ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Sup. Commr.
Hydrog.
~~Engr. Corps.~~
Mar. Engr.
Examiner.
~~Personnel~~
Accounts.
Contracts.
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

1636

LIGHT HOUSES MAY 20 1914

Munk pg 164 relates to Off shore stations like Wolf Trap & Thimble Shoal Light. Be enforced: but in which case it does not apply to Inland Harbor stations like Chesapeake & Delaware Canal. Important, as conditions are different here. It can be allowed & do not see why it shld be extended to one family at a time or to 10 days. HWM May 20

FCR--RBOM.

Families of keepers at isolated stations.

May 19, 1914

See note below

COMMISSIONER OF LIGHTHOUSES.

At this time of the year this Office receives frequent requests from keepers and assistant keepers for permission to have their wives and children visit them at the station for short periods of time.

These requests often come from keepers and assistant keepers at isolated water stations where there are two or more keepers.

In accordance with the first paragraph of page 150 of the Regulations for the Lighthouse Service, 1911, it has been the custom of this Office to grant this privilege regardless as to whether the station was in Class 1 or Class 2 as to shore liberty.

Only recently the attention of the Inspector was invited to the paragraph on page 164 of the Regulations, which reads

> "No women or children will be allowed to <u>reside</u> at isolated stations where there are two or more keepers unless by special permission of the Commissioner previously obtained."

Regs Par 493

This Office desires to be informed whether the word "reside" in the above quoted paragraph is intended to prohibit wives and children of keepers and assistant keepers visiting them at isolated water stations for periods not to exceed ten days at a time during the summer months, not more than one family being allowed to visit the station at a time.

Rec OK JRM May 20

OK where there are suitable quarters and during season when there is no danger

This permission has been granted in this District at several stations and experience has shown that it has not been detrimental to the service and it is recommended that this privilege be continued if the Bureau so decides.

Rutland.

McC.

Bureau of Lighthouses,
May 28, 1914.

Returned to Fifth Inspector, with the information that there is no objection under the regulation quoted, page 164, Regulations, 1911, to the wives and children of keepers and assistant keepers visiting them at isolated stations for periods not to exceed ten days at a time during the summer months; provided, however, there are suitable quarters and such visits are made during the season when there is no danger, and that not more than one family is allowed to visit a station at the same time. It is understood that all risk or hazard will be on the personal responsibility of such visitors, or the employee whose guests they are, and not of the Lighthouse Service.

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OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

Nov. 20, 1915

LIGHT HOUSES NOV 22 1915

HDK--REOM.

Leave of absence,
keepers and assistants.

Commissioner of Lighthouses, Washington, D.C.

A strict interpretation of the Regulations for leave of absence of keepers and the instructions on the reverse of Form 76 would indicate that this Form 76 would be prepared and submitted to the Office for every absence of a keeper from his station in excess of 6 hours in the daytime. This District has about 80 light stations on marine sites, most of which have two keepers. No families are allowed to reside at these stations. This means that both keepers as a rule desire to be absent once or more often twice every month since absences of more than four days are not permissible without the furnishing of a substitute. It is a simple matter of arithmetic to see that a strict enforcement of this provision as to the use of Form 76 means a flood of applications for leave not to speak of much attendant correspondence in getting these forms properly made out in all cases.

I believe that leave of absence at stations on marine sites, where keepers are necessarily absent from their homes and families the greater part of the time should be handled more as in the case of light vessels and that keepers should be authorized to grant the leave allowable under the Regulations without application to the Inspector's Office on Form 76, all such absences to be reported on Form 65 for the information of the Office.

It is also my belief that the limit of absence of 4 days without providing a substitute could be increased to 6 days with beneficial results to the service. Many keepers maintain homes at a considerable distance from their stations and if allowed 6 days without furnishing a substitute could then take the total amount

allowable under the Regulations at the rate of 6 days a month without obligation to furnish a substitute. This Office knows that the obtaining of a substitute for short periods is often impossible for the keeper for any reasonable amount of compensation and it is believed that a strict enforcement of this provision is having a tendency to force out of the service some of our better keepers.

This Office recognizes the reluctance of the Bureau to recommend any change in the regulations promulgated by the Department without urgent necessity but I am confident that some relaxation might properly be made for the best interests of the service in the case of two-keeper stations on marine sites. no change rec bring up at insp conf. for discussion

The matter of the use of Form 76, however, does not seem to be specifically required by the Regulations and authority is requested to use this Form in the 5th District as may appear desirable in the opinion of the Inspector and to omit its use in the case of absences from two-keeper stations on marine sites in cases when the furnishing of a substitute is not required under the regulations. Rec OK

King

Lighthouse Inspector.

HB-AEH. Bureau of Lighthouses, Washington.
November 26, 1915.

Returned to Lighthouse Inspector, Baltimore, Md., with statement that no change is regarded as necessary by the Bureau at this time in the regulations for leave of absence of keepers, but the subject matter of your letter of November 20, 1915, will be brought up at the forthcoming Inspectors' conference for discussion. The recommendation contained in the last paragraph of your letter of November 20, 1915, is approved.

1873
4885

MEMO

Department of Commerce and Labor Nov.23,1915.

Circ
Concur Nov 23

1636

The 5th Inspr states that

a strict interpretation of the Regs for leave of absence of kprs & the instructions on the reverse of Form 76(copy herewith) would indicate that this form should be prepared & subm to the Inspr's office for every absence of a kpr from his sta in excess of 6 hrs in the day time.

Instructions to Emps,1915,par.104 states that kprs with quarters are not considered absent from duty when engaged in regular routine of sta, such as getting supplies, mail, etc., & attendg church, except where such work requires a trip of several hours' duration, & that in the latter case an absence of over 6 hrs in the day time, or any absence at night, shall be noted on the journal & reported monthly as provided for on Form 65.

On the reverse side of Form 76 it is provided in par. 9 that for the purpose of granting shore liberty or leave to kprs, 1 day shall be considered as 24 hrs, & no such absence of less than 2 hrs or 1/12 day shall be charged or recorded as shore liberty or leave. The Inspr draws the inference from these instrs that Form 76 should be prepared & subm to his office for every absence of a kpr from his sta in excess of 6 hrs in the day time. ~~& it is patent that he has made a wrong interpretation.~~ The 6 hrs is nothing more than the time limit placed on kprs who are absent on regular routine of sta, all absences of less than that period ~~should~~ not to be reported. It will be noted from sec. 9 that no absence from sta for less than 2 hrs shall be charged or reported as shore lib or leave, any absence in excess of 2 hrs therefore, if the kpr is not on routine work, should be charged, it seems.

In re the Inspr's statement that a strict enforcement of this provision as to the use of form 76 means a flood of applications for leave, not to speak of much attendant correspondence in getting these forms properly made out in all cases, attention is invited to par. 7 of the reverse side of Form 76 which provides that at isolated stations insprs may delegate authy to kprs in charge of stations to allow leaves of absence not in excess of the amts allowed by the regs prior to the Inspr's approv of the application. This virtually amts to the exercise of discretion on the part of insprs in delegating authy to kprs to approve applications for leave at isolated stations. What the inspr wants to do, however, is to eliminate the flood of correspondence occasioned by the requirement that he must finally approve these applications, & I think his proposition to delegate absolute authy to kprs at isolated stas to approve leave & simply report them on form 65 to the inspr's office is all right.

He also recommends that the limit of absence of 4 das without providing a substitute could be increased to 6 das, which would just equal the amt of shore liberty & annual leave allowed kprs of these stas for 1 mo. Perhaps kprs might be favored in this way without any bad effects to the Serv.

He fur states that the use of Form 76 does not seem to be specifically required by the Regs & requests authy to use this form in the 5th dist as may appear desirable in the opinion of the inspr & to omit its use in the case of absences from 2-kpr stas on marine sites in cases when the furnishing of a substitute is not required under the regs. If this authy is granted to the inspr, he will discontinue the use of this form at any sta which may appear desirable in his opinion.

The idea is one of decentralization, & is in line with others of his recently- the delegation of authy in proper cases to responsible subordinate offcrs, which makes for the efficiency of the Serv, & saves the energy & time of the higher offcrs for the bigger problems of administration. I concur with the Deputy Commissioner & inasmuch as the entire serv is affected, they are matters which should properly be discussed at the next conference of insprs and so recommend.

MCS

No. 205
Ed. 1-9-13—400,000

Form 76

SHORE LIBERTY OR LEAVE OF ABSENCE OF KEEPERS

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

REQUEST

_____, _____, 191
(Station.)

LIGHTHOUSE INSPECTOR, _____ DISTRICT:

I respectfully request that I be granted _____ days of shore liberty or leave, from _____ to _____, inclusive, 191 . I have had _____ days shore liberty or leave to date during this calendar year.

This application for shore liberty or leave is made in accordance with regulations governing this subject for this class station and with the understanding that I furnish, if required, at my own expense, a substitute competent in all respects to perform my duties and who will be satisfactory to you.

The name and address of the substitute I propose to furnish follow:

_____, _____
(Name.) (P. O. Address.)

If leave is granted, my address during absence will be as follows, and any change will be reported to the keeper in charge of the station:

_____, _____, _____
(Street or R. D. Route.) (City.) (State.)

Forwarded. Approval recommended.
Proposed substitute is considered satisfactory and competent.

_____
(Applicant's signature.)

_____
Keeper in charge.

_____
(Title.)

AUTHORITY

OFFICE OF INSPECTOR, _____ DISTRICT, _____, 191

The above application for shore liberty or leave is hereby approved for _____ days, from _____ to _____, inclusive, 191 .

Substitute _____ be furnished during this absence.
(Insert "must" or "need not.")

_____

Inspector, _____ Lighthouse District.

FINAL REPORT

Absence begun: At _____ M. _____, 191 .
(State nearest hour.)

Period of absence: _____ days.

Returned to duty: At _____ M. _____, 191 .
(State nearest hour.)

Period charged: _____ days.

Certified correct and forwarded.

_____
(Applicant's signature.)

_____
Keeper in charge.

_____
(Title.)

1637

LIGHT HOUSES DEC 11 1915

DEPARTMENT OF COMMERCE
Lighthouse Service

FCR-REOM
District Circular Letter No. 54.
Shore liberty or annual leave, keepers and assistants.

Office of Inspector, 5th District
Baltimore, Md.

December 10, 1915.

Keeper, Sent to all stations where two keepers are authorized.

Beginning with January 1, 1916, it will not be necessary for either keeper or assistant keeper of your station to submit request on Form 76 or furnish a substitute for any period of shore liberty not exceeding four days.

For any period of shore liberty in excess of four days, Form 76 in duplicate must be submitted and a substitute must be furnished.

Request for such leave must, when practicable, be made sufficiently in advance to allow of the authority of this office being received by you prior to the taking of the leave.

All absences from station must be reported on Form 65 and recorded in Journal, as required by Regulations, regardless of whether Form 76 is used or not.

Hydrog
Engr. C
Mar. Ens
Accounts
Contract
Chf. Cl
Dep. Cl
Seaman

KING

Lighthouse Inspector,

JM

Office of Inspector, 5th L.H.District,
Baltimore, Md., December 10, 1915.

Forwarded to the Commissioner of Lighthouses, Washington, D.C. in compliance with paragraph 17, Regulations, 1914.

King

Lighthouse Inspector.

1635

LIGHT HOUSES DEC 11 1915

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Lighthouse Service

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