DUNCAN, DANIEL Z.

DUNCAN, DANIEL Z.

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

A.N.J.

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

Charleston, S.C., June 24, 1912. , 191

THE COMMISSIONER OF LIGHTHOUSES:

BUREAU OF LIGHT-HOUSES
JUN 27 1912
DEPT OF COMMERCE AND LABOR

The following recommendation is submitted:

Action proposed, Appointment of

Name, Daniel Z. Duncan Legal residence, Georgia.

Position, Assistant Keeper Salary, $480.00 per annum

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

Effective August 1st / or as soon thereafter as he enters on duty ~~on the actual date of entrance on duty~~

Former position, Assistant Keeper Former salary, $40.00 per month

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

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

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

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

Previous incumbent, Himself Services terminated, Recommended July 31st

Reason, Change monthly to per annum rate of pay.

Remarks: In accordance with Circular Letter of May 23, 1912.

APPROPRIATION: Salaries of Keepers of Lighthouses.

H. D. King

Inspector, 6th L.H. District.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 1 1912

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

11—2314

G. W. Putnam

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 11, 1912.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

Sir:

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

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 change from $40 per month.)

EOD
8-1-12

By direction of the Secretary:

Respectfully,

(SIGNED) R. O. SHELSE

P D Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Georgia.

11—3692

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-HMD

Dist. Comdr.
Hyd. Off.
Eng. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.
June 9, 1913.

Letter of caution.

6/12/13 Wrote [illegible]

BUREAU OF LIGHTHOUSES JUN 11 1913 DEPT OF COMMERCE

BUREAU OF LIGHTHOUSES JUL 16 1913 DEPT OF COMMERCE

D. Z. Duncan, Asst., Upper and Lower Flats Ranges:

You are advised that it has been reported to this office that Lower Flats Rear Light was out on the nights of June 4th and 5th and that also on the night of the 6th it was necessary for the Keeper to relight it at 8:30 P.M. You are directed to submit to this office any statement you may have in explanation of this apparent neglect of duty.

You should make a special study of the new light recently installed on this structure and in case there is any defect thereih, report the same to this office without delay.

KING

Inspector.

Forwarded to Commissioner as information.

King

Inspector.

Bureau of Lighthouses, Washington
June 12 1913

Copy Submitted to Secretary of Commerce for his information. The Inspector has been requested to submit further report on Duncan at end of three months.

Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

HDK-AHT

Efficiency rating.
Daniel Z. Duncan

July 7, 1913.

BUREAU OF LIGHTHOUSES
JUL 9 1913
DEP'T OF COMMERCE

Commissioner of Lighthouses:

Letters of caution have been addressed this employee on June 9th and July 3, 1913, At the expiration of the time specified, if no improvement in character of services has been noted, a recommendation will be submitted for the dismissal of this employee for the good of the Service.

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-HMD

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Cal. Clk.
Commr.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

July 3, 1913.

BUREAU OF LIGHTHOUSES
JUL 5 1913
DEP'T OF COMMERCE
BUREAU OF LIGHTHOUSES
JUL 16 1913
DEP'T OF COMMERCE

Second caution.

Mr. D. Z. Duncan, Asst. Keeper

Upper & Lower Flats Range Lights.

(Through Keeper)

You are advised that this office is in receipt of report, dated June 25, 1913, that for four nights previous to that date, your lights were so dim as to be scarcely visible. Referring to letter of caution addressed you on June 9, 1913, you are further warned to give your utmost care and attention to these lights in order that no further complaints may be received by this office. Should any such complaints be received within the next sixty days, which you are unable to satisfactorily explain, such condition will be deemed sufficient cause for this office to recommend your dismissal from the Lighthouse Service.

KING

Inspector.

July 3, 1913.

Forwarded to the Bureau as information.

King

Inspector.

HRW-McC.

July 22, 1913.

Subject: D. Z. Duncan, caution.

Submitted to Secretary of Commerce for his information, and with recommendation that no further action be taken in this case until the expiration of three months from July 3, 1913, with the understanding that the Inspector will then submit a further report, accompanied by appropriate recommendation.

Inspr Efficiency
report in this case
(Form 106 June 30, 1913)
war rents Accepts
with this endorsement
+ other papers Asst

HRW-McC.

July 10, 1913.

Subject: D. Z. Duncan, caution.

Returned to Sixth Inspector, with statement that the Inspector's letter of caution of July 3, 1913, should have been forwarded to this office in duplicate, in accordance with Bureau Circular No. 188.

Attention is invited to the fact that in your letter of caution of June 9, 1913, herewith, to Mr. Duncan, you directed him to submit any statement he may have desired to make in explanation of his apparent neglect of duty. Submit Mr. Duncan's reply, together with the return of the papers.

Attention is invited to the fact that before the dismissal of an employee is recommended, paragraph headed "Charges against employees," page 91 of the Regulations, 1911, must be complied with.

Submit further report and recommendation in this case when the papers herewith are returned to the Bureau.

Ltr from 106 forwarded Ins Durfee 7/7/13

Acting Commissioner.

DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

WASHINGTON

BUREAU OF LIGHTHOUSES
JUL 25 1913
DEP'T OF COMMERCE

Dep Comm.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

July 24, 1913.

Commissioner of Lighthouses:

The Department is in receipt of the Sixth Inspector's report relative to the case of Daniel Z. Duncan, assistant keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights, South Carolina and Georgia, and approves the Bureau's recommendation of the 22nd instant that no further action be taken in his case at the present time, but that a further report, accompanied by appropriate recommendation, be submitted at the expiration of three months from July 3, 1913.

E. F. Sweet

Acting Secretary.

Bureau of Lighthouses, Washington,
July 28/13

Copy To Lighthouse Inspector, ... Charleston S C .....
for his information, guidance, and files of office.

Acting Commissioner

C-M

ADDRESS ALL COMMUNICATIONS
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

AHT-HMD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES
AUG 9 1913
DEP'T OF COMMERCE

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

Aug. 7, 1913.

Form 106 for
June 30, 1913.

Dep. Comsr,
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf Clk.
Commr.

Dept

Commissioner of Lighthouses:-

Bureau letter of August 5th, relative efficiency ratings for period ending June 30, 1913:

In this connection I have to forward herewith copy of Form 106 together with letter of transmittal, dated July 7, 1913.

In further reference to this matter, attention is invited to correspondence between this office and the Bureau with particular reference to Department letter of July 24th transmitted to this office by Bureau endorsement of July 28th in the case of Daniel Z. Duncan.

In the absence and by direction of the Inspector,

Farrow
Chief Clerk.

Case closed out by Bur recommendation of July 23, 1913, and Dept approval of July 24, 1913.
HAH 8/9/13

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES
AUG 9 1913
DEP'T OF COMMERCE

HDK-AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

Efficiency rating.
Daniel Z. Duncan.

July 7, 1913.

Commissioner of Lighthouses:-

Letters of caution have been addressed this employee on June 9th and July 3, 1913. At the expiration of the time specified therein if no improvement in character of services has been noted, a recommendation will be submitted for the dismissla of this employee for the good of the service.

sgd KING
Inspector.

Form 103

EFFICIENCY RATINGS

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

BUREAU OF LIGHTHOUSES
AUG 9 1913
COPY DEP'T OF COMMERCE

EFFICIENCY RATINGS of employees holding appointment certificates under direction of the Inspector *of the* Sixth *Light-House District for the period ending* ~~December 31~~ June 30, *19* 13, *whose efficiency is BELOW 8-10 for quantity of work, good for quality of work, and good for interest manifested in work.*

(*a*) Indicate amount in tenths, on the basis that $\frac{10}{10}$ equals the amount of the class of work under consideration which can be performed by a thoroughly efficient employee.

(*b*) For quality and interest manifested in work use terms: Excellent, Good, Average, Fair, Poor. Abbreviate terms.

A recommendation, in duplicate, on a separate sheet of paper, should be made in each case noted on this report.

If a District Officer has no employees below the required standard, this form should be submitted with a statement thereon to that effect.

NAME OF EMPLOYEE (Surname last)	WHERE EMPLOYED (Abbreviate, if necessary)	EFFICIENCY			
		QUANTITY (*a*)	QUALITY (*b*)	INTEREST MANIFESTED IN WORK (*b*)	IS EMPLOYEE FULLY EARNING SALARY
Daniel Z. Duncan	Asst. Kpr. Upper and Lower Flats Ranges Savannah River, Georgia.	6/10	Poor	Fair	No.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.
L. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

BUREAU OF LIGHTHOUSES
OCT 8 1913
DEP'T OF COMMERCE

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.
October 6, 1913.

HDK-CAR
Service & efficiency
Daniel Z. Duncan.

OK Cop Dept
MC 10/8

Commissioner of Lighthouses:-

Referring to Bureau endorsement of July 28, 1913, on copy of Department letter of July 24, in case of Daniel Z. Duncan, Assistant Keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights:

I have to transmit the following report of Keeper of these Lights. During this period but one complaint has been received, copy of which is also attached.

It is recommended that a letter of caution be addressed this employe by the Commissioner of Lighthouses, and that no further action be taken in this connection at this time, it appearing that the quality of services rendered has greatly improved.

King.
Inspector.

McC.

Bureau of Lighthouses,
October 11, 1913.

Submitted to Secretary of Commerce, recommending that the Bureau be authorized to address a letter of caution to Duncan, and that no further action be taken at this time.

In this connection, reference is made to Department letter of July 24, 1913.

MC
HB
mcc

L

BUREAU OF LIGHTHOUSES
OCT 8 1913
DEP'T OF COMMERCE

CAR-Copy.

Upper & Lower Flats Range
Light Station
Savannah, Ga.
October 5th, 1913.

To the Lighthouse Inspector,
Charleston, S. C.

Sir:

In answer to letter of Oct. 1st, 1913, in regards to the service and efficiency of D. Z. Duncan, from July 3 to Oct. 3, 1913:

I respectfully state that he has been keeping very good Lights and I have no fault to find with him, so far during that period.

I am Sir
Very Respectfully
(Sgd.) G. W. Martus
Keeper.

WESTERN UNION
TELEGRAM

BUREAU OF LIGHTHOUSES
OCT 8 1913
DEP'T COMMERCE

CAR-Copy.
73AN H 16 COLLECT GR

Savannah, Ga. July 24, 1913.

Lighthouse Inspector

Charleston, S C

Rear light Cabbage Tree Range Savannah River Reported Extinguished

Hydrographic Office

1205 PM

NOTE:- "Cabbage Tree Range " is local name for Lower Flats Range.

41

Oct 17, 1913
Cautioned.

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

BUREAU OF LIGHTHOUSES
OCT 16 1913
DEPT OF COMMERCE

Dep. Comm'r.
Hydrog.
Engr. Cons.
Mar. Engr.
C. O. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Comm'r.

October 14, 1913.

Caution to copy letter PC 10/16

Commissioner of Lighthouses:

The Department is in receipt of copy of the Sixth Inspector's report of the 6th instant, and enclosures, in further reference to the efficiency of Daniel Z. Duncan, assistant keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights, South Carolina and Georgia, and approves the Bureau's recommendation of the 11th instant to the effect that no further action be taken in his case at this time other than to address him a letter of caution, copy of same to be furnished the Department for its files.

E. F. Sweet

Acting Secretary.

C-M

MeC-REV.

Caution.

October 10, 1913.

Mr. Daniel Z. Duncan,
Assistant Keeper, Lower Flats Range, Elba Island and
Upper Flats Range Lights, South Carolina and Georgia.
(Through Lighthouse Inspector, Charleston, South Carolina.)

Sir:

Referring to the charge that some of the lights in your care had not been receiving proper attention during the month of June 1913.

It is noted that since the time your inattention to duty was brought to your attention, a marked improvement has been shown in your work. It is hoped that you will continue to perform your duties in an efficient manner, and failure to do so will result in more drastic action being taken in your case. The fact that you have been cautioned will be noted on the records of the Department, this Office, and those of the Inspector, as part of your official history.

[redacted]

Commissioner.

copy

Bureau of Lighthouses, Washington.
OCT 18 1913

To Lighthouse Inspector, Charleston, S. C.,
for his information, guidance, and files of office. Report any further dereliction of duty on the part of Duncan.

Acting Commissioner.

Bureau of Lighthouses, Washington
OCT 18 1913

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
FEB 19 1914
HOUSE

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

THG-JDKS

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

Dept

February 18, 1914.

D. Z. Duncan, Asst. Kpr.,
Elba Island, etc.,
Savannah, Ga.

This office has been informed by the Keeper of Elba Island, etc., that the Front Light of the Lower Flats Range was out from 9 P. M. on the 15th inst. to sunrise of the 16th inst.

It was stated that this was due to you neglect in not taking proper care of the light, allowing it to be in a very dirty condition.

This office cautions you that it will not tolerate any such neglect in the future, and that hereafter it expects all lights in your care to be clean at all times. This light is also reported as not burning in a satisfactory condition on the night of February 16 by the Asst. Supt.

In the absence and by direction of the Inspector

Gregg
Superintendent.

Indorsement.

To the Commissioner of Lighthouses for his information.

In the absence and by direction of Inspector
Gregg
Superintendent.

Bureau of Lighthouses, Washington
FEB 20 1914

Returned to L. H. Inspector, Charleston S.C., for signature.

Submitted to the Secretary of Commerce for his information.

Acting Commissioner.

Bureau of Lighthouses
February 28, 1914.
Submitted to the Secretary of Commerce for his information

Commissioner

LIGHT HOUSE BOARD
JUN 7 1909
NO.

Department of Commerce and Labor

EFFICIENCY REPORT

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

1. Bureau Light-House Inspector, 6th Dist. 2. Where employed Savannah River, Ga.
3. Name Daniel Z. Duncan 4. Where born South Carolina.
5. Age 68 6. Position Asst. Kpr. Flats Range Lights, S.C. & Ga. Lower Flats Range, Elba Island, and Upper
7. Compensation $40.00 p.m. 8. When appointed (*a*) December 8, 1888.
9. How appointed (*b*) Prior to classification.
10. Appointed from — State Georgia. Congressional District 1st County Chatham.
11. Status under Civil Service Rules (*c*) Classified Competitive.
12. Is the employee an honorably discharged soldier or sailor? No. See remarks
13. Other Government service None.
14. Duties (describe fully) Perform the duties of keeper in his absence and his share of the work in attending the lights and in the care of government property at the station.
15. Efficiency — Quantity of work (*d*) 10/10; 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*) Served in the Navy from July 1, 1863, to August, 1864.

J. H. Sherrington
Comdr., U.S.N., Ret'd, Inspr. 6th L.H. District.
Head of Bureau or Office.

June 3, 19 09.

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

May 11, 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 Daniel Z. Duncan 2. Age 69 (Last birthday.)

3. Bureau Lighthouses (6th Dist.) 4. Position Assistant Keeper Lower Flats Rng., Elba Island and

5. Compensation $40.00 p.m. 6. Where employed Upper Flats Rng. Lights, S.C. & Ga.

7. When appointed (*a*) Dec. 6, 1888 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? Yes, sailor.

11. Does the employee receive a pension? Yes If so, state the amount $144.00 per annum

12. Other Government service Served in U.S.Navy during Civil War.

13. Duties (describe fully) Perform the duties of the keeper in his absence and his share of the work in attending the light and care of government property. Be able to operate motor boat necessary for station.

14. Has the employee special qualifications? Yes If so, state them Is not afraid of venomous snakes which are abundant at Station.

15. Efficiency (*d*):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	85	2	170
Quality of work	85	3	255
Interest manifested in work (see also Question 17)	85	3	255
Attendance		2	
Total		~~10~~ 8	680
Average percentage			85

11—4259

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

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

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

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Salary is a fair equivalent for service rendered. 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*) This employee is elderly but able to perform the duties of this station.

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

N. Ahrendt

Comd'r U. S. N. Light House Inspr. 6th. District.

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

11—4259

Chief of Bureau or Office.

Department of Commerce and Labor

D. Z. Duncan,
Asst. Hyr. Upper and
Lower Flats.

File

See 6th Inspr's letter of
May 13, 1914 (file 2583) relative to
new light being out May 7, 1914, and
proposal to discontinue position
of Asst. Hyr.

NoC.-WES.

Set inclosures.

July 13, 1914.

SUBJECT: Assistant keeper, Upper & Lower Flats, etc., discontinuance.

Submitted to the Secretary of Commerce recommending that the position of assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, S. C. and Ga., at $480 per annum, be discontinued, effective on a date later to be determined by the Department, and that the services of the incumbent of the position, D. Z. Duncan, be discontinued without prejudice. It is not believed that the further continuance of this position at this time is required, and this discontinuance is recommended in the interests of economy and more efficient operation of the lights.

It is also recommended that the pay of the postion of keeper of the above station be increased from $720 per annum to $780 per annum, effective on the date of entrance on duty of the incumbent at the new rate of pay. The increase in compensation recommended is to cover the cost of fuel for the operation and maintenance of the keeper's motor boat and is to continue so long as he furnishes a suitable motor boat at his own expense for the care of these lights. Attention is invited to the inclosed correspondence in regard to this matter being letter of July 1, from the Sixth Inspector, a letter of May 13, 1914, from the Sixth Inspector to the assistant keeper of these lights; the reply of the assistant keeper to the letter in question; and indorsements of June 2, and June 9, between the Sixth Inspector and this office.

Nomination for the increase in the compensation of George W. Martus, the present incumbent of the position of keeper is inclosed. This increase recommended is justified by the duties to be performed and is not in excess of that paid for same or similar services during the preceding fiscal year.

LIGHT
JUL23 1914
HOUSES

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

July 22, 1914.

Commissioner of Lighthouses:

There is returned herewith the resignation of Daniel Z. Duncan as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, in view of the fact that the Department has already discontinued his services in that position effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

(SIGNED) T. J. FITZGERALD

Acting Chief Clerk.

Bureau of Lighthouses, Washington.
JUL 23 1914

To Lighthouse Inspector, Charleston, S.C.
for his information, guidance, and files of office. Report last day of service of Duncan. See Department letter of July 14, 1914, discontinuing his services.

Acting Commissioner.

Enclosure No. 1263.
M

LIGHT
JUL17 1914
HOUSES

July 16, 1914.

Sir:

In view of the discontinuance of the position which you occupy, and in accordance with the recommendation of the Commissioner of Lighthouses, your services as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, have been discontinued, without prejudice, effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

Last day remain July 31, 1914.

M

JUL 17 1914

Aug. 7, 1914, 6 Inspr. reports last day service D. Z. Duncan as July 31,1914.

File 2583.

Daniel J. Duncan.

INACTIVE

STATE FROM WHICH APPOINTED
Georgia.

STATUS

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
Keeper, Fort Jackson Range Lights, Ga.	$600	Light-House	Petition from Treasury July 1, 19
" " "	$360	"	Sep. 4, 1905.
Asst. Kpr, Lower Flats Range, etc, S.C. Ga	420 pa	"	June 1, 1908
" " " " " " "	$40. mo	"	July 1. 1908.
" " " " " " "	$480.	"	Dec 1, 1912
Discontinued, without prejudice, date of date to be reported)			July 31. 1914.

INACTIVE

Department of Commerce and Labor

TT.
File No. 8644.

LIGHT-HOUSE BOARD

Washington

27 Sept. '05.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 28 1905
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
OCT 3- 1905
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
SEP 28 1905
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask that the pay of Mr. Daniel Z. Duncan, Keeper of Fort Jackson Range Lights, Ga., be reduced from $600 to $360 a year, to date from 4 Sept. '05.

Mr. Duncan, in addition to Fort Jackson Range Lights, has had the care of Oglethorpe Range Front Light, Ga., and on the date named, this light was placed under the care of Mr. Clarence H. Miles, Laborer in charge of Proctor Place Beacon, Ga., for whom an increase in pay has been asked in another letter of this date. The duties of Mr. Duncan were lessened because he was incapable of properly caring for so many lights on account of infirmities of age, and it is thought that by reducing his labors, he will be able to render more efficient and satisfactory service in the care of the lights left under his charge.

Respectfully,

Captain, U.S.N.,

Naval Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 28 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

KEYED.

Department of Commerce and Labor

TT.
File No. 8644.

LIGHT-HOUSE BOARD

Washington

27 Sept. '05.

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 28 1905
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
OCT 3- 1905
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
SEP 28 1905
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:

The Board has the honor to ask that the pay of Mr. Daniel Z. Duncan, Keeper of Fort Jackson Range Lights, Ga., be reduced from $600 to $360 a year, to date from 4 Sept. '05.

Mr. Duncan, in addition to Fort Jackson Range Lights, has had the care of Oglethorpe Range Front Light, Ga., and on the date named, this light was placed under the care of Mr. Clarence H. Miles, Laborer in charge of Proctor Place Beacon, Ga., for whom an increase in pay has been asked in another letter of this date. The duties of Mr. Duncan were lessened because he was incapable of properly caring for so many lights on account of infirmities of age, and it is thought that by reducing his labors, he will be able to render more efficient and satisfactory service in the care of the lights left under his charge.

Respectfully,

Captain, U.S.N.,

Naval Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 28 1905
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR
KEYED.

8644

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

October 3, 1905.

Mr. Daniel Z. Duncan, of ..., is hereby appointed

Keeper of the Fort Jackson Range Lights, Ga.

in the Light-House Service

at a salary of Three Hundred and Sixty dollars per annum,

this appointment to be effective beginning September 4, 1905, he having entered upon duty on that date and since continuously served in the above-mentioned position.

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

(By change in compensation from $600 per annum.)

CHANGE REPORTED SEP --1905 C. S. COMMISSION.

DIVISION OF APPOINTMENTS REPORTED OCT 4 1905 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

James R. Garfield
Acting Secretary.

Date of oath: ..., 190

The Light-House Board.

D
S

CARDED

8644

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT
Form 111.—Ed. 2-2-1904—1,500

OATH OF OFFICE.

(PRESCRIBED BY SECTION 1757, REVISED STATUTES.)

OFFICE OF THE CHIEF CLERK RECEIVED OCT 21 1905 DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS RECEIVED OCT 21 1905 FILE ROOM DEPT OF COMMERCE AND LABOR

I, Daniel G. Duncan

do solemnly[a] Swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

Daniel G Duncan

[b] Sworn to and subscribed before me, this 10 day of Oct, A. D. 1905

[c] Name: L. D. Reed

Official title: Not Pub.

Affix official seal.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Keeper	Fort Jackson Range Lt	S.C.	S.C.

[a] Insert here "swear" or "affirm," as the case may be.
[b] Insert here "Sworn to" or "Affirmed," as the case may be.
[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court of the proper county clerk.

CARDED

11—944

Reduction in pay.

OFFICE OF THE CHIEF CLERK FORWARDED OCT 21 1905 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

KEYED.

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.

George 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.)

Daniel Zachariah Duncan

2. How do you write your name on the pay roll? Daniel Z. Duncan

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

Savannah	Georgia	Chatham	First
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Georgetown South Carolina

6. When were you born?

June	2	1841
Month.	Day.	Year.

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

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		

9. How long were you in the civil service of the United States Government prior to July 1, 1903?

Thirty two years 32

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.)

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

Rhumetism Read with ade of glasses

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.
U.S. Naval	July 1 1863	august 1864	Time out

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.
	)		

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.)

Sailer

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.")

very common Private School Education

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

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

None

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.)

Written by me

19. State the date upon which the above blanks were filled. May 31, 1904

Witness:

(Signature) Daniel G. Duncan

In case signature is by mark.

P. O. Address: Box 293 Savannah
City or town.

Number and street.

State or Territory Georgia

Reviewed, approved, and forwarded JUL 13 1904, 190

(Signature) A. Stodgen

(Official title) Cond'r U. S. N. Light House Inspr. 6th. District.

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.

Light House Service, Ft. Jackson, Ga. Sixth
Bureau or Service. Place (city, town, or station). District.

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

3. On what date was he appointed to this position? March 14, 1889

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

3 years, Nine months

5. What was his salary July 1, 1903? $600. Per annum

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

Salaries of Keepers

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

Competitive

11—1433

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) A C Hodgson

(Official title) Comd'r U. S. N. Light House Inspr. 6th. District.

Date: JUL 13 1904, 190

11—1433

9-E.

475

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
JUN 1-1908
DEPT OF COMMERCE AND LABOR

EAC.
8644

Daniel Z.Duncan,
transfer & promotion.

June 1, 1908.

APPOINTMENTS
RECEIVED
JUN 2 1908
LIGHT-HOUSE BOARD
DEPT OF COMMERCE & LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask that the position of keeper of Fort Jackson Range Lights, Ga., at $360 a year, be abolished, effective at the close of May 31, 1908, as it is intended to place these lights in charge of the keeper of Barnwell Place (Oglethorpe Range Rear) Proctor Place, and Oglethorpe Range Front Lights, Ga., and S. C. § 4674

The Board further asks the transfer and promotion of Mr. Daniel Z. Duncan, of Ga., keeper of Fort Jackson Range Lights, Ga., at $360 a year, to assistant keeper at Lower Flats Range, Elba Island, and Upper Flats Range Lights, S. C. and Ga., at $420 a year, effective beginning June 1, 1908, or as soon thereafter as he enters on duty. (New position.) vice Clarence Mallery

6/2-08 = Board to request this position to be established

The "new position" mentioned is only one by change of designation. Letter 6/2-08

Respectfully,

Captain, U.S.N.,

Naval Secretary.

6-2-08

INDEXED.

FORWARDED
JUN 1 - 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
JUN 4 1908
DEPT OF COMMERCE AND LABOR

WROTE BOARD
JUN 4 1908

GENERAL APPOINTMENT—PRIOR DATE

3644

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

June 4, 1908.

Mr. Daniel Z. Duncan, of Georgia, is hereby appointed Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia,

in the Light-House Service,

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

this appointment to be effective beginning June 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice Clarence Malloy.)

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

(By transfer from Keeper of Fort Jackson Range Lights, Georgia, at $360 per annum.)

DIVISION OF APPOINTMENTS
REPORTED
JUN 6 1908
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CARDED

Acting Secretary.

Date of oath: , 190

The Light-House Board.

CLERK'S OFFICE
JUN 4 — 1908
U. S. COMMISSION

La
D

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

LIGHT HOUSE BOARD.
RECEIVED
JUL 2 1908

No. 8644

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Daniel F Duncan

do solemnly[a] swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: **So help me God.**

Daniel F Duncan

Light House Board,
Entered upon duty.
Date June 1, 1908.

[b]Sworn to and subscribed before me, this 27 day of June, A. D. 1908

W B Hendmark
Chief Clerk.

Affix official seal.

[c]Name: L. S. Reed

Official title: Not. Pub. E. Cooper.

NAME OF OFFICE.	NAME OF STATION.	State or Country in which born.	State or Territory from which appointed.
Asst. Keeper	Lower Flats Elbow Island and Upper Flats Range Lights, S.C. & Ga.	S.C.	Ga.

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

[b]Insert here "Sworn to" or "Affirmed," as the case may be.

[c]This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. *The oath should be taken on or after the date of the appointment.*

In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

CARDED

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL - 8 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
JUL 9 1908
DEPT OF COMMERCE AND LABOR

Form 111

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

OATH OF OFFICE

OF

Daniel J. Driscoll

Position: Asst-Keeper

Lower Flats Gas Buoy

Thames River

Conn.

Dated June 27, 1908.

June 4, 1908 - $4-20 yr.

EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.

SEC. 1756. Every person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, excepting the President and the persons embraced by the section following, shall, before entering upon the duties of such office, and before being entitled to any part of the salary or other emoluments thereof, take and subscribe the following oath:

* * * * * * *

SEC. 1757. * * * I, A. B., do solemnly swear (or affirm) 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.

AN ACT amending the Revised Statutes of the United States in respect to official oaths, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section twelve hundred and eighteen of the Revised Statutes of the United States be, and is hereby, amended so as to read as follows:

* * * * * * *

SEC. 2. That section seventeen hundred and fifty-six of the Revised Statutes be, and the same is hereby, repealed, and hereafter the oath to be taken by any person elected or appointed to any office of honor or profit, either in the civil, military, or naval service, except the President of the United States, shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

Approved, May 13, 1884.

11—944

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT.

8644 OF THE CHIEF CLERK RECEIVED AUG 7 1908 DEPT OF COMMERCE AND LABOR

Office of the Inspector, 6th L. H. Dist.,

Charleston, S.C., July 29, 1908. (Date)

DIVISION OF APPOINTMENTS RECEIVED AUG 7 1908 DEPT. OF COMMERCE & LABOR

The Light-House Board,

Washington, D. C.

Sirs: I have the honor to recommend the (1) promotion (Probationary appointment, transfer, promotion, etc.)

of (2) Mr. Daniel Z. Duncan (Name of person—letter for letter—as reported to Board) of (3) Georgia, (State of legal residence)

from (4) Assistant Keeper, (Official title of present position, as Keeper, First Assistant Keeper, etc.)

at (5) Lower Flats Range, Elba Island, and Upper Flats Range Lights, S.C.& Ga., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $ 420.00 per an. (Salary now paid) to (7) Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Lower Flats Range, Elba Island, and Upper Flats Range Lights, S.C.& Ga., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at

(9) $ 40.00 per mo. (Salary recommended), effective beginning (10) July 1, 1908, (the date 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) himself (State name of *last* person holding position)

who (12) is recommended for increase in pay (Died, transferred, resigned, dismissed, etc.) on (13) June 30, 1908. (Last day of service)

Mr. (14) --- stands No. (15) --- in list of eligibles,

Class (16) ---, with an average of (17) --- per cent, and

was considered with (18) ---

(19) letters of declination of --- herewith.

Respectfully,

Chas McCrea Coffman

Comdr., U.S.N., Inspr. 6th L.H.District.

8-7-08

Department of Commerce and Labor

LIGHT-HOUSE BOARD

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN AUG 8 1908 DEPT OF COMMERCE AND LABOR

August 6, 1908.

Approved, and respectfully forwarded to the Honorable the Secretary of Commerce and Labor.

INDEXED.

OFFICE OF THE CHIEF CLERK FORWARDED AUG 7 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

J. W. Miller

CAPTAIN, U. S. N.

NAVAL SECRETARY.

H—2284

GENERAL APPOINTMENT—PRIOR DAT

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

8644

August 8, 1908.

Mr. Daniel Z. Duncan, of Georgia, is hereby appointed Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia,

in the Light-House Service,

at a salary of Forty 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 Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia, at $420 per annum.)

CARDED

Acting Secretary.

Date of oath: , 190

The Light-House Board.

CHANGE REPORTED
AUG — 1908
C. S. COMMISSION.

REPORTED
AUG 10 1908
TO DISBURSING CLERK
COMMERCE AND LABOR

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D/

Form 111

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 28 1908
DEPT OF COMMERCE AND LABOR

Enclosures.

LIGHT HOUSE BOA
RECEIVED
AUG 20 1908

No. 8644

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Daniel F. Duncan

do solemnly [a] Swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

Daniel F. Duncan

[b] Sworn to _____ and subscribed before me, this 15th day of August, A. D. 1908

(Affix official seal here.)

[c] (Name:) A. J. MacGrath

(Official title:) Not Pub. e. e Ga

Official Title.	Name of Station.	State or Country in which born.	State or Territory from which appointed.
Asst. Keeper	Lower Flats Range Ellas Island and Upper Flats Range S.C. and Ga.	S.C.	Ga.

REGARDED

Office of the Inspector, 6th Light-House District,

Charleston, S.C. (Address.), August 17, 1908. (Date.)

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

(Signed:) Hugh Rodman

Commander, U.S.N.,
Inspector 6th L.H.District.

[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.

OFFICE OF THE CHIEF CLERK
FORWARDED
AUG 28 1908
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
AUG 28 1908
G
DEPT OF COMMERCE AND LABOR

11—944

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 7 1909
NO.

EFFICIENCY REPORT

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

1. Bureau **Light-House Inspector,6th Dist.** 2. Where employed **Savannah River,Ga.**
3. Name **Daniel Z. Duncan** 4. Where born **South Carolina.**
5. Age **68** 6. Position **Asst.Kpr. Lower Flats Range,Elba Island,and Upper Flats Range Lights,S.C. & Ga.**
7. Compensation **$40.00 p.m.** 8. When appointed (*a*) **December 6, 1888.**
9. How appointed (*b*) **Prior to classification.**
10. Appointed from — State **Georgia.** Congressional District **1st** County **Chatham.**
11. Status under Civil Service Rules (*c*) **Classified Competitive.**
12. Is the employee an honorably discharged soldier or sailor? **No.** **See Remarks.**
13. Other Government service **None.**
14. Duties (describe fully) **Perform the duties of keeper in his absence and his share of the work in attending the lights and in the care of government property at the station.**
15. Efficiency — Quantity of work (*d*) **10/10** 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*) **Served in the Navy from July 1, 1863 to August, 1864.**

O. R.

J. N. Huckington

Comdr.,U.S.N.,Ret'd,Inspr.6th L.H.District.
Head of Bureau or Office.

CAPTAIN, U. S. N.
NAVAL SECRETARY

June 2, 19 **09.**

11—3005

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

EFFICIENCY REPORT

May 11, 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 Daniel Z. Duncan 2. Age 69 (Last birthday.)

3. Bureau Lighthouses (6th Dist.) 4. Position Assistant Keeper Lower Flats Rng., Elba Island and

5. Compensation $40.00 p.m. 6. Where employed Upper Flats Rng. Lights, S.C. & Ga.

7. When appointed (a) Dec. 6, 1888 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? Yes, sailor.

11. Does the employee receive a pension? Yes If so, state the amount $144.00 per annum

12. Other Government service Served in U.S.Navy during Civil War.

13. Duties (describe fully) Perform the duties of the keeper in his absence and his share of the work in attending the light and care of government property. Be able to operate motor boat necessary for station.

14. Has the employee special qualifications? Yes If so, state them Is not afraid of venomous snakes which are abundant at Station.

15. Efficiency (d):

	Averages.	Relative weights.	Products of averages multiplied by weights.
Quantity of work	85	2	170
Quality of work	85	3	255
Interest manifested in work (see also Question 17)	85	3	255
Attendance		2	
Total		~~10~~ 8	680
Average percentage			85

DIVISION OF APPOINTMENTS RECEIVED JUN 17 1911 DEPT OF COMMERCE AND LABOR

11—4259

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

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

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

18. On the basis of efficiency alone, is this employee overpaid or underpaid as compared with others in your office engaged on the same grade of work, or is his salary a fair equivalent for the service rendered? (Answer fully.) Salary is a fair equivalent for service rendered. 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*) This employee is elderly but able to perform the duties of this station.

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

N. J. Field

Comd'r U. S. N. Light House Inspr. 6th. District.

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

G. L. Putnam.

Chief of Bureau or Office.

T.S.C.

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

BUREAU OF LIGHT-HOUSES ☆ JUN 27 1912 ☆ DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

Charleston, S.C., June 24, 1912. 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Appointment of

Name, Daniel Z. Duncan Legal residence, Georgia.

Position, Assistant Keeper Salary, $480.00 per annum

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.
or as soon thereafter as he enters on duty

Effective August 1st / ~~on the date of entrance on duty~~

Former position, Assistant Keeper Former salary, $40.00 per month

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

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

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

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

Previous incumbent, Himself Services terminated, Recommended July 31st

Reason, Change monthly to per annum rate of pay.

Remarks: In accordance with Circular Letter of May 23, 1912.

APPROPRIATION: Salaries of Keepers of Lighthouses.

H. D. King.

Inspector, 6th L.H. District.

7/5/12

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUL 1 1912

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

11—2314

APPOINTMENT DIVISION APPOINTMENT WRITTEN ☆ JUL 11 1912 ☆ DEPT OF COMMERCE AND LABOR

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 11, 1912.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

Sir:

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

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 change from $40 per month.)

Not to be reported to C. S. C.

CARDED.

DEPT OF COMMERCE AND LABOR
DISBURSING CLERK
JUL 12 1912
APPOINTMENT DIVISION
REPORTED

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELBY

F
D Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Georgia.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

OFFICE OF DISBURSING CLERK RECEIVED AUG 5 1912
BUREAU OF LIGHT-HOUSES AUG 5 1912 DEPT OF COMMERCE AND LABOR

Carded in the Disbursing Office.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Daniel Z. Duncan

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.

Daniel Z Duncan
(Appointee signs here)

F. B. PETTIS NOTARY PUBLIC CHATHAM COUNTY GA.

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

(Affix official seal here)

[4](Name) F. B. Pettis

(Official title) Notary Public C. C. Ga.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Assistant Keeper	$480.00 p.a.	Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

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

No change in position or location.
By change from $40.00 p.m.
to above rate of pay.

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT

Charleston, S.C. (Address) August 2, 1912. (Date)

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

CARDED

DIVISION OF APPOINTMENTS RECEIVED AUG 7 1912 DEPT OF COMMERCE AND LABOR

H. D. King.
(Signature followed by title)
Inspector, 6th L.H. District.

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

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

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

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

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

11—944

HRW-McC.

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

Washington

July 22, 1913.

CHIEF CLERK JUL 2[illegible] 1913 5

APPOINTMENTS JUL 23 [illegible] 957

DIVISION OF APPOINTMENTS ANSWERED JUL 24 1913 DEPT OF COMMERCE

Subject: D. Z. Duncan, caution.

Submitted to Secretary of Commerce for his information, and with recommendation that no further action be taken in this case until the expiration of three months from July 3, 1913, with the understanding that the Inspector will then submit a further report, accompanied by appropriate recommendation.

G. R. Putnam

HRW-McC.

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

Washington

July 10, 1913.

OFFICE LIGHT HOUSE INSPECTOR JUL 14 1913 SIXTH DISTRICT CHARLESTON, S.C.

BUREAU OF LIGHTHOUSES JUL 16 1913 DEP'T OF COMMERCE

Subject: D. Z. Duncan, caution.

Returned to Sixth Inspector, with statement that the Inspector's letter of caution of July 3, 1913, should have been forwarded to this office in duplicate, in accordance with Bureau Circular No. 188.

Attention is invited to the fact that in your letter of caution of June 9, 1913, ~~to~~ hereunto, to Mr. Duncan, you directed him to submit any statement he may have desired to make in explanation of his apparent neglect of duty. Submit Mr. Duncan's reply, together with the return of these papers.

Attention is invited to the fact that before the dismissal of an employee is recommended, paragraph headed "Charges against employees," page 91 of the Regulations, 1911, must be complied with.

Submit further report and recommendation in this case when the papers herewith are returned to the Bureau.

To Rec'r. Cnsrn with Insp rec 7/16

Acting Commissioner.

Office Sixth Inspector,

HDK-AHT Charleston, S. C. July 14, 1913.

1. Returned to Commissioner of Lighthouses enclosing copy of Mr. Duncan's reply to letter of caution of June 9th.

2. The Inspector visited this station in person on June 19th and gave special instructions to Mr. Duncan.

3. Duplicate copy of letter of caution of July 3, 1913 is enclosed herewith.

4. Recommend no further action be taken pending the expiration of sixty days from July 3, 1913, or the receipt of further reports of unsatisfactory service.

King

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

HDK-AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

Efficiency rating.
Daniel L. Duncan

July 7, 1913.

BUREAU OF LIGHTHOUSES
JUL 9 1913
DEP'T OF COMMERCE

Commissioner of Lighthouses:

Letters of caution have been addressed this employee on June 9th and July 3, 1913, At the expiration of the time specified therein, if no improvement in character of services has been noted, a recommendation will be submitted for the dismissal of this employee for the good of the Service.

King

Inspector.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES
JUL 16 1913
DEP'T OF COMMERCE

HDK-AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

Second Caution.

July 3, 1913.

Mr. D. Z. Duncan, Asst. Keeper
Upper & Lower Flats Range Lights.
(Through Keeper)

You are advised that this office is in receipt of report, dated June 25, 1913, that for four nights previous to that date, your lights were so dim as to be scarcely visible. Referring to letter of caution addressed you on June 9, 1913, you are further warned to give your utmost care and attention to these lights in order that no further complaints may be received by this office. Should any such complaints be received within the next sixty days, which you are unable to satisfactorily explain, such condition will be deemed sufficient cause for this office to recommend your dismissal from the Lighthouse Service.

KING
Inspector.

July 3, 1913.

Forwarded to the Bureau as information.

Sgd KING
Inspector.

Upper and Lower Flats,

June 14, 1913

BUREAU OF LIGHTHOUSES
JUL 16 1913
DEP'T OF COMMERCE

To the Lighthouse Inspector,

6th District, Charleston, S. C.

Sir:

Your letter of the 9th relative to the rear light being out to hand and contents carefully noted asking for an explanation. I inform you sir that it is no neglect of duty on my part by any means for I am trying to do everything I can possibly do to keep the lamp burning. After trimming and lighting them, I stay there two and three hours watching them trying to regulate them before leaving them. When I leave they seem to be alright and the light focases. The keeper and I cannot see them at night when they smoke or go out. They smoked three nights this week, the cause I think is too much draught. The keeper and myself are doing all that we can do to see if we can find the cause by cutting off some of the draught.

Respectfully,

Sgd) D. Z. DUNCAN,

Asst. Kpr.

Copy

ADDRESS ALL COMMUNICATIONS TO
"LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

HDK-HMD

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

BUREAU OF LIGHTHOUSES
JUL 16 1913
DEP'T OF COMMERCE

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.
June 9, 1913.

Letter of
caution.

BUREAU OF LIGHTHOUSES
JUN 11 1913
DEP'T OF COMMERCE

BUREAU OF LIGHTHOUSES
JUL 16 1913
DEP'T OF COMMERCE

D. Z. Duncan, Asst., Upper and Lower Flats Ranges:

You are advised that it has been reported to this office that Lower Flats Rear Light was out on the nights of June 4th and 5th and that also on the night of the 6th it was necessary for the Keeper to relight it at 8:30 P.M. You are directed to submit to this office any statement you may have in explanation of this apparent neglect of duty.

You should make a special study of the new light recently installed on this structure and in case there is any defect therein, report the same to this office without delay.

(Signed) KING

Inspector.

C

Bureau of Lighthouses, Washington
June 12 1913

Submitted to Secretary of Commerce for his information. The Inspector has been requested to submit further report on Duncan at end of three months.

Commissioner.

Form 106.

EFFICIENCY RATINGS

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

BUREAU OF LIGHTHOUSES
JUL 9 1913
DEP'T OF COMMERCE

EFFICIENCY RATINGS of employees holding appointment certificates under direction of the Inspector *of the* Sixth *Light-House District for the period ending* ~~December 31~~ / June 30, 19 13, *whose efficiency is BELOW 8-10 for quantity of work, good for quality of work, and good for interest manifested in work.*

(a) Indicate amount in tenths, on the basis that $\frac{10}{10}$ equals the amount of the class of work under consideration which can be performed by a thoroughly efficient employee.
(b) For quality and interest manifested in work use terms: Excellent, Good, Average, Fair, Poor. Abbreviate terms.
A recommendation, in duplicate, on a separate sheet of paper, should be made in each case noted on this report.
If a District Officer has no employees below the required standard, this form should be submitted with a statement thereon to that effect.

NAME OF EMPLOYEE (Surname last)	WHERE EMPLOYED (Abbreviate, if necessary)	EFFICIENCY			
		QUANTITY (a)	QUALITY (b)	INTEREST MANIFESTED IN WORK (b)	IS EMPLOYEE FULLY EARNING SALARY
Daniel Z. Duncan	Asst. Kpr. Upper and Lower Flats Ranges Savannah River, Georgia.	6/10	Poor	Fair	No.

July 24, 1913.

Commissioner of Lighthouses:

The Department is in receipt of the Sixth Inspector's report relative to the case of Daniel Z. Duncan, assistant keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights, South Carolina and Georgia, and approves the Bureau's recommendation of the 22nd instant that no further action be taken in his case at the present time, but that a further report, accompanied by appropriate recommendation, be submitted at the expiration of three months from July 3, 1913.

(SIGNED) E. F. SWEET

Acting Secretary.

C-M

July 24, 1913.

Commissioner of Lighthouses:

The Department is in receipt of the Sixth Inspector's report relative to the case of Daniel Z. Duncan, assistant keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights, South Carolina and Georgia, and approves the Bureau's recommendation of the 22nd instant that no further action be taken in his case at the present time, but that a further report, accompanied by appropriate recommendation, be submitted at the expiration of three months from July 3, 1913.

(SIGNED) E. F. SWEET

Acting Secretary.

C-M

Copy.

Department of Commerce
Lighthouse Service

DIVISION OF APPOINTMENTS
NECESSARY ACTION TAKEN
OCT 14 1913
DEP'T OF COMMERCE

Office of Inspector, 6th District
Charleston, S. C.
October 6, 1913.

CHIEF CLERK
OCT 13 1913

Commissioner of Lighthouses:

Referring to Bureau endorsement of July 28, 1913, on copy of Department letter of July 24, in case of Daniel Z. Duncan, Assistant Keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights:

I have to transmit the following report of Keeper of these Lights. During this period but one complaint has been received, copy of which is also attached.

It is recommended that a letter of caution be addressed this employee by the Commissioner of Lighthouses, and that no further action be taken in this connection at this time, it appearing that the quality of services rendered has greatly improved.

APPOINTMENTS
OCT 13 1913

(Signed) King
Inspector.

McC.

Bureau of Lighthouses,
October 11, 1913.

Submitted to Secretary of Commerce, recommending that the Bureau be authorized to address a letter of caution to Duncan, and that no further action be taken at this time.

In this connection, reference is made to Department letter of July 24, 1913.

G. T. Putnam

10/13/13

Copy

Upper & Lower Flats Range

Light Station

Savannah, Ga.

October 5th, 1913.

To the Lighthouse Inspector,

Charleston, S. C.

Sir:

In answer to letter of Oct. 1st, 1913, in regards to the service and efficiency of D. Z. Duncan, from July 3 to Oct. 3, 1913:

I respectfully state that he has been keeping very good lights and I have no fault to find with him, so far during that period.

I am Sir

Very respectfully,

(Signed) G. W. Martus

Keeper.

Copy.

WESTERN UNION

Telegram

Savannah, Ga., July 24, 1913.

Lighthouse Inspector

Charleston S C

Rear light Cabbage Tree Range Savannah River reported extinguished

Hydrographic Office

12:05 P.M.

Note: "Cabbage Tree Range" is local name for Lower Flats Range.

October 14, 1913.

Commissioner of Lighthouses:

The Department is in receipt of copy of the Sixth Inspector's report of the 6th instant, and enclosures, in further reference to the efficiency of Daniel Z. Duncan, assistant keeper of Lower Flats Range, Elba Island and Upper Flats Range Lights, South Carolina and Georgia, and approves the Bureau's recommendation of the 11th instant to the effect that no further action be taken in his case at this time other than to address him a letter of caution, copy of same to be furnished the Department for its files.

(SIGNED) E. F. SWEET

Acting Secretary.

C-M

Copy

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

McC-HEV.

Caution. October 18, 1913.

Mr. Daniel Z. Duncan,
Assistant Keeper, Lower Flats Range, Elbo Island and
Upper Flats Range Lights, South Carolina and Georgia.
(Through Lighthouse Inspector, Charleston, South Carolina.)

Sir:

CHIEF CLERK
OCT 22 1913
5

APPOINTMENTS
OCT 22 1913
9125

Referring to the charge that some of the lights in your care had not been receiving proper attention during the month of June 1913,

It is noted that since the time your inattention to duty was brought to your attention, a marked improvement has been shown in your work. It is hoped that you will continue to perform your duties in an efficient manner, and failure to do so will result in more drastic action being taken in your case. The fact that you have been cautioned will be noted on the records of the Department, this Office, and those of the Inspector, as part of your official history.

[redacted],

(Signed.) G T Putnam

Commissioner.

Bureau of Lighthouses, Washington.
OCT 18 1913

To Lighthouse Inspector, Charleston, S. C.,
for his information, guidance, and files of office. Report any further dereliction of duty on the part of Duncan.

[redacted]

Conway
Acting Commissioner.

File Copy

Bureau of Lighthouses, Washington
OCT 18 1913

Submitted to Secretary of Commerce for his information.

[redacted]

Conway
Acting Commissioner.

562

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 27 1914

Dep. Commr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. G.
Examiner.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Commr.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

CHIEF CLERK MAR 8 1914

THG-JDKS

Cop to Dept per Fow

February 18, 1914.

APPOINTMENTS MAR 3 1914 4 3c

D. Z. Duncan, Asst. Kpr.,

Elba Island, etc.,

Savannah, Ga.

This office has been informed by the Keeper of Elba Island, etc., that the Front Light of the Lower Flats Range was out from 9 P. M. on the 15th inst. to sunrise of the 16th inst.

It was stated that this was due to you neglect in not taking proper care of the light, allowing it to be in a very dirty condition.

This office cautions you that it will not tolerate any such neglect in the future, and that hereafter it expects all lights in your care to be clean at all times. This light is also reported as not burning in a satisfactory condition on the night of February 16 by the Asst. Supt.

OFFICE LIGHT HOUSE INSPECTOR FEB 26 1914 SIXTH DISTRICT CHARLESTON, S.C.

In the absence and by direction of the Inspector

Gregg
Superintendent.

Indorsement.

To the Commissioner of Lighthouses for his information.

In the absence and by direction of Inspector

Gregg
Superintendent.

Bureau of Lighthouses, Washington
FEB 20 1914

Returned to L.H.Inspector, Charleston, S.C., for signature.

adg Commissioner.

Bureau of Lighthouses
February 28, 1914.
Submitted to the Secretary of Commerce for his information.

Commissioner

July 16, 1914.

Sir:

In view of the discontinuance of the position which you occupy, and in accordance with the recommendation of the Commissioner of Lighthouses, your services as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, have been discontinued, without prejudice, effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY!

Chief of Appointment Division.

CARDED.

CHANGE REPORTED
JUL 1914
U. S. COMMISSION.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

APPOINTMENT DIVISION ENTERED JUL 16 1914 JOURNAL DEPT OF COMMERCE

(Cross Reference)
For basis of this action see
letter dated 7/13/14
in file of 646

M

8

July 22, 1914.

Commissioner of Lighthouses:

There is returned herewith the resignation of Daniel Z. Duncan as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, in view of the fact that the Department has already discontinued his services in that position effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

(SIGNED) T. J. FITZGERALD

Acting Chief Clerk.

7-23-14

Enclosure No. 1263.
M

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

PF-AEB.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

25-83

LIGHT HOUSES AUG 10 1914

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

August 7, 1914.

CHIEF CLERK AUG 12 1914 5

APPOINTMENTS AUG 12 1914 2

Discontinuance position Asst.
Kpr. Lower Flats, etc. Lights, S.C.
and services D.Z. Duncan, Asst. Kpr.
(2583)

Commissioner of Lighthouses:

Position Assistant Keeper Lower Flats Range, Elba Island and Upper Flats Range Lights, S.C. at $480.00 per annum, was discontinued at close of July 31, 1914, and services of Assistant Keeper, D.Z. Duncan of above-named lights, terminated on same day without prejudice.

There is no vacancy at present to which Mr. Duncan can be appointed.

In the absence and by direction of the Inspector

Gregg
Superintendent.

CARDED.

APPOINTMENT DIVISION ENTERED AUG 13 1914 ON JOURNAL DEPT OF COMMERCE

Bureau of Lighthouses, Washington
AUG 11 1914

Submitted to Secretary of Commerce for his information.
See Department letter of July 16, 1914.

Acting Commissioner.

8644

193

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

8644

August 8, 1903.

Mr. Daniel Z. Duncan, of Georgia, is hereby appointed Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia,

in the Light-House Service,

at a salary of Forty dollars per month,

this appointment to be effective beginning July 1, 1903, 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 Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia, at $420 per annum.)

(Signed) Herbert Knox Smith.
Acting Secretary.

11—1774

Date of oath: , 190

The Light-House Board.

GENERAL APPOINTMENT—PRIOR DATE

8644

193

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

August 8, 1908.

Mr. Daniel Z. Duncan, of Georgia, is hereby appointed Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia,

in the Light-House Service,

at a salary of Forty 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 Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia, at $420 per annum.)

(Signed) Herbert Knox Smith.
Acting Secretary.

Date of oath: , 190

11—1774

The Light-House Board.

Le
D

RECEIVED
JUN 8 1908
LIGHT HOUSE BOARD

8644

GENERAL APPOINTMENT—PRIOR DATE

8644
153

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

June 4, 1908.

Mr. Daniel Z. Duncan, of Georgia, is hereby appointed Assistant Keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina and Georgia, in the Light-House Service, at a salary of Four Hundred and Twenty dollars per annum, this appointment to be effective beginning June 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (New position.)

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

(By transfer from Keeper of Port Jackson Range Lights, Georgia, at $360 per annum.)

Respectfully,

(Signed) Charles Earl.

Acting Secretary.

Date of oath: , 190

The Light-House Board.

11—1774

Le
D

File No.8644.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington 5 Oct., 1905.

LIGHT HOUSE INSPECTOR OCT 7 1905 SIXTH DISTRICT CHARLESTON, S.C.

One inclosure

The Inspector, Sixth L. H. District,

Charleston, S. C.

Sir:

Referring to your letter of 1 Sept., '05, the Board incloses herewith Department letter of 3 Oct. '05, appointing Mr. Daniel Z. Duncan, Keeper of Fort Jackson Range Lights, Ga., with pay at the rate of $360 a year,

to date from 4 Sept., '05, he having entered on duty on that date instead of with pay at the rate of $600 a year. in the place of

Immediately upon the receipt of this notice, the Board requests that the new Keeper be directed to report in person at the Light-Station, that he may be installed, and he should enter at once upon his duties by giving to the retiring Keeper a detailed receipt, in duplicate (on Form 31), for all the public property at the station for which the Keeper may have been responsible. One copy of this receipt is to be retained by the Keeper and the other copy should be given to you by the retiring Keeper, to enable you to judge of the correctness of the return of property thus stated to be at the Light-Station. This certificate will be your warrant for paying to the retiring Keeper any balance of salary that may be due; and until such certificate is presented or special authority is received from this Office, all balances of salary due the retiring Keeper will be withheld.

When Mr. Duncan has taken the prescribed oath the Board requests you to forward it at once to this Office, and state when he entered on duty.

Respectfully,

E Johnson

Chief Clerk.

Office of the Secretary
Washington

October 3, 1905.

86447

Mr. Daniel Z. Duncan, of-------, is hereby appointed Keeper of the Fort Jackson Range Lights, Ga., in the Light-House Service, at a salary of Three Hundred and Sixty dollars per annum, this appointment to be effective beginning September 4, 1905, he having entered upon duty on that date and since continuously served in the above-mentioned position.

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

(By change in compensation from $600 per annum.)

(Sgd.) James Rudolph Garfield
Acting Secretary
G.W.L.

Date of oath:----------190

The Light-House Board.
D
S
D

8644.

Light House Board, Received Oct.4, 1905. Ent'd 4 Oct.1905.

Office L.H.Inspr.,6th Dist.,Charleston,S.C., Received October 7, 1905.

(Original forwarded to appointee October 7, 1905.)

File No. 8644.

LIGHT-HOUSE BOARD
Washington

20 Sept. '05.

OFFICE LIGHT HOUSE INSPECTOR
SEP 22 1905
SIXTH DISTRICT
CHARLESTON, S.C.

The Inspector, 6th L.H. District,
Charleston, S.C.

Sir:

Referring to your letter of 1 Sept. '05, relative to a change in pay of Mr. Daniel Z. Duncan, Keeper of Fort Jackson Range Lights, Ga., the Board states that action in this case will be deferred pending action and reply to the Board's letter of this date in regard to Mr. Clarence H. Miles, Laborer in charge of Proctor Place Beacon, Savannah River, S.C.

Respectfully,

Captain, U.S.N.,
Naval Secretary.

(Form No. 138.)

59

Ans Enclosure.

Office of the U. S. Light-House Board,

Sir:

Washington, D. C., March 16 1889.

Enclosed herewith is transmitted a letter from the Honorable the Secretary of the Treasury to Mr. Daniel J. Duncan, appointing him Keeper of the Light-Station at Fort Jackson Range, Ga in place of the acting appointment held by him which please have delivered as addressed.

Very respectfully,

Geo W Coffin
Commander, U.S.N.
Naval Secretary.

Lt. Comdr. R. D. Hitchcock, U. S. N.,
Inspector 6 L.-H. District,
Charleston, S.C.

H.

[Ed. 8-17-'87—300.]

MAR 18 1889

1 appointment dated March 14/89

Office U. S. Light-House Board,

Washington, D. C., Dec. 10, 1888.

Lt. Cmdr. R. D. Hitchcock U. S. N.,

Inspector 6 L.-H. District,

Charleston, S. C.,

Sir:

Inclosed herewith is transmitted a letter from the Honorable the Secretary of the Treasury, to Mr. Paul J. Duncan appointing him acting Keeper, Fort Jackson Range Lights, Ga.; subject to examination, in the place of Mr. Paul Gellatly, resigned which please have delivered as addressed.

The Collector of Customs at Savannah, Ga., has been informed of this appointment, and has been requested to direct the newly-appointed Keeper to subscribe to the required oath of office, and to report in person, at once, for duty at the station. Duplicate blank receipts for the public property at the station are inclosed. One copy of this receipt, properly made out and signed by the present Keeper, should be presented to you by the retiring Keeper before he receives payment on account of balance of salary due him.

When you next visit that station, please satisfy yourself whether Mr Duncan is suited for the position. If you find that he is, certify the fact to the Board on Form No. 71, that he may receive a full appointment as Keeper. If you find that he is unfit, certify that fact on the same Form, also to the Board, that a fit person may be appointed in his place.

Respectfully,

Henry D. Gregory
Major of Engineers U. S. A.,
Engineer Secretary.

DEC 12 1888
DISTRICT.

(Ed. 4-6-'88—300.)

appointment dated Dec 6th 1888
Oath " Dec 15th 1888

Form 140

ATJ.

NOTIFICATION OF APPOINTMENT

Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

File No. 8644.

4 Oct., 1905.

OFFICE LIGHT HOUSE ENGINEER
OCT
1905
SIXTH DISTRICT S.C.
CHARLESTON, S.C.

The Engineer, Sixth L.H. District,

Charleston, S. C.

Sir:

The Board states that, by letter of 3 Oct., '05, the Department has appointed Mr. Daniel Z. Duncan, Keeper of Fort Jackson Range Lights, Ga., to date from 4 Sept., '05, as he entered on duty on that date with pay at the rate of $360 a year, in the place of by change in compensation from $600 a year.

Respectfully,

E. F. Johnson

Chief Clerk.

(Form No. 140.)

a

Treasury Department,

OFFICE OF THE U. S. LIGHT-HOUSE BOARD,

Washington, D. C., 10 Dec, 1888.

Capt. J. C. Mallery, U. S. A.,

Engineer 6 Light-House District,

Baltimore, Md.

Sir:

The Board has to inform you that, by letter of 6 Dec. '88 the Honorable the Secretary of the Treasury has appointed Mr Daniel J. Duncan

actind Keeper of Fort Jackson Range Light Station, Ga.

at a salary of $ 600 per annum, in place of Mr. Daniel S. McFall, removed.

Respectfully,

James D. Graham
Major of Engineers U.S.A.,
Engineer Secretary.

(Ed. 8-27-'88—300.)

H.

47

Department of Commerce and Labor
Light-House Establishment

Office of Inspector, 6th Dist.
Charleston, S. C.
May 2, 1911.

EMPLOYEES OF LIGHTHOUSE SERVICE.

1. Name Daniel J Duncan

2. Are you an honorably discharged soldier or sailor, answer "Yes" or "No" yes

3. Do you draw a pension Answer "Yes" or "No" yes

4. If so state amount per annum $ 144

5. If you served in any other branch of the Government Service before appointment in Lighthouse Service, give position and date, explain fully in answer to other Government Service.

no other Servis

All appointed employees are directed to fill out the above questions and return this paper to the office by return mail.

H. A. Field,
Commander, U.S.N.
Inspector 6th L.H. District.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
CHARLESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

PS-AEB.

Discontinuance position Asst.
Kpr. Lower Flats, etc. Lights, S.C.
and services D.Z. Duncan, Asst. Kpr.
(2583)

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

August 7, 1914.

To the
Lighthouse

Commissioner of Lighthouses:

Position Assistant Keeper Lower Flats Range, Elba Island and Upper Flats Range Lights, S.C. at $480.00 per annum, was discontinued at close of July 31, 1914, and services of Assistant Keeper, D.Z. Duncan of above-named lights, terminated on same day without prejudice.

There is no vacancy at present to which Mr. Duncan can be appointed.

In the absence and by direction of the Inspector

Gregg

Superintendent

Depot Lower Flats
Light Station
Savannah Ga
August 10th 1914

To the
Light House Inspector
Sixth District
Charleston S.C.

Sir

I respectfully state that
E J Duncan discontinued
service at this Station on July 31st
and I assumed charge of the
Light on August 1st, in accordance
with Instructions received

I am Sir
Very Respectfully
G H Martin
Keeper

OFFICE LIGHT HOUSE INSPECTOR
AUG
11
1914
SIXTH DISTRICT
CHARLESTON, S.C.

Report to Bn

...MUNICATIONS TO
...SE INSPECTOR
...RLESTON, S. C.
PF-AEB.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
DEPARTMENT OF COMMERCE
OFFICE OF THE CHIEF CLERK
WASHINGTON

LIGHT
JUL 23 1914
HOUSES

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

August 7, 1914.
July 22, 1914.

Martus, Kpr. Lower Flats Rge. Elba Island & Upper Flats,

Savannah, Ga.

Report by return mail whether the services of Daniel Z. Duncan were discontinued at the close of July 31st, in accordance with instructions sent you by this office, and whether you assumed charge of lights on August 1st.

...position effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

In the absence and by direction of the Inspector

Gregg
Superintendent.

J. J. Fitzgerald
Acting Chief Clerk.

K

Bureau of Lighthouses, Washington.
JUL 23 1914

To Lighthouse Inspector, Charleston, S. C.
for his information, guidance, and files of office.
...f Duncan, in Department's letter ... Report last day of service ...
his service.

...
Acting Commissioner.

Enclosure No. 1263.

LIGHT
JUL 23 1914
HOUSES

DEPARTMENT OF COMMERCE
OFFICE OF THE CHIEF CLERK
WASHINGTON

July 22, 1914.

Commissioner of Lighthouses:

There is returned herewith the resignation of Daniel Z. Duncan as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, in view of the fact that the Department has already discontinued his services in that position effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

J. J. Fitzgerald
Acting Chief Clerk.

Bureau of Lighthouses, Washington,
JUL 23 1914

To Lighthouse Inspector, Charleston, S.C.
for his information, guidance, and files of office. Report last day of service of Duncan. The Department called for 7/9/14 discontinuing his service.

Acting Commissioner.

Enclosure No. 1263.

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

AHT

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT.

Charleston, S. C. July 15, 1914.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name,* Daniel Z. Duncan, Position, Assistant Keeper

Legal residence, Georgia. Station, ~~and~~ Upper ~~and~~ Lower Flats Ranges, Elba Island Light, S.C. & Ga.

Salary, $480.00 per annum.

The acceptance of this resignation is recommended effective at the close of July 31, 1914.

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

Remarks: In connection with above refer to my letter of June 25, 1914, relative discontinuance of position of assistant keeper this station, no action or approval having been received to date.

In connection with recommendation and correspondence in re increase of compensation of keeper; it is expected that this authority will be received in time to put into effect August 1, 1914.

D.L. July 16, 1914 - Disc. position of Asst Kpr.

* D.T. July 16. 1914 - Disc without prejudice close date & be reported

Inspector, 6th L.H.Dist.

BUREAU OF LIGHTHOUSES

WASHINGTON

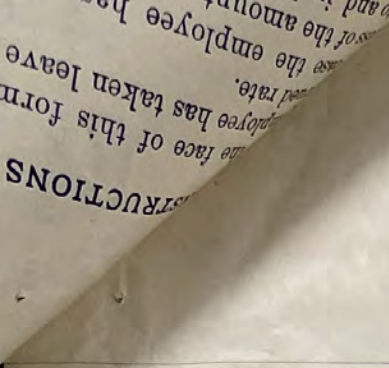
JUL 17 1914

Submitted to the Secretary of Commerce, approved.

11—4623

Acting Commissioner

7-31-14





Upper & Lower Folat Range Light
Sone Island S.C
July 14 1914



To the Light House Inspector Six District
Charleston S.C

Sir

I most Respectfully tender to you this my Resignation from the Light house Service The same to take effect July 31

Very Respectfully
D Z Duncan asst Kpr

My Reason is that I am getting old and the worryation and trouble about the lamps keeps me weak and good for nothing all the time So I would rather be out the Service

...UNICATIONS TO
...E INSPECTOR
...LESTON, S. C.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
JUL 17 1914
HOUR

AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

July 16, 1914.

July 22, 1914.

Sir:

Mr. D. Z. Duncan, Asst. Kpr. Upper & Lower Flats.

In view of the discontinuance of the position which you occupy, and in accordance with the recommendation of the Commissioner of Lighthouses, your services as Assistant Keeper of Upper & Lower Flats Range, Elba Island, Lights, S.C. & Ga., thereby terminating your services, without prejudice, at the close of August 31, 1914. Enclosed herewith is Department letter addressed you.

By direction of the Secretary:

Respectfully,

Inspector.

(SIGNED) GEO. W. LEADLEY,

through keeper.

Chief of Appointment Division.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

Write letter transmitting effective date July 31, 1914 to be July 31 K

N

LIGHT
JUL 17 1914
HOUSES

July 16, 1914.

Sir:

In view of the discontinuance of the position which you occupy, and in accordance with the recommendation of the Commissioner of Lighthouses, your services as assistant keeper of Lower Flats Range, Elba Island, and Upper Flats Range Lights, South Carolina, at $480 per annum, have been discontinued, without prejudice, effective at the close of a date later to be determined and reported to the Department.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Mr. Daniel Z. Duncan,
Through the Commissioner of Lighthouses.

Write letter transmittal stating effective date to be July 31.

M

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

July 20, 1914.

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Mr. D. Z. Duncan, Asst. Kpr. Upper & Lower Fltas, etc.

Legal residence, Georgia.

Your letter of resignation of July 14, 1914, has been recommended to the Department for acceptance at the close of July 31, 1914. In this connection you are advised that your services will terminate on that date.

The acceptance of this resignation is recommended effective at the close of July 31, 1914.

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

Remarks: In connection with above refer to my letter of June 25, 1914, relative discontinuance of position of assistant keeper this station, action or approval having been received to date.

In connection with recommendation and correspondence in re increase of compensation of keeper; it is expected that this authority will be received in time to put into effect August 1, 1914.

Inspector.

Inspector, 6th L.H.Dist.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

Not accepted
see letter in
station jacket relative

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AHT

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT.

Charleston, S. C. July 15, 1914. , 191

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Daniel Z. Duncan, Position, Assistant Keeper

Legal residence, Georgia. Station, Upper and Lower Flats Ranges, Elba Island Light, S.C. & Ga.

Salary, $480.00 per annum.

The acceptance of this resignation is recommended effective at the close of July 31, 1914.

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

Remarks: In connection with above refer to my letter of June 25, 1914, relative discontinuance of position of assistant keeper this station, no action or approval having been received to date.

In connection with recommendation and correspondence in re increase of compensation of keeper; it is expected that this authority will be received in time to put into effect August 1, 1914.

D Cuq

Inspector, 6th L.H.Dist.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

Not accepted
see letter re
station Jacksonville

Upper & Lower Flats Range Lights.

Jones Island, S. C.
July 14, 1914.

To the lighthouse inspector, Sixth District,
Charleston, S. C.

Sir:-

I most respectfully tender to you this may resignation from the lighthouse service, the same to take effect July 31.

Very respectfully,

D. Z. Duncan,
Asst. Keeper.

My reason is that I am getting old and the woryation and trouble about the lamp keeps me weak and good for nothing all the time so I would rather be out the Service.

LIGHTHOUSE SERVICE

HDK-AHT

Assistant Keeper, Upper &
Lower Flats, Elba Isl. Rgs.
discontinue position.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

May 25, 1914.

Commissioner of Lighthouses:-

Owing to recent unsatisfactory service of the Assistant Keeper, and for reasons of increased economy and more efficient operation of the aids, it is recommended to discontinue the position of Assistant Keeper, Upper Flats Rg., Elba Island and Lower Flats Rg. Lights, at the close of June 30, 1914 and to furnish the Keeper of these lights a motor boat and an allowance of gasoline of 18 gls. per month. Pending the purchase or building of a suitable motor boat for this station, authority is requested to furnish the above allowance of gasoline for use in the Keeper's own boat on official business.

The above arrangement will result in saving the maintenance of one dwelling in addition to Assistant Keeper's salary and in better service, as all lights are visible from Keeper's quarters but not from Assistant Keeper's. The motor boat is made necessary by fact that Lower Flats Range Lights are on opposite side of river from Keeper's quarters.

No increase in compensation is recommended for the Keeper as present salary is considered adequate, even with increased labor entailed by discontinuance of Assistant Keeper.

Kuig

Inspector.

May 20, 1914.

To the Lighthouse Inspector, Sixth District,
Charleston, S. C.

Sir:-

Your letter of the 13th hand contents carefully noted. Relative to the lamp I have no statement to make only that I have done the very best that I could. You know that I cannot see the light from where I live. Leave them alright when I come away and it keeps me worried all the time, so much that I had made up my mind to tender to you my resignation fn June from the Service but I so h ope that would be unnecessary now as you are going to discontinue position I now hold for it will relieve my mind a great deal of worry and trouble. I am old and the worry is too much for me.

Very respectfully,

sgd D. Z. Duncan.

Assistant Keeper.

OFFICE OF INSPECTOR, 6TH DISTRICT
CHARLESTON, S. C.

May 13, 1914.

Mr. D. Z. Duncan, Asst. Kpr. Upper & Lower Flats.

It is reported to this office that rear light of Lower Flats Range was extinguished by heavy squall about 5 p.m. May 7th and that the light remained out during the entire night, although within access of your quarters where you could readily have visited and relighted the light.

In view of these facts and frequent previous reports of unsatisfactory service on your part, you are advised that this office proposes to discontinue the position now held by you at the close of June 30, 1914.

Before submitting this action to the Bureau of Lighthouses for approval, you are permitted to submit any statement in explanation or excuse for your apparent neglect to duty on May 7th, 1914.

Inspector.

Through Keeper.

Upper & Lower Flats Range
Light Station
Savannah Ga

To the
Light House Inspector May 10th 1914
Sixth District
Charleston SC

OFFICE LIGHT HOUSE INSPECTOR
MAY
13
1914
SIXTH DISTRICT
CHARLESTON, S.C.

Sir

I respectfully report that we had a very heavy Squall from the SW about 6 Pm May 7th and the Range Light at the Lower Flats was blown out and the Assist Keeper did not get to the Lights after it was over and the Light remained out all night

Yours Sir
Very Respectfully
U S F Martin
Keeper

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 18, 1912.

Sir: Duncan,

Asst. Keeper Lower Flats, etc.

You are informed that the status of your salary has been changed from monthly to per annum rate of pay, and there is forwarded herewith your appointment under this basis of salary together with Oath of Office.

You will enter on duty Under this new appointment August 1st and you are directed to execute Oath of Office before a Notaty Public having a seal and return same to this office as soon thereafter as practicable.

H. D. King,

Inspector.

July 11, 1912.

Daniel Z. Duncan,

Through the Commissioner of Lighthouses.

Sir:

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

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 change from $40 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

F
D Acting Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Georgia.

11—3692

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Sixth DISTRICT,

Charleston, S.C., June 24, 1912. , 191

COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Appointment of

Name, Daniel Z. Duncan Legal residence, Georgia.

Position, Assistant Keeper Salary, $480.00 per annum

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

Effective August 1st / or as soon thereafter as he enters on duty ~~on the actual date of entrance on duty~~

Former position, Assistant Keeper Former salary, $40.00 per month

Location, Lower Flats Range, Elba Island & Upper Flats Range Lights, S.C. & Ga.

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

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

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

Previous incumbent, Himself Services terminated, Recommended July 31st

Reason, Change monthly to per annum rate of pay.

Remarks: In accordance with Circular Letter of May 28, 1912.

APPROPRIATION: Salaries of Keepers of Lighthouses.

H. D. King

Inspector, 6th L.H. District.

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

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

11—2314

DRAW NO. 5
FILE NO. 1

Upper Flat Range S.C
March 1 1910
Box 293 Savannah Ga

OFFICE LIGHT HOUSE INSPECTOR
MAR 3 1910
SIXTH DISTRICT CHARLESTON, S.C.

Commander
J. H. Huntington Light House Inspector
6th District
Charleston S.C

Dear Sir

I wrote to you this letter through Mr G. W. Mathis the keeper asking for four days leef of absent from the tenth 10 to the 15 of this month leaving my Son to take care of the lamps till I return

your favorable reply will be gladly recevd

Very Respectfully
D Z Duncan
asst Keeper
Lower Flat Range

Granted
3-11-10

Lighthouses (6th Dist.)

Assistant Keeper
Lower Flats Rng., Elba Island and
Upper Flats Rng. Lights, S.C. & Ga.

$40.00 p.m.

Dec. 6, 1888

Prior to Classification

Classified Competitive

Yes, sailor.

Yes

$144.00 per annum

Served in U.S.Navy during Civil War.

Perform the duties of the keeper in his absence and his share of the work in attending the light and care of government property. Be able to operate motor boat necessary for station.

Yes

Is not afraid of venomous snakes which are abundant at Station.

85	170
85	255
85	255
8	680
	85

Daniel Z. Duncan

Lt. Houses. asst. Keeper

$40. per Elba Island, Upper & Lower Flats Ranges, Ga.

Dec. 6, 1888 Prior to Classification

Classified Competitive

No Yes-

No. Yes- $144. per annum

None

ND - E

Yes Is not afraid of venemous snakes which are abundant at Sta.

15. Efficiency (a):	Averages.	Relative Weights.	Products of averages multiplied by weights.
Quantity of work	85	2.	170
Quality of work	85	3.	255
Interest manifested in work	85	3.	255
Attendance		2.	680 (85
Total		10.	8
Average percentage	85		80

(Read the instructions on the reverse side before filling out this form.)

1. Bureau { Light House Inspl. 6th. Dist. } 2. Where employed Savannah River, Ga.

3. Name Daniel Z. Duncan 4. Where born S. C.

5. Age 68 6. Position Asst. Keeper { Lower Peats Range, Ellis Island, and Upper Peats Range, S. C. & Ga. Lt. Hse.

7. Compensation $440. p. an. 8. When appointed (a) Dec. 6, 1888

9. How appointed (b) Prior to classification

10. Appointed from { State Ga. / Congressional District 1st. / County Chatham

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) Performed the duties of Keeper in his absence and his share of the work in attending the lights and in the care of government property at the stations.

15. Efficiency { Quantity of work (d) 10/10 / 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)

June 2

Commander, J. H. Hetherington, U. S. N. Retired,
Head of Bureau or Office.

11—3005

From office of U.S. LIGHT HOUSE
INSPECTOR
6th District,
Charleston, S.C. July 2, 1907.

Circular—To employees—The following questions and return same
Sir: Fill in the answers to the following questions and return it.
immediately to this office with check receipts.
When answering question 1 if you have a middle name furnish it.
Example: if your name is George Johnson Jones, give full name, do not
write it G.J.Jones or George J.Jones.

1. Name Daniel Sackmark Duncan
2. State if single, or married, widower married
or divorced
3. Birthplace, give State or country Kentucky
4. Number of years in service 12 years 3 mos
5. Age at last birthday 45 years
6. Color white
7. If war veteran state which war Confederate Rebellion

Respectfully
Hugh Rodman, Lt. Comdr., U.S.N., Inspector.

TARY OF COMMERCE AND LABOR:

nowledge receipt of a copy of Department Circular No. 152,
1907, relating to political activity of officeholders, and fully
ts purport.

Daniel S Duncan
(Name.)
Light Keeper
(Position.)
Cumberland Island
(District, Office or Service.)

July 16 1907

"V and E" Vertical Transfer Case Style "E"; solid wood ends. Particularly useful when transferring small volumes of papers. Bill size No. 8½; Letter size No. 9¾; Cap size No. 75.

"V and E" "Knock-Down" Transfer Case. Bill size No. 8½; Letter size No. 9¾; Cap, size No. 824

scribed and
e at once.

11—5903

INSTRUCTIONS.

(*a*) Give date of appointment in branch of service in which now employed. Service elsewhere under the Government must be explained fully in answer to Question 13.

(*b*) State whether "Prior to Classification," "Without Examination," "Through Civil-Service Examination," by "Reinstatement," or "Transfer." If by reinstatement or transfer, prior service must be shown in answer to Question 13. If appointed without examination, explain fully.

(*c*) State whether "Presidential," "Unclassified," "Classified Competitive," or "Classified Excepted."

(*d*) Quantity of work must be stated in tenths on the basis that 10 tenths equal the amount of the particular class of work which can be performed by a thoroughly efficient employee.

(*e*) Express quality of work in the following terms: "Excellent," "Good," "Average," "Fair," "Poor."

(*f*) State whether or not employee manifests a disposition to familiarize himself with the work of the office in the sense of adding to the efficiency of the office as a whole.

(*g*) Under this head should be made any statement deemed advisable concerning the employee, especially in regard to efficiency.

11—3003

1. Bureau Light House Inspt. 6th. Dist.
2. Where employed Savannah River, Ga -
3. Name Daniel Z. Duncan
4. Where born S. C.
5. Age 68
6. Position Asst. Keeper { Lower Flats Range, Cabbage Island, and Upper Flats Range, S. C & Ga. Lt. Hse -
7. Compensation $440. per an - 8. When appointed (a) Dec. 6, 1888
9. How appointed (b) Prior to Classification
10. Appointed from { State Ga. / Congressional District 1st. / County Chatham
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) Performed the duties of Keeper in his absence and his share of the work in attending the lights and in the care of government property at the stations.
15. Efficiency { Quantity of work (d) 10/10 / 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)

e at once.