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

Date: 10/14/2024

## 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, Manuel, A. | | 1875 MA |

## 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: 1952 MA

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 (MA) | From: 1906 | To: 1913 |
| (Agency & Location) | 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: 2-301873588 90

Attendant Signature:

CMRS Search Request Number(s):

Remarks:

## SCREENING NOTES

☑ Reviewed and Nothing Removed DH

☐ 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:

'24 NOV 6 PM 1:50

1 of 2

## LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

**Employee Name:** FRANCIS, MANUEL A **DOB:** 11/20/1875 MA.

**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:** possible CG service | Area: _____ | positive | negative |
| **ARCIS:** _____ | Area: _____ | positive | negative |

Notes: 1906 - 13 MA.

3088

RC is Lens
CC- No- Employed on Hawthorne
DS 2/8/23 TT

272 Bayonet St.
New London Conn.
Febr 7, 1923

SUPERINTENDENT OF LIGHTHOUSES
FEB
COAST
DIST.

(R)

Dear Sirs:—

Will you please let me know if it was Manuel Francis that got hurt in the explosion of the lighthouse in Providence. If so please (write) write as soon as possible so that I may know. Please.

P.S. I will be very grateful for this favor that you are doing.

Sincerely Yours.
Mrs. John J. Enos.
272 Bayonet St.
New London, Conn.

WJL:PFF

February 9th, 1923.

Mrs. John J. Enos,
#272 Baynot Street,
New London, Conn.

SUBJECT: Manuel Francis.

REFERENCE: Your letter February 7th, 1923.

Madam:

1. Manuel Francis was not injured during the explosion of the Fuller Rock Light.

2. Mr. Francis is on the Lighthouse Tender Hawthorn stationed at New London.

Respectfully,

J. T. YATES.

Superintendent.

Form 78 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

Department of Commerce and Labor
LIGHT-HOUSE ESTABLISHMENT

SEP 1910
DEPT OF COMMERCE AND LABOR

Office of the Inspector, 2nd L. H. Dist.,
Boston, Mass.,

The Light-House Board,
Washington, D. C.

September 1, 1910.
(Date)

Sirs: I have the honor to recommend the (1) transfer and promotion
(Probationary appointment, transfer, promotion, etc.)
of (2) Mr. Manuel A. Francis of (3) Mass.,
(Name of person—letter for letter—as reported to Board) (State of legal residence)
from (4) Assistant Keeper
(Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Plymouth (Gurnet) Light-Station, Mass.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $40 per mo. to (7) Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Billingsgate Island Light-Station, Mass., at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
(9) $600 per an., effective beginning (10) September 10, 1910 (~~the date of his entrance on duty~~) (or as soon thereafter as he enters on duty)
(Salary recommended) (Strike out the clause not appropriate)
in the place of (11) Mr. George W. Bailey
(State name of *last* person holding position)
who (12) is recommended for transfer on (13) September 9, 1910.
(Died, transferred, resigned, dismissed, etc.) (Last day of service)
Mr. (14) ..... stands No. (15) ..... in list of eligibles,
Class (16) ....., with an average of (17) ..... per cent, and
was considered with (18) .....
(19) letters of declination of ..... herewith.

Respectfully,

W. J. Auler

Captain, U.S.N., Inspector 2nd District.

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Department of Commerce and Labor
BUREAU OF LIGHT-HOUSES
LIGHT-HOUSE BOARD

SEP - 3 1910, 190

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

Commissioner

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos. .....

11—2814

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington

September 7, 1910.

Sir:

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

Keeper of Billingsgate Island Light-Station, Mass.,

in the Light-House Service,

at a salary of Six Hundred dollars per annum,

effective beginning September 10, 1910, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(Vice George W. Bailey.)

(By transfer from Assistant Keeper of Plymouth (Gurnet) Light-Station, Massachusetts, at $40 per month.)

By direction of the Secretary:

Respectfully,

(Signed) A. GORDON-CUMMING
ACTING Chief Clerk.

Mr. Manuel A. Francis.

Through the Commissioner of Light-Houses.

Appropriation:

Le
D

11—3692

Form 73

WGY

ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF APPOINTEE

BUREAU OF LIGHTHOUSES AUG 13 1912 DEP'T OF COMMERCE AND LABOR

Department of Commerce and Labor

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., August 10, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

**Action proposed,** Transfer and demotion.

Name, Manuel A.Francis — Legal residence, Massachusetts

Position, Second Asst.Keeper — Salary, $552 per annum.

Location, Minots Ledge Light Station, Mass.

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

**Former position,** Keeper — Former salary, $600 per annum.

Location, Billingsgate Island Light Station, Mass.

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

Other eligibles considered,

**Letters of declination inclosed,**

**Previous incumbent,** Andrew Tullock — Services terminated, August 31,1912

Reason, Transfer.

**Remarks:** Appropriation; Salaries of Keepers of Lighthouses,1913.

Letter of Mr.Francis requesting this transfer,involving a reduction in pay,is enclosed.

Position of Keeper,Billingsgate Island Light Station,is abolished, effective September 1,1912.

Gaddard

Inspector

---

Department of Commerce and Labor

1 Inclosure

BUREAU OF LIGHTHOUSES

WASHINGTON

AUG 17 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved. Discontinuance of Billingsgate Island Light and the position of keeper thereof is recommended under separate cover.

C

Acting Commissioner.

2

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

August 20, 1912.

Mr. Manuel A. Francis,

Through the Commissioner of Lighthouses.

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

Second Assistant Keeper,

in the Lighthouse Service,

at a salary of Five Hundred and Fifty-two dollars per annum,

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

(By change from Keeper at $600 per annum.)

By direction of the Secretary:

Respectfully,
(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

E.D. Sept 1, 1912.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Andrew Tullock.

Legal Residence: Massachusetts.

11—3692

April 19, 1913.

Sir:

Having tendered your resignation as second assistant keeper of Minots Ledge Light Station, Massachusetts, at $552 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of April 30, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

Mr. Manuel A. Francis,
Through the Commissioner of Lighthouses.

DEPT. OF COMMERCE
APR 22 1913
BUREAU OF LIGHTHOUSES

P
C

APR 22 1913

Form 73

WGY-SI

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

BUREAU OF LIGHTHOUSES OCT 11 1913 DEPT OF COMMERCE

Boston, Mass. (City.) October 10 (Date.), 1913.

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended, Reinstatement.**

Name, **Manuel A. Francis** Legal residence, **Massachusetts**

Position, **Assistant Keeper** Salary, **$480 per annum.**

Location, **Nantucket (Great Point) Light Station, Mass.** Appropriation, **Salaries of Keepers of Lighthouses, 1914.**

Effective **October 16, 1913,** {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

**Former position, Second Assistant Keeper** Former salary, **$552 per annum.**

Location, **Minots Ledge Light Station, Mass.**

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

**Previous incumbent, William L. Anderson, Jr.** Services terminated, **October 15, 1913.**

Reason, **Promotion.**

**Relatives in Government Service, None.**

**Remarks: Mr. Francis resigned April 30, 1913, while in good standing.**

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

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 13 1913

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

{Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 18, 1913.

Mr. Manuel A. Francis,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

(By reinstatement in accordance with authority contained in Civil Service Certificate No. 5918.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

Chief of Appointment Division.

EOD Oct 25/1913

MC

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William L. Anderson, Jr.

Legal Residence: Massachusetts.

11—3692

OCT 2 1 1913

Department of Commerce and Labor

LIGHT HOUSE BOARD
MAY 29 1909
NO.

# EFFICIENCY REPORT

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

1. Bureau Light-House Establishment 2. Where employed Plymouth (Gurnet) Range Lights, Mass.
3. Name Manuel A. Francis 4. Where born Massachusetts
5. Age 33 6. Position Assistant Keeper
7. Compensation $40 pm. 8. When appointed (*a*) November 28, 1906.
9. How appointed (*b*) Through Civil-Service Examination
10. Appointed from — State: Massachusetts; Congressional District: 14th; County: Barnstable
11. Status under Civil Service Rules (*c*) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Attending to station and fog signal under direction of principal keeper.
15. Efficiency — Quantity of work (*d*): 10/10; Quality of work (*e*): Excellent; Interest manifested in work (*f*): Excellent
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (*g*)

Captain W. S. Cutler U. S. N.
Head of Bureau or Office.
Lt. House Inspector 2d Dist.

May 31st, 1909

11—3005

READ THE INSTRUCTIONS ON PAGE 3

# Department of Commerce and Labor

## EFFICIENCY REPORT

May 8, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Manuel A. Francis 2. Age 35 (Last birthday.)

3. Bureau Lighthouses 4. Position Keeper

5. Compensation $600 p.a. 6. Where employed Billingsgate Island L.S.,Mass.

7. When appointed (*a*) Nov.28, 1906. 8. How appointed (*b*) Through C.S. Examination

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

12. Other Government service None

13. Duties (describe fully) Attending to light, keeping dwelling and grounds neat, etc.

14. Has the employee special qualifications? no If so, state them

15. Efficiency (*d*):

| | Averages. | Relative weights. | Products of averages multiplied by weights. |
|---|---|---|---|
| Quantity of work | 100 | 2 | 200 |
| Quality of work | 100 | 3 | 300 |
| Interest manifested in work (see also Question 17) | 100 | 3 | 300 |
| Attendance | 100 | 2 | 200 |
| Total | | 10 | 1,000 |
| Average percentage | | | 100 |

11—4259

HRW-McC.

Manuel A. Francis,
charges.

August 10, 1915.

Lighthouse Inspector, Boston, Mass.

Referring to your recommendation of August 6, 1915, on form 73 that the resignation of Manuel A. Francis, assistant keeper, Nantucket (Great Point) Light Station, Mass., be not accepted, but that he be dismissed from the Service, effective at the close of August 2, 1915.

Attention is invited to the Regulations, 1914, par. 397, stating that a person whose removal is sought shall have notice of the same and of any charges preferred against him, in accordance with which it will be necessary to prefer charges against Francis in the usual manner. In the event it is desired to file charges, regard Francis as suspended from the close of August 2, 1915, and to fill his position pending disposition of the charges, it will be necessary for you to recommend the authorization of an additional temporary position pending disposition of the case. In this connection it is stated that the Bureau may recommend to the Department the acceptance of the resignation of Francis not without prejudice, without the formmlity of filing charges, should you so recommend.

Action on your recommendation of August 6, 1915, will be deferred pending receipt of your further report and recommendation, in accordance with the above.

Acting Commissioner

y

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE NO.

AUG 13 1915
LIGHTHOUSES

OFFICE OF INSPECTOR, 2D DISTRICT
19 CONGRESS STREET
BOSTON, MASS.

WGY-HWB

Hydrog.
Engr. Cons
Mer. Engr.
~~Personnel~~
Accounts.
Contracts
Corr. Clk.
Dep. Commr.
Commr.

August 11, 1915.

Manuel A. Francis,
charges.

Commissioner of Lighthouses.

Bureau's letter of the 10th inst.

It is requested that the Inspector's recommendation transmitting the resignation of Manuel A. Francis be amended to read that the resignation be accepted not without prejudice, instead of dismissal.

In the absence and by direction of Inspector.

Yeager

Chief Clerk.

2d Inspector's form 93 of Aug. 6, 1915, transmitting resignation of Manuel A. Francis, a k, Nantucket (Great Point) LS

HBW-McC.
One inclosure.

August 13, 1915.

Submitted to the Secy of Commerce. In view of the recommendation of the Inspector, contained in his letter of Aug. 11, 1915, herewith, the Bureau recommends that the resignation of Francis be accepted not without prejudice, effective at the close of August 2, 1915. The Bureau on Aug. 10, 1915, called the attention of the Inspector to the Regulations, 1914, par. 397, with reference to the necessity of filing charges where it is desired to remove an employee, and the Inspector accordingly recommends the action just stated by the Bureau, instead of filing charges at this late date.

Commissioner

August 16, 1915.

Sir:

The Department is in receipt of your resignation, dated August 4, 1915, as assistant keeper of Nantucket (Great Point) Light Station, Massachusetts, at $480 per annum, and has accepted the same, but not without prejudice, upon recommendation of the Commissioner of Lighthouses, to take effect at the close of August 2, 1915.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Acting Chief of Appointment Division.

Mr. Manuel A. Francis,
Through the Commissioner of Lighthouses.

C

AUG 18 1915

Manuel A. Francis

INACTIVE

| STATE FROM WHICH APPOINTED |
| --- |
| Massachusetts |

## STATUS

| DESIGNATION | SALARY | OFFICE, BUREAU, OR DIVISION | DATE APPOINTED |
| --- | --- | --- | --- |
| Asst Kpr Duxbury Pier, Mass. | $450pa | Light-House | Nov. 19, 1906. |
| " " " " " | $40. mo | " | July 1.1908 |
| Asst. Kpr. Plymouth (Gurnet) Rg. L.S. Mass | " | " | Feb. 4-1909 |
| Keepr. Billingsgate Isl. L.S Mass | $600. | " | Sept. 13, 1910 |
| 2nd Asst Kpr., Minots Ledge L.S. Mass. | $552. | " | Sept. 1, 1912. |
| Resigned close April 30. 1913 | | | |
| Reinstated Asst Keeper, Nantucket (Brant Pt) LS Mass | $480. | L.H. | Oct. 25, 1913 |
| Resigned, not without prejudice, close Aug 2. 1915. | | | |

INACTIVE

Manuel A. Francis

11—1248

ATJ.

Department of Commerce and Labor

LIGHT-HOUSE BOARD

File No. 10176.

Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
NOV 24 1906
DEPT OF COMMERCE AND LABOR

24 Nov., 1906.

DIVISION OF APPOINTMENTS
RECEIVED
NOV 24 1906
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor. 4130

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Manuel A. Francis, of Massachusetts, to the position of Assistant Keeper at Duxbury Pier, Mass., Light-Station, with pay at the rate of $450 a year, to date from 19 Nov., '06, the date of his entrance on duty, in the place of Mr. Bert I. Williams, resigned. Oct 10/06

Mr. Francis has passed the required Civil Service examination and received a rating of 75 per cent in Class Five.

Respectfully,

W. Sebree

Captain, U. S. N.,

Naval Secretary.

11-26-06 To papers @ Ellis

3d on eligible list.

Considered with:

Warren A. Ellis,

William H. Oliver,

2d Insp.

D.

OFFICE OF THE CHIEF CLERK
FORWARDED
NOV 24 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

INDEXED.

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
NOV 28 1906
DEPT OF COMMERCE AND LABOR

PROBATIONARY APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

10176

November 28, 1906.

Mr. Manuel A. Francis, of Massachusetts, having qualified under the civil-service regulations, is hereby appointed Assistant Keeper at Duxbury Pier Light-Station, Mass., in the Light-House Service, with compensation at the rate of Four Hundred and Fifty dollars per annum, for a probationary period of six months, effective beginning November 19, 1906, he having entered upon duty on that date and since continuously served in the above-mentioned position, vice Bert I. Williams.

Retention in the service after the expiration of probationary period shall be equivalent to absolute appointment.

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

DIVISION OF APPOINTMENTS
REPORTED
NOV 30 1906
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

Assistant Secretary.

11-1171

The Light-House Board.

CARDED

ORANGE REPORTED
NOV 1906
C. S. COMMISSION.

10176

TREASURY DEPARTMENT.
LIGHT-HOUSE ESTABLISHMENT.
Form 111.—Ed. 5 20 1902 1,500.

DEPT OF COMMERCE AND LABOR

OFFICE OF THE CHIEF CLERK
RECEIVED
DEC 11 1906
DEPT OF COMMERCE AND LABOR

# OATH OF OFFICE.

Prescribed by Section 1757, Revised Statutes.

DIVISION OF APPOINTMENTS
RECEIVED
DEC 12 1906
FILE ROOM
DEPT OF COMMERCE AND LABOR

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

Manuel A Francis

Sworn and subscribed before me, this 7th day of December A. D. 1906

HENRY H. BARNES NOTARY PUBLIC PLYMOUTH MASS. U.S.

Henry H. Barnes
Notary Public

Light House Establishment
Entered upon duty.
Date Dec. 19, 1906.
B Johnson
Chief Clerk.
8.W.S

| NAME OF OFFICE. | NAME OF STATION. | State or Country in which born. | State or Territory from which appointed. |
|---|---|---|---|
| Assistant Keeper | Duxbury Pier | Massachusetts | Massachusetts |

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

OFFICE OF THE CHIEF CLERK
FORWARDED
DEC 11 1906
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

CARDED

INDEXED.

10176

# PERSONAL QUESTION SHEET

## Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

DIVISION OF APPOINTMENTS
RECEIVED
DEC 11 1906
DEPT. OF COMMERCE AND LABOR

*February 1, 1906.*

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 officer in immediate charge should review the information given by the appointee or employee, and if correct, should forward the form to the Chief of the Bureau without delay. The information called for by the questions in Part II should then be supplied and the form forwarded to the Department.

V. H. Metcalf

*Secretary.*

CARDED

## PART I.

**(Part I should be executed 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.) Mr. Manuel Aviar Francis

2. How do you write your name on the pay roll? (This should agree with signature to your oath of office.) Manuel A. Francis

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

| Provincetown | Massachusetts | Barnstable | No. 14 |
|---|---|---|---|
| City or town. | State or Territory. | County. | Congressional district. |

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

5. Where were you born? Provincetown

6. When were you born? November 20 1875
Month. Day. Year.

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

8. 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. |
|---|---|---|---|---|
| | No | | | |
| | | | | |
| | | | | |

9. 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.)

Civil Service examination about March 18th 1906

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

No

11. 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.)

No

12. 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 | No | No | No |
| No | No | No | No |

13. 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. |
|---|---|---|---|
| — | — | — | — |
| — | — | — | — |

14. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service for the ~~Government~~, indicated in your answers to questions 11, 12, and 13.)

Fisherman

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

Grammer

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

None

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

None other than this

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

Yes

19. State the date upon which the above blanks were filled. December 6th, 1906

Witness:

(Signature) Manuel A. Francis

In case signature is by mark.

P. O. Address: Plymouth
City or town.

Number and street.

Massachusetts
State or Territory.

Reviewed, approved, and forwarded December 8, 1906

(Signature) E E Wright

(Official title) Commander, U. S. N. Inspector 2nd Dist.

## 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.) Duxbury Pier Light Station (Place (city, town, or station).) 2nd (District.)

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

3. State the date of appointment. November 28, 1906

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.) November 19, 1906

5. State the date of the oath. December 7, 1906

6. State the date the appointee or employee entered on duty. November 19, 1906

7. What is his salary? $450 per annum

8. From what appropriation is he paid? Salaries of Keepers of Light-Houses, 1907

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

10. If classified, state the date of classification. May 26, 1896

11. In what manner did the appointee or 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.)

Selected from the eligible list

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

(Signature) E E Wright

(Official title) Commander, U. S. N. Inspector 2nd Dist.

Date: December 8, 1906.

11—1434

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

# Department of Commerce and Labor

10176 LIGHT-HOUSE ESTABLISHMENT

DIVISION OF APPOINTMENTS RECEIVED SEP 10 1908 DEPT. OF COMMERCE & LABOR

Office of the Inspector, 2nd L. H. Dist.,

OFFICE OF THE CHIEF CLERK RECEIVED SEP 10 1908 DEPT OF COMMERCE AND LABOR

The Light-House Board, Boston, Mass., September 2, 1908. (Date)

Washington, D. C.

Sirs: I have the honor to recommend the (1) increase in pay (Probationary appointment, transfer, promotion, etc.)
of (2) Mr. Manuel A. Francis (Name of person—letter for letter—as reported to Board) of (3) Mass. (State of legal residence)
from (4) Assistant Keeper (Official title of present position, as Keeper, First Assistant Keeper, etc.)
at (5) Duxbury Pier Light-Station, Mass., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)
at (6) $450.00 per annum (Salary now paid) to (7) Assistant Keeper (Official title of position, as Keeper, First Assistant Keeper, etc.)
at (8) Duxbury pier Light-Station, Mass., (Official name of aid, as given in Light List, as Absecon Light-Station, N. J.) at
(9) $40.00 per mo. (Salary recommended) effective beginning (10) July 1, 1908. (the date
of his entrance on duty) (or as soon thereafter as he enters on duty) (Strike out the clause not appropriate)
in the place of (11) (Name of person—letter for letter—as reported to Board)
who (12) This increase in pay is recommended in accordance with the report of the Committee on Equalization of Pay, approved June 25, 1908. (13) (Last day of service)
Mr. (14) stands No. (15) in list of eligibles,
Class (16), with an average of (17) per cent, and
was considered with (18)
(19) letters of declination of herewith.

Respectfully.

E.J. 9-11-08

C. J. Boush

Capt., U.S.N., Inspector 2nd Dist.

OFFICE OF THE CHIEF CLERK FORWARDED SEP 10 1908 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

INDEXED

Department of Commerce and Labor

LIGHT-HOUSE BOARD

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN SEP 12 1908 DEPT. OF COMMERCE AND LABOR

September 8, 1908.

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

J. M. Adams

CAPTAIN, U. S. N.

SECRETARY

NOTE.—This form should be sent to the Light-House Board in duplicate. Letters of declination, if any, should be sent with this letter.

This letter is returned for correction of items Nos.

11—2914

GENERAL APPOINTMENT—PRIOR DATE

10178

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

September 14, 1908.

Mr. Manuel A. Francis, of Mass., is hereby appointed Assistant Keeper of Duxbury Pier Light-Station, Mass., in the Light-House Service, at a salary of Forty dollars per month, this appointment to be effective beginning July 1, 1908, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice himself,)

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

(By promotion from $35 per month.)

CARDED

DIVISION OF APPOINTMENTS
REPORTED
SEP 15 1908
TO DISBURSING CLERK
OFFICE OF COMMERCE AND LABOR

Secretary.

Date of oath: _____, 190

The Light-House Board.

Le
D

CHANGE REPORTED
SEP 1908
U. S. COMMISSION.

Form 111

Enclosure.

# OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 30 1908
DEPT OF COMMERCE AND LABOR

## Department of Commerce and Labor No. 10176

LIGHT-HOUSE ESTABLISHMENT

I, Manuel A. Francis,

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

Manuel A. Francis

[b] Sworn to and subscribed before me, this 21st day of September, A. D. 1908

(Affix official seal here.)

[c](Name:) Henry M. Barnes

(Official title:) Notary Public

| Official Title. | Name of Station. | State or Country in which born. | State or Territory from which appointed. |
|---|---|---|---|
| asst. Keeper | Duxbury Pier Lt station | Mass. | Mass. |

$40 mo.

Office of the Inspector, Second Light-House District,

Boston, Mass. (Address.), September 24, 1908 (Date.)

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

CARDED

(Signed:) L. J. Bonsall
Captain, U.S.N.
Inspector 2d District

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

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

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

RECEIVED
OCT 1 1908
FORWARDED
SEP 30 1908
TO APPOINTMENTS
INDEXED

11—944

10176

January 28, 1909.

Mr. Manuel A. Francis Mass.

Assistant Keeper of Plymouth (Gurnet) Range Light-Station, Mass.

Light-House Service

Forty

month

January 28, 1909.

(New position.)

(By transfer from Assistant Keeper of Duxbury Pier Light-Station, Massachusetts, at $40 per month.)

RDED

REPORTED JAN 29 1909 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR

The Light-House Board.

CHANGE REPORTED JAN — 1909 C. S. COMMISSION.

(Cross Reference)

Le For basis of this action see
D letter dated Jan 27 '09
in file of Willis Higgins

Enclosure.

LIGHT HOUSE BOARD
FEB 11 1909
NO. 10176

Form 111

# OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK RECEIVED FEB 18 1909 DEPT OF COMMERCE AND LABOR

## Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Manuel A. Francis

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

Manuel A. Francis

HENRY M. BARNES NOTARY PUBLIC FEB 9 1911

[b] Sworn to and subscribed before me, this 9th day of February, A. D. 1909

(Affix official seal here.)

[c] (Name:) Henry M. Barnes

(Official title:) Notary Public

| Official Title. | Name of Station. | State or Country in which born. | State or Territory from which appointed. |
|---|---|---|---|
| Assistant Keeper | Plymouth (Gurnet) Range Lt Station mass | Mass. | Mass. |

$40.00 per Month

OFFICE OF THE Inspector, 2d LIGHT-HOUSE DISTRICT,

Boston, mass (Address.), February 10. 1909 (Date.)

The above-named appointee entered upon duty on February 4. 1909 (Date.)

CARDED

(Signed:) W. J. Carter

Captain U. S. N.
Inspector 2d Light House Dist.

[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.

OFFICE OF APPOINTMENTS RECEIVED FEB 19 1909 DEPT OF COMMERCE AND LABOR

NOTE CAREFULLY.

The oath may be executed at any time subsequent to the actual issuance of the appointment certificate, but no compensation should be paid until the oath is executed in proper form. Whenever possible the oath should be executed upon the date of actual entrance upon duty.

A letter of transmittal (use Form 95) should accompany Oath, stating the **exact** date of the entrance on duty of the appointee and the above blank also filled out and properly signed by the district officer.

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

11—944

OFFICE OF THE CHIEF CLERK FORWARDED FEB 18 1909 TO APPOINTMENTS DEPT OF COMMERCE AND LABOR

Ent'd FEB 17 1909

Department of Commerce and Labor

LIGHT HOUSE BOARD
MAY 29 1909
NO.

# EFFICIENCY REPORT

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

1. Bureau Light-House Establishment 2. Where employed Plymouth (Gurnet) Range Lights, Mass.
3. Name Manuel A. Francis 4. Where born Massachusetts
5. Age 33 6. Position Assistant Keeper
7. Compensation $40 pm. 8. When appointed (a) November 19, 1906.
9. How appointed (b) Through Civil-Service Examination
10. Appointed from — State: Massachusetts; Congressional District: 14th; County: Barnstable
11. Status under Civil Service Rules (c) Classified Competitive
12. Is the employee an honorably discharged soldier or sailor? No
13. Other Government service None
14. Duties (describe fully) Attending to station and fog signal under direction of principal keeper.
15. Efficiency — Quantity of work (d): 10/10; Quality of work (e): Excellent; Interest manifested in work (f): Excellent
16. Is this employee fully earning the salary he is now receiving? Yes
17. Remarks (g)

O.R.

CANCELED

Captain, U. S. N.
Naval Secretary

May 31st., 1909

Captain W. S. Cutler U. S. N.
Head of Bureau or Office.
Lt. House Inspector 2d Dist.

11—3005

Form 73 ORIGINAL APPOINTMENT, PROMOTION, OR TRANSFER OF EMPLOYEE

# Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

RECEIVED SEP 6 1910 DEPARTMENT OF COMMERCE AND LABOR

Office of the Inspector, 2nd L. H. Dist.,

Boston, Mass.,

The Light-House Board,

Washington, D. C.

September 1, 1910.
(Date)

DIVISION OF APPOINTMENTS RECEIVED SEP 6- 1910 DEPARTMENT OF COMMERCE & LABOR

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

of (2) Mr. Manuel A. Francis of (3) Mass.,
(Name of person—letter for letter—as reported to Board) (State of legal residence)

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

at (5) Plymouth (Gurnet) Light-Station, Mass.,
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

at (6) $ 40 per mo. to (7) Keeper
(Salary now paid) (Official title of position, as Keeper, First Assistant Keeper, etc.)

at (8) Billingsgate Island Light-Station, Mass., at
(Official name of aid, as given in Light List, as Absecon Light-Station, N. J.)

(9) $ 600 per an., effective beginning (10) September 10, 1910 (~~the date of his entrance on duty~~) (or as soon thereafter as he enters on duty)
(Salary recommended) (Strike out the clause not appropriate)

in the place of (11) Mr. George W. Bailey
(State name of last person holding position)

who (12) is recommended for transfer on (13) September 9, 1910.
(Died, transferred, resigned, dismissed, etc.) (Last day of service)

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

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

was considered with (18)

(19) letters of declination of herewith.

Respectfully,

W. J. Culer

Captain, U.S.N., Inspector 2nd District.

---

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

LIGHT-HOUSE BOARD

SEP -3 1910, 190

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

G. L. Putnam

Commissioner

DIVISION OF APPOINTMENTS RECEIVED SEP 6- 1910 DEPARTMENT OF COMMERCE AND LABOR

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
OFFICE OF THE CHIEF CLERK
Washington,

September 7, 1910.

SIR:

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

Keeper of Billingsgate Island Light-Station, Mass.,

in the Lighthouse Service,

at a salary of Six Hundred dollars per annum,

effective beginning September 8, 1910, or as soon thereafter

as you enter upon duty in the above-mentioned position.

(Miss George T. Bailey)

(By transfer from Assistant Keeper at Plymouth (Gurnet) Light-Station, Massachusetts, at $60 per month.)

By direction of the Secretary:

Respectfully,

Chief Clerk.

APPOINTMENT DIVISION
REPORTED
SEP 8 - 1910
TO DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CHIEF CLERK RECEIVED
SEP 11 1910
U.S. CIVIL SERVICE COMMISSION.

CARDED

Mr. Edgar A. Francis

Through the Superintendent Light-Houses

Appropriation
12
D

Form 111

# OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

DIVISION OF APPOINTMENTS RECEIVED OCT 8 - 1910 DEPT OF COMMERCE AND LABOR

## Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Manuel A. Francis.

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.

Manuel A. Francis.
(Appointee signs here.)

[b] Sworn To (See below.) and subscribed before me, this 20th day of September, A. D. 1910

(Affix official seal here.)

[c] (Name:) William H. Tabman

(Official title:) NOTARY PUBLIC

| OFFICIAL TITLE. | PAY. | NAME OF STATION. | State or Country in which born. | State or Territory from which last appointed. |
|---|---|---|---|---|
| Keeper | $600 per annum | Billingsgate Island Light Station | Mass. | Mass. |

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

OFFICE OF THE Inspector, 2d LIGHT-HOUSE DISTRICT,

Boston Mass (Address.), October 3. 1910 (Date.)

The above-named appointee entered upon duty on September 13. 1910 (Date.)

CARDED

(Signed:) W W Buchanan
Commander U.S.N.
Inspector 2d District

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

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

[c] This Oath should be taken before a Justice of the Peace, Notary Public, Judge, Clerk of a Court, or any other officer having authority to administer oaths, but never before a Collector of Customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

NOTE CAREFULLY.

The oath may be 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 OCT 7 - 1910

READ THE INSTRUCTIONS ON PAGE 3

# Department of Commerce and Labor

## EFFICIENCY REPORT

May 8, 1911.

(The parenthetical letters refer to instructions on page 3, which instructions should be read and understood before attempting to fill out the form.)

1. Name Manuel A. Francis 2. Age 35 (Last birthday.)

3. Bureau Lighthouses 4. Position Keeper

5. Compensation $600 p.a. 6. Where employed Billingsgate Island L.S.,Mass.

7. When appointed (*a*) Nov.28, 1906. 8. How appointed (*b*) Through C.S. Examination

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

12. Other Government service None

13. Duties (describe fully) Attending to light, keeping dwelling and grounds neat, etc.

14. Has the employee special qualifications? no If so, state them

15. Efficiency (*d*):

| | Averages. | Relative weights. | Products of averages multiplied by weights. |
|---|---|---|---|
| Quantity of work | 100 | 2 | 200 |
| Quality of work | 100 | 3 | 300 |
| Interest manifested in work (see also Question 17) | 100 | 3 | 300 |
| Attendance | 100 | 2 | 200 |
| Total | | 10 | 1,000 |
| Average percentage | | | 100 |

DIVISION OF APPOINTMENTS RECEIVED MAY 25 1911 BUREAU OF CORRESPONDENCE AND DOCUMENTS

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. |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

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.) fair equivalent

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

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—

W W Buchanan

Captain, U.S.N., Inspector 2nd Dist.

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

L B Putnam

*Chief of Bureau or Office.*

TSC

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

WGY BUREAU OF LIGHT-HOUSES AUG 13 1912 DEPT OF COMMERCE AND LABOR

Department of Commerce and Labor
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

Boston, Mass., August 10, 1912

THE COMMISSIONER OF LIGHTHOUSES:

The following recommendation is submitted:

CHIEF CLERK FORWARDED TO AUG 19 1912 APPTS. COMMERCE AND LABOR

RECEIVED APPOINTMENT DIVISION AUG 19 1912 DEPT OF COMMERCE AND LABOR

**Action proposed,** Transfer and demotion.

Name, Manuel A.Francis Ef 100 Legal residence, Massachusetts

Position, Second Asst.Keeper Salary, $552 per annum.

Location, Minots Ledge Light Station, Mass.

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

**Former position,** Keeper Former salary, $600 per annum.

Location, Billingsgate Island Light Station, Mass.

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

Other eligibles considered,

**Letters of declination inclosed,**

**Previous incumbent,** Andrew Tullock Services terminated, September 1, 1912 August 31, 1912

Reason, Transfer. requested

**Remarks:** Appropriation; Salaries of Keepers of Lighthouses,1913.

Letter of Mr.Francis requesting this transfer,involving a reduction in pay,is enclosed.

Position of Keeper,Billingsgate Island Light Station,is abolished, effective September 1,1912. requested 8/17/12

W Goddard
Inspector

Done D

---

Department of Commerce and Labor
BUREAU OF LIGHTHOUSES
WASHINGTON

1 Inclosure AUG 17 1912

Respectfully submitted to the Secretary of Commerce and Labor, approved. **Discontinuance of Billingsgate Island Light and the position of keeper thereof is recommended under separate cover.**

8-19-12

J S Conway
Acting Commissioner

BUREAU OF LIGHT-HOUSES
AUG 13 1912
DEPT OF COMMERCE AND LABOR

RECEIVED
AUG 10 1912
LIGHTHOUSE INSPECTOR

Billingsgate Island Lt Station,
Aug 9th, 1912.

Light House Inspector, Boston.

In answer to yours of the 3rd inst regarding the position of 2nd asst at "Minots Lt" would say that I will accept same, and would ask if you would please allow the Lt house-tender to move my household effects to the nearest point.

Francis, Keeper.

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

August 20, 1912.

Mr. Manuel A. Francis,
Through the Commissioner of Lighthouses.

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

Second Assistant Keeper,

in the Lighthouse Service,

at a salary of Five Hundred and Fifty-two dollars per annum,

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

(By change from Keeper at $600 per annum.)

CARDED.

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

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,

C
D

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Andrew Tullock.
Legal Residence: Massachusetts.

APPOINTMENT DIVISION. REPORTED AUG 20 1912 TO DISBURSING CLERK DEPT OF COMMERCE AND LABOR.

11—3692

Form 111

**OATH OF OFFICE**

(Prescribed by Section 1757, Revised Statutes)

Per

BUREAU OF LIGHT-HOUSES SEP 18 1912 DEP'T OF COMMERCE AND LABOR

## Department of Commerce and Labor

LIGHTHOUSE SERVICE

Carded in the Disbursing Office.

I, Manuel A. Francis

OFFICE OF DISBURSING CLERK RECEIVED SEP 17 1912 DEPT. OF COMMERCE AND LABOR

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.

☞ Manuel A. Francis
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 13th day of September, A. D. 1912

(Affix official seal here)

[4] (Name) Florence B. Tower,

(Official title) Notary Public

| OFFICIAL TITLE | RATE OF PAY | NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT |
|---|---|---|
| Second Assistant Keeper | $552 Per annum | Minots Ledge Light Station, Mass. |

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

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT

Boston, Mass. (Address), September 13, 1912 (Date)

CARDED

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

DIVISION OF APPOINTMENTS RECEIVED SEP 20 1912 DEP'T OF COMMERCE AND LABOR

G. Edward
(Signature, followed by title)
Inspector

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

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

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

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, 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

From Keeper, Billingsgate Island Light Station, Mass. at $600 p. a.

Form 93

LETTER TRANSMITTING RESIGNATION

Department of Commerce and Labor

LIGHTHOUSE SERVICE

WGY-SI

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

BUREAU OF LIGHTHOUSES APR 17 1913 DEP'T OF COMMERCE

Boston, Mass., April 15, 1913.

THE COMMISSIONER OF LIGHTHOUSES:

DIVISION OF APPOINTMENTS APR 19 1913 DEP'T OF COMMERCE

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

Name, Manuel A. Francis

Position, Second assistant keeper.

Legal residence, Massachusetts

Station, Minots Ledge Light Station, Mass.

Salary, $552 per annum.

CHIEF CLERK RECEIVED APR 19 1913 DEP'T OF COMMERCE

The acceptance of this resignation is recommended effective at the close of April 30, 1913.

Remarks:

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

CHIEF CLERK FORWARDED TO APR 19 1913 DEP'T OF COMMERCE

Leave 8 1C

APPOINTMENTS RECEIVED APR 19 1913 COMMERCE 936

Goddard

Inspector.

---

Department of Commerce and Labor

BUREAU OF LIGHTHOUSES

WASHINGTON

APR 17 1913

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

11—4623

Acting Commissioner

RECEIVED
APR 7 1913
LIGHTHOUSE INSPECTOR
Second District

Resignation Life Saving Station
Cahoon's Hole - Mass
April 6th 1913

Lighthouse Inspector Baxter

BUREAU OF LIGHTHOUSES
APR 17 1913
DEPT OF COMMERCE

Please accept my resignation to take
Effect May 14th

Francis 2nd Asst

14 days
to date
(April 15, 1913)

April 19, 1913.

Sir:

Having tendered your resignation as second assistant keeper of Minots Ledge Light Station, Massachusetts, at $552 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of April 30, 1913.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

CARDED.

APPOINTMENT DIVISION. REPORTED APR 19 1913 TO DISBURSING CLERK

Mr. Hannel A. Francis,
Through the Commissioner of Lighthouses.

CHANGE REPORTED APR 1913 O. S. COMMISSION.

P
C

Form 73

WGY-SI

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT.

BUREAU OF LIGHTHOUSES OCT 11 1913 DEP'T OF COMMERCE

Boston, Mass. (City.), October 10 (Date.), 1913.

THE COMMISSIONER OF LIGHTHOUSES:

WHOLE C.S. COMMISSION OCT 15 1913

CHIEF CLERK OCT 14 1913

APPOINTMENT DIVISION APPOINTMENT NOT WRITTEN OCT 18 1913 DEP'T OF COMMERCE

**Action recommended,** Reinstatement.

Name, Manuel A. Francis 100% Legal residence, Massachusetts

Position, Assistant Keeper Salary, $480 per annum.

Location, Nantucket (Great Point) Light Station, Mass. Appropriation, Salaries of Keepers of Lighthouses, 1914.

Effective October 16, 1913, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

APPOINTMENTS OCT 1 1913 3 pm

**Former position,** Second Assistant Keeper Former salary, $552 per annum.

Location, Minots Ledge Light Station, Mass.

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

**Previous incumbent,** William L. Anderson, Jr. Services terminated, October 15, 1913.

Reason, Promotion. effective end.

**Relatives in Government Service,** None.

**Remarks:** Mr. Francis resigned April 30, 1913, while in good standing.

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

*Secretary, Civil Service District.*

Inspector.

10/14/13 mlf

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 13 1913

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

Form 381.
May, 1910.

# REQUEST FOR REINSTATEMENT.

DEPARTMENT OF COMMERCE.
[Department, Commission, or Office.]

Washington, D. C., October 15, 1913.

To the U. S. Civil Service Commission:

Request is made for certificate under Rule IX for the reinstatement of Manuel A. Francis, a legal resident of the State (or Territory) of Massachusetts, to the position Assistant Keeper of Nantucket (Great Point) Light Station, Massachusetts, now vacant (or to become vacant on ), at a salary of $480 per annum in the Lighthouse Service, for which a certification of
[Bureau or Office.]
eligibles has not been requested.* Mr. Francis was, without delinquency or misconduct on his part, separated by resignation on April 30, 1913, from the position of
[Removal or resignation.]
Second Assistant Keeper of Minots Ledge Light Station, Massachusetts, at a salary of $552 per annum, in the Lighthouse Service.
[Bureau or Office.]

## MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

The Bureau reports that there are no members of Mr. Francis' family in
[State degree of relationship and where employed.]
the Government service.

It is requested that action in the matter be expedited.

## MILITARY OR NAVAL RECORD.

Regiment Company

Vessel Date of honorable discharge

By direction of the Secretary:

Signature: (SIGNED) GEO. C. HAVENNER

M
C

Official title: Chief Clerk.

*If a certification has been requested, the date should be given. When a requisition has been made under section 1 of Rule VII for a certification of eligibles, and the Commission, at the request of the Department, has made public announcement of an examination to secure such eligibles, the vacancy shall not thereafter be filled by transfer, promotion, or reinstatement, without the consent of the Commission.

6—2530

Form 1788 (First Sheet).
Jan., 1913.

No. 5918

CERTIFICATE AUTHORIZING REINSTATEMENT.

UNITED STATES CIVIL SERVICE COMMISSION,

CHIEF CLERK
OCT 18 1913
5

6

APPOINTMENT DIVISION
APPOINTMENT WRITTEN
OCT 18 1913
DEPT OF COMMERCE

Washington, D. C. October 17, 1913

APPOINTMENTS
OCT 18 1913
9.57

To the

Secretary of Commerce

Sir:

Certification is hereby made that the following reinstatement is authorized by the Commission under Civil Service Rule IX:

MANUEL A FRANCIS of Massachusetts

| STATUS AUTHORIZED. | FORMER STATUS. |
|---|---|
| Department of Commerce (Department.) | Same (Department.) |
| Lighthouse Service (Bureau or office.) | Same (Bureau or office.) |
| Assistant Keeper($480 p.a.) (Position and salary.) | 2nd Asst. Keeper($552 p.a.) (Position and salary.) |
| Nantucket(Great Point) Station, Mass. (City in which to be employed.) | --Minots --Ledge Station, Mass (City in which formerly employed.) |
| October 15, 1913 (Date of request.) | April 30, 1913, resignation (Date and manner of separation.) |

Very respectfully,

John D. Doyle

Secretary.

10/18/13

6—3058

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 18, 1913.

Mr. Manuel A. Francis,

Through the Commissioner of Lighthouses.

Sir:

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

Assistant Keeper

in the Lighthouse Service

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

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

(By reinstatement in accordance with authority contained in Civil Service Certificate No. 5918.)

CARDED.

CHANGE REPORTED
OCT 1913
C. S. COMMISSION.

By direction of the Secretary:

APPOINTMENT DIVISION. REPORTED OCT 18 1913 TO DISBURSING CLERK DEP'T OF COMMERCE

Respectfully,

(SIGNED) GEO. W. LEADLEY,
Chief of Appointment Division.

M
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William L. Anderson, Jr.

Legal Residence: Massachusetts.

11—3692

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

BUREAU OF LIGHTHOUSES ★ OCT 31 1913 ★ DEP'T OF COMMERCE

## Department of Commerce and Labor

LIGHTHOUSE SERVICE

CHIEF CLERK NOV 15 1913

APPOINTMENTS NOV. 15 1913

I, Manuel A. Francis

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.

☞ Manuel A Francis (Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 24 day of October, A. D. 1913

(Affix official seal here)

[4] (Name) William H. Tubman

(Official title) NOTARY PUBLIC

| OFFICIAL TITLE | RATE OF PAY | NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT |
|---|---|---|
| Present Asst. Keeper | Per annum $480 | Nantucket (Great Point) Light Station, Mass. |
| Former[5] Second Asst. Keeper | 552 | Minots Ledge Light Station, Mass. |

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

CARDED

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT

Boston Mass (Address), October 28, 1913 (Date)

The above-named appointee entered upon duty on October 25, 1913 (Date)

In the absence and by direction of the Inspector.

J Yeager (Signature, followed by title)

Chief Clerk

[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.

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

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

11—944

Form 93

8/9 To Dept

8-10-15 wrote 2d

LETTER TRANSMITTING RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT AUG 9 1915 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., August 6, 1915.

CHIEF CLERK AUG 14 1915 5

THE COMMISSIONER OF LIGHTHOUSES:

DIVISION OF APPOINTMENTS AUG 16 1915 DEPT OF COMMERCE

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

Name, Manuel A. Francis Position, Assistant Keeper

Legal residence, Massachusetts Station, Nantucket (Great Point) Light Station, Mass.

Salary, $480. per annum.

APPOINTMENTS AUG 14 1915 9 Mass.

CHIEF CLERK AUG 14 1915

The acceptance of this resignation is recommended effective at the close of See remarks.

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

**Remarks:** Copy of the letter of the Keeper of Nantucket (Great Point) Light Station in connection with this matter is hereto attached.

As Mr. Francis left the station on August 2nd, did not return to duty, and resigned without giving proper notice, it is recommended that his resignation be not accepted, but that he be dismissed from the service effective August 2, 1915, the last day of service.

APPOINTMENTS AUG 16 1915 12m

Inspector.

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HRW-McC.
One inclosure.

BUREAU OF LIGHTHOUSES

WASHINGTON

August 13, 1915.

8/14/15 MMcC

Submitted to the Secretary of Commerce, ~~approved~~. In view of the recommendation of the Inspector, contained in his letter of Aug. 11, 1915, herewith, the Bureau recommends that the resignation of Francis be accepted not without prejudice, effective at the close of August 2, 1915. The Bureau on Aug. 10, 1915, called the attention of the Inspector to the Regulations, 1914, par. 397, with reference to the necessity of filing charges where it is desired to remove an employee, and the Inspector accordingly recommends the action just stated by the Bureau, instead of filing charges at this late date. 11—4623

August 14, 1915.

APPROVED:

Commissioner

Acting Secretary.

JC-R

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR
2d DIST.
AUG 6 1915
RECEIVED
BOSTON, MASS.

LIGHT
AUG 9 1915
HOUSES

SECOND DISTRICT

Nantucket (Great Point)
(Station, ~~Depot, or Vessel~~)

August 3, 1915

Light-House Inspector.
Boston Mass.

This is to notify the office that on Monday August 2nd I sent the Asst. Mr Francis to town to carry official mail and get supplies. it came up a North East storm and could not get back. The next day Aug 3d he telephoned that he had got through and was only coming to the Station to get his few belongings. I ask him over the line if I understood him right that you have resigned he said yes.

Thomas.
Keeper.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR
2d DIST.
AUG 6 1915
RECEIVED
BOSTON, MASS.

SECOND DISTRICT

Nantucket (Gt Pt) L. S.
(Station, Depot, or Vessel)

Aug 4th, 1915

LIGHT
AUG 9 1915
HOUSES

Lighthouse Inspector, Boston.

I here by attendd my ~~resignation~~ to take
Effect Aug 4th 1915.

Francis, Asst.

y

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

IN REPLY REFER TO
FILE No.

LIGHT
AUG 13 1915
HOUSES

OFFICE OF INSPECTOR, 2D DISTRICT
~~CUSTOMHOUSE~~
BOSTON, MASS.

WGY-HWB

August 11, 1915.

Manuel A. Francis,
charges.

Commissioner of Lighthouses.

Bureau's letter of the 10th inst.

It is requested that the Inspector's recommendation transmitting the resignation of Manuel A. Francis be amended to read that the resignation be accepted not without prejudice, instead of dismissal.

In the absence and by direction of Inspector.

Yeager

Chief Clerk.

August 16, 1915.

Sir:

The Department is in receipt of your resignation, dated August 4, 1915, as assistant keeper of Nantucket (Great Point) Light Station, Massachusetts, at $480 per annum, and has accepted the same, but not without prejudice, upon recommendation of the Commissioner of Lighthouses, to take effect at the close of August 2, 1915.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

CARDER

Acting Chief of Appointment Division.

Mr. Manuel A. Francis,
Through the Commissioner of Lighthouses.

AUG 16 1915
NOT TO BE REPORTED
AUG 1915
L. & COMMISSION

C