direction or supervision of the work of other employees? **No.**
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

21. How long have the employee's duties been substantially as described above? **May 31, 1906.**

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

JUN 7 - 1923, 1923. (Date)

E. S. LANPHIER (Signature of Preparing Officer)

SUPERINTENDENT OF LIGHTHOUSES (Title)

23. I have read the foregoing and I agree to it except as follows:

Signature not secured owing to inaccessibility of employee.

E. S. LANPHIER (Signature of Employee)

SUPERINTENDENT OF LIGHTHOUSES

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

	High Degree	Average	Not Essential
Judgment	X		
Accuracy			
Initiative (originality and resourcefulness)			
Trustworthiness (dependability)	X		
Speed (quickness)			
Physical Qualities (strength and endurance)	X		

EDUCATIONAL TRAINING		
	Essential	Desirable But Not Essential
College		
High School		
Common School	X	

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent **Boating - one year.**

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ **900** to $ **1140**

JUN 7 - 1923, 1923. (Date)

E. S. LANPHIER (Signature of head of field office or station)

SUPERINTENDENT OF LIGHTHOUSES. (Title)

GOVERNMENT PRINTING OFFICE 2—12758

April 13, 1928.

Mrs. Minnie E. Coteron,
Through the Commissioner of Lighthouses.

Madam:

In accordance with the provisions of the Act of March 4, 1925, entitled An Act To provide for retirement for disability in the Lighthouse Service, you are, upon recommendation of the Commissioner of Lighthouses, hereby retired from that service (Eighth District), effective at the close of business on May 10, 1928, with retired pay at the rate of $587.83 per annum.

By direction of the Secretary:

Respectfully,

APR 19 1928

EDW. J. GARDNER,

Acting Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION
ENTERED
1870
APR 21 1928
ON JOURNAL
DEPARTMENT OF COMMERCE

C

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

ESL:LEC
Incls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES SPECIAL
1928 APR 9 AM 11 56

APR 13 1928 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 7, 1928

Mrs. M. E. Coteron, Disability
Retirement (Lighthouse)

APR 17 1928 DEPARTMENT OF COMMERCE APPOINTMENT DIVISION

5 CHIEF CLERK
1928 APR 13 AM 10 37

Commissioner of Lighthouses:

1. Inclosed herewith is copy of a letter received from Mrs. M. E. Coteron, Keeper, Port Pontchartrain Light Station, La., requesting retirement for disability, copy of letter written by this office to the U. S. Public Health Service, New Orleans, La., requesting that the condition of Mrs. Coteron be ascertained and to report whether or not she should be retired for physical disability. There is also inclosed original letter of April 3, 1928 from Surgeon T. B. H. Anderson, U.S.P.H.S., Executive Officer, U. S. Marine Hospital No. 14, New Orleans, La., stating that her condition justifies retirement for physical disability. 1200 go.

2. It is recommended that Mrs. M. E. Coteron be retired at the close of May 10, 1928. The following information is furnished regarding this employee:

Disability Retirement after 15 yrs service.

Date of birth	Position and present base pay	Length of service: Date of Retirement Yr.	Mo.	Da.	Avg. rate of pay last five years of service	Rate of Retired Pay
Sept. 16 1860	Keeper, Port Pontchartrain: L.S., La. @ $1200 p.a.	21	11	10	~~$1071.482~~ (Summary) ~~$1104.27 p.a.~~	~~$50.48 p.mo.~~ or ~~$605.84 p.a.~~ $587.83 (Summary)

DEPARTMENT OF COMMERCE APR 18 1928 DIVISION OF NAVIGATION AUDITOR

DETAILED STATEMENT OF PAY FOR LAST FIVE YEARS OF SERVICE

May 10, 1923, to June 30, 1924	(1 yr.	1 mo.	20 das.)	@	$ 780 p.a.	$ 888.33
July 1, 1924, to May 10, 1928	(3 "	10 "	10 ")	@	1200 p.a.	4633.33
	5 "	0 "	0 "			$5521.66
					Less subsistence F.Y. 1925	164.25
						$5357.41

8/13-24

E. S. LANPHIER
Superintendent of Lighthouses

RLC:EMF
Set incls.

Bureau of Lighthouses, Washington
April 12, 1928.

Submitted to Secretary of Commerce recommended for approval. Medical certificate is herewith. Action O. K.

Chief Clerk

J. S. Dunnington
Acting Commissioner of Lighthouses.

IGHTHOUSES

USES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1928 APR 9 AM 11 56

EIGHTH DISTRICT

Port Pontchartrain L.S., La.

(Station, Depot, or Vessel)

April 2, 1928

Superintendent of Lighthouses,
New Orleans, La.

Sir:

Because of my present physical condition I am disabled for any further useful and efficient service as a Lighthouse Keeper and I hereby make application for retirement on account of disability under the Act of March 4, 1925.

Respectfully,

Mrs M. E. Leoteron

Keeper, Port Pontchartrain L.S., La.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1928 APR 9 AM 11 56

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 3, 1928

Medical Officer in Charge,
U. S. Merine Hospital,
Henry Clay Ave.& Tchoupitoulas St.,
New Orleans, La.

Dear Sir:

1. Mrs. M. E. Coteron, Keeper of Port Pontchartrain Lighthouse, New Orleans, La., has made application to this office for retirement on account of disability.

2. In accordance with the Act of March 4, 1925, you are requested to examine Mrs. Coteron, and if the examination discloses that Mrs. Coteron is disabled you are requested to furnish this office with a certificate certifying that she is disabled for useful and efficient service as a lighthouse keeper. The law provides that the certificate should also state whether or not the disability is due to vicious habits, intemperance or willful misconduct.

3. It is also requested that you submit a recommendation to this office as to the necessity for reexamination of Mrs. Coteron, from time to time, in order to determine the continuance of her disability.

4. The Lighthouse Service retirement law for field employees has no connection with the Civil Service Employees' Retirement Act and your reply should be sent direct to this office and not through the District Secretary of the Divil Service Commission.

5. Enclosed herewith is a letter which Mrs. Coteron has presented from her personal physician.

Respectfully,

(Signed) E. S. Lanphier

Superintendent of Lighthouses.

The records of this office show that Mrs. Coteron was born September 16,1860

DR. A. O. HOEFELD
Pere Marquette Building

New Orleans

April 2, 1925

To Whom it May Concern:

This is to certify that Mrs. M. E. Coteron has been a patient of mine for the past eight years. Her condition is such today, that I deem it inadvisable for her to continue work necessitating climbing of stairs or lifting weighty packages.

Respectfully,

(Signed) A. E. Hoefeld

SUPERINTENDENT OF LIGHTHOUSES
APR 5 1928
NEW ORLEANS

TREASURY DEPARTMENT

UNITED STATES
PUBLIC HEALTH SERVICE

1928 APR 9 AM 11 56

HOSPITAL No. 14
AS AND HENRY CLAY STS.

NEW ORLEANS, LA.
April 3,1928.

Mr. E.S.Lanphier,
Superintendent of Lighthouses,
New Orleans,La.

Sir:

You are advised that Mrs. M.E.Coteron, Keeper of Port Pontchartrain Lighthouse, New Orleans,La., reported at this hospital today and was examined by Acting Assistant Surgeon C. P. Munday, who made the following report:

"4/3/28. Examination shows female, stated age of nearly 68 years.
Lungs negative. Abdomen negative, walks with limp due old ankle injury. Heart enlarged beyond mid-clavicular line. No murmurs, accentuation 2nd aortic sound. Blood pressure 158 systolic, 92 diastolic-moderate grade of peripheral asterisclerosis. Subjective history of dysponea on moderate exertion, insomnia and swelling of feet at end of day. Pulse rate 112 sitting, 92 after four minutes recumbent. Urinalysis: negative for casts, albumin or sugar. Hypertensive cardiac condition justifying retirement, not due to vicious habits or willful misconduct.
Re-examination from time to time advised."

By direction of Medical Officer In Charge.

Respectfully,
T.B.H. Anderson.
T.B.H.Anderson,
Surgeon, USPHS.,
Executive Officer.

TBHA/et.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

Mrs. Minnie C. Coteron,

Through the Commissioner of Lighthouses,

Sir:

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER.

Acting Chief of Appointment Division.

Position: Keeper

Salary: $1200

FEB 6 1925

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

8th

JSJ

APPOINTMENT DIVISION
RECEIVED
FEB 5 1925
CIVIL SERVICE
DEPARTMENT OF COMMERCE

CARDED

(CROSS REFERENCE)

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

For authorization see letter dated JUL 24 1924 File No. 1095/21.

Form 73a

WJB.

REPORT OF TRANSFER OF APPOINTE

LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1924 APR 7 AM 8 51

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. 8th DISTRICT.

New Orleans, La., March 8th , 19 24.

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

The following-named employee will be transferred as indicated, and will be upon duty at his new station on April 1, 1924.

1924 APR 8 AM 11 0
DEPARTMENT OF COMMERCE
APR 8 1924
APPOINTMENT DIVISION.

Name, Minnie Coteron

Position, Keeper in the Lighthouse Service.

From ~~Bayou St.John Light Station &~~ Bayou St.John Range Lts.,La.

To Port Pontchartrain L.S., La.

Previous incumbent, Maggie E. Norvell.

Services to be terminated, March 31, 1924.

Reason, To be transferred to New Canal L.S.La.

Superintendent of Lighthouses.

New Orleans, La., April 4th , 19 24.

The above-referred-to transfer became effective beginning with April 1st, 1924.

E. S. LANPHIER

Superintendent of Lighthouses.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 7 - 1924

CARD 7.

Submitted to the Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

Form 73a

WJB.

REPORT OF TRANSFER OF APPOINTE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. 8th DISTRICT.

New Orleans, La., March 8th, 19 24.

LIGHTHOUSES DEPARTMENT OF COMMERCE 1924 MAR 12 PM 4 MAR 14 1924 APPOINTMENT DIVISION 04

CHIEF CLERK

5

1924 MAR 14 PM 2 28

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will be upon duty at his new station on April 1, 1924.

Name, Minnie Coteron

Position, Keeper in the Lighthouse Service.

From Bayou St.John Light Station & Bayou St.John Range Lts.,La.

To Port Pontchartrain L.S., La.

Previous incumbent, Maggie R. Norvell.

Services to be terminated, March 31, 1924.

Reason, To be transferred to New Canal L.S.La.

APPOINTMENT DIVISION ENTERED MAR 17 1924 ON JOURNAL DEPARTMENT OF COMMERCE

E. S. Lanphier.

Superintendent of Lighthouses.

(2)

, 19

The above-referred-to transfer became effective beginning with .....

3/14/24.

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

MAR 13 1924

Submitted to the Secretary of Commerce for his information.

CARRIED

J. S. CONWAY

Acting Commissioner of Lighthouses.

TP

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 19, 1918.

Mrs. Minnie E. Coteron,

Through the Commissioner of Lighthouses.

Madam:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $624 per annum to $780 per annum, effective November 1, 1918. (The above rate of pay includes longevity pay of $60.)

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.

IN BASIS OF THIS ACTION SEE
LETTER DATED 11-15-18
FILE OF 10958

CARDED

R
Ho

APPOINTMENT DIVISION
NOV 21 1918

Form 111

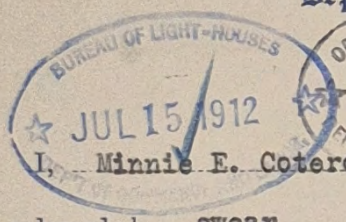
Per Act

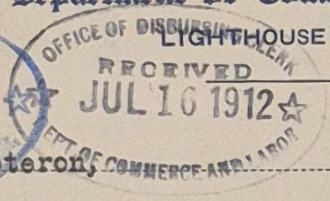
OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

Department of Commerce and Labor

LIGHTHOUSE SERVICE





I, Minnie E. Coteron, 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.

☞ Mrs Minnie E Coteron
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 10th day of July, A. D. 1912

(Affix official seal here)

[4] (Name) Chas E Ceptlet

(Official title) Ass't P.M.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Keeper in the Lighthouse Service. (By promotion from $600 per annum)	$624 per annum	Bayou St. John Light Station, La.

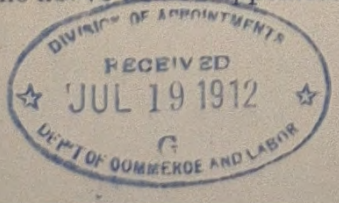
(The above should be filled in by the district officer before sending to appointee)

Office of Lighthouse Inspector, Eighth District

CARDS.

New Orleans, La., (Address) July 12, 1912. (Date)

The above-named appointee entered upon duty on July 1, 1912. (Date)



Dotty
(Signature, followed by title)
Inspector, 8th Lighthouse 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.

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.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-2

NO ... IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

Coteron, Mrs. Minnie E.

2. Department:

Commerce

3. Bureau, office, or service:

Lighthouse

4. Designation of position:

Keeper

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

Care light and govt. property

6. Annual earnings:

$624

7. Kind of appropriation:

LS

8. Present rate of pay:

$ AS

9. Initial rate of pay:

$ 600 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:
		10	3

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

Alabama

12. Race:

W

13. Sex:

F

14. Date of birth—

Month: September

Year: 1860

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

E5

16. Marital condition:

W

17. War veteran?

No

18. Appointed from—

Congressional district and State: 3 La.

County: Orleans

19. Civil service status:

C

20. Method by which classified status was obtained:

CE

21. Place of employment—

City: New Orleans

State: La.

DO NOT FOLD THIS CARD.

11—5869

GENERAL APPOINTMENT

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 29, 1912.

Mrs. Minnie E. Coteron,

Through the Commissioner of Lighthouses.

Madam:

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

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Twenty-four dollars per annum,

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

(By promotion from $600 per annum.)

APPOINTMENT DIVISION. REPORTED JUN 29 1912 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR.

By direction of the Secretary:

Respectfully,

CARDED.

CHANGE REPORTED JUL 1912 U. S. COMMISSION.

(SIGNED) GEO. W. LE[illegible]LEY.

F

D

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Louisiana.

11—3692

READ THE INSTRUCTIONS ON PAGE 3

[redacted] Department of Commerce and [redacted]

L-J.

New Orleans, La.

EFFICIENCY REPORT

May 12, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Mrs. Minnie E. Coteron. 2. Age 50 (Last birthday.)

3. Bureau of Lighthouses. 4. Position Keeper.

5. Compensation $600 p.a. 6. Where employed Bayou St. John Lighthouse, La.

7. When appointed (*a*) June 7, 1906. 8. How appointed (*b*) Through Civ. Ser. Exam.

9. Status under Civil Service Rules (*c*) Classified competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount

12. Other Government service None

13. Duties (describe fully) Exhibits lens lantern light; cares for dwelling and Government property; renders necessary reports and returns.

14. Has the employee special qualifications? No. If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance		2	
Total		8 10x	800
Average percentage			100

RECEIVED JUN 13 1911 DIVISION OF APPOINTMENTS DEPT OF COMMERCE AND LABOR

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Routine employee.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Pay is fair.

If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No. If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

Inspector.

The official who approves the statements thus submitted will sign here—

G. T. Putnam

Chief of Bureau or Office.

T. S.

11—4259

LIGHT HOUSE BOARD
JUN 9 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Establishment. 2. Where employed Bayou St. John Light-Station, La.
3. Name Mrs. Minnie E. Coteron. 4. Where born Alabama.
5. Age 48 6. Position Keeper.
7. Compensation $600 pa. 8. When appointed (a) June 7, 1906. See Remarks.
9. How appointed (b) Through Civil-Service Examination.
10. Appointed from — State Louisiana. Congressional District First. County Orleans Parish.
11. Status under Civil Service Rules (c) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) Exhibits lens-lantern light; cares for dwelling and government property; renders necessary reports and returns.
15. Efficiency — Quantity of work (d) 10/10; Quality of work (e) Excellent.; Interest manifested in work (f) Excellent.
16. Is this employee fully earning the salary she is now receiving? Yes.
17. Remarks (g) Entered on duty, May 31, 1906.

O. R.

CAPTAIN, U. S. N.
NAVAL SECRETARY

A. M. Witzel Comdr., U.S.N., Retd.,
Inspector, 8th L.-H. District, *Head of Bureau or Office.*

June 7, 1909.

11—3005

9639

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

February 1, 1906.

To the Chiefs of Bureaus of the Department of Commerce and Labor:

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 officer in immediate charge should review the information given by the appointee or employee, and if correct, should forward the form to the Chief of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Department.

DIVISION OF APPOINTMENTS
RECEIVED
JUN 18 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

CARDED

V. H. Metcalf
Secretary.

PART I.

(Part I should be executed 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.) Mrs Minnie E. Coteron

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

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

City or town.	State or Territory.	County.	Congressional district.
New Orleans	La	Orleans	1st

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

5. Where were you born? Mobile Ala

6. When were you born?

Month.	Day.	Year.
Sept	16	1860

7. Are you pensioned by the U. S. Government? (Answer "Yes" or "No.") No

11—1434

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.
Griffin Sellars	Brother in law	~~Lt. Ho.~~ Engineering Commerce & Labor	Lt. House	Superintendant

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.)

Lt. Ho. Keeper Form No. 1025. May 24. 1906

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.)

No

12. 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.)

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
No			

13. 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.

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
—			

14. 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 for the Government, indicated in your answers to questions 11, 12, and 13.)

No Occupation, Resided with my Mother who was Keeper at Bayou St John, La Lt. Ho.

15. 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.

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

Familiar with Lt. Ho. work, having assisted my Mother.

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

Lt. Ho Keeper: Form No 1025. May 29. 1906

18. 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

19. State the date upon which the above blanks were filled. June 11. , 1906

(Signature) Minnie E Loteron

Witness:

P. O. Address: New Orleans
City or town.

In case signature is by mark.

Number and street.

La
State or Territory.

Reviewed, approved, and forwarded June 14. , 1906.

(Signature) Jas. A. Sears

(Official title) Cond. Atl. Navy. Inspector 8th L. H. Dist.

G.W.V.

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.

Light House (Bureau or Service.) Bayou St John Light House (Place (city, town, or station).) 6 (District.) 8th

2. To what position has ~~he~~ she been appointed? Keeper, Bayou St John Light House, Louisiana

3. State the date of appointment. June 7. 1906.

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

May 31. 1906.

5. State the date of the oath. June 11. 1906.

6. State the date the appointee or employee entered on duty. May 31. 1906.

7. What is ~~his~~ her salary? Six hundred dollars per annum. $600.00

8. From what appropriation is ~~he~~ she paid? Salaries of Keepers of Light Houses.

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 appointee or 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.)

By examination. Form 1025. Light House Keeper.

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

(Signature) Jas. A. Sears

Date: June 14. , 1906. (Official title) Cond. Atl. Navy. Inspector 8th Light House Dist.

11—1434

G.W.V.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

TJC-EFS

BUREAU OF LIGHT-HOUSES
JUN 25 1912
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

New Orleans, La., June 21, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Promotion and change in designation.

Name, Mrs Minnie E. Coteron 100 %. Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service Salary, $624 per annum, appropriation "Salaries, Keepers of Lighthouses, 1913."

Location, Bayou St. John Light Station and Bayou St. John Range Lights, La.

Effective July 1, 1912, or as ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ soon thereafter as she enters on duty.

CHIEF CLERK
FORWARDED TO
JUN 28 1912
APPTS.
COMMERCE AND LABOR

Former position, Keeper Former salary, $600 per annum

Location, Bayou St. John Light Station, La.

APPOINTMENT DIVISION
RECEIVED
JUN 28 1912
DEPT OF COMMERCE AND LABOR.

Rank in list of eligibles, 2/4 Rating, ---------- Percentage, ----

Other eligibles considered, ----------

Letters of declination inclosed, ----------

Previous incumbent, New Position (authorized 6/28/12) Services terminated,

Reason, ----------

Remarks:

6/28/12 HRW

Dorry

Inspector.

HRW-McC.

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON June 26, 1912.

Respectfully submitted to the Secretary of Commerce and Labor, approved.
This promotion is recommended in view of the fact that on or about July 1, 1912, the new Bayou St. John Range Lights, Louisiana, will be placed under the care of this keeper. It is considered that the increase is justified by the additional duties to be performed. 11—2314

APPOINTMENT DIVISION
APPOINTMENT WRITTEN
JUN 29 1912
DEPT OF COMMERCE AND LABOR.

J S Conway

Acting Commissioner.

9639

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 21 1906
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Mrs. Minnie E. Coteron

do solemnly[a] swear 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.**

Mrs Minnie E Coteron

[b] Sworn to and subscribed before me,
this 11th day of June, A. D. 1906

[c] Name: André W. Séguin

Official title: Notary Public

{Affix official seal.}

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Keeper	Bayou St John, La.	Ala.	La.

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] 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. *The oath should be taken on or after the date of the appointment.*

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.

Light House Board,
Date May 21 1906.

DIVISION OF APPOINTMENTS
RECEIVED
JUN 23 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

CARDED.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 21 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Chief Clerk
S.W.B.

PROBATIONARY APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

9639

June 7, 1906.

Mrs. Minnie E. Cotteron, of Louisiana, having qualified under the civil-service regulations, is hereby appointed Keeper of the Bayou St. John Light-Station, Louisiana, in the Light-House Service, with compensation at the rate of Six Hundred dollars per annum, for a probationary period of six months, effective beginning May 31, 1906, she having entered upon duty on that date and since continuously served in the above-mentioned position, vice Mrs. Annie Gage.

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

Payment of the compensation authorized in this appointment is subject to the oath of office being taken

DIVISION OF APPOINTMENTS
REPORTED
JUN 8 - 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Assistant Secretary.

11—1875

The Light-House Board.

W
D

CHANGE REPORTED
MAY — 1906
U. S. COMMISSION.

CARDED.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

AHC.
File No. 9639.

Washington 5 June, '06.

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 7-1906
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
JUN 7 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask the probationary appointment of Mrs. Minnie E. Coteron, of Louisiana, to the position of Keeper of the Bayou St. John, La., Light-Station, with pay at the rate of $600 a year, to date from 31 May, '06, the date of her entrance on duty, in the place of Mrs. Annie Gage, deceased. May 30, 1906.

Mrs. Coteron has passed the required Civil Service examination, and obtained a rating of 98.4 per cent in Class Five.

Respectfully,

Captain, U.S.N.,

Naval Secretary.

1st on eligible list.

Considered with:

Miranda Younghans.
the only other eligible

8th Insper.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUN 7-1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
JUN-7 1906
DEPT OF COMMERCE AND LABOR

Minnie E. Coteron

COTERON, MINNIE E.

Quit

Retired Case

May 10, 1928

COTERON, MINNIE E.

Minnie E. Coteron

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

June 29, 1912.

Mrs. Minnie E. Coteron,

Through the Commissioner of Lighthouses.

Madam:

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

Keeper

in the Lighthouse Service

at a salary of Six Hundred and Twenty-four dollars per annum,

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

(By promotion from $600 per annum.)

E D July 1, 1912.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

P
D

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Louisiana.

11—3692

Office of Inspector, 8th Lighthouse Dist.

New Orleans, La., May 12, 1913.

CIRCULAR LETTER.

To Keepers of Lighthouses, 8th District.

In accordance with the instructions on pages 163 and 164 of the Regulations, you are informed that the following named Keepers of Light Stations in the 8th District have been commended for general efficiency and neatness of the station and personnel under their charge, during the quarter ended March 31, 1913:

Minnie B. Coteron, Keeper, Bayou St.John L.S.,etc.

(Signed) B. B. DORRY

Inspector, 8th Lighthouse Dist.

Forwarded to the Bureau for its information.

B. B. Dorry

Inspector, 8th Lighthouse District.

LIGHT HOUSE BOARD
JU[redacted] 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

(Read the instructions on the reverse side of this Form before attempting to fill it out.)

1. Bureau Light-House Establishment. 2. Where employed Bayou St. John Light-Station, La.
3. Name Mrs. Minnie E. Coteron. 4. Where born Alabama.
5. Age 48 6. Position Keeper.
7. Compensation $600 pa. 8. When appointed (*a*) June 7, 1906. See remarks
9. How appointed (*b*) Through Civil-Service Examination.
10. Appointed from — State Louisiana. Congressional District First. County Orleans Parish.
11. Status under Civil Service Rules (*c*) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No.
13. Other Government service None.
14. Duties (describe fully) Exhibits lens-lantern light; cares for dwelling and government property; renders necessary reports and returns.
15. Efficiency — Quantity of work (*d*) 10/10; Quality of work (*e*) Excellent.; Interest manifested in work (*f*) Excellent.
16. Is this employee fully earning the salary he is now receiving? Yes.
17. Remarks (*g*) Entered on duty May 31, 1906.

A. M. Witzel, Comdr., U.S.N., Retd.,
Inspector, 8th L.-H. District, *Head of Bureau or Office.*

June 7, 1909.

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

L-F.

EFFICIENCY REPORT

New Orleans, La.

May 12, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Mrs. Minnie E. Coteron. 2. Age 50 (Last birthday.)

3. Bureau of Lighthouses. 4. Position Keeper.

5. Compensation $600 p.a. 6. Where employed Bayou St. John Lighthouse, La.

7. When appointed (*a*) June 7, 1906. 8. How appointed (*b*) Through Civ.Ser.Exam.

9. Status under Civil Service Rules (*c*) Classified competitive.

10. Is the employee an honorably discharged soldier or sailor? No.

11. Does the employee receive a pension? No. If so, state the amount.

12. Other Government service None

13. Duties (describe fully) Exhibits lens lantern light; cares for dwelling and Government property; renders necessary reports and returns.

14. Has the employee special qualifications? No. If so, state them

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	100	2	200
Quality of work	100	3	300
Interest manifested in work (see also Question 17)	100	3	300
Attendance		2	
Total		8 ~~xx~~	800
Average percentage			100

11—4259

16. In the following form state the number of days of annual leave, sick leave, and leave without pay taken in each of the years 1908, 1909, and 1910:

1908.			1909.			1910.		
Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.	Annual.	Sick.	Without pay.

17. Is this employee a purely routine employee, or does he manifest interest, not only in his own work but also in the work of the office or bureau as a whole, to the extent of overtime work or voluntary efforts by suggestion or otherwise to add to its efficiency? (Answer fully.) Routine employee.

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Pay is fair. If the present salary is above or below a fair equivalent, state what, in your opinion, it should be.

19. Is this employee superannuated? No. If so, what percentage of salary is unearned?

20. Remarks: (*e*)

The official who is primarily responsible for the statements herein submitted will sign here—

H. M. Wetzel
Inspector.

The official who approves the statements thus submitted will sign here—

Chief of Bureau or Office.

Office of Inspector, 8th Lighthouse District

April 30, 1914.

DISTRICT CIRCULAR LETTER NO. 26.

To keepers of Lighthouses, 8th District.

In accordance with the instructions on pages 163 and 164 of the Regulations, you are informed that the following named Keepers of Light Stations in the 8th District have been commended for general efficiency and neatness of the station and personnel under their charge, during the quarter ended March 31, 1914.

Frank Stephenson, keeper, Aransas Pass L.S., Tex.
Minnie E. Coteron, Keeper, Bayou St. John, etc.L.S., La.
Harry C. Claiborne, Keeper, Bolivar Pt. L.S., Tex.
Wm. J. ~~Knick~~ Knickmeyer. Keeper, Cape San Blas L.S., Fla.
Joseph P. Groux, Keeper, Chefuncte River L.S., La.
John Asplund, Keeper, Galveston Harbor L.S., Tex.
Caroline Riddle, Keeper, New Canal L.S., La.
John B. Mason, Keeper, Southwest Pass L.S., La.

(signed) B. B. DORRY

Inspector, 8th Lighthouse District

Office of Inspector, 8th L.H.Dist.,
New Orleans, La. April 30,1914.

Forwarded to the Bureau of Lighthouses.

(Signed) Dorry
Inspector.

Form 73 **ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE**

TJC-EFS

JUN 25 1912

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., June 21 , 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Promotion and change in designation.

Name, Minnie E. Coteron Legal residence, Louisiana.

Position, Keeper in the Lighthouse Service Salary, $624 per annum, appropriation "Salaries, Keepers of Lighthouses, 1913."

Location, Bayou St. John Light Station and Bayou St. John Range Lights, La.

Effective July 1, 1912, or as ~~on the actual date of entrance on duty~~ soon thereafter as she enters on duty.

Former position, Keeper Former salary, $600 per annum

Location, Bayou St. John Light Station, La.

Rank in list of eligibles, ---------- Rating, ---------- Percentage, ----

Other eligibles considered, ----------

Letters of declination inclosed, ----------

Previous incumbent, ---------- Services terminated,

Reason, ----------

Remarks:

Inspector.

HRW-McC.

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

June 26, 1912.

Respectfully submitted to the Secretary of Commerce and Labor, approved.

11—2314

This promotion is recommended in view of the fact that on or about July 1, 1912, the new Bayou St. John Range Lights, Louisiana, will be placed under the care of this keeper. It is considered that the increase is justified by the additional duties to be performed.

Acting Commissioner.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
March 31, 1928

ESL:LEC
Incl.

Received
LIGHTHOUSES
1928 APR 2 AM 9 15

Port Pontchartrain Lighthouse,
Disposition of services of keeper

Commissioner of Lighthouses:

1. Referring to Form 80 recommending the discontinuence of Port Pontchartrain Lighthouse, La., the Bureau is advised that, in view of the possible retirement of Miss Miranda Younghans, Keeper of Biloxi Lighthouse, on April 24, 1928, it was desired to transfer Mrs. M. E. Coteron, Keeper of Port Pontchartrain Lighthouse, La., to that station and the offer has been made her .

2. This matter has been gone into very carefully, verbally and by letter, with Mrs. Coteron, and it was explained to her that there was no longer any need for the maintenance of Port Pontchartrain Lighthouse and that she would be recommended for transfer as Keeper of Biloxi Lighthouse, one of the most desirable in the district. It was also explained that, due to the fact that there was no further need for Port Pontchartrain Lighthouse it became necessary to transfer her to another station and that, if she did not accept Biloxi, there was no other position which could be offered.

3. By letter of March 27, 1928, copy inclosed, Mrs. Coteron has declined to accept transfer to the position of Keeper at Biloxi Light Station.

E. S. LANPHIER
Superintendent of Lighthouses

Airways
Surveys
Lighting
Radio
Weather
Electrical
Chief Engr.
Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prop.
Admn. Assist.
Dep. Commr.
Commissioner

RC-EK

Bureau of Lighthouses, Washington, D. C.
April 9, 1928

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Inclosure

LIGHTHOUSES

1928 APR 2 AM 9 15

EIGHTH DISTRICT

Port Pontchartrain
(Station, Depot, or Vessel)

March 27, 1928

Mr. E. S. Lanphier
Supt. of Lt. Houses

Sir

I have decided not to go to the Biloxi Lt. for I am not strong enough to keep it in the condition it will have to be kept and rather than to fail in the work to keep it as it should be I have decided not to take it. As it is I am not so well right now.

Respectfully,

(Signed) Mrs. M. E. Coteron
Keeper, Port Pontchartrain Lt.

4/21/28 Let 8th.

Let. dated April 7, 1928, from 8th re disability retirement of Mrs. M. E. Coteron.

April 12, 1928.

RLC:EMF
Set incls.

Bureau of Lighthouses, Washington

Submitted to Secretary of Commerce recommended for approval. Medical certificate is herewith.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

ESL:LEC
Incls.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 APR 9 AM 11 56

SPECIAL

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 7, 1928

Mrs. M. E. Coteron, Disability
Retirement (Lighthouse)

Commissioner of Lighthouses:

1. Inclosed herewith is copy of a letter received from Mrs. M. E. Coteron, Keeper, Port Pontchartrain Light Station, La., requesting retirement for disability, copy of letter written by this office to the U. S. Public Health Service, New Orleans, La., requesting that the condition of Mrs. Coteron be ascertained and to report whether or not she should be retired for physical disability. There is also inclosed original letter of April 3, 1928 from Surgeon T. B. H. Anderson, U.S.P.H.S., Executive Officer, U. S. Marine Hospital No. 14, New Orleans, La., stating that her condition justifies retirement for physical disability.

2. It is recommended that Mrs. M. E. Coteron be retired at the close of May 10, 1928. The following information is furnished regarding this employee:

Date of birth	Position and present base pay	Length of service: Date of Retirement Yr.	Mo.	Da.	Avg. rate of pay last five years of service	Rate of Retired Pay
Sept. 16 1860	Keeper, Port Pontchartrain: L.S., La. @ $1200 p.a.	21	11	10	~~$1071.482~~ ~~$5357~~ ~~$1104.27 p.c.~~	~~$50.48 p.mo.~~ or ~~$605.84 p.a.~~ $587.83

DETAILED STATEMENT OF PAY FOR LAST FIVE YEARS OF SERVICE

May 10, 1923, to June 30, 1924 (1 yr. 1 mo. 20 das.) @ $ 780 p.a. $ 888.33
July 1, 1924, to May 10, 1928 (3 " 10 " 10 ") @ 1200 p.a. 4633.33
5 " 0 " 0 " $5521.66

Less subsistence F.Y. 1925 164.25
$5357.41

E. S. LANPHIER
Superintendent of Lighthouses

Rec O/L & Ltr @ amended.
Retired Pay $587.83 fm. Wat pt
advise kept did Rec
not deduct subsistence 4/9 to Wgn

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1928 APR 9 AM 11 56

WJB:LMC
Encl.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 3, 1928

Medical Officer in Charge,
U. S. Marine Hospital,
Henry Clay Ave.& Tchoupitoulas St.,
New Orleans, La.

Dear Sir:

1. Mrs. M. E. Coteron, Keeper of Port Pontchartrain Lighthouse, New Orleans, La., has made application to this office for retirement on account of disability.

2. In accordance with the Act of March 4, 1925, you are requested to examine Mrs. Coteron, and if the examination discloses that Mrs. Coteron is disabled you are requested to furnish this office with a certificate certifying that she is disabled for useful and efficient service as a lighthouse keeper. The law provides that the certificate should also state whether or not the disability is due to vicious habits, intemperance or willful misconduct.

3. It is also requested that you submit a recommendation to this office as to the necessity for reexamination of Mrs. Coteron, from time to time, in order to determine the continuance of her disability.

4. The Lighthouse Service retirement law for field employees has no connection with the Civil Service Employees' Retirement Act and your reply should be sent direct to this office and not through the District Secretary of the Civil Service Commission.

5. Enclosed herewith is a letter which Mrs. Coteron has presented from her personal physician.

Respectfully,

E. S. Lamphier.
Superintendent of Lighthouses

13

The records of this office show that Mrs. Coteron was born September 16, 1860.

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

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

1928 APR 9 AM 11 56

EIGHTH DISTRICT

Port Pontchartrain L.S., La.

(Station, Depot, or Vessel)

April 2, 1928

Superintendent of Lighthouses,
New Orleans, La.

Sir:

Because of my present physical condition I am disabled for any further useful and efficient service as a Lighthouse Keeper and I hereby make application for retirement on account of disability under the Act of March 4, 1925.

Respectfully,

Keeper, Port Pontchartrain L.S., La.

Jno Jr. E Leoteron

Copy

DR. A. O. HOEFELD
Pere Marquette Building

New Orleans

April 2, 1928.

To Whom it May Concern:

This is to certify that Mrs. M. E. Coteron has been a patient of mine for the past eight years; Her condition is such today, that I deem it inadvisable for her to continue work necessitating climbing of stairs or lifting weighty packages.

Respectfully,

(Sgd.) A. E. Hoefeld.

(COPY-LEC)

LIGHTHOUSES

1928 APR 9 AM 11 56

TREASURY DEPARTMENT
UNITED STATES
PUBLIC HEALTH SERVICE

NEW ORLEANS, LA.

April 3, 1928

Mr. E. S. Lanphier,
Superintendent of Lighthouses,
New Orleans, La.

Sir:

You are advised that Mrs. M. E. Coteron, Keeper of Port Pontchartrain Lighthouse, New Orleans, La., reported at this hospital today and was examined by Acting Assistant Surgeon C. P. Munday, who made the following report:

"4/3/28. Examination shows female, stated age of nearly 68 years.
Lungs negative. Abdomen negative, walks with limp due to old ankle injury. Heart enlarged beyond mid-clavicular line. No murmurs, accentuation 2nd aortic sound. Blood pressure 158 systolic, 92 diastolic-moderate grade of peripheral asterischerosis. Subjective history of disponea on moderate exertion, insomnia and swelling of feet at end of day. Pulse rate 112 sitting, 92 after four minutes recumbent. Urinalysis: negative for casts, albumin or sugar. Hypertensive cardiac condition justifying retirement, not due to vicious habits or willful misconduct.
Re-examination from time to time advised."

By direction of Medical Officer in Charge,

Respectfully,
(Signed) T.B.H.Anderson
T.B.H.Anderson,
Surgeon, USPHS,
Executive Officer

TBHA/et

RLC:EMF
2 incls.

April 21, 1928.

Superintendent of Lighthouses, New Orleans, La.

1. Enclosed is Department notice of retirement, on account of disability, of Mrs. Mannie E. Coteron, keeper, effective at the close of May 10, 1928.

2. It will be noted that the retired pay of Mrs. Coteron has been computed by the Bureau at the rate of $587.83 per annum instead of $605.84 per annum as stated by you. This change was necessary in view of the fact that you did not deduct for the fiscal year 1925. subsistence

J. S. CONWAY

Acting Commissioner of Lighthouses.

Loose leaf WPK 5/21

Rec'd., the consideration for the license being the services as counsel.

LWL 5/21/24

Solicitor Obrien

phones suggesting to handle best way

this is by a revocable

license & suggests do

this if practicable.

TPS 5/21

Misread & appointment

OK

Jan 21

Dr. Wise

Will you advise 8th

& ask if to fwd license

WPK

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

ESL:LE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1928 APR 28 PM 12 GH HOUSES

Port Pontchartrain
Lighthouse, La.

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 26, 1928

Commissioner of Lighthouses:

1. Referring to discontinuance of Port Pontchartrain Lighthouse, La., on May 10, 1928, and the retirement of the keeper, Mrs. M. E. Coteron on the same date, it is recommended that Mrs. Coteron be permitted to reside in the dwelling at that station and act as caretaker without pay, other than her retired pay, until the lighthouse dwelling and reservation are disposed of by the government or until such time as either Mrs. Coteron or the government desires to make a change in these arrangements.

E. S. LAUGHIER
Superintendent of Lighthouses

Airways
Surveys
Lighting
Radio
Weather
Clerical
Chief Engr.
Hydro.
Radio
~~Engr. Const.~~
Mar. Engr.
~~Personnel~~
Finance
Law & Prop.
Adm. Assist.
~~Budget~~
Commissioner.

Received OK AGN 4/30/28
Suggs to Dept
$1 a year as custodian
to 8 1/2
copy
RF 4/30
Rec
All Apr

Let. of April 26 from 8th re Mrs. Coteron being permitted to reside in dwelling at Port Pontchartrain Lighthouse, La.

RLC:EMF Bureau of Lighthouses, Washington, D. C., May 2, 1928.

Submitted to the Secretary of Commerce with recommendation that Mrs. Coteron be appointed as Custodian at $1.00 a year, effective beginning May 11, 1928.

J. S. CONWAY

Acting Commissioner of Lighthouses.

Bureau of Lighthouses, Wash., Copy to 8th

APPOINTMENT DIVISION

May 18, 1928.

Memorandum for Mr. Libbey

The attached recommendation from the Acting Commissioner of Lighthouses involves the appointment of a retired keeper as custodian at $1.00 a year. It is proposed to allow the appointee the use of the dwelling at Point Pontchartrain Lighthouse, Louisiana, the operation of which was discontinued on May 10, 1928. The appointee, Mrs. M. E. Coteron, was retired from the Lighthouse Service on account of disability, effective at the close of May 10, 1928, with an annuity of $587.83. The use of the dwelling which she is to occupy is valued at $240 per annum.

In view of the possible existence of legal objection it is suggested that the recommendation be referred to the Solicitor for a ruling.

Acting Chief of Appointment Division.

Enclosure.
G:C

Respectfully referred to the Solicitor.

Chief Clerk.

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

ESL:LEC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1928 APR 28 PM 3 58
LIGHTHOUSES
CHIEF CLERK
5

DEPARTMENT OF COMMERCE
MAY 5 1928
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
April 26, 1928

Port Pontchartrain
Lighthouse, La.

6/5/28 Mrs. G. E. C.

Commissioner of Lighthouses:

1. Referring to discontinuance of Port Pontchartrain Lighthouse, La., on May 10, 1928, and the retirement of the keeper, Mrs. M. E. Coteron on the same date, it is recommended that Mrs. Coteron be permitted to reside in the dwelling at that station and act as caretaker without pay, other than her retired pay, until the lighthouse dwelling and reservation are disposed of by the government or until such time as either Mrs. Coteron or the government desires to make a change in these arrangements.

L. H. Quatchain - Rec File
Mrs. Grace M. Holmes.

E. S. LAMPHIER
Superintendent of Lighthouses

Quarters this sta allowed 240 fa.

Disability.

RLC:EMF Bureau of Lighthouses, Washington, D. C., May 2, 1928.

Submitted to the Secretary of Commerce with recommendation that Mrs. Coteron be appointed as Custodian at $1.00 a year, effective beginning May 11, 1928.

Pub 598 - act approved Mar. 4/25.

Acting Commissioner of Lighthouses.

Action O. K.

Chief Clerk

1357-2
LWL-hcm

6/5/28 Wrote ~~6th~~ 8th

May 24, 1928.

Secretary of Commerce:

The Bureau desires to withdraw its recommendation in its indorsement of May 2, 1928, that Mrs. M. H. Coteron be appointed as custodian of the dwelling at the Point Ponchartrain Lighthouse, Louisiana, at $1.00 a year, effective May 11, 1928.

In lieu of the above mentioned recommendation, the Bureau recommends that the Superintendent of Lighthouses, New Orleans, Louisiana, be authorized to grant Mrs. Coteron permission to reside in the dwelling, the the consideration for the privilege being that she will act as caretaker of the property; and that he be authorized to give her this permission in the form of a letter.

G. R. PUTNAM
Commissioner of Lighthouses.

MAY 24 1928
Bureau of Lighthouses, Wash., Copy to ..8th.. Supt

1357-E
LWL-hcm
Incl.

6-5-28-Just. copies & Ltr

June 5, 1928.

Superintendent of Lighthouses,
New Orleans, Louisiana.

Inclosed is a copy of a letter signed by the Acting Secretary of Commerce, addressed to Mrs. M. E. Coteron, authorizing her to occupy the dwelling at Port Ponchartrain Lighthouse, Louisiana, together with a copy of Bureau letter of May 24, to the Secretary of Commerce. The Department desires to authorize the occupation in this manner. The letter was mailed to Mrs. Coteron from Washington.

J. S. CONWAY
Acting Commissioner of Lighthouses.

May 26, 1928.

Mrs. M. E. Coteron,
Port Pontchartrain Lighthouse,
Port Pontchartrain, La.

Dear Madam:

In view of the discontinuance of the Port Pontchartrain Lighthouse, La., the Department hereby grants you permission to reside in the dwelling at that station, in consideration for which you will act as caretaker thereof until the lighthouse dwelling and reservation are disposed of by the Government or until such time as either yourself or the Government desires to make a change in these arrangements, and this letter will be sufficient as evidence of such permission if presented to the person in charge of the lighthouse reservation.

Very truly yours,

5416-3-3 Acting Secretary of Commerce.

Co Doent
Title files

LWL-FBW
2 Incls.

June 21, 1928.

Superintendent of Lighthouses, New Orleans, La.:

1. Inclosed is the original copy of the Department's letter of May 26, 1928, to Mrs. M.E. Coteron authorizing her to reside in the dwelling at the Port Ponchartrain Lighthouse. This letter was mailed to Mrs. Coteron from Washington and has been returned unclaimed. The envelope that was used is also inclosed for your information. You are requested to mail the letter to her correct address.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

9

DEPARTMENT OF COMMERCE

OFFICE OF THE CHIEF CLERK

WASHINGTON

LIGHTHOUSES 1929 JUL 1 AM 11

LIGHTHOUSES 1929 JUL 24 AM 8:41

June 27, 1929.

Commissioner of Lighthouses:

In accordance with the provisions of the Act of March 4, 1925, and the Bureau's recommendation of April 12, 1928, Mrs. Minnie E. Coteron, keeper of Port Pontchartrain Lighthouse, Louisiana, was retired on account of disability at the close of business on May 10, 1928.

In order to determine Mrs. Coteron's present physical condition, it is requested that the Bureau take the necessary steps to have her reexamined by a medical officer of the United States and report the result to the Department.

JUL 2 1929

Chief Clerk

A-E

Bureau of Lighthouses, Wash., Copy to.....Supt. Be guided accordingly

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

WJB.

Mrs.M.E.Coteron,
retired.

LIGHTHOUSES
1929 JUL 24 AM 8 40

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.

July 22, 1929.

Commissioner of Lighthouses:

1. Referring to Bureau indorsement of July 2, 1929, on letter addressed to the Commissioner of Lighthouses by the Chief Clerk of the Department under date of June 27, 1929, relative to an examination of Mrs. M.E.Coteron, retired, to determine her present physical condition.

2. Inclosed is letter received from the Medical Officer in Charge of the U.S.Marine Hospital, New Orleans, La., together with his report on the physical examination of Mrs. Coteron, from which it will be noted that Mrs. Coteron's condition is believed permanent and no further examinations will be required.

E. J. Langhier.
Superintendent of Lighthouses.

Rec to Dept accordingly
R C

EJD Bureau of Lighthouses, Washington,D.C., July 25, 1929.

Submitted to the Secretary of Commerce for his information and with recommendation that no further medical examination be required in this case.

H. D. KING
Acting Commissioner of Lighthouses.

Airways
Surveys
Constrn.
Commun.
Weather
Clerical
Adm. Office
Asst. Engr.
Chief Engr.
Hydrog.
Radio
Supt. Constr.
Supt. Maint.
Mar. Insp.
Engineering
Law & Prop.
Adm. Assist.
Dep. Comm.
Commissioner

B

COPY.

TREASURY DEPARTMENT
United States
Public Health Service.
July 17, 1929.

U.S.Marine Hospital,
New Orleans, La.

LIGHTHOUSES
1929 JUL 24 AM 8 40

Superintendent of Lighthouses,
Eighth District,
Custom House Building,
423 Canal Street,
New Orleans, La.

Sir:

Enclosed herewith is report as per your request in the case of Mrs. M. E. Coteron.

It is not considered necessary to have another annual examination as Mrs. Coteron's condition is believed permanent.

Respectfully,

(Signed) W. C. Rucker,

Surgeon, USPHS,
In Charge.

WYH-ms
Encl.

PHYSICAL EXAMINATION IN THE CASE OF MRS. M. E. COTERON.

White female, over 60 years of age, slightly obese and rather feeble.

Eyes: Negative.
Ears: Negative.
Nose: Negative.
Throat: Negative.

Lungs: Negative.

Heart: Boot shaped heart. Apex beat well beyond midclavicular line in 6th interspace. Rate and rhythm normal. No murmurs. Exaggerated aortic 2nd note. Blood pressure: 160/90.

Abdomen: Negative.

Glands: Negative.

Extremities: Negative.

Reflexes: Normal.

Urinalysis: Negative.

It is my opinion on this examination that this lady is undergoing senile changes which are due to no viscious habits or willful misconduct. Her blood pressure does not seem high enough at present to call the condition essential hypertention, although the enlarged heart and exaggerated aortic 2nd tone would be in keeping with such a diagnosis. The patient is undoubtedly permanently incapacitated for work and I think no further examinations are indicated unless a record of her case is desired. I believe the patient to have myocardial weakness most likely due to senile changes.

/s/ K. R. Nelson,
Asst.Surgeon (R), USPHS.

LIGHTHOUSES
1929 JUL 1 AM 11:02

out

June 27, 1929.

Commissioner of Lighthouses:

In accordance with the provisions of the Act of March 4, 1925, and the Bureau's recommendation of April 12, 1928, Mrs. Minnie E. Coteron, keeper of Port Pontchartrain Lighthouse, Louisiana, was retired on account of disability at the close of business on May 10, 1928.

In order to determine Mrs. Coteron's present physical dondition, it is requested that the Bureau take the necessary steps to have her reexamined by a medical officer of the United States and report the result to the Department.

JUL 2 1929

(SIGNED) E W LIBBEY
Chief Clerk

E-E Bureau of Lighthouses, Wash., Copy to.....Supt. Be guided accordingly

CABLE ADDR
"WHITBAN

WHITNEY NATIONAL BANK
OF NEW ORLEANS

CITY BANK BRANCH

NEW ORLEANS, LA.

O. J. THIBODAUX, MANAGER
CHARLES J. BROU, ASST. MANAGER
L. B. CASE, ASST. MANAGER

August 12, 1940.

Chief Audit and Payroll Section,
U.S.Coast Guard,
Washington, D. C.

U. S. COAST GUARD
RECD AUG 14 1940

Gentlemen:

We have an application for one of our industrial loans from Miss Minnie E. Coteron, 1774 Gentilly Ave., this City. These loans are based on the person's income.

In her application, Miss Coteron reports being a retired lighthouse keeper, and that she is, at the present time, receiving as salary $48.98 per month.

We shall appreciate if you will confirm said information to us, in order that we may properly act on this application, and we ask that you direct your reply to

THE CITY BANK BRANCH,
WHITNEY NATIONAL BANK OF NEW ORLEANS,
122 Carondelet St.,
New Orleans.

Cordially yours,

WHITNEY NATIONAL BANK OF NEW ORLEANS

T:M

O.J.THIBODAUX, MANAGER,
CITY BANK BRANCH.

A
CP 75

August 19, 1940.

The City Bank Branch,
Whitney National Bank of New Orleans,
122 Carondelet Street,
New Orleans, Louisiana.

Gentlemen:

Receipt is acknowledged of your letter of August 12, 1940, requesting information to confirm the statement of Miss Minnie E. Coteron, 1774 Gentilly Avenue, New Orleans, Louisiana, that she is a retired lighthouse keeper.

Miss Coteron was retired from the position of keeper in the former Lighthouse Service at the close of May 31, 1928, with retired pay at the rate of $587.83 per annum, and she is still carried on the retirement rolls.

By direction of the Commandant,

Very truly yours,

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.

MAILED
AUG 20 1940
MAIL DESK

By TOR

3-2

Fee

Civilian Personnel

Name: Minnie E. Coteron, Keeper, Retired, Deceased

Address: 1774 Gentilly Boulevard
New Orleans, La.

Pay Rate: $48.98
No Tax

Date of Death: 5-23-44

(District from which retired is not known)

FORM NAVCG-9619

U. S. COAST GUARD

File

HEADING: RW42/NOQ A QUAG 232059 QUAH GR20

FROM: DCGO 8THND NEWORLEANS

ACTION: COMDT CG

INFORM:

TEXT

ADVICE RECEIVED THAT MRS MINNIE E COTERON FORMER LIGHTHOUSE KEEPER PAREN ~~RETIRED~~ Retired PAREN DIED FIVE THIRTY THIS MORNING 23RD MAY BT 232050

C PAREN RETIRED

3

TOD 2240 23 MAY 44 JG

OPERATOR'S RECORD AND DATE

OFFICIAL INITIALS

S

File
3-2

(RMI)
CG-75

27 May, 1944

Estate of Minnie E. Coteron
1774 Gentilly Boulevard
New Orleans, Louisiana

Sirs:

Headquarters has been advised of the death of Minnie E. Coteron, Keeper, former Lighthouse Service, now U. S. Coast Guard, Retired, on 25 May, 1944.

At the time of death there was due her estate final retired pay in the amount of $37.55. This retired pay ceases at death and there is no law providing for the continuance of payment of any part to dependents. The forms necessary to effect settlement of this final pay are herewith inclosed.

If there will be no legal representative to administer the estate, the next of kin or the person who paid, or will pay the funeral and burial expenses should execute the inclosed Form No. 1055, claim for final pay, in the presence of two witnesses and a notary public, taking care to answer all questions checked. If a representative is appointed a copy of the Court Order showing the appointment should be attached to Form No. 1055. If the funeral expenses have been paid, a bill receipted by the undertaker who conducted the services should be forwarded. Otherwise the undertaker should sign the inclosed waiver form. This information is necessary to support the claim for the final retired pay.

When the inclosed forms have been completed, please return them to Coast Guard Headquarters, Washington, D. C.

By direction of the Commandant.

Very truly yours,

J. R. HINHAM
Commander, USCG
Chief, Military Morale Division

Incls
1. Form No. 1055
2. Waiver

U. S. COAST GUARD
MAIL SECTION (4)
MAILED MAY 31 1944

BSJ:hrm return to 2-

Form 39 A

File 3-V

CERTIFICATE OF SETTLEMENT

GENERAL ACCOUNTING OFFICE

D. C. Vou. No. 20183

PAID BY
O. F. McCLOW
S. D. A.
(Navy)
Symbol No. 55-040

Claim No. 1370471 WASHINGTON 25, September 25, 1944
(Date)

Minnie E. Coteron

Murray Gage Sellers, nephew, as payer of part of the funeral expenses of Minnie E. Coteron, deceased, 1774 Gentilly Boulevard, New Orleans, Louisiana.

CERTIFICATE No.
0873743
Paying Officer will please show this CERTIFICATE NUMBER on the check used in payment hereof, and insert the check number in space provided below.

I CERTIFY there is due from the United States to the above-named claimant(s), payable from the appropriation(s) indicated, the sum of—

THIRTY-SEVEN AND 55/100 Dollars ($ 37.55)

on account of

retired pay due Minnie E. Coteron, deceased, as keeper, retired, of the U. S. Coast Guard, for the period May 1 to 23, 1944. (U. S. Coast Guard - File ref. - CD-75)

1740910 Retired Pay, Former Lighthouse Service, Coast Guard, 1944.

The receipted funeral bills have become part of the records of this office and may not be returned as requested.

To: Disbursing Officer, Coast Guard Headquarters.

MEMORANDUM

224925 OCT 7 - 1944 $37.55

Copy for Administrative Office

16—23452-1 U. S. GOVERNMENT PRINTING OFFICE

Form No. 2661A
Form approved by
Comptroller General U. S.
April 15, 1934

Official - File Copy

DATA SUPPORTING CLAIM FOR PAY AND ALLOWANCES OF PERSONNEL

(MEMORANDUM)

(To be retained by payee, and when payment is made by check, to be used as mailing copy)

TREASURY DEPARTMENT, U. S. COAST GUARD

1740910 Retired Pay, Former Lighthouse Service, Coast Guard, 1944
Appropriation:

Unit Headquarters Retired Roll-Lighthouse

THE UNITED STATES, *Dr.*, Marcus Gage Sellars, Nephew

Total years of service

Pay period, duty, or grade

To Minnie E. Coteron, Keeper, Retired, Deceased (Name) Retired xxxxxxx

Monthly rate of pay $48.98 (Base and longevity)

, U. S. Coast Guard
(Designation)

1774 Gentilly Boulevard, New Orleans, La. (19)
(Address)

For pay and allowances—
From 5-1, 19 44 to (Inclusive) 5-23, 19 44

CREDITS:		NOTATIONS
Subsistence allowance	$	
Rental or quarters allowance		
Pay	37.55	
Balance forwarded from (Name of unit, noting month of roll or voucher)		
Sundry credits and adjustments		
TOTAL CREDITS	$ 37.55	
CHARGES:		
Allotment	$	
Clothing		
Forfeited		
Sundry charges and adjustments		
TOTAL CHARGES	$	

		NOTATIONS
Total Credits	$ 37.55	
Less—Total Charges, $ Amt. retained		
TOTAL	$	
Net amount to be paid on this voucher	$ 37.55	

REMARKS: Died: 5-23-44. Last paid for period 1-30 April, 1944 on D.O. Vou. No. 542, settled in the April 1944 account of C. L. Herndon, S.D.A. Navy, Symbol 55-152.

Ent Ls

(Additional statements by Department if deemed necessary)

None
(ACCOUNTING CLASSIFICATION)
051-97
21-125 129
-1200-12009

(Payee will NOT use this space)
Differences
Account verified; correct for $ 37.55
(Signature or initials) RJ

I certify that the foregoing account is true and correct and that payment therefor has not been received; that during the period for which rental allowance is claimed I was not assigned adequate quarters at my permanent station; that, if without dependents, I was not on field or sea duty during the period for which rental allowance is claimed; that, if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents except for brief visits; that the increased allowances for dependents are claimed because of (Here state whether lawful wife, unmarried child or children under 21 years, mother dependent upon officer for support, giving names and addresses of dependents, also ages of minor children)

and that, in case of dependent mother, I have contributed to her support during the current period for which allowances are claimed the sum of $, in cash or its equivalent, without any consideration in return, which contribution is her *chief support*, and each and every statement as set forth in her affidavit dated , 19 { attached hereto / filed with voucher } for (Month), 19 } is true and correct, and so remains at this time, except (Here state fully changes occurring between date of last affidavit and signing of this voucher)

27 May (Date), 1944 (MEMORANDUM—DO NOT SIGN) Minnie E. Coteron, Keeper, Retired Deceased. (Name and title of payee)

I certify that I have examined the foregoing account; that the statements contained therein have been compared with the records of the United States Coast Guard and found correct except as otherwise indicated; that the officer named is entitled to the amount of pay and allowances herein approved; and that during the period for which rental allowance is claimed on this voucher, the above-named officer was not assigned adequate quarters at his permanent station.

Approved for $ 37.55

Date 12 June, 1944 (MEMORANDUM—DO NOT SIGN)

Commanding, District Commander.

U.S. GOVERNMENT PRINTING OFFICE: 1934 2—895a

(PMM)
CG-75

File 3-2

13 June, 1944

Mr. Marcus Cage Sellars
1774 Gentilly Boulevard
New Orleans, Louisiana

My dear Mr. Sellars:

Your claim for the final retired pay due the estate of Minnie E. Coteron, Lighthouse Keeper, Retired, has been approved and forwarded to the General Accounting Office for settlement.

As the Coast Guard has no further jurisdiction in the payment of this claim, it is suggested that in event of undue delay in settlement you contact the Claims Division, General Accounting Office, Washington, D. C.

By direction of the Commandant.

Very truly yours,

J. R. HINNANT
Commander, USCG
Chief, Military Morale Div.

U. S. COAST GUARD
MAIL SECTION (4)
MAILED JUN 14 1944

BSJ:bc return to 2-4

(PMM)
CC-75

12 June, 1944

FILE
U. S. S.

Minnie R. Coteron

General Accounting Office
Claims Division
Washington, D. C.

Sirs:

Inclosed is the claim of Mr. Hercus Gage Sellars, for the final retired pay due the estate of Minnie R. Coteron, Keeper, Retired, who died 23 May, 1944, at New Orleans, Louisiana.

This claim has been examined and approved for payment. The appropriation to be charged is 1740910 Retired Pay Former Lighthouse Service, Coast Guard, 1944.

Funeral expenses in the amount of $284.97 have not been paid as shown by the attached waiver.

By direction of the Commandant.

Very truly yours,

J. R. HINNANT
Commander, USCG
Chief, Military Morale Div.

Incls
1 Form 1055
2 Waiver
3 Form 2861

Post Index
Change Sheet
Routine
Action
Leave
Files

U. S. COAST GUARD
MAIL SECTION (4)
MAILED JUN 14 1944

Jm.

BSJ:bc return to 2-4