FEB 27 2025 PM 02 43
APR 25 2025 PM 02 43

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

Date: 2/21/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Flynn, Kylie	10136055
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
Grassie, Richard, F.		1897 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: 1964 SC

State of Residence (upon entry into service):

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

Researcher Signature: Kylie

CIVILIAN SERVICE

(Agency & Location)	From:	To:
Lighthouse Service (MA)	1922	1924
(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: C-00056631 01

Attendant Signature:

CMRS Search Request Number(s): Submitted to Arc. Search 5/12/25 SBR

Remarks:

MAY 16 PM 2:10:04

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:

LIGHTHOUSE SERVICE/LIFESAVING SERVICE—RECORDS CHECKED

CMRS CASE #: C-00056631O1

Employee Name: Grassie Richard F . **DOB:** 1897 . MA

Lighthouse MA 1922-1924 DOD: 1964 SC

SOUNDEX: G620

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:

5/9/23 rcd to-day 10 5

2 PO WM 16 GR. 5/11/23 wired 2d.

LIGHTHOUSES

DEPARTMENT OF COMMERCE

TELEGRAM

1923 MAY 9 AM 11 18

Dy Boston, Mass., May 9th., 1923.

Lighthouse Commissioner,

Washington, D.C.

Request extension temporary appointment pending reinstatement Richard F Grassie keeper see forms seventy three May two.

Eaton.

10:56 A.M.

Engr.
Engr. Comm.
Mar Engr.
Accounts.
Contracts.
Chf Clk.
Dep. Comr.
Comr.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1923 MAY 10 AM 8 37

SE

5/10/23
received
2nd

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

May 9, 1923.

Commissioner of Lighthouses.

Subject: Mr. Richard F. Grassie, Keeper - extension of temporary appointment.

Reference: Forms 73 dated May 2 and temporary appointment dated May 7, 1923.

Inclosures: (1)

Hydro.
Engr. Comr.
Mar. Engr.
Personnel.
Accounts.
Contracts.
Chf. Clk.
Dep. Comr.
Comr.

1. Referring to the inclosed copy of telegram, requesting extension of the temporary appointment of Mr. Richard F. Grassie, Keeper.

2. His temporary appointment pending reinstatement, which was received at this office to-day, expires at the close of May 9th, and as his reinstatement has not yet been received by this office, it is requested that his temporary appointment be extended, in order that the period he is employed from May 10th to the date of his reinstatement may be covered.

For and in the absence of the Superintendent.

Sawyer
Chief Clerk.

LIGHTHOUSES

1923 MAY 10 AM 8 37

Boston, Mass. May 9 23

Lighthouse Commissioner

Washington

Request extension temporary appointment pending reinstatement Richard F. Grassie Keeper. See Forms seventy three May two. ~~Letter follows~~.

Eaton

CONFIRMATION

E. W. Sawyer

Chief Clerk, 2d Lighthouse District.

Washington D C

MAY 10 1923

Lighthouse Superintendent Boston Mass

Richard 7

extension temporary appointment Crassie approved

FAD

Conway

- - - - - - - -

Acting Commissioner of Lighthouses

appointee being notified by letter going forward today

RY 5/10

to dept operator RY

2:40 P.M.

5/10/23

JBT

(COPY)EK

TELEGRAM

Boston Mass
May 9 1923

Lighthouse Commissioner
Washington D C

Request extension temporary appointment pending reinstatement Richard F Grassie Keeper See forms seventy three may two

(Signed) Eaton

- - - - - - - - - - - - - -

EK

Bureau of Lighthouses, Washington, D. C.
May 9, 1923.

Submitted to Secretary of Commerce with recommendation for an extension of tempoary appointment of Richard F. Grassie, keeper, from May 10, 1923, pending his reinstatement.

J. S. CONWAY

Acting Commissioner of Lighthouses.

- - - - - - -

(COPY)EK

May 10, 1923.

Respectfully returned to the Commissioner of Lighthouses, approved. Formal notice of extension of temporary appointment will be issued to Mr. Grassie upon receipt of Form 73 bearing approval of the Local Civil Service District Secretary.

By direction of the Secretary:

(Signed) Clifford Hastings
Chief of Appointment Division.

MAY 11 1923

Bureau of Lighthouses, Wash., Copy to 2d Supt. Submit form 73 through district Civil Service Secretary

Richard F. Grassie

Mr. Richard F. Grassie

LEGAL RESIDENCE.
Massachusetts

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper (Prob.) Bishop's Clerk L.S. Mass	660	L.H.	March 9 1922
" Prong " " "	720	"	April 1, 1922
SERVICES DISCONTINUED		Close March 17, 1923.	
Keeper (TEMPORARY not exc. 1 mo.) The Graves LS Mass.	840	L.H.	April 10, 1923
LAST DAY OF SERVICE		May 9 1923	
" (Reins) " " "	"	L.H.	May 10, 1923
" Prong " " "	900	"	Sept. 11, 1923.
RESIGNED CLOSE OF		April 15, 1924	

11—1248

Form 73

LIGHTHOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 MAR 15 PM 3 33

GEE-SI

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., March 13, 1922.
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

1922 MAR 16 PM 4 20

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $660. per annum.

Location, Bishop & Clerks Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective March 9, 1922, (the actual date of entrance on duty, ~~or~~ ~~as soon thereafter as he enters on duty~~)[1]

APPOINTMENT DIVISION NECESSARY ACTION TAKEN DEPARTMENT OF COMMERCE MAR 18 1922 OFFICE OF THE SECRETARY

Former position, -- — Former salary, --

Location, --

Rank on eligible list, 2 — Rating, Asst.Lighthouse Keeper — Percentage, 83. , Other eligibles considered:
William L. Lonergan, C - William J. Regan, C.

Previous incumbent, William A. Joseph — Services terminated, March 7, 1922.

Reason, Transferred.

Members of family in Government Service, None.

Remarks: Quarters are not provided for families of keepers at this station. Mr. Grassie has had no previous Government Civil Service. He served in the U.S.Navy from April 3, 1917, to April 2, 1921. He was not required to appear at this office owing to distance, but his vouchers showed clear record in previous employment. Mr. Grassie was born July 20, 1897. He entered on duty prior to the receipt of Department authority, as this case was considered an emergency involving the protection of life and property.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission~~, MAR 14 1922 , 19

3/17/22 mc

B L Falvey
Secretary, First Civil Service District.

H. C. Ealer
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved. MAR 15 1922

FIRST CIVIL SERV. DIST. OFFICE OF SECRETARY MAR 14 1922

APPROVED:
Acting Secretary of Commerce.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 17, 1922.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

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

By selection from certificate of eligibles (No. _____) issued by the Secretary, First Civil Service District.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

A
C
2nd

Appropriation: Salaries, Keepers of Lighthouses.

Vice: William A. Joseph.

Legal Residence: Massachusetts.

(See reverse side.)

11—8080

U. S. REPORT DATA
ENTERED

APPOINTMENT DIVISION
ENTERED
MAR 18 1922
ON JOURNAL
DEPARTMENT OF COMMERCE

Form 111

DEPARTMENT OF COMMERCE APR 3 1922 APPOINTMENT DIVISION.

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1922 APR 3 AM 8 58

CHIEF CLERK

5

I, Richard F. Grassie

1922 APR 4 AM 8 43

do solemnly [1] swear [2] (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.

Richard F. Grassie

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 27th day of March, A. D. 1922

(Affix official seal here)

[4] (Name) Edward L. Stevens

(Official title) Justice of the Peace

My commission expires My Commission expires April 6, 1928

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$660. per annum	Bishop & Clerks Light Station, Mass.
Former [5] --	---	----

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

Office of Superintendent of Lighthouses, Second District

Boston, Mass. (Address), April 1, 1922. (Date)

CARDED

The above-named appointee entered upon duty on March 9, 1922. (Date)

Fred E Eaton

(Signature followed by title)

Superintendent, 2nd District.

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

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

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

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

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

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

11—944

U. S. REPORT DATA ENTERED

Rec'd

DEPARTMENT OF COMMERCE APR 3 1922 APPOINTMENT DIVISION.

LIGHTHOUSES

DEPARTMENT OF COMMERCE 1922 APR 3 AM 8 58

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

CHIEF CLERK

5

PART I.

1. Name of employee Mr. Richard F. Grassie 1922 APR 4 AM 8 43

2. Position to which appointed Keeper

3. Bureau or Service Lighthouse Service, District Second

4. Place of duty Bishop & Clerks Light Station, Mass.
(City, town, station, or vessel.)

5. Salary $660. per annum

6. Appropriation from which paid Salaries of Keepers of Lighthouses

7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

From Asst. Lighthouse Keeper examination, Sept. 23, 1921.

PART N.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

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

Mr. Richard Farrell Grassie.

CARED

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

Richard F Grassie

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

Mass (State or Territory.) Barnstable (County.) Orleans (City or town.) 11 (Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

—

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

11—6924

U. S. REPORT DATA ENTERED

6. Where were you born? Oak St, Bolaunt Mass.

7. When were you born? July (Month.) 20 (Day.) 1897 (Year.)

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

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single

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

Mrs. Margaret E. Gaucir (Name.) Oak St. (Number and street.)

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

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
H J Gaucir	U.S Navy	Position Leutant Department or office	1st Cousin	Single
Ernest Gaucir	U.S.N.A.	Position Private Department or office U.S.N.	1st "	Single
Peter J. Pelteri	Brentwood Mass.	Position Machinest Department or office U.S.N. Yard	1st "	Married

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
U.S.S. Actus	April 3 '17	July 26 '19	Termination of War

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

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

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") No If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.

11—6922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No. If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.
—	—

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

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

Painting, Machinist, Clerk and Truck driver.

19. What education have you received? (State the grades of schools you have attended, and, if 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., 1910; Columbia University, LL. B., 1913.)

High School Education.

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

Truck driver and Painter

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

Asst Lighthouse Keeper, Sept 23 1921.

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") Yes. If not, state the name and address of the person who wrote them for you.

Date, March 18, 1922.

Witness (in case signature is by mark): —

(Signature) Richard F Guerin

(Present address) Oak St.
(Number and street.)

Cohasset, Mass.
(City or town.) (State or Territory.)

INDORSEMENT.

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

Reviewed, approved, and forwarded April 1, 1922.

(Signature) F W E Eaton

(Official title) Superintendent, 2nd District.

11—6922

Form 73

GEE-SI

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1922 MAR 21 AM 11

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass. (City.), March 20 (Date.), 19 22

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion.

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $720. per annum.

Location, Bishop & Clerks Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective April 1, 1922, {the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~

1922 MAR 31 PM 2 54 DEPT OF COMMERCE

APR 1 1922 APPOINTMENT DIVISION

Former position, Keeper — Former salary, $660. per annum.

Location, Bishop & Clerks Light Station, Mass.

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

APPOINTMENT DIVISION ACTION TAKEN APR 1 1922 DEPARTMENT OF COMMERCE

Previous incumbent, Albert S. Smith — Services terminated, March 31, 1922.

Reason, Resignation.

Members of family in Government Service, None.

Remarks: Mr. Grassie is a capable employee and deserving of this promotion.

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

4/1/22.

Secretary, Civil Service District.

Eaton

Superintendent.

BUREAU OF LIGHTHOUSES

WASHINGTON MAR 30 1922

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY

Acting Commissioner of Lighthouses.

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS--LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 1, 1922.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $660 per annum to $720 per annum, effective April 1, 1922.

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,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

CARDED

APPOINTMENT DIVISION ENTERED APR 3 1922 DEPARTMENT OF COMMERCE

A
C
Doc nd

U. S. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APR 7 22
DIVISION

1922 APR 5 PM 3 43

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

CHIEF CLERK

5

SI

April 4, 1922.

1922 APR 7 AM 8 59

Commissioner of Lighthouses:

Subject: Richard F. Grassie, Keeper - Change in Salary.

Reference: Notice of Change in Salary, dated April 1, 1922.

The effective date of Change in Salary referred to above was April 1, 1922.

CARDED
Bureau of Lighthouses, Washington
APR 6 1922

GK

Submitted to Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner

Superintendent.

U. S. REPORT DATA ENTERED

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
2222 E
1923 MAR 19 AM 9 21

GEE-SE

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

March 17, 1923.

MAR 22 1923
APPOINTMENT DIVISION. CHIEF CLERK

5

1923 MAR 21 PM 4 25

Commissioner of Lighthouses.

Subject: Bishop & Clerks Light Station- Changed to unattended, etc.

Reference: Bureau file No. 2222 E, indorsement Jan. 15, 1923 on Form 80 dated Dec. 23, 1922.

1. On March 17, 1923, Bishop and Clerks Light Station was changed from oil to an unattended acetylene light and the positions of keeper, first assistant keeper and second assistant keeper at that station were abolished on that date.

2. The keeper of the above-named light station, Mr. Merrill B. King, will be transferred to Butler Flats Light Station as assistant keeper. In this connection, see Form 73, dated March 3, 1923, recommending his transfer, and Notice of Change in Salary, dated March 6th.

3. It has been impracticable to recommend the transfer of the first assistant keeper and second assistant keeper before their positions were discontinued, as there have been no vacancies.

4. It is recommended that the services of Mr. Richard F. Grassie, first assistant keeper, base pay $720. per annum, and Mr. Frank W. Craig, second assistant keeper, base pay $660. per annum, be discontinued without prejudice effective at the close of March 17, 1923, with the understanding that they will be given due consideration for reinstatement when vacancies present themselves.

Eaton
Superintendent.

- - - - - - -

RG-EK

Bureau of Lighthouses, Washington, D. C.
March 21, 1923.

Submitted to Secretary of Commerce for approval, the Bureau concurring in the recommendation of the Superintendent.

3/22/23.

J. S. CONWAY
Acting Commissioner of Lighthouses.

APPROVED:

ACTING SECRETARY OF COMMERCE.

March 22, 1923.

Sir:

In view of the fact that the position occupied by you has been abolished, the Department, upon recommendation of the Acting Commissioner of Lighthouses, has discontinued, without prejudice, your services as Keeper (first assistant) at $720 per annum, of Bishop and Clerks Light Station, Massachusetts, effective at the close of March 17, 1923, with the understanding that you will be given due consideration for reinstatement when avacancy presents itself.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD [illegible]

Chief of Appointment Division.

Mr. Richard P. Grassie,
Through the Commissioner of Lighthouses.

P
G
2nd

CARDED
U. S. REPORT DATA ENTERED MAR 24
APPOINTMENT DIVISION ENTERED MAR 24 1923
ON JOURNAL DEPARTMENT OF COMMERCE

Form 73 LIGHTHOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CLERK

1923 MAY 5 AM 11 49

1923 MAY 5 PM 4 32

GEE-SE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass. (City.), May 2 (Date.), 1923

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE MAY 7 1923 APPOINTMENT DIVISION.

Action recommended, Temporary appointment pending reinstatement.

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $840. per annum.

Location, The Graves Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective April 10, 1923, [1] the actual date of entrance on duty, ~~or thereafter as he enters on duty~~

Former position, Keeper — Former salary, $720. per annum.

Location, Bishop and Clerks Light Station, Mass.

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

MAY 7 1923 DEPARTMENT OF COMMERCE

Previous incumbent, Roland A. Nichols — Services terminated, April 9, 1923

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Mr. Grassie entered on duty prior to the receipt of Department authority, as this case was considered an emergency involving the protection of life and property. This nomination for temporary appointment is made pending his reinstatement. Bishop and Clerks Light Station, Massachusetts, at which station Mr. Grassie was First Assistant Keeper, was discontinued on March 17, 1923, and his position was abolished and his services discontinued without prejudice on that date. He is entitled to the $240. per annum bonus. Mr. Grassie was born July 20, 1897.

~~Selection regular, subject to the action of the U. S. Civil Service Commission.~~ MAY 3 1923, 19

Respectfully forwarded.

5/7/23.

E. L. Reynolds
Secretary, Civil Service Board. District Secretary.

Geo. E. Eaton
Superintendent.

First Civil Service District OFFICE OF SECRETARY

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

MAY 5 - 1923

J. S. CONWAY
Acting Commissioner of Lighthouses.

MAY 3 1923

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

11—2314

NOT TO BE ACCEPTED AS AUTHO[redacted] FOR INVESTIGATION OPERATIONS UNLESS ACCOMP[redacted]D BY OFFICIAL CREDENTIALS

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 7, 1923.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Keeper in the Lighthouse Service at a salary of Eight Hundred and Forty dollars per annum, effective April 10, 1923.

Your appointment will continue for a period not to exceed one month, pending reinstatement.

APPOINTMENT DIVISION RECEIVED MAY 8 - 1923 ENTERED ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

2nd
C
C

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: Roland A. Nichols.
Legal Residence: Massachusetts.

AWARDED U. S. REPORT DATE ENTERED

Form A-13 GOVERNMENT PRINTING OFFICE 11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
MAY 14 1923
APPOINTMENT DIVISION.

1923 MAY 10 PM 3 31
LIGHTHOUSES

I, Richard F. Grassie

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.

CHIEF CLERK
23 MAY 11 PM 1 52

Richard F. Grassie
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 4th day of May, A. D. 1923

(Affix official seal here)

[4] (Name) Edward L. Stevens

(Official title) Justice of the Peace

My commission expires Apr. 6. 1928

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper (Temporary)	$840. per annum	The Graves Light Station, Massachusetts
Former [5] Keeper	$720. per annum	Bishop and Clerks Light Station, Massachusetts

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

Office of Superintendent of Lighthouses, Second District

Boston, Mass. (Address), May 9, 1923. (Date)

The above-named appointee entered upon duty on April 10, 1923. (Date)

For and in the absence of the Superintendent.

CARDED

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

11—944

CHIEF CLERK 5

MEMORANDUM SHOWING LAST DAY SERVED BY TEMPORARY EMPLOYEE

1923 MAY 16 PM 3 37

LIGHTHOUSES

1923 MAY 15 PM 3 43

(To be filled in immediately after the last day temporary employee serves, signed by the proper official and forwarded to the Secretary of Commerce.)

Name of employee Richard F. Grassie

Designation Keeper *Compensation* $840. per annum

Place of employment The Graves Light Station, Massachusetts

Last day served May 9, 1923.

APPOINTMENT DIVISION ENTERED MAY 17 1923 ON JOURNAL DEPARTMENT OF COMMERCE

Superintendent, 2nd Lighthouse District.
(Official title.)

Date May 14, 1923.

Lighthouse Service
(Bureau or service.)

11—2876

CARDED

ENTERED

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

GEE-SE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

LIGHTHOUSES

Boston, Mass., May 2, 1923
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

1923 MAY 3 PM 3 46

Action recommended, Reinstatement.

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $840. per annum.

Location, The Graves Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses

Effective May 16, 1923, {[1] ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $720. per annum

Location, Bishop and Clerks Light Station, Mass.

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

Previous incumbent, Roland A. Nichols — Services terminated, April 9, 1923.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: Bishop and Clerks Light Station, at which Mr. Grassie was First Assistant Keeper, was discontinued on March 17, 1923, and his position was abolished and his services discontinued without prejudice on that date. A letter from him, indicating his desire for this position, is inclosed. Mr. Grassie was born July 20, 1897.

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

5/15/23

Secretary, Civil Service District.

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Inclosure

MAY 4 - 1923

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE.

J. S. CONWAY
Acting Commissioner of Lighthouses.

RY

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

11—2314

Cohasset, Mass.

April 1[illegible] 1923

SUPERINTENDENT OF LIGHTHOUSES
2d DIST.
MAY 2 1923
RECEIVED
BOSTON, MASS.

1923 MAY 3 PM 3 46

Superintendent of Lighthouses,

Boston, Mass.

Sir:

I will accept reinstatement to the position of Second Assistant Keeper at The Graves Light Station.

Respectfully,

R. F. Grassia

Form 381.
Jan., 1923.

REQUEST FOR REINSTATEMENT.

DEPARTMENT OF COMMERCE
(Department, Commission, or Office.)

Washington, D. C., May 8, 19 23.

To the U. S. Civil Service Commission:

Request is made for certificate for the reinstatement of Richard F. Grassis, age ____, who resides at ____

to the position of Keeper

at a salary of $840 per annum in the Lighthouse Service (Bureau or Office.) The Graves Light Station, Massachusetts (Location.). This person was, without delinquency or misconduct on h is part, separated by Discontinuance, without prejudice, (Removal or resignation.) on March 17, 1923 (Date.) from the position of Keeper at a salary of $720 p. a., in the Department of Commerce, Lighthouse Service, Bishop and Clerks Light Station, Massachusetts. (Department and Bureau or Office.)

MEMBERS OF FAMILY IN THE SERVICE OF THE UNITED STATES:

None.
(State names, degree of relationship, and where employed.)

MILITARY OR NAVAL RECORD.

(If applicant's reinstatement may be authorized only under paragraph (b) or (c) of Rule IX, the Department should submit* his original discharge or release, a photostat copy, or a certified copy thereof; or if this is not possible, then the official record of his military or naval service based upon the records of the War or Navy Department.)

By direction of the Secretary: EDW. J. GARDNER MAY 8 23

Signature: ____

Official title: ACTING Chief of Appointment Division.

* Inclosure.

6—2107

P
G

Form 1788—Jan., 1923.

No. 1764

CERTIFICATE AUTHORIZING REINSTATEMENT.

UNITED STATES CIVIL SERVICE COMMISSION. ECH.

DEPARTMENT OF COMMERCE MAY 11 1923 APPOINTMENT

Washington, D. C., May 10, 1923.

To the Secretary of Commerce,

Sir:

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

Richard F. Grassie

STATUS AUTHORIZED.	FORMER STATUS.
Commerce, (Department.)	Same (Department.)
Lighthouse Service, (Bureau or office.)	Same (Bureau or office.)
Keeper, $840 per annum (Position and salary.)	Keeper, $720 per annum (Position and salary.)
The Graves Light Station, Mass. (City in which to be employed.)	Field. (City in which formerly employed.)
May 8, 1923. (Date of request.)	March 17, 1923, discharged, wop. (Date and manner of separation.)

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAY 11 1923 DEPARTMENT OF COMMERCE

Very respectfully,

T. P. Chapman

Asst. Secretary.

6—3058

Not to be accepted as authority for investigation operations unless accompanied by official credentials

Form A-8

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 10, 1923.

Mr. Richard F. Grassie,
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 Eight Hundred and Forty 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 Certificate No. 1764, issued by the Civil Service Commission.)

APPOINTMENT DIVISION
MAY 11 1923
ON JOURNAL
DEPARTMENT OF COMMERCE

By direction of the Secretary.

CARDED
MAY 11

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

A
C
2nd

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Yourself.

Legal Residence: Massachusetts.

S. S. REPORT DATA ENTERED

11—3002

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
JUN 3 1923
APPOINTMENT DIVISION

LIGHTHOUSES
CHIEF CLERK
1923 JUL 3 PM 3 48
1923 JUL 5 AM 10 54

I, Richard F. Grassie

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.

Richard F. Grassie
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 3d day of June, A. D. 19 23

(Affix official seal here)

[4] (Name) Aquilla P. Barton

(Official title) Clerk L.S.S. Service

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$840 per annum	The Graves Light Station, Massachusetts
Former [5] Keeper (Temporary)	$840 per annum	The Graves Light Station, Massachusetts

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT

Boston, Mass., (Address) July 2, 1923. (Date)

CARDED

The above-named appointee entered upon duty on May 10, 1923. (Date)

Geo. E. Eaton
Superintendent.
(Must be signed by title)

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

11—944

B. E. REPORT DATE

DEPARTMENT OF COMMERCE

5

DEPARTMENT OF COMMERCE JUN 5 1923 APPOINTMENT DIVISION.

PERSONAL QUESTION SHEET

This form shall be furnished for each person appointed in the service of the Department immediately upon entrance on duty.

The information called for in Part I shall be filled in by the Bureau or Office to which the employee is assigned, after which the form shall be transmitted to the employee for answers to the questions in Part II. The completed form shall be indorsed by the proper Bureau officer and forwarded to the Department for file.

PART I.

1. Name of employee: Mr. Richard F. Grassie
2. Position to which appointed: Keeper
3. Bureau or Service: Lighthouse Service, District: Second
4. Place of duty: The Graves Light Station, Massachusetts
   (City, town, station, or vessel.)
5. Salary: $840. per annum
6. Appropriation from which paid: Salaries of Keepers of Lighthouses
7. Manner of appointment. (Examples: "From stenographer and typewriter examination, ———, 19—;" "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known).

   By reinstatement.

PART II.

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY THE EMPLOYEE:

The statement should be signed by the employee, or, if unable to write, he may sign by mark in the presence of one witness.

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

   Mr. Richard Farrell Grassie

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

   Richard F. Grassie

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

   Mass (State or Territory.) Norfolk (County.) Cohasset (City or town.) 16 (Congressional district.)

4. If the legal residence given in answer to question 3 is not the same as that stated in the certificate of appointment, the difference should be explained.

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

11—0922

6. Where were you born? Cohasset Mass

7. When were you born? July (Month.) 8 (Day.) 1897 (Year.)

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

9. What is your marital condition? (Answer "single," "married," "widowed," or "divorced.") Single

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

Mrs. Joseph F. Grassie (Name.) Oak (Number and street.)

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

11. Are there any members of your family, besides yourself, in the civil service of the United States? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
H. J. Grassie		Position Lieutenant	1st Cousin	Married
		Department or office U. S. Navy		
Ernest Grassie		Position Private	2nd Cousin	Single
		Department or office U. S. Marines		
		Position		
		Department or office		

12. Have you any physical disabilities? (Answer "yes" or "no.") No If so, describe fully. (If you have defective eyesight, state whether corrected by glasses.)

13. Do you hold any State or municipal office? (Answer "yes" or "no.") No If so, state name of such office and compensation attached.

14. Were you in the military or naval service of the United States during any war? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Various Vessels in U.S. Navy	Apr 3 1917	Apr 7 1921	Expiration Elist

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Various vessels U.S. Navy	Apr 3, 1917	Apr 7, 1921	Expiration Elist

16. Have you ever held any other position in the civil service of the United States? (Answer "yes" or "no.") Yes If so, state in blank spaces below the information called for by the headings.

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Commerce	Light House	2nd Asst Keeper 1st Asst	$600 Per Ann 720 P.A	Mar 17 1920	Jan 17 1923

11—0922

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") No. If so, state in blank spaces below the information called for by the headings.

Name under which soldier or sailor rendered service.	Relationship to you.

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

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

Painting Clerk Machinist Truck driver

19. What education have you received? (State the grades of schools you have attended, and, if 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., 1910; Columbia University, LL. B., 1913.)

Public & High School

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

Painter & Truck driver

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

Assistant Lightkeeper Keeper Sept 3 1921

22. Were the answers to the foregoing questions written by you? (Answer "yes" or "no.") Yes If not, state the name and address of the person who wrote them for you.

Date, June 16, 1923

Witness (in case signature is by mark):

(Signature) M. Richard F. Gaudet

(Present address) Oak (Number and street.)

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

INDORSEMENT.

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

Reviewed, approved, and forwarded July 2, 1923

(Signature) Fred E Eaton

(Official title) Superintendent, 2nd Dist.

11—6922

(COPY)EK

CHIEF CLERK 5

TELEGRAM

1923 MAY 9 PM 3 24

Boston Mass
May 9 1923

DEPARTMENT OF COMMERCE
MAY 9 1923
APPOINTMENT DIVISION

Lighthouse Commissioner
Washington D C

Request extension temporary appointment pending reinstatement Richard F Grassie Keeper See forms seventy three may two

(Signed) Eaton

- - - - - - - - - - - - -

EK Bureau of Lighthouses, Washington, D. C.
May 9, 1923.

Submitted to Secretary of Commerce with recommendation for an extension of tempoary appointment of Richard F. Grassie, keeper, from May 10, 1923, pending his reinstatement.

J. S. CONWAY

Acting Commissioner of Lighthouses.

May 10, 1923.

Respectfully returned to the Commissioner of Lighthouses, approved. Formal notice of extension of temporary appointment will be issued to Mr. Grassie upon receipt of Form 73 bearing approval of the Local Civil Service District Secretary.

By direction of the Secretary:

5/10/23.

MAY 10

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

P
G

Form 73

LIGHTHOUSES

1923 MAY 12 PM 3 48

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
5
1923 MAY 14 PM 4 16

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass. (City.) May 10 (Date.) 19 23

COMMISSIONER OF LIGHTHOUSES:

DEPARTMENT OF COMMERCE
MAY 15 1923
APPOINTMENT

Action recommended, Extension of temporary appointment.

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $840. per annum

Location, The Graves Light Station, Mass. — Appropriation, Salaries, Keepers of Lighthouses.

Effective May 10, 1923, [1] the actual date of entrance on duty, ~~xxx xxxx

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

1923 MAY 15 PM 3 43

SE

CHIEF CLERK 5

1923 MAY 16 PM 3 37

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

May 14, 1923.

DEPARTMENT OF COMMERCE
MAY 17 1923
APPOINTMENT DIVISION.

Commissioner of Lighthouses.

Subject: Mr. Richard F. Grassie - Reinstatement.

Reference: Bureau's indorsement May 11 on Department letter May 10, 1923.

It is requested that the Form 73, covering the extension of temporary appointment of Mr. Richard F. Grassie as keeper, dated May 10th, be canceled, as his reinstatement which was received at this office to-day is dated May 10, the day after his temporary appointment expired, making an extension unnecessary.

Superintendent.

Bureau of Lightnouses, Washington
MAY 16 1923

J.

Submitted to Secretary of Commerce recommended for approval.

H. B. BOWERMAN
Acting Commissioner

File
see memo for
extension
never acted on
HB

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
5
1923 SEP 7 AM 9 43

LIGHTHOUSES OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., September 4, 1923
(City.) (Date.)

DEPARTMENT OF COMMERCE
SEP 7 1923
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:
1923 SEP 5 AM 11 47

Action recommended, Promotion

Name, Richard F. Grassie — Legal residence, Massachusetts

Position, Keeper — Salary, $900 per annum

Location, The Graves Light Station, Mass. — Appropriation, Salaries, ~~of~~ Keepers of Lighthouses

Effective September 11, 1923 — {1 ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $840 per annum

Location, The Graves Light Station, Mass.

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

APPOINTMENT DIVISION
NECESSARY
SEP - 7 1923
DEPARTMENT OF COMMERCE

Previous incumbent, Walter H. Sellin — Services terminated, August 20, 1923

Reason, Resigned

Members of family in Government Service, None

Date of birth, July 20, 1897

Remarks: Mr. Grassie is a capable employee and deserving of this promotion.

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

Fred C. Eaton
Superintendent.

Secretary, Civil Service District.

BUREAU OF LIGHTHOUSES
WASHINGTON

K

Submitted to the Secretary of Commerce, approved. SEP 6- 1923

9-7-23

Notice of change

J. S. CONWAY
Acting Commissioner of Lighthouses.

1 Strike out the clause which does not apply.

11—2314

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 7, 1923.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $840 per annum to $900 per annum, effective September 11, 1923, or as soon thereafter as you enter on duty.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER, SEP 8 1923

Acting Chief of Appointment Division.

11—8074

C
P
2d

CARDED

U. S. REPORT ENTERED

SEP 10 1923

Form 93
MMC

NOTICE OF RESIGNATION OR DEATH

LIGHTHOUSES
1924 APR 1 AM 8 57

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

Boston, Mass., March 29, 1924.

COMMISSIONER OF LIGHTHOUSES:

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

CHIEF CLERK
APR 2 1924
APPOINTMENT DIVISION

Name, Richard F. Grassie Position, Keeper

1924 APR 1 PM 2 47

Legal residence, Massachusetts Station, The Graves Light Station, Mass.

Salary, $900 per Annum.

The acceptance of this resignation is recommended effective at the close of April 30, 1924.

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

Remarks:

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
APR - 2 1924
DEPARTMENT OF COMMERCE

F. E. Eaton
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

APR - 1 1924

Inclosure
Submitted to the Secretary of Commerce, approved.

11—4623

H-2-24

Acting Commissioner of Lighthouses.

The Graves Lt. Sta.,
Boston, Mass.
March 16, 1924

Superintendent of Lighthouses
Boston, Mass.

I hereby tender my resignation,
same to take effect May 1, 1924.

Yours,
First Assistant

c/z

Approved: King Keeper.

SUPT. OF LIGHTHOUSES
MAR
28
1924
2nd DIST. BOSTON, MASS.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

April 2, 1924.

M r. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on April ~~30~~ 15, 1924.

Bureau..... Lighthouse Service.

Station..... The Graves Light Station, Massachusetts.

Position..... Keeper.

Salary..... $900 per annum.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER, 1924
APR 2

Acting Chief of Appointment Division.

APPOINTMENT DIVISION ENTERED APR 2 1924 ON JOURNAL DEPARTMENT OF COMMERCE

CARDED

C. S. REPORT DATA ENTERED

C
2d

CROSS REFERENCE.

LIGHT-HOUSE

Richard Grassie Keeper 9/7/23 Change Eff. Sept. 11, 1923.

See file Francis R. Macy.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

GEE-MEH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1924 APR 22 AM 4 12

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.

April 21, 1924.

CHIEF CLERK
APPOINTMENT
1924 APR 24 AM 11 04

Commissioner of Lighthouses.

Subject: Richard F. Grassie, resignation of.

1. Enclosed herewith is Department's form of acceptance of the resignation of Richard F. Grassie, 1st Asst. Keeper of The Graves Light Station.

2. In view of the fact that Grassie left the station on April 15, fifteen days previous to the effective date of his resignation, it is recommended that his resignation be accepted to take effect at the close of April 15, 1924, and the enclosed forms changed accordingly.

APR 29 1924
DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

E. Galen
Superintendent.

Bureau of Lighthouses, Washington
APR 23 1924

Inclosure

Submitted to Secretary of Commerce recommended for approval.

H. B. Bowerman
Acting Commissioner

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES
1924 APR 22 PM 4 12

April 2, 1924.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the bureau, to take effect at the close of business on April ~~30~~ 15, 1924.

Bureau..... Lighthouse Service.

Station..... The Graves Light Station, Massachusetts.

Position..... Keeper.

Salary..... $900 per annum.

By direction of the Secretary:

Respectfully,

Acting Chief of Appointment Division.

April 2, 1924.

AMENDED.

Mr. Richard F. Grassie,

Through the Commissioner of Lighthouses.

Sir:

The Department is in receipt of your resignation from the position of Keeper at $900 per annum at the Graves Light Station, Massachusetts, effective at the close of business on April 30, 1924. However, in view of the fact that you left the station fifteen days previous to the effective date of your resignation, the Department, upon recommendation of the Acting Commissioner of Lighthouses, has accepted your resignation effective at the close of business on April 15, 1924.

By direction of the Secretary:

Respectfully,

MAY 2 - 1924

EDW. J GARDNER,

Acting Chief of Appointment Division.

G
IC
2nd.

CARDED

APPOINTMENT DIVISION ENTERED MAY 9 1924 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. SEARCH DATA

CROSS REFERENCE

SEE FILE--464/16/ D#1

NAME Grassie, Richard F. POSITION Keeper

BUREAU BUREAU OF LIGHTHOUSES STATION 2nd Dist.

CIRCULAR #11----9/15/23

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Amt. per annum to be Subtracted
900	240	1140	CR	164. 25	1304. 25	LHS	4	1500	yes	120	

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

approv - $1440

GRADE RECOMMENDED 6

RANGE OF COMPENSATION RECOMMENDED FROM $1440 TO $1680

CLASSIFICATION BOARD FORM NO. 1
(Filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 11.
2—12758

DO NOT WRITE IN THIS SPACE

a			
b			
c			
d			

1. Grassie (Surname) Richard (Given name) F. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Second Lighthouse District
   (b) Subdivision The Graves Light Station
   (c) City or town Boston State Mass.
6. Pay-roll title Keeper
7. Customary office title 2nd Assistant Keeper

8. (a) Number of regular working hours of the position, per day about 15; per week 105
   (b) If this is not a full-time position, state percentage of time employed per day ---; or per week ---
   (c) If night work, wholly or in part, state the hours: From 1/3 of time from sunset to sunrise m. to m.
9. If this is not an all-year-round position, state approximate number of days employed each year ---
   During what months ---
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ---
11. Present rate of pay, exclusive of bonus $ 840 per annum; bonus, $ 240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 720 per annum; bonus, $ 240 per annum.
13. If the employee receives overtime pay, state the rate None
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☐ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☒ Fuel; ☒ Light; ☐ Heat. If cash allowances are made for any of these items, state which items and the amounts per annum
    45 cents per diem commutation of rations, $164.25
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment Uniform; annual cost, $ 20.00
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ---; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post graduate work: Kind ---; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ---; number of lessons ---; number completed ---

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)	Percentage of total time given to each task
1. Operating the light every night from sunset to sunrise; operating fog signal during thick or foggy weather.	50
2. Cleaning and caring for tower and light and fog signal apparatus.	25
3. Painting tower and making minor repairs as necessary.	15
4. Preparing meals and going for mail and supplies.	10

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

Works under the immediate supervision of the Keeper, and follows detailed instructions in regard to his work.

20. Do the duties involve direction or supervision of the work of other employees? No.
If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

21. How long have the employee's duties been substantially as described above? Since March 9, 1922.

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

May 31, 1923. (Date) — Fred E Eaton (Signature of Preparing Officer) — Supt. of Lighthouses. (Title)

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

(Signature of Employee)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE FIELD OFFICE OR STATION

24. Indicate by an "X" in the proper spaces below the qualifications and personal traits considered important for the satisfactory performance of the duties of this position:

	High Degree	Average	Not Essential
Judgment		X	
Accuracy		X	
Initiative (originality and resourcefulness)	X		
Trustworthiness (dependability)	X		
Speed (quickness)		X	
Physical Qualities (strength and endurance)	X		

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

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent

25. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete. In my judgment the compensation of this position should be in a range from $ 900 to $ 1140

May 31, 1923. (Date) — Fred E Eaton (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758