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

Date: 9/8/2025

REQUESTER INFORMATION

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

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

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Grice, M. C.		

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:

State of Residence (upon entry into service):

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

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (FL) 7th Dist		
From: 1924	To: 1925	
(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-AD6279277

Attendant Signature:

CMRS Search Request Number(s):

Remarks: '25 NOV 19 AM10:46:12

SCREENING NOTES

☑ Reviewed and Nothing Removed PL ☐ 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:

Malcom C. Grice.

M. Malcom C. Grice

LEGAL RESIDENCE
Florida.

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Keeper Prob Alligator Reef L.H.S.	780.	L.H.	April 5, 1924.
" Read of Pay "	1020	"	JUL 1 1924
" Readjustment of Pay Act - Dec. 6, 1924 "	1260	"	FEB 1 1925
RESIGNED CLOSE OF not w.o.f. Feb 28/1925.			

Form A—16

GOVERNMENT PRINTING OFFICE

Form 73
LHP-LSL.

LIGHTHOUSES

1924 MAR 19 AM 8 46

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1924 MAR 19 PM 2 50

5

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 7th DISTRICT.

DEPARTMENT OF COMMERCE
MAR 20 1924
APPOINTMENT DIVISION.

Key West, Florida. (City.) March 15, (Date.) 1924.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, probationary appointment

Name, **M. C. Grice.**

Legal residence, **Florida.**

Position, **Keeper**

Salary, **$780. per annum**

Location, **Alligator Reef L.S., Fla.**

Appropriation, **Salaries of Keepers of Lights and Light Stations.**

Effective **March 25, 1924.**

{ [redacted] or as soon thereafter as he enters on duty.

Former position, **None**

Former salary,

Location,

Rank on eligible list, **2** Rating, **Keeper** Percentage, **84** , Other eligibles considered:

Previous incumbent, **Horace L. Roberts** Services terminated, **March 24, 1924.**

Reason, **Promoted.**

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
DEPARTMENT OF COMMERCE

Members of family in Government Service, **None**
Date of Birth: March 27, 1888.
Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission, 3-17, 1924

3pop14

L A Mayer
Secretary, 5th Civil Service District.

Wm H Dunn
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

MAR 19 1924

No Objection.

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 20, 1924.

M
r. M. C. Grice,
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 Seven Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

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

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

C Acting
7th

Appropriation:
Salaries, Keepers of Lighthouses.

Vice:
Horace L. Roberts.

Legal Residence:
Florida. (See reverse side.)

MAR 24 1924 DEPARTMENT OF COMMERCE

E. S. REPORT DATE ENTERED

CARDED

11—6080

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSES
APR 9 1924
APPOINTMENT
1924 APR 8 AM 8 51
CHIEF CLERK

1924 APR 8 AM 11 04

I, M. C. Grice

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.

M C Grice
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 5th day of April, A. D. 19 24

(Affix official seal here)

[4] (*Name*) L. H. Plummer

(*Official title*) Chief Clerk.

My commission expires

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper.	$780. p.a.	Alligator Reef Light Station, Fla.
Former [5] None.		

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

Office of Superintendent of Lighthouses, 7th District

Key West, Florida (Address), April 5, 1924. (Date)

The above-named appointee entered upon duty on April 5, 1924. (Date)

U. S. REPORT DATA ENTERED

W. W. Wescott
(Signature, followed by title)
Superintendent of Lighthouses.

[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.

CARDED

11—944

LIGHTHOUSES

DEPARTMENT OF COMMERCE

1924 APR 8 AM 8 52

CHIEF CLERK

1924 APR 8

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 Malcon C. Grice

2. Position to which appointed Keeper

3. Bureau or Service Lighthouse, District Seventh

4. Place of duty Alligator Reef Light Station, Florida.
(City, town, station, or vessel.)

5. Salary $780. 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. Keepers' Examination of February 23, 1924.

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. Malcon Carl Grice

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

M. C. Grice.

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

Florida	Okaloosa	Camp Walton	3d.
(State or Territory.)	(County.)	(City or town.)	(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—6927

CARDED

6. Where were you born? Vernon, Florida

7. When were you born? March 27, 1888 (Month.) 27 (Day.) 1888 (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.") Married

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

Mrs. M. C. Grice (Name.) (Number and street.)

Camp Walton (City or town.) Florida (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.") No. 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.
		Position / Department or office		
		Position / Department or office		
		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.") No. 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.

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.
Turpentining	

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.)

Turpentining.

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.)

Common School, 2 years.

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.")

Carpenter and Painter

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

Keepers' Examination February 23, 1924.

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

Mrs. L. S. Larranaga, % Supt. of L.H., Key West, Florida.

Date, April 5, 1924.

Witness (in case signature is by mark):

(Signature) Walton C Grise

(Present address) % Supt. of Lighthouses,
(Number and street.)

Key West, Florida.
(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 5, 1924

(Signature) Wm. H. Emerson

(Official title) Superintendent of Lighthouses.

11—49224

(CROSS REFERENCE)

Price, Malcom C. In accordance with authority of the Director of the Budget dated June 27, 1924, the salary is re-adjusted to $1020, effective July 1, 1924.

For authorization see letter dated JUL 14 1924 File No. 1095/21.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

M. Malcom C. Grice,

Through the Commissioner of Lighthouses.

Sir:

In connection with the readjustment of pay of positions in the Lighthouse Service the total compensation of the position occupied by you has been fixed as indicated below, effective February 1, 1925.

By direction of the Secretary:

Respectfully,

EDW. J. GAITSKILL.

Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1260

Appropriations: Salaries, Keepers of Lighthouses.
General Expenses, Lighthouse Service.

EK

7th

APPOINTMENT DIVISION ENTERED FEB 5 1925 DEPT. OF COMMERCE
CARDED

Form 93

LHP.
1 Inclosure.

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 7th DISTRICT.

Key West, Florida, March 6, 1925

1925 MAR 9 PM 4 26 LIGHTHOUSES
1925 MAR 9 AM 9 17

CHIEF CLERK

DEPARTMENT OF COMMERCE MAR 10 1925

COMMISSIONER OF LIGHTHOUSES:

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

Name, Malcom C. Grice — Position, Keeper.

Legal residence, Florida. — Station, Alligator Reef L. H., Fla.

Salary, 1260. per annum.

The acceptance of this resignation is recommended effective at the close of February 28, 1925.

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

Remarks: As this employee has been contemplating resigning for some time, and did not give sufficient notice, although previously advised to do so, it is recommended his resignation be accepted not without prejudice. Accrued leave due terminates services February 28, 1925, instead of March 9, 1925, as stated in letter.

DEPARTMENT OF COMMERCE MAR 14 1925

For and in the absence of the Superintendent.

H B Haskins
Assistant Superintendent.

3-10-25

Inclosure

BUREAU OF LIGHTHOUSES
WASHINGTON

MAR 9 - 1925

Submitted to the Secretary of Commerce, approved.

11—4023

APPROVED:

E M Gilbreath
ACTING ASSISTANT SECRETARY.

S Cunningham
Acting Commissioner of Lighthouses.

MAR 41 1925 KEY WEST FLA
LIGHTHOUSES
1925 MAR 9 AM 9

2/26/25.

Comp Walton Fla

Hon Wm M Demeritte

Light House Superintendent

Key West Fla

Dear Superintendent

The Condition of my family Will force me to turn in my Resignation.

To take effect at the end of my Vacation which will be March 9th Finding it hard part of the time in any way on the Station or Keeper Thanking You for the

HRH

Courtesy shown me While I was in the Service.

Yours Very Truly.

2nd Assistant

at Alligator Reef.

M. E. Price

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

March 10, 1925.

Mr. Malcom C. Grice,

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 February 28, 1925, but not without prejudice in view of your failure to give sufficient notice of your intention to resign, thereby causing embarrassment to the service.

Bureau..... Lighthouse Service.

Station..... Alligator Reef Lighthouse.

Position..... Keeper.

Salary..... $1260 per annum.

By direction of the Secretary:

MAR 14 1925

Respectfully,

(Sgd) J. GARDNER.

Acting Chief of Appointment Division.

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C

CARDED