'26 NOV 3 PM 4:05

REFERENCE SERVICE SLIP

Archival Research Room Record Request
National Archives at St. Louis

Date: 11/02/2026

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Elsen, Joseph, B.		1853 NY

MILITARY SERVICE

Branch of Service:

- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death: 1913 NY

State of Residence (upon entry into service):

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

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (CT/NJ/NY) 3rd District		
From: 1894	To: 1913	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

3 folders

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

Researcher Signature: andrew burns

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-00846059

Attendant Signature:

CMRS Search Request Number(s):

Remarks:

'26 NOV 19 PM 1:00

SCREENING NOTES

☑ Reviewed and Nothing Removed SBR ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

Jos. B. Elsen.

JOSEPH B. ELSEN

STATE FROM WHICH APPOINTED
N.Y.

STATUS INACTIVE

DESIGNATION	SALARY	OFFICE, BUREAU, OR DIVISION	DATE APPOINTED
Keeper (West Point S.S. Ny	$42.50 per mo	L. H.	July 1. 1909
" " " " "	#516.	"	Aug. 4, 1912.
Resigned close June 19, 1913.			

INACTIVE

11—1248

8 (B.J. June 5.09)

1. The Board has the honor to ask that the position of keeper of West Point Light-Station, N. Y. be authorized and that the said station be placed in Class 7 of the Report of the Committee on Equalization of Pay. This station is now in charge of a laborer, who has been employed since March 1, 1894, and paid from the appropriation, "lighting of rivers". It is proposed to increase the pay of the person holding this position from $350 a year to $42.50 a month, and to give him the title of keeper. This recommendation is made in view of the Inspector's statement that the keepers of similar lights situated nearby hold regular appointments as keepers and receive the compensation recommended for this position, and it is deemed only just to put the present person in charge of this light on the same footing as persons in charge of lights nearby. $42.50 p. mo.

2. The Board therefore asks that Joseph B. Elsen be transferred from the non-competitive position of laborer in charge of West Point Light-Station, N. Y., and given an appointment as keeper of West Point Light-Station, N. Y., at $42.50 a month. He has been in charge of this light over 14 years, and in view of that fact it is not thought that the Civil Service Commission will insist upon an examination to fill this position.

O.K.

O.K.

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

July 7, 1909.

Gentlemen:

On July 1, 1909, the Department authorized the position of keeper of the West Point Light-Station, New York, with pay at the rate of $42.50 per month in lieu of the position of laborer in charge of that station, with pay at the rate of $350 per annum, abolished at the close of June 30, 1909. West Point for many years had been a regular station, but on February 21, 1894, the keepership was abolished and the Light-House Board was authorized to hire a laborer at the best terms available to care for the light. Under that authority the Inspector of the Third Light-House District employed a suitable person at $350 per annum.

The present incumbent has held this position for more than fourteen years without appointment from the Department, but in view of his faithful and efficient service, it is deemed just and proper that he should be retained in charge of the light upon its classification. The Department therefore requests that the Commission approve his appointment.

Respectfully,

Secretary.

The Civil Service Commission.

D-Le'

K - L

28

United States
Civil Service Commission,
Washington, D. C.

July 15, 1909.

OFFICE OF THE CHIEF CLERK
RECEIVED
JUL 16 1909
DEPT OF COMMERCE AND LABOR.

The Honorable

The Secretary of Commerce and Labor.

Sir:

Referring to your request of July 7, 1909, for approval of the appointment of the present incumbent of the position of laborer at West Point to the position of keeper of the West Point Light Station, the Commission has the honor to request to be informed of the name and record of the services of the person referred to, for its consideration in connection with the case.

By direction of the Commission,

Very respectfully,

John C. Black

President.

WROTE BOARD
JUL 16 1909

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL 16 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

4489

July 16, 1909.

Gentlemen:

Referring to the request contained in the Board's letter of the 8th ultimo that Joseph B. Elsen be transferred from the non-competitive position of laborer in charge of West Point Light-Station, New York, to the position of keeper of that station, the Department desires to be furnished with a full record of his services in connection with this position, for the information of the Civil Service Commission.

Respectfully,

Acting Secretary.

The Light House Board.

D-Le

Department of Commerce and Labor

ATJ.
12061.

LIGHT-HOUSE BOARD

Washington

Joseph B. Elsen,
record of services.

July 23, 1909.

OFFICE OF THE CHIEF CLERK
RECEIVED
JUL 24 1909
DEPT OF COMMERCE AND LABOR.

DIVISION OF APPOINTMENTS
RECEIVED
JUL 24 1909
DEPT OF COMMERCE AND LABOR

The Honorable

The Secretary of Commerce and Labor.

Sir:-

Referring to Department letter of the 16th instant requesting to be furnished with a full record of the services of Joseph B. Elsen whose transfer from the non-competitive position of laborer in charge of West Point Light, N. Y., to the position of keeper of that light has been asked, the Board has the honor to state that Elsen has had charge of this light since March 1, 1894, with pay at the rate of $350 a year. The Inspector states that during this period Elsen has rendered efficient work and his services have been satisfactory.

Respectfully,

Jno Casey

Lt. Col., Corps of Engineers, U. S. A.,

Engineer Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
JUL 24 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

Note Com. July 26/09

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

July 26, 1909.

Gentlemen:

In reply to the Commission's request of the 15th instant to be informed of the name and record of the services of the present laborer in charge of the West Point Light-Station, New York, the Department states that the name of the person referred to is Joseph B. Elsen; that he has had charge of the lights since March 1, 1894, with pay at the rate of $350 per annum, and that the Inspector of the Third Light-House District reports that during this period Mr. Elsen has rendered efficient work and his services have been satisfactory.

Respectfully,

Acting Secretary.

The Civil Service Commission.

D-Le

B-OAZ

United States
Civil Service Commission,
Washington, D. C.

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 3 1909
DEPT OF COMMERCE AND LABOR.

DIVISION OF APPOINTMENTS
RECEIVED
AUG 3 1909
DEPT OF COMMERCE AND LABOR

August 2, 1909.

The Honorable,

The Secretary of Commerce and Labor.

Sir:

In reply to your letters of July 7 and July 26 requesting approval of the appointment of Joseph B. Elsen to the classified position of keeper of the West Point Light Station, New York, you are informed that the list of employees classified on May 6, 1896, in the Light House Service, will be amended to show the classification of Mr. Elsen as a laborer performing the duties of a light-house keeper and the appointment of Mr. Elsen as a light-house keeper from July 1, 1909, when the position of keeper was created, in lieu of his former position, is approved. This action is based upon the fact that Mr. Elsen has been engaged in caring for the lights from a time antedating the classification of the Light House Service.

D. L. July 6. 1909
with position at
Keeper - 42.50 per
July 1. 09

By direction of the Commission:

Very respectfully,

W. L. Washburn 8-3-09

Commissioner.

OFFICE OF THE CHIEF CLERK
FORWARDED
AUG 3 - 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

18061.

August 4, 1909.

Mr. Joseph B. Elsen, of New York, is hereby appointed Keeper of the West Point Light-Station, New York, in the Light-House Service, at a salary of Forty-two and 50/100 dollars per month, this appointment to be effective beginning July 1, 1909, 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 classification in accordance with Civil Service Commission's letter of August 2, 1909.)

CARDED.

DIVISION OF APPOINTMENTS
REPORTED
AUG 5 3
TO LIGHTHOUSE BOARD
DEPT OF COMMERCE AND LABOR

Acting Secretary.

Date of oath: , 190

CHANCE REPORTED
JUL 1909
U.S. CIVIL SERVICE COMMISSION.

The Light-House Board.

D
Ma

Form 111

OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

LIGHT HOUSE BOARD
AUG 17 1909
NO. 12061

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

OFFICE OF THE CHIEF CLERK RECEIVED AUG 21 1909 DEPT OF COMMERCE AND LABOR.

DIVISION OF APPOINTMENTS RECEIVED AUG 21 1909 DEPT OF COMMERCE AND LABOR

Enclosu...

I, Joseph B. Elsen

do solemnly [a] 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.

Joseph B. Elsen
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 9th day of August, A. D. 190 9.

(Affix official seal here.)

[c] (Name:) Wm. D. Hudson

(Official title:) Notary Public

OFFICIAL TITLE.	PAY.	NAME OF STATION.	State or Country in which born.	State or Territory from which last appointed.
Keeper in the Light House Service.	$42.50 pr.mo.	West Point(N.Y.)	New York.	New York

(The above should be filled in by the district officer.)

OFFICE OF THE Inspector, 3rd. LIGHT-HOUSE DISTRICT,

Tompkinsville, N.Y. (Address.), August 16, 1909. (Date.)

The above-named appointee entered upon duty on July 1st. 1909. (Date.)

CARDED

(Signed:) C. Thomas

Captain, U.S.Navy,
Inspector.

[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 taken any time prior to the payment of compensation, but no compensation should be paid until the oath is executed in proper form.

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.

Ent'd AUG 19 1909

OFFICE OF THE CHIEF CLERK FORWARDED AUG 21 1909 TO APPOINTMENTS LIGHT-HOUSE BOARD DEPT OF COMMERCE AND LABOR

LIGHT HOUSE BOARD
AUG 17 1909
NO. 12061

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
AUG 21 1909
DEPT OF COMMERCE AND LABOR.

DIVISION OF APPOINTMENTS
RECEIVED
AUG 21 1909
DEPT OF COMMERCE AND LABOR

Enclosure.

May 15, 1909.

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

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

Charles Nagel
Secretary.

OFFICE OF THE CHIEF CLERK
FORWARDED
AUG 21 1909
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR.

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

DIVISION OF APPOINTMENTS
RECEIVED
AUG 21 1909
DEPT OF COMMERCE AND LABOR

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.) Joseph Bogan Elsom

2. How do you intend to write your name on the pay roll? (*This should agree with signature to your oath of office.*) Joseph B. Elsom

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

Highland Falls (City or town.) New York (State or Territory.) Orange (County.) 20th (Congressional district.)

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

5. Where were you born? West Point N.Y.

6. When were you born? July (Month.) 23rd (Day.) 1853 (Year.)

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

CARDED

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

William J. Elsen — Name.
Highland Falls — City or town.
N.Y. — State or Territory.

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
None				

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: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

* By classification in accordance with C.S. Commission's letter, Aug.2,1909.
~~Transfer from Dept Asst Post Light~~

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

Cant bend right elbow, but dont interfere with woking Use glasses

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

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

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

No

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

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

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

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

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 12, 13, 14, and 15.)

Laborer acting Light House Keeper

* Written in office of Inspector 3rd. L.H. District.

11—1434

17. 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.)

Select x Public schools

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

Sign Painter

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

None

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

Yes

21. State the date upon which the above blanks were filled. August 9th, 1909

Witness:

In case signature is by mark.

(Signature) Joseph B. Elsen

P. O. Address: Highland Falls
City or town.

Main
Number and street.

New York
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded August 16, 1909. 19

(Signature) C. Thomas.

(Official title) Captain, U.S. Navy, Inspector.

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed

Light House Service. (Bureau or Service.) West Point. (Place (city, town, station, or vessel.)) Third. (District.)

2. To what position has he been appointed? Keeper.

3. State the date of appointment. August 4, 1909.

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

July 1,1909.

5. State the date of the oath. August 9,1909.

6. State the date the employee entered on duty. July 1,1909.

7. What is his salary? $ 42.50 per month.

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

9. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive.

10. If classified, state the date of classification. August 2, 1909.

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

Without examination. By classification in accordance with Civil Service Commission's letter of August 2, 1909.

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

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

Reviewed, approved, and forwarded to the Department.

(Signature) C. Thomas.

(Official title) Captain, U.S.Navy, Inspector.

Date: August 16, 1909., 19

11—1434

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

JED

EFFICIENCY REPORT

JAN 2 1912

JAN 4 1912

I.B.R.

(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 Joseph B. Elsen, 2. Age 58 years (Last birthday.)

3. Bureau Light Houses 4. Position Keeper, West Point Lt. Sta., N.Y.

5. Compensation $42.50 P.M. 6. Where employed West Point Lt. Sta., N. Y.

7. When appointed (a) Aug. 4, '09. 8. How appointed (b) Without exam; included in classified service by C. S. Commission letter Aug. 2, 1909.

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

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

11. Does the employee receive a pension? No If so, state the amount None

12. Other Government service Was employed as laborer in charge West Point Light from March 1st 1894 to June 30th, 1909.

13. Duties (describe fully) Keeping fixed white, 6th order light, fog bell, struck by machinery Caring for building, cleaning, painting, etc.

DIVISION OF APPOINTMENTS RECEIVED JAN 19 1912 DEPT OF COMMERCE AND LABOR

14. Has the employee special qualifications? No. If so, state them None

CARDED.

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		X	
Total		8	680
Average percentage			85

File Rng

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.) Takes good interest

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 right

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 None If so, what percentage of salary is unearned?

20. Remarks: (e)

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

Oscar L. Austin
Assistant Superintendent

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

C. S. Sleeman
Commander U. S. N. Inspector.

G. T. Putnam Commissioner
Chief of Bureau or Office.

11—4259

Form 73

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

Department of Commerce and Labor

LIGHTHOUSE SERVICE

TJL

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT.

JUN 11 1912

Tompkinsville, N.Y., June 8, 1912. 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

APPOINTMENT DIVISION RECEIVED JUN 12 1912 DEPT OF COMMERCE AND LABOR

Action proposed, Change in compensation

Name, Joseph B. Elsen — Legal residence, New York

Position, Keeper — Salary, ~~$510~~ 516. per annum

Location, West Point Light Station, N.Y.

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

Former position, Keeper — Former salary, $42.50 per month

Location, West Point Light Station, N.Y.

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

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Joseph B. Elsen — Services terminated, June 30, 1912

Reason, Change in compensation

Remarks: Payable from "Salaries, Keepers of Lighthouses"

6/28/12 MCL

Conver

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 21 1912

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

11—2314

APPOINTMENT DIVISION APPOINTMENT WRITTEN JUL 3 1912 DEPT OF COMMERCE AND LABOR

L. B. Putnam

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 3, 1912.

Mr. Joseph B. Ellen,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

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

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

(By change from $42.50 per month.)

CARDED

CHANGE REPORTED
AUG - - 1912
C. S. COMMISSION.

APPOINTMENT DIVISION.
REPORTED
JUL 5 1912
TO DISBURSING CLERK
DEP'T OF COMMERCE AND LABOR

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: New York.

11—3692

Form 111

Carded in the Disbursing Office.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHT-HOUSES ☆ AUG 10 1912 ☆ DEPT OF COMMERCE AND LABOR

OFFICE OF DISBURSING CLERK RECEIVED AUG 15 1912 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, Joseph B. Elsen

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.

Joseph B. Elsen
(Appointee signs here)

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

(Affix official seal here)

[4] (Name) Wood T. Turner

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Keeper	$516. p.a.	West Point Light Station, N.Y.

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

DIVISION OF APPOINTMENTS RECEIVED AUG 17 1912 DEPT OF COMMERCE AND LABOR

Office of Lighthouse Inspector, Third District

Tompkinsville, N.Y., Aug. 9, 1912
(Address) (Date)

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

Formerly Keeper West Point Light Station, N.Y., at $42.50 per month.

CARDED.

J. Yates
(Signature, followed by title)

[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

JHG

Form 93

LETTER TRANSMITTING RESIGNATION

Department of Commerce ~~and Labor~~

LIGHTHOUSE SERVICE

CHIEF CLERK
JUN 2 1913

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y.
May 29, 1913, 191

DIVISION OF APPOINTMENTS
Resignation Accepted
JUN 2 1913
DEPT OF COMMERCE

BUREAU OF LIGHTHOUSES
MAY 31 1913
DEP'T OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

There is transmitted herewith the resignation of the following-named employee:

Name, Joseph B. Elsen

Position, Keeper

Legal residence, New York

Station, West Point Lt. Sta., N.Y.

Salary $516 per annum

APPOINTMENTS
JUN. 2 13

The acceptance of this resignation is recommended effective at the close of June 10, 1913.

Remarks:

Mr. Elsen has not been granted leave in excess of the accrued rate.

Leave 6/1c

6-1-13

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

WASHINGTON

MAY 31 1913

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

11—4623

Acting Commissioner

LIGHT-HOUSE INSPECTOR 2d DIST. MAY 29 1913 RECEIVED TOMPKINSVILLE N.Y.

West Point Light Station
May 27th 1913

L.H. Inspector 3rd Dist.

BUREAU OF LIGHTHOUSES MAY 31 1913 DEPT OF COMMERCE

Sir
I tender my resignation as Keeper of West Point Light Station on account of poor health and unable to walk to & fro which is little of two miles from where I live

APPOINTMENTS JUN 3 '13

To take effect June 10th 1913

Elsen
Keeper

June 2, 1913.

Sir:

Having tendered your resignation as keeper of West Point Light Station, New York, at $516 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of June 10, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY

Chief of Appointment Division.

CARDED.

Mr. Joseph B. Elson,
Through the Commissioner of Lighthouses.

CHANGE REPORTED
JUN 1913
U. S. COMMISSION.

* DL 6/19/13 amends

APPOINTMENT DIVISION.
REPORTED
JUN 2 - 1913
TO DISBURSING CLERK
DEPT. OF COMMERCE

C
P

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
TOMPKINSVILLE, N.Y.

JHG

Department of Commerce and Labor

LIGHTHOUSE SERVICE

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

Dept recd 6/17

GENERAL DEPOT
OFFICE OF INSPECTOR, 3D DISTRICT
TOMPKINSVILLE, N.Y.

June 16, 1913.

BUREAU OF LIGHTHOUSES JUN 17 1913 DEP'T OF COMMERCE

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN JUN 19 1913 DEPT OF COMMERCE

CHIEF CLERK JUN 18 1913

5

Commissioner;-

Enclosed herewith is Department letter of June 2,1913 accepting the resignation of Joseph B. Elsen as Keeper of West Point Light Station,N.Y., effective at the close of June 10, 1913.

Lewis H.Wilcox who was appointed to relieve Mr. Elsen at the close of June 10, declined to enter on duty, and another man has to-day been nominated for the position, effective on June 20,1913.

It is therefore requested that the effective date of Mr.Elsen's resignation be amended to take effect at the close of June 19th instead of June 10th.

yates

Bureau of Lighthouses, Washington
JUN 18 1913

Submitted to Secretary of Commerce recommended for approval, and change of Department letter of June 2, 1913, to be effective at the close of June 19, instead of June 10, 1913.

Holloway
acting Commissioner.

6-19-13

June 19, 1913.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 18th instant, the Department has amended its order accepting the resignation of Joseph B. Elsen as keeper of West Point Light Station, New York, at $516 per annum, by changing the same to read effective at the close of June 19, instead of June 10, 1913.

The communication addressed to Mr. Elsen under date of the 2d instant, notifying him of the acceptance of his resignation, has been amended accordingly and is herewith returned.

By direction of the Secretary:

Signed E. W. Libby
Acting Chief Clerk.

CARDED.

CHANGE REPORTED
JUN 1913
U. S. COMMISSION.

APPOINTMENT DIVISION.
REPORTED
JUN 20 1913
TO DISBURSING CLERK
DEPT OF COMMERCE

Enclosure 945.
C-Lw

PERSONAL QUESTION SHEET

Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

May 15, 1909.

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

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

Charles Nagel
Secretary.

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe.) Joseph Bryan Eborn

2. How do you intend to write your name on the pay roll? (***This should agree with signature to your oath of office.***) Joseph B. Eborn

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

Highland Falls (City or town.) New York (State or Territory.) Orange (County.) 20th (Congressional district.)

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

5. Where were you born? West Point N.Y.

6. When were you born? July (Month.) 23 (Day.) 1853 (Year.)

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

11—1434

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

William J Elam (Name.) Highland Falls. (Number and street.)

(City or town.) (State or Territory.)

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

Name.	Relationship.	Department.	Bureau or Service.	Position.
	None			

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: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

* By classification in accordance with C.S.Commission's letter of Aug. 2, 1909. Transfered from Execs Hook pat Light $760.00 per annum

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

Can't bend right elbow, but dont interfere with work. Use glasses

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

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

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

No

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

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

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

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

16. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 12, 13, 14, and 15.)

Laborer acting Light House Keeper

* Written in office of Inspector 3rd. L.H.District.

11—1434

17. 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.)

Select & Public Schools

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

* Sign painter

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

None

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

Yes

21. State the date upon which the above blanks were filled. August 9th, 1909

(Signature) Joseph B. Elsun

Witness:

In case signature is by mark.

P. O. Address: Highland Falls
City or town.
Main St.
Number and street.
New York
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded August 16, 1909., 19

(Signature)

(Official title) Captain, U. S. Navy, Inspector.

11—1434

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed

Light House Service (Bureau or Service.) West Point Station (Place (city, town, station, or vessel.)) Third (District.)

2. To what position has he been appointed? Keeper

3. State the date of appointment. August 4, 1909.

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

July 1, 1909.

5. State the date of the oath. August 9, 1909.

6. State the date the employee entered on duty. July 1, 1909.

7. What is his salary? $ 42.50 per month.

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

9. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive.

10. If classified, state the date of classification. August 2, 1909.

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

Without examination. By classification in accordance with Civil Service Commission's letter of August 2, 1909.

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

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

Reviewed, approved, and forwarded to the Department.

(Signature) .....

(Official title) Captain, U.S. Navy, Inspector.

Date: August 16, 1909., 19

11—1434

391. Joseph H. Shea

1909		#540 Elsen, Joseph B.
7-19	1	Bd. fwds. let. from Dept. asking re. service of- at West Point.
7-21	2	Return to Bd. services allright-good man. at West Point.
7-24	3	**Will be informed at to increasing pay, when the Dept. has come to a decided decision in the case.**
8-6	4	Let. to with infor. that steps have been taken to increase slary also to be included in the classified Civil Service. Check for July will be sent as soon as possible.
8-5	5	Let. from request infor. as to increase in pay, etc. Has many debts to be paid and requests salary.
8-6	6	Let. to Bd., request matter of increasing salary and appointing him a regular keeper, etc.
8-4	7	Appt. as Keeper West Point Lt.sta. at $42.50 per month.
8-16	8	Let. to Bd. Oath Office & Personal Question sheet sent, keeper of West Point.
3-25 1910	9	Let. to-warned that station was found only fair-warned that station must be kept clean at all times-

5

75

DEPARTMENT OF COMMERCE ~~AND LABOR~~

OFFICE OF THE CHIEF CLERK

WASHINGTON

BUREAU OF LIGHTHOUSES JUN 21 1913 DEP'T OF COMMERCE

June 19, 1913.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 18th instant, the Department has amended its order accepting the resignation of Joseph B. Elsen as keeper of West Point Light Station, New York, at $516 per annum, by changing the same to read effective at the close of June 19, instead of June 10, 1913.

The communication addressed to Mr. Elsen under date of the 2d instant, notifying him of the acceptance of his resignation, has been amended accordingly and is herewith returned.

By direction of the Secretary:

E. W. Libby

Acting Chief Clerk.

Bureau of Lighthouses, Washington

JUN 23 1913

To Lighthouse Inspector Tompkinsville, N. Y.

for files of his office. By direction of the Commissioner:

Clark

Chief Clerk.

Enclosure 945.

C-Lw

JHG

(75)

June 16,1913

Commissioner;-

Enclosed herewith is Department letter of June 2,1913 accepting the resignation of Joseph B. Elsen as Keeper of West Point Light Station,N.Y., effective at the close of June 10,1913.

Lewis H.Wilcox who was appointed to relieve Mr.Elsen at the close of June 10, declined to enter on duty, and another man has to-day been nominated for the position, effective on June 20,1913.

It is therefore requested that the effective date of Mr.Elsen's resignation be amended to take effect at the close of June 19th instead of June 10th.

YATES

Elsen

25

JHG

June 13,1913

Joseph B. Elsen, Keeper,

West Point Lt.Sta.,

Main St.,Highland Falls,N.Y.

Referring to your letter of June 11,1913 stating that Lewis H.Wilcox will not accept the position of Keeper of West Point Lt.Sta.

You will please return to this office the letter dated June 2,1913 from the Department of Commerce addressed to you, accepting your resignation. This letter will be returned to Washington in order that the effective date of your resignation may be amended.

In the meantime every effort will be made by this office to obtain a man to relieve you at the earliest possible date.

IN THE ABSENCE AND BY DIRECTION OF INSPECTOR.

HOPKINS

See West Pt.

(73)

JHG

June 13,1913

Joseph B. Elsen, Keeper,

West Point Lt.Sta.,

Main St.,Highland Falls,N.Y.

Referring to your letter of June 11,1913 stating that Lewis H.Wilcox will not accept the position of Keeper of West Point Lt.Sta.

You will please return to this office the letter dated June 2,1913 from the Department of Commerce addressed to you, accepting your resignation. This letter will be returned to Washington in order that the effective date of your resignation may be amended.

In the meantime every effort will be made by this office to obtain a man to relieve you at the earliest possible date.

IN THE ABSENCE AND BY
DIRECTION OF INSPECTOR

HOPKINS

June 2, 1913-

Dept accepts resignation of Joseph B. Elsen, keeper West Point Light Station N. Y. @ #576- per an. at close of June 10, 1913-

See Elsen Joseph B.

75

June 2, 1913.

BUREAU OF LIGHTHOUSES JUN 17 1913 DEP'T OF COMMERCE

Sir:

Having tendered your resignation as keeper of West Point Light Station, New York, at $516 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of June 19, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

Mr. Joseph B. Elsen,
Through the Commissioner of Lighthouses.

C
F

Resignation

75

June 2 - 1913

Dept accepts resignation of Joseph B. Elsen
Keeper of West Point-2Lt. effective close of
June 19th 1913 -

Lee Elsen Jos. B.

JHG

75

Form 93

LETTER TRANSMITTING RESIGNATION

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,
Tompkinsville, N.Y.
May 29, 1913 , 191

THE COMMISSIONER OF LIGHTHOUSES:

There is transmitted herewith the resignation of the following-named employee:

Name, Joseph B. Elsen Position, Keeper

Legal residence, New York Station, West Point Lt. Sta., N.Y.

Salary $516 per annum

The acceptance of this resignation is recommended effective at the close of June 10, 1913.

Remarks:

Mr. Elsen has not been granted leave in excess of the accrued rate.

CHIEF CLERK

BUTLER

ASPINWALL

YATES

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

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

11—4623

COPY

West Point Light Station,

May 27,1913

L.H.Inspector 3rd District

Sir;-

I tender my resignation as Keeper of West Point Light Station on account of poor health and unable to walk too and fro which is little of two miles from where I live.

To take effect June 10,1913.

Elsen,

Keeper

75
78

JHG

May 29,1913

Joseph B. Elsen, Keeper,

West Point Light,Station,N.Y.

Main St.,Highland Falls,N.Y.

Your letter of May 27,1913 resigning your position as keeper of West Point Light Station,N.Y., has been received and forwarded to Washington, with recommendation that same be accepted, effective at the close of June 10,1913.

75

JHG

May 24,1913

Joseph B. Elsen, Keeper,

West Point Light Station,

Main St.,Highland Falls,N.Y.

Referring to your letter of May 22nd,1913 resigning your position of Keeper at West Point Light Station, effective on June 1,1913. You are requested to submit a new letter of resignation, making the effective date June 10, as it is impossible for this office to secure a man to relieve you by June 1st. In the meantime, there are enclosed three copies of Form 30, which you will fill out and have ready so as to obtain receipt for the station and all Government property under your control, when your successor relieves you.

LIGHT-HOUSE INSPECTOR
2d DIST.
MAY
23
1913
RECEIVED
TOMPKINSVILLE, N.Y.

Orig
for
Original

West Point Light Station
Thurs. May 22nd 1913

U.S. Light-House Inspector

Sir

I herby tender my resignation as keeper of West Point light I am in such poor health that I am unable to walk to the light which is 2 miles from where I live, I have been in poor health for the last couple of years that Bell shed has ruined my health it is small no room and to put another summer there would do me, I have laid off for a few weeks in hope of getting better but I dont seem to improve this to take effect 1st of June my oldest son is tending the light for me till 1st June as it interfere with his other business — Send me 3 transfer blanks forms so I can make them out to turn over to my successor. I have been at West Point 19 years 3 months tranfered in March 1894 from Con's Hook were I was little over 4 years

Elsen
Keeper

75

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 3, 1912.

Mr. Joseph B. Elson,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

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

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

(By change from $42.50 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

ACTING Chief of Appointment Division.

F
D

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: New York.

11-3692

75

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

Department of Commerce and Labor
LIGHTHOUSE SERVICE

TJL

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., June 8, 1912. 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Change in compensation

Name, Joseph B. Elsen — Legal residence, New York

Position, Keeper — Salary, $516. per annum

Location, West Point Light Station, N.Y.

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

Former position, Keeper — Former salary, $42.50 per month

Location, West Point Light Station, N.Y.

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

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Joseph B. Elsen — Services terminated, June 30, 1912

Reason, Change in compensation

Remarks: Payable from "Salaries, Keepers of Lighthouses"

CC
Butler Jr
Asst

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

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

11—2314

75

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

Department of Commerce and Labor
LIGHTHOUSE SERVICE

TJL

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., June 8, 1912. 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

Action proposed, Change in compensation

Name, Joseph B. Bloom — Legal residence, New York

Position, Keeper — Salary, $516. per annum

Location, West Point Light Station, N.Y.

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

Former position, Keeper — Former salary, $43.00 per month

Location, West Point Light Station, N.Y.

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

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Joseph B. Bloom — Services terminated, June 30, 1912

Reason, Change in compensation

Remarks: Payable from "Salaries, Keepers of Lighthouses"

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

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

11—2314

75

ADDRESS ALL COMMUNICATIONS TO
"LIGHTHOUSE INSPECTOR, THIRD DISTRICT,
TOMPKINSVILLE, N. Y."

Department of Commerce and Labor
LIGHTHOUSE ESTABLISHMENT

PWP

GENERAL DEPOT
OFFICE OF INSPECTOR, 3D DISTRICT
TOMPKINSVILLE, N. Y.

November 6, 1911.

Joseph B. Elsen, Keeper,
West Point Light-Station.

Sir:-

Referring to recent inspection of the light in your charge:

The excellent condition of the light as to cleanliness, orderliness and operation, and of yourself as to neatness, cleanliness and efficiency is commendable, and the fact will be entered on your record.

Respectfully,

C. D. STUARTS,
Commander, U.S.N.
Inspector.

Approved

ADDRESS ALL COMMUNICATIONS TO
"LIGHTHOUSE INSPECTOR, THIRD DISTRICT,
TOMPKINSVILLE, N. Y."

75

Department of Commerce and Labor

LIGHTHOUSE ESTABLISHMENT

PWP

GENERAL DEPOT
OFFICE OF INSPECTOR, 3D DISTRICT
TOMPKINSVILLE, N.Y.

November 6, 1911.

Joseph B. Elsen, Keeper,

West Point Light-Station.

Sir:-

Referring to recent inspection of the light in your charge,

The excellent condition of the light as to cleanliness, orderliness and operation, and of yourself as to neatness, cleanliness and efficiency is commendable, and the fact will be entered on your record.

Respectfully,

O. D. STEARNS,

Commander, U.S.N.

Inspector.

LIGHT-HOUSE INSPECTOR
2D DIST.
JUL
5
1911
RECEIVED
POUGHKEEPSIE, N.Y.

West Point Light Station

Inspector 3od Dist July 1st 1911

Sir

In reply to Circular letter of June 15th 1911 in regards to transfer I wish to state that I dont wish a transfer

Very Respectfully
Joseph B. Dunn
Keeper

Elders 6/16/10 75

June 2
accepts
Resignation of
Elsen J. B.

Returned to Bur
for amend.

75

540
3277
199

March 25, 1910.

Joseph P. Elsen, Keeper,
West Point Light-Station,
Highland Falls, N. Y.

Sir:-

You are informed that at the inspection of the station in your charge made March 23, 1910, it was noted that the general condition as to order and cleanliness was only fair. Half filled paint-pot, boards, ladders, and untagged empty oil-cans found outside of structure.

You are hereby warned that the station in your charge must be kept clean and in good order at all times, and it is hoped that it will not be necessary to call your attention to similar neglects of duty in the future as this office will be compelled to take steps which may result in your separation from the Light-House Service.

Respectfully,

R. Mo. Doyle

Captain, U. S. N.,
Inspector.

75

Form 95 LETTER TRANSMITTING OATH OR PERSONAL QUESTION SHEET

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

J.A.S. 0-40
3065

OFFICE OF THE Inspector, 3rd. L. H. DISTRICT

Copy.

Tompkinsville, N.Y.

August 16th, 1909.
(DATE)

The Light-House Board,

Washington, D. C.

Sirs:

I have the honor to inclose herewith, properly filled out, the oath and personal question sheet of Joseph B. Elsen
(STATE CORRECT NAME OF APPOINTEE)
who was appointed Keeper in the Light House Service.
(STATE OFFICIAL TITLE HERE)
at West Point Light Station (N.Y.)
(STATE OFFICIAL NAME OF AID HERE)
by Department letter of August 4, 1909. Mr. Elsen
(DATE)
actually entered on duty under this appointment on July 1, 1909.
(DATE)
Oath of office dated,
August 9,1909.

Respectfully,

C. Johnson

Captain, U.S.Navy,

Inspector.

Strike out "Personal question sheet" if one has already been furnished.

Oaths and personal question sheets should be sent to this Office for transmission to the Department at the earliest practicable date.

11—2774

75 b

RLM-NO. 5-40
199

Joseph B. Elsen;
increase in pay.

August 6, 1909.

The Light-House Board,

Washington, D.C.

Sirs:-

I have the honor to request to be informed if the matter of increasing the pay of Joseph B. Elsen, as keeper of the West Point Light-Station, and appointing him a regular keeper, has been settled.

As it was understood that his increase in salary would be effective from July 1, 1909, this office has been unable to pay him for the month of July, as it was not known whether he should be paid from "Lighting of Rivers" or, "Salaries of Keepers of Light-Houses".

Respectfully,

C. Thomas.

Captain, U.S.Navy,

Inspector.

75年

RLM-NO. 5740
199

August 6, 1909.

Joseph B. Elsen, Keeper,
West Point Light-Station,
Highland Falls, N.Y.

Sir:-

Replying to your letter of August 5th, I have to say that as the question of increasing your salary and including you in the classified civil service has not yet been settled by the Department of Commerce and Labor, this office has not been able to send you a check for salary for the month of July. However, as soon as the matter is settled steps will be taken to pay you with the least possible delay.

Respectfully,

T. Ehrman.
Captain, U.S.Navy,
Inspector.

LIGHT HOUSE INSPECTOR
THIRD DIST.
AUG 6- 1909
5-40
RECEIVED

75

West Point Light Station
Aug 5th 1909

19.9

Capt. C. Thomas U.S.N.
L.H. Inspector 3rd Dist.

Sir

Having not heard since July 24th about my appointment & increase of Salary I wrote for information about it, I had a communication from the L.H. Board last January 7 months ago why is it that it takes all this time I dont know what to do as I have got to my debt limit, rent overdue Insurance and every thing else, if I contract new debts it will be a long time getting ahead again, Will you please let me know as soon as possible

Very Respectfully
Joseph B. Elston
Keeper

I have not received pay for the month of July

C.T.

ans

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

12061.

August 4, 1909.

Mr. Joseph B. Elsen, of New York, is hereby appointed Keeper of the West Point Light-Station, New York, in the Light-House Service, at a salary of Forty-two and 50/100 dollars per month, this appointment to be effective beginning July 1, 1909, 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 classification in accordance with Civil Service Commission's letter of August 2, 1909.)

[illegible] ORMSBY McHARG
Acting Secretary.

Date of oath: , 190

11—1774

The Light-House Board.

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File No. 0-40

July 24, 1909.

Joseph B. Elson, Keeper,
West Point Light,
Highland Falls, N. Y.

Sir:-

You are informed that the matter of appointing you a regular keeper and increasing your salary is now being considered by the Department, and you will be advised as soon as the matter is settled.

Respectfully,

C. Thomas.

Captain, U.S.Navy,
Inspector.

LIGHT HOUSE INSPECTOR,
THIRD ST.
JUL 24 1909
199
RECEIVED

West Point Light Station
July 23rd 1909

Capt. C. Thomas U.S.N.
L.H. Inspector 3rd. Dist

Sir

Having written you on the 15th Inst. in regards to making out my time reports and having no answer to the same I write again asking about if the communication I received last Jan. from the L.H. Board took effect the 1st of this July and if I will make my time report out accordingly

Very Respectfully
Joseph B. Elskin

ans 24

LIGHT HOUSE INSPECTOR
THIRD DIST.
JUL 20 1909
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File

DEPARTMENT OF COMMERCE AND LABOR
OFFICE OF THE SECRETARY
WASHINGTON

July 16, 1909.

Gentlemen: Referring to the request contained in the Board's letter of the 5th ultimo that Joseph B. Elsen be transferred from the non-competitive position of laborer in charge of West Point Light-Station, New York, to the position of Keeper of that station, the Department desires to be furnished with a full record of his services in connection with this position, for the information of the Civil Service Commission.

Respectfully,
Ormsby McHarg,
Acting Secretary.

The Light-House Board.

1ST INDORSEMENT, Light-House Board, Washington, D.C. July 19, 1909. Respectfully referred to the Inspector of the Third Light-House District for his information, proper action, and return to this office as soon as practicable. W. B. Hindmarsh, Chief Clerk.

2ND INDORSEMENT, Office of Inspector, 3d Dist., Tompkinsville N. Y. July 21, 1909. Respectfully returned to the Light-House Board with the information that Mr. Joseph B. Elsen has been employed as Keeper of the West Point Light-Station, New York, since March 1, 1894, with salary at the rate of $350 per annum, during which period he has rendered efficient work and his services have been satisfactory. G.N.Hayward, Lieut. Comdr., USN., Asst. to Inspr. (In the absence and by direction of the Inspr.)

LIGHT HOUSE INSPECTOR
THIRD DIST.
JUL 16 1909
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West Point Light Station
July 14th 1909

Capt. C. Thomas U.S.N.
A.N. Inspector 3rd Dist.

Sir

Last January I
recevid a communication through you from
the Light house board increasing the salary
from $350.00/100 to 500.00/100 per annum and appointing
me keeper I would like to know if I will
make out my time reports accordingly

Very Respectfully
Joseph B. Elam
Keeper

ans 21

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(45)

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3277

November 21, 1909.

Joseph B. Elsen, Keeper,

West Point Light-Station,

Highland Falls, N. Y.

Sir:-

You are informed that at the inspection of the station in your charge made August 23, 1909, it was noted that the interior of lantern was only fair as to cleanliness; that the inside of tower was badly in need of painting; that you were not in uniform and only fairly neat and clean in appearance, and that the general account book was not kept.

You are cautioned that the station in your charge must be kept clean and well painted; that you must wear the uniform as prescribed in paragraph 9, page 6, of Instructions to Light-Keepers 1908, and that you must be clean and neat in appearance; also that the general account book must be kept, and it is hoped that it will not be necessary to call your attention to similar offences in the future.

You will proceed to paint the inside of station; if you have not the necessary articles on hand to perform this work, make special requisition at once to this office for the materials needed.

Respectfully,

Shea

Captain, U. S. N.,

Inspector.

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

Department of Commerce and Labor

TJL

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Third DISTRICT,

Tompkinsville, N.Y., June 8, 1912. 191

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

JUN 11 1912

Action proposed, Change in compensation

Name, Joseph B. Elsen — Legal residence, New York

Position, Keeper — Salary, ~~$516.~~ $510 per annum

Location, West Point Light Station, N.Y.

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

Former position, Keeper — Former salary, $42.50 per month

Location, West Point Light Station, N.Y.

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

Other eligibles considered,

Letters of declination inclosed,

Previous incumbent, Joseph B. Elsen — Services terminated, June 30, 1912

Reason, Change in compensation

Remarks: Payable from "Salaries, Keepers of Lighthouses"

Conover

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

JUN 21 1912

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

11—2314

~~Acting~~ Commissioner

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

July 3, 1912.

Mr. Joseph B. Elsen,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

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

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

(By change from $42.50 per month.)

By direction of the Secretary:

Respectfully,

(SIGNED) R. C. SHELSE

ACTING Chief of Appointment Division.

F
D 1 EOD 8/1/12 MeC

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: New York.

11—3692

June 16, 1913, 3rd Inspr. requests resignation of Joseph B. Elsen be accepted effective at the close of June 19 instead of June 10, 1913. Department letter letter of June 2,1913, returned for change.

Bureau of Lighthouses, Washington

JUN 18 1913

Submitted to Secretary of Commerce recommended for approval. and change of Department letter of June 2, 1913, to be effective at the close of June 19, instead of June 10, 1913.

Acting Commissioner.

Dep. Comsr.
Hydrog.
Engr. Cons.
Mar. Engr.
E. C. &
Examiner.
Personnel.
Accounts
Contracts
Chf. Clk.
Comsr.

3rd pcl/25

BUREAU OF LIGHTHOUSES
JUN 21 1913
DEPT. OF COMMERCE

June 19, 1913.

Commissioner of Lighthouses:

In accordance with the Bureau's recommendation of the 18th instant, the Department has amended its order accepting the resignation of Joseph B. Elsen as keeper of West Point Light Station, New York, at $516 per annum, by changing the same to read effective at the close of June 19, instead of June 10, 1913.

The communication addressed to Mr. Elsen under date of the 2d instant, notifying him of the acceptance of his resignation, has been amended accordingly and is herewith returned.

By direction of the Secretary:

(Signed) E W Libby
Acting Chief Clerk.

Bureau of Lighthouses, Washington
JUN 23 1913

Ord To Lighthouse Inspector Tompkinsville, N. Y.
for files of his office. By direction of the Commissioner:

TSC
Chief Clerk.

Enclosure 945.
C-Lw

June 2, 1913.

Sir:

Having tendered your resignation as keeper of West Point Light Station, New York, at $516 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of June 19, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.

Chief of Appointment Division.

Mr. Joseph B. Elsen,
Through the Commissioner of Lighthouses.

C
F

JUN 3 1913

READ THE INSTRUCTIONS ON PAGE 3

I.B.R.

Department of Commerce and Labor

BUREAU OF LIGHT HOUSES
JAN 5 1912

EFFICIENCY REPORT

JAN 2 1912

(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 Joseph B. Elsen 2. Age 58 years (Last birthday.)

3. Bureau Light Houses 4. Position Keeper, West Point Lt. Sta., N. Y.

5. Compensation $42.50 P.M. 6. Where employed West Point Lt. Sta., N. Y.

7. When appointed (*a*) Aug. 4, '09. 8. How appointed (*b*) Without exam; included in classified service by C. S. Commission letter Aug 8, 1909

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

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

11. Does the employee receive a pension? No If so, state the amount None

12. Other Government service Was employed as laborer in charge West Point Light from March 1st 1894 to June 30th, 1909.

13. Duties (describe fully) Keeping fixed white, 6th order light, fog bell, struck by machinery, Caring for building, cleaning, painting, etc.

14. Has the employee special qualifications? No. If so, state them None

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		½		
Total		8 ½0	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.) Takes good interest

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 right

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

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

20. Remarks: (e)

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

Oscar L. Ruther
Assistant Superintendent

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

C. J. Pleasants
Commander U. S. N. Inspector.

11—4259

Chief of Bureau or Office.

(Cross Reference)

For ~~basis of this action~~ Commendation see

letter dated 2-8, 1912

in file of Thomas S. Fichtburn