'26 MAY 15 PM 1:15:58

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

Date: 05/01/2026

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
Downs, James, S.		MD

MILITARY SERVICE

Branch of Service:
- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:
- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):
- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (MD) 5th district	From: 1919	To: 1928
(Agency & Location)	From:	To: 2 Folders
(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-00074594594

Attendant Signature:

CMRS Search Request Number(s):

Remarks: '26 MAY 27 AM 11:00:32

SCREENING NOTES

- ☒ Reviewed and Nothing Removed
- ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

JAMES S.

DOWNS

JAMES S.

Cert.

JAMES S.

DOWNS

JAMES S.

REOM
Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT MAY 22 1918 HOUSES
FOURTH DISTRICT
MAY 23 1918 10 02 AM
Received

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT.

Baltimore, Md., (City.) May 20, (Date.) 1918

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, (Thru the Secretary, Fourth Civil Service District) Probationary appointment

Name, James S. Downs

Legal residence, Md.

Position, Assistant Keeper

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Salary, $480. per an. (base)

Location, Seven-Foot Knoll L.S., Md.

Appropriation, Salaries, Keepers of Lighthouses.

Effective June 1, 1918

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

Former position, None

Former salary,

Location,

Rank on eligible list, 3 Rating, Asst. Kpr. Percentage, 84.8, Other eligibles considered:
D.H.Todd...D with request for restoration on July 1, 1918 J. Messick..C
C.R.Spain..C
W.E.Dobson.D with request for indefinite suspension

Previous incumbent, Evan J. Midgett Services terminated, with close of May 31,1918

Reason, Resignation

Members of family in Government Service, None

Remarks: Quarters are not allowed to the family of an assistant keeper, Seven-Foot Knoll L.S., Md.

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

L. H. Fisher 4th
Secretary, Civil Service District.

H. D. King
Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON MAY 23 1918

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

McC-B

December 19, 1918.

LIGHT
DEC 20 1918
HOUSES

Sir:

Referring to report of the assistance rendered by you on November 28, 1918, to the Captain of the barge L. B. ADAMS, loaded with rip rap for use at Ragged Point Light Station, which had broken loose from her moorings and had sprung a leak during a storm, the Department is pleased to commend you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD
Secretary.

Mr. James ~~de Downey~~
Assistant Keeper, Ragged Point Light Station, Md.
(Through Commissioner of Lighthouses)

Bureau of Lighthouses, Washington

McC-B

To Superintendent of Lighthouses, Baltimore, Md.
for his information, guidance and files of office.

Acting Commissioner.

1918 DEC 19 AM 9 35

LIGHTHOUSES---Bureau's files.

WILLIAM C. REDFIELD

Exact copy as signed by

Mailed DEC 19 1918 by

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

VRH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1925 DEC 17 AM 8 54

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

December 16, 1925

Commissioner of Lighthouses,
Washington, D. C.

Hydro
Radio
Elect. Engr.
Mar. Engr.
Personnel
Finance
Law and Prop.
Adm Asst.
Dep. Comr.
Comr.

Subject: Leave without pay.

1. The Bureau is advised that leave without pay from December 16 to February 1, 1926 has been granted to J. S. Downs, Assistant Keeper, Ragged Point Light Station. Mr. Downs has been sick and under the doctor's care since December 1, 1925.

H. D. King

Superintendent of Lighthouses

Bureau of Lighthouses, Washington
DEC 19 1925

Submitted to Secretary of Commerce for his information

H. B. BOWERMAN
Acting Commissioner

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
	I am a Principal Keeper and one assistant under me. My assistant keeps watch being six hours on and six hours off. When it is necessary for me to be away he looks after the entire structure until I return.
	Our Station is isolated and we have about six miles to go for provisions and mail.
	My time is spent as follows:
50%	Off duty.
20%	Preparing Meals and cleaning the building.
20%	Painting.
10%	Going for provisions and mail
100%	

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

J. S. Conway
(Signature of Employee)

This employee is principal keeper in charge of a lighthouse built on submarine foundation. The structure consists of a 2 story house about 30 feet square on a foundation inter-braced iron piles, and surmounted by a glazed lantern containing Fresnel lens for display of light which may be either kerosene wick lamp or incandescent oil vapor apparatus. The house is also equipped with fog bell operated by clockwork. Communication with shore is by motor launch kept at station. Each of two keepers is allowed 8 days ashore per month and when both are at station, they divide watches of light and fog signal. The principal keeper is in responsible charge and his first duty is to see that the light never fails to burn from sunset to sunrise nor the fog signal to sound when needed. All apparatus is required to be kept in perfect condition of cleanliness and operating efficiently and the entire structure thoroughly clean and well painted inside and outside, and minor repairs made as needed within his capacity. Owing to exposed location and salt water, proper preservation of metal work, especially iron foundations, requires constant attention. He is also required to keep all station records including journal watch book, fog-signal record and property accounts.

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ——. In my judgment the compensation of this position should be in a range from $ 1560, to $ 1860

OCT -8 1928, 1928
(Date)

J. S. CONWAY
(Signature of head of bureau or his representative)

Acting Commissioner of Lighthouses
(Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

10—1856

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
	I am a Principal Keeper and one assistant under me. My assistant keeps watch being six hours on and six hours off. When it is necessary for me to be away he looks after the entire structure until I return.
	Our Station is isolated and we have about six miles to go for provisions and mail.
	My time is spent as follows:
50%	Off duty.
20%	Preparing Meals and cleaning the building.
20%	Painting.
10%	Going for provisions and mail
100%	

26. How long have the employee's duties been substantially as described above? Since March 16, 1927

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

Sept. 27, 1928 (Date) — H. D. King (Signature of Preparing Officer) — Supt. of Lighthouses (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1620 to $ 1920

Sept. 27, 1928 (Date) — H. D. King (Signature of head of field office or station) — Supt. of Lighthouses (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1560 to $ 1860

OCT -8 1928, 1928 (Date) — J. S. CONWAY (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1926 10—1856

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 920 *Sheet No.* 5(b)-102

Space reserved for the use of the Board

1. Downs (Surname) James (Given name) S. (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Rogred Point Light Station
   (b) Subdivision
   (c) City or town State

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1560-1860
9. Present gross rate of pay $ 1560.
10. Deduction for allowances $ None
11. Net rate paid in cash $ 1560.

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☒ Furnished ☐ Unfurnished } ☒ Heat ☐ Light ☐ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Kitchen apparatus & bond is required by law. Not regular

15. (a) Regular hours of work: From m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Winter (c) If not a full time and all-the-year-round position, state number of hours per day;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at any hour of day or night. None

16. (a) Rate of pay for overtime (b) Amount of overtime pay in last 12 months None

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering) Has general supervision. Helps at and occasionally does work side by side or watch and watch on some work.

(c) How many? One

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

Henry L. Emberry, 5(b) 103

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering) By personal inspection, and by periodical inspection by district superintendent or his representative, and by review in district office of monthly reports and annual property returns.

20. What is the name, official position, and sheet number of the employee's immediate superior? E. B. Tingle, Supt. of Lighthouses 5(a) 1

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	X	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): None

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Before entering this position I spent about 15 years on a sailing craft

Composed and certified by E. B. Tingle

10—1856

All.

Form 93

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

March 11, 1930

COMMISSIONER OF LIGHTHOUSES:

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

Name, James S. Downs — Position, Keeper

Legal residence, Maryland — Station, Ragged Point Light Station

Salary, $1560. per annum

The acceptance of this resignation is recommended effective at the close of March 15, 1930.

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

Remarks:

See letter from this office of even date.

For and in the absence of the Superintendent,

R. L. Pebbel

Chief Clerk.

RLC:EMF
2 incls.

BUREAU OF LIGHTHOUSES
WASHINGTON April 5, 1930.

RLL
RF

Submitted to the Secretary of Commerce, ~~xxxxxxx~~ recommending the acceptance of 1—4623 resignation of Keeper Downs, but not without prejudice, attention in this connection being invited to the attached copies of the Superintendent's letter of March 11 and his supplemental report of March 27, regarding the excess leave taken by this employee, in which the Bureau concurs, and in accordance with which it is recommended that Mr. Downs be paid only to the close of January 31, 1930.

W. P. HARMAN
Acting Commissioner of Lighthouses.

Approved by Dept. ltr. of 4-15-30

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

WLR:AHL.
Encl.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1930 MAR 12 AM 9 11

LIGHTHOUSES
1930 MAR 28 AM 9
BALTIMORE, MD.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

March 11, 1930.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Excess leave of absence, Keeper J.S. Downs, Ragged Point L.H.

1. In connection with the attached notice of resignation of J. S. Downs, Keeper of Ragged Point Light Station, the Bureau is informed that in November of last year, Keeper Downs called at this office and alleged misconduct on the part of Asst. Keeper H. R. Hanberry, as a result of which the Chief Clerk of this office was directed to make an investigation in the vicinity of the Lighthouse. This investigation developed the fact that their differences were inconsequential, but incidentally it was learned that there were leave irregularities at this station.

2. The station records were removed and carefully checked in this office for the calendar year 1929. The official leave records kept in this office charged the Keeper with 94 days, 4 hours for that year, but station records showed he had taken unauthorized leave of 45 days in excess of the amount allowed and had furnished substitute at his expense. During the present year and up until March 15, the effective date of Keeper Downs' resignation, he will have taken 44 days in excess of his leave allowance.

3. This situation culminated in the resignation of Keeper Downs. He has not been paid beyond the close of January.

4. It is recommended that no salary be paid Mr. Downs for February and one-half of March, which will still leave him exceeding the accrued allowance for 1930 by 44 days. In view of the fact that during the period of excess leave Mr. Downs paid a substitute personally, it is recommended that his leave allowance for 1930 be increased a total of 44 days. It is not probable that we would be able to secure a remittance from him, inasmuch as he has already paid a substitute for the period in question. His January pay would also have been held up had this office been in possession of these facts at the time.

For and in the absence of the Superintendent,

H. R. Rebel
Chief Clerk.

T. S. Johnson
Assistant Superintendent of Lighthouses.

CEP

COPY

Department of Commerce

Bureau of Lighthouses

WASHINGTON

LIGHTHOUSES
1930 MAR 28 AM 9 19

RG:EMF
Incl.

March 22, 1930.

Subject: Letter of March 11, 1930, from 5th Superintendent, re Excess leave of absence, Keeper J. S. Downs, Ragged Point Light Sta.

Returned to 5th Superintendent with request for a revised statement of the facts in this case, which are not altogether clear to the Bureau; particularly the recommendation in the first sentence of paragraph four is not clear. It appears that the inclusion in the statement of the dates Downs was actually on duty this calendar year will help clarify the case. It is understood that the regular leave allowance for this station is ninety-six days a year, and it is suggested that the revised statement definitely cover this.

(Sgd) W. P. Harman,

Acting Commissioner of Lighthouses.

WLR:CEP
Incl.

Office of the Superintendent, 5th District,
March 27th, 1930.

Airways
Hydro
Radio M
Engr.
Mar.
Personnel
Finance
Law & Pro
Chief Cle
Dep. Commissioner

1. Returned to the Commissioner of Lighthouses.

Leave taken by Downs, 1929	141	days
Allowance	96	"
Over	45	"
Leave taken, 1930 (to Mar. 15)	64	"
Allowance	20	"
Over	44	"

2. Downs was off 27 days in January, 21 days in February and 15 days in March, 1930. As stated in our letter of March 11th, pay from Feb. 1 to Mar. 15, inclusive, has been withheld.

3. Paragraph 4 of our letter of Mar. 11 intended to convey the recommendation that Mr. Downs be not paid for 45 days that he was over his allowance in 1929, which is the exact amount being withheld by this Office, but that the 44 days he is over the allowance in 1930 be excused in view of the fact that he paid personally for a substitute during the entire 89 days he was over his allowance in 1929 and 1930.

For and in the absence of the Superintendent,

T. S. Johnson

Assistant Superintendent of Lighthouses.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

RG:EMF

March 22, 1930.

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

SUBJECT: Letter of March 11, 1930, from 5th Superintendent, re Excess leave of absence, Keeper J. S. Downs, Ragged Point Light Sta.

Returned to 5th Superintendent with request for a revised statement of the facts in this case, which are not altogether clear to the Bureau; particularly the recommendation in the first sentence of paragraph four is not clear. It appears that the inclusion in the statement of the dates Downs was actually on duty this calendar year will help clarify the case. It is understood that the regular leave allowance for this station is ninety-six days a year, and it is suggested that the revised statement definitely cover this.

W. P. HARMAN,
Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

WLR:AHL.

Encl. Received LIGHTHOUSES
3/22/30 - Sp ht and 5th
1930 MAR 12 AM 9 11

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Airways
Hydro
Radio M
Engr. Constr.
Mar. Engr.
Personnel
Finance
Law & Prop.
Chief Clerk
Adm. Assist.
Dep. Commr.
Commissioner

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

March 11, 1930.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Excess leave of absence, Keeper J.S. Downs, Ragged Point L.H.

1. In connection with the attached notice of resignation of J. S. Downs, Keeper of Ragged Point Light Station, the Bureau is informed that in November of last year, Keeper Downs called at this office and alleged misconduct on the part of Asst. Keeper H. R. Hanberry, as a result of which the Chief Clerk of this office was directed to make an investigation in the vicinity of the Lighthouse. This investigation developed the fact that their differences were inconsequential, but incidentally it was learned that there were leave irregularities at this station.

2. The station records were removed and carefully checked in this office for the calendar year 1929. The official leave records kept in this office charged the Keeper with 94 days, 4 hours for that year, but station records showed he had taken unauthorized leave of 45 days in excess of the amount allowed and had furnished substitute at his expense. During the present year and up until March 15, the effective date of Keeper Downs' resignation, he will have taken 44 days in excess of his leave allowance.

3. This situation culminated in the resignation of Keeper Downs. He has not been paid beyond the close of January.

4. It is recommended that no salary be paid Mr. Downs for February and one-half of March, which will still leave him exceeding the accrued allowance for 1930 by 44 days. In view of the fact that during the period of excess leave Mr. Downs paid a substitute personally, it is recommended that his leave allowance for 1930 be increased a total of 44 days. It is not probable that we would be able to secure a remittance from him, inasmuch as he has already paid a substitute for the period in question. His January pay would also have been held up had this office been in possession of these facts at the time.

For and in the absence of the Superintendent,

A. L. Rebbel
Chief Clerk.

tained its usefulness retained by requiring district offices to pay direct any (over)

Perl

Corn K3/15

J. S. Dawn — Keeper
5th letter Mar 11-1930

Refer to [illegible]

Source: clarification requested by writer of this letter. JJ

The statement of facts in this case does not appear clear, particularly the first sentence of #4 containing the fee. As it will be necessary apparently to rule the case to the Dept, suggest further report from 5th giving a clear statement of the facts. There appears involved in this case the provision by the keeper of a substitute at his own expense. This is understood to be a traditional practice of the L.H.S. In view of present conditions, however, the practice may be considered unsound, particularly in connection with retirement (which would apparently involve the principle of a keeper being credited with service which he paid another to render for him; at the time of retirement age such "service" might be appreciable. Would suggest refer to Metlood for views as to discarding the practice. It appears the form of the practice could be discontinued & its usefulness retained by requiring district offices to pay direct any (over)

April 15, 1930.

LIGHTHOUSES

1930 APR 16 AM 11 44

Commissioner of Lighthouses:

The Department has approved the Bureau's recommendation of April 3, 1930, that James S. Downs, whose resignation from the position of keeper at $1560 per annum of Ragged Point Light Station, was accepted effective at the close of business on March 15, 1930, be paid only to the close of January 31, 1930.

By direction of the Secretary:

EDW. J. GARDNER

Chief of Appointment Division.

APR 16 1930

Bureau of Lighthouses, Wash., Copy to 5th Supt

A:N

5

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

James L. Downs (Name) — Md. (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	480	L.H. - Seven Foot Knoll, S.S. Md.	June 3, 1918
"	Trans	516	" Ragged Point, Md.	Oct 1, 1918
"	Incr	780	" "	Nov 1, 1918
"	"	840	" "	June 3, 1923
"	Prod	1080	" "	July 1, 1924
"	Prod of Pay	1320	" "	Feb 1, 1925
"	INCREASE IN COMPENSATION	1380	" "	JAN 1 1927
"	Promo	1440	" "	3/16/27
"	COMPENSATION Act. May 28, 1928.	1560	" "	JUL 1 1928
	RESIGNED CLOSE OF		March 15, 1930 - W.P.	

April 4, 1930.

Mr. James S. Downs,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted your resignation from the position designated below, effected at the close of business on March 15, 1930, but not without prejudice, in view of your unauthorized leave of absence.

Bureau Lighthouses

Position Keeper

Salary $1560 per annum

Station Ragged Point Light Station.

By direction of the Secretary:

Respectfully,

APR 15 1930

EDW. J. GARDNER

CARDED

Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED APR 18 1930 2647 ON JOURNAL DEPARTMENT OF COMMERCE

A:H
5

April 15, 1930.

Commissioner of Lighthouses:

The Department has approved the Bureau's recommendation of April 3, 1930, that James S. Downs, whose resignation from the position of keeper at $1500 per annum of Rugged Point Light Station, was accepted effective at the close of business on March 15, 1930, be paid only to the close of January 31, 1930.

By direction of the Secretary:

EDW. J. GARDNER APR 15 1930

Chief of Appointment Division.

A:H
5

AHL.

CHIEF CLERK

Form 98

NOTICE OF RESIGNATION OR DEATH

1930 APR 4 AM 11 36

DEPARTMENT OF COMMERCE APR 4 1930 APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE APR 10 1930 APPOINTMENT DIVISION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT,

March 11, 1930

COMMISSIONER OF LIGHTHOUSES:

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

Name, James S. Downs — Position, Keeper

Legal residence, Maryland — Station, Ragged Point Light Station

Salary, $1560. per annum

The acceptance of this resignation is recommended effective at the close of March 15, 1930.

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

Remarks:

See letter from this office of even date.

Has been Keeper since June 3, 1918.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN APR 11 1930 DEPARTMENT OF COMMERCE

For and in the absence of the Superintendent,

H. L. Pebbel

Chief Clerk.

4-4-30

RLC:EMF
2 incls.

BUREAU OF LIGHTHOUSES
WASHINGTON April 3, 1930.

Submitted to the Secretary of Commerce, ~~approved~~ recommending the acceptance of resignation of Keeper Downs, but not without prejudice, attention in this connection being invited to the attached copies of the Superintendent's letter of March 11 and his supplemental report of March 27, regarding the excess leave taken by this employee, in which the Bureau concurs, and in accordance with which it is recommended that Mr. Downs be paid only to the close of January 31, 1930.

Action O. K.

Chief Clerk

O. P. Karman

Acting Commissioner of Lighthouses.

Copy

Department of Commerce
Lighthouse Service

Office of Superintendent, 5th District,
Baltimore, Md.

March 11, 1930.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Excess leave of absence, Keeper J. S. Downs, Ragged Point L. H.

1. In connection with the attached notice of resignation of J. S. Downs, Keeper of Ragged Point Light Station, the Bureau is informed that in November of last year, Keeper Downs called at this office and alleged misconduct on the part of Asst. Keeper H. R. Hanberry, as a result of which the Chief Clerk of this office was directed to make an investigation in the vicinity of the Lighthouse. This investigation developed the fact that their differences were inconsequential, but incidentally it was learned that there were leave irregularities at this station.

2. The station records were removed and carefully checked in this office for the calendar year 1929. The official leave records kept in this office charged the Keeper with 94 days, 4 hours for that year, but station records showed he had taken unauthorized leave of 45 days in excess of the amount allowed and had furnished substitute at his expense. During the present year and up until March 15, the effective date of Keeper Downs' resignation, he will have taken 44 days in excess of his leave allowance.

3. This situation culminated in the resignation of Keeper Downs. He has not been paid beyond the close of January.

4. It is recommended that no salary be paid Mr. Downs for February and one-half of March, which will still leave him exceeding the accrued allowance for 1930 by 44 days. In view of the fact that during the period of excess leave Mr. Downs paid a substitute personally, it is recommended that his leave allowance for 1930 be increased a total of 44 days. It is not probable that we would be able to secure a remittance from him, inasmuch as he has already paid a substitute for the period in question. His January pay would also have been held up had this office been in possession of these facts at the time.

For and in the absence of the Superintendent.
(Sgd.) W. L. Rebbel,
Chief Clerk.

Copy

Department of Commerce
Bureau of Lighthouses
Washington

March 22, 1930.

RG:EMF
Incl.

SUBJECT: Letter of March 11, 1930, from 5th Superintendent, re Excess leave of absence, Keeper J. S. Downs, Ragged Point Light Sta.

Returned to 5th Superintendent with request for a revised statement of the facts in this case , which are not altogether clear to the Bureau; particularly the recommendation in the first sentence of paragraph four is not clear. It appears that the inclusion in the statement of the dates Downs was actually on duty this calendar year will help clarify the case. It is understood that the regular leave allowance for this station is ninety-six days a year, and it is suggested that the revised statement definitely cover this.

(Sgd.) W. P. Harman,
Acting Commissioner of Lighthouses.

RLR:CEP
Incl.

Office of the Superintendent, 5th District,
March 27, 1930.

1. Returned to the Commissioner of Lighthouses.

Leave taken by Downs, 1929		141 days
Allowance		96 "
	Over	45 "
Leave taken, 1930 (to Mar. 15)		64 "
Allowance		20 "
	Over	44 "

2. Downs was off 27 days in January, 21 days in February and 15 days in March, 1930. As stated in our letter of March 11th, pay from Feb. 1 to March 15, inclusive, has been withheld.

3. Paragraph 4 of our letter of Mar. 11 intended to convey the recommendation that Mr. Downs be not paid for 45 days that he was over his allowance in 1929, which is the exact amount being withheld by this office, but that the 44 days he is over the allowance in 1930 be excused in view of the fact that he paid personally for a substitute during the entire 89 days he was over his allowance in 1929 and 1930.

For and in the absence of the Superintendent,

(Sgd.) T. S. Johnson,
Assistant Superintendent of Lighthouses.

*** C O P Y ***

Tucker Hill, Va.

March 10, 1930.

Supt. of Lighthouses,
Balto., Md.

Dear Sir:

In reply to your letter of the 7th inst., I wish to resign at once.

Respectfully,

/sgd./ J. S. Downs.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. James S. Downs.

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,
Chief of Appointment Division.

CARDED

From: $1440

To: $1560

11—9504

L.

APPOINTMENT DIVISION ENTERED JUL 2 1928 ON JOURNAL DEPARTMENT OF COMMERCE,

DEPARTMENT OF COMMERCE
Lighthouse Service

Address all communications to
Supt. of Lighthouses,
Baltimore, Md.

Office of Superintendent, 5th Dist.
Baltimore, Md.

VNE

April 6, 1927.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Transfers and promotions.

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

Name	Position	Salary	Nature of Change	Letter date	Effec. date of change.
James S. Downs.	Keeper	$1440 p.a.	Promotion	2-18-27	3-16-27

For and in the absence of the Superintendent.

W. L. Rebbel,
Chief Clerk.

See file of Anelius Andersen, letter of 4-6-27

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

February 18, 1927.

Mr. James S. Downs,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1440 per annum, effective March 16, 1927. or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

FEB 23 1927

EDW. J. GARDNER.

Acting Chief of Appointment Division.

11—8074 GOVERNMENT PRINTING OFFICE

CARDED

APPOINTMENT DIVISION ENTERED FEB 23 1927 ON JOURNAL DEPARTMENT OF COMMERCE

P.
[illegible].
5.

Form 73
VRH

LIGHTHOUSES
1927 FEB 16 AM 8 58

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
DEPARTMENT OF COMMERCE
FEB 18 1927
APPOINTMENT DIVISION
1927 FEB 17 PM 3 19

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT.

Baltimore, Md., (City) February 15, (Date) 19 27

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE
FEB 19 1927
APPOINTMENT DIVISION

Action recommended, Promotion — Legal residence, Maryland

Name, James S. Downs — Proposed salary, $1440. p.a.

Position, Keeper (Prin) — Proposed range, $1440.-1800

Location, Ragged Point Light Station — Appropriation, Sal. Kpr. of Lighthouses (Such)

Effective, March 16, 1927 — [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, (Assistant) Keeper — Former salary, $1380. p.a.

Location, Ragged Point Light Station — Former range, $1260.-1620.

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

Previous incumbent, Carl Geiling Trans. Baltimore P.T. — Services terminated, March 15, 1927

Reason, Transferred and promoted.

Members of family in Government service, None

Date of birth, Aug. 18, 1872

Remarks:

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

H. D. King

Secretary, Civil Service District. — Superintendent of Lighthouses

---

BUREAU OF LIGHTHOUSES
WASHINGTON

2-14-27

Submitted to the Secretary of Commerce, approved FEB 17 1927

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
FEB 21 1927
DEPARTMENT OF COMMERCE

APPROVED:

ACTING ASSISTANT SECRETARY.

Acting Commissioner of Lighthouses.

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

11—2314

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
DOWNS, J. S.	ASST. KEEPER	$1380	INCREASE	1/1/27	1/1/27

/s/ King
Superintendent of Lighthouses.

SEE LETTER OF FEBRUARY 6, 1927. in file of STAUBLY, L.H.

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. James S. Downs,

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: $1320 per annum.

To: $1380 per annum.

Service and grade: Field.

Appropriation (unit):

APPROVED BY THE ACTING SECRETARY 1/1/27

FILE 10931

C
5

CARDED

APPOINTMENT DIVISION ENTERED JAN 14 1927 ON JOURNAL DEPARTMENT OF COMMERCE

GOVERNMENT PRINTING OFFICE 11—9051

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

VRH

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

December 16, 1925

LIGHTHOUSES
1925 DEC 17 AM 8 55

DEPARTMENT OF COMMERCE
DEC 21 1925
APPOINTMENT DIVISION
CHIEF CLERK

1925 DEC 19 PM 4 09

Commissioner of Lighthouses,
Washington, D. C.

Subject: Leave without pay.

1. The Bureau is advised that leave without pay from December 16 to February 1, 1926 has been granted to J. S. Downs, Assistant Keeper, Ragged Point Light Station. Mr. Downs has been sick and under the doctor's care since December 1, 1925.

Noted

Superintendent of Lighthouses

Bureau of Lighthouses, Washington
DEC 19 1925

File

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 31, 1925.

(CROSS REFERENCE)

Mr. James S. Downs,

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: $1320.

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

EK

5th

APPOINTMENT DIVISION ENTERED FEB 5 1925 DEPARTMENT OF COMMERCE

CARDED FEB 5 - 1925

ADDRESS ALL COMMUNICATIONS TO SUPERINTENDENT OF LIGHTHOUSES BALTIMORE, MD.

LGA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE JUL 9 1923 APPOINTMENT OFFICE OF SUPERINTENDENT, 5TH DISTRICT BALTIMORE, MD.

July 7, 1923.

(CROSS REFERENCE)

Downs James S. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1080, effective July 1, 1924.

For authorization see letter dated JUL 2 3 1924 File No. 1095/21.

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

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
James S. Downs	Keeper Kaggea	$840.	Promotion	6/7/23	6/3/23
Staton B. Midgett	" Mathias	840.	Promotion	6/9/23	4/1/22
John D. Midgett	"	720.	Form 73a	------	6/12/23
August H. Etheridge	" Love	720.	Form 73a	------	6/12/23

For and in the absence of the Superintendent.

H. G. Wrigstney.
1st Asst. Superintendent.

U. S. REPORT DATA ENTERED

CARDED

J.

Bureau of Lighthouses, Washington
JUL 9 - 1923

Submitted to Secretary of Commerce for his information

J. S. CONWAY
Acting Commissioner of Lighthouses

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

DEPARTMENT OF COMMERCE 1923 JUL 9 AM 8 43
JUL 9 1923
APPOINTMENT DIVISION
OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

July 7, 1923.

Commissioner of Lighthouses,
Washington, D. C.

Subject: Transfers and promotions, June.

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

Name	Position	Salary	Nature of Change	Letter Date	Effec. Date of Change
James S. Downs	Keeper Ragged	$840.	Promotion	6/7/23	6/3/23
Staton B. Midgett	" Orr	840.	Promotion	6/9/23	4/1/22
John D. Midgett	" Mathias	720.	Form 73a	------	6/12/23
August H. Etheridge	" Love	720.	Form 73a	------	6/12/23

For and in the absence of the Superintendent.

H. C. Wrigglesworth.
1st Asst. Superintendent.

U. S. REPORT DATA ENTERED

CARDED

J.

Bureau of Lighthouses, Washington
JUL 9 - 1923

Submitted to Secretary of Commerce for his information

J. S. CONWAY
Acting Commissioner of Lighthouses

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 7, 1923.

Mr. James S. Downs,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 780 per annum to $ 840 per annum, effective June 3, 1923. (including $60 per annum longevity pay).

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

By direction of the Secretary:

Respectfully,

JUN 8 [illegible]

EDW. J. GARDNER

ACTING Chief of Appointment Division.

11—8074

5th
G
C

APPOINTMENT DIVISION ENTERED JUN 9 - 1923 ON JOURNAL DEPARTMENT OF COMMERCE

BY H.T. REPORT DATA ENTERED

CARDED

Form 73
IGA

NOMINATION

1923 JUN 6 PM 4 16

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Fifth DISTRICT

1923 JUN 6 AM 8 47

Baltimore, Md., (City.) June 5, 1923, (Date.) 19

DEPARTMENT OF COMMERCE JUN 6 1923 APPOINTMENT DIVISION.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Increase due to longevity

Name, James S. Downs — Legal residence, Maryland.

Position, Keeper — Salary, ~~$780.~~ 840 p.a. plus $60. longv.

Location, Ragged Point L. S. Md — Appropriation, Salaries, Keepers of Lighthouses

Effective June 3, 1923. { the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~.

Former position, Keeper — Former salary, $780. p. a. base

Location, Ragged Point L. S.

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

Previous incumbent, Himself — Services terminated, June 2, 1923.

Reason, Has served continuously in Lighthouse Service since June 3, 1918.

APPOINTMENT DIVISION RECEIVED ACTION TAKEN JUN 8 1923 DEPARTMENT OF COMMERCE

Members of family in Government Service,

Date of birth, August 18, 1872.

Remarks:

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

For and in the absence of the Superintendent.

Secretary, Civil Service District.

Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

JUN 6 - 1923

APPROVED:

ACTING SECRETARY OF COMMERCE.

J. S. CONWAY

Acting Commissioner of Lighthouses.

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

11—2314

McC-B

5

December 19, 1918.

1918 DEC 20 AM 10 11

Sir:

Referring to report of the assistance rendered by you on November 28, 1918, to the Captain of the barge L. B. ADAMS, loaded with rip rap for use at Ragged Point Light Station, which had broken loose from her moorings and had sprung a leak during a storm, the Department is pleased to commend you for the service thus rendered, which will be noted on the records as part of your official history.

Respectfully,

WILLIAM C. REDFIELD

Secretary.

Mr. James A. Downs,
Assistant Keeper, Ragged Point Light Station, Md.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

WILLIAM C. REDFIELD

Exact copy as signed by

Mailed DEC 19 1918 by

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 14, 1918.

Mr. James S. Downs,
M

Sir: Through the Commissioner of Lighthouses.

You are advised that your salary as keeper in the Lighthouse Service has been changed from $516 per annum to $720 per annum, effective November 1, 1918.

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

By direction of the Secretary:

CARDED

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

OR BASIS OF THIS ACTION BE
DATED 10-17-18
1095-5

R
Ho

APPOINTMENT DIVISION
NOV 15 1918

CROSS REFERENCE

SEE FILE--464/16/D#1

NAME Downs, James S. 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
780	240	1020	CR	164.25	1184.25	LHS	2	1260	yes	60	

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

approved $1260

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1260 TO $1500

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.$20.00

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 fourth 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.

EL CLASSIFICATION BOARD FORM NO. 1
e filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 106
2—12758

DO NOT WRITE IN THIS SPACE

	a		
	b		
	c		
	d		

1. Downs (Surname) James (Given name) S. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse
5. (a) Field Station Fifth Lighthouse District
   (b) Subdivision Ragged Point L.S., Md.
   (c) City or town --- State Md.
6. Pay-roll title Light keeper
7. Customary office title Asst. 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 $ 780. per annum; bonus, $ 240. per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 780. per " ; bonus, $ " 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. $20.00
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 fourth 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.

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

Asst. keeper is under immediate supervision of keeper except when keeper is absent from station, when assistant keeper takes charge of station and assumes responsibilities of keeper. Stations are usually in isolated localities where the personnel must act in emergency without reference to superior officers.

20. Do the duties involve direction or supervision of the work of other employees? _____
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

This employee ranks second at this station and he regularly has no employees under him.

21. How long have the employee's duties been substantially as described above? Oct. 1, 1918

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

May 25, 1923. H. D. King Supt. of Lighthouses
(Date) (Signature of Preparing Officer) (Title)

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

_____
(Signature of Employee)

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		X	
Initiative (originality and resourcefulness)	X		
Trustworthiness (dependability)	X		
Speed (quickness)		X	
Physical Qualities (strength and endurance)	X		

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

Technical Education: If essential, kind and extent ----

Experience: If essential, kind and extent ----

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 $ 1020. to $ 1260. exclusive of allowances mentioned in question 15.

May 25, 1923. H. D. King Supt. of Lighthouses
(Date) (Signature of head of field office or station) (Title)

GOVERNMENT PRINTING OFFICE 2—12758

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

L. H. INSPECTOR OCT 16 1918 BALTIMORE MD.
LIGHT NOV 4 1918 HOUSES

I, James S. Downs

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:

NOV 14 1918 9 15 AM

State of Maryland, St. Mary's County, Sct:

CHIEF CLERK

I hereby certify that Philip J. Medley Esquire, before whom the annexed ~~acknowledgment and~~ affidavit was made, and who has hereto subscribed his name, was at the time of so doing a Justice of the Peace of the State of Maryland, in and for the County of St. Mary's duly commissioned and sworn, and authorized by law to administer oaths and take acknowledgments. I further certify that I am acquainted with the handwriting of said Justice and verily believe the signature to be his genuine signature.

1918 NOV 4 PM 2 49

In testimony whereof I hereto set my hand and affix the seal of the Circuit Court for St. Mary's County, this 14th day of [illegible] A. D. 1918

Enoch B. Abell

Clerk of the Circuit Court for St. Mary's County.

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

Supt. of Lighthouses

OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, 5th DISTRICT

Baltimore, Md. November 1, 1918.
(Address) (Date)

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

W. D. Bunting

(Signature of appointee)

Superintendent of Lighthouses.

ORDERED.

Supt.
1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
File

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

[5] Give this information in all cases where new oath is required.

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

11—944

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

L. H. INSPECTOR OCT 16 1918 BALTIMORE MD.
LIGHT NOV 4 1918 HOUSES
NOV 14 1918 9 16 AM

I, James S. Downs

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.

James S Downs

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 12th day of October, A. D. 1918

(Affix official seal here)

[4] (Name) Philip J Medley

(Official title) Justice of the Peace

My commission expires May 1920

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Asst. Keeper	$ 516. per a.	Ragged Point Light Station, Md.
Former [5] Asst. Keeper	480. p.a.	Seven Foot Knoll Light Station, Md.

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

Supt. of Lighthouses

OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, 5th DISTRICT

Baltimore, Md. (Address) November 13, 1918. (Date)

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

J. D. Lange

(Signature followed by) Superintendent of Lighthouses. JER

ORDERED.

1 A Supt.
Chief Cl.
2 A Supt.
3 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
File

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

11—944

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 25, 1918.

Mr. James S. Downs,
Through the Commissioner of Lighthouses

Sir:

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

Keeper

in the Lighthouse Service

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

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

By transfer and promotion from keeper at $480 per annum.

APPOINTMENT DIVISION ENTERED SEP 25 1918 DEPARTMENT OF COMMERCE

CARDED

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

R
Ho

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John T. Saunders

Legal Residence: Maryland.

11—3693

Form 73

MEM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Supt. of Lighthouses
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~, 5th DISTRICT,

5

LIGHT SEP 24 1918 HOUSES

SEP 24 1918 8 57 AM

Baltimore, Md. (City.) September 23, 1918 (Date.) 191

THE COMMISSIONER OF LIGHTHOUSES:

CHIEF CLERK

Action recommended, Transfer and promotion

Name, James S. Downs — Legal residence, Maryland

1918 SEP 24 PM 3 34

Position, ~~Assistant~~ Keeper — Salary, $ 516. p.a.

APPOINTMENTS

Location, Ragged Point Light Station, Md. — Appropriation, Salaries, Keepers of Lighthouses

Effective October 1, 1918 — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

SEP 24 PM 4

Former position, Assistant Keeper — Former salary, $ 480. p.a.

Location, Seven Foot Knoll Light Station, Md.

16

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

Previous incumbent, John T. Saunders — Services terminated, With close of Sept. 30/18

Reason, Resigned.

Members of family in Government Service, None

Remarks:

9/24/18 atk

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

W. D. King

Secretary, Civil Service District. Supt. of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

SEP 24 1918

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN SEP 25 1918 DEPARTMENT OF COMMERCE

1918 SEP 24 PM 3 19

A. B. Bowerman

Acting Commissioner

V

1 Strike out the clause which does not apply.

11—2314

2161

CHIEF CLERK

5

LIGHT
JUN 14 1918
HOUSES

DEPARTMENT OF COMMERCE

1918 JUN 17 PM 1 14

PERSONAL QUESTION SHEET

JUN 14 1918 2 12 PM

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. If unable to write, he may sign by mark in the presence of one witness.)

1. What is your full name? (State whether Mr., Miss, or Mrs. and spell out names in full, including middle name or names. Example: Mr. John Richard Roe. If name itself is merely a letter, it should be so stated.)

James Solomon Downs

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

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

Lighthouse Service	Seven-Foot Knoll L.S., Md.	5th
Bureau or Service.	Place (city, town, station, or vessel).	District.

4. Position to which appointed Assistant keeper

5. Compensation $480. per an. (base pay)

6. Appropriation from which paid Salaries, Keepers of Lighthouses

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination ———, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

From "Asst.Kpr. exam. of April 9, 1918"

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

Valley Lee	Md.	St. Marys	5th
City or town.	State or Territory.	County.	Congressional district.

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

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

11. Where were you born? St. Marys Co., Md.

12. When were you born? August (Month.) 18 (Day.) 1872 (Year.)

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

CARDED

14. What is your marital condition? Single

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

Philip J. Medley	
Name.	Number and street.
Piney Point	Md.
City or town.	State or Territory.

11—1434

1918 JUN 17 AM 9 10

16. Are there any members of your family, besides yourself, in the civil service of the United States? ....No.....

(If answer is "Yes," give in blank spaces below the information called for by the headings.)

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
.....	.....	Position	.....	.....
	.....	Department or office		
.....	.....	Position	.....	.....
	.....	Department or office		
.....	.....	Position	.....	.....
	.....	Department or office		

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

None

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

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
None					

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

No

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.)

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

21. If you served in the military or naval service of the United States other than during war time, indicate such service in the spaces below.

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

22. Are you the widow or orphan of an honorably discharged soldier or sailor? .No.... (If answer is "Yes," give the information called for by the blanks below.)

Relationship (widow or orphan).....

Name under which soldier or sailor rendered service .....

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

23. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 18, 19, 20, and 21.)

Oysterman

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

Public school

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

Waterman

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

Asst. Kpr. exam., April 9, 1918, 5th L. Dist.

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

No; by clerk, Lighthouse Inspector's Office, Balto., Md.

Date, June 3, 191 8

Witness (in case signature is by mark):

(Signature) James S. Downs

P. O. Address: Piney Point
City or town.
Md.
Number and street.

State or Territory.

(If appointee is to be employed in the field, this form should be reviewed and approved by the proper field officer and need not be signed by an official of the Bureau. If appointee is to serve in the District of Columbia, the form should be reviewed and approved by the proper Bureau officer. When forwarding this form, no letter of transmittal is required.)

RECM.

Reviewed, approved, and forwarded June 13, 191 8

(Signature) H. D. King

(Official title) Lighthouse Inspector 3d

11—1434

June 7, 1918.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 4th instant the Department has amended its order appointing James S. Downs as assistant keeper of Seven-Foot Knoll Light Station, Maryland, at $480 per annum, by changing the title of the position to read keeper.

The notice of appointment dated May 25, 1918, has been amended accordingly and is returned herewith.

By direction of the Secretary:

(Signed) Clifford Hastings.

Chief of Appointment Division.

GARDEN
APPOINTMENT DIVISION
ENTERED
JUN 7 - 1918
ON JOURNAL
DEPARTMENT OF COMMERCE

Enclosure 1316.
C
R

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

81

5

LIGHT HOUSES

CHIEF CLERK

REOM.

APPOINTMENTS

OFFICE OF INSPECTOR, 5TH DISTRICT
BALTIMORE, MD.

1918 JUN 5 PM 4 09 May 31, 1918

1918 JUN 5 PM 3 42

Returned to the Commissioner of Lighthouses for change of title from "Assistant Keeper" to "Keeper", in accordance with Department Letter of May 19, 1918, forwarded to this Office by Bu. indsmt., May 21, 1918.

Nomination, Form 73, this case, was sent to the Bureau on May 20, 1918 prior to the receipt of Dept. letter above referred to, hence title was given as assistant keeper. Return of corrected appointment, requested.

W. D. King
Lighthouse Inspector, 5th

Hydrog.
Engr. Cons.
Mar. Engr.
~~Personnel~~
Accounts.
Contracts
Chf. Clk.
Dep. Comsr.
Comsr.

APPOINTMENT DIVISION
NECESSARY ACTION TAKEN
JUN 7-1918
DEPARTMENT OF COMMERCE

AKT
2 inclosures

Bureau of Lighthouses, Washington
June 4, 1918

1918 JUN 5 PM 3 34

Submitted to Secretary of Commerce for his information, there being inclosed, in duplicate, Department letter of May 25, 1918, for amendment.

Commissioner

TC

AKT

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

5

L. H. INSPECTOR JUN 13 1918 BALTIMORE MD.

LIGHT JUN 14 1918 HOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, James S. Downs

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.

JUN 15 1918 2 11 PM

James S. Downs

(Appointee signs here)

1918 JUN 11 AM 11 25

[2] Sworn to (See below) and subscribed before me, this [3] 3rd day of June, A. D. 191 8

(Affix official seal here)

[4] (*Name*) F. C. Ruffhead

(*Official title*) Chief Clerk, 5th Lighthouse District

My commission expires _____

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present XXXXXXXXX Keeper	$480. per an.	Seven-Foot Knoll L.S., Md.
Former [5] None XXX		

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

REOM

CARDED

OFFICE OF LIGHTHOUSE INSPECTOR, 5th DISTRICT

Baltimore, Md., (Address) June 13, 1918 (Date)

The above-named appointee entered upon duty on June 3, 1918 (Date)

H. D. King

(Signature, followed by title)

Lighthouse Inspector

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

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

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

[5] Give this information in all cases where new oath is required.

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

11—944

C

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 25, 1918.

Mr. James S. Downs,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, ~~as~~ Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. - - -) issued by the local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.
Chief of Appointment Division.

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Evan J. Midgett.

Legal Residence: Maryland.

(See reverse side.)

APPOINTMENT DIVISION ENTERED MAY 27 1918 ON JOURNAL DEPARTMENT OF COMMERCE

11—5080

D. L. Gunn
Amends

REOM

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES MAY 22 1918

APPOINTMENTS 1918 MAY 24 AM 8 55

FOURTH DISTRICT MAY 21 1918 Received

OFFICE OF LIGHTHOUSE INSPECTOR, 5th. DISTRICT

Baltimore, Md., May 20, 1918
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Thru the Secretary, Fourth Civil Service District)
Action recommended, Probationary appointment

Name, James S. Downs

Legal residence, Md.

Position, Assistant Keeper

Salary, $480. per an. (base)

Location, Seven-Foot Knoll L.S., Md.

Appropriation, Salaries, Keepers of Lighthouses. 1918 MAY 23 PM 4 18

Effective June 1, 1918

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

DEPARTMENT OF COMMERCE MAY 25 1918 APPOINTMENT DIVISION NECESSARY ACTION TAKEN

Former position, None

Former salary,

Location,

Rank on eligible list, 3 Rating, Asst. Kpr. Percentage, 84.8, Other eligibles considered:
D.H.Todd...D with request for restoration on July 1, 1918 J. Messick..C
C.R.Spain..C
W.E.Dobson.D with request for indefinite suspension

Previous incumbent, Evan J. Midgett Services terminated, with close of May 31, 1918

Reason, Resignation

Members of family in Government Service, None

Remarks: Quarters are not allowed to the family of an assistant keeper, Seven-Foot Knoll L.S., Md.

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

L. H. Fisher 4th
Secretary, Civil Service District.

King
Lighthouse Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 23 1918

Submitted to the Secretary of Commerce, approved.

1918 MAY 23 PM 3 34

Galloway
Acting Commissioner

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

11—2314