2024 DEC 13 PM 3:44:54

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

Date: 12/10/2024

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	
E-Mail Address:	**Phone Number:**
knfgbb@umsl.edu	217-440-1332

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
Francis, George, C.		1882 England

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: 1955 CA

State of Residence (upon entry into service):

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

Researcher Signature: Kylie

CIVILIAN SERVICE

(Agency & Location)	
Lighthouse Service (AK)	
From: 1931	To: 1941
(Agency & Location) F652	
From:	To:
(Agency & Location)	
From:	To:

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

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: 2-303963 74089

Attendant Signature:

CMRS Search Request Number(s): Submitted to Arm. search 12/20/24 8:52a

Remarks:

2024 DEC 13 PM 2:02:50

SCREENING NOTES

- ☒ Reviewed and Nothing Removed KW
- ☐ 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:

2189

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS

CHECKED CMRS CASE #: 2-30396374089

Employee Name: FRANCIS GEORGE C **DOB:** ~~1882 ENGL~~AND

SOUNDEX: F652

Records checked:

Agency: Commerce 6028 Area: Bay 10, Lower Catwalk positive negative

Agency: Commerce 6029 Area: Bay 10, Lower Catwalk positive negative

Agency: Old Commerce Area: Bay 10, Lower Catwalk positive negative

AND

Agency: Treasury 2189 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury 2188 Area: Bay 13, Lower Catwalk positive negative

Agency: Old Treasury Area: Bay 13, Lower Catwalk positive negative

If Negative:

Agency: Treasury SRCs series 1 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 2 Area: Bay 13, Lower Catwalk positive negative

Agency: Treasury SRCs series 3 Area: Bay 13, Lower Catwalk positive negative

Agency: Coast Guard SRCs Area: Bay 13, Lower Catwalk positive negative

If Negative:

CMRS: _____ Area: _____ positive negative

ARCIS: _____ Area: _____ positive negative

Notes: _____

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

File No. 890

Name F R A N C I S, Mr. GEORGE C.

BORN: October 8, 1882.

Service COAST GUARD (L. H. S.)

U. S. GOVERNMENT PRINTING OFFICE 2—16323

DEPT. STOCK FORM 2240
REV. 1-41

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 59876

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date 17 October, 1941

Name: Francis, George C.

From: U. S. Coast Guard (BUREAU OR DIVISION) Bureau No.: 3207

Nature of Recommendation

Resignation; voluntary, without prejudice.

	FROM	TO
Position	Keeper	
Grade	Field (Range $1800-2160)	
Salary	$1800 p.a. plus $60 p.a. Qtrs.	
Bureau or Div. Organizational Subdivisions	U. S. Coast Guard	
Headquarters	Ketchikan, Alaska	
Post of Duty	Cape Spencer Lt. Sta., Alas.	
Appropriation	Civilian Employees, C. G.	
Allotment		

FIELD [x] DEPRTMTL. [ ] FIELD [ ] DEPRTMTL. [ ]

EFFECTIVE close 6 September, 1941.

Remarks:

Justification:

Letter of resignation is attached.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

N. R. STILES,
Commander, U. S. Coast Guard,
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Regular

DATE OF BIRTH: 10-6-1882

LEGAL RESIDENCE: Alaska

SEX: M | RACE: W

NATURE OF POSITION

NEW | ADDTL. IDENT.

VICE VACANCY | VICE

HAS C. S. COMM. ALLOWED VETERAN'S PREFERENCE? No

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD.

N.B

SS-77

RECEIVED
SEP 10 1941
COMMANDER, JUNEAU DISTRICT

TREASURY DEPARTMENT
United States Coast Guard
Ketchikan District

Sept 3 1941

TO Commander, Ketchikan District

Ketchikan, Alaska

Sir:

I hereby tender my resignation from the position indicated below effective at the close of 6 September, 1941.

Position	Keeper
Grade and salary	$1800. P.A. (Range $1800-2160.P.A.)
Division	Ketchikan District
Station	Cape Spencer Light Station, Alaska
Reason for resigning	Ill health – Arthritas

Geo C Francis
(Signature)

Is above person unqulifiedly recommended for further Government employment?

Yes.

Recommended that resignation be accepted without prejudice.
Superior's remarks:

This form takes the place of form previously submitted which was not signed by Mr. Francis, dated 6 Sept. 1941.

F. A. ZEUSLER
Frank Tomkiel
FRANK TOMKIEL
By direction.

Leave record during current calendar year

Annual	0	Sick 0	Without Pay 8 months, 6 days
Sick leave taken during last year of employment			0
Number of occasions when such leave was taken			0

FET
Leave Clerk.

N.B.

TREASURY DEPARTMENT
United States Coast Guard

Date 26 August 1940

U. S. COAST GUARD
RECD SEP 4 1940

REPORT OF EFFECTIVE DATE OF CHANGE IN POSITION OR PAY STATUS OF CIVILIAN EMPLOYEE

From: Commander, Juneau District.
To : Commandant.

BT Name George C. Francis

D Nature of Action Transfer and promotion.

1940 SEP 11 AM 10 34

Effective date of change 6 August 1940

	FROM	TO
Position	Keeper ~~(1st Asst.)~~	Keeper
Pay	$1620. P.A.	$1800. P.A.
Salary Range	$1560-1920 P.A.	$1800-2160. P.A.
Valuation of Quarters	$60. P.A.	$60. P.A.
Station	Cape Decision Light Station, Alaska.	Cape Spencer Light Station, Alaska.

Remarks: This change is reported in accordance with Department approval dated (perforated in Form 2249) 6 August 1940

F. A. ZEUSIER

Signature Frank Tomkiel
FRANK TOMKIEL, By direction.

(This space for use of Headquarters) A

HEADQUARTERS - U. S. COAST GUARD - WASHINGTON - September 10, 1940

Submitted to the Director of Personnel for information as to the effective date of this change.

By direction,

R. J. Gross

R. J. GROSS,
Chief, Civilian Personnel.

B

DEPT. STOCK FORM 2249

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PAGE: 47418 1

PERSONNEL RECOMMENDATION

TO DIRECTOR OF PERSONNEL

Date: August 3, 1940

Name: Francis, George C.

From: U. S. Coast Guard
(BUREAU OR OFFICE)

Nature of Recommendation

Transfer and Promotion

	FROM	TO
Position	Keeper	Keeper
Grade	Field (Range $1560-1920)	Field (Range $1800-2160)
Salary	$1620 p.a. plus $60 p.a. Qtrs.	$1800 p.a. plus $60 p.a. Qtrs.
Bureau	U. S. Coast Guard	U. S. Coast Guard
Office	Ketchikan, Alaska	Ketchikan, Alaska
Unit		
Division		
Section		
Sub-Section		
Headquarters	Juneau, Alaska	Juneau, Alaska
Post of Duty	Cape Decision Lt.Sta., Alaska	Cape Spencer Lt. Sta., Alaska
Appropriation	Civilian Employees, C. G.	Civilian Employees, C. G.
Allotment		

EFFECTIVE: FIELD [X] DEPRTMTL. [ ] FIELD [X] DEPRTMTL. [ ]

Remarks: E. O. D.

BUREAU OR DIVISION NO.: No. 3207

DATE OF BIRTH: 10-8-1882

LEGAL RESIDENCE: Alaska

VETERAN'S PREFERENCE: No

NATURE OF POSITION NEW:

ADDITIONAL IDENTICAL

VICE VACANCY:

VICE: James H. Scriver (transferred)

CIVIL SERVICE AUTHORITY:

DATE OF EFFECT: AUG 6 1940

SUBJECT TO RETIREMENT ACT: Lighthouse Act 6-20-18

Justification:

Consideration given all other eligible employees.
Certified as to Sufficiency of Appropriated Funds.

N. R. STILES,
Lt. Commander, U. S. Coast Guard,
Assistant Personnel Officer.
Bureau or Division Head

(FOR USE OF DIRECTOR OF PERSONNEL, TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

8-6-40

DATE

July 1, 1939. Lighthouse Districts No. SIXTEENTH

consolidated with JUNEAU Coast Guard District,

Headquarters JUNEAU, ALASKA.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

George C. Francis (amended 7/2/31 Francis)
(Name)

Oregon
(Legal Residence)

DATE OF BIRTH 10-8-1882

STATUS

DESIGNATION	SERVICE AND GRADE	SALARY	ACTION	BUREAU	STATION—DISTRICT	DATE OF EFFECT
Keeper		1560	Prob.	Lighthouses	16th Dist. amended Scotch Cap ~~Cape Hinchinbrook~~ Alaska	6/29/31
"	—	1560	Trans (73A)	"	Cape Sarichef L.S.	Sept. 10, 1934
"	—	1620	Promotion NTE 12 mos	"	Scotch Cap L.S.	7-2235
"	—	1620	Trans (73A) (Temp Pos.)	"	Cape Sarichef L.S.	Sept. 1, 1935
"	—	1800	Prom 1 year	"	Scotch Cap L.S.	8-1-36
"	—	1800	Extension NTE 15 Mos.	"	" "	8-1-37
"	—	1800	Extension NTE 6 mos.	"	" "	11-1-38
"	—	1560	Transfer NTE 9 mos	"	Cape Decision	3-3-39
"	—	1560	Change to Regular Position	"	" "	3-17-39
"	—	1620	INCREASE IN COMPENSATION	"	" "	JUN 16 1939

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

, June 16, 1939

M
r. George C. Francis
Through the
Commissioner of Lighthouses.

You are advised that your compensation has been changed as indicated below, effective June 16, 1939.

A new appointment will not be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

CARDED

JUL 13 1939

OLIVER C. SHORT
Director of Personnel.

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
JUN 24 1939
SHEET NO. 39-140
DEPARTMENT OF COMMERCE

From:
$1560
To:
$1620
Service and grade:

Appropriation (unit):
Field

16
C

FOR BASIS OF THIS ACTION SEE
LETTER DATED 6/15/39
IN FILE F 248.8

Form 73a

LF:FT

REPORT OF TRANSFER OF APPOINTEE [redacted]GHTHOUSES

APR 8 8 44 AM '39

DEPARTMENT OF COMMERCE
MAY 2 1939
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT.

Ketchikan, Alaska, March 30, 19 39

COMMISSIONER OF LIGHTHOUSES:

It is proposed to transfer the following-named employee as indicated, on or about (below)
(See instructions on reverse side)

Name, George C. Francis

Position, Keeper ~~in the Lighthouse Service~~

From Temporary additional 1st Asst. Kpr., C. Decision LH, Alaska

To Regular 1st Asst. Keeper, Cape Decision Lightstation, Alaska

Salary and range, $1560. P. A. ($1560-1920. PA)

Salary and range, $1560. P.A.($1560-1920. P.A.)

(Lt #3429)

Previous incumbent and pay, William J. Donelly, $1560. P. A. (1560-1920)

Services terminated, close March 16,1939

Reason, Deceased March 16,1939. Reference is made to Form 93 dated March 16, 1939, forwarded to the Bureau on that date.

No location reported to C.S.C. or prior report.

CARDED

, 19

The above-referred-to transfer became effective beginning with March 17,1939.
(Enter effective date in this space if transfer has been actually completed)

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY - 1 1939

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

11—11251 U. S. GOVERNMENT PRINTING OFFICE: 1934

LIGHTHOUSES

MAR 13 8 40 AM '39

Dept

DEPARTMENT OF COMMERCE
MAR 18 1939
DIVISION OF PERSONNEL

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LF

Ketchikan, Alaska.

District 16th Lighthouse District.

Date March 3, 1939.

on file

CHANGE IN DESIGNATION, PAY, OR STATUS OF EMPLOYEE

Name George C. Francis,

Nature of action Transfer.

Effective Date March 3, 1939.

	FROM	TO
Position	Temporary Additional Keeper.	Temporary Additional 1st Assistant.
Pay	$1800. per annum.	$1560. per annum.
Station	Scotch Cap Lightstation, Alaska.	Cape Decision Lightstation, Alaska.

Remarks: This change is reported in accordance with Department letter Dated January 27, 1939.

CARDED

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
MAR 25 1939
SHEET NO. 39-457
DEPARTMENT OF COMMERCE

For and in the absence of the Superintendent.

E. W. Laird

E. W. LAIRD,
Assistant Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON March 17, 1939

Submitted to the Secretary of Commerce for information.

For the Commissioner:

R. J. Gross

Chief of Personnel Division

s-e-e

Form A-38

DEPARTMENT OF COMMERCE
DIVISION OF PERSONNEL
WASHINGTON

January 27, 1939.

Mr. George C. Francis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty and to continue for a period not to exceed nine months. (Change of station).

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

By direction of the Secretary.

Respectfully,

EDW. J. GARDNER

FEB - 6 1939

Chief, Division of Personnel.

From: $1800 per annum.

To: $1560 per annum.

Service and grade:

Appropriation (unit): Field.

S
16th.

GOVERNMENT PRINTING OFFICE 11—9051

Form 73
LF:EMV

NOMINATION

LIGHTHOUSES
JAN 10 9 05 AM '39

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL
Telegraphic Reply Requested

DEPARTMENT OF COMMERCE
JAN 18 1939
DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT.

Ketchikan, Alaska - Jan. 3, 1939
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer - temporary period 9 months from date eod.

Legal residence, Alaska

Name, George C. Francis

Proposed salary, $1560. P. A.

DEPARTMENT OF COMMERCE
JAN 27 1939
DIVISION OF PERSONNEL

Position, Keeper in the Lighthouse Service. Temporary additional 1st assistant

Proposed range, $1560.-$1920.

Location, ~~keeper~~, Cape Decision Lightstation, Alaska

Appropriation, Salaries, Keepers of LH

Effective, February 16, 1939 [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Same Temporary additional keeper,

Former salary, $1800. P. A.

Location, Scotch Cap Lightstation, Alaska

Former range, $1800.-$2160.

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

(Identical with Lt.#3429)

Previous incumbent and his pay, new position/ Services terminated,

Reason, Authority is hereby requested for a temporary additional position of 1st Asst. Keeper at Cape Decision Lightstation at $1560. P. A. (Range $1560.-$1920.) for period of 9 months from date eod of appointee. Additional position is requested in order that leave may be granted William J. Donelly, 1st Asst. Keeper.

Members of family in Government service, None

Date of birth, October 8, 1882.

Remarks: Mr. Francis, who is now on approved leave of absence without pay, as temporary additional keeper at Scotch Cap Lightstation, is recommended for the above temporary additional position, in order that William J. Donelly, 1st Asst., may be granted accrued leave of absence prior to his compulsory retirement at age 70 effective Nov. 1, 1939. Sec. 2 of Civil Service Rule 1, relating to religious opinions of affiliations will not be violated by the action. It is requested that this transfer be at Government expense as it is not at the request of nor for the convenience of the employee and involves a reduction in pay. Travel Order No. 62 is inclosed for transportation from Ketchikan to Cape Decision LH, Alaska

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

Secretary, Civil Service District.

Superintendent

Incl.
Travel order.

BUREAU OF LIGHTHOUSES
WASHINGTON

January 16, 1939

Submitted to the Secretary of Commerce, approved, and recommending the authorization of a temporary additional position as indicated for not to exceed 9 months from date of entrance on duty. The additional position is necessary to provide a full complement for the operation of the station during the absence on leave of the regular first assistant keeper.

Action O. K.

Chief Clerk

Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~

WASHINGTON

DIVISION OF PERSONNEL

November 1, 1938.

Mr. George C. Francis,

Through the Commissioner of Lighthouses.

Sir:

The Department has extended the temporary limitation on your appointment to the position indicated below, effective November 1, 1938, and to continue for a period not to exceed six months.

A new appointment will not be issued to you as the result of this extension, nor will an oath of office be required.

CARDED

Bureau ..... Lighthouse Service.

Position ..... Keeper.

Grade and salary ..... $1800 per annum.

Station ..... Field.

By direction of the Secretary:

PERSONNEL
ENTERED ON JOURNAL
SEP 24 1938
SHEET NO. 38-477
DEPARTMENT OF COMMERCE
U. S. GOVERNMENT PRINTING OFFICE 142254

Respectfully,

OCT 28 1938

Chief, Division of Personnel.

~~Chief of Appointment Division.~~

F
16

Form 73

NOMINATION

LF:EMV

LIGHTHOUSES
OCT 3 11 42 AM '38

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
OCT 8 1938
DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT,

Ketchikan, Alaska - September 27, 1938
(City) (Date)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Extension temporary appointment for 6 months from 10-1-38 **Legal residence,** Alaska

DEPARTMENT OF COMMERCE
OCT 15 1938
DIVISION OF PERSONNEL

Name, George C. Francis — Proposed salary, $1800. P. A.

Position, Keeper in the Lighthouse Service — Proposed range, $1800.-$2160.

Location, Temporary additional keeper, Scotch Cap, Lightstation, Alaska — Appropriation, Salaries Keepers of Lightstations

Effective, ~~October~~ Nov. 1, 1938 — [1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty.~~

Former position, Same — Former salary, $1800 P. A.

Location, Same — Former range, $1800.-$2160.

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

Previous incumbent and his pay, Self. $1800 P. A. Services terminated,

Reason, ~~See request for extension of the above temporary additional position~~ of keeper at Scotch Cap Lightstation, Alaska, dated September 27, 1938.

Members of family in Government service, None

does not expire till oct. 31

Date of birth, October 8, 1882

Remarks: Mr. Francis' temporary appointment was approved for 15 months from August 1, 1937, by Department letter dated August 1, 1937. This extension is requested on account of Mr. Francis being granted leave without pay from October 1, 1938, at the close of his approved leave of absence with pay.

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

W. A. Darnell
Superintendent

.....
Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

October 6, 1938

Submitted to the Secretary of Commerce, approved, and recommending the extension of the temporary additional position occupied by this employee for not to exceed six months effective beginning November 1. This will not involve any additional expense as Mr. Francis will be on leave without pay for a considerable period, at the end of which it is expected to transfer him to another position.

Action O. K.
10/11/38
Chief Clerk

W. P. Harman
Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~

WASHINGTON

DIVISION OF PERSONNEL

August 1, 1937.

Mr. George C. Francis,

Through the Commissioner of Lighthouses.

Sir:

The Department has extended the temporary limitation on your appointment to the position indicated below, effective August 1, 1937, and to continue for a period not to exceed fifteen months.

A new appointment will not be issued to you as the result of this extension, nor will an oath of office be required.

Bureau ..... Lighthouse Service.

Position ..... Keeper.

Grade and salary ..... $1800 per annum.

Station ..... Field.

By direction of the Secretary:

Respectfully,

Chief, Division of Personnel.

~~Chief of Appointment Division.~~

U. S. GOVERNMENT PRINTING OFFICE 142254

C

CARDED

DEC 15 1937

DIVISION OF PERSONNEL
ENTERED ON JOURNAL
NOV 19 1937
SHEET NO. 5613
DEPARTMENT OF COMMERCE

Nov 27 8 41 AM '37

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KETCHIKAN, ALASKA
LF

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
DEC 3 1937
DIVISION OF PERSONNEL

OFFICE OF SUPERINTENDENT, 16TH DISTRICT
KETCHIKAN, ALASKA

DEPARTMENT OF COMMERCE
1937 DEC 3 AM 11 18
CHIEF CLERK

November 19,1937.

DEPARTMENT OF COMMERCE
DEC 10 1937
DIVISION OF PERSONNEL

Commissioner of Lighthouses,
Washington, D. C.

Subject: Extension of Temporary Additional Position, and appointment thereto of George C. Francis.

Reference: Letter from this office dated June 4, 1936, and Department letter, Appointment Division, of June 30, 1936.

1. It is requested that extension of the Temporary Additional Position of Keeper, Scotch Cap Lightstation, and extension of appointment thereto of George C. Francis, Temporary Additional Keeper at this station, be authorized for a period of fifteen months from August 1, 1937.

2. Mr. Francis was granted accrued leave of absence due him, upon the return of the regular keeper, George Alexius.

3. No additional allotment under Salaries, Keepers of Lighthouses, 1938, will be required on account of the above recommendation.

W. Darnell

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON December 1, 1937

Submitted to the Secretary of Commerce recommending approval of paragraph 1 above, for the reasons given by the Superintendent. Mr. Francis has been in the Service 6 years, and according to the record his entire service has been rendered at Cape Sarichef and Scotch Cap, the two far westward stations on Unimak Island at the entrance to the Bering Sea.

Action O. K.

The delay in submitting this recommendation is regretted and the Superintendent is being advised that such matters should hereafter be submitted sufficiently in advance to obtain Department action prior to the expiration of the time authorized.

Chief Clerk

For the Commissioner:

W. P. Harman,
Administrative Assistant

DEPARTMENT OF COMMERCE
1937 JUN 29 PM 2 18
CHIEF CLERK

DEPARTMENT OF COMMERCE
Bureau of Lighthouses
Washington

June 10, 1937

JUN 28 8 AM '37
SUPERINTENDENT OF LIGHTHOUSES
JUN 18 1937
KETCHIKAN, ALASKA
DEPARTMENT OF COMMERCE
JUN 30 1937
DIVISION OF PERSONNEL

Superintendent of Lighthouses: **Ketchikan, Alaska**

It is requested that the information indicated in the item checked below be furnished the Bureau promptly, with the return of the attached papers, if any.

NAME AND DESIGNATION **George C. Francis, Keeper, $1800 --- Scotch Cap Temp. Add.** position

(1) Give date of entrance on duty, of transfer, or of resignation.
(2) Furnish personal history sheet.
(3) Furnish oath of office.
(4) Furnish civil service form 375 in triplicate.
(5) Submit form SS-66, showing last day served by temporary appointee.
(6) Furnish standard form 13 in quadruplicate (abstract of official record).
(7) Furnish documentary evidence of date of birth as prescribed in civil service form 2473, attached.
(8) Submit inclosed nominations through the District Civil Service Secretary.
(9) Furnish one copy certified form 2806.
(10) Miscellaneous.

Report the effective date of entrance on duty authorized by Department letter of June 30, 1936.

For the Commissioner:

see CARDED

C. J. Ludwig, Jr.,
Chief Clerk

Office of Superintendent of Lighthouses
District 16th Date June 18,1937

Returned to Commissioner of Lighthouses:

Effective date of entrance on duty of George C. Francis as requested above was August 1, 1936.

For and in the absence of the Supt.

Asst. Superintendent of Lighthouses.

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date 6/30/37

BUREAU OF LIGHTHOUSES
WASHINGTON June 29, 1937

Submitted to the Secretary of Commerce for information.

For the Commissioner:

W. P. Harman,
Administrative Assistant

13600

see

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

June 30, 1936.

Mr. George C. Francis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty, and to continue for a period not to exceed one year (change of station and duties).

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

By direction of the Secretary.

Respectfully,

[illegible] HARDING
JUL -2 1936

Chief of Appointment Division.

From: $1620 per annum.

To: $1800 per annum.

Service and grade:

Appropriation (unit): Field.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JUL 11 1936
SHEET NO. 5108
DEPARTMENT OF COMMERCE

CARDED

16
B

GOVERNMENT PRINTING OFFICE 11—9051

Form 73

LAF:PEA

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT,

Ketchikan, Alaska (City), June 4 (Date), 1936

DEPARTMENT OF COMMERCE JUN 18 1936 APPOINTMENT DIVISION

LIGHTHOUSE SERVICE

1936 JUN 17 PM 2 1 34

DEPARTMENT OF COMMERCE JUN 30 1936 APPOINTMENT DIVISION

CHIEF CLERK

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer & Promotion to Temporary Additional position of keeper period 12 months from date of EOD. **Legal residence,** Alaska

Name, GEORGE C. FRANCIS. **Proposed salary,** $1800 P.A.

Position, Keeper in the Lighthouse Service **Proposed range,** $1800 - $2160.

Location, ~~Temporary Additional Keeper~~ Scotch Cap Lightstation, Alaska. **Appropriation,** Salaries of Keepers of Lighthouses.

Effective, July 15, 1936. [1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Same. **Former salary,** $1620. P.A.

Location, Temporary Additional 1st. Asst. Keeper Cape Sarichef, Lightstation, Alaska **Former range,** $1620 -$1980.

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

Previous incumbent and his pay, new position / Identical with regular position #874. **Services terminated,**

Reason, Reference is made to Department Authority dated July 6, 1916, providing for additional keepers to relieve keepers going on approved leave.

Members of family in Government service, None

Remarks: ~~See request for the above Temporary Additional position of Keeper at Scotch Cap Lightstation, of this date, for period of twelve months on account of the regular~~ keeper, George Alexius, being granted accrued leave of absence in accordance with special regulations applying to this station and district. It is recommended that this transfer be at Government expense as it is not at the request of nor for the convenience of the employee. Travel Order No. 372 is inclosed with request that same be recommended for approval.

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

Secretary, Civil Service District.

Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

June 17, 1936

Submitted to the Secretary of Commerce, approved, and recommending the authorization of a temporary additional position as indicated for one year from the date of entrance on duty therein of the incumbent. This temporary additional position is necessary to provide a proper complement for the station in the absence on extended leave of the regular keeper of the station.

Action O. K.

Chief Clerk

Acting Commissioner of Lighthouses.

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

11—2314

Form 73a FT:CH

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES

1935 SEP 10 AM 11 33

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT,

1935 OCT - 10 - AM 10 : 15

July 25, 1935, 193

DEPARTMENT OF COMMERCE OCT 10 1935 APPOINTMENT DIVISION

Dept

CHIEF CLERK

COMMISSIONER OF LIGHTHOUSES:

The following-named employee is to be transferred as indicated, and will enter upon duty at his new station on or after August 1, 1935

Name, George C. Francis

From Temp. Add'l 1st Asst. Keeper, Scotch Cap Lightstation, Alaska

Salary and range, $1620 p.a. ($1620-1980)

Previous incumbent and pay, John Ellingsen (LT.# 3666)

Services to be terminated, on or after August 1, 1935

Position, Keeper in the Lighthouse Service Temporary Additional

To First Assistant Keeper, Cape Sarichef Lightstation, Alaska

Salary and range, $1620 p.a. ($1620-1980)

Reason, Transfer to Temporary Additional First Assistant Keeper, Scotch Cap Lightstation, Alaska

CARDED

Superintendent

T

Ketchikan, Alaska, Sept. 6, 1935

The above-referred-to transfer became effective beginning with Sept. 1,1935.

For and in the absence of the Supt.

Asst. Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT - 9 1935

Submitted to the Secretary of Commerce for his information.

For the Commissioner:

Chief of Personnel Division.

U.S. GOVERNMENT PRINTING OFFICE: 1934

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KETCHIKAN, ALASKA

FT:CH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES DEPARTMENT OF COMMERCE

OFFICE OF SUPERINTENDENT, 16TH DISTRICT
KETCHIKAN, ALASKA

DEPARTMENT OF COMMERCE
AUG 13 1935
APPOINTMENT DIVISION

1935 AUG 12 AM 1935 AUG - 12 - PM 3 : 00

August 2, 1935

CHIEF CLERK

Commissioner of Lighthouses
Washington, D. C.

Referring to Department letter of July 8, 1935 transferring and promoting George C. Francis from the position of 2nd Assistant Keeper, Cape Sarichef Lightstation, Alaska at $1560 p.a. ($1560-1920 p.a.) to the position of Temporary Additional 1st Assistant Keeper, Scotch Cap Lightstation, Alaska, at $1620 p.a. ($1620-1980 p.a.) the Bureau is advised that the effective date of this change was July 22, 1935.

Superintendent

AUG 12 1935
Submitted to Secretary of Commerce for his information.

BOARDED

For the Commissioner,

Chief, Personnel Division

ENTERED ON COMPLETION OF PERSONNEL JOURNAL
Date 8/31/35

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

July 8, 1935.

Mr. George C. Francis,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective upon entrance on duty and to continue for a period not to exceed 12 months. (Change of station.)

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

By direction of the Secretary.

Respectfully,

W. J. GARDNER

JUL 10 1935

Chief of Appointment Division.

From: $1560 per annum.

To: $1620 per annum.

Service and grade: Field.

Appropriation (unit):

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JUL 13 1935
SHEET NO. 4076
DEPARTMENT OF COMMERCE

C
10

CARDED

GOVERNMENT PRINTING OFFICE 11—9051

FT:EMV

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE JUN 28 1935 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT.

DEPARTMENT OF COMMERCE 1935 JUN 28 AM 10:00

Ketchikan (City), Alaska - June 11, 1935 (Date)

DEPARTMENT OF COMMERCE JUL 8 1935 CHIEF CLERK APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer and promotion to temporary additional position not to exceed 12 months from date of entrance on duty.

Legal residence, Alaska

Name, George C. Francis

Proposed salary, $1620 per annum

Position, Keeper in the Lighthouse Service

Proposed range, $1620-1980 per annum

Location, Temporary additional keeper, (1st asst) Scotch Cap Lightstation, Alaska

Appropriation, Salaries of keepers of Lighthouses

Effective, July 1, 1935 [1] ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Same

Former salary, $1560 per annum

Location, Second assistant keeper, Cape Sarichef Lightstation, Alaska

Former range, $1560-1920 per annum

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

(LT. #3713)

Previous incumbent and his pay, new position / Services terminated,

12 mos.

Reason, See Department authority dated July 6, 1916, providing for additional keepers to relieve men going on extended leave.

Members of family in Government service, NONE

Remarks: ~~See request for temporary additional position of first assistant keeper at Scotch Cap Lightstation of this date.~~ Mr. Francis is recommended for transfer and promotion to this additional position to relieve the present first assistant keeper, Oscar Lindberg, in order that the latter may take accumulated leave of approximately one year due him in accordance with special regulations applying to this station and district.

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

Secretary, Civil Service District.

Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

June 27, 1935

Submitted to the Secretary of Commerce, approved and recommending the authorization of a temporary additional position for the period indicated, in order to provide a full complement for the operation of the station during the absence on extended leave of Oscar Lindberg, the regular first assistant keeper at Scotch Cap Lightstation.

THIS IS A CIVIL SERVICE POSITION

Action O. K.

Adm. Asst. to Secy

For the Lindbergs see Hays & Smith

Acting Commissioner of Lighthouses.

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

11—2314

DEPARTMENT OF COMMERCE

Description of duties of field position

Name: George C. Francis — Bureau Lt.# 3713

Bureau: Lighthouse

Salary: $1620 per annum — Salary Range: $1620-1980

Position: Keeper, 1st asst. (temp. additional)

Station: Scotch Cap Lightstation, Alaska, 16th Lighthouse District.

Description of duties:

Same as those of the regular first assistant keeper, Oscar Lindberg (Lt.#877), at this station.

Fate

Form 73a

LAF:BA

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT

1934 OCT - 8 AM 9:18

DEPARTMENT OF COMMERCE
OCT 11 1934
APPOINTMENT DIVISION

Dept

Ketchikan, Alaska, May 7, 1934

COMMISSIONER OF LIGHTHOUSES:

The following-named employee is to be transferred as indicated, and will enter upon duty at his new station on July 1, 1934, or thereafter.

Name, George C. Francis

Position, Keeper in the Lighthouse Service.

From 2nd Asst. Keeper at Scotch Cap Lightstation, Alaska.

To 2nd Asst. Keeper at Cape Sarichef Lightstation, Alaska.

Salary and range, $1560 p.a., (1560-1920)

Salary and range, $1560 p.a., ($1560-1920)

Previous incumbent and pay, Angus I. Sutherland, $1560 p.a. (LT.#1900)

Services terminated, Close June 30, 1934, or thereafter.

Reason, Nomination submitted this date Recommending his promotion to the Temporary Additional position of 1st Asst. Keeper at Cape Sarichef Lightstation in the event that the additional position is approved.

Superintendent

Ketchikan, Alaska, Sept. 24, 1934.

The above-referred-to transfer became effective beginning with Sept. 10, 1934

Superintendent

OCT 10 1934

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce for his information.

For
By direction of the Commissioner:

A. J. Gross
Chief of Personnel Division.

11—4598 U. S. GOVERNMENT PRINTING OFFICE: 1931

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

DEPARTMENT OF COMMERCE
JUL 14 1931
APPOINTMENT DIVISION

PERSONAL HISTORY

(Statement to be prepared by appointee in his own handwriting)

Bureau, division, or office Commerce 16th Lighthouse District Ketchikan Alaska

1. Name in full George Charles Francis

2. Legal (voting) residence Oregon Calif (State and congressional district) Alameda (County) Oakland (City or town)

3. Where born? England (State or foreign country) London (City or town) When born? Oct 8 - 1887 (Date)

4. If foreign, state whether naturalized or alien Naturalized thru fathers papers

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male √	Female	Single √	Married	Divorced	Widowed	White √	Colored

6. A complete record of your past civil service for the United States Government: —

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year
	CARDED							

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted ..... Discharged .....

Organization .....

Enlisted ..... Discharged .....

Organization .....

8. EDUCATION (Circle number of years)

Common school	High school	College	Degrees, if any
1 2 3 4 5 6 7 (8)	1 2 3 4	1 2 3 4	

5 yrs night (trade schools)

9. State special qualifications .....

10. Name, relationship, and address of person to be notified in case of emergency:

Wm Francis (Name) father (Relationship)

3536 Harrison st Oakland Calif (Post office address)

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

Geo C Francis
(Name as usually written and which will be used as official signature)

June 29 - 1931 (Date)

Present address 3536 Harrison st Oakland Calif

10—1659

Standard Form No. 8
(Approved by the President, May 22, 1925)

LAF

DEPARTMENT OF COMMERCE
JUL 14 1931
APPOINTMENT DIVISION

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

COMMERCE (Department or Establishment) 16th Lighthouse District, Ketchikan, Alaska. (Bureau or Office)

I, George C. Francis, (Name in full, printed or typed), 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.

C. S. REPORT DATA ENTERED

Geo C Francis
(Signature of Appointee)

Subscribed and sworn to before me this 30th day of June, A. D. 1931

at Ketchikan, Alaska. (City or place), (State)

[SEAL]

L L Torrey
Chief Clerk, 16th Lighthouse District.

CARDED

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

Position to which appointed Keeper in the Lighthouse Service.

Date of entrance on duty June 29, 1931 as 2nd Asst. Keeper Scotch Cap Lightstation, Alaska. ($1560. p.a.)

U. S. GOVERNMENT PRINTING OFFICE: 1930 10—1689

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
KETCHIKAN, ALASKA
LAF:FT

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1931 JUL 11 AM 11 57

OFFICE OF SUPERINTENDENT, 16TH DISTRICT
KETCHIKAN, ALASKA

DEPARTMENT OF COMMERCE
JUL 14 1931
APPOINTMENT DIVISION

July 2, 1931.

CHIEF CLERK
1931 JUL 14 AM 11 28

Commissioner of Lighthouses,
Washington, D. C.

Referring to department letter dated June 8, 1931, appointing George C. Frances to the position of 2nd Asst. Keeper in the Lighthouse Service, inclosed is Oath of Office and Personal History of this employee.

It is requested that name of George C.Frances be changed on Bureau and Department records to George C. Francis. The error arose in stating his name as George C. Frances on nomination dated May 21,1931

As indicated on attached Oath of Office it will be noted that this employee entered on duty as 2nd Asst. Keeper, Scotch Cap Lightstation, instead of 2nd Asst. Keeper at Cape Hinchinbrook as stated on nomination dated May 21,1931.

APPOINTMENT DIVISION
ENTERED ON JOURNAL
JUL 18 1931
SHEET NO. 3088
DEPARTMENT OF COMMERCE

Superintendent.

Incl: Form 6
" 8.

H-L-M

Bureau of Lighthouses
Washington July 13, 1931

Submitted to the Secretary of Commerce for amendment in the name of this employee as indicated in paragraph 2, above; also for amendment of Form 73 to show station of duty as Scotch Cap (Lt.#878).

Notes-P

For the Commissioner:

R J Gross

Chief of Personnel Division.

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
JUL 17 1931
DEPARTMENT OF COMMERCE

CARDED

Form A-30

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 8, 1931.

Mr. George C. Francis,

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 Fifteen Hundred and Sixty dollars per annum

effective upon entrance on duty.

Nature of appointment: Probationary.

Civil Service authority: Manager, Eleventh Civil Service District.

Classification allocation:

CARDED

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER
JUN 11 1931
Chief of Appointment Division.

16
E

Appropriation (unit): Field.

Vice: Joe Thomas.

Legal Residence: Oregon.

APPOINTMENT DIVISION
GOVERNMENT PRINTING OFFICE
ENTERED ON JOURNAL
JUN 13 1931
SHEET NO. 3058
DEPARTMENT OF COMMERCE

11-8657

Form 73

LAF:BA

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL
Telegraphic Reply Requested.

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 16th DISTRICT,

Ketchikan, Alaska, May 21, 1931, 19
(City) (Date)

DEPARTMENT OF COMMERCE MAY 1931 APPOINTMENT DIVISION CHIEF CLERK

1931 JUN 1 PM 5

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment To fill regular vacancy

Name, George C. Frances

Position, Keeper in the Lighthouse Service

Location, Cape Hinchinbrook, Alaska

Effective, June 1, 1931.

Legal residence, Oregon

Proposed salary, $1560 p.a.

Proposed range, $1560-~~1860~~ 1920 p.a.

Appropriation, Salaries Keepers of Lighthouses

[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

DEPARTMENT OF COMMERCE JUN - 8 1931 APPOINTMENT DIVISION

Former position, New appointee

Location, --

Former salary, --

Former range, --

Rank on eligible list, 3rd Rating Assistant Keeper Percentage, 76.5% , Other eligibles considered: (see list attached)

Previous incumbent and his pay, Joe Thomas (Lt.#848) to be services terminated, close May 31, 1931.
Salary, $1620 p.a.
Reason, Resignation forwarded to Bureau by letter dated May 6, 1931.

Members of family in Government service, None.

Date of birth, October 8, 1882

Remarks: Quarters are furnished by the Government for families of Keepers at station. Not job employment.

Selection regular, ~~subject to the action of the~~ U. S. Civil Service Commission. 5-21-31, 19

Selection regular for probational appointment.

C. W. Farnsworth
Secretary, Civil Service District.

For and in the absence of the Supt.

Asst. Superintendent

Forwarded through Secretary, Civil Service District

BUREAU OF LIGHTHOUSES
WASHINGTON

June 1, 1931

Submitted to the Secretary of Commerce, approved.

Action O. K.

Chief Clerk

APPOINTMENT DIVISION NECESSARY ACTION TAKEN JUN 8 1931 DEPARTMENT OF COMMERCE

C. P. Harman
Acting Commissioner of Lighthouses

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

11—2314

16(b)- 36

PERSONNEL CLASSIFICATION BOARD FORM NO. [redacted]—FIELD QUESTIONNAIRE
(To be filled out in accordance with the [redacted]ctions given in P. C. B. Forms Nos. 15 a[redacted])

Bureau No. Lt 878 Sheet No. 35

Space res[redacted] for the use of the Board

1. Francis, George C.
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouse
4. Field service Lighthouse Service
5. (a) Field station Scotch Cap Light Station
(b) Subdivision 16TH LIGHTHOUSE DISTRICT
(c) City or town Unalaska State Alaska

6. Pay roll title
7. Customary office title Light Keeper
8. Present administrative allocation Second Assistant Keeper
9. Present gross rate of pay $1200.00 A.
10. Deduction for allowances $ 240. A.
11. Net rate paid in cash $ 960. A.

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

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

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost

15. (a) Regular hours of work: From ____ m. to ____ m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Stands watch with other Winter 56 (c) If not a full time and all-the-year-round position, state number of hours per day ____;
number of days per { week / month / year } ____ (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty

16. (a) Rate of pay for overtime ____ (b) Amount of overtime pay in last 12 months As required by law and exceptional weather conditions.

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)

(c) How many?

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

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Follows detailed directions as to methods and purposes.

20. What is the name, official position, and sheet number of the employee's immediate superior? Olin B. Lovlen, Keeper of Scotch Cap Lightstation. Sheet No. 16 (a)-32

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

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Laborer acting as Keeper in in Service U. S. Transport Service.
Member of Red Cross Life Savin- Crew 6 months Seaman III Service Tender Spar 1 month.

10—1856

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

Percentage of working time	
	Stands regular watches with the other keepers at this station and assists the keeper and 1st Ass. Keeper in maintaining this important primary seacoast station with air diaphone fogsignal , in accordance with the regulations. Works with the other two keepers in taking care of buildings, painting structures as necessary, the light and fog signal apparatus, machinery and other property at the station, making minor repairs as necessary. Impossible to state what percentage of time is devoted to each task as this varies according to weather conditions and time of year.

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

Above statement made by preparing officer, it being impossible to secure statement and signature thereto from the employee within a reasonable time on account of difficulty of communication and isolation of station. Percentage of working time will be [illegible]

(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Above statement prepared by me.

26. How long have the employee's duties been substantially as described above? ---- 8 months.

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

SEP 22 1928, 1928 (Date) — J. T. Wood (Signature of Preparing Officer) — Chief Clerk (Title)

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

SEP 22 1928, 1928 (Date) — W. C. DIBRELL (Signature of head of field office or station) — Superintendent (Title)

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

OCT 1 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928