Sterling C. Gardner

| STATE FROM WHICH APPOINTED |
| --- |
| Fla. |

INACTIVE

## STATUS

| DESIGNATION | SALARY | OFFICE, BUREAU, OR DIVISION | DATE APPOINTED |
| --- | --- | --- | --- |
| A.K. Cedar Keys, Fla. (Prob.) | $555 pa | Light-House | Aug. 1-07 |
| Asst. Kpr. " " etc. Fla | " | " | Apr. 1. 1910 |
| ~~Assistant, without pay, to be appointed~~ | | | |
| 2nd Asst. Kpr, Dry Tortugas L.S. Fla. | $456. | L. H. | Oct. 7, 1914. |
| TEMPORARY Clerk "Not exc 30 days from resign cert. Send cert. for fur. filling Office Insp. 7th Dist | Resigned clerk 900 Last day | Dec 31. 1914. L. H. served April 7. 1915. | Mar. 8, 1915. |

INACTIVE

11—1248

EAC.
File No. 11023.

# Department of Commerce and Labor

LIGHT-HOUSE BOARD

Washington

OFFICE OF THE CHIEF CLERK
RECEIVED
DEPT OF COMMERCE AND LABOR

16 August, '07.

DIVISION OF APPOINTMENTS
RECEIVED
AUG 19 1907
DEPT OF COMMERCE AND LABOR

The Honorable,

The Secretary of Commerce and Labor.

Sir:-

The Board has the honor to ask the probationary appointment of Mr. Sterling C. Gardner, of Florida, to the position of Assistant Keeper of Cedar Keys, Fla., Light-Station, with pay at the rate of $555 a year, to date from 1 August, '07, the date of his entrance on duty, in the place of Mr. Charles H. Gardner, promoted.

Mr. Sterling C. Gardner has passed the required Civil Service examination, obtaining a rating of 83.4 per cent in Class III.

Respectfully,

U Sebree

Rear-Admiral, U. S. N.,

Naval Secretary.

1st on eligible list.
Considered with:
Clifton H. Lopez.
Alexander C. Jenks.
7th Insp. Dist.

INDEXED.
OFFICE OF THE CHIEF CLERK
FORWARDED
AUG 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
AUG 19 1907
DEPT OF COMMERCE AND LABOR

PROBATIONARY APPOINTMENT—PRIOR DATE

11023

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

August 19, 1907.

Mr. Sterling C. Gardner, of Florida, having qualified under the civil-service regulations, is hereby appointed Assistant Keeper of Cedar Keys Light-Station, Florida,

in the Light-House Service,

with compensation at the rate of Five Hundred and Fifty-five dollars per annum, for a probationary period of six months, effective beginning August 1, 1907, he having entered upon duty on that date and since continuously served in the above-mentioned position. (vice Charles H. Gardner)

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
AUG 21 1907
TO DISBURSING CLERK
DEP'T OF COMMERCE AND LABOR

Acting Secretary.

11—1072

The Light-House Board.

Le
D

CHANGE REPORTED
AUG — 1907
U. S. COMMISSION.

CARDED

Form 111

# OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

OFFICE OF THE CHIEF CLERK
RECEIVED
SEP 27 1907
DEPT OF COMMERCE AND LABOR

## Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Sterling C. Gardner

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.**

Sterling C. Gardner

[b] Sworn to and subscribed before me,
this 30 day of August, A. D. 1907

Light House Board,
Entered upon duty.
Date 1 Aug '07
J. E. Simson
Chief Clerk.

[c] Name: P. F. Kirchhain
Official title: Notary Public, State of Florida.
My Commission Expires July 12, 1911

{Affix official seal.}

| NAME OF OFFICE. | NAME OF STATION. | State or Country in which born. | State or Territory from which appointed. |
|---|---|---|---|
| Assist Keeper | Cedar Keys L. H. | Florida | Florida. |

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

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

11—944

OFFICE OF THE CHIEF CLERK
FORWARDED
SEP 27 1907
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

# OATH OF OFFICE

OF

Sterling C. Gardner

Position: Assistant Keeper,

Cedar Keys Light-Station.

Dated Aug. 30, 1907.

Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

SEP 24 1907
LIGHT HOUSE BOARD
11023
Received.
Enclosure.

1 Aug 07. $55.50 Jr.

**EXTRACTS FROM THE REVISED STATUTES RELATING TO OATHS OF OFFICE.**

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

* * * * * * * *

SEC. 1757. * * * I, A. B., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

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

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

* * * * * * * *

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

Approved, May 13, 1884.

PERSONAL QUESTION SHEET




# Department of Commerce and Labor

OFFICE OF THE SECRETARY

Washington

*December 17, 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.




Oscar S. Straus

*Secretary.*

## PART I.

CARDED

**(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. Sterling Chas. Gardner.

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

Sterling C. Gardner.

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

Cedar Keys, (City or town.) Florida (State or Territory.) Levy (County.) First (Congressional district.)

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

5. Where were you born? Key West, Florida.

6. When were you born? March (Month.) 11 (Day.) 1889 (Year.)

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

11—1134

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. |
|---|---|---|---|---|
| Chas. H. Gardner | Father | Commerce & Labor | Light House | Keeper |
| James A. Gardner | Uncle | Naval | | Laborer |

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, July 29 1907. L. H. Service.

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. | | | |

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

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.)

Bookkeeper. Clerk.

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.)

Public School

Massey Business College. Jacksonville, Fla. 1904.

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

Bookkeeper

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

Not any previous to the above mention Light House Service July 27. 1907

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. August 12, 1907.

Witness:

(Signature) Sterling C. Gardner

In case signature is by mark.

P. O. Address: Cedar Key. (City or town)

(Number and street)

Florida (State or Territory.)

Reviewed, approved, and forwarded Sept. 12, 1907.

(Signature) L. Haad, Lieut. U.S.R.

(Official title) Inspector 7th L. H. District.

## 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 (Bureau or Service.) Cedar Keys Fla. (Place (city, town, or station).) 7th. (District.)

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

3. State the date of appointment. 21 Aug. 1907.

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

Aug. 1, '07.

5. State the date of the oath. Aug. 30'07.

6. State the date the appointee or employee entered on duty. Aug. 1, '07.

7. What is his salary? $ 5 5 5 per annum.

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

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

10. If classified, state the date of classification. July 27'07.

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.)

from Asst. Keeper, L. H. Service, examination.

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

(Signature) L. Haad, Lieut. U.S.R.

(Official title) Inspector 7th L. H. District

Date: Sept. 12, 1907.

Department of Commerce and Labor

LIGHT HOUSE BOARD
JUN 8 1909
NO.

# EFFICIENCY REPORT

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

1. Bureau Light-House - 7th Dist. 2. Where employed Cedar Keys etc. Fla. L.S.,
3. Name Gardner, Sterling C., 4. Where born Florida.
5. Age 20 yrs. 6. Position Assistant Keeper.
7. Compensation $555. pa. 8. When appointed (a) Aug. 1, 1907.
9. How appointed (b) Through Civil-Service Examination.
10. Appointed from — State Florida. Congressional District 1st. County Levy.
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) In charge of station in absence of Keeper, tends lights (main, and 1 beacon light - post-lantern - about 5/8 of a mile from main light), and keeps station in order.
15. Efficiency — Quantity of work (d) 0.8 Quality of work (e) Good. Interest manifested in work (f) Yes; good interest manifested.
16. Is this employee fully earning the salary he is now receiving? Yes.
17. Remarks (g) Nothing not brought out by above questions.

CAPTAIN, U. S. N.
NAVAL SECRETARY

*Head of Bureau or Office.*

JUN 5 - 1909, 19

11—3005

## INSTRUCTIONS.

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

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

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

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

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

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

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



RECEIVED

B

Department of Commerce and Labor

HSB
11023.

LIGHT-HOUSE BOARD
Washington

April 7, 1910.

Sterling C. Gardner;
change in appointment.

OFFICE OF THE CHIEF CLERK
RECEIVED
APR 9 1910
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
RECEIVED
APR 9 1910
DEPT OF COMMERCE AND LABOR

The Honorable

The Secretary of Commerce and Labor.

Sir:

1. The Board has the honor to recommend that the position of assistant keeper of Cedar Keys Light-Station, Florida, at $555 per annum, be discontinued effective at the close of March 31, 1910, and that in lieu thereof the position of assistant keeper of Cedar Keys Light-Station and Turning Point Light, Florida, at the same rate of pay, be authorized, effective April 1, 1910.

2. The Board further recommends a change in the appointment of Mr. Sterling C. Gardner, of Florida, from assistant keeper of Cedar Keys Light-Station, Florida, at $555 per annum, to assistant keeper of Cedar Keys Light-Station and Turning Point Light, Florida, at the same rate of pay, effective April 1, 1910, the date of his entrance on duty.

8 Bolc
10

Change in title.

4-9-10

Respectfully,

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

OFFICE OF THE CHIEF CLERK
FORWARDED
APR 9 - 1910
TO APPOINTMENTS
DEPT OF COMMERCE AND LABOR

DIVISION OF APPOINTMENTS
APPOINTMENT WRITTEN
APR 9 - 1910
DEPT OF COMMERCE AND LABOR

GENERAL APPOINTMENT—PRIOR DATE

Department of Commerce and Labor
OFFICE OF THE SECRETARY
Washington

11023

April 9, 1910.

Mr. Sterling C. Gardner, of Florida, is hereby appointed

Assistant Keeper of Cedar Keyes Light-Station and Turning Point Light, Florida,

in the Light-House Service,

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

this appointment to be effective beginning April 1, 1910, 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 change from Assistant Keeper of Cedar Keyes Light-Station, Florida, at $555 per annum.)

CARDED.

Acting Secretary.

Date of oath: , 190

11—1774

The Light-House Board.

APPOINTMENT DIVISION
REPORTED
APR 11 1910
DISBURSING CLERK
DEPT OF COMMERCE AND LABOR

CHANGE REPORTED
APR 9 - 1910
C. S. COMMISSION.

Le
D.

Enclosure.

LIGHT HOUSE BOARD
MAY 3 1910
NO. 11023

Form 111

RECEIVED
MAY 9 1910
DEPT. OF COMMERCE AND LABOR

# OATH OF OFFICE

(PRESCRIBED BY SECTION 1757, REVISED STATUTES)

## Department of Commerce and Labor

LIGHT-HOUSE ESTABLISHMENT

I, Sterling C. Gardner

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.

Sterling C. Gardner
(Appointee signs here.)

[b] Sworn to (See below.) and subscribed before me, this 23 day of April, A. D. ~~190~~ 1910

(Affix official seal here.)

[c] (Name:) P. F. Kirchhain

(Official title:) Notary Public, State of Florida. My Commission Expires July 12, 1911

| Official Title. | Pay. | Name of Station. | State or Country in which born. | State or Territory from which last appointed. |
|---|---|---|---|---|
| Assist. Keeper | $555. | Cedar Key Light Station & Burning Point Light | Florida. | Florida. |

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

Office of the INSPECTOR, 7TH Light-House District,

KEY WEST, FLA. (Address.), April 30, 1910. (Date.)

The above-named appointee entered upon duty on April 1, 1910. (Date.)

(Signed:) W. W. Bennett COMDR. U.S.N.

INSPECTOR 7TH L. H. DISTRICT

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

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

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

NOTE CAREFULLY.

The oath may be 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.

Ret'd MAY 7 - 1910 CARDED

RECEIVED
MAY 10 1910

READ THE INSTRUCTIONS ON PAGE 3

Department of Commerce and Labor

# EFFICIENCY REPORT

MAY 10 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 Gardner, Sterling C., 2. Age 22 yrs. (Last birthday.)

3. Bureau Lighthouse. 4. Position Assistant Keeper.

5. Compensation $555.p.a. 6. Where employed Cedar Keys L.S., & Turning Point Light, Fla.

7. When appointed (*a*) Aug.19,1907. 8. How appointed (*b*) Through Civil-Service 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) In charge of station in absence of keeper, tends lights (main, and 1 beacon light - post-lantern - about 5/8 mile from main light), and keeps station in order.

14. Has the employee special qualifications? None. If so, state them -------

15. Efficiency (*d*):

| | Averages. | Relative weights. | Products of averages multiplied by weights. |
|---|---|---|---|
| Quantity of work | 90 | 2 | 1 80 |
| Quality of work | 85 | 3 | 2 55 |
| Interest manifested in work (see also Question 17) | 85 | 3 | 2 55 |
| Attendance | | ~~3~~ | |
| Total | | 8 ~~10~~ | 6 90 |
| Average percentage | | | 86 |

DIVISION OF APPOINTMENTS RECEIVED MAY 31 1911

11—4259

HRW-JL

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

Washington

June 30, 1913.

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN JUL 2 - 1913 DEP'T OF COMMERCE

CHIEF CLERK JUL 1 1913

APPOINTMENTS JUL 1 1913 4.07

Cedar Keys Light,
Discontinuance, etc.

Secretary of Commerce:

The Bureau recommends that the Department authorize the discontinuance of Cedar Keys Light, Florida, in accordance with the provisions of Section 4674, Revised Statutes, effective upon a date later to be determined and reported to the Department, as this light will become useless and unnecessary as an aid to navigation after the establishment of the North Bank acetylene light and Port Inglis gas buoy in its vicinity.

It is further recommended that the designation of the position of keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $720 per annum, be changed to keeper of Turning Point Light, Florida, without change in compensation, that the position of assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $555 per annum, be discontinued, and that the services of S. C. Gardner, the present assistant keeper, be discontinued without prejudice, all of these changes to be effective on a date later to be determined and reported to the Department.

It is desired to retain the keeper at the pay noted for the reason that he will attend to the Turning Point Light, act as the custodian of the reservation and the property thereon, and give the necessary attention to the new unwatched North Bank Light and the Port Inglis gas buoy. It is considered that the salary of $720 per annum is justified in accordance with the rate paid for the same or similar services during the present fiscal year. Due consideration will be given to the transfer of S. C. Gardner to a suitable vacancy should one occur.

Acting Commissioner

7/2/13 mcf

July 3, 1913.

Sir:

In view of the discontinuance of the position which you now occupy, and in accordance with the recommendation of the Acting Commissioner of Lighthouses, your services as assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $555 per annum, have been discontinued, without prejudice, effective at the close of a date to be fixed by the Bureau and reported to the Department.

By direction of the Secretary:

Respectfully,

Signed J. L. Dingwell
ACTING Chief of Appointment Division.

CANCELLED

CANCELLED

Mr. Sterling C. Gardner,
Through the Commissioner of Lighthouses.

Shoreham
1-3-14
1-30-14
3-2/14

C-Lw

APPOINTMENT DIVISION.
REPORTED
JUL 3 - 1913
TO DISBURSING CLERK
DEPT OF COMMERCE

January 13, 1914.

Commissioner of Lighthouses:

Attention is invited to the Department's letter of July 3, 1913, discontinuing the services of Sterling C. Gardner as assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, effective at the close of a date to be fixed by the Bureau and reported to the Department. As Mr. Gardner's discontinuance was contingent upon the discontinuance of Cedar Keys Light, it is requested that the Department be advised whether or not this light has been discontinued.

By direction of the Secretary:

SIGNED) T. J. FITZGERALD

Acting Chief Clerk.

C-M

McC.

Department of Commerce ~~and Labor~~

BUREAU OF LIGHTHOUSES

Washington

Cedar Keys Light,
discontinuance.

January 20, 1914.

CHIEF ... JAN 21 1914

APPOINTMENTS JAN 21 1914

Secretary of Commerce:

Responding to the Department's letter of January 13, 1914, requesting to be advised whether or not Cedar Keys Light, Florida, has been discontinued, I have to advise you that the light referred to will probably be discontinued in March, 1914. The proper report will be made to the Department in due time.

Acting Commissioner.

Shown
3-30-14
4-11-14
4-22-14
5-2-14
5-14-14
5-26-14
6-6-14
6-17-14
6-29-14

6-27-14.
Called to Bureau's attention

ADDRESS ALL COMMUNICATIONS
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

1287

LIGHT HOUSES JUL 16 1914

WWD-WTR

OFFICE OF INSPECTOR, 7TH DISTRICT
KEY WEST, FLA.

CHIEF CLERK JUL 22 1914 5

Cedar Keys L. S. and
Turning Point Light, Fla.

July 13, 1914.

DIVISION OF APPOINTMENTS NECESSARY ACTION TAKEN JUL 22 1914 DEPT. OF COMMERCE

APPOINTMENTS JUL 22 1914 2

Commissioner of Lighthouses.

Referring to Bureau letter of July 8, 1914, relative to the discontinuance of Cedar Keys Light, Fla.

The discontinuance of this light and the services of the assistant keeper depends on the establishment of North Bank Light. All material for the structure and its illuminating apparatus have been contracted for. It is expected that deliveries will be made promptly, the structure erected and the light placed in commission January 1, 1915.

Inspector.

AB

File

Bureau of Lighthouses, Washington
JUL 20 1914

Submitted to Secretary of Commerce for his information.
See Department letter of July 9, 1913, directing discontinuance of assistance except.

Acting Commissioner.

AB-WTR

Form 73

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SPECIAL

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla., September 26, 1914.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer.

Name, Sterling C. Gardner. 86 %

Legal residence, Florida.

Position, Second Assistant Keeper.

Salary, $456. A.

Location, Dry Tortugas Lightstation, Fla.

Appropriation, Salaries, Keepers of Lightstations.

Effective October 1, 1914. { ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Assistant Keeper. and Burning Point Lt.

Former salary, $555. A.

Location, Cedar Keys Lightstation, Fla.

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

Previous incumbent, Theophilus Sawyer. Services terminated, September 8, 1914.

Reason, Resigned.

Relatives in Government Service, Father, Keeper of Cedar Keys Lightstation.

Remarks: This transfer is recommended at the request of the nominee, whose application is enclosed.

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

of 7/5/13 discontinues service of Mr. Gardner, date to be reported

*Secretary, Civil Service District.*

Inspector, 7th L. H. District.

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BUREAU OF LIGHTHOUSES
WASHINGTON

Enclosure
9/29/14

Submitted to the Secretary of Commerce, approved.

SEP 29 1914

Acting Commissioner

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

11—2314

# INSTRUCTIONS

The nominee's name should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth on pages 119 and 120, Regulations, 1911, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more relatives in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

LIGHT-HOUSE BOARD
SEVENTH DISTRICT
SEP 26 1914
KEY WEST, FLORIDA.

U.S. Light Station
Cedar Key, Fla.
Sept 24, 1914.

LIGHT
SEP 29 1914
HOUSES

Light House Inspector,
Key West, Fla.
(Through the Keeper.)

Sir:

I hereby make application for transfer to the position of Second Assistant Keeper of Dry Tortugas Light Station.

I acknowledge the decrease in the salary, compared with my present position, But I am willing to except the above named position.

Respectfully,
L.C. Gardner
Asst Keeper.

9/16

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

September 30, 1914.

Mr. Sterling C. Gardner,

Through the Commissioner of Lighthouses.

Sir:

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

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Fifty-six dollars per annum,

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

(By transfer from assistant keeper at $555 per annum.)

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY

Chief of Appointment Division.

C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Theophilus Sawyer.

Legal Residence: Florida.

SEP 30 1914 PROPERTY ENTERED DIVISION

OFFICE REPORTED
OCT 1914
C. S. COMMISSION.

11—3692

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF OCT 16 191[illegible]

I, Sterling C. Gardner,

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.

Sterling C. Gardner
(Appointee signs here)

APPOINTMENT OCT 13 1914

[2] Sworn to (See below) and subscribed before me, this [3] Seventh day of October, A. D. 1914.

(Affix official seal here)

(Name) Alfred Brosk

(Official title) Notary Public.

My Commission Expires December 25, 1916.

CARD

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment |
|---|---|---|
| Present 2d Asst. Keeper. | $456. A. | Dry Tortugas Lightstation, Fla. |
| Former [5] Asst. Keeper. | $555. A. | Cedar Keys Lightstation, Fla. |

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

LIGHT OCT 19 1914 HOUSE

LIGHT OCT 27 1914 HOUSES

Office of Lighthouse Inspector, Seventh District

Key West, Fla., (Address) October 7, 1914. (Date)

CHIEF CLERK OCT 28 1914

The above-named appointee entered upon duty on October 7, 1914. (Date)

APPTS OCT 28 1914

J. Merritt
(Signature, followed by title)

Inspector, 7th L. H. District.

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

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

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

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

[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

entld

September 30, 1914.

Commissioner of Lighthouses:

The Department is in receipt of the Seventh Inspector's nomination of the 26th instant, forwarded approved by the Bureau on the 29th instant, for the transfer of Sterling C. Gardner from the position of assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, to that of second assistant keeper of Dry Tortugas Light Station, Florida, and in view thereof has canceled its order whereby Mr. Gardner's services would have been discontinued, without prejudice, effective at the close of a date to be fixed by the Bureau and reported to the Department. It is requested that the notice of discontinuance addressed to Mr. Gardner under date of July 3, 1913, be returned to the Department for cancelation on its face.

By direction of the Secretary:

APPOINTMENT DIVISION ENTERED OCT 1 1914 DEPT JOURNAL OF CORRESPONDENCE

CARDED.

(SIGNED) T. J. FITZGERALD

Acting Chief Clerk.

C

October 17, 1914.

Commissioner of Lighthouses:

The Department returns herewith oath of office of Sterling C. Gardner under his recent appointment as second assistant keeper of Dry Tortugas Light Station, Florida, attention being invited to the fact that the official seal of the notary public does not appear thereon. 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.

By direction of the Secretary:

(SIGNED) W. J. FITZGERALD

Acting Chief Clerk.

closure No. 1559.

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

# DEPARTMENT OF COMMERCE
## LIGHTHOUSE SERVICE

LIGHT OCT 20 1914 HOUSES

OFFICE OF INSPECTOR, 7TH DISTRICT
KEY WEST, FLA. CHIEF CLERK OCT 22 1914

WTR.

Sterling C. Gardner,-
Return of notification
of discontinuance of
position at Cedar Keys
L. S., Fla.

2 Inclosures.

October 17, 1914.

APPOINTMENTS OCT 22 1914

Commissioner of Lighthouses.

In obedience to ~~Bureau's~~ Department* request of September 30, 1914, there is transmitted herewith the original and one carbon copy of Department notification of the discontinuance of the position formerly held by Sterling C. Gardner - that of assistant keeper of Cedar Keys Lightstation and Turning Point Light, Florida.

In the absence and by direction of the Inspector.

Chief Clerk.

*changed in Bureau

JL
3 inclosures.

Bureau of Lighthouses,
October 20, 1914.

Submitted to the Secretary of Commerce with request that Department letter of July 3, 1913, discontinuing the services of Gardner be canceled on its face. See Department letter of September 30, 1914.

H. B. Bowerman
Acting Commissioner

Department of Commerce ~~and Labor~~

APPOINTMENT DIVISION

Washington

JUL 11 1913

OCT 20 1914
HOUSES

July 3, 1913.

Sir:

In view of the discontinuance of the position which you now occupy, and in accordance with the recommendation of the Acting Commissioner of Lighthouses, your services as assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $555 per annum, have been discontinued, without prejudice, effective at the close of a date to be fixed by the Bureau and reported to the Department.

By direction of the Secretary:

Respectfully,

CANCELLED

T. O'Fitzgerald

ACTING Chief of Appointment Division.

CANCELLED

Mr. Sterling C. Gardner,
Through the Commissioner of Lighthouses.

C-Lw

LIGHTHOUSE INSPECTOR
SEVENTH DISTRICT
JUL 11 1913
KEY WEST, FLORIDA

July 3, 1913.

LIGHT
OCT 20 1914
HOUSES

Sir:

In view of the discontinuance of the position which you now occupy, and in accordance with the recommendation of the Acting Commissioner of Lighthouses, your services as assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $555 per annum, have been discontinued, without prejudice, effective at the close of a date to be fixed by the Bureau and reported to the Department.

By direction of the Secretary:

Respectfully,

CANCELLED

Signed E. J. Fitzgerald

ACTING Chief of Appointment Division.

KEY WEST, FLORIDA
JUL 11 1913
SEVENTH DISTRICT
LIGHTHOUSE INSPECTOR

Mr. Sterling C. Gardner,
Through the Commissioner of Lighthouses.

C-Lw

July 3, 1913.

Sir:

In view of the discontinuance of the position which you now occupy, and in accordance with the recommendation of the Acting Commissioner of Lighthouses, your services as assistant keeper of Cedar Keys Light Station and Turning Point Light, Florida, at $555 per annum, have been discontinued, without prejudice, effective at the close of a date to be fixed by the Bureau and reported to the Department.

By direction of the Secretary:

Respectfully,

(Signed) J. F. Fitzgerald

ACTING Chief of Appointment Division.

CANCELLED

CANCELLED

Mr. Sterling C. Gardner,
Through the Commissioner of Lighthouses.

C-Lw

JUL 8 1913

Form 93

LETTER TRANSMITTING RESIGNATION

AB-WTR.
Incl.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT

Key West, Fla., Dec. 21

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Sterling C. Gardner. Position, Second Assistant Keeper.

Legal residence, Florida. Station, Dry Tortugas Light Station, Florida.

Salary, $456.00 per annum.

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

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

**Remarks:** This employee is resigning to accept the position of Laborer at the Key West Depot.

D Merritt.
Inspector, 7th L. H. District.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1914

Submitted to the Secretary of Commerce, approved.

11—4623

S Conway
Acting Commissioner

## INSTRUCTIONS

State on the face of this form whether or not the employee has taken leave in excess of the accrued rate.

In case the employee has taken leave in excess of the amount which will have accrued up to and including the effective date of his resignation, state under "Remarks" the amount taken and the amount in excess and submit appropriate recommendation. See Bureau Circular No. 136, August 15, 1912.

11—4623

LIGHTHOUSE INSPECTION
SEVENTH DISTRICT
DEC 21 1914
KEY WEST, FLORIDA.

Dry Tortugas Light Sta.
Dry Tortugas, Fla.
Dec. 5, 1914.

LIGHT
DEC 26 1914
HOUSES

Light House Inspector.
Key West, Fla.

Sir:—

I hereby respectfully tender my resignation as Second Assistant Keeper of Dry Tortugas Light Station, Fla. to be effective December 31, 1914.

I do resign the above named position to accept the position of "laborer" at the Key West Depot.

Respectfully.
Sterling B. Gardner
2nd Asst Keeper.

(Through the Keeper)

D.

December 29, 1914.

Sir:

Having tendered your resignation as second assistant keeper of Dry Tortugas Light Station, Florida, at $456 per annum, the Department has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of December 31, 1914.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Acting Chief of Appointment Division.

Mr. Sterling C. Gardner,
Through the Commissioner of Lighthouses.

FINANCE REPORTED
DEC 1914
COMMISSION

C

HRW-McC.

# DEPARTMENT OF COMMERCE

BUREAU OF LIGHTHOUSES

WASHINGTON

March 6, 1915.

CHIEF CLERK
MAR8 1915
5

Subject: 7th Inspector's letter March 2, 1915, clerk, office 7th Inspector, S. C. Gardner.

Submitted to Secretary of Commerce for his information and with recommendation that the Department authorize the assignment of Sterling C. Gardner to duty as clerk, at $900 per annum, in the office of the Seventh Inspector, effective March 8, 1915, or as soon thereafter as he enters on duty, vice W. T. Rogers, transferred, provided Gardner has not two or members of his family in the Government service and the district secretary approves. This recommendation is made with the understanding that two employees will not be on duty in the same position at the same time. The Bureau directed Rogers to enter on duty on March 2, 1915, as clerk at $1020 per annum, under the direction of the Twelfth Inspector, but the oath of office has not yet been received. See Department notice of appointment of February 19, 1915, in the case of Rogers. The nomination for the temporary appointment of Gardner will be submitted to the Department as soon as received, at which time the usual notice of appointment may be issued.

MAR 8 1915
10 15 am

The Bureau also recommends, in view of the suggestion of the Inspector, that the Civil Service Commission be requested to expedite the examination of the papers of the persons who recently took stenography and typewriter examinations for appointment in the field service, Fifth Civil Service District, in order that the early permanent appointment of a suitable person from the vicinity of Key West may be made, for the reasons stated by the Inspector.

Appropriation: Salaries, Lighthouse Service.

G. R. Putnam

3-8-15

Copy-WES.

Department of Commerce
Lighthouse Service.

Clerk, $900 per annum,
Office of Inspector,
7th L.H. District.

Office of Inspector, 7th Dist.
Key West. Fla.

March 2, 1915.

The Commissioner of Lighthouses, Washington, D. C.

Referring to recommendation for temporary appointment of Sterling C. Gardner to the position of Clerk at $900 per annum in this office, forwarded through the Secretary, 5th C. S. Dist. this date, with its enclosure, a letter from the Secy., 5th C. S.Dist., stating that there are no eligibles on the register who can be certified to fill the vacancy in the position of stenographer and typewriter:

As it requires about 12 months to instruct a new man thoroughly in the routine work of this office, and as men from elsewhere, if appointed, usually desire transfer to some office nearer their home town, it is desirable that an eligible from this city be certified, if practicable.

It is understood that several young men of this city took the proper examination recently, but have not yet been rated. It is suggested that the Civil Service Commission be asked to expedite the rating of these papers, if possible.

The services of a permanent appointee to fill said position is urgently needed.

(Signed) Demeritt

Inspector.

March 8, 1915.

Commissioner of Lighthouses:

In accordance with the Bureau's request of the 6th instant, the Department hereby authorizes the temporary assignment of Sterling C. Gardner to duty as clerk at $900 per annum in the office of the Inspector of the Seventh District, vice W. T. Rogers, provided there are not two or more members of his family in the classified service and the district secretary approved. The Department's authority in this case has been granted with the understanding that two persons will not be on duty in the same position at the same time. A formal appointment will be issued to Mr. Gardner upon receipt of proper form of nomination, approved by the district secretary.

The Department notes the Seventh Inspector's statement in his letter of the 2d instant in regard to the desirability of permanently filling the position of clerk at $900 per annum in his office at the earliest practicable date, and in compliance with the Bureau's recommendation, the Civil Service Commission has this day been requested to expedite the examination of the papers of the persons who recently took stenography and typewriter examinations for appointment in the field service, Fifth Civil Service District.

(SIGNED) E. F. SWEET

Assistant Secretary.

C-R

Form 73

HBH.

**NOMINATION**

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT.

MAR 4 1915

LIGHT HOUSES MAR 8 1915

Key West, Fla., March 2, 1915.
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

**Action recommended,** Temporary appointment (permanent position) for a period not to extend beyond thirty days from the receipt of the first certification of eligibles issued for probationary appointment, or *

Name, * Sterling C. Gardner — Legal residence, Florida.

Position, Clerk ( ) — Salary, $900 per annum

Location, Office of Inspector, 7th L.H.Dist., Key West, Fla. — Appropriation, Salaries, L.H.Service.

Effective March 8, 1915 — ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

DIVISION OF APPOINTMENTS APPOINTMENT WRITTEN MAR 15 1915 DEPT OF COMMERCE

CHIEF CLERK MAR 13 1915

**Former position,** ----- — Former salary, -----

Location, -----

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

---

**Previous incumbent,** W. T. Rogers — Services terminated, March 1, 1915.

Reason, Transferred to 12th L.H.District.

**Relatives in Government Service,** One - Father.

**Remarks:** This recommendation is made as there are no eligibles from which certification may be made as per letter of Feb. 25, 1915, from the Dist.Secy., Atlanta, Ga. (Copy attached.)

Selection regular, subject to the action of the U. S. Civil Service Commission. MAR 5 '15, 191

T. C. Shaw
*Secretary, FIFTH Civil Service District.*

E. Emerson
Inspector, 7th L.H.District.

---

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 9 1915

Submitted to the Secretary of Commerce, approved.

* See Department letter of March 8, 1915, authorizing the assignment of Gardner to duty.

3-13-15

G. R. Putnam

* certificate authorizing promotion, reinstatement, or transfer to this position.

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

11—2314

# INSTRUCTIONS

The nominee's name should be correctly spelled and the official name of the position and station accurately stated. In nominating a person already in the Lighthouse Service his last appointment should be examined for official name of position, station, salary, etc.

In case a nominee's legal residence as stated on this nomination is different from that contained in his last appointment, or is different from that stated on the eligible register if the nomination is for probationary appointment, a statement to that effect should be made under "Remarks."

The instructions in regard to transfers of employees, as set forth on pages 119 and 120, Regulations, 1911, should be carefully followed.

Under "Action recommended" indicate clearly the kind of appointment desired, as temporary, probationary, etc. If temporary, indicate under that heading or under "Remarks" the period for which appointment is desired and the necessity therefor.

In recommending the reinstatement, or original appointment, of a person whose papers show that he has already served under some branch of the Department of Commerce, include a brief note of that fact on the nomination.

Recommendation for permanent or temporary appointment or extension of appointment to positions for which eligible registers are maintained by the Civil Service Commission at Washington, D. C., or for appointment to excepted positions, or for transfer, promotion, reduction, or reinstatement, shall not be forwarded through the civil-service district secretary, but all other recommendations for permanent or temporary appointment or extension shall be forwarded through the district secretary.

When a person recommended for probationary, excepted, or temporary appointment, or reinstatement, states that he has two or more relatives in the Government service, he should be directed to properly fill out civil-service Form No. 1769, which should be forwarded with the nomination.

In recommending the probationary appointment of a keeper or assistant keeper, state under "Remarks" whether or not quarters are furnished by the Government for his family.

After "Other eligibles considered" inspectors will state the names of the eligibles who "declined" or "failed to reply," and those "who were merely considered without other action," and will indicate the same after each name by the use of the key terms "D," "FR," and "C," respectively.

Opposite "Rank on eligible list" inspectors will state whether the person recommended stands first, second, or third, as the case may be, of the eligibles available for appointment to the position in question.

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

March 15, 1915.

Mr. Sterling C. Gardner,

Through the Commissioner of Lighthouses.

Sir:

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

Clerk in the Office of the Inspector of the Seventh District

in the Lighthouse Service

at a salary of Nine Hundred dollars per annum,

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

Your appointment will continue for a period not to exceed thirty days from the date of receipt of civil service certificate for permanently filling the above-mentioned position.

CHANGE REPORTED
MAR 1915
CIVIL SERVICE COMMISSION.

By direction of the Secretary:

Respectfully,

(Illegible)
Chief of Appointment Division.

RC

Appropriation: Salaries, Lighthouse Service.

Vice: W. T. Rogers.

Legal Residence: Florida.

APPOINTMENT DIVISION
ENTERED
MAR 15 1915
JOURNAL
DEPT OF COMMERCE
11-3892

Form 111

# OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

## Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT
MAR27 1915
HOUSES
CHIEF CLERK
MAR30 1915
5

MAR 30 1915

I, Sterling C. Gardner

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.

☞ Sterling C. Gardner.
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this[3] 9th day of March, A. D. 1915.

(Affix official seal here)

[4] (Name) Alfred L. Brock

(Official title) Notary Public.

My Commission Expires December 25, 1916.

| Official Title | Rate of Pay | Name of Station, Vessel, or Place of Employment |
|---|---|---|
| Present Clerk | $900 per an. | Key West, Fla. Office of Inspector, 7th L.H.Dist. |
| Former[5] | | |

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

Office of Lighthouse Inspector, 7TH District

Key West, Fla (Address), March 24, 1915. (Date)

CARDED.

The above-named appointee entered upon duty on March 8, 1915. (Date)

Wm. W. Dimmick
(Signature, followed by title)
Inspector 7th L. H. District.

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

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

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

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

[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—044

Entd

**PERSONAL QUESTION SHEET**

---

## DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield
*Secretary.*

CARDED.

---

## PART I.

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

---

1. What is your full name? (Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)

Mr Sterling Chas. Gardner

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

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

| Key West | Florida | Monroe | Fourth |
|---|---|---|---|
| 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? Key West, Fla

6. When were you born? March (Month.) Eleventh (Day.) 1889. (Year.)

11—1434

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

Mrs. S. C. Gardner (Name) — #323 Elizabeth St. (Number and street.)

Key West, (City or town.) — Florida (State or Territory.)

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. |
|---|---|---|---|---|
| Chas. H. Gardner | Father | Commerce | Lighthouse | Keeper |
| | | | | |
| | | | | |

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.)

Temporary appointment without Examination

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

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.)

| Department. | Bureau or Service. | Position. | Salary. | Appointed. | Separated. |
|---|---|---|---|---|---|
| Commerce | L. H. Service | Asst Keeper | $555.00 | Aug 19, 1907. | Transfered Oct 7, 1914. |
| Commerce | L. H. Service | 2nd Asst Keeper | $456.00 | October 7, 1914 | December 31, 1914. |
| | | | | | |

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

No.

13. 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.) No.

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

14. 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. No.

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

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.) No.

Name under which service was rendered.....

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

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

Office Clerk. Bookkeeper and Typewriter

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

Key West High School Massey Business College
Key West, Fla. Jacksonville, Fla.
A Graduate, July 19, 1905.

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

Mechanical, Carpenter.

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

Assistant Keepers, Examination July 27, 1907.

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

Yes.

21. State the date upon which the above blanks were filled. March 9th, 1915

Witness:

In case signature is by mark.

(Signature) Sterling C. Gardner

P. O. Address: Key West
City or town.
#323 Elizabeth St.
Number and street.
Florida.
State or Territory.

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

Reviewed, approved, and forwarded March 24th, 1915.

(Signature) Wm. W. Dimmerith

(Official title) Inspector, 7th L.H. District.

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# 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:

Lighthouse. (Bureau or Service.) Office of Inspector, 7th L.H.Dist. Key West, Fla. (Place (city, town, station, or vessel.)) 7th Dist. (District.)

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

3. State the date of appointment. March 8, 1915.

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

March 8, 1915.

5. State the date of the oath. March 9, 1915.

6. State the date the employee entered on duty. March 8, 1915.

7. What is his salary? $900 per annum.

8. From what appropriation is he paid? Salaries, L.H.Service.

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

10. If classified, state the date of classification. March 6, 1896.

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

Without examination; temporary appointment.

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

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) W. W. Somerett

(Official title) Inspector, 7th L.H.District.

Date: March 24th, 1915.

11—1434

Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

LIGHT APR 12 1915 HOUSES

# Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

CHIEF CLERK APR 14 1915

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. See Bureau circular of October 1, 1910. ~~This should be done whether or not further employment has been authorized by the Department~~.

Name of employee **Sterling C. Gardner** Legal residence **Fla.**

Designation **Clerk** Compensation **$900 pa.**

Place of employment **Office of Inspr., 7th Dist.**

Date of appointment **March 15, 1915, -date of entrance on duty.-Not to exceed 30 days from date of receipt of eligible register.**

Last day of service under this appointment **April 7th, 1915.**

State if services will be required beyond the period authorized **No.**

If services are required, nomination should be made on the proper form.

CARDEN. ORDNANCE REPORTED APR 13 1915 COMMISSIONED

Bureau of Lighthouses, Washington

APR 13 1915

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

**W. W. Demeritte**
(Signature.)

**Inspector** 7th Dist.
(Title.)

**April 8th.**, 1915
(Date.)

APPOINTMENT DIVISION RECEIVED APR 14 1915 ON JOURNAL DEPT OF COMMERCE