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

Date: 12/23/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213 2026 JAN 2 16.00
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
Gunn, William, J.		

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 (LA)		
From: 1916	To: 1917	
(Agency & Location)		
From:	To:	
(Agency & Location)		
From:	To:	

2 folders

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-00068065 28

CMRS Search Request Number(s):

Attendant Signature:

Remarks: 26 JAN 15 AM10:43:04

SCREENING NOTES

- ☐ Reviewed and Nothing Removed
- ☐ 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:

WILLIAM J., SR.

GUNN

WILLIAM J., SR.

WILLIAM J.,SR.

GUNN

WILLIAM J., SR.

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

LIGHT HOUSES AUG 20 1917

New Orleans, La., August 16, 1917.
(City.) (Date.)

RECEIVED AUG 17 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **William J. Gunn, Sr.** Legal residence, **Florida.**

Position, **Second Assistant Keeper in the Lighthouse Service.** Salary, **$480 per annum.**

Location, **South Pass Range Rear Light Station, Louisiana.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **August 27, 1917,** {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - - - Former salary, - - -

Location, - - -

Rank on eligible list, Second. Rating, **Assistant Keeper.** Percentage, **82.4** , Other eligibles considered:

Roy B. Despeaux, C; Frank Spongia, C.

Previous incumbent, Charles A. McIver. Services terminated, **August 15, 1917.**

Reason, **Resigned.**

Members of family in Government Service, None.

Remarks: William J.Gunn, Sr., has never been employed under any branch of the Department of Commerce. Quarters are not provided at this light station for the family of the Second Assistant Keeper.

Selection regular, subject to the action of the U. S. Civil Service Commission. Aug- 17, 1917.

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

C. A. Gunn
Secretary, 10 Civil Service District.

Dotty
Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 20 1917

Submitted to the Secretary of Commerce, approved.

C

Acting Commissioner

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHT
AUG 22 1917
HOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 21, 1917.

Mr. William J. Gunn, sr.,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. ----) issued by the local Civil Service Board for the Eighth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

L

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Charles A. McIver.

Legal Residence: Florida.

(See reverse side.)

11—698.

LIGHT
SEP 19 1917
HOUSES

September 15, 1917.

Sir:

The Department is in receipt of your resignation, dated September 10, 1917, as second assistant keeper of South Pass Range Rear Light Station, Louisiana, at $480 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of September 30, 1917.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Mr. William J. Gunn, Sr.,
Through the Commissioner of Lighthouses.

William J. Gunn, sr.

LEGAL RESIDENCE.
Florida

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
2d asst Keeper D. Pass Rq ne Wash Sta.	480	Lighthouses	Aug 28, 1917.
(Resigned clerk Sept 30, 1917)			

INACTIVE

William J. Gunn, sr.

11—1248

Form 73

MCC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT,

New Orleans, La., August 16, 1917
(City.) (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, William J. Gunn, Sr.* Legal residence, Florida.

Position, Second Assistant Keeper in the Lighthouse Service. Salary, $480 per annum.

Location, South Pass Range Rear Light Station, Louisiana. Appropriation, Salaries, Keepers of Lighthouses.

Effective August 27, 1917, {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - - - Former salary, - - -

Location, - - -

Rank on eligible list, Second. Rating, Assistant Keeper. Percentage, 82.4, Other eligibles considered: Roy B. Despeaux, C; Frank Spongia, C.

Previous incumbent, Charles A. McIver. Services terminated, August 15, 1917.

Reason, Resigned.

Members of family in Government Service, None.

Remarks: William J.Gunn, Sr., has never been employed under any branch of the Department of Commerce. Quarters are not provided at this light station for the family of the Second Assistant Keeper.

Selection regular, subject to the action of the U. S. Civil Service Commission. Aug 17, 1917

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 20 1917

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

APPOINTMENT DIVISION
WASHINGTON

August 21, 1917.

Mr. William J. Gunn, sr.,

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, Second Assistant Keeper in the Lighthouse Service at a salary of Four Hundred and Eighty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. ____) issued by the local Civil Service Board for the Eighth Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

L

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Charles A. McIver.

Legal Residence: Florida.

APPOINTMENT DIVISION ENTERED AUG 21 1917 DEPT. OF COMMERCE JOURNAL

(See reverse side)

11—508.

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
AUG 27 1917
New Orleans.

LIGHT
SEP 4 1917
HOUSES

CHIEF CLERK
SEP 12 1917

APPOINTMENTS
SEP 13 191.

I, William J. Gunn, Sr.,

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.

William J. Gunn Sr
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 27th day of August, A. D. 191 7.

(Affix official seal here)

[4] (Name) H. L. Hodnette

(Official title) Chief Clerk.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present 2d Asst. Keeper in the Lighthouse Service	$480 p.a.	South Pass Range Rear Light Station, La.
Former[5] Probationary appointment.		

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

MCC

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT

New Orleans, La., September 1, 1917.
(Address) (Date)

The above-named appointee entered upon duty on August 28, 1917.
(Date)

CARDED.

A. A. Dorry
(Signature, followed by title) Inspector.

[1] Insert here "swear" or "affirm," as the case may be.
[2] Insert here "sworn to" or "affirmed," as the case may be.
[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.
[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.
[5] Give this information in all cases where new oath is required.
Failure to fill out this oath properly will result in its return for correction.

11—944

Form 93

MCC

NOTICE OF RESIGNATION

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT SEP 11 1917 HOUSES

CHIEF CLERK SEP 14 1917

OFFICE OF LIGHTHOUSE INSPECTOR, Eighth DISTRICT.

New Orleans, La., September 12, 1917.

APPOINTMENT DIVISION NECESSARY SEP 15 1917 DEPARTMENT OF COMMERCE

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, William J. Gunn, Sr. Position, Second Assistant Keeper in the Lighthouse Service.

Legal residence, Florida. Station, South Pass Range Rear Light Station, Louisiana.

Salary, $480.00 per annum.

APPOINTMENTS SEP 15 1917

The acceptance of this resignation is recommended effective at the close of September 30, 1917.

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

Remarks:

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Inspector.

BUREAU OF LIGHTHOUSES

WASHINGTON

SEP 13 1917

Submitted to the Secretary of Commerce, approved.

11—4623

Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Lighthouse Inspector
SEP 12 1917
New Orleans.

EIGHTH DISTRICT

South Pass range
(Station, Depot, or Vessel.)

September 10, 1917

LIGHT
SEP 11 1917
HOUSES

Light House Inspector
Eight District
New Orleans
La

Sir

I respectfully Resign as
Second assistant Keeper South Pass range rear
Light Station La
to take Effect September 30th 1917

Yours Respectfully
William J. Gunn Sr
Second assistant Keeper
South Pass Range Rear
light Station Port Eads La

Forwarded Approved
And Recommended
Leonard F Edgecombe

September 15, 1917.

Sir:

The Department is in receipt of your resignation, dated September 10, 1917, as second assistant keeper of South Pass Range Rear Light Station, Louisiana, at $480 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, effective at the close of September 30, 1917.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

Mr. William J. Gunn, Sr.,
Through the Commissioner of Lighthouses.

CANCELED

APPOINTMENT DIVISION ENTERED SEP 1 1917 DEPT. OF COMMERCE

L

Lighthouse Inspector
AUG 31 1917
New Orleans

LIGHT
SEP 8 1917
HOUSES

CHIEF CLERK
SEP 15 1917

PERSONAL QUESTION SHEET
(When forwarding this form no letter of transmittal is required)

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.

CANCELLED.

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? (Include middle name or names. 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. William James Gunn Sr

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

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district. See question 13, Part II.)

City or town: Bagdad | State or Territory: Fla | County: Santarosa | Congressional district: Third.

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

5. Where were you born? (See question 14, Part II.) Georgia

6. When were you born? Sept 13 (Month.) ____ (Day.) 1860 (Year.)

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

William J. Gunn Jr
Name. Number and street.

Warrington Fla
City or town. 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.
William J. Gunn Jr	Son	aeroplane	- - -	Engineer

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.)

assistant light house keeper may 22 1917

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

yes eyes But glasses makes them good

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.
none		none	none		none

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.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
no	—	—	—

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.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
no	—	—	—

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.)

Relationship (widow or orphan) no

Name under which soldier or sailor rendered service none

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
none			

MCC

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned, or by some authorized 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.) | South Pass Range Rear L.S., La. (Place (city, town, station, or vessel.)) | Eighth (District.)

2. To what position has he been appointed? Second Assistant Keeper.

3. State the date of appointment. August 21, 1917.

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

Date of entrance upon duty.

5. State the date of the oath. August 27, 1917.

6. State the date the employee entered on duty. August 28, 1917.

7. What is his salary? $480 per annum.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

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

10. If classified, state the date of classification. May 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.)

From Assistant Lighthouse Keeper Examination.

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.

Bagdad (Santa Rosa Co.), Florida.

14. If foreign born, state when and where naturalization papers were taken out. Not foreign born.

Reviewed, approved, and forwarded to the Department.

(Signature) B B Darry

(Official title) Inspector, 8th Lighthouse District.

Date: September 6, 19 17.

434