'26 APR 6 PM 3:51:12

REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 04/03/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Curtis, Thomas, H.		1861 VA

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: 1934 VA

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns A.B.

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (VA) Stk dist	From: 1885	To: 1925
(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- 7245954

CMRS Search Request Number(s):

Attendant Signature:

Remarks: c63 Hold

'26 MAY 13 PM 12:43:53 '26 MAY 13 PM 1:10:47 '26 MAY 14 AM 9:09:10 '26 MAY 14 AM 10:14:58 '26 MAY 14 AM 10:21:39

SCREENING NOTES

- ☑ Reviewed and Nothing Removed CMM
- ☐ 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:

CURTIS, THOMAS H.

CURTIS, THOMAS H.

Keeper

Thomas H. Curtis

4-1-22

Died 10-14-37

Thomas H. Curtis

ADDRESS ALL COMMUNICATIONS TO
"LIGHT-HOUSE INSPECTOR, FIFTH DISTRICT,
BALTIMORE, MD."

Department of Commerce and Labor

LIGHT-HOUSE SERVICE

BUREAU OF LIGHT-HOUSES
APR 5 1911
DEPT OF COMMERCE AND LABOR

LCH

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Point of Shoals Light-Station, Va.
Relative to alleged charges against
Keeper Curtis.

(Four inclosures)

April 4, 1911.

The Commissioner of Light-Houses,

Washington, D. C.

S i r :

1. Respectfully referring to the Bureau's indorsement of March 14, 1911, forwarding a letter from Mr. John R. Edwards, Assistant Keeper at Point of Shoals Light-Station, Va., I find, upon investigation of this charge against the Keeper of Point of Shoals Light-Station, that the Assistant Keeper, Mr. Edwards, writes, under date of March 29th, that the letter referred to by the Bureau is forged, and that he knows nothing whatever in regard to it, and has no complaint to make against the Keeper.

2. The Keeper, Mr. Thomas H. Curtis, lives a very short distance from the light-house, has a sick wife and has been in the habit of going ashore more than if the circumstances were different.

3. The letter from Mr. Herbert R. Brownley, First Officer of the tender THISTLE, who was directed to investigate this matter in the neighborhood of the station, states that the Keeper has been ashore nearly every day, but the Keeper states that he has done this owing to his sick wife, and could do so without neglecting his duties in any manner, owing to the short distance of the light-house from the shore.

4/6/11 answd

4. The light has been kept in good condition, the following entries having been made in the station journal upon the last seven inspections: Excellent; excellent; very good; very good; excellent; very good; very good.

5. In 1908 a letter similar in tone to the one referred to by the Bureau, and somewhat similar in appearance in writing, was received at this office; and the Keeper, Mr. Curtis, thinks that this letter came from a member of the same family, as he ordered one of them to stop fishing on the Government reservation around the light-house.

6. I have directed the Keeper to always have the absence of himself and the Assistant Keeper entered in the journal, and instructed them that they must keep their absences within the authorized amount.

7. As the letter referred to by the Bureau is a forgery, and as the keepers have been warned, I would recommend that no further proceedings be taken in the present instance.

8. The letter referred to by the Bureau is returned herewith, together with one from Mr. John R. Edwards, Assistant Keeper at the station, dated March 29th; one from Mr. Herbert R. Brownley, First Officer of the tender THISTLE, dated March 28th; and another from Mr. Thomas H. Curtis, Keeper of the station, dated March 31st. The return of the last three letters, for the files of this office, is

requested.

Respectfully yours,

T. P. de Steiguer

Commander, U. S. N.,

Light-House Inspector.

4/6/11 ans'd

HB-JL
THREE inclosures.

Thos. H. Curtis -
charges against.

April 6, 1911.

The Inspector of

The Fifth Lighthouse District,

Baltimore, Maryland.

Sir:

1. Referring to your letter of the 4th instant, and returning herewith the letters of Keeper Curtis and Assistant Keeper Edwards, of Point of Shoals Light-Station, Va., and First Officer Brownley of the tender Thistle, in re a letter purporting to be written by the assistant keeper named, preferring charges against the keeper of this light-station.

2. In view of the fact that Assistant Keeper Edwards claims that the letter in question is a forgery, and that there appears to be no trouble whatever between the keepers of Point of Shoals Light-Station, the Bureau approves the recommendation, as contained in the seventh paragraph of your letter, that no further action be taken in the matter.

Respectfully,

Acting Commissioner.

2

OM.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE



Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT.
Baltimore, Maryland
June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Appointment

Name, Thomas H. Curtis Legal residence, Virginia

Position, Keeper Salary, $600.00 per annum

Location, Point of Shoals Lightstation, Va.

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

Former position, Keeper Former salary, $50.00 per mo.

Location, Point of Shoals Lightstation, Va.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rullman

Inspector.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON JUN 21 1912

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

11—2314

~~Acting~~ Commissioner

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 29, 1912.

Mr. Thomas H. Curtis,

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 Six Hundred dollars per annum, effective July 1, 1912.

(By change from $50 per month.)

E.D. July 1, 1912.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

F D

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Virginia.

11—1393

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO. 48

EFFICIENCY REPORT

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

1. Bureau Lighthouse Service
2. Where employed Point of Shoals Light-Station, Va.
3. Name Thomas H. Curtis
4. Where born Virginia
5. Age 48
6. Position Keeper
7. Compensation $50. per mo.
8. When appointed (a) Appointment dated Sept. 1, Oath September 11, 1885 Sept. 10, 1885.
9. How appointed (b) Prior to classification
10. Appointed from: State Virginia; Congressional District Second; County Warwick
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) Is responsible for lighting and extinguishing the light and for public property at station, and its preservation. Runs fog bell.
15. Efficiency: Quantity of work (d) 9 tenths; Quality of work (e) Good; Interest manifested in work (f) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robt. D. Russell
Commander, U. S. N., Inspector, 5th Light House Dist
Head of Bureau or Office.

June 5, 1909.

11—3006

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 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 Thomas H. Curtis 2. Age 50 (Last birthday.)

3. Bureau Lighthouse Service. 4. Position Keeper.

5. Compensation $50.per mo. 6. Where employed Point of Shoals Light, Va.

7. When appointed (a) Sept. 11, 1885 8. How appointed (b) Prior to classification.

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) Is responsible for lighting and extinguishing the light and for public property at station and its preservation.

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	90	2	180	00
Quality of work	85	3	255	00
Interest manifested in work (see also Question 17)	100	3	300	00
Attendance	100	2	200	00
Total		10	935	00
Average percentage			93	50

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.) Is not a purely routine employee and manifests interest in his work and in the service.

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.) Fair equivalent.

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—

W. R. Stayton

Commander, U. S. N. Inspector 6th Dist.

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

Chief of Bureau or Office.

11—59

Aug. 18, 1914, 5th Insgr. reports efficiency stars have been awarded to the following stations for fiscal year ending June 30, 1914:

Loch W. Humphreys	Point No. Point, Md.
Edward Jansen	Sandy Point, Md.
C. B. Gary	Greenbury Point Shoal, Md.
Henry C. Wingate	Piney Point, Md.
H. C. Groom	Old Plantation Flats, Va.
C. A. Sterling	Cranney Island, Va.
Edward Farrow	Newport News Middle Ground, Va.
T. H. Curtis	Point of Shoals, Va.

etc. File 1636.

LIGHTHOUSES

Dept. of Commerce
Lighthouse Service 1928 JUN 7 AM 9 07

APPLICATION FOR RETIREMENT

SUPT. OF LIGHTHOUSES JUN 6 1928 BALTIMORE, MD

Name Thomas H. Curtis Date of Birth March 11, 1863 Rating KEEPER

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Period of Service			Remarks
Keeper	9/11/1885	7/31/1928	42	10	20	Point of Shoals Light Sta., Va.

Actual retirement @ $1031.36 per. Rec OK & to Dept Rec 6/7 RH OK HH2 June 7/28

Pay during five service years preceding proposed date of retirement not including ration allowance nor any additional bonus.

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
Aug. 1, 1923	6/30/24	0	11	0	$ 960.00	$ 880.00 ✓
July 1, 1924	6/30/25	1	0	0	1440.00 (Inc. ration allow.)	1275.75 ✓
July 1, 1925	12/31/26	1	6	0	1500.00	2250.00 ✓
Jan. 1, 1927	7/31/28	1	7	0	1560.00	2470.00 ✓
		5	0	0	5)	6875.75
						1375.15

Average for last five service years: $1375.15 x 30/40 = $1031.36

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from August 1, 1928, as per service shown above.

Dated June 4 1928 Name Thos H. Curtis Rating Keeper

VRH

Office of Superintendent of Lighthouses,
Baltimore, Md., June 6, 1928.

Forwarded to Commissioner of Lighthouses recommending retirement at $1031.36 per annum beginning August 1 1928. The above record of service and pay is certified correct as shown by files of this office.

Supt. Asst. Supt. Chief Clk. Asso. Engr. Asst. Engr. 1 Draftsman 2 Draftsmen Hydrog. Accounts Ordering Personnel Cost Kpr. Prop. Clk. Stenog. Passenger File

Lt. House Radio Weather Clerical Chief Engr. Hydro. Radio Engr. Const. Mar. Engr. Personnel Maintenance Lew'd Prop. Adm. Asst. Dep. Comm. Commissioner

G. D. King
Superintendent of Lighthouses.

Bureau of Lighthouses
Washington, D.C. JUN 8 1928

Submitted to the Secretary of Commerce, recommending approval.

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

RG:EMF

June 20, 1928.

Thomas H. Curtis, a keeper in the 5th District, is proposed for retirement at the close of July 31 at the rate of $1031.36 per annum ~~as per attached notice.~~

The Department informally raises the question as to whether any adjustments in this keeper's pay is proposed under the Walsh Bill. I stated that was presumably not the case, although there may be some other determination of this matter. Under circumstances appears proper to omit from adjustment TF also see.

O/K waived amount to 1 pay year about adopt 6/20

12/60
5/15
1

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Airways
Lighting
Radio
Weather
Clerical
Chief Engr.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

GI
2 inclosures.

LIGHTHOUSES
1928 JUL 6 AM 8 56

Hydro.
Radio
Engr. Const.
Mar. Engr.
Personnel
Finance
Law & Prop.
Adm. Asstn.
Commissioner

July 5, 1928.

ab EC4 July 6

Commissioner of Lighthouses.

Subject: Retirement.

1. Herewith is returned retirement notice of Thomas H. Curtis, keeper, for amendment. His application for retirement was computed on the basis of existing pay at that time, but in view of change in his pay effective July 1st, amended application for retirement at $1032.86 per annum is forwarded herewith.

H. D. King

Superintendent of Lighthouses.

MR

Rec'd O.R. & L. Dept as amended — Pay for July 1-31 King increased from $1,560-1680 accordance Welch Act adjustments. Rec'd 7/6

OK EC4

RR

RR

RLC - inclos. Bureau of Lighthouses, Washington, D. C., July 30, 1928.

Submitted to the Secretary of Commerce with recommendation that the inclosed Department notice of retirement of Keeper Curtis be amended to show the retired pay as $1032.86 instead of $1031.36 per annum, this being necessary for the reason that Keeper Curtis' pay was increased from $1560 to $1680 per annum, effective July 1, in accordance with adjustments under the Welch Act.

JTBB

E. C. GILLETTE

Acting Commissioner of Lighthouses.

GI:MC.

Dept. of Commerce
Lighthouse Service

APPLICATION FOR RETIREMENT

Name **Thomas H.Curtis** Date of Birth **March 11,1861** Rating **Keeper**

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Period of Service			Remarks
Keeper	**9/11/1885**	**7/31/1928**	**42**	**10**	**20**	**Point of Shoals Light Station, Virginia.**

Pay during five service years preceding proposed date of retirement not including ration allowance nor any additional bonus.

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
August 1,1923	**6/30/24**	**0**	**11**	**0**	**$960.00**	**$880.00**
July 1,1924	**6/30/25**	**1**	**0**	**0**	**1440.00,inc. ration allowance.**	**1275.75**
July 1,1925	**12/31/26**	**1**	**6**	**0**	**1500.00**	**2250.00**
January1,1927	**6/30/28**	**1**	**6**	**0**	**1560.00**	**2340.00**
July 1,1928	**7/31/28**	**0**	**1**	**0**	**1680.00**	**140.00**
		5	**0**	**0**		**5)$6885.75**
						$1377.15

Average for last five service years: $ **1377.15** x **30**/40 = $ **1032.86**

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from _____ 192_, as per service shown above.

Dated _____ 192_. Name _____ Rating _____

Office of Superintendent of Lighthouses,
Baltimore, Md., **July 5,** 192**8**.

Forwarded to Commissioner of Lighthouses recommending retirement at $ _____ per annum beginning **August 1,** 192**8**. The above record of service and pay is certified correct as shown by files of this office.

For and in the absence of the Superintendent.
~~H. D. Kin~~ W. L. Rebbel
Chief Clerk, 5th L. H. District
~~Superintendent of Lighthouses.~~

Bureau of Lighthouses
Washington, D.C.

Submitted to the Secretary of Commerce, recommending approval.

Form 93

NOTICE OF ~~RESIGNATION OR~~ DEATH

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

October 27th, 1934

COMMISSIONER OF LIGHTHOUSES:

Notice of Death

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

Name, Thomas H. Curtis

Position, Retired Keeper

Legal residence, Virginia

Station, Point of Shoals L.S., Va.

Salary, $1032.86 per annum.

~~The acceptance of this resignation is recommended effective at the close of~~

~~This employee has taken leave in excess of the accrued rate.~~

Remarks:

This Office was notified that Mr. Curtis died on October 14th, 1934. He had been retired since 1928, after he had served 43 years at the same station.

Notice was received from his son, Thomas H. Curtis, Jr., whose address is City Point Inn, Hopewell, Va.

L. M. HOPKINS

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES

WASHINGTON

OCT 30 1934

Submitted to the Secretary of Commerce,

11—4623

Submitted to Secretary of Commerce for his information

For the Commissioner,

Chief, Personnel Division

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Curtis, Thomas H. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 5th Dist.

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

BASE PAY	Bonus	Total	Allowances Items	Value	Aggregate	As Classified for estimate purposes Service	Grade	Pay	Recommendations regarding differential from standard rates Is differential recommended	Amt. per annum to be Added	Subtracted
960	240	1200	CR	164.25	1364.25	LHS	5	1380	yes	60	

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

approved $1440

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1440 TO $1680

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 Uniform; annual cost, $Est. $20.

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

WATER STATION

1. Operating sixth order light and bell fog signal.
2. Keeping the station painted and clean.
3. Keeping the machinery and small boats in order.
4. Keeping station records and preparing reports.
5. Going for mail and provisions.
6. Observing aids to navigation and conditions of weather.
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked X do not apply to his family who must live ashore.

...IFICATION BOARD FORM NO. 1
...t in accordance with detailed
...ction sheet, Form No. 2)

Sheet No. 105
2—12758

Curtis (Surname) Thomas (Given name) H. (Initial)

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

2. Department Commerce
3. Bureau Lighthouse
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse Service
   (b) Subdivision Point of Shoals L. S.
   (c) City or town ____ State Va.
6. Pay-roll title Light Keeper
7. Customary office title Keeper

8. (a) Number of regular working hours of the position, per day Avg. about 15; per week 105
   (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 1/2 of time from sunset to sunrise 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 $960. per annum; bonus, $240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $960. per annum; bonus, $240. per annum.
13. If the employee receives overtime pay, state the rate None
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 $164.25
    45¢ per diem commutation of rations.
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 Uniform; annual cost, $Est. $20.
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

WATER STATION

1. Operating sixth order light and bell fog signal.
2. Keeping the station painted and clean.
3. Keeping the machinery and small boats in order.
4. Keeping station records and preparing reports.
5. Going for mail and provisions.
6. Observing aids to navigation and conditions of weather.
7. Preparing meals and keeping rooms clean.

*This employee is located at a Water Station and allowances marked X do not apply to his family who must live ashore.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

Thomas H. Curtis (Name) — Virginia (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Position from Treasury	$ 575	Lighthouses - Pt of Shoals Va.	July 1, 1903
"		50 mo	"	July 1, 1908
"		600	"	July 1, 1912
"	Increases	960	"	Nov. 1, 1918
"	Read of pay	1,200	"	July 1, 1924
"	Act 12/6/24	1,440	"	Feb. 1, 1925
"	Increase	1,500	"	July 1, 1925
"	INCREASE IN COMPENSATION	1560	" Pt of Shoals VA.	JAN 1 1927
	Retired close July 31, 1928.			
	$ 1031.36 Fa.			
	amended $ 1032.86 Fa.			
	Died Oct. 14, 1934			

Form 93

NOTICE OF ~~RESIGNATION OR~~ DEATH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OCT 29 AM 9:36 1934 OCT 30

DEPARTMENT OF COMMERCE
OCT 31 1934
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth CHIEF CLERK DISTRICT,

October 27th, 1934

COMMISSIONER OF LIGHTHOUSES:

Herewith is ~~transmitted the resignation~~ Notice of Death of the following-named employee:

Name, Thomas H. Curtis Position, Retired Keeper

Legal residence, Virginia Station, Point of Shoals L.S., Va.

Salary, $1032.86 per annum.

~~The acceptance of this resignation is recommended effective at the close of~~

~~This employee has taken leave in excess of the accrued rate~~

Remarks: Retired July 31, 1928.

This Office was notified that Mr. Curtis died on October 14th, 1934. He had been retired since 1928, after he had served 43 years at the same station.

Notice was received from his son, Thomas H. Curtis, Jr., whose address is City Point Inn, Hopewell, Va.

10-31-34

NOV 6 1934

4641

L. M. Hopkins

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 30 1934

Submitted to the Secretary of Commerce,

11—4623

CARDED

ENTERED ON RECORD
NOV 17 1934
SHEET NO. 4641
DEPARTMENT OF COMMERCE

Submitted to Secretary of Commerce for his information

For the Commissioner,

Chief, Personnel Division

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

November 6, 1934.

Mr. Thomas H. Curtis, Jr.,
City Point Inn,
Hopewell, Virginia.

My dear Mr. Curtis:

The Department has received official notice of the death of your father, Thomas H. Curtis, formerly a keeper in the Fifth Lighthouse District.

The records show that prior to his retirement Mr. Curtis had been employed by the Department for more than forty years. The Department regrets exceedingly to learn of his death, and I wish to extend to you our deepest sympathy.

Sincerely yours,

H. B. BOWERMAN

DANIEL C. ROPER

Secretary of Commerce

NOV -7 1934

B

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GI
2 inclosures.

LIGHTHOUSES

1928 JUL 6 AM 8 56

DEPARTMENT OF COMMERCE
JUL 31 1928
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

July 5, 1928.

Commissioner of Lighthouses.

CHIEF CLERK
JUL 31 PM 2-58

Subject: Retirement.

1. Herewith is returned retirement notice of Thomas H. Curtis, keeper, for amendment. His application for retirement was computed on the basis of existing pay at that time, but in view of change in his pay effective July 1st, amended application for retirement at $1032.86 per annum is forwarded herewith.

W. D. King
Superintendent of Lighthouses.

Pt. of Shoals Lt.

RLC - inclos. Bureau of Lighthouses, Washington, D. C., July 30, 1928.

Submitted to the Secretary of Commerce with recommendation that the inclosed Department notice of retirement of Keeper Curtis be amended to show the retired pay as of $1032.86 instead of $1031.36 per annum, this being necessary for the reason that Keeper Curtis' pay was increased from $1560 to $1680 per annum, effective July 1, in accordance with adjustments under the Welch Act.

H. B. Bowerman
H. B. BOWERMAN
Acting Commissioner of Lighthouses.

7-31-28

APPOINTMENT DIVISION
ENTERED 1982
AUG 11 1928
ON JOURNAL
DEPARTMENT OF COMMERCE.

CARDED

GI:MC.

LIGHTHOUSES

1928 JUL 13 AM 8·56

Dept. of Commerce
Lighthouse Service

1

APPLICATION FOR RETIREMENT

Name Thomas H.Curtis Date of Birth March 11,1861 Rating Keeper

Service Record Showing Character and Continuity of Service:-

Rating	From	To	Period of Service			Remarks
Keeper	9/11/1885	7/31/1928	42	10	20	Point of Shoals Light Station, Virginia.

Pay during five service years preceding proposed date of retirement not including ration allowance nor any additional bonus.

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
August 1,1923	6/30/24	0	11	0	$960.00	$880.00
July 1,1924	6/30/25	1	0	0	1440.00,inc. ration allowance.	1275.75
July 1,1925	12/31/26	1	6	0	1500.00	2250.00
January1,1927	6/30/28	1	6	0	1560.00	2340.00
July 1,1928	7/31/28	0	1	0	1680.00	140.00
		5	0	0		5)$6885.75
						$1377.15

last comp

Average for last five service years: $1377.15 x 30/40 = $1032.86 OK

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from _____ 192_, as per service shown above.

Dated _____ 192_. Name _____ Rating _____

Office of Superintendent of Lighthouses,
Baltimore, Md., July 5, 1928.

Forwarded to Commissioner of Lighthouses recommending retirement at $_____ per annum beginning August 1, 1928. The above record of service and pay is certified correct as shown by files of this office.

For and in the absence of the Superintendent.

H. L. Kebler

Chief Clerk. Superintendent of Lighthouses.

Bureau of Lighthouses
Washington, D.C.

Submitted to the Secretary of Commerce, recommending approval.

Dept. of Commerce
Lighthouse Service

APPLICATION FOR RETIREMENT

R2-6-12

DEPT. OF LIGHTHOUSES JUN 6 1928 BALTIMORE, MD

DEPARTMENT OF COMMERCE JUN 11 1928 APPOINTMENT DIVISION

Name Thomas H. Curtis Date of Birth March 11, 1861 Rating KEEPER

5

Service Record Showing Character and Continuity of Service

Rating	From	To	Period of Service			Remarks
Keeper	9/11/1885	7/31/1928	42	10	20	Point of Shoals Light Sta., Va.

CHIEF CLERK

1928 JUN 9 AM 10

DEPARTMENT OF COMMERCE JUN 13 1928 APPOINTMENT DIVISION

5th Dist
Pt of Shoals

Pay during five service years preceding proposed date of retirement not including ration allowance nor any additional bonus.

From	To	Yrs.	Mos.	Days	Rate p.a.	Amount paid
Aug. 1, 1923	6/30/24	0	11	0	$ 960.00	$ 880.00
July 1, 1924	6/30/25	1	0	0	1440.00 (Inc. ration allow.)	1275.75
July 1, 1925	12/31/26	1	6	0	1500.00	2250.00
Jan. 1, 1927	7/31/28	1	7	0	1560.00	2470.00
July 1, 1928	July 31/28	0	1	0	[illegible]	6875.75
Optional at 65 after 30 yrs serv.		5	0	0		1377.15

6/30/28

2340
140
2480

Last comp

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUN 19 1928 DEPARTMENT OF COMMERCE

Average for last five service years: $ 1375.15 x 30/40 = $ 1031.36

Superintendent of Lighthouses, Baltimore, Md.

I desire to make formal application for retirement from active duty in the Lighthouse Service from August 1, 1928, as per service shown above.

Dated June 4, 1928. Name Thos. H. Curtis Rating Keeper

VRH

Office of Superintendent of Lighthouses,
Baltimore, Md., June 6, 1928

Forwarded to Commissioner of Lighthouses recommending retirement at $ 1031.36 per annum beginning August 1 1928. The above record of service and pay is certified correct as shown by files of this office.

Superintendent of Lighthouses.

6-11-28

Action O.K.

Chief Clerk

Bureau of Lighthouses
Washington, D.C.

JUN 8 1928

Submitted to the Secretary of Commerce, recommending approval.

H. B. Bowerman

Lighthouse Service, 7th District
(Bureau)
Key West, Florida, January 2, 1929.
(Date)

CHIEF CLERK

The Secretary of Commerce,
(The Chief of Appointment Division)

June 11, 1928.

Mr. Thomas H. Curtis,
Through the Commissioner of Lighthouses.

Sir:

The Department, upon recommendation of the Commissioner of Lighthouses and in accordance with the provisions of Section 6 of the Act approved June 20, 1918, has retired you from active duty in the Lighthouse Service (Fifth District), with retired pay at the rate of $1032.86 per annum, to take effect at the close of business on July 31, 1928.

By direction of the Secretary:

JUN 19 1928

Respectfully,

EDW. J. GARDNER,

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED JUN 23 1928 DEPARTMENT OF COMMERCE

CARDED

C

LHP-RJA. (This report to be made at expiration of fifth month of service)

LIGHTHOUSES
1928 JAN 5 PM 12 01

Lighthouse Service, 7th District
(Bureau)
Key West, Florida. January 3, 1928.
(Date)

DEPARTMENT OF COMMERCE
JAN 9 1928
CHIEF CLERK
APPOINTMENT DIVISION
1928 JAN 7 PM 4 09

The Secretary of Commerce,
(The Chief of Appointment Division)

The probationary period of the person named below expires at the close of business on January 31, 1928.

The conduct and capacity of this employee have been satisfactory* during the probationary period, and he is considered qualified for absolute appointment.

Name: Thomas H. Curtis

Position: First Officer

Salary: $2040. A.

Appropriation: Salaries, Lighthouse Vessels

Station: Tender IVY

Date of entrance on duty: August 1, 1927

Remarks:

Wm. W. Demeritt
Superintendent of Lighthouses
(Signature of immediate superior).

SUBMITTED:

J. S. CONWAY
Acting Commissioner of Lighthouses.
(Head of Bureau or Office)

(if unsatisfactory, recommendation for discontinuance under the provisions of ragraph (c) of section 1 of civil service Rule VII, should immediately be for-rded)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

February 23, 1927.

OFFICE OF SUPT, 5th DISTRICT,
Baltimore, Md.

2-8-27.

COMMISSIONER of LIGHTHOUSES,
Washington, D. C.

Subject: Transfers and promotions.

1. Below is report for month of JANUARY of transfers, promotions and demotions made in this district which do not require oaths, including transfers made bt Form 73a, with necessary data required by the Department in connection thereto:

NAME	POSITION	SALARY	NATURE OF CHANGE	LETTER DATE	EFFEC DATE OF CHANGE
CURTIS, THOS. H.	KEEPER	$1560	INCREASE	1/1/27	1/1/27

/s/ King
Superintendent of Lighthouses.

SEE LETTER OF FEBRUARY 8, 1927. in file of STAUBLY, L.H.

Form A-38

DEPARTMENT OF COMMERCE

NOTICE APPOINTMENT DIVISION IN SALARY

KEEPERS WASHINGTON USE SERVICE

January 1, 1927.

Mr. Thomas H. Curtis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

JAN 12 1927

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1500 per annum.

To: $1560 per annum.

Service and grade: Field.

Appropriation (unit):

C
5

APPOINTMENT DIVISION ENTERED JAN 14 1927 ON JOURNAL DEPARTMENT OF COMMERCE

APPROVED BY THE ACTING SECRETARY 1/11/27

FILE 1093/1

CARD CARDED

GOVERNMENT PRINTING OFFICE 11—9051

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 25, 1925.

Mr. Thomas H. Curtis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1440 per annum to $ 1500 per annum, effective July 1, 1925.

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,

EDW. J. GARDNER.
Acting Chief of Appointment Division.

11—8074

Position: Keeper.
Salary: $1440
Appropriations: Salaries, Keepers of Lighthouses, General Expenses, Lighthouse Service.

APPOINTMENT DIVISION ENTERED JUL 1 1925 ON JOURNAL DEPARTMENT OF COMMERCE

H EK
5th

5th

CARDED

CARDED

FEB 5 - 1925

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

M. Thomas H. Curtis,

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. GAINEN,
Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1440

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

MK

5th

APPOINTMENT DIVISION ENTERED FEB 5 1925 ON JOURNAL DEPARTMENT OF COMMERCE

FEB 5 - 1925

CARDED

NOTICE OF CHANGE IN SALARY
CLERKS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

(CROSS REFERENCE)

November 15, 1918.

Curtis Thomas H In accordance with authority

of the Director of the Budget dated June 27, 1924, the salary is re-

adjusted to $ 1200, effective July 1, 1924.

For authorization see letter dated JUL 23 1924 File No. 1095/21.

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.

RECEIVED

OR BASIS OF THIS ACTION SF
LETTER DATED 10-17-18
FILE OR L 1095-5

R
Ho

DO NOT FOLD THIS CARD IF POSSIBLE

APPOINTMENT DIVISION
NOV 15 1918

Keeper ... Va. Lighthts.
March 1861
E5 DISTRICT
... 19, 1912
Warwick
... at $50. p.m.
Inspector
Baltimore Maryland

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

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON November 14, 1918.

Mr. Thomas H. Curtis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from ~~$600.~~ $660. per annum, (The above rate of pay includes longevity effective ~~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.

CANCELED

ON BASIS OF THIS ACTION OF
LETTER DATED 10-17-18
FILE OR 1095-C

R
Ho

DO NOT FOLD THIS CARD AT ITEM

APPOINTMENT DIVISION
NOV 15 1918

*Insert here "sworn to" or "affirmed," as the case may be.
*Insert here "sworn" or "affirmed," as the case may be.
*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 and returned.
*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.

Form 111

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

UNITED STATES BUREAU OF EFFICIENCY. FORM 8.

DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS. 8—4780-2

MAKE NO ENTRIES IN THIS COLUMN

JUL 20 1912

LIGHT NOV 13 1916 HOUSES

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

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

2. Department:
Commerce

3. Bureau, office, or service:
Lighthouse Service, 5th Dist.

4. Designation of position:
Keeper

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

6. Annual earnings:
$600.

7. Kind of appropriation:
LS

8. Present rate of pay:
$ AS

9. Initial rate of pay:
$ 575. p.a.

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— Years:	Months:	Regular— Years:	Months:
		30	10

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

12. Race:
W

13. Sex:
Male

14. Date of birth—
Month: March
Year: 1861

15. Kinds of schools attended, years attended, and degrees taken:
E5

16. Marital condition:
M

17. War veteran?
No

18. Appointed from—
Congressional district and State: 1 Virginia
County: Warwick

19. Civil service status:
C

20. Method by which classified status was obtained:
BEO

21. Place of employment—
City: Baltimore
State: Maryland

DO NOT FOLD THIS CARD.

11—5869

I, THOMAS. ... do solemnly swear ... ution of the United States against all ... h and allegiance to the same; that I ... tion or purpose of evasion; and that ... ice on which I am about to enter: S...

...rtis
...s here)

Sworn ... th ... day of July, ...

x official seal h... ...

...lic.
...1914.

OFFICIAL ... PLACE OF EMPLOYMENT

Keeper ... Va. Lightsta.

...intee)

CARD... ... DISTRICT

...y 19, 1912
(Date)

The above- ...

Formerly ..., at $50. p.m.

...wed by title) Inspector

[1] Insert here ...

[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

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes.)

BUREAU OF LIGHT-HOUSES JUL 20 1912 LABOR
OFFICIAL DISBURSING CLERK RECEIVED JUL 24 1912 DEPT. OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, THOMAS.H.CURTIS,

do solemnly swear[1] (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.

Thos H. Curtis
(Appointee signs here)

Sworn to[2] (See below) and subscribed before me, this 12th day of July, A. D. 1912.

(x official seal here)

(Name) W.E.Howle

(Official title) Notary Public.

Commission expirse, Sep.1st, 1914.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Keeper	$600.00 p.a.	Point of Shoals, Va. Lightsta.

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

CARDED.

Office of Lighthouse Inspector, 5th District

Baltimore, Md., (Address) July 19, 1912 (Date)

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

Formerly Keeper, Point of Shoals Lightsta., Va., at $50. p.m.

E.O.Rulander
(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, 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—044

GENERAL APPOINTMENT—FIXED DATE

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

June 29, 1912.

Mr. Thomas H. Curtis,

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 Six Hundred dollars per annum, effective July 1, 1912.

Not to be reported to C. S. C.

(By change from $50 per month.)

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

CARDED.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.

Chief of Appointment Division.

F
D

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Virginia.

11—1393

OM.

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

JUN 8 1912

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT,
Baltimore, Maryland
June 7, 1912 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

RECEIVED JUN 27 1912 DEPT OF COMMERCE AND LABOR

Action proposed, Appointment

Name, Thomas H. Curtis — Legal residence, Virginia

Position, Keeper — Salary, $600.00 per annum

Location, Point of Shoals Lightstation, Va.

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

Former position, Keeper — Former salary, $50.00 per mo.

Location, Point of Shoals Lightstation, Va.

Rank in list of eligibles, Rating, Percentage,

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Services terminated,

Reason,

Remarks: To be paid from the appropriation, "Salaries of Keepers of Lighthouses."

Rullard.

Inspector.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 21 1912

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

APPOINTMENT WRITTEN JUN 29 1912 DEPT OF COMMERCE AND LABOR

11—2314

Acting Commissioner

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

MAY 13 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 Thomas H. Curtis 2. Age 50 (Last birthday.)

3. Bureau Lighthouse Service. 4. Position Keeper.

5. Compensation $50. per mo. 6. Where employed Point of Shoals Light, Va.

7. When appointed (*a*) Sept. 11, 1885 8. How appointed (*b*) Prior to classification.

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) Is responsible for lighting and extingusihing the light and for public property at station and its preservation.

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	90	2	180 00
Quality of work	85	3	255 00
Interest manifested in work (see also Question 17)	100	3	300 00
Attendance	100	2	200 00
Total		10	935 00
Average percentage			93 50

RECEIVED JUN 21 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.) Is not a purely routine employee and manifests interest in his work and in the service.

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.) Fair equivalent.

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—

W Rob Stayer

Commander, U. S. N. Inspector, 5th Dist.

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

L R Putnam

Chief of Bureau or Office.

11—4259

T5C

Department of Commerce and Labor

EFFICIENCY REPORT

LIGHT HOUSE BOARD
JUN 8 1909
NO.

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

1. Bureau Lighthouse Service
2. Where employed Point of Shoals Light-Station, Va.
3. Name Thomas H. Curtis
4. Where born Virginia
5. Age 48
6. Position Keeper appointment dated Sept. 1, 1885
7. Compensation $50. per mo.
8. When appointed (*a*) September 11, 1885 Oath dated Sept. 10, 1885.
9. How appointed (*b*) Prior to classification
10. Appointed from: State Virginia; Congressional District Second; County Warwick
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) Is responsible for lighting and extinguishing the light and for public property at station, and its preservation. Runs fog bell.
15. Efficiency: Quantity of work (*d*) 9 tenths; Quality of work (*e*) Good; Interest manifested in work (*f*) Yes
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

C

A. Colonel, Corps of Engineers, U. S. A.,
Engineer Secretary.

CAPTAIN, U. S. N.
NAVAL SECRETARY

Robert Russell
Commander, U. S. N., Inspector, 8th Light House Dist. *Head of Bureau or Office.*

June 5, 1909.

11—3005

CARDED.

PERSONAL INFORMATION SHEET

NOTE.—This sheet is to be used only in cases of persons transferred to the Department of Commerce and Labor, by operation of law, July 1, 1903.

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 15, 1904.

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

For the purpose of enabling the Department to obtain a complete record of its officers and employees, you are hereby requested to furnish the information called for in Part II of this form, relative to each appointee or employee, now in the service, who was serving in your Bureau June 30, 1903, and was transferred to the Department of Commerce and Labor July 1, 1903, pursuant to the acts of Congress approved February 14, 1903, and March 3, 1903, and to have every such person answer each of the questions in Part I of this form and sign the same. Officers in charge, subordinate to heads of Bureaus, are expected to review this sheet, after it has been executed, to see that all questions have been answered, and, after doing so, to forward it immediately to the head of the Bureau for transmission to the Department.

Geo. B. Cortelyou

CARDED *Secretary.*

PART I.

(Blanks in Part I are to be filled 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 is to 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.) Thomas Humphrey Curtis.

2. How do you write your name on the pay roll? Thos. H. Curtis.

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

City or town.	Virginia (State or Territory.)	Warwick Co (County.)	Second District. (Congressional district.)

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

5. Where were you born? In Warwick County Virginia.

6. When were you born? March (Month.) 11th (Day.) 1861 (Year.)

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

8. If the position was classified, state the date of classification. May 6, 1896.

9. If the appointee or employee was appointed through examination, state the kind of examination. If not so appointed, state how he entered the position. (Examples: "Appointed before position was classified;" or, "By reinstatement;" or, "By transfer from ————," stating Department, Bureau or Service, position, and salary, if known.)

Appointed before position was classified.

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

(Signature) H W Lua

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

Date: JUL 6 1904, 190

11—1433

Form 111

LIGHT HOUSE BOARD
RECEIVED
NOV 11 1908

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 14 1908
DEPT OF COMMERCE AND LABOR

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

No. 11346

Enclosures.

I, Thomas Humphreys Curtis do solemnly 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.

Thos H. Curtis

Sworn to and subscribed before me, this 25 day of October, A. D. 1908

(Affix official seal here.)

(Name:) W E Hemler

(Official title:) Notary Public

Term of Office Expires February 28th 1910

OFFICIAL TITLE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Keeper $50. per month	Point of Shoals Light-Station, Va.	Virginia	Virginia

OFFICE OF THE Inspector, 5th LIGHT-HOUSE DISTRICT,

Baltimore, Md., (Address.) November 10, 1908. (Date.)

The above-named appointee entered upon duty on July 1, 1908. (Date.)

CARDED

(Signed:) Robt. D. Russell

Commander, U. S. N., Inspector, 5th L. H. Dist.

[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. 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.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

Failure to fill out this Oath properly will result in its return for correction.

DIVISION OF APPOINTMENTS
RECEIVED
NOV 14 1908
G
DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 14 1908
TO APPOINTMENT DIV.

Ent'd NOV 13 1908

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
No there is no member of my family that is in the Government Service.				

9. How long were you in the civil service of the United States Government prior to July 1, 1903? I don't know when the service was classified. I was appointed L. H. Kenfon Sept 1st 1885. + Took charge Sept 11th 1885

10. 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: "Appointed before position was classified;" or, "By reinstatement;" or, "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

I was recommended & appointed by Secretary of the Treasury

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

No

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
I was not			

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

Regiment and company, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
none			

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 9, 12, and 13.)

Clerking in dry goods + grocery store

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.")

Carpenter

17. What, if any, civil service examinations have you passed? (State name and date of each, as near as you recollect.)

I was examined by Comdr R. D. Evans, U.S.N. L.H. Inspector Dec 8th 1885; I dont know whether it was civil service or not

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.)

They were written by me

19. State the date upon which the above blanks were filled. June 6th, 1904

(Signature) Thos H Curtis

Witness:

In case signature is by mark.

P. O. Address: Fergussons Wharf
City or town.
Isle of Wight County
Number and street.
Virginia
State or Territory.

Reviewed, approved, and forwarded JUL 6 1904, 190

(Signature) H W Lee

(Official title) Commander, U.S.N., Inspector, 5th L.H. Dist.

PART II.

(Blanks in Part II are to be filled 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 above questions was employed July 1, 1903.

Lt.Ho.Establishment. (Bureau or Service.) Point of Shoals Lt.Ho.Va. (Place (city, town, or station).) Fifth. (District.)

2. What position did he hold July 1, 1903? Keeper.

3. On what date was he appointed to this position? September 11,1885.

4. How long had he served in the Bureau or Service in which he was employed July 1, 1903?

Seventeen years, nine months, nineteen days.

5. What was his salary July 1, 1903? $575. per annum.

6. From what appropriation was he paid July 1, 1903?

Salaries of Keepers of Lighthouses,1904.

7. Was the position he held July 1, 1903, excepted, competitive, or unclassified under the civil service rules?

Competitive.

11—1433

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

11546

October 16, 1908.

Mr. Thomas H. Curtis, of Virginia, is hereby appointed

Keeper of Point of Shoals Light-Station, Virginia,

in the Light-House Service,

at a salary of Fifty dollars per month,

this appointment to be effective beginning July 1, 1908, he

having entered upon duty on that date and since continuously served

in the above-mentioned position. (vice himself.)

Payment of the compensation authorized in this appointment is

subject to the oath of office being taken.

(By promotion from $575 per annum.)

DIVISION OF APPOINTMENTS
REPORTED
OCT 19 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED!

Acting Secretary.

Date of oath: , 190

The Light-House Board.

CHANGE REPORTED
OCT - 1908

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

11346 LIGHT-HOUSE ESTABLISHMENT

Office of the Inspector, 5th L. H. Dist.,
Baltimore, Md.,
October 9, 1908.
(Date)

OFFICE OF THE CHIEF CLERK RECEIVED OCT 15 1908 DEPT OF COMMERCE AND LABOR
DIVISION OF APPOINTMENTS RECEIVED OCT 15 1908 DEPT OF COMMERCE AND LABOR

The Light-House Board,
Washington, D. C.

Sirs: I have the honor to recommend the (1) reappointment
(Probationary appointment, transfer, promotion, etc.)
of (2) Thomas H. Curtis of (3) Virginia
(Name of person—letter for letter—as reported to Board) (State of legal residence)
from (4) Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Point of Shoals Light-Station, Va.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $ 575. per an. to (7) Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Point of Shoals Light-Station, Va., at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
(9) $50. month, effective beginning (10) July 1, 1908, (the date
(Salary recommended)
of his entrance on duty) ~~(or as soon thereafter as he enters on duty)~~
(Strike out the clause not appropriate)
~~in the place of (11)~~
(State name of *last* person holding position)
~~who (12)~~ on ~~(13)~~
(Died, transferred, resigned, dismissed, etc.) (Last day of service)
~~Mr. (14)~~ ~~stands No. (15)~~ ~~in list of eligibles;~~
~~Class (16)~~; ~~with an average of (17)~~ per cent; and
This increase is recommended in accordance with the Board's
~~was considered with (18)~~
letter of July 15, 1908. ~~(19) letters of declination of~~ herewith.

Respectfully,
Robt. D. Russell
Commander, U.S.N., L. H. Inspector.

10-15-08

OFFICE OF THE CHIEF CLERK FORWARDED OCT 15 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHT-HOUSE BOARD

October 15, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor. According to the records of this Office the name of this appointee is Thomas H. Curtis, as stated in the nomination.

DIVISION OF APPOINTMENTS RECEIVED OCT 16 1908 APPOINTMENT WRITTEN DEPT OF COMMERCE AND LABOR

Lt. Colonel, Corps of Engineers, U. S. A.
Engineer Secretary.

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos.

11—2314