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

Date: '25 AUG 14 PM 4:13:29
8/18/2025
'25 AUG 14 PM 4:13:26

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
Houston, Cecil, C.		1886 MS

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: 1965 AL

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 (AL)		
From: 1926	To: 1929	
(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 '25 AUG 27 AM 9:22:49

CMRS Service Request Number: C-0006147235

CMRS Search Request Number(s):

Attendant Signature:

Remarks: Submitted to Arch Search 8/19/25 KA
Soundex: H235

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:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION — NA FORM 13173 – NPRC (06-13)

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 6, 1928.

Mr. Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on December 7, 1928.

Bureau	Lighthouse Service
Position	Keeper
Allocation	
Salary	$1200 per annum
Station	Matagorda Light Station, Texas

By direction of the Secretary:

Respectfully,

J. J. GARDNER

Chief of Appointment Division.

U. S. GOVERNMENT PRINTING OFFICE: 1928

M
8

Cancelled 1/18/29

Form 93
LEC

NOTICE OF RESIGNATION ~~OR DEATH~~

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La., December 3, 1928

COMMISSIONER OF LIGHTHOUSES:

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

Name, Cecil C. Houston — Position, Keeper in the Lighthouse Service

Legal residence, Alabama — Station, Matagorda Light Station, Texas

Salary, $1200 per annum

The acceptance of this resignation is recommended effective at the close of December 7, 1928

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

Remarks:

L.

Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

11—4623

(COPY-LEC)

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

Eighth District
Matagorda Lt.
Nov. 30, 1928

Supt. Lighthouses
New Orleans, La.

Sir:

For reasons mentioned in my letter to the office dated 11/23/28 I am tendering my resignation as Asst. Keeper at Matagorda Light Sta. to take effect midnight Dec. 7th. Will leave station early Dec. 8th. Respectfully request that my check be mailed to reach me before leaving station,

Respectfully,

(Signed) C. C. Houston

Wm. H. Heinroth
Keeper

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

LIGHTHOUSES

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

1928 OCT 12 AM 10 51

October 8, 1928.

Mr Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1200 per annum, effective October 16, 1928, or as soon thereafter as you enter on duty (by reason of promotion). No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

11—8074

TC
8

Loaded 11/7/28

Form 78

LBC.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) October 5 (Date), 19 25

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Cecil C. Houston

Position, Keeper in the Lighthouse Service

Location, Matagorda Light Station, Texas

Effective, October 16, 1925 { [1] the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Legal residence, Alabama

Proposed salary, $1200 p.a.

Proposed range, $1200-$1500 p.a.

Appropriation, Sals.Lighthouse Keepers

Former position, Keeper in the Lighthouse

Location, Sand Island Light Station, Ala.

Former salary, $1380 p.a.

Former range, $1380-$1680 p.a.

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

Previous incumbent, Milton H. Howes

Reason, Died

Services terminated, September 23, 1925

Members of family in Government service, NONE

Date of birth, December 13, 1890

Remarks: See circular attached.

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

For and in the absence of the Superintendent

F. G. M.

Secretary, Civil Service District.

Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

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

11—2314

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

SUPERINTENDENT OF LIGHTS

July 1, 1928.

Mr. Cecil C. Houston,
Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,
Chief of Appointment Division.

From: $1260
To: $1380

11—9564

8

Original
sent 8/4/28

Loaded
8/22/28

LSC

Standard Form No. 17
Approved by the President, March 26, 1926

REPORT ON PROBATIONARY APPOINTEE

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

Commerce
(Department)

Office of Supt., 8th Lighthouse Dist. (Bureau or office) New Orleans, La. (Place and date)

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on February 5, 1927.

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) (she) is considered qualified for absolute appointment.

Name Cecil C. Houston

Position Keeper in the Lighthouse Service

Salary $1260 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Sand Island Light Station, Ala.

Date of entrance on duty August 6, 1926

Remarks:

(Signed) A. D. Ward Keeper
(Signature of immediate superior)

Submitted:

(Head of bureau or office)
Superintendent of Lighthouses

GOVERNMENT PRINTING OFFICE 10—1732

Form 206 FILE No. 8

RECORD OF PHYSICAL EXAMINATION OF LIGHT KEEPER OR ASSISTANT LIGHT KEEPER

IN CONNECTION WITH MEDICAL RELIEF BY THE PUBLIC HEALTH SERVICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ Superintendent, 8th DISTRICT,

PLACE, New Orleans, La.

DATE, September 8, 1926

To the MEDICAL OFFICER IN CHARGE,
U. S. Public Health Service,

Mobile, Ala.

SIR:

Please examine Cecil C. Houston, 2nd Asst. Keeper, Sand Island Light Station, Ala.

nativity, American; age, 35; height, 5 feet, 7½ inches;

weight, 140 pounds; color of hair, brown; color of eyes, blue

distinguishing marks, scar in right axillary line small from old injury

as to eyesight, hearing, and physical condition.

When the examination has been completed the findings should be recorded on this blank and the blank returned to the applicant.

Respectfully, For and in the absence of the Superintendent

Chief Clerk *Lighthouse Inspector.*

(Signature of applicant:) (Signed) Cecil Clyde Houston

(To be signed in the presence of the officer issuing this blank or witnessed by a designated employee of the Lighthouse Service.) (Signature of witness): (Signed) A. D. Ward Keeper

---

U. S. PUBLIC HEALTH SERVICE

PLACE, Marine Hospital #13 Mobile, Ala.

DATE, 10.19.26, 191

To LIGHTHOUSE INSPECTOR,

SIR: This certifies that I have this day examined the eyesight, hearing, and physical condition of Cecil C. Houston, and find him physically { ~~disqualified~~ qualified* } in accordance with rules approved by the Secretary of the Treasury and the Secretary of Commerce, respecting the treatment by the Public Health Service of light keepers and assistant light keepers of the Lighthouse Service pursuant to the Act of Congress approved August 28, 1916.

He is disqualified for the reasons shown on page 3.

(Signed) Hugh D. Stites
HUGH D. STITES

AA *Surgeon, U. S. Public Health Service.*

Ent in black book

* If qualified, strike out the word "disqualified" and the paragraph following.

11—5999

REPORT OF PHYSICAL EXAMINATION

U. S. PUBLIC HEALTH SERVICE

PLACE, Mobile, Ala.

DATE, Oct. 19, 1926, 191

Name of applicant, Cecil Clyde Houston

Eyes: Color, blue; exophthalmus, no

chronic inflammation, no; other anbormality, none

Eyelids: Ptosis, none; condition of conjunctiva on eversion, normal

other conditions, - -

Eyesight:

Vision of right eye, without glasses, 20/20; with glasses,

Vision of left eye, without glasses, 20/20; with glasses,

Is applicant partially or wholly color-blind? no

If color-blind, state which color he confuses --

Were candidate's eyes tested with lantern, woolen skeins, or both? woolen skeins

Ears:

Abnormalities, none; shape, normal

Position, normal; condition of drums normal

Evidence of mastoid disease, none

Hearing: (When testing hearing, the eyes and the opposite ear must be closed.)

Distance conversational speech can be heard: Right ear, -0- feet; left ear, ~~-20~~ feet.

Distance whispered speech can be heard: Right ear, 20 feet; left ear, 20 feet.

Lungs: normal (small scar in right axillary line, dure to an injury about 20 years ago -- No lung involvment

Heart: normal size shape and position.

Defects noted which, in the opinion of the medical examiner, will not materially interfere with the discharge of the duties of light keeper or assistant light keeper:

No defect that will interfere with his work

11—5999

Reasons for certification of disqualification: .....

S(PUBLIC HEALTH)
E(SERVICE)
A(1798*U*S*1912)
L( )

PLACE FOR SEAL OF THE U. S. PUBLIC HEALTH SERVICE.

(Signature of applicant:) (Signed) Cecil Clyde Houston

(To be signed in the presence of the medical examiner.)

11—5999

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
September 9, 1926

C. C. Houston, 2nd Asst.Keeper,
Sand Island Light Station,
Dauphin Island, Ala.
(Through the Keeper)

Inclosed is a copy of Form 206, "Record of Physical Examination of Light Keeper or Assistant Light Keeper," with application thereon for your examination by an officer of the U.S. Public Health Service.

You are informed that all light keepers and assistants light keepers are required to be examined by the Public Health Service before they become entitled to medical relief without charge at hospitals and stations of the Public Health Service. The examination is also required to determine the employee's physical fitness for the Lighthouse Service.

You are directed to have yourself examined by the most convenient Public Health Service official at first opportunity. Reply to this letter at once, stating when and where you will be examined, and submit request on the proper form for the necessary leave of absence from the station.

Before presenting the application to the doctor, it must be completed by filling in the information in regard to color of hair, color of eyes, and distinguishing marks. You must also sign it where designated "Signature of applicant" and have the Keeper witness your signature. All expense of travel in connection with the examination must be paid by you.

The following is a list showing locations of the Public Health Service Officers.

Apalachicola, Fla.	Call upon Collector of Customs for information.
Pensacola, Fla.	Public Health Service Office.
Mobile, Ala.	U.S. Marine Hospital.
Gulfport, Miss.	Public Health Service Office.
Port Arthur, Tex.	do do
Galveston, Tex.	do do
Port Aransas, Tex.	do do
New Orleans, La.	U.S. Marine Hospital (Office in Custom House)

Return Record of Examination to this office promptly.

Copy to A. D. Ward, Keeper,
Sand Island Light Station, Ala.,
for his information.
For and in the absence of the Supt.

Chief Clerk

E. E. Lanphier, Jr.
Superintendent of Lighthouses.

Form A-30

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

LIGHTHOUSES
1926 JUL 23 PM 12 05

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 19, 1926.

JUL 26 1926
NEW ORLEANS

Mr. Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Twelve Hundred and Sixty dollars per annum

effective July 21, 1926, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Secretary, tenth Civil Service District.

Classification allocation:

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HA[illegible]

Chief of Appointment Division.

F
S

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: Toney Ryan.

Legal Residence: Alabama.

Cancelled 9/23/26

11-8657

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Cecil C. Houston,

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.

(Signed) Cecil C. Houston
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of August, A. D. 1926

(Affix official seal here)

(S E A L)

[4] (*Name*) (Signed) Louis Myer,

(*Official title*) Notary Public

My commission expires Jan. 8, 1929.

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT.
Present Keeper in the Lighthouse Service	$1260 pa	Sand Island Light Station, Ala.
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 16, 1926. (Date)

The above-named appointee entered upon duty on August 6, 1926. (Date)

E. S. K.
(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.

11—944

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

PERSONAL HISTORY

(Statement to be prepared by appointee in his own handwriting)

Bureau, division, or office 8th U.S.Lighthouse District (Sand Island Light Statuon, Ala.)

1. Name in full Cecil Clyde Houston

2. Legal (voting) residence Alabama (1) (State and Congressional District) Mobile (County) Dauphin Island (City or town)

3. Where born? Mississippi (State or foreign country) Ripley (City or town) When born? Dec. 13, 1890 (Date)

4. If foreign, state whether naturalized or alien - -

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male ✓	Female	Single	Married ✓	Divorced	Widowed	White ✓	Colored

6. A complete record of your past civil service for the United States Government:

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year
None								

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted 3/11/1914 Discharged 6/17/1919
Organization Coast Artillery

Enlisted 6/18/1922 Discharged 6/17/1925
Organization Coast Artillery.

8. EDUCATION (Circle number of years)

Common school								High school				College				Degrees, if any
1	2	3	4	5	6	(7)	8	1	2	3	4	1	2	3	4	

9. State special qualifications Carpenter by trade.

10. Name, relationship, and address of person to be notified in case of emergency:

Mrs. C. C. Houston (Name) Wife (Relationship)

Dauphin Island, Ala. (Post office address)

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

(Signed) Cecil C. Houston
(Name as usually written and which will be used as official signature)

Aug. 7th, 1926. (Date) Present address Dauphin Island, Ala.

10—1659 GOVERNMENT PRINTING OFFICE

Office of Superintendent of Lighthouses, 8th Dist.
New Orleans, La., August 16, 1926.

d, approved, and forwarded to the Commissioner of Lighthouses.

Superintendent of Lighthouses.

Form 124b—Field
Jan, 1924.

UNITED STATES CIVIL SERVICE COMMISSION

AUG 14 19

Light House Service
(Branch of service or department.)

Dauphin Island, Alabama
(Name of city.) (State.)

DECLARATION OF APPOINTEE.

This form must be executed by the appointee before he enters on duty. 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. Appointee will retain attached form.

1. State place of birth Ripley, Miss Date of birth Dec. 13th, 1890
(Month, day, and year.)

2. What examination did you take? Light House Service

3. Give place and date of examination New Orleans, La. Dec. 1925

4. To what position have you been offered appointment or actually appointed? Sand Island Light

5. Are any members of your family or relatives (either blood or by marriage) 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. (Give street No., if any.)	Position and department or office in which employed.	Relationship.	Married or single.
None		Position Department or office		
		Position Department or office		
		Position Department or office		

6. Have any of the above-named persons entered the Government service since the execution of your application for examination?
No If so, give the name of each such person

7. What is your present address (including street and number, city, and State)? Dauphin Island Alabama How long have you resided at your present address? 14 Months

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.

Cecil C. Houston
(Signature.)

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

If the answer to question 5 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 for approval before appointment is made.

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?

C A Hard
(Signature.)

Keeper
(Official title.)

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.

6—2099

(This paper should be returned to the District Secretary when completed.)

Form 73
L30

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City.), July 13 (Date.), 19 26

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Cecil C. Houston — Legal residence, Alabama

Position, Keeper in the Lighthouse Service — Salary, $1260 p.a. (Rge: $1260-$1500 p.a.)

Location, Sand Island Light Station, Ala. — Appropriation, Sals., Keepers of L.H.

Effective July 21, 1926 — [1] 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, 1st Rating, Asst.L.H. Keeper Percentage, 87.3, Other eligibles considered: William A. Coleman, 0; Alphonse Bourque, 0.

Previous incumbent, Toney Ryan — Services to be terminated, about July 20, 1926

Reason, To be transferred to Round Island Light Station, Miss.

Members of family in Government Service, None
DATE OF BIRTH: Dec. 13, 1891

Remarks: Mr. Houston has never served in any branch of the Department of Commerce. Sand Island is an isolated station. No family quarters are provided, and there are no keepers in the Service desiring transfer thereto.

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

Secretary, Civil Service District.

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

---

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

11—2314

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

Cecil R. Houston (Name) — Ala. (Legal Residence)

STATUS

11—8040

DESIGNATION	ACTION	SALARY	8th BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	1260	L.H. - Sand 2d L.S. Ala.	Aug. 6, 1926.
"	COMPENSATION Act. May 28, 1928.	1380	" - "	JUL 1 1928
"	Trans.	1200	" - Matagorda L.S. Tex.	10-16-28
	RESIGNED CLOSE OF		Dec. 7, 1928.	

PERSONNEL CLASSIFICATION BOARD FORM NO. [redacted]—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. [redacted] Sheet No. 8(b)-36

Space reserved for the use of the Board

Lockhart, James F.

1. [redacted] (Surname) Cecil (Given name) [redacted] (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Sand Island Light Station
   (b) Subdivision Eighth Lighthouse District
   (c) City or town [redacted] State Alabama
6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1380-$1680
9. Present gross rate of pay $ 1380
10. Deduction for allowances $ [redacted]
11. Net rate paid in cash $ 1380

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☒ Room { ☐ Furnished ☒ Unfurnished } ☒ Heat ☒ Light ☒ Fuel ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value [redacted]

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost [redacted]

15. (a) Regular hours of work: From [redacted] m. to [redacted] m. (b) How many hours per week excluding unusual or irregular overtime work?
On duty at station
Summer [redacted] Winter [redacted] hours each day (c) If not a full time and all-the-year-round position, state number of hours per day [redacted];
number of days per { week / month / year } [redacted] (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty [redacted]

16. (a) Rate of pay for overtime [redacted] (b) Amount of overtime pay in last 12 months [redacted]

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering) [redacted]
(c) How many? [redacted]

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Works under immediate orders of keeper in charge

20. What is the name, official position, and sheet number of the employee's immediate superior? [redacted]
J. J. Stokes, Keeper, 8(b)-35

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	X 8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): [redacted]

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
One year's experience as boatman

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
50%	General cleaning of light station, such as scaling, scraping paint and repainting.
25%	On watch.
15%	Operating and maintaining power plant.
10%	Trips ashore for mail and supplies.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(Temporary questionnaire, original to be forwarded later)
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Cares for second order flashing electric light. Operates kerosene engine driven electric generators. Station isolated and difficult of access. Post office reached by boat, twelve miles distant.

26. How long have the employee's duties been substantially as described above? Since August 6, 1926

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

SEP 22 1928, 1928 — E. S. LANPHIER — SUPERINTENDENT OF LIGHTHOUSES.
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ——— In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680

SEP 22 1928, 1928 — E. S. LANPHIER — SUPERINTENDENT OF LIGHTHOUSES.
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ——— In my judgment the compensation of this position should be in a range from $ 1380, to $ 1680

SEP 25 1928, 1928 — H. B. BOWERMAN — Acting Commissioner of Lighthouses.
(Date) (Signature of head of bureau or his representative) (Title)

U. S. GOVERNMENT PRINTING OFFICE: 1928

Form A-32

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

December 6, 1928.

Mr. Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

The Department has accepted without prejudice, your resignation from the position designated below, effective at the close of business on December 7, 1928.

Bureau	Lighthouse Service
Position	Keeper
Allocation	
Salary	$1200 per annum
Station	Matagorda Light Station, Texas

By direction of the Secretary:

Respectfully,

[illegible]

Chief of Appointment Division.

DEC 3-1928

U. S. GOVERNMENT PRINTING OFFICE: 1928

M
6

CANCELED

Form 33
LEC

NOTICE OF RESIGNATION ~~OR DEATH~~

DEC 6 1928 CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 5th DISTRICT,

New Orleans, La., December 3 1928

COMMISSIONER OF LIGHTHOUSES:

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

Name, Cecil C. Houston — Position, Keeper in the Lighthouse Service

Legal residence, Alabama — Station, Matagorda Light Station, Texas

Salary, $1200 per annum

The acceptance of this resignation is recommended effective at the close of December 7, 1928

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

Remarks:

APPOINTMENT DIVISION
NECESSARY
ACTION TAKEN
DEC 6 1928
DEPARTMENT OF COMMERCE

E. S. Lamphier.
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON
DEC 5 1928

Submitted to the Secretary of Commerce, approved.

11—4623

12-6-28

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
NEW ORLEANS

EIGHTH DISTRICT

Matagorda Lt.
(Station, Depot, or Vessel)

Nov 30, 1928

DEC 8 1928

Supt Light Houses.
New Orleans La.

LIGHTHOUSES
1928 DEC 5 PM 12 08

Sir:

For reasons Mentioned in my letter to that office dated 11/23/28 I am tendering my Resignation as Asst keeper at Matagorda Light Sta. to take effect Midnight Dec 7th. will leave Station early Dec 8th. Respectfully Request that my Check be Mailed to reach me before leaving Station

Respectfully
C C Houston

Wm H Heinroth
Keeper.

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES 1928 NOV 10 PM 2 04

DEPT OF COMMERCE NOV 14 1928 APPOINTMENT DIVISION

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
November 8, 1928

CHIEF CLERK 1928 NOV 14 AM 11 15

Cecil C. Houston, Effective date of change in pay.

Commissioner of Lighthouses:

1. Referring to Department notice of change in salary dated October 8, 1928, in the case of C. C. Houston, who was transferred from the position of Second Assistant Keeper at Sand Island Light Station, Ala., with pay at the rate of $1380 per annum, to the position of Assistant Keeper at Matagorda Light Station, with pay at the rate of $1200 per annum, effective October 16, 1928, or as soon thereafter as he entered on duty:

2. The Bureau is advised that the effective date of this change in pay was October 24, 1928.

For and in the absence of the Superintendent.

Chief Clerk

CARDED

Bureau of Lighthouses, Washington
NOV 13 1928

Submitted to Secretary of Commerce for his information

H. B. Bowerman
Acting Commissioner of Lighthouses

U. S. REPORT DATE ENTERED

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON October 8, 1928.

Mr Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1380 per annum to $ 1200 per annum, effective October 16, 1928, or as soon thereafter as you enter on duty (by reason of appointment). No new appointment will be issued to you as a result of this change, and an oath of office is not required.

By direction of the Secretary:

Respectfully,

OCT 11 1928

J. GARDNER

Chief of Appointment Division.

11—8074

CARDED

TC
8

APPOINTMENT DIVISION
CENTRAL FILES
206
OCT 13 1928
ON JOURNAL
DEPARTMENT OF COMMERCE

Form 73
LEC

LIGHTHOUSES
1928 OCT 8 AM 9 22

CHIEF CLERK
1928 OCT 8 PM 3 12

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) October 5 (Date), 19 28

DEPARTMENT OF COMMERCE
OCT 8 1928
APPOINTMENT DIVISION

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer (Request)

Name, Cecil C. Houston

Position, Keeper in the Lighthouse Service

Location, Matagorda Light Station, Texas

Effective, October 16, 1928

Legal residence, Alabama

Proposed salary, $1200 p.a.

Proposed range, $1200-$1500 p.a.

Appropriation, ~~Sals.Lighthouse Keepers~~

~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse

Location, Sand Island Light Station, Ala.

Former salary, $1380 p.a.

Former range, $1380-$1680 p.a.

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

Previous incumbent, Milton H. Hawes 1320

Services terminated, September 23, 1928

Reason, Died

Members of family in Government service, NONE

Date of birth, December 13, 1890

Remarks: See circular attached.

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

For and in the absence of the Superintendent

F. G. Mutt

---------- Secretary, Civil Service District.

Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

APPOINTMENT DIVISION
OCT 8 1928
DEPARTMENT OF COMMERCE

Submitted to the Secretary of Commerce, approved.

10-6-28

Acting Commissioner of Lighthouses

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

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SUPERINTENDENT OF LIGHTHOUSES
OCT 1 1928
NEW ORLEANS

LIGHTHOUSES
1928 OCT 8 AM 9 21

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
September 25, 1928.

TO ALL ASSISTANT LIGHTHOUSE KEEPERS
(THROUGH THE RESPECTIVE KEEPER)

1. There is a vacancy in the position of Assistant Keeper at Matagorda Light Station, Texas, with range of pay from $1200 to $1500 per annum. The station is located on the northerly end of Matagorda Island, southerly side of Pass Cavallo about ten miles by boat from a railroad terminus at the small town of Port O'Connor, Texas. There is a separate dwelling of four rooms for the Assistant Keeper and his family.

2. The light is of the third order with a revolving lens and an incandescent oil vapor lamp. The tower is 85 feet high. There is only a keeper and an assistant keeper at this station. A motor boat is assigned to the station.

3. Advise whether or not you wish to be considered for selection for the vacancy, making your reply on the bottom of this circular.

Superintendent of Lighthouses

E. S. Lamphier.

(Name of Station and Date)

Sand Island Lt. Sta. Sept 29/28

C C Houston 2nd.

Assistant Keeper

Respectfully Request that I be Considered for this Transfer as I have had experience with Vapor Light.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. Cecil C. Houston,

Through the Chief, Bureau of Lighthouses.

Sir:

You are advised that under the Welch Act your compensation has been changed as indicated below, effective July 1, 1928.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

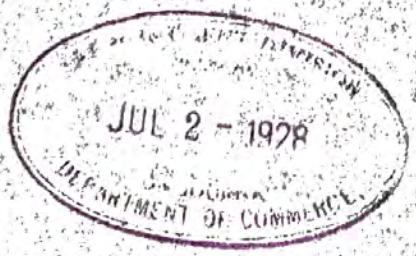
COPIED

From: $1260

To: $1380

11—9564

8



LEC
Standard Form No. 17
Approved by the President, March 26, 1926

1927 JAN 22 PM 12 22

DEPARTMENT OF COMMERCE
JAN 28 1927
APPOINTMENT DIVISION

REPORT ON PROBATIONARY APPOINTEE

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

Commerce
(Department)

Office of Supt., 8th Lighthouse Dist. (Bureau or office) New Orleans, La. (Place and date)

To Commissioner of Lighthouses
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on February 5, 1927.

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) (she) is considered qualified for absolute appointment.

Name Cecil C. Houston

Position Keeper in the Lighthouse Service

Salary $1260 per annum

Appropriation Salaries, Keepers of Lighthouses

Station Sand Island Light Station, Ala.

Date of entrance on duty August 6, 1926

Remarks:

C. A. Kurz Keeper
(Signature of immediate superior)

Submitted:
E. S. Lamplugh
(Head of bureau or office)
Superintendent of Lighthouses

SUBMITTED: JAN 24 1927

Acting Commissioner of Lighthouses.

GOVERNMENT PRINTING OFFICE 10—1732

STANDARD FORM No. 6
(Approved by the President March 28, 1924)

PERSONAL HISTORY

(Statement to be prepared by appointee in his own handwriting)

LIGHTHOUSES 926 AUG 18 AM 12
DEPARTMENT OF COMMERCE AUG 18 1926 DIVISION
AUG 14 1926
CHIEF CLERK
926 AUG 18 PM 3 48

Bureau, division, or office Eighth U. S. Lighthouse District, (Sand Island) Dauphin Island Ala.

1. Name in full Cecil Clyde Houston

2. Legal (voting) residence 1st Dist. Ala. Mobile Dauphin Island
(State and Congressional District) (County) (City or town)

3. Where born? Mississippi Ripley When born? 12/13/1890
(State or foreign country) (City or town) (Date)

4. If foreign, state whether naturalized or alien

5. Indicate sex, marital condition, and race by check, thus: √

SEX		MARITAL CONDITION				RACE. (If other, state which)		
Male √	Female	Single	Married √	Divorced	Widowed	White √	Colored	

6. A complete record of your past civil service for the United States Government:

BRANCH OF SERVICE AND PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
			Month	Day	Year	Month	Day	Year
None								

7. Military and naval record. If any, check (√) to indicate branch and other information and give dates of enlistment and discharge:

None	Army √	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary

Enlisted 3/11/1914 Discharged 6/17/1919
Organization Coast Artillery

Enlisted 6/18/1922 Discharged 6/17/1925
Organization Coast Artillery

8.

EDUCATION (Circle number of years)	Common school	High school	College	Degrees, if any
	1 2 3 4 5 6 (7) 8	1 2 3 4	1 2 3 4	

9. State special qualifications Carpenter by Trade

CARDED

10. Name, relationship, and address of person to be notified in case of emergency:
Mrs C. C. Houston (Name) Wife (Relationship)
Dauphin Island. Ala. (Post office address)

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

Cecil C. Houston
(Name as usually written and which will be used as official signature)

Aug 7th 1926 (Date)

Present address Dauphin Island Ala

10—1659 GOVERNMENT PRINTING OFFICE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SENT
DEPARTMENT
AUG 18 1926
SENT
1926 AUG 18 PM 12 34
LIGHTHOUSES
1926 AUG 18 PM 3 45
CHIEF CLERK

I, Cecil C. Houston,

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.

☞ Cecil C Houston
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this [3] 6th day of August, A. D. 1926

(Affix official seal here)

[4] (Name) Lessie Cuper

(Official title) Notary Public

My commission expires Jan 8th 1929

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper in the Lighthouse Service	$1260 pa	Sand Island Light Station, Ala.
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 16, 1926. (Date)

The above-named appointee entered upon duty on August 6, 1926. (Date)

E. J. Langlier.
Superintendent of Lighthouses (Signature, followed by title)

CARDED

[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.

C. S. REPORT DATA ENTERED

Form A-80

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

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 19, 1926.

Mr. Cecil C. Houston,

Through the Commissioner of Lighthouses.

Sir:

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

Keeper

in the Lighthouse Service

at a salary of Twelve Hundred and Sixty dollars per annum

effective July 21, 1926, or as soon thereafter as you enter on duty.

Nature of appointment: Probationary.

Civil Service authority: Secretary, tenth Civil Service District.

Classification allocation:

APPOINTMENT DIVISION ENTERED JUL 20 1926 ON JOURNAL DEPARTMENT OF COMMERCE

By direction of the Secretary:

Respectfully,

CARDED

F
S

(SIGNED) CLIFFORD [illegible]

Chief of Appointment Division.

GOVERNMENT PRINTING OFFICE

Appropriation (unit): Field.

Vice: Toney Ryan.

Legal Residence: Alabama.

11-8687

Form 73
LEC

LIGHTHOUSES
1926 JUL 15 PM 12 59

CHIEF CLERK
1926 JUL 17 AM 11 5?

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) July 13 (Date) 1926

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, Cecil C. Houston

Position, Keeper in the Lighthouse Service

Location, Sand Island Light Station, Ala.

Effective July 21, 1926

Legal residence, Alabama

Salary, $1260 p.a. (Rge: $1260-$1500 p.a.)

Appropriation, Sals., Keepers of L.H.

[1] ~~the actual date of entrance on duty~~, or
as soon thereafter as he enters on duty.

Former position, - - -

Location, - - -

Former salary, - - -

Rank on eligible list, 1st Rating, Asst.L.H. Keeper Percentage, 87.3, Other eligibles considered: William A. Coleman, C; Alphonse Bosarge, C.

Previous incumbent, Toney Ryan, 1260 to be Services terminated, about July 20, 1926

Reason, To be transferred to Round Island Light Station, Miss.

Members of family in Government Service, None
DATE OF BIRTH: Dec. 13, 1891

Remarks: Mr. Houston has never served in any branch of the Department of Commerce. Sand Island is an isolated station. No family quarters are provided, and there are no keepers in the Service desiring transfer thereto.

Selection regular, ~~subject to the action of the U. S. Civil Service Commission~~, JUL 13 1926, 19

PROBATIONAL.

E. H. Thomas
Secretary, TENTH Civil Service District.

E. S. Lamphier.
Superintendent of Lighthouses

BUREAU OF LIGHTHOUSES
WASHINGTON

JUL 16 1926

Submitted to the Secretary of Commerce, approved.

APPROVED:
ACTING ASSISTANT SECRETARY.

E. C. Gillette
Acting Commissioner of Lighthouses.

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

11—2314

CECIL C. HOUSTON

Act
Resigned above
Dec 7/28

CECIL C. HOUSTON

Form 73
LEC

LIGHTHOUSES
1928 OCT 8 AM 9 21

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, 8th DISTRICT,

New Orleans, La. (City) October 5 (Date), 19 28

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer

Name, Cecil C. Houston

Position, Keeper in the Lighthouse Service

Location, Matagorda Light Station, Texas

Effective, October 16, 1928

Legal residence, Alabama

Proposed salary, $1200 p.a.

Proposed range, $1200-$1500 p.a.

Appropriation, Sals.Lighthouse Keepers

~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper in the Lighthouse

Location, Sand Island Light Station, Ala.

Former salary, $1380 p.a.

Former range, $1380-$1680 p.a.

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

Previous incumbent, Milton H. Hawes

Reason, Died

Services terminated, September 23, 1928

Members of family in Government service, NONE

Date of birth, December 13, 1890

Remarks: See circular attached.

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

For and in the absence of the Superintendent

F. G. Nutt

Secretary, Civil Service District.

Assistant Superintendent

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

OCT 8 1928

Acting Commissioner of Lighthouses.

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

11—2314

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

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES
1928 OCT 8 AM 9 21

OFFICE OF SUPERINTENDENT, 8TH DISTRICT
NEW ORLEANS, LA.
September 25, 1928.

TO ALL ASSISTANT LIGHTHOUSE KEEPERS
(THROUGH THE RESPECTIVE KEEPER)

1. There is a vacancy in the position of Assistant Keeper at Matagorda Light Station, Texas, with range of pay from $1200 to $1500 per annum. The station is located on the northerly end of Matagorda Island, southerly side of Pass Cavallo about ten miles by boat from a railroad terminus at the small town of Port O'Connor, Texas. There is a separate dwelling of four rooms for the Assistant Keeper and his family.

2. The light is of the third order with a revolving lens and an incandescent oil vapor lamp. The tower is 85 feet high. There is only a keeper and an assistant keeper at this station. A motor boat is assigned to the station.

3. Advise whether or not you wish to be considered for selection for the vacancy, making your reply on the bottom of this circular.

Superintendent of Lighthouses

E. S. Lamplier.

(Name of Station and Date)

Sand Island Lt. Sta. Sept.29/28

(Signed) C. C. Houston, 2nd
Assistant Keeper

Respectfully request that I be considered for this transfer as I have had experience with vapor light.

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. [redacted] 249 *Sheet No.* [redacted]-96

Space reserved for the use of the Board

1. HOUSTON [redacted] (Surname) (Given name) (Initial)

2. Department [redacted]
3. Bureau Commerce
4. Field service Lighthouses
5. (a) Field station Lighthouse Service
(b) Subdivision Bond Island Light Station
(c) City or town Eighth Lighthouse District State [redacted]

6. Pay roll title [redacted]
7. Customary office title Light Keeper
8. Present administrative allocation [redacted]
9. Present gross rate of pay $ [redacted]
10. Deduction for allowances $ [redacted]
11. Net rate paid in cash $ [redacted]

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:

☐ House ☒ Room { ☐ Furnished ☒ Heat ☒ Fuel ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3
☒ Unfurnished ☒ Light ☐ Laundry ☐ Subsistence or rations in kind

13. Describe any other allowance, privilege, or perquisite of value [redacted]

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost [redacted]

15. (a) Regular hours of work: From [redacted] m. to [redacted] m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer [redacted] Winter [redacted] (c) If not a full time and all-the-year-round position, state number of hours per day [redacted];
number of days per { week / month / year } [redacted] (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty [redacted]

16. (a) Rate of pay for overtime [redacted] (b) Amount of overtime pay in last 12 months [redacted]

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)

(c) How many? [redacted]

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
[redacted] under immediate orders of keeper in charge

20. What is the name, official position, and sheet number of the employee's immediate superior?
[redacted]

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe): [redacted]

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
[redacted] two years experience as boatman

10—1856

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
30%	General cleaning of light station, such as sealing, scraping paint and repainting.
25%	On watch.
15%	Operating and maintaining power plant.
10%	Trips ashore for mail and supplies.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(Temporary questionnaire, original to be forwarded later)
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Cares for second order flashing electric light. Operates kerosene engine driven electric generators. Station isolated and difficult of access. Post office reached by boat, twelve miles distant.

26. How long have the employee's duties been substantially as described above? (two years & more)

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

SEP 22 1928, 1928 — E. S. LANPHIER — SUPERINTENDENT OF LIGHTHOUSES.
(Date) (Signature of Preparing Officer) (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380 to $ 1680

SEP 22 1928, 1928 — E. S. LANPHIER — SUPERINTENDENT OF LIGHTHOUSES.
(Date) (Signature of head of field office or station) (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked ---------- In my judgment the compensation of this position should be in a range from $ 1380, to $ 1680

SEP 25 1928, 1928 — H. B. BOWERMAN — Acting Commissioner of Lighthouses.
(Date) (Signature of head of bureau or his representative) (Title)

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