WILLIAM J. HOWARD

LEGAL RESIDENCE.
Del

INACTIVE

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Laborer | TEMPORARY | Reserve 1 mo. | Miah Maull's Shoal U.S. Life Sav. Sta. Del. Bay, N. J.	$456	L. H.	Dec 9. 1914
Last day served Jan 2. 1915.			

INACTIVE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

Dec. 5, 1941

The action proposed in the attached communication, if approved, will create one additional position.

Designation.	Salary.
Laborer	$ 456

DIVISION OF APPOINTMENTS
ANSWERED
DEC 7 1941

Clifford Woody
Chief of Appointment Division.

Mail Mail Shoul fs. sel Dy Mj

Not exc 1 mo
during absence on account
illness of [illegible] asst typ.

Copy

DEPARTMENT OF COMMERCE

SPECIAL

Telegram

Philadelphia, Penna., Dec. 4, 1914.

Lighthouse Commissioner,
Washington, D. C.

Request authority place William J. Howard, of Delaware additional temporary laborer on duty at once Miah Maull Shoal, George A. Justis, second assistant ill and all leave used, other keepers deserve time ashore. Justis too poor to pay substitute. Proper case for Bureau action. Pay thirty eight per month for December only. Letter and nomination will follow.

(Signed) Rout

HRW-McC.

Bureau of Lighthouses,
December 5, 1914.

Submitted to Secretary of Commerce for his information and with recommendation that the position of laborer be authorized at the Miah Maull Shoal Light Station, N.J., for a period not to exceed one month from the date of entrance on duty of the person to be appointed thereto, with pay at the rate of $456 per annum, and that authority be granted to assign William J. Howard to duty therein, effective today, provided he has not two or more members of his family in the Government Service and the local district secretary approves.

Nomination in the case of Howard will be submitted to the Department as soon as received, at which time the usual notice of appointment may be issued, if the Department approves the Bureau's recommendation.

Appropriation: Salaries, Keepers of Lighthouses.

Acting Commissioner

December 5, 1914.

APPROVED:

Assistant Secretary.

√C-R

December 7, 1914.

Commissioner of Lighthouses:

For the reasons set forth in the Fourth Inspector's telegram of the 4th instant, and in accordance with the Bureau's recommendation of the 5th instant, the Department has authorized the temporary position of laborer at Miah Maull Shoal Light Station, Delaware Bay, New Jersey, at $456 per annum, for a period not to exceed one month, and has authorized the assignment of William J. Howard to duty therein, effective December 5, 1914, provided he has not two or more members of his family in the classified service and the local district secretary approves. A formal temporary appointment will be issued to Mr. Howard upon receipt of the usual form of nomination approved by the district secretary.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER

Indexed

CARDED

12-8-14

C-R

Form 73

GCW/C

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., (City.) December 11th, (Date.) 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment.

Name, **William J. Howard** Legal residence, **Delaware.**

Position, **Laborer.** Salary, **$456.00 per annum.**

Location, **Miah Maull Shoal Lt.Sta., Del.Bay, N.J.** Appropriation, **"Salaries, Keepers of Lighthouses."**

Effective **December 9, 1914,** {'the actual date of entrance on duty, or
{~~x x x

WASHINGTON

December 15, 1914.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Laborer at Miah Maull Shoal Light Station, Delaware Bay, New Jersey.

in the Lighthouse Service

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

effective December 9, 1914.

Your appointment will continue for a period not to exceed one month.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Acting Chief of Appointment Division.

C-R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Delaware.

CHANGE REPORTED DEC 1914 COMMISSION

CARDED

APPOINTMENT DIVISION DEC 15 1914 JOURNAL DEPT OF COMMERCE

11—1393

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

JAN 5 · 1915

RECEIVED JAN 14 1915 HOUSES

CHIEF CLERK JAN 15 1915

5

Department of Commerce and Labor

LIGHTHOUSE SERVICE

I, William J. Howard,

do solemnly[1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

☞ William J. Howard
(Appointee signs here)

APPOINTMENTS JAN 15 1915

[2] Sworn (See below) and subscribed before me, this[3] 4th day of January, A. D. 1915

(Affix official seal here)

[4] (Name) Nicholas B. Register

(Official title) Notary Public

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Laborer.	$456.00 p.a.	Miah Maull Shoal Lt.Sta., Del.Bay, N.J.
Former[5]		

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

Office of Lighthouse Inspector, Fourth District

Philadelphia, Pa., (Address), January 5, 1915. (Date)

The above-named appointee entered upon duty on December 9, 1914. (Date)

Ford
(Signature, followed by title)

Inspector 4th Lt. Ho. District.

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

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

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

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

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

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

11—944

Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

OFFICE OF INSPECTOR 4TH L.H. DIST. DEC 21 1914 PHILADELPHIA, PA.

LIGHT JAN 14 1915 HOUSES

CHIEF CLERK JAN 15 1915

APPOINTMENTS JAN 15 1915

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

MEMORANDUM

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

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

Name of employee William J. Howard Legal residence Del.

Designation Laborer Compensation $456 pa.

Place of employment Miah Maull Shoal L.S., Del.Bay, N.J.

Date of appointment Dec. 15-9, 1914.-1 mo.

Last day of service under this appointment January 2, 1915.

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

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

CARDED

Bureau of Lighthouses, Washington

JAN 14 1915

Submitted to Secretary of Commerce for his information.

Acting Commissioner.

Rowe
(Signature)

Inspector, 4th L.H. District.
(Title.)

....., 191
(Date.)

APPOINTMENT DIVISION ENTERED JAN 15 1915 DEPT. OF COMMERCE

RECEIVED JAN 15 1915 U.S. COMMISSION

JAN 5 1915
RECEIVED
LIGHT
JAN 14 1915
HOUSES

PERSONAL QUESTION SHEET

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

APPOINTMENT
JAN 14 1915

To the Chiefs of Bureaus of the Department of Commerce:

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

William C. Redfield
Secretary.

PART I.

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

CARDED.

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

Mr. William John Howard

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

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

Lewes	Dela.	Sussex	at large
City or town.	State or Territory.	County.	Congressional district.

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

5. Where were you born? Lewes Dela.

6. When were you born?

March	18	1896
Month.	Day.	Year.

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

Mary Howard
Name.

Number and street.

Seven Pines
City or town.

State or Territory.

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationships, the Departments and Bureaus or Services in which they are employed, and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
William S Tennis	Uncle	Lt. H. Service		Painter

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

No examination - Temporary Laborer

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

No Physical disabilities

11. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
No					

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

No

13. Were you in the military or naval service of the United States during the Civil or Spanish-American War? (If so, give the information called for by the blanks below.)

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

14. If you served in the military or naval service of the United States at any time other than during the Civil or Spanish-American Wars, indicate such service in the spaces below.

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

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Name under which service was rendered

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

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

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

Lewes High School

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

Carpenter

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

not any

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

yes

21. State the date upon which the above blanks were filled. January 4, 1915

(Signature) William J. Howard

Witness:

Johnson B. Rogers

In case signature is by mark.

P. O. Address: Lewes Delaware

City or town.

Number and street.

State or Territory.

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

Reviewed, approved, and forwarded JAN 4 1915, 19

(Signature) Rowe

(Official title) Inspector 4th Lt. Ho. District.

11—1424

-Temporary Appointment-

PART II.

(Part II should be executed by the executive officers of the various Bureaus of the Department, or, at their direction, by some official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:
Lighthouse Service (Bureau or Service.) Miah Maull Shoal Lt. Sta, Del Bay, NJ (Place (city, town, station, or vessel.)) 4th. (District.)

2. To what position has he been appointed? Laborer

3. State the date of appointment. December 15, 1914.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)
December 9, 1914

5. State the date of the oath. January 4, 1915.

6. State the date the employee entered on duty. December 9, 1914.

7. What is his salary? $456.00 per annum.

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

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

10. If classified, state the date of classification. ~~~~~

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

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

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

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

Reviewed, approved, and forwarded to the Department.

(Signature) Rourk

(Official title) Inspector 4th Lt. Ha. District.

Date: JAN 4 1915, 19

11—1434
~~~~~

COMMISSIONERS
JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

CHIEF CLERK
FEB10 1915

Ra-VC

February 9, 1915.

APPOINTMENTS
FEB 10 1915

The Honorable

The Secretary of Commerce.

Sir:

Attention is respectfully invited to the report of changes among the employees of the Lighthouse Service for the month of December, 1914, which indicates the temporary appointment of William J. Howard as laborer, $456 per annum, at the Miah Maull Shoal L.S., Delaware Bay, New Jersey, for a period of one month from December 9th. The appointment is reported under the heading "Classified Service, Temporary Appointments".

Not having received any report of this appointment from the Secretary of the Third Civil Service District the matter was referred to him for action. He states that in the appointment of a laborer at the Edgemoor Material Station of the Fourth Lighthouse District it was held that, the place of employment being outside of Philadelphia, the labor regulations did not apply and that he believes the same action should be taken in the case at Miah Maull Shoal as it is quite some distance down the Bay. As above stated, the Department has reported the temporary appointment of Mr. Howard as to a classified laborer position and, of course, the labor regulations would

not govern such appointment as they apply only to unclassified laborer positions. In order that the status of this position may be definitely determined the Commission respectfully requests to be advised of the duties of the position.

By direction of the Commission:

Very respectfully,

President.

Copy to Secretary,
Third Civil Service District.

8

February 11, 1915.

Gentlemen:

The Department is in receipt of the Commission's letter of the 9th instant relative to the case of William J. Howard, whose temporary appointment as laborer at the Miah Maull Shoal Light Station, Delaware Bay, New Jersey, at $456 per annum, for a period of one month from December 9, was reported in the monthly report of changes in the Lighthouse Service for the month of December, 1914.

The temporary appointment of Mr. Howard was an emergency measure, which was necessitated by reason of the fact that the second assistant keeper of Miah Maull Shoal Light Station was unable to perform his duties on account of illness. The Inspector of the Fourth Lighthouse District, by telegram, requested Departmental authority to assign Mr. Howard to duty for a period not to exceed one month pending the return to duty of the second assistant keeper. The same was granted with the understanding that such assignment met with the approval of the district secretary, and that nomination for appointment would be submitted to that officer for formal approval.

The duties of the temporary position to which Mr. Howard was appointed were similar to those of the position of second assistant keeper, which is classifedd. Mr. Howard was there-

fore regarded by the Department as a skilled or classified laborer selected outside a register for temporary job employment for a period not to exceed one month in the absence of eligibles.

The case of the appointment of a laborer at the Edgemoor Material Station of the Fourth Lighthouse District, mentioned by the district secretary, is probably that referred to in the Commission's letter of May 29, 1913, relative to the appointment of Henry J. Rowland as laborer (unclassified) at the Edgemoor Lighthouse Depot, Delaware, wherein the Commission stated that future appointments to that position at places to which the labor regulations had not been extended could be made without reference to the office of the district secretary. In Mr. Rowland's case, however, the duties of the position were merely those of an unskilled laborer, which could properly be regarded as unclassified.

By direction of the Secretary:

Respectfully,

(SIGNED) T. J. FITZGERALD

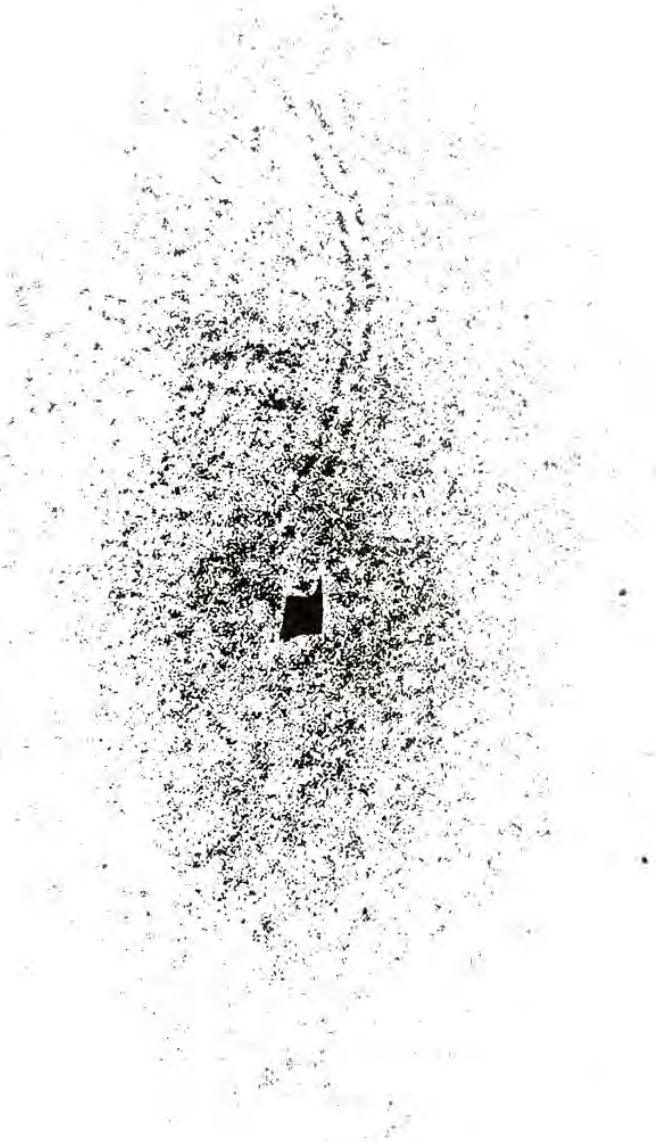
Acting Chief Clerk.

The Civil Service Commission.

C-R

HOWARD WILLIAM J.

WILLIAM J. HOWARD



HRH-TJA

Washington D C December 5 1914

Lighthouse Inspector Philadelphia Pa Penney Drama

Authority granted assign Howard duty as ~~laborer~~ temporary laborer Mish Hull today or hereafter as recommended

Commissioner

Before SECY for approval

Sent Telg. 7. Dec. 5/14.
3:55
JCR

LIGHT
DEC 8 1914
HOUSES

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

December 7, 1914.

Commissioner of Lighthouses:

For the reasons set forth in the Fourth Inspector's telegram of the 4th instant, and in accordance with the Bureau's recommendation of the 5th instant, the Department has authorized the temporary position of laborer at Mish Haull Shoal Light Station, Delaware Bay, New Jersey, at $456 per annum, for a period not to exceed one month, and has authorized the assignment of William J. Howard to duty therein, effective December 5, 1914, provided he has not two or more members of his family in the classified service and the local district secretary approves. A formal temporary appointment will be issued to Mr. Howard upon receipt of the usual form of nomination approved by the district secretary.

By direction of the Secretary:

(SIGNED) GEO. C. HAVENNER

Bureau of Lighthouses, Washington.

DEC 8 1914

To Lighthouse Inspector, ...Philadelphia, Pa.,.....
for his information, guidance, and files of office.

See Bureau telegram of December 5, 1914. Submit nomination in the case of Howard.

C-R

Acting Commissioner.

Form 73

GCW/C

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT DEC 12 1914 HOUSES

12-19-14
Letter to 4

OFFICE OF LIGHTHOUSE INSPECTOR, Fourth DISTRICT,

Philadelphia, Pa., (City.) December 11th, (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment.

Name, William J. Howard — Legal residence, Delaware.

Position, Laborer. — Salary, $456.00 per annum.

Location, Miah Mamll Shoal Lt.Sta., Del.Bay, N.J. — Appropriation, "Salaries, Keepers of Lighthouses."

Effective December 9, 1914, {1 the actual date of entrance on duty, ~~or~~ ~~assignment to duty~~

Former position, x x x x — Former salary, x x x x

Location, x x x x

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

Previous incumbent, (New position) (Dept.auth. Dec.7,1914) — Services terminated, x x x x

Reason, x x x x

Relatives in Government Service, None.

Remarks: Additional position for a period not to exceed one month.
Quarters not furnished by Government for family.
Ration will not be furnished by Government.

Selection regular, subject to the action of the
U. S. Civil Service Commission. Dec. 11th, 1914.
The regulations for appointment of laborers do not extend to this locality.

Stewart Wilson — T. J. Rout.

Secretary, Third *Civil Service District.*

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 12 1914

Submitted to the Secretary of Commerce, approved.
See Department letter of December 7, 1914, authorizing this temporary position and the assignment of Howard thereto.

Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT DEC19 1914 HOUSES

December 15, 1914.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Laborer at Mish Mault Shoal Light Station, Delaware Bay, New Jersey. in the Lighthouse Service at a salary of Four Hundred and Fifty-six dollars per annum, effective December 9, 1914.

Your appointment will continue for a period not to exceed one month.

EOD Dec 9, 1914.

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Acting Chief of Appointment Division.

C-R

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Delaware.

Last day of service Jan 12 1915.

DEC 19 1914

11—1393

Form 439
TREASURY DEPARTMENT
DIVISION OF APPOINTMENTS

File No. 1264

Name H O W A R D, Mr. WILLIAM J.

BORN: January 20, 1891

Service Jacket #2 COAST GUARD (L.H.S.)

U. S. GOVERNMENT PRINTING OFFICE 9—16322

DEPT. STOCK FORM 2249
REV. 6-40

UNITED STATES TREASURY DEPARTMENT
WASHINGTON, D. C.

PERSONNEL RECOMMENDATION

PAGE: 3554

TO DIRECTOR OF PERSONNEL

Date January 10, 1941.

Name: Howard, William J.

From: U.S.Coast Guard (BUREAU OR DIVISION) Bureau No: 1637

Nature of Recommendation

Promotion

	FROM	TO
Position		Keeper
Grade	Field (Range $1380-1740)	Field (Range $1380-1740)
Salary	$1440 p.a. plus $240 p.a.Qtrs.	$1500 p.a. plus $240 p.a.Qtrs.
Bureau or Div. Organizational Subdivisions		U.S.Coast Guard
Headquarters		Boston, Mass.
Post of Duty		Pomham Rock Lt.Sta.
Appropriation		Civilian Employees, C.G.
Allotment		
Field or Deptl.		Field

EFFECTIVE *Remarks:* January 16, 1941.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

APPROPRIATION: Reg.

DATE OF BIRTH: 1-20-1891

LEGAL RESIDENCE: R.I.*

SEX: M RACE: W

NATURE OF POSITION: NEW ADDTL. IDENT.

VICE VACANCY VICE

SUBJECT TO RETIREMENT ACT? Lighthouse Act 6-20-18

DATE OF OATH

Justification:

*The latest information from Mr. Howard shows his legal residence as Rhode Island.

No increase in pay since February 1, 1937.

Consideration given all other eligible employees
Certified as to sufficiency of Appropriated Funds

N.R.STILES,
Commander, U.S.Coast Guard,
Assistant Personnel Officer.
(BUREAU OR DIVISION HEAD)

(FOR USE OF DIRECTOR OF PERSONNEL. TREASURY DEPARTMENT)

DATE APPROVED BY THE SECRETARY

INTERLEAVED-PATD.

APPLICANT OR EMPLOYEE MUST FILL THE FOLLOWING

Name (in full) William James Howard Sex Male

Present address Pomham Rocks Light Station Date of birth 20 January, 1891

Give below all places of residence during the past FIVE years

From-- (Month and year)	To-- Month and year)	Number and Street	City and State
Nov. 1925	June, 1935	Wing's Neck Light Station	Pocasset, Mass.
June, '35	Oct. 1937	Cape Cod Light Station	North Truro, Mass.
Oct. 1937	to date	Pomham Rocks Light Station	Riverside, R.I.

Give, in your own handwriting, the information requested below

Have you ever been arrested for any reason whatsoever? No (Yes or no)
If so, give details in space provided below.

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition
		NO ADDITIONAL RECORD FOUND AT F. B. I.			

Have you ever been fingerprinted? yes Where? Newport, R.I. Rockport, Mass.

When? About 1908 & 1915 If for the Civil Service, what position? —

I hereby swear (or affirm) that the above statements are complete and accurate in every detail.

U. S. COAST GUARD

William J. Howard
Customary payroll signature of employee

Subscribed and sworn to before me this 16th day of October 1939

John P. Smith
Notary Public

My commission expires Feb 2, 1945

July 1, 1939. Lighthouse Districts No. First and Second

consolidated with Boston Coast Guard District,

Headquarters Boston, Mass.

See U. S. Coast Guard General Order No. 37, dated June 20, 1939.

7/1/39 Transferred from Bureau of Lighthouses, Department of Commerce, and consolidated with United States Coast Guard, under terms of Plan No. 2 of Reorganization Act of 1939, approved by Congress April 3, 1939.

File received - FEB 9 1940

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION

William J. Howard (Name) — Mass (Legal Residence)

STATUS

11—8940

DESIGNATION	ACTION	SALARY	BUREAU—SERVICE—STATION	DATE OF EFFECT
Keeper	Prob.	660	2d Dist L.H.- Boston L.S. Mass	Jan 11, 1919
"	Prom.	720	" "	July 1, 1919
"	Incr.	780	" "	Jan 11, 1924
"	Read of Pay	1020	" "	July 1, 1924
"	"	1200	" "	Feb. 1, 1925
"	Inc. in Comp	1260	" "	July 1, 1925
"	Trans	1200	" Wing Neck L.S. "	Nov 1, 1925
"	INCREASE IN COMPENSATION	1260	" " "	JAN 1 1927
"	COMPENSATION Act. May 28, 1928	1320	" " "	JUL 1 1928
"	COMPENSATION Act. July 3, 1930	1380	" " "	JUL 3 1930
"	Trans (73A)	1380	" Cape Cod L.S.	June 1, 1930
"	INCREASE IN COMPENSATION	1440	"	FEB -1 1937
"	Trans. 73a	1440	" 2d Dist Pomham Rocks	10-1-37

June 20, 1939.

Sears, Roebuck and Company,
Back Bay Station,
Boston, Massachusetts.

Gentlemen:

Receipt is acknowledged of your letter of June 12, 1939, concerning a Mr. Howard whose designation is given as Lighthouse Keeper at Riverside, Rhode Island.

The Department of Commerce has in its employ a Mr. William J. Howard who is serving as lighthouse keeper at Pomham Rocks Light Station in Rhode Island. He entered the Lighthouse Service on January 11, 1919, and has served continuously to the present time. His salary is $1440 per annum. There is nothing in the record to indicate that this employee is other than financially responsible.

The envelope which accompanied your communication is returned herewith.

Yours very truly,

Oliver C. Short JUN 21 1939

OLIVER C. SHORT
Director of Personnel.

Enclosure
E

F5727

B27307

SEARS, ROEBUCK AND CO.

BOSTON

Shop at Sears and Save

DEPARTMENT OF COMMERCE
JUN 15 1939
DIVISION OF PERSONNEL

Wm. J. Howard

U S Government
Dept of Conservation
Washington, D C

June 12
Mr Howard
Lighthouse Keeper
Riverside, R I

2d Fl Dist

$ 28 Purchase
$ 4 Monthly

Gentlemen

Your employee, whose name is given above, desires to open an account with us.

It will be an accommodation both to your employee and to us if you will please answer the following questions. This information will be treated in strict confidence. Please use the enclosed envelope when replying.

Yours truly

Enc

SEARS, ROEBUCK AND CO.

Date employed?_____ What position? _____

Steadily employed?_____

What is weekly income?_____ Race?_____

How many working days each week?_____

Any other income? _____

Do you consider party worthy of credit requested?_____

Remarks: _____

_____

(Sign here)_____

Form 73a
GEE-RMC

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
1937 OCT 7 PM 3 38
DEPARTMENT OF COMMERCE
CHIEF CLERK

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

Chelsea, Mass., August 30, 1937. , 19

THE COMMISSIONER OF LIGHTHOUSES:

In file

The following-named employee **will be** transferred as indicated, and **will enter** upon duty at his new station on **or about October 1, 1937.**

Name, **William J. Howard** Position, **Keeper**

From **1st Asst.Keeper Cape Cod Light Station** To **Keeper, Pomham Rocks Light Station.**

Salary and range, **$1440 A ($1200-1560)** Salary and range, **$1440 A ($1380-1740)**

Previous incumbent, **Adolf H. Aronson** (LT.#1637)

Services terminated, **September 30, 1937.** Reason, **To be retired.**

CARDED

G W Eaton
Superintendent.

Oct. 5, 1937. , 19

The above-referred-to transfer became effective beginning with October 1, 1937.

For and during the absence of the Superintendent:
Edward J. Curran
Chief Clerk.
Superintendent.

KSB 10-8-37

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT - 7 1937

Submitted to the Secretary of Commerce for his information.

Action O. K'd
Chief Clerk

W P Harman
Acting Commissioner of Lighthouses.

11—4/06 GOVERNMENT PRINTING OFFICE

Form A-38

DEPARTMENT OF COMMERCE

~~APPOINTMENT DIVISION~~
Division of Personnel
WASHINGTON

February 1, 1937.

Mr. Wm. J. Howard

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective February 1, 1937.

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,

EUGENE J. GARDNER FEB -2 1937

Chief, Division of Personnel.
~~Chief of Appointment Division.~~

From: $1380

To: $1440

Service and grade:

Appropriation (unit): Field

FOR BASIS OF THIS ACTION SEE
LETTER DATED DEC 23 1936
IN FILE 1093/1

2
Q

APPOINTMENT DIVISION
FEB 13 1937
DEPARTMENT OF COMMERCE

CARDED

5325

GOVERNMENT PRINTING OFFICE 11—9061

Form 73a
GES-RMC

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1935 JUN 14 PM 3 31

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

DEPARTMENT OF COMMERCE JUN 20 1935 APPOINTMENT DIVISION

Dept

1935 JUN 19 PM 2:09

Chelsea, Mass., May 21, 1935

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on or about June 1, 1935.

Name, William J. Howard — Position, Assistant Keeper

From Wings Neck Light Station — To Cape Cod Light Station.

Salary and range, $1380 per annum($1200-1560) — Salary and range, $1380 per annum($1200-1560)

Previous incumbent, William A. Joseph (LT. #1302)

Services terminated, May 31, 1935 — Reason, Promoted to Keeper.

Superintendent.

CARDED

June 12, 1935

The above-referred-to transfer became effective beginning with June 1, 1935.

Superintendent, 2nd District.

BUREAU OF LIGHTHOUSES
WASHINGTON

JUN 27 1935

Submitted to the Secretary of Commerce for his information.

Submitted to Secretary of Commerce for his information.

Acting Commissioner of Lighthouses.

11—4598

For the Commissioner,

Chief, Personnel Division

DEPARTMENT OF COMMERCE
JUL 29 1931
APPOINTMENT DIVISION

July 28, 1931.

William J. Howard, Assistant Keeper,
Wings Neck Light Station,
(Thru Superintendent of Lighthouses, Chelsea, Mass.)

The Bureau has read with interest a copy of your report of July 14 regarding your rescue of a party of five whose small sailing skiff capsized near the station. It is noted that you rowed out to them in the station boat and safely provided for them. The Bureau takes pleasure in commending you for your very timely assistance and having the matter made a part of your official history.

H. D. KING,
Acting Commissioner of Lighthouses.

RG:EMF

Lighthouses---Appointment Division's files

Exact copy as signed by_____

Mailed_____ by_____

DEPARTMENT OF COMMERCE
JUL - 3 1931
APPOINTMENT DIVISION

July 1, 1931.

William J. Howard, Assistant Keeper,
Wings Neck Light Station, Mass.,
(Thru Superintendent of Lighthouses, Chelsea, Mass.)

The Bureau is in receipt of a report from the Superintendent relative to the assistance you rendered to two young couples whose speed boat filled and sank off your station. It is noted that the two men and one of the ladies were unconscious when brought ashore, and that you provided for them over night and supplied them with clothing. You are hereby commended for your extremely timely assistance in this matter, a record of which will be made a part of your official history.

F. P. DILLON
Acting Commissioner of Lighthouses.

RG:EMF

CARDED

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by_____.

Mailed _____ by _____

file

IN REPLYING ADDRESS
COMMISSIONER OF LIGHTHOUSES
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE
BUREAU OF LIGHTHOUSES
WASHINGTON

DEPARTMENT OF COMMERCE
SEP 25 1930
APPOINTMENT DIVISION

September 24, 1930.

Mr. William J. Howard, Asst. Keeper,
Wings Neck Lighthouse.

(Through Superintendent of Lighthouses, Chelsea, Mass.)

The Bureau has read with interest a report of assistance rendered by you on August 22 to a small sailing skiff which capsized in the vicinity of the light station and is pleased to commend you for your timely assistance in this instance which will be noted as a part of your official record.

CARDED

Acting Commissioner of Lighthouses.

E. D. KING

RLC:LRF

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by .....

Mailed ..... by .....

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 3, 1930.

William J. Howard

(Thru Commissioner of Lighthouses)

Sir:

You are advised that under the Brookhart Act your compensation has been changed as indicated below, effective July 3, 1930.

By direction of the Secretary:

Respectfully,

EDW. J. GARDNER,

Chief of Appointment Division.

CARDE

APPOINTMENT DIVISION ENTERED JUL 9 1930 ON JOURNAL DEPARTMENT OF COMMERCE

From: 1520

To: 1580

2nd Keeper

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

July 1, 1928.

Mr. William J. Howard,

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: $1320

C

APPOINTMENT DIVISION
JUL 2
ON JOURNAL
DEPARTMENT OF COMMERCE
11—9564

GARDNER

Form A-38

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

January 1, 1927.

Mr. Wm. J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your compensation has been changed as indicated below, effective January 1, 1927.

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,

CLIFFORD HASTINGS

Chief of Appointment Division.

From: $1200 per annum.

To: $1260 per annum.

Service and grade: Field.

Appropriation (unit):

JAN 12 1927

APPOINTMENT DIVISION ENTERED JAN 13 1927 ON JOURNAL DEPARTMENT OF COMMERCE

APPROVED BY THE ACTING SECRETARY 1/12/27

FILE 1093/1

F 2

CARDED

GOVERNMENT PRINTING OFFICE 11—9061

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.
GEE-EJC

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
1925 NOV 7 AM 10 13

LIGHTHOUSES
1925 NOV 6 AM 9 09

OFFICE OF SUPERINTENDENT, 2D DISTRICT
CUSTOMHOUSE
BOSTON, MASS.
November 3, 1925.

Commissioner of Lighthouses.

Subject: Transfer, William J. Howard.

Reference: Nomination, Form 73, dated October 21, 1925.

1. The Bureau is advised that the above named employee entered on duty as Assistant Keeper, Wings Neck Light Station, November 1, 1925.

CARDED

Superintendent.

Bureau of Lighthouses, Washington
NOV 6 1925

Submitted to Secretary of Commerce for his information

Acting Commissioner

GPO

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS-LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 24, 1925.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $1260 per annum to $1200 per annum, effective November 1, 1925, or as soon thereafter as you enter on duty.

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,

(SIGNED) CLIFFORD HASTINGS
OCT 2 - 1925
Chief of Appointment Division.

11—8074

CARDED

APPOINTMENT DIVISION ENTERED OCT 31 1925 ON JOURNAL DEPARTMENT OF COMMERCE

H
2nd

Form 73
GEE-EJC

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHTHOUSES

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT,

1925 OCT 22 PM 12 19

Boston, Mass., October 21st, 1925.
(City.)

COMMISSIONER OF LIGHTHOUSES.

1925 OCT 23 — CHIEF CLERK

APPOINTMENT NECESSARY — ACTION TAKEN — OCT 28 1925 — DEPARTMENT OF COMMERCE

Action recommended, Transfer, with reduction in salary.

Name, William J. Howard — Legal residence, Massachusetts.

Position, (Assistant) Keeper — Salary, ~~$1140~~ $1200 per annum (1080-1320)

Location, Wings Neck Light Station, Mass. — Appropriation, Salaries, Keepers of Lighthouses.

Effective November 1, 1925. — ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx~~, or as soon thereafter as he enters on duty. Such etc.

Former position, (1st. Assistant) Keeper — Former salary, $1260 (1140-1360) per annum.

Location, Boston Light Station, Mass.

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

Previous incumbent, Russell B. Eastman — Services terminated, October 31, 1925.

Reason, Transferred.

Members of family in Government Service, None.

Date of birth, January 20, 1891.

Remarks: A letter from Mr. Howard indicating his desire for transfer to this position which involves a reduction in pay, is enclosed. Action recommended is not in violation of Section 2, Civil Service Rule I. Quarters are provided for families of keepers at this station.

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

For and in the absence of the Superintendent.

Lawyer
Chief Clerk.

Secretary, Civil Service District.

A Bureau

10-24-25

BUREAU OF LIGHTHOUSES
WASHINGTON
OCT 22 1925

Inclosure

Submitted to the Secretary of Commerce, approved.

H. B. Bowman
Acting Commissioner of Lighthouses.

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

11—2314

CROSS REFERENCE

SEE FILE--464/16/ D#1

NAME Howard, Llew J. POSITION Keeper.

BUREAU BUREAU OF LIGHTHOUSES STATION 2nd Dist.

CIRCULAR #11----9/15/23

BASE PAY	Bonus	Total	Allowances			As Classified for estimate purposes			Recommendations regarding differential from standard rates		
			Items	Value	Aggregate	Service	Grade	Pay	Is differential recommended	Amt. per annum to be Added	Subtracted
720	240	960	XCR	404 25	364 25	LHS	4	1380	yes	60	

CIRCULAR #13----11/13/23

approv-$1140

GRADE RECOMMENDED 5

RANGE OF COMPENSATION RECOMMENDED FROM $1140 TO $1380

PERSONNEL CLASSIFICATION BOARD FORM NO. 1
(To be filled out in accordance with detailed instruction sheet, Form No. 2)

Sheet No. 16.
2—12758

DO NOT WRITE IN THIS SPACE			
	a		
	b		
	c		
	d		

1. Howard (Surname) William (Given name) J. (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field Service Lighthouse Service
5. (a) Field Station Second Lighthouse District
   (b) Subdivision Boston Light Station
   (c) City or town Boston State Mass.
6. Pay-roll title Keeper
7. Customary office title 1st Assistant Keeper.

8. (a) Number of regular working hours of the position, per day about 15; per week 105
   (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 1/3 of time from sunset to sunrise. m. to 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 $ 720 per annum; bonus, $ 240 per annum.
12. Rate of pay, exclusive of bonus, on January 1, 1923, $ 720 per annum; bonus, $ 240 per annum.
13. If the employee receives overtime pay, state the rate None
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 allowances are made for any of these items, state which items and the amounts per annum 45 cents per diem commutation of rations, $164.25
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 Uniform; annual cost, $ 20.00
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 Navigation, Practical Mathematics and Gas Engines., number of lessons 40; number completed 40

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.)

	Percentage of total time given to each task
1. Operating the light every night from sunset to sunrise; operating fog signal during thick or foggy weather.	50
2. Cleaning and caring for grounds, quarters, light and fog signal apparatus.	25
3. Painting buildings and light tower and making minor repairs as necessary.	15
4. Going for mail and supplies.	10

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BOSTON, MASS.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

SECOND DISTRICT

SUPT. OF LIGHTHOUSES
OCT
21
1925
2ND DIST. BOSTON, MASS.

Boston Light,
(Station, Depot, or Vessel)
Oct. 20, 1925.

LIGHTHOUSES
1925 OCT 22 PM 12 19

Supt. of Lighthouses,
Boston, Mass.

Sir:—

I wish to be transferred to the position of Asst. Keeper, Wings Neck Light Station, at the salary of $1140 per. annum.

Through Keeper
Asst. Keeper

Respectfully
Howard, 1st. Asst.

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 26, 1925.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 1200 per annum to $ 1260 per annum, effective July 1, 1925.

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.
Acting Chief of Appointment Division.

11—8074

H
2nd

CARDED

APPOINTMENT DIVISION
ENTERED
JUL 7 1925
ON JOURNAL
DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 31, 1925.

M. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

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

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED FEB 4 1925 ON JOURNAL DEPARTMENT OF COMMERCE

Acting Chief of Appointment Division.

Position: Keeper.

Salary: $1200.

FEB 3 - 1925

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

WK

GARDED

24

(CROSS REFERENCE)

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

For authorization see letter dated JUL 15 1924 File No. 1095/21.

April 10, 1924.

My dear Mr. Howard:

I have been gratified to read Mr. Hart's report of April 1, forwarded by the Superintendent at Boston, relative to the rescue from Out Brewster Island of three men who had been obliged to abandon their boat when it struck on the ledges near the Island. I note that the boat was also recovered and the men cared for until the Coast Guard Service arrived at the station and took them to the mainland. It gives me pleasure to commend you for your part in the work of rescue and to have same made a matter of official record.

Cordially yours,

S. B. DAVIS

Acting Secretary of Commerce.

Mr. W. J. Howard, First Assistant Keeper,
Boston Light Station, Mass.
(Through Commissioner of Lighthouses).

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by S. B. DAVIS
Mailed APR 11 1924 by

Form A-21

NOTICE OF CHANGE IN SALARY
KEEPERS—LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 14, 1924.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $720 per annum to $780 per annum, effective January 11, 1924 (including $60 per annum longevity pay).

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,
Acting Chief of Appointment Division.

11—8074

C
G
2d

APPOINTMENT DIVISION RECEIVED JAN 16 1924 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATE RETARD

CARDED

Form 73
MMC

NOMINATION

LIGHTHOUSES

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

CHIEF CLERK
1924 JAN 5

1924 JAN 12 PM 4 03

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES, Second DISTRICT.

1924 JAN 14 PM 2 58

Boston, Mass. (City.) January 11 (Date.) 1924.

COMMISSIONER OF LIGHTHOUSES:

Action recommended, Allowance of Longevity pay.

Name, William J. Howard — Legal residence, Massachusetts

Position, Keeper — Salary, $780 per annum.

Location, Boston Light Station, Mass. — Appropriation, Salaries of Keepers of Lighthouses.

Effective January 11, 1924. — {'the actual date of entrance on duty, ~~as~~ ~~assumed charge of office~~.

DEPARTMENT OF COMMERCE JAN 16 1924 APPOINTMENT DIVISION.

Former position, Keeper — Former salary, $720 per annum.

Location, Boston Light Station, Mass.

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

Previous incumbent, Himself — Services terminated, --

Reason, --

CONTINGENT DIVISION ACCOUNTANT JAN 16 DEPARTMENT OF COMMERCE

Members of family in Government Service, None

Date of birth, January 20, 1891.

Remarks: On January 10, 1924, Mr. Howard completed five years' continuous service in the Lighthouse Service, and it is recommended that he be granted longevity pay of $60 per annum, effective January 11, 1924.

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

1/14/24

Secretary, Civil Service District.

Fred C. Eaton
Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

JAN 14 1924

Submitted to the Secretary of Commerce, approved.

APPROVED:

ACTING SECRETARY OF COMMERCE

J. S. CONWAY
Acting Commissioner of Lighthouses.

RP

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

11—2314

(COPY)

LGJ

September 21, 1923.

DEPARTMENT OF COMMERCE
SEP 22 1923
APPOINTMENT DIVISION.

My dear Mr. Howard:

I have read with interest a report from the keeper forwarded from the Superintendent at Boston, regarding the assistance rendered by you on September 9, 1923, to the five occupants of a motor boat which ran ashore in the vicinity of the light station. I am sincerely pleased to commend you for the part you took in the rescue of the party and their disabled boat, which commendation will be noted on official records.

Cordially yours,

(Signed) S. B. DAVIS

Acting Secretary of Commerce.

Mr. William J. Howard, First Assistant Keeper,
Boston Light Station, Massachusetts.
(Through Commissioner of Lighthouses).

S. B. DAVIS

LIGHTHOUSES---Appointment Division's files
Exact copy as signed by [signature]
Mailed ---------- by ----------

Hol-MK

MAR 16 1921

Sir:

Referring to report of assistance rendered by you on February 24, 1921, in rescuing from drowning the second assistant keeper, whose boat had capsized, the Department takes pleasure in commending you for the meritorious service rendered, which will be noted on the records as part of your official history.

Respectfully,

Secretary of Commerce.

William J. Howard, First Assistant Keeper,
Boston Light Station, Mass.
(Through Commissioner of Lighthouses)

LIGHTHOUSES---Appointment Division's files

Exact copy as signed by

Mailed MAR 17 1921 by

(CROSS REFERENCE)

July 7, 1919, Lighthouses reports the date of offset of the appointment dated June 18, 1919, for William J. Howard, as July 1, 1919.

See file of William C. Burleigh.

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

June 18, 1919.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 720 per annum, effective July 1, 1919, or as soon thereafter as you enter on duty at the increased rate of pay.

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,
(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

RM
G

Second District

CARDED

APPOINTMENT DIVISION ENTERED JUN 18 1919 JOURNAL DEPT. OF COMMERCE

C. S. REPORT DATA ENTERED

Form 73

MMB

JUN 13 1919 9 12 AM

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

5

LIGHT HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) June 11, 1919 (Date.)

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

CHIEF CLERK

Name, William J. Howard — Legal residence, Massachusetts

Position, Keeper — Salary, $720 per annum

1919 JUN 16 PM 1 56

Location, Boston Light Station Mass — Appropriation, Salaries of Keepers of Lighthouses

Effective July 1, 1919. — {~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

Former position, Keeper — Former salary, $660 per annum

Location, Boston Light Station, Mass.

1919 JUN 16 PM 2 42

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

Previous incumbent, John A. Thurston — Services terminated, June 27, 1919.

Reason, Resignation

Members of family in Government Service, None

Remarks: Mr. Howard is a capable employee and deserving of this promotion.

Lol. 6/16/19.

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

Secretary, Civil Service District.

Eaton

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

JUN 16 1919

JUN 17 1919 DEPARTMENT OF COMMERCE

1919 JUN 16 PM 1 41

H. B. Bowerman

Acting Commissioner

---

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

11—2314

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 16, 1919.

M r. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 720 per annum, effective May 21, 1919, or as soon thereafter as you enter on duty at the increased rate of pay.

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,

Clifford Harding

Chief of Appointment Division.

D
G

File

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE.

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 16, 1919.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 720 per annum, effective May 21, 1919, or as soon thereafter as you enter on duty at the increased rate of pay.

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,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

CARDED

D
G

2nd

NOTICE OF CHANGE IN SALARY
KEEPERS -- LIGHTHOUSE SERVICE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

May 16, 1919.

Mr. William J. Howard,

Through the Commissioner of Lighthouses.

Sir:

You are advised that your salary as keeper in the Lighthouse Service has been changed from $ 660 per annum to $ 720 per annum, effective May 21, 1919, or as soon thereafter as you enter on duty at the increased rate of pay.

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,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

D
G

2nd

Form 73

WBJ

MAY 16 1919

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) May 9, (Date.) 1919

5

LIGHT HOUSES MAY 16 1919 CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Promotion

Name, William J. Howard

Legal residence, Massachusetts

1919 MAY 15 PM 4 00

Position, Keeper

Salary, $720 per annum

Location, Boston Light Station, Mass.

Appropriation, Salaries of Keepers of Lighthouses

Effective May 21, 1919 {the actual date of entrance on duty; or as soon thereafter as he enters on duty.

Former position, Keeper

Former salary, $660 per annum

Location, Boston Light Station, Mass.

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

APPOINTMENTS

Previous incumbent, John A. Thurston

Services terminated, May 20, PM 1919 1919 MAY 15 PM 4 33

Reason, Transfer

Members of family in Government Service, Father and Brother, LHS.

Remarks: Mr. Howard is a capable employee, deserving of this promotion.

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

LAS 5/14/19

Secretary, Civil Service District.

Superintendent.

BUREAU OF LIGHTHOUSES
WASHINGTON

MAY 13 1919

Submitted to the Secretary of Commerce, approved.

DEPARTMENT OF COMMERCE MAY 16 1919 INSPECTION DIVISION

1919 MAY 15 PM 3 38

Acting Commissioner

1 Strike out the clause which does not apply.

11—2314

Asst Inspr

5

APPOINTMENTS FEB 8 1919

DEPARTMENT OF COMMERCE

CHIEF CLERK

1919 FEB 8 PM 2 01

LIGHT FEB 7 1919 HOUSES

PERSONAL QUESTION SHEET

1919 FEB 8 PM 2 05

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. 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, it should be so stated.)

William James Howard

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

3. Bureau or Service, place, and district in which employed:

Lighthouse Service (Bureau or Service.) Boston Light Station (Place (city, town, station, or vessel).) 2nd (District.)

4. Position to which appointed Keeper Boston Light Stations

5. Compensation $660 per annum

6. Appropriation from which paid Salaries of Keepers of Lighthouses

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination ———, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ———," stating Department, Bureau or Service, position, and salary, if known.)

By reapm. for Light Keeper

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

Boston (City or town.) Mass. (State or Territory.) Buffolk (County.) 10th. (Congressional district.)

CARDED

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

—

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

11. Where were you born? Nantucket, Mass.

12. When were you born? January (Month.) 20th. (Day.) 1891 (Year.)

13. If foreign born, state when and where naturalization papers were taken out —

14. What is your marital condition? married. One child.

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

Alice M. Howard (Name.) — (Number and street.)

Boston Light Station (City or town.) Mass. (State or Territory.)

11—1434

16. Are there any members of your family, besides yourself, in the civil service of the United States? yes

(If answer is "Yes," give 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.
Alfred A. Howard	Ipswich Mass.	Position Light Keeper Department or office Dept. Comm.	Father	married
George A Howard	Rockport Mass.	Position Light Keeper Department or office Dept Comm.	Brother	married
		Position Department or office		

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

no

18. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
Treasury	Life Saving Service	Surfman	$65 per mo.	Mar. 24, 1914	Dec. 9, 1916.

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

no

20. Were you in the military or naval service of the United States during any war? (If so, give the information called for by the blanks below.)

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

21. 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.
U.S.S. Charleston	Dec. 27, 1908	Jan. 30, 1912.	expiration of enlistment
" " " New York			
" " " New Orleans.			

22. Are you the widow or orphan of an honorably discharged soldier or sailor? ..... (If answer is "Yes," give the information called for by the blanks below.)

Relationship (widow or orphan).....

Name under which soldier or sailor rendered service .....

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

23. What was your occupation prior to entering the United States civil service? (It is intended that the answer to this question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 18, 19, 20, and 21.)

Cooper

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

Public school 9th grade. I.C.S. course in Navigation. University extension, course on practical & Applied Math.

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

Cooper and Seaman.

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

Exam. for Keeper, Dec. 17, 1918.

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

Yes

Date, Jan. 19, 1919

Witness (in case signature is by mark):

(Signature) William James Howard

P. O. Address: Boston
City or town.
Boston Light Station
Number and street.
Mass.
State or Territory.

(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 February 4, 1919

(Signature) W. A. Goodall

(Official title) Superintendent.

11—1424

Form 111

MMB

approved

APPOINTMENTS FEB 8 1919

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT HOUSES FEB 7 1919

CHIEF CLERK

APPOINTMENTS

5

I, William J. Howard 1919 FEB 8 PM 2 01

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.

1919 FEB 8 PM 2 23

William J. Howard
(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 3rd day of February, A. D. 191 9

(Affix official seal here)

[4] (Name) Aquilla R Barrows

(Official title) Keeper Lighthouse Service

My commission expires _____

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	$660 per Annum	Boston Light Station.
Former [5] ---	---	--- ---

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

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT

Boston, Mass., (Address), February 4, 1919. (Date)

The above-named appointee entered upon duty on January 11, 1919. (Date)

CARDED

C A Goddard
(Signature and 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 after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, a chief clerk in the office of a lighthouse inspector 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 lighthouse inspectors 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

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

January 8, 1919.

Mr. William J. Howard,

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 and Sixty dollars per annum, effective on the date on which you enter upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. .....) issued by the Local Civil Service Board for the 2nd Lighthouse District.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

D
G

CARDED

Appropriation: Salaries, Keepers of Lighthouses.

Vice: J. L. Hart.

Legal Residence: Massachusetts.

(See reverse side.)

Second District.

11—5080

Form 73

NOMINATION

EWS-WBJ

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Second DISTRICT,

Boston, Mass., (City.) January 2 (Date.) 1919.

THE COMMISSIONER OF LIGHTHOUSES:

RECEIVED JAN 3 - 1919 FIRST C. G. DIST.

Action recommended, Probationary appointment-

Name, William J. Howard-

Legal residence, Massachusetts-

Position, Keeper-

Salary, $660 per annum-

Location, Boston Light Station, Mass.,

Appropriation, Salaries of Keepers of Lighthouses-

Effective January 10, 1919

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

JAN 6 1919 CHIEF CLERK

JAN 6 1919 LIGHT HOUSES

Former position, ---

Former salary, ---

Location, ---

Rank on eligible list, 1 Assistant Rating, Keeper- Percentage, 94.4, Other eligibles considered:

E.N.Larrabee, FR- T.H.Morgan, in U.S. Service-

Previous incumbent, J. L. Hart- Services terminated, Oct. 10, 1918-

Reason, Transfer-

1919 JAN 6 PM 4 21

Members of family in Government Service, Father and Brother in U.S.L.H.S.

Remarks: Mr. Howard was not required to appear at the office owing to distance. He has served four years in the U.S.Navy and 2½ years in U.S.Coast Guard.

1919 JAN 6 PM 4 35

Selection regular, subject to the action of the U. S. Civil Service Commission, JAN 3 - 1919, 191

B L Salomon

Secretary, 1st Civil Service District.

For and in the absence of the Superintendent:

Sawyer

Chief Clerk.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

JAN 6 - 1919

1919 JAN 6 PM 4 10

H. B. Bourgeois

Acting Commissioner

1-7-19

1ST DIVISION JAN 8 1919 DEPT OF COMMERCE

1 Strike out the clause which does not apply.

11—2314

19. Does employee work under immedi[illegible]upervision, or to a large extent upon his own res[illegible]ibility? (Describe fully.)

Works under the immediate supervision of the Keeper, and follows detailed instructions in regard to his work.

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.

Except that he has charge of the station during the authorized absence of the principal keeper.

21. How long have the employee's duties been substantially as described above? Since January 11, 1919.

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

May 31, 1923. (Date) — Jas E Eaton (Signature of Preparing Officer) — Supt. of Lighthouses. (Title)

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

(Signature of Employee)

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		X	
Initiative (originality and resourcefulness)	X		
Trustworthiness (dependability)	X		
Speed (quickness)		X	
Physical Qualities (strength and endurance)	X		

Educational Training	Essential	Desirable But Not Essential
College		
High School		X
Common School	X	

Technical Education: If essential, kind and extent

Experience: If essential, kind and extent

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

May 31, 1923. (Date) — Jas E Eaton (Signature of head of field office or station) — Supt. of Lighthouses. (Title)

GOVERNMENT PRINTING OFFICE 2—12758