2026 JAN 13 9.55

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

Date: 01/15/2026

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
Hicks, John		

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 (MS) 8th list	
From: 1922	To: 1923
(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-00068887611

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to arch search 1/27/26 cmm
Sunder H 200
two folders
25 FEB 05 AM 9:44:25

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:

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHTHOUSES

August 13, 1923 AUG 16 PM 4 04

Mr. John Hicks,

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 August 11, 1923.

Bureau..... Lighthouse Service.

Station..... Merrill Shell Bank Light Station, Mississippi.

Position..... Keeper.

Salary..... $600 per annum.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

8th
B
G

WJB.

August 20th,1923.

Mr. John Hicks,
Berry Port, Florida.

1. Transmitted herewith is Department letter dated August 13, 1923, accepting your resignation as Assistant Keeper at Merrill Shell Bank Light Station, Miss., effective at the close of business on August 11, 1923.

2. Check in payment of your services for the period August 1st - 11th incl. (including bonus for July 30th) is enclosed herewith.

(Signed) E. S. Lanphier,

Superintendent of Lighthouses.

Copy for information and files of C.H.Carlson, Keeper, Merrill Shell Bank Light Station, Pass Christian, Miss.

E. S. LANPHIER
Superintendent of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
AUG 13 1923
NEW ORLEANS

EIGHTH DISTRICT

Merrell Shell Bank
(Station, Depot, or Vessel)

Aug 11, 1923

Dept Of Light Houses
Sir you can Send my Check to
Berry Port Fla.
John Hicks
asst Keeper

Form 93
WJB.

NOTICE OF RESIGNATION [redacted]

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., August 7th, 1923.

COMMISSIONER OF LIGHTHOUSES:

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

Name, John Hicks — Position, Keeper in the Lighthouse Service.

Legal residence, Florida — Station, Merrill Shell Bank Light Station, Miss.

Salary, $600.00 per annum

The acceptance of this resignation is recommended effective at the close of August 11, 1923.

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

Remarks:

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

Booked

C O P Y.

Merrill Shell Bank
August 6, 1923.

Superintendent of Lighthouses,

Sir:

You can get another man for this position as I am going to quit. I do not want to stay here any longer so send a man at once in my place as I am going to leave Sat. Aug.11th or sooner if you can get a man in my place, so let me know right away.

Yours truly,

(Signed) John Hicks

Asst. Keeper.

WJB.

August 8,1923.

John Hicks, Asst. Keeper,
Merrill Shell Bank Light Station,
Pass Christian, Miss.
(Through the Keeper)

1. Receipt is acknowledged of your letter dated Aug. 6th, 1923, tendering your resignation as Asst. Keeper at Merrill Shell Bank Light Station, Miss., and the same is hereby accepted effective at the close of business on August 11th, 1923.

2. You will be expected to remain at the station until the close of business on August 11th, 1923, and the Keeper will be directed to take you ashore. Advise this office the Post Office address to which you wish your salary check mailed.

(Signed) E. S. Lanphier,
Superintendent of Lighthouses.

Copy for information and guidance of C.H.Carlson, Keeper, Merrill Shell Bank Light Station, Pass Christian, Miss. You will take Asst.Keeper Hicks ashore at the close of business on August 11th, 1923, advising this office the time of leaving. No pay will be given him for any service performed beyond that time.

Mr.Porter H. Champlin, of Biloxi, Miss., is this day being directed to proceed to Pass Christian, Miss., to arrive there on the evening of Aug.11th. You will endeavor to meet him and take him out to the station. He will be employed as Laborer with pay at the rate of $600 per annum, plus the usual bonus and ration allowance, pending his nomination for probational appointment. Report the time of his arrival.

E. S. LANPHIER
Superintendent of Lighthouses.

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

CERTIFICATE OF PROBATIONARY APPOINTMENT

LIGHTHOUSES

1923 JUL 19 AM 11 47

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 16, 1923.

Mr. John Hicks,

Through the Commissioner of Lighthouses.

SUPERINTENDENT OF LIGHTHOUSES
JUL 23 1923
NEW ORLEANS.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Six Hundred 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, Tenth Civil Service District.

By direction of the Secretary:

Respectfully,

8th
B
G

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Neal Patton.

Legal Residence: Florida.

Form A-14 (See reverse side.) 11—5080

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, John Hicks,

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.

John Hicks
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 25th day of July, A. D. 19 23.

(Affix official seal here)

[4] (*Name*) (Signed) R. H. Buck

(S E A L)

(*Official title*) Notary Public

My commission expires January 10, 1924.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present: Keeper in the Lighthouse Service.	$600 per annum	Merrill Shell Bank Light Station, Miss.
Former [5]: PROBATIONARY APPOINTMENT.		

WJB.

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

Office of Superintendent of Lighthouses, 8th District

New Orleans, La., (Address) August 3rd, 1923. (Date)

The above-named appointee entered upon duty on July 30th, 1923. (Date)

E. S. K.

Superintendent of Lighthouses.
(Signature, followed by title)

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

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

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

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

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

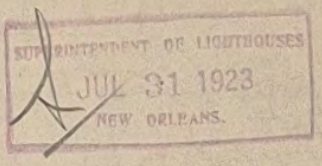
Failure to fill out this oath properly will result in its return for correction.

11—944

Booked

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



EIGHTH DISTRICT

Merrill Stall Bank La.
(Station, Depot, or Vessel)

July 30th, 1923

Supt of Light Houses

Sir

I am Reporting to you that Mr John Hicks reported to the Station for Duty at one 30 m on July 30 1923 and Mr Neal Patton is leaving the Station at 3 30 pm to go to Port Eads La. and to report to South Pass Range rear Light Station to the Keeper Mr L. F. Edgecombe

C. H. Carlson
Keeper

Form 124.
May, 1915.

UNITED STATES CIVIL SERVICE COMMISSION

SUPERINTENDENT OF LIGHTHOUSES
JUL 31 1923
NEW ORLEANS.

Light House Service
[Branch of service or department.]

Pass Christian Miss
[Name of city.] [State.]

July 30th, 1923

DECLARATION OF APPOINTEE.

This form must be executed by the appointee before he enters on duty. If the answer to question 6 includes two or more names, and is not IDENTICAL in every respect with answer to similar question in the application, this form must be submitted by the appointing officer for approval before appointment may be authorized. ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly.

QUESTIONS.	ANSWERS.
1. What was your age on your last birthday and what was the date of your birth?	34 May 27 = 1888
2. Where were you born?	Holts Fla.
3. What were the names of the persons who signed the vouchers to your application?	J. T. Knight.
	W. M. Marler.
4. In what city or town, and in what building were you examined? Holts. Dr Adamoff	Will Brooks.
5. To what position have you been appointed? State the salary. If temporary, so state. 60 Days Month Temporary	A. H. Woyln.

6. Are any members of your family in the U. S. Government Service? Answer "yes" or "no" no If so, fill in the following blanks. If additional space is necessary use back of this sheet.

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		

7. Have any of the above-named persons entered the Government service since the execution of your application for examination? ..... If so, give the name of each such person .....

8. Will you inform yourself of and observe the provisions of the civil service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? yes

I hereby certify that the answers to the foregoing questions are true in every particular. Mr. Hicks sign here

John Hicks.
[Signature.]

[Give here your present post-office address, city and state, including street and number.]

The officer before whom the above certificate is made is requested to sign the following:

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty.

Was photograph of appointee furnished you? No If so, is it a correct likeness of the person who executed this form? Mr Badger sign here

Signature C. H. Barbier

Official title Keeper

This is to be signed by an officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

The paper should be returned to Chief Clerk of bureau when completed.

6—2099

E. S. BUCK R. H. BUCK

E. S. BUCK & SON

Dealers In

GENERAL MERCHANDISE

SUPERINTENDENT OF LIGHTHOUSES
JUL 26 1923
NEW ORLEANS

CAMP WALTON, FLA.

Berry Port Fla
July 7/26-1923

New Orleans La.

Light house Supt

Sir I will leave Berry Port Sat morning July 28th Am will get in to Pass Christian the next day if I Can make all Connections OK which I think I Can.

Yours Respectfully
John Hicks
Berry Port Fla.

Form SS-73

DEPARTMENT OF COMMERCE

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: John Hicks

2. Position to which appointed: Keeper in the Lighthouse Service.

3. Bureau or Service: Lighthouses, District: Eighth

4. Place of duty: Merrill Shell Bank Light Station, Miss.
(City, town, station, or vessel.)

5. Salary: $600 per annum.

6. Appropriation from which paid: Salaries of Keepers of Lighthouses.

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

From Asst.Lighthouse Keeper Examination - December 1,1922.

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. John Hicks,

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

John Hicks

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

Berry Port-(Florida)	Okaloosa	Berry Port	3rd
(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—0922

6. Where were you born? Santa Rosa County, Florida.

7. When were you born? May (Month.) 27th (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.") SINGLE.

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

Mrs. Sarah Ann Hicks (Name.) (Number and street.)

Berry Port (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.) None

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

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co.1, 39-Inf. 4th Div.	July 16,1918.	Aug.15,1919.	Exp.term of service.

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—6924

[illegible]

WJB.

July 24, 1923.

C. H. Carlson, Keeper,
Merrill Shell Bank Light Station,
Pass Christian, Miss.

1. Referring to the probationary appointment of John Hicks as Assistant Keeper at Merrill Shell Bank Light Station;

2. You will report in writing on January 1st, 1924, stating whether or not Mr. Hicks is capable of performing his duties in every respect. If it should at any time appear that he is not capable of performing his duties or does not perform them properly you will submit report immediately without waiting for the date stated above. You will see that he takes the necessary steps to secure the regulation uniforms (blue cloth suit and cap, and white seaman uniform for working) with as little delay as possible and report if he does not do so.

E. S. LAMPHIER
Superintendent of Lighthouses.

WJB.

July 23, 1923.

Mr. John Hicks,
Berry Port, Florida.

1. Your appointment as Keeper in the Lighthouse Service has been received from Washington and you are now directed to proceed as soon as possible after receipt of this letter to Merrill Shell Bank Light Station for duty as Assistant Keeper at that station, reporting to C. H. Carlson, Keeper, for instructions.

2. Proceed direct to Pass Christian, Miss., and get in touch with Mr. R. V. Abbley, Keeper of the Pass Christian Lights, who will be requested to assist you in reaching the light station. Mail a letter to this office just before you leave Berry Port stating that you are leaving, giving the time of your departure.

3. Enclosed you will find an oath of office which you will subscribe to before a Notary Public or other officer authorized to administer oaths either at Berry Port or Pass Christian. When the oath is properly executed you will forward it to this office without delay as NO PAY CAN BE SENT YOU UNTIL THE OATH OF OFFICE IS RETURNED PROPERLY EXECUTED.

(Signed) E. S. Lanphier,

Superintendent of Lighthouses.

Copy for information and guidance of C.H.Carlson, Keeper, Merrill Shell Bank Light Station, Pass Christian, Miss. Report the time of Mr.Hicks' arrival at the station. Immediately upon his arrival you will order Asst. Keeper Patton to proceed to South Pass Range Rear Light Station,La., advising the time of his departure from the station. Enclosed you will find Mr. Hicks' certificate of appointment which you will surrender to him upon his arrival. There is also enclosed Form No.124 "Declaration of Appointee" which you will have Mr.Hicks execute in your presence and return to this office.

E. S. LANPHIER

Superintendent of Lighthouses.

Booked

WJB.

July 23, 1923.

R. V. Abbley, Lamp Lighter,
Pass Christian 2, 1 & 4,
Pass Christian, Miss.

1. Mr. John Hicks, of Berry Port, Florida, has been appointed Assistant Keeper at Merrill Shell Bank Light Station, Miss., and has this day been directed to proceed to Pass Christian and call on you for assistance in reaching the station.

2. If the Merrill Shell Bank station launch is not ashore when Mr. Hicks arrives it is requested that you be kind enough to assist him in getting to the station.

E. S. LANPHIER

Superintendent of Lighthouses.

SUPERINTENDENT OF LIGHTHOUSES
JUL 14 1923
NEW ORLEANS.

Sir I Can Report for duty
on or about five Days
from Day of notification

John Hicks.
Berry Port Fla.

Form 73
WJB

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., (City.) July 11th (Date.), 1923.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **John Hicks** Legal residence, **Florida.**

Position, **Keeper in the Lighthouse Service.** Salary, **$600 per annum.**

Location, **Merrill Shell Bank Light Station, Miss.** Appropriation, **Salaries of Keepers of Lighthouses.**

Effective **July 20th, 1923,** ~~the date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Location, - - - - - - - - - - - - - - -

Rank on eligible list, 1st Rating, **Asst.L.H. Keeper.** Percentage, **81%**, Other eligibles considered:

H.L.Jones, C. S.E.Spratley, C.

Previous incumbent, Neal Patton Service ~~terminated~~ to be terminated, **about July 19th, 1923.**

Reason, **To be transferred to South Pass Range Rear Light Station, La.**

Members of family in Government Service, None.

Remarks: Merrill Shell Bank is an isolated station with no family quarters and there are no keepers in the service desiring transfer to this station. Mr. Hicks has never served under any branch of the Department of Commerce. He was born May 27, 1888.

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

E. S. L.

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

Booked

WJB.

July 11th,1923.

Mr. John Hicks,
Berry Port, Florida.

Sir:

1. You have this day been selected and nominated for the position of Assistant Keeper at Merrill Shell Bank Light Station, Mississippi, with pay at the rate of $600 per annum, plus a $20 monthly bonus and a daily ration allowance of 45 cents.

2. As soon as your appointment is received from Washington you will be duly notified and given instructions as to when and how to proceed to the light station. Do not leave before you receive these instructions.

3. Advise this office by return mail just how soon you will be able to report for duty. It is expected that your appointment will be received on or before July 20th. Would you be able to leave about that time?

Respectfully,

(Signed) E. S. Lamphier,

Superintendent of Lighthouses.

Copy for information of C.H.Carlson, Keeper, Merrill Shell Bank Light Station, Pass Christian, Miss. When Mr.Hicks reports to you for duty Mr. Patton can proceed to South Pass Range Rear Light Station,La.

E. S. LAMPHIER

Superintendent of Lighthouses

P.S.-Fill out and return to this office the enclosed Personal Question Sheet.

WJB.

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DIST.,
New Orleans, La., June 28th, 1923.

SUPERINTENDENT OF LIGHTHOUSES JUL 5 1923

Mr. John Hicks,
Holts, Florida.

Asst. Keeper at
SIR: You are hereby informed that you are being considered for the position of Merrill Shell Bank Light Station, Miss.
(State position, location, and whether station is ashore or afloat.)

Situated in Mississippi Sound about 5 miles from Pass Christian, Miss.

Total Compensation: $ 1004.25 per annum (which includes: Salary, $ 600.00 per annum; bonus, $ 240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $ 60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: No quarters are furnished for the families of the keepers.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: None.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

E. S. Lamphier.
Superintendent of Lighthouses.

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes

If selected, I can report for duty in 30 days from to-day.

Do you wish your name restored to the register at this time? yes

Are you willing to accept the next appointment offered? Yes

Do you wish your name restored to the register at some future time? If so, give date.

Jan 1/ - 1924-

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." NO If yes, state how many ----------; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
		Position Department or office		
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

Sir I have no reasons for not taking it
Just a little time to make ready is all I want

(Signature) John Hicks

Date 7/5-23

(Post-office address) Mary Esther Fla

11—749

WJB.

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DIST.,

SUPERINTENDENT OF LIGHTHOUSES
JUL 2 1923
NEW ORLEANS

Mr.S.E.Spratley,
Pascagoula, Miss.

New Orleans, La., June 28th, 1923.

SIR: You are hereby informed that you are being considered for the position of Asst.Keeper at Merrill Shell Bank Light Station,Miss.
(State position, location, and whether station is ashore or afloat.)

Situated in Mississippi Sound about 5 miles from Pass Christian, Miss.

Total Compensation: $ 1004.25 per annum (which includes: Salary, $ 600.00 per annum; bonus, $ 240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $ 60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: No quarters are furnished for the families of the keepers.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: None.
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

E. S. Lanphier.
Superintendent of Lighthouses.

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes

If selected, I can report for duty in 5 days from to-day.

Do you wish your name restored to the register at this time? Yes

Are you willing to accept the next appointment offered? Yes

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." No If yes, state how many ; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
		Position Department or office		
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) S. E. Spratley

Date July 1st 1923. (Post-office address) Pascagoula, Miss.

11—749

WJB,

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

SUPERINTENDENT OF LIGHTHOUSES JUL 2 1923 NEW ORLEANS

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DIST.,

Mr. K. N. Fox,
Parker, Florida.

New Orleans, La., June 28th, 1923.

SIR: You are hereby informed that you are being considered for the position of Asst. Keeper at Merrill Shell Bank Light Station, Miss.
(State position, location, and whether station is ashore or afloat.)

Situated in Mississippi Sound about 5 miles from Pass Christian, Miss.

Total Compensation: $1004.25 per annum (which includes: Salary, $600.00 per annum; bonus, $240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $ 60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: **No quarters are furnished for the families of the keepers.**
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: None
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

E. S. Lanphier.
Superintendent of Lighthouses.

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? "Yes"

If selected, I can report for duty in 10 days from to-day.

Do you wish your name restored to the register at this time?

Are you willing to accept the next appointment offered?

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." If yes, state how many ; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
		Position Department or office		
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) K. N. Fox

Date June 29 1923

(Post-office address) Parker Florida

11—749

WEB.

Form 201
DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES

SUPERINTENDENT OF LIGHTHOUSES JUL 2 1923 NEW ORLEANS

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DIST.,

New Orleans, La., June 28th, 1923.

Mr. P.H.Champlin,
1128 E.Back Bay Ave.,
Biloxi, Miss.

SIR: You are hereby informed that you are being considered for the position of Asst.Keeper at Merrill Shell Bank Light Station, Miss.
(State position, location, and whether station is ashore or afloat.)

Situated in Mississippi Sound about 5 miles from Pass Christian, Miss.

Total Compensation: $1004.25 per annum (which includes: Salary, $600.00 per annum; bonus, $240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $ 60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: No quarters are furnished for the families of the keepers.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: None
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

E.S. Lamphier,
Superintendent of Lighthouses.

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you? Yes

If selected, I can report for duty in 3 days from to-day.

Do you wish your name restored to the register at this time? Yes

Are you willing to accept the next appointment offered? Yes

Do you wish your name restored to the register at some future time? If so, give date.

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No." Yes If yes, state how many one; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
Walter Champlin		Position in the army Department or office	Cousin	Widower
		Position Department or office		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

(Signature) Porter H. Champlin

Date July 1st

(Post-office address) Biloxi Miss

11—749

Form 201 WAR.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LETTER TO ELIGIBLES OFFICE COPY.

SENT TO:
John Hicks, Holts, Fla.
N.L.Jones, Mobile, Ala.
S.E.Spratley, Pascagoula, Miss.
K.N.Fox, Parker, Fla.
P.H.Champlin, Biloxi, Miss.

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DIST.,

New Orleans, La., June 28th, 1923.

SIR: You are hereby informed that you are being considered for the position of Asst.Keeper at Merrill Shell Bank Light Station, Miss.
(State position, location, and whether station is ashore or afloat.)

Situated in Mississippi Sound about 5 miles from Pass Christian, Miss.

Total Compensation: $1004.25 per annum (which includes: Salary, $600.00 per annum; bonus, $240.00 per annum; and subsistence, 45 cents per day.)

Longevity Pay: In addition to the above keepers receive $60.00 per annum, after 5 years of continuous service, as longevity pay.

Quarters and Fuel: No quarters are furnished for the families of the keepers.
(State whether or not quarters and fuel are provided by the Government for the families of keepers at this station, or if quarters can be rented by appointee in the vicinity.)

Furniture: None
(State articles of furniture to be furnished by the Government.)

Promotion: Appointees will be considered for promotion to higher positions as vacancies occur.

Shore Liberty: Not exceeding 96 days per annum may be granted to employees at this station.

This is a letter of inquiry and not an offer of the position, as other eligibles are also being considered for the same position, any one of whom may be selected, although all may indicate willingness to accept this position.

No furniture or quarters for families are provided, except as stated above. Any additional articles of furniture required, and necessary provisions, must be provided by employees.

Read carefully the Instructions to Eligibles on the other side before returning this letter.

You will, therefore, please advise this office in this connection by answering the questions below and returning this communication at the earliest date practicable.

Respectfully,

Superintendent of Lighthouses.

The following questions should be filled in by applicant:

Are you willing to accept this position if it is offered you?.....

If selected, I can report for duty in.....days from to-day.

Do you wish your name restored to the register at this time?.....

Are you willing to accept the next appointment offered?.....

Do you wish your name restored to the register at some future time? If so, give date.

.....

Are any members of your family, or relatives (either blood or by marriage), in the service of the United States Government? Answer "Yes" or "No."..... If yes, state how many .....; and fill in the following blanks.

Name.	Post-office address.	Where employed.	Relationship.	Married or single.
		Position..... Department or office.....		
		Position..... Department or office.....		

(If you have more than two relatives in the Government service, give same information as to them on a separate sheet of paper.)

If not willing to accept this position, state your reasons below:

.....

.....

(Signature).....

Date.....

(Post-office address).....

11—749

Reg Hicks

John Hicks

LEGAL RESIDENCE
Florida

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Prob Keeper Merrill Shell Bunkhouse Miss	600	LH	July 30, 1923
RESIGNED CLOSE OF		Aug 14, 1923.	

Form A—16

GOVERNMENT PRINTING OFFICE

Form 73
WJB

LIGHTHOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK

1923 JUL 13 PM 12

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 1923 JUL 14 AM 9 Dist. 8

Tenth United States Civil Service District
RECEIVED
JUL 16 1923
NEW ORLEANS, LA.

New Orleans, La., July 11th
(City.) (Date.)

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, John Hicks — Legal residence, Florida.

Position, Keeper in the Lighthouse Service. — Salary, $600 per annum.

Location, Merrill Shell Bank Light Station, Miss. — Appropriation, Salaries of Keepers of Lighthouses.

Effective July 20th, 1923, {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

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

Location, - - - - - - - - - - - - - -

DEPARTMENT COMMERCE JUL 16

Rank on eligible list, 1st Rating, Asst.L.H. Keeper. Percentage, 81% , Other eligibles considered:

N.L.Jones, C. S.E.Spratley, C.

Previous incumbent, Neal Patton — Services to be terminated, about July 19th, 1923.

Reason, To be transferred to South Pass Range Rear Light Station, La.

Members of family in Government Service, None.

Remarks: Merrill Shell Bank is an isolated station with no family quarters and there are no keepers in the service desiring transfer to this station. Mr. Hicks has never served under any branch of the Department of Commerce. He was born May 27, 1888.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission~~, JUL 11 1923, 19

E. H. Kemmer
Secretary, Tenth Civil Service District.

PROBATIONAL

E. S. Rauschert
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON JUL 13 1923

Submitted to the Secretary of Commerce, approved.

J. S. CONWAY
Acting Commissioner of Lighthouses.

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

11—2314

NOT TO BE ACCEPTED AS AUTHORITY FOR INVESTIGATION OPERATIONS UNLESS ACCOMPANIED BY OFFICIAL CREDENTIALS

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 16, 1923.

Mr. John Hicks,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Six Hundred 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, Tenth Civil Service District.

By direction of the Secretary:

Respectfully,

RECEIVED JUL 18 1923 DEPARTMENT OF COMMERCE

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

8th
B
C

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Neal Patton.

Legal Residence: Florida.

U. S. REPORT DATA ENTERED

Form A-14 (See reverse side.) 11—6280

CARDED

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LIGHTHOUSES

DEPARTMENT OF COMMERCE
AUG 7 1923
APPOINTMENT DIVISION.

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

1923 AUG 6 AM 8 57

I, John Hicks,

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.

John Hicks.
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 25th day of July, A. D. 19 23.

(Affix official seal here)

[4] (Name) R. H. Buck

(Official title) Notary Public

My commission expires January 19, 1924

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Lighthouse Service.	$600 per annum	Merrill Shell Bank Light Station, Miss.
Former [5] PROBATIONARY APPOINTMENT.		

WJB.

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

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT

New Orleans, La., (Address) August 3rd, 1923. (Date)

The above-named appointee entered upon duty on July 30th, 1923. (Date)

E. S. Lanphier.
(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.

U. S. REPORT DATE ENTERED

11—944

SUPERINTENDENT OF LIGHTHOUSES
JUL 14 1923
NEW ORLEANS.

DEPARTMENT OF COMMERCE
JUL 26 1923
APPOINTMENT DIVISION.

Form SS-73

DEPARTMENT OF COMMERCE

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: John Hicks

2. Position to which appointed: Keeper in the Lighthouse Service.

3. Bureau or Service: Lighthouses, District: Eighth

4. Place of duty: Merrill Shell Bank Light Station, Miss.
(City, town, station, or vessel.)

5. Salary: $600 per annum.

6. Appropriation from which paid: Salaries of Keepers of Lighthouses.

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

From Asst.Lighthouse Keeper Examination - December 1,1922.

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 John Hicks.

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

John Hicks.

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

Perry Part (State or Territory.) Okakoosa. (County.) Perry Part (City or town.) 3rd. (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.

SUPERINTENDENT OF LIGHTHOUSES
JUL 14 1923
NEW ORLEANS.

Form SS-73

DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
JUL 26 1923
APPOINTMENT DIVISION.

PERSONAL QUESTION SHEET

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

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

PART I.

1. Name of employee John Hicks

2. Position to which appointed Keeper in the Lighthouse Service.

3. Bureau or Service Lighthouses, District Eighth

4. Place of duty Merrill Shell Bank Light Station, Miss.
(City, town, station, or vessel.)

5. Salary $600 per annum.

6. Appropriation from which paid Salaries of Keepers of Lighthouses.

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

From Asst.Lighthouse Keeper Examination - December 1,1922.

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 John Hicks.

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

3. What is your present legal residence? (Give State or Territory, county, city or town, and Congressional district.)
Berry Port (State or Territory.) Okakoosa (County.) Berry Port (City or town.) 3rd (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.

6. Where were you born? Santa Rosa County, Florida

7. When were you born? May (Month.) 27th (Day.) 1888 (Year.)

8. If foreign born, state when and where naturalization papers were taken out No.

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

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

Mrs Sarah Ann Hicks. (Name.)

Berry Post. (City or town.) (Number and street.) Fla. (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.) None.

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

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

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
Co I 39 INF Fourth Div	7/16=1918	8/6=1919	Ex/p term Service

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.
	~~7/16=1918~~	~~8/6th 1919~~	~~Exp Term Service~~

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—6924

LIGHTHOUSES

17. Are you the widow or orphan of an honorably discharged soldier or sailor? (Answer "yes" or "no.") N.O. 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.

1923 JUL 25 AM 11 44

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.)

Firing a Steam Boiler
Mon Doing Sawmill Works.

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 Education.
I reached the 7th grade.

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.

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

~~None~~ Asst. Lighthouse Keeper - Dec. 1, 1922.

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

Date, 7/12, 1923

Witness (in case signature is by mark):

(Signature) John Hicks.

(Present address) Berry Port
(Number and street.)
Berry Port Fla.
(City or town.) (State or Territory.)

WJB.

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 December 23rd, 1923.

(Signature) E. S. Lamphier.

(Official title) Superintendent of Lighthouses.

11—6923

LIGHTHOUSES

Form 93
WJB.

NOTICE OF RESIGNATION ~~DRUNKEN~~

1923 AUG 11 AM 8 34
CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1923 AUG 11 PM 12 33

DEPARTMENT OF COMMERCE
AUG 13
APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., August 7th, 1923.

COMMISSIONER OF LIGHTHOUSES:

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

Name, John Hicks — Position, Keeper in the Lighthouse Service.

Legal residence, Florida — Station, Merrill Shell Bank Light Station, Miss.

Salary, $600.00 per annum

The acceptance of this resignation is recommended effective at the close of August 11, 1923.

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

Remarks:

AUG 15 1923

8-13-23

E. S. Lanphier.
Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

AUG 11 1923

Submitted to the Secretary of Commerce, approved.

11—4623

H. B. BOWERMAN
Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
NEW ORLEANS, LA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
AUG 7 1923
NEW ORLEANS.

EIGHTH DISTRICT

Merrell Shell Bank
(Station, Depot, or Vessel)

August 6, 1923

1923 AUG 7 AM 8

Superintendent of Light Houses.

Sir You Can get Another Man for this Position. as I am going to quit I do not want to Stay here any longer So Send a Man at once in my Place as I am going to leave Sat aug 11th or Sooner if you can get a Man in my Place So Let me no right away

Yours Truly
John Hicks.
Asst Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

August 13, 1923.

Mr. John Hicks,

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 August 11, 1923.

Bureau.....Lighthouse Service.

Station.....Merrill Shell Bank Light Station, Mississippi.

Position.....Keeper.

Salary.....$600 per annum.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

AUG 15 1923
ON JOURNAL
DEPARTMENT OF COMMERCE

8th
B
G

CARDED
U. S. REPORT DATA ENTERED

WJB.

DUPLICATE

PERSONNEL CLASSIFICATION BOARD FORM NO. 4.
(To be filled out in accordance with detailed instructions in P. C. B. Form No. 2, and Circular No. 7).

To Accompany Report of ☒ New Appointments ☐ Changes in Duties for July, 1923.

1. Hicks (Surname.) John (Given name.) (Initial.)
   (a) Previous incumbent Neal Patton.
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Merrill Shell Bank Light Station.
   (b) Subdivision Eighth Lighthouse District.
   (c) City or town Biloxi State Miss.
6. Pay-roll title Keeper
7. Customary office title Assistant Keeper.

DO NOT WRITE IN THIS SPACE

a		
b		
c		
d		

8. (a) Number of regular working hours of the position, per day 24; per week 168
   (b) If this is not a full-time position, state percentage of time employed per day ---; or per week ---
   (c) If night work, wholly or in part, state the hours: From one-half each night m. to alternating periods m.
9. If this is not an all-year-round position, state approximate number of days employed each year ---
   During what months ---
10. If the employee receives compensation from any other branch of the Federal Government, or from any city, county, or State government, state the position held and the compensation ---
11. Present rate of pay, exclusive of bonus $ 600.00 per annum; bonus, $ 240.00 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 600.00 per annum; bonus, $ 240.00 per annum.
13. If the employee receives overtime pay, state the rate ---
14. Title of appropriation or fund from which basic compensation is paid Salaries, Keepers of Lighthouses.
15. Indicate by an "X" in the proper box any of the following allowances received, in addition to salary or wages: ☐ Quarters; ☐ 3 meals per day; ☐ 2 meals per day; ☐ 1 meal per day; ☒ Subsistence or rations in kind; ☐ Uniform; ☐ Laundry; ☐ Fuel; ☐ Light; ☐ Heat. If cash allowance in lieu of any of these items, state which items and the amounts per annum
    Subsistence - cash $164.25 per annum.
16. Indicate what special equipment, if any, the employee is required by law or regulation to furnish at his own expense, and the approximate annual maintenance cost to the employee:
    Kind of equipment ---; annual cost, $ ---
17. Extent of employee's education. (Place an "X" in the box before the highest grade or year.)
    (a) Elementary school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒ 7 ☐ 8
    (b) High school; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (c) Business school; years ☐ ½ ☐ 1 ☐ 1½ ☐ 2 ☐ 2½ ☐ 3
    (d) College: Name ---; years ☐ 1 ☐ 2 ☐ 3 ☐ 4
    (e) Post-graduate work: Kind ---; years ☐ 1 ☐ 2 ☐ 3
    (f) Correspondence courses: Kind ---; number of lessons ---; number completed ---

18. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.) 2—12965

	Percentage of total time given to each task
1. Assistant custodian of property.	5%
2. Assists with reports and correspondence.	10%
3. Assists in maintenance of 4th order fixed oil light from tower, in water, which includes cleaning of lamp, lens, lantern, etc.; stands watch six hours each night.	15%
4. Assists in boating 5 miles from station to Pass Christian, Miss., for mail and supplies; operates motor boat.	10%
5. Assists in cleaning and maintenance of tower, quarters, boat and painting of structures.	60%

19. Does employee work under immediate supervision, or to a large extent upon his own responsibility? (Describe fully.) Name the employee's *immediate* or closest superior. If not a civilian, give the superior's title and rank.

Under immediate supervision of the Keeper.

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

21. How long have the employee's duties been substantially as described above? July 30, 1923.

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

AUG 28 1923, 192 (Date)

E. S. LANPHIER (Signature of Preparing Officer) SUPERINTENDENT OF LIGHTHOUSES. (Title)

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

Signature not secured owing to inaccessibility of employee.

E. S. LANPHIER (Signature of Employee)
SUPERINTENDENT OF LIGHTHOUSES.

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

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

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

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

Technical Education: If essential, kind and extent.....

Experience: If essential, kind and extent.....
Boating - one year.

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

AUG 28 1923, 192 (Date)

E. S. LANPHIER (Signature of head of field office or station) SUPERINTENDENT OF LIGHTHOUSES. (Title)

THE FOLLOWING TO BE FILLED OUT BY THE HEAD OF THE BUREAU OR SIMILAR OFFICIAL

26. I hereby certify that I have read the foregoing and that, to the best of my knowledge and belief, the statements made are accurate and complete, except as follows: (If necessary, attach a sheet.)

In my judgment the compensation of this position should be in a range from $..... to $.....

..... 192 (Date)

..... (Signature of chief of bureau) (Title)

GOVERNMENT PRINTING OFFICE 2—12965